



CITY OF KIRKLAND
City Manager's Office
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MEMORANDUM

To: Kurt Triplett, City Manager
From: Tracey Dunlap, Deputy City Manager
Date: May 6, 2021
Subject: Summer Action Plan Follow Up and Recovery Interns

RECOMMENDATION

That Council receives a presentation on the proposed Summer Action Plan (Phase 1 and 2) and Recovery Interns and provides direction to allow staff to proceed with implementation. Potential funding sources for these investments could come from American Rescue Plan Act (ARPA) revenues, existing community event resources, and/or one-time excess revenues from 2020. If Council provides direction to proceed, staff will begin implementation immediately and budget approval will be brought forward as part of the June 2021 mid-year budget adjustments.

BACKGROUND DISCUSSION

Summer Action Plan

The May 4, 2021 City Council meeting included a briefing on Phase 1 of the Summer Action Plan – Maintenance and Operations Investments, Recreation Programming and Parks to Support Inclusivity, COVID Recovery and Economic Development. The background on the Summer Action Plan provided as part of that staff report is provided below for reference:

In early April, the region experienced a week of inviting summer-like weather. Skies were sunny and clear, and the temperatures ranged in the mid-70s. This gave Kirkland a preview of what to expect this summer as the community emerges from COVID-19. Parks and beaches were packed with visitors seeking outdoor activity. Downtown restaurants and shops were bustling with people. Cyclists filled the bike lanes and throngs of pedestrians walked along the waterfront. There was clearly a community-wide pent up need to get out and reconnect with family, friends and experiences. Overall, this week was a positive experience for the community and for City government. However, the summer preview week also demonstrated many challenges for the City. COVID-19 compliance such as social distancing and mask-wearing was often abandoned. Downtown parking was once again scarce, and parking conflicts increased. Garbage cans in parks were overflowing and large amounts of trash were left all over the parks. Off-leash dogs and dog feces in parks increased significantly. Concerns on social media about individuals experiencing homelessness camping in public areas increased. Boating season and

City summer initiatives such as closing portions of Park Lane and Lake Washington Boulevard to parking will provide additional positive experiences to the community but also add to the challenges. The need for additional resources in Parks & Community Services, Public Works, Police and other departments to meet these challenges through a "Summer Action Plan" was introduced to the Council at the April 6 Council meeting during the COVID-19 special presentation.

The City Manager convened a cross-departmental "Summer Action Team" led by Deputy City Manager Tracey Dunlap. Departments were asked to propose targeted investments to help the community experience a safe, healthy and enjoyable summer that also complies to the extent possible with state guidelines for COVID-19 phases. The funding totals of these proposed Summer Action Plan investments will be significant. However, they are envisioned as primarily one-time due to the unique circumstances of helping the community navigate a second COVID-19 summer as vaccinations increase but the uncertainty of COVID-19 variants and state restrictions remain.

Phase 1 Parks investments focus on safety, inclusion, and economic development, the details of which were presented to Council on May 4. Phase 2 investments include additional Parks proposals and city-wide investments for other departments to address the expected influx of activity in the City this summer. The table below summarizes both the Phase 1 and 2 investments and details on each proposal are included in Attachment A. The total cost of the program is just under \$1.2 million. \$135,000 was previously funded by Council from the Human Services Reserve. Total new funding if all proposals proceed is \$1.056 million.

Summer Action Team Service Proposal Summary			
Title	Dept	Top of Cost Range	Notes
Phase 1			
PCS Phase 1 Programs and Events (presented 5/4/21)	PCS	\$504,548	0.5 LTE, contingent hours, equipment and supplies thru 2022
PCS Phase 1 Enhanced Services for P&R (presented 5/4/21)	PCS	\$142,723	Additional seasonal staff, equipment and supplies
Phase 2			
Temporary Market Wage Schedule	PCS	\$108,583	COVID-related market adjustment for seasonal staff
Expanded Garbage and Recycling	PCS	\$13,135	Pilot project in Marina Park and Houghton Beach Park
<i>Additional Assistance to those Experiencing Homelessness</i>	PCS	\$134,750	<i>No new funding - funded from Human Services Reserve 5/4/21)</i>
Roving Code Enforcement Ambassador	P&B	\$41,550	Assumes on-call code enforcement officer
Increased Police Bicycle Patrols	PD	\$138,539	Overtime, purchase 4 patrol bicycles
Downtown Bike Parking	PW	\$18,000	4 locations
Downtown Parking/Wayfinding	PW	\$54,194	Consultant fee
Kirkland Green Trip: Alternate Way to Access Downtown	PW	\$35,000	Consultant fee - top of range
Total Estimated Cost		\$1,191,022	
New Funding Requested		\$1,056,272	<i>excluding previously approved funding above</i>

Reduced ARPA Funding Allocation

On May 10th, the U.S. Treasury Department issued the "Interim Final Rule" ARPA allocations to cities. Kirkland's allocation dropped from a previously estimated \$20.3 million to \$10.2 million. Despite this significantly lower allocation, staff still recommends proceeding with the Summer Action Plan. The need for a safe summer reopening for residents and businesses after a historic pandemic is still critical and a variety of funding options beyond ARPA are available.

Recovery Interns

At the April 29, 2021 Special Meeting, staff proposed implementation of a "Recovery Intern" program similar to the "Innovation Intern" program that the City implemented in 2019, which was a cost-effective and successful way to augment City staff, while giving students valuable experience. These resources would be for a 3-6 month period and could assist with administering ARPA programs and Summer Action Plan initiatives. The table below summarizes the 8 potential internship opportunities that staff have identified and the position has been posted at universities given that graduations are beginning in May (see Attachment B). The hope is to select candidates by early June. The maximum total cost of the program is approximately \$180,000, but consolidation of intern assignments will likely lower the costs.

Recovery Intern Summary		
Title	Dept	Tasks
Communications/Neighborhood Safety/Startup 425	CMO	SAT support, suggest-a-project analysis, 425 operating manual
Police Communications/Event Support	PD	Social media marketing, video production, NNO/events
Human Resources Backfill Support	HR	Catch up on backlogged tasks due to COVID response
IT Support of Return to Work	IT	Setup, tracking, documentation, and support of return to work
GIS Backfill for R-5434 and Summer Action Plan	IT	Backfill for support of dashboards, map updates, etc.
Transportation Recovery Intern	PW	Support Summer Action Team items and plan updates
Budget/ARPA Support	F&A	Backfill Resources to support ARPA/SAP
Cultural Navigators for ARPA Programs	Various	Help connect public to local/state/federal programs
Number of interns	8	Assumes one intern per request
Max cost of 6-months	\$ 178,214	Maximum Funding Requested based on Graduate Top Step

NEXT STEPS

Staff are seeking direction from Council on the following items:

- What questions, comments or suggestions does Council have?
- What level of interest does Council have in these investments?
- Would Council support one-time funding for these investments?

If Council directs staff to proceed with all of the programs, the total new one-time funding needed is \$1.235 million. Staff will proceed to implement the selected programs immediately and will bring the specific funding package back for City Council approval as part of the June mid-year budget adjustments. This timing will allow staff to analyze the ARPA guidelines once they are published and determine which costs are eligible for funding from that program and propose funding sources for any remaining costs.

Note that staff is developing additional proposals related to ARPA, as introduced at the April 29 Council Retreat. Additional near-term proposals will be discussed at the upcoming City Council Retreat on May 28, 2021 and will also be brought forward for budget approval as part of the mid-year budget adjustments in June.



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: PCS Phase I Programs and Events

Date: 4/23/21

Requesting Department:
Parks and Community Services

Name of Department Lead:
Lynn Zwaagstra

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Implement new programs and events to help with COVID recovery by getting people active and connected, building a sense of community and focusing on cultural inclusivity, diversity, equity and belonging. This proposal contains a request to increase a .5 FTE to a 1.0 FTE to plan and implement programs, contingent hours to help with onsite event support, an investment in equipment and supplies and matching funding for the SNAP food access program.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

The Kirkland community and its surrounding neighbors seek support in recovering from COVID. The pandemic has caused social isolation, physical inactivity, emotional distress and financial strain. Parks and recreation services can help engage people physically, emotionally and socially. Programs and services also drive economic activity.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

All areas of the City and several City departments are seeing an increased need for services, education, enforcement, etc. Parks and Community Services can assist with COVID recovery by building community and leading efforts to improve physical, emotional and social health. Implementation would require support from HR, Payroll, Purchasing, the communications team, PCS admin staff, Parks Maintenance and our customer service staff.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Increase a .5 FTE to a 1.0 FTE for 2021/2022 = \$104,548

Contingent hours for 2021/2022 = \$70,000

SNAP matching funds for 2021/2022= \$10,000

Equipment plus supplies to last through 2021/2022 = \$320,000

Total = \$504,548

*Note, wages are not calculated with the temporary market premium pay as these positions would begin in the fall/winter.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

The SNAP food access program would begin in June and run for the duration of the Juanita Friday Market. New recreation programming and community building events will begin in the fall. All these programs and services will be offered through 2022.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: PCS Phase I Enhanced Services for Parks & Rec

Date: 5/4/21

Requesting Department:
Parks and Community Services

Name of Department Lead:
Lynn Zwaagstra

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Offer pop-up dog parks, sprinkler parks, and food truck rallies at inland parks to spread visitors throughout the parks during the busy summer season. Increase staffing levels for harbor masters, beach lifeguards, and seasonal laborers in order to improve park safety, customer service, and cleanliness. Staff pay rates were calculated using the temporary market premium wage schedule submitted as a separate request.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

The Kirkland community and its surrounding neighbors seek support in recovering from COVID. The pandemic has caused social isolation, physical inactivity, emotional distress, and financial strain. In times of good weather, community members flock to Kirkland parks and the retail centers, which causes a tremendous strain on traffic, parking, city cleanliness, walking paths and trails, and human/animal interactions. Current COVID restrictions of wearing face coverings and social distancing exacerbate these challenges. There is an increased need to provide service and information to the community, wayfinding, trash removal, and education about rules and regulations. Enforcement also becomes necessary. By offering pop-up dog parks and sprinkler parks, people would be encouraged to use inland parks instead of just the waterfront parks.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

All areas of the City and several City departments are seeing an increased need for services, education, enforcement, etc. Parks and Community Services sees tremendous crowds at the waterfront parks. The areas of greatest impact include the downtown area; Marina Park and docks, Houghton Beach Park, Peter Kirk Park, Marsh Park, Heritage Park, and Juanita Beach Park. This proposal adds two seasonal laborers 7 days per week from noon to 8:30 pm, who will rotate through the waterfront and downtown parks. Also proposed is one additional harbor master 7 days per week from 10:00 am to 8:30 pm and one additional lifeguard at each swim area 7 days per week during operational hours. Adding additional staff will create increased workload for HR and Payroll.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: Additional hours for seasonal laborers, lifeguards and harbor masters at the increased market wage, with benefits.

- 2 seasonal maintenance staff 7 days per week, 8 hours per day, 97 days = \$41,918
- 1 harbormaster 7 days per week, 10 hours per day, 97 days = \$19,125
- 1 lifeguard at each of the 3 beaches 7 days per week for the season = \$32,222
- Additional staff hours for the pop-up sprinkler parks = \$3,551
- Additional staff hours to install/take down pop-up dog parks = \$2,505

TOTAL STAFFING: \$99,321

Other Resources:

- 3 rental trucks x \$2,678 per month x 3 months = \$24,102 (tax included) + fuel \$1800
- Equipment and supplies for pop-up sprinkler parks = \$2500
- Equipment and supplies for pop-up dog parks = \$15,000

TOTAL OTHER RESOURCES: \$43,402

Estimated Cost: \$142,723 maximum cost if all hours are worked and all truck are rented for the entire 3 months.

*Note: Most seasonal laborer wages are in 125 & 128 fund, however, it could be allocated to any of the 3 funds used by Parks Maintenance.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

Staff have been given the direction to consider more candidates than in previous summers during the current recruitment process. They will need final approval on how many additional hours are available, and therefore, how many staff to hire **as soon as possible**.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

A robust communication plan for the summer would be extremely helpful. This should provide information on where to park, travel routes, lane restrictions, park closures, COVID restrictions, and new services and activities at alternate sites that will help disperse community members throughout the City. A strong police presence in downtown would be beneficial to encourage neighborly behavior; in particular, Marina and Houghton Beach Parks where some illicit activity occurs that drives away youth and families. Also, there is concern about animal enforcement given the vacancy in the animal control officer.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Temporary Market Wage Schedule

Date: 4/22/21

Requesting Department: Parks and Community Services

Name of Department Lead:
Lynn Zwaagstra

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Offer a temporary market wage schedule to help attract people to a variety of positions needed to provide programs and services during COVID recovery; specifically, for Memorial Day to Labor Day of 2021. Staff are needed to provide basic summer services; however, the intention is to offer increased staffing levels to help with COVID transition. (see Summer Action Team Employee Hours)

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

Parks and Community Services (PCS) operates during the summer with seasonal and contingent positions. Seasonal positions start at minimum wage, \$13.69, and go up to \$18.25 for positions requiring experience and certifications. Staff have not received enough applications to offer the basic service level despite aggressive recruiting. Local competitors are Chick Fil A, whose wages start at \$16 per hour, and Safeway, whose average wage for a cashier in Kirkland is \$16.35. Wages at surrounding cities are also a factor. PCS positions require extensive community interaction and most typically active work outdoors; a less attractive proposition than being in a climate-controlled environment with better social distancing. In addition to the wage challenge, previous employees have indicated they are not applying because they receive comparable income remaining on unemployment. A temporarily increased wage schedule could provide the impetus for people to begin applying for Kirkland summer jobs.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

Implementation of this initiative creates an administrative workload on staff in Parks and Community Services, but also Human Resources and Finance and Administration. A financial analysis must be completed, a wage schedule approved, job postings would need to be edited, and some newly hired incumbents' wages would need to be increased through a personnel action.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: Several hours from Human Resources staff, Finance and Administration, and PCS staff.

Other Resources: None

Estimated Cost: A \$3 wage premium was used as the calculator. Total cost of the wage increases impacts 3 funds. This is the maximum cost if all positions are filled and all programs operate.

GF = \$50,473

125 = \$7,708

128 = \$50,402

TOTAL: \$108,583

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

The job postings should have the wage adjusted as soon as possible given that the positions need to be hired and candidates placed into the onboarding process by the end of May.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

A robust communication plan for the summer would be extremely helpful. This should provide information on where to park, travel routes, lane restrictions, park closures, COVID restrictions, and new services and activities at alternate sites that will help disperse community members throughout the City. A strong police presence in downtown would be beneficial to encourage neighborly behavior. In particular, at Marina and Houghton Beach Parks where some illicit activity occurs that drives away youth and families.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Assistance to those experiencing homelessness

Date: 4/29/21

Requesting Department:
Parks and Community Services

Name of Department Lead:
Lynn Zwaagstra and Leslie Miller

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Immediate services offered as part of an overall approach to providing homelessness response, in addition to the more inclusive regional initiative, includes a new hotel voucher program, an enhanced street outreach program provided by Catholic Community Services, and enhanced bike patrol in the downtown area. Bike patrol officers and the street outreach staff are likely to make initial contact with someone experiencing homelessness. The hotel voucher program gives them an option to find immediate shelter for someone while a longer-term solution can be sought.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

Homelessness is increasing throughout King County. According to King County Community and Human Services, 4600 people are experiencing homelessness. This has become more visible in Kirkland over the past year and there is significant concern that it could escalate over the upcoming months with the expiration of the eviction moratorium. Kirkland community members become highly concerned when they see people who are homeless and request that the City provide assistance. Homelessness is not a problem that can be solved or solved by one city. However, some strategies are being implemented to assist during what is anticipated to be a peak over the coming summer.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

Several departments are impacted and need to be part of an overall City approach. The primary three departments impacted include Parks and Community Services, Police, and Public Works. However, Planning and Building and Fire are also part of the overall approach.

Kirkland PD will be providing enhanced bike patrol over the summer. They will not be directed to proactively contact homeless persons but would respond to community calls about the downtown area during the hours they are working.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing:

No new staffing

Other Resources:

- \$10,000 for hotel voucher program (funded by the Human Service Reserve)
- \$124,750 for the street outreach program from Catholic Community Services (grant provided through the 2021-2022 allocation process and enhanced with the Human Services Reserve)
- Bike patrol officers

Estimated Cost: No new funding

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

The hotel voucher program was implemented in February and funding is contained in a fiscal note at the May 4 City Council meeting. The additional funding for Catholic Community Services (CCS) is in this same fiscal note. CCS has indicated that they have expanded the number of internship positions for the street outreach workers for the summer. However, they could not commit to a specific timeline.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Expanded Garbage and Recycling

Date: 5/4/21

Requesting Department:
Parks and Community Services

Name of Department Lead:
Lynn Zwaagstra

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Implement a pilot program at Marina Park and Houghton Beach Park that adds animal shaped garbage cans and blue recycling bins to the current bins onsite. The animal shaped cans will be entertaining and fun for kids, which will draw attention to disposing of one's trash. A-frame signs would be located prominently by the recycling bins to educate the public about what can be recycled. The enhanced seasonal labor will be able to assist with this extra collection. However, materials collected in recycle bins that are contaminated with trash will have to be discarded rather than recycled.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

The Kirkland waterfront parks receive intense visitation during the summer months. This often leaves the parks in a disorderly manner despite 2-3 pickups per day. Garbage cans overflow and trash is piled around the cans and left throughout the parks. This issue is compounded by not recycling. Blue recycling bins are not located throughout the parks because the materials become too contaminated to recycle, causing the contents of the bin to be thrown away. The contamination comes from food waste on the materials and people using the blue bins as trash. Waste Management reports the majority of material from their downtown recycling bins gets thrown away due to contamination. There appears to be opportunity to solve trash & recycling issues holistically. PCS staff have limited expertise in trash & recycling services but would be happy to partner with the City's professional staff in this area work to propose new solutions for future years.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

Parks Management staff will be the area most impacted. We also suggest an educational campaign in collaboration with Communications staff.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

6-18 large blue recycle bins – Waste Management will supply the bins
 1 2-yard trash dumpster at Marina Park – \$6435 pickup 3x per week for 15 weeks
 A-frame signs with poster inserts – \$2700
 4 animal shaped trash cans - \$4000 w/shipping

Total: \$13,135

Staff time to install bins, install A-frame signs, and create messaging and materials for social media posting.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

Current staff are at maximum capacity due to vacant positions, having folks out on FML due to COVID, and the general workload with athletic field maintenance and park prep for the summer prior to seasonal staff members coming onboard to assist. Thus, we would like to wait until June when the seasonal staff begin working so they can assist with this project.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

Including this initiative in the City's big summer educational/promotional campaign would be extremely helpful.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Roving Code Enforcement Ambassador

Date: April 22, 2021

Requesting Department:
Planning and Building

Name of Department Lead:
Christian Geitz/Adam Weinstein

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

The Roving Code Enforcement Ambassador is proposed as a limited-term intern or on-call Code Enforcement Officer who would visit areas of the City experiencing high levels of activity (such as Downtown, the Juanita Village/Beach area, and the Village at Totem Lake) and proactively provide education and undertake other enforcement actions related to code violations. This staffperson would focus on types of activities and violations that interfere with people safely congregating or that interfere with warm-weather activities, such as:

- blockages of public access pathways along Lake Washington Boulevard;
- installation of temporary signage on sidewalks and streets that interferes with safe travel;
- unauthorized food trucks, or pop-up restaurants/retail uses; and
- leafblowing and use of other motorized equipment that violates the City's noise code.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

Busy districts within the City, such as Downtown, often experience a diversity of code enforcement issues (ranging from A-frame signs placed on sidewalks that interfere with pedestrian travel to noisy early-morning activities that exceed the City's noise standards). These districts experience high activity during summer weekdays, but also over weekends. At the same time, due to limited code enforcement resources, the City has not been able to engage in significant proactive and educational code enforcement activities in recent years. The Roving Code Enforcement Ambassador would be a deployable staffperson who could travel to parts of the City (including on weekends, via an alternative work schedule) that are experiencing code violations, and who could help educate residents and business owners about code requirements (and hopefully reduce code violations in the future or resolve code compliance concerns in real time, without fines or other penalties).

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

The Roving Code Enforcement Ambassador would be part of the Planning & Building Department's Code Enforcement Team, and would work closely with the existing Code Enforcement Officers (Shannon Sedlacek and Devany Lunde) and Planning Supervisor Christian Geitz. Planning & Building would train and provide oversight of the new staffperson. Similar to existing code enforcement activities, staff from other departments (e.g., Public Works, Police, and City Attorney Office) may need to assist this new staffperson on a case-by-case basis.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: One new intern or on-call employee, for a term of approximately 6 months.

Other Resources: Training would be absorbed by existing staff, and we expect minimal supplemental equipment or other costs (i.e., a laptop would likely be repurposed from a vacant position).

Estimated Cost: Depending on whether an intern or on-call Code Enforcement Officer is hired, costs (for a full-time, 6-month term) would range from \$18,470 to \$41,550.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

If funded, the recruitment for this position would be managed by Planning & Building (with assistance from Human Resources). Staff would initiate the recruitment immediately, and taking into account a week or two of training, the new Roving Code Enforcement Ambassador could be deployed into the field within 2 months of authorization to hire.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

If an on-call Code Enforcement Officer is hired (instead of an intern), a new job classification and pay scale would need to be created by Human Resources. Regardless of classification, the new position would allow the City to more proactively address code violations, including educating residents, visitors and business owners, than previous resourcing of the code enforcement program has allowed.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Increased Police Bicycle Patrols

Date: 04-12-21

Requesting Department:

Police

Name of Department Lead:

Deputy Chief Aksdal

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

The police department will conduct daily bicycle and foot patrols in the downtown core, along the waterfront parks, from Memorial Day Weekend through Labor Day Weekend. The patrols will be staffed using a combination of overtime officers, officers from the community services unit (CSU) and on-duty patrol officers as call volume allows. Members of the Community Services Unit (CSU) which includes the School Resource Officers will be available starting on June 21 after school is out for the summer.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

The police department engaged in similar patrols during the month of August in 2020 in order to assist the parks department with overcrowding, unruly behavior and COVID-19 education efforts in the parks to include the city docks. If this plan is implemented, officers will be able to support the parks department in the ways listed above and will also be able to assist the public works department with the proposed closure on the westside of Lake Washington Boulevard, if it should be approved. Officers can help with the parking complaints and the increased frequency of pedestrians crossing Lake Washington Boulevard that are anticipated as a result of the closure. The proposal will also provide opportunities for officers to have positive interactions with downtown businesses and guests. Resources will be deployed based on historical call volume in order to have the greatest impact. See the attached heat index (Attachment A).

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

The police department can implement the bicycle and foot patrols without assistance from other city departments. However, it will be important for personnel from parks, public works and police to collaborate to ensure we are supporting each other and making the best use of resources. Traffic Sergeant Vickers will be the main point of contact for the closure on Lake Washington Boulevard and any traffic related issues that arise. He can work closely with Joel Pfundt from public works. Deputy Chief Aksdal will be the main point of contact for police for the bicycle and foot patrols. DC Aksdal will also coordinate with Jason Filan and John Lloyd from parks.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: CSU will provide on-duty bicycle and foot patrols from 10AM to 8PM Mon-Fri after June 21 once school is out. Two overtime officers will be utilized to provide additional bicycle and foot patrols. They will work 6:00 pm to 11:00 pm (5 hours per day / 7 days per week). See attached “hot spot” of calls for service by “time of day” and “day of week” (Attachment B).

Other Resources: Four additional police bicycles are requested to ensure that there are enough bicycles in the correct sizes to support increased patrols. The cost per bicycle is \$2,331.

Estimated Cost: Overtime Cost = 10 hours per day at \$80.00 per hour (2021 average overtime rate for patrol officers) for 100 days (Memorial Day through Labor Day) = \$80,000. Bicycle Cost = \$2,331 per bicycle x 4 = \$9,324. A sergeant on OT for 5 hours per day for 100 days = \$49,215. The total estimated cost for this proposal = **\$138,539**.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

Bicycles will be purchased by the police department from Volcanic Bikes in North Bonneville, Washington. This vendor provided the current bicycles that are used by the police department. The quoted lead time on the bicycles is 1-2 weeks delivered. If approved, the police department will be able to begin implementation of the proposal on May 28, 2021.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

If available funding will not support the overtime patrols for 7 days per week, the patrols can be adjusted to Friday-Sunday to best cover the days that CSU are not available to assist. The estimated cost to run the extra patrols for 3 days per week instead of 7 would be:

Overtime Cost = 10 hours per day at \$80.00 per hour for 45 days (Memorial Day through Labor Day) = \$36,000. Bicycle Cost = \$2,331 per bicycle x 4 = \$9,324. A sergeant on OT for 5 hours per day for 45 days = \$22,147. The total estimated cost for this proposal = **\$67,471**.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



Kirkland Police Department

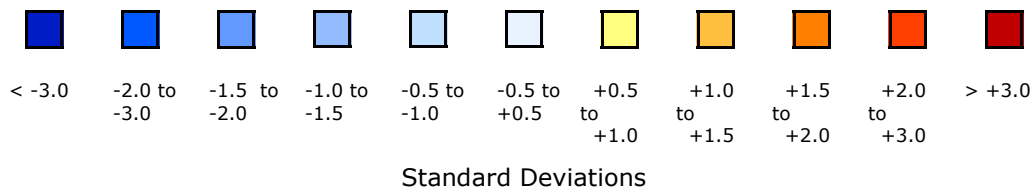
ATTACHMENT A



Incident Temporal Heat Index
(Hour Of Day by Day Of Week)

June to August 2020 Incidents - Downtown/Waterfront

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
00	7	3	4	10	6	8	8	46
01	10	7	5	4	7	1	5	39
02	1	6	4	5	5	2	2	25
03	2	2	2	3	4	4	9	26
04	0	0	2	2	1	2	0	7
05	0	1	0	1	0	4	1	7
06	1	6	2	1	3	3	0	16
07	5	9	13	12	7	4	3	53
08	7	9	12	8	8	3	5	52
09	5	16	3	7	10	2	2	45
10	3	7	10	15	16	6	4	61
11	7	13	8	6	19	8	3	64
12	5	16	10	10	15	6	5	67
13	13	22	9	18	18	10	8	98
14	11	14	13	23	13	14	15	103
15	7	13	23	17	9	18	20	107
16	10	17	11	10	13	18	16	95
17	16	12	11	15	15	9	17	95
18	6	11	14	6	27	12	15	91
19	14	16	12	6	16	14	11	89
20	19	11	12	10	12	13	12	89
21	4	17	12	14	7	12	15	81
22	20	18	17	20	13	15	16	119
23	11	9	9	9	12	18	18	86
Total	184	255	218	232	256	206	210	1,561



Average: 9.29
 Std. Dev.: 5.93
 Minimum: 0
 Maximum: 27



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Downtown Bike Parking

Date: 4-26-21

Requesting Department:

Public Works

Name of Department Lead:

Joel Pfundt

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Increase downtown bike parking in order to both encourage more people to bike downtown and to accommodate additional locations more convenient for to do so and park near their desired destination. At four locations, 20 new racks would significantly increase the availability and number of bike parking downtown. This can also be scaled to more or less, depending on funding.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

Bicycle parking downtown is limited, and the city expects to see an increase of people bicycling to downtown this summer. Additional bike parking at additional locations will support businesses, encourage more people to bike while making bicycling more convenient for everyone. Additional bike parking would also show progress toward the Sustainability Master Plan and Transportation Master Plan implementation as it promotes the use of alternate modes of transportation.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

The impact for the department would be minimal. Bike parking locations have already been identified when the city planned for bike share parking and the city has adopted pre-approved policies for the type of bike parking required. The only step needed is to measure the proposed areas to identify the number of bike parking 'stalls' that can fit in the desired locations, procuring the appropriate equipment, and installing them.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: 4 hours of labor per rack x 20 racks. CIP hours for procurement and Transportation staff hours not included. Those hours would be limited as sites have already been chosen. Estimated at 6 additional staff hours under CIP/ Transportation group budgets.

Other Resources: Procurement of equipment included in estimate below.

Estimated Cost: \$14,000 – \$18,000 (lower cost is for in-house installation; higher cost is for a contractor)

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

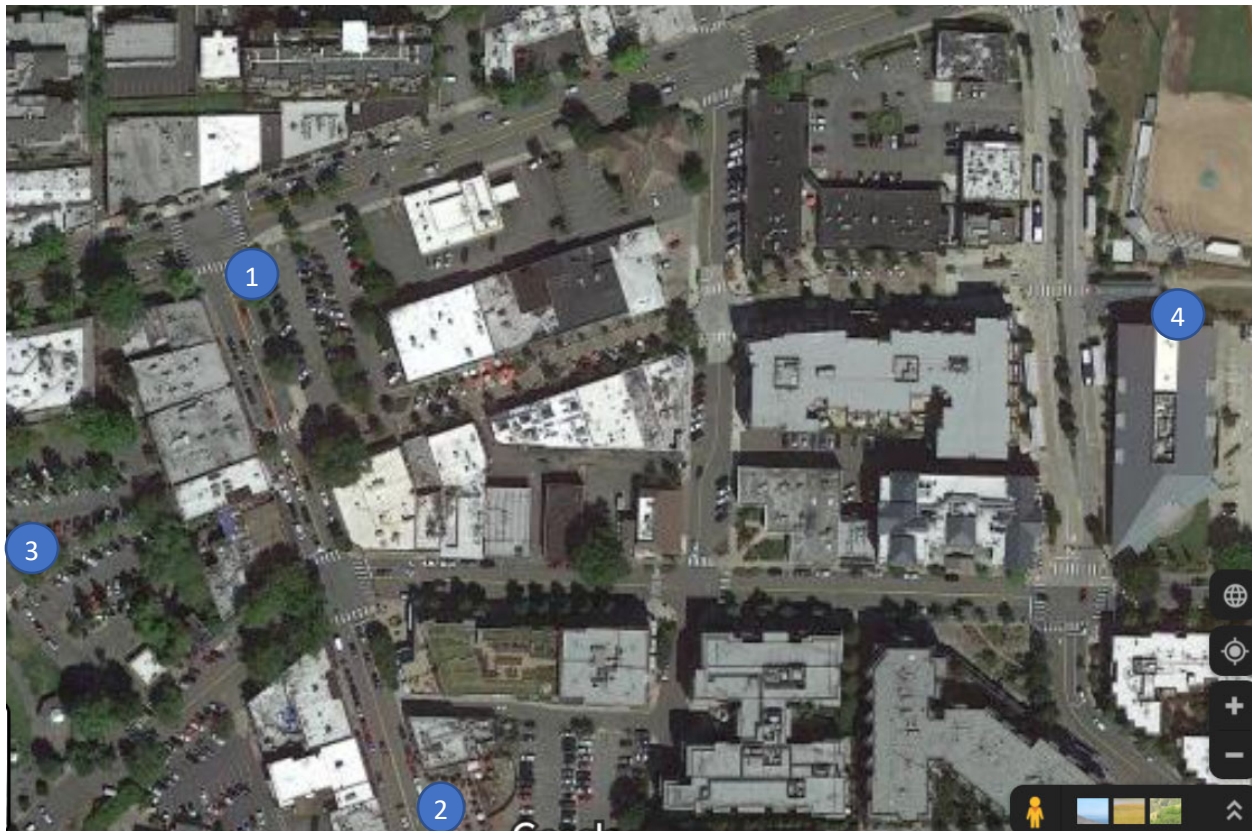
Assistance would be needed from maintenance or facilities to install the racks as contractors are more difficult to acquire for smaller jobs such as this. Some additional CIP staff assistance would be appreciated.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

Please see Exhibit 1 for locations.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



1. Corner of Lake and Central: Serves coffee shops for quick 'in and out' on a bike. This sidewalk has the space, it is visible (encouragement) and this corner has less pedestrian traffic because there are no storefronts. Total 2-3 racks.



EXHIBIT 1

2. Farther south on Lake St serving more restaurants/ retail (just south of Hectors) adjacent to crosswalk and motorcycle parking. Total 2-3 racks.



3. Bike parking at Marina Park is minimal. There is one bike rack but not the type that is conducive to locking all bikes and not the recommended type of bike rack. Also, there is only one compared to the scale of parking, visitors and events at Marina Park. There is ample room near the flag-pole and this location would direct people to use the crosswalk adjacent to it. Total 4-5 racks.



4. The Kirkland Transit Center offers one of the few places for covered bike parking but it is rarely used because people must hang their bikes and use wire chords that are easily cut. Bike parking with the recommended racks that don't require hanging a bike is a preferred solution here. There is already wayfinding to indicate bike parking. Total 4-5 racks.





SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Downtown Parking Wayfinding

Date: 4/26/2021

Requesting Department:

Public Works

Name of Department Lead:

Joel Pfundt

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

Conduct a downtown Kirkland parking wayfinding sign assessment and develop recommendations. Install and update signage based on recommendations.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

Vehicle parking in highly desirable and intuitive locations like the Lakeshore Lot, Lake and Central Lot, and on-street can be difficult to find, especially on weekends and evening when the weather is nice. In addition, the City is considering further limiting the availability of vehicle parking on Park Lane and Lake Street South to prioritize space for people walking and biking. The City has parking lots that are currently underutilized. There is an opportunity to ensure that people choosing to drive downtown are aware of parking lots that have lower utilization where vehicle parking would likely be available.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

Public Works Transportation would lead the work associated with the sign assessment and recommendations development in association one of the City's on-call transportation planning and engineering consultants. The development of this work would be coordinated with Economic Development staff and build on the existing downtown wayfinding system. Public Works CIP would lead the implementation of signage recommendations. Although this is a relatively small project and is being proposed in a way that would minimize impact on other projects, delay in other projects would likely result because of redirecting existing resources.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: No additional City staff resources required.

Other Resources: Consultant services to perform sign assessment and develop recommendations. Contractor to fabricate and install recommended signage.

Estimated Cost: Consultant Services: \$18,194 + Signage Installation Allowance: \$36,000 = Total \$54,194

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

Assessment/recommendation by on-call consultant and hiring contractor to fabricate and install signage would take a minimum of three months from the notice to begin work. Since the exact scope of the work is not known it is difficult to estimate the exact duration of the contractor procurement process and the time it will take them to complete the work.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**



SUMMER ACTION TEAM SERVICE PROPOSAL

Title: Using Alternative Ways to Access Downtown by Kirkland Green Trip Education and Outreach

Date: April 20, 2021

Requesting Department:
Public Works

Name of Department Lead:
Julie Underwood

PROPOSED ACTION

Describe the proposed action in a couple of sentences.

The overall goal of the Kirkland Green Trip (KGT) program is to encourage Kirkland residents and employees to reduce drive-alone trips and traffic congestion through offering incentives and resources that support the use of higher occupancy vehicles including carpool and transit as well as bicycling and walking. The goal of this focused summer campaign will be to encourage City residents to explore alternatives to driving alone to downtown Kirkland to reduce traffic congestion and parking issues. Below are proposed elements of this Summer Action Team campaign through the Kirkland Green Trip program.

- A. Street Team Engagement:** This approach includes tactics to promote non drive-alone trips downtown through in-person signage and engagement. Campaign tactics may include:
- Coordinate posting of temporary campaign yard signs and A-frames that can be placed alongside key travel corridors into downtown promoting non-drive alone methods and encouraging residents to visit the KGT website for non-drive alone trip tracking tools, tips, and rewards. We could alternate promotion in 4-5 different neighborhoods throughout the City over a 3–4-week period.
 - Host a KGT booth downtown, such as at Marina Park or during the Kirkland Wednesday Market, on a few key dates early in the season to engage directly with residents and host drawings for giveaways for exploring non-drive alone trips. Incentives could include gift cards to local Kirkland businesses such as downtown restaurants, or Kirkland Bicycle, gift cards or discount codes for transportation network companies like Uber or Lyft, and KGT program giveaways that encourage travel mode alternatives like bike lights.
 - Have street team outreach members distribute campaign information at multifamily buildings next to easily accessible transit stops, at neighborhood grocery stores, or other community-gathering spaces.
- B. Digital and Print Promotional Campaign:** This approach includes tactics to promote drive-alone alternatives through mail or digital and social media promotional channels. Tactics may include:
- Create short video clips of KGT program or City staff demonstrating green trip methods by hopping on the local transit route into downtown, walking into local shops that are right off transit routes, or showing a group bike ride along the Cross Kirkland Corridor.
 - Design and post digital and social media campaign ads on Facebook, Twitter, Instagram, or Google promoting KGT program rewards and support resources.
 - Design and send a postcard mailer to residents in key neighborhoods along transit or trail routes into downtown to promote non-drive alone methods and neighborhood assets like transit access points, parks, and bike routes into downtown.

C. Park Lane Closure Promotion

Depending on the results from the recent virtual community meeting and City Council vote, if the City decides to move forward with any of the proposed options for closing Park Lane to vehicle traffic, the Kirkland Green Trip program could support broad promotion of the closure to incentivize people to explore alternatives to driving and parking downtown. Park Lane provides a pedestrian path between Kirkland's downtown waterfront to the Peter Kirk Park and Kirkland Transit Center. This presents a great opportunity to promote the Transit Center as an easy connection point to downtown. Similar nearby efforts, including the [Walkable Main Street program](#) in the City of Edmonds and [Main Street closure in the City of Bothell](#) provide a great way to engage with residents and promote the downtown core as walkable and pedestrian-friendly. Engagement and promotional tactics specifically related to the Park Lane Closure could include any combination of the tactics outlined above in the Street Team Engagement and Digital and Print Promotional Campaign section, plus:

- Print and digital ads in neighborhood and business chamber newsletters.
- In-store signage for businesses along and near Park Lane.

PROBLEM/OPPORTUNITY ADDRESSED BY THE ACTION

Describe what issue or opportunity the action addresses and indicated what areas of the City will be impacted/benefitted by the action.

The proposed actions and campaign ideas presented above provide opportunities to benefit City residents by:

- Reducing traffic congestion in the downtown area.
- Increasing transit ridership.
- Utilizing biking infrastructure and investments.
- Reducing the number of vehicles circling around to find parking spots and the impacts on residents and nearby businesses.
- Increasing foot traffic to local shops, businesses, and restaurants in the downtown area.

IMPACT ON LEAD DEPARTMENT / SUPPORT DEPARTMENT(S)

Describe how the department taking lead will be impacted and identify the departments needed to support implementation. Note specific points of contact, if known.

If funding is granted, this program will be fully implemented by Kirkland Green Trip's consultant, Cascadia Consulting Group, with minimal impact on staff hours. Kirkland Green Trip is managed by Transportation Program Coordinator, Armaghan Baghoori, in the transportation team at Public Works department.

RESOURCES NEEDED TO IMPLEMENT THE ACTION

Provide detail on the resources needed to implement the proposed action.

Staffing: It is expected that any required coordination and communication with City staff and the consultant would be within 3-4 hours per month. KGT program staff are happy to coordinate with any other City staff on Park Lane closure communications if needed.

Other Resources: Street Team Engagement tactics may benefit from coordination with City parks or Kirkland Wednesday Market staff on KGT booth placement.

Estimated Cost: Please add the cost breakdown for each program within the range below:

- Street Team Engagement: \$10,000 - \$15,000.
- Digital and Print Promotional Campaign: \$5,000 - \$10,000.
- Park Lane Closure Promotion, \$5,000 - \$10,000.

IMPLEMENTATION TIMELINE AND SUPPORT NEEDED

Describe how the resources would be secured and what assistance is needed from other departments (and when) to be ready to implement the action.

The consultant team is ready to begin campaign design and planning as soon as funding is approved. If all program elements are selected for funding, the consultant would work closely with City staff on preferred timing for initiating Park Lane promotion and would plan to start digital and print promotional tactics before launching street team engagement. Here is the proposed timeline for each proposed element:

- A. Street Team Engagement: May 24 through August 13.
- B. Digital and Print Promotional Campaign: May 17-June 25.
- C. Park Lane Closure Promotion, May 17-August 27.

OTHER COMMENTS

Provide any other information you think might be useful in evaluating the action.

This campaign aligns with Kirkland's goals of reducing driving per capita and increasing active transportation as outlined in the City of Kirkland Sustainability Master Plan. Kirkland's downtown is considered one of the most walkable downtown districts in the area. Increased downtown vehicle traffic in the summer and limited parking can impact resident's ability to enjoy their downtown experience and to support downtown businesses. Promoting the overall City as walkable and connected via easy trail and transit routes will help encourage residents to explore alternatives to driving downtown in the summer and may open them up to explore other non-drive alone trips for work commutes, shopping and errands, and leisure, enhancing mobility and decreasing traffic congestion throughout the City.

Please provide the completed form to Tracey Dunlap and Amy Bolen **no later than the end of the day on Monday, April 26.**

Recovery Internship - City of Kirkland

Job Type

Internship

Salary

\$ 15.15 - \$ 19.60 Per Hour

Location

123 5th Ave, Kirkland, WA 98033, USA

Description

The City of Kirkland is pleased to announce paid recovery internship opportunities for undergraduate and graduate students this summer. Project are available in various departments such as City Manager's Office, Finance, Planning, Parks, Public Works, Information Technology and Human Resources. Internship duties may include research, analysis, communications, public outreach, strategic planning, creating reports and making presentations. Projects and tasks will focus on assisting with programs to help the community recover from the impacts of the COVID-19 pandemic and the expected increase in activity in the City during the summer months. Applicants must be working towards a degree or have recently graduated from an accredited program to be considered. Depending on response, several interns may be hired.

Hours of Work:

Hours of work are to be mutually agreed upon at the time of the job offer. Anticipated length of internship is 3-6 months. Workdays/hours are flexible, but it is desired that the Intern work full time in the summer with flexibility of a part time schedule during the academic year.

Minimum Qualifications:

Working toward or have recently graduated with a bachelor's or master's degree in business, marketing, public administration, communications, planning, recreation, human resources or other related fields.

Working Conditions:

Work will primarily be performed at Kirkland City Hall. Job involves office/computer work and sitting for long periods of time. Some field work/site visits around the City of Kirkland and occasional attendance at evening meetings may be required.

Selection Process:

Position requires a cover letter and resume for consideration of application. Applicants are encouraged to apply as soon as possible. First review of applications is May 17. Applicants who are invited to participate in the process will be notified by phone or email. Finalists will be required to complete and pass a national background check.

Skills, Knowledge and Abilities:

Ability to communicate clearly, both verbally and in writing.

Experience with report writing, research methods, and data compilation and analysis.
Ability to independently organize and prioritize workload.
Ability to work effectively and productively in a group setting.
Familiarity with standard computer software for word processing and spreadsheet applications (e.g., Microsoft suite: Word, Excel, and Outlook).

Salary Note:

The salary step amount offered will be dependent upon university enrollment level.

Agency

City of Kirkland

Website

www.kirklandwa.gov

Address

123 5th Ave, Kirkland, WA 98033, USA

How to Apply

Applications accepted at: <https://ess.kirklandwa.gov/ESS/EmploymentOpportunities/JobDetail.aspx?req=174&sreq=1&form=BASE&desc=RECOVERY%20INTERNSHIP>