



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.

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AGENDA KIRKLAND CITY COUNCIL MEETING City Council Chamber Tuesday, May 19, 2020 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. Capital Improvement Program Updates – Parks and Community Services
- b. Totem Lake Projects Update

4. HONORS AND PROCLAMATIONS

- a. Emergency Medical Services Week Proclamation

5. COMMUNICATIONS

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

6. PUBLIC HEARINGS

- a. 2019–2024 Transportation Improvement Program

(1) Resolution R-5422, Adopting the City of Kirkland Amended 2019-2024 Transportation Improvement Plan

7. SPECIAL PRESENTATIONS

- a. COVID-19 Update

8. CONSENT CALENDAR

- a. *Approval of Minutes*

- (1) May 5, 2020
- (2) May 8, 2020
- (3) May 12, 2020

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

- c. *General Correspondence*

- d. *Claims*

- (1) Claims for Damages

- e. *Award of Bids*

- (1) Cross Kirkland Corridor to Redmond Central Connector

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

- (1) Champagne Creek Raingarden Project

- (2) Cross Kirkland Corridor Raingarden Project

- g. *Approval of Agreements*

- h. *Other Items of Business*

- (1) Resolution R-5423, Relinquishing any Interest the City May Have, Except for a Utility Easement, in Unopened Right-of-Way as Described Herein and Requested by Property Owner Tami Grayevsky

- (2) Resolution R-5421, Authorizing an Extension of the Expiration Date for Active Building and Land Surface Modification Permits Due to Impacts of COVID-19

- (3) 2020 First Quarter Investment Report

- (4) March 2020 Financial Dashboard Report

- (5) Procurement Report

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.

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.

9. BUSINESS

- a. Fire and Emergency Medical Services Ballot Measure Update
- b. Establishing Local Sales and Use Tax for Affordable and Supportive Housing
 - (1) Ordinance O-4727, Adopting Legislation to Authorize a Sales and Use Tax for Affordable Housing and Facilities Providing Supportive Services in Accordance with Substitute House Bill 1406 (Chapter 338, Laws of 2019), and Adopting Kirkland Municipal Code Chapter 5.28
- c. Parks and Community Services Summer Operations in Response to COVID-19
 - (1) Resolution R-5424, Authorizing the City Manager to Take the Necessary Actions to Ensure that Parks and Community Services Programs and Facilities are Operated to Slow the Spread of the COVID-19 Coronavirus, Prioritize the Health and Safety of Residents and Parks Employees and Support Vulnerable Populations Impacted by the Pandemic Through September 1, 2020

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.

10. REPORTS

- a. *City Council Regional and Committee Reports*
- b. *City Manager Reports*
 - (1) Letter to King County Concerning 2021-2022 Sewer and Solid Waste Rates
 - (2) Calendar Update

11. ITEMS FROM THE AUDIENCE

12. EXECUTIVE SESSION

13. ADJOURNMENT

ITEMS FROM THE AUDIENCE

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

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Mary Gardocki, Park Planning and Development Manager
Brian Baker, Senior Project Coordinator
Lynn Zwaagstra, Director of Parks and Community Services
Julie Underwood, Interim Director of Public Works

Date: May 19, 2020

Subject: CIP Project Updates – Parks and Community Services

RECOMMENDATION:

That the City Council receives a presentation on recent Capital Improvement Program (CIP) projects within the Parks and Community Services Department.

BACKGROUND DISCUSSION:

Throughout 2019 and 2020, the Parks and Community Services Department in collaboration with Public Works CIP staff have made progress on or completed numerous projects identified in the adopted 2019-2024 CIP. In particular, three (3) major projects have been the primary focus: Juanita Beach Bathhouse Replacement, Totem Lake Park, and 132nd Square Park Renovation/Stormwater Retrofit. A brief summary of their current status is below along with a list of other projects to be highlighted in the presentation.

1. Juanita Beach Bathhouse Replacement

Project budget: \$3,656,000.00

Background

Juanita Beach Park is a 30-acre community park on the shores of Lake Washington, sitting at the north end of Juanita Bay. Juanita Beach Park began nearly 100 years ago as a popular, privately-owned destination beach resort for Seattle-area families. It was purchased as a regional park by King County in 1956. In 2002, the City of Kirkland assumed ownership, and a master plan for the park was completed in 2005. A major first phase of implementation was completed in 2011. Phase 2 is currently under construction.

Scope

A contract with Synergy Inc was approved by City Council in December 2019 in the amount of \$2,395,000. The project's scope is as follows: demolish the existing bathhouse, create a new bathhouse, construct two picnic pavilions, install all accessible playground equipment, and provide environmental enhancements. All improvements are consistent with the park's approved master plan, adopted in 2005.

The newly constructed bathhouse building will provide year-round restrooms, storage space for lifeguards, a non-motorized boating concession area, and park maintenance and event storage. Contractors have already removed the existing playground equipment which has since been installed at Windsor Vista Park to create a neighborhood playground.

Construction and Timeline

Construction of the bathhouse and pavilions are progressing. The seasonal restroom portion of the bathhouse is expected to be complete no later than mid-July. This includes the necessary concrete paths to access the restrooms from the west entrance. COVID-19 related impacts account for approximately 5-days of delay to the original schedule. At this time, the overall substantial completion date for all elements of the project is August 27th. Substantial completion includes punch list, operations and maintenance manuals and training, and all permits and certificate of occupancy complete.

2. Totem Lake Park

Proposed Budget: \$8,884,000

Background

Totem Lake Park is an overall 20-acre site located in the heart of the Totem Lake Urban Center. The lake parcel is comprised primarily of wetlands, and the lake itself encompasses about 4-acres of the property. The formerly Yuppie Pawn site of 1.6-acre upland parcel is now owned by the City and is also part of the park development.

In 2013, the City Council directed the Parks and Community Services Department to create a Totem Lake Park Master Plan which was formally adopted in December 2013. The Parks Capital Improvement Program (CIP) was reprioritized in 2016 to direct funding (\$7.06 million) towards this significant first phase development in the Park Master Plan.

Scope

Phase I development of the upland parcel will provide new residents, shoppers, employees, and Cross Kirkland Corridor (CKC) Trail users with important and much-needed park and recreation amenities. The improvements will include a new parking area, public family restroom, inclusive children's play area, an overlook area, picnicking amenities, a 10' wide ADA accessible walking path and 10' wide wetland boardwalk.

Construction and Timeline

Park construction will start on May 18, 2020. Due to COVID-19 related impacts, the project start has been delayed approximately 2 months and the anticipated completion date is June 2021.

3. 132nd Square Park Renovation and Stormwater Retrofit

Proposed Budget: \$5,672,109

Background

At the October 15, 2019 City Council meeting, the City Council adopted Resolution R-5393, adopting the proposed Master Plan for 132nd Square Park and provided funding to construct the onsite improvements. This park improvement project is being designed and constructed concurrently with the surface water infiltration facility (which is proposed to be located underneath the synthetic turf field) and will aid in reducing overall project costs.

Scope

The project development includes a multi-purpose synthetic turf field, field fencing, field lighting, ADA accessible pathways, expanded parking, parking lot lighting, a new restroom building, a relocated play hill, an expanded playground, two new picnic shelters and various trail and landscaping components.

Construction and Timeline

The Project reached the 60% design milestone in May and anticipates reaching 100% design in November 2020. Project construction is anticipated to start in early 2021 with a completion in early 2022.

David Brink Park

Proposed Budget: \$1,575,000

Background

David Brink Park has 660 feet of Lake Washington shoreline providing access to the water, panoramic views, and important shoreline habitat. Recent structural engineering assessments have found that some of the shoreline structures, specifically some of the shoreline's bulkheads, are in poor condition. In 2019, a portion of the southernmost bulkhead failed and fell in the water. A comprehensive renovation is being implemented to improve shoreline access, safety, habitat, and aesthetics.

Scope

The proposed improvements will remove the North and South bulkheads to provide pocket beaches with a softened shoreline for aquatic species and residents to enjoy. Additional park improvements will provide a new light penetrating pier deck surface, improved seating areas, various landscaping improvements, and ADA accessible pathways.

Construction and Timeline

This project reached 60% design in May 2020 and has since submitted the external permits which will allow marine construction to occur. Project staff anticipate the project will receive permit approvals in spring 2021. This will allow for construction to occur during the summer and fall months with the project completion in winter 2021.

FUNDING SOURCES

In this time of severe COVID-19 economic impacts, it is important to highlight that less than 2% of these project costs are paid for with general fund dollars. Over \$20 million in funding comes from Real Estate Excise Tax (REET), Park Impact Fees, and the King County and Kirkland Park Levies. The general fund contributed only \$366,000. The following table represents the funding sources for the above projects.

Project Name	Project Number(s)	Total Funding	Funding Sources							
			REET 1	REET 1 Reserves	Kirkland Park Levy	Impact Fees	King Co. Park Levy	Donation	Settlement	GF Cash
Juanita Beach Park Bathhouse & Playground	PKC1190100 PKC1190300	\$ 4,489,311	\$1,000,000	\$ 715,000	\$1,200,000	\$1,000,000		\$ 58,311	\$ 150,000	\$ 366,000
Totem Lake Park	PKC1390200	\$ 8,884,200	\$2,036,000	\$ 825,000		\$6,023,200				
132nd Square Park Playfields	PKC1340000	\$ 5,672,200	\$ 988,000	\$ 995,200	\$ 973,000	\$2,716,000				
*David Brink Park	PKC1331001	\$ 1,575,000	\$ 460,000		\$ 515,000		\$ 600,000			
*Shown funding comes from adopted budgets for Dock & Shoreline Renovations through 2022 and the Waverly Beach Park Renovation.										
It does not include the addition of \$425,000, as proposed in the 2021-2026 CIP update										

Additional Projects to be Highlighted in Presentation

- Windsor Vista Playground Installation
- NKCC Playground Replacement
- City School Partnership – Finn Hill Middle School and Peter Kirk Elementary School



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: Aparna Khanal, P.E., Capital Projects Supervisor
Rod Steitzer, P.E., Capital Projects Manager
John Starbard, Deputy Director
Julie Underwood, Interim Director of Public Works

Date: May 5, 2020

Subject: **TOTEM LAKE PROJECTS UPDATE**

RECOMMENDATION:

Staff recommends that the City Council receive both an update on public and private projects in the Totem Lake area and a briefing on the continued coordination plan during the construction of the projects.

BACKGROUND DISCUSSION:

At the February 4, 2020 Study Session, the City Council received an update on eight Totem Lake Projects (both public and private), the coordination between the projects, and traffic control planning for the sequence of work (see Figure 1, Totem Lake Projects Coordination Map, below). Coordination partners included private developers, public partners such as the Northshore Utility District (NUD) and Seattle City Light (SCL), and City departments. Below are updates for each of the eight projects.

1. *Comfort Inn Pond Modifications* [CIP# SDC 088]

There has been a long-term flooding issue along Totem Lake Boulevard near the Comfort Inn. This project will redirect run-off in the area and convey it via a 36" pipe under Totem Lake Boulevard into Totem Lake itself.

The scope of this project has completed construction except for a few feet of pipe near Cross Kirkland Corridor because of a permit requirement. The contractor will complete this section when the permit window is open for this project (mid-June). This project was constructed by Razz Construction under NUD's force main contract.

2. *Northshore Utility Sewer Utility Relocation* [Kirkland Job Order Contracting]

Installation of an 8" sewer main in Totem Lake Boulevard (completed in January 2020).

3. *Northshore Utility Sewer Force Main Installation* [Northshore Utility contract]

Installation of a 16" sewer main in Totem Lake Boulevard. This project, managed by the Northshore Utility District, was completed on schedule.

4. *Totem Lake Gateway* [CIP# STC1706-005]

Kirkland earned a \$4.83 million grant in November 2017 from Washington's Transportation Improvement Board that helped fund a series of improvements on sections of Totem Lake Boulevard and 120th Avenue Northeast. Those improvements include rehabilitation of a settled section of Totem Lake Boulevard, replacement of a 1970s-era rockery wall, installation of vehicular and pedestrian safety enhancements, and repaving Totem Lake Boulevard from NE 124th Street to NE 128th Street, as well as sections of 120th Avenue NE.

Schedule: The City's contractor, Marshbank Construction, is progressing on schedule and anticipates completion by the end of October 2020. There have been changes because site conditions have been different than originally expected. One of the issues that has needed to be addressed was the discovery of a failed storm drainpipe in the area of settled roadway on Totem Lake Boulevard.

- Totem Lake Boulevard NE from NE 128th Street to 120th Avenue NE (excluding WSDOT Limited Access Area): *Paving, storm, and striping work to be complete by May 8, 2020.*
- Totem Lake Boulevard NE from 120th Avenue NE to NE 124th Street (excluding WSDOT Limited Access Area): *Sidewalk on NE corner of 124th Street NE/NE 124th Avenue complete; sheet pile wall to be complete by May 8, 2020; light weight concrete to be complete by May 29, 2020; sidewalk, curb and gutter, storm replacement, walls, illumination, and cap to cover and protect the razor sharp edge of pile for safety and corrosion prevention to be complete by September 15, 2020.*
- 120th Ave NE south of Ne 128th Street: *Paving and sidewalk to be complete by May 29, 2020.*
- Totem Lake Way: *Sidewalk, curb/gutter are complete; paving to be complete (2-inches low) by May 29, 2020. Paving of this section is coordinated with the Totem Lake Park project, which will finish last two-inch of paving in this section after their trenching work is complete in order to have a better final product.*

Because of less traffic congestion attributable to the pandemic, the traffic impacts anticipated about these projects have been less than they were at the beginning of the project. The contractor was allowed to take control of one more lane when it had some issues with installing sheet pile wall.

5. ***Totem Lake Park*** [CIP# PKC 0139]

Construction will start in mid-May as described in the Parks CIP update memo.

6. ***Village at Totem Lake Phase 2*** [Private Development]

This is the second of a two-phase redevelopment of the former Totem Lake Mall into the vibrant Village at Totem Lake. This second phase will include additional retail, a cinema, structured parking, and multifamily housing.

This project continues to coordinate with City's projects in Totem Lake.

7. ***Lennar and Jade Site Work*** [Private Development]

These are two, separate multifamily developments that will have a modest amount of retail and/or office space on the ground level.

The two mixed-use buildings (Lennar and Jade) at NE 128th Street and Totem Lake Boulevard are back to constructing since early May. They voluntarily shut down for several weeks previously.

8. ***Totem Lake Connector Bridge*** [CIP# NMC 0086]

The Totem Lake Connector will be a bicycle and pedestrian bridge that will connect the two ends of the 5.75-mile Cross Kirkland Corridor currently severed by one of Kirkland's most complicated intersections: Totem Lake Boulevard and Northeast 124th Street. *(A project overview and status were provided to the Council during its January 21, 2020 Regular Meeting.)*

The City received bids on March 17, 2020. The lowest bid (\$13,900,000) is \$4,000,000 higher than engineer's estimate (\$9,900,000). CIP staff spent several weeks evaluating the bid to understand the significant cost difference. The increase is primarily due to the uncertainty of steel prices and construction complexity. Contractor bids were clustered closely together, indicating that these factors are common to all bidders. The City is exploring strategies for this funding this gap. The City Manager's initial direction is not to assume any additional debt service for the project as options are developed. Staff will return to City Council with a recommendation to either award or reject the bid at the June 2 Council meeting.

IMPACTS OF COVID-19:

On March 23, 2020, Governor Inslee issued an Executive Order directing all residents to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors. This also included the halt of commercial and residential construction, which was not deemed to be an essential activity. The Governor clarified his order on March 25, 2020 regarding construction projects. The Governor's construction guidance allows for the following:

- Construction related to essential activities,
- Furthers a public purpose related to a public entity or governmental function or facility,
- Prevents spoliation,
- Avoids damage or unsafe conditions, and
- Addresses emergency repairs at both non-essential businesses and residential structures.

Please note, all construction activity must meet social distancing and appropriate health and worker protection measures.

This has enabled these projects to continue to move forward. To date, we have only experienced minimal slowing. Nevertheless, the project managers continue to review contractor's additional safety plan for COVID, monitor this during weekly construction meetings, and will be documenting COVID impacts, just as they would other project delays or condition changes.

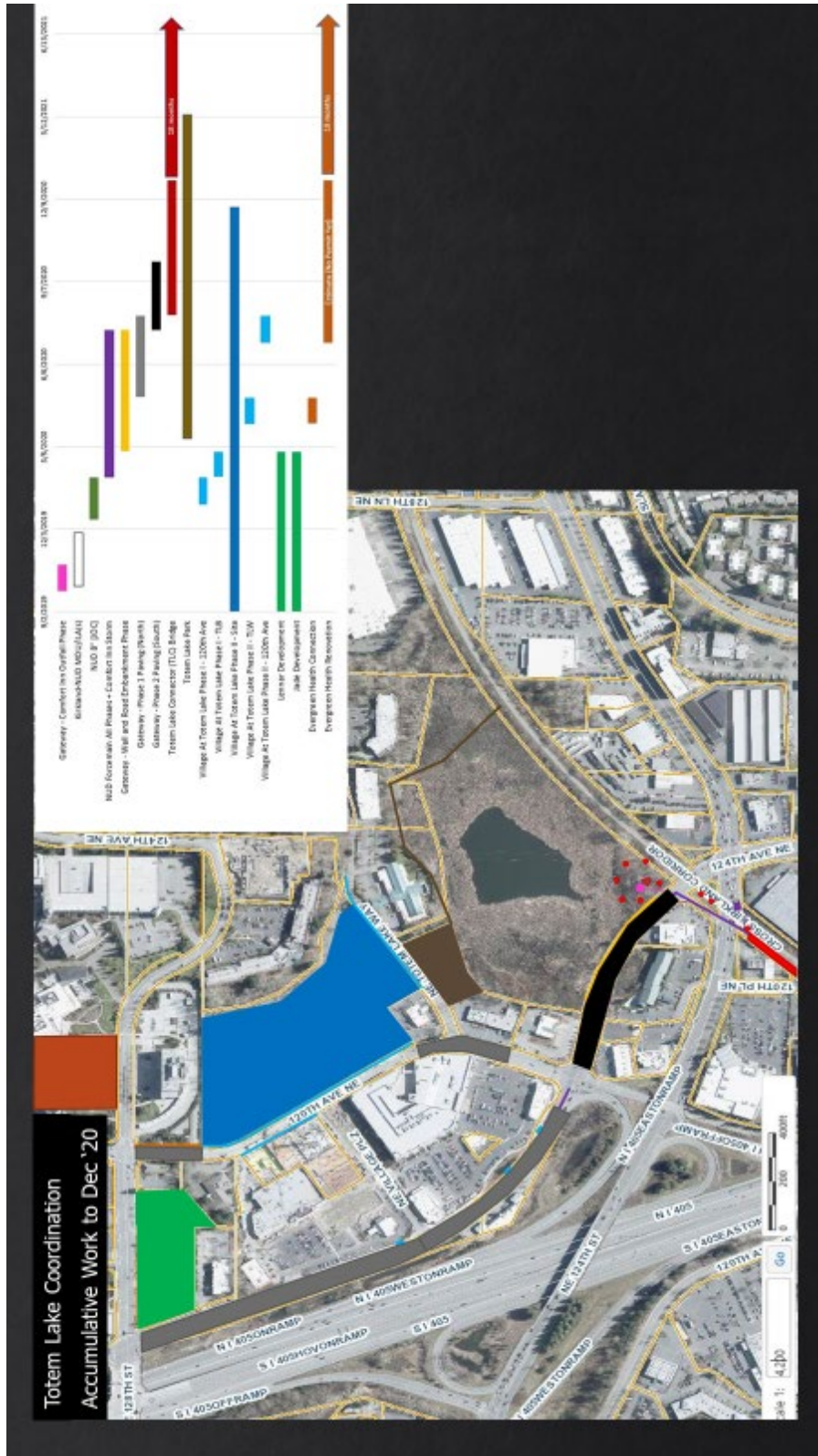


Figure 1: Totem Lake Project Coordination Map



A PROCLAMATION OF THE CITY OF KIRKLAND

Proclaiming May 17-23, 2020 as "Emergency Medical Services Week" in Kirkland, Washington

WHEREAS, in 1974 President Gerald Ford authorized Emergency Medical Services Week to celebrate EMS practitioners and the critical work they do in our nation's communities; and

WHEREAS, emergency medical services teams are always prepared to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, Kirkland is part of the regional Medic One/Emergency Medical Services system that provides world-renowned training from the University of Washington, Harborview Medical Center, and Seattle Fire Department paramedic training program and serves nearly 2.2 million people in Seattle and King County and provides life-saving services nearly every 3 minutes; and

WHEREAS, through training, collaboration, and innovative tactics such as the "Chain of Survival", Medic One/Emergency Medical Services (EMS) cardiac arrest victims are nearly three times more likely to survive in Seattle and King County than elsewhere, making our region the "safest place in the nation to have a heart attack"; and

WHEREAS, the Medic One/King County Emergency Medical Services system also protects the health and safety of emergency medical service teams and all other patients; and

WHEREAS, Kirkland Fire Department Firefighter/Emergency Medical Technicians have saved lives and property since 1890 and respond to over eight thousand emergency medical calls each year; and

WHEREAS, in February of 2020, Kirkland became the first national epicenter for the COVID-19 pandemic and despite approximately 70 first responders being either under quarantine or in isolation, Kirkland Firefighter/EMTs filled in the gaps and never failed to fully staff our lifesaving operations; and

WHEREAS, throughout the COVID-19 outbreak, the courageous men and women of the Kirkland Fire Department continue to save the lives of our friends, neighbors and loved ones; and

WHEREAS, Kirkland Fire Department staff serve as regional and national leaders on the COVID-19 response by sharing learning and best practices with other jurisdictions; and

WHEREAS, Kirkland residents consistently rate emergency medical services as among the most important and best performing services the City provides; and

WHEREAS, it is appropriate celebrate our Kirkland Firefighter/EMTs and recognize the value and accomplishments of all emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, I, Penny Sweet, Mayor of Kirkland, do hereby proclaim May 17-23, 2020 as "Emergency Medical Services Week" in Kirkland, Washington.

Signed this 19th day of May, 2020

Penny Sweet, Mayor

**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: Aparna Khanal, P.E., Capital Projects Supervisor
Rod Steitzer, P.E., Capital Projects Manager
John Starbard, Deputy Director
Julie Underwood, Interim Public Works Director

Date: May 7, 2020

Subject: AMENDMENT OF THE 2019-2024 TRANSPORTATION IMPROVEMENT PROGRAM—PUBLIC HEARING AND ADOPTION

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing on the amendment of the 2019 to 2024 Transportation Improvement Program (TIP) and approve a Resolution adopting the TIP, with any changes that occur because of the hearing be incorporated into the final documents.

BACKGROUND DISCUSSION:

The primary use of the TIP is to identify transportation-related projects that are—or may become—eligible for Federal, State, and/or local funding. The purpose of a public hearing on the TIP is to provide an opportunity for the public to comment and provide input on transportation projects being planned by the City. The annual adoption of a six-year TIP is in accordance with RCW 35.77.010.

The projects identified in the Amendment of the 2019 to 2024 TIP directly mirror both the funded and unfunded portions of the transportation element of the previously-approved amendment of the 2019 to 2024 Capital Improvement Program (CIP) Update, which the Council adopted on December 10, 2019. The TIP is consistent with the Transportation Element of the *Kirkland Comprehensive Plan*, as well as the *Transportation Master Plan* (TMP) and the City's *Capital Facilities Plan*.

Although the CIP usually is adopted or amended in December, and the TIP reflects the transportation element of the CIP, staff nonetheless usually seeks input on the TIP from the Transportation Commission one month prior to the hearing. However, because of the Governor's Order regarding COVID-19, which interrupted our ability to meet, staff will update the Transportation Commission through e-mail prior to the hearing and follow up with them at a later date. June 30 is the State's deadline for local governments to adopt their TIPs.

Any changes resulting from the public hearing will be incorporated into the City's final TIP prior to it being transmitted to the Puget Sound Regional Council, the Washington State Department of Transportation, Kirkland's neighboring cities, and adjacent public utility entities.

Attachment A: Resolution with Two Exhibits

RESOLUTION R-5422

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING THE CITY OF KIRKLAND AMENDED 2019-2024 TRANSPORTATION IMPROVEMENT PROGRAM.

1 WHEREAS, under RCW 35.77.010 the City is required
2 annually to review and adopt a six-year Transportation
3 Improvement Program; and
4

5 WHEREAS, on May 19, 2020, the City Council conducted a
6 public hearing and took public comment on the proposed 2019-
7 2024 Transportation Improvement Program; and
8

9 WHEREAS, the City Council finds the proposed 2019-2024
10 Transportation Improvement Program is consistent with the
11 Transportation Element of the City of Kirkland Comprehensive
12 Plan; and
13

14 WHEREAS, with respect to the provisions of RCW
15 35.77.010(2), the City Council finds that the proposed 2019-2024
16 Transportation Improvement Program identifies non-motorized
17 projects for sidewalk and school walk route enhancements, and
18 improvements to the Cross Kirkland Corridor; including trail
19 components.
20

21 NOW, THEREFORE, be it resolved by the City Council of the
22 City of Kirkland as follows:
23

24 Section 1. The City of Kirkland Amended 2019-2024
25 Transportation Improvement Program is adopted as set forth in
26 Exhibits A and Exhibit B which are incorporated by reference.
27

28 Section 2. Copies of this Resolution and the 2019-2024
29 Transportation Improvement Program, as set forth in Exhibits A
30 and Exhibit B, shall be filed with the Secretary of the Washington
31 State Department of Transportation as required by RCW
32 35.77.010.
33

34 Passed by majority vote of the Kirkland City Council in open
35 meeting this ____ day of _____, 2020.
36

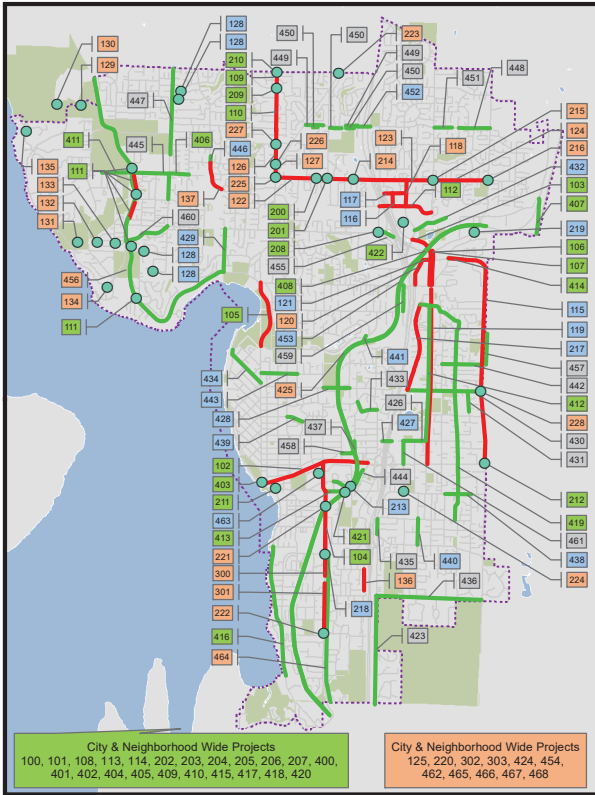
37 Signed in authentication thereof this ____ day of
38 _____, 2020.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk

Transportation Improvement Program (2019-2024 Update)



NOT TO SCALE

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Date: 4/23/2020

Legend

- Intersection Improvements
- Project Type
- PTC, STC, TRC
- NMC
- Text New projects Bold in list ->>>**
- Streets
- Lakes
- Parks

Funding Status

- Funded
- Unfunded Transportation Improvement Plan/External Funding Candidates
- Unfunded Projects included in the Adopted 2023-2035 Transportation Element of the Capital Facilities Plan
- Potential Non-Motorized Projects Under Placeholder, Not included in Totals

- | | | |
|---|---|--|
| <p>100. Annual Street Preservation Program (STC0060000)</p> <p>101. Street Levy Street Preservation Project (STC0060300)</p> <p>102. Annual Street Preservation Program - Central Way (STC0060400)</p> <p>103. Tolem Lake Blvd Roadway Repair (STC0060500)</p> <p>104. 6th Street South Street Preservation (STC0060600)</p> <p>105. 98th Avenue NE Street Preservation (STC0060700)</p> <p>106. 124th Ave NE Roadway Improvements (North Section) ROW (STC0591200)</p> <p>107. 124th Ave NE Roadway Improvements (North Section) Construction (STC0591300)</p> <p>108. Annual Striping Program (STC0800000)</p> <p>109. 100th Avenue NE Roadway Improvements (North Section) (STC0831300)</p> <p>110. 100th Ave NE Roadway Imps (Mid-North Section) (STC0831400)</p> <p>111. Juanita Drive Auto Improvements (STC0890000)</p> <p>112. NE 128th Street Multimodal Corridor Study (STC0300000)</p> <p>113. General Right of Way Acquisition (STC1940000)</p> <p>114. Regional Inter-Agency Coordination (STC9990000)</p>
<p>115. 132nd Avenue NE Roadway Improvements (STC0560000)</p> <p>116. 119th Avenue NE Roadway Extension (STC0610000)</p> <p>117. NE 130th Street Roadway Improvements (STC0620000)</p> <p>118. 120th Avenue NE Roadway Improvements (STC0630000)</p> <p>119. 124th Avenue NE Roadway Widening Improvements (South Section) (STC0640000)</p> <p>120. NE 120th Street Roadway Improvements (West Section) (STC0720000)</p> <p>121. 120th Avenue NE Roadway Extension (STC0730000)</p> <p>122. NE 132nd Street Roadway Improvements - Phase I (West Section) (STC0700000)</p> <p>123. NE 132nd Street Roadway Improvements - Phase II (Mid Section) (STC0780000)</p> <p>124. NE 132nd Street Roadway Improvements - Phase III (East Section) (STC0790000)</p> <p>125. Tolem Lake Area Development Opportunity Program (STC0810000)</p> <p>126. 100th Avenue NE Roadway Improvements (Mid-South Section) (STC0831500)</p> <p>127. 100th Avenue NE Roadway Improvements (South Section) (STC0831600)</p> <p>128. Finn Hill Roadway Emergency Vehicle Access Connections (STC0880000)</p> <p>129. Holmes Point Dr NE Road Embankment Stabilization Location 1 (STC0940000)</p> <p>130. Holmes Point Dr NE Road Embankment Stabilization Location 2 (STC0950000)</p> <p>131. Holmes Point Dr NE Road Embankment Stabilization Location 3 (STC0960000)</p> <p>132. Holmes Point Dr NE Road Embankment Stabilization Location 4 (STC0970000)</p> <p>133. Holmes Point Dr NE Road Embankment Stabilization Location 5 (STC0980000)</p> <p>134. Champagne Pl Road NE Embankment Stabilization (STC0990000)</p> <p>135. 62nd Ave NE Road Embankment Stabilization (STC1000000)</p> <p>136. 114th Ave NE Road Reconstruction (STC1010000)</p> <p>137. 90th Ave NE Road Surface Water Drainage Repair (STC1020000)</p>
<p>200. NE 132nd St/Juanita H.S. Access Rd Intersection Improvements (TRC0930000)</p> <p>201. NE 132nd St/108th Avenue NE Intersection Improvements (TRC0940000)</p> | <p>202. Annual Signal Maintenance Program (TRC01160000)</p> <p>203. Citywide Traffic Management Safety Improvements (TRC1170000)</p> <p>204. Vision Zero Safety Improvement (TRC1170200)</p> <p>205. Neighborhood Traffic Control (TRC1170300)</p> <p>206. School Zone Beacon / Signage Improvements (TRC1170500)</p> <p>207. Kirkland ITS Phase III (TRC1200000)</p> <p>208. 116th Avenue NE/NE 124th Street Intersection Improvements (TRC1240000)</p> <p>209. 100th Avenue NE/Simonds Road Intersection Improvements (TRC1350000)</p> <p>210. 100th Avenue NE/145th Street Intersection Improvements (TRC1360000)</p> <p>211. Kirkland Avenue/Lake Street Intersection Improvements (TRC1370000)</p> <p>212. NE 85th St/132nd Ave NE Dual Left Turn Lanes (TRC1390000)</p>
<p>213. Kirkland Way/CKC Bridge Abutment/Intersection Improvement (TRC0670000)</p> <p>214. NE 132nd Street/Fire Station Access Drive Intersection Improvements (TRC0950000)</p> <p>215. NE 132nd Street/124th Avenue NE Intersection Improvements (TRC0960000)</p> <p>216. NE 132nd Street/132nd Ave NE Intersection Improvements (TRC0970000)</p> <p>217. Slater Avenue NE Traffic Calming - Phase 1 (TRC1400000)</p> <p>218. NE 68th Street Intersection Improvements/Access Management (TRC1170400)</p> <p>219. Slater Avenue NE (132nd Avenue NE)/NE 124th Street (TRC1230000)</p> <p>220. Kirkland ITS Implementation Phase 4 (TRC1250000)</p> <p>221. 6th Street S/5th Place/CKC Transit Signal Priority (TRC1280000)</p> <p>222. NE 53rd Street Intersection Improvements (TRC1290000)</p> <p>223. NE 145th Street/Juanita-Woodinville Way Intersection Improvements (TRC1300000)</p> <p>224. NE 80th Street/120th Avenue NE Intersection Improvements (TRC1310000)</p> <p>225. 100th Avenue NE/132nd Street Intersection Improvements (TRC1320000)</p> <p>226. 100th Avenue NE/Juanita-Woodinville Way Intersection Improvements (TRC1330000)</p> <p>227. 100th Avenue NE/137th Street Intersection Improvements (TRC1340000)</p> <p>228. NE 100th Street/132nd Ave NE Intersection Improvements (TRC1380000)</p>
<p>300. 108th Avenue NE Transit Queue Jump - Phase 1 (PTC0040000)</p> <p>301. 108th Avenue NE Transit Queue Jumps - Phase 2 (PTC0050000)</p>
<p>302. Public Transit Speed and Reliability Improvements (PTC0020000)</p> <p>303. Public Transit Passenger Environment Improvements (PTC0030000)</p>
<p>400. Street Levy - Safe School Walk Routes (NMC0061000)</p> <p>401. Street Levy - Pedestrian Safety (NMC0062000)</p> <p>402. Neighborhood Safety Program Improvements (NMC0062100)</p> <p>403. Central Way Crosswalk Upgrade (NMC0120400)</p> <p>404. Annual Sidewalk Maintenance Program (NMC0570000)</p> <p>405. Grant Funded Sidewalk Maintenance Program (NMC0570100)</p> <p>406. NE 132nd Street Sidewalk Improvement (NMC0710000)</p> <p>407. CKC To Redmond Central Connector (NMC0810000)</p> <p>408. NE 124th St/124th Ave NE Ped Bridge Design / Construction (NMC0861000)</p> <p>409. Citywide School Walk Route Enhancements (NMC0870000)</p> <p>410. North Kirkland/JFK School Walk Route Enhancements (NMC0871000)</p> <p>411. Juanita Drive Multi-Modal (On Street) Improvements (NMC0901000)</p> <p>412. 124th Avenue NE Sidewalk (NMC0950000)</p> <p>413. Kirkland Avenue Sidewalk Improvements (NMC0980000)</p> <p>414. NE 120th Street Sidewalk (NMC1020000)</p> | <p>415. City-Wide Trail Connections (Non-CKC) (NMC1090000)</p> <p>416. Lake Front Promenade Design Study (NMC1092000)</p> <p>417. Citywide Accessibility Improvements (NMC1101000)</p> <p>418. Citywide Greenways Networks (NMC1130000)</p> <p>419. Citywide Greenways Network Project-128th Avenue NE (NMC1130200)</p> <p>420. CKC Emergent Projects Opportunity Fund (NMC1150000)</p> <p>421. CKC Historic Depot Site (NMC1150100)</p> <p>422. Tolem Lake Public Improvements - Phase 2 (NMC1240000)</p>
<p>423. 116th Avenue NE (South Section) Non-Motorized Facilities -- Phase II (NMC0010000)</p> <p>424. Crosswalk Upgrade Program (NMC0129900)</p> <p>425. Cross Kirkland Corridor Opportunity Fund (NMC0241200)</p> <p>426. NE 90th Street Sidewalk (Phase II) (NMC0260000)</p> <p>427. NE 90th Street/405 Pedestrian/Bicycle Overpass (NMC0300000)</p> <p>428. Crestwoods Park/CKC Corridor Ped/Bike Facility (NMC0310000)</p> <p>429. 93rd Avenue NE Sidewalk (NMC0320000)</p> <p>430. NE 100th Street Bike Lane (NMC0360000)</p> <p>431. 130th Avenue NE Sidewalk (NMC0370000)</p> <p>432. NE 126th Street Non-Motorized Facilities (NMC0430000)</p> <p>433. NE 95th Street Sidewalk (Highlands) (NMC0450000)</p> <p>434. 18th Avenue SW Sidewalk (NMC0460000)</p> <p>435. 116th Avenue NE Sidewalk (South Rose Hill) (NMC0470000)</p> <p>436. NE 60th Street Sidewalk (NMC0480000)</p> <p>437. 112th Avenue NE Sidewalk (NMC0490000)</p> <p>438. NE 80th Street Sidewalk (NMC0500000)</p> <p>439. 13th Avenue Sidewalk (NMC0540000)</p> <p>440. 122nd Avenue NE Sidewalk (NMC0550000)</p> <p>441. 111th Ave Non-Motorized/Emergency Access Connection (NMC0580000)</p> <p>442. NE 104th Street Sidewalk (NMC0610000)</p> <p>443. 19th Avenue Sidewalk (NMC0620000)</p> <p>444. Kirkland Way Sidewalk (NMC0630000)</p> <p>445. NE 132nd Street Sidewalk At Finn Hill Middle School (NMC0720000)</p> <p>446. 90th Avenue NE Sidewalk (NMC0740000)</p> <p>447. 84th Avenue NE Sidewalk (NMC0750000)</p> <p>448. NE 140th Street - Keller Elementary Walk Route Enhancement - Phase I (NMC0760000)</p> <p>449. NE 140th Street - Keller Elementary Walk Route Enhancement - North Side (NMC0770000)</p> <p>450. NE 140th Street - Keller Elementary Walk Route Enhancement - South Side (NMC0780000)</p> <p>451. NE 140th Street Sidewalks At Muir Elementary - Phase 2 (NMC0790000)</p> <p>452. Juanita-Kingsgate Pedestrian Bridge At I-405 (NMC0800000)</p> <p>453. Cross Kirkland Corridor (CKC) Non-Motorized Improvements (NMC0860000)</p> <p>454. Cross Kirkland Corridor (CKC) Crossings (NMC0863000)</p> <p>455. NE 124th Street Sidewalk (NMC0880000)</p> <p>456. Juanita Drive Bicycle and Pedestrian Improvements (NMC0901100)</p> <p>457. 132nd Avenue NE Sidewalk (NMC0970000)</p> <p>458. 7th Avenue Sidewalk (NMC1010000)</p> <p>459. 120th Avenue NE Sidewalk (NMC1030000)</p> <p>460. NE 122nd Place/NE 123rd Street Sidewalk (NMC1040000)</p> <p>461. 120th Avenue NE Sidewalk (NMC1050000)</p> <p>462. Citywide CKC Connections (NMC1060000)</p> <p>463. CKC To Downtown Surface Connection (NMC1070000)</p> <p>464. 108th Avenue NE Bicycle Lanes Upgrade (NMC1100000)</p> <p>465. Citywide Greenways Network (NMC1139900)</p> <p>466. On-Street Bicycle Networks Phase I (NMC1170000)</p> <p>467. On-Street Bicycle Network Candidate Projects (NMC888100)</p> |
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City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

Projects listed in the 2019-2024 TIP are divided into categories represented by the following colors.										
Section I Projects Included in the Adopted 2019-2024 Capital Investment Program (CIP) Plan - Full or Partial Funding Secured										
Section II Unfunded Projects included in the Adopted 2023-2035 Transportation Element of the Capital Facilities Plan (CFP)										
Section III Unfunded Transportation Improvement Plan/External Funding Candidates										
Section IV Potential Non-Motorized Projects Under Placeholders; Not Included in Totals										
2019-2024 Project Funding Categories (\$000)										
Project Funding										
TIP Map No.	CIP #	Project Name	Project Description	Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	Total Cost	
Projects Included in the Adopted 2019-2024 Capital Investment Program (CIP) Plan - Full or Partial Funding Secured										
100	ST 0006	Annual Street Preservation Program	Preservation of roadway system with various techniques including overlay, slurry seal, crack seal and others. The Public Works Department is responsible for approximately 245 miles of asphalt streets throughout the City. The annual program ensures maintenance of this infrastructure and reduces costly repairs resulting from total road failure. Project includes repair and resurfacing of streets and repair and replacement of adjoining damaged concrete curb, gutters and sidewalks as well as installing accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Project complements levy-funded project ST 0006 003.		8,962			8,962	8,962	8,962
101	ST 0006 003	Street Levy Street Preservation	A voter-approved levy funded annual project to enhance preservation of roadway system as part of an overall preservation program. Project includes repair and resurfacing of streets and repair and replacement of adjoining damaged concrete curb, gutters and sidewalks as well as installing accessible curb ramps to meet the requirements of the Americans with Disabilities Act (ADA). Project complements ST 0006 000.		12,507			12,507	12,507	12,507
102	ST 0006 004	Central Way Street Preservation	The design for a grind, patch, modification of wheelchair ramps and overlay of Central Way. Funds became available through a federal Street Preservation design-only grant. City grant match funds are available through the Annual Street Preservation Program for 2018. Overlay of the project will occur through a future the Street Preservation Program timed in coordination with adjacent major redevelopment activity.		30		184	214	214	214
103	ST 0006 005	Totem Lake Blvd Gateway & Roadway Repair	The repair and rebuild of a portion of Totem lake Blvd, to include a combination to standard and geotechnically accepted road prism repair techniques for insuring structural road base and roadway surface integrity.		820	4,320		5,140	5,140	5,140
104	ST 0006 006	6th Street South Street Preservation	The repair and rebuild of 6th Street and 6th Street South, to include a combination of standard and geotechnically accepted road prism repair techniques for insuring structural road base and roadway surface integrity. Asphalt pavement to be replaced on all segments throughout the project limits and the replacement of ADA con-compliant wheelchair ramps.		2,200			2,200	2,200	2,200
105	ST 0006 007	98th Avenue NE Street Preservation	Complete design and construction for resurfacing 98th Avenue NE from Forbes Creek Drive to NE 116th Street. Repair damaged sections of pavement, broken curb, gutter and sidewalk. Resurface bridge deck and reconstruct bridge joints. Replace and upgrade curb ramps to meet ADA requirements. Place traffic loops where needed and restripe pavement markings.		1,391	631		2,022	2,022	2,022
106	ST 0059 12	124th Ave NE Roadway Improvements (North Section) ROW	The purchase of land for the widening of the existing roadway between intersections at NE 116th Street and NE 124th Street from 3 lanes to 5 lanes, include 2-way center turn lane and improve pedestrian crossing(s). This project will reconstruct existing sidewalk, transit stops and bicycle lanes which will be impacted by roadway widening.		395		1,800	2,195	2,195	2,195
107	ST 0059 13	124th Ave NE Roadway Improvements (North Section) Construction	Widen existing roadway between intersections at NE 116th Street and NE 124th Street from 3 lanes to 5 lanes, include 2-way center turn lane and improve pedestrian crossing(s). This project will reconstruct existing sidewalk, transit stops and bicycle lanes, which will be impacted by roadway widening.		1,508		3,892	5,400	5,400	5,400
108	ST 0080	Annual Striping Program	Annual program to maintain markings that identify travel lanes, crosswalks, and other guidance markings for auto, pedestrian, bicycle, transit and other forms of transportation. The program will result in the restriping of more than 40 miles of collector and arterial streets throughout the City.		3,000			3,000	3,000	3,000
109	ST 08313	100th Avenue NE Roadway Improvements (North Section)	Roadway improvements along 100th Ave NE to address the current 5-lane to 2-lane transition to be based on the 2015 Puget Sound Regional Council (PSRC) grant funded design. This project represents one of four segments for implementing a portion of the 2018 completed design. This and other elements of the ultimate project will, at a minimum, provide for bicycle lanes, a center turn lane where appropriate, sidewalks, curb and gutter, illumination improvements and storm drainage system upgrades.		3,536			3,536	3,536	3,536

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					
				Project Funding					
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	Total Cost
110	ST 08314	100th Avenue NE Roadway Improvements (Mid-North Section)	Roadway improvements along 100th Ave NE to address the current 5-lane to 2-lane transition to be based on the 2015 Puget Sound Regional Council (PSRC) grant funded design. This project represents one of four segments for implementing a portion of the 2018 completed design. This and other elements of the ultimate project will, at a minimum, provide for bicycle lanes, a center turn lane where appropriate, sidewalks, curb and gutter, illumination improvements and storm drainage system upgrades.		5,279			5,279	5,279
111	ST 0089	Juanita Drive Intersection and Safety Improvements	This project will complete the auto related elements identified in the Juanita Drive Corridor Study that are not currently funded, including ITS improvements. Improve safety for motor vehicles through elements including: turn lanes, channelization and improvements to increase sight distance.		6,600			6,600	6,600
112	ST 103	NE 128th Street Multimodal Corridor Study						0	0
113	ST 104	General Right of Way Acquisition							
114	ST 9999	Regional Inter-Agency Coordination	Staffing requirements for the City's coordination and participation in regional projects constructed by others such as Washington State Department of Transportation (WSDOT), Sound Transit, King County Metro, etc.		492			492	492
200	TR 0093	NE 132nd St/Juanita H.S. Access Rd Intersection Imp	Construct a 150 foot eastbound right turn lane to allow this intersection to maintain a vehicular level of service.		1,660			1,660	1,660
201	TR 0094	NE 132nd St/108th Ave NE Intersection Imp	Construct a 150 foot eastbound right turn lane to allow this intersection to maintain a vehicular level of service.		1,220			1,220	1,220
202	TR 0116	Annual Signal Maintenance Program	Signal maintenance to replace equipment at end of useful life to maintain full capabilities. Includes range of improvements from full intersections to cabinets and service connections to components in cabinets. Also includes RRFBs (pedestrian flashing beacons), school flashers, and radar speed signs.		1,100			1,100	1,650
203	TR 0117	Citywide Traffic Management Safety Improvements	This project is an opportunity fund for improvements that increase motor vehicle safety. It includes design and construction of new traffic signals that meet one or more warrants, modification of existing signals to incorporate flashing yellow arrows or other changes, modifications to driveways and other improvements that specifically address safety needs.		600			600	600
204	TR 0117.002	Vision Zero Safety Improvement	This project is an opportunity fund for improvements that come from Vision Zero work, an international road traffic safety project, which aims to achieve a transportation system with no fatalities or serious injuries in street traffic. The scope will be further defined as the City begins developing a Vision Zero program.		300			300	300
205	TR 0117.003	Neighborhood Traffic Control	This project is an opportunity fund for neighborhood traffic control elements such as traffic circles, speed humps, curb bulbs, lighting, radar speed signs and a variety of other improvements as identified in cooperation with the residents affected by the projects.		150			150	150
206	TR 11705	School Zone Beacon & Signage Improvements	This project is an opportunity fund for consistent school zone traffic control elements, including flashing beacons and improved signage in school zones around the City.		50			50	50
207	TR 0120	Kirkland Intelligent Transportation System Phase 3	A next phase of intelligent transportation (ITS) improvements. It will be defined further after completion of phases I and II and after completion of a revised ITS study.	1,026	2,074			3,100	3,100
208	TR 12400	116th Avenue NE/NE 124th Street Intersection Imps	Project improves vehicular level of service at the signalized intersection. Construct southbound right turn lane approximately 200 feet long on 116th Avenue NE at NE 124th Street. Includes sidewalk, planter strip and associated signal reconstruction. Requires approximately 1000 sq. ft. of property acquisition. Project is funded through two external funding sources.	1,500				1,500	1,500
209	TR 13500	100th Avenue NE/Simonds Road Intersection Imps	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.		1,189			1,189	1,189
210	TR 13600	100th Avenue NE/NE 124th Street Intersection Imps	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.		1,226			1,226	1,226
211	TR 13700	Kirkland Avenue/Lake Street Intersection Imps	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate from the Downtown Pedestrian Access Study which proposes a pedestrian scramble phase at the signal. The Study also recommends the elimination of the east-bound right-turn lane and a reconstruction of the intersection corners to improve pedestrian safety. The traffic signal will be improved with all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.			1,553		1,553	1,553
212	TR 139	NE 85th St/132nd Ave NE Dual Left Turn Lanes							
400	NM 0006 100	Street Levy-Safe School Walk Routes	A fund to leverage State and Federal grant funding to improve school walk routes near Kirkland elementary and middle schools.		600			600	600

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					
				Project Funding					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
401	NM 0006 200	Street Levy-Pedestrian Safety	An opportunity fund of Levy revenue used for pedestrian safety amenities City-wide. This project provides for the construction and re-construction of crosswalks, crosswalk lighting, flashing beacons and other features to enhance the pedestrian experience consistent with the goals and objectives of the Transportation Master Plan.		900			900	900
402	NM 0006 201	Neighborhood Safety Program Improvements	The Program under City Council's Walkable Kirkland Initiative for completing a number of neighborhood projects citywide under \$50,000. Project categories include: Bicycle Facilities, Crosswalk, Intersection Improvements, Traffic Calming, Walkway/Sidewalk and Trails, and Street Lights. Program improvements are restricted to City property including streets, parks, community facilities, and the Cross Kirkland Corridor.		1,200			1,200	1,200
403	NM 0012 004	Central Way Crosswalk Upgrade	Crosswalk improvements to include a new pedestrian activated flashing beacons (RFB) and improved lighting. The Active Transportation Plan and Transportation Master Plan identified the need for improved pedestrian crossing in the City's pedestrian system.		100			100	100
404	NM 0057	Annual Sidewalk Maintenance Program	Preservation of sidewalk system. The Public Works Department is responsible for the maintenance of numerous miles of sidewalk. The annual program ensures maintenance of this infrastructure and reduces costly repairs resulting from total failure.		1,200			1,200	1,200
405	NM 005701	Grant Funded Sidewalk Maintenance Program	Preservation of Kirkland's sidewalk system. The Public Works Department is responsible for the maintenance of numerous miles of sidewalk. This one-time grant funded program ensures maintenance of this infrastructure and reduces costly repairs resulting from total failure. The project will not move forward without the securing of grant funding.			2,000		2,000	2,000
406	NM 07100	NE 132nd Street Sidewalk Improvement	Install approximately 960 feet of curb, gutter, sidewalk and planter strip along NE 132nd Street that currently does not have a sidewalk. ADA compliant wheelchair ramps will be installed at crosswalk locations. Project is a candidate project under NM 9999 100.		350	200		550	550
407	NM 0081	CKC to Redmond Central Connector	Install 1,850 linear feet of shared-use path, including, to the maximum extent feasible, an ADA compliant pedestrian route to connect the Cross Kirkland Corridor to the Redmond Central Connector. Project funding may include regional partnerships with the State, City of Redmond, King County and/or others.		239	2,500		2,739	2,739
408	NM 0086 100	NE 124th St/124th Ave NE Pedestrian Bridge Construction (Totem Lake Non-Motorized Bridge)	The planning, design and construction of a pedestrian and bicycle bridge along the Cross Kirkland Corridor (CKC) at NE 124th Street and 124th Avenue NE/Totem Lake Blvd. Design is to be consistent with the CKC Master Plan.		16,480		923	17,403	17,403
409	NM 0087	Citywide School Walk Route Enhancements	Project will create or improve sidewalks and associated pedestrian safety features on one side of all identified school walk route segments along both arterial and collector streets. Project is expected to be completed as grant funding becomes available on a project by project basis. Staff is currently working with the Lake Washington School District to develop an updated list of walk routes.	550	5,453			6,003	6,003
410	NM 0087 001	North Kirkland/JFK School Walk Route Enhancements	Project will create or improve sidewalks and associated pedestrian safety features on one side of all identified school walk route segments along both arterial and collector streets in the North Kirkland, Juanita, Finn Hill, and Kingsgate (JFK) neighborhoods. Project is expected to be completed using a combination of project phases and multi-schedule construction. Staff is currently working with the Lake Washington School District to develop an updated list of walk routes.	535	415			950	950
411	NM 0090 001	Juanita Drive Multi-Modal (On-Street) Improvements	Construct flashing crosswalk and improve the sidewalk on the west side of the road at the NE 124th Street intersection. Add south-bound left turn pocket, pedestrian crossing and improve walkway at the NE 132nd Street intersection.		525			525	525
412	NM 0095	124th Avenue NE Sidewalk Improvements	Provides for the design and construction of 2,960 feet of new concrete sidewalks, curb and gutter, walls and drainage improvements for providing a continuous sidewalk along the west side of 124th Ave NE. Prioritization of project is consistent with the Transportation Master Plan; staff continues to actively pursue grant opportunities.		2,125	275		2,400	2,400
413	NM 0098	Kirkland Avenue Sidewalk Improvements	Construct approximately 400 feet of new sidewalk on the south side of Kirkland Avenue to complete missing segments, providing a continuous walk in support of completing connections to the Cross Kirkland Corridor (CKC).		600			600	600
414	NM 102	NE 120th Street Sidewalk	Install new sidewalk curb and gutter, including retaining walls as may be necessary. Project is a candidate project under NMC9999100		400	400		800	800

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
415	NM 0109	Citywide Trail Connections (Non-CKC)	Provides for the construction of trails other than the Cross Kirkland Corridor (CKC). Improvements may include sidewalks, mixed use trails, bicycle facilities and as needed, minor pavement widening, walls, lighting, pavement marking and drainage improvements. Property acquisition will often be needed. Trail connections should be coordinated with plans in the Park Recreation and Open Space Plan. Prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.		275			275	275
416	NM 0109 002	Lake Front Promenade Design Study	A study to examine options for creating a Lakefront promenade and includes various treatments to accommodate pedestrians, bicycles, parking and active uses along the corridor.		75			75	75
417	NM 0110 001	Citywide Accessibility Improvements	An Opportunity Fund for implementation of a wide range accessibility improvements, as developed by the Accessibility Transition Plan.		700			700	700
418	NM 0113	Citywide Greenways Networks	This project provides for the design and construction of a greenway network. Construction elements that make up a greenway vary according to location, but may include items such as marking, signing of various types, lighting, crossing treatments (which may include signing, islands, beacons, improvements to or new traffic signals), traffic calming, drainage improvements, sidewalks or other walkway improvements and minor property acquisition. Greenways should be constructed on the most current approved network map and prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.		1,250			1,250	1,250
419	NM 0113 002	Citywide Greenways Network Project-128th Avenue NE	This project provides for the design and construction of a greenway network in the area of 128th Avenue NE. Construction elements that make up a greenway vary according to location, but may include items such as marking, signing of various types, lighting, crossing treatments (which may include signing, islands, beacons, improvements to or new traffic signals), traffic calming, drainage improvements, sidewalks or other walkway improvements and minor property acquisition. Greenways should be constructed on the most current approved network map and prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.	250	550			800	800
420	NM 0115	CKC Emergent Projects Opportunity Fund	An Opportunity Fund for implementation of a wide range of Cross Kirkland Corridor (CKC) access improvements.		400			400	400
421	NM 1150100	CKC Historic Depot Site							
422	NM 0124	Totem Lake Public Improvements Phase 2	A number of second phase transportation and other public improvements associated with the redevelopment of The Village at Totem Lake Mall. The improvements include, but are not limited to, sidewalks on the east side of 120th Avenue NE, new planters with other street amenities at 120th Avenue NE and the new Totem Lake Plaza roadway, new dedicated right-of-way along Totem Lake Way, together with new dedicated public park area, with park amenities and art. City funding is a combination of REET and debt for the cumulative \$7,500,000 project total.		7,500			7,500	7,500
TOTALS:				3,861	97,626	11,879	6,799	120,165	120,715
	*	Local funding includes secured revenue from other local agencies and private entities (i.e., developers, etc.)							
	**	Other funding includes secured revenue from federal and state grants.							
Unfunded Projects included in the 2019-2024 Transportation Element of the Capital Facilities Plan									
118	ST 0063	120th Avenue NE Roadway Improvements (north)	Widen 120th Avenue to a 3-lane cross section between north of the Totem Lake Mall at approximately NE 128th Street and NE 132nd Street; final alignment has not yet been determined south of NE 128th Street. Project includes one travel lane in each direction and a two-way left turn lane along with landscaped median islands, curb, gutter, sidewalk and bicycle lanes. Three signalized intersections will be reconstructed. Project length is approximately 1,650 feet.	4,500					4,500
119									
120	ST 0072	NE 120th St Roadway Improvements	Install 1100 feet of new roadway along an alignment west of the completed section of NE 120th Street (between Slater Ave and 124th Ave). The new roadway will begin at the intersection of 124th Avenue NE, extend west to the Cross Kirkland Corridor, parallel the Corridor and terminate at 116th Ave NE. The project will include signal modifications at 124th Ave NE/NE 120th St, bike facilities sidewalks, and planter strips along the entire alignment. Revised to include segment from CKC to 116th Ave NE.	15,781					15,781
122	ST 0077	NE 132nd St Rdwy Imprv.-Phase I (West Section)	The addition of landscaped median islands, the repair of concrete sidewalks, and the overlay and restriping of NE 132nd Street, between 100th Ave NE and I-405 to provide 5-foot bicycle lanes and improved pedestrian access along a portion of the NE 132nd Street Corridor, as outlined within the NE 132nd Street Roadway Masterplan Study completed in 2008.	1,739					1,739

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
123	ST 0078	NE 132nd St Rdwy Imprv-Phase II (Mid Section)	The addition of landscaped median islands, the repair of concrete sidewalks, and the overlay and restriping of NE 132nd Street, between I-405 and 124th Avenue NE to provide 5-foot bicycle lanes and improved pedestrian access along a portion of the NE 132nd Street Corridor, as outlined within the NE 132nd Street Roadway Masterplan Study completed in 2008.	408					408
124	ST 0079	NE 132nd St Rdwy Imprv-Phase III (East Section)	The addition of landscaped median islands, the repair of concrete sidewalks, and the overlay and restriping of NE 132nd Street, between 124th Avenue NE and 132nd Avenue NE to provide 5-foot bicycle lanes and improved pedestrian access along a portion of the NE 132nd Street Corridor, as outlined within the NE 132nd Street Roadway Masterplan Study completed in 2008.	1,444					1,444
125	ST 0081	Totem Lake Area Development Opportunity Program	Establishing a new project in anticipation of development opportunities funded through grants that may require a City matching portion.	500					500
126	ST 08315	100th Avenue NE Roadway Improvements (Mid-South Section)	Roadway improvements along 100th Ave NE to address the current 5-lane to 2-lane transition to be based on the 2015 Puget Sound Regional Council (PSRC) grant funded design. This project represents one of four segments for implementing a portion of the 2018 completed design. This and other elements of the ultimate project will, at a minimum, provide for bicycle lanes, a center turn lane where appropriate, sidewalks, curb and gutter, illumination improvements and storm drainage system upgrades.	5,930					5,930
127	ST 08316	100th Avenue NE Roadway Improvements (South Section)	Roadway improvements along 100th Ave NE to address the current 5-lane to 2-lane transition to be based on the 2015 Puget Sound Regional Council (PSRC) grant funded design. This project represents one of four segments for implementing a portion of the 2018 completed design. This and other elements of the ultimate project will, at a minimum, provide for bicycle lanes, a center turn lane where appropriate, sidewalks, curb and gutter, illumination improvements and storm drainage system upgrades.	3,619					3,619
128									
129	ST 09400	Holmes Point Dr NE Road Embankment Stabilization Location 1	Partial or full reconstruction of roadway embankment to increase slope stability. Large rodent removal or control is needed to eliminate animal burrows in the hillside.	246					246
130	ST 09500	Holmes Point Dr NE Road Embankment Stabilization Location 2	Partial to full reconstruction of roadway embankment to increase slope stability. Large rodent removal or control is needed to eliminate animal burrows in the hillside.	412					412
131	ST 09600	Holmes Point Dr NE Road Embankment Stabilization Location 3	Partial to full reconstruction of roadway embankment to increase slope stability. Large rodent removal or control is needed to eliminate animal burrows in the hillside.	503					503
132	ST 09700	Holmes Point Dr NE Road Embankment Stabilization Location 4	Partial to full reconstruction of roadway embankment to increase slope stability. Large rodent removal or control is needed to eliminate animal burrows in the hillside. The tight-lining of an existing corrugated stormwater pipe is needed such that it discharges at the bottom of the slope, as opposed to the middle of the slope.	551					551
133	ST 09800	Holmes Point Dr NE Road Embankment Stabilization Location 5	Partial to full reconstruction of roadway embankment to increase slope stability. Large rodent removal is needed to control to eliminate animal burrows in the hillside.	232					232
134	ST 09900	Champagne Pt Road NE Embankment Stabilization	Partial to full reconstruction of roadway embankment to increase slope stability. Large rodent removal is or control is needed to eliminate animal burrows in the hillside. Revegetation of the slope is included.	563					563
135	ST 10000	62nd Ave NE Road Embankment Stabilization	Construction of soldier pile and lagging wall and embankment regrading to protect and preserve roadway integrity.	823					823
136	ST 10100	114th Ave NE Road Reconstruction	Excavation of existing unsuitable embankments fill and replacement with imported material. Replacing utilities along the project alignment (1,000ft). Construction of approximately 150ft of french drain to the east side of road.	1,900					1,900
137	ST 10200	90th Ave NE Road Surface Water Drainage Repair	Repair and restore shoulder support eroded areas. Remove existing stormwater controlling extruded curbs on both sides of the roadway and replace with new extruded curbs. Reinstall guardrail posts in areas where post support has eroded.	420					420
213	TR 0095	NE 132nd St/Fire Stn Access Dr Intersect'n Imp	Modify existing signal to include pedestrian actuated option, as recommended in the NE 132nd Street Master Plan. To aid in helping the corridor with capacity issues in anticipation of the Washington State Department of Transportation (WSDOT) Half-Diamond interchange at I-405 and NE 132nd Street and Totem Lake redevelopment.	480					480
214	TR 0096	NE 132nd St/124th Ave NE Intersect'n Imp	Extend existing eastbound left turn lane to 500 feet and add a second 500 foot eastbound left turn lane. Widen and restripe east leg to match west leg, widen and restripe north leg for 1,000 feet to provide 2 northbound through lanes with 1 southbound left turn lane and 1 southbound through/right turn lane. Restripe south leg to match north leg; these improvements will allow this intersection to maintain a vehicular level of service. Project is subject to anticipated funding through development activities and related revenues.	7,400					7,400

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
215	TR 0097	NE 132nd St/132nd Ave NE Intersect'n Imp	Extend the eastbound left turn and right turn lanes to 500 feet; these improvements will allow this intersection to maintain a vehicular level of service.	1,150					1,150
219	TR 0125	Kirkland ITS Implementation Phase 4	This project is a placeholder for ITS projects that are not currently funded. It will be defined further after completion of a Phase 3 Project and through the completion of a new ITS Study. It will likely include advanced control methods such as adaptive control.	2,620					2,620
220	TR 0128	6th Street S / 5th Place / CKC Transit Signal Priority	Transit signal priority at the CKC trail intersection on 6th Street including a new 3-leg signal and the removal of on-street parking with a signal controlled crossing to give transit priority in both north and southbound directions. The realignment of the 5th Place leg of the intersection will be consistent with future plans for the CKC and adjusted to closer to a 90-degree intersection with small curb radii to make it more pedestrian and neighborhood friendly.	2,600					2,600
221	TR 0129	NE 53rd Street Intersection Improvements	A new traffic signal on 108th Avenue NE at NE 53rd Street with the design and development with engineering consideration of the complicated offset alignment of NE 53rd and NE 52nd Streets, including an adjacent protected crosswalk and nearby transit stops serving Northwest University, Emerson High School, and the neighborhood.	4,345					4,345
222	TR 13000	NE 145th Street/Juanita-Woodinville Way Intersection Imps	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate and, at a minimum, will replace the spanwire signal with new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.	2,100					2,100
223	TR 13100	NE 80th Street/120th Avenue NE Intersection Improvements	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.	1,700					1,700
224	TR 13200	100th Avenue NE/132nd Street Intersection Improvements	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.	1,647					1,647
225	TR 13300	100th Avenue NE/Juanita-Woodinville Way Intersection Imps	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.	2,161					2,161
226	TR 13400	100th Avenue NE/137th Street Intersection Improvements	Install traffic signal and intersection improvements to minimize traffic conflict, improve safety and traffic operation. Project total based on a 2018 estimate as part of the 100th Avenue NE Roadway Design and, at a minimum, will provide all new signal poles, mast arms and heads, signal cabinet, cameras and full electronics.	1,475					1,475
227	TR 13800	NE 100th Street/132nd Ave NE Intersection Improvements	An all new full traffic signal system with signal poles, mast arms and heads, signal cabinet, cameras and full electronics for APS, video detection and ITS capability. Surface features include new curb ramps, crosswalks, and left turn lanes for all approaches.	1,743					1,743
300	PT 0002	Public Transit Speed and Reliability Improvements	Projects include elements that help reduce delay to bus traffic and that bus travel times to be more reliable. Such improvements can range from priority at signalized intersections to intersection widening to separate lanes for buses. These improvements should be located and designed in cooperation with transit providers. The locations and types of improvements will be identified in the City Transit Study (project number CPT 0001 000)	500					500
301	PT 0003	Public Transit Passenger Environment Improvements	This project designs and constructs improvements to transit stops. Improvements include items such as shelters, improved lighting and equipment that indicates when buses are scheduled to arrive. The locations and types of improvements will be identified in the City Transit Study (project number PT 0001).	500					500
302	PT 0004	108th Avenue NE Transit Queue Jump - Phase I	The widening of 108th Avenue NE to create a transit lane to bypass queues. This Phase I Project provides a northbound queue jump lane for transit in the vicinity of the NE 68th Street/108th Avenue NE intersection. The acquisition of new right-of-way is included.	4,875					4,875
303	PT 0005	108th Avenue NE Transit Queue Jump - Phase II	The widening of 108th Avenue NE to create extensive segments of transit lanes to bypass queues. This Phase 2 Project provides a northbound queue between NE 55th Street and NE 60th Street. A new traffic signal is included at NE 60th Street as is the acquisition of new right-of-way.	5,640					5,640
422	NM 0012 999	Crosswalk Upgrade program	Crosswalk improvements such as pedestrian flashing beacons (RRFB's), improved lighting, or traffic islands at uncontrolled crosswalks. Also improvements to increase pedestrian safety at signalized intersections.	4,100					4,100
423	NM 0024 201	Cross Kirkland Corridor Opportunity Fund	Fund for development and/or acquisition related costs for implementation of Cross Kirkland Corridor Master Plan	500					500

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
426	NM 0031	Crestwoods Park/CKC Corridor Ped/Bike Facility	Construct concrete pedestrian and bicycle path, stairs, and overpass between Crestwoods Park and the Highlands Neighborhood across Cross Kirkland Corridor (CKC). The Highlands Neighborhood Plan and Norkirk Area Plan include reference to a desired link to parks and the barrier presented by Cross Kirkland Corridor.	2,505					2,505
450	NM 0080	Juanita-Kingsgate Pedestrian Bridge at I-405	Originally planned by King County Department of Transportation at NE 145th Street, a bridge at this location provides a non-motorized connection across I-405 and infrastructure improvements to provide a connection between parks, schools and other destinations for people walking and biking in the northeast part of the city.	4,500					4,500
452	NM 0086-003	CKC Roadway Crossings	Crossings of CKC at various roadways that are not funded elsewhere (i.e., NM 0086 100).	3,370					3,370
454	NM 0090-100	Juanita Drive Bicycle and Pedestrian Improvements	The completion of remaining pedestrian and bicycle elements identified in the Juanita Drive Corridor Study for improved safety for bicycles and pedestrians through elements including: separated pedestrian walkway and buffered bicycle lane; installation of pedestrian flashing beacons (RFB's) at key locations; improved lighting, signing and markings. Intersection channelization improvements are also included.	10,650					10,650
461	NM 0106	Citywide CKC Connections	Provides for the design and construction of connections to the Cross Kirkland Corridor (CKC). They may be adjacent to the corridor or at other locations where a link is missing on a route to the corridor. Improvements may include sidewalks, mixed use trails, bicycle facilities and as needed, minor pavement widening, minor property acquisition, walls, lighting, pavement marking and drainage improvements. Prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.	360					360
462	NM 0107	CKC to Downtown Surface Connection	The connection would widen, resurface, and install lighting and otherwise improve existing at-grade pathways from the Cross Kirkland Corridor (CKC) to 6th Street.	2,000					2,000
463	NM 0111	108th Avenue NE Bicycle Lanes Upgrade	The improvement and completion of the bicycle facilities on 108th Avenue NE. This may include a full spectrum of bike facilities from painted bike lanes to separated facilities and associated traffic signal work. On street bike facilities should be constructed on the most current approved network map and prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.	845					845
464	NM 0113 999	Citywide Greenway Network	This project provides for the design and construction of a greenway network. Construction elements that make up a greenway vary according to location, but may include items such as marking, signing of various types, lighting, crossing treatments (which may include signing, islands, beacons, improvements to or new traffic signals), traffic calming, drainage improvements, sidewalks or other walkway improvements and minor property acquisition. Greenways should be constructed on the most current approved network map and prioritization of projects should be accomplished using the framework established in the Transportation Master Plan.	4,450					4,450
465	NM 0117	On-Street Bicycle Network Phase I	Improving existing on-street bicycle facilities, to include restriping existing pavement to add width and/or buffers to bicycle facilities, as well as the reconstruction of curbs and provision of protected bicycle lanes. The individual projects will be given more specificity in revised Active Transportation Plan. Project finding is contingent on external funding to be sought.	1,120					1,120
466	NM 8888 -100	On-street Bicycle Network	Add and improve existing on-street bicycle facilities. Includes restriping existing pavement to add width and/or buffers to bicycle facilities, reconstruction of curbs and provision of protected bicycle lanes. Projects will be given more specificity in revised Active Transportation Plan, but could include projects such as NM 0001 and NM 0036.	3,280					3,280
467	NM 9999 -100	Sidewalk completion program	Complete sidewalk improvements on one side of: School Walk Routes (collectors and arterials), principal arterials and in top 2 categories of 10 minute neighborhoods. May include projects such as: NM 0026, NM 0037, NM 0045, NM 0047, NM 0048, NM 0049, NM 0061, NM 0063, NM 0071, NM 0072, NM 0075, NM 0076, NM 0077, NM 0078, NM 0079, NM 0088, NM 0097, NM 0101, NM 0102, NM 0103, NM 0104 and NM 0105.	6,097					6,097
TOTALS:				124,284	0	0	0	0	244,999
Unfunded Transportation Improvement Plan/External Funding Candidates									
115	ST 0056	132nd Avenue NE Roadway Improvements	Street Improvement	25,170					25,170
116	ST 0061	119th Avenue NE Roadway Extension	Street Improvement	5,640					5,640
117	ST 0062	NE 130th Street Roadway Improvements	Street Improvement	10,000					10,000

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Local* Funding	State Funding	Federal Funding	Total Funding	
121	ST 0073	120th Avenue NE Roadway Extension	Street Improvement	16,392					16,392
119	ST 0064	124th Avenue NE Roadway Improvements	Street Improvement	30,349					30,349
128	ST 0086	Finn Hill Emergency Vehicle Access Connection	Street Improvement	900					900
213	TR 0067	Kirkland Way/CKC Bridge Abutment/Intersection Imprv	Traffic Improvement	6,917					6,917
217	TR 0114	Slater Avenue NE Traffic Calming - Phase I	Traffic Improvement	247					247
218	TR 0117 004	NE 68th St Intersection Imps/Access Management	Traffic Improvement	4,375					4,375
219	TR 0123	Slater Avenue NE (132nd Avenue NE)/NE 124th Street	Traffic Improvement	2,124					2,124
427	NM 0030	NE 90th Street/I-405 Pedestrian/Bicycle Overpass	Sidewalk Improvement	3,741					3,741
429	NM 0032	93rd Avenue Sidewalk	Sidewalk Improvement	1,048					1,048
432	NM 0043	NE 126th St Nonmotorized Facilities	Sidewalk Improvement	4,277					4,277
434	NM 0046	18th Avenue SW Sidewalk	Sidewalk Improvement	2,255					2,255
438	NM 0050	NE 80th Street Sidewalk	Sidewalk Improvement	860					860
439	NM 0054	13th Avenue Sidewalk	Sidewalk Improvement	447					447
440	NM 0055	122nd Ave NE Sidewalk	Sidewalk Improvement	867					867
441	NM 0058	111th Ave Non-Motorized/Emerg. Access Connection	Pathway	2,000					2,000
443	NM 0062	19th Avenue Sidewalk	Sidewalk Improvement	814					814
446	NM 0074	90th Ave NE Sidewalk	Sidewalk Improvement	353					353
453	NM 0086	Cross Kirkland Corridor Non-motorized Improvements	Corridor Non-motorized Improvements	65,742					65,742
TOTALS:				184,518					184,518
Potential Non-Motorized Projects Under Placeholders; Not Included in Totals									
NM 8888 100 On-Street Bicycle Network Candidate Projects:									
421	NM 0001	116th Ave NE (So. Sect.) Non-Motorz'd Facil-Phase II	Bicycle Improvement	3,378					3,378
428	NM 0036	NE 100th Street Bike lane	Bicycle Improvement	1,644					1,644
NM 9999 100 Sidewalk Completion Program Candidate Projects:									
424	NM 0026	NE 90th Street Sidewalk (Phase II)	Sidewalk Improvement	706					706
429	NM 0037	130th Avenue NE Sidewalk	Sidewalk Improvement	834					834
431	NM 0045	NE 95th Street Sidewalk (Highlands)	Sidewalk Improvement	572					572
433	NM 0047	116th Avenue NE Sidewalk (South Rose Hill)	Sidewalk Improvement	840					840
434	NM 0048	NE 60th Street Sidewalk	Sidewalk Improvement	500					500
435	NM 0049	112th Ave NE Sidewalk	Sidewalk Improvement	528					528
440	NM 0061	NE 104th Street Sidewalk	Sidewalk Improvement	1,085					1,085
442	NM 0063	Kirkland Way Sidewalk	Sidewalk Improvement	414					414
443	NM 0072	NE 132nd Street Sidewalk at Finn Hill Middle School	Sidewalk Improvement	840					840
445	NM 0075	84th Ave NE Sidewalk	Sidewalk Improvement	4,053					4,053
446	NM 0076	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 1	Sidewalk Improvement	1,131					1,131
447	NM 0077	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - N	Sidewalk Improvement	1,185					1,185
448	NM 0078	NE 140th St Sidewalk - Keller Elem Walk Rt Enhan. - S	Sidewalk Improvement	747					747
449	NM 0079	NE 140th St Sidewalk - Muir Elem Walk Rt Enhan. Phase 2	Sidewalk Improvement	648					648
453	NM 0088	NE 124th Street Sidewalk	Sidewalk Improvement	376					376
455	NM 0097	132nd NE Sidewalk	Sidewalk Improvement	732					732

City of Kirkland 2017-2022 Transportation Improvement Program (TIP)

TIP Map No.	CIP #	Project Name	Project Description	2019-2024 Project Funding Categories (\$000)					Total Cost
				Unsecured 2019-2024 Funding	Project Funding			Total Funding	
					Local* Funding	State Funding	Federal Funding		
456	NM 0101	7th Avenue Sidewalk	Sidewalk Improvement	208					208
457	NM 0102	NE 120th Street Sidewalk	Sidewalk Improvement	548					548
458	NM 0103	120th Avenue NE Sidewalk	Sidewalk Improvement	556					556
459	NM 0104	NE 122nd Place/NE 123rd Street Sidewalk	Sidewalk Improvement	1,294					1,294
460	NM 0105	120th Avenue NE Sidewalk	Sidewalk Improvement	812					812
TOTALS:				23,631					23,631



KIRKLAND CITY COUNCIL MEETING MINUTES
May 5, 2020

1. CALL TO ORDER

Mayor Sweet 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

None.

4. HONORS AND PROCLAMATIONS

a. 2020 Safe Boating Week Proclamation

Mayor Sweet asked Councilmember Nixon to read the proclamation.

5. COMMUNICATIONS

a. Announcements

b. Items from the Audience

Bob McConnell
Stephanie Lecovin
Birgitta Hughes
Angela Pifer
Donna Chatel
Simon Ross
Andrew Matson
Per-Ola Selander

c. Petitions

6. PUBLIC HEARINGS

None.

7. SPECIAL PRESENTATIONS

a. COVID-19 Update

City Manager Kurt Triplett shared an update on recent developments at the state and local levels and reported on current budget strategies.

(1) 2021-2026 Capital Improvement Program Priorities

b. 1st Quarter 2020 Fire Department Dashboard Report

Fire Chief Joe Sanford reviewed the data for the first quarter of the current year and responded to Council questions.

c. 1st Quarter 2020 Police Department Dashboard Report

Police Chief Cherie Harris provided an overview of police activities and statistics for the first quarter of 2020 and responded to Council questions, and Assistant City Manager James Lopez provided an overview of the Ombud program.

8. CONSENT CALENDAR

a. Approval of Minutes

(1) April 7, 2020

(2) April 21, 2020

The minutes of the April 7th and 21st regular meetings were approved via approval of the consent calendar.

b. Audit of Accounts and Payment of Bills and Payroll

Payroll: \$4,334,434.73
Bills: \$5,704,142.09
CA42220 check #s 712335 - 712430
CA42920 check #s 712433 - 712558 wire #176
LB422B wire # 174
LB423A wire #s 173, 175
Purch Card ACH

The audit and payment were approved via approval of the consent calendar.

c. General Correspondence

d. Claims

e. Award of Bids

f. Acceptance of Public Improvements and Establishing Lien Period

(1) 2018 Citywide School Walk Route Enhancements

The work as performed by Kamins Construction Inc., of Bothell, Washington, was accepted and a transfer of \$199,880.50 to the 2019 Citywide School Walk Route Enhancement Project was authorized via approval of the consent calendar.

g. Approval of Agreements

h. Other Items of Business

(1) 2020-2022 Public Safety Employees Union Local 519 Collective Bargaining Agreement

The agreement was approved via approval of the consent calendar.

(2) March 2020 Sales Tax Report

The report was acknowledged via approval of the consent calendar.

(3) Surplus of Rental Vehicles/Equipment

The surplus as identified in the staff report was approved via approval of the consent calendar.

(4) Procurement Report

The report was acknowledged via approval of the consent calendar.

Motion to Approve the consent calendar.

Moved by Councilmember 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. Lake Washington School District Master Plan Amendments

City Attorney Kevin Raymond reviewed the parameters of the closed record quasi-judicial hearing and determined that Councilmembers had no disclosures. Senior Planner Tony Leavitt provided a presentation of the facts in the matter and responded to Councilmember questions. City Attorney Raymond also responded to Council questions.

Motion to Suspend Council Rule 3.23 so that the Council may vote tonight on these Process II.B. Applications.

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.

- (1) Resolution R-5417, Approving the Issuance of a Process IIB Permit as Applied for in Department of Planning and Building File No. ZON19-00740 by Lake Washington School District Being Within an RSX 7.2 Zone, and Setting Forth Conditions to Which Such Process IIB Permit Shall be Subject

Motion to Approve Resolution 5417, entitled "A RESOLUTION OF THE CITY OF KIRKLAND APPROVING THE ISSUANCE OF A PROCESS IIB PERMIT AS APPLIED FOR IN DEPARTMENT OF PLANNING AND BUILDING FILE NO. ZON19-00740 BY LAKE WASHINGTON SCHOOL DISTRICT BEING WITHIN AN RSX 7.2 ZONE, AND SETTING FORTH CONDITIONS TO WHICH SUCH PROCESS IIB PERMIT SHALL BE SUBJECT."

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.

- (2) Resolution R-5418, Approving the Issuance of a Process IIB Permit as Applied for in Department of Planning and Building File No. ZON19-00741 by Lake Washington School District Being Within an RSX 35 Zone, and Setting Forth Conditions to Which Such Process IIB Permit Shall be Subject

Motion to Approve Resolution 5418, entitled "A RESOLUTION OF THE CITY OF KIRKLAND APPROVING THE ISSUANCE OF A PROCESS IIB PERMIT AS APPLIED FOR IN DEPARTMENT OF PLANNING AND BUILDING FILE NO. ZON19-00741 BY LAKE WASHINGTON SCHOOL DISTRICT BEING WITHIN AN RSX 35 ZONE, AND SETTING FORTH CONDITIONS TO WHICH SUCH PROCESS IIB PERMIT SHALL BE SUBJECT."

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.

- (3) Resolution R-5419, Approving the Issuance of a Process IIB Permit as Applied for in Department of Planning and Building File No. ZON19-00742 by Lake Washington School District Being Within an RSX 35 Zone, and Setting Forth Conditions to Which Such Process IIB Permit Shall be Subject

Motion to Approve Resolution 5419, entitled "A RESOLUTION OF THE CITY OF KIRKLAND APPROVING THE ISSUANCE OF A PROCESS IIB PERMIT AS APPLIED FOR IN DEPARTMENT OF PLANNING AND BUILDING FILE NO. ZON19-00742 BY LAKE WASHINGTON SCHOOL DISTRICT BEING WITHIN AN RSX 7.2 ZONE, AND SETTING FORTH CONDITIONS TO WHICH SUCH PROCESS IIB PERMIT SHALL BE SUBJECT."

Moved by Councilmember Amy Falcone, 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.

Council recessed for a short break.

- b. Communications Master Use Permit – Cingular Wireless PCS, LLC

Public Works Deputy Director John Starbard provided an overview of the background process to date and the ordinance for Council consideration.

- (1) Ordinance O-4714 and its summary, Relating to Granting New Cingular Wireless PCS, LLC, a Delaware Limited Liability Company, a Non-Exclusive Communications Master Use Permit for the Right, Privilege, and Authority to Make Use of the Permit Area for Communications Purposes

Motion to Approve Ordinance O-4714 and its summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO GRANTING NEW CINGULAR WIRELESS PCS, LLC, A DELAWARE LIMITED LIABILITY COMPANY, A NON-EXCLUSIVE COMMUNICATIONS MASTER USE PERMIT FOR THE RIGHT, PRIVILEGE, AND AUTHORITY TO MAKE USE OF THE PERMIT AREA FOR COMMUNICATIONS PURPOSES."

Moved by Deputy Mayor Jay Arnold, seconded by Councilmember Toby Nixon

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.

- c. 2020 Citywide Intelligent Transportation System Plan

Transportation Manager Joel Pfundt presented an overview of the proposed plan for Council consideration and responded to Council questions.

- (1) Resolution R-5420, Pertaining to the Adoption of the 2020 Citywide Intelligent Transportation System (ITS) Plan and its Executive Summary

Motion to Approve Resolution 5420, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND PERTAINING TO THE ADOPTION OF THE 2020 CITYWIDE INTELLIGENT TRANSPORTATION SYSTEM (ITS) PLAN AND EXECUTIVE SUMMARY."

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.

d. Tree Code Enforcement Amendments

Planning Supervisor Christian Geitz reviewed the proposed ordinance for Council consideration and responded to Council questions.

- (1) Ordinance O-4725 and its summary, Amending Regulations Related to Violations of the City's Tree Protection Code

Motion to Approve Ordinance 4725 and its summary, entitled "AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING REGULATIONS RELATED TO VIOLATIONS OF THE CITY'S TREE PROTECTION CODE."

Moved by Councilmember Jon Pascal, seconded by Councilmember Kelli Curtis

Vote: Motion carried 6-1

Yes: Deputy Mayor Jay Arnold, Councilmember Neal Black, Councilmember Kelli Curtis, Councilmember Amy Falcone, Councilmember Jon Pascal, and Mayor Penny Sweet.

No: Councilmember Toby Nixon.

10. REPORTS

a. City Council Regional and Committee Reports

Councilmembers shared information regarding a King County-Cities Climate Collaboration meeting; the April Houghton Community Council meeting; a People for Climate Action webinar, "Focus on Buildings"; an East King Chambers Coalition webinar on transportation infrastructure; fundraising efforts for the Greater Kirkland Chamber of Commerce Small Business Relief Fund; a discussion on updating the questions for the upcoming Board and Commission interviews; an Eastrail Regional Advisory Council meeting; a Legislative Workgroup meeting; a Washington Traffic Safety Commission Active Transportation Safety Council meeting; current vacancies on the Association of Washington Cities committees; a King County Metro Virtual Town Hall; an upcoming King County-Cities Climate Collaboration stakeholder's meeting; an upcoming combined meeting of three

King County transportation boards; Eastside Pathways Human Services Equity Calls; an upcoming meeting with King County Councilmember Claudia Balducci and other regional stakeholders to discuss human services and hate crimes in the community; a King County Regional Water Quality Committee meeting; an upcoming King County Metropolitan Solid Waste Management Advisory Committee meeting; and a Northend Mayors' Meeting.

b. City Manager Reports

City Manager Kurt Triplett shared information regarding the Community Safety Advisory Group (ComSAG) survey; and a possible extension of the contract with the YMCA and the Kirkland Teen Center.

(1) Calendar Update

City Manager Kurt Triplett reminded the Council of the Board and Commission Interviews on May 26th and 28th, and the Council Retreat on Friday, May 29th. Councilmember Nixon requested and received support to have City staff prepare an outline and cost estimate of a study of police body cameras technology and its potential use in Kirkland so that Council can reexamine the issue.

11. ITEMS FROM THE AUDIENCE

None.

12. EXECUTIVE SESSION

None.

13. ADJOURNMENT

The Kirkland City Council regular meeting of May 5, 2020 was adjourned at 10:22 p.m.

Kathi Anderson, City Clerk

Penny Sweet, Mayor

KIRKLAND CITY COUNCIL EMERGENCY MEETING

**Virtual
May 8, 2020**

Minutes

1. CALL TO ORDER

The teleconference meeting was established at 5:30 p.m.; the City Council attended using virtual meeting technology due to the emergent circumstances.

2. ROLL CALL

Present: Mayor Penny Sweet, Deputy Mayor Jay Arnold and Councilmembers Neal Black, Kelli Curtis, Amy Falcone, Toby Nixon and Jon Pascal.

3. Status/Response to Coronavirus/COVID-19 Outbreak

City Manager Kurt Triplett provided the City Council with an update on the status of current events including the Governor's press conference and potential Parks & Community Services actions in response to the public health emergency, received Council feedback and responded to Council questions.

4. ADJOURNMENT

The May 8, 2020 emergency teleconference meeting of the Kirkland City Council was concluded/adjourned at 6:38 p.m.

Kathi Anderson, City Clerk

Penny Sweet, Mayor

KIRKLAND CITY COUNCIL EMERGENCY MEETING

**Virtual
May 12, 2020**

Minutes

1. CALL TO ORDER

The teleconference meeting was established at 5:32 p.m.; the City Council attended using virtual meeting technology due to the emergent circumstances.

2. ROLL CALL

Present: Mayor Penny Sweet, Deputy Mayor Jay Arnold and Councilmembers Neal Black, Kelli Curtis, Amy Falcone, Toby Nixon and Jon Pascal.

3. Status/Response to Coronavirus/COVID-19 Outbreak

City Manager Kurt Triplett provided the City Council with an update on the status of current events and potential Parks & Community Services actions in response to the public health emergency, received Council feedback and responded to Council questions.

4. ADJOURNMENT

The May 12, 2020 emergency teleconference meeting of the Kirkland City Council was concluded/adjourned at 6:30 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: May 12, 2020
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) Jack Greenfield
5110 142nd PL SE
Bellevue, WA 98006

Amount: unspecified

Nature of Claim: Claimant states damages in the form of loss of consortium resulted from injuries sustained by Lauren Greenfield as submitted in a separate claim.

- (2) Lauren Greenfield
5110 142nd PL SE
Bellevue, WA 98006

Amount: unspecified

Nature of Claim: Claimant states damages occurred resulting from injuries sustained during a fall adjacent to the crosswalk at the intersection of Lake Street and Kirkland Way.

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., Project Engineer
Rod Steitzer, P.E., Capital Projects Manager
John Starbard, Deputy Director of Public Works
Julie Underwood, Interim Director of Public Works

Date: May 13, 2020

Subject: CKC TO REDMOND CENTRAL CONNECTOR—AWARD CONTRACT

RECOMMENDATION:

It is recommended that the City Council award a construction contract for the CKC to Redmond Central Connector Project (Project) to Interwest Construction, Inc., of Lake Stevens, Washington (Contractor), in the amount of \$2,678,910.11.

By taking action on this item under the Consent Calendar, the City Council is awarding a construction contract for the subject Project.

BACKGROUND DISCUSSION:

The Project will construct a 1,900-foot long traffic-separated 11-foot wide shared-use pedestrian and bicycle path along the eastern side of Willows Road NE from the NE 124th Street intersection to its intersection with the Eastrail Corridor (EC) at the north end of the project (see Attachment A, Vicinity Map with Area Map Inset). In order to construct the Project, the installation of a stormwater detention vault is required to mitigate for the Project impacts by reducing downstream flows. In addition, due to the steep slopes on the eastside of Willows Road, the Project also includes four sections of soldier pile retaining walls, totaling in 67 piles, so as to construct the shared-use path to comply with the Americans with Disability Act (ADA) including two ADA compliant ramps. By doing so, the Project will help complete pedestrian and bike connections for Kirkland residents who want to access regional trail systems such as the Cross Kirkland Corridor (CKC) and the EC; and will provide connections to Totem Lake, Redmond urban centers, the Woodinville Wine Country, and the Willows Road high-tech corridor. This Project also will establish future pedestrian and bicycle facilities along 139th Avenue Northeast from the EC to the existing sidewalk and bike lane on 139th Avenue Northeast.

With an engineer's estimate of \$2,460,562.00 for construction, seven bids were received on February 12, 2020, with Interwest Construction, Inc., being the lowest responsible bidder (see Table 1, Bid Results, below).

Table 1: Bid Results

Contractor	Total
<i>Engineers Estimate</i>	\$2,460,562.00
Interwest Construction	\$2,678,910.11
Rodarte Construction	\$2,794,074.50
Kamins Construction	\$2,899,504.16
CA Carey	\$2,966,385.00
RAZZ Construction	\$3,215,216.00
Westwater Construction	\$3,387,291.00
A1 Landscaping	\$3,709,589.00

Funding

The original total project budget was \$3,561,400 with funding from the City and two grants: 1) \$1,400,000 from the Department of Commerce (DOC) and, 2) \$1,100,000 from the Recreation and Conservation Office (RCO). The current total budget is \$3,961,400, attributable to factors such as coordination with a private development that ultimately did not advance, acquisition of property, and other redesign decisions regarding soldier pile retaining wall revisions, road alignment options, and stormwater detention vault sizing. This month, staff received authorization from the Washington State Transportation Improvement Board (TIB) to redirect to this Project the \$400,000 "Complete Streets" grant awarded previously to the City for the NE 120th Street Sidewalk Improvements project. With the combination of all three grant funding sources, 75% of the Project is funded externally, as shown in Table 2 below.

During early design of the NE 120th Street Sidewalk Improvements project, it was determined that the original concept would require removing numerous mature trees. Alternative design concepts were explored but would have impacted traffic flow adversely and, when estimated for cost, would not fit within funding limitations. Together TIB and City staff agreed that in lieu of the NE 120th Street Sidewalk Improvements project the Complete Streets funds could be applied to the CKC to Redmond Central Connector. This brings the revised total Project budget to \$3,961,400. The Project's total funding and anticipated expenses are shown in Table 2, below, and in the Project Budget Report (see Attachment B).

Table 2: Funding vs Expenses Total (NMC 081)

Funding	Total
City Contribution (26.7%)	\$1,061,400
DOC Grant (35.3%)	\$1,400,000
RCO Grant (27.8%)	\$1,100,000
TIB Complete Streets (10.1%)	\$400,000
Subtotal	\$3,961,400
Anticipated Expenses	Total
Design/Inspection	\$940,837
Staff/Admin	\$180,000
ROW/Permitting	\$62,340
Construction	\$2,678,910
Contingency (3.7%)	\$99,313
Subtotal	\$3,961,400
Difference	-zero-

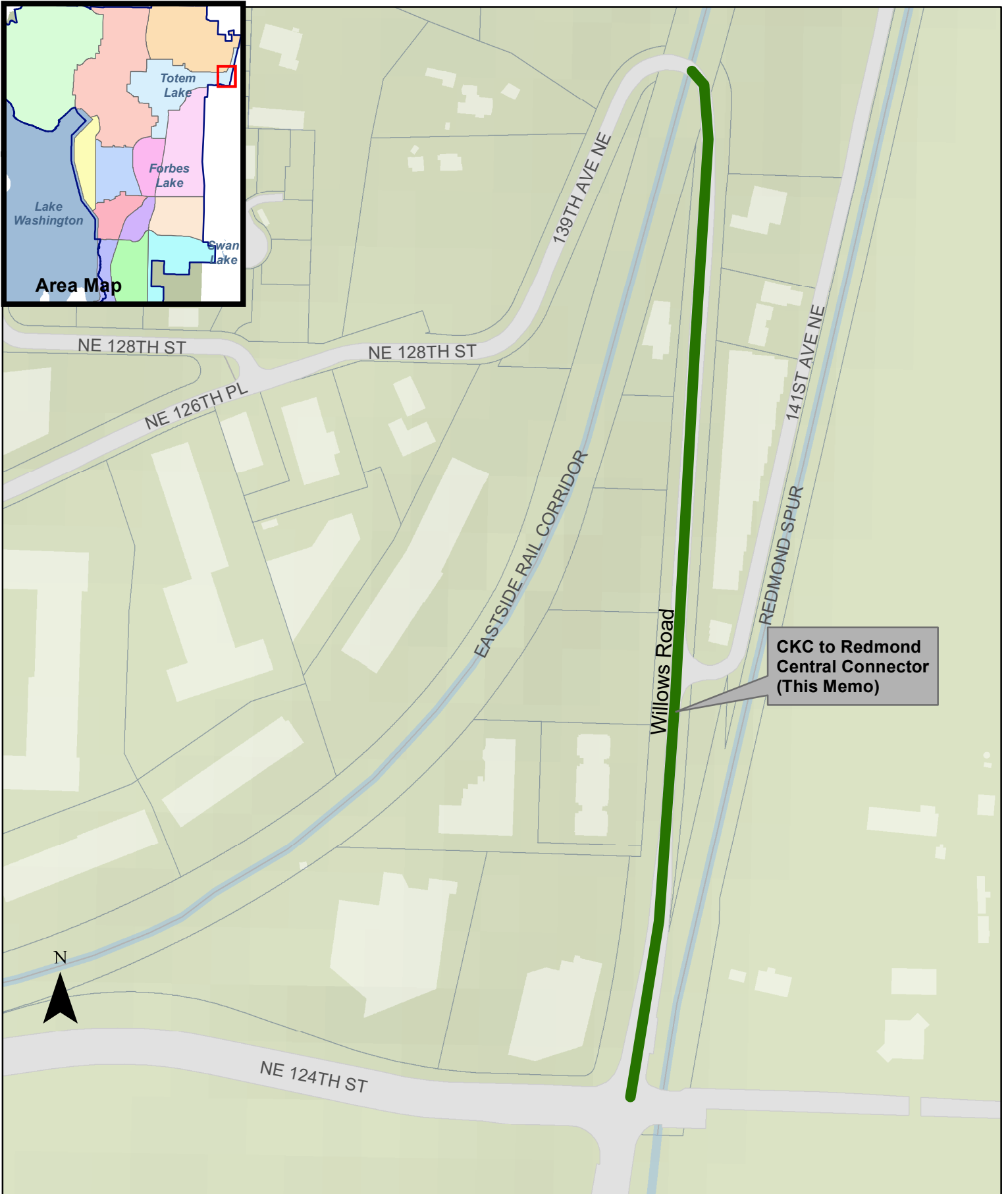
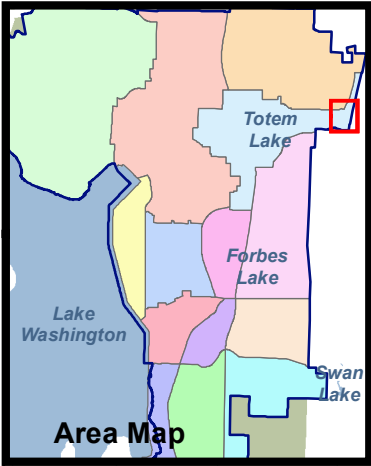
Reference checks for the contractor were satisfactory. Staff recommends awarding this contract because it would provide a long-term infrastructure benefit, would be complementary to King County and Redmond trail improvements, and because awarding the contract now would satisfy DOC and RCO grant requirements.

Staff is recommending a construction contingency that is less than four-percent, which is less than the usual ten-percent. This is the level of contingency the Project can afford given the funding that is available. However, staff will pursue strategies to reduce the working-day construction schedule. For instance, this Project will require the installation of a stormwater detention vault, which is scheduled to require a two-week complete closure of Willows Road. If the closure is extended by perhaps a week, then other aspects of the Project can be completed with reduced flagging and traffic management, more flexibility for the Contractor to work in the Project area for a key period of time, and also reduce costs such as inspection. The decision to extend the road closure would be done in coordination with the City's transportation division and be based upon a traffic analysis. At this time traffic volumes have been greatly reduced because of the Governor's current "Stay Home, Stay Healthy" order. Further details of these strategies must be worked out, and staff acknowledges there is risk to having a low contingency.

Construction Phase

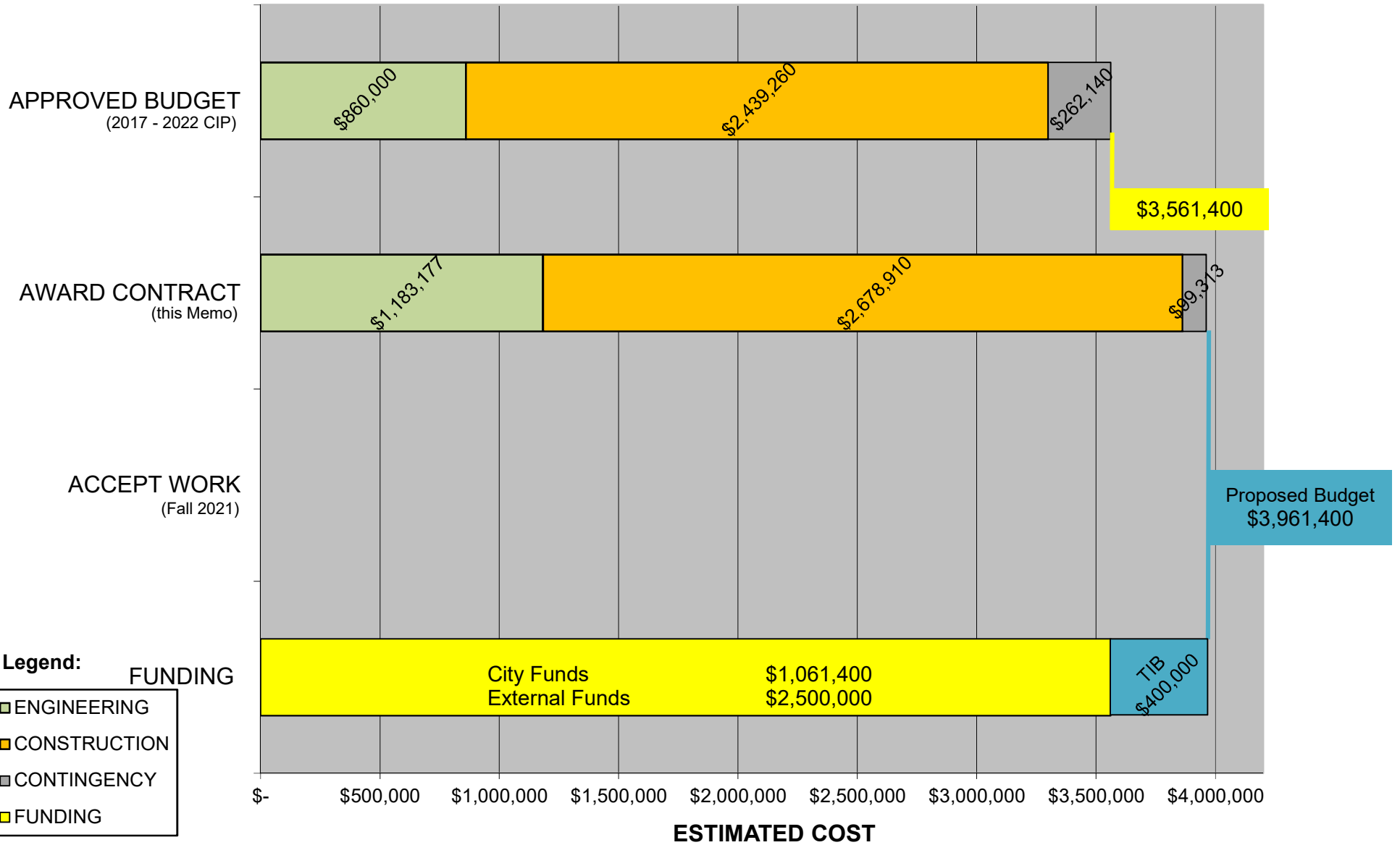
The Project has a specified one-hundred twenty (120) working-day construction schedule. Were the City Council to award this contract at its Map 19 meeting, work is anticipated to begin in June 2020, with substantial completion expected by the end of 2020. In advance of construction, staff will send a construction informational mailer directly to nearby residents and businesses providing construction timelines and pertinent contact information. Project information also will be updated and maintained on the [Willows Road Regional Trail Connection website](#).

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



**CKC to Redmond Central Connector
(NMC0810000 & NMC0815000)
PROJECT BUDGET REPORT**

Attachment B



FISCAL NOTE

CITY OF KIRKLAND

Source of Request							
Julie Underwood, Public Works Director							
Description of Request							
One-time transfer of \$400,000 in unspent Transportation Improvement Board Complete Streets grant funding from the NE 120th Street Sidewalk (NMC1020000) to the Redmond Central Connector (NMC0810000) .							
Legality/City Policy Basis							
Fiscal Impact							
One-time transfer of \$400,000 in TIB funding from NMC1020000 to NMC0810000. This will increase the budget of NMC0810000 to a total of \$3,961,400 and reduce the budget of NMC1020000 to a total of \$400,000.							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
<i>Revenue/Exp Savings</i>							
<i>Other Source</i>							
Other Information							

Prepared By	Robby Perkins-High, Senior Financial Analyst	Date	May 12, 2020
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**CITY OF KIRKLAND**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Hunter Richards, Capital Projects Coordinator
Rod Steitzer, P.E., Capital Projects Manager
John Starbard, Deputy Director of Public Works
Julie Underwood, Interim Director of Public Works

Date: May 7, 2020

Subject: CHAMPAGNE CREEK RAINGARDEN—ACCEPT WORK

RECOMMENDATION:

It is recommended that the City Council: 1) accept the work on the Champagne Creek Raingarden (Project) by OMA Construction, of Maple Valley, Washington, thereby establishing the statutory lien period; 2) authorize the transfer of \$15,000 of remaining Project funds to a City operating project fund for five years of plant monitoring and maintenance; and 3) approve the return of an additional \$15,000 to the Surface Water Reserve.

By taking action on this staff report during the approval of the consent calendar, the City Council is accepting the work for the Project, authorizing transfer of \$15,000 to a City operating project fund, and approving the return of \$15,000 to the Surface Water Reserve.

BACKGROUND DISCUSSION:

This Project was introduced in 2015-2020 Capital Improvement Program to enhance surface water quality treatment in the Finn Hill neighborhood. Specific work included the construction of an approximately 1,000 square foot raingarden and conveyance improvements at the intersection of 80th Avenue NE and NE 123rd Street (see Attachment A, Vicinity Map). The raingarden receives roadway surface water flows, removes pollutants, attenuates peak flows, and outlets cleaner surface water to the conveyance system that discharges to Lake Washington.

The raingarden's ability to remove pollutants from stormwater runoff before it enters Lake Washington protects fish and wildlife as well as Kirkland residents who use lake beaches. The raingarden that was built treats 3.21 acres of polluted road runoff. The raingarden also slows stormwater flows to help mitigate erosion of Champagne Creek stream banks, which minimizes fine sediment and other pollutants from entering into Lake Washington. The City held a planting event with residents who volunteered to plant the raingarden with native plants.

In accordance with RCW 35.23.352, the City used the "direct hire" method to retain OMA Construction. The bid received from OMA for the Project was \$55,000. Separately, \$3,645.67 was paid for non-design consulting (the design was developed in-house).

Construction began November 8, 2019 and was physically complete on January 10, 2020. Through the execution of the contract, one change order was issued for \$947.12 for potholing of an unmarked gas line. The total earned by the contractor for this Project was \$55,947.12.

The project was funded in part from a \$90,000 King County Waterworks grant and in part with \$35,000 of City funds. The total budget was \$125,000 (see Attachment B, Project Budget Report).

The total cost to build the Project was \$90,360.33. In addition to that, \$15,000 is needed for five years of plant monitoring and maintenance, yielding a total project cost of \$105,360.33.



Figure 1: Raingarden with Signage and Prior to Plantings

Table 1, below, shows the total budget available from the combined King County and the City resources compared to the actual costs incurred. Assuming the \$15,000 for future monitoring and maintenance is provided as recommended in this staff report, then there is a positive balance of exactly \$15,000.

Table 1: Total Budget to Actual Expenditures

	Budget	Actual	Difference
Salaries (Billing Rates)	\$29,500	(\$25,702.64)	\$3,797.36
Consultant/Contractor Services	\$75,000	(\$59,592.79)	\$15,407.21
Project Supplies	\$5,500	(\$5,064.90)	\$435.10
Future Monitoring and Maintenance	\$15,000	(\$15,000)	-0-
Less Grant Money Not Needed	(\$4,639.67)		
TOTALS	\$120,360.33	(\$105,360.33)	\$15,000.00

Of the \$90,000 available from the King County Waterworks grant, the actual cost for this Project was less than the estimated cost (see Table 2, below). Therefore, the City realized \$85,360.33 of the grant because the Project did not need \$4,639.67 of grant-eligible expenses.

Table 2: King County Waterworks Grant (SDC0980000)

Budget Category	King County Waterworks Grant Agreement	Actuals Needed	Difference
Salaries (Billing Rates)	\$24,500.00	\$23,500.00	(\$1,000.00)
Project Supplies	\$5,500.00	\$5,064.90	(\$435.10)
Consultant/ Contractor Services	\$60,000.00	\$56,795.43	(\$3,204.57)
Total	\$90,000.00	\$85,360.33	(\$4,639.67)

Table 3, below, shows City funds available compared to actual and projected expenses in the future. The projected expenses are for five years of plant monitoring and maintenance. This leaves a positive balance of exactly \$15,000.

Table 3: City Funds—Budget versus Actual

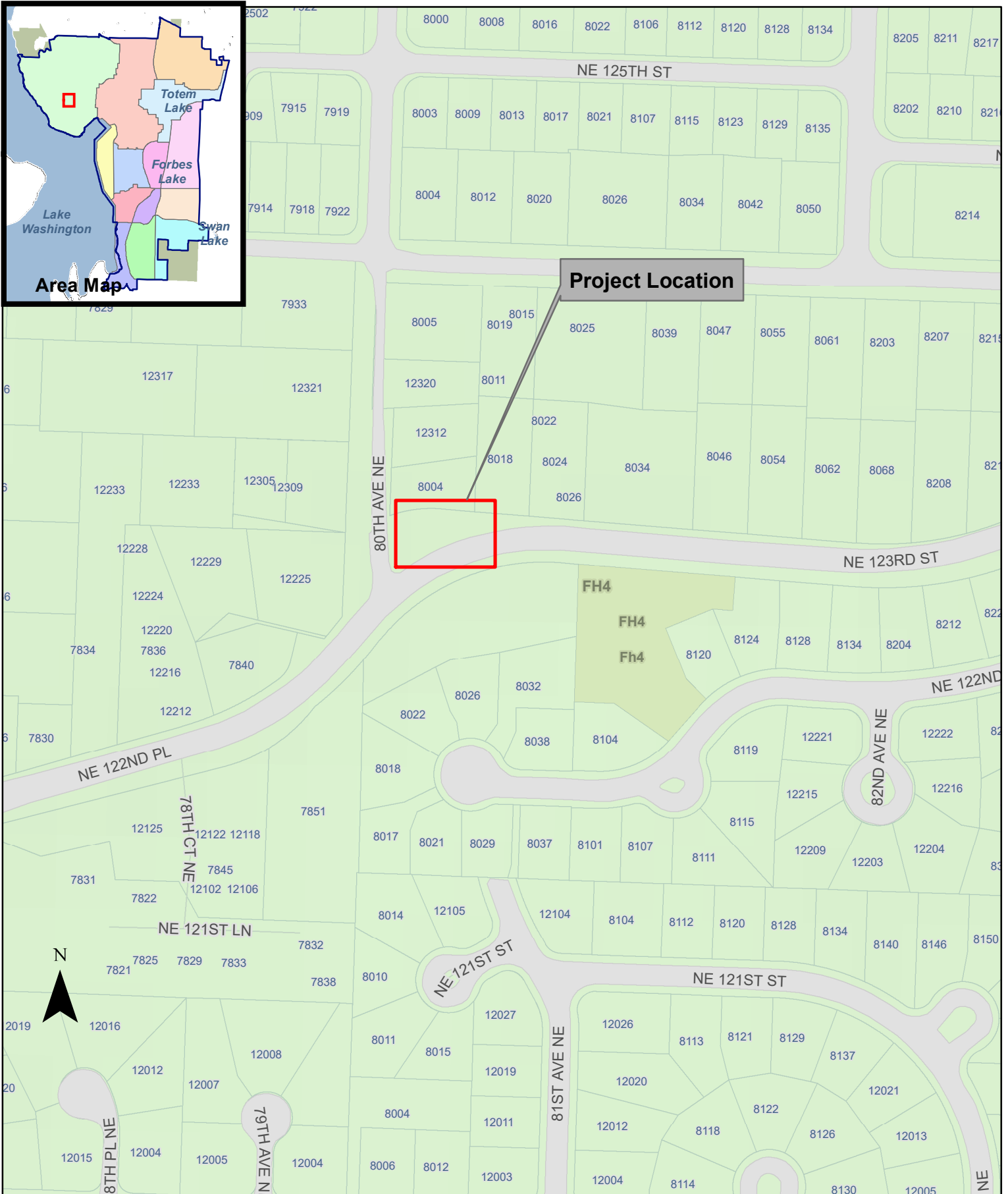
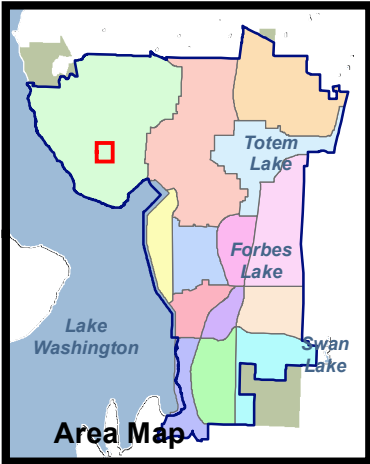
Budget Category	Budget	Actual
Salaries (Billing Rates)	\$5,000.00	\$2,202.64
Consultant/ Contractor Services	\$15,000.00	\$2,797.36
Future Monitoring and Maintenance	\$15,000.00	\$15,000.00
Total	\$35,000.00	\$20,000
Available to be Returned		\$15,000

Staff recommends returning the balance to Surface Water Reserves.

Attachment A: Vicinity Map with Area Map Inset

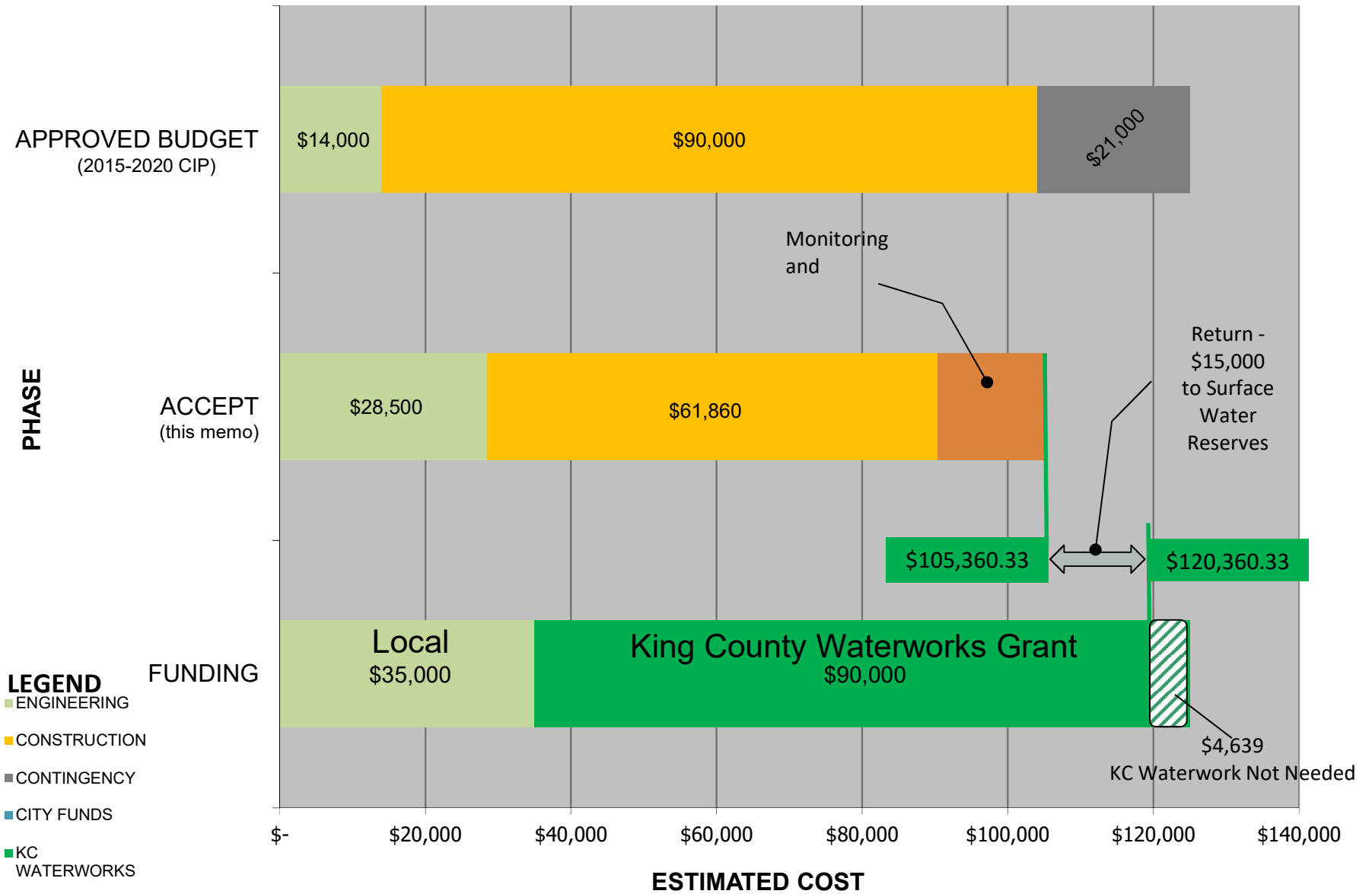
Attachment B: Project Budget Report

Attachment C: Fiscal Note



**Champagne Creek Raingarden Project
(SDC 098)
PROJECT BUDGET REPORT**

Attachment B



FISCAL NOTE

CITY OF KIRKLAND

Source of Request							
Julie Underwood, Public Works Director							
Description of Request							
One-time transfer of unspent project balance from the Champagne Creek Raingarden Project (SDC0980000) to the Surface Water Reserve and the Surface Water Operating budget. Approximately \$15,000 will be returned to the reserve, and \$15,000 to the city operating budget for long term monitoring and maintenance. Balance at the time of the accept-work memo is estimated to be \$30,000.							
Legality/City Policy Basis							
Fiscal Impact							
<ul style="list-style-type: none"> - One-time transfer of approximately \$15,000 to Surface Water Reserves. - One-time transfer of approximately \$15,000 to the Surface Water Operating Fund. 							
Recommended Funding Source(s)							
	Description	2020 Est End Balance	Prior Auth. 2019-20 Uses	Prior Auth. 2019-20 Additions	Amount This Request	Revised 2020 End Balance	2020 Target
Reserve							
Revenue/Exp Savings	Expenditure savings amount to \$30,000 from SDC0980000. The original funding source is Surface Water Reserves.						
Other Source							
Other Information							
<ul style="list-style-type: none"> - Reserve transfer to 42325931-599014 (SDR1111001) - Operating transfer to be determined with Public Works staff. 							

Prepared By	Robby Perkins-High, Senior Financial Analyst	Date	May 12, 2020
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CITY OF KIRKLAND

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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Hunter Richards, Capital Projects Coordinator
Rod Steitzer, P.E., Capital Projects Manager
John Starbard, Deputy Director of Public Works
Julie Underwood, Interim Director of Public Works

Date: May 7, 2020

Subject: CKC RAINGARDEN—ACCEPT WORK

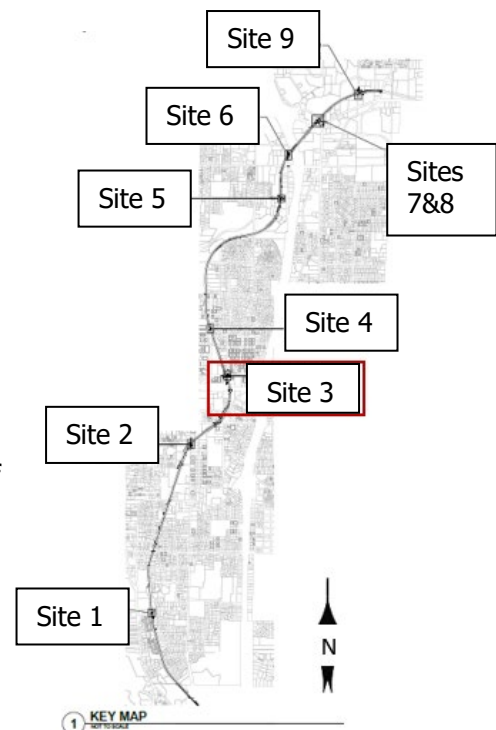
RECOMMENDATION:

It is recommended that the City Council accept the work on the Cross Kirkland Corridor (CKC) Raingarden Project (Project) by OMA Construction of Maple Valley, Washington, thereby establishing the statutory lien period.

By taking action on this memo during the approval of the consent calendar, the City Council is accepting the work on the Project.

BACKGROUND DISCUSSION:

In 2014, the City received a \$120,000 Department of Ecology grant to plan and design runoff treatment facilities along the CKC where it intersects with nine existing pollution-generating surfaces. In late 2017, the City received a King County Waterworks grant in the amount of \$78,500 for the construction of one of the planned facilities. The highest priority project, and now the first to have been built, was at Site 3, immediately south of NE 87th Street and on the east side of the CKC (see Attachment A, Vicinity and Area Maps). This Project was included in 2017-2022 Capital Improvement Program update and called for construction of a 720 square foot raingarden. The completed Project now directs 12,000 square feet of untreated stormwater from adjacent streets and sidewalks to the raingarden, providing water quality treatment, removing pollutants, and reducing the peak flows of the stormwater in the system that discharges to Lake Washington. In addition to the benefits to fish, wildlife, and people, the Project also supports



education and neighborhood outreach through signage that explains what the raingarden is and how it treats the stormwater to provide a cleaner and healthier ecosystem.

In accordance with RCW 35.23.352, a "direct hire" process was used to retain OMA Construction. OMA was awarded a construction contract on May 8, 2019 in the amount of \$52,000.

Construction began August 2, 2019 and was physically complete on October 12, 2019. No change orders were issued. The total earned by the contractor for this Project was \$52,000.00

During the project, the contractor removed invasive blackberry bushes, and volunteers came to a planting event to set shrubs and native plants to prevent future overgrowth of blackberries.



Figure 1: Looking South During the Planting Event

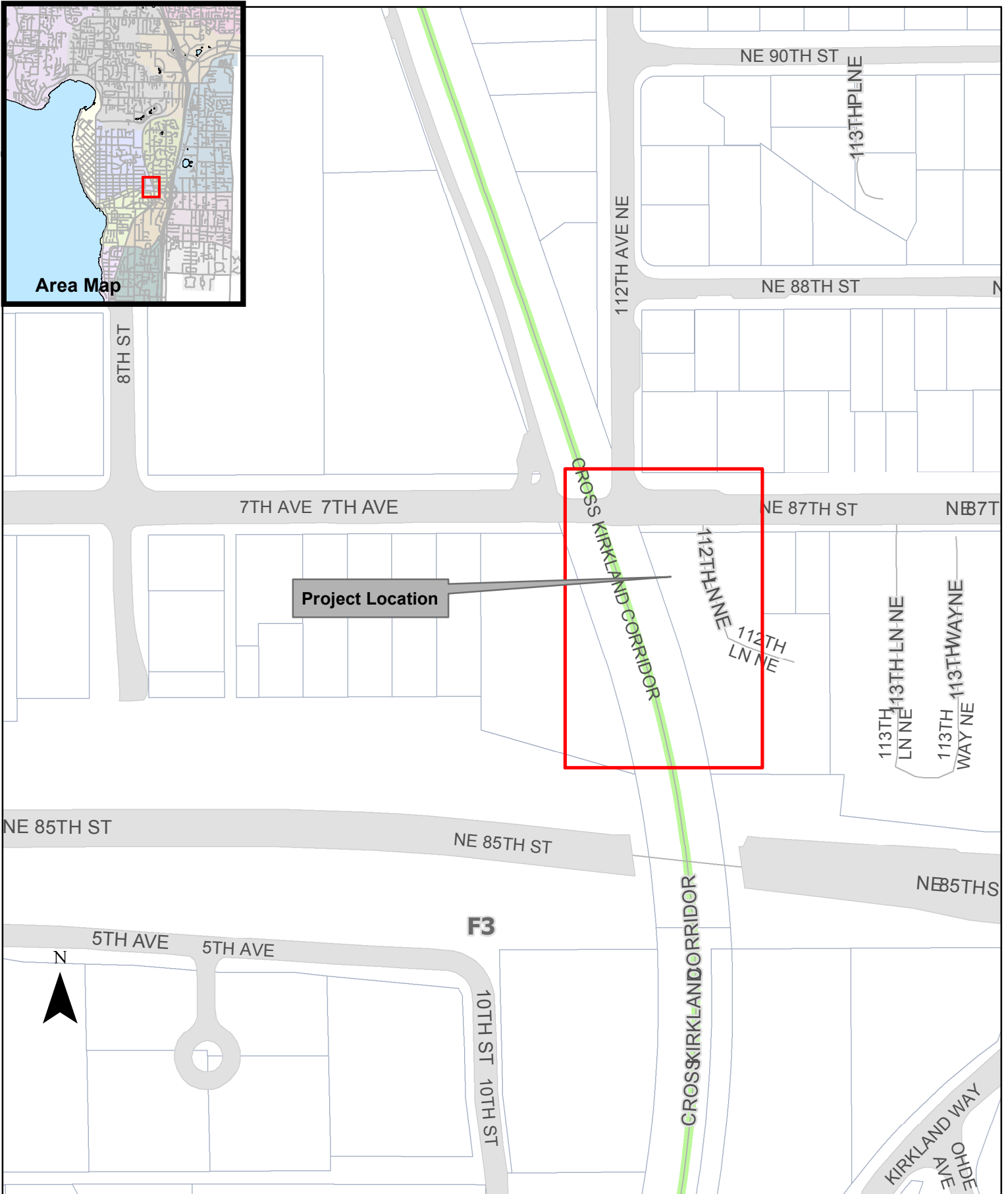
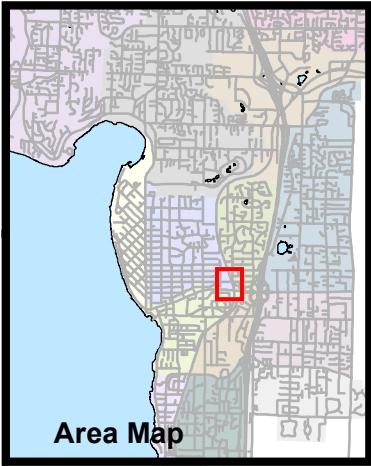
The project was fully funded by the \$78,500 Waterworks Grant (see Attachment B, Project Budget Report). Total expenses for the Project were \$77,143.38. Table 1, below, shows a summary of the Project budget performance.

Table 1: Budget and Expense

Budget Category	King County Waterworks Grant Agreement	Costs Reimbursed	Difference
Salaries (Billing Rates)	\$10,000.00	(\$10,087.47)	(\$87.47)
Project Supplies	\$7,000.00	(\$5,947.13)	\$1,052.87
Consultant/ Contractor Services	\$61,500.00	(\$61,108.78)	\$391.22
Total	\$78,500.00	(\$77,143.38)	\$1,356.62

All major expenses for the Project are known and paid. There will be no additional expenses billed to the grant; the Project was completed \$1,356.62 under budget. The monitoring and maintenance of this area will be completed by City's surface water and maintenance staff.

Attachment A: Vicinity Map with Area Map Insert
Attachment B: Project Budget Report



**CKC Raingarden Project
(SDC 08502)
PROJECT BUDGET REPORT**

Attachment B





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: Katy Coleman, Sr. Development Engineering Analyst
Julie Underwood, Interim Director of Public Works

Date: May 7, 2020

Subject: RESOLUTION TO RECOGNIZE THE VACATION AND RELINQUISHMENT OF ANY AND ALL OF THE CITY'S INTEREST, EXCEPT FOR A UTILITY EASEMENT, IN UNOPENED RIGHT-OF-WAY VAC19-00546, "GRAYEVSKY"

RECOMMENDATION:

It is recommended that City Council adopt the attached Resolution recognizing the vacation of and relinquishing any and all interest, except for a utility easement, in the portion of unopened right-of-way abutting the parcel at 9410-110th Place NE. Specifically, the subject right-of-way is identified as a portion of the north 30 feet of the unopened NE 94th Street abutting the south boundary of the following described property (abbreviated):

Lot 5, Kirkland short plat number SS-89-33, recorded under recording number 8912269002, being a portion of Blocks 23 and 24, Lake Avenue Addition to Kirkland, according to the plat thereof, recorded in Volume 6 of Plats, page(s) 86, in King County, Washington.

Approval of this memo by adopting the Consent Calendar will recognize the vacation of said right-of-way.

BACKGROUND DISCUSSION:

The unopened portion of the right-of-way abutting the property at 9410-110th Place NE (see Attachment A, maps) originally was platted and dedicated in 1890 as Lake Avenue Addition to Kirkland. The "Five Year Non-User Statute" in Washington State law provides that any street or right-of-way platted, dedicated, or deeded prior to March 12, 1904, that was outside a city's jurisdiction when dedicated and remained unopened or unimproved for five continuous years is vacated automatically by operation of law.

This area was part of an annexation to the City in 1967. The subject right-of-way has not been opened or improved. By operation of law it has been vacated, though it still appears on the City's records as unopened right-of-way.

The King County Recorder's Office will not recognize such a de facto right-of-way vacation unless the jurisdiction in which it is located takes legislative action. In Kirkland, when property owners request acknowledgement of such right-of-way vacations, City staff asks for supporting

documentation and, if satisfactory, asks the Council to act on a Resolution that recognizes the vacation and relinquishes interest in the property, if any. This method is accepted by King County.

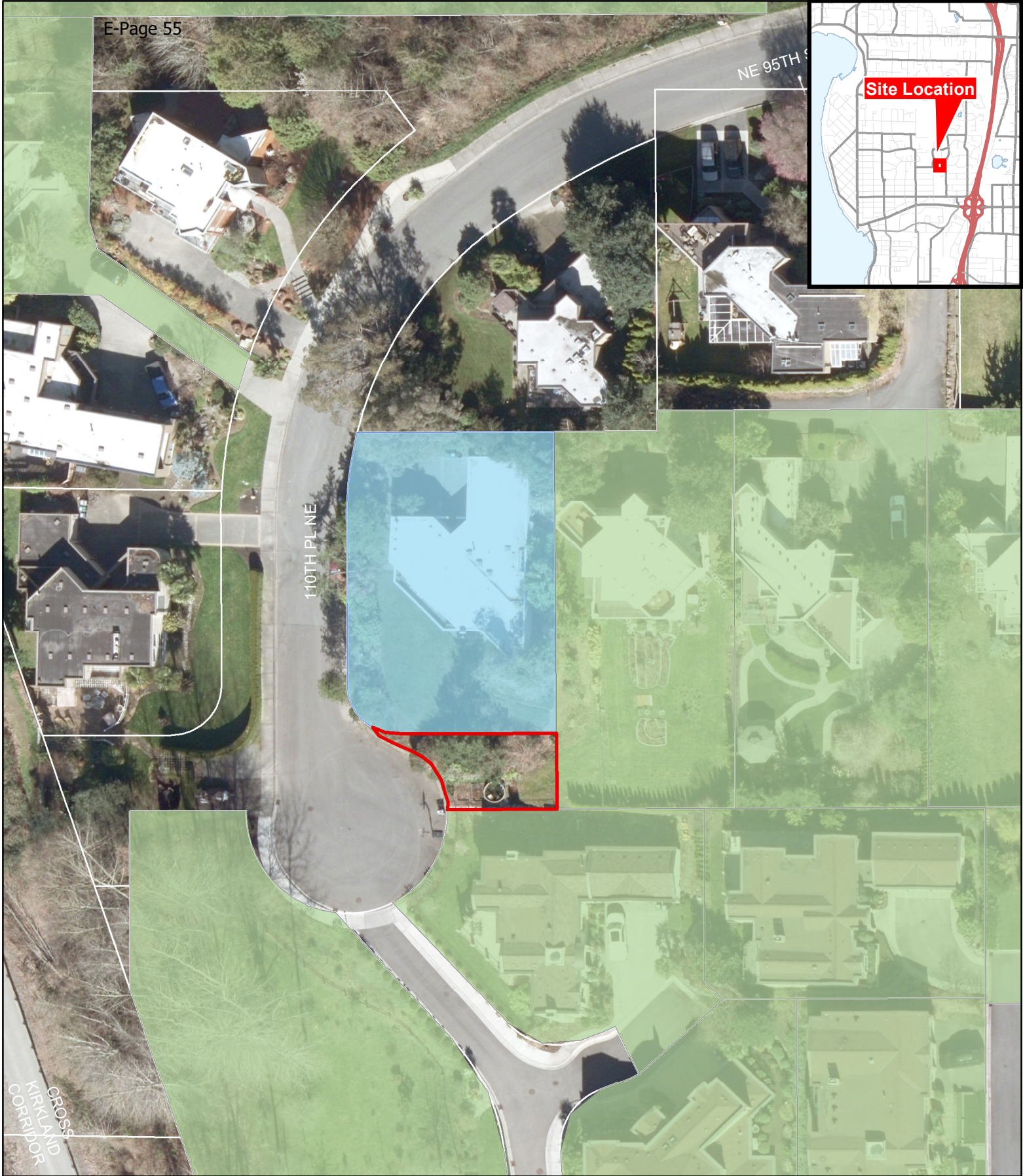
Tami Grayevsky, owner of the property abutting this unopened right-of-way, submitted information to the City documenting that the right-of-way is subject to the Five Year Non-User Statute (Vacation by Operation of Law), Laws of 1889, Chapter 19, Section 32. In this case, the City has asked the owner, and the owner has agreed, to grant the City a utility easement within the unopened right-of-way because of the presence of existing utilities.




After reviewing this information, the City Attorney concurs with the owners, and recommends approval of the enclosed Resolution to bring closure to the matter.

Attachment A: Vicinity and Site Maps

Attachment B: Proposed Resolution

E-Page 55



-  Proposed Vacation Recognition
-  Non-User Vacations Recognized
-  Grayevsky_Property

**Grayevsky Property
Vicinity and Site Map
9410 110th Place NE**



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 No warranties of any sort, including but not limited to accuracy, fitness or merchantability, accompany this product.

RESOLUTION R - 5423

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND RELINQUISHING ANY INTEREST THE CITY MAY HAVE, EXCEPT FOR A UTILITY EASEMENT, IN UNOPENED RIGHT-OF-WAY AS DESCRIBED HEREIN AND REQUESTED BY PROPERTY OWNER TAMI GRAYEVSKY.

1 WHEREAS, the City has received a request to recognize that any
2 rights to the land originally dedicated in 1890 as right-of-way abutting
3 a portion of Lake Avenue Addition to Kirkland have been vacated by
4 operation of law; and
5

6 WHEREAS, the Laws of 1889, Chapter 19, Section 32, provide
7 that any county road that remains unopened for five years after
8 authority is granted for opening the same is vacated by operation of law
9 at that time; and
10

11 WHEREAS, the area that is the subject of this request was part
12 of an annexation to the City of Kirkland in 1967, with the relevant right-
13 of-way having been unopened; and
14

15 WHEREAS, in consideration for reimbursing the administrative
16 costs for doing so and granting the City a utility easement in the vacated
17 area, the City is willing to recognize the vacation may have occurred,
18
19

20 NOW, THEREFORE, BE IT RESOLVED by the City Council of the
21 City of Kirkland as follows:
22

23 Section 1. As requested by the property owner Tami Grayevsky,
24 the City Council of the City of Kirkland hereby recognizes that the
25 portion of right-of-way, or whatever portion remains for recognition of
26 possible vacation by this Resolution, mapped in Exhibit A and described
27 in Exhibit B, may have been vacated by operation of law, and
28 relinquishes all interest it may have, except for a utility easement.
29

30 Section 2. This Resolution does not affect any third party rights
31 in the property, if any.
32
33
34
35
36
37
38
39
40
41

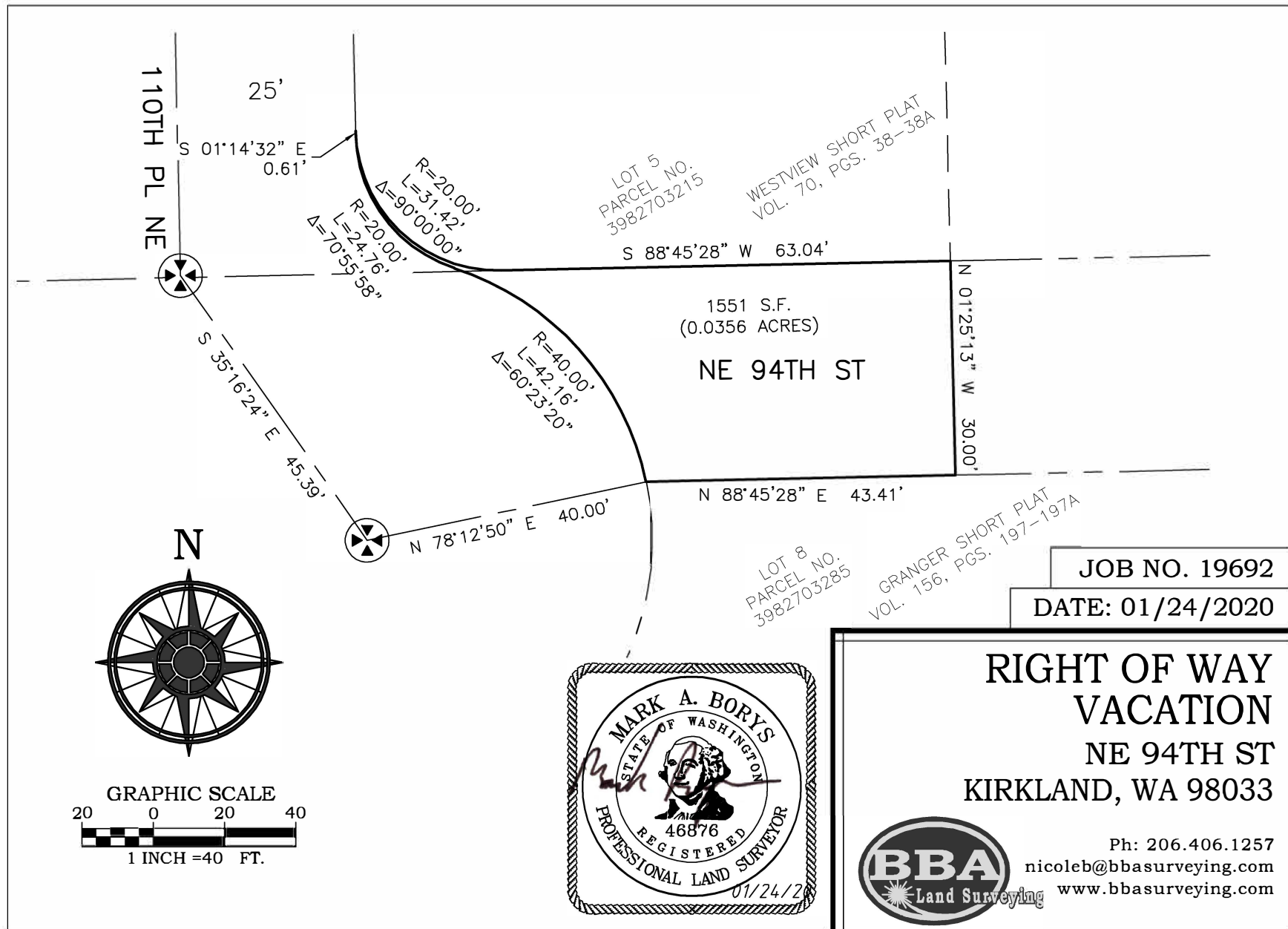
42 Passed by majority vote of the Kirkland City Council in open
43 meeting this ____ day of _____, 2020.

44
45 Signed in authentication thereof this ____ day of
46 _____, 2020.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk



RIGHT OF WAY VACATION
LEGAL DESCRIPTION

THAT PORTION OF NE 94TH ST IN THE NORTHEAST QUARTER OF SECTION 5,
TOWNSHIP 25 N., RANGE 5 E., W.M., DESCRIBED AS FOLLOWS:

COMMENCING AT A MONUMENT IN CASE AT THE INTERSECTION OF 110TH PL NE
AND THE SOUTH LINE OF WESTVIEW SHORT PLAT, VOLUME 70, PAGES 38-38A,
RECORDS OF KING COUNTY, WASHINGTON;

THENCE SOUTH 35°16'24" EAST 45.39 FEET, TO A MONUMENT IN CASE AT THE
CENTER OF THAT CUL-DE-SAC SHOWN ON GRANGER SHORT PLAT, VOLUME 156,
PAGES 197 THROUGH 197A;

THENCE NORTH 78°12'50" EAST 40.00 FEET, TO THE NORTHWEST CORNER OF LOT 8
OF SAID GRANGER SHORT PLAT, ALSO BEING A POINT ON THE SOUTH LINE OF NE
94TH ST AND THE POINT OF BEGINNING;

THENCE NORTH 88°45'28" EAST, ALONG THE COMMON LINE OF SAID LOT 8 AND NE
94TH ST 43.41 FEET, TO THE SOUTHERLY PROLONGATION OF LOT 5 OF SAID
WESTVIEW SHORT PLAT;

THENCE NORTH 01°25'13" WEST, ALONG SAID PROLONGATION 30.00 FEET, TO THE
SOUTHEAST CORNER OF SAID LOT 5, BEING A POINT ON THE NORTH LINE OF NE
94TH ST;

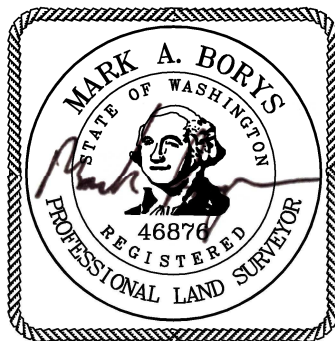
THENCE SOUTH 88°45'28" WEST, ALONG THE COMMON LINE OF SAID LOT 5 AND
NE 94TH ST, 63.04 FEET, TO A POINT OF CURVATURE TO THE RIGHT HAVING A
RADIUS OF 20.00 FEET;

THENCE NORTHWESTERLY ALONG SAID CURVE AND THE SOUTHWESTERLY LINE
OF SAID LOT 5, THROUGH A CENTRAL ANGLE OF 90°00'00", AN ARC DISTANCE OF
31.42 FEET, TO A POINT OF TANGENCY;

THENCE SOUTH 01°14'32" EAST 0.61 FEET, TO A POINT OF CURVATURE TO THE
LEFT HAVING A RADIUS OF 20.00 FEET;

THENCE SOUTHEASTERLY ALONG SAID CURVE, THROUGH A CENTRAL ANGLE OF
70°55'58", AN ARC DISTANCE OF 24.76 FEET, TO A POINT OF REVERSE CURVATURE
TO THE RIGHT HAVING A RADIUS OF 40.00 FEET;

THENCE SOUTHEASTERLY AND SOUTHERLY ALONG SAID REVERSE CURVE,
THROUGH A CENTRAL ANGLE OF 60°23'20", AN ARC DISTANCE OF 42.16 FEET, TO
THE POINT OF BEGINNING.



01/24/2020



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

MEMORANDUM

To: Kurt Triplett, City Manager

From: Kurt Aldworth, Building Official
Adam Weinstein, Planning & Building Director

Date: May 7, 2020

Subject: A RESOLUTION EXTENDING THE EXPIRATION DATES OF BUILDING AND LAND SURFACE MODIFICATION PERMITS

RECOMMENDATION

That the City Council adopt the attached Resolution automatically providing a no-fee extension to the expiration dates of existing Building and Land Surface Modifications (LSM) permits. This extension is granted on a temporary emergency basis due to the effects of COVID-19 on local construction projects.

BACKGROUND DISCUSSION

Since March 23, 2020, many permitted construction activities have been delayed due to the impacts of the COVID-19 pandemic and Governor Inslee's Stay-at-Home order and proclamations prohibiting certain construction activities (e.g., Proclamation 20-25). Although the Governor has recently allowed "existing" permitted construction projects to resume, many projects continue to be delayed due to financing difficulties and logistical challenges surrounding construction that exist as a result of the continuing impacts of COVID-19 on the economy.

Some project permits have expired during the construction shut-down or will expire before the permit applicants are financially able to begin or resume construction under the original window of the issued permits.

Kirkland Municipal Code Section 21.06.256 allows an expiring Building permit to be renewed for a fee of half the original permit fee if the permit has not been expired for more than 1 year and the framing inspection has been approved. Renewals are for 6 months (if the exterior of the structure is not completed) or 2 years (if the exterior of the structure is completed). The code also allows for 30-day administrative permit extensions. In 2019, the City issued approximately 24 permit renewals, totaling \$32,109. The fees from these renewals comprise a relatively small fraction of the City's overall development services budget.

While the current code allows 30-day administrative permit extensions, as noted above, this relatively short extension may not be sufficient for some permit applicants confronting project

scheduling challenges as a result of COVID-19. Additionally, communications between applicants and the Planning & Building Department have indicated that some applicants are having difficulties affording permit renewal fees. Thus, this proposed Resolution will temporarily and automatically grant a 180-day no-fee extension for existing Building and LSM permits. This Resolution applies to permits that are currently active and permits that expired between March 23, 2020 and the effective date of the Resolution. Extending permits by 180 days without a fee would help applicants adjust to current economic conditions by giving them additional time to complete construction.

The proposed Resolution does not have a precise sunset date. However, it is drafted to indicate that permit extensions would no longer be granted once the Governor's Proclamation 20-25 (Stay Home-Stay Healthy Order), including its extensions and amendments, has been completely lifted.

This Resolution is consistent with actions recently taken by, for example, Bellevue, Bothell, Edmonds and Auburn, and is similar in nature to an ordinance which the City Council passed in April of 2009 during the Great Recession. This action is in the form of a resolution because it does not require a code amendment, but merely enacts a temporary administrative extension of time to local permits. It derives from the City Manager's exercise of emergency authority pursuant to the Emergency Proclamation that has been ratified by the City Council.

RESOLUTION R-5421

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING A NO-FEE EXTENSION OF THE EXPIRATION DATE FOR ACTIVE BUILDING AND LAND SURFACE MODIFICATION PERMITS DUE TO IMPACTS OF COVID-19.

1 WHEREAS, the City Manager proclaimed an emergency to
2 exist in Kirkland as a result of the illness known as COVID-19
3 caused by the novel coronavirus identified as SARS-CoV-2 on
4 February 29, 2020, which proclamation was ratified by the City
5 Council through Resolution R-5411 on March 3, 2020; and
6

7 WHEREAS, the State of Washington and King County have
8 each proclaimed an emergency to exist as a result of COVID-19;
9 and
10

11 WHEREAS, the President of the United States has declared
12 an emergency to exist as a result of COVID-19 and issued a major
13 disaster declaration for the state of Washington in connection
14 therewith; and
15

16 WHEREAS, the facts giving rise to such emergency
17 proclamations and declarations continue to exist; and
18

19 WHEREAS, throughout the pandemic, the City of Kirkland
20 has prioritized protecting the health and safety of the community
21 and Kirkland employees through following medically based
22 guidelines established by the Centers for Disease Control (CDC),
23 the Washington Department of Health and Public Health – Seattle
24 & King County, as well as following orders and directives from the
25 Governor’s Office; and
26

27 WHEREAS, the Governor’s Stay Home-Stay Healthy
28 Proclamation (20-25) was issued on March 23, 2020, and a
29 subsequent addendum, Implementation of Phase I Construction
30 Restart, went into effect April 29, 2020; and
31

32 WHEREAS, Proclamation 20-25 initially prohibited all
33 construction not deemed essential from moving forward. The
34 Phase I restart only allows existing construction permitted prior to
35 March 23, 2020, to move forward; and
36

37 WHEREAS, on May 1, 2020, Governor Jay Inslee
38 announced “Safe Start”, a four-phased plan for easing stay-at-
39 home restrictions and reopening Washington businesses and
40 institutions, along with metrics necessary to advance Washington
41 to each new phase, and indicated that Washington would remain
42 in the first phase through at least May 31, 2020; and
43

44 WHEREAS, the pandemic has created significant job losses
45 and financial impacts on the residents and businesses of the
46 nation, Washington State and Kirkland, including a projected six

47 million dollars loss of City general fund revenues through June 30,
48 2020 alone; and

49
50 WHEREAS, the Kirkland Municipal Code establishes
51 regulations relating to the expiration of Building and Land Surface
52 Modification (LSM) permits and their applications; and

53
54 WHEREAS, the COVID-19 crisis in our region has slowed
55 the ability of development projects to move forward, in part
56 because of employee health issues, social distancing
57 requirements, additional needed health/safety measures, and
58 financing challenges; and

59
60 WHEREAS, the City recognizes that many approved and
61 issued Building and LSM permits will need a longer than normal
62 time to be completed due to COVID-19 impacts.

63
64 NOW, THEREFORE, be it resolved by the City Council of the
65 City of Kirkland as follows:

66
67 Section 1. Extension of existing Building and Land Surface
68 Modification permits will be undertaken automatically without any
69 application or additional fee. Any permit that expired between
70 March 23, 2020 and the effective date of this resolution shall be
71 granted a 180-day extension from the date that it expired. The
72 expiration period for all issued Building and LSM permits set forth
73 in KMC 21.06.255(a)(b)(c) is extended by one hundred eighty
74 (180) days on a temporary basis as set forth in Section 2 below.
75 These extensions supplement the provisions of KMC 21.06.255.

76
77 Section 2. The authority provided in Section 1 shall not
78 apply to permits issued after the last extension of the expiration
79 date of Proclamation 20-25 and all amendments thereto.

80
81 Passed by majority vote of the Kirkland City Council in open
82 meeting this ____ day of _____, 2020.

83
84 Signed in authentication thereof this ____ day of
85 _____, 2020.

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

Date: May 7, 2020

Subject: QUARTERLY INVESTMENT REPORT, 1ST QUARTER 2020

RECOMMENDATION:

It is recommended that the City Council receive the Quarterly Investment Report

BACKGROUND DISCUSSION

This report was previously provided to the Council Finance and Administration Committee and will now be presented to the City Council each quarter on the consent agenda.

The Quarterly Investment report is prepared by the City's Investment Advisor. The City began contracting with an Investment Advisor in late 2014 to supplement limited internal resources, provide for dedicated resources in managing the portfolio and provide for more active trading in the portfolio to ensure the most advantageous yield. The Investment Advisor assists City staff with the management of the City's investment portfolio by providing non-discretionary advisory services for the City's investment portfolio and investment policy. Non-discretionary service means that the City retains control of the portfolio and authorizes all transactions.

Kirkland's Investment Policy, adopted by resolution from the City Council, establishes standards and guidelines for the direction, management and oversight for all the City's investable funds. Government revenues are collected and spent for public purposes and their use must be legal, transparent and accountable to the public. Public funds that are invested must be strongly protected against loss and must be available to be spent if the need arises. Therefore, the primary objectives for the City of Kirkland's investment activities are: legality, safety, liquidity and finally, yield. Additionally, the City diversifies its investments according to established maximum allowable exposure limits so that reliance on any one issuer will not place an undue financial burden on the City.

Investments are limited those securities and deposits authorized by statute (RCW 39.58, 39.59, 43.250, and 43.84.080). The current investment portfolio consists primarily of U.S. Treasury obligations, Government Sponsored Enterprises (GSE's) such as the Federal Home Loan Banks (FHLB), the Washington State Local Government Investment Pool and deposits in banks approved by the Public Deposit Protection Commission (PDPC) where those funds are 100% collateralized or protected by other assets.

The attached Quarterly Investment Report includes a brief market commentary and market outlook at the beginning of the report on the first page. Following that, the status of compliance to Kirkland's Investment Policy and a strategic outlook is presented. A summary of Portfolio characteristics, structure, activity and returns can be found on pages 6-8. The report also includes a full listing of the security holdings in Kirkland's Portfolio is listed on pages 12-14.



Quarterly Investment Report City of Kirkland

March 31, 2020

Total Aggregate Portfolio

Market Commentary

Market Yields: Yields plummeted across the curve in the first quarter in response to the economic fallout from the ongoing global COVID-19 pandemic. The long-end of the curve hit all-time lows in yields with the 10-year yield reaching a low of 0.33% and the 30-year reaching a low of 0.70%. The Fed sensitive 2-year yield closed the quarter at 0.25%. The curve steepened out during the quarter as front-end yields led the way lower. Yield markets will now face a test with an expected onslaught of issuance to fund massive stimulus programs offset by a Fed actively buying in the market to support the economy ensuring markets are functioning.

FOMC: The Fed slashed rates back to the zero-lower bound through two surprise moves in the first quarter. In response to the viral crisis, and poor market liquidity, the Federal Reserve ushered in a series of buying programs aimed to stimulate the economy, backstop money-market funds and provide relief to credit markets. The Fed's purchase programs were so aggressive, they purchased \$1.1 trillion in assets in the month of March alone. This activity surpasses any previous month, including the quantitative easing days that followed the 2008-2009 financial crisis. In theory, they have unlimited capacity to continue buying and may need this unlimited capacity given the amount of issuance ahead to fund the various stimulus efforts.

Employment and Inflation: Employment and inflation data started out strong in 2020, however this is irrelevant now as we grapple with the massive challenges inherent in shutting down activity to quell the growth of the viral outbreak. The first glimpse of virus-impacted employment data came in the last two weeks of March as we got reads on weekly unemployment claims. The two releases indicated that 9.95 million Americans filed for unemployment insurance, shattering previous records by many multiples. The trend looks set to continue.

Market Outlook

GDP: Like the employment picture, U.S. growth was in decent shape to start the year. The onset of the virus, and its damage to all segments of the economy, puts the growth picture in serious jeopardy. At this point, what we don't know far outweighs what we do know. That said, it appears likely the U.S. is currently in a recession and the focus is now on how deep and how long the slump lasts.

Fed Funds: The federal funds rates is back in the all-too-familiar 0.00%-0.25% range that we all felt was history and history not to be repeated. At this point, neither the market or the Fed expect a move in the fed funds rate for the foreseeable future. Additionally, Fed Chair Jerome Powell has stated multiple times that he is not a fan of negative rates. Let's hope that he, or his predecessor, stay true to this.

Two-year Yield Expectations: The two-year yield is sensitive to monetary policy meaning we expect the 2-year yield to trade in a range that is informed by the current and expected policy rate. That is a fancy way of saying we don't expect much movement for now. It will be easier to establish a view on yields once we come to understand the economic and policy impacts.

Portfolio Positioning: During Q2 2020, GPA is recommending portfolio durations stay close to their respective benchmark durations. Spreads on corporate, agency and municipal securities widened substantially in response to the pandemic. We believe this market will offer intermittent opportunities to selectively add to spread sectors. Given the significant uncertainty, a patient deployment into these sectors is warranted.

Quarterly Yield Change

	06/30/19	09/30/19	12/31/19	03/31/20
3 month bill	2.09	1.81	1.54	0.06
2 year note	1.76	1.62	1.57	0.25
5 year note	1.77	1.54	1.69	0.38
10 year note	2.01	1.67	1.92	0.67

Economists' Survey Projections

	Q2-20	Q3-20	Q4-20	Q1-21
Real GDP	-9.4	1.9	2.7	2.6
Core PCE (YOY%)	1.7	1.7	1.8	1.8
Unemployment	3.9	4.2	4.3	4.2

Economists' Survey Projections for Rates

	Q2-20	Q3-20	Q4-20	Q1-21
Fed Funds	0.35	0.4	0.45	0.55
2 Year	0.4	0.53	0.62	0.7
10 year	0.73	0.94	1.1	1.23

Compliance Report

City of Kirkland | Total Aggregate Portfolio



March 31, 2020

Policy Diversification Constraint	Policy Limit	Actual Value	Status
Banker's Acceptance Issuer Concentration	5	0	Compliant
Banker's Acceptance Maximum % of Holdings	5	0	Compliant
Certificates of Deposit Issuer Concentration	5	2	Compliant
Certificates of Deposit Maximum % of Holdings	10	2	Compliant
Commercial Paper Issuer Concentration	3	0	Compliant
Commercial Paper Maximum % of Holdings	25	0.00	Compliant
LGIP Maximum % of Holdings	100	14.82	Compliant
Municipal Bonds Issuer Concentration	5	0.00	Compliant
Municipal Bonds Maximum % of Holdings	20	0.000	Compliant
PDPC Bank Deposits Issuer Concentration	100	9.468	Compliant
PDPC Bank Deposits Maximum % of Holdings	50	9.47	Compliant
US Agency Callable Securities Maximum % of Total Portfolio	25	4.07	Compliant
US Agency FFCB Issuer Concentration	30	14.90	Compliant
US Agency FHLB Issuer Concentration	30	28.97	Compliant
US Agency FHLMC Issuer Concentration	30	6.092	Compliant
US Agency FNMA Issuer Concentration	30	12.62	Compliant
US Agency Obligations - Primary FHLB, FNMA, FHLMC, FFCB Maximum % of Holdings	100	62.58	Compliant
US Agency Obligations - Secondary FICO, FARMER MAC etc. Maximum % of Holdings	20	0.00	Compliant
US Agency Obligations Issuer Concentration - Secondary FICO, FARMER MAC etc.	10	0.00	Compliant
US Treasury Obligations Maximum % of Holdings	100	11.00	Compliant

Policy Maturity Structure Constraint	Policy Limit	Actual Term	Status
Maturity Constraints Under 30 days Minimum % of Total Portfolio	10	26.31	Compliant
Maturity Constraints Under 1 year Minimum % of Total Portfolio	25	47.52	Compliant
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100	100.00	

Policy Maturity Constraint	Policy Limit	Actual Term	Status
Municipals Maximum Maturity (years)	5	0.00	Compliant
US Agency Maximum Maturity (years)	5	4.32	Compliant
US Agency Obligations - Secondary Must be rated by Atleast one	0	0.00	Compliant
US Treasury Maximum Maturity of (years)	5	4.63	Compliant
Weighted Average Maturity	3	1.67	Compliant

Policy Credit Constraint	Status
Commercial Paper Ratings Minimum Ratings A1/P1 by both and F1 (if rated)	Compliant
Municipal Bonds Ratings Minimum AA-/Aa3/AA- by All if rated	Compliant
US Agency Obligations - Secondary Minimum Ratings AA-/Aa3/AA- if rated	Compliant

Strategic Quarterly Update

City of Kirkland | Total Aggregate Portfolio



March 31, 2020

Strategic Outlook

- GPA recommends clients stay the course and maintain their targeted duration. Deposit and pool yields will continue to be low, being fully invested will help offset earnings declines despite low yields.
- GPA is evaluating asset allocation alternatives for each account. Risk assets, such as corporate and municipal securities, are priced attractively given the heightened economic uncertainty. We recommend a patient approach that continues to focus on high-quality issuers.
- GPA is anticipating rates to remain low throughout 2020. We are on the lookout for continued volatility given the buying programs from the Federal Reserve and the issuance needs to fund stimulus efforts.

Portfolio Positioning

- GPA is targeting to keep duration at or close to the benchmark to anchor the portfolio through the current volatility and economic uncertainty. We expect the portfolio to end the upcoming quarter between 2.00-2.20 years of duration.
- We continue to find value in the agency and high-quality municipal markets. In the quarter ahead, we anticipate keeping our agency allocation near current levels and may look to add municipals to the account to diversify and add attractive and safe yield.
- Book yield declined marginally over the quarter as lower rates prevailed at the time of reinvestments made in January and late February. Given the rate environment, book yield is expected to decline as reinvestments occur.
- The Core Investment returned 2.77% on the quarter and underperformed the benchmark by 0.44%. Underperformance was largely driven by widening in agency spreads and slight duration underweight. Underperformance related to agency spreads will correct in coming time periods as positions mature and purchased yield premium is realized.

Strategy	12/31/2019 Previous QTR	3/31/2020 This QTR
----------	----------------------------	-----------------------

Effective Duration		
Effective Duration Investment Core	2.039	2.017
Benchmark Core Fund Duration	2.146	2.147

Final Maturity		
Average Final Maturity Investment Core	2.303	2.256
Benchmark Average Maturity	2.236	2.214

Performance	12/31/2019 Previous QTR	3/31/2020 This QTR
-------------	----------------------------	-----------------------

Ending Book Yield		
Investment Core	2.139	2.116
Liquidity	1.357	1.322
Certificates of Deposit	2.375	2.375
Total Book Yield	1.945	1.929

Total Return (Net of Fees)		
Portfolio Investment Core	0.42%	2.77%
Benchmark 0-5 Year Treasury	0.39%	3.20%

Values	12/31/2019 Previous QTR	3/31/2020 This QTR
--------	----------------------------	-----------------------

Market Value		
Investment Core	178,686,002	182,755,083
Liquidity	62,681,935	60,041,682
Certificates of Deposit	5,258,546	5,289,774
Total MV + Accrued	246,626,482	248,086,539

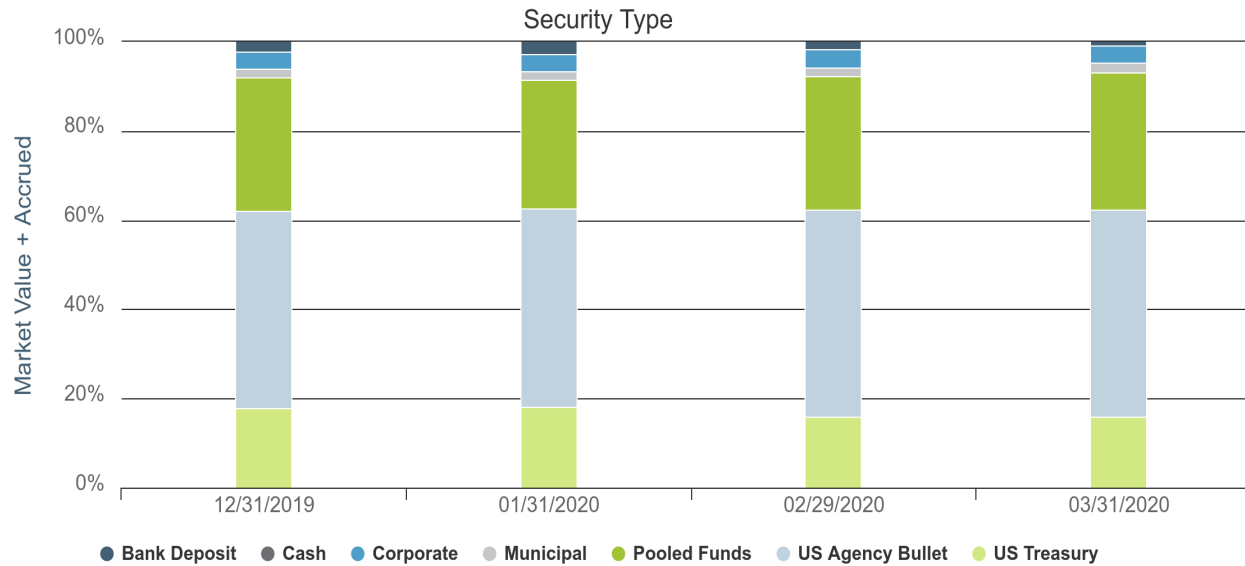
Net Unrealized Gain/Loss		
Portfolio Investment Core	2,147,167	6,183,153

Asset Allocation Changes over the Period

City of Kirkland | Total Aggregate Portfolio



March 31, 2020



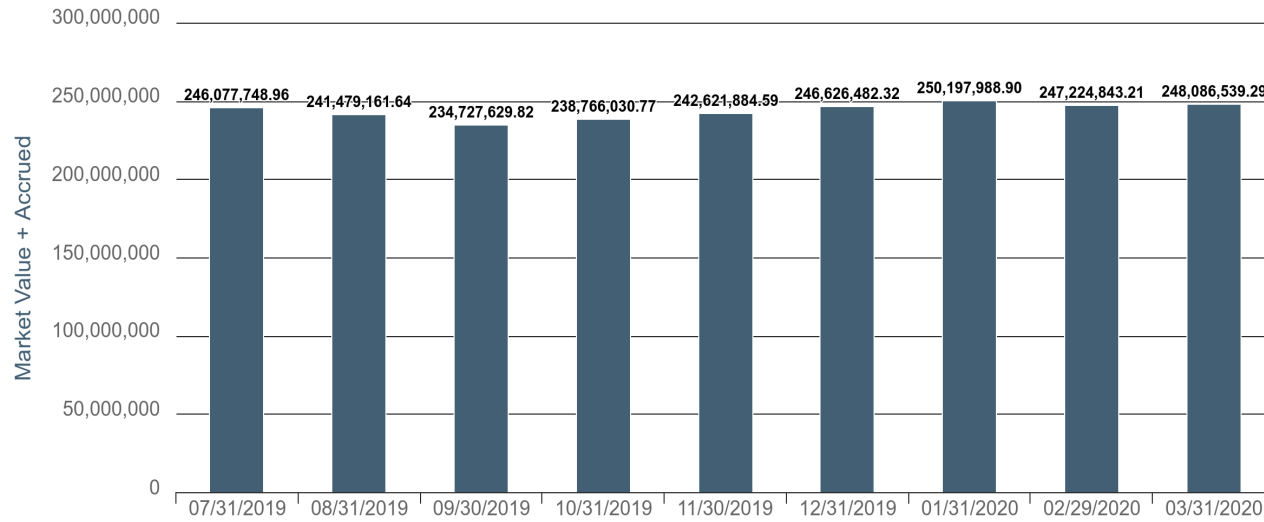
Security Type	12/31/2019	12/31/2019	3/31/2020	3/31/2020	Change Market Value + Accrued	Change % of Portfolio
	Market Value + Accrued	% of Portfolio	Market Value + Accrued	% of Portfolio		
Bank Deposit	23,299,829	9.45%	23,405,201	9.43%	105,372	-0.01%
Non-Negotiable CD	5,258,546	2.13%	5,289,774	2.13%	31,228	0.00%
Pooled Funds	39,382,106	15.97%	36,636,482	14.77%	(2,745,625)	-1.20%
US Agency Bullet	147,364,469	59.75%	145,303,008	58.57%	(2,061,461)	-1.18%
US Agency Callable	10,059,919	4.08%	10,094,899	4.07%	34,980	-0.01%
US Treasury	21,261,614	8.62%	27,357,176	11.03%	6,095,562	2.41%
Total Funds	246,626,482	100%	248,086,539	100%	1,460,057	

Historical Balances

City of Kirkland | Total Aggregate Portfolio



March 31, 2020

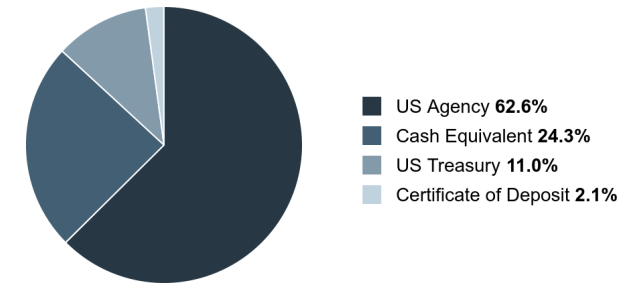


Period Begin	Period End	Market Value + Accrued	Years to Final Maturity
07/01/2019	07/31/2019	246,077,749	1.75
08/01/2019	08/31/2019	241,479,162	1.74
09/01/2019	09/30/2019	234,727,630	1.78
10/01/2019	10/31/2019	238,766,031	1.76
11/01/2019	11/30/2019	242,621,885	1.67
12/01/2019	12/31/2019	246,626,482	1.68
01/01/2020	01/31/2020	250,197,989	1.68
02/01/2020	02/29/2020	247,224,843	1.71
03/01/2020	03/31/2020	248,086,539	1.67

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	60,041,682.41
Investments	188,044,856.88
Book Yield	1.929
Effective Duration	1.493
Years to Maturity	1.669
Avg Credit Rating	AA+

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Principal Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Maturity in Years	Effective Duration	Benchmark
KIRK-Investment Core	175,000,000.00	175,696,948.98	175,776,611.88	181,880,102.00	6,183,153.02	874,980.68	2.116	2.256	2.017	ICE BofA 0-5 Year US Treasury Index
KIRK-Liquidity	60,041,682.41	60,041,682.41	60,041,682.41	60,041,682.41	0.00	0.00	1.322	0.010	0.010	ICE BofA US 1-Month Treasury Bill Index
KIRK-Certificates of Deposit	5,289,430.03	5,289,430.03	5,289,430.03	5,289,430.03	0.00	344.18	2.375	0.219	0.219	ICE BofA 0-3 Month US Treasury Bill Index
Total	240,331,112.44	241,028,061.42	241,107,724.32	247,211,214.44	6,183,153.02	875,324.85	1.929	1.667	1.491	

Accrual Activity Summary

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Book Value	243,476,806.22	243,476,806.22
Maturities/Calls	(15,000,000.00)	(15,000,000.00)
Purchases	15,235,507.64	15,235,507.64
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(2,640,252.54)	(2,640,252.54)
Amortization/Accretion	(43,999.90)	(43,999.90)
Realized Gain (Loss)	0.00	0.00
Ending Book Value	241,028,061.42	241,028,061.42

Fair Market Activity Summary

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Market Value	245,623,973.59	245,623,973.59
Maturities/Calls	(15,000,000.00)	(15,000,000.00)
Purchases	15,235,507.64	15,235,507.64
Sales	0.00	0.00
Change in Cash, Payables, Receivables	(2,640,252.54)	(2,640,252.54)
Amortization/Accretion	(43,999.90)	(43,999.90)
Change in Net Unrealized Gain (Loss)	4,035,985.65	4,035,985.65
Net Realized Gain (Loss)	0.00	0.00
Ending Market Value	247,211,214.44	247,211,214.44

Maturities/Calls	Market Value
Quarter to Date	(15,000,000.00)
Fiscal Year to Date	(15,000,000.00)

Purchases	Market Value
Quarter to Date	15,235,507.64
Fiscal Year to Date	15,235,507.64

Sales	Market Value
Quarter to Date	0.00
Fiscal Year to Date	0.00

Return Management-Income Detail

City of Kirkland | Total Aggregate Portfolio



March 31, 2020

Accrued Book Return

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Amortization/Accretion	(43,999.90)	(43,999.90)
Interest Earned	1,264,781.33	1,264,781.33
Realized Gain (Loss)	0.00	0.00
Book Income	1,220,781.43	1,220,781.43
Average Portfolio Balance	247,071,949.43	247,071,949.43
Book Yield at End of Period	1.93	1.93

Fair Market Return

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Market Value Change	4,035,985.65	4,035,985.65
Amortization/Accretion	(43,999.90)	(43,999.90)
Interest Earned	1,264,781.33	1,264,781.33
Fair Market Earned Income	5,256,767.08	5,256,767.08
Average Portfolio Balance	247,071,949.43	247,071,949.43
Fair Market Return for Period	2.13%	2.13%

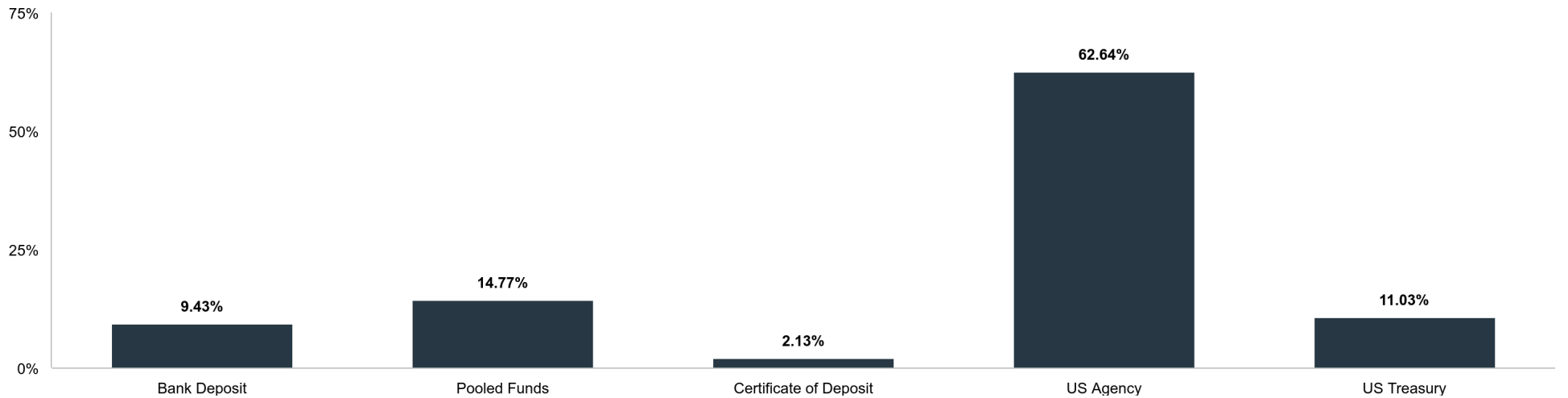
Interest Income

	Quarter to Date	Fiscal Year to Date (01/01/2020)
Beginning Accrued Interest	1,002,508.73	1,002,508.73
Coupons Paid	1,487,515.78	1,487,515.78
Purchased Accrued Interest	95,550.57	95,550.57
Sold Accrued Interest	0.00	0.00
Ending Accrued Interest	875,324.85	875,324.85
Interest Earned	1,264,781.33	1,264,781.33

Security Type Distribution

Security Type	Par Amount	Book Yield	Market Value	% of Market Value
Bank Deposit	23,405,200.72	1.830	23,405,200.72	9.43%
Pooled Funds	36,636,481.69	0.998	36,636,481.69	14.77%
Certificate of Deposit	5,289,430.03	2.375	5,289,774.21	2.13%
US Agency	149,000,000.00	2.211	155,397,907.06	62.64%
US Treasury	26,000,000.00	1.578	27,357,175.62	11.03%
Total	240,331,112.44	1.929	248,086,539.29	100.00%

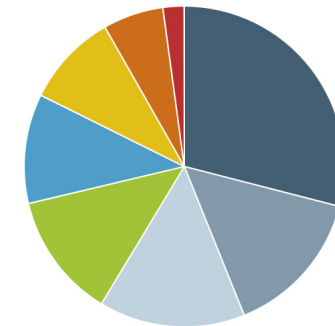
Security Type Distribution



Credit Rating S&P/Moody's/Fitch

	Market Value	%
S&P		
A-2	5,289,774.21	2.13
AA+	182,755,082.68	73.67
NA	60,041,682.41	24.20
Moody's		
Aaa	182,755,082.68	73.67
NA	65,331,456.62	26.33
Fitch		
AAA	182,755,082.68	73.67
NA	65,331,456.62	26.33
Total	248,086,539.29	100.00

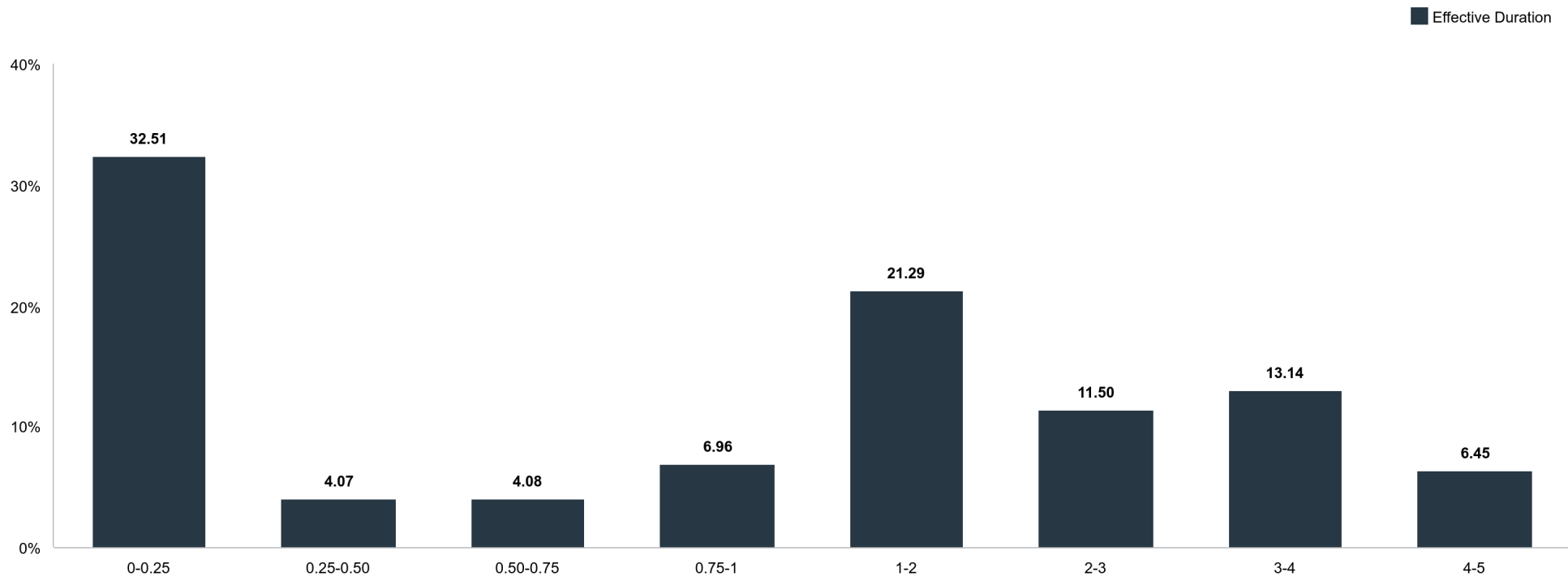
Issuer Concentration



- Federal Home Loan Banks **29.0%**
- Farm Credit System **14.9%**
- WASHINGTON LGIP **14.8%**
- Federal National Mortgage Association **12.6%**
- United States **11.0%**
- OPUS BANK DEPOSIT **9.4%**
- Freddie Mac **6.1%**
- East West Bank **2.1%**



Distribution by Effective Duration



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Holdings by Maturity & Ratings



March 31, 2020

City of Kirkland | Total Aggregate Portfolio

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
KIRK_OPUS_DEP	23,405,200.72	OPUS BANK DEPOSIT	1.830	03/31/2020		23,405,200.72	0.00	23,405,200.72	1.830		9.43	0.010	0.010	NA NA NA
WA_LGIP	36,636,481.69	WASHINGTON LGIP	0.998	03/31/2020		36,636,481.69	0.00	36,636,481.69	0.998		14.77	0.010	0.010	NA NA NA
3137EAEF2	5,000,000.00	FREDDIE MAC	1.375	04/20/2020		5,002,425.00	30,746.53	5,033,171.53	1.921	0.453	2.03	0.055	0.053	AA+ Aaa AAA
313383HU8	5,000,000.00	FEDERAL HOME LOAN BANKS	1.750	06/12/2020		5,015,455.00	26,493.06	5,041,948.06	1.630	0.181	2.03	0.200	0.197	AA+ Aaa AAA
KIRK-17340 25-2020	5,289,430.03	East West Bank	2.375	06/19/2020		5,289,430.03	344.18	5,289,774.21	2.375	2.375	2.13	0.219	0.219	NA NA NA
3130A5Z77	5,000,000.00	FEDERAL HOME LOAN BANKS	1.830	07/29/2020		5,026,325.00	15,758.33	5,042,083.33	1.676	0.222	2.03	0.329	0.328	AA+ Aaa AAA
3130ACE26	5,000,000.00	FEDERAL HOME LOAN BANKS	1.375	09/28/2020		5,026,265.00	572.92	5,026,837.92	1.968	0.305	2.03	0.496	0.491	AA+ Aaa AAA
912828L99	5,000,000.00	UNITED STATES TREASURY	1.375	10/31/2020		5,035,940.00	28,897.66	5,064,837.66	1.313	0.140	2.04	0.586	0.579	AA+ Aaa AAA
3137EAEK1	5,000,000.00	FEDERAL HOME LOAN MORTGAGE CORP	1.875	11/17/2020		5,043,180.00	34,895.83	5,078,075.83	1.984	0.495	2.05	0.632	0.622	AA+ Aaa AAA
3130A7CV5	2,000,000.00	FEDERAL HOME LOAN BANKS	1.375	02/18/2021		2,018,112.00	3,284.72	2,021,396.72	1.628	0.344	0.81	0.887	0.876	AA+ Aaa AAA
3135G0J20	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1.375	02/26/2021		5,042,630.00	6,684.03	5,049,314.03	1.448	0.428	2.04	0.909	0.897	AA+ Aaa AAA
3130AFV61	5,000,000.00	FEDERAL HOME LOAN BANKS	2.500	03/12/2021		5,104,160.00	6,597.22	5,110,757.22	2.524	0.296	2.06	0.947	0.940	AA+ Aaa AAA
912828WN6	6,000,000.00	UNITED STATES TREASURY	2.000	05/31/2021		6,129,138.00	40,327.87	6,169,465.87	1.663	0.153	2.49	1.167	1.151	AA+ Aaa AAA
313379RB7	5,000,000.00	FEDERAL HOME LOAN BANKS	1.875	06/11/2021		5,089,390.00	28,645.83	5,118,035.83	1.843	0.373	2.06	1.197	1.179	AA+ Aaa AAA

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Holdings by Maturity & Ratings



March 31, 2020

City of Kirkland | Total Aggregate Portfolio

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
313378JP7	5,000,000.00	FEDERAL HOME LOAN BANKS	2.375	09/10/2021		5,135,050.00	6,927.08	5,141,977.08	1.642	0.492	2.07	1.446	1.421	AA+ Aaa AAA
3130AF5B9	5,000,000.00	FEDERAL HOME LOAN BANKS	3.000	10/12/2021		5,197,850.00	70,416.67	5,268,266.67	2.502	0.404	2.12	1.534	1.485	AA+ Aaa AAA
3130A0EN6	5,000,000.00	FEDERAL HOME LOAN BANKS	2.875	12/10/2021		5,204,240.00	44,322.92	5,248,562.92	2.615	0.448	2.12	1.695	1.647	AA+ Aaa AAA
3135G0S38	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.000	01/05/2022		5,140,590.00	23,888.89	5,164,478.89	2.048	0.396	2.08	1.767	1.729	AA+ Aaa AAA
3135G0U92	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.625	01/11/2022		5,193,230.00	29,166.67	5,222,396.67	2.590	0.440	2.11	1.783	1.736	AA+ Aaa AAA
3133EKBV7	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.550	03/01/2022		5,199,645.00	10,625.00	5,210,270.00	2.518	0.455	2.10	1.917	1.876	AA+ Aaa AAA
313378WG2	5,000,000.00	FEDERAL HOME LOAN BANKS	2.500	03/11/2022		5,205,070.00	6,944.44	5,212,014.44	2.361	0.381	2.10	1.945	1.905	AA+ Aaa AAA
3135G0T45	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	1.875	04/05/2022		5,148,780.00	45,833.33	5,194,613.33	1.111	0.388	2.09	2.014	1.962	AA+ Aaa AAA
3130AEBM1	5,000,000.00	FEDERAL HOME LOAN BANKS	2.750	06/10/2022		5,252,025.00	42,395.83	5,294,420.83	2.840	0.436	2.13	2.194	2.122	AA+ Aaa AAA
9128283C2	5,000,000.00	UNITED STATES TREASURY	2.000	10/31/2022		5,223,440.00	42,032.97	5,265,472.97	1.593	0.262	2.12	2.586	2.508	AA+ Aaa AAA
3130A3KM5	7,000,000.00	FEDERAL HOME LOAN BANKS	2.500	12/09/2022		7,372,407.00	54,444.44	7,426,851.44	2.937	0.505	2.99	2.693	2.594	AA+ Aaa AAA
3135G0T94	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.375	01/19/2023		5,274,805.00	23,750.00	5,298,555.00	3.041	0.399	2.14	2.805	2.711	AA+ Aaa AAA
3133ELMD3	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.600	02/10/2023	02/10/2021	5,034,490.00	11,333.33	5,045,823.33	1.600	1.353	2.03	2.865	0.925	AA+ Aaa AAA
3133EJFK0	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.650	03/08/2023		5,313,180.00	8,465.28	5,321,645.28	1.602	0.498	2.15	2.936	2.836	AA+ Aaa AAA

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Holdings by Maturity & Ratings



March 31, 2020

City of Kirkland | Total Aggregate Portfolio

Cusip	Par Amount	Security	Coupon Rate	Maturity Date	Call Date	Market Value	Accrued	Market Value + Accrued	Book Yield	Market Yield	% of Portfolio	Years to Maturity	Eff Duration	S&P, Moody, Fitch
3133EJUS6	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.875	07/17/2023		5,382,680.00	29,548.61	5,412,228.61	3.069	0.528	2.18	3.296	3.148	AA+ Aaa AAA
313383YJ4	5,000,000.00	FEDERAL HOME LOAN BANKS	3.375	09/08/2023		5,483,090.00	10,781.25	5,493,871.25	3.036	0.533	2.21	3.441	3.267	AA+ Aaa AAA
3135G0U43	5,000,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION	2.875	09/12/2023		5,389,960.00	7,586.81	5,397,546.81	2.541	0.586	2.18	3.452	3.299	AA+ Aaa AAA
912828V80	5,000,000.00	UNITED STATES TREASURY	2.250	01/31/2024		5,366,600.00	18,853.02	5,385,453.02	1.602	0.325	2.17	3.838	3.684	AA+ Aaa AAA
3133EKBW5	5,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	2.610	02/27/2024		5,384,745.00	12,325.00	5,397,070.00	2.572	0.613	2.18	3.912	3.726	AA+ Aaa AAA
3130A1XJ2	5,000,000.00	FEDERAL HOME LOAN BANKS	2.875	06/14/2024		5,480,060.00	42,725.69	5,522,785.69	2.025	0.560	2.23	4.205	3.959	AA+ Aaa AAA
3134GTTY9	5,000,000.00	FEDERAL HOME LOAN MORTGAGE CORP	2.330	06/17/2024	06/17/2020	5,015,420.00	33,655.56	5,049,075.56	2.341	2.252	2.04	4.214	0.213	AA+ Aaa AAA
3133EKWV4	10,000,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP	1.850	07/26/2024		10,520,430.00	33,402.78	10,553,832.78	1.917	0.627	4.25	4.320	4.150	AA+ Aaa AAA
912828G38	5,000,000.00	UNITED STATES TREASURY	2.250	11/15/2024		5,429,295.00	42,651.10	5,471,946.10	1.688	0.375	2.21	4.627	4.385	AA+ Aaa AAA
Total	240,331,112.44		2.007			247,211,214.44	875,324.85	248,086,539.29	1.919	0.550	100.00	1.630	1.453	

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This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Reuter's pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



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
Kyle Butler, Financial Planning Supervisor

Date: May 7, 2020

Subject: Monthly Financial Dashboard Report for March 2020

RECOMMENDATION:

It is recommended that the City Council receive the monthly Financial Dashboard Report.

BACKGROUND DISCUSSION

This report was previously provided to the Council Finance and Administration Committee and will now be presented to the City Council each month on the consent agenda.

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.

The impact of revenue loss due to COVID-19 will not be reflected on this report, as this Dashboard shows activity as of end of March. Additionally, tax and fee revenues are typically received on a one to two-month lag. In the interim, Financial Planning will continue to monitor and project all city revenues that will be affected by COVID-19, and provide that information where needed to inform policy decisions.

March 2020 Financial Dashboard

May 5, 2020

Revenues:

- Cumulative General Fund revenues remain stable, up 3.4% even with the onset of the lockdown orders. The increase is supported by strong revenues in Period 1; compared to the prior period, the decrease is minimal at 0.4%. Revenues from License & Permits and Fines & Forfeits are up 18% and 13% respectively and there are expected decreases in recreation fees and rentals affecting Charges for Goods & Services and Miscellaneous revenues.
- Sales and Utility tax revenues are stable at 5.1% and 4.4% respectively. MVFT revenues remain relatively unchanged. Sales Tax and MVFT revenues are from January due to the 2-month delay in receiving taxes. Impacts from COVID-19 will be seen in May.
- Overall Business revenues are up 39% from 2019 despite the onset of COVID related closures in March. This cumulative amount is supported by strong Period 1 and 2 revenues; in period to period comparison there is a decrease of 6.6% from March 2019.
- Development revenues are up 10% from the same period in 2019. Both Building and Fire revenues increased both in year to year and period to period comparison, while Planning dropped 21% from February and Engineering dropped 33% from 2019.

Expenditures:

- General Fund Q1 expenditures are up 10% from 2019, mainly driven by purchases of Supplies (Medical Supplies, Office Furniture, Computer Hardware) and Legal Services (3 large settlement agreements related to the Fire Station Project.)
- Regular Salaries and Benefits costs are stable up 3.8% from 2019. Fire Suppression costs are up 21% due to the COVID-19 response. Hours predictably increased in order to cover for the firefighters in quarantine; overtime hours peaked in March but are now on the downtrend.
- Corrections costs are up 53% from last year. Despite a declining general population headcount, the medical needs of inmates with mental health conditions drive up overall costs.
- Fuel costs are stable at a slight 4.3% increase over 2019 despite increased usage. In year to year comparison, the 30% increase in fuel use is offset by a nearly 25% drop in the average price per gallon.

City of Kirkland Financial Dashboard								
Annual Budget Status as of 3/31/2020					Percent of Year Complete: 25.00%			
	2020 Budget	Year-to-Date Actual 2020	% Received/ % Expended	Year-to-Date Actual 2019	Status		Current Month	Last Month
					YTD Change: 19 to 20			
					\$	%		
General Fund								
Total Revenues	102,699,968	22,970,843	22.4%	22,209,166	761,678	3.4%		
Total Expenditures	101,546,775	25,254,196	24.9%	22,910,905	2,343,291	10.2%		
Key Indicators (All Funds)								
<i>Revenues</i>								
Sales Tax	23,130,166	6,972,348	30.1%	6,633,777	338,571	5.1%		
Utility Taxes	14,211,368	3,607,812	25.4%	3,454,346	153,466	4.4%		
Business License Fees	3,662,591	1,087,463	29.7%	777,840	309,623	39.8%		
Development Fees	11,282,715	2,761,692	24.5%	2,502,666	259,026	10.3%		
Gas Tax	1,935,654	440,353	22.7%	436,440	3,914	0.9%		
<i>Expenditures</i>								
GF Salaries/Benefits	73,125,788	17,899,474	24.5%	17,154,964	744,510	4.3%		(1)
Fire Suppression Overtime	861,545	327,407	38.0%	269,514	57,893	21.5%		
Contract Jail Costs	539,630	114,775	21.3%	74,855	39,921	53.3%		
Fuel Costs	604,912	84,571	14.0%	81,109	3,462	4.3%		

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



NOTES:

(1) Excludes Fire Suppression Overtime



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: May 7, 2020

Subject: REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF May 19, 2020.

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 April 23, 2020 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Cedar Creek culvert replacement project	Invitation for Bids	\$1,785,885.00	Contract awarded to Interwest Construction, Inc. of Burlington, WA.
2.	NKCC playground design and installation	Cooperative Purchase	\$182,339.45	Purchase order awarded to NW Playground Equipment of Issaquah, WA.

Please contact Greg Piland if you have any questions regarding this report.

**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: Joe Sanford, Fire Chief
Andreana Campbell, Management Analyst

Date: May 7, 2020

Subject: FIRE AND EMERGENCY MEDICAL SERVICES SURVEY RESULTS AND RECOMMENDATION REVIEW TEAM UPDATE

RECOMMENDATION

It is recommended that the City Council:

- Receives the results of the EMC Research statistically valid phone survey on potential fire and Emergency Medical Services (EMS) ballot measures.
- Receives the preliminary results from the City's online iteration of the telephone survey;
- Receives an update from the recommendation review team on ComSAG recommended project and staffing costs;
- Provides staff direction on options for ballot measure ordinances.

FIRE/EMS COMMUNITY SURVEY RESULTS

As part of Resolution R-5413 adopted by the Council at their April 21, 2020 meeting, the City Manager was directed to conduct further public outreach and return to the Council with ordinances placing two measures on the ballot. At the May 19 Council meeting, representatives from EMC Research will provide the Council with the results of the Fire/EMS community survey. Top line results are provided in Attachment A.

ONLINE FIRE/EMS COMMUNITY SURVEY

Given the uncertain financial times caused by COVID-19, staff felt it was also important to allow interested community members a chance to take a similar survey to the one conducted by EMC Research and provide feedback. While not statistically valid, the online version and the telephone version are nearly identical, with the following minor modifications made:

- Updated language to reflect that of an online survey rather than a telephone survey.
- Removed two information-building questions to reduce redundancy.

The full online survey is included as Attachment B. The survey launched Wednesday, May 6 and is open until Friday, May 15. Results of the online survey will not be completed in time to be included in the Council packet. As of the writing of this memo, the City has received 348 completed surveys and 178 written responses to the "Is there anything else you would like us to know" question. Staff will present the results at the May 19 Council meeting.

RECOMMENDATION REVIEW TEAM UPDATE

The recommendation review team has met a total of four times since March, with their most recent meeting on April 30. The City Manager directed this group to identify the maximum financial exposure of the ComSAG's capital projects and staffing additions to ensure the final ballot measure amounts are sufficient to accomplish the elements after voter approval. The new estimated totals can be found in Attachment C. Some examples of the identified new costs will be included in the presentation to the Council.

The team sequenced the capital projects and adjusted them to include all property acquisition costs and required environmental permitting and related infrastructure costs. As a result, the maximum exposure brought the capital project estimates to roughly sixty-seven-million dollars as compared to the fifty-eight million dollars in the original ComSAG recommendation. Adjusting the operating costs to include all overhead, sinking fund, and internal service costs resulted in \$4.4 million dollars annually for staffing as compared to the original ComSAG recommendation of \$3.9 million. As shown in the table below, the maximum exposure total is twenty-six cents per thousand and roughly one hundred and ninety-five dollars annually. The original ComSAG recommendations were twenty-two and a half cents per thousand, and one hundred and sixty-five dollars annually.

ComSAG RECOMMENDATION				
	Total	Annual Cost	Rate	Median Home
Capital	\$58,017,000	\$3,200,000	\$0.10103	\$73.97
Operating	\$3,900,000	\$3,900,000	\$0.12380	\$90.37
Total		\$7,100,000	\$0.22483	\$164.34
RECOMMENDATION REVIEW TEAM UPDATE				
	Total	Annual Cost	Rate	Median Home
Capital	\$67,200,000	\$3,700,000	\$0.12699	\$92.72
Operating	\$4,410,000	\$4,410,000	\$0.14161	\$102.21
Total		\$8,110,000	\$0.2686	\$194.93

Working through the process of identifying maximum exposure was an important step towards avoiding project and operating cost errors after voter approval. The City Manager has now tasked the group with identifying whether some of the permitting and environmental costs for the capital projects are due to City codes or policies that the City has discretion to change. Exempting new Station 27 from design review requirements is one example. The first meeting to address this goal took place May 6 and there will be more meetings to continue refining the estimates. The intent of the recommendation review team is to bring the final costs as close to the original ComSAG recommendations as possible before the draft ordinances are due before the Council.

Staff is also seeking direction on:

- 1) Whether to identify potential capital or operating element reductions to ensure the final measures are equal to or less than the original ComSAG total costs.
- 2) Any other ordinance options the Council may wish to consider.

NEXT STEPS

At the March 17 meeting, Council received a preliminary update on the ComSAG's recommendation, and received the full report at the April 7 meeting along with updated survey questions incorporating Council's feedback. At the April 21 meeting, Council accepted the ComSAG report by adopting Resolution R-5413. Finally, for the May 19 Council meeting, staff will be seeking Council's feedback and direction after receiving the survey results from both EMC Research and the City's online version of the survey as well.

Depending on Council's feedback at the May 19 meeting, staff will follow up accordingly with draft ordinances or other next steps. As a reminder, the July 21st meeting marks the last day for Council to take final action to place these two measures on the ballot by adopting the two ordinances.

A timeline is outlined below with deadlines and an accelerated timeline if Council would like to act faster.

Election Calendar	Accelerated Calendar	Item
March 17		Staff Presented Preliminary Update on ComSAG Recommendation to Council
April 7		Staff presented Final ComSAG Recommendation to Council
April 21		Council Adopted Resolution R-5413 Accepting Final ComSAG Report
April 22		EMC Research to Begin the Fire/EMS Community Survey
May		Staff to Receive Top Line Results from Survey
May 19		Staff to Bring Survey Responses to Council
June		Staff to Bring Draft Ordinance(s) to Council
July 7 or 21	June 2 or 16	Ballot Measure(s) Public Hearings
July 7	June 6	Pro/Con Committee Appointments Authorized
July 21	June 16	Pro/Con Committee Appointments Confirmed
July 21	June 16	Last Council Meeting to Approve Ballot Measure Ordinances
August 4		Ballot Measure Resolution due to King County
August 7		Explanatory Statement Due
August 11		Pro/Con Statements Due
November 3		General Election

**Live Telephone Survey
 City of Kirkland
 Conducted April 21-28, 2020
 n=400; Margin of Error \pm 4.9 percentage points
 EMC Research #20-7667**

***All numbers in this document represent percentage (%) values, unless otherwise noted.
 Please note that due to rounding, percentages may not add up to exactly 100%.***

INTRO: Hello, my name is _____, and I'm conducting a survey for _____ to find out how people feel about issues in Kirkland. We understand this is a challenging situation and we appreciate your participation. We are not trying to sell anything and are collecting this information on a scientific and completely confidential basis. **CONTINUE WITH PERSON ON PHONE, REPEAT INTRO IF NECESSARY**

1.	Do you live in Kirkland?	
	Yes	100
	No/(Don't know/Refused) → TERMINATE	-
2.	What is your gender? (DO NOT READ LIST)	
	Male	51
	Female	49
	Non-binary	-
	Self describe	<1
	(Refused)	-
3.	What year were you born? [CODED INTO AGE RANGES]	
	18-29	16
	30-39	19
	40-49	18
	50-64	27
	65 or over	19
	(Refused)	1
4.	Do you feel that things in Kirkland are generally going in the right direction or do you feel things have gotten pretty seriously off on the wrong track?	
	Right direction	74
	Wrong track	14
	(Don't know/Refused)	12

5. What do you think is the most important problem facing Kirkland today? (**OPEN END, ACCEPT TWO RESPONSES**) And what do you think is the next most important problem facing Kirkland?

Public health/ Pandemic/ Coronavirus	24
Overdevelopment/ Infrastructure	21
Traffic/ Congestion	19
Affordable housing	14
Jobs/ Economy	6
Politicians/ Government	6
Taxes	4
Crime/ Drugs	3
Homelessness	3
Other	6
None/ Don't know/ No opinion	13

6INT. Recognizing the unique situation we are experiencing, I would like to ask you about a variety of potential issues facing Kirkland, both current and long term. Please rate each one using a scale of 1 to 7, where 1 means you feel that issue should be a very low priority and 7 means that you feel that item should be a very high priority for the City of Kirkland.

	Very low priority			Very high priority			(Don't know)	Mean	
SCALE:	1	2	3	4	5	6	7		
(RANDOMIZE)									
6. Improving police services and response times	7	9	14	15	24	12	14	5	4.41
7. Improving fire and emergency medical services and response times	4	8	14	16	23	12	18	5	4.63
8. Reducing homelessness	8	9	13	12	16	14	26	2	4.68
9. Reducing traffic congestion	5	3	9	14	17	18	32	1	5.20
10. Improving housing affordability	6	6	8	11	18	16	34	1	5.15
11. Providing services for people in need	2	3	5	10	26	21	31	1	5.44
12. Addressing impacts of growth	2	2	8	12	26	19	29	2	5.38
13. Keeping residents informed about the coronavirus	9	7	6	8	10	16	42	2	5.21
14. Responding to the coronavirus	6	3	4	7	11	16	50	2	5.69

(END RANDOMIZE)

15INT. I'd like you to rate the job the City of Kirkland is doing on a variety of issues. Using a scale of excellent, good, only fair, or poor, please rate each of the following.

SCALE:	Excellent	Good	Only fair	Poor	(Don't know/ Refused)
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(ALWAYS ASK FIRST)

15.	The job the City of Kirkland government is doing overall				
	18	59	17	4	2

(RANDOMIZE)

16.	The job the City of Kirkland is doing using tax dollars responsibly				
	10	44	26	11	10
17.	The job the City of Kirkland is doing providing police services				
	30	56	8	1	5
18.	The job the City of Kirkland is doing providing firefighting services				
	38	51	5	1	5
19.	The job the City of Kirkland is doing providing emergency medical services				
	35	52	7	2	5
20.	The job the City of Kirkland is doing responding to the coronavirus				
	22	50	17	3	7

(END RANDOMIZE)

21INT. The City of Kirkland is considering two potential ballot proposals, including – **(ROTATE:** [a bond measure to build a new fire station in Totem Lake and fund seismic renovations and other safety and capacity upgrades to several existing fire stations] and [a measure to hire more firefighters who are also emergency medical technicians, or EMTs].) The city wants to understand how high a priority each measure is for you. The first one is...

(ROTATE, RETAIN ROTATE ORDER)

21. A potential \$60,000,000, 30-year bond measure to fund capital improvements for Kirkland’s fire services. If approved, this measure would fund the construction of a new fire station near Totem Lake and a new training center to improve fire and emergency response times. The measure would also fund seismic renovations of the existing Forbes Creek, Houghton, and North Rose Hill fire stations to improve firefighter health and safety. This measure would be funded by an estimated property tax of \$0.105 per \$1,000 of assessed valuation.

Do you personally think this potential measure is very important, important, not too important, or not at all important?

Very important	22	→ 64
Important	42	
Not too important	20	→ 32
Not at all important	12	
(Don’t know/Refused)	4	

The next one is...

22. A potential \$4,400,000 per year levy to fund the hiring of additional fire and emergency medical staff. If approved, this levy would fund the hiring of twenty-four new firefighters who are also trained as emergency medical technicians to fully staff Fire Station 24 in North Juanita and improve response times throughout the city for both fire and medical 911 calls. This measure would be funded by an estimated property tax of \$0.14 per \$1,000 of assessed valuation.

Do you personally think this potential measure is very important, important, not too important, or not at all important?

Very important	21	→ 65
Important	44	
Not too important	18	→ 30
Not at all important	12	
(Don’t know/Refused)	5	

(END ROTATE)

(ROTATE, RETAIN ROTATE ORDER)

23. If approved, the bond measure to build a new fire station in Totem Lake and fund seismic renovations and other safety and capacity upgrades would cost the owner of a \$730,000 home an estimated \$0.105 per \$1,000 of assessed valuation, which amounts to a about \$6.50 a month or roughly \$77 per year.

After hearing this, do you think a 30-year bond measure to fund the construction of a new fire station near Totem Lake and a new training center to improve fire and emergency response times, and to fund seismic renovations of the existing Forbes Creek, Houghton, and North Rose Hill fire stations to improve firefighter health and safety is very important, important, not too important, or not at all important?

Very important	26	→ 69
Important	44	
Not too important	16	→ 26
Not at all important	11	
(Don't know/Refused)	5	

24. If approved, the levy to fund the hiring of more firefighters who are also emergency medical technicians would cost the owner of a \$730,000 home an estimated \$0.14 per \$1,000 of assessed valuation, which amounts to just under \$8.50 per month or about \$102 per year.

After hearing this, do you think a levy to fund the hiring of twenty-four new firefighters, who are also trained as emergency medical technicians, to fully staff Fire Station 24 in North Juanita and improve response times throughout the city for both fire and medical 911 calls is very important, important, not too important, or not at all important?

Very important	26	→ 65
Important	39	
Not too important	19	→ 29
Not at all important	10	
(Don't know/Refused)	6	

(END ROTATE)

25INT. Next I'm going to read you a list of potential investments which could be included in the City of Kirkland's ballot measures. After each one, please tell me if that investment is very important, important, not too important, or not at all important to you.

SCALE:	Very important	Important	Not too important	Not at all important	(Don't know/ Refused)
(RANDOMIZE)					
25.	Build a new fire station 27 located near Evergreen Health Primary Care Hospital to provide a second fire station on the East side of I-405 to serve Kingsgate, Juanita, the Village at Totem Lake and surrounding developments.				
	26	41	18	11	5
26.	Make critical earthquake and other safety upgrades, modernize, and expand fire station 21 at Forbes Creek, fire station 22 in Houghton, and fire station 26 in North Rose Hill, all serving the central and south parts of Kirkland.				
	24	44	19	8	5
27.	Purchase a second ladder truck to allow firefighters to extinguish commercial and residential structure fires more effectively.				
	22	48	16	9	6
28.	Build a fire training center to enhance specialty training and improve response times as firefighters can remain in Kirkland to train instead of traveling to Bellevue and Kenmore.				
	14	30	33	21	2
29.	Provide a new dedicated aid car team of firefighters who are also trained as emergency medical technicians at station 22 in Houghton to serve Downtown Kirkland, and to respond to increasing medical calls especially among the growing elderly population.				
	26	50	14	7	3
30.	Provide dedicated staffing for aid car transports to hospitals during the busiest 12-hour shifts, improving aid car response times to and from emergency medical scenes.				
	27	49	14	6	4
31.	Hire additional firefighters who are also emergency medical technicians to improve response times throughout the City.				
	28	51	11	6	4
32.	Replenish stockpiles of personal protective equipment and make other investments to improve firefighter health and safety during pandemics and other emergencies.				
	52	38	5	3	1

(END RANDOMIZE)

(ROTATE, RETAIN ROTATE ORDER)

33INT. Now I would like to ask you again about both public safety measures. Given everything you have heard:

33. Do you think a 30-year bond measure to fund the construction of a new fire station near Totem Lake and a new training center to improve fire and emergency response times, and to fund seismic renovations of the existing Forbes Creek, Houghton, and North Rose Hill fire stations to improve firefighter health and safety is very important, important, not too important, or not at all important?

Very important	28	→ 70
Important	42	
Not too important	17	→ 26
Not at all important	9	
(Don't know/Refused)	4	

34. Do you think a levy to fund the hiring of twenty-four new firefighters, who are also trained as emergency medical technicians, to fully staff Fire Station 24 in North Juanita and improve response times throughout the City for both fire and medical 911 calls is very important, important, not too important, or not at all important?

Very important	26	→ 70
Important	45	
Not too important	18	→ 26
Not at all important	8	
(Don't know/Refused)	4	

35INT. There are a number of different types of revenue sources which could be used for funding the fire and emergency medical services investments and fire station projects. For each of the following, please tell me if using that revenue source to fund fire and emergency medical services investments and fire station projects is a good idea or a bad idea.

SCALE:	Very good idea	Good idea	Neither good nor bad idea	Bad idea	Very bad idea	(Don't know/Refused)
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(RANDOMIZE)

35.	A sales tax increase	3	22	12	43	20	1
36.	A property tax increase	7	38	12	26	16	2
37.	Diverting contributions to the City's rainy day and rate stabilization funds	7	34	18	24	9	7
38.	Reducing the budgets of general government, and programs such as parks maintenance and roads maintenance to free up funds to invest in fire and emergency medical services	8	23	14	38	13	4

(END RANDOMIZE)

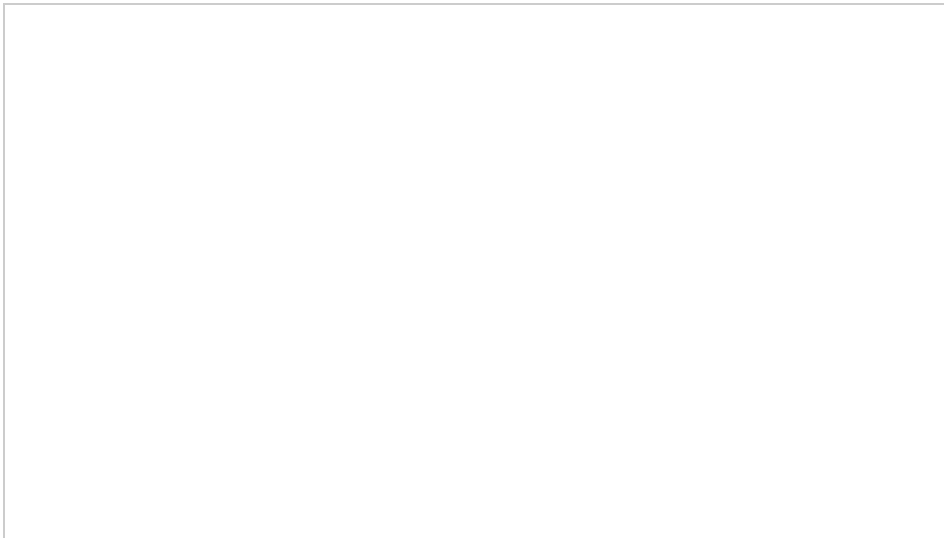
DEMOS. Finally, I'd like to ask you a few questions for statistical purposes only.

39.	Do you own or rent the place in which you live?	
	Own/(Buying)	77
	Rent	19
	(Don't know/NA)	4
40.	Are there any children under the age of 18 living in your home?	
	Yes	34
	No	65
	(Don't Know/Refused)	1
41.	(IF RESPONDENT AGE<65; n=322) Are there any seniors age 65 or older living in your home?	
	Yes	7
	No	92
	(Don't Know/Refused)	1
42.	Do you consider yourself to be White or Caucasian, African-American or Black, American Indian or Alaska native, Asian or Pacific Islander, biracial, multiracial or something else?	
	Hispanic/Latino	5
	Non-Hispanic White	77
	Non-Hispanic African-American/Black	<1
	Non-Hispanic American Indian or Alaska native	<1
	Non-Hispanic Asian/Pacific Islander	9
	Non-Hispanic Biracial/Multiracial	3
	Non-Hispanic something else	4
	(Refused)	2

DEBRIEF: Those are all of the questions I have for you today. We understand this is a very difficult situation for everyone and I would like to thank you for taking the time to speak with me and share your opinions.

THANK YOU!

Potential Fire & Emergency Medical Services Ballot Measures for Kirkland



For the past four years the City Council has explored a potential Fire and Emergency Medical Services ballot measures to improve response times throughout Kirkland. Our Community Safety Advisory Group, formed last October, recommended that the Council place two property tax measures on this year’s November ballot. The Community Safety Advisory Group’s recommendation can be found [here](#). The first measure would build a new fire station and seismically retrofit and renovate our existing fire stations. The second measure would hire new firefighters, who are also emergency medical technicians. These recommendations were made in February, just before the virus outbreak in Kirkland.

The Council recognizes that COVID-19’s economic impact makes this a difficult time for new taxes. But every investment recommended by the advisory group also reinforces the City’s ability to serve the community during the pandemic. So the Council is asking our residents whether Kirkland should keep exploring these ballot measures.

No final decision has yet been made. The Council is asking for your input to help guide their decision. Please take a moment to fill out the survey below. Thank you. **This survey will be available until Friday, May 15 at 5:00p.m.**

1. Do you feel that things in Kirkland are generally going in the right direction or do you feel things have gotten pretty seriously off on the wrong track?

- Right direction
- Wrong track
- Don't Know

2. What do you think are the two most important problems facing Kirkland today?

Most Important

Next Most Important

3. Recognizing the unique situation we are experiencing, we would like you to rate a variety of potential issues facing Kirkland, both current and long term.

Please rate each one using a scale of 1 to 7, where 1 means you feel that issue should be a very low priority and 7 means that you feel that item should be a very high priority for the City of Kirkland.

	1 - Very low priority	2	3	4	5	6	7 - Very high priority
Improving police services and response times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving fire and emergency medical services and response times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing homelessness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing traffic congestion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving housing affordability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing services for people in need	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Addressing impacts of growth	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Keeping residents informed about the coronavirus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responding to the coronavirus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. Please rate the job the City of Kirkland is doing on a variety of issues.

Use a scale of excellent, good, fair, or poor for each of the following.

	Excellent	Good	Fair	Poor	Don't Know
The job the City of Kirkland government is doing overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job the City of Kirkland is doing using tax dollars responsibly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job the City of Kirkland is doing providing police services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job the City of Kirkland is doing providing firefighting services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job the City of Kirkland is doing providing emergency medical services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The job the City of Kirkland is doing responding to the coronavirus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



5. The City of Kirkland is considering two potential ballot proposals.

The first one is a potential \$60 million-dollar, 30-year bond measure to fund capital improvements for Kirkland's fire services. If approved, this measure would fund the construction of a new fire station near Totem Lake and a new training center to improve fire and emergency response times.

The measure would also fund seismic renovations of the existing Forbes Creek, Houghton, and North Rose Hill fire stations to improve firefighter health and safety.

This measure would be funded by an estimated property tax of \$0.105 cents per \$1,000 dollars of assessed valuation, and would cost the owner of a \$730,000 home about \$6.50 a month or roughly \$70 dollars per year.

Do you personally think this potential measure is very important, important, not too important, or not at all important?

- Very important
- Important
- Not too important
- Not at all important
- Don't know

6. The next ballot measure the City of Kirkland is considering is a potential \$4.4 million-dollar per year levy to fund the hiring of additional fire and emergency medical staff.

If approved, this levy would fund the hiring of twenty-four new firefighters who are also trained as emergency medical technicians to fully staff Fire Station 24 in North Juanita and improve response times throughout the City for both fire and medical 9-1-1 calls.

This measure would be funded by an estimated property tax of \$0.14 cents per \$1,000 dollars of assessed valuation, which would cost the owner of a \$730,000 home just under \$8.50 dollars per month or about \$102 dollars per year.

Do you personally think this potential measure is very important, important, not too important, or not at all important?

- Very important
- Important
- Not too important
- Not at all important
- Don't know

7. Please read this list of potential investments which could be included in the City of Kirkland's ballot measures.

For each one, please rate whether that investment is very important, somewhat important, not too important, or not at all important to you.

	Very important	Important	Not too important	Not at all important	Don't Know
Build a new fire station 27 located near Evergreen Health Primary Care Hospital to provide a second fire station on the East side of I-405 to serve Kingsgate, Juanita, the Village at Totem Lake and surrounding developments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make critical earthquake and other safety upgrades, modernize, and expand fire station 21 at Forbes Creek, fire station 22 in Houghton, and fire station 26 in North Rose Hill, all serving the central and south parts of Kirkland.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase a second ladder truck to allow firefighters to extinguish commercial and residential structure fires more effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Build a fire training center to enhance specialty training and improve response times as firefighters can remain in Kirkland to train instead of traveling to Bellevue and Kenmore.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a new dedicated aid car team of firefighters who are also trained as emergency medical technicians at station 22 in Houghton to serve Downtown Kirkland, and to respond to increasing medical calls especially among the growing elderly population.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Very important Important Not too important Not at all important Don't Know

Provide dedicated staffing for aid car transports to hospitals during the busiest 12-hour shifts, improving aid car response times to and from emergency medical scenes.

Hire additional firefighters who are also emergency medical technicians to improve response times throughout the City.

Replenish stockpiles of personal protective equipment (PPE) and make other investments to improve firefighter health and safety during pandemics and other emergencies.

8. There are a number of different types of revenue sources which could be used for funding the fire and emergency medical services investments and fire station projects.

For each of the following, please rate whether you feel it is a very good idea, good idea or a bad idea, a very bad idea or neither good nor a bad idea to use that revenue source to fund fire and emergency medical services investments and fire station projects.

Very good idea Good idea Neither good nor bad idea Bad idea Don't know

A sales tax increase

A property tax increase

Diverting contributions to the City's rainy day and rate stabilization funds

Reducing the budgets of general government, and programs such as parks maintenance and roads maintenance to free up funds to invest in fire and emergency medical services

9. Is there anything else you would like us to know?

Optional Demographic Questions

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.

10. In which part of Kirkland do you reside? *(Optional)*

- North Kirkland (Finn Hill, Juanita, Kingsgate, Totem Lake)
- Central Kirkland (Market, Norkirk, Highlands, North Rose Hill)
- South Kirkland (Moss Bay, Everest, South Rose Hill, Lakeview, Central Houghton, Bridle Trails)
- I live outside of Kirkland

11. Which gender do you identify with? *(Optional)*

- Female
- Male
- Non-binary or third gender
- Prefer not to answer
- Self describe

12. What is your age? *(Optional)*

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+
- Prefer not to answer

13. What is your housing situation? *(Optional)*

- Own
- Rent
- Unhoused
- Prefer not to answer

14. Are there any children under the age of 18 living in your home? *(Optional)*

- Yes
- No
- Prefer not to answer

15. Are there any seniors age 65 or older living in your home? *(Optional)*

- Yes
- No
- Prefer not to answer

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

- Yes
- No
- Prefer not to answer

17. Do you consider yourself... (select all that apply) *(Optional)*

- American Indian or Alaska Native
- Asian
- Biracial or Multiracial
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White or Caucasian
- Self describe

RECOMMENDATION REVIEW TEAM UPDATED NUMBERS

Capital Elements		Sequenced Cost	Annual Cost	Tax Rate/ \$1,000AV	Annual Impact to Median-Valued Home	
Juanita Station 27 design, build, and relocate east of I-405		\$30,043,679	\$1,654,178	\$0.05678	\$41.46	
Houghton Station 22 renovation and modernization		\$10,762,352	\$592,565	\$0.01594	\$11.64	
Forbes Creek Station 21 renovation and modernization		\$6,023,028	\$331,622	\$0.01138	\$8.31	
N. Rose Hill Station 26 renovation and modernization		\$8,431,985	\$464,257	\$0.01594	\$11.64	
Design and build a Training Building at the new N. Juanita Station 24		\$8,722,864	\$480,273	\$0.01649	\$12.04	
Temporary Facility		\$3,205,908	\$176,514	\$0.00606	\$4.42	
Total Capital		\$67,189,816	\$3,699,410	\$0.12699	\$92.72	
Operating Elements	FTEs	Cost in 2021	Annual Cost	Tax Rate/ \$1,000AV	Annual Impact to Median-Valued Home	
Dedicated Aid Car at Fire Station 22 in Houghton	10	\$1,692,163	\$1,692,163	\$0.05430	\$39.19	
Cross staff new Station 24 in N. Juanita	5	\$846,081	\$846,081	\$0.02715	\$19.60	
Additional Firefighter/EMT	5	\$846,081	\$846,081	\$0.02715	\$19.60	
12 Hour EMS Transport	4	\$676,864	\$676,865	\$0.02172	\$15.68	
Ladder Truck O&M and Replacement		\$132,247	\$132,247	\$0.00424	\$3.06	
New Facilities Operating Costs		\$219,501	\$219,501	\$0.00705	\$5.08	
Total Operating		24	\$4,412,937	\$4,412,937	\$0.14161	\$102.21
Total	Capital		\$67,189,816	\$3,699,410	\$0.12699	\$92.72
	Operating		\$4,412,937	\$4,412,937	\$0.14161	\$102.21
	Total			\$8,112,347	\$0.26860	\$194.93

2020 BOND AND LEVY RATES

2020	What an additional \$0.01 (per \$1,000AV) generates	Annual Impact to Median-Valued Home
Levy	\$315,250	\$7.30
Bond	\$5,723,760	\$7.30
2020	What an additional \$1,000,000 (per \$1,000AV) costs	Annual Impact to Median-Valued Home
Levy	\$0.03172	\$23.16
Bond	\$0.00189	\$1.38



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: Dawn Nelson, Planning Manager
Adam Weinstein, Director of Planning and Building
David Goldman, Deputy Finance Director

Date: May 8, 2020

Subject: AN ORDINANCE CREATING CHAPTER 5.28 OF THE KIRKLAND MUNICIPAL CODE, ESTABLISHING LOCAL SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING UNDER SUBSTITUTE HOUSE BILL 1406, FILE PLN20-00254

RECOMMENDATION

Adopt the attached ordinance, which authorizes a sales and use tax for affordable housing in accordance with Substitute House Bill (SHB) 1406 (Chapter 338, Laws of 2019) and adds a new Chapter 5.28 to the Kirkland Municipal Code. Funds received by the City would be used for the A Regional Coalition for Housing (ARCH) Housing Trust Fund or for other affordable and supportive housing programs authorized by the City.

BACKGROUND DISCUSSION

In 2019, the State Legislature approved Substitute House Bill (SHB) 1406 which authorizes the City to impose a local sales tax of 0.0073 percent to be used for affordable housing. The bill allows local governments to capture a small share of the State sales tax rate of 6.5 percent and use this sales tax for affordable housing or facilities providing supportive housing. Because the sales tax that can be captured by local governments is a credit against the State sales tax rate, it does not increase the tax rate for consumers. The maximum tax rate a city can receive is 0.0073 percent, unless it has a "qualifying local tax," such as an affordable housing levy or voter approved property tax levy for affordable housing. If a city has a qualifying local tax, then the maximum tax rate under SHB 1406 is 0.0146 percent.

The City Council adopted a resolution of intent (R-5385) at the [September 3, 2019 meeting](#), declaring its intent to adopt legislation to authorize the sales and use tax for affordable housing and facilities providing supportive services (i.e., services for individuals with "mental disorders," including crisis diversion services, residential treatment, and outpatient services) allowed by SHB 1406. In adopting R-5385, the City Council expressed an interest in seeking an extension of the one-year deadline to impose the tax in order to consider adopting a qualifying local tax to access the higher 0.0146 percent tax rate.

During its 2020 session, the state legislature adopted Engrossed House Bill (EHB) 2797, which extended the deadline for adopting a qualifying local tax to December 31, 2021. However, Governor Inslee vetoed the bill on April 3, 2020 in anticipation of revenue impacts to the state budget due to the COVID-19 pandemic. Therefore, the original deadline of July 27, 2020 for

cities to implement the tax approved in SHB 1406 remains. King County has implemented the qualifying local tax and will receive the remaining 0.0073 percent tax rate for Kirkland (and any other city in King County – except Seattle – that has implemented the tax). Seattle is the only city in King County that has adopted a qualifying local tax.

Adoption of this ordinance is considered necessary and routine pursuant to Governor Inslee's Proclamation 20-28 regarding COVID-19: Open Public Meetings Act and Public Records Act, issued on March 24, 2020 (and extended by the State legislature on May 4, 2020), because the City must act prior to July 27, 2020 in order to gain access to funds that will provide additional local resources for the creation and preservation of affordable housing. The need for these funds is magnified by the economic fallout from the current COVID-19 pandemic. Therefore, this ordinance is in the immediate public interest.

The funds received from the tax must serve those whose income is at or below 60% of area median income. They may be used in three ways:

- Acquiring, rehabilitating, or constructing affordable housing, which may include new units within an existing structure or facilities providing supportive housing services under [RCW 71.24.385](#) (behavioral health organizations), down payment assistance, and home repair;
- Funding the operations and maintenance costs of new units of affordable or supportive housing; or
- Providing rental assistance to tenants.

The legislation also authorizes local governments to pool their funds through an interlocal agreement. The City is currently a party to the existing ARCH interlocal agreement, which establishes a centralized Housing Trust Fund account and process for the purpose of administering ARCH members' contributions to affordable housing projects and programs.

The maximum amount of revenue that each participating jurisdiction will receive from the tax credit is based on taxable retail sales in state fiscal year (FY) 2019. Revenues will be received for 20 years. The maximum annual cap for Kirkland is estimated to be \$211,749, based on total retail sales of \$2,896,978,026 in Department of Revenue retail sales quarterly reports for FY 2019. Actual distribution of revenues will be based on taxable retail sales each month and will cease for the year if the annual cap is reached. Due to the current economic downturn, taxable retail sales in 2020 are expected to be much diminished compared to FY 2019, meaning that associated affordable housing revenue will be substantially less than the cap. The credit would take effect on the first day of the month following the 30-day period after the City adopts the enabling legislation. For example, if the City adopts the attached ordinance on May 19, 2020, the tax credit will take effect on July 1, 2020 with the City receiving its first distribution in September 2020. Jurisdictions must report annually to the Department of Commerce on the collection and use of revenues.

There are multiple potential uses of these funds in support of the City Councils goal to "ensure the construction and preservation of housing stock that meets a diverse range of incomes and needs." In the immediate future, the most efficient use of the funds would be to supplement the City's contribution to the ARCH Housing Trust Fund. The City has allocated approximately \$550,000 to the Trust Fund over the last few years, in a combination of general fund and Community Development Block Grant (CDBG) funds.

The ARCH Housing Trust Fund is based on an established framework and process for equitably distributing member funds to housing construction and preservation projects across east King County. As part of the 2019 funding process, ARCH member jurisdictions awarded \$5 million to

affordable housing developments, with an additional \$15 million in requests left unfunded (see Kirkland City Council materials from the [February 18, 2020 City Council meeting](#)). Other potential uses of the funds, such as rent assistance or contributions towards the operation and maintenance costs of new units of affordable housing, may be appropriate in the future, especially given the economic impacts of COVID-19 pandemic. However, new systems would need to be put in place for those programs. Use of the funds in these ways would either be proposed by the City Manager or would follow Council discussions and decisions about how to further the Council's affordable housing goals.

Attachment: Ordinance

ORDINANCE O-4727

AN ORDINANCE OF THE CITY OF KIRKLAND ADOPTING LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE HOUSING AND FACILITIES PROVIDING SUPPORTIVE SERVICES IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND ADOPTING KIRKLAND MUNICIPAL CODE CHAPTER 5.28.

1 WHEREAS, in the 2019 Regular Session, the Washington
2 State Legislature approved, and the Governor signed, Substitute
3 House Bill 1406 (Chapter 338, Laws of 2019) ("SHB 1406"); and

4 WHEREAS, SHB 1406 authorizes the governing body of a
5 city with a population of 100,000 or less to impose a local sales
6 and use tax for the acquisition, construction or rehabilitation of
7 affordable housing or facilities providing supportive housing, for
8 the operations and maintenance costs of affordable or supportive
9 housing, and for providing rental assistance to tenants; and

10 WHEREAS, the tax will be credited against state sales taxes
11 collected within the City of Kirkland ("City") and, therefore, will
12 not result in higher sales and use taxes within the City and will
13 represent an additional source of funding to address housing
14 needs in the City; and

15 WHEREAS, the tax must be used to assist persons whose
16 income is at or below sixty percent of the King County median
17 income; and

18 WHEREAS, the City Council adopted Resolution R-5313,
19 accepting the recommendations of the Housing Strategy Advisory
20 Group and putting in place the Housing Strategy Work Program
21 for 2018-2020; and

22 WHEREAS, on November 7, 2019, the City Council
23 approved Resolution R-5344, adopting the City's 2019 State
24 Legislative Agenda, which included supporting "new local funding
25 and policy tools to address homelessness and create more
26 affordable housing" as a top priority; and

27 WHEREAS, the City has determined that there is a demand
28 and need for affordable housing and that imposing the sales and
29 use tax to address this need will benefit its residents; and

30 WHEREAS, the City Council, in accordance with RCW
 31 82.14.540, adopted Resolution R-5385 on September 3, 2019,
 32 declaring its intent to adopt legislation to authorize the maximum
 33 capacity of the sales and use tax authorized by SHB 1406; and

34 WHEREAS, the Department of Revenue requires 30 days'
 35 notice of adoption of sales tax credits and the credit will then take
 36 effect on the first day of the month following the 30-day period;
 37 and

38 WHEREAS, the local sales and use tax revenue shall be
 39 spent on acquiring, rehabilitating, or constructing affordable
 40 housing or supportive housing and other related expenditures as
 41 authorized by RCW 82.14.540; and

42 WHEREAS, this ordinance constitutes the legislation
 43 required by SHB 1406; and

44 WHEREAS, the City Council now desires to impose the local
 45 sales and use tax authorized by SHB 1406 as set forth herein.

46
 47 NOW, THEREFORE, the City Council of the City of Kirkland
 48 do ordain as follows:

49
 50 Section 1. A new Kirkland Municipal Code Chapter 5.28 is
 51 hereby adopted to read as follows:

52
 53 Chapter 5.28
 54 SALES AND USE TAX FOR AFFORDABLE HOUSING

55
 56 Sections:

- 57
- 58 5.28.010 Imposition of sales—Affordable and supportive
- 59 housing.
- 60 5.28.020 Rate of tax imposed.
- 61 5.28.030 Administration and collection of tax.
- 62 5.28.040 Purpose of Tax.
- 63 5.28.050 Consent to inspection of records.
- 64 5.28.060 Authorizing execution of collection.
- 65 5.28.070 Penalties.
- 66 5.28.080 Expiration Date.
- 67

68 **5.28.010 Imposition of sales—Affordable and**
 69 **supportive housing.**

70 As authorized by RCW 82.14.540(2), upon every taxable
 71 event, as defined in RCW 82.14.020, occurring within the
 72 city, the city shall receive a portion of the State of

73 Washington's portion of the state sales tax or use tax that
74 is collected pursuant to RCW Chapters 82.08 and 82.12,
75 as the same now exist or may hereafter be amended.

76
77 **5.28.020 Rate of tax imposed.**

78 The rate of the tax imposed by Section 5.28.010 shall be
79 0.0073% of the selling price or value of the article used,
80 as the case may be. The tax imposed under RCW
81 82.14.540(2) must be deducted from the amount of tax
82 otherwise required to be collected or paid to the
83 Department of Revenue under Chapters 82.08 and 82.12
84 RCW.

85
86 **5.28.030 Administration and collection of tax.**

87 The administration and collection of the tax imposed by
88 this chapter shall be in accordance with the provisions of
89 RCW 82.14.050, as the same now exists or may hereafter
90 be amended.

91
92 The city must report annually to the Washington State
93 Department of Commerce on the collection and use of the
94 revenue. The Department of Commerce must adopt rules
95 prescribing content of such reports. By December 1, 2019,
96 and annually thereafter, and in compliance with RCW
97 43.01.036, the Department of Commerce must submit a
98 report annually to the appropriate legislative committees
99 with regard to such uses.

100
101 **5.28.040 Purpose of Tax.**

102 Moneys collected or bonds issued under this article may
103 only be used, as required by RCW 82.14.540(6), for the
104 following purposes:

105
106 (1) Acquiring, rehabilitating, or constructing affordable
107 housing, which may include new units of affordable
108 housing within an existing structure or facilities providing
109 supportive housing services under RCW 71.24.385; or

110
111 (2) Funding the operations and maintenance costs of new
112 units of affordable or supportive housing; or

113
114 (3) Providing rental assistance to tenants.
115

116 In all cases, the housing and services may only be
117 provided to persons whose income is at or below sixty
118 percent of King County median income, as required by
119 RCW 82.14.540(7).

120

121 **5.28.050 Consent to inspection of records.**

122 The city consents to the inspection of such records as are
123 necessary to qualify the city for inspection of records of
124 the Department of Revenue, pursuant to RCW 82.32.330.

125

126 **5.28.060 Authorizing execution of collection.**

127 The city manager is authorized to enter into a contract
128 with the Department of Revenue for the collection of this
129 tax.

130

131 **5.28.070 Penalties.**

132 It is unlawful for any seller to fail or refuse to collect taxes
133 with intent to violate the provisions of this chapter or to
134 gain some advantage or benefit, either direct or indirect,
135 or for any buyer to refuse to pay any tax due under this
136 chapter.

137

138 **5.28.080 Expiration Date.**

139 The tax imposed under this section will expire 20 years
140 after the date on which the tax is first imposed.

141

142 Section 2. If any provision of this ordinance or its
143 application to any person or circumstance is held invalid, the
144 remainder of the ordinance or the application of the provision to
145 other persons or circumstances is not affected.

146

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

152 Passed by majority vote of the Kirkland City Council in open
153 meeting this _____ day of _____, 2020.

154
155 Signed in authentication thereof this _____ day of
156 _____, 2020.

Penny Sweet, Mayor

Attest:

Kathi Anderson, City Clerk

Approved as to Form:

Kevin Raymond, City Attorney

PUBLICATION SUMMARY
OF ORDINANCE NO. 4727

AN ORDINANCE OF THE CITY OF KIRKLAND ADOPTING LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE HOUSING AND FACILITIES PROVIDING SUPPORTIVE SERVICES IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND ADOPTING KIRKLAND MUNICIPAL CODE CHAPTER 5.28.

SECTION 1. Adopts a new Kirkland Municipal Code Chapter 5.28 related to sales and use tax for affordable housing.

SECTION 2. Provides a severability clause for the ordinance.

SECTION 3. Authorizes publication of the ordinance by summary, which summary is approved by the City Council pursuant to Section 1.08.017 Kirkland Municipal Code and establishes the effective date as five days after publication of summary.

The full text of this Ordinance will be mailed without charge to any person upon request made to the City Clerk for the City of Kirkland. The Ordinance was passed by the Kirkland City Council at its meeting on the ____ day of _____, 2020.

I certify that the foregoing is a summary of Ordinance 4727 approved by the Kirkland City Council for summary publication.

Kathi Anderson, City Clerk

**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: Lynn Zwaagstra, Director of Parks and Community Services

Date: May 19, 2020

Subject: PCS COVID Slow the Spread this Summer

RECOMMENDATION

That City Council reviews and approves a resolution establishing an summer operating framework for parks and recreation facilities, programs and services. The resolution balances complex competing factors, including: protecting community and employee health and safety; community needs during the pandemic; new financial challenges faced by the City from the pandemic; staff capacity to support programs and services; and the need for certainty to allow families, organizations and vendors to plan for the summer.

BACKGROUND

The City Manager proclaimed an emergency to exist in Kirkland as a result of COVID-19 on February 29, 2020. That proclamation was ratified by the City Council on March 3, 2020.

Parks and recreation programs and services throughout Washington have been impacted by the Coronavirus Pandemic. Since Kirkland became one of the most immediately impacted communities in the United States, Kirkland's parks and recreation programs and services experienced closures early in the pandemic response. On March 7, 2020, the community centers closed, and recreation programs were cancelled. In response to proclamations made by Governor Jay Inslee, recreation program closures have been extended through Memorial Day weekend. Athletic fields and picnic shelters closed on March 13 and sports courts, playgrounds and restrooms closed on March 25, 2020.

Parks and recreation department directors throughout Washington and from Oregon have been participating in twice-weekly calls to discuss the response and action plans as they pertain to facility closures and program offerings. Most parks and recreation departments currently have parks, trails, open spaces, piers and boat launches open; however, most agencies have kept restrooms, athletic fields, sports courts and playgrounds closed. All agencies have cancelled programs and special events. A handful of agencies have been able to offer day camp programs for children of some essential employees.

Parks and recreation departments have also lost significant fee revenue due to the closure of facilities and cancellation of programs. The current status and future plans of each organization is dependent upon their governing structure, revenue sources, fiscal reserves, debt levels,

reliance upon fees for service, and the specific needs of their community. In some cases, organizations have seen sweeping program closures, furloughs and layoffs. For most organizations, part time and seasonal staff work has been suspended, full time staff are working from home or in the field if deemed essential, and expenses have been reduced.

For Kirkland Parks and Community Services, the anticipated 2020 year-end revenue loss from facility closures and program cancellations expected in March through August is projected to reach up to \$1,300,000, a 63.5% reduction. Offsetting expense savings, primarily minimal hiring of seasonal workers and program staff, range from \$700,000 to \$1,000,000.

MOVING FORWARD

The most pressing question for parks and recreation is how and when to move forward. Organizations are working to interpret guidelines coming from the CDC, DOH and Public Health: Seattle & King County in order to plan and prepare for future re-openings. **Table 1** below represents the best-known information on the current status of parks and recreation facilities, programs and services in the surrounding area.

Table 1: Current Known Status of Parks and Recreation Facilities, Programs and Services

	Parks, Trails, Beaches, Open	Restrooms	Playgrounds	Sports Courts	Athletic Fields	Special Events	Programs	Summer Camps
Kirkland	Open	Closed	Closed	Closed	Closed	Suspended through June	Cancelled through May 25	Being evaluated
Redmond	Open	Closed	Closed	Closed	Closed	Suspended through summer	Cancelled until June 30	Taking registration
Bellevue	Open	Closed	Closed	Closed	Closed	Suspended	Cancelled through May	Being evaluated
Bothell	Open	Closed	Closed	Closed	Closed	Suspended through summer	Cancelled through summer	Cancelled through summer
Kenmore	Open	Closed	Closed	Closed	N/A	Suspended through 2020	Cancelled through summer	N/A
Mercer Island	Open	Open	Closed	Closed	Closed	Suspended through summer	Cancelled indefinitely	Cancelled indefinitely
Woodinville	Open May 9	Closed	Closed	Closed	Closed	Unknown	N/A	N/A
King County	Open May 8	Closed	Closed	Closed	No team sports	Suspended	Closed	N/A

As seen in **Table 1**, some organizations have already made decisions about summer services while other organizations have not yet made decisions. Operating decisions are extremely complex, and the parks and recreation industry are partnering to help analyze a variety of factors. Some service level decisions are straightforward within the guidelines of state-issued requirements. For example, group size and social distancing requirements clearly indicate that special events are not currently viable. In the case of Washington, parks and recreation services are eligible to resume in Phase 3 of the Governor's Safe Start approach. Industry professionals have been discussing important decision-making factors, many of which are listed below.

Key Decision-Making Factors

- How to plan for an unknown start date given a short summer season
- Risk assessment and liability
 - How to protect participants
 - How to protect staff
 - Exposure of lifeguards during rescues with no personal protective equipment
 - High touch surfaces are everywhere
 - Maintaining physical distancing in activities that revolve around interaction
- Financial impacts to the organization
- Physical space appropriateness and ability to alter the space
- Program format and ability to alter format
- Group size and social distancing requirements
- Availability of staff
 - All summer programs and services rely on seasonals
 - Seasonals tend to be college students, many leave in mid-August
 - Some instructors left for other opportunities
 - Some program contractors ceased business operations
 - Some staff are unable or unwilling to work in a high-exposure environment
- Ability to train staff
 - Potential requirement to train large numbers of staff in small groups
 - Unknow protocol for CPR
- Personal protective equipment (PPE) for employees
 - Ability to obtain enough PPE
 - Ability of staff to perform all day in PPE
- Unknown timeline for Phase 2 and Phase 3
 - Phase 1 and/or Phase 2 are likely to be extended based on the Governor's required metrics
 - Programs and services cannot operate until Phase 3, the date of which is unknown
- Unknown requirements
 - CDC has routine and new COVID guidelines for childcare, events and aquatics
 - No other recreation guidelines have been issued
 - No Washington guidelines have been issued for potential requirements for recreation activities to operate in Phase 3
 - Contact tracing may be a requirement
- Bargaining unit considerations

Potential COVID-19 Liability

Throughout the pandemic, the City has striven to adhere to evolving best public health and safety practices articulated by the Centers for Disease Control (CDC), the Washington State Department of Health (DOH) and Public Health: Seattle & King County. Those evolving practices, including those related to safe social distancing, hygiene, and the use of face coverings, as examples, have obvious implications for City parks and recreation programs and services. In addition to the primary objectives of helping protect the health and safety of the public during COVID-19, continued adherence by the City to the health directives of relevant bodies and officials helps minimize City liability during the pandemic by limiting and discouraging unhealthy practices and activities. In addition, as the City considers programming and facility use options, the city must be mindful that members of the public might conclude that by offering a City service or activity, the City is representing to individual members of the public that they are "safe" in this complicated and evolving pandemic environment.

Parks and Recreation Options

The CDC has flagged mental health as a top concern associated with the COVID-19 outbreak. Additionally, social distancing and restricted activities have an added negative impact. Being in parks and open space has been demonstrated to reduce stress and improve mental health. Participation in recreation activities positively impacts health and wellness. The industry's mission revolves around health, wellness, conservation, and social equity. Therefore, staff are inherently committed to offering as many programs and services as is feasible.

Parks and Community Services staff analyzed the variety of programs and services offered over previous summer seasons with the goal of bringing forward options of what could be offered "safely" this summer. Continuing to offer programs and services that ultimately cancel is detrimental to the community and adversely impacts staff and the department's financial viability. Therefore, staff looked at options that were realistically feasible and did not rely on best-case scenarios. Based upon extensive discussion of the decision-making factors listed above, 2 options were brought forward. After discussion with Department staff, department directors and the City Manager, Option 2 was recommended.

Option 1 Mission Approach

- Phased re-opening of park amenities such as restrooms and sports courts as indicated by Phase 2 and 3 of the "Safe Start" plan
- Re-opening of select recreation programs and camps at a date that is reasonably feasible given a rough timeline for Phase 2 and 3
- Cancellation of summer special events as indicated by the "Safe Start" approach
- Cancellation of specific high cost services heavily reliant on transient seasonal staff
- Offering high-need social services that can be safely provided

Option 2 "Slow the Spread" - Recommended

- Phased re-opening of park amenities such as restrooms and sports courts as indicated by Phase 2 and 3 of the "Safe Start" plan
- Cancellation of all recreation programs for the summer in order to slow the spread of coronavirus, allow staff time to retool for fall, reallocate staff to community needs
- Cancellation of summer special events as indicated by the "Safe Start" approach
- Cancellation of specific high cost services heavily reliant on transient seasonal staff
- Offering high-need social services that can be safely provided
- Close the pool and community centers for the summer

SERVICE LEVEL RECOMMENDATIONS

Parks Services

Currently Open

- Parks
- Trails
- Beach fronts
- Dog parks
- Cemetery
- Docks and piers
- Marina moorage
- Boat launches
- Marina Park Restroom

Open When Phase 2 Begins

- Restrooms
- Park vendors
- Picnic shelters
- Sports courts: pickleball and tennis

Open When Phase 3 Begins

- Park pavilions
- Sports courts: basketball and volleyball
- Playgrounds

Delayed Opening

- Athletic fields open September 1 for formal / organized use, allow some informal use at start of phase 3
- Green Kirkland Partnership restoration events will be scheduled beginning September 1

Recreation Programs and Services

The "slow the spread" approach cancels all summer recreation programs and camps in order to retool for the Fall season.

Services Currently Being Offered

- Meals on Wheels
- SHIBA one-on-one consulting
- Resource specialist and connection to services

To Remain Closed for Season

- All recreation programs, except for the ones listed below, with a start date in June, July or August
- *Peter Kirk Pool (**See "Lifeguards" in the next section.*)
- *Lifeguarded swim areas will not be guarded (**See "Lifeguards" in the next section.*)
- Peter Kirk Community Center will be closed for general use through August
- North Kirkland Community Center will be closed for general use through August

Special Events

- All third party-organized special events through August will be cancelled, allow rescheduling for Fall with the 2-event limit per park waived for economic driving events
- Juanita Friday Market will begin operating June 5

Programs to be Offered

- Select senior services will be offered with a modified format
 - CCS free lunch program 2x per week beginning May 18 as “to go” lunches (this requires staff time to run lunches out to vehicles, 2 people @ 2 hours each 2x per week)
 - Meals on Wheels
 - SHIBA one-on-one consulting
 - Resource specialist and connection to services
- Current program offerings moved to a virtual platform
 - Top Notch infant safety class
 - Voice overs
 - IncrediFlix filmmaking camp
 - Happy Seeds family yoga
- New online instructional programs will be offered beginning June 1 (free of charge)
 - How to teach your kids to swim
 - Stroke development
 - Water exercise
 - Safe swimming practices
 - How to fit lifejackets
 - Weekly swim workouts
 - Dry land conditioning for swimmers
 - Preschool/youth cooking class
 - At home science projects
 - Armchair travel
 - A variety of 10-minute workout and stretching classes
 - Birding
 - GKP and parks staff videos on landscaping, gardening & pruning
- New community building virtual events will be offered beginning June 1 (free of charge)
 - Walking contest
 - 5K and 50K challenge
 - Create a nature walk in Kirkland parks
 - Kirkland parks coloring contest
 - Parks treasure hunt
 - Online recipe exchange
 - Virtual volunteering
 - Virtual dog show
 - Neighborhood zoo
 - Mascot contest
 - Family training for a 5k
 - Summer camp t-shirt design contest
 - Virtual tennis & pickleball leagues (phase 2, singles only)
 - Virtual volleyball & basketball leagues (phase 3)
- Pop up programming when phase 3 begins
 - Yard games in the parks
 - 1-day tournaments

Lifeguards

Opening the Peter Kirk Pool or the lifeguarded beaches poses a unique challenge. Neither service can operate in Phase 2. Both are allowed in Phase 3 but at a reduced capacity, a size limit of 50 people, and with social distancing. The earliest potential date of operation is June 22. This is a full month past the previously scheduled onboarding date for lifeguards. Currently, the Red Cross has paused all "full certification" programs, including first aid, CPR and lifeguarding. Online coursework can be completed but certifications require in-person skill checks, which are paused as of the time of this writing. This means that the Department would need to rely on returning lifeguards, of which there are 54 in the application system. These 54 individuals have been placed on hold indefinitely and may or may not continue to be interested in employment. Operating both the pool and beaches requires at least 80 guards; operating the beaches only could be done with 40 guards. At this time, there are 30 open-water certified lifeguard applications.

Current hurdles that must be overcome include the ability to train staff with social distancing and strict group size restrictions, PPE protocol, risk and exposure mitigation, and the ability to control participation to 50 people while enforcing social distancing. Also, a large equipment order would need to be placed to avoid lifeguards sharing equipment.

A specific consideration for the Peter Kirk Pool is the expected reduced revenue. Area swim teams have already been cancelled. Swim lessons would need an entirely new format for the preschool and learn-to-swim programs, which typically require significant physical contact. The open-swim sessions would have limited capacity. All of these factors combine to significantly reduce the revenue, making the pool a net loss instead of an annual net positive revenue source.

A specific consideration for the lifeguarded swim areas at the beaches is the ability to have an additional week of in-depth open water training under the above-mentioned restrictions and the ability to secure and control access to the beach front. One unknown factor remains, which is the possible requirement to collect the names and contact information of everyone entering the beach area.

If lifeguarded swim areas at the beaches are desired during the summer, the Aquatics Program Coordinator will shift all efforts to training and overseeing the lifeguards, making her unavailable for other assigned duties. Lifeguards would be hired, onboarded in mid-June and trained in late June with a start date of June 29, regardless of the Phase 3 start date as that will likely be unknown until after staff are hired. The City would likely need to guarantee employment. Lifeguards could be allocated to help with other parks needs while waiting for Phase 3 to occur. Expanded staffing is likely necessary; Phase 3 has a 50-person group size limit that would be challenging to enforce at the beach fronts. This crowd control function will require overstaffing with 2 extra lifeguards per site and strong presence by professional staff. An approximate cost of direct expenses to operate the 3 lifeguarded swim areas for July and August is \$167,819.

Staff will be seeking direction from the Council on whether to pursue lifeguarding for the beaches.

Staff Assignments

Given the change in conditions and levels of service, staff have different performance expectations. Some staff will be working at capacity and other staff will have availability to serve in other needed roles along with their regular assigned work.

The parks will see a tremendous patron load with expected violations of "stay home stay healthy" restrictions. This will be particularly challenging at the waterfront and community parks. Maintenance staff are unable to carryout "educate and disperse" functions as they are otherwise occupied with general parks maintenance. Community members are already expressing strong concerns with the current crowding occurring each time the sun comes out and residents flock to the beaches. Therefore, the Department recommends using identified staff capacity to serve in a highly needed role as "Park Ambassador" to rove the parks to carryout education, disperse crowds, and encourage overall compliance to City or Governor rules and restrictions. The Park Ambassador position is described in more detail below.

After analyzing workloads, financial impacts and new operating requirements, the following is recommended.

Parks Management Staff

Park restroom, sports court and playground openings significantly impact the workload of the maintenance staff. A typical summer requires all full-time staff and approximately 20-30 seasonal staff. With a reduced slate of amenities for the summer, full-time staff may be able to shoulder the load. One exception would be athletic fields.

Currently, athletic fields and other lawn spaces are only receiving a basic level of upkeep, enough to prevent damage from the turf going dormant. Should the fields open in mid-summer, the maintenance staff would need to increase irrigation and mowing. The fields would require several weeks to bring up to a healthy condition. This could be done by beginning the process as soon as Phase 2 is announced. Some of the anticipated savings for reducing irrigation, mowing and general turf management would be reduced.

Should the preference be to open athletic fields for rental use and organized sports leagues as soon as Phase 3 begins, seasonal staff will need to be hired and trained at the start of summer. They will take on the basic maintenance of the fields and then increase the level of care while learning how to carryout the daily maintenance required to make the fields playable.

An approximate direct cost to open athletic fields for 4-6 weeks in mid-summer is roughly \$81,000; this includes reinstating full irrigation, mowing at fields, aeration and overseeding, and hiring seasonal staff to handle some of the daily maintenance. Possible revenue generation could range from \$10,000 to \$19,500 depending on how much field use is booked.

The more fiscally conservative option is to align athletic field re-opening with other Department programs and services, targeted for September 1. This is the date Lake Washington School District begins the fall term and is the start date for the Department's fall service level.

Grounds Staff

- Hire minimal seasonal staff (125 fund and 128 fund)
- Eliminate the Wednesday "ready day" overlap and move to staggered shifts

Green Kirkland Partnership Staff

- Reallocate to serve as Park Ambassadors

Harbor Staff

- Do not hire seasonal harbor masters
- Operate the marina moorage and boat launch by rotating three current full-time staff with limited commissions granted by the Police Chief

Special Events Staff

Special events will not be permitted from now through August. Events may be rescheduled after September 1 as allowed by the Safe Start program. The 2-event limit per park may be waived for events determined by the City Manager to generate economic benefit to City businesses. This division plans the Juanita Friday Market; Staff is planning to operate the Friday Market only if it can be done in compliance with safety guidelines and solely to provide food and support local farmers. However, no program assistant will be hired to assist.

- Special Projects Coordinator to plan and implement a safety compliant Friday Market
- Do not hire the summer On Call Program Assistant
- Utilize Program Assistant capacity from the recreation division to assist

Administration and Human Services

Staff in administration and human services are functioning above 100% capacity but will continue to carry out current responsibilities.

Recreation Division Staff

Service levels for the recreation division are altered significantly from a typical summer. A typical summer sees a doubling of programs and services and approximately 50% of annual revenue is received during these months. In addition to offering programs and operating the community centers, recreation staff carryout the customer service needs of the entire department, including staffing the counter in City Hall, renting facilities & fields, selling boat launch cards, processing moorage, and overseeing vendors and concessionaires. Many of these duties will continue, even with limited summer programs and closed facilities.

Postponing recreation programming to the fall allows staff time to work through the logistics associated with operating under new and different requirements. Staff will spend a portion of their time on the logistics listed here.

- Signage for facilities, parks and park amenities
- Sanitation supplies for cleaning facilities, parks and park amenities
- PPE for all staff (including contingents)
- Screening materials for staff entry to work environments
- Entry procedures for participants attending offered programs
- Altered waivers for program participants
- Comprehensive, documented COVID procedures
- Comprehensive, documented COVID training for staff
- Facility isolation space for someone filling ill (employee or participant)
- Addendum to vendor and concessionaire contracts requiring adherence to and enforcement of State requirements

- Facility space alterations
- Fall program planning: redesign program formats, locations, group size and equipment requirements

In addition to regular duties and working through the new operating parameters, additional staff capacity will be allocated as indicated below.

Recreation Supervisor, Customer Service

- Department communications plan for summer and fall
- Serve as harbormaster

Recreation Supervisor, PKCC and NKCC

- Create and implement new virtual programming
- Serve as Park Ambassador

Program Coordinators

- Create and implement new virtual programming
- Serve as Park Ambassador
- Meal assistance and "delivery" for CCS lunch program
- Serve as onsite coordinator for Juanita Friday Market

Program Assistants

- Create and implement new virtual programming
- Serve as Park Ambassador
- Serve as onsite coordinator for Juanita Friday Market
- Serve as onsite coordinator for Juanita Friday Market

Park Ambassador Role

Park use has been robust and the community is showing increased frustration with restrictions. Staff are encountering difficult situations daily. The expectation is that this will escalate as the weather continues to improve and restrictions remain. Once Washington moves into Phase 3, more travel will occur and Kirkland parks will become a destination. Summer patron loads combined with limited amenity use and social distancing requirements will create further tension.

Park Ambassadors will help educate the public about how to use the parks safely during this COVID period. They will roam the high traffic parks and engage community members in conversation. Ambassadors will have educational materials about COVID, safe use of parks and all the different programs and services available. This serves as a good conversation starter. The Ambassadors will be in pairs, appear in an official uniform shirt, wear appropriate PPE and have cell phones. Park Ambassadors have no enforcement capabilities and will rely on interpersonal skills and a friendly and educational approach. They will be instructed to call 911 should they encounter serious violations, unsafe or threatening situations.

FINANCIAL IMPACT TO GENERAL FUND

The Parks and Community Services Department began working on budget reductions immediately upon the cancellation of programs in March. The Department will see a significant revenue loss since peak season is June through August. This revenue loss adds to the overall stress on the General Fund from this recession.

Staff have implemented some budget reductions and recommended other additional actions. These cost savings actions will mitigate the revenue loss but cannot completely make up for it. Rough projections are listed here and will be refined over the next few weeks.

Approximate Revenue Loss Projection: \$1,300,000

- Program cancellations March through August
- Closure of the Peter Kirk Pool
- Cancellation of the spring athletic field season
- Cancellation of picnic shelter and pavilion rentals

Approximate Expense Savings: \$1,000,000 (Savings are reduced if any services are added)

- Cancellation of the KTUB contract extension
- Postpone the Synthetic Turf Strategic Plan
- Do not hire harbor master contingent employees
- Do not hire lifeguards and water safety instructors
- Minimal hiring of parks summer seasonals
- Contingent staff were unscheduled in March, this will last through August
- Reduction in professional services due to cancelled program contracts
- Reduced irrigation at parks and general water use in restrooms
- Defer public art cleaning
- Elimination of travel and training
- Elimination of the department planning retreat
- General expense savings in supplies & equipment due to decreased service levels

NEXT STEPS

Staff is requesting that City Council review and approve the attached resolution outlining summer service levels to be offered by Parks and Community Services.

ADDENDUM: Resolution R-5424

RESOLUTION R-5424

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO ENSURE THAT PARKS AND COMMUNITY SERVICES PROGRAMS AND FACILITIES ARE OPERATED TO SLOW THE SPREAD OF THE COVID-19 CORONAVIRUS, PRIORITIZE THE HEALTH AND SAFETY OF RESIDENTS AND PARKS EMPLOYEES AND SUPPORT VULNERABLE POPULATIONS IMPACTED BY THE PANDEMIC THROUGH SEPTEMBER 1, 2020.

1 WHEREAS, the City Manager proclaimed an emergency to
2 exist in Kirkland as a result of the illness known as COVID-19
3 caused by the novel coronavirus identified as SARS-CoV-2 on
4 February 29, 2020, which proclamation was ratified by the City
5 Council through Resolution R-5411 on March 3, 2020; and
6

7 WHEREAS, COVID-19 was officially declared a pandemic by
8 the World Health Organization on March 11, 2020 and has spread
9 throughout the world, including the United States, the state of
10 Washington and the city of Kirkland; and
11

12 WHEREAS, the State of Washington and King County have
13 each proclaimed an emergency to exist as a result of COVID-19;
14 and
15

16 WHEREAS, the President of the United States has declared
17 an emergency to exist as a result of COVID-19 and issued a major
18 disaster declaration for the state of Washington in connection
19 therewith; and
20

21 WHEREAS, the facts giving rise to such emergency
22 proclamations and declarations continue to exist; and
23

24 WHEREAS, throughout the pandemic, the City of Kirkland
25 has prioritized protecting the health and safety of the community
26 and Kirkland employees through following medically based
27 guidelines established by the Centers for Disease Control (CDC),
28 the Washington Department of Health and Public Health – Seattle
29 & King County, as well as following orders and directives from the
30 Governor’s Office; and
31

32 WHEREAS, on May 1, 2020, Governor Jay Inslee
33 announced “Safe Start”, a four-phased plan for easing stay-at-
34 home restrictions and reopening Washington businesses and
35 institutions, along with metrics necessary to advance Washington
36 to each new phase, and indicated that Washington would remain
37 in the first phase through at least May 31, 2020; and
38

39 WHEREAS, businesses and activities authorized to re-open
40 in each phase, including those programs and facilities operated by
41 the Parks and Community Services Department, must comply with

42 rigorous social distancing and hygiene guidelines required by the
43 Governor's Order to help avoid the spread of COVID-19 at such
44 businesses and as a result of such activities; and

45
46 WHEREAS, as a result of the COVID-19 impacts, Parks and
47 Community Services must consider a number of important, and
48 sometimes competing, factors in connection with its decisions
49 about offering City summer recreation programs and services and
50 making facilities available during the summer of 2020, including,
51 among other things, the safety of the public and City staff, social
52 distancing and hygiene guidelines provided by the CDC and public
53 health, work force requirements, limiting risk and liability
54 associated with certain high-risk activities, staffing limitations,
55 facilities and staff availability for human services needs during the
56 pandemic, the physical and mental health of the community, and
57 reduced financial resources; and

58
59 WHEREAS, individuals in Kirkland lacking necessary food
60 and shelter, mental health and domestic violence services, and
61 other critical human services are among those who continue to be
62 most impacted by COVID-19 and in need of immediate assistance;
63 and

64
65 WHEREAS, City parks continue to receive heavy usage,
66 including user demands for City personnel to assist with an
67 increasing tension between amenity openings and "Stay Home,
68 Stay Safe" restrictions; and

69
70 WHEREAS, re-opening remaining City park amenities such
71 as public restrooms, sports courts and playgrounds can be
72 accomplished with fewer competing considerations; and

73
74 WHEREAS, the City's recreation facilities and employees
75 could be made available to assist with meeting the overwhelming
76 parks and human services demands if recreation staff and facilities
77 are not needed to provide 2020 summer recreation programming;
78 and

79
80 WHEREAS, the Kirkland community is seeking information
81 and a greater degree of certainty on the parks, facilities, and City
82 summer recreation programs and services available for the
83 summer of 2020 so that individual families, businesses, vendors,
84 non-profit organizations, event providers and youth and adult
85 sports organizations may plan for the summer; and

86
87 WHEREAS, the pandemic has created significant job losses
88 and financial impacts on the residents and businesses of the
89 nation, Washington State and Kirkland, including a projected six
90 million dollars loss of City general fund revenues through June 30,
91 2020 alone; and

92
93 WHEREAS, in response to this lost revenue, the City
94 Manager has instituted immediate budget action priorities such as
95 halting general fund contributions to reserves, internal service
96 funds and sinking funds; deferring fleet and technology

97 purchases; halting and reprioritizing selected capital projects;
98 freezing professional services contracts and out-of-state travel
99 and training; limiting the hiring of summer seasonal employees
100 for public works and parks maintenance; freezing all temporary
101 vacancies and selected on-going vacancies; and partnering with
102 labor unions to identify further cost savings throughout the year.

103
104 NOW, THEREFORE, the City Council of the City of Kirkland
105 do resolve as follows:

106
107 Section 1. The City Council hereby authorizes the City
108 Manager to implement the actions identified in Sections 2 through
109 10 below through September 1, 2020 to help reduce the spread
110 of COVID-19 and to protect the health of Kirkland residents,
111 visitors and private and public sector employees. The City Council
112 further authorizes the City Manager to modify these actions to
113 respond as necessary to new or evolving information and new
114 COVID-19 directives or guidelines provided by the federal, state
115 or county governments.

116
117 Section 2. Parks, trails, beachfront parks, dog parks, docks
118 and piers, Marina Park moorage, boat launches, the Marina Park
119 restroom and the cemetery are currently open in compliance with
120 Phase 1 of the Governor's "Safe Start" reopening plan and will
121 remain open throughout the summer consistent with Phase 1
122 guidelines.

123
124 Section 3. When Phase 2 of the Governor's "Safe Start"
125 reopening plan is authorized, Parks & Community Services will
126 reopen all public park restrooms, picnic shelters, and tennis and
127 pickleball courts and may allow park vendors to operate in City
128 parks.

129
130 Section 4. When Phase 3 of the Governor's "Safe Start"
131 reopening plan is authorized, Parks and Community Services will
132 reopen all park playgrounds, park pavilions, sports courts for
133 basketball and volleyball, and allow informal use of athletic fields.

134
135 Section 5. Parks and Community Services staff will offer
136 virtual programming free of charge during the summer, including
137 online instructional programs, art and science events, virtual
138 community-building social, cultural and athletic events. "Pop-up"
139 programming in parks may be implemented after Phase 3 of the
140 Governor's "Safe Start" reopening plan is authorized.

141
142 Section 6. The Peter Kirk Pool shall be closed for the
143 summer season. The Peter Kirk Community Center and the North
144 Kirkland Community Center shall be closed for public use through
145 September 1, 2020 except to provide selected senior services and
146 support for human service needs.

147
148 Section 7. All public, private and non-profit special events
149 that use City facilities and infrastructure are cancelled through
150 September 1, 2020. Special events may be rescheduled after
151 September 1 if authorized by the Governor's "Safe Start"

152 reopening plan. The two event per month park use limit may be
 153 waived after September 1 for those events determined by the City
 154 Manager to generate public or economic benefit to City
 155 businesses.

156
 157
 158
 159 Section 8. Green Kirkland Partnership restoration events
 160 are suspended until September 1, 2020 and Green Kirkland
 161 Partnership staff will be reallocated to support ongoing or
 162 emerging park monitoring and human service needs.

163
 164 Section 9. All current parks recreational programming,
 165 except for programming described in Section 10, below, is
 166 cancelled through September 1, 2020 to allow City recreation staff
 167 to prepare for COVID-19 modified programming after September
 168 1. Recreation staff will be reallocated to support emerging park
 169 monitoring and human service needs.

170
 171 Section 10. Formal athletic field scheduling and rentals by
 172 organized sports leagues and programs are suspended through
 173 September 1, 2020. Informal use of the City athletic fields may
 174 be allowed when Phase 3 of the Governor’s “Safe Start” reopening
 175 plan is authorized.

176
 177 Passed by majority vote of the Kirkland City Council in open
 178 meeting this ____ day of _____, 2020.

179
 180 Signed in authentication thereof this ____ day of
 181 _____, 2020.

 Penny Sweet, Mayor

Attest:

 Kathi Anderson, City Clerk

**CITY OF KIRKLAND**

Public Works Department

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: John MacGillivray, Solid Waste Programs Supervisor
Josh Pantzke, Utility Manager
Julie Underwood, Interim Director of Public Works

Date: May 8, 2020

Subject: LETTER TO KING COUNTY CONCERNING 2021-2022 SEWER AND SOLID WASTE RATES

RECOMMENDATION:

It is recommended that the City Council authorizes the Mayor to sign the attached draft letter to King County requesting no increase to the proposed 2021-2022 regional sewer and solid waste rates for 2021 (see Attachment A).

BACKGROUND DISCUSSION:***King County Sewer Rates***

The City of Kirkland holds an Agreement for Sewage Disposal with King County through July 1, 2056. Each year, King County is required to determine its monetary requirements for the Wastewater Treatment Division (WTD) and set the monthly rate by July 1. The staff at WTD review and recommend the rate adjustments for the King County Council to adopt. At this time, WTD is proposing a 4.5% increase for 2021 and an open rate setting process for 2022 (to occur prior to July, 2021). This is down from an initial proposal of 9.5% in 2021 and 0% in 2022 after much feedback from partner agencies such as the Sound Cities Association (SCA) and the Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC).

COVID-19 is causing a dramatic economic downturn. All cities, including Kirkland, are seeing the impacts of throughout its budget, including in the water and wastewater utility fund. In the first half of 2020, the utility fund is forecasting an \$830,000 revenue loss. This does not include second half of 2020, and makes forecasting for 2021 extremely difficult.

Typically, Kirkland passes the County's rate adjustment directly through to customers. But the City Manager has directed Public Works to also develop "no-increase" utility rate scenarios due to the current economic impact of COVID-19 on households and businesses. It is important for our wholesale sewer provider to also keep rates as low as possible during this time.

The adopted 2020 rate plan is illustrated in the following table:

2020 Rate Plan											
Adopted ORD 18915	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Increase %	0.0%	4.5%	0.0%	4.5%	0.0%	4.8%	0.0%	5.6%	4.5%	2.8%	5.1%
Rate	\$45.33	\$47.37	\$47.37	\$49.50	\$49.50	\$51.90	\$51.90	\$54.80	\$57.28	\$58.86	\$61.84
Rate Increase \$	\$0.00	\$2.04	\$0.00	\$2.13	\$0.00	\$2.40	\$0.00	\$2.91	\$2.48	\$1.58	\$2.98

The proposed 2021 rate plan is illustrated in the following table:

Proposed 2021 Rate & Rate Plan											
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Increase %	0.0%	4.50%	0.00%	10.25%	0.00%	10.25%	0.00%	14.00%	0.00%	14.00%	0.00%
Rate	\$45.33	\$47.37	\$47.37	\$52.23	\$52.23	\$57.58	\$57.58	\$65.64	\$65.64	\$74.83	\$74.83
Rate Increase \$	\$0.00	\$2.04	\$0.00	\$4.86	\$0.00	\$5.35	\$0.00	\$8.06	\$0.00	\$9.19	\$0.00

The attached *2021 Executive Rate Proposal* describes the County's considerations for the proposed 4.5% rate increase (see Attachment B, "Briefing to Mayor Sweet").

King County Solid Waste Rates

Kirkland holds a solid waste interlocal agreement (ILA) with King County through 2040. The ILA delineates specific responsibilities for solid waste management. Kirkland is required to direct all waste (flow control) into the King County system and pay a per ton disposal fee (tipping fee) to support the transfer and disposal system that is owned and maintained by the King County Solid Waste Division (KCSWD). The Metropolitan King County Council is responsible for setting disposal fees in consultation with its regional partners. The disposal fees are passed through to Kirkland's residents and business in retail rates charged to our customers. The disposal pass-through component comprises approximately 25% of Kirkland's overall solid waste retail rates with the collection component (truck, driver, transport) accounting for 65% and Kirkland administration and operations at 10% of the retail rate.

Several drivers are contributing to the King County tipping fee increase.

1. **Decline in disposed tonnage.** King County is forecasting a 25% drop in tonnage predominantly because of the COVID-19 pandemic. King County solid waste rates are highly sensitive to fluctuations in disposal tonnage because 90% of the King County transfer and disposal system operations is funded by tipping fees.
2. **South County Recycling and Transfer Station (\$84 million).** The new station is entering the construction phase.
3. **Northeast Recycling and Transfer Station (\$42 million).** Approximately \$40 million is set aside for property acquisition.
4. **Cedar Hills Regional Landfill Development (\$82 million).** Pursuant to direction in the Comprehensive Solid Waste Management Plan, the County is constructing a new disposal cell at the landfill to maximize the capacity of the resource.
5. **Other programs and initiatives (~\$10 million).** These include a Zero Waste of Resource initiative, operational changes to combat climate change, and a new emergency response team.

Proposed 2021-2022 King County Solid Waste Rates:

The KCSWD has provided member cities and stakeholders the opportunity to review and provide input on the rates at the March, April and May Metropolitan Solid Waste Advisory Committee (MSWAC) and Solid Waste Advisory Committee (SWAC) meetings. At the April MSWAC meeting, 57% of members indicated a preference for Option C. SWAC, which is comprised of members from cities, industry stakeholders, and the public, preferred Option A (44%) and Option C (33%). The KCSWD presented its proposed rate and implementation scenarios to the King County Executive on April 24. The Executive is advocating for Option C. At the May 8, 2020 MSWAC meeting the rate scenarios were discussed again but no consensus was reached because some cities favored no increases in 2021 and some advocated for Option C.

Preliminary Estimates* for Each Option						
	2021			2022		
	Tipping Fee	Curbside Increase	% Increase	Tipping Fee	Curbside Increase	% Increase
Option A	\$140.82	—	0%	\$180	\$2.12	28%
Option B**	\$140.82	—	0%	\$174	\$1.79	24%
Option C	\$153	\$0.64	8%	\$164	\$0.62	8%

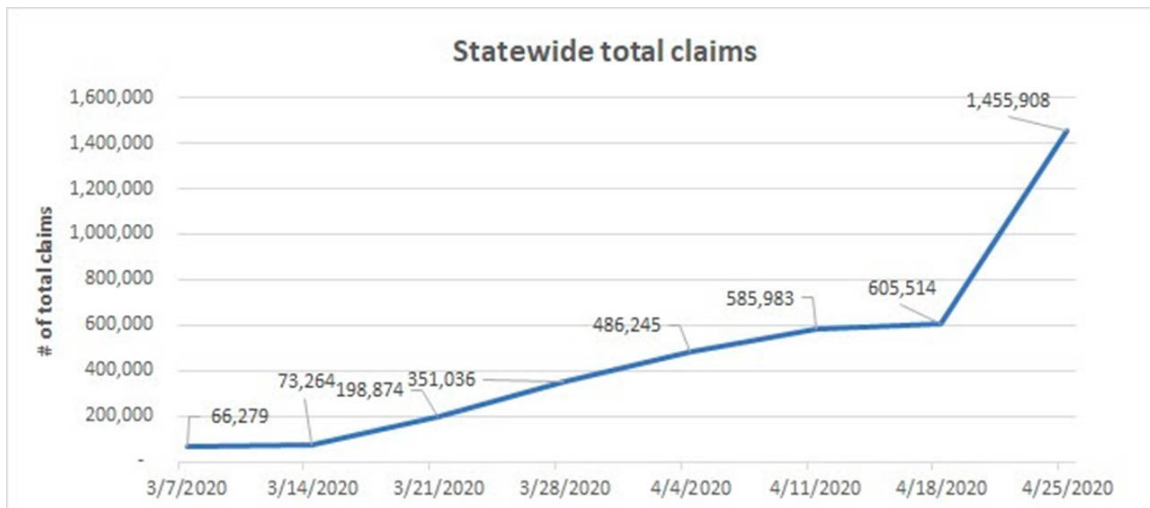
*Information in this table is preliminary and subject to change.
**Option B includes the introduction of new recycling fees in 2021, while Option A delays their implementation until 2022.

Solid Waste Rate Adoption Timeline:

The following is the schedule for the adoption of the 2021/2022 King County disposal rates and the Kirkland Solid Waste Rates.

Date	Action
May 8	Preliminary King County rate announced
May/June	Kirkland retail rate analysis
July	Proposed rate transmitted by Executive to MKCC
June/July	Internal review of Kirkland retail rates
August 5	City Council Study Session
September	MKCC adopts solid waste rates
October 6	All Kirkland utility rates adopted

While the effects of COVID-19 are continually evolving, it is clear that the outbreak is having a significant economic and financial burden on our community members, businesses, nonprofits, and governmental agencies.



This graph shows the rise of initial claims for unemployment benefits in Washington state since early March. (Image courtesy of the Washington State Employment Security Department)

More than 1.4 million new claims for unemployment benefits have been filed in Washington, according to the Washington State Employment Security Department. It is predicted that the economic recovery from the pandemic will stretch beyond this year into 2021 and perhaps into 2022. With this in mind, the City Manager has directed staff to include a zero (0) rate increase as one of the options evaluated in the Kirkland utility rate studies. This may involve temporarily deferring maintenance or new projects and initiatives and could result in higher rate increases in future years. Nevertheless, this option seems fitting in light of this challenging and historical event. The City is asking our King County partner to consider doing the same.

Attachment A: Draft Letter to the Honorable Claudia Balducci from the City Council (Mayor Sweet)
Regarding 2021/2022 King County Sewer and Solid Waste Rates

Attachment B: Briefing to Mayor Sweet

May 19, 2020

The Honorable Claudia Balducci
King County Council
516 3rd Ave, Room 1200
Seattle, WA 98104

RE: 2021/2022 KING COUNTY SEWER AND SOLID WASTE RATES

Dear Councilmember Balducci:

Thank you for the outstanding service you provide to your constituents and the unwavering support you've provided to eastside cities on a variety of issues during your tenure as a King County Councilmember. We know the King County Council faces many difficult budget and rate decisions as a result of the economic impact of COVID-19. All cities in King County are facing similar challenges.

The economic downturn due to the COVID-19 is a real and daunting one for us all, but particularly for many of our residents and businesses who are bearing the brunt of the financial impacts of the pandemic. Counties and cities are also on the front lines of the pandemic response and are struggling to make ends meet with significant losses in tax and other revenues. Many local governments are considering or have already implemented a variety of measures to cushion the economic impacts of the pandemic on residents and businesses while at the same time working to ensure we are able to provide the services most critical to our communities in the most efficient and affordable way possible. For these reasons, **the City of Kirkland requests that King County consider no sewer and solid waste rate and fee increases for 2021 and 2022.**

We encourage the County in its deliberations on the 2021/2022 sewer and solid waste rates to leave nothing off the table and consider any and all measures to control labor costs; identify new efficiencies and revenue streams; cut, reduce, or defer new and existing programs and initiatives; and defer or reconsider major operational and capital expenses, where possible, without jeopardizing King County's ability to provide the services it is obligated to provide to its constituent cities or undermining the mandates in our comprehensive plans.

City of Kirkland City Council, as one of its core values, fundamentally supports and encourages regional partnerships such as those we have with King County for the provision of sewer treatment and solid waste transfer and disposal services. We know that King County is also struggling with the economic impacts of the pandemic while trying to provide the services to its constituent regional partners, like the City of Kirkland, in a safe, affordable, efficient, and dependable way as possible.

We are all in this together.

The City of Kirkland appreciates the opportunity to provide input on the County's rate setting process through regional committees such as Water Pollution Abatement Advisory Committee (MWPAAC) and the Metropolitan Solid Waste Advisory Committee (MSWAC). Kirkland is proud that our Mayor, Penny Sweet, serves as the 2020 Chairperson. As a full Council, we also want to share a more detailed explanation of the City of Kirkland's position on the proposed King County sewer and solid waste rates increases.

Wastewater Treatment Division Rate Proposal

The Wastewater Treatment Division's (WTD) proposed single 4.5% rate increase will likely create significant hardships for our community due to the economic realities of the pandemic and for that reason the City of Kirkland cannot support the proposed increase. The unemployment rate in Kirkland and throughout King County continues to climb, with many customers, residential and commercial, unable to pay their bills. In the first half of 2020 we are expecting a shortfall of nearly \$1 million in our Water/Wastewater Utility alone. This does not include the second half of 2020 and makes forecasting 2021 extremely difficult. At the same time, Kirkland and all other utility service providers are operating under State and local directives that, while necessary, hamper revenue collection. While our agencies are shouldering delayed payments and increased delinquencies our payments to King County remain unwavering, further forcing agencies to prioritize.

We are asking County leadership and the WTD to use every tool at its disposal to limit the 2021 and 2022 rate increase. Our preferred scenario is a zero percent increase in 2021 and 2022. Kirkland understands the compounding risks to future years without an increase. WTD should consider the use of reserves, any new federal grants or loans made available to utilities, and delays of operational investments and wage increases. In normal years we would pass the WTD rate increase directly onto our customers but because of such uncertainty we will likely use cash reserves to absorb any such increase from our wholesale providers. We implore King County to do the same.

2021/2022 Solid Waste Division Rate Proposal

The City of Kirkland appreciates the challenges the King County Solid Waste Division (KCSWD) is encountering in developing its proposed 2021/2022 disposal fee. We know that about 90% of the KCSWD's operations are supported by revenues received from the disposal of waste. With the recent pandemic, the region is encountering unprecedented declines in waste disposal as many businesses have been temporarily shuttered due to the Governor's Stay Home, Stay Healthy order. At the same time, the proposed rate is impacted by major capital improvement projects such as the construction of the South County Recycling and Transfer Station; the siting of and property acquisition for the Northeast Recycling and Transfer Station; and the development of the final disposal cell at the Cedar Hills Regional Landfill as well as new initiatives such as the Zero Waste of Resources Program, climate change, and a landfill emergency response team.

As of this writing, it's my understanding that the King County Solid Waste Division is considering two different rate proposals. The first proposal, a rate increase deferment, would have no

increase in 2021 but a massive rate increase ranging between 24% to 28% in 2022. The second proposal, an incremental rate increase, would have rate increases of 8% in 2021 and 2022.

The City of Kirkland prefers that King County take a deferred approach to its 2021/2022 solid waste rates with no increase in 2021 and 2022. The road to economic recovery from the pandemic will be a long one and the City of Kirkland cannot advocate for any rate increases. As the City of Kirkland Solid Waste Division contemplates its own internal measures to manage and mitigate the looming increase in our retail solid waste rates we charge to our customers, we encourage the Metropolitan King County Council to work with the KCSWD during its deliberations to identify operational and capital cost cutting measures and new revenues to continue to drive the disposal fee increase significantly lower than the 24% to 28% increases that are being considered for 2022 under the rate deferment option.

We also wish to thank the KCSWD for its work in developing a new disposal fee rate structure for the 2023/2024 biennium which will make the KCSWD's revenues less sensitive to fluctuation in disposal tonnage. Kirkland appreciates the opportunity to serve on MSWAC rate restructure subcommittee and we're looking forward to starting this important process soon which we believe will make the disposal fee rate structure more affordable and sustainable in the future.

In conclusion, as leaders of our communities we do not have easy decisions ahead of us. We genuinely appreciate our partnership with King County. We thank you for your concerted efforts thus far and your consideration of our input. If you have any questions, please do not hesitate to contact Mayor Penny Sweet.

Sincerely,
KIRKLAND CITY COUNCIL

Penny Sweet
Mayor

cc: Kirkland City Council
Kurt Triplett, City Manager
Julie Underwood, Interim Director of Public Works
Josh Pantzke, Utility Manager
John MacGillivray, Solid Waste Programs Supervisor

Briefing to Mayor Sweet regarding Executive’s Proposed 2021 Sewer Rate – April 27, 2020

Background. The King County Wastewater Treatment Division (WTD) contracts with 17 cities and 17 sewer districts to provide wholesale wastewater treatment services to over 1.8 million residents within its service area in King, Pierce and Snohomish Counties.

The local sewer agencies have long-term sewage disposal contracts with King County to provide this service.

The Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC) advises the King County Executive and the King County Council on matters related to water pollution abatement. MWPAAC consists of representatives from the local sewer utilities in WTD’s service area.

Under the sewage disposal contracts, the King County Council must set the rate annually by July 1. The new rate then takes effect on January 1 of the following year.

In 2019, Council adopted Ordinance 18915, to set the 2020 sewer rate at \$45.33 and adopt a rate plan for the outer years (2020-2025) shown below. The adopted 2020 rate plan projected a 4.5 percent increase as a two-year rate.

Adopted 2020 Rate Plan

2020 Rate Plan

Adopted ORD 18915	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Increase %	0.0%	4.5%	0.0%	4.5%	0.0%	4.8%	0.0%	5.6%	4.5%	2.8%	5.1%
Rate	\$45.33	\$47.37	\$47.37	\$49.50	\$49.50	\$51.90	\$51.90	\$54.80	\$57.28	\$58.86	\$61.84
Rate Increase \$	\$0.00	\$2.04	\$0.00	\$2.13	\$0.00	\$2.40	\$0.00	\$2.91	\$2.48	\$1.58	\$2.98

2021 Sewer Rate Proposal. The Executive’s sewer rate proposal is a 4.5 percent rate increase for 2021. By adopting a one-year rate, we will have better information on the COVID-19 impacts to inform a decision on the 2022 rate proposal.

Over the next year, WTD will work with MWPAAC to gather their input on approaches to address a backlog in asset management.

The 4.5 percent rate increase in 2021 would maintain the current service level for operations and the capital program.

The proposed rate plan through 2030 includes approximately \$700 million in unfunded priority asset management inventory beginning in 2022. This does not include any new investments for operations in 2021 and 2022; however, beginning in 2023 the proposed rate plan includes \$2.5 million in investments for operations.

- *What is NOT included:* The Combined Sewage Overflow (CSO) project costs have not been updated from 2018 forecasts pending the Consent Decree renegotiation, in-progress cost estimate updates (expected by December 2020), and the Clean Water Plan (Q4 2022).

- *Also NOT included:* Potential new regulatory requirements from Ecology on nutrient removal have not been defined and no reasonable cost estimates are available. The proposed rate plan does not provide funding capacity to make system investments to comply with potential new regulation.

Proposed 2021 Rate Plan*

Proposed 2021 Rate & Rate Plan	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Rate Increase %	0.0%	4.50%	0.00%	10.25%	0.00%	10.25%	0.00%	14.00%	0.00%	14.00%	0.00%
Rate	\$45.33	\$47.37	\$47.37	\$52.23	\$52.23	\$57.58	\$57.58	\$65.64	\$65.64	\$74.83	\$74.83
Rate Increase \$	\$0.00	\$2.04	\$0.00	\$4.86	\$0.00	\$5.35	\$0.00	\$8.06	\$0.00	\$9.19	\$0.00

Operating Program: 2021-2022 Biennial Total: \$354.9million

Capital Program: 2021-2022 Biennial Total: \$570.4million

* The proposed rate increase of 0% in 2022 is a placeholder that recognizes the uncertainty regarding the impacts of COVID-19 and the need for more information on the impacts as part of any discussion on the 2022 rate. The rate projections in 2023 and beyond include \$700 million in unfunded priority asset management projects with the caveat that WTD will work with MWPAAC over the next year to provide more detail on these projects and get feedback on how to best address this project inventory. WTD will also work with Council staff to include asset management as part of the work plan for the Regional Water Quality Committee.

The Executive’s 2021 proposal responds to rapidly changing economic conditions based on Covid-19 with a one-year rate increase of 4.5%.

By annualizing the proposed rate increase and allowing a portion of the increase to shift to the years outside the biennium, this plan provides a measure of near-term relief to customers.

The CIP is significantly backloaded and the proposed rate plan shows a smooth pattern. [See Table 1: Smooth Rate Plan – Growing CIP] The trade-off for near-term relief is increased revenue risk in the biennium and a shift of rate increase impacts to already high outer years.

COVID-19 has introduced added risks to revenue collection and the bond market which are *NOT* reflected in these forecasts.

- Significant variance from projections is likely, though insufficient data is available to reasonably estimate and adjust.
- **2021 is the most “at risk” revenue year** due to the four-quarter rolling average billing structure.
- Reserves are maintained to mitigate expected revenue shortfalls – including emergency capital reserves for potential asset failure response.

Table 1: Smooth Rate Plan – Growing CIP:

