



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: David Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration

Date: June 7, 2009

Subject: Budget Follow Up - Proposed Process for Identifying Additional Reductions

At the June 2, 2009 Study Session, Council expressed an interest in undertaking a “top-down” evaluation of core services to assist in identifying what service levels would need to be reduced in the event the voted private utility tax increase does not pass. At that meeting, a majority of Council members indicated that staff should proceed with the process of placing the private utility tax increase on the ballot. As a result, the purpose of identifying service levels to be reduced if the tax does not pass is for use in crafting our communications with the public as we move forward toward the election. Identifying core services would also be the first step in the larger exercise to match core services with core revenues, which has been discussed during the recent meetings regarding Council goals and the budget.

To assist with this exercise, staff prepared the 2010 Services Matrix (Attachment A). This matrix identifies City services into the following categories:

- **Mandated** – Required by federal or state law or contractual agreement.
- **Essential** – Service is a basic function of government, but the level of service is established by the City Council.
- **Discretionary** – Service, program, or activity established based on City Council direction.
- **Administration** – Department Directors and their Administrative Assistants.
- **Internal Services** – Insurance costs and charges from internal service funds (information technology, fleet, and facilities). Note that reductions in these costs only occur to the extent that service levels are reduced in the internal service fund budget.
- **100% Revenue Supported** – Services that are completely funded from dedicated revenue sources (e.g., utilities). Note that reductions in these services do not contribute to closing the General Fund gap, since revenue is lost offsetting any cost savings.

For each program or service, departments identified the approximate resources devoted to it, both in terms of dollars and FTEs, for 2010. The dollar estimates include whatever portion of staff is allocated to that task. It is important to note that a reduction in any given service may not save the full cost shown. Some services have some off-setting revenue or a portion of the cost that might be retained. **Shaded items** on the matrix are one-time funded service packages, so any savings in those areas do not contribute toward closing the on-going budget gap created by the private utility tax increase not passing.

The information provided on the matrix is a work in progress. While there is some consistency and continuity to the presentation, each department prepared their own matrix and sorted their services according to their own rationale. Questions about whether a program should be listed as mandated, essential or discretionary do not necessarily have a "right" answer. We will continue to refine and/or correct it to the extent that the Council finds it a useful tool for their budget deliberations.

To provide direction to staff on areas to consider for further budget cuts, staff is recommending that the Council review the 2010 Services Matrix to identify those services that they would designate as Core Services, defined as those services that should be supported by sustainable, predictable revenue sources. To expedite the process, we suggest the following process and timeline:

- Councilmembers indicate core services by placing an "X" in the "Core?" column on the Services Matrix and return their input to Sandi Hines by June 24, either in hard copy or we can provide you with a copy of the Excel file on request.
- Staff will tally each Councilmembers input and report back on the results of that exercise as a starting point for further discussion at the July 1 Special Study Session. The results will indicate which services each Council member designated as "Core". This will form the baseline for discussion of which services should be removed from consideration for the utility tax-related reductions, those services where a reduction in the level of service might be considered, and which services or programs might be eliminated.
- Based on the input received at the July 1 Special Study Session, staff will make necessary changes, with a follow up discussion planned for the July 7 Study Session. Assuming that the list of services to be considered for reductions is agreed upon at that session, staff will develop specific service level reductions for City Council consideration at the August 4 City Council meeting. This process should provide adequate time to craft communication materials in advance of the November election.

As a reminder, the schedule for placing the private utility tax increase on the ballot is:

Private Utility Tax Increase Proposed Election Schedule

GENERAL ELECTION NOVEMBER 3, 2009	PROPOSED DATE
Proposed Date for public hearing on proposed resolution (must occur before August 11)	July 7, 2009
Council meeting to approve resolution/ordinance (must occur before August 11)	July 21, 2009
If resolution/ordinance not approved July 21, last regularly scheduled Council meeting to approve	August 4, 2009
Appoint pro and con committees	July 7 or July 21
General election ordinance/resolution filed (84 days prior)	August 11, 2009
Submit ballot title and a summary of the measure as it will appear on the ballot	August 11, 2009
Resolution requesting special election for inclusion in Voters' Pamphlet (84 days prior) (RCW 29A.04.330)	August 11, 2009
Explanatory statement (reviewed and approved by City Attorney describing effects of the measure if passed) and committee appointments (names of persons selected to serve) for voter pamphlet due to King County	August 14, 2009
Arguments for and against the measure written by the committees due to King County Elections after 4:30 pm	August 19, 2009
Arguments prepared by the pro and con committees available to the opposing committee for rebuttal after 4:30	August 19, 2009
Rebuttal statements for voter pamphlet due	August 21, 2009
General Election Date	November 3, 2009
Earliest the City could begin receiving revenue from utility tax increase (60 days post election to increase) is one month following the increase, with taxes due to the City by the 20th of the following month	March 1, 2010

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One of the major tasks associated with the election is the selection of committees to write the pro/con statements for the voters' pamphlet. Due to the time required to put the committees in place, staff recommends that the City Clerk begin to advertise for interested parties to serve on the committees on June 25, to provide adequate time to select the committee members on July 21, the date the private utility tax increase decision comes before the City Council.

Appointment of the committees on July 21 will provide the committees have sufficient time to craft their arguments before the County's deadline. In accordance with our past and current practice, we will send a press release to local media, including the Seattle Times and Kirkland Reporter, post an announcement on the City's cable channel and website and send via a listserv delivery.

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/City Council**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CC-1	Mayor and Councilmembers		139,000	x		7.00	Salary and benefits
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CC-2	Puget Sound Regional Council Dues		24,000	x			
CC-3	Association of Washington Cities Dues		33,500	x			
CC-4	Suburban Cities Association Dues		26,000	x			
CC-5	Eastside Transportation Partnership Dues		500	x			
CC-6	Kirkland Chamber Dues		500	x			
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CC-7	All City Dinner		-	x			
CC-8	National League of Cities Dues		4,000	x			
CC-9	Sister City International Dues		-	x			
CC-10	City Council Meals		-	x			
CC-11	Neighborhood Council Meetings - printing and postage of notice to neighbors		6,000	x			
CC-12	City Council Travel and Training		14,000	x			
CC-13	Council Retreat		1,000	x			Changed to in-city in 2009-2010 budget
CC-14	Community Survey		30,000	x			2010 Service Package
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Communications (fax, blackberries), Supplies		9,000	x			
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	None						

FUND/DEPARTMENT: General Fund/City Council**Continued**

Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		94,000	x			
Total			381,500			7.00	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/City Manager's Office**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CM-1	City Manager		218,000	x		1.00	Salary and Benefits
CM-2	Judicial Services		1,000,000		x	9.74	Assumes all fines and forfeits assigned to Court
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CM-3	Council Support		73,000	x		0.75	Includes clerical support only, does not include policy-setting support services; .75 Exec. Asst. 1
CM-4	Court Security		40,000		x		Contracted
CM-5	Public Defender Screening		5,000		x	0.15	.15 Judicial Support Associate I
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CM-6	City Update		6,000	x			1 printed/mailed edition per year (\$4,080 postage/\$2,166 printing)
CM-7	On-Going KDA Funding		51,000	x			Funds KDA activities
CM-8	Economic Development/Coordinator		11,000	x		0.10	Staff administration of community and business grants (currently budgeted in regular CMO code)
CM-9	Intergovernmental and Regional Services		106,000		x	1.00	Includes staff support for legislative and regional programs, performance measurement, and special projects
CM-9	Legislative Services-State Leg. Advocate		30,000	x			One-time Service Package for State Legislative Advocate
CM-10	Neighborhood Services		223,000	x		0.70	Includes staff support, mailings and support services to neighborhoods and to the Neighborhood Connection Program
CM-11	Neighborhood Matching Grants		27,500	x			Grants to 9 neighborhoods
CM-12	Neighborhood Signs		3,500	x			Annual budget for refurbishing neighborhood entry signs
CM-13	Volunteer Services		54,000	x		0.50	This program coordinates over 20,000 hours of volunteer time annually, for a value to the City of approximately \$340,000
CM-14	Combined Volunteer Appreciation/All-City Dinner Event		1,000	x			
CM-15	Economic Development Services		245,500	x		1.00	Includes staff support for the Economic development program, \$12,000 in professional services for the program, and other support services

FUND/DEPARTMENT: General Fund/City Manager's Office**Continued**

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CM-15	Economic Development-Downtown Maint.		12,500	x			One-time Service Package-Downtown Maintenance
CM-16	Economic Development Intern		8,000	x			
CM-17	Enterprise Seattle Dues		6,000	x			
CM-19	Communications Services		126,000	x		1.00	Includes staff, mailings, and support services for communications program
CM-20	Cultural and Special Events Services		26,000	x		0.25	Includes staff support of Cultural Council and special event volunteers
CM-21	Cultural Council Professional Services		5,000	x			
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
CM-23	Asst. City Manager, Exec. Assts. 1 & 2		215,000	x		2.00	Includes salary; benefits; \$10,000 in professional services; supplies; printing; mailings; copies; dues, training and travel not associated with specific programs
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
CM-22	Probation		279,000			3.35	Revenue can only be used for probation-2.0 Probation Officers, 1.0 Judicial Support Associate II, .35 Judicial Support Associate I
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		449,000	x			
	Total		3,221,000			21.54	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
HR-1	Labor Relations		87,937	x		0.64	Dir.30 FTE - \$52,959, HR Analyst & HR Coordinator .34 FTE - \$32,753 Supplies \$500, Operating Supplies \$1,000, Labor Relations Travel \$500 , Labor relations Trng \$225 Includes: Contract negotiations, Labor management mtgs w/bargaining units stipulated by contract, contract interpretation, mediations & Supplies- \$250; Advertising \$29,500; Printing \$1,500; Prof Svcs testing services mandated by contract (i.e. police, fire, etc.) \$31,800; Assessment Centers Pol & Fire \$26,200, Fed ex mailings \$1,000; Test Scoring \$450, Management Recruitment \$2,500, relocation 1 management \$1,500, staff time - \$68,395
HR-2	Recruitments		163,095	x		0.71	HR Coor .02 FTE - \$1,819 Background checks for finalist and volunteer positions consistent with RCW 43.43. \$10.00 fee per individual implemented June 2006 and privacy laws requiring notifying individuals of results, \$4,500 fees
HR-3	Background checks		6,319	x		0.02	WAC mandated expenses: DOT exams & CDL Exams - \$1,300; Hearing Tests - \$1,500; Bloodborne Pathogen Trng - \$4,000; Hep B shots - \$3,550; Hep C shots Fire - \$1,500 First Aid Kits - \$500 - Random Testing \$4,000: Staff time - \$28,476
HR-4	Safety Program		44,826	x		0.28	Documentation of Claims consistent with WCIA guidelines Claims management staff time: \$36,612
HR-5	Risk Management		36,612	x		0.36	Monetary recovery, collections and follow-up staff time: \$25,046 Prof Svcs - \$1,000; Ofc Supplies - \$200 , Operating Sup - \$100
HR-6	Monetary recovery - Claims		25,046	x		0.26	Travel/Training - \$1900; staff time - \$6,102
HR-7	LEOFF / Disability Board		9,302	x		0.06	Ofc Supplies - Travel/Training - \$1,061; staff time - \$6,635
HR-8	Civil Service		7,696	x		0.06	State and Federal Laws staff time: \$7,119
HR-9	Leave Administration		7,119	x		0.07	staff time: \$44,303 (staff time includes Director, Analyst & Coordinator time)
HR-10	Policy Administration		44,303	x		0.36	Staff time:\$13,486 . Training required as affirmative legal defense by law and policy Trng-\$2,000;
HR-11	Organizational Training		15,486	x		0.14	
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
HR-12	Industrial Psychologist		1,000	x			Evaluations for employees, Goodenough Company.
HR-13	HR Employee Services		14,086	x		0.14	HRIS, Web Maintenance, EO Updates, Kirknet, Printing (PAF's) - \$600; Staff time: \$13,486

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
HR-14	HR Staff Training - new hire		6,743	x		0.07	staff time:\$6,743
HR-15	Orientation/Exit Interviews, ID Badges		26,973	x		0.28	Staff time: \$26,973 - supply costs to be determined
HR-16	Employee Relations and Communications		101,700	x		1.00	and written warnings, grievance, and employee confidential issues. Staff time: \$101,700.
HR-17	Re-Class/Reorg Salary Survey		65,346	x		0.54	Dir. .14 FTE -\$24,714 , HR Analyst & HR Coordinator .40 FTE - \$38,532, salary surveys internal and external, job description maintenance and certification, Salary survey publications \$2,100
HR-18	MEBT Retirement Plan Committee Support		7,119	x		0.07	staff time: \$7,119
HR-19	Benefits Administration - Health & Retirement		44,312	x		0.46	staff time : \$44,312
HR-20	General Administration - Support		81,881	x		0.85	Budget Maintenance, PAF's, Personnel Files, AP/AR, IFAS, employee support, citizen inquiry staff time - \$81,881
HR-21	Employee Assistance Program		9,500	x			The City has had 25% employee and family participation. This program is also required as part of Collective Bargaining and Federal CDL Drug testing. Fee was increased for 2009 - so HR reduced number of visits in order to contain cost for 09/10 to Wellness Prg \$9,200 & Flu Shots staff time - \$3,051. Pending medical benefits program changes contain premium reductions for Well-City and/or Wellness Programs.
HR-22	Wellness Program		12,251	x		0.03	
HR-23	Diversity Program		5,390	x		0.03	Trng - \$2,500, Diversity program satisfying eeo eap requirements, harassment training initiative; staff time - \$2,890
HR-24	Tuition Reimbursement		16,569	x		0.02	Reimbursement \$14,750 - Increased use over the past two years - staff time: \$1,819 Required pursuant to CBA and policy
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
HR-25	On-call / Pool Administration		1,819	x		0.02	HR On-call pool administration - staff time -\$1,819 This service provides short term staffing to City Hall for essential city staff ECTC-\$3,500, Rocky Mountain-\$4,040, Cascade Mgmt (2 reg slots 1500) - \$3,000, In-house Training \$5,000. All external training has already been reduced by over 40%, with the remainder of legal requirements now being met with in-house
HR-26	Organizational Training		15,540	x			Special projects for department, including research and presentation materials requests for City Council, city manager and director - Staff time \$4,548
HR-27	Special Projects for Department		4,548	x		0.05	Service Awards - \$5,000; staff time - \$1,819 this impacts approximately 80 employees annually. Already reduced 60%, considering further reduction on 8% list
HR-28	Employee Recognition Program		6,819	x		0.02	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Human Resources

Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Director & Assistants		102,057	x		0.56	Director, strategic planning, meetings, budget approval
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
	None						
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		90,642	x			
Total			1,062,036			7.10	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/City Attorney's Office**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CA-1	Public Defender		139,402		x		
CA-2	Prosecution		192,444		x		
CA-3	Witness Fees		5,000				
CA-4	Ordinances, instruments, and civil duties		75,000	x		0.60	e.g., "civil duties" might include legal actions brought by or against City, conducting investigations, responding to Auditor, and preparing franchises.
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CA-5	Interpret statutes, Kirkland Municipal Code, rules, or contracts and review key documents		85,000	x		0.65	
CA-6	Code Enforcement		20,500		x	0.05	
CA-7	Legal process and recording fees		3,500	x			
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
CA-8	Advise City Council, Boards and Commissions, City Manager, and departments. Draft and review documents.		75,000	x		0.60	e.g., prepare legal memoranda and other documents relating to City business.
CA-9	Attend City Council meetings and review agenda packets		15,000	x			
CA-10	Information for service providers and WCIA requirements		20,108	x			e.g., assist WCIA outside counsel in defense of City.
CA-11	Negotiation and drafting of contracts		20,000	x		0.10	
CA-12	Outside legal counsel		12,250	x			e.g., outside counsel retained to assist with selected matters. Does not include legal services charged to the Litigation Reserve.
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Director and administrative staff		267,687	x		2.00	

FUND/DEPARTMENT: General Fund/City Attorney's Office**Continued**

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		59,879	x			
	Total		990,770			4.00	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/Parks and Community Services**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PK-1	Inspections / installations		112,099	x		1.00	Inspect play areas, docks, lighting, repair and document, ADA accessibility
PK-2	Comprehensive Plan - Park Element		3,817	x		0.03	State Mandate
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
PK-3	Cemetery Operations		118,340		x	1.00	Cemetery labor, materials, and utilities
PK-4	Ballfield Maintenance		383,326		x	3.50	Ballfield prep, maintenance, scheduling, administration
PK-5	Park Mowing / turf maintenance		333,066	x		3.00	Mowing and turf maintenance, administration
PK-6	Water Safety Instruction		103,286		x	0.35	Revenue supported program plus hourly employees. Revenue for this program is \$158,400.
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
PK-7	Pool Operations		238,604		x	1.55	Maintenance & Operation of pool, utilities, supplies, labor, training, staffing: Revenue \$49,000
PK-8	Landscape Maintenance - Parks		176,293	x		1.25	Maintenance of Landscape areas - Parks
PK-9	Garbage / litter collection /park closure		146,860	x		1.20	Removal of garbage & litter, close parks and lock gates
PK-10	Restroom operations		298,296	x		2.20	Maintenance, repairs, labor
PK-11	Irrigation		169,860	x		1.50	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PK-12	Long-Range Park Planning		98,475	x		0.85	Includes Natural Resources team, neighborhood connection program, GIS user group, special projects, grant administration
PK-13	Human Service grants ongoing		450,299	x		-	Per capita: \$10.88
PK-13	Human Service grants one-time		113,781	x		-	One-time Service Package - Human Services funding
PK-14	CDBG & H.S. grant management, H.S. Advisory Committee		71,639	x		0.63	Human service grant management, advisory committee staff salary
PK-15	Youth Council Management		88,674	x		0.75	Youth Souncil staff support, project support, school liaison
PK-15	All City Youth Summit		4,000	x		-	One-time Service Package - All City Youth Summit

FUND/DEPARTMENT: General Fund/Parks and Community Services**Continued**

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PK-16	Teen Center Support and Management		196,837	x		0.30	Includes contract with Friends of Youth for 160,000
PK-17	Beach Lifeguards		90,273	x		0.20	seasonal staffing + program management
PK-18	Highland Center Specialized Recreation Program		7,204	x		-	Contract with Bellevue to provide specialized recreation
PK-19	NKCC Programs & Operations		192,530		x	1.65	Customer service, facilities management, program registration, supplies, drop-in programs, printing, advertising etc. General fund operation of Community Services & Revenue fund
PK-20	Senior Center Operations		191,102	x		1.20	Includes health and social services, additional hourly employees.
PK-21	Facility Rentals		35,463		x	0.30	FTE staff and additional hourly employees:Revenue \$13,850
PK-22	Community Service division administration		151,814	x		1.45	Customer services, facilities management, program registration, data base management, boat launch sales
PK-23	Senior Council Support		15,255	x		0.30	This includes project money for Sr. Council
PK-23	Senior Council Support (one-time)		27,000	x		-	One-time Service Package - support for Senior Council
PK-24	Night and Weekend coverage		189,986		x	1.50	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
PK-25	Art		17,000	x		-	Contracted cleaning service and staff maintenance/repairs
PK-26	Juanita bay Park Ranger Program		15,846	x		0.15	.15 FTE, supplies and training for volunteer park rangers
PK-27	Regional Human Services projects		46,507	x		0.25	Leadership with EHSF, membership to Eastside Human Services Forum, Alliance of Eastside Agencies, Communities count, EHAC
PK-28	Youth Services		112,342	x		1.00	Assets, regional support, Teen mini grants, Teen traffic court, We've Got Issues
PK-29	Business Services		186,699		X	1.30	Incl. hourly dock master and morrage attendants. Revenues include concessions, moorage, private partnerships, sponsorships, boat launch. Revenues estimate \$157,300
PK-30	Special Events		127,527		x	1.00	administration, coordinate Friday Market at Juanita Beach. Revenue estimate: \$35,100
PK-31	Youth Sports: programs and camps		85,538		x	0.60	Revenue supported program: Revenue = 119,880

FUND/DEPARTMENT: General Fund/Parks and Community Services**Continued**

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PK-32	Adult Sports		91,493		x	0.55	Revenue supported program. Revenue = 99,815
PK-33	Swim/Dive Team		27,745		x	0.10	Revenue = 22,600
PK-34	Preschool Programs		98,733		x	0.40	Additional hourly employees. Revenue = 130,195
PK-35	Youth Programs & camps		148,314		x	0.30	Additional seasonal employees. Revenue = 161,434
PK-36	Adult General Programming		65,263		x	0.30	Contracted professional services. Revenue=88,241
PK-37	Adult Fitness Programs		80,392		x	0.30	Contracted professional services. Revenue=67,700
PK-38	Summer Concert Series		20,607		x	-	Program is budgeted for 2010, but with reduction of .5FTE, staffing not available to administer program in 2010.
PK-39	Recreation Brochure		41,375		x	-	Publication of two brochures per year.
PK-40	Senior Center Van Service		53,299		x	0.70	Senior transportation to PKCC, health, wellness, nutrition
PK-41	Senior Community Evening Classes		47,405		x	0.30	Revenue- 42,900
PK-42	Senior Fitness, Lifelong learning, enrichment programs		64,818		x	0.30	Revenue=55,000
PK-43	Senior Center Special Events		14,492		x	0.10	Revenue=3500
PK-44	Senior Van Trips		20,003		x	0.20	Revenue=15300
	Banking fees (credit card usage)		24,450		x	-	These are added into Recreation fees.
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Department Administration		316,565	x		2.22	Department administration, supplies, and park board support, citizen information service, external taxes, City website/Kirknet.
	Stormwater Fees		24,000	x		-	Surface water fees

FUND/DEPARTMENT: General Fund/Parks and Community Services**Continued**

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
PK-45	CIP Project Management		79,542			0.75	.5 FTE Planning Coordinator / .25 FTE Manager
PK-46	Environmental Stewardship/Green Kirkland		71,339			-	CIP and grant funding of .63 FTE for 2010
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		1,318,884	None	Partial		
	Total		7,208,355			36.53	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Public Works

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PW-1	Transportation Improvement Plan		6,875	x		0.05	5% Capital Projects Supervisor
PW-2	Utility Comprehensive Planning		7,811		x	0.05	5% Capital Projects Manager
PW-3	GMA Concurrency Planning		26,323	x		0.15	Transportation Eng Manager
PW-4	Monitoring of Commute Trip Reduction (CTR) Employers		6,902	x		0.05	Transportation Engineer
PW-35	Commute Trip Reduction Program		13,804	x		0.10	10% Transportation Engineer
PW-5	Administer City's Trip Reduction Program		6,902	x		0.05	Transportation Engineer
PW-6	SEPA Traffic Analysis		96,631		x	0.70	Transportation Engineer
PW-7	Training (safety, pathogens, etc)		-	x		0.00	Included in staff rates
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PW-9	Public Works Mapping/GIS		34,719		x	0.30	25% GIS Analyst & 5% Capital Projects Manager
PW-10	PW Customer Service @ Front Counter		49,343	x		0.60	20% Permit Tech, 10% Dev Eng Analyst, 100% (.30FTE) Vacant
PW-11	Development Review Engineering		398,903		x	3.40	Solid Waste Coord., Dev Engineer, Sr Dev Plans Examiner, 30% Permit Tech, .10 Dev Svcs Manager
PW-13	Inspection for Development		198,231		x	2.00	2 Development Engineering inspectors
PW-14	Sidewalk clearance and sight distance		33,662	x		0.30	30% NTCP Coord = .15 FTE, 30% NTCP Admin = .15 FTE
PW-15	PW Land Use Permit Review		47,441	x		0.30	.30 Development Svcs Manager
PW-16	ROW Permit and ROW Vacations (non-user vacations) Administration		52,443		x	0.50	50% Development Engineering Analyst
PW-17	Development Review Policy and Program Support/Administration		113,116	x		1.00	40% Dev Engineering Analyst, .45 Dev Svcs Manager
PW-18	Performance/Maintenance Securities Processing		42,661	x		0.50	50% Permit Tech
PW-19	Support for Parking Programs/PAB		33,311	x		0.20	15% Transportation Eng Manager, 5% Transportation Engineer
PW-20	Traffic Accident Analysis & Records Management		13,975	x		0.10	10% Transportation Engineer

FUND/DEPARTMENT: General Fund/Public Works**Continued**

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PW-21	Engineering for Traffic Signing, Marking and Signals (including ITS)		115,535	x		0.75	45% Transp. Engineer, 30% Transportation Eng Manager
PW-22	Maintain BKR Traffic Model		6,902	x		0.05	5% Transportation Engineer
PW-23	Transportation Engineering Support for CIP		13,975		x	0.10	10% Transportation Engineer
PW-24	Bike, Pedestrian, Transit issue coordination		35,098	x		0.20	20% Transportation Engineering Manager
PW-25	PW Research & Analysis Support		6,988	x		0.05	5% Transportation Engineer
PW-26	Regional Interagency Coordination		29,299	x		0.25	25% Capital Projects Engineer
PW-27	Adjacent agency CIP project coordination		15,622	x		0.10	10% Capital Projects Manager
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PW-28	Traffic Counts		6,988	x		0.05	5% Transportation Engineer
PW-29	Grant Writing and Accounting		12,317	x		0.13	(.04FTE) Transportation Engineer, 33% (.09FTE) Acctg Support Associate
PW-30	Kirkland Transportation Commission Support		17,549	x		0.10	10% Transportation Engineering Manager
PW-31	Neighborhood Traffic Control Program Coordination		130,804	x		1.05	Traffic Control Coord. = .85FTE, 40% NTCP Admin = .20FTE
PW-32	PW Transportation Support for Neighborhood/Business District Planning		6,902	x		0.05	5% Transportation Engineer
PW-33	Regional Transportation Planning		17,549	x		0.10	10% Transportation Engineering Manager
PW-34	Pedestrian Flag Program		13,835		x	0.15	.15 FTE NTCP Admin
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Director, Admin Asst, Admin Mgr, Acct		473,342	x		3.55	PW Director, Admin Asst, Sr Financial & Admin Analyst, 25% Solid Waste Coord., 10% Sr Accountant, 15% Capital Projects Manager, .05 FTE Permit Tech
	Transfer to Development Services Reserves		70,000		x		

FUND/DEPARTMENT: General Fund/Public Works**Continued**

100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
PW-8	Capital Improvement Program (CIP) Administration		196,495			1.85	60% Capital Projects Manager, 25% Capital Projects Supervisor, 100% CIP Admin Support
PW-12	CIP Review		92,514			1.00	1.0 CIP Inspector
PW-36	Emergency Sewer Program Administration		6,931			0.09	33% Accounting Support Associate
	CIP Outreach		53,718			0.50	100% CIP Neighborhood Outreach Specialist
PW-37	Capital Project Management-Engineers		831,531			7.00	6.25 project engineers, 70% Capital Proj Supervisor, 5% Capital Projects Manager
PW-38	CIP Accounting		6,732			0.09	33% Accounting Support Associate
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		424,468	x			
	Total		\$ 3,768,149			27.55	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Finance & Administration

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FA-1	Financial Reporting		143,919	x		1.38	Financial statements & notes, research laws and regulations (RCW 43.09) , expenditure review, CAFR completion, GAAP knowledge thru annual training. accounting oversight, and seized property reporting (RCW 69.50.505)
FA-2	Accounts Payable		146,581	x		1.66	Invoice payments, financial system updates, check printing, 1099's, and expenditure review (RCW 43.09)
FA-3	Grant Accounting		23,535	x		0.21	Research law and regulations, department oversight, grant reporting, revenue monitoring, policy and procedure updates (Circular A-133)
FA-4	Payroll		205,118	x		2.12	Produce bi-monthly payroll for all City employees, process benefits, implement collective bargaining contract provisions (FLSA) Fair Labor Standards Act
FA-5	Tax Collections		56,467	x		0.53	Monitoring, reporting, customer contact of all tax: telephone (RCW 35A.82) admission(RCW 35.21.280) (RCW Title 80)
FA-6	Debt Service and Cash Mgmt.		128,854	x		1.45	Banking, unclaimed property reporting (RWC 63.21), security bonds
FA-7	Budget Preparation		125,691	x		1.10	Develop, balance, monitor and adjust department and fund budgets as required by (RCW 35A.34)
FA-8	Fixed Asset Management		29,298	x		0.32	Inventory, purchases & surplus all assets - capital & attractive, including depreciation ad reporting of CIP, infrastructure, equipment, land, and ROW (RCW 43.09)
FA-9	Annual Audit		108,689	x		0.53	State Auditors Office contract, data compilation, research, and department coordination \$53,800 (RCW 43.09)
FA-10	Records Management		131,361	x		0.80	Meet statutory requirements for City-wide official records retention and maintenance (RCW 35A.39.010), provide training and support, public disclosure (RCW 42.56.580)
FA-11	City Council Meetings & Support		137,556	x		1.45	Meeting agenda and packet creation (RCW 35A.13), set up, staffing, minutes (RCW 42.32.030)
FA-12	Elections		134,000	x			Voter registration, primary and general election, voter pamphlet (RCW 29A)
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FA-13	Financial Analysis and Monitoring		58,101	x		0.50	FMR, sales tax analysis, expenditure & revenue monitoring, reserve analysis
FA-14	Contract Costing		35,708	x		0.30	Cost management and bargaining unit contract proposals, participate in mgmt strategy sessions for contract negotiations
FA-15	Special Analysis		59,197	x		0.50	Fiscal analysis of a variety of topics - i.e.. Cost of service studies, annexation, parking, jail studies, etc.

FUND/DEPARTMENT: General Fund/Finance & Administration

Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FA-16	Financial System Op/Maint		18,363	x		0.16	System maintenance, GL/JL maintenance, new user training, testing, troubleshooting, and ongoing training
FA-17	Centralized Purchasing		198,829	x		2.00	Provides oversight of purchasing processes to assure compliance with City and State laws, buying and contract/bid management
FA-18	Cemetery Administration		23,738	x		0.28	Maintain cemetery records, sell plots, niches, coordinate burial arrangements
FA-19	Business License Administration		99,791		x	1.16	Maintain business license records, process annual renewals, collect delinquent accounts, provide customer support, needed to continue revenue stream
FA-20	Staff & Public Support - Records Services		57,275	x		0.45	Manage City-wide records program
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FA-21	Park Smart Support		21,081		x	0.26	Issue parking permits, provide counter customer service and send quarterly notices for updates regarding Park Smart program
FA-22	Passport		37,544		x	0.54	Process passport applications for the U.S. State Department
FA-23	False Alarm Administration		44,078		x	0.53	Administer Kirkland's False Alarm Program, process initial applications, renewals and fines for false alarm offenses, implements enforcement
FA-24	Capital Improvement Program		70,424	x		0.60	Coordinate prep of long term planning for capital infrastructure needs. Monitor and manage the program as part of prudent fiscal practice to ensure integrity of the infrastructure
FA-25	Mail Services and On-call Hourly Wages		93,932	x		1.10	Collect and distribute all incoming external and internal City mail. Manage permits and bulk mailings
FA-26	Information Desk		23,134	x		0.30	Provide citizen support to all customers, answers the main phone line, supports the mail and copier room
FA-27	Document Management (one-time Svc Pkg)		101,351	x			Implementation of City's Document Mgmt system, including training, development of procedures and documentation of city-wide processes
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FA-29	Director and Admin Assistant		297,225	x		2.00	Overall department management and administration
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		

FUND/DEPARTMENT: General Fund/Finance & Administration

FA-28	Utility Billing		627,823			6.84	Billing and customer service for water, sewer and solid waste customers
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		408,798	None	Partial		
	Total		3,647,463			29.06	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Planning and Community Development

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PL-1	Building, mechanical & sign permits		246,613		x	2.50	Ongoing staff only including Overtime (\$2,000). 2 Planners and .5 Dev Review Manager
PL-2	State mandated land use permits		228,648		x	2.00	Includes subdivisions, shoreline, SEPA, ROW vacations, some zoning. 1.0 Planning Supervisor and 1.0 Associate Planner
PL-3	Comprehensive planning, regulations & shoreline management (State mandated)		226,860		x	2.00	Includes comprehensive plan & zoning code updates. 2.0 Sr. Planners
PL-4	State mandated natural resource plans & regulations.		71,958	x		0.50	.50 Deputy Director
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
PL-5	Public regulatory information		173,955		x	2.00	Respond to counter and phone inquiries. 2.0 Planning Info Specialists
PL-6	Code enforcement		231,107	x		2.00	1.5 Code Enforcement Officers; .50 Dev Review Manager and Communications (\$2,080)
PL-7	ARCH		62,757	x			Ongoing ARCH 2010 dues only.
PL-8	Comprehensive planning and regulations (non state mandated)		248,422	x		2.00	Includes some plan and code updates, affordable housing regs. .50 Deputy Director; .50 Planning Supervisor; 1.0 Sr. Planner
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
PL-9	Land use permits not mandated by State		257,024		x	2.50	Includes discretionary permits required by Zoning Code. Reduction would require code amendments that would need short term staffing. .50 Planning Supervisor; 2.0 Planners
PL-10	Urban forestry services		49,323	x		0.50	.50 Urban Forester
PL-11	Comprehensive planning and regulations (non state mandated)		113,081		x	1.00	Includes neighborhood plans; private amendment requests and optional plan/code amendments. 1.0 Sr. Planner
PL-12	Natural Resource plans and regulations		57,589		x	0.50	.50 Sr. Planner
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Salaries & benefits		386,940		x	3.56	Ongoing staff for budgeting; personnel; departmental management; interdepartmental coordination; coordination with councils, boards & commissions; training; records (Director, Admin. Supervisor, 1.0 Sr. Office Spec., .5 Office Tech.) including Director travel/medical allowance (\$2,700)
	Hourly Wages - Interns		4,789				Remaining Interns salaries & benefits
	Professional Services - Administrative		2,900	x			Ongoing recording secretary services for Hearing Examiner.

FUND/DEPARTMENT: General Fund/Planning and Community Development

Continued

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Professional Services - Annual Retreat		1,400	x			Facility rental and consultant for department annual retreat.
	On- Call Administrative - Hourly Wages & benefits		32,647	x			Ongoing recording secretary services for PC, HCC, HE, DRB (\$10,770 wages & \$9,274 benefits). Also includes Admin. Aide (BS) (\$878), High School Admin. Intern (JM) (\$1,288), on-call for admin. vacation/sick (\$2,000) and overtime (\$2,000).
	Office Supplies, operating supplies, furniture		15,000	x			Department office supplies (\$10,000), operating supplies (\$3,000), furniture (2,000)
	Travel, training & dues for staff, PC, HCC and DRB		22,270	x			Staff and Planning Commission, Houghton Community Council and Design Review Board support. Travel (\$5,600), Training (\$8,655), Dues (\$8,015)
	Software, repairs/maintenance		21,900	x			All software purchases (\$1,600) and maintenance (\$20,300)
	Advertising		11,000	x			Advertising for projects and permits
	Printing/postage/miscellaneous		24,500	x			Department printing (\$23,000), postage (\$500) and meeting packet delivery (\$1,000)
	Professional Services		5,000	x			One-time Service Package - Cascade Cities Agenda Membership
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	None						
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		286,464	x			
	Total		2,782,147			21.06	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Police

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-1	Responding to Calls for Service - Patrol Division		4,320,830	x		37.00	A total of 36 FTE's are allocated to the Patrol Division with oversight of the division provided by two 0.50 Management Staff personnel (Lieutenant). Uniform costs are \$1,280 per Patrol FTE, Training costs are \$625 per Patrol FTE, and Overtime costs are \$3,701 per Patrol FTE. Costs for Management Staff are \$147,840.
PD-2	Public Safety Answering Point/911 Calls		1,695,674	x		0.20	With the transition to NORCOM for dispatch services in July 2009, the department will begin paying for services on a per call basis. Fees are included for that payment as well as portions of a Captain (.10) and a Lieutenant (.10) who will provide oversight to all NORCOM related issues. NORCOM fees total \$1,664,179 and costs for management staff are \$31,495.
PD-3	Training			x			Training expenditures have been allocated to the position/division where the FTE(s) are budgeted.
PD-4	Jail		1,334,539		x	15.00	Expenditures include salaries, benefits, uniform costs, and all Kirkland inmate expenditures. Revenues from Point Cities for Housing & Transport, total 2008 revenue received \$31,402. Training costs are \$500 per FTE. Unit is managed by Corrections Manager for a cost of \$136,653.
PD-5	Outside Agency Incarceration Costs		944,644	x			Inmate housing charges
PD-6	Records Maintenance		370,928	x		4.65	A total of 4.5 FTE's are allocated to Records with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are \$345 per FTE and Training costs are \$500 per FTE. Overtime costs for the division are \$1,444. Costs for Management Staff are \$22,440.
PD-7	Evidence		86,278	x		1.10	Uniform costs are \$345 for this position, Training costs are \$500, and Overtime costs are \$338. Oversight is provided by a Lieutenant (0.10 FTE) for a cost of \$14,960.
PD-8	Accreditation		73,037	x		0.50	This position is filled by Management Staff (Lieutenant) personnel who serves as our Accreditation Manager in addition to other staff responsibilities. Included are \$5,000 yearly Accreditation fees.
PD-8	Accreditation - one-time costs		5,000	x			One-time Service Package - Accreditation Expenses

FUND/DEPARTMENT: General Fund/Police
Continued

Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-9	Investigations Division		946,451	x		7.15	A total of 7.0 FTE's are allocated to the Investigations Division with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are \$1,060 per FTE, Training costs are \$625 per FTE, and Overtime costs are \$4,444 per FTE. A fund for fees for Special Investigations (\$3,000) is included with this division. Costs for Management Staff are \$22,620.
PD-10	Management Staff		556,664	x		3.40	Management staff consists of 6 FTE's made up of 2 Captains and 4 Lieutenants. Portions of the Lieutenants' costs are allocated to provide oversight to other divisions within the department. Uniform costs are \$1,600 per FTE and Training costs are \$1,000 per FTE.
PD-11	Traffic Division		488,576		x	4.15	A total of 4.0 FTE's are allocated to the Traffic Division with oversight provided by 0.15 Management Staff (Lieutenant). The Traffic Division performs many mandated services such as investigation of fatal or serious injury traffic collisions. Revenues are available from the Traffic Safety Commission for reimbursement of costs associated with special emphasis and/or equipment. Uniform and Overtime costs are included in the total expenditures for the division, and Training costs are \$625 per FTE. Costs for Management Staff are \$21,911.
PD-12	Marine Patrol		39,000	x			Contract service with King County Sheriff's Office to provide for the routine patrol of waters to enforce laws and ordinances May through October of each year. Additionally, they may be called out to respond to serious emergency complaints or situations with a corresponding call out fee.
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-13	School Resource Officer		110,446		x	1.00	Revenues from Lake WA School District partially support this position with the current contract calling for a yearly payment from LWSD in the amount of \$75,060. Uniform costs are \$1,100, Training costs are \$625, and Overtime costs are \$4,548. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-14	Neighborhood Resource Officer		106,801	x		1.00	Uniform costs are \$1,100, Training costs are \$625, and Overtime costs are \$4,548. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-15	Family Violence Detective		113,729	x		1.00	This position is assigned to the Investigations Division. Although listed as Discretionary, the position is responsible for all Domestic Violence incidents in the City. Elimination of the position would create a burden on the Investigations Division by the increased workload. Uniform costs are \$1,060, Training costs are \$625, and Overtime costs are \$4,444.

FUND/DEPARTMENT: General Fund/Police

Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-16	Family/Youth Advocate		89,640		x	1.00	Minimal revenues are generated from Advocacy services provided to the Point Cities. This position is assigned to the Investigations Division and reports to that Division's Sergeant. Although listed as Discretionary, the position is vital in providing assistance, intervention, and counseling to victims of domestic violence as well as providing immediate crisis intervention to those victims and appearing with them at court hearings. The position also oversees the DART (Domestic Abuse Response Team) volunteer program. Uniform costs are \$200, Training costs are \$500, and Overtime costs are \$338.
PD-17	Community Services Unit Supervisor		124,470	x		0.95	The position provides direct supervision to the School Resource Officer and the Neighborhood Resource Officer. The position also interacts with citizen and business groups and provides crime prevention information to the public and serves as the department PIO. Uniform costs are \$1,100, Training costs are \$625, and Overtime costs are \$4,548.
PD-18	Special Response Team		16,580	x		0.05	It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are \$2,000. Oversight of the unit is provided by management staff personnel (0.05 Lieutenant) for a cost of \$7480.
PD-19	Crisis Negotiations Team		11,480	x		0.05	It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are \$1,500. Oversight of the unit is provided by management staff personnel (0.05 Lieutenant) for a cost of \$7480.
PD-20	Eastside Narcotics Task Force		121,256		x	1.00	Revenues are generated from seizure of property or money associated with illicit drug activity. Revenues must be used to fund narcotics related programs or equipment. Uniform costs are \$1,060, Training costs are \$625, and Overtime costs are \$4,444. Additionally, a narcotics investigation fund in the amount of \$5,000 is attached to this position.
PD-21	Crime Analysis		99,428	x		1.00	It should be noted that although categorized as discretionary, the position is responsible for mandated crime statistic reporting. The position also provides vital information on criminal activity (patterns, MO, etc.) that assists officers in the apprehension of criminals. Uniform costs are \$200, Training costs are \$500 and Overtime costs are \$338.

FUND/DEPARTMENT: General Fund/Police

Continued

Discretionary Services continued			Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-22	K-9 Unit		113,487	x		1.00	Direct supervision provided by a Patrol Sergeant. Expenditures include necessary supplies for the police service dog as well as overtime for the officer. Uniform costs are \$1,000 and Training costs are \$1,000.
PD-23	Explorer Program		9,424	x		0.05	Although listed as discretionary, the Explorers provide a variety of assistance to the City for Special Events, such as Traffic Control, etc. Budgeted expenditures pay for a small portion of their uniforms and training. The Post generates revenue from their assistance at City and regional events, using that revenue for purchases not funded by the General Fund Police budget. Oversight of the unit is provided by the CSU Sergeant (0.05) for a total cost of \$5734.
PD-24	Chaplain's Program		750	x			The Police Chaplain performs a wide variety of volunteer services for the department and its' employees. The expenditures represent fees for attendance at a yearly training conference, a portion of which is funded by the FBI.
PD-25	Volunteer Program		750	x			Necessary clothing & uniform items utilized by our volunteers including our Speed Watch volunteers & DART volunteers.
PD-26	ProAct Unit		557,963	x		5.15	A total of 5 FTE's are assigned to this unit consisting of one Sergeant, three Officers, and one support position with oversight of the unit provided by 0.15 Management Staff (Lieutenant). Expenditures include salaries and benefits for the FTE's as well as uniforms and overtime. Training costs for the unit are \$3,000. A fund for fees for Special Investigations (\$1,600) is included with this unit. Costs for Management Staff are \$22,441.
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-30	Director and Staff Coordinator		285,392	x		2.00	Salaries and benefits for Chief and Staff Coordinator. Uniform costs for Chief are \$1,500 and Training costs are \$3,129 (\$2,500 Chief, \$629 Staff Coordinator).
PD-31	Support Staff		396,011	x		4.10	Staff consists of the Administrative Corporal, Training Officer, and two Administrative Support positions with oversight provided by .10 Management Staff (Lieutenant). Functions of this group include training, hiring and recruiting, background investigations, inventory and control, and the Telestaff timekeeping system for which the assigned Lieutenant has responsibility. The administrative support positions provide timekeeping and payroll, arrange all travel and training registrations, and perform a wide variety of clerical support. Uniform costs total \$2,000 (\$800 each for sworn position and \$200 each for support position), Training costs total \$2,250 (\$625 each for sworn positions and \$500 for each support position), and Overtime costs are \$2,576 (\$950 for each sworn position and \$338 for each support position). Management staff costs are \$14,960.

FUND/DEPARTMENT: General Fund/Police

Continued

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
PD-36	Department Supplies & Other Miscellaneous Fees		132,663	x			Includes department supplies consisting of firearms supplies (lethal & less lethal), civil unrest supplies, replacement body armor and office & operating supplies, as well as fees for postage, repairs & maintenance of equipment, association dues, and a wide variety of professional fees that provide support for functions in both the Operations and Services Divisions.
PD-37	Communication Fees		62,190	x			Fees for all data lines, radio lines, pagers, and phones.
PD-38	Professional Fees		40,563	x			Provision of funds for costs related to grant consulting and regional records management data bases which provide vital criminal history information.
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
PD-27	CJTC Commander (One-time)		167,545				No FTE is associated with this position as it is a temporary position and funded only as long as the contract with the Training Commission is in effect. All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Uniforms and Training for the position are provided by CJTC.
PD-28	CJTC Instructor		116,506			1.00	All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Overtime costs are \$3,701. Uniforms and Training for the position are provided by CJTC.
PD-29	Parking Enforcement		146,236			2.00	Expenditures include salaries and benefits for the FTE's as well as uniforms, overtime, and supplies associated with Parking Enforcement. Oversight is provided by the Traffic Sergeant. Training costs are \$500 per FTE.
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		2,371,356	x			
Total			16,056,287			95.50	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/Fire and Building**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FB-1	Emergency Management		100,354	x		0.50	.50 Admin Deputy Chief/benefits+ Emr Prep Coord/benefits (50% EMPG grant - one time funded) + Operating cost = \$25,214
FB-1	Emergency Prep Coordinator		106,384		x		One-time Service Package- Emrg Prep Coord (50% EMPG grant)
FB-2	Fire Training		434,989		x	2.20	20% Deputy Chief Salary/Benefits plus 2 Training Officers + Firefighter Training Costs
FB-3	Fire Inspection		368,445		x	2.70	ADC .20, Fire Marshall (.90), DFM (.80), Inspector (80), Operating Cost = \$26,558
FB-4	Fire Investigation		101,905	x		0.50	.10 Fire Marshal, .20 DFM& Inspector, = Operating cost/OT Stand-by =\$41,700
FB-6	Fire/Bldg Records Management		111,283		x	1.60	85% Fire Clerk, 75% Building Clerk = Professional Services cost \$1,500
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FB-7	Fire Suppression/EMS		574,742		x	3.80	80% Deputy Chief Salary/Benefits & Operating Costs plus 3 Shift Battalion Chiefs
FB-7	Fire Suppression - Personal Protective Clothing		108,489		x		One-time Service Packages - personal protective clothing
FB-8	Station 21		1,623,000		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-9	Station 22		2,183,073		x	16.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-10	Station 24		202,553		x		10% of Budget plus Firefighter OT (12 Hrs)=327,442
FB-11	Station 25		1,684,150		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-12	Station 26		2,454,955		x	18.00	Salary/Benefits + 20% all Stations Operating Budget
FB-13	Station 27		2,486,383		x	20.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-14	Reserve Program		51,600		x		
FB-15	Trench Rescue and Training		8,100		x		
FB-16	Hazardous Materials		21,900		x		

FUND/DEPARTMENT: General Fund/Fire and Building**Continued**

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FB-17	Confined Space Rescue		6,450		x		
FB-18	Water Rescue		9,750		x		
FB-19	Motor Vehicle Rescue		11,520		x		
FB-24	Addressing		55,250		x	0.75	Permit Techs; recovered from fee revenues at 88%
FB-25	Plan Review		643,442		x	6.10	Bldg. Plans Examiners, 2 (vacant) + Operating Costs; recovered from fee revenues at 88%
FB-26	Construction Inspection		610,933		x	5.85	Building Inspectors + Operating Costs; recovered from fee revenues at 88%
FB-27	Permitting		401,578		x	3.38	Permits Techs (one vacant Permit Tech position) Operating Costs; recovered from fee revenues at 88%
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FB-20	Chaplain's Program		8,400		x		Funded from Reserve Program Budget Line Item. The Chaplain's Program provides a wide variety of services and support for employees as well as citizens in crisis.
FB-21	Public Education Coordination		109,116		x	1.00	Public Education Coordinator/Benefits/OT +operating cost \$11,308
FB-22	My Bldg. Permit.com		64,783		x	0.60	Transactional Credit Card -time for committees.
FB-23	Code Enforcement		83,339			0.85	Bldg. Inspectors, including landlord tenant resolution
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Director (1); ADC (.30); Admin Asst. (2); Admin Clerk (.15)		432,700		x	3.45	Salaries/Benefits/OT/+ Operating Costs = \$23,924
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
None				None	Partial		
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		2,365,663	x			
Total			17,425,229			111.28	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Non-Departmental

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ND-1	Puget Sound Clean Air Agency		38,000	x			Mandatory per Washington State Clean Air Act RCW 70.94.093
ND-2	2% Liquor Excise Tax		12,505	x			2% based on yearly liquor sales
ND-3	LEOFF 1 Direct Medical Payments		36,338	x			Police and Fire LEOFF 1 Direct Medical Payments
ND-4	LEOFF 1 Medical Insurance		466,433	x			Police and Fire LEOFF 1 Insurance Premiums
ND-5	Mail Services - Postage		84,000	x			Citywide Postage
ND-6	Debt Service		757,875	x			Parking Garage and City Hall
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ND-7	Repairs and Maintenance - Copier Maintenance		4,000	x			Routine maintenance and repairs on copy machines
ND-8	Printing, Envelopes, Letterhead, Forms		15,062	x			Stationary supplies, forms for all departments
ND-9	Operating Supplies - Office		29,815	x			Paper products, toner
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ND-10	Employee Transportation Program		30,000	x			Commuting incentive for city employees
ND-11	Credit Card Fees		30,000	x			Development Services Credit Card Fees
ND-12	KPC Admission Tax Rebate		45,000		x		Kirkland Performance Center - Admission Tax Rebate
ND-13	ARCH Funding		216,000	x			One-time Service Package - Funding for ARCH Housing Trust Fund
ND-14	Fund 125 Subsidy		50,000	x			Subsidy for Parks Maintenance Fund
ND-15	Litigation Reserve Fund 157		150,000	x			Transfer of funding for the Litigation Reserve
ND-16	Management Retreat		1,000	x			Yearly management retreat

FUND/DEPARTMENT: General Fund/Non-Departmental
Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ND-17	Office Furniture and Equipment - Breakage		6,250	x			Unforeseen breakage/loss of small office equipment
ND-18	Misc Equipment & Supplies For Copy Room		750	x			Supplies Equipment
ND-19	Misc Repairs to Microfiche Reader/Printer		1,500	x			Microfiche Reader for Ord
ND-20	MMS		325,539	x			MMS Charges
ND-21	MultiMedia Services Intern		5,050	x			One-time Service Package - Charges for MMS Intern
ND-22	Graphic Specialist - Budget Adj		36,905	x			Restore Graphic Specialist to .5 FTE
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
None				None	Partial		
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
Internal Charges & Insurance			50,860	x			
Total			2,392,882			-	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: Street Operating Fund/Public Works**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ST-3	Streetlight Maintenance		29,075	x		0.25	Streetlight Inspect/Repair
ST-4	Streetlight Operations		413,382	x		-	Budget Operational Costs - Streetlights
ST-5	Signal Maintenance		119,607	x		1.45	Signal Maintenance/Repair
ST-6	Electrical		43,609	x		0.10	Electrical Repair
ST-8	Signal Operations		82,354	x		-	Budget Operational Costs - Signals
ST-9	Sign Shop		114,195	x		2.00	SignShop Operations
ST-10	Sign Shop Operations		67,780	x		-	Budget Operational Costs - Signs
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ST-1	Bridges		6,284	x		0.20	Bridge Maintenance
ST-2	Sidewalk Grind		13,691	x		0.15	Sidewalk Offset Grinding
ST-7	Crosswalk Maintenance/Inspection		15,031	x		0.20	Lighted Crosswalk Maintenance/Inspection
ST-11	NTCP		49,500	x		-	Program Cost Budget handled by Traffic Engineering
ST-12	Parking Management		55,830		x	0.50	Program Cost Budget handled by Traffic Engineering; Parking Coordinator
ST-13	Shoulders		14,221	x		0.10	Shoulder Grading
ST-14	Curb/Gutter		8,380	x		0.05	Curb/Gutter Repair
ST-15	Temp Patch		22,602	x		0.15	Pothole Repair
ST-16	Hot Patch		356,130	x		2.46	Asphalt Hot Patching
ST-17	Saw Cuts		77,244	x		0.53	Asphalt Saw Cutting
ST-18	Extruded Curb		11,086	x		0.07	Extruded Curb Repair/Install
ST-19	Conc. Repair		37,015	x		0.33	Flat Concrete Repair

FUND/DEPARTMENT: Street Operating Fund/Public Works
Continued

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ST-20	Gravel Paths		2,386	x		0.06	Gravel Path Maintenance
ST-21	Paths/Trails		770	x		0.02	Paths/Trails Maintenance
ST-22	Paths/Trails Operations		2,704	x		-	Budget Operational Costs - Paths/Trails
ST-23	Parking Facilities		10,725	x		0.13	Parking Facilities Maintenance
ST-24	Parking Facilities Landscapes		3,075	x		0.04	Parking Facilities Landscapes Maintenance
ST-25	Parking Facilities Operations		35,980	x		-	Budget Operational Costs - Parking Facilities
ST-26	MC Import/Export		15,590	x		0.20	Spoils Loading
ST-27	MC Inventory		9,332	x		0.12	Inventory Taking
ST-28	MC Facility Operation		4,467	x		0.05	Yard Operations
ST-29	Street Sweeping		102,156	x		0.75	Street Sweeping
ST-30	Street Sweeping Operations		8,465	x		-	Budget Operational Costs - Street Sweeping
ST-31	Flail Mowing		44,465	x		0.45	Mowing activities
ST-32	Trees/Brush		64,168	x		0.25	Tree/Brush field work
ST-33	Medians		70,408	x		0.85	
ST-34	Median Operations		64,098	x		-	Budget Operational Costs - Medians
ST-35	Facility Maintenance - Grounds		26,503	x		0.37	City owned bldg landscape maintenance
ST-36	Public Grounds Operations		10,930	x		0.13	Budget Operational Costs - Public Grounds
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ST-37	Alleys		11,165	x		0.07	Alley Maintenance
ST-38	Crack Seal		19,897	x		0.13	Asphalt Crack Sealing

FUND/DEPARTMENT: Street Operating Fund/Public Works
Continued

Discretionary Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ST-39	Snow/Ice		23,666	x		0.15	Snow/Ice Control
ST-40	Snow/Ice Operations		1,294	x		-	Budget Operational Costs - Snow/Ice Removal
ST-41	Street Litter		6,152	x		0.08	Street Litter
ST-42	Spraying		12,290	x		0.11	Spray program
ST-43	Roadside Litter		4,309	x		0.05	Litter removal from roadside
ST-44	Ancillary Operations		3,044	x		-	Budget Operational Costs - Ancillary
ST-45	Graffiti		68,549	x		1.00	Graffiti Removal ROW and Parks
ST-46	CBD Appurtenance		25,211	x		0.35	CBD focus activities
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Admin. Operations		334,122	x		1.60	Budget Operational Costs Including Maint/Supervision
	Grounds Maintenance - Admin		61,930	x		0.60	Public Grounds Supervision
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
None				None	Partial		
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		1,516,752	x			
Total			4,101,619			16.10	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: Equipment Rental Fund/Public Works**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ER-1	Vehicle Licensing		10,294		x	0.05	Fleet Supervisor's time (0.05 FTE - \$6,294), and licensing fees (\$4,000).
ER-2	Vehicle Insurance		70,476		x	0.05	Fleet Supervisor's time (0.05 FTE - \$6,294), insurance cost (\$64,182).
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ER-3	Fuel/Fuel System & Tanks		602,470		x	0.40	Includes all fuel (\$558,310), system administration - Fleet Supervisor's time (0.20 FTE - \$25,176) Fleet Admin's time (0.20 FTE - \$13,888) , and fueling software support (\$5,096). Gasoline for all city vehicles.
ER-4	Vehicle/Equipment Maintenance		730,338		x	4.00	Includes staff labor (\$392,444) consisting (4.0 FTE) mechanics and (0.15 FTE) inventory control shared with Public Works. Plus parts, outside vendors, shop equipment, tools, tires, lubricants, shop supplies, shop repair (\$310,948). Removal would require negotiations of impacts with the Teamster Union.
ER-5	Vehicle/Equipment Acquisition		468,085		x	0.15	Fleet Supervisor's time (0.15 - \$18,881) plus amount budgeted for vehicle acquisition in 2010 (\$448,707), plus advertising of bids (\$497). Not replacing vehicles will increase the cost for repairs and maintenance.
ER-6	Vehicle/Equipment Disposition		6,294		x	0.05	Includes Supervisor's time (0.5 FTE - \$6,294) included in surplus and auction of equipment. Exclusion will impact maintenance and replacement costs.
ER-7	800 MHZ Radio/Access Repair		173,815		x	0.20	ESPCA access charges (\$108,510), repair contract (\$41,096), and Fleet Supervisor's time (0.15 FTE - \$18,636), and Admin Asst. time (0.05 FTE - \$6,573). Elimination would degrade our ability to operate with other governmental agencies as well as internally degrading the public safety communications for the City.
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
ER-8	Vehicle Cleaning		5,000		x		Vehicle washing at vendor White Swan, 90% is Police vehicles conducted by officers. Impact would be the Police officers time to care for their vehicles which would take away public safety duties and increase the use of the wash station at the maintenance center.

FUND/DEPARTMENT: Equipment Rental Fund/Public Works**Continued**

Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	General Administration - Supervisor		77,994		x	0.60	Fleet Supervisor time (0.2 FTE - \$25,176) Internal Service Manager time (0.4 FTE- \$52,818)
	Accounting, Budgeting, Database		70,961		x	0.90	Fleet Supervisor time (0.15 FTE - \$18,881) Admin Asst (0.75 FTE - \$52,080).
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	None						
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		171,948	x			
Total			2,387,675			6.40	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Information Technology Fund/Information Technology

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
IT-1	Support for Finance systems		333,279		x	1.12	Mandated by the state and federal agencies (reporting to IRS, DRS, etc.). Includes all parts of finance systems (General Ledger, Accounts Payable, audit support, timekeeping, payroll, human resources, etc.).
IT-2	Support for Document Management systems		93,231		x	0.37	New digital WAC mandates management of electronic records.
IT-3	City-wide desktop software licensing		145,597		x	-	Contractual relationship with Microsoft for the next three years to keep software licenses up to date. Includes Microsoft Enterprise agreement and Microsoft Software Assurance.
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
IT-4	PC support		480,997		x	2.86	Includes help desk system, help desk staff, training, Council meeting support, PC replacements, desktop management, desktop security.
IT-4	Help Desk (one-time)		20,436	x			One-time Service Package - Help Desk position
IT-5	GIS		443,799		x	3.56	Includes data management and maintenance, data development, analysis, maps, mapbooks, GIS application maintenance, etc. GIS also receives significant CIP funding as a separate revenue source.
IT-6	Central server and network support		428,785		x	2.30	Includes staff costs, cabling and cable installation, backup tapes, network equipment maintenance, and software, network consulting and support. Replacement funding for servers and network equipment is in the CIP.
IT-7	Telecomm and support		130,936		x	0.54	Telephone system operation and maintenance, call accounting, bill management, voice mail, etc.
IT-8	Permit system and support		298,438		x	0.47	Includes permits and inspections, business licensing, and field mobility. Expenditures include transfer from CIP for permit system replacement, \$214,200.
IT-9	Police system and support		204,703		x	1.19	Police systems support for internal systems, automated tickets, helping NORCOM get started, support for Court, etc.
IT-10	Fire system and support		50,387		x	0.23	Fire is dispatched through Bellevue and the majority of their system costs reside there and are paid through contract. We primarily support records management and inspection.
IT-11	Copier purchase and support		2,600		x	-	Lease and maintenance costs for city copiers.
IT-12	Franchising and management		38,449		x	0.25	Negotiate and manage telecommunication franchise agreements granted by the City. Includes antenna siting and leases, cable franchise, and franchise management.
IT-23	eCityGov Alliance		77,000		x		

FUND/DEPARTMENT: Information Technology Fund/Information Technology
Continued

Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
IT-13	Parks system and support		37,472		x	0.19	Includes recreation software support and staff assistance.
IT-14	Public works system and support		74,033		x	0.33	Maintenance management system which tracks utility assets such as pipes and valves and management of public works work orders.
IT-15	Web system		160,824		x	1.15	Intranet and internet system and support.
IT-15	Web Assistant (one-time)		62,220	x			One-time Service Package - Web Assistant
IT-16	Print media production		182,126		x	1.73	Supports communication to the community and within the organization. Design and create information signs that get used on park kiosks; design, create and produce brochures, posters, flyers, invitations, newsletters, manuals for the organization. Prepares graphics for use with television and for web. Includes on-call graphic support.
IT-17	City council meeting support		25,484		x	-	Produces live video of regularly scheduled Council meetings and study sessions. Includes preparation and test, actual filming and may include minor editing. Includes Granicus web streaming software.
IT-18	Television station management		111,373		x	1.22	Ensures operations comply with FCC rules, develops and maintains program schedule (for web and TV). Schedules programs for airing on the channels, trouble shooting problems and maintenance of equipment. Includes searching for free programming, seeking sponsors, promoting TV channels, networking, preparing community notices, responds to special requests and inquiries.
IT-20	Other video services		85,328		x	0.30	Youth Council, Currently Kirkland, Senior Council and other video services for the organization. Produce DVD copies, special request for services.
IT-20	Multi Media Services Intern		5,050	x			One-time Service Package - Multi Media Services Intern
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
IT-22	Director and Admin Assist		282,963		x	2.00	
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
IT-21	Utilities systems and support		46,431			0.19	
	Northshore Fire District Support		87,020				Northshore Help Desk 1.0 temporary FTE per contract.
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
	Internal Charges & Insurance		88,909	x			
Total			3,997,869			20.00	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works**

Mandated Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FM-1	ADA Code Compliance		25,287	x		0.10	Elevator & automatic door maintenance
FM-2	Ergonomics		16,139	x		0.25	Installation of keyboard trays, etc.
FM-3	Maintain Fire/Life & Safety Systems		49,323	x		0.15	Inspection, monitoring & maintenance of fire suppression & alarm systems (incl phone lines & Fire Station doors & alarm systems)
FM-4	L&I Compliance		5,936	x		0.05	Boiler certification, training, safety meetings
FM-5	Flags		1,802	x		0.02	Flags & conformance with "half-staff" schedule
FM-6	DOH Compliance -Backflow Tstg		1,262	x			Required testing of backflow prevention assemblies on boilers, etc.
FM-7	Pesticide Certification (Grounds)		106	x			Required certification and training for pesticide handling
Essential Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FM-8	24 Hour Coverage/Emergency Response		22,341		x		Standby Pay & Overtime
FM-9	HVAC/Air Quality Issues & Energy Conservation		111,361		x	0.82	Maintenance of HVAC systems at all city buildings
FM-10	Emergency Systems Support		32,773		x	0.10	Inspection & maintenance of generators & UPS
FM-11	Public Building Infrastructure & Systems Maintenance		209,497		x	1.36	Maintenance of infrastructure & systems -painting, repair, plumbing, lighting, electrical, etc. (incl. supplies & gen prof svcs & rpr/maint)
FM-12	Security Systems		34,233		x	0.30	Maintenance, installation and purchase of locks, keys, security systems, etc.
FM-13	Pest Control		7,014		x	0.01	Contracted pest control services
FM-14	Life Cycle Projects		39,837		x	0.40	Coordination, review and management of building life cycle projects
FM-15	Rental Property Management & Maintenance		29,742		x	0.05	Coordination of rental properties & fees for contracted management & maintenance & leasehold excise taxes
FM-16	Janitorial		193,801		x		Cleaning services at all city buildings
FM-17	Janitorial -Supplies		20,900		x		Supplies for cleaning all city buildings

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works****Continued**

Essential Services continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FM-18	Janitorial -Carpet & Upholstery Cleaning		31,107		x		Carpet & upholstery cleaning @ all facilities
FM-20	Landscaping -City Facilities		40,352		x	0.55	Public Grounds staff landscaping
FM-21	Landscaping -City Facilities (hourly wages)		14,612		x		Public Grounds seasonal landscaping
Discretionary Services		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
FM-22	Janitorial -Window Cleaning		2,064		x		Exterior window cleaning
FM-23	Janitorial -Art Display Cleaning		1,272	x			Contracted City Hall art cleaning
FM-25	Office Reconfiguration		7,895	x		0.14	Moving furniture, reconfiguring cubicles
FM-26	New Construction/Tenant Improvements		7,360	x		0.08	New hard-wall offices, etc.
FM-27	Training		8,344		x		Dues & memberships and training needed for maintenance staff to keep level of knowledge & certifications - Travel & Subsistence included
FM-28	Inventory Control		11,075		x	0.13	Maintenance & distribution of supplies (esp. janitorial)
FM-29	Project Management		14,939		x	0.15	Management of non-Life Cycle projects
FM-30	Space Planning		7,840	x		0.04	Ongoing space planning efforts - largely coordination of consultants
FM-31	Work Order System		9,138	x		0.10	Maintenance of work order system
Administration		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Facilities Admin		44,332	x		0.50	Internal Services Manager (45%); Maint & Inv (5%)
	Grounds Admin		43,910	x		0.40	Public Grounds Supervisor (35%); Street Division Manager (5%)
	Other Admin Costs -Facilities & Grounds		41,935	x			Office supplies, uniforms, operating supplies, printing, RFO advertising, arborist, misc. consulting & contract services, etc.
	Small Tools & Minor Equipment		5,626	x			Shop tools, broken hand tool replacements, etc.
	Interfund Transfers		465,235	x			Lifecycle project transfer

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works****Continued**

Administration continued		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Municipal Court Lease		310,053	x			Lease & associated costs for Municipal Court space (rent, prop tax, prop ins, common area prof svcs)
	Parks Maintenance Bldg Lease (KCHA)		94,327	x			Lease for Parks Maintenance space
	Utilities		597,324	x			Water, Sewer, Electricity, Gas for all city buildings
	Refuse Collection & Disposal		37,470	x			Trash removal at three fire stations outside Kirkland city limits & New Waste Management Charge
	Accounts Payable		22,845	x		0.25	Requisition activities, etc.
	Communication		4,418	x			Cell phones, pager
	False Alarm Charges		735	x			Kirkland PD
100% Revenue-Supported Services		Core Service (X = Yes)	Expenditures			FTE's	Notes
	None						
Internal Charges & Insurance		Core Service (X = Yes)	Expenditures	Revenue Offset?		FTE's	Notes
				None	Partial		
	Internal Charges & Insurance		214,965	x			
Total			2,840,527			5.95	