

## Kirkland Alliance of Neighborhoods Meeting Minutes

More information at: [www.kirklandkan.org](http://www.kirklandkan.org)

November 9, 2016 7:00 p.m.

**Rose Hill Room  
City Hall**

### **Neighborhood Reps Attending:**

Central Houghton – Lisa McConnell  
Everest – Anna Rising, Owen Paulus  
Evergreen Hill – Johanna Palmer  
Finn Hill – Jon Pascal (KAN Co-Chair), Bill Blanchard  
Highlands – Karen Story, Debbie Ohman  
Juanita – Doug Rough  
Moss Bay – Bea Nahon, Dan Ryan  
Norkirk – Janet Pruitt (KAN Co-Chair)  
South Rose Hill/Bridle Trails – Golden Larson

### **City Staff Attending:**

Kari Page, Neighborhood Services Coordinator  
Kurt Triplett, City Manager

### **Elected Officials Attending:**

Dave Asher, Kirkland City Council

**NOTE: Action items or key items are highlighted in yellow.**

**Co-Chair Janet Pruitt convened the meeting at 7:03 PM.**

Introductions were made around the table

Minutes of the October meeting, as revised, were approved unanimously.

### **From the audience:**

No items from the audience.

### **Preliminary remarks from Co-Chair:**

Janet Pruitt mentioned the regular Friday Kirkland News Bites e-mails which have included references to the City's budget process and a copy of the October 28, 2016 issue was distributed.

### **2017-2018 City Budget Process – Kurt Triplett**

Kurt first made mention of the recent national election, not from a political perspective, but noting that there could be regulatory changes forthcoming that will have impact on cities, such as healthcare and environmental regulations. The city also expects cuts in social services and is thus planning to allocate more for the human services part of the budget. He noted that he'd met with the staff to communicate that the City's model of inclusiveness remains, and that our policies regarding reserves and being nimble continue to be important.

Kurt then provided us with budget materials [http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/01\\_Binder+Introduction+WEB.pdf](http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/01_Binder+Introduction+WEB.pdf) and reviewed highlights with us:

- Page x – Price of Government (Revenue collected by the City as a percentage of the Aggregate Personal Income of its citizens). He noted that 5 to 6% is considered to be best practice, and we are below that (approximately 3.4%) which is good. The income amounts are from a local economic index from the American Community Survey provided by the Economic & Revenue Forecast Council. (note: Kari Page e-mailed detailed information on this survey to KAN on 11/17/16).
- Page xiv – The Kirkland Quad Chart from the citizen survey. Looking at what people prioritize as compared to how well we are perceived as a City to perform on those items. Of note, People In Need is perceived as high importance but lowest performance. This Quad Chart is referenced as the City sets its goals for capital and operating budgets. Questions were posed to Kurt about the Land Use item in the chart, which appears as lower in both importance and performance in the chart, and we wondered if what “land use” meant to the survey respondents: development, process, something else?
- Page vi – General Fund Forecast. By state law, the City must have a balanced budget. The blue line in the chart flattens out as we approach the year 2022 because the annexation sales tax credit ends after year 2021. At that time, \$4M of approximate annual revenue will end. Johanna Palmer noted that as there is more development occurring and businesses in the annexed area of Kirkland, that the issue of a shortfall of revenue versus expense is less likely. A question was posed about future sales tax revenue that could be generated by the retail operations of developments such as Kirkland Urban and Village at Totem Lake, as well as future business license tax from those businesses; Kurt indicated that those projected potential tax revenues are not included in the budget because it’s not considered prudent to count on contingent future revenue. He also noted that the City’s \$15M infrastructure commitment for Totem Lake is included in the budget.
- Page xiv – Key Recommendations by Goal Area – The City budget looks at the Council’s 10 goal areas, the first of which listed is Neighborhoods. Kurt reviewed these items with us. He also noted that there is anticipated to be a restructure and increase of the City’s FTE support for Neighborhood Services, adding .5 FTE to support the CIP, NSP, CKC and Neighborhood Services. We encouraged Kurt to use KAN in the interview process. Anna Rising asked if KAN itself could receive a budget allocation from the City; this requires a policy discussion by the City as KAN is not a legal entity; it was noted that to the extent that Neighborhood Grant funds had gone unused, that Neighborhood Services has been able to use those funds for KAN projects (e.g. Neighborhood U) from time to time. **Kurt noted that there are potential funds for Leadership Eastside scholarships; interested parties should contact Kurt.**
- Page xv – Public Safety – Kurt noted that the ProAct unit would be re-established with the ability to go after problems such as car prowls. There are proposed increases in staffing for both Police and Fire. He also noted that the preliminary work plan includes renovation of Fire Station 25, construction of a new Fire Station 24, and property acquisition of a new Fire Station 27. A citizen group is anticipated to be part of the siting process. Doug Rough noted that Bothell could be the ideal location but it was also noted that this raises other possible challenges vis a vis investment and allocations of financial responsibility for capital and ongoing costs.
- Page v – A listing of one-time items. Some of these are actually ongoing “one-time” items that have been renewed from prior years. For example, ARCH (housing services) which previously had a \$350K budget, is now proposed for a one-time \$415K allocation. Some of the items on this list had been taken off of the list during the recession years and the City has been able to add them back in recent years.

- Park sinking fund proposal – a question about this item had been submitted by Jon Pascal prior to the meeting; Kurt reviewed this with us and then after our meeting, provided a detailed response which is attached.
- Doug Rough noted that Juanita Neighborhoods have fewer parks and would like to have more.

Process going forward – On 11/15/16, there will be a public hearing and then on 12/13/16 the City Council will do final adoption.

Future budget planning and KAN – thinking ahead for future budgets, the sooner that KAN gets involved in the budget process, the more impact we can have on the budget proposal itself. We should plan to have that discussion each year at our February and/or March meetings.

### **Neighborhood Engagement Proposal update**

Kurt Triplett had the opportunity to hear a presentation by Peter Kageyama, author of [For the Love of Cities](#), at a City of Renton event. He found it to be inspiring, energizing and empowering, and it resonated with him as he thought about Kirkland. Among the goals of the program is for Cities to find ways to make things interesting and fun, and to surprise and delight their community.

Having heard about KAN's desire to have a program to inspire increased participation in Kirkland neighborhood associations and encourage future leaders, Kurt thought this was a good match for us. Peter Kageyama has agreed to be with us for our event on January 23, and will also spend time in Kirkland meeting with City staff and elected officials.

Kari reviewed the event with us, with notes from the subcommittee's meetings. Goals for this program: Energize, Celebrate and Get Involved!

Date of our event: Monday 1/23/17, 5:30-8:45PM. Be sure this is on your calendar.

Location: Was going to be KPC but that is not really the best venue for have people working together; other possible venues were discussed. *Note: subsequent to our meeting, Anna Rising was able to arrange for us to have our event at Google. Thank you Anna!*

Timeline of program: Kari reviewed with us – information is in the handout

Promotion of event: Kathy Cummings from City of Kirkland is working on this. A Save-The-Date e-mail has been emailed to neighborhood leaders for their attention and distribution to their respective distribution lists. Additional announcements will be released by the City of Kirkland later in December and January, please be sure to distribute these to your neighborhood mailing lists.

Photos needed: Please provide photos of neighborhood activities or projects, these will be included in a slide show that will run in the background as people are being seated, etc. Photos that show community of neighbors together are ideal, as are projects that your neighborhood has accomplished. Please send your photos to [KPage@kirklandwa.gov](mailto:KPage@kirklandwa.gov) and [KCummings@kirklandwa.gov](mailto:KCummings@kirklandwa.gov).

Other dates/events to be aware of: There will be a pre-session for Peter to get to know more about us, on the AM of the event itself. Monday 1/23/17, 8:00-9:30 AM at City Hall. Subcommittee members should definitely plan to be there, others from KAN are also welcome and encouraged. Also there will be a follow-up event in a workshop format led by Kimberly Scott, soon after the 1/23/17 event, details are being worked out.

### **City of Kirkland sign code revisions and KAN involvement**

The City Council has completed its first step which was to change the code to comply with content neutrality court rulings (i.e. codes apply consistently irrespective of the type of business or the like). The next step for the City is to do a comprehensive review of the rules themselves. Karen Story summarized the initial meeting that occurred with a group of individuals from various neighborhoods. The purpose of these meetings is to discuss the code changes that **neighborhoods** would like to see, taking into account the impacts that signage has on neighborhood quality of life. Karen indicated that ideally this group would have at least one person from each neighborhood and no more than two per neighborhood. In order to ensure maximum credibility, this person should either be an elected board member, or be appointed by the board. At this point, it's not been decided if this group is linked to KAN, a part of KAN or a separate group of involved citizens. The process will likely take about 6 months in total. The next meeting is January 26 at 7PM at City Hall. Please let Karen know if you or someone would like to be added to the group.

### **Neighborhood Services Reports—Kari Page**

- Reimbursement forms for Neighborhood grants for the 2015-2016 biennium were due to the city by 12/12/17.
  - The easement on Forbes Creek to connect to the CKC has been approved but we are waiting for the property owners to sign and return the easement.
  - The City Council will be meeting with the Norkirk and Highlands Neighborhoods in a joint meeting next week.
  - NSP: 20 projects have been proposed, at least one from most neighborhoods.
- 2017 Neighborhood Safety Program Schedule**  
**Project Conference:** January 10 or 12, 2017 (if needed, staff will advise)  
**Applications Available:** January 10, 2017  
**Applications Due:** January 23, 2017  
**Staff review:** January 24–31, 2017  
**Panel review:** February 8, 2017  
**Panel decision:** February 22, 2017  
**City Council decision:** March 21, 2017  
**Projects announced:** April, 2017  
**Projects completed by:** June 1, 2018

A question was posed about recognition of neighborhood involvement, since the City's annual recognition events don't include KAN Reps and Neighborhood Chairs and Board members, nor other outstanding citizen volunteers in Neighborhoods. After some discussion, a popular idea was that celebrating neighborhood volunteers should be a recurring standing agenda item when each neighborhood has its meeting with City Council.

### **Liaison Reports and Hot Topics**

- **Lisa McConnell** reported on Transportation Commission

11/9/2016

- **Bea Nahon** reported on Economic Development Committee meetings and reminded people of how informative these meetings are. There are also monthly committee meetings and ideally KAN should have someone at each of these meetings.
  - Finance and administration – last Monday of each month, 9:00AM
  - Public Safety – 3<sup>rd</sup> Thursday of each month, 8:30AM
  - Public Works, Parks & Human Services – 1<sup>st</sup> Wednesday of each month, 10:00AM
  - Planning & Economic Development – 2<sup>nd</sup> Monday of each month, 3:00PM (Bea attends these but would appreciate having an additional person available too.)

For more information, click [here](#).

Each neighborhood gave a brief report on their neighborhood happenings.

There was also a reminder to be sure that each neighborhood files its annual renewal with the Secretary of State and pays the \$10 annual fee. These renew at different times throughout the year, depending on your neighborhood's own renewal month.

#### **Next meeting**

The group determined not to meet in December, 2016; our next meeting will be on January 11, 2017.

#### **From the audience**

Council Member Dave Asher noted that an appeal will be going out from Kirkland Nourishing Networks for food boxes over the winter holiday time. Please pass the appeal e-mail on to your distribution lists. Lisa McConnell noted that Metropolitan Market is doing a solicitation to benefit Hopelink.

Meeting adjourned at 8:55PM

**Next meeting is January 11 at City Hall**

#### **Potential Upcoming Agenda Items:**

- Metro Long-term Transit Plan
- Parking survey #2 - solutions
- Sensitive Areas Regulations Update
- Evergreen Hospital Board
- Neighborhood Services Budget
- NSP Program Evaluation & Feedback
- Neighborhood Plan Updates

#### **Upcoming Events/Deadlines:**

- **Neighborhood Summit – January 23, 2017**
- **Neighborhood Matching Grants – January 31, 2017**
  - Both Final Reports for 2015-2016 and
  - Applications for 2017-18 grants are due Jan 31, 2017

**From:** Kurt Triplett

**Sent:** Thursday, November 10, 2016 6:14 PM

**To:** Jon Pascal <[Jon.Pascal@transpogroup.com](mailto:Jon.Pascal@transpogroup.com)>; 'Scott Morris' <[Scott.Morris@trilogy-international.com](mailto:Scott.Morris@trilogy-international.com)>

**Subject:** Parks Sinking fund information

Jon and Scott – here is a bit more detail about the Parks sinking fund that I hope will alleviate your concerns. First, let me emphasize that the staff, the Park Board and the Council all make keeping faith with the Park Levy our top priority. We would not be proposing using levy funds for the sinking fund if we did not feel it was entirely appropriate with the purpose of the levy. We also are all committed to ensuring that everything that was promised in the levy will be delivered in a way that meets and exceeds the expectations of Kirkland’s voters.

With those two thoughts in mind, here is more information about our proposal to use some of the parks acquisition funds to jump start the sinking fund. The levy itself was titled the Parks maintenance, restoration and enhancement levy. It was always intended to do all three. The sinking fund is designed to restore and maintain parks facilities. Some of these facilities are being built by the levy. An example of this is the new Juanita Beach Park bathhouse. Once it is built by the levy, in our opinion it makes sense for the capital repair and replacement dollars (i.e. the Sinking Fund) to also come from the levy. A similar example would be all the new facilities constructed by the levy at Edith Moulton Park. The Sinking Fund will repair and maintain those as well. But we are not funding any of the Sinking Fund with levy dollars until after all of the promised projects and obligations of the levy for new investments are completed.

The fact sheet prepared for the 2012 levy stated that the levy would initially fund \$2.5 million for neighborhood park land acquisition. After the levy was approved by voters (Nov. 2012) the City learned from the County that the actual revenue collections from the levy would be slightly lower than what were estimated. The land acquisition project funding was adjusted accordingly to a total of \$2.35 million and approved by Council as part of the 2013-2018 CIP. The \$2.35 million figure is what has been used in the annual park levy accountability reports.

The \$2.35 million was apportioned in the CIP as follows:

2013	\$ 475,000
2014	\$ 375,000
2015	\$ 0
2016	\$ 0
2017	\$ 750,000
2018	<u>\$ 750,000</u>
Total:	\$2,350,000

After 2018, the priority projects as described in the levy’s informational literature will have been fully funded.

Park acquisition expenditures since the levy was passed include:

- Juanita Heights Park expansion, which totaled \$660,000, of which \$238,991 was 2012 park levy money.
- Totem Lake Park, which used \$610k from 2012 Park levy monies.

The Council, Park Board and staff have proposed that the City continue to place a high priority on neighborhood park land acquisition 2017 – 2022 CIP, using a combination of future park levy revenues and park impact fee revenues. These are additional acquisition dollars that more than double what was promised in the levy. Here is a year-by-year breakdown of the full acquisition proposal likely to be approved by the Council on December 13:

2019 \$ 600,000  
 2020 \$ 734,000  
 2021 \$1,035,000  
 2022 \$1,135,000  
 Total: \$3,504,000

An easier way to see the 2017-2022 CIP proposal is the chart below.

2017	2018	2019	2020	2021	2022	Total
750,000	750,000	600,000	734,000	1,035,000	1,135,000	5,004,000

The 2019 amount was originally \$750,000. Our proposal for the sinking fund was to take \$150,000 from the 2019 amount and place it in the new sinking fund, leaving \$600,000.

In short, the funding proposed to fund the park facilities sinking fund is not reducing the overall promised funding for land acquisition, and the City will continue to invest a significant portion of its Parks CIP funding towards acquisition of land for neighborhood parks.

\$17 million Total Funded Park Projects in '17-'22 CIP, of which:  
 \$ 5 million Neighborhood Park Land Acquisition, or about 30% of total Parks CIP  
 \$ 958,000 Parks Sinking Fund, or about 5% of total of Parks CIP

I hope this helps. I certainly can answer any additional questions about any of this. Please don't hesitate to let me know if you need more information. Thanks!

Kurt



**Kurt Triplett, City Manager**  
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 425.587.3001

**Executive Assistant: Amy Bolen**  
 abolen@kirklandwa.gov  
 425.587.3007

Below is the original inquiry sent to Kurt Triplett and shared with KAN via email 11/7/16:

Hello Neighborhood Leaders,

If you have looked at the meeting agenda for Wednesday, you will notice that the City Manager will be attending to provide an overview of the 2017-2018 budget. This is your time to be heard, so please familiarize yourself with the budget so we can have an engaging and informative discussion. I realize that is easier said than done, as there is a ton of information to review. However, perhaps focus on certain subjects important to you, such as parks or public works. I found time this past week to review many of the budget documents. I thought the issue papers and service package requests were very interesting and worth reviewing. A link to the budget information may be found below.

[http://www.kirklandwa.gov/depart/Finance\\_and\\_Administration/BudgetandFinance/Budget\\_Documents.htm](http://www.kirklandwa.gov/depart/Finance_and_Administration/BudgetandFinance/Budget_Documents.htm)

In my review of the documents, I found one topic that was of concern to me and which I decided to make my thoughts known to Council. I encourage others to review the budget, and provide comments on topics that may interest them too. My email to City Council can be found below. It had to do with the creation of a parks sinking fund using the 2012 parks levy dollars. I am simply providing it as reference, with the hope it encourages you to spend time reviewing the budget documents too.

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Council Members,

I wanted to offer comments on one item in the budget process that caught my attention. It had to do with the proposal for creating a sinking fund for park facilities. [http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/06\\_1+Park+Facilities+Sinking+Fund.pdf](http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/06_1+Park+Facilities+Sinking+Fund.pdf)

I fully support the concept of a sinking fund, and recognize it is sound public policy to take care of what we have before investing in other infrastructure.

However, the concern for me is that the proposed funding for the sinking fund is the 2012 parks levy. On top of that, part of the funds to be used for park acquisition in 2019 are being re-purposed for the sinking fund. Park acquisition funds were hard fought when the parks levy was being prepared, and we still have a lot of work to do in regards to meeting goals outlined in the Comprehensive Plan in serving the northern neighborhoods with additional park land. Any re-directing of these funds could be looked negatively upon by those who worked hard in support of the parks levy.

More importantly though is the “optics” of utilizing park levy funds for the sinking fund – permanently. I am not sure this is the best approach. We will surely need to seek additional bonds or levies in the future, and we should work hard to utilize this extra funding capacity provided by our voters to fund capital needs, and avoid to the extent possible, permanently dedicating the funds to maintenance. I could see this working against us next time we go to the ballot for more funding for parks, streets, pools, or public safety.

While we may have delivered on the projects we said we would in the parks levy, we need to show we can stretch our levy dollars, whether they be for parks, streets, or



public safety. Working with that goal in mind will put the City in a better position to seek additional funding in the future from voters, as other needs arise.

With all that being said, I want to commend staff and Council on the budget process so far. The information has been very informative, and thoughtfully put together. This was the only small detail that I felt important to make my opinion known.

**Jon Pascal**  
**Co-Chair, Kirkland Alliance of Neighborhoods**  
**206-890-3868**

# KIRKLAND NEWS BITES



— A DIGEST OF CITY NEWS RELEASES AND NEIGHBORHOOD NEWS —

## The City Budget Process is Underway

The Kirkland City Council had their first look at the proposed 2017-2018 Biennial Budget on Thursday, October 27. They heard from City Manager Kurt Triplett and his team about this year's budget theme "Stay Steady and Get Ready." The budget process continues through the month of November with opportunities for the public to comment at public hearings at City Council meetings on Tuesday, Nov. 1 and Nov. 15.



In an effort to increase civic engagement and help citizens better understand the 2017-2018 Budget, a new video series, "Why the Budget Matters," has been released, featuring messages from City Manager Kurt Triplett. The short, accessible videos can be found on the [City website](#) and on the [City's Youtube page](#). Interested residents [can read the budget documents](#) on the City's website and can [comment via email](#) or by phone at 425 587-3903.

The City Council and staff encourages citizen input because the investments made in public safety, streets, parks and human services directly affect our community and the quality of life in our beautiful City.

## 2017 Neighborhood Summit - Energize, Celebrate, Get Involved!



**Purpose:** To inspire neighborhood involvement and celebrate neighborhood accomplishments.

*Motivate and inspire new energy and participation. Learn how to make Neighborhood Associations more exciting and relevant to the residents of Kirkland. Find out why people get involved and translate this to neighborhood associations and community building.*

**Who to invite:** All neighborhood leaders, including board members, City Council, boards and commission members, City staff, interested citizens, businesses, civic clubs/groups, PTSAs, and media. Ideal number is 75 to 125 (but not to limit our numbers these necessarily). Address a possible limit after RSVPs have started and IF we have that problem.

**When:** Monday, January 23, 2017 5:30 p.m. to 8:45 p.m.

**Where:** LWTI, LWHS Commons, Heathman, Northwest University, Google, Evergreen Hospital. Need to secure spot ASAP.

**Preliminary Agenda:** 3 hours – 5:30-8:45

5:30 Doors Open

5:30-6:00 Locate your house on the Citywide map(s)  
Visit with neighbors at the neighborhood tables  
Watch a revolving slide show with music about neighborhood accomplishments  
Food – Pizza and cake.

6:00-6:15 Introduction: KAN speaker. Purpose of the night/event. Refer to slide show. Define Neighborhood Association and KAN. Introduce (by standing) City Council, KAN, Neighborhood Leaders, and staff

Kurt or the Mayor – short message about why the city council and staff care about what comes out of tonight’s session – express City’s appreciation for Neighborhood leaders and what they do for the City. Introduce Peter Kageyama.

6:15-8:45 [Peter Kageyama](#), addressing things such as:

- Presentation
- Love notes to Kirkland (large sticky notes)
- Microphone reporting out on sticky notes
- Each table brainstorms on ideas for “connecting on an emotional level” with their City/Neighborhood
- Each table picks their top priority idea
- Microphone reporting out on top priority
- Everyone votes to prioritize all of the ideas
- Announce fund raising \$500? for the top priority (need to solicit donations)
- T-shirt design contest (optional)

8:45 Dismiss

## **Equipment/supplies:**

6-12 tables & table clothes. At each table:

- Neighborhood leadership
- Map of each Neighborhood – display/poster of accomplishments (photos)
- Place to write suggestions/ideas/questions

Name tags for Neighborhood Leaders and staff

Paper plates, cups napkins

Water to drink

Large map(s) of City to place a dot or pin where you live

Flyers about Neighborhood Programs

Handout with neighborhood map and list of all Neighborhoods/meeting times/dates/etc.

Flyer about the Neighborhood Workshop coming up

## **Promotion: make it clear what to expect.**

Kirkland Reporter

Blogs, Kirkland Views, etc.

List Serves

Press release –from KAN (or coordinate)

Be neighborly

Next door

Fire station reader board

Performance Center Marque

Kirkland TV

Facebook

School District – announcement on PTSA

Kirkland Greenways

Rotary

Kiwanis

Chamber

Cultural Arts Commission

Kirkland artist studio tour members

NA email lists

Posters at coffee shops and libraries

Youth Council

Faith community

PTSA

Round Table

Major employers

Posters at local businesses and coffee shops