



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance & Administration
Sri Krishnan, Financial Planning Manager

Date: July 9, 2010

Subject: Annexation Financial Update

RECOMMENDATION:

City Council receive an update on financial issues related to annexation. No specific action is requested at this time.

BACKGROUND DISCUSSION:

Annexation Operating Budget

To get a jump start on the budget process, staff prepared initial 2011-2012 annexation services packages in February. Finance and the City Manager's Office met with each department in May to review the service packages as part of the process of developing "revenue-based" recommendations for phasing-in services. The initial service packages far exceeded the revenue available, so departments were given direction to defer staff additions as late as was practical. Service package requests were updated based on feedback from these meetings and the revised department submittals are provided in Appendix A (which will also be provided to the City Council in hard copy form, as requested).

The table below illustrates the adjustments to the department requests over time to reflect the changing economic environment and Council direction regarding levels of service.

Annexation Total FTE Requests

Date of Request	2006	2009	Current*	Recommended*
FTEs Requested	165.6	136.4	121.0	110.87

* Includes 29.52 FTEs approved by Council as part of the 2009-2010 Mid-Bi Budget process.

At the same time, Finance developed a month-by-month revenue projection showing the estimated revenue receipts from the annexation area beginning June 1, 2011. The initial annexation service package requests (including estimated facilities costs) still exceeded the anticipated revenues for 2011 and 2012, indicating that we will need to phase-in service levels more slowly. The City Manager's recommendations for that phasing of the service packages are summarized below and provided in more detail in Exhibit 1.

In addition to the new service package recommendations, the continuing costs of the service packages approved in 2010 were included in the projections. The projections also assume that the costs incurred prior to the annexation effective date will be recouped as revenue is available, based on Council policy discussions at prior meetings. Staff would like to confirm that this is the Council's policy direction in this regard.

The estimated non-utility revenues and recommended expenditures including the ongoing costs of service packages approved as part of the 2009-2010 Mid-Bi Budget process are summarized below. The revenue and expenditure estimates for the 2011-2012 biennium are nearly in balance and are discussed in greater detail later in this report.

**2011-2012 Annexation Cash Flow Summary
(General Fund, Street Fund, & Internal Service Funds)**

	2011	2012	2011-12 Total
Estimated Revenue	\$ 10,445,675	\$ 20,871,229	\$ 31,316,905
Estimated Expenditures	\$ 11,734,284	\$ 19,590,425	\$ 31,324,709
Net (Revenues Less Expenditures)	\$ (1,288,608)	\$ 1,280,804	\$ (7,804)

It is important to recognize that the information presented reflects where we stand now in terms of the current information available. Over the next several months, the projections (and perhaps the recommendations) will be updated as new information is received.

Revenues

The current revenue estimates reflect updated information from King County received in late June. The table that follows summarizes the current revenue estimates by major category.

Annexation Area Revenue Projections

Revenues	Total 2011	Total 2012
Property Tax-Real & Personal (WFLSD in 2011)	332,406	5,665,133
Retail Sales/Use Tax	369,699	1,083,324
Criminal Justice Tax	200,358	587,126
Business License Revenues	372,170	374,031
Electric Utility Tax-Private	514,990	1,385,114
Gas Utility Tax-Private	117,591	443,672
Television Cable-Private	174,455	383,802
Telephone Utility Tax-Private	560,526	1,356,986
Water Customer Utility Tax	787	1,500
Sewage Customer Utility Tax	-	-
Garb/Solid Waste Cust Util Tax	163,362	384,105
Surface Water Cust Utility Tax	81,376	172,959
Leasehold Excise Tax	-	-
Enhanced 911 Access Lines	-	-
Gambling Tax	-	693,238
Franchise Fees (NUD)	898,554	1,728,191
Franchise Fees (CATV)	208,080	400,200
Building Permits	376,789	668,200
Grants and Other Intergovernmental	54,051	94,259
Liquor Control Board Profits & Liquor Excise Tax	171,962	445,660
Intergovernmental Services (less FD41 & EMS)	-	-
Woodinville Fire & Life Safety	-	1,426,568
EMS Levy	28,532	28,532
Adult Probation Charges	197,884	395,700
Engineering Development	117,760	206,861
Plan Check Fees	54,197	95,118
Recreation Charges	24,757	132,356
Security, Fines and Forfeits	680,990	1,026,670
Interest Revenues	-	-
Other Charges - Growing w/Population (rentals, etc.)	16,570	24,754
King County Road District Tax	3,248,103	1,130,690
Gas Tax (motor vehicle fuel tax) - Street Maintenance	189,400	382,588
Admissions Tax	-	-
Total Revenues (excluding State Sales Tax Credit)	9,155,348	20,717,336

Selected highlights related to the revenue estimates include:

- The City will not begin receiving regular property tax revenues from the annexation area until 2012. However, the 2011 County Road levy collected after the effective date of annexation and a share of the Fire District levies for 2011 will be available as one-time funds. The County road levy funds must be used for street purposes. To provide funding for General Fund activities in 2011, staff is recommending that the portion of the current property tax allocated to the Street fund be returned to the General Fund for

the first year. In general practice, King County does not transfer these second half funds until the beginning of the next fiscal year (2012), however, we are working with the County to receive the funds as collected in 2011 for cash flow purposes.

- Sales tax revenues for the area are based on the last full year of data provided by King County (2008), adjusted by the City's revenue decline percentages for 2009 and 2010.
- Utility tax revenues in the annexation area are estimated based on the existing City experience related to revenues per household, etc. because King County does not impose a similar tax, so no annexation area-specific data is available.
- As the City will not be taking over water and sewer service in the annexation area (except for a small number of water customers that will be assumed from Redmond), there is little to no utility tax revenue from these sources. However, the City has a franchise agreement in place with Northshore Utility District that will generate significant franchise fee revenues, which are shown separately.
- Initial development revenue estimates (shown as Building Permits, Engineering Development, and Plan Check Fees) were based on statistics provided by King County. The amounts shown in the table are higher than the amount required to fund the requested service packages. Any amount received over the amount required to cover costs is assumed to be placed in the Development Services Reserve toward work to be performed in a future year. As development patterns become clear, adjustments may be necessary (either increases or decreases) to reflect actual activity levels.
- A one-time payment is shown in 2012 from Woodinville Fire and Life Safety District for a share of District assets (as required by law). Note that the amount of the payment will change based on any changes in the District's financial position during 2010.
- The projected revenues include \$445,000 in Liquor Control Board Profits and Excise Tax receipts in 2012. These revenue sources are the subject of two pending initiatives which may impact the availability of these funds.

Expenditures

Highlights of the service package requests and City Manager's recommendations (provided in Exhibit 1) include:

- The requests in the **City Council** and **Nondepartmental** budgets primarily reflect membership costs in organizations and related services that will increase with the City's increase in population and other factors due to annexation. These costs are recommended for funding.
- The **City Manager's Office** requests include increased resources related to communications, neighborhood services, and related support of the annexation transition. A total of 0.5 FTE is requested and these costs are recommended for funding.
- The **Municipal Court** requests (within the City Manager's Office budget) reflect increased judge, judicial support, and probation resources required to handle the additional case load from the annexation area. The request totals 8.5 FTEs, of which 7.5 FTEs are recommended for funding. Two support lead positions were requested, but only one was funded to determine if that addition would provide adequate oversight.

- **Human Resources** and the **City Attorney's Office** requested funding for those costs associated with the increased number of City employees and increased prosecution and public defender costs associated with the activity at the Court. Both of the requests are recommended for funding.
- **Parks and Community Services** requested 6.38 FTEs. 3.75 of those FTEs are for Parks Maintenance and are funded by the Parks Maintenance levy, which is accounted for in a separate fund. In addition, funding for an update to the Parks, Recreation, & Open Space Plan was requested, along with funding for Human Services, Recreation, and Senior Services programs.
 - In 2011, the funding for Human Service programs is not recommended on the assumption that King County will have funded those agencies for that period. The on-going per capita funding is recommended for 2012, however, the one-time per capita funding and the 0.13 FTE addition are not recommended until further assessment of needs in the area can be made.
 - For Recreation, 1.0 FTE is recommended (rather than the 1.5 requested) pending a better understanding of workload demands for the annexed area.
 - The Senior Services increased staffing is also not recommended in recognition that many seniors in the area are currently served by the Northshore Senior Center (and some by Kirkland) and the need for incremental resources needs to be further assessed.
 - As needs become better defined, requirements can be reconsidered as part of the mid-biennial budget process or for the 2013-14 budget.
- **Public Works (General Fund)** requests include development engineering staff (to be paid for by development fees), transportation needs (including increases to the Neighborhood Traffic Control Program (NTCP), capital projects engineering staff (to be paid for from capital projects), and increased GIS analyst support. All of these increases are recommended except for the NTCP staffing. Consideration of extension of this service is recommended as part of the 2013-14 budget process.
- **Finance and Administration** requests reflect incremental workload increases in most functions (0.75 FTEs) due to increased City staffing and transaction activity (accounting, City Clerk, business license, purchasing, and utility billing). In addition, the unavoidable increase in election costs is included as part of the City Clerk's budget. The service packages with the exception of mail backfill are recommended for funding, with the utility billing position contingent on the City assuming solid waste responsibility in the annexation area (and the cost would be fully funded from the Solid Waste utility).
- **Planning & Community Development** requests include staffing for current planning (development related activities funded in part by fee revenues) and long-range planning (a total of 6.9 FTEs). In addition, the annexation area census and funding for ARCH are requested. Code Enforcement is recommended to be phased in (0.25 FTE in June 2011 and 0.25 FTE in January 2012). The recommendations reflect ARCH trust fund contributions beginning in 2012 and a total of 5.4 FTEs across all functions. The graduate intern and hybrid vehicle are not recommended.
- **Police** requests reflect completion of the hiring to staff three patrol districts in the annexation area and provide associated support and program functions (19 FTEs in addition to the 26 FTEs approved through the mid-bi process). The requests also include increased Marine Patrol costs and NORCOM dispatch costs associated with the annexation area. These service packages are recommended for funding.
- **Fire & Building** requests reflect staffing for development review services (3.0 FTEs funded from development revenues), an additional aid car and related staffing at Station

27 to service the Kingsgate area assumed from Woodinville Fire and Life Safety, additional fire marshall, administrative support, and emergency preparedness personnel. The total Fire-related request is 12 FTEs. The recommendation is to fund the building FTES and 10.5 of the 12 Fire-related positions. The Administration Coordinator and Community Preparedness Specialist positions represent new levels of service not directly tied to serving the annexation area.

- **Street** Fund requested a total of 10 FTEs to provide service in the annexation area and the City Manager's recommendation is that 8 FTEs be funded. The remaining positions could be reconsidered based on needs as part of the 2013-14 budget process.
- **Equipment Rental (Fleet)** requested 2.0 FTEs along with related operations and maintenance costs associated with the increase in vehicles due to annexation. These service packages are recommended for funding.
- **Facilities** requested 1.5 FTEs and related operations and maintenance costs associated with expanded City facilities, which are recommended for funding.
- **Information Technology** requested 5.5 FTEs of which 3.75 FTEs are recommended for funding. The System Administrator is not recommended since there are no new systems being added as part of annexation. The Videographer position is not recommended as it reflects a new level of service not directly related to annexation.

Utilities

The City will be taking over **Surface Water** utility services in the annexation area and will likely assume providing **Solid Waste** utility services (an update on the status of these discussion appears later in this report). The utilities are self-supporting enterprises and do not receive any tax support, but are wholly funded by rates and charges. The service packages for the utilities are funded within the revenue generated by applying City rates to the new customers; in other words, annexation is not driving rate increases. Surface Water is requesting 8 FTEs and the Solid Waste utility is requesting 1.5 FTEs (in addition to the utility billing position). Note that a portion of some of the Street positions is also funded by the Surface Water utility. These positions are recommended for funding. In addition, the contract cost for solid waste services and recycling is included. The status of the solid waste negotiations is summarized at the end of this report.

Summary

The table that follows summarizes the non-utility revenue sources and recommended expenditures and the utility-related cash flow. In an attempt to simplify the annexation operating budget picture, the table combines the non-utility funds and presents the current cash flow based on the preceding recommendations.

Annexation Cash Flow Summary (General Fund, Street Fund, & Internal Service Funds)

	2011			2012		
	One-time	Ongoing	Total	One-Time	Ongoing	Total
Estimated Revenue						
Annexation Area Revenues	3,248,103	5,907,245	9,155,348	2,557,258	18,160,078	20,717,336
Offsetting Revenues in Service Packages	-	126,174	126,174	40,179	411,364	451,543
Internal Svc Fund Rev from Other Funds	40,200	87,455	127,656	88,587	176,528	265,114
Loss of Revenue from FD-41 Contract	-	-	-	-	(3,600,000)	(3,600,000)
State Sales Tax Credit	-	1,036,498	1,036,498	-	3,037,236	3,037,236
Total Estimated Revenue	\$ 3,288,303	\$ 7,157,372	\$ 10,445,675	\$ 2,686,024	\$ 18,185,205	\$ 20,871,229
Estimated Expenditures						
Mid-Bi Approved Service Packages	-	3,645,730	3,645,730	-	3,773,330	3,773,330
Recommended Service Packages:						
General Fund (& Parks Maint. Fund)	1,896,371	4,667,098	6,563,469	1,129,614	8,732,765	9,862,379
Street Fund	192,485	302,380	494,865	554,402	1,052,960	1,607,362
Fleet (Equipment Rental) Fund	5,760	86,666	92,426	5,760	177,150	182,910
Information Technology Fund	305,638	193,710	499,348	616,047	563,152	1,179,199
Facilities Maintenance Fund	-	303,242	303,242	61,220	456,847	518,067
Development Services Reserve	135,204	-	135,204	307,178	-	307,178
Facilities Debt Service	-	-	-	-	1,660,000	1,660,000
Reimburse Annexation Costs through 2010	-	-	-	500,000	-	500,000
Total Estimated Expenditures	\$ 2,535,458	\$ 9,198,826	\$ 11,734,284	\$ 3,174,221	\$ 16,416,204	\$ 19,590,425
Revenue Available for Other SPs -OR- (Reductions Required)	\$ 752,845	\$ (2,041,453)	\$ (1,288,608)	\$ (488,197)	\$ 1,769,001	\$ 1,280,804

Annexation Cash Flow Summary (Utility Funds)

	2011			2012		
	One-time	Ongoing	Total	One-Time	Ongoing	Total
Estimated Revenue						
Surface Water Rate Revenues	-	1,526,558	1,526,558	-	2,649,746	2,649,746
Solid Waste Rate Revenues	-	4,178,884	4,178,884	-	8,081,452	8,081,452
Total Estimated Revenue	\$ -	\$ 5,705,442	\$ 5,705,442	\$ -	\$ 10,731,198	\$ 10,731,198
Estimated Expenditures						
Recommended Service Packages:						
Surface Water Management (Operating)	318,730	465,888	784,618	531,750	930,684	1,462,434
Surface Water Capital Contribution	-	678,112	678,112	-	1,054,755	1,054,755
Solid Waste Fund	43,601	4,071,455	4,115,056	-	7,948,895	7,948,895
Internal Service Fund Charges	40,200	87,455	127,656	88,587	176,528	265,114
Facilities Debt Service	-	-	-	-	-	-
Total Estimated Expenditures	\$ 402,531	\$ 5,302,911	\$ 5,705,442	\$ 620,337	\$ 10,110,862	\$ 10,731,198
Revenue Available for Other SPs -OR- (Reductions Required)	\$ (402,531)	\$ 402,531	\$ -	\$ (620,337)	\$ 620,337	\$ -

A description of the summary table follows.

- The "Annexation Area Revenues" shows the total revenues from the table on page 2 of this report, allocated between one-time and on-going sources.
- "Offsetting Revenues in Service Packages" includes interfund revenue supporting selected functions, such as the capital projects positions funded by the CIP, which are not included in the prior line.
- "Internal Service Fund Revenues from Other Funds" includes the share of the Fleet, Facilities, and Information Technology costs paid by the utility funds.
- "Loss of Revenue from FD 41 Contract" represents the backfill of the loss of contract revenues the City currently receives for providing service in the Fire District 41 service area, which will cease upon dissolution of the District.

- "State Sales Tax Revenue" is an estimate of the maximum state sales tax credit of 0.2%. Full recovery of the state sales tax credit is assumed. As discussed below, the City is in the process of clarifying that costs incurred prior to the effective date of annexation can be recovered and can be carried forward into future year calculations until they are recovered (within the 10 year limitation).
- "Mid-Bi Approved Service Packages" reflects the on-going costs in 2011-12 of the ramp-up service packages approved beginning in 2010.
- "Recommended Service Packages" summarizes the City Manager's Office recommendations for each fund.
- "Development Services Reserve" reflects the projected revenue in excess of requested service packages, which is intended to recognize work paid for but not completed until subsequent fiscal years.
- "Facilities Debt Service" shows the annexation area share of the debt service related to facilities expansion, as discussed at the June 1 study session on facilities financing.
- "Reimburse Annexation Costs through 2010" reflects the share of costs prior to the effective date that are projected to be reimbursed from annexation revenues, as available.

The summary shows that the current revenue estimates will fund the service package recommendations and provide for some initial recovery of costs incurred prior to the effective date.

A summary of the recommended FTE additions by month is provided below for reference.

Recommended Annexation Service Package FTEs

Department/Fund	FTEs Approved in 2010	Recommended in 2011	Recommended in 2012	Total Recommended 2010-2012
City Manager	0.40	-	0.50	0.90
Court	-	5.00	2.50	7.50
Human Resources	1.12	-	-	1.12
City Attorney	-	-	-	-
Parks	-	3.75	1.00	4.75
PW Engineering	-	2.70	1.50	4.20
Finance	1.00	0.50	0.25	1.75
Planning	1.00	1.90	3.50	6.40
Police	26.00	18.00	1.00	45.00
Building	-	3.00	-	3.00
Fire	-	10.50	-	10.50
General Fund Total	29.52	45.35	10.25	85.12
Streets	-	4.00	4.00	8.00
Fleet	-	1.00	1.00	2.00
Information Technology	-	2.50	1.25	3.75
Facilities	-	0.50	1.00	1.50
GGO Total	29.52	53.35	17.50	100.37
Surface Water	-	6.00	2.00	8.00
Solid Waste	-	2.50	-	2.50
TOTAL ALL FUNDS	29.52	61.85	19.50	110.87

State Sales Tax Credit

The availability of the state sales tax credit revenue is key to the City's ability to fund annexation costs for the first ten years. When the legislation was first approved, the State Department of Revenue (DOR) indicated that the funding would be available to cities prior to the annexation effective date to assist with transition costs. More recently, DOR indicated that the City cannot begin to collect this revenue until after the effective date of annexation. In February 2010, the City Council passed an ordinance imposing the annexation 0.2% sales tax credit beginning in July 2010. This action was taken because staff was still engaged in discussion with the Department of Revenue (DOR) on the timing and applicability of the tax. Finance received notification from DOR dated March 31, 2010 that the annexation sales tax credit cannot be imposed prior to the effective date of annexation. At this juncture, it appears that there is no feasible further recourse regarding DOR's position.

As part of our on-going discussions with DOR, two additional issues surfaced that we are working to address to ensure that we can maximize the benefit of the sales tax credit after the effective date and that we will be able to apply it to costs accumulated before the effective date. The City is seeking clarification on two aspects of the Annexation Sales Tax Credit: one related to the gambling tax provisions and the other specific to accumulated shortfall. A summary of both issues is contained in Exhibit 2 for reference.

Staff has met with Representative Ross Hunter (sponsor of the legislation) and he has agreed to provide a letter clarifying the legislative intent on both items that we believe will support the City's position. The City of Renton has agreed to support this letter as well. In addition, Rep. Hunter suggested we solicit a legal opinion on the issues. The draft letter from Foster Pepper is included as Exhibit 3 for reference. Staff believes that these actions will help to support our interpretation of the statute.

King County Funding

At one time, King County had reserved up to \$10 million in annexation assistance funding to encourage cities to pursue annexation of unincorporated islands. Although in the past County representatives have informally indicated that funding assistance may still be possible, more recent communications have been less encouraging. Given the County's financial situation, it is not realistic to expect the level of financial assistance that may have been available three years ago.

However, the City is continuing to pursue whatever assistance may be possible such as transfers of dedicated reserves (e.g. impact fee revenue, surface water capital funds) and/or other assets such as property that the City can use now or in the future to offset the cost of annexation (e.g. the Finn Hill fire station site).

Facilities Financing

The most significant and pressing capital need for annexation is the need for new or expanded facilities to house staff hired to serve the larger City. As discussed at the June 1 Study Session, the City is pursuing the option to purchase a property in Totem Lake, with a tentative closing date of September 1, 2011. An interfund loan for the property purchase will be brought forward for Council consideration at the August 3 City Council meeting (following the due

diligence period). This loan is intended to bridge the period between the purchase and when the City can issue municipal bonds for the overall facilities project(s). Staff is pursuing the issuance of General Obligation bonds, and the first step in that process is to hire a Financial Advisor to help with the structuring and packaging of the bonds. A draft Request for Proposals will be reviewed by the Finance Subcommittee at their July meeting.

Solid Waste Service Provision Issues

On June 30, City staff met with representatives from Waste Management (WMI) to discuss the pending annexation. Both parties exchanged ideas and interests surrounding our long term relationship (30+ years). We discussed the potential for a new long term contractual partnership that will ensure an equal set of first-rate services to sustain the City's high annual recycling diversion and competitive rates for post-annexation Kirkland. Per the existing "4-Way Agreement", WMI will begin providing service to approximately 10,000 customers in the annexation area on July 1, 2011. In recent months, WMI has expressed concerns with the terms and conditions of the 4-Way Agreement due to its obligation to purchase the annexation area territory from Allied Waste Services (AWS), significant start-up costs, and a projected on-going operating loss that would be experienced in the area through the end of our current contract in October, 2014. Although the 4-way agreement presents financial challenges to Waste Management, in the absence of the agreement, state law would prevail. Under state law, Allied Waste Services would continue to serve the annexation area under a different set of rates and a lower level of curbside recycling services for at least 7-10 years.

As noted above, the current contract for solid waste services for the existing City expires in 2014 with provisions for annual inflation adjustments in the interim. Staff believes that conditions are appropriate for the City to discuss a new contract with WMI and to enter into a negotiation process. Any negotiation process must be completed before the effective date of the service change (July 1, 2011) so that WMI could fulfill the terms and conditions of the 4-Way Agreement. Staff has confirmed the availability of a lead contract negotiator and is prepared to proceed if directed.

In consideration of the current complexities and uncertainties, staff is proposing the adoption of a one-year solid waste rate for 2011 which has been developed to ensure sufficient income for the solid waste utility regardless of the impacts of the 4-Way Agreement. Additionally, in order to comply with State law, the solid waste rate must be adopted by the October 19, 2010 City Council meeting in order to be put into effect on January 1, 2011.

Conclusion

No action is requested of the City Council at this time, but staff is requesting questions and feedback on the preliminary results. As discussed earlier, the projections and recommendations are subject to change as new information becomes available and will be brought forward to the City Council as part of the annexation updates and the budget process this Fall.

**City of Kirkland
2011 Preliminary Annexation Service Package Requests**

Exhibit 1

	2011 Department Request				2011 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
GENERAL FUND								
Nondepartmental								
Intergovernmental Professional Services	-	5,000	-	5,000	-	5,000	-	5,000
Subtotal Nondepartmental	-	5,000	-	5,000	-	5,000	-	5,000
City Council								
Council Dues	-	-	-	-	-	-	-	-
Subtotal City Council	-	-	-	-	-	-	-	-
City Manager								
Communications	-	3,100	5,950	9,050	-	3,100	5,950	9,050
Neighborhood Services	-	-	-	-	-	-	-	-
City Manager Intern	-	10,455	2,475	12,930	-	10,455	2,475	12,930
Pre-Annexation General Support	-	-	15,024	15,024	-	-	15,024	15,024
Municipal Court Judicial Services	-	33,000	-	33,000	-	33,000	-	33,000
Municipal Court Services	5.50	138,859	17,500	156,359	3.00	84,468	16,000	100,468
Municipal Court Probation Services	2.00	67,653	9,000	76,653	2.00	67,653	9,000	76,653
Subtotal City Manager	7.50	253,067	49,949	303,016	5.00	198,676	48,449	247,125
Human Resources								
Organizational Impacts	-	33,560	343	33,903	-	33,560	343	33,903
Subtotal Human Resources	-	33,560	343	33,903	-	33,560	343	33,903
City Attorney's Office								
Legal Services	-	192,900	-	192,900	-	192,900	-	192,900
Subtotal City Attorney's Office	-	192,900	-	192,900	-	192,900	-	192,900
Parks & Community Services								
Parks Maintenance	3.75	103,728	57,686	161,414	3.75	103,728	57,686	161,414
Parks & Recreation (PROS) Plan Update	-	-	-	-	-	-	-	-
Human Services	-	115,187	28,392	143,579	-	-	-	-
Recreation	-	4,750	-	4,750	-	4,750	-	4,750
Senior Services	-	-	-	-	-	-	-	-
Subtotal Parks & Community Services	3.75	223,665	86,078	309,743	3.75	108,478	57,686	166,164
Public Works								
Development Engineering Staffing	2.00	105,165	44,876	150,041	2.00	105,165	44,876	150,041
Annexation Area/NE 124th St. ITS Traffic Signal Oper.	-	8,750	-	8,750	-	8,750	-	8,750
Transportation Engineering Staffing	-	-	-	-	-	-	-	-
Accident System Update	-	-	-	-	-	-	-	-
Traffic Counts	-	15,000	-	15,000	-	15,000	-	15,000
BKR Model Update	-	-	30,000	30,000	-	-	30,000	30,000
Capital Projects Engineering Staff	0.20	19,512	-	19,512	0.20	19,512	-	19,512
GIS Analyst	0.50	26,988	7,437	34,425	0.50	26,988	7,437	34,425
Subtotal Public Works	2.70	175,415	82,313	257,728	2.70	175,415	82,313	257,728
Finance & Administration								
Lockbox Services	-	24,000	-	24,000	-	24,000	-	24,000
Accounting Associate IV	0.50	22,408	-	22,408	0.50	22,408	-	22,408
City Clerk Support	-	-	-	-	-	-	-	-
Business License/False Alarm Overtime	-	5,300	23,806	29,106	-	5,300	23,806	29,106
Audit Costs	-	-	-	-	-	-	-	-
Purchasing/Mail Backfill Overtime	-	2,110	5,965	8,075	-	-	5,965	5,965
Election Costs	-	-	-	-	-	-	-	-
Subtotal Finance & Administration	0.50	53,818	29,771	83,589	0.50	51,708	29,771	81,479
Planning & Community Development								
Planner/Office Technician Area 2	2.00	150,529	-	150,529	1.50	129,021	-	129,021
Office Specialist Area 1	-	-	-	-	-	-	-	-
Urban Forester Area 2	-	-	14,000	14,000	-	-	14,000	14,000
Code Enforcement Officer Area 2	0.50	32,648	-	32,648	0.25	16,504	-	16,504
Development Review Manager Area 2	0.15	12,231	-	12,231	0.15	12,231	-	12,231
Senior Planner Area 3	-	-	-	-	-	-	-	-
Associate Planner Area 2	-	-	-	-	-	-	-	-
Graduate Intern Area 2	-	-	-	-	-	-	-	-
Vehicle Area 1	-	-	-	-	-	-	-	-
Annexation Census Area 3	-	-	225,000	225,000	-	-	225,000	225,000
ARCH Area 3	-	23,000	75,000	98,000	-	23,000	-	23,000
Subtotal Planning & Community Development	2.65	218,408	314,000	532,408	1.90	180,756	239,000	419,756

**City of Kirkland
2011 Preliminary Annexation Service Package Requests**

Exhibit 1

	2011 Department Request				2011 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
Police								
Officers hired in 2010 Ongoing Costs	-	280,462	-	280,462	-	280,462	-	280,462
Police Officers	11.00	860,286	165,750	1,026,036	11.00	860,286	165,750	1,026,036
Patrol Vehicles	-	7,395	432,225	439,620	-	7,395	432,225	439,620
Patrol Supervision-Sergeants/Corporals	-	61,690	-	61,690	-	61,690	-	61,690
Lieutenant-Command Staff	-	33,771	73,471	107,242	-	33,771	73,471	107,242
Investigators	-	16,979	226,583	243,562	-	16,979	226,583	243,562
Traffic Officers	-	3,611	79,975	83,586	-	3,611	79,975	83,586
K-9 Officer	-	-	-	-	-	-	-	-
Records	3.00	156,077	16,300	172,377	3.00	156,077	16,300	172,377
Corrections Personnel and Vehicle	3.00	131,152	160,325	291,477	3.00	131,152	160,325	291,477
Evidence & Support Staff	1.00	28,862	12,681	41,543	1.00	28,862	12,681	41,543
Narcotics Task Force Detective	-	-	-	-	-	-	-	-
Inmate Costs	-	400,176	-	400,176	-	400,176	-	400,176
Supplies & Services	-	24,487	-	24,487	-	24,487	-	24,487
Marine Patrol	-	36,500	-	36,500	-	36,500	-	36,500
NORCOM	-	390,000	-	390,000	-	390,000	-	390,000
Subtotal Police	18.00	2,431,448	1,167,310	3,598,758	18.00	2,431,448	1,167,310	3,598,758
Fire & Building								
Building Services	3.00	163,011	-	163,011	3.00	163,011	-	163,011
9 Firefighters and Aid Car for Kingsgate area	9.00	1,008,939	221,563	1,230,502	9.00	1,008,939	221,563	1,230,502
Assistant Fire Marshall/Inspector	1.00	87,752	45,016	132,768	1.00	87,752	45,016	132,768
Administration Coordinator	1.00	54,204	9,470	63,674	-	-	-	-
Community Preparedness Specialist-Emergency Prep	0.50	11,446	5,020	16,466	-	-	-	-
Fire Office Technician	0.50	19,455	4,920	24,375	0.50	19,455	4,920	24,375
NORCOM	-	10,000	-	10,000	-	10,000	-	10,000
Subtotal Fire & Building	15.00	1,354,807	285,989	1,640,796	13.50	1,289,157	271,499	1,560,656
GENERAL FUND TOTAL	50.10	4,942,088	2,015,753	6,957,841	45.35	4,667,098	1,896,371	6,563,469

**City of Kirkland
2011 Preliminary Annexation Service Package Requests**

Exhibit 1

	2011 Department Request				2011 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
OTHER FUNDS								
Street Operating Fund								
Grounds Field Crew	-	-	-	-	-	-	-	-
Utility Person (signal shop)	1.00	132,330	60,652	192,982	1.00	132,330	60,652	192,982
Utility Person (graffiti)	-	-	-	-	-	-	-	-
Utility Craftperson (locator)	1.00	45,971	22,771	68,742	1.00	45,971	22,771	68,742
Utility Person (sign shop)	1.00	68,047	52,152	120,199	-	-	-	-
Senior Maintenance Person (sweeper/mower operator)	1.00	62,637	48,562	111,199	1.00	62,637	48,562	111,199
Administration (office specialist)	-	-	-	-	-	-	-	-
Field Crew (1 senior maintenance/2 utility workers)	-	16,417	28,500	44,917	-	16,417	28,500	44,917
Utility person (maintenance center yard)	1.00	45,025	32,000	77,025	1.00	45,025	32,000	77,025
Subtotal Street Operating Fund	5.00	370,427	244,637	615,064	4.00	302,380	192,485	494,865
Surface Water Management Fund								
Field Arborist	0.50	24,541	5,152	29,693	0.50	24,541	5,152	29,693
Surface Water Engineering/Outreach Staffing	2.50	195,002	70,402	265,404	2.50	195,002	70,402	265,404
Surface Water O&M Staffing	3.00	246,345	243,176	489,521	3.00	246,345	243,176	489,521
Subtotal Surface Water Management Fund	6.00	465,888	318,730	784,618	6.00	465,888	318,730	784,618
Solid Waste Fund								
Solid Waste Staffing (Sceanio 2 contingent)	1.50	167,848	18,920	186,768	1.50	167,848	18,920	186,768
Solid Waste Contract/Recycling Costs	-	3,826,000	-	3,826,000	-	3,826,000	-	3,826,000
Utility Billing-Garbage	1.00	77,607	24,681	102,288	1.00	77,607	24,681	102,288
Subtotal Solid Waste Fund	2.50	4,071,455	43,601	4,115,056	2.50	4,071,455	43,601	4,115,056
Equipment Rental Fund								
Fleet Emergency Vehicle Technicians	1.00	86,666	5,760	92,426	1.00	86,666	5,760	92,426
Subtotal Equipment Rental Fund	1.00	86,666	5,760	92,426	1.00	86,666	5,760	92,426
Information Technology Fund								
Web Produciton Assistant	-	-	-	-	-	-	-	-
GIS Analysts .25	0.25	15,449	-	15,449	0.25	15,449	-	15,449
Applications Manager	1.00	68,631	5,731	74,362	1.00	68,631	5,731	74,362
Help Desk Lead	1.00	61,349	3,038	64,387	1.00	61,349	3,038	64,387
GIS Analyst 1.0	-	-	-	-	-	-	-	-
System Administrator	-	-	-	-	-	-	-	-
Videographer	-	-	-	-	-	-	-	-
Help Desk Technician .25	0.25	13,512	-	13,512	0.25	13,512	-	13,512
Applications/Network Software and Hardware	-	34,769	156,869	191,638	-	34,769	156,869	191,638
GIS Data Development	-	-	140,000	140,000	-	-	140,000	140,000
Subtotal Information Technology Fund	2.50	193,710	305,638	499,348	2.50	193,710	305,638	499,348
Facilities Maintenance Fund								
Facilities Life Cycle and Rate Model Update	-	-	-	-	-	-	-	-
Maintenance Center O&M	-	24,552	-	24,552	-	24,552	-	24,552
Municipal Court O&M	-	23,732	-	23,732	-	23,732	-	23,732
City Hall O&M	-	227,351	-	227,351	-	227,351	-	227,351
Facilities Staffing	0.50	27,607	-	27,607	0.50	27,607	-	27,607
Subtotal Facilities Maintenance Fund	0.50	303,242	-	303,242	0.50	303,242	-	303,242
TOTAL OTHER FUNDS	17.50	5,491,388	918,366	6,409,754	16.50	5,423,341	866,214	6,289,555
TOTAL ALL FUNDS	67.60	10,433,476	2,934,119	13,367,595	61.85	10,090,439	2,762,585	12,853,024

**City of Kirkland
2012 Preliminary Annexation Service Package Requests**

Exhibit 1

	2012 Department Request				2012 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
GENERAL FUND								
Nondepartmental								
Intergovernmental Professional Services	-	30,000	-	30,000	-	30,000	-	30,000
Subtotal Nondepartmental	-	30,000	-	30,000	-	30,000	-	30,000
City Council								
Council Dues	-	76,530	-	76,530	-	76,530	-	76,530
Subtotal City Council	-	76,530	-	76,530	-	76,530	-	76,530
City Manager								
Communications		3,100	-	3,100	-	3,100	-	3,100
Neighborhood Services	0.50	62,441	-	62,441	0.50	62,441	-	62,441
City Manager Intern	-	20,357	-	20,357	-	20,357	-	20,357
Pre-Annexation General Support	-	-	-	-	-	-	-	-
Municipal Court Judicial Services	1.00	196,071	4,000	200,071	1.00	196,071	4,000	200,071
Municipal Court Services		436,952	-	436,952	1.50	350,506	-	350,506
Municipal Court Probation Services	-	175,756	-	175,756	-	175,756	-	175,756
Subtotal City Manager	1.50	894,677	4,000	898,677	3.00	808,231	4,000	812,231
Human Resources								
Organizational Impacts	-	33,560	-	33,560	-	33,560	-	33,560
Subtotal Human Resources	-	33,560	-	33,560	-	33,560	-	33,560
City Attorney's Office								
Legal Services	-	358,800	-	358,800	-	358,800	-	358,800
Subtotal City Attorney's Office	-	358,800	-	358,800	-	358,800	-	358,800
Parks & Community Services								
Parks Maintenance	-	399,697	337,906	737,603	-	399,697	337,906	737,603
Parks & Recreation (PROS) Plan Update	-	-	100,000	100,000	-	-	100,000	100,000
Human Services	0.13	211,514	48,672	260,186	-	197,463	-	197,463
Recreation	1.50	226,547	9,388	235,935	1.00	188,816	9,388	198,204
Senior Services	1.00	74,075	2,682	76,757	-	-	-	-
Subtotal Parks & Community Services	2.63	911,833	498,648	1,410,481	1.00	785,976	447,294	1,233,270
Public Works								
Development Engineering Staffing	-	168,496	-	168,496	-	168,496	-	168,496
Annexation Area/NE 124th St. ITS Traffic Signal Oper.	-	15,000	-	15,000	-	15,000	-	15,000
Transportation Engineering Staffing	0.75	84,268	-	84,268	-	-	-	-
Accident System Update	-	-	2,000	2,000	-	-	2,000	2,000
Traffic Counts	-	-	-	-	-	-	-	-
BKR Model Update	-	-	-	-	-	-	-	-
Capital Projects Engineering Staff	1.50	173,688	40,179	213,867	1.50	173,688	40,179	213,867
GIS Analyst	-	49,101	-	49,101	-	49,101	-	49,101
Subtotal Public Works	2.25	490,553	42,179	532,732	1.50	406,285	42,179	448,464
Finance & Administration								
Lockbox Services	-	24,000	-	24,000	-	24,000	-	24,000
Accounting Associate IV	-	41,471	-	41,471	-	41,471	-	41,471
City Clerk Support	0.25	21,150	-	21,150	0.25	21,150	-	21,150
Business License/False Alarm Overtime	-	21,316	-	21,316	-	21,316	-	21,316
Audit Costs	-	25,000	-	25,000	-	25,000	-	25,000
Purchasing/Mail Backfill Overtime	-	4,299	-	4,299	-	-	-	-
Election Costs	-	100,000	-	100,000	-	100,000	-	100,000
Subtotal Finance & Administration	0.25	237,236	-	237,236	0.25	232,937	-	232,937
Planning & Community Development								
Planner/Office Technician Area 2	-	191,446	-	191,446	-	153,214	-	153,214
Office Specialist Area 1	1.00	79,272	-	79,272	1.00	79,272	-	79,272
Urban Forester Area 2	0.50	59,299	-	59,299	0.50	59,299	-	59,299
Code Enforcement Officer Area 2	-	57,777	-	57,777	0.25	57,777	-	57,777
Development Review Manager Area 2	0.25	57,500	-	57,500	0.25	57,500	-	57,500
Senior Planner Area 3	1.50	180,993	-	180,993	0.50	60,331	-	60,331
Associate Planner Area 2	1.00	112,433	-	112,433	1.00	112,433	-	112,433
Graduate Intern Area 2	-	14,498	-	14,498	-	-	-	-
Vehicle Area 1	-	-	26,000	26,000	-	-	-	-
Annexation Census Area 3	-	-	-	-	-	-	-	-
ARCH Area 3	-	42,000	75,000	117,000	-	42,000	75,000	117,000
Subtotal Planning & Community Development	4.25	795,218	101,000	896,218	3.50	621,826	75,000	696,826

**City of Kirkland
2012 Preliminary Annexation Service Package Requests**

Exhibit 1

	2012 Department Request				2012 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
Police								
Officers hired in 2010 Ongoing Costs	-	280,462	-	280,462	-	280,462	-	280,462
Police Officers	-	1,254,423	-	1,254,423	-	1,254,423	-	1,254,423
Patrol Vehicles	-	8,874	93,900	102,774	-	8,874	93,900	102,774
Patrol Sergeants/Corporals	-	93,282	-	93,282	-	93,282	-	93,282
Lieutenant-Command Staff	-	37,294	-	37,294	-	37,294	-	37,294
Investigators	-	23,568	1,500	25,068	-	23,568	1,500	25,068
Traffic Officers	-	13,407	158,450	171,857	-	13,407	158,450	171,857
K-9 Officer	-	6,383	97,135	103,518	-	6,383	97,135	103,518
Records	-	253,929	-	253,929	-	253,929	-	253,929
Corrections Personnel and Vehicle	-	264,469	-	264,469	-	264,469	-	264,469
Evidence & Support Staff	1.00	153,705	12,906	166,611	1.00	153,705	12,906	166,611
Narcotics Task Force Detective	-	6,710	350	7,060	-	6,710	350	7,060
Inmate Costs	-	689,958	-	689,958	-	689,958	-	689,958
Supplies & Services	-	44,498	-	44,498	-	44,498	-	44,498
Marine Patrol	-	36,500	-	36,500	-	36,500	-	36,500
NORCOM	-	610,000	-	610,000	-	610,000	-	610,000
Subtotal Police	1.00	3,777,462	364,241	4,141,703	1.00	3,777,462	364,241	4,141,703
Fire & Building								
Building Services	-	292,764	-	292,764	-	292,764	-	292,764
9 Firefighters and Aid Car for Kingsgate area	-	1,086,517	196,900	1,283,417	-	1,086,517	196,900	1,283,417
Assistant Fire Marshall/Inspector	-	155,946	-	155,946	-	155,946	-	155,946
Administration Coordinator	-	98,887	-	98,887	-	-	-	-
Community Preparedness Specialist-Emergency Prep	-	49,606	-	49,606	-	-	-	-
Fire Office Technician	-	35,931	-	35,931	-	35,931	-	35,931
NORCOM	-	30,000	-	30,000	-	30,000	-	30,000
Subtotal Fire & Building	-	1,749,651	196,900	1,946,551	-	1,601,158	196,900	1,798,058
GENERAL FUND TOTAL	11.88	9,355,520	1,206,968	10,562,488	10.25	8,732,765	1,129,614	9,862,379

**City of Kirkland
2012 Preliminary Annexation Service Package Requests**

Exhibit 1

	2012 Department Request				2012 City Manager Recommended			
	FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total
OTHER FUNDS								
Street Operating Fund								
Grounds Field Crew	1.00	89,150	54,000	143,150	1.00	89,150	54,000	143,150
Utility Person (signal shop)		240,999		240,999	-	240,999	-	240,999
Utility Person (graffiti)	1.00	73,250	39,694	112,944	1.00	73,250	39,694	112,944
Utility Craftperson (locator)		82,413		82,413	-	82,413	-	82,413
Utility Person (sign shop)		121,799		121,799	-	-	-	-
Senior Maintenance Person (sweeper/mower operator)		114,577		114,577	-	114,577	-	114,577
Administration (office specialist)	1.00	71,087	33,437	104,524	-	-	-	-
Field Crew (1 senior maintenance/2 utility workers)	2.00	370,723	460,708	831,431	2.00	370,723	460,708	831,431
Utility person (maintenance center yard)		81,848		81,848	-	81,848	-	81,848
Subtotal Street Operating Fund	5.00	1,245,846	587,839	1,833,685	4.00	1,052,960	554,402	1,607,362
Surface Water Management Fund								
Field Arborist	-	44,139	-	44,139	-	44,139	-	44,139
Surface Water Engineering/Outreach Staffing	-	304,545	-	304,545	-	304,545	-	304,545
Surface Water O&M Staffing	2.00	582,000	531,750	1,113,750	2.00	582,000	531,750	1,113,750
Subtotal Surface Water Management Fund	2.00	930,684	531,750	1,462,434	2.00	930,684	531,750	1,462,434
Solid Waste Fund								
Solid Waste Staffing (Scenario 2 contingent)	-	172,895	-	172,895	-	172,895	-	172,895
Solid Waste Contract/Recycling Costs	-	7,651,000	-	7,651,000	-	7,651,000	-	7,651,000
Utility Billing-Garbage	-	125,000	-	125,000	-	125,000	-	125,000
Subtotal Solid Waste Fund	-	7,948,895	-	7,948,895	-	7,948,895	-	7,948,895
Equipment Rental Fund								
Fleet Emergency Vehicle Technicians	1.00	177,150	5,760	182,910	1.00	177,150	5,760	182,910
Subtotal Equipment Rental Fund	1.00	177,150	5,760	182,910	1.00	177,150	5,760	182,910
Information Technology Fund								
Web Produciton Assistant	0.25	25,149	-	25,149	0.25	25,149	-	25,149
GIS Analysts .25	-	26,765	-	26,765	-	26,765	-	26,765
Applications Manager	-	140,257	-	140,257	-	140,257	-	140,257
Help Desk Lead	-	108,924	-	108,924	-	108,924	-	108,924
GIS Analyst 1.0	1.00	98,785	5,434	104,219	1.00	98,785	5,434	104,219
System Administrator	1.00	124,459	7,405	131,864	-	-	-	-
Videographer	0.75	59,563	200	59,763	-	-	-	-
Help Desk Technician .25	-	23,986	-	23,986	-	23,986	-	23,986
Applications/Network Software and Hardware	-	139,286	412,713	551,999	-	139,286	412,713	551,999
GIS Data Development	-	-	197,900	197,900	-	-	197,900	197,900
Subtotal Information Technology Fund	3.00	747,174	623,652	1,370,826	1.25	563,152	616,047	1,179,199
Facilities Maintenance Fund								
Facilities Life Cycle and Rate Model Update	-	-	25,000	25,000	-	-	25,000	25,000
Maintenance Center O&M	-	42,086	-	42,086	-	42,086	-	42,086
Municipal Court O&M	-	40,684	-	40,684	-	40,684	-	40,684
City Hall O&M	-	231,897	-	231,897	-	231,897	-	231,897
Facilities Staffing	1.00	142,180	36,220	178,400	1.00	142,180	36,220	178,400
Subtotal Facilities Maintenance Fund	1.00	456,847	61,220	518,067	1.00	456,847	61,220	518,067
TOTAL OTHER FUNDS	12.00	11,506,596	1,810,221	13,316,817	9.25	11,129,688	1,769,179	12,898,867
TOTAL ALL FUNDS	23.88	20,862,116	3,017,189	23,879,305	19.50	19,862,453	2,898,793	22,761,246

From: Marilynne Beard
Sent: Friday, June 04, 2010 11:22 AM
To: 'hunter.ross@leg.wa.gov'
Cc: 'pedersen.marilyn@leg.wa.gov'; Erin Leonhart; Tracey Dunlap
Subject: Kirkland Follow-up re: annexation sales tax credit

Dear Representative Hunter:

The City of Kirkland is seeking clarification on two aspects of the Annexation Sales Tax Credit; one related to the gambling tax provisions and the other specific to accumulated shortfalls.

Gambling Tax Provisions

SB5321 amended RCW 9.46.295 to include:

"(2) A city or town with a prohibition on house-banked social card game licenses that annexes an area that is within a city, town, or county that permits house-banked social card games may allow a house-banked social card game business that was licensed by the commission as of the effective date of this act to continue operating if the city or town is authorized to impose a tax under RCW 82.14.415 and can demonstrate that the continuation of the house-banked social card game business will reduce the credit against the state sales and use tax as provided in RCW 82.14.415(7). A city or town that allows a house-banked social card game business in an annexed area to continue operating is not required to allow additional house-banked social card game businesses."

Kirkland believes that over the ten-year period, the revenues produced by the card game business in the annexation area will result in some reduction against the credit, but it may not be during the initial years and will not be large in proportion to the revenues generated by the card game business, as those are needed to fund services in the area. In our discussion with the Department of Revenue, the concept of an annual certification that this provision has been met was introduced. We request clarification that an annual demonstration or certification of savings is not required and that the intent was that what savings do occur would be judged over the full ten year term of the credit. This is particularly important because Kirkland believes that the full sales tax credit will be needed, particularly in the early years of the annexation. It is interesting to note that maintaining the card game business is also in the state's financial best interest in that the state share of the gambling tax revenue will continue, which is likely well in excess of any savings in the sales tax credit that will be realized.

Ability to Recognize Accumulated Unfunded Shortfalls in Cost Calculation

The City's goal is to plan for as smooth a transition as possible to providing services in the annexation area. Financial constraints preclude hiring and training all of the needed staff before the effective date of annexation, when revenues from the area begin to accrue to the City.

It has been understood from the outset that costs incurred prior to the annexation date could be recognized as part of the annexation sales tax credit calculation. The mechanics of how this works is the focus of our question. The City's costs incurred prior to the effective date will be

more than double the projected first year credit amount available. The City's assumption has been that those costs that remain after the credit is applied could be "carried forward" to be included in costs for the subsequent year's calculation. If this is not the case, it requires the City to take one of two actions:

- Use revenues or reserves from the existing City residents to pay those costs (which is contrary to the City Council's direction), or
- Create an interfund loan to fund these costs, with payments in future years that would be included as costs of annexation (a cumbersome and perhaps unorthodox approach).

Based on a recent meeting with the Department of Revenue, it is our understanding that the current position is that those costs cannot be "carried forward;" however, we believe that is inconsistent with the intent of the credit. Under this interpretation, the result would be that the City would need to phase in services to the annexation area even more slowly to meet the Council's direction that the pre-annexation costs be recovered from annexation-related revenues. We request clarification of the process for addressing costs incurred prior to the annexation effective date, which might take the form of: Costs that are incurred prior to the effective date and are not reimbursed by the credit can be "carried forward" into future year credit calculations.

Your questions can best be answered by our Finance Director, Tracey Dunlap (425-587-3101) or Erin Leonhart, Intergovernmental Relations Manager (425) 587-3009. Thank you for your assistance.

Sincerely,
Marilynne Beard
Interim City Manager

*Marilynne Beard
City of Kirkland
Assistant City Manager
123 5th Avenue
Kirkland, WA 98033
(425) 587-3008*

[DRAFT – 6/27/10]

Memorandum

To: Tracey Dunlap, Finance Director
City of Kirkland

From: Foster Pepper PLLC

Date: June 25, 2010

Subject: Annexation Taxes

1. Introduction

Kirkland will be annexing three neighborhoods to its north, effective June 1, 2011, which will add approximately 32,000 residents and will increase the City's geographic area by about 50%. The City estimates that its costs for calendar years 2010 and 2011 to undertake this annexation (excluding accumulated prior costs) will include approximately \$2.5 million in calendar year 2010, and \$3.5 million in calendar year 2011.

In this context, you have asked us to analyze certain tax incentives created by the Legislature in recent years to encourage cities in King County to annex areas within their urban growth boundaries. These tax incentives are designed to provide additional revenues to the annexing city in order to offset the costs related to undertaking these annexations.

As background, it is important to consider the legislative history and policy rationale behind these incentives. One of the major reasons that cities are often reluctant to annex unincorporated areas is that the cost to provide services at the level provided to the rest of the city outweighs the revenues that can be generated within that area. In addition to normal operational costs, start-up or ramp-up costs are incurred to increase staffing and infrastructure so that services provided in the annexation area meet the City's desired levels of service upon the annexation becoming effective. These costs must be borne by the pre-annexation taxpayers, who do not benefit from the additional services to be provided to the annexation area. Thus, the goal of these tax incentives was to offset this imbalance between the costs and the revenues, in order to prevent the additional burden on pre-annexation taxpayers.

The two incentives examined below are (1) the annexation sales tax credit under RCW 82.14.415, and (2) the related gambling tax provisions under RCW 9.46.295 and .110.

2. Annexation Sales Tax Credit

2.1. Background

The annexation sales tax credit under RCW 82.14.415 is a credit against the state sales and use taxes collected within the City. Although the statute authorizes the City to impose an *additional* tax, the amount of the state tax is reduced accordingly, so that there is no net increase to the consumer paying the tax. The tax may only be imposed effective as of the first day of the State fiscal year (beginning July 1) following the State fiscal year in which the annexation becomes effective. It may be imposed

for ten years and must be used “solely to provide, maintain and operate municipal services for the annexation area.”¹

As with other “state-shared” sales taxes, the State has imposed certain limitations on the eligibility to receive these revenues. RCW 82.14.415 caps the amount of revenues that a city may receive, regardless of how much revenue is generated by the additional tax:

(7) The revenues from the tax authorized in this section may not exceed that which the city deems necessary to generate revenue equal to the difference between the city's cost to provide, maintain, and operate municipal services for the annexation area and the general revenues that the cities would otherwise expect to receive from the annexation during a year. If the revenues from the tax authorized in this section and the revenues from the annexation area exceed the costs to the city to provide, maintain, and operate municipal services for the annexation area during a given year, the city shall notify the department and the tax distributions authorized in this section shall be suspended for the remainder of the year.

* * *

(9) The tax shall cease to be distributed to the city for the remainder of the fiscal year once the threshold amount has been reached. No later than March 1st of each year, the city shall provide the department with a certification of the city's true and actual costs to provide municipal services to the annexed area, a new threshold amount for the next fiscal year, and notice of any applicable tax rate changes. Distributions of tax under this section shall begin again on July 1st of the next fiscal year and continue until the new threshold amount has been reached or June 30th, whichever is sooner. Any revenue generated by the tax in excess of the threshold amount shall belong to the state of Washington. Any amount resulting from the threshold amount less the total fiscal year distributions, as of June 30th, shall not be carried forward to the next fiscal year.

By these restrictions, it is clear that the Legislature intended to provide this funding to bridge the gap between the “city’s cost to provide, maintain and operate municipal services for the annexation area,” and the “general revenues that the cities would otherwise expect to receive from the annexation.”² This amount is defined, in RCW 82.14.415(11)(g) as the “Threshold Amount” (capitalization added).³

¹ RCW 82.14.415(5) and (6).

² The term “municipal services” means “those services customarily provided to the public by city government.” RCW 82.14.415(11)(d).

³ (“(g) ‘Threshold amount’ means the maximum amount of tax distributions as determined by the city in accordance with subsection (7) of this section that the department shall distribute to the city generated from the tax imposed under this section in a fiscal year.”)

2.2. Analysis

The question you have asked is whether the Department of Revenue can interpret the term “costs to the city to provide, maintain, and operate municipal services” to include costs incurred for the annexation during the time after commencing annexation but prior to the year in which the tax is imposed, on a rolling basis.

In determining the intended meaning of this term, the legislative intent should be considered and the statute should be read as a whole. As discussed above, the legislative intent appears to have been to prevent (or offset) the burdens of annexation placed on a city’s pre-annexation taxpayers. Reading the statute as a whole reveals several things:

- First, the Threshold Amount is to be calculated by the city prospectively, prior to the beginning of each State fiscal year, to establish a limitation *for each State fiscal year* on a going-forward basis.⁴
- Second, the statute does not require the Department of Revenue to estimate (or to audit) the Threshold Amount, but instead requires the *city* to make this projection.
- Third, the backward-looking reporting requirement in subsection (9) requires that the city certify the “true and actual costs to provide municipal services to the annexed area” in the prior *calendar* year.⁵

Given these observations, it seems clear that an administrative rule or other guidance defining the term “costs to the city to provide, maintain, and operate municipal services” to include a carry-forward of appropriate “municipal services” costs incurred after the commencement of annexation would be consistent with the statute’s plain language, read as a whole, and with the underlying intent of the legislation.

The legislative intent behind the adoption of this statute was to provide an incentive that would offset the burden to the existing city taxpayers to take on large annexations. It is consistent with this intent to include all costs incurred by the City in “providing, maintaining or operating” municipal services. Limiting the recoverable costs to contemporaneous expenses would undermine the legislative goal of offsetting the burden to existing city taxpayers.

This is particularly true where, as here, a city intends to ramp up municipal services so that they can be provided beginning on the effective date of the annexation. In fact, to interpret the statute to focus solely on contemporaneous costs would produce an absurd result, namely creating an incentive for cities to phase in the level of municipal services at a much slower rate than they might otherwise desire.

⁴ RCW 82.14.415(9) and (11)(g). The use of the term “year” in subsection (7) – as opposed to the defined term “fiscal year” – would normally indicate that the Legislature intended a calendar year (i.e., a city fiscal year) to apply. However, the cross-reference in section (11)(g) indicates that the Threshold Amount is calculated on the basis of a State fiscal year. Moreover, when read as a whole, it appears that mechanically, the relevant period for calculating the Threshold Amount must be the State fiscal year. Absent this interpretation, a city that met its Threshold Amount by August of one year would be without the State credit revenues until August of the following calendar year.

⁵ It is inferred from the March 1 deadline that the legislative intent was for the city to provide its year-end analysis of costs in accordance with the city’s fiscal year and in keeping with its normal recordkeeping and accounting duties.

An agency should avoid an interpretation and application of a statute that would have a result *opposite* to the legislative intent. In this case, part of the legislative intent was to provide additional funding so that cities could in a timely manner provide the same level of service to their newly annexed residents that they already provide to the pre-annexation residents.

Thus, we conclude that the Department could by administrative rule or other guidance define that term “cost to provide, operate and maintain municipal services” to include a carry-forward of appropriate “municipal services” costs incurred after the commencement of annexation (which term is defined in the statute).

3. Gambling Licensing and Gambling Tax Revenues

In order to provide an additional annexation incentive, the Legislature in 2009 amended RCW 9.46.295 to provide for the continuation of certain licenses for “house-banked social card games” upon annexation into a city or town that otherwise prohibits such gambling activities. RCW 9.46.295 provides:

(2) A city or town with a prohibition on house-banked social card game licenses that annexes an area that is within a city, town, or county that permits house-banked social card games may allow a house-banked social card game business that was licensed by the commission as of July 26, 2009, to continue operating if the city or town is authorized to impose a tax under RCW 82.14.415 and can demonstrate that the continuation of the house-banked social card game business will reduce the credit against the state sales and use tax as provided in RCW 82.14.415(7). A city or town that allows a house-banked social card game business in an annexed area to continue operating is not required to allow additional house-banked social card game businesses.

Allowing the continuation of such card games in the annexation area creates an annexation incentive because it can be expected to provide additional revenues to the city or town from the gambling tax that may be imposed under RCW 9.46.110 and .113.⁶ RCW 9.46.110 permits a maximum local tax on house-banked social card games equal to 20% of the gross revenues from such games. RCW 9.46.113 states that “Any county, city or town which collects a tax on gambling activities authorized pursuant to RCW 9.46.110 must use the revenue from such tax primarily for the purpose of public safety.”⁷ The word “primarily” in this statute has been interpreted to mean that the city or town must apply the revenues first to the statutorily specified purpose, but may thereafter use the additional revenues for any general governmental purpose.⁸

The question that has arisen in this context is how the city or town can “demonstrate that the continuation” of the licensed gambling activities will “reduce the credit” provided under the annexation sales tax credit described earlier in this memo. One possible reading is that there must be

⁶ We note that by allowing the gambling businesses to continue operations, this also preserves the gambling tax revenues that the State receives from these gambling operations.

⁷ As amended in 2010 by Engrossed Substitute House Bill 3179 (ch. 127, Laws of 2010).

⁸ *American Legion Post No.32 v. City of Walla Walla*, 116 Wn.2d 1 (1991).

city gambling tax revenues in each year sufficient to offset a portion of the annexation sales tax credit; another possible reading is that, over the life of the annexation sales tax credit, the total amount of the credit from the State would be reduced.

The statutory language quoted above does not provide specific direction about how or when to measure this reduction, and is therefore an area in which the agency applying the statute must develop guidance or rules for applying it. In developing this guidance, the Department should again refer to the underlying legislative intent. In this case, the intent was to allow the continuation of a business activity that produces revenue for both the State and the city or town.

It appears to us that it would be inconsistent with this goal to interpret and apply the statute in such a way that produces the opposite result: the shutting down of such businesses. Thus, it appears that the Department of Revenue can and should interpret this provision as requiring only a forward-looking demonstration by the City that it expects that the City will receive an amount of revenue from the operation of such licensed gambling businesses over the life of the tax credit that will ultimately reduce the total amount of the tax credit to be paid by the State to the City.

4. Conclusion

The Legislature has provided several incentives for cities to annex the unincorporated areas within their urban growth boundaries. As with any tax legislation, the Department of Revenue will have to interpret and apply these statutes and should do so in a manner that is consistent with legislative intent. In this case, it appears consistent with legislative intent: (1) to apply the annexation sales tax statute to permit the carrying forward of annexation area costs, and (2) to apply the gambling tax and related provisions in a manner that does not undermine the legislation's incentive.

We trust that this memo is helpful to you and look forward to assisting you further in this matter. If you have follow-up questions or would like additional clarification, please contact either Alice Ostdiek (ostda@foster.com, 206/447-4663) or Hugh Spitzer (spith@foster.com, 206/447-8965).

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Increase in Intergovernmental Professional Services			010ND01	
DEPARTMENT	DIVISION		FUND		
Non-Departmental	Non-Departmental		General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>The Puget Sound Clean Air Agency Dues is based on the City's population. We will see an estimated increase of \$20,000 in 2012 based on the current rate of .56 per person x 33,800 additional population. We pay this bill in January for the current year, we do not think they are going to recalculate the fee in 2011 after annexation occurs, so no increase is budgeted in 2011.</p> <p>The 2% Liquor Excise Tax is also based on the City's population. We will see an estimated increase of \$5,000 in 2011 (1/2 year) and \$10,000 in 2012 based on the current rate of 12.95 per person x 33,800 additional population x .02.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ 35,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ 35,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ 35,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Dues & Memberships - AWC, PSRC, Suburban Cities			010CC1	
DEPARTMENT	DIVISION		FUND		
City Council			General Fund		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The City belongs to three organizations that provide access to statewide opportunities and provide access to regional decision-making organizations:</p> <ol style="list-style-type: none"> 1. The Association of Washington Cities (AWC) focuses its work in five service areas: <ol style="list-style-type: none"> a. Legislative representation; b. Educational training; c. Publications and resources; d. Technical assistance in personnel and labor relations, energy, transportation, budgeting, planning, risk management and employee wellness; and e. Member programs, such as municipal liability and property insurance, employee drug and alcohol testing, and employee benefits 2. Puget Sound Regional Council (PSRC) works with local government, business and citizens to create a great future for the region through planning for regional transportation, land use and economic development under authority embodied in state and federal laws. 3. Suburban Cities Association (SCA) is a nonprofit corporation representing 37 suburban cities in King County. Founded in the 1970's, the purpose of SCA is to lead King County cities with populations less than 150,000 to act locally and partner regionally to create livable vital communities through advocacy, education, leadership, mutual support and networking. <p>Membership fees for these organizations are typically determined by city population so the increase in dues is projected on population growth from 49,010 to 83,000. In the case of PSRC, dues calculation is based on both population and assessed property values. For budgeting purposes, staff assumed that property values would increase by the same percentage (68%) as population. Organizations provided projected rates.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		0.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ 76,530	\$ -	\$ 76,530
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 76,530	\$ -	\$ 76,530
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 76,530	\$ -	\$ 76,530

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Communications - Ongoing City Update and 2011 Annexation Mailings, Media		010CMO1		
DEPARTMENT	DIVISION		FUND		
City Manager's Office			General Fund		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>An Outreach Plan has been developed to identify communications strategies to effectively educate current and future City of Kirkland residents about issues related to the annexation of the Finn Hill, North Juanita and Kingsgate neighborhood areas. Strategies are intended to be implemented during the time after the election (November 2009) and beyond the effective date of annexation (June 1, 2011). City communications will be integrated with the key messages contained in the Plan.</p> <p>The City will use multiple means to communicate:</p> <ul style="list-style-type: none"> • Person-to-person outreach • Web-based communications • Media-based communications • Printed materials <p>This budget request includes one-time communications specifically for the annexation area residents and businesses (direct mailer) in addition to ongoing printing and postage for the annually mailed version of the City Update newsletter.</p> <p>ESTIMATED PRINTING/POSTAGE COSTS FOR DIRECT MAILER & CITY NEWSLETTER</p> <ul style="list-style-type: none"> • The annexation mailer and city newsletter are mailed to homes and businesses. • Postage does not include any USPS increase • Estimates based on 2009 mailings 					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 3,100	\$ 5,950	\$ 3,100	\$ -	\$ 12,150
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 3,100	\$ 5,950	\$ 3,100	\$ -	\$ 12,150
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 3,100	\$ 5,950	\$ 3,100	\$ -	\$ 12,150

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Neighborhood Services Coordinator - Increase from .50 FTE to 1.0 FTE			010CMO2	
DEPARTMENT	DIVISION		FUND		
City Manager's Office	Neighborhood Services		General Fund		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>Kirkland's neighborhoods are one of the City's unique characteristics. Currently, the Neighborhood Services Program within the City Manager's Office consists of: 0.50 Full Time Equivalent (FTE) Neighborhood Services Coordinator and 0.30 FTE Office Specialist.</p> <p>The Neighborhood Services Coordinator is the primary liaison to the City's neighborhoods and, as such, administers the City's neighborhood services program by working with residents and neighborhood associations in forming collaborative approaches to identifying and responding to the needs and interests of Kirkland's neighborhoods.</p> <p>In addition to managing the annual Neighborhood Matching Grants Program, the coordinator serves as primary City contact for Kirkland Alliance of Neighborhoods, Neighborhood Associations, and other neighborhood groups.</p> <p>This service package would increase the Neighborhood Services Coordinator position to 1.0 FTE, beginning in January 2012, to support the new neighborhoods in the annexation area. The number of associations has yet to be determined; however, the population increase is equivalent to 68% so staff used this proportion to budget for printing/postage associated with the Council/Neighborhood meetings.</p> <p>No additional neighborhood matching grant or CIP funding is included in this package.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 58,991	\$ -	\$ 58,991
Supplies & Services	\$ -	\$ -	\$ 3,450	\$ -	\$ 3,450
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 62,441	\$ -	\$ 62,441
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 62,441	\$ -	\$ 62,441

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Graduate Intern - City Manager's Office		010CMO3		
DEPARTMENT	DIVISION		FUND		
City Manager's Office			General Fund		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>Graduate intern to support the annexation of Finn Hill, Kingsgate and Juanita.</p> <p>The CMO's office currently has 8.3 Full Time Equivalent employees (FTE's).</p> <p>Under a purely population driven formula, the CMO would require 6 additional FTE's to serve the annexation area. However, we will realize some economies of scale so that the additional staff needs will not be directly proportional to the population increase. We do not anticipate any specific staffing needs for the volunteer, communications or tourism programs. We do anticipate additional needs for neighborhood services (separate service package) and, in the long-term, for a .50 policy analyst position to support all CMO programs.</p> <p>Related to the projected 68% increase in population, we anticipate an increase in requests for ombudsman services, correspondence to the City Council and location-based policy issues. The new policy analyst position would coordinate these efforts and would assist with increased demand for volunteer coordination and administrative assistance. Until there is funding available for the Policy Analyst position, a Graduate-level Intern will provide needed assistance with these duties.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 10,455	\$ -	\$ 20,357	\$ -	\$ 30,812
Supplies & Services	\$ -	\$ 2,475	\$ -	\$ -	\$ 2,475
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 10,455	\$ 2,475	\$ 20,357	\$ -	\$ 33,287
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 10,455	\$ 2,475	\$ 20,357	\$ -	\$ 33,287

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Pre-Annexation General Support		010CMO4		
DEPARTMENT	DIVISION		FUND		
City Manager's Office			General Fund		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>Continuation of additional 0.40 FTE of CMO Administrative Assistant through May 2011 to continue provision of webpage updates and general support. The need for outreach to people in the annexation area will increase as the effective date approaches. CMO staff will have an increased workload related to negotiations with King County and others so the additional help will be needed.</p>					
<p>Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____</p>					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ 15,024	\$ -	\$ -	\$ 15,024
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 15,024	\$ -	\$ -	\$ 15,024
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ 15,024	\$ -	\$ -	\$ 15,024

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Municipal Court - Judicial Services 2011-12			010MC2	
DEPARTMENT	DIVISION		FUND		
City Manager's Office	Municipal Court		General Fund		
CITY PHILOSOPHIES					
Organizational Values A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>In 2009, Kirkland Municipal Court managed a total caseload of 30,285 with one full time judge, 165 hours of commissioner time, and 374 Pro Tem hours (Pro Tem hours listed are only those used because of excessive caseload.) Of the 2009 caseload, 16,250 were Kirkland parking tickets and 2,353 were a mixture of infraction and criminal tickets generated by the contracting cities. If you remove the parking caseload and the contracting cities' caseload, the total caseload generated by the Kirkland Police Department was 11,682 which consisted of infractions and criminal tickets. Of the total caseload, the Judge and/or commissioner manages all criminal tickets and infractions when a court hearing is requested. It should be noted that if an infraction is not set for a court hearing due to either payment or nonpayment the ticket administratively enters into the collection process.</p> <p>Of the approximate 50 hours of judicial time per week, about 10 hours are spent on parking hearings and the contract cities' caseload. The remaining 40 hours per week is applied to judicial duties associated with the Kirkland caseload generated by the current 41 Kirkland Police Officers.</p> <p>In 2009, Kirkland Police Department operated with 37 patrol officers and 4 traffic officers. Court staff and judicial time hinges on the caseload produced by the Police Department. To provide police services to the annexed areas, the Police Department has requested an additional 37 officers of which will include 26 additional patrol officers and 3 additional traffic officers (the remaining 8 officers should not affect caseload); in effect doubling their staff and most likely their caseload. These additional officers will be writing tickets, enforcing warrants and arresting criminals in the annexation areas.</p> <p>In order to manage the additional caseload that will be created with the addition of 37 police officers, Kirkland Municipal Court is requesting one full-time Judge to begin January 2012. Pro Tem hours would be used until the Judge can be hired.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 178,071	\$ -	\$ 178,071
Supplies & Services	\$ 33,000	\$ -	\$ 18,000	\$ 4,000	\$ 55,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 33,000	\$ -	\$ 196,071	\$ 4,000	\$ 233,071
Expenditure Savings	\$ -	\$ -	\$ (22,440)	\$ -	\$ (22,440)
Offsetting Revenue	\$ -	\$ -	\$ 22,720	\$ -	\$ 22,720
Net Service Package Cost	\$ 33,000	\$ -	\$ 150,911	\$ 4,000	\$ 187,911

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Municipal Court - Judicial Services 2011-12	010MC2
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries and Wages	100201250	5100100			\$ 134,628		\$ 134,628
Benefits Salaried	100201250	5200100			\$ 43,443		\$ 43,443
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 178,071	\$ -	\$ 178,071

SUPPLIES & SERVICES							
Computer, Equipment/Furniture	0100201250	5350200				\$ 4,000	\$ 4,000
Dues	0100201250	5490300			\$ 800		\$ 800
Training	0100201250	5430100			\$ 750		\$ 750
Travel	0100201250	5490200			\$ 750		\$ 750
Supplies, books, publications	0100201250	5310100			\$ 1,000		\$ 1,000
Pro Tem (550hrs/245hrs)	0100201250	5410100	\$ 33,000		\$ 14,700		\$ 47,700
IT Rental	0100201250	5459101					\$ -
IT Telecom	0100201250	5459401					\$ -
IT Replacement	0100201250	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 33,000	\$ -	\$ 18,000	\$ 4,000	\$ 55,000

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Pro Tem not needed to cover	0100201250	5410100			\$ (22,440)		\$ (22,440)
split courtrooms (374 hrs)							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ (22,440)	\$ -	\$ (22,440)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Trial Court Improvement Account				\$ -	\$ 22,720	\$ -	\$ 22,720
							\$ -
Total			\$ -	\$ -	\$ 22,720	\$ -	\$ 22,720

NET SERVICE PACKAGE REQUEST	\$ 33,000	\$ -	\$ 150,911	\$ 4,000	\$ 187,911
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Municipal Court - Court Services 2011-12		010MC1		
DEPARTMENT	DIVISION	FUND			
City Manager's Office	Municipal Court	General Fund			
CITY PHILOSOPHIES					
<p>Organizational Values A Safe Community</p>					
DESCRIPTION AND JUSTIFICATION					
<p>A recent study conducted by the Administrative Office of the Courts indicates that a municipal court with 15,001 or more filings (including parking) should have 1 FTE per filing 2,081. The Kirkland Municipal Court 2009 FTE per filing ratio is 3,469. This is more than 1,300 cases per FTE over the recommendation. In 2009, Kirkland Municipal Court managed a total caseload of 30,285 cases with a staff of 8.73 FTE; 1 Court Administrator, 1 Supervisor, 5.73 JSA II, 1 JSA I. Using the filings per FTE calculation that the AOC recommends, we should have a current staff of 14.55 FTE. This shows that the 2009 staffing levels were below recommendations by 5.82 FTE. It should be noted that of the total 30,285 cases 2,353 were generated by the contracting cities, therefore it could be shown that just under 1 FTE would be dedicated to that proportion of tickets.</p> <p>In 2009, Kirkland Police Department operated with 37 patrol officers and 4 traffic officers. To provide police services to the annexed areas, the Police Department has requested an additional 37 officers of which will include 26 patrol officers and 3 traffic officers (the remaining 8 officers should not affect caseload); in effect doubling their staff and most likely their caseload. Court staff and judicial time hinges on the caseload produced by the Police Department.</p> <p>In order to determine the number of additional staff and resources the court would require to manage the additional caseload generated by the 29 police officers, a breakdown of the caseload must be analyzed. If you remove the parking caseload (16,250) and the contracting cities' caseload (2,353), the total caseload generated by the Kirkland Police Department was 11,682 which consisted of infractions and criminal tickets. Annexation should not generate the same ratio of parking tickets nor does it affect the caseload of the contracting cities. If the current 30,285 cases are added with a potential of 11,682 additional cases generated by the 29 police officers then the Municipal Court could have a potential caseload of almost 42,000 cases per year. This means the total court staff (without the 1 FTE for the contracting cities) should be 19.18 FTE, or 11.45 additional FTE's.</p> <p>The court realizes that due to the economy we will not be able to staff at the recommended levels. In order to manage the additional caseload that will be created with the addition of 29 police officers, Kirkland Municipal Court is requesting 5.5 FTE's and additional part time file clerk hours.</p>					
<p>Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____</p>					
NUMBER OF FTE's REQUESTED	5.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 135,159	\$ -	\$ 433,172	\$ -	\$ 568,331
Supplies & Services	\$ 3,700	\$ 17,500	\$ 3,780	\$ -	\$ 24,980
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 138,859	\$ 17,500	\$ 436,952	\$ -	\$ 593,311
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 138,859	\$ 17,500	\$ 436,952	\$ -	\$ 593,311

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Municipal Court - Court Services 2011-12	010MC1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries and Wages	0100201250	5100100	\$ 87,844		\$ 266,155		\$ 353,999
Benefits Salaried	0100201250	5200100	\$ 43,672		\$ 155,457		\$ 199,129
Hourly Wages	0100201250	5200100	\$ 3,101		\$ 9,662		\$ 12,763
Hourly Benefits	0100201250	5200200	\$ 542		\$ 1,898		\$ 2,440
							\$ -
							\$ -
Total			\$ 135,159	\$ -	\$ 433,172	\$ -	\$ 568,331

SUPPLIES & SERVICES							
Equipment/Furniture	0100201250	5350200		\$ 7,500			\$ 7,500
Dues	0100201250	5490300	\$ -		\$ 80		\$ 80
Training	0100201250	5490200	\$ 550		\$ 550		\$ 1,100
Travel	0100201250	5430100	\$ 150		\$ 150		\$ 300
IT Rental	0100201250	5459101					\$ -
IT Telecom	0100201250	5459401					\$ -
IT Replacement	0100201250	5459102					\$ -
Supplies	0100201250	5310100	\$ 3,000		\$ 3,000		\$ 6,000
Computer	0100201250	5350300		\$ 10,000			\$ 10,000
							\$ -
*equipment purchased 2011 for							\$ -
January start date							\$ -
							\$ -
Total			\$ 3,700	\$ 17,500	\$ 3,780	\$ -	\$ 24,980

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 138,859	\$ 17,500	\$ 436,952	\$ -	\$ 593,311
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Municipal Court - Probation Services 2011-12			010MC3	
DEPARTMENT	DIVISION		FUND		
City Manager's Office	Municipal Court		General Fund		
CITY PHILOSOPHIES					
Organizational Values A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>The Probation Department at Kirkland Municipal Court operates with at staff of 2 full-time Probation Officers, 1 hourly on-call Probation Officer, 1 fulltime Judicial Support Associate II, and a .5 Judicial Support Associate I. In 2009, 345 new cases were referred to supervised probation in addition to the 200 cases that have continuing jurisdiction, for a total of 545 cases. The support staff is also responsible for monitoring the conditions of approximately 500 cases not assigned to active probation. If the Kirkland Police Department increases its enforcement staff by adding an additional 37 officers, it will be necessary for the Probation Department to increase its staffing level to manage the increased probation caseload.</p> <p>There is a high degree of liability associated to cases on probation. The current caseload of 545 is narrowly manageable at the current staffing level. The industry norm for ratio of cases to probation officer is 150.</p> <p>This request is for an addition of 2 FTE's: 1 - full-time Probation Supervisor and 1 - full-time JSA II. Currently the Court Administrator is supervising the day-to-day activities of the Probation Department. The increase in staff due to annexation will make it necessary to have direct supervision in the Probation Department. Adding a full-time JSA II position is required to support the increase in the volume of cases that will be assigned to probation and allow the flexibility for coverage in the department. Between the two JSA II's they would be responsible for all support to the Probation Officers, monitoring of all non-supervised probation cases and serving as the in-court clerk during all post-sentence hearings. The current JSA I 0.5 FTE position will be moved to the court.</p> <p>Based on current probation revenue trends it is believed that future probation revenue would cover the additional position costs. It is important to mention that probation revenue can only be used to support the Probation Department.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	2.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 66,553	\$ -	\$ 174,656	\$ -	\$ 241,209
Supplies & Services	\$ 1,100	\$ 9,000	\$ 1,100	\$ -	\$ 11,200
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 67,653	\$ 9,000	\$ 175,756	\$ -	\$ 252,409
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 197,850	\$ -	\$ 395,700	\$ -	\$ 593,550
Net Service Package Cost	\$ (130,197)	\$ 9,000	\$ (219,944)	\$ -	\$ (341,141)

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Municipal Court - Probation Services 2011-12	010MC3
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries and Wages	100201250	5100100	\$ 45,915		\$ 116,652		\$ 162,567
Benefits Salaried	100201250	5200100	\$ 20,638		\$ 58,004		\$ 78,642
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 66,553	\$ -	\$ 174,656	\$ -	\$ 241,209

SUPPLIES & SERVICES							
Equipment/Furniture	0100201250	5350200		\$ 5,000	\$ -		\$ 5,000
Dues	0100201250	5490300	\$ 50		\$ 50		\$ 100
Training	0100201250	5490200	\$ 200		\$ 200		\$ 400
Travel	0100201250	5430100	\$ 250		\$ 250		\$ 500
Supplies	0100201250	5310100	\$ 600		\$ 600		\$ 1,200
Computer	0100201250	5350300		\$ 4,000			\$ 4,000
IT Rental	0100201250	5459101					\$ -
IT Telecom	0100201250	5459401					\$ -
IT Replacement	0100201250	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 1,100	\$ 9,000	\$ 1,100	\$ -	\$ 11,200

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Probation Costs Recoupment			\$ 197,850		\$ 395,700		\$ 593,550
							\$ -
Total			\$ 197,850	\$ -	\$ 395,700	\$ -	\$ 593,550

NET SERVICE PACKAGE REQUEST	\$ (130,197)	\$ 9,000	\$ (219,944)	\$ -	\$ (341,141)
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Organizational Impacts		010HR1		
DEPARTMENT	DIVISION		FUND		
Human Resources			General Fund		
CITY PHILOSOPHIES					
<p>This service package responds to the following City Council goals:</p> <ul style="list-style-type: none"> Neighborhoods - Public Safety - Financial Stability - 					
DESCRIPTION AND JUSTIFICATION					
<p>Organizational Impacts –forecasted budget increases supporting additional staff in the Annexation Area.</p> <p>An estimated 24% staff increase is forecasted for the Annexation Area . This will be accomplished through staggered hiring beginning January 1, 2010 through July 1, 2011, however this service package recognizes both the initial and the continuing costs and supports necessary for the increased staff and associated legal compliance . 51% of the increased staffing will be specialized necessitating legally required vaccinations , equipment fit testing, random drug testing , etc. as consistent with law and policy. Other service impacts for all new staff consider minimal and routine recruitment costs, organizational programs, committees and training programs.</p> <p>Identified Impacts:</p> <ul style="list-style-type: none"> -Advertising (recruit and retain) -Hepatitis B Shots (specialized positions) -Respiratory Fit tests (specialized positions) -Random Drug Test (CDL carriers) DOT Exam -Organizational Training -Labor Relations Consult/Legal Opinion -Tuition Reimbursement Program (scheduled to be phased out) -Flu Shots(based upon move to co-pay program) -Recruitment (CPS Tests, Background Checks) -ID Cards -Service Award Program -Diversity Program -Wellness Program 					
<p>Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____</p>					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 33,560	\$ 343	\$ 33,560	\$ -	\$ 67,463
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 33,560	\$ 343	\$ 33,560	\$ -	\$ 67,463
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 33,560	\$ 343	\$ 33,560	\$ -	\$ 67,463

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Organizational Impacts	010HR1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Recruitment Advertising	0100301620	5440100	\$ 8,261		\$ 8,261		\$ 16,522
CPS Tests, Background Checks	0100301620	5410100	\$ 3,350		\$ 3,350		\$ 6,700
ID Cards	0100301620	5310200		\$ 343			\$ 343
Hepatitis B Shots	0100301620	5410100	\$ 4,998		\$ 4,998		\$ 9,996
Respiratory Fit Tests	0100301620	5410100	\$ 1,512		\$ 1,512		\$ 3,024
Random Drug Test , DOT Exam	0100301620	5410100	\$ 1,911		\$ 1,911		\$ 3,822
Organizational Training	0100301620	5490200	\$ 4,087		\$ 4,087		\$ 8,174
Labor Relations/Legal Opinion	0100301620	5410100	\$ 565		\$ 565		\$ 1,130
Tuition Reimbursement	0100301620	5490200	\$ 4,158		\$ 4,158		\$ 8,316
Service Award Program	0100301620	5310200	\$ 565		\$ 565		\$ 1,130
Diversity Program	0100301620	5490200	\$ 706		\$ 706		\$ 1,412
Wellness Program	0100301620	5310200	\$ 1,272		\$ 1,272		\$ 2,544
Flu Shots	0100301620	5410100	\$ 2,175		\$ 2,175		\$ 4,350
Total			\$ 33,560	\$ 343	\$ 33,560	\$ -	\$ 67,463

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ 33,560	\$ 343	\$ 33,560	\$ -	\$ 67,463
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Legal Services		010CA01		
DEPARTMENT	DIVISION		FUND		
CAO			General Fund		
CITY PHILOSOPHIES					
A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>Outside Counsel (Annexation Issues): Increased costs for outside counsel are to address specific annexation issues which may be ongoing for the next three to five years. It is anticipated that approximately 10 hours per month will be needed to address annexation issues.</p> <p>Public Safety: Additional costs for public safety legal services are to address the increase for prosecution and public defender services. These costs are directly related to the Police Department's number of patrol and traffic officers.</p> <p>\$5,200 prosecution cost per Patrol and Traffic FTE x 37 Patrol and Traffic Annexation FTE's = \$192,400 \$3,768 public defender cost per Patrol and Traffic FTE x 37 Patrol and Traffic Annexation FTE's = \$139,400 Start: June 1, 2011 prosecution \$96,200 June 1, 2011 public defender \$69,700</p> <p>2012 prosecution \$192,400 2012 public defender \$139,400</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 192,900	\$ -	\$ 358,800	\$ -	\$ 551,700
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 192,900	\$ -	\$ 358,800	\$ -	\$ 551,700
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 192,900	\$ -	\$ 358,800	\$ -	\$ 551,700

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Parks Maintenance		010PCS1		
DEPARTMENT	DIVISION		FUND		
Parks & Community Services	Parks Maintenance		General - 010		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
Costs reflect 2010 levels of service for Parks that reside within the Annexation Area (132nd Square, NE 140th & 100th NE, Edith Moulton, Juanita Heights, Kingsgate and Windsor Vista). With the exception of 132nd Square Park, a Community Park, these parks are classified as Neighborhood Parks. Neighborhood Parks experienced the greatest impact from the 2010 budget reductions. To address the cash-flow timing challenge, implementation of absorbing the annexation area could be addressed through: 1) Promote/fill new full-time positions internally, and delay backfill of vacancies created through promotions until 2012. 2) Hire seasonal employees June 1, 2011 to temporarily fill vacancies created from promotions until backfill complete in 2012. 3) Delay new purchase of vehicles and equipment, by using "holdover" equipment until 2012. One-time Seasonal staffing increase to start 6/1/2011 New FTE positions filled 6/1/2011 Regular staffing vacancies filled 1/1/2012 Ongoing Seasonal staffing hiring 4/1/2012 Capital equipment purchases to start 4/1/2012					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	3.75				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 26,328	\$ 55,186	\$ 321,497	\$ -	\$ 403,011
Supplies & Services	\$ 77,400	\$ 2,500	\$ 78,200	\$ 2,906	\$ 161,006
Capital Outlay	\$ -	\$ -	\$ -	\$ 335,000	\$ 335,000
Total Service Package Cost	\$ 103,728	\$ 57,686	\$ 399,697	\$ 337,906	\$ 899,017
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 8,000	\$ -	\$ 8,500	\$ -	\$ 16,500
Net Service Package Cost	\$ 95,728	\$ 57,686	\$ 391,197	\$ 337,906	\$ 882,517

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Parks Maintenance	010PCS1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
FT Staff	0101207680	5100100	\$ 11,368		\$ 193,868		\$ 205,236
FT Benefits	0101207680	5200100	\$ 1,756		\$ 114,092		\$ 115,848
Seasonal Staff	0101207680	5100200	\$ 9,298	\$ 44,234	\$ 9,298		\$ 62,830
Seasonal Staff Benefits	0101207680	5100200	\$ 2,306	\$ 10,952	\$ 2,539		\$ 15,797
Uniform / Clothing	0101207680	5204200	\$ 1,600		\$ 1,700		\$ 3,300
							\$ -
Total			\$ 26,328	\$ 55,186	\$ 321,497	\$ -	\$ 403,011

SUPPLIES & SERVICES							
Communication	0101207680	5420100			\$ 800		\$ 800
Computer Equipment	0101207680	5350300				\$ 2,906	\$ 2,906
Operating Supplies	0101207680	5310200	\$ 28,000		\$ 28,000		\$ 56,000
Small Tools & Equipment	0101207680	5350100	\$ 2,500		\$ 2,500		\$ 5,000
Professional Services	0101207680	5410100	\$ 9,000		\$ 9,000		\$ 18,000
Repairs & Maintenance	0101207680	5480100	\$ 5,000		\$ 5,000		\$ 10,000
Utilities	0101207680	5470100	\$ 21,500		\$ 21,500		\$ 43,000
Training	0101207680	5490200	\$ 1,500		\$ 1,500		\$ 3,000
Operating Rentals / Leases *	0101207680	5450100	\$ 6,000	\$ 2,500	\$ 6,000		\$ 14,500
Office Supplies	0101207680	5310100	\$ 400		\$ 400		\$ 800
Travel & Subsistance	0101207680	5430100	\$ 500		\$ 500		\$ 1,000
Intergovernmental	0101207680	5510100	\$ 3,000		\$ 3,000		\$ 6,000
* One-time dump fee for clean-up							\$ -
Total			\$ 77,400	\$ 2,500	\$ 78,200	\$ 2,906	\$ 161,006

CAPITAL OUTLAY							
(3) Trucks, (1) Mower (1) Trailer	0101207680	5646404				\$ 335,000	\$ 335,000
(1) Excavator, Signage							\$ -
Total			\$ -	\$ -	\$ -	\$ 335,000	\$ 335,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Ballfield & Picnic Shelter Rentals	0100000000	3624005	\$ 8,000		\$ 8,500		\$ 16,500
							\$ -
Total			\$ 8,000	\$ -	\$ 8,500	\$ -	\$ 16,500

NET SERVICE PACKAGE REQUEST	\$ 95,728	\$ 57,686	\$ 391,197	\$ 337,906	\$ 882,517
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Comprehensive Park, Recreation, and Open Space Plan Update			010PCS2	
DEPARTMENT	DIVISION		FUND		
Parks & Community Services	Park Planning & Development		General		
CITY PHILOSOPHIES					
Community Involvement Environmental Stewardship Unique Community Character					
DESCRIPTION AND JUSTIFICATION					
A minor revision to the City's Park, Recreation, and Open Space (PROS) Plan was completed in 2010 in order for the City to retain eligibility for certain State and Federal grant programs. Following annexation, a thorough update of the PROS Plan is required to incorporate new neighborhoods and their accompanying parks and facilities into the City's long-range planning. An updated plan would be intended to cover the 2013 - 2018 planning period.					
Elements of the document will include:					
<ul style="list-style-type: none"> -Goals for the City's parks, indoor recreation facilities, recreation programs, and open space system; -Needs analysis and identification of major issues and opportunities; -Review of City's Level of Service (LOS) for parks and facilities with adjustments as necessary due to annexation; -Inventory and evaluation of City-owned (including newly owned) parks and facilities; -Capital recommendations for acquisition, development, and renovation (incorporation into Capital Facilities Plan); -Mapping and other GIS-related data -Revised goals and policies as they relate to the City's Green Kirkland urban forest restoration program. 					
This request is for funding associated with a year-long extensive public process, including statistically-valid random telephone survey, public meetings, interviews with key stakeholders and user groups, and presentations to community groups, Park Board, and City Council. Consultant services would be utilized to assist staff with survey work, technical writing of the plan (to conform with State of Washington Recreation and Conservation Office guidelines), and analysis of LOS. Services would also be utilized for high-level cost estimating for identified project needs. Mapping and GIS services would be conducted in-house, as would development and implementation of a communications plan for the update process. Graphic production of the final plan also to be completed in-house.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Human Services		010PCS3		
DEPARTMENT	DIVISION		FUND		
Parks & Community Services	Community Services		General		
CITY PHILOSOPHIES					
Human Services Community Development					
DESCRIPTION AND JUSTIFICATION					
<p>In 2009-2010 the City of Kirkland funded \$11.53 per capita for Human Services for a population of 49,000. This resulted in an expenditure of \$565,154. This amount represents \$453,154, or \$9.25 per capita ongoing funds, and \$112,000, or \$2.28 per capita one-time funds. If you apply the \$11.53 per capita to the annexation area of 33,800, it would result in \$380,490 additional human services funds. The ongoing \$9.25 per capita would result in \$305,250 additional funds.</p> <p>A .125 FTE will be required to manage the increased per capita funding, city contracts and regional Human Services efforts. Currently there is a .625 FTE Human Services Coordinator that oversees the current granting process. Because most of the agencies that currently serve Kirkland residents also serve the Annexation Area with County funds, we do not anticipate a large staff impact in adding this area. However, we do anticipate that there will be some new agencies, regional efforts, and contractual requirements that will be involved. We have estimated a .125 FTE could staff this impact.</p> <p>If at some point the city wants to research becoming a CDBG entitlement city, then this would require additional staffing to research and manage this program. CDBG administrative funds could be used to support this additional staffing impact.</p> <p>Agency support to begin 6/1/2011 Staffing increase to begin 1/1/2012</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.13				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 14,051	\$ -	\$ 14,051
Supplies & Services	\$ 115,187	\$ 28,392	\$ 197,463	\$ 48,672	\$ 389,714
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 115,187	\$ 28,392	\$ 211,514	\$ 48,672	\$ 403,765
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 115,187	\$ 28,392	\$ 211,514	\$ 48,672	\$ 403,765

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Recreation to Current Capacity		010PCS4		
DEPARTMENT	DIVISION		FUND		
Parks & Community Services	Recreation		General		
CITY PHILOSOPHIES					
Community Involvement Unique Community Character					
DESCRIPTION AND JUSTIFICATION					
<p>This budget is for Recreational services, including expenditures and revenues.</p> <p>According to the City's current Parks, Recreation and Open Space Plan, we would need an additional 22,400 sq.ft. of non-athletic space, and 16,000 sq. ft. of athletic space to serve the increase in population. Although we do not have these facility amounts in reserve, there is capacity to meet approximately 15% of the need using existing resources (city and school facilities). This service package includes only those costs that we will incur to reach out and market to residents in the annexation area, to provide 15% more programming, and the administrative support to address the increase in the number of participants/registrations, increase in the number of brochures and provide associated customer service. Based on providing 15% more programs, we estimate approximately 2,538 new enrollments from the annexation area.</p> <p>The Revenue metric used was based on the average dollar amount per current enrollment. For 2009 we had 16,923 enrollments that resulted in \$1,051,408, or about \$62 per enrollment. Applying this average to the estimated 2,538 new enrollments comes to an estimated revenue amount of \$157,356. Based on current enrollment data, there will be a loss of revenues from the Annexation Area when we do not apply a non-resident fee of 20%. Currently, the 20% that comes from the Annexation Area from non-resident fees is approximately \$25,000.</p> <p>The loss in non-resident fee revenue would begin in June, 2011; the increase in enrollments is expected to begin with the fall/winter brochure in September, 2011. The 2011 budget only includes fees for increased fall/winter brochure production.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	1.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 154,827	\$ -	\$ 154,827
Supplies & Services	\$ 4,750	\$ -	\$ 71,720	\$ 9,388	\$ 85,858
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 4,750	\$ -	\$ 226,547	\$ 9,388	\$ 240,685
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 24,756	\$ -	\$ 132,356	\$ -	\$ 157,112
Net Service Package Cost	\$ (20,006)	\$ -	\$ 94,191	\$ 9,388	\$ 83,573

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Recreation to Current Capacity	010PCS4
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0101507420	5100100			\$ 84,408		\$ 84,408
Benefits	0101507420	5200100			\$ 44,478		\$ 44,478
Hourly Wages	0101507420	5100200			\$ 21,890		\$ 21,890
Hourly Benefits	0101507420	5200200			\$ 4,051		\$ 4,051
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 154,827	\$ -	\$ 154,827

SUPPLIES & SERVICES							
Office Supplies	0101507420	5310100			\$ 200		\$ 200
Operating Supplies	0101507420	5310200			\$ 6,345		\$ 6,345
Office Equipment & Furniture	0101507420	5350200			\$ 500	\$ 3,500	\$ 4,000
Travel & Subsistence	0101507420	5430100			\$ 200		\$ 200
Training	0101507420	5490200			\$ 300		\$ 300
Miscellaneous (credit card proc.)	0101507420	5490100			\$ 1,275		\$ 1,275
Professional Services	0101507420	5410100			\$ 52,000		\$ 52,000
Printing	0101507420	5490400	\$ 2,750		\$ 5,500		\$ 8,250
Postage	0101507420	5420200	\$ 2,000		\$ 4,000		\$ 6,000
Advertising	0101507420	5440100			\$ 1,000		\$ 1,000
Repair and Maintenance	0101507420	5480100			\$ 400		\$ 400
Computer Equipment	0101507420	5350300				\$ 5,888	\$ 5,888
IT Rental	0101507420	5459101					\$ -
IT Telecom	0101507420	5459401					\$ -
IT Replacement	0101507420	5459102					\$ -
							\$ -
Total			\$ 4,750	\$ -	\$ 71,720	\$ 9,388	\$ 85,858

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
New rev \$62 x 2538 enrollments	1260000000	3476001	\$ 39,339		\$ 157,356		\$ 196,695
Loss of Non res fees	1260000000	3476001	\$ (14,583)		\$ (25,000)		\$ (39,583)
Total			\$ 24,756	\$ -	\$ 132,356	\$ -	\$ 157,112

NET SERVICE PACKAGE REQUEST	\$ (20,006)	\$ -	\$ 94,191	\$ 9,388	\$ 83,573
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Older Adult Services to current capacity				010PCS5
DEPARTMENT	DIVISION		FUND		
Parks & Community Services	Community Services		General		
CITY PHILOSOPHIES					
Community Development Human Services					
DESCRIPTION AND JUSTIFICATION					
<p>This budget is for Older Adult services. This includes social services, nutrition programs, legal, health and transportation. It also includes special events and maintaining a drop-in program. It does not include evening recreation programs at the Peter Kirk Community Center (this will be included in the overall Recreation budget).</p> <p>Given we are limited in providing programs and offering services at PKCC, there is a limited number of hours available to offer new or expand current programs at the center to meet the demand. This request is to increase the van services and add a Program Assistant to provide 15% more programs and services, to serve up to 2,000 individuals.</p> <p>The revenue calculated is the loss of non-resident fees from our current users beginning June 2011, plus the amount of revenue anticipated from the new users beginning October, 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 70,835	\$ -	\$ 70,835
Supplies & Services	\$ -	\$ -	\$ 3,240	\$ 2,682	\$ 5,922
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 74,075	\$ 2,682	\$ 76,757
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ (4,500)	\$ -	\$ (2,000)	\$ -	\$ (6,500)
Net Service Package Cost	\$ 4,500	\$ -	\$ 76,075	\$ 2,682	\$ 83,257

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Older Adult Services to current capacity	010PCS5
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0101505550	5100100			\$ 43,356		\$ 43,356
Benefits	0101505550	5200100			\$ 27,479		\$ 27,479
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 70,835	\$ -	\$ 70,835

SUPPLIES & SERVICES							
Office Supplies	0101505550	5310100			\$ 1,260		\$ 1,260
Operating Supplies	0101505550	5310200			\$ 680		\$ 680
Advertising	0101505550	5440100			\$ 800		\$ 800
Printing	0101505550	5490400			\$ 500		\$ 500
Computer Equipment	0101505550	5350300				\$ 2,682	\$ 2,682
IT Rental	0101505550	5459101					\$ -
IT Telecom	0101505550	5459401					\$ -
IT Replacement	0101505550	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 3,240	\$ 2,682	\$ 5,922

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Loss revenue from non res fees	1260000000	3476001	\$ (7,000)		\$ (12,000)		\$ (19,000)
Revenue from classes	1260000000	3476001	\$ 2,500		\$ 10,000		\$ 12,500
Total			\$ (4,500)	\$ -	\$ (2,000)	\$ -	\$ (6,500)

NET SERVICE PACKAGE REQUEST	\$ 4,500	\$ -	\$ 76,075	\$ 2,682	\$ 83,257
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Development Engineering Staff			010PWDE1	
DEPARTMENT	DIVISION		FUND		
Public Works	Development Engineering		General Fund		
CITY PHILOSOPHIES					
Organizational Value Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>The Public Works Development Review & Inspection Division is recommending two new FTEs to accommodate the proposed annexation.</p> <p>The Public Works Development Review and Inspection Division anticipates a 38% increase in development activity* and 71% increase in public/general information (based on the increase in population). Using these two service metrics, the annexation area will generate a need for a minimum of two additional FTE. Because a portion of funding for development review staff comes from development fee revenue, the necessary fee revenue will need to be in place before positions can be hired.</p> <p>*Based on 2008 and 2009 Permit Data received from King County , May 2010.</p> <p><u>FTE's Requested in 2011:</u></p> <p>1.0 Development Inspector: PW is currently operating with one Construction Inspector and he will not be able to provide inspection for the entire City after the Annexation effective date. This position needs to be hired by June 1, 2011 (three months prior to the effective date) for training purposes. This position is needed upon the effective date because there are many daily inspections and complaints that the inspector is asked to review that may or may not be permit related. Also, all of the franchise permits are issued with short review times (1-5 days) and the inspector will be asked to inspect the permits immediately after the effective date.</p> <p>1.0 Engineering Technician: This position will be handling many of the PW related calls and customer inquires that come in to City Hall. Given the 71% increase in public/general information, having this position in place is imperative in order to be able to provide adequate customer service. This position needs to be hired by March 1, 2011 (3 months prior to the effective date) for training purposes. 1730 annual hours for this position are general fund supported and the estimated fee revenue should not be used to justify this position.</p> <p>Development Services revenues collected (during 2011-2012) in excess of expenditures during the same period will be placed in a reserve to offset future costs related to the permits issued in 2011-12.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	2.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 99,865	\$ -	\$ 163,196	\$ -	\$ 263,061
Supplies & Services	\$ 5,300	\$ 12,334	\$ 5,300	\$ -	\$ 22,934
Capital Outlay	\$ -	\$ 32,542	\$ -	\$ -	\$ 32,542
Total Service Package Cost	\$ 105,165	\$ 44,876	\$ 168,496	\$ -	\$ 318,537
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 146,221	\$ -	\$ 250,664	\$ -	\$ 396,885
Net Service Package Cost	\$ (41,056)	\$ 44,876	\$ (82,168)	\$ -	\$ (78,348)

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Development Engineering Staff	010PWDE1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0102333223	5100100	\$ 59,273		\$ 103,996		\$ 163,269
Benefits	0102333223	5200100	\$ 39,392		\$ 58,000		\$ 97,392
Overtime Pay	0102333223	5100300	\$ 1,200		\$ 1,200		\$ 2,400
							\$ -
							\$ -
							\$ -
Total			\$ 99,865	\$ -	\$ 163,196	\$ -	\$ 263,061

SUPPLIES & SERVICES							
Office furniture and equipment	0102333223	5350200	\$ 400	\$ 6,570	\$ 400	\$ -	\$ 7,370
Computer hardware	0102333223	5350300		\$ 5,764		\$ -	\$ 5,764
Communication	0102333223	5420100	\$ 2,800		\$ 2,800		\$ 5,600
Travel and Subsistance	0102333223	5430100	\$ 300		\$ 300		\$ 600
Uniforms & Clothing	0102333223	5204200	\$ 300		\$ 300		\$ 600
Training	0102333223	5490200	\$ 1,100		\$ 1,100		\$ 2,200
Dues & Memberships	0102333223	5490300	\$ 200		\$ 200		\$ 400
Printing	0102333223	5490400	\$ 200		\$ 200		\$ 400
IT Rental	0102333223	5459101					\$ -
IT Telecom	0102333223	5459401					\$ -
IT Replacement	0102333223	5459102					\$ -
							\$ -
							\$ -
Total			\$ 5,300	\$ 12,334	\$ 5,300	\$ -	\$ 22,934

CAPITAL OUTLAY							
Hybrid Ford Escape - 2011	0102333223	5646404		\$ 32,542			\$ 32,542
							\$ -
Total			\$ -	\$ 32,542	\$ -	\$ -	\$ 32,542

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Development Fee Revenue (38%)			\$ 120,669		\$ 206,861		\$ 327,530
Portion of BLD (5%) & PLN (12.73%)			\$ 25,552		\$ 43,803		\$ 69,355
Total			\$ 146,221	\$ -	\$ 250,664	\$ -	\$ 396,885

NET SERVICE PACKAGE REQUEST	\$ (41,056)	\$ 44,876	\$ (82,168)	\$ -	\$ (78,348)
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Annexation Area /NE 124th Street ITS Corridor Traffic Signal Operation			010PW1	
DEPARTMENT	DIVISION		FUND		
Public Works	Transportation		General Fund		
CITY PHILOSOPHIES					
A Safe Community Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>Within the City and in the annexation area there are two ITS (Intelligent Transportation System) corridors: NE 124th Street and the Juanita Woodinville Corridors. The NE 124th Street ITS corridor is jointly operated by King County and Kirkland, whereas the Juanita - Woodinville ITS corridor is operated solely by King County.</p> <p>After annexation Kirkland will be responsible for a total of fifteen signals and associated ITS devices owned/operated by King County that are located on these two corridors. The City lacks the communication and traffic management infrastructure to carry out the operation of these traffic signals and ITS devices; therefore, the City will continue to rely on King County for the joint operation of these ITS devices for, at least, the next two years.</p> <p>Thus this service package will fund the operation by King County of City-owned traffic signals and ITS devices in the Annexation area and on the NE 124th Street ITS Corridor during 2011 and 2012. The service consists of PM and AM monitoring of the traffic signals and ITS devices via King County's TCC (Traffic Control Center), monthly intersection data review, event management and corridor timing periodic updates. The operation fee is about \$1,000 per signal per year.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 8,750	\$ -	\$ 15,000	\$ -	\$ 23,750
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 8,750	\$ -	\$ 15,000	\$ -	\$ 23,750
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 8,750	\$ -	\$ 15,000	\$ -	\$ 23,750

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Transportation Engineering Annexation Staffing		010PW2		
DEPARTMENT	DIVISION		FUND		
Public Works	Transportation Engineering		General Fund		
CITY PHILOSOPHIES					
A Safe Community Unique Community Character Community Involvement Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
Neighborhood Traffic Control Program Coordinator -- Current position is 0.50 FTE . An additional 0.50 FTE is being requested. Because NTCP work is aimed mainly at single family concerns on local streets, a measure of the density of single family residences per unit of local streets was chosen as a service metric. The ratio of King County to existing City of Kirkland is 1.04 for this measure. We anticipate a large increase in NTCP type requests after annexation. This is because the services provided by the County have been limited and because of the large residential population. Some of these requests will require neighborhood processes that end in construction of speed humps or other devices. Many will require addressing issues such as sight distance obstructions, no parking requests and other signing & marking projects.					
Neighborhood Traffic Control Program Support -- Current staffing is 0.50 FTE. An additional 0.25 is being requested. This position supports the NTCP position by placing traffic counters, following up on safety related obstruction trim requests, maintaining pedestrian flags and coordinating volunteers who maintain traffic circles. Using the rationale above would lead to a request of 0.5 FTE, but this request has been limited to the minimum reasonable request.					
<u>FTE's Requested:</u> 0.5 NTCP Coordinator 0.25 NTCP Support Beginning, Jan 1st, 2012					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.75				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 80,668	\$ -	\$ 80,668
Supplies & Services	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 84,268	\$ -	\$ 84,268
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 84,268	\$ -	\$ 84,268

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Transportation Engineering Annexation Staffing	010PW2
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
.5 Traffic Coordinator - Sal	0102343224	5100100	\$ -		\$ 41,766		\$ 41,766
.5 Traffic Coordinator - Bene	0102343224	5200100	\$ -		\$ 17,225		\$ 17,225
.25 NTCP Support - Sal	0102343224	5100100	\$ -		\$ 14,235		\$ 14,235
.25 NTCP Support - Bene	0102343224	5200100	\$ -		\$ 7,442		\$ 7,442
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 80,668	\$ -	\$ 80,668

SUPPLIES & SERVICES							
Travel & Subsistence	0102343224	5430100	\$ -		\$ 450		\$ 450
Training	0102343224	5490200	\$ -		\$ 1,000		\$ 1,000
Dues & Memberships	0102343224	5490300	\$ -		\$ 150		\$ 150
Postage	1172344440	5420200	\$ -		\$ 1,000		\$ 1,000
Printing	1172344440	5490400	\$ -		\$ 1,000		\$ 1,000
IT Rental	0102343224	5459101	\$ -				\$ -
IT Telecom	0102343224	5459401	\$ -				\$ -
IT Replacement	0102343224	5459102	\$ -				\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 84,268	\$ -	\$ 84,268
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Accident system update			010PW3	
DEPARTMENT	DIVISION		FUND		
Public Works	Transportation Engineering		General Fund		
CITY PHILOSOPHIES					
A Safe Community Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
Professional services are being requested to update the city's traffic accident record system to account for the annexation area. This work would be done by a consultant and is estimated to cost \$2000. The accident record system uses a list of all intersections and streets in the city to locate accidents. This allows data to be accessed readily and results to be consistent and accurate. Data cannot be entered until the street system records are updated.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Traffic Counts		010PW4		
DEPARTMENT	DIVISION		FUND		
Public Works	Transportation Engineering		General Fund		
CITY PHILOSOPHIES					
Investment in the Infrastructure A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>Professional services are being requested to obtain traffic counts for the annexation area in 2011. King County has some counts, but most of them are at least 6 years old. Traffic counts will be needed to calibrate the BKR model, develop levels of service, measure traffic growth, forecast future volumes and determine crash rates. The City currently makes traffic counts on a bi-annual basis so this request is for on-going funds.</p> <p>Three different types of counts will be made; 2 day counts at key mid block locations, peak hour turning movement counts at signalized intersections and 7 day counts to determine seasonal variations in traffic. The cost for all the counts is estimated at \$15,000. Counts for the current city cost about \$32,000. The last counts were made in 2009, and should be re-evaluated in 2011.</p> <p>Traffic counts are done in late spring (May) every other year.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	BKR model update		010PW5		
DEPARTMENT	DIVISION		FUND		
Public Works	Transportation Engineering		General Fund		
CITY PHILOSOPHIES					
Investment in the Infrastructure A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>Professional services are being requested to update the city's traffic transportation forecast model to incorporate the annexation area. The estimated cost of this work is \$30,000 in 2011. This will require setting up new "analysis zones" in the annexation area and recalibrating the model. In the existing city the analysis zones are small to give more detailed results. The zones are bigger in the annexation area and surrounding areas because less detail was needed there. Bringing in the annexation area will require splitting the existing zones and making new zones in the annexation area that are smaller. The existing land uses will also be updated in the annexation area.</p> <p>BKR Model update would need to begin in Sept 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Capital Project Engineering Staff			010PWPE1	
DEPARTMENT	DIVISION		FUND		
Public Works	Capital Project Engineering		CIP/General Fund		
CITY PHILOSOPHIES					
Dependable Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>The Public Works Capital Projects Division is recommending 3.7 new FTEs to accommodate the proposed annexation. Capital Improvement Program (CIP) metrics have been developed over a number of years involving a myriad of municipal capital projects. These metrics are unique for each of the various categories of projects that will be undertaken in the annexation area including: traffic signals, sidewalks, street preservation, striping and surface water projects. Using these service metrics, the annexation area will generate a need for 3.7 additional FTEs, and based on the CIP delivery approach implemented by Council in 2008, the allocation of FTE's is as follows:</p> <p>1.0 Project Engineer (surface water focus): This position will be handling the increased workload associated with additional storm systems and natural drainage course CIP projects. This position needs to be hired by March 1, 2013.</p> <p>1.0 Project Engineer (traffic systems focus): This position will be handling the increased emphasis on signal ITS, concurrency related traffic signals, and crosswalks. This position needs to be hired by March 1, 2012 in order to undertake new projects anticipated in the annexation area.</p> <p>1.0 Project Engineer (sidewalks/streets focus): This position will be handling the increased workload associated with additional sidewalks, street improvements, and street preservation CIP projects. This position needs to be hired by March 1, 2013.</p> <p>0.2 Project Engineer (striping focus): This position will be handling the increased workload associated with additional pavement marking and paint striping CIP projects. This position needs to be hired by March 1, 2011.</p> <p>0.5 Public Outreach specialist: This position will be handling the increased workload associated with all of the anticipated CIP projects including community outreach associated with developing and assembling the inventory and needs assessment for projects in the annexation area. This position needs to be hired by Jan 1, 2012.</p>					
Is this Service Package tied to a CIP Project? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.70				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 19,512	\$ -	\$ 162,538	\$ -	\$ 182,050
Supplies & Services	\$ -	\$ -	\$ 11,150	\$ 7,637	\$ 18,787
Capital Outlay	\$ -	\$ -	\$ -	\$ 32,542	\$ 32,542
Total Service Package Cost	\$ 19,512	\$ -	\$ 173,688	\$ 40,179	\$ 233,379
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 23,414	\$ -	\$ 173,688	\$ 40,179	\$ 237,281
Net Service Package Cost	\$ (3,902)	\$ -	\$ -	\$ -	\$ (3,902)

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Capital Project Engineering Staff	010PWPE1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0102323221	5100100	\$ 14,294		\$ 112,463		\$ 126,757
Benefits	0102323221	5200100	\$ 5,218		\$ 50,075		\$ 55,293
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 19,512	\$ -	\$ 162,538	\$ -	\$ 182,050

SUPPLIES & SERVICES							
Office furniture and equipment	0102323221	5350200			\$ 400	\$ 3,285	\$ 3,685
Computer hardware	0102323221	5350300				\$ 4,152	\$ 4,152
Communication	0102323221	5420100			\$ 2,800		\$ 2,800
Travel and Subsistance	0102323221	5430100			\$ 300		\$ 300
Office Supplies	0102323221	5310100			\$ 350	\$ 200	\$ 550
Training	0102323221	5490200			\$ 1,800		\$ 1,800
Dues & Memberships	0102323221	5490300			\$ 200		\$ 200
Printing	0102323221	5490400			\$ 200		\$ 200
Advertising	0102323221	5440100			\$ 100		\$ 100
Prof. Svcs. - Bridge Inspection	0102323221	5410100			\$ 5,000		\$ 5,000
IT Rental	0102323221	5459101					\$ -
IT Telecom	0102323221	5459401					\$ -
IT Replacement	0102323221	5459102					\$ -
Fleet Operating Charge	0102323221	5459201					\$ -
Fleet Replacement Charge	0102323221	5459202					\$ -
							\$ -
Total			\$ -	\$ -	\$ 11,150	\$ 7,637	\$ 18,787

CAPITAL OUTLAY							
Ford Escape Hybrid	0102323221	5646404				\$ 32,542	\$ 32,542
							\$ -
Total			\$ -	\$ -	\$ -	\$ 32,542	\$ 32,542

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
			\$ 23,414		\$ 173,688	\$ 40,179	\$ 237,281
							\$ -
Total			\$ 23,414	\$ -	\$ 173,688	\$ 40,179	\$ 237,281

NET SERVICE PACKAGE REQUEST	\$ (3,902)	\$ -	\$ (3,902)				
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	GIS Analyst		010PWPE2		
DEPARTMENT	DIVISION		FUND		
Public Works	Capital Project Engineering		General Fund		
CITY PHILOSOPHIES					
Investment in the Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>The Public Works Capital Projects Division is recommending a .5 new GIS Analyst FTE to accommodate the proposed annexation. The addition of public works infrastructure layers: streets, storm systems, survey control, sidewalks, traffic signals, and the like will require additional resources to maintain the GIS as follows:</p> <p>.5 GIS Analyst: This position will be handling the increased workload that is the direct responsibility of the Public Works Department; the workload is associated with all of the anticipated infrastructure mapping that is located in the annexation area . This position needs to be hired by June 1, 2011.</p> <p>Mapping the annexation area allows the field crew to maintain infrastructure, provides customer service for public, and allows us to comply with GASB. If an additional .5 GIS Analyst was not hired, current staff would be reprioritized and the current City LOS would be reduced. Maps would not be updated as quickly and perhaps critical issues in the existing City or annexation area could be missed.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 25,888	\$ -	\$ 47,401	\$ -	\$ 73,289
Supplies & Services	\$ 1,100	\$ 7,437	\$ 1,700	\$ -	\$ 10,237
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 26,988	\$ 7,437	\$ 49,101	\$ -	\$ 83,526
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 12,944	\$ -	\$ 23,701	\$ -	\$ 36,645
Net Service Package Cost	\$ 14,044	\$ 7,437	\$ 25,401	\$ -	\$ 46,882

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	GIS Analyst	010PWPE2
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
GIS Salaries (General Fund)	0102323222	5100100	\$ 17,862		\$ 31,911		\$ 49,773
Benefits	0102323222	5200100	\$ 8,026		\$ 15,490		\$ 23,516
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 25,888	\$ -	\$ 47,401	\$ -	\$ 73,289

SUPPLIES & SERVICES							
Office furniture and equipment	0102323222	5350200		\$ 3,285			\$ 3,285
Computer hardware	0102323222	5350300		\$ 4,152			\$ 4,152
Training	0102323222	5490200	\$ 450		\$ 800		\$ 1,250
Travel and Subsistance	0102323222	5430100	\$ 300		\$ 300		\$ 600
Dues & Memberships	0102323222	5490300			\$ 200		\$ 200
Printing	0102323222	5490400	\$ 50		\$ 100		\$ 150
Professional Services	0102323222	5410100	\$ 300		\$ 300		\$ 600
IT Rental	0102323222	5459101					\$ -
IT Telecom	0102323222	5459401					\$ -
IT Replacement	0102323222	5459102					\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 1,100	\$ 7,437	\$ 1,700	\$ -	\$ 10,237

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
GIS Analyst 50% Surf Water	4212633831	5100100	\$ 8,931		\$ 15,956		\$ 24,887
GIS Analyst 50% Surf Water	4212633831	5200100	\$ 4,013		\$ 7,745		\$ 11,758
Total			\$ 12,944	\$ -	\$ 23,701	\$ -	\$ 36,645

NET SERVICE PACKAGE REQUEST	\$ 14,044	\$ 7,437	\$ 25,401	\$ -	\$ 46,882
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Lockbox Services		010FA1		
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Customer Accounts		General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>Lockbox services are designed to expedite the collection of paper-based payments and provide timely payment information to update accounts receivable records. Lockbox services are usually provided by a third-party processor (usually a bank) that receives, opens, and processes payments for a government or business. Lockbox services should increase payment and posting accuracy, improve cash flow by reducing processing time between delivery of mail and depositing of payments, and increase staff productivity by freeing personnel from the labor-intensive process of manually handling the mail, making daily deposits, and posting manual payments.</p> <p>It is anticipated that sending all utility payments, business license, and false alarm payments to the lockbox it will free up about 2 hours a day in processing time. The extra time can be utilized to backfill other positions in Customer Accounts that are impacted by increased volumes due to annexation.</p> <p>The cost for lockbox services will be split 70% paid by Utilities and 30% paid by Business License and False Alarm budgets, based on processing volume for each function.</p> <p>An RFP for lockbox services is expected to be completed by July 2010. This will provide a more defined listing of one-time and ongoing costs. The goal is to have lockbox services in place by January 1, 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 24,000	\$ -	\$ 24,000	\$ -	\$ 48,000
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Accounting Associate IV		010FA2		
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Accounting		General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>Accounting Support Associate IV .5 FTE – Ongoing Timing: Near effective date of annexation – June 2011</p> <p>The current accounting division has 2.5 FTE Accounting Support Associate positions that serve as the processing and internal control mechanism for the City to pay vendors, print paychecks, reconcile banking, track deposits and securities, monitor business tax accounts and maintain financial system entries. The impact of annexation on accounting activities is incremental due to the required increased volume of transactions and the segregation of nearly all functions to maintain adequate accounting controls.</p> <p>In order to function at the current level and absorb the increased incremental processing workload, accounting tasks will need to be redistributed. An additional .5 FTE in accounting support will bring the existing half-time position to full-time. The position will assume the additional check processing associated with increased accounts payable and payroll expenditures, posting of city-wide correcting journal entries, accounts receivable, and financial system activities such as vendor maintenance, 1099 reporting and W-9 maintenance.</p> <p>This position will also be responsible for the increase in business tax accounts in the annexation area. City businesses are responsible for remitting admissions, gambling, cable, electric, gas, garbage and telephone utility tax returns and payments. These accounts are reconciled and monitored on a continual basis.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 22,408	\$ -	\$ 41,471	\$ -	\$ 63,879
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 22,408	\$ -	\$ 41,471	\$ -	\$ 63,879
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 22,408	\$ -	\$ 41,471	\$ -	\$ 63,879

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	City Clerk Support		010FA3		
DEPARTMENT	DIVISION		FUND		
Finance and Administration	City Clerk		General Fund		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>Currently the City Clerk's office is staffed with 2.8 FTE's for Records and City Council support, reduced from 3.0 FTE's during the 2009-2010 budget process. Workload is expected to increase with annexation , including increased volume of public records and information requests requiring research and response and records activities related to the filing, indexing retention, access and management of official public records. In addition, public records requests have been increasing in number, complexity, and sensitivity, requiring additional staff time to process. This request for .25 FTE is related to a regular budget service package request for .5 FTE to support the City's document management system described below. The requested FTE to .75 to reflect these factors and to provide a more reliable backup for staffing the City Council meetings.</p> <p>In addition, the City's electronic document management system (TRIM) is now available City-wide; support of the system and expansion of its use is only funded with Capital Improvement Funds, although it represents an on-going need for the system to remain viable. In evaluating the CIP funding, the current funds would support the system through early 2012. The addition of this position also recognizes the ongoing support and maintenance to fully utilize the system (both for the public and staff) to realize the full value of the substantial investment already made.</p> <p>To reflect the available CIP funding, the requested start date is 4/1/12.</p> <p>If the TRIM service package is not approved in the regular budget process, these funds will be used to increase hours of existing staff.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.25				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 19,725	\$ -	\$ 19,725
Supplies & Services	\$ -	\$ -	\$ 1,425	\$ -	\$ 1,425
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 21,150	\$ -	\$ 21,150
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 21,150	\$ -	\$ 21,150

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE City Clerk Support	010FA3
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary/Wages	0104511430	5100100			\$ 13,624		\$ 13,624
Benefits	0104511430	5200100			\$ 6,101		\$ 6,101
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 19,725	\$ -	\$ 19,725

SUPPLIES & SERVICES							
Office Supplies	0104511430	5310100			\$ 200		\$ 200
Travel	0104511430	5430100			\$ 500		\$ 500
Training	0104511430	5490200			\$ 500		\$ 500
Dues & Memberships	0104511430	5490300			\$ 225		\$ 225
IT Rental	0104511430	5459101					\$ -
IT Telecom	0104511430	5459401					\$ -
IT Replacement	0104511430	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 1,425	\$ -	\$ 1,425

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 21,150	\$ -	\$ 21,150
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Business License and False Alarm Program Overtime		010FA4		
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Customer Accounts		General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>Currently Business Licensing is staffed with 1.5 FTE's and processes approximately 5,200 business licenses per year. The False Alarm Program is staffed with .5 FTE and processes approximately 2,200 security alarm registrations each year.</p> <p>It is estimated that annexation will add 800 additional business licenses and 500 additional security alarm permits. The expected outreach to these businesses and owners of security alarms, plus the initial invoicing and entry into the database systems will take an additional 700 hours of staff time (one-time). Volunteers will be used for 50 hours of copying and preparing the informational packets and initial forms. Additionally, there is expected to be some staff time savings of approximately 118 hours due to the implementation of lockbox services.</p> <p>This service package is requesting the remaining 530 hours to incorporate businesses and security alarm users in the annexation area as overtime hours for the current staff (one-time). The additional ongoing requirement of processing renewals annually for both the business licenses and alarm registrations less the time saved from use of lockbox services is estimated at 350 hours.</p> <p>An alternative to the one-time overtime for the current staff would be to hire the Accounting Support Associate IV (ASA IV) .5 FTE requested for accounting to begin on June 1, 2011 four months earlier. The ASA IV .5 FTE would initially focus on assisting and supporting the business license and false alarm staff. Four months of additional ASA IV .5 FTE would cost \$18,827 approximately \$5,000 less than the overtime request for the existing staff.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ 23,806	\$ 16,016	\$ -	\$ 39,822
Supplies & Services	\$ 5,300	\$ -	\$ 5,300	\$ -	\$ 10,600
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 5,300	\$ 23,806	\$ 21,316	\$ -	\$ 50,422
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 29,106	\$ -	\$ 21,316	\$ -	\$ 50,422
Net Service Package Cost	\$ (23,806)	\$ 23,806	\$ -	\$ -	\$ -

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Audit Costs			010FA5	
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Accounting		General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
This service package reflects the increase in costs charged by the State Auditor's Office of \$25,000 beginning in 2012.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Audit Costs	010FA5
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Intergovernmental Prof Srv	0104411423	5510100			\$ 25,000		\$ 25,000
Total			\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Overtime/Backfill for Mail Services and Purchasing			010FA6	
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Purchasing/City Clerk		General Fund		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>Financial Administration had originally requested a .50 position each for purchasing and mail services. In evaluating the needs of the department, it was determined that overtime and backfill will accommodate the needs of these two divisions and the ongoing FTE could be better utilized in other divisions within the department.</p> <p>Currently Mail Services is staffed with two .50 employees. The additional hours will be used to ensure on-call support for vacations and sick leave of the current employees. The nature of the mail clerk position requires that someone backfill the position. The on-call backfill will provide all of the same duties as regular employees including pickup, opening and delivery of mail to all City staff and facilities, as well as preparing outgoing mail and processing bulk mail projects. Assuming that additional sites and stops are not added to the current route, no additional FTE will be needed. We anticipate an additional 90 hours for 2011 (June-Dec) and 180 hours for 2012, this is in addition to the 180 hours already in the budget for each year. The additional hours are expected to start in June 2011.</p> <p>The purchasing needs are more one-time in nature, with the increased activity in ordering supplies and furniture to accommodate annexation related FTE additions, we are requesting 100 hours of overtime for the Purchasing Division. The overtime is expected to start in March of 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 2,110	\$ 5,965	\$ 4,299	\$ -	\$ 12,374
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 2,110	\$ 5,965	\$ 4,299	\$ -	\$ 12,374
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 2,110	\$ 5,965	\$ 4,299	\$ -	\$ 12,374

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Overtime/Backfill for Mail Services and Purchasing	010FA6
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Overtime Wages - Purchaser	0104411840	5100300		\$ 2,856			\$ 2,856
Overtime Benefits	0104111840	5100200		\$ 441			\$ 441
Overtime Wages - Buyer	0104111840	5100300		\$ 2,311			\$ 2,311
Overtime Benefits	0104111840	5100200		\$ 357			\$ 357
Hourly Wages	0104511891	5100200	\$ 1,817		\$ 3,634		\$ 5,451
Hourly Benefits	0104511891	5100200	\$ 293		\$ 665		\$ 958
Total			\$ 2,110	\$ 5,965	\$ 4,299	\$ -	\$ 12,374

SUPPLIES & SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 2,110	\$ 5,965	\$ 4,299	\$ -	\$ 12,374
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Election Cost Increase				010FA7
DEPARTMENT	DIVISION		FUND		
Finance and Administration			General Fund		
CITY PHILOSOPHIES					
Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>Election costs are based on the number of registered voters in the City, so we know there will be an increase in voter registration, election costs and voter pamphlet costs.</p> <p>Costs are based on "per registered voter" charges for each of the elections and for each voter pamphlet; the City also pays an annual charge for voter registration. The "per registered voter" costs are shared between the number of jurisdictions which have seats or ballot measures in any given election or participate in the voter pamphlet. The City will gain approximately 19,000 registered voters when the annexation takes effect on June 1st, in addition to our current 28,128 registered voters.</p> <p>Based on the level of interest in the last City Council election, we would anticipate that in 2011 we may have a primary election for the three Council seats that will be up for re-election. King County estimates that the primary election costs will increase by \$50,000.</p> <p>In addition to the primary we will also have an increase in costs for the general election. King County estimates the increase at \$50,000. The 2011 primary and general election costs will be billed in 2012.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Planners and Office Technician		010PCD1		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>Required personnel increases for current planning are based on the number of building and land use permits in the annexation area relative to the number in Kirkland. In 2005, the number of annexation area permits was determined to be 35% of the number in Kirkland. A more recent estimate is that the percentage could be as low as 13%. With 9.6 FTE devoted to current planning in Kirkland, a 35% increase would result in an additional 3.4 FTE. A 13% increase would result in 1.5 additional FTE.</p> <p>This service package proposes to add a 1.0 FTE Planner beginning January 2011, .5 of which would continue work on a new Shoreline Master Program for the annexation area, while the other .5 would handle increased development review and public information activity prior to the annexation effective date. This would be an extension of a current temporary position, funded through 2010 (though previously ongoing). Also funded would be another .5 FTE Planner and a .5 FTE Office Technician, beginning on the effective date of annexation, to handle increased development review and public inquiries. The .5 Planner would restore to 1.0 FTE position that was previously cut to .5 FTE. The .5 Office Technician would allow the part time return of an administrative position to the reception desk, freeing planners to handle development review and public inquiries.</p> <p>This service package would be offset by revenue from increased land use and building permits. Annexation would increase land use permits by 25%, based on King County permit data received in May, 2010. With 2009 land use permit revenue of \$291,82, and 87% of that supporting Planning Dept. review, a 25% increase with annexation will add \$63,499 per year of planning permit revenue to cover Planning review. Even greater revenue is possible, based on 2010 year to date revenue trends. County permit data show annexation would increase building permits by 38%. With 2009 building permit revenue of \$2,010,025 and 20.4% of that supporting Planning Dept. review, a 38% increase with annexation will add \$141,081 per year of building permit revenue to cover Planning Dept. review.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	2.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 150,529	\$ -	\$ 191,446	\$ -	\$ 341,975
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 150,529	\$ -	\$ 191,446	\$ -	\$ 341,975
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 117,682	\$ -	\$ 201,741	\$ -	\$ 319,423
Net Service Package Cost	\$ 32,847	\$ -	\$ (10,295)	\$ -	\$ 22,552

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Office Specialist		010PCD2		
DEPARTMENT	DIVISION		FUND		
Planning	Administration		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>The Office Specialist will be a new position that will provide a range of administrative support functions for the Planning Department. Due to increased responsibility and technical skills required for certain administrative duties we request a higher level position. The existing .50 office technician position will be added to the new .50 FTE office technician (see separate Planner and Office Technician service package) to create a full-time position with different responsibilities related to public information. That position will begin at annexation effective date, June 2011.</p> <p>This new Office Specialist position will begin in January 2012 and will help satisfy our legal requirements for land use permitting by preparing public notices, letters and legal publications. We value meaningful participation by our community in the city decision-making processes and services and so continue to provide multiple forms of documentation electronically on our Web page. This continues to take a considerable amount of time. As with our other administrative positions in our department, the office specialist will prepare and distribute public meeting packets to our various groups such as the Planning Commission, Design Review Board, Houghton Community Council and Hearing Examiners. In addition, this position will provide City Council meeting packet coordination.</p> <p>In an effort to continue our desire to create and maintain attractive neighborhoods through our Comprehensive Plan process, we have added neighborhood advisory groups that will require support for open houses, public participation meetings and meeting set up and packet preparation.</p> <p>Due to increased regulatory requirements, the need to provide the public with electronic data, the administrative demands have increased requiring additional support at a higher level. The addition of this position will help provide effective communication. It will help develop office procedures and update existing permit application processes including revisions to existing documents provided to the public both in paper form and on our Web page.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 79,272	\$ -	\$ 79,272
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 79,272	\$ -	\$ 79,272
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 79,272	\$ -	\$ 79,272

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Office Specialist	010PCD2
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries & Wages (Area 1)	0105105810	5100100			\$ 15,185		\$ 15,185
Salaries & Wages (Area 2)	0105205860	5100100			\$ 25,308		\$ 25,308
Salaries & Wages (Area 3)	0105305820	5100100			\$ 10,123		\$ 10,123
Benefits (Area 1 - 30%)	0105105810	5200100			\$ 8,597		\$ 8,597
Benefits (Area 2 - 50%)	0105205860	5200100			\$ 14,328		\$ 14,328
Benefits (Area 3 - 20%)	0105305820	5200100			\$ 5,731		\$ 5,731
Total			\$ -	\$ -	\$ 79,272	\$ -	\$ 79,272

SUPPLIES & SERVICES							
IT Rental	0105105810	05459101					\$ -
IT Telecom	0105105810	05459401					\$ -
IT Replacement	0105105810	05459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 79,272	\$ -	\$ 79,272
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Urban Forester		010PCD3		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>Required personnel increases for current planning are based upon the number of building and land use permits processed in the potential annexation area relative to the number processed in Kirkland. In 2009, the number of annexation area building permits was determined to be 38% of the number in Kirkland, and the number of land use permits was 25% of the number in Kirkland.</p> <p>For Urban Forester services, we are requesting a new .5 FTE beginning in 2012. For 2011 we are proposing to use consulting arborists to handle the increased permit load. The needed increase with annexation is related to permit levels described above. Currently there is 1.0 FTE Urban Forester whose time is split 50/50 with Surface Water; .5 FTE performing all permitting functions. This .5 FTE Urban Forester has been indentified in studies by Kurt Latimore as the foremost constraint in the permit processing system citywide. The current staff level is often not keeping up with demand even while permit levels are down. Also, there are additional tree permits not associated with building or land use permits as well as tree enforcement issues from the annexation area that will be added to the Urban Forester's duties. Finally, additional and new tree issues can be expected in the annexation area. The Holmes Point overlay and the heavily forested and environmentally sensitive areas particularly on Finn Hill can be expected to demand the Urban Forester's time.</p> <p>This position will be partially offset by revenue from building and land use permit application fees. Estimated revenues are shown in service package 010PCD1 titled Planner and Office Technician. We have delayed implementation of this service package until 2012 due to concerns about the timing of revenues. However, if revenues are recieved as we have projected, there would be sufficient revenue (and workload demands) to hire the new .5 position in 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 49,557	\$ -	\$ 49,557
Supplies & Services	\$ -	\$ 14,000	\$ 9,742	\$ -	\$ 23,742
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 14,000	\$ 59,299	\$ -	\$ 73,299
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ 14,000	\$ 59,299	\$ -	\$ 73,299

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Urban Forester	010PCD3
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries & Wages (Area 1)	0105105810	5100100			\$ 10,123		\$ 10,123
Salaries & Wages (Area 2)	0105205860	5100100			\$ 16,872		\$ 16,872
Salaries & Wages (Area 3)	0105305820	5100100			\$ 6,749		\$ 6,749
Benefits (Area 1 - 30%)	0105105810	5200100			\$ 4,744		\$ 4,744
Benefits (Area 2 - 50%)	0105205860	5200100			\$ 7,906		\$ 7,906
Benefits (Area 3 - 202%)	0105305820	5200100			\$ 3,163		\$ 3,163
Total			\$ -	\$ -	\$ 49,557	\$ -	\$ 49,557

SUPPLIES & SERVICES							
Consulting	0105205860	5410100		\$ 14,000			\$ 14,000
Office Supplies	0105105810	5310100			\$ 100		\$ 100
Travel & Subsistence	0105105810	5430100			\$ 161		\$ 161
Training	0105105810	5490200			\$ 260		\$ 260
Office Furniture & Equipment	0105105810	5350200	\$ -	\$ -	\$ 2,131		\$ 2,131
Wall panels/cubicle	0105105810	5350200	\$ -	\$ -	\$ 4,245		\$ 4,245
Computer & Standard Phone	0105105810	5350300	\$ -	\$ -	\$ 2,845		\$ 2,845
IT Rental	0105105810	5459101					\$ -
IT Telecom	0105105810	5459401					\$ -
IT Replacement	0105105810	5459102					\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ 14,000	\$ 9,742	\$ -	\$ 23,742

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ -	\$ 14,000	\$ 59,299	\$ -	\$ 73,299
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Code Enforcement Officer		010PCD4		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Environmental Stewardship					
DESCRIPTION AND JUSTIFICATION					
<p>For Code Enforcement, the number of cases reported for 2003 - 2004 in King County was 25% of the cases reported in Kirkland. Another way to consider demand is to look at the number of cases per square mile. Given the number of 2009 PCD-only enforcement cases in Kirkland (274/10.42 sq. mi.), the annexation area would have 187 cases given the area (7.1 sq. mi.). This is 68% of the number of cases in Kirkland. Coincidentally, using population instead of square miles also results in 68% of the number of cases in Kirkland.</p> <p>Sources of the increased demand that is expected in the annexation area includes:</p> <ul style="list-style-type: none"> -Handling oversize vehicle registration and compliance with new rules -Additional tree cases due to the difference in codes and enforcement of the Holmes Point overlay -Additional cases due to pent-up demand for code enforcement services <p>Given the increased demand for Code Enforcement service with annexation, an additional .50 FTE is requested. This would be added to an existing .50 FTE position making a total of 2.0 FTE Code Enforcement Officers in the City.</p> <p>The need for this position will begin on the effective date of annexation. Although not preferred, it is possible that the additional FTE could be phased, for example by adding .25 FTE on June 1, 2011, then adding the remaining .25 FTE in 2012. However, this may be logistically difficult. The current .50 FTE CEO also works as a .50 FTE mail clerk in the City Clerk's office. The City Clerk indicated that phasing the mail clerk position down while the CEO position is phased up would be impractical. Recognizing that General Fund revenues will be limited in 2011, this position could be partially funded from surplus revenues reported in service package 010PCD1 titled Planners and Office Technician.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 32,288	\$ -	\$ 57,057	\$ -	\$ 89,345
Supplies & Services	\$ 360	\$ -	\$ 720	\$ -	\$ 1,080
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 32,648	\$ -	\$ 57,777	\$ -	\$ 90,425
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 32,648	\$ -	\$ 57,777	\$ -	\$ 90,425

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Development Review Manager		010PCD5		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
This position will add 0.4 FTE to the present 0.6 FTE Development Reiew Manager position, restoring it to a full 1.0 FTE, as it was prior to 2010. The increase is necessary to manage the greater permit review volume and to manage the transition of permit review from King County to Kirkland. A portion of the new FTE (0.15) will begin on the effective date of annexation. The other portion of the new FTE (0.25) will begin in January 2012.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.40				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 12,231	\$ -	\$ 57,500	\$ -	\$ 69,731
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 12,231	\$ -	\$ 57,500	\$ -	\$ 69,731
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 12,231	\$ -	\$ 57,500	\$ -	\$ 69,731

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Development Review Manager	010PCD5
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries & Wages (Area 1)	0105105810	5100100	\$ 2,768		\$ 12,653		\$ 15,421
Salaries & Wages (Area 2)	0105205860	5100100	\$ 4,613		\$ 21,089		\$ 25,702
Salaries & Wages (Area 3)	0105305820	5100100	\$ 1,845		\$ 8,436		\$ 10,281
Benefits (Area 1)	0105105810	5200100	\$ 902		\$ 4,597		\$ 5,499
Benefits (Area 2)	0105205860	5200100	\$ 1,502		\$ 7,661		\$ 9,163
Benefits (Area 3)	0105305820	5200100	\$ 601		\$ 3,064		\$ 3,665
Total			\$ 12,231	\$ -	\$ 57,500	\$ -	\$ 69,731

SUPPLIES & SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
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							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 12,231	\$ -	\$ 57,500	\$ -	\$ 69,731
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Senior Planners		010PCD6		
DEPARTMENT	DIVISION		FUND		
Planning	Policy and Planning		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>Staffing for long range planning is requested to maintain the current level of service for the annexation area. The current staffing level assigned to the long range planning tasks identified in the Planning Work Program is around 6.0 FTE's. These tasks include work on neighborhood plans, zoning and design regulations, affordable housing, capital facilities planning and updating the Comprehensive Plan as required by the Growth Management Act. These tasks are generally undertaken by Senior Planners. Additional staffing is needed as a result in the increase in population, employment and geographic area. The land area of the AA is 7.0 square miles, +65% of Kirkland's 10.7 square miles. Population will increase by 33,000 (+66%). To handle the increased workload, approximately 33% additional staff (1.9 FTE) for long range planning is requested: 1.5 FTE for Senior Planners and 0.4 FTE for an Associate Planner.</p> <p>This service package request is for 1.5 FTE Senior Planner positions. Currently there are three Senior Planners each budgeted at 0.5 FTE. The FTE increase would bring each of these positions up to full time staffing without the need for additional supplies and services (computer, desk, etc.) or facilities (office space). It would also be more efficient by utilizing experienced and knowledgeable staff.</p> <p>The staffing is needed to work on the following:</p> <ul style="list-style-type: none"> - Neighborhood and business district plans for the annexation area - Incorporate the annexation area into the overall Comprehensive Plan for the City - Capital facilities plan and level of service standards to include the annexation area - Zoning and design standards as appropriate - Critical area regulations - Include the annexation area into the City's housing strategies (working with ARCH) <p>The request is for the increase to occur in January 2012 unless the Council wanted to begin work on these projects earlier.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 180,993	\$ -	\$ 180,993
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 180,993	\$ -	\$ 180,993
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 180,993	\$ -	\$ 180,993

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Senior Planners	010PCD6
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries & Wages (Area 1)	0105105810	5100100			\$ 38,615		\$ 38,615
Salaries & Wages (Area 2)	0105205860	5100100			\$ 64,359		\$ 64,359
Salaries & Wages (Area 3)	0105305820	5100100			\$ 25,744		\$ 25,744
Benefits (Area 1)	0105105810	5200100			\$ 15,683		\$ 15,683
Benefits (Area 2)	0105205860	5200100			\$ 26,137		\$ 26,137
Benefits (Area 3)	0105305820	5200100			\$ 10,455		\$ 10,455
Total			\$ -	\$ -	\$ 180,993	\$ -	\$ 180,993

SUPPLIES & SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
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							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 180,993	\$ -	\$ 180,993
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Associate Planner		010PCD7		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>Required personnel increases for current planning are based upon the number of building and land use permits processed in the potential annexation area relative to the number processed in Kirkland. In 2005, the number of annexation area permits was determined to be 35% of the number in Kirkland. While the overall number of permit applications in both Kirkland and the annexation area has undoubtedly declined, it is assumed that the relative number is the same and that staff needed for annexation permit review will be 35% of the present Kirkland current planning staff. There are presently 9.1 FTE devoted to current planning in Kirkland. A 35% increase would result in an additional 3.2 FTE. A total of 3.0 FTE are proposed to be added through four separate service packages (1.5 Planners, 0.4 Development Review Manager, 0.5 Office Technician - to free Assistant Planners from receptionist duties, and 0.6 Associate Planner).</p> <p>.06 FTE of this position will perform work related to the anticipated increase in building and land use permit review and public information needs resulting from the increased land area and population. 0.4 FTE of this position will support long range planning.</p> <p>The intent of this position is to regain an experienced environmental planner. This expertise was lost in mid-2008 when a staff member left the City and the associate planner position was left vacant due to reduced development activity. This would enable staff to better review permits, plans and regulations involving the City's environmentally sensitive areas (wetlands, streams and shorelines.)</p> <p>This position would begin in January 2012.</p> <p>This position will be partially offset by revenue from building and land use permit application fees. Building permit revenue is shown in a service package submitted by the Fire and Building Dept. Land Use permit revenue is shown in the service package for 1.5 Planner positions.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 110,912	\$ -	\$ 110,912
Supplies & Services	\$ -	\$ -	\$ 1,521	\$ -	\$ 1,521
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 112,433	\$ -	\$ 112,433
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 112,433	\$ -	\$ 112,433

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Associate Planner	010PCD7
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries & Wages (Area 1)	0105105810	5100100			\$ 23,256		\$ 23,256
Salaries & Wages (Area 2)	0105205860	5100100			\$ 38,760		\$ 38,760
Salaries & Wages (Area 3)	0105305820	5100100			\$ 15,504		\$ 15,504
Benefits (Area 1)	0105105810	5200100			\$ 10,018		\$ 10,018
Benefits (Area 2)	0105205860	5200100			\$ 16,696		\$ 16,696
Benefits (Area 3)	0105305820	5200100			\$ 6,678		\$ 6,678
Total			\$ -	\$ -	\$ 110,912	\$ -	\$ 110,912

SUPPLIES & SERVICES							
Office Supplies	0105105810	05310100			\$ 100		\$ 100
Travel & Subsistence	0105105810	05430100			\$ 161		\$ 161
Training	0105105810	05490200			\$ 260		\$ 260
Office Furniture & Equipment	0105105810	05350200			\$ 1,000		\$ 1,000
Computer	0105105810	05350300					\$ -
IT Rental	0105105810	5459101					\$ -
IT Telecom	0105105810	5459401					\$ -
IT Replacement	0105105810	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 1,521	\$ -	\$ 1,521

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 112,433	\$ -	\$ 112,433
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Planning Graduate Intern		010PCD8		
DEPARTMENT	DIVISION		FUND		
Planning	Land Use Management		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship Community Involvement					
DESCRIPTION AND JUSTIFICATION					
The request is for assistance to current and long range planners at a planning graduate intern level at approximately 16 hours per week. The intern position is a cost-effective staffing resource to undertake such routine tasks as posting public notices on property regarding permit applications and planning studies; conducting basic planning analysis for neighborhood plans and updates to the comprehensive plan; assisting in community meetings and public workshops; preparing handouts and informational materials for public involvement and education on planning issues; and preparing vicinity maps for planning and permit projects. This position would begin January 1, 2012.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 14,498	\$ -	\$ 14,498
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 14,498	\$ -	\$ 14,498
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 14,498	\$ -	\$ 14,498

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Planning Graduate Intern	010PCD8
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Hourly Wages	0105305820	5100200			\$ 12,447		\$ 12,447
Hourly Benefits	0105305820	5200200			\$ 2,051		\$ 2,051
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 14,498	\$ -	\$ 14,498

SUPPLIES & SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
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							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 14,498	\$ -	\$ 14,498
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Hybrid Vehicle		010PCD9		
DEPARTMENT	DIVISION		FUND		
Planning	Administration		General		
CITY PHILOSOPHIES					
Unique Community Character Environmental Stewardship					
DESCRIPTION AND JUSTIFICATION					
Increases in the geographic size and population of the city due to annexation will result in additional current and long-range planning field visits and site inspections by staff. This will require the addition of one new department hybrid vehicle beginning January 1, 2012.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Annexation Census		010PCD		
DEPARTMENT	DIVISION		FUND		
Planning	Policy & Planning		General		
CITY PHILOSOPHIES					
Unique Community Character Community Involvement					
DESCRIPTION AND JUSTIFICATION					
<p>Immediately following the June 2011 effective date of annexation, the City is required by state law to conduct a census of population and housing. The census is best conducted by a company that has experience in this activity. Other Washington cities with recent sizable annexations were contacted to obtain the names of companies they used and the price they paid for their censuses. The census of the Benson Hill annexation to Renton cost \$101,248 to count 16,272 people, which is \$6.22 per person counted. A recent Burien annexation, conducted by a different company, cost \$5.14 per person. Assuming 33,800 people in Kirkland's annexation area, the price for Kirkland's annexation would range from \$173,732 to \$210,235. It should be noted that the above prices include only the actual census work of the contractors. Additional staff work and expenses would be necessary to support the census, for example pre-census notification to annexation area residents.</p> <p>This service package requests \$225,000 in anticipation of a possible inflationary adjustment, unforeseen factors unique to Kirkland or other City expenses. However, prior to expending funds, a Request for Proposals will be issued to obtain specific bids and allow Kirkland to get the lowest possible price.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ 225,000	\$ -	\$ -	\$ 225,000

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	ARCH Administration and Housing Trust Fund			010PCD	
DEPARTMENT	DIVISION		FUND		
Planning	Policy & Planning		General		
CITY PHILOSOPHIES					
Human Services					
DESCRIPTION AND JUSTIFICATION					
<p>This service package will add to the City's contributions to A Regional Coalition for Housing (ARCH) to cover the increase in area and population due to the annexation. It covers two different items - ARCH Administration and the Housing Trust Fund.</p> <p>The ARCH Administrative Budget is developed each year by the ARCH Executive Board and approved by each member City Council. Kirkland's share for 2010 is \$59,800, which is part of the Planning Department's budget. A new ARCH budget will be approved for 2011, taking the annexation area into account. Based on the current per capita cost of \$1.22, it is anticipated that Kirkland's share of the ARCH administrative budget will increase by about \$40,000 for 2011. The prorated cost based on the June 2011 effective date of annexation would be about \$23,000. Costs for the existing City are included in the Planning Department budget.</p> <p>ARCH maintains a housing trust fund that is used to support projects serving low-income, moderate-income and special needs housing throughout the Eastside. ARCH has set a goal for total annual trust fund contributions from member cities of \$1,000,000 to \$2,000,000. Kirkland's fair share contribution to the trust fund, using formulas developed by ARCH to establish parity among member jurisdictions, is between \$159,000 and \$269,000. The City's average contribution over the last ten years, including both general funds and CDBG allocations, has been \$238,000. The parity formulas that ARCH uses are based on current population, projected housing growth and projected increase in demand for housing resulting from projected job growth. Kirkland's fair share contribution after annexation is anticipated to be between \$280,000 and \$350,000. The midpoint of this range is \$315,000, or \$99,000 more than the City has contributed in General Fund dollars in each of the last two years.</p> <p>ARCH also receives housing trust fund money from Community Development Block Grant (CDBG) capital funds. Kirkland's portion of the North and East King County consortium allocation has averaged about \$62,000 over the four years that the CDBG funds have been allocated in this way. The portion attributable to Kirkland should increase with the increase in population due to annexation. However, we cannot anticipate exactly what that CDBG allocation will be.</p> <p>This service package requests \$75,000 for the ARCH housing trust fund to cover the annexation area, with the goal of maintaining the City's contribution at the midpoint of the parity range. A separate service package will be included in the 2011-2012 budget for the remainder of the city.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 23,000	\$ 75,000	\$ 42,000	\$ 75,000	\$ 215,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 23,000	\$ 75,000	\$ 42,000	\$ 75,000	\$ 215,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 23,000	\$ 75,000	\$ 42,000	\$ 75,000	\$ 215,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Ongoing Costs for Officers Hired in 2010				010PD1
DEPARTMENT	DIVISION		FUND		
Police	Patrol		General		
CITY PHILOSOPHIES					
A Safe Community Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>In 2010, the department was authorized to hire twenty-six Police Officers for annexation. Costing for certain supplies and fees for those officers was pro-rated based on the hiring schedule developed (June, July, August, October, and December of 2010). This service package reflects those costs that were pro-rated in 2010. Internal costs (I.T., Fleet, Radio Operating) are not included. Those Internal costs, along with salaries, fixed benefits, and variable benefits will be included during the normal 2011-12 budget process.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 197,600	\$ -	\$ 197,600	\$ -	\$ 395,200
Supplies & Services	\$ 82,862	\$ -	\$ 82,862	\$ -	\$ 165,724
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 280,462	\$ -	\$ 280,462	\$ -	\$ 560,924
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 280,462	\$ -	\$ 280,462	\$ -	\$ 560,924

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Ongoing Costs for Officers Hired in 2010	010PD1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Overtime	0108302122	5100300	\$ 144,300		\$ 144,300		\$ 288,600
Uniform Maintenance	0108302122	5204200	\$ 10,400		\$ 10,400		\$ 20,800
Uniform Replacement	0108302122	5204200	\$ 19,500		\$ 19,500		\$ 39,000
Medical Savings Plan	0108302122	5204300	\$ 23,400		\$ 23,400		\$ 46,800
							\$ -
							\$ -
Total			\$ 197,600	\$ -	\$ 197,600	\$ -	\$ 395,200

SUPPLIES & SERVICES							
Training Office Supplies	0108102140	5310100	\$ 130		\$ 130		\$ 260
Training Operating Supplies	0108102140	5310200	\$ 520		\$ 520		\$ 1,040
Training Range Fees	0108102140	5490200	\$ 9,100		\$ 9,100		\$ 18,200
Training Registrations	0108102140	5490200	\$ 20,800		\$ 20,800		\$ 41,600
Travel & Subsistence	0108102140	5430100	\$ 10,400		\$ 10,400		\$ 20,800
Dues & Memberships	0108102110	5490300	\$ 884		\$ 884		\$ 1,768
Ammunition	0108302122	5310400	\$ 31,200		\$ 31,200		\$ 62,400
Department Operating Supplies	0108202121	5310200	\$ 2,600		\$ 2,600		\$ 5,200
Department Office Supplies	0108502194	5310100	\$ 3,900		\$ 3,900		\$ 7,800
Simunition Equipment	0108302122	5350100	\$ 1,170		\$ 1,170		\$ 2,340
LLTU Supplies	0108302122	5310200	\$ 1,690		\$ 1,690		\$ 3,380
Firearms Qualification Supplies	0108202121	5310200	\$ 468		\$ 468		\$ 936
							\$ -
Total			\$ 82,862	\$ -	\$ 82,862	\$ -	\$ 165,724

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 280,462	\$ -	\$ 280,462	\$ -	\$ 560,924
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Police Officers		010PD2		
DEPARTMENT	DIVISION		FUND		
Police	Patrol		General		
CITY PHILOSOPHIES					
A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>In order to provide police services to the annexation area, a total of thirty-seven police officers is required. In 2010, twenty-six of those FTEs were hired. This request will complete the hiring of Police Officers for the annexation area and consists of a total of eleven officers with hire dates as follows:</p> <p style="padding-left: 40px;">March 2011 - Two Lateral Officers April 2011 - Three Lateral Officers April 2011 - Six Entry Level Officers</p> <p>In addition to salaries and benefits, costs are included for equipment (body armor, weapon, taser, portable radio), uniforms, and other fees and supplies that are necessary to support the addition of new FTEs. All costs for 2011 are pro-rated according to the above hiring schedule. Costs for 2012 are full year costs.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	11.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 843,262	\$ 57,100	\$ 1,214,097	\$ -	\$ 2,114,459
Supplies & Services	\$ 17,024	\$ 108,650	\$ 40,326	\$ -	\$ 166,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 860,286	\$ 165,750	\$1,254,423	\$ -	\$2,280,459
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 860,286	\$ 165,750	\$1,254,423	\$ -	\$2,280,459

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Police Officers	010PD2
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108302122	5100100	\$ 560,583		\$ 787,729		\$ 1,348,312
Overtime	0108302122	5100300	\$ 30,095	\$ 25,200	\$ 61,050		\$ 116,345
Budgeted Benefits	0108302122	5200100	\$ 241,676		\$ 342,768		\$ 584,444
Medical Savings Plan	0108302122	5204300	\$ 7,575		\$ 9,900		\$ 17,475
Uniforms	0108302122	5204200	\$ 3,333	\$ 31,900	\$ 12,650		\$ 47,883
							\$ -
Total			\$ 843,262	\$ 57,100	\$ 1,214,097	\$ -	\$ 2,114,459

SUPPLIES & SERVICES							
Radio Operating, Portable	0108102110	5459301	\$ 5,269		\$ 5,269		\$ 10,538
Training Office Supplies	0108102140	5310100	\$ 55		\$ 55		\$ 110
Training Operating Supplies	0108102140	5310200	\$ 220		\$ 220		\$ 440
Training Registrations & Range	0108102140	5490200	\$ 2,272		\$ 12,650		\$ 14,922
Ammunition	0108302122	5310400	\$ 6,500		\$ 13,200		\$ 19,700
Operating & Firearm Qual Supplies	0108202121	5310200	\$ 718		\$ 1,298		\$ 2,016
Travel & Subsistence	0108102140	5430100			\$ 4,400		\$ 4,400
Less Lethal Supplies	0108302122	5310200	\$ 715		\$ 715		\$ 1,430
Office Supplies	0108502194	5310100	\$ 780	\$ 300	\$ 1,650		\$ 2,730
Equipment	0108302122	5350100	\$ 495	\$ 62,975	\$ 495		\$ 63,965
Background Investigations	0108202121	5410100		\$ 45,375			\$ 45,375
Dues & Memberships	0108102110	5490300			\$ 374		\$ 374
IT Rental	0108302122	5459101					\$ -
IT Telecom	0108302122	5459401					\$ -
IT Replacement	0108302122	5459102					\$ -
							\$ -
							\$ -
Total			\$ 17,024	\$ 108,650	\$ 40,326	\$ -	\$ 166,000

CAPITAL OUTLAY							
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 860,286	\$ 165,750	\$ 1,254,423	\$ -	\$ 2,280,459
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Patrol Vehicles		010PD3		
DEPARTMENT	DIVISION		FUND		
Police	Patrol		General		
CITY PHILOSOPHIES					
A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>In order to adequately provide basic Patrol services to the annexation area, seven additional vehicles are necessary. One of those vehicles was purchased in 2010. This request is for the remaining six vehicles. Five of the vehicles are scheduled to be purchased in January 2011 and the remaining vehicle is scheduled for March 2012. Two of these vehicles will be SUVs with the ability for four-wheel drive operation and the remaining vehicles will be standard Patrol vehicles. Costs are included for the vehicles and the necessary equipment (AED, PBT, Sector (E-Ticketing) equipment, fire extinguisher, first aid kit, cameras, radars, tactical response equipment, rifle, storage box, spike strips) for each vehicle.</p> <p>Also included in this request are costs for Sector equipment, cell phone, spike strips and a wireless modem for the marked Patrol vehicle purchased in 2010. This vehicle will not be deployed to Patrol functions until 2011 and this equipment is necessary to equip it for deployment. Additionally, on the request of the City's I.T. Department, one spare vehicle laptop is included in this request. I.T. recommends that we purchase this vehicle laptop for backup use when a laptop has to be sent out for repairs.</p> <p>Ongoing Fleet and I.T. rates will be calculated by Finance at a later date.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 7,395	\$ 98,225	\$ 8,874	\$ 22,400	\$ 136,894
Capital Outlay	\$ -	\$ 334,000	\$ -	\$ 71,500	\$ 405,500
Total Service Package Cost	\$ 7,395	\$ 432,225	\$ 8,874	\$ 93,900	\$ 542,394
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 7,395	\$ 432,225	\$ 8,874	\$ 93,900	\$ 542,394

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Patrol Vehicles	010PD3
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
EPSCA Radio Fees	0108102110	5459301	\$ 2,395		\$ 2,874		\$ 5,269
Equipment	0108302122	5350100		\$ 57,025		\$ 12,950	\$ 69,975
New World License, Mobile	0108302122	5490500		\$ 25,000		\$ 5,000	\$ 30,000
Radar Repair & Calibration	0108502194	5480100	\$ 5,000		\$ 6,000		\$ 11,000
Wireless Modems	0108302122	5350300		\$ 6,000		\$ 1,000	\$ 7,000
Sector Equipment	0108302122	5350100		\$ 8,100		\$ 1,350	\$ 9,450
Civil Unrest Supplies	0108302122	5310200		\$ 2,100		\$ 2,100	\$ 4,200
Fleet Operating Charge	0108302122	5459201					\$ -
Fleet Replacement Charge	0108302122	5459202					\$ -
IT Rental	0108302122	5459101					\$ -
IT Telecom	0108302122	5459401					\$ -
IT Replacement	0108302122	5459102					\$ -
							\$ -
Total			\$ 7,395	\$ 98,225	\$ 8,874	\$ 22,400	\$ 136,894

CAPITAL OUTLAY							
Marked Patrol Vehicles	0108302122	5646404		\$ 235,000		\$ 55,000	\$ 290,000
Laptop with Installation	0108302122	5646403		\$ 99,000		\$ 16,500	\$ 115,500
Total			\$ -	\$ 334,000	\$ -	\$ 71,500	\$ 405,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ 7,395	\$ 432,225	\$ 8,874	\$ 93,900	\$ 542,394
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Patrol Supervision		010PD4		
DEPARTMENT	DIVISION		FUND		
Police	Patrol		General		
CITY PHILOSOPHIES					
<p>A Safe Community Organizational Values</p>					
DESCRIPTION AND JUSTIFICATION					
<p>With the addition of new officers to provide Patrol services for annexation, it is necessary to increase the span of first-line supervision for the officers and the new districts that will be added. Total authorization for Sergeants and Corporals for annexation is four positions each. One Sergeant was promoted in January 2010 and one Corporal will be promoted in September 2010. This service package request is for the remaining supervisory positions for the promotion of three Sergeants and three Corporals. These positions will be promoted from existing FTEs and the costs reflect the increase in the salary and budgeted benefits categories. Sergeants will be promoted in March 2011 with the Corporals promoted in May 2011.</p> <p>To assure the effective patrol of City streets, Sergeants supervise and coordinate the field operations of their assigned squad. Sergeants provide on-the-job training to their subordinates as well as continual evaluation of their subordinates' performance. Sergeants interpret the Department's procedures, as well as State and local laws, and legal precedence and coordinate the appropriate response by their subordinates based on those procedures and laws. During the weekend and nighttime hours, Sergeants are the highest ranking on-duty Police position in the City and are often called upon to make decisions that impact the Department and the City.</p> <p>Corporals work under the general supervision of a Sergeant and perform the general duties of a police officer. In the absence of the Sergeant, they provide unit supervision and coordination and perform the duties of a Sergeant as above listed. Corporals assist in the coordination of shift training to include monitoring performance, and evaluating and mentoring the members of their squad.</p>					
<p>Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____</p>					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 61,690	\$ -	\$ 93,282	\$ -	\$ 154,972
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 61,690	\$ -	\$ 93,282	\$ -	\$ 154,972
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 61,690	\$ -	\$ 93,282	\$ -	\$ 154,972

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Command Staff Lieutenant			010PD5	
DEPARTMENT	DIVISION		FUND		
Police	Administration		General		
CITY PHILOSOPHIES					
A Safe Community Organizational Values Environmental Stewardship					
DESCRIPTION AND JUSTIFICATION					
<p>In order to provide overall management of the personnel added for annexation, additional Command Staff personnel are required. A Captain was added in 2010 and a Lieutenant originally scheduled for 2010 was postponed to January 2011.</p> <p>This request includes salaries and benefits and other fees and supplies necessary to support the promotion of one existing Patrol FTE to the position of Lieutenant. Also included in this request is the cost of a hybrid vehicle. Corresponding reductions to the Patrol budget are also included in this request to reflect the movement of a currently budgeted Patrol FTE to the Police Administration budget.</p> <p>Police Lieutenants manage one or more operational, administrative, or support services work units. Lieutenants plan, organize, and direct the activities of their assigned unit(s) and monitor the efficiency and effectiveness of their unit(s). They resolve citizen complaints and personnel issues and take corrective action as required. Lieutenants serve as representatives of the department on a wide range of panels and committees as well as participate in community events and organizations. Lieutenants are subject to 24/7 call-out and respond to emergencies during on and off-duty hours, assuming command of the situation as necessary.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 160,744	\$ 1,175	\$ 166,022	\$ -	\$ 327,941
Supplies & Services	\$ 479	\$ 16,796	\$ 479	\$ -	\$ 17,754
Capital Outlay	\$ -	\$ 55,500	\$ -	\$ -	\$ 55,500
Total Service Package Cost	\$ 161,223	\$ 73,471	\$ 166,501	\$ -	\$ 401,195
Expenditure Savings	\$ (127,452)	\$ -	\$ (129,207)	\$ -	\$ (256,659)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 33,771	\$ 73,471	\$ 37,294	\$ -	\$ 144,536

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Command Staff Lieutenant	010PD5
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108102110	5100100	\$ 123,027		\$ 126,185		\$ 249,212
Budgeted Benefits	0108102110	5200100	\$ 35,067		\$ 37,187		\$ 72,254
Medical Savings Plan	0108102110	5204300	\$ 900		\$ 900		\$ 1,800
Uniforms	0108102110	5204200	\$ 1,750	\$ 1,175	\$ 1,750		\$ 4,675
							\$ -
							\$ -
Total			\$ 160,744	\$ 1,175	\$ 166,022	\$ -	\$ 327,941

SUPPLIES & SERVICES							
EPSCA Radio Fees, Vehicle	0108102110	5459301	\$ 479		\$ 479		\$ 958
Office Supplies	0108102110	5310100		\$ 75			\$ 75
Equipment	0108102110	5350100		\$ 3,250			\$ 3,250
Office Furniture	0108102110	5350200		\$ 4,181			\$ 4,181
Laptop with Docking Station	0108102110	5350300		\$ 3,290			\$ 3,290
New World Licenses, Mobile & RM	0108102110	5490500		\$ 6,000			\$ 6,000
Fleet Operating Charge	0108102110	5459201					\$ -
Fleet Replacement Charge	0108102110	5459202					\$ -
IT Rental	0108102110	5459101					\$ -
IT Telecom	0108102110	5459401					\$ -
IT Replacement	0108102110	5459102					\$ -
							\$ -
							\$ -
Total			\$ 479	\$ 16,796	\$ 479	\$ -	\$ 17,754

CAPITAL OUTLAY							
Vehicle	0108102110	5646404		\$ 39,000			\$ 39,000
Laptop w/Installation	0108102110	5646403		\$ 16,500			\$ 16,500
Total			\$ -	\$ 55,500	\$ -	\$ -	\$ 55,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Patrol Budget Adjustments	0108302122	5*	\$ (127,452)		\$ (129,207)		\$ (256,659)
							\$ -
See PATROL ADJUSTMENTS SUMMARY (red tab) for Object Code detail							
							\$ -
Total			\$ (127,452)	\$ -	\$ (129,207)	\$ -	\$ (256,659)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 33,771	\$ 73,471	\$ 37,294	\$ -	\$ 144,536
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Investigations Personnel	010PD6			
DEPARTMENT	DIVISION	FUND			
Police	Investigations	General			
CITY PHILOSOPHIES					
A Safe Community Organizational Values Environmental Stewardship					
DESCRIPTION AND JUSTIFICATION					
<p>The Investigations Division performs law enforcement duties to contribute to the prevention of crime and the apprehension of criminal suspects. Detectives conduct follow-up investigation on felony cases and certain misdemeanor cases as assigned by the Sergeant. They respond to major crime scenes as needed and are responsible for major crime investigations. Current staffing in the Investigations Division consists of one Sergeant, two Corporals, and four Detectives.</p> <p>To effectively provide Investigative services to the annexation area, four additional Detectives are necessary. These positions, based on results of testing, will be reassigned from the Patrol Division. Two Patrol positions will be reassigned to Investigations in June, 2011, and two more will be reassigned in July, 2011.</p> <p>This request includes salaries, benefits, and other fees and supplies that are necessary to support the addition of four FTEs to the Investigations Division. Additionally, other fees such as Sketch Artist, Impound Fees, and Special Investigation funds are included within the Investigations Division budget and those fees have been increased accordingly. Also included is the cost of four unmarked hybrid vehicles. Corresponding reductions to the Patrol budget are also included in this request to reflect the movement of currently budgeted Patrol FTEs to the Investigations budget.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 259,008	\$ 2,900	\$ 485,328	\$ -	\$ 747,236
Supplies & Services	\$ 9,192	\$ 67,683	\$ 9,192	\$ 1,500	\$ 87,567
Capital Outlay	\$ -	\$ 156,000	\$ -	\$ -	\$ 156,000
Total Service Package Cost	\$ 268,200	\$ 226,583	\$ 494,520	\$ 1,500	\$ 990,803
Expenditure Savings	\$ (251,221)	\$ -	\$ (470,952)	\$ -	\$ (722,173)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 16,979	\$ 226,583	\$ 23,568	\$ 1,500	\$ 268,630

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Investigations Personnel	010PD6
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108202121	5100100	\$ 177,220		\$ 327,176		\$ 504,396
Budgeted Benefits	0108202121	5200100	\$ 66,762		\$ 130,272		\$ 197,034
Overtime	0108202121	5100300	\$ 10,218		\$ 18,880		\$ 29,098
Medical Savings Plan	0108202121	5204300	\$ 1,950		\$ 3,600		\$ 5,550
Uniforms	0108202121	5204200	\$ 2,858	\$ 2,900	\$ 5,400		\$ 11,158
							\$ -
Total			\$ 259,008	\$ 2,900	\$ 485,328	\$ -	\$ 747,236

SUPPLIES & SERVICES							
Office Supplies	0108202121	5310100	\$ 1,360	\$ 300	\$ 1,360		\$ 3,020
AED Batteries	0108202121	5310200	\$ 816	\$ 1,000	\$ 816		\$ 2,632
Equipment	0108202121	5350100		\$ 16,940		\$ 1,500	\$ 18,440
Office Furnishings	0108202121	5350200		\$ 15,543			\$ 15,543
Personal Computer	0108202121	5350300		\$ 9,900			\$ 9,900
Professional Fees	0108202121	5410100	\$ 3,060		\$ 3,060		\$ 6,120
Special Investigations	0108202121	5490900	\$ 2,040		\$ 2,040		\$ 4,080
New World License, Mobile & RMS	0108202121	5490500		\$ 24,000			\$ 24,000
EPSCA Vehicle Radio Fees	0108102110	5459301	\$ 1,916		\$ 1,916		\$ 3,832
Fleet Operating Charge	0108202121	5459201					\$ -
Fleet Replacement Charge	0108202121	5459202					\$ -
IT Rental	0108202121	5459101					\$ -
IT Telecom	0108202121	5459401					\$ -
IT Replacement	0108202121	5459102					\$ -
Total			\$ 9,192	\$ 67,683	\$ 9,192	\$ 1,500	\$ 87,567

CAPITAL OUTLAY							
Vehicles - 4	0108202121	5646404		\$ 156,000			\$ 156,000
							\$ -
Total			\$ -	\$ 156,000	\$ -	\$ -	\$ 156,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Patrol Budget Adjustments	0108302122	5*	\$ (251,221)		\$ (470,952)		\$ (722,173)
							\$ -
See PATROL ADJUSTMENTS SUMMARY (red tab) for Object Code Detail							
							\$ -
Total			\$ (251,221)	\$ -	\$ (470,952)	\$ -	\$ (722,173)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 16,979	\$ 226,583	\$ 23,568	\$ 1,500	\$ 268,630
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Traffic Officers		010PD7		
DEPARTMENT	DIVISION		FUND		
Police	Traffic		General		
CITY PHILOSOPHIES					
A Safe Community Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>In order to provide traffic enforcement and education to the annexation area, three additional Traffic Officers will be required. These officers will be reassigned from existing Patrol personnel. The first Traffic Officer will be reassigned in July, 2011 and the remaining two officers will be reassigned in February, 2012.</p> <p>Three new vehicles will be needed and the costs for the vehicles and the equipment (AED, PBT, Sector (E-Ticketing) equipment, fire extinguisher, first aid kit, cameras, tactical response equipment, rifle, storage box. spike strips) are included in this request. One vehicle will be purchased in March 2011 and the remaining two vehicles will be purchased in February 2012. Corresponding reductions to the Patrol budget are also included in this request to reflect the movement of currently budgeted Patrol FTEs to the Traffic budget.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 58,748	\$ -	\$ 337,865	\$ -	\$ 396,613
Supplies & Services	\$ 2,268	\$ 18,475	\$ 5,797	\$ 35,450	\$ 61,990
Capital Outlay	\$ -	\$ 61,500	\$ -	\$ 123,000	\$ 184,500
Total Service Package Cost	\$ 61,016	\$ 79,975	\$ 343,662	\$ 158,450	\$ 643,103
Expenditure Savings	\$ (57,405)	\$ -	\$ (330,255)	\$ -	\$ (387,660)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 3,611	\$ 79,975	\$ 13,407	\$ 158,450	\$ 255,443

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Traffic Officers	010PD7
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108402170	5100100	\$ 40,498		\$ 229,487		\$ 269,985
Budgeted Benefits	0108402170	5200100	\$ 15,352		\$ 91,964		\$ 107,316
Overtime	0108402170	5100300	\$ 1,872		\$ 10,602		\$ 12,474
Medical Savings Plan	0108402170	5204300	\$ 450		\$ 2,550		\$ 3,000
Uniforms	0108402170	5204200	\$ 576		\$ 3,262		\$ 3,838
							\$ -
Total			\$ 58,748	\$ -	\$ 337,865	\$ -	\$ 396,613

SUPPLIES & SERVICES							
EPSCA Radio Fees, Vehicle	0108102110	5459301	\$ 479		\$ 1,437		\$ 1,916
Radar Repair & Calibration	0108502194	5480100	\$ 1,000		\$ 3,000		\$ 4,000
Equipment for Officer & Vehicle	0108402170	5350100		\$ 11,125		\$ 20,750	\$ 31,875
New World Licence, Mobile	0108402170	5490500		\$ 5,000		\$ 10,000	\$ 15,000
Operating Supplies	0108402170	5310200	\$ 789		\$ 1,360		\$ 2,149
Wireless Modems	0108402170	5350300		\$ 1,000		\$ 2,000	\$ 3,000
Sector Equipment	0108402170	5350100		\$ 1,350		\$ 2,700	\$ 4,050
Fleet Operating Charge	0108402170	5459201					\$ -
Fleet Replacement Charge	0108402170	5459202					\$ -
IT Rental	0108402170	5459101					\$ -
IT Telecom	0108402170	5459401					\$ -
IT Replacement	0108402170	5459102					\$ -
							\$ -
Total			\$ 2,268	\$ 18,475	\$ 5,797	\$ 35,450	\$ 61,990

CAPITAL OUTLAY							
Vehicles	0108402170	5646404		\$ 45,000		\$ 90,000	\$ 135,000
Laptop w/Installation for Vehicles	0108402170	5646403		\$ 16,500		\$ 33,000	\$ 49,500
Total			\$ -	\$ 61,500	\$ -	\$ 123,000	\$ 184,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Patrol Budget Adjustments	0108302122	5*	\$ (57,405)		\$ (330,255)		\$ (387,660)
							\$ -
See PATROL ADJUSTMENTS SUMMARY (red tab) for Object Code detail							
							\$ -
Total			\$ (57,405)	\$ -	\$ (330,255)	\$ -	\$ (387,660)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 3,611	\$ 79,975	\$ 13,407	\$ 158,450	\$ 255,443
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	K-9 Officer		010PD8		
DEPARTMENT	DIVISION		FUND		
Police	K-9		General		
CITY PHILOSOPHIES					
A Safe Community Organizational Values					
DESCRIPTION AND JUSTIFICATION					
One additional K-9 Officer and Police Service Dog are necessary to provide service to the annexation area. This officer will be reassigned from the Patrol Division in February 2012. This request is for the officer, the police service dog and related supplies and equipment, and one vehicle. Certain one time costs for training that is required for the handler and the police service dog are included. Corresponding reductions to the Patrol budget are also included in this request to reflect the movement of a currently budgeted Patrol FTE to the K9 budget. Vehicle costs include the costs for equipping the vehicle to accommodate the Police Service Dog as well as other necessary equipment (AED, PBT, Sector (E-Ticketing) equipment, fire extinguisher, first aid kit, tactical response equipment, rifle, storage box, spike strips).					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 115,007	\$ 2,750	\$ 117,757
Supplies & Services	\$ -	\$ -	\$ 3,088	\$ 30,385	\$ 33,473
Capital Outlay	\$ -	\$ -	\$ -	\$ 64,000	\$ 64,000
Total Service Package Cost	\$ -	\$ -	\$ 118,095	\$ 97,135	\$ 215,230
Expenditure Savings	\$ -	\$ -	\$ (111,712)	\$ -	\$ (111,712)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 6,383	\$ 97,135	\$ 103,518

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE K-9 Officer	010PD8
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108302123	5100100			\$ 74,978		\$ 74,978
Budgeted Benefits	0108302123	5200100			\$ 29,854		\$ 29,854
Overtime	0108302123	5100300			\$ 9,350	\$ 2,000	\$ 11,350
Medical Savings Plan	0108302123	5204300			\$ 825		\$ 825
Initial Uniform Issue	0108302122	5204200				\$ 750	\$ 750
							\$ -
Total			\$ -	\$ -	\$ 115,007	\$ 2,750	\$ 117,757

SUPPLIES & SERVICES							
Radar Repair/Calibration	0108502194	5480100			\$ 1,000		\$ 1,000
EPSCA Radio Fees	0108102110	5459301			\$ 479		\$ 479
Operating Supplies	0108302123	5310200			\$ 750		\$ 750
Professional Fees	0108302123	5410100			\$ 814	\$ 9,665	\$ 10,479
Equipment - Vehicle & K9	0108302123	5350100				\$ 13,370	\$ 13,370
Insurance, Liability	0108302123	5460100			\$ 45		\$ 45
New World License, Mobile	0108302123	5490500				\$ 5,000	\$ 5,000
Wireless Modem	0108102140	5350300				\$ 1,000	\$ 1,000
Sector Equipment	0108102140	5350100				\$ 1,350	\$ 1,350
Fleet Operating Charge	0108302123	5459201					\$ -
Fleet Replacement Charge	0108302123	5459202					\$ -
IT Rental	0108302123	5459101					\$ -
IT Telecom	0108302123	5459401					\$ -
IT Replacement	0108302123	5459102					\$ -
Total			\$ -	\$ -	\$ 3,088	\$ 30,385	\$ 33,473

CAPITAL OUTLAY							
Marked Vehicle w/K9 Package	0108302123	5646404				\$ 47,500	\$ 47,500
Laptop w/Installation for Vehicle	0108302123	5646403				\$ 16,500	\$ 16,500
Total			\$ -	\$ -	\$ -	\$ 64,000	\$ 64,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Patrol Budget Adjustments	0108302122	5*			\$ (111,712)		\$ (111,712)
							\$ -
See PATROL ADJUSTMENTS SUMMARY (red tab) for Object Code Detail							
							\$ -
Total			\$ -	\$ -	\$ (111,712)	\$ -	\$ (111,712)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 6,383	\$ 97,135	\$ 103,518
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Records Personnel		010PD9		
DEPARTMENT	DIVISION		FUND		
Police	Support Services		General		
CITY PHILOSOPHIES					
Organizational Values A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>In order to process the increase in paperwork generated by the addition of twenty-six Patrol personnel for the annexation area, as well as personnel increases to the Investigations and Traffic Divisions, additional Records (Police Support Associate) staff is required. Records personnel not only process the case reports, infractions, citations and other documents generated by Patrol and Traffic officers, they also respond to public disclosure requests and a wide range of requests for information. The Records staff provides service to the public at the front counter in the Police Department. With the increase in population, more citizens will be coming to the Police Department to post bail, apply for a Concealed Pistol License, pay for Electronic Home Detention, be fingerprinted, get directions, turn in found property, inquire about lost property, or pick up property that is being released to them, to speak to an officer, to request a copy of a case report, and a wide variety of other inquiries.</p> <p>Three Police Support Associate positions are requested for the annexation area to be hired one each in April, May and August of 2011. This request includes salaries and benefits, pro-rated accordingly for 2011, as well as other fees and supplies necessary to support the addition of new FTEs. Additionally, fees are included for department wide repairs & maintenance and printing costs which are included within the Support Services budget. The addition of equipment for all FTEs for annexation results in an increase to the repairs & maintenance budget to pay for costs associated with that equipment. The addition of 33,000 citizens in the annexed area will result in an increase of the pre-printed forms utilized by the Department. This request also includes an increase in postage, which is budgeted in the Administration Division and is a services related fee.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	3.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 124,343	\$ 1,800	\$ 218,243	\$ -	\$ 344,386
Supplies & Services	\$ 31,734	\$ 14,500	\$ 35,686	\$ -	\$ 81,920
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 156,077	\$ 16,300	\$ 253,929	\$ -	\$ 426,306
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 156,077	\$ 16,300	\$ 253,929	\$ -	\$ 426,306

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Records Personnel	010PD9
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108502194	5100100	\$ 77,784		\$ 132,323		\$ 210,107
Budgeted Benefits	0108502194	5200100	\$ 45,129		\$ 82,533		\$ 127,662
Overtime	0108502194	5100300	\$ 704		\$ 1,137		\$ 1,841
Uniforms	0108502194	5204200	\$ 726	\$ 1,800	\$ 2,250		\$ 4,776
							\$ -
							\$ -
Total			\$ 124,343	\$ 1,800	\$ 218,243	\$ -	\$ 344,386

SUPPLIES & SERVICES							
Background Investigations	0108202121	5410100		\$ 12,375			\$ 12,375
Furnishings	0108502194	5350200		\$ 1,000			\$ 1,000
Office Supplies	0108502194	5310100	\$ 300		\$ 450		\$ 750
Training Office Supplies	0108102140	5310100	\$ 15		\$ 15		\$ 30
Training Operating Supplies	0108102140	5310200	\$ 60		\$ 60		\$ 120
Operating Supplies	0108202121	5310200	\$ 200		\$ 300		\$ 500
Repairs & Maintenance	0108502194	5480100	\$ 24,835		\$ 24,835		\$ 49,670
Printing	0108502194	5490400	\$ 5,100		\$ 5,100		\$ 10,200
Training Registrations	0108102140	5490200			\$ 2,400		\$ 2,400
Travel & Subsistence	0108102140	5430100			\$ 1,200		\$ 1,200
Dues & Memberships	0108102110	5490300			\$ 102		\$ 102
Postage	0108102110	5420200	\$ 1,224		\$ 1,224		\$ 2,448
Plantronics Headsets	0108502194	5350100		\$ 1,125			\$ 1,125
IT Rental	0108502194	5459101					\$ -
IT Telecom	0108502194	5459401					\$ -
IT Replacement	0108502194	5459102					\$ -
Total			\$ 31,734	\$ 14,500	\$ 35,686	\$ -	\$ 81,920

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 156,077	\$ 16,300	\$ 253,929	\$ -	\$ 426,306
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Corrections Personnel and Vehicle			010PD10-IF	
DEPARTMENT	DIVISION		FUND		
Police	Care and Custody of Prisoners		General		
CITY PHILOSOPHIES					
A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p style="color: red;">This service package request is contingent on the reinstatement of the 1.0 Corrections position that was not hired in 2010 due to the 3.4% concession. If this position is reinstated in January 2011, the department will change the hiring schedule for one annexation position from January 2011 to July 2011.</p> <p>In order to handle the increase of arrests and bookings as a result of annexation, additional Corrections personnel will be required. Current staffing consists of one Corrections Lieutenant (Jail Manager), two Corrections Corporals, and eleven Corrections Officers. <i>(It should be noted that in 2010, one Corrections Officer position was subject to lay off in order to meet the 3.4% concessions; had that position not been layed off, the current level of staffing of Corrections Officers would be twelve.)</i></p> <p>Three Corrections Officers are being requested for the annexation area with two hired in July, and one in August, 2011. In order to provide 24/7 supervision, subsequent to testing, an existing Corrections Corporal will be promoted to the position of Corrections Sergeant. To backfill that Corporal's position, an existing Corrections Officer will then be promoted to Corrections Corporal.</p> <p>Included in this request are salaries, benefits, and other fees and supplies required to support to addition of new FTEs, as well as a transport vehicle which will be required to transport the increased number of persons arrested and incarcerated due to annexation as well as accommodating the increase in the number of inmates who must be transported to and from court.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		3.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 126,232	\$ 14,550	\$ 252,992	\$ -	\$ 393,774
Supplies & Services	\$ 4,920	\$ 42,275	\$ 11,477	\$ -	\$ 58,672
Capital Outlay	\$ -	\$ 103,500	\$ -	\$ -	\$ 103,500
Total Service Package Cost	\$ 131,152	\$ 160,325	\$ 264,469	\$ -	\$ 555,946
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 131,152	\$ 160,325	\$ 264,469	\$ -	\$ 555,946

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Corrections Personnel and Vehicle	010PD10-IF
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108502360	5100100	\$ 80,359		\$ 154,943		\$ 235,302
Budgeted Benefits	0108502360	5200100	\$ 42,745		\$ 89,178		\$ 131,923
Overtime	0108502360	5100300	\$ 2,567	\$ 5,850	\$ 5,421		\$ 13,838
Uniforms	0108502360	5204200	\$ 561	\$ 8,700	\$ 3,450		\$ 12,711
							\$ -
							\$ -
Total			\$ 126,232	\$ 14,550	\$ 252,992	\$ -	\$ 393,774

SUPPLIES & SERVICES							
EPSCA Radio Fees	0108102110	5459301	\$ 1,916		\$ 1,916		\$ 3,832
Training Office Supplies	0108102140	5310100	\$ 8		\$ 15		\$ 23
Training Operating Supplies	0108102140	5310200	\$ 30		\$ 60		\$ 90
Training Registrations & Range Fe	0108102140	5490200	\$ 525		\$ 3,450		\$ 3,975
Background Investigation Fees	0108202121	5410100		\$ 12,375			\$ 12,375
Operating & Firearm Qual Supplies	0108202121	5310200	\$ 190		\$ 354		\$ 544
Less Lethal Supplies	0108302122	5310200	\$ 195		\$ 195		\$ 390
Office Supplies	0108502194	5310100	\$ 221		\$ 450		\$ 671
Ammunition	0108302122	5310400	\$ 1,700		\$ 3,600		\$ 5,300
Equipment	0108502360	5350100	\$ 135	\$ 23,900	\$ 135		\$ 24,170
New World License, Mobile	0108502360	5490500		\$ 5,000			\$ 5,000
Dues & Memberships	0108102110	5490300			\$ 102		\$ 102
Travel & Subsistence	0108102140	5430100			\$ 1,200		\$ 1,200
Wireless Modem	0108502360	5350300		\$ 1,000			\$ 1,000
							\$ -
Total			\$ 4,920	\$ 42,275	\$ 11,477	\$ -	\$ 58,672

CAPITAL OUTLAY							
Corrections Van - Sprinter	0108502360	5646404		\$ 87,000			\$ 87,000
Laptop w/installation for Vehicle	0108502360	5646403		\$ 16,500			\$ 16,500
Total			\$ -	\$ 103,500	\$ -	\$ -	\$ 103,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 131,152	\$ 160,325	\$ 264,469	\$ -	\$ 555,946
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Evidence and Support Staff		010PD11		
DEPARTMENT	DIVISION		FUND		
Police	Support Services		General		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>Support staff provides vital services to the department and with the addition of personnel to the various divisions within the department, it is essential that adequate support staff be added. This request is for one Evidence Technician to be hired in January, 2012 and one Administrative Support position to be hired in August, 2011. The request includes salaries and benefits, furnishings, computers, and other fees and supplies necessary to support a new FTE.</p> <p>The Evidence Technician receives, stores, inventories and releases all property and evidence. The position controls all property to include property which was found and obtained from investigations and crime scenes in order to guarantee its security and integrity in court processes, ensuring the chain of custody is maintained.</p> <p>Administrative Support positions provide a wide range of clerical support to the Investigations Unit, the Family Violence Unit, and the Administrative Staff and other units based on established priorities. The position provides backup clerical support for the other support functions including payroll preparation and budget. With the addition of detectives for annexation, the addition of this position is essential to provide the transcription duties that will increase due to annexation as well as provide other clerical and administrative duties for all units within the department.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	2.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 28,759	\$ -	\$ 150,687	\$ 600	\$ 180,046
Supplies & Services	\$ 103	\$ 12,681	\$ 3,018	\$ 12,306	\$ 28,108
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 28,862	\$ 12,681	\$ 153,705	\$ 12,906	\$ 208,154
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 28,862	\$ 12,681	\$ 153,705	\$ 12,906	\$ 208,154

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Evidence and Support Staff	010PD11
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries	0108502194	5100100	\$ 17,019		\$ 87,778		\$ 104,797
Budgeted Benefits	0108502194	5200100	\$ 10,155		\$ 54,945		\$ 65,100
Overtime	0108502194	5100300	\$ 1,420		\$ 6,814		\$ 8,234
Uniforms	0108502194	5204200	\$ 165	\$ -	\$ 1,150	\$ 600	\$ 1,915
							\$ -
							\$ -
Total			\$ 28,759	\$ -	\$ 150,687	\$ 600	\$ 180,046

SUPPLIES & SERVICES							
Office Supplies	0108502194	5310100	\$ 63	\$ 75	\$ 300		\$ 438
Operating Supplies	0108202121	5310200	\$ 40		\$ 200		\$ 240
Desk Phones & Transcription Equi	0108502194	5350100		\$ 825		\$ 525	\$ 1,350
Office Furnishings	0108502194	5350200		\$ 4,181		\$ 4,181	\$ 8,362
Standard City PC	0108502194	5350300		\$ 2,475		\$ 2,475	\$ 4,950
Background Investigations	0108202121	5410100		\$ 4,125		\$ 4,125	\$ 8,250
New World License, RMS	0108502194	5490500		\$ 1,000		\$ 1,000	\$ 2,000
Dues & Memberships	0108102110	5490300			\$ 68		\$ 68
Training Office Supplies	0108102140	5310100			\$ 10		\$ 10
Training Operating Supplies	0108102140	5310200			\$ 40		\$ 40
Training Registrations	0108102140	5490200			\$ 1,600		\$ 1,600
Travel & Subsistence	0108102140	5430100			\$ 800		\$ 800
							\$ -
Total			\$ 103	\$ 12,681	\$ 3,018	\$ 12,306	\$ 28,108

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 28,862	\$ 12,681	\$ 153,705	\$ 12,906	\$ 208,154
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Narcotics Task Force Detective			010PD12	
DEPARTMENT	DIVISION		FUND		
Police	Investigations		General		
CITY PHILOSOPHIES					
A Safe Community Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The Department participates in the regional Eastside Narcotics Task Force in order to investigate illegal drug activity and to stem the flow of this activity on the Eastside. Currently, one Detective is assigned to the Task Force. One additional Detective is necessary to provide investigation for the annexation area. The Detective will be assigned in February, 2012.</p> <p>This request includes salaries and benefits and other fees and supplies necessary to support this position. Corresponding reductions to the Patrol budget are also included in this request to reflect the movement of a currently budgeted Patrol FTE to the Investigations budget.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 111,223	\$ -	\$ 111,223
Supplies & Services	\$ -	\$ -	\$ 5,000	\$ 350	\$ 5,350
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 116,223	\$ 350	\$ 116,573
Expenditure Savings	\$ -	\$ -	\$ (109,513)	\$ -	\$ (109,513)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 6,710	\$ 350	\$ 7,060

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Inmate Costs			010PD13	
DEPARTMENT	DIVISION		FUND		
Police	Care and Custody of Prisoners		General		
CITY PHILOSOPHIES					
A Safe Community					
DESCRIPTION AND JUSTIFICATION					
<p>The care and housing of inmates is a function of the Corrections division. Additional funding is required for the increase of arrestees who will require incarceration in the Kirkland Jail and in the facilities we contract with to provide housing. This request is to provide funds for inmate care and housing. Assumptions for costs were based on the expected population increase of 68%. Costs were pro-rated for 2011 and 2012 costs reflect the full year.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED					
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 400,176	\$ -	\$ 689,958	\$ -	\$ 1,090,134
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 400,176	\$ -	\$ 689,958	\$ -	\$ 1,090,134
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 400,176	\$ -	\$ 689,958	\$ -	\$ 1,090,134

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Supplies and Services		010PD14		
DEPARTMENT	DIVISION		FUND		
Police	Various		General		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>This service package is written to reflect those supplies and services that are budgeted for a variety of functions throughout the department. These services and fees have not been included with other annexation service packages. With a 68% increase in population, it is necessary to increase these items in order to provide police service to the annexation area or to reflect the increase due to increase in FTEs or vehicles. The assumption for costs for each supply or service was based on those three factors. Costs for 2011 are pro-rated and the 2012 costs reflect the full year.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 24,487	\$ -	\$ 44,498	\$ -	\$ 68,985
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 24,487	\$ -	\$ 44,498	\$ -	\$ 68,985
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 24,487	\$ -	\$ 44,498	\$ -	\$ 68,985

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Marine Patrol Services			010PD15	
DEPARTMENT	DIVISION		FUND		
Police	Patrol		General		
CITY PHILOSOPHIES					
A Safe Community Environmental Stewardship					
DESCRIPTION AND JUSTIFICATION					
<p>The annexation area includes lakefront and shoreline areas. Currently, the Department contracts with the King County Sheriff's Office to provide Marine Patrol services. In order to effectively serve the annexation area, it will be necessary to increase the area where the Sheriff's Office provides these services. Estimates provided by the Sheriff's Office for the cost of Marine Patrol services for current Kirkland is \$53,849. This service is provided during the boating season, mid-May to through September each year. Since the annexation area will nearly double our current shoreline, it is anticipated that the estimated cost for 2010 will double for 2011 and future years.</p> <p>It should be noted that the 2010 estimate provided by King County increased 40% over the cost of 2009 Marine Patrol services. If costs continue to rise in future years, additional funding will be needed to keep up with those costs. The Department is currently exploring alternative options for Marine Patrol services, however, at this time it is unknown whether or not we will find an alternate source to contract with to provide services.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 36,500	\$ -	\$ 36,500	\$ -	\$ 73,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 36,500	\$ -	\$ 36,500	\$ -	\$ 73,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 36,500	\$ -	\$ 36,500	\$ -	\$ 73,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	NORCOM - Police		010PD00		
DEPARTMENT	DIVISION		FUND		
Police	Administration		General Fund		
CITY PHILOSOPHIES					
Safe Community Organization Values					
DESCRIPTION AND JUSTIFICATION					
Initial estimates of incremental increase for NORCOM dispatch costs. NORCOM staff is working on finalizing the budget estimates.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 390,000	\$ -	\$ 610,000	\$ -	\$ 1,000,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 390,000	\$ -	\$ 610,000	\$ -	\$1,000,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 390,000	\$ -	\$ 610,000	\$ -	\$1,000,000

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Building Services - Annexation Staffing			010FBB1	
DEPARTMENT	DIVISION		FUND		
Fire and Building	Building Services		General Fund		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>This service package will enable Building Services to assemble a team to accommodate the permit processing, plan review and inspection needs of the Annexation Area at the same level of service provided to the current residents of the City. The requested FTE's are based on a 38% increase in development activity level, over the 2009 levels, which have been declining over the last 3 years. Although the revenue estimates indicate that additional staff could be justified, we propose to wait and see how efficiently the increased workload can be managed before requesting additional staff.</p> <p><u>FTE's Requested:</u> 1.0 Electrical/Building Inspector 1.0 Permit Technician 1.0 Plans Examiner II</p> <p>All salaries based on AFSCME step C since these positions could be filled by new hires at step A or layoff call backs at step E. Building Services assumes the permitting demand of the Annexation Area will begin on the effective date of Annexation June 1, 2011, all positions are expected to be filled June 1, 2011.</p> <p>No new office furniture and equipment, computers or vehicles are being requested at this time, due to capacity from recent staff reductions. If development activity in the City increases prior to the effective date of Annexation and staffing levels raised, then additional office furniture and equipment, computers and vehicles may be needed for Annexation.</p> <p>Development Services revenues collected (during 2011-2012) in excess of expenditures during the same period will be placed in a reserve to offset future costs related to the permits issued in 2011-12.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		3.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 159,311	\$ -	\$ 289,464	\$ -	\$ 448,775
Supplies & Services	\$ 3,700	\$ -	\$ 3,300	\$ -	\$ 7,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 163,011	\$ -	\$ 292,764	\$ -	\$ 455,775
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 302,035	\$ -	\$ 517,774	\$ -	\$ 819,809
Net Service Package Cost	\$ (139,024)	\$ -	\$ (225,010)	\$ -	\$ (364,034)

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Building Services - Annexation Staffing	010FBB1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries/Wages	0109502420	5100100	\$ 110,516		\$ 195,595		\$ 306,111
Benefits	0109502420	5100200	\$ 48,795		\$ 93,869		\$ 142,664
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 159,311	\$ -	\$ 289,464	\$ -	\$ 448,775

SUPPLIES & SERVICES							
Training	0109502420	5490200	\$ 1,500		\$ 1,500		\$ 3,000
Travel & Subsistence	0109502420	5430100	\$ 1,500		\$ 1,500		\$ 3,000
Association Dues	0109502420	5490300	\$ 300		\$ 300		\$ 600
Office Supplies (1 set of Codes)	0109502420	5310100	\$ 400				\$ 400
IT Rental	0109502420	5459101					\$ -
IT Telecom	0109502420	5459401					\$ -
IT Replacement	0109502420	5459102					\$ -
Fleet Reserve							\$ -
Fleet O&M							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 3,700	\$ -	\$ 3,300	\$ -	\$ 7,000

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
38% (.75) of 2009 Actual Revenue	multiple	multiple	\$ 302,035		\$ 517,774		\$ 819,809
							\$ -
Total			\$ 302,035	\$ -	\$ 517,774	\$ -	\$ 819,809

NET SERVICE PACKAGE REQUEST	\$ (139,024)	\$ -	\$ (225,010)	\$ -	\$ (364,034)
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Hire 9 Firefighters and Purchase Aid Car for Kingsgate Area			010FB01	
DEPARTMENT	DIVISION		FUND		
F&B	Fire Suppression		General Fund		
CITY PHILOSOPHIES					
A safe community					
DESCRIPTION AND JUSTIFICATION					
<p>The Fire Department will hire nine firefighters to staff a newly purchased dedicated Aid Car (January 2012) to service the Kingsgate area, a new area for the Kirkland Fire Department. The Aid Car and firefighters will be housed and respond from station 27 with the first in area of Kingsgate.</p> <p>The ordering of the Aid Car is assumed in February/March 2011, with a \$2,000 inspection trip cost in December 2011, and the balance of approximately 190,000 due no earlier than January, 2012.</p> <p>The Fire Academy takes 10 weeks to complete, after which there is two weeks of training in Kirkland on the City equipment, for a total of three months of training until a Firefighter is on the line. Depending on available training dates costs will begin accruing January 1, 2011 or March 15, 2011. As available training dates are currently unknown the most expensive option is being used and assumes a start date of January 1, 2011.</p> <p>If Firefighters begin training January or March 2011, there will be \$10,000 in one-time overtime costs incurred due to overtime of current personnel to provide training on Kirkland equipment. Should Firefighters begin March 15, 2011 instead of January 1, 2011 there would be \$198,497 of salary savings, \$142,537 due to wages and \$55,960 in benefit savings. This salary savings could be used to cover the June overtime of \$96,900 that would be incurred due to new hires completing training the end of June 2011, should they not start until March 15, 2011.</p> <p>The service package also includes ongoing overtime to cover an assumed 6 days of sick leave per year, per Firefighter; this is the maximum overtime that would be incurred. Overtime is prorated for 2011.</p> <p>*Does not include necessary reconfiguration of facility to accommodate additional firefighters.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		9.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 1,000,872	\$ 33,700	\$ 1,078,450	\$ -	\$ 2,113,022
Supplies & Services	\$ 8,067	\$ 185,863	\$ 8,067	\$ -	\$ 201,997
Capital Outlay	\$ -	\$ 2,000	\$ -	\$ 196,900	\$ 198,900
Total Service Package Cost	\$1,008,939	\$ 221,563	\$1,086,517	\$ 196,900	\$2,513,919
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$1,008,939	\$ 221,563	\$1,086,517	\$ 196,900	\$2,513,919

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Hire 9 Firefighters and Purchase Aid Car for Kingsgate Area	010FB01
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary and Wages	0109102220	510100	\$ 684,180		\$ 700,380		\$ 1,384,560
Benefits	0109102220	5200100	\$ 268,587		\$ 286,360		\$ 554,947
Physical & Psychological Exams	0109102220	5201900		\$ 12,000			\$ 12,000
Overtime	0109102220	5100300	\$ 43,605	\$ 10,000	\$ 87,210		\$ 140,815
Uniforms & Clothing	0109102220	5204200	\$ 4,500	\$ 11,700	\$ 4,500		\$ 20,700
							\$ -
Total			\$ 1,000,872	\$ 33,700	\$ 1,078,450	\$ -	\$ 2,113,022

SUPPLIES & SERVICES							
Protective Clothing	0109102220	5204200	\$ 2,667	\$ 57,363	\$ 2,667		\$ 62,697
SCBA Face piece and speaker	0109102220	5310200		\$ 12,500			\$ 12,500
EMT/DeFIB Training	0109102220	5490200		\$ 18,000			\$ 18,000
Small tools / supplies	0109102220	5350100	\$ 2,700	\$ -	\$ 2,700	\$ -	\$ 5,400
Pager Rental	0109102220	5420100	\$ 2,700		\$ 2,700		\$ 5,400
Recruitment Academy Training	0109102220	5490200		\$ 51,500			\$ 51,500
Medical Supplies	0109202220	5310300		\$ 5,500			\$ 5,500
Equipment	0109202220	5350100		\$ 29,000			\$ 29,000
Supplies at station for new hires	0109202220	5310200		\$ 12,000			\$ 12,000
Fleet Operating Charge	0109102220	5459201					\$ -
Fleet Replacement Charge	0109102220	5459202					
IT Rental	0109102220	5459101					\$ -
IT Telecom	0109102220	5459401					\$ -
IT Replacement	0109102220	5459102					\$ -
Total			\$ 8,067	\$ 185,863	\$ 8,067	\$ -	\$ 201,997

CAPITAL OUTLAY							
Aid Car	0109102220	564604		\$ 2,000		\$ 189,900	\$ 191,900
Laptop	0109202220	5646403		\$ -		\$ 7,000	\$ 7,000
Total			\$ -	\$ 2,000	\$ -	\$ 196,900	\$ 198,900

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 1,008,939	\$ 221,563	\$ 1,086,517	\$ 196,900	\$ 2,513,919
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Assistant Fire Marshal /Investigator			010FB02	
DEPARTMENT	DIVISION		FUND		
Fire and Building	Support Services - Prevention Bureau		General Fund		
CITY PHILOSOPHIES					
A Safe Community Community Involvement Human Services Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The Assistant Fire Marshal position accomplishes City Council’s identified public safety goals throughout the annexation area by utilizing a community-based approach to fire prevention issues. This position as a supervisor is responsible for overseeing hazardous material inspections, new construction inspections, fire code enforcement, and fire plans review. They will also facilitates the annual fire and life safety inspection program which encompasses all commercial occupancies including: assembly, schools, businesses, manufacturing, and multi-family residential developments. Fire and Life Safety Inspections identify known hazards before they require emergency intervention saving time, property, and human life.</p> <p>Per the IAFF contract this position is designated as supervisory over the Fire Inspector and Deputy Fire Marshal, in addition to supervising the annual safety inspection program. The salary is based on IAFF salary schedule, under Captain's pay.</p> <p>Adequately training and certifying a Fire Inspector generally requires a minimum of 4 months. Many of these training requirements are concurrent with Fire Investigator training requirements; i.e. the Courtroom Testimony course for certification as NFPA/IFSAC Fire Inspector 1 is also required for certification and as NFPA/IFSAC Fire Investigator. Combining the Fire Inspector Supervisor/Investigator Lead position reduces the cost of equipment, training/travel, and overtime.</p> <p>By law, the Fire Department is required to determine the origin, cause, and responsibility of all fires in a timely manner. The Assistant Fire Marshal will be required to act as a Fire Investigator. It generally requires 12 – 24 months to adequately train and certify a Fire Investigator. Utilizing Fire Investigators on staff in the Fire Prevention Bureau (vs. using operations staff on scene) greatly reduces the need for overtime to backfill positions in operations. This staffing model allows emergency response apparatus to return to service more efficiently, providing more effective and fiscally responsible service to the community.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 86,997	\$ -	\$ 152,741	\$ -	\$ 239,738
Supplies & Services	\$ 755	\$ 39,516	\$ 3,205	\$ -	\$ 43,476
Capital Outlay	\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500
Total Service Package Cost	\$ 87,752	\$ 45,016	\$ 155,946	\$ -	\$ 288,714
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 87,752	\$ 45,016	\$ 155,946	\$ -	\$ 288,714

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Assistant Fire Marshal /Investigator	010FB02
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries / Wages	0109302230	5100100	\$ 63,273		\$ 108,468		\$ 171,741
Benefits	0109302230	5200100	\$ 20,024		\$ 36,053		\$ 56,077
Investigator Standby	0109302230	5100300	\$ 700		\$ 1,700		\$ 2,400
Investigation OT	0109302230	5100300	\$ 3,000		\$ 6,520		\$ 9,520
							\$ -
							\$ -
Total			\$ 86,997	\$ -	\$ 152,741	\$ -	\$ 239,738

SUPPLIES & SERVICES							
Uniforms	0109302230	5204200		\$ 30,500	\$ 300		\$ 30,800
Telephone service cost	0109302230	5420100	\$ 630	\$ 470	\$ 1,080		\$ 2,180
Office supplies	0109302230	5310100		\$ 336	\$ 200		\$ 536
Travel cost	0109302230	5430100		\$ 1,000	\$ 500		\$ 1,500
Traning cost	0109302230	5490200		\$ 1,500	\$ 800		\$ 2,300
Association dues	0109302230	5490300	\$ 125		\$ 125		\$ 250
Office furniture / equipment	0109302230	5350200		\$ 3,235	\$ 200		\$ 3,435
Computer	0109302230	5350300		\$ 2,475			\$ 2,475
Fleet Operating Charge	0109302230	5459201					\$ -
Fleet Replacement Charge	0109302230	5459202					\$ -
IT Rental	0109302230	5459101					\$ -
IT Telecom	0109302230	5459401					\$ -
IT Replacement	0109302230	5459102					\$ -
Total			\$ 755	\$ 39,516	\$ 3,205	\$ -	\$ 43,476

CAPITAL OUTLAY							
Vehicle	0109302230	5646404		\$ -			\$ -
800MHz radio	0109302230			\$ 5,500			\$ 5,500
Total			\$ -	\$ 5,500	\$ -	\$ -	\$ 5,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 87,752	\$ 45,016	\$ 155,946	\$ -	\$ 288,714
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Fire & Building Services Administrative Coordinator			010FB03	
DEPARTMENT	DIVISION		FUND		
Fire and Building	Support Services - Administration		General Fund		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The Fire Administrative Coordinator will help maintain the current level of service in the Fire and Building Department by ensuring efficiency and high quality work from the administrative support group.</p> <p>This position will coordinate support services for the Fire and Building Department and assist in projects and assignments with other City Departments .</p> <p>This position will be needed at the date of annexation to assist with the transition of Fire Prevention and Investigation, Building, Emergency Management services to the annexation area and will also assist with the increased need in Fire Operations.</p> <p>Salary is based on a similarly titled position in the Police Department, in the MAC salary schedule. Although this particular position has not gone through the HR process which includes salary, the duties will be similar. Position starts at Step 5, this position could be filled by a new hire at step 1, or an internal employee could be promoted and the salary would be 5% over their current salary.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 53,374	\$ -	\$ 95,807	\$ -	\$ 149,181
Supplies & Services	\$ 830	\$ 9,470	\$ 3,080	\$ -	\$ 13,380
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 54,204	\$ 9,470	\$ 98,887	\$ -	\$ 162,561
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 54,204	\$ 9,470	\$ 98,887	\$ -	\$ 162,561

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Fire & Building Services Administrative Coordinator	010FB03
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries / Wages	0109102210	5100100	\$ 37,107		\$ 64,676		\$ 101,783
Benefits	0109102210	5200100	\$ 16,267		\$ 31,131		\$ 47,398
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 53,374	\$ -	\$ 95,807	\$ -	\$ 149,181

SUPPLIES & SERVICES							
Telephone Service cost	0109102210	5420100	\$ 630	\$ 546	\$ 1,080		\$ 2,256
Office Supplies	0109102210	5310100		\$ 1,500	\$ 200		\$ 1,700
Travel Cost	0109102210	5430100		\$ 500	\$ 600		\$ 1,100
Training cost	0109102210	5490200		\$ 400	\$ 800		\$ 1,200
Association dues	0109102210	5490300	\$ 200		\$ 200		\$ 400
Office furniture and equipment	0109102210	5350200		\$ 3,235	\$ 200		\$ 3,435
Computer	0109102210	5350300		\$ 3,289			\$ 3,289
IT Rental	0109102210	5459101					\$ -
IT Telecom	0109102210	5459401					\$ -
IT Replacement	0109102210	5459102					\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 830	\$ 9,470	\$ 3,080	\$ -	\$ 13,380

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 54,204	\$ 9,470	\$ 98,887	\$ -	\$ 162,561
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Community Preparedness Specialist (Emergency Management Public Educator)		010FB04		
DEPARTMENT	DIVISION		FUND		
Fire and Building	Support Services - Emergency Preparedness		General Fund		
CITY PHILOSOPHIES					
A Safe Community Community Involvement Human Services Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The part-time Community Preparedness Specialist will assist the City's Office of Emergency Management Department by providing preparedness training, education and coordination to the public. With annexation there is a need to increase the support to the community to match our current level of service. With more people being part of the City of Kirkland, there is an even greater need to take steps to ensure that the citizens are prepared for any disaster and creating a resilient community. By investing in preparedness and prevention, the City lessens the impacts of a disaster.</p> <p>This position will increase the amount the City receives from the Emergency Management Performance Grant (EMPG), which provides additional resources for the City to do unfunded Emergency Management projects.</p> <p>It is being recommended that this position be filled at least 3 months after the date of annexation . Salary is based on AFSCME step A under Community Education Info Specialist. This is a new position and the salary etc. has not gone through the HR process, however, the duties are very similar. This position educates and trains the public for emergency preparedness .</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 11,266	\$ -	\$ 47,936	\$ -	\$ 59,202
Supplies & Services	\$ 180	\$ 5,020	\$ 1,670	\$ -	\$ 6,870
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 11,446	\$ 5,020	\$ 49,606	\$ -	\$ 66,072
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 11,446	\$ 5,020	\$ 49,606	\$ -	\$ 66,072

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Community Preparedness Specialist (Emergency Management Public Educator)	010FB04
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries / Wages	0109602510	5100100	\$ 7,803		\$ 32,366		\$ 40,169
Benefits	0109602510	5200100	\$ 3,463		\$ 15,570		\$ 19,033
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 11,266	\$ -	\$ 47,936	\$ -	\$ 59,202

SUPPLIES & SERVICES							
Uniforms	0109602510	5204200		\$ 100	\$ 100		\$ 200
Telephone service cost	0109602510	5420100	\$ 180	\$ 370	\$ 720		\$ 1,270
Office supplies	0109602510	5310100			\$ 100		\$ 100
Travel cost	0109602510	5430100			\$ 400		\$ 400
Training	0109602510	5490200			\$ 200		\$ 200
Association dues	0109602510	5490300			\$ 50		\$ 50
Office furniture and equipment	0109602510	5350200		\$ 2,075	\$ 100		\$ 2,175
Computer	0109602510	5350300		\$ 2,475			\$ 2,475
IT Rental	0109602510	5459101					\$ -
IT Telecom	0109602510	5459401					\$ -
IT Replacement	0109602510	5459102					\$ -
							\$ -
							\$ -
Total			\$ 180	\$ 5,020	\$ 1,670	\$ -	\$ 6,870

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 11,446	\$ 5,020	\$ 49,606	\$ -	\$ 66,072
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Fire Office Technician			010FB05	
DEPARTMENT	DIVISION		FUND		
Fire and Building	Support Services - Administration		General Fund		
CITY PHILOSOPHIES					
Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The Fire Office Technician position will assist the Fire Prevention Bureau with data entry, filing, and scheduling inspections. This will add to the efficiency of the Fire Inspector positions by allowing them adequate time to perform more inspections and spend less time on data entry and records management.</p> <p>Having this position in the administrative support group and the Fire Prevention Bureau supports the City's operational value, providing public service in the most efficient manner possible.</p> <p>Salary is based on AFSCME step A.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 19,130	\$ -	\$ 35,106	\$ -	\$ 54,236
Supplies & Services	\$ 325	\$ 4,920	\$ 825	\$ -	\$ 6,070
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 19,455	\$ 4,920	\$ 35,931	\$ -	\$ 60,306
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 19,455	\$ 4,920	\$ 35,931	\$ -	\$ 60,306

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Fire Office Technician	010FB05
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salaries / Wages	0109102210	5100100	\$ 12,007		\$ 21,456		\$ 33,463
Beinifits	0109102210	5200100	\$ 7,123		\$ 13,650		\$ 20,773
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 19,130	\$ -	\$ 35,106	\$ -	\$ 54,236

SUPPLIES & SERVICES							
Telephone service cost	0109102210	5421000		\$ 370			\$ 370
Office supplies	0109102210	5310100	\$ 200		\$ 100		\$ 300
Travel cost	0109102210	5430100			\$ 300		\$ 300
Training cost	0109102210	5490200			\$ 200		\$ 200
Association dues	0109102210	5490300	\$ 125		\$ 125		\$ 250
Office furniture and equipment	0109102210	5350200		\$ 2,075	\$ 100		\$ 2,175
Computer	0109102210	5350300		\$ 2,475			\$ 2,475
IT Rental	0109102210	5459101					\$ -
IT Telecom	0109102210	5459401					\$ -
IT Replacement	0109102210	5459102					\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 325	\$ 4,920	\$ 825	\$ -	\$ 6,070

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 19,455	\$ 4,920	\$ 35,931	\$ -	\$ 60,306
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	NORCOM - Fire			010FB00	
DEPARTMENT	DIVISION		FUND		
Fire & Building	Administration		General Fund		
CITY PHILOSOPHIES					
Safe Community Organizational Values					
DESCRIPTION AND JUSTIFICATION					
Initial estimates of incremental increase for NORCOM dispatch costs. NORCOM staff is working on finalizing the budget estimates.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 10,000	\$ -	\$ 30,000	\$ -	\$ 40,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 10,000	\$ -	\$ 30,000	\$ -	\$ 40,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 10,000	\$ -	\$ 30,000	\$ -	\$ 40,000

TITLE	Grounds Field Crew (Street Division)		117STC		
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Environmental Stewardship Community Involvement Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
The annexation area represents a 67% increase to current Grounds maintenance duties. The Public Grounds unit is responsible for all facility and fire station landscape maintenance, neighborhood signs and gateways, the urban forest, parking lot landscapes, all planted medians and triangles, the CBD, and some utility funded responsibilities. Each of these elements contribute to the pedestrian experience, reduce traffic speeds, reduce surface water runoff, and enhance both the aesthetics and economic vitality of the city.					
This request is for 1.0 FTE Grounds Tech to perform the duties described above in the annexation area beginning 1/1/2012 and an additional FTE to begin 1/1/2013.					
Consequences of positions not being hired include limited maintenance of medians, turf, tree well evaluations; reduction of evaluations and inspections and maintenance of the city to avoid hazards and claims, reduction in fertilization of turf and plants.					
Revisions to the General requirements of the Clean Water act include strict NPDES regulations. To meet imposed federal requirements, and direction, the grounds crew work tasks have shifted to concentrate on Surface Water related tasks. 10% of the two Grounds Techs will be funded by the Surface Water Utility.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 69,200	\$ -	\$ 69,200
Supplies & Services	\$ -	\$ -	\$ 19,950	\$ 14,000	\$ 33,950
Capital Outlay	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Total Service Package Cost	\$ -	\$ -	\$ 89,150	\$ 54,000	\$ 143,150
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ 6,920	\$ -	\$ 6,920
Net Service Package Cost	\$ -	\$ -	\$ 82,230	\$ 54,000	\$ 136,230

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Grounds Field Crew (Street Division)	117STC
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
1 FTE Grounds Tech - Salary	1172714272	5100100			\$ 29,877		\$ 29,877
Grounds Tech - Rdsd Maint	1172714271	5100100			\$ 9,690		\$ 9,690
Grounds Tech - Paths & Trails	1172714262	5100100			\$ 807		\$ 807
Benefits	1172734310	5200100			\$ 28,826		\$ 28,826
							\$ -
Total			\$ -	\$ -	\$ 69,200	\$ -	\$ 69,200

SUPPLIES & SERVICES							
Repairs/Maintenance	1172714272	5480100			\$ 300		\$ 300
Operating Supplies	1172714272	5310200			\$ 2,000		\$ 2,000
Spoils Hauling	1172714272	5470100			\$ 10,000		\$ 10,000
Small Tools/Consumables	1172714272	5350100			\$ 2,500	\$ 7,000	\$ 9,500
Maintenance Inventory	1172714272	5340600			\$ 1,500	\$ 1,000	\$ 2,500
Outside Rentals	1172714272	5450100			\$ 1,000		\$ 1,000
Uniforms	1172734310	5204200			\$ 700		\$ 700
Training/Dues	1172734310	5490200			\$ 250		\$ 250
Communication	1172734310	5420100			\$ 500		\$ 500
Maint Inv - Paths & Trails	1172714262	5340600			\$ 1,000		\$ 1,000
Oper. Supplies - Paths & Trails	1172714262	5310200			\$ 200		\$ 200
IT Rental	1172714272	5459101					\$ -
IT Telecom	1172714272	5459401					\$ -
IT Replacement	1172714272	5459102					\$ -
Fleet Operating Charge	1172714272	5459201					\$ -
Fleet Replacement Charge	1172714272	5459202					\$ -
Snow Plow for (3500 Pickup)	1172714266	5646404				\$ 6,000	\$ 6,000
Total			\$ -	\$ -	\$ 19,950	\$ 14,000	\$ 33,950

CAPITAL OUTLAY							
2500 Crew Cab/Trailer	1172714272	5646404				\$ 40,000	\$ 40,000
							\$ -
Total			\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Surface Water allocation (10%)	4212633832	5100100			\$ 4,037		\$ 4,037
10% Benefits	4212633832	5100200			\$ 2,883		\$ 2,883
Total			\$ -	\$ -	\$ 6,920	\$ -	\$ 6,920

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 82,230	\$ 54,000	\$ 136,230
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TITLE	Signal Shop			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
This request is for 1.0 FTE Utility Person to begin work in the Street Signal Shop on 6/1/2011. Position is responsible for installation, maintenance, repair, and adjustment of City facilities involving electrical or electronics equipment. Current 3,264 manhours are spent on signal shop activities. Activities include maintaining: 39 traffic signals, school beacons, 3,000 streetlights, 30 lighted crosswalks, banners, 15 radar signs, 8 pay parking stations, 2 EMS access sites and internet mesh sites. The annexation area will add 17 traffic signals, 602 streetlights, 5 lighted crosswalks, 8 radar signs, 8 surveillance cameras, 1 ITS communication hub and 2 counting stations.					
Signals are an integral part of the street infrastructure, an ongoing repair and maintenance program is imperative to the system running smoothly. Not maintaining the system is a safety hazard and not responding to system malfunctions could cause serious consequences. The city is legally responsible for the system to be operating correctly. Signal Shop personnel work around electricity, for safety reasons they must be sent out in the field as a team. An additional worker would allow a crew to be in the field, while other work is completed in the shop.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 39,376	\$ -	\$ 72,649	\$ -	\$ 112,025
Supplies & Services	\$ 92,954	\$ 24,500	\$ 168,350	\$ -	\$ 285,804
Capital Outlay	\$ -	\$ 36,152	\$ -	\$ -	\$ 36,152
Total Service Package Cost	\$ 132,330	\$ 60,652	\$ 240,999	\$ -	\$ 433,981
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 132,330	\$ 60,652	\$ 240,999	\$ -	\$ 433,981

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Signal Shop	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Utility Worker- Signals (salary)	1172714264	5100100	\$ 23,159		\$ 42,457		\$ 65,616
Utility Person- Signals (benefits)	1172734310	5200100	\$ 15,217		\$ 29,192		\$ 44,409
Overtime Pay	1172714264	5100300	\$ 1,000		\$ 1,000		\$ 2,000
							\$ -
Total			\$ 39,376	\$ -	\$ 72,649	\$ -	\$ 112,025

SUPPLIES & SERVICES							
Small Tools/Consumables	1172714264	5350100	\$ 1,750	\$ 1,500	\$ 3,000		\$ 6,250
Operating Supplies	1172714264	5310200	\$ 1,167	\$ 1,500	\$ 2,000		\$ 4,667
Maintenance Inventory	1172714264	5340600	\$ 8,750	\$ 20,000	\$ 15,000		\$ 43,750
Repairs/Maintenance	1172714264	5480100	\$ 2,333		\$ 4,000		\$ 6,333
Signal loop detector program	1172714264	5480100			\$ 4,500		\$ 4,500
Capital Outlay	1172714264	5636301			\$ 4,500		\$ 4,500
Utility Services	1172714264	5470100	\$ 17,500		\$ 30,000		\$ 47,500
Communication	1172714264	5420100	\$ 292		\$ 500		\$ 792
Uniforms	1172734310	5204200	\$ 204		\$ 350		\$ 554
Training/Dues	1172734310	5490200	\$ 292		\$ 500		\$ 792
Operating Supplies	1172714263	5310200	\$ 583		\$ 1,000		\$ 1,583
Maintenance Inventory	1172714263	5340600	\$ 1,750	\$ 1,500	\$ 3,000		\$ 6,250
Utility Services - Street Lights	1172714263	5470100	\$ 58,333		\$ 100,000		\$ 158,333
IT Rental	1172714264	5459101					\$ -
IT Telecom	1172714264	5459401					\$ -
IT Replacement	1172714264	5459102					\$ -
Fleet Operating Charge	1172714264	5459201					\$ -
Fleet Replacement Charge	1172714264	5459202					\$ -
Total			\$ 92,954	\$ 24,500	\$ 168,350	\$ -	\$ 285,804

CAPITAL OUTLAY							
Access Van	1172714264	5646404		\$ 32,000			\$ 32,000
Computer/IT	1172714264	5646403		\$ 4,152			\$ 4,152
Total			\$ -	\$ 36,152	\$ -	\$ -	\$ 36,152

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 132,330	\$ 60,652	\$ 240,999	\$ -	\$ 433,981
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TITLE	Graffiti Tech			117STC	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Environmental Stewardship Community Involvement Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
Request for a 1.0 utility worker to be assigned to the graffiti abatement program beginning 1/1/2012. The Graffiti Utility worker is responsible for: - Tracking and logging incidents and service requests - Documentation that has assisted Police with prosecution and crime prevention efforts - Removal of graffiti on public property and coordinating removal of graffiti on private property - Providing information to the Police department to aid in patrolling decisions as well as with crime analysis Immediately removing graffiti greatly diminishes the likelihood of additional offenses. "Tagging" and "Gang Tags" are often not far removed. Both claim territory and can lead to violence . Graffiti sends the signal that nobody cares, attracting other forms of crime and street delinquency to the neighborhood. Graffiti decreases a resident's feeling of safety, and pride. The most effective way to prevent graffiti is to remove it promptly. It is Kirkland's Public Works Department's goal to remove graffiti within 24 hours. Graffiti abatement is consistent with City Philosophies , and is essential to providing residents and businesses with a clean and aesthetically pleasing community. Not only does graffiti detract from the community's appearance, it also decreases sense of security. Neighborhoods with graffiti see a decrease in property values, loss of business growth and tourism, and reduced ridership on transit systems. This position removes graffiti in the right-of-way and in Parks. Records indicate that 53% of removed graffiti is in Parks and the rest is in other areas of the city. Graffiti control is one of the programs that the City of Kirkland offers to its residents, that King County does not.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		1.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 69,200	\$ -	\$ 69,200
Supplies & Services	\$ -	\$ -	\$ 4,050	\$ 3,000	\$ 7,050
Capital Outlay	\$ -	\$ -	\$ -	\$ 36,694	\$ 36,694
Total Service Package Cost	\$ -	\$ -	\$ 73,250	\$ 39,694	\$ 112,944
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 73,250	\$ 39,694	\$ 112,944

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Graffiti Tech	117STC
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Utility Person Graffiti - (salary)	1172734310	5100100	\$ -		\$ 40,374		\$ 40,374
Utility Person Graffiti - (Benefits)	1172734310	5200100	\$ -		\$ 28,826		\$ 28,826
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 69,200	\$ -	\$ 69,200

SUPPLIES & SERVICES							
Repairs/Maintenance	1172734310	5480100			\$ 200		\$ 200
Operating Supplies	1172734310	5310200	\$ -		\$ 2,500	\$ 2,000	\$ 4,500
Small Tools/Consumables	1172734310	5350100	\$ -		\$ 100		\$ 100
Maintenance Inventory	1172734310	5340600	\$ -		\$ 250	\$ 1,000	\$ 1,250
Communication	1172734310	5420100	\$ -		\$ 300		\$ 300
Travel & Subsistence	1172734310	5430100	\$ -		\$ 100		\$ 100
Training/Dues	1172734310	5490200			\$ 250		\$ 250
Uniforms	1172734310	5204200	\$ -		\$ 350		\$ 350
IT Rental	1172734310	5459101					\$ -
IT Telecom	1172734310	5459401					\$ -
IT Replacement	1172734310	5459102	\$ -				\$ -
Fleet Operating Charge	1172734310	5459201	\$ -				\$ -
Fleet Replacement Charge	1172734310	5459202	\$ -				\$ -
Total			\$ -	\$ -	\$ 4,050	\$ 3,000	\$ 7,050

CAPITAL OUTLAY							
Ford Escape Hybrid	1172714271	5646404				\$ 32,542	\$ 32,542
Computer/IT	1172734310	5646403				\$ 4,152	\$ 4,152
Total			\$ -	\$ -	\$ -	\$ 36,694	\$ 36,694

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

			136				
NET SERVICE PACKAGE REQUEST			\$ -	\$ -	\$ 73,250	\$ 39,694	\$ 112,944

TITLE	Locator			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		117		
CITY PHILOSOPHIES					
Environmental Stewardship Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>The City is required by State law to indicate the location of all city owned infrastructure that is underground. Every digging job on private or public property requires the city mark underground infrastructure - even small projects like planting trees and shrubs. The depth of underground infrastructure varies and there may be multiple lines in a common area. Underground infrastructure includes fiber optic lines, power lines, street lights, stormwater pipes, and utility lines; including, stormwater, sewer and water pipes. The city is required to respond within 48 hours of a request.</p> <p>This request is for 1.0 FTE Utility Craftperson to perform the duties described above in the annexation area beginning 6/1/2011. The position will report to the Water Manager.</p> <p>If this position is not filled the city will be liable for any damages that occur. If a locate request is made and the city does not respond within 48 hours the city can be fined for up to three times the amount of damages. However, if the city is not informed and city infrastructure is damaged the city can collect up to three times what it costs for repairs. Damaged infrastructure can disrupt service to an entire neighborhood, can be harmful and potentially result in fines and repair costs.</p> <p>Offsetting revenue from Surface Water 50% of salary and benefits.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 44,075	\$ -	\$ 79,163	\$ -	\$ 123,238
Supplies & Services	\$ 1,896	\$ 6,500	\$ 3,250	\$ -	\$ 11,646
Capital Outlay	\$ -	\$ 16,271	\$ -	\$ -	\$ 16,271
Total Service Package Cost	\$ 45,971	\$ 22,771	\$ 82,413	\$ -	\$ 151,155
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 21,538	\$ -	\$ 39,082	\$ -	\$ 60,619
Net Service Package Cost	\$ 24,433	\$ 22,771	\$ 43,332	\$ -	\$ 90,536

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Locator	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
.5 FTE Utility Craftperson Salary	1172734310	5100100	\$ 27,230		\$ 47,996		\$ 75,226
.5 FTE Utility Craftperson Benefits	1172734310	5200100	\$ 15,845		\$ 30,167		\$ 46,012
Standby Pay	1172734310	5100600	\$ 1,000		\$ 1,000		\$ 2,000
							\$ -
							\$ -
							\$ -
Total			\$ 44,075	\$ -	\$ 79,163	\$ -	\$ 123,238

SUPPLIES & SERVICES							
Repairs/Maintenance	1172714230	5480100	\$ 58		\$ 100		\$ 158
Operating Supplies	1172714230	5310200	\$ 292		\$ 500		\$ 792
Small Tools/Consumables	1172714230	5350100	\$ 875	\$ 1,000	\$ 1,500		\$ 3,375
Maintenance Inventory	1172714230	5340600	\$ 146	\$ 500	\$ 250		\$ 896
Communication	1172734310	5420100	\$ 175		\$ 300		\$ 475
Training/Dues	1172734310	5490200	\$ 146		\$ 250		\$ 396
Uniforms	1172734310	5204200	\$ 204		\$ 350		\$ 554
IT Rental	1172734310	5459101					\$ -
IT Telecom	1172734310	5459401					\$ -
IT Replacement	1172734310	5459102					\$ -
Fleet Operating Charge	1172734310	5459201					\$ -
Fleet Replacement Charge	1172734310	5459202					\$ -
Metrotech Locator	1172734310	5646403		\$ 5,000			\$ 5,000
Total			\$ 1,896	\$ 6,500	\$ 3,250	\$ -	\$ 11,646

CAPITAL OUTLAY							
Ford Escape 4X4 (Streets)	1172734310	5646404		\$ 32,542			\$ 32,542
Ford Escape 4X4 (Surface Water)	4212633832	5646404		\$ (16,271)			\$ (16,271)
Total			\$ -	\$ 16,271	\$ -	\$ -	\$ 16,271

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
.5 FTE Utility Craftperson Salary	4212633832	5100100	\$ 13,615		\$ 23,998		\$ 37,613
.5 FTE Utility Craftperson Benefits	4212633832	5200100	\$ 7,923		\$ 15,084		\$ 23,006
Total			\$ 21,538	\$ -	\$ 39,082	\$ -	\$ 60,619

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NET SERVICE PACKAGE REQUEST	\$ 24,433	\$ 22,771	\$ 43,332	\$ -	\$ 90,536
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TITLE	Sign Shop Tech			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
This request is for 1.0 FTE Utility person to begin work in the Street Sign Shop on 6/1/2011. This position is responsible for fabrication, installation, repair, maintenance, and adjustment of the City facilities involving signs, pavement markings, and related items, including inventory and maintenance records. Activities are federally required and we do not have the capacity to absorb the additional workload. Currently, 3,282 hours are spent maintaining the sign inventory, and starting in 2010 will be initiating and addressing a federally mandated retroreflective replacement program. The replacement program will ensure all signs are compliant with federal retroreflectivity requirements by 2014. This program will need to be pushed out to the annexation area in the near future; first, it will be necessary to inventory and document all sign locations and specify locations that don't meet minimum standards.					
The sign system is an integral part of the street infrastructure, an ongoing maintenance and repair program is imperative to the system running smoothly. Not maintaining the system is a safety hazard. Sign shop personnel are required to respond to system malfunctions. Once the city is notified a response is required. If the city is notified and doesn't respond the city can be held financially and morally responsible if an accident occurs.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		1.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 39,376	\$ -	\$ 72,649	\$ -	\$ 112,025
Supplies & Services	\$ 28,671	\$ 25,000	\$ 49,150	\$ -	\$ 102,821
Capital Outlay	\$ -	\$ 27,152	\$ -	\$ -	\$ 27,152
Total Service Package Cost	\$ 68,047	\$ 52,152	\$ 121,799	\$ -	\$ 241,998
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 68,047	\$ 52,152	\$ 121,799	\$ -	\$ 241,998

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Sign Shop Tech	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
1 FTE Utility Worker (signs)	1172714268	5100100	\$ 23,159		\$ 42,457		\$ 65,616
Utility Worker (benefits)	1172734310	5100200	\$ 15,217		\$ 29,192		\$ 44,409
Standby Pay	1172734310	5100600	\$ 1,000		\$ 1,000		\$ 2,000
							\$ -
							\$ -
							\$ -
Total			\$ 39,376	\$ -	\$ 72,649	\$ -	\$ 112,025

SUPPLIES & SERVICES							
Office Supplies	1172714268	5310100	\$ 146		\$ 250		\$ 396
Operating Supplies	1172714268	5310200	\$ 8,750	\$ 10,000	\$ 15,000		\$ 33,750
Maintenance Inventory	1172714268	5340600	\$ 17,500	\$ 10,000	\$ 30,000		\$ 57,500
Small Tools/Consumables	1172714268	5350100	\$ 1,750	\$ 5,000	\$ 3,000		\$ 9,750
Communication	1172734310	5420100	\$ 175		\$ 300		\$ 475
Uniforms	1172734310	5204200	\$ 204		\$ 350		\$ 554
Training/Dues	1172734310	5490200	\$ 146		\$ 250		\$ 396
IT Rental	1172734310	5459101					\$ -
IT Telecom	1172734310	5459401					\$ -
IT Replacement	1172734310	5459102					\$ -
Fleet Operating Charge	1172734310	5459201					\$ -
Fleet Replacement Charge	1172734310	5459202					\$ -
							\$ -
Total			\$ 28,671	\$ 25,000	\$ 49,150	\$ -	\$ 102,821

CAPITAL OUTLAY							
2500 Pickup	1172714268	5646404		\$ 23,000			\$ 23,000
Computer/Software	1172714268	5646403		\$ 4,152			\$ 4,152
Total			\$ -	\$ 27,152	\$ -	\$ -	\$ 27,152

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

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NET SERVICE PACKAGE REQUEST	\$ 68,047	\$ 52,152	\$ 121,799	\$ -	\$ 241,998
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TITLE	Senior Maintenance Person (Sweeper/Mower Operator)			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Environmental Stewardship Community Involvement Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
The street department performs all municipal street sweeping in Kirkland. Currently, in Kirkland all streets are swept eleven times per year. In general, streets are swept for road maintenance , aesthetic purposes, drainage system maintenance, flood prevention, and water quality. This position is also responsible for right-of-way mowing activities. In order to begin a mowing program some initial preparation will be necessary. Preparation includes creating maps that identifies sites that require mowing, notes sensitive areas and any other pertinent information. This request is for a 1.0 FTE Senior Maintenance Person to perform the street sweeping and right-of-way mowing activities in the annexation area beginning 6/1/2011. The current city is approximately 10.8 sq. miles; in 2009, 2,489 hours (equivalent to 1.50 FTE) were spent on sweeping and flail mowing tasks, annexation will add 7 Square miles. These activities help keep debris from entering the stormwater system and help control plant growth. If the position is not filled the service will not be provided in the annexation area without lowering the current level of service. Not providing service in the annexation area will cause additional debris to accumulate on the street surface and will create a safety hazard for pedestrians, bicyclists, and motorists; additional debris will enter the stormwater system and can create blockages, flooding, backups, and claims to the city for damages. It is proposed that the Surface Water Utility fund 75% of this position. Street sweeping is a vital component of the Surface Water system and helps make waterways cleaner and healthier for fish and people, reduces the amount of pollutants discharged and minimizes the potential for contaminated sediment to reach bodies of water.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 46,420	\$ -	\$ 86,777	\$ -	\$ 133,197
Supplies & Services	\$ 16,217	\$ 500	\$ 27,800	\$ -	\$ 44,517
Capital Outlay	\$ -	\$ 48,062	\$ -	\$ -	\$ 48,062
Total Service Package Cost	\$ 62,637	\$ 48,562	\$ 114,577	\$ -	\$ 225,776
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 34,028	\$ -	\$ 61,258	\$ -	\$ 95,285
Net Service Package Cost	\$ 28,609	\$ 48,562	\$ 53,319	\$ -	\$ 130,490

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Senior Maintenance Person (Sweeper/Mower Operator)	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Senior Maintenance - Salary	1172714267	5100100	\$ 29,218		\$ 50,984		\$ 80,202
Benefits	1172714267	5200100	\$ 16,152		\$ 30,693		\$ 46,845
Overtime Pay	1172714267	5100300	\$ 50		\$ 100		\$ 150
Standby Pay	1172714267	5100600	\$ 1,000		\$ 5,000		\$ 6,000
							\$ -
							\$ -
Total			\$ 46,420	\$ -	\$ 86,777	\$ -	\$ 133,197

SUPPLIES & SERVICES							
Operating Supplies	1172714267	5310200	\$ 117		\$ 200		\$ 317
Small Tools/Consumables	1172714267	5350100	\$ 583	\$ 500	\$ 1,000		\$ 2,083
Communication	1172734310	5420100	\$ 175		\$ 300		\$ 475
Uniforms	1172734310	5204200	\$ 204		\$ 350		\$ 554
Training/Dues	1172734310	5490200	\$ 117		\$ 200		\$ 317
Outside Rentals	1172714265	5450100	\$ 438		\$ 750		\$ 1,188
Spoils Hauling	1172714230	5470100	\$ 14,583		\$ 25,000		\$ 39,583
IT Rental	1172714267	5459101					\$ -
IT Telecom	1172714267	5459401					\$ -
IT Replacement	1172714267	5459102					\$ -
Fleet Operating Charge	1172714267	5459201					\$ -
Fleet Replacement Charge	1172714267	5459202					\$ -
							\$ -
Total			\$ 16,217	\$ 500	\$ 27,800	\$ -	\$ 44,517

CAPITAL OUTLAY							
Sweeper	1172714267	5646404		\$ 192,250			\$ 192,250
75% Surface Water (Equipment)	4212623835	5646404		\$ (144,188)			\$ (144,188)
Total			\$ -	\$ 48,062	\$ -	\$ -	\$ 48,062

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Surface Water Rates 75%	4212623835	5100100	\$ 21,914		\$ 38,238		\$ 60,152
Surface Water Rates	4212623835	5200100	\$ 12,114		\$ 23,020		\$ 35,134
Total			\$ 34,028	\$ -	\$ 61,258	\$ -	\$ 95,285

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NET SERVICE PACKAGE REQUEST	\$ 28,609	\$ 48,562	\$ 53,319	\$ -	\$ 130,490
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TITLE	Administration (Office Specialist)			117STC	
DEPARTMENT	DIVISION		FUND		
Public Works	Street		Street		
CITY PHILOSOPHIES					
A Safe Community Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
.5 FTE is the Administrative request for additional staffing at the Maintenance Center. There is a matching justification for Data Clerk with this request to create 1 FTE. Current staff levels are at 53 that this position serves and assists and new hire additions are in the amount of 23 new hires that will be housed at the MC. This is the internal portion of staff justification and should be added to the external justification that is not as tangible. Internal justifications have to do with secretarial type duties and external justifications have to do with problem resolution with work related items from the field that are called in by citizens. This position would reside in the Facilities Division and would represent a total of 1,622 hours of work and does not include a factor of 22% timeloss for things like vacation, sick leave or any other non-productive time.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 71,087	\$ -	\$ 71,087
Supplies & Services	\$ -	\$ -	\$ -	\$ 3,285	\$ 3,285
Capital Outlay	\$ -	\$ -	\$ -	\$ 30,152	\$ 30,152
Total Service Package Cost	\$ -	\$ -	\$ 71,087	\$ 33,437	\$ 104,524
Expenditure Savings	\$ -	\$ -	\$ -	\$ (3,719)	\$ (3,719)
Offsetting Revenue	\$ -	\$ -	\$ 35,544	\$ -	\$ 35,544
Net Service Package Cost	\$ -	\$ -	\$ 35,544	\$ 29,719	\$ 65,262

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Administration (Office Specialist)	117STC
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Office Specialist (salary)	1172714290	5100100			\$ 43,656		\$ 43,656
office Specialist (benefits)	1172714290	5100200			\$ 27,431		\$ 27,431
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 71,087	\$ -	\$ 71,087

SUPPLIES & SERVICES							
Workstation	1172714290	5646403				\$ 3,285	\$ 3,285
IT Rental	1172714290	5459101					\$ -
IT Telecom	1172714290	5459401					\$ -
IT Replacement	1172714290	5459102					\$ -
Fleet Operating Charge	1172714290	5459201					\$ -
Fleet Replacement Charge	1172714290	5459202					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 3,285	\$ 3,285

CAPITAL OUTLAY							
Prius Sedan (general purpose veh	1172714290	5646404				\$ 26,000	\$ 26,000
Computer/Software (25%)	1172714290	5646403				\$ 4,152	\$ 4,152
Total			\$ -	\$ -	\$ -	\$ 30,152	\$ 30,152

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
computer/software (50% surface	4212633831	5646403				\$ (2,076)	\$ (2,076)
Workstation (50% surface water	4212633831	5646403				\$ (1,643)	\$ (1,643)
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ (3,719)	\$ (3,719)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Office Specialist 50% Surf Water	4212633831	5100100			\$ 21,828		\$ 21,828
Office Specialist (Benefits)	4212633831	5200100			\$ 13,716		\$ 13,716
Total			\$ -	\$ -	\$ 35,544	\$ -	\$ 35,544

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 35,544	\$ 29,719	\$ 65,262
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TITLE	Field Crew			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		Street		
CITY PHILOSOPHIES					
<ul style="list-style-type: none"> · Unique Community Character · A Safe Community · Environmental Stewardship · Community Involvement · Investment In The Infrastructure · Financial Stability · Organizational Values 					
DESCRIPTION AND JUSTIFICATION					
<p>The annexation area represents a 67% increase to current field crew duties. Request is for a field crew - 3.0 FTE's; 1 Senior Maintenance worker, and 1 Utility workers to begin work in the annexation area 1/1/2012, and 1 Utility worker to begin in 2013. The Field Crew is responsible for the bulk of work in the roadway; including, all aspects of paving repair/replacement, concrete grinding and replacement of sidewalks, gravel paths, roadway shoulders, alleys and snow and ice removal. The requested equipment is necessary for the crew to do their job. Some of the curent equipment and vehicles will be shared among the crews; however, two work crews will be working concurrently. Crews need adequate tools and equipment to perform the necessary work.</p> <p>Consequences of positions not being filled include limited street maintenace and repair, evaluations and inspections in the annexation area to avoid hazards and claims.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		2.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 3,000	\$ -	\$ 151,323	\$ -	\$ 154,323
Supplies & Services	\$ 13,417	\$ 28,500	\$ 219,400	\$ 55,000	\$ 316,317
Capital Outlay	\$ -	\$ -	\$ -	\$ 405,708	\$ 405,708
Total Service Package Cost	\$ 16,417	\$ 28,500	\$ 370,723	\$ 460,708	\$ 876,348
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 16,417	\$ 28,500	\$ 370,723	\$ 460,708	\$ 876,348

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Field Crew	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Crew 1-Sr Maint/2-Utility Workers	1172714230	5100100	\$ -		\$ 63,323		\$ 63,323
Crew - Roadside Maintenance	1172714271	5100100	\$ -		\$ 18,092		\$ 18,092
Crew - Sidewalk Maintenance	1172714261	5100100	\$ -		\$ 9,046		\$ 9,046
Benefits	1172734310	5200100	\$ -		\$ 59,361		\$ 59,361
Standby Pay	1172734310	5100600	\$ 2,000		\$ 1,000		\$ 3,000
Overtime Pay	1172714230	5100300	\$ 1,000		\$ 500		\$ 1,500
Total			\$ 3,000	\$ -	\$ 151,323	\$ -	\$ 154,323

SUPPLIES & SERVICES							
Small Tools/Consumables	1172714230	5350100	\$ -	\$ 5,000	\$ 25,000	\$ 10,000	\$ 40,000
Operating Supplies	1172714230	5310200	\$ -	\$ 5,000	\$ 20,000	\$ 10,000	\$ 35,000
Maintenance Inventory	1172714230	5340600	\$ -	\$ 10,000	\$ 100,000	\$ 25,000	\$ 135,000
Repairs/Maintenance	1172714230	5480100	\$ -	\$ 500	\$ 1,000		\$ 1,500
Uniforms	1172714230	5204200	\$ -		\$ 1,050		\$ 1,050
Spoils Hauling	1172714230	5470100	\$ -		\$ 25,000		\$ 25,000
small Tools/Consumables - Rdsd	1172714271	5350100	\$ -	\$ 3,000	\$ 2,500	\$ 3,000	\$ 8,500
Operating Supplies Rdsd Mntnc	1172714271	5310200	\$ -	\$ 3,000	\$ 3,500	\$ 2,000	\$ 8,500
Operating Supplies Sidewalks	1172714261	5310200	\$ -	\$ -	\$ 2,500	\$ 2,000	\$ 4,500
Maint. Inventory - Sidewalks	1172714261	5310200	\$ -		\$ 5,000		\$ 5,000
Small Tools/Consumables	1172714261	5350100	\$ -	\$ 2,000	\$ 10,000	\$ 3,000	\$ 15,000
Communication	1172734310	5420100	\$ -		\$ 500		\$ 500
Training/Dues	1172734310	5490200	\$ -		\$ 350		\$ 350
Total			\$ -	\$ 28,500	\$ 196,400	\$ 55,000	\$ 279,900

CAPITAL OUTLAY							
Fleet List (7 vehicles)	1172714230	Various				\$ 405,708	\$ 405,708
							\$ -
Total			\$ -	\$ -	\$ -	\$ 405,708	\$ 405,708

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

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NET SERVICE PACKAGE REQUEST	\$ 3,000	\$ 28,500	\$ 347,723	\$ 460,708	\$ 839,931
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TITLE	Maintenance Center Yard			117STA	
DEPARTMENT	DIVISION		FUND		
Public Works	Streets		117		
CITY PHILOSOPHIES					
A Safe Community Environmental Stewardship Investment In The Infrastructure Financial Stability Organizational Values					
DESCRIPTION AND JUSTIFICATION					
This request is for 1.0 Utility person to begin 6/1/2011, to assist the current Inventory Control Person position with the following responsibilities: - maintain an inventory control system and inventory levels for parts used in the water, sewer, street and drainage functions of the Public Works and Parks Operations and Maintenance Division and Equipment Rental Division - maintain proper inventory levels and current price lists for inventory items - perform Maintenance Center yard organizational duties - issue items to City personnel out of inventory - mix fuels; and salt brine for deicing activities - maintenance and repair of non-fleet owned equipment - receive deliveries at the Maintenance Center and insure accuracy of delivered items - deliver and pick up parts, supplies, vehicles and equipment throughout the King County area - import/export of all spoils and rock products - maintenance of all parking facilities including the parking garage - maintenance and repair of all garbage cans in the Central Business District Annexation will add new responsibilities to those that already exist. Position will provide support for an estimated 30 new employees, that will be based out of the city shops. With no new dedicated space, it will be essential for the existing yard to be prepared and running efficiently.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 43,625	\$ -	\$ 79,148	\$ -	\$ 122,773
Supplies & Services	\$ 1,400	\$ 4,500	\$ 2,700	\$ -	\$ 8,600
Capital Outlay	\$ -	\$ 27,500	\$ -	\$ -	\$ 27,500
Total Service Package Cost	\$ 45,025	\$ 32,000	\$ 81,848	\$ -	\$ 158,873
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 17,450	\$ -	\$ 31,659	\$ -	\$ 49,109
Net Service Package Cost	\$ 27,575	\$ 32,000	\$ 50,189	\$ -	\$ 109,764

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Maintenance Center Yard	117STA
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Utility Worker yard (Salary)	1172734310	5100100	\$ 27,706		\$ 48,833		\$ 76,539
Utility Worker yard (Benefits)	1172734310	5100200	\$ 15,919		\$ 30,315		\$ 46,234
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 43,625	\$ -	\$ 79,148	\$ -	\$ 122,773

SUPPLIES & SERVICES							
Training/Dues	1172734310	5490200	\$ 146		\$ 250		\$ 396
Uniforms	1172734310	5204200	\$ 204		\$ 350		\$ 554
Operating Supplies	1172734310	5310200	\$ 292		\$ 500		\$ 792
Small Tools/Consumables	1172734310	5350100	\$ -	\$ 1,000	\$ 100		\$ 1,100
Maintenance Inventory	1172734310	5340600	\$ 583	\$ 1,500	\$ 1,000		\$ 3,083
Communication	1172734310	5420100	\$ 175		\$ 300		\$ 475
Repairs/Maintenance	1172734310	5480100			\$ 200		\$ 200
Outside Rentals	1172734310	5450100	\$ -	\$ 2,000	\$ -		\$ 2,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 1,400	\$ 4,500	\$ 2,700	\$ -	\$ 8,600

CAPITAL OUTLAY							
1500 Pickup	1172714271	5646404		\$ 22,500			\$ 22,500
Computer/Software	1172734310	5490500		\$ 5,000			\$ 5,000
Total			\$ -	\$ 27,500	\$ -	\$ -	\$ 27,500

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Surface Water Rates 40%	4210000000	5100100	\$ 11,082		\$ 19,533		\$ 30,616
Surface Water Rates	4210000000	5100200	\$ 6,368		\$ 12,126		\$ 18,494
Total			\$ 17,450	\$ -	\$ 31,659	\$ -	\$ 49,109

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NET SERVICE PACKAGE REQUEST	\$ 27,575	\$ 32,000	\$ 50,189	\$ -	\$ 109,764
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TITLE	Field Arborist			421SWX	
DEPARTMENT	DIVISION		FUND		
Public Works	Surface Water		Surface Water		
CITY PHILOSOPHIES					
Unique Community Character A Safe Community Environmental Stewardship Community Involvement Investment In The Infrastructure Organizational Values					
DESCRIPTION AND JUSTIFICATION					
The annexation area represents a 67% increase to current tree related duties. This position is an integral part of the City of Kirkland's Urban Forestry Program. Duties include: Performing all tree management activities; planting and maintaining young trees to ensure they grow healthy; maintaining signal, sign and sweeper clearance; working with developers, contractors, inspectors and City utility field crews on retaining and planting trees; reviewing tree permits for removals and pruning of public trees to ensure they consistently meet ordinance requirements, working with code enforcement on illegal pruning and removals of trees and restoration, removing hazardous trees and updating the street tree inventory. Consequences: Much of the work done by the Arborist cannot be performed by other staff. If this position is not funded, implications would include: Resources would be extremely limited; and would impact, ability to obtain expertise on tree related matters, ability to access the needs of the entire City right-of-way and review ROW tree permits, and assess the health and potential public danger of trees. Funding: Position plays an important role in the City's environmental stewardship efforts, increasing the tree canopy, and maintaining our investment in trees. Washington State Legislation acknowledges the surface water retention value of urban forests and scientific evidence proves the importance of the tree canopy to surface water runoff. This position is funded by Surface Water fees. Beginning, June 1st, 2011.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 23,106	\$ -	\$ 41,589	\$ -	\$ 64,695
Supplies & Services	\$ 1,435	\$ 1,000	\$ 2,550	\$ -	\$ 4,985
Capital Outlay	\$ -	\$ 4,152	\$ -	\$ -	\$ 4,152
Total Service Package Cost	\$ 24,541	\$ 5,152	\$ 44,139	\$ -	\$ 73,832
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 24,541	\$ 5,152	\$ 44,139	\$ -	\$ 73,832

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

Appendix A

TITLE	Field Arborist	421SWX
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Field Arborist (Grounds) Salary	4212633832	5100100	\$ 14,973		\$ 26,130		\$ 41,103
Field Arborist (Grounds) Benefits	4212633832	5100200	\$ 8,133		\$ 15,459		\$ 23,592
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 23,106	\$ -	\$ 41,589	\$ -	\$ 64,695

SUPPLIES & SERVICES							
Training/Dues	4212633832	5490200	\$ 250		\$ 500		\$ 750
Small Tools & Minor Equip	4212633832	5350100	\$ 875	\$ 1,000	\$ 1,500		\$ 3,375
Communication	4212633832	5420100	\$ 210		\$ 350		\$ 560
Uniforms	4212633832	5204200	\$ 100		\$ 200		\$ 300
IT Rental	4212633832	5459101					\$ -
IT Telecom	4212633832	5459401					\$ -
IT Replacement	4212633832	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 1,435	\$ 1,000	\$ 2,550	\$ -	\$ 4,985

CAPITAL OUTLAY							
Field laptop/software	4212633832	5490500		\$ 4,152			\$ 4,152
							\$ -
Total			\$ -	\$ 4,152	\$ -	\$ -	\$ 4,152

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

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NET SERVICE PACKAGE REQUEST	\$ 24,541	\$ 5,152	\$ 44,139	\$ -	\$ 73,832
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Surface Water Utility Engineering and Education/Outreach			421SW1	
DEPARTMENT	DIVISION		FUND		
Public Works	Surface Water Engineering/Education		Surface Water Utility		
CITY PHILOSOPHIES					
Environmental Stewardship Community Involvement Investment in Infrastructure Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>This service package would expand the surface water engineering and education division to serve the annexation area. In order to create efficiency, re-organization of the division to more closely focus on water quality and NPDES compliance is also recommended. Essential engineering/education tasks that need to be done in the annexation area include the following:</p> <p>NPDES permit compliance:</p> <ul style="list-style-type: none"> illicit discharge detection and elimination program development review and update of development regulations and policies inspection of private detention/water quality facilities education and outreach on surface water issues public involvement on programs and to encourage watershed stewardship water quality monitoring (potential future) documentation and tracking of NPDES activities <p>In addition, a number of non-NPDES programs would need to be expanded into the annexation area to meet the Surface Water Utility Goals of reducing flooding, improving water quality, and restoring aquatic habitat.</p> <p>Staff Requested:</p> <p>Utility Engineer - 1.0 FTE; beginning 6/1/2011 Education/outreach specialist - 0.5 FTE; beginning 6/1/2011 Water Quality Inspector - 1.0 FTE; beginning 6/1/2011 Reclass of Utility Engineer to Senior Utility Engineer; Beginning 6/1/2011 Reclass of Utility Systems Engineer to Utility Engineer; beginning 6/1/2011</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		2.50			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 175,698	\$ -	\$ 278,595	\$ -	\$ 454,293
Supplies & Services	\$ 19,304	\$ 37,860	\$ 25,950	\$ -	\$ 83,114
Capital Outlay	\$ -	\$ 32,542	\$ -	\$ -	\$ 32,542
Total Service Package Cost	\$ 195,002	\$ 70,402	\$ 304,545	\$ -	\$ 569,949
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 195,002	\$ 70,402	\$ 304,545	\$ -	\$ 569,949

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Surface Water Utility Engineering and Education/Outreach	421SW1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Surface Water Utility Engineer	4212613837	5100100	\$ -		\$ -		\$ -
SW Utility Eng (Benefits)	4212613837	5200100	\$ -		\$ -		\$ -
Education/Outreach Specialist	4212613837	5100100	\$ 18,284		\$ 32,672		\$ 50,956
Ed/Outreach Spec (Benefits)	4212613837	5200100	\$ 8,091		\$ 15,624		\$ 23,715
Reclass of Utility Engineer to Sr. U	4212613837	5100100	\$ 4,908		\$ 4,908		\$ 9,816
Reclass of SW Systems Eng to ID	4212613837	5100100	\$ 5,592		\$ 5,592		\$ 11,184
Total			\$ 36,875	\$ -	\$ 58,796	\$ -	\$ 95,671

SUPPLIES & SERVICES							
Printing	4212613837	5490400	\$ 2,917		\$ 5,000		\$ 7,917
Software	4212613837	5490500		\$ 2,000			\$ 2,000
Training	4212613837	5490200	\$ 2,042		\$ 3,500		\$ 5,542
Office Supplies	4212613837	5310100	\$ 292		\$ 500		\$ 792
Operating Supplies	4212613837	5310200	\$ 1,167	\$ 5,000	\$ 2,000		\$ 8,167
Small tools and minor equipment	4212613837	5350100	\$ 1,167	\$ 5,000	\$ 2,000		\$ 8,167
Office furniture and equipment	4212613837	5350200		\$ 13,140			\$ 13,140
Computer Hardware Non-capital	4212613837	5350300		\$ 12,720			\$ 12,720
Professional Services (Ed/Outreach)	4212613837	5410100	\$ 10,000		\$ 10,000		\$ 20,000
Communication	4212613837	5420100	\$ 292		\$ 500		\$ 792
Postage	4212613837	5420200	\$ 292		\$ 500		\$ 792
Advertising	4212613837	5440100	\$ 583		\$ 1,000		\$ 1,583
							\$ -
Total			\$ 18,750	\$ 37,860	\$ 25,000	\$ -	\$ 81,610

CAPITAL OUTLAY							
Hybrid Ford Escape	4212613837	5646404		\$ 32,542			\$ 32,542
							\$ -
Total			\$ -	\$ 32,542	\$ -	\$ -	\$ 32,542

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 55,625	\$ 70,402	\$ 83,796	\$ -	\$ 209,823
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	SURFACE WATER MAINTENANCE & OPERATIONS (see attached tab for additional data)			421SW1	
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	SURFACEWATER OPS		421		
CITY PHILOSOPHIES					
<ul style="list-style-type: none"> • A SAFE COMMUNITY • INVESTMENT IN THE INFRASTRUCTURE • ENVIRONMENTAL STEWARDSHIP 					
DESCRIPTION AND JUSTIFICATION					
<p>The City has Federal, State and Local legal obligations via the national pollutant discharge elimination system (<i>NPDES</i>) permit, mandated by congress under the Clean Water Act. NPDES permitting program, includes specific permit requirements, rules and regulations on the maintenance and operation of the Surface Water conveyance system and requires the implementation of controls designed to prevent harmful pollutants from being washed by stormwater runoff into local water bodies. When left uncontrolled, this water pollution can result in the destruction of fish, wildlife, and aquatic life habitats; a loss in aesthetic value; and threats to public health due to contaminated food, drinking water supplies, and recreational waterways.</p> <p>50% of the Annexation storm conveyance system has been mapped. Historic citizen complaint data for the last 5 years Via King County's website/complaint database that maps the Hot spot locations and number of emergency flood calls responded to reflects the potential workload by daily staff and overtime emergency call outs for standby staff. Assets currently inventoried include 2,930 catch basins, 26 curb inlets, 58.4 miles of storm pipe, and 22 ponds; these numbers are expected to double. According to King County there is 130 Miles of storm pipe to maintain, and 52 ponds.</p> <p>To meet the expectations and requirements of the NPDES program the following requests are necessary: <u>as of annexation effective date 6/1/2011:</u> 1.0 FTE Surface Water Leadperson 1.0 FTE Senior Maintenance Worker 1.0 FTE Utility Person <u>beginning 2012</u> 1.0 Senior Maintenance Worker 1.0 Utility Person</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED		5.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 154,945	\$ -	\$ 419,430	\$ -	\$ 574,375
Supplies & Services	\$ 91,400	\$ 58,376	\$ 154,800	\$ -	\$ 304,576
Capital Outlay	\$ -	\$ 184,800	\$ 7,770	\$ 531,750	\$ 724,320
Total Service Package Cost	\$ 246,345	\$ 243,176	\$ 582,000	\$ 531,750	\$ 1,603,271
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 246,345	\$ 243,176	\$ 582,000	\$ 531,750	\$ 1,603,271

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	SURFACE WATER MAINTENANCE & OPERATIONS (see attached tab for additional data)						421SW1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
(1) SURFACE WATER LEAD WORK	421 - multiple	(5100100/520	\$ 51,843		\$ 93,434		\$ 145,277
(2) SURFACE WATER SR. MAINTENANCE	421 - multiple	(5100100/520	\$ 45,370		\$ 162,300		\$ 207,670
(2) SURFACE WATER UTILITY WORK	421 - multiple	(5100100/520	\$ 38,376		\$ 140,849		\$ 179,225
SURFACE WATER SEASONAL WORK	421 - multiple	(5100200/520	\$ 15,914		\$ 16,947		\$ 32,861
Standby Pay	4212633832	5100600	\$ 1,692		\$ 2,900		\$ 4,592
Overtime Pay	4212653835	5100300	\$ 1,750		\$ 3,000		\$ 4,750
Total			\$ 154,945	\$ -	\$ 419,430	\$ -	\$ 574,375

SUPPLIES & SERVICES							
Rehab Supplies	4212673835	5310200	\$ 23,333	\$ 10,000	\$ 40,000		\$ 73,333
Maintenance Inventory	4212673835	5340600	\$ 23,333	\$ 10,000	\$ 40,000		\$ 73,333
Small Tools & Minor Equipment	4212673835	5350100	\$ 2,917	\$ 8,374	\$ 5,000		\$ 16,291
Operating Cleaning Supplies	4212653835	5310200	\$ 2,917		\$ 5,000		\$ 7,917
Cleaning Small Tools & Minor Equipment	4212653835	5350100	\$ 5,833	\$ 5,000	\$ 10,000		\$ 20,833
Storm Detention Supplies	4212663835	5310200	\$ 8,750	\$ 7,000	\$ 15,000		\$ 30,750
Storm Detention Inventory	4212663835	5340600	\$ 700		\$ 1,200		\$ 1,900
Storm Detention Small Tools & Minor Equipment	4212663835	5350100	\$ 1,458	\$ 9,150	\$ 2,500		\$ 13,108
Storm Detention Vault Filter Replacement	4212633831	5410100	\$ 6,500		\$ 10,000		\$ 16,500
Storm Ditch Supplies	4212683835	5310200	\$ 233		\$ 400		\$ 633
Storm Ditch Inventory	4212683835	5340600	\$ 583		\$ 1,000		\$ 1,583
Storm Ditch Tools & Minor Equipment	4212683835	5480100	\$ 175		\$ 300		\$ 475
Storm Detention Operating Rental	4212663835	5450100	\$ 1,167		\$ 2,000		\$ 3,167
Total			\$ 77,900	\$ 49,524	\$ 132,400	\$ -	\$ 259,824

CAPITAL OUTLAY							
Computers/field tablets	4212633832	5350300		\$ 13,400	\$ 4,820	\$ -	\$ 18,220
Equipment/Fleet (see attached list)	Various	5646404		\$ 171,400	\$ 2,950	\$ 531,750	\$ 706,100
Total			\$ -	\$ 184,800	\$ 7,770	\$ 531,750	\$ 724,320

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 232,845	\$ 234,324	\$ 559,600	\$ 531,750	\$ 1,558,519
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Solid Waste Annexation Staffing Needed (Contingent upon Scenario 2)			431SW1	
DEPARTMENT	DIVISION		FUND		
Public Works	Environmental Services		Solid Waste Utility		
CITY PHILOSOPHIES					
Environmental Stewardship Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>Upon the effective date of annexation, the number of garbage and recycling customers within the City limits will increase by 9,700 or more customers. Depending upon the outcome of negotiations, two scenarios exist: Allied Waste may continue to serve the annexation area until September 2014 at the end of Kirkland's contract with Waste Management <u>or</u> Waste Management will begin to provide service to the annexation area on July 1, 2011 per the existing 4-Way Agreement. In the case of the latter, the new Solid Waste Division team will be required to prepare, manage, expand and/or offer several programs and services to annexation area residents and businesses <u>before the effective date of annexation</u>. It's important that the new team be in place on or about January 1, 2011 so that new staff can become familiarized with Kirkland's contract and recycling programs and provide the following programs and services:</p> <ul style="list-style-type: none"> - Pre-emptive education and outreach to new commercial and residential customers about our established single family, multifamily, and business recycling education and assistance programs - Management of customer transition between Waste Management and Allied Waste (customer lists, cart/dumpster deliveries, coordination w/Utility Billing) - Outreach to self haulers and enforcement of mandatory garbage code - Solid waste contract management and oversight of Allied's WUTC service - Grant administration (extra King County grant funding received to service annexation area residents) - Expansion/administration of Battery Recycling Program to annexation area residents - Expansion of annual Business Recycling Collection Event to annexation area businesses - Additional complaint response and resolution - Answer anticipated service-related and recycling questions from new customers <p>This service package would provide for a limited reorganization of the Solid Waste Division to address the additional work load:</p> <ul style="list-style-type: none"> - <i>A Sr. Solid Waste Coordinator</i> (1.0 FTE) would be created and report to Public Works Development Engineering Manager - The current Solid Waste Coordinator would be changed to a <i>Recycling Coordinator</i> position and report to the Sr. Solid Waste Coordinator instead of the Development Services Manager. - The Existing .50 FTE <i>Education and Outreach Specialist</i> position would be expanded to 1.0 FTE and report to the Sr. Solid Waste Coordinator instead of the Development Services Manager. 					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 161,948	\$ -	\$ 166,995	\$ -	\$ 328,943
Supplies & Services	\$ 5,900	\$ 18,920	\$ 5,900	\$ -	\$ 30,720
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 167,848	\$ 18,920	\$ 172,895	\$ -	\$ 359,663
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 167,848	\$ 18,920	\$ 172,895	\$ -	\$ 359,663

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Solid Waste Annexation Staffing Needed (Contingent upon Scenario 2)	431SW1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
1.00 Solid Waste Supervisor	4312813760	5100100	\$ 80,088		\$ 80,088		\$ 160,176
1.00 Solid Waste Supervisor	4312813760	5200100	\$ 30,431		\$ 33,843		\$ 64,274
.50 Ed/Outreach Specialist	4312813760	5100100	\$ 36,726		\$ 36,726		\$ 73,452
.50 Ed/Outreach Specialist	4312813760	5200100	\$ 14,703		\$ 16,338		\$ 31,041
			\$ -		\$ -		\$ -
			\$ -		\$ -		\$ -
Total			\$ 161,948	\$ -	\$ 166,995	\$ -	\$ 328,943

SUPPLIES & SERVICES							
Office Furniture (EOS)	4312813760	5350200		\$ 3,285			\$ 3,285
Computer (EOS)	4312813760	5350300		\$ 2,475			\$ 2,475
Soft (InDesign/Adobe Pro) (EOS)	4312813760	5490500		\$ 750			\$ 750
Office Supplies (EOS)	4312813760	5310100	\$ 50	\$ 50	\$ 50		\$ 150
Office Furniture (SWS)	4312813760	5350200		\$ 3,285			\$ 3,285
Computer (SWS)	4312813760	5350300		\$ 2,475			\$ 2,475
Soft (InDesign/Adobe Pro) (SWS)	4312813760	5490500		\$ 750			\$ 750
Office Supplies (SWS)	4312813760	5310100	\$ 50	\$ 50	\$ 50		\$ 150
Printing	4312813760	5490400	\$ 5,000	\$ 5,000	\$ 5,000		\$ 15,000
Postage	4312813760	5420200	\$ 500	\$ 500	\$ 500		\$ 1,500
Advertising	4312813760	5440100	\$ 250	\$ 250	\$ 250		\$ 750
Copier Charges	4312813760	5480100	\$ 50	\$ 50	\$ 50		\$ 150
IT Rental	4312813760	5459101					\$ -
IT Telecom	4312813760	5459401					\$ -
IT Replacement	4312813760	5459102					\$ -
Total			\$ 5,900	\$ 18,920	\$ 5,900	\$ -	\$ 30,720

CAPITAL OUTLAY							
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 167,848	\$ 18,920	\$ 172,895	\$ -	\$ 359,663
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Solid Waste Annexation Non-Personnel Needs			431SW2	
DEPARTMENT	DIVISION		FUND		
Public Works	Environmental Services		Solid Waste Utility		
CITY PHILOSOPHIES					
Environmental Stewardship Organizational Values					
DESCRIPTION AND JUSTIFICATION					
<p>Annexation will increase the number of garbage and recycling customers within the City limits by 9,700 or more customers. Depending on the outcome of negotiations either Allied Waste will continue to serve the annexation area until September 2014 at the end of Kirkland's contract with Waste Management or Waste Management will begin to provide service to the annexation area on July 1, 2011 per the existing 4-Way agreement.</p> <p>This service package consists of estimated non-personnel costs that will be associated with the contract in the case Waste Management begins to provide service to the annexation area on July 1, 2011; including, hauler fees, insurance, taxes, and KC Hazardous Waste Fees.</p> <p>Fees will begin on the date of service; July 1, 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 3,826,000	\$ -	\$ 7,651,000	\$ -	\$ 11,477,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$3,826,000	\$ -	\$7,651,000	\$ -	\$11,477,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$3,826,000	\$ -	\$7,651,000	\$ -	\$11,477,000

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Utility Billing - Garbage (Contingent)			010FA8	
DEPARTMENT	DIVISION		FUND		
Finance and Administration	Customer Accounts		General Fund		
CITY PHILOSOPHIES					
Environmental Stewardship Financial Stability					
DESCRIPTION AND JUSTIFICATION					
<p>There are currently five Utility Billing Customer Account Associates who process all of the billing and handle customer service for Kirkland's 14,000 water, sewer and solid waste utility customers. It is expected that annexation would add an additional 10,000 single family residential solid waste customers and 500 business and multi-family solid waste customers. If Kirkland were to bill the solid waste services in the annexation area, one additional Utility Billing Customer Account Associate is requested to take care of the customer service, billing and collection related to the addition of the additional solid waste accounts.</p> <p>In addition to the staffing level increase, there will be additional programming from Springbrook to upload all the addresses and service levels. This work will need to begin in January 2011 to be implemented before 6/1/2011.</p> <p>Timing: Starting 4/1/11; only occurs if billing begins 6/1/11</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 52,607	\$ -	\$ 75,000	\$ -	\$ 127,607
Supplies & Services	\$ 25,000	\$ 24,681	\$ 50,000	\$ -	\$ 99,681
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 77,607	\$ 24,681	\$ 125,000	\$ -	\$ 227,288
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ 77,607	\$ 24,681	\$ 125,000	\$ -	\$ 227,288
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Utility Billing - Garbage (Contingent)	010FA8
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	0104313812	5100100	\$ 33,834		\$ 46,983		\$ 80,817
Benefits	0104313812	5100200	\$ 18,773		\$ 28,017		\$ 46,790
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 52,607	\$ -	\$ 75,000	\$ -	\$ 127,607

SUPPLIES & SERVICES							
Office Furniture & Equipment	0104313812	5350200		\$ 2,206			\$ 2,206
Computer	0104313812	5350300		\$ 2,475			\$ 2,475
Postage	0104313812	5420200	\$ 13,500		\$ 27,000		\$ 40,500
Printing	0104313812	5490400	\$ 11,500		\$ 23,000		\$ 34,500
Professional Services	0104313812	5410100		\$ 20,000			\$ 20,000
IT Rental	0104313812	5459101					\$ -
IT Telecom	0104313812	5459401					\$ -
IT Replacement	0104313812	5459102					\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 25,000	\$ 24,681	\$ 50,000	\$ -	\$ 99,681

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Solid Waste Revenues	4310000000	3437001*	\$ 77,607	\$ 24,681	\$ 125,000		\$ 227,288
							\$ -
Total			\$ 77,607	\$ 24,681	\$ 125,000	\$ -	\$ 227,288

NET SERVICE PACKAGE REQUEST	\$ -						
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Fleet Emergency Vehicle Technicians (2)			521FT1	
DEPARTMENT	DIVISION		FUND		
Public Works	Internal Services - Fleet		521		
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE A SAFE COMMUNITY ENVIRONMENTAL STEWARDSHIP					
DESCRIPTION AND JUSTIFICATION					
Hire two (2) additional Emergency Vehicle Technicians (EVT's) one beginning 1/1/2011, and one to begin 1/1/2012 The acquisition of 66 additional new vehicles will be needed for annexation. The bulk of these vehicles will be ordered, received and made ready for service at the end of 2010 and the beginning of 2011.					
Fleet maintenance staff billable hours are at the nationally accepted standard of 1,118 per staff member. All fleet vehicles have been experience rated to determine vehicle equivalencies or VE's. The 67 proposed new annexation vehicles total 2,467 hours per VE methodology. $2467/1118 = 2.21$, or 2 additional FTE Emergency Vehicle Technicians. EVT's are qualified to repair and maintain Police and Fire vehicles, and have expertise in heavy diesel, automotive, electrical, and fabrication. Due to the small number of technicians in the fleet shop (these additions would bring the number to 6), they must have the ability to work on vehicles from all City departments due to vacation, training, or illness of other technicians even if they are primarily assigned to specific department vehicles. For full annexation, City Departments have determined the need for 66 vehicles/equipment as follows: Building: Inspection - (1) small SUV. Fire Prevention (1) small SUV. Parks: Maintenance - (1) 2/3 yard dump truck, (2) pickups, (1) backhoe with (1) trailer, (1) 11 foot mower with (1) trailer, (1) ball field groomer. Recreation - (1) minivan. Senior Center - (1) 28-passenger bus. Police: Command & Administration - (2) sedans. Investigations - (4) mid-size sedans. Patrol - (4) sedans and (2) SUV's. Canine - (1) sedan. Traffic - (1) sedan, (2) motorcycles. Detention & Corrections - (1) transport van. Planning: Administration - (2) hybrid sedans. Public Works: Developmental Engineering - (2) mini-vans. Street - (2) 2/3 yard dump truck, (4) pickups, (1) utility truck, (1) 10 yard dump truck, (1) backhoe with (1) trailer, (1) street sweeper, (1) asphalt roller with (1) trailer, (1) multi-use trailer, (3) cargo vans, (1) hybrid sedan. Surface Water - (1) TV truck, (1) eductor, (1) backhoe with (1) trailer, (5) pickups/utility, (1) 5 yd. dump truck, (1) compressor, (1) riding mower with (1) trailer. If techs are not hired vehicles and equipment will not be ready to go and city services will be impacted.					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	2.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 85,296	\$ -	\$ 174,410	\$ -	\$ 259,706
Supplies & Services	\$ 1,370	\$ 5,760	\$ 2,740	\$ 5,760	\$ 15,630
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 86,666	\$ 5,760	\$ 177,150	\$ 5,760	\$ 275,336
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 86,666	\$ 5,760	\$ 177,150	\$ 5,760	\$ 275,336

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE		Fleet Emergency Vehicle Technicians (2)					521FT1	
Description	Org Key	Object	2011		2012		Total	
			Ongoing	One-Time	Ongoing	One-Time		
PERSONNEL SERVICES								
Salaries	5212414860	5100100	\$ 51,840		\$ 106,692		\$ 158,532	
Overtime	5212414860	5100300	\$ 4,000		\$ 4,000		\$ 8,000	
Benefits	5212414860	5200100	\$ 27,956		\$ 62,218		\$ 90,174	
Uniforms	5212414860	5204200	\$ 1,500		\$ 1,500		\$ 3,000	
							\$ -	
							\$ -	
Total			\$ 85,296	\$ -	\$ 174,410	\$ -	\$ 259,706	
SUPPLIES & SERVICES								
Office Supplies	5212414860	5310100	\$ 200		\$ 400		\$ 600	
Communication	5212414860	5420100	\$ 670		\$ 1,340		\$ 2,010	
Travel & Subsistance	5212414860	5430100	\$ 100		\$ 200		\$ 300	
Telephone Service Costs	5212414860	5420100	\$ 200		\$ 400		\$ 600	
Training	5212414860	5490200	\$ 200		\$ 400		\$ 600	
Office Furniture & Equipment	5212414860	5350200		\$ 3,285		\$ 3,285	\$ 6,570	
New Computers	5212414860	5350300		\$ 2,475		\$ 2,475	\$ 4,950	
IT Rental	5212414860	5459101					\$ -	
IT Telecom	5212414860	5459401					\$ -	
IT Replacement	5212414860	5459102					\$ -	
							\$ -	
							\$ -	
							\$ -	
Total			\$ 1,370	\$ 5,760	\$ 2,740	\$ 5,760	\$ 15,630	
CAPITAL OUTLAY								
							\$ -	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	
CORRESPONDING EXPENDITURE SAVINGS (if applicable)								
							\$ -	
							\$ -	
							\$ -	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	
CORRESPONDING OFFSETTING REVENUE (if applicable)								
							\$ -	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	
NET SERVICE PACKAGE REQUEST			\$ 86,666	\$ 5,760	\$ 177,150	\$ 5,760	\$ 275,336	

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Web Production Assistant			522IT1	
DEPARTMENT	DIVISION		FUND		
Information Technology	Applications		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The Applications Division now manages a very large and extensive central website, a good-sized Intranet, and multiple other web properties, including Explore Kirkland, Kirkland First, etc. We are also being pressured to put more onto the web for a variety of reasons. Some of the budget savings measures taken throughout the last few years have included moving information from print to the web, citizens and staff are requesting new tools such as blogs and social networking. Additionally the state is asking for new and more stringent records retention. Constant evolution in the security threats leveled at the city require attention.</p> <p>All of this work has been performed by two staff members, the Webmaster and the Web Assistant. The Web Production Assistant is currently a temporary 0.75 FTE position that we have had filled and supported via service package for the last four years.</p> <p>Annexation is expected to increase the amount of work we will have to do as many new citizens and new neighborhoods make more demands on the web. The shift of technology to the web and to mobile platforms makes it important that we keep, and eventually even expand this function. For annexation we are requesting an additional 0.25 FTE Web Production Assistant to begin January 2012 to handle the increased workload based on annexation.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		0.25			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 22,916	\$ -	\$ 22,916
Supplies & Services	\$ -	\$ -	\$ 2,233	\$ -	\$ 2,233
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 25,149	\$ -	\$ 25,149
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 25,149	\$ -	\$ 25,149

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Web Production Assistant	522IT1
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1881	5 100 100	\$ -		\$ 15,288		\$ 15,288
Benefits	522 610 1881	5 200 100	\$ -		\$ 7,628		\$ 7,628
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 22,916	\$ -	\$ 22,916

SUPPLIES & SERVICES							
Telephone service							\$ -
Cell phone							\$ -
Travel (budget 8250/10.75 FTE =	522 610 1880	5 43 01 00	\$ -		\$ 383		\$ 383
Training (budget 14000/4 FTE = 3	522 610 1880	5 49 02 00	\$ -		\$ 1,750		\$ 1,750
Office furniture							\$ -
Computer							\$ -
Office supplies	522 610 1880	5 31 01 00	\$ -		\$ 100		\$ 100
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 2,233	\$ -	\$ 2,233

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 25,149	\$ -	\$ 25,149
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	GIS Analyst 0.25 FTE		522IT2		
DEPARTMENT	DIVISION		FUND		
Information Technology	GIS		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The GIS Division is already being asked for regular mapping support for Annexation as city staff in many departments work to make decisions about how to provide essential services. Additionally, even though some of the new data maintenance duties falling on GIS staff won't begin until after we have finished getting the new layers developed (in late 2011) there will be some additional maintenance as we work to keep the King County data as usable as possible and to record some of the information we simply have to finish before 2012. It will also be necessary to do quality control work as the new data layers begin coming in near the end of 2010 or in early 2011. While some of that work can be absorbed with existing staff it may be up to 0.75 FTE of work required at a time as large layers like parcels are delivered for review.</p> <p>Some of the specific business drivers for data maintenance and additional mapping prior to and through the effective annexation date include utilities maintenance, transportation, public safety, zoning, permitting, and other land use related topics.</p> <p>We are asking for a total of 1.25 FTE additional GIS staff for Annexation. We hope that this 0.25 FTE can begin working in June of 2011 (with the first 5 months of 2011 funded with cash) and continue as an ongoing resource. We will request the 1.0 FTE in a different service package to start at the beginning of 2012 since we will need more help with ongoing data maintenance at that time.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.25				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 14,711	\$ -	\$ 26,027	\$ -	\$ 40,738
Supplies & Services	\$ 738	\$ -	\$ 738	\$ -	\$ 1,475
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 15,449	\$ -	\$ 26,765	\$ -	\$ 42,213
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 15,449	\$ -	\$ 26,765	\$ -	\$ 42,213

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Applications Manager			522IT3	
DEPARTMENT	DIVISION		FUND		
Information Technology	Applications		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The Applications Division is one of the largest divisions in IT, with a current staffing of three Systems Administrators, an Applications Analyst, a Web Master and a Web Assistant. It will grow by one more with Annexation. This division handles all of our major applications work including support for finance and payroll, permitting, scheduling and timekeeping, utility billing, all web applications and other work. It is responsible for a large number of the costs associated with systems support since most city software is managed and supported through this division.</p> <p>This group performs some of the most demanding and difficult systems work. They have a significant workload, too little detailed project management, and have had a tendency to slip projects and come in late for lack of the project management and cross-group coordination skills that would come with having a manager for this group. We cannot add the management tasks to one of the existing staff both because the workload is high and because we are hoping to attract some skills that we do not have at this time.</p> <p>At the moment, all of the Applications Division staff plus the other IT Managers report directly to the CIO. This is a total of ten direct reports, which is unmanageable given the other activities and charges that are included in the job description for the CIO.</p> <p>Because this is such a critical resource, it is the highest one that we have behind the two staff who are already here and we are hoping to hire this at the effective date (as one of two hires we are hoping for then).</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 64,631	\$ -	\$ 136,257	\$ -	\$ 200,888
Supplies & Services	\$ 4,000	\$ 5,731	\$ 4,000	\$ -	\$ 13,731
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 68,631	\$ 5,731	\$ 140,257	\$ -	\$ 214,619
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 68,631	\$ 5,731	\$ 140,257	\$ -	\$ 214,619

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Applications Manager	522IT3
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1881	5 100 100	\$ 48,162		\$ 99,072		\$ 147,234
Benefits	522 610 1881	5 200 100	\$ 16,469		\$ 37,185		\$ 53,654
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 64,631	\$ -	\$ 136,257	\$ -	\$ 200,888

SUPPLIES & SERVICES							
Telephone service	522 610 1880	5 42 01 00		\$ 370			\$ 370
Cell phone	522 610 1880	5 42 01 00	\$ 900	\$ 200	\$ 900		\$ 2,000
Travel	522 610 1880	5 43 01 00	\$ 1,000		\$ 1,000		\$ 2,000
Training (increase from DBA traini	522 610 1880	5 49 02 00	\$ 2,000		\$ 2,000		\$ 4,000
Office furniture (desk, chair, file, b	522 610 1880	5 35 02 00		\$ 2,760			\$ 2,760
Computer	522 610 1882	5 35 03 00		\$ 1,398			\$ 1,398
Software	522 610 1882	5 49 05 00		\$ 1,003			\$ 1,003
Office supplies	522 610 1880	5 31 01 00	\$ 100		\$ 100		\$ 200
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 4,000	\$ 5,731	\$ 4,000	\$ -	\$ 13,731

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 68,631	\$ 5,731	\$ 140,257	\$ -	\$ 214,619
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Help Desk Lead			522IT4	
DEPARTMENT	DIVISION		FUND		
Information Technology	Network & Operations		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The Help Desk staff perform a number of critical functions. They are the first line of support for problems that other city staff have with their computers, they maintain the desktop system environment including virus and other threat patching, office productivity software, email client management, power management, etc. They also help train staff, including a significant role when training new employees. They deploy new computers and clean up and surplus old ones. They maintain inventory and help people hook up phones and smart phones. They manage the phone system adds, moves and changes and help departments with staff moves. They support shared equipment like projectors and shared laptops. There will be unique needs directly related to annexation as new staff are often a little bit more demanding on help desk resources while they are learning our systems.</p> <p>We are asking for the Help Desk Lead. This will be a working lead position, and thus able to help defray some of the startup costs in staff time associated with the ramp up in city staff. We feel that it is critical to get this lead into place as soon as possible, particularly to free Donna and the network group up so that they can do work on any facilities planning and network extension that will be taking place in light of annexation.</p> <p>We believe we can handle the 2010 growth and some of the early 2011 growth, which is primarily in PD, with existing resources (including the 0.25 FTE that is now funded with cash), and hope to have this position begin work in July of 2011. In context, we are requesting a total of 1.25 Help Desk staff, including this lead position. We are looking for 0.25 FTE before the effective date of annexation, and for this remaining 1.0 FTE position to be available to us in July of 2011.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		1.00			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 59,616	\$ -	\$ 106,741	\$ -	\$ 166,357
Supplies & Services	\$ 1,733	\$ 3,038	\$ 2,183	\$ -	\$ 6,954
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 61,349	\$ 3,038	\$ 108,924	\$ -	\$ 173,311
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 61,349	\$ 3,038	\$ 108,924	\$ -	\$ 173,311

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Help Desk Lead	522IT4
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1882	5 100 100	\$ 35,994		\$ 73,974		\$ 109,968
Benefits	522 610 1882	5 200 100	\$ 23,622		\$ 32,767		\$ 56,389
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 59,616	\$ -	\$ 106,741	\$ -	\$ 166,357

SUPPLIES & SERVICES							
Telephone service	522 610 1880	5 42 01 00		\$ 437			\$ 437
Cell phone	522 610 1880	5 42 01 00	\$ 450	\$ 200	\$ 900		\$ 1,550
Travel (budget 8250/10.75 FTE =	522 610 1880	5 43 01 00	\$ 383		\$ 383		\$ 766
Training	522 610 1880	5 49 02 00	\$ 800		\$ 800		\$ 1,600
Office furniture							\$ -
Computer	522 610 1882	5 35 03 00		\$ 1,398			\$ 1,398
Software	522 610 1882	5 49 05 00		\$ 1,003			\$ 1,003
Office supplies	522 610 1880	5 31 01 00	\$ 100		\$ 100		\$ 200
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ 1,733	\$ 3,038	\$ 2,183	\$ -	\$ 6,954

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ 61,349	\$ 3,038	\$ 108,924	\$ -	\$ 173,311
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	GIS Analyst		522IT5		
DEPARTMENT	DIVISION		FUND		
Information Technology	GIS		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The GIS Division spends a significant amount of time on data maintenance. Primarily, this maintenance includes correcting problems that are found as the data is actually put into use and reflecting changes in the physical world in the mapping. Example of this in the physical world include changes in all layers that we map - new or changed sidewalks, signs, streets and/or street conditions, development projects, new or merged parcels, minor changes in city boundaries, such as small annexations, etc.</p> <p>As the new priority GIS data layers are delivered for the annexation area, we will need additional resources to perform these data maintenance and management tasks. Note that there will be additional work beginning in early 2011 and continuing through 2011. In order to help with resources, we plan to move the next scheduled orthophotography flight from 2011 into 2012, delaying it by a year. This means the next completed orthophotography won't be available to city staff until late 2012 at the earliest, and possibly until early 2013 depending on various workload factors. This move (and other re-prioritizations) allows us to delay this hire until early 2012.</p> <p>We are asking for a total of 1.25 additional GIS staff for Annexation. We are requesting this 1.0 FTE to start at the beginning of 2012 since we believe the new Kirkland data layers will largely be in production (and thus will need regular maintenance) at that time.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 95,685	\$ -	\$ 95,685
Supplies & Services	\$ -	\$ -	\$ 3,100	\$ 5,434	\$ 8,534
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 98,785	\$ 5,434	\$ 104,219
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 98,785	\$ 5,434	\$ 104,219

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE GIS Analyst	522IT5
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1883	5 100 100			\$ 64,572		\$ 64,572
Benefits	522 610 1883	5 200 100			\$ 31,113		\$ 31,113
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 95,685	\$ -	\$ 95,685

SUPPLIES & SERVICES							
Telephone service	522 610 1880	5 42 01 00				\$ 370	\$ 370
Cell phone							\$ -
Travel (budget 6000/3.75 FTE = 1	522 610 1880	5 43 01 00			\$ 800		\$ 800
Training (budget 16500/3.75 FTE	522 610 1880	5 49 02 00			\$ 2,200		\$ 2,200
Office furniture							\$ -
Computer	522 610 1882	5 35 03 00				\$ 3,000	\$ 3,000
Office supplies	522 610 1880	5 31 01 00			\$ 100		\$ 100
Software (standard image, Adobe	522 610 1883	5 49 05 00				\$ 2,064	\$ 2,064
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 3,100	\$ 5,434	\$ 8,534

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 98,785	\$ 5,434	\$ 104,219
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	System Administrator		522IT6		
DEPARTMENT	DIVISION		FUND		
Information Technology	Applications		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The Applications Division is one of the largest divisions in IT, with a current staffing of three Systems Administrators, an Applications Analyst, a Web Master and a Web Assistant. It will grow by one more (plus the Applications Manager) with Annexation. This division handles all of our major applications work including support for finance and payroll, permitting, scheduling and timekeeping, utility billing, all web applications and other work. It is responsible for a large number of the costs associated with systems support since most city software is managed and supported through this division.</p> <p>Our total annexation request for this division is three staff members . One continues an existing level of service by continuing the Web Assistant. One requests a manager for the Division to start around the effective annexation date. This service package is for the third FTE, and we believe that this position needs to be hired as early in 2012 as possible. They will need to have some time to get trained and prepared before helping with the on-boarding of a larger number of city staff and to help spread the work of system maintenance and reporting. For the purposes of pinning a date, we chose to request that this hire start in January of 2012.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 121,326	\$ -	\$ 121,326
Supplies & Services	\$ -	\$ -	\$ 3,133	\$ 7,405	\$ 10,538
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 124,459	\$ 7,405	\$ 131,864
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 124,459	\$ 7,405	\$ 131,864

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE System Administrator	522IT6
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1881	5 100 100			\$ 86,376		\$ 86,376
Benefits	522 610 1881	5 200 100			\$ 34,950		\$ 34,950
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 121,326	\$ -	\$ 121,326

SUPPLIES & SERVICES							
Telephone service	522 610 1880	5 42 01 00				\$ 370	\$ 370
Cell phone	522 610 1880	5 42 01 00			\$ 900	\$ 200	\$ 1,100
Travel (budget 8250/10.75 FTE =	522 610 1880	5 43 01 00			\$ 383		\$ 383
Training (budget 14000/4 FTE = 3	522 610 1880	5 49 02 00			\$ 1,750		\$ 1,750
Office furniture (desk, chair, file, b	522 610 1880	5 35 02 00				\$ 2,760	\$ 2,760
Computer	522 610 1882	5 35 03 00				\$ 1,398	\$ 1,398
Software (standard image, MSDN)	522 610 1882	5 49 05 00				\$ 2,677	\$ 2,677
Office supplies	522 610 1880	5 31 01 00			\$ 100		\$ 100
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 3,133	\$ 7,405	\$ 10,538

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 124,459	\$ 7,405	\$ 131,864
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CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	Video Production Specialist 0.75 FTE			522IT7	
DEPARTMENT	DIVISION		FUND		
Information Technology	MultiMedia Services		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The City of Kirkland maintains and manages two television stations as part of the cable franchise:, KLIFE and KGOV. As part of that task, we make videotape records of many public meetings, including all City Council meetings and some special meetings and events. At the moment we have no backup for this function and it has proven very difficult to provide this via volunteers (we do use volunteers for show anchors as well as for some of our video editing and writing tasks).</p> <p>Our television shows and videotaped meetings are watched. We put them out over the air for video subscribers, on the Internet, on our Video On Demand section, and some are also available on YouTube. Statistics for the television shows that are watched via the computer include over 5,000 views of City Council meetings, over 2,000 views of our weekly newsmagazine (Currently Kirkland) and over 1,000 views of the economic development video (which was produced by an outside firm, but which we manage the scheduling and availability of at this time). On YouTube, we show nearly the same numbers for most videos, while a few are actually larger. Video clips are also recorded directly from our shows and appear in other media such as Kirkland Views.</p> <p>We are also often asked to videotape other meetings or events, and we anticipate that there will be additional workload for this position both as the city grows through Annexation and as more and more communications seems to be moving to the video format. Note that in the 2009 Annexation request, we had a 0.6 FTE senior graphics person, and we have replaced that request with this one because this is a slightly higher priority based on the work we see day to day.</p> <p>We would like to have the position start in 2010. Based on priority and what might actually be possible, we are requesting a start of March 2012.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED		0.75			
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 57,828	\$ -	\$ 57,828
Supplies & Services	\$ -	\$ -	\$ 1,735	\$ 200	\$ 1,935
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 59,563	\$ 200	\$ 59,763
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 59,563	\$ 200	\$ 59,763

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Video Production Specialist 0.75 FTE	522IT7
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Salary	522 610 1892	5 100 100			\$ 38,678		\$ 38,678
Benefits	522 610 1892	5 200 100			\$ 19,150		\$ 19,150
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 57,828	\$ -	\$ 57,828

SUPPLIES & SERVICES							
Office supplies	522 610 1892	5 31 01 00			\$ 60		\$ 60
Operating supplies	522 610 1892	5 31 02 00			\$ 300		\$ 300
Training	522 610 1892	5 49 02 00			\$ 400		\$ 400
Travel	522 610 1892	5 43 01 00			\$ 300		\$ 300
Cell phone	522 610 1892	5 42 01 00			\$ 675	\$ 200	\$ 875
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 1,735	\$ 200	\$ 1,935

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -				

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -				

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 59,563	\$ 200	\$ 59,763
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Help Desk Technician 0.25 FTE			522IT8	
DEPARTMENT	DIVISION		FUND		
Information Technology	Network & Operations		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>The Help Desk staff perform a number of critical functions. They are the first line of support for problems that other city staff have with their computers, they maintain the desktop system environment including virus and other threat patching, office productivity software, email client management, power management, etc. They also help train staff including a significant role when on-boarding new employees. They deploy new computers and clean up and surplus old ones. They maintain inventory and help people hook up phones and smart phones. They manage the phone system adds, moves, and changes and help departments with staff moves. They support shared equipment like projectors and shared laptops.</p> <p>This 0.25 FTE position is currently funded by cash (it was cut from ongoing in the first round of cuts and then funded with cash through 2010 in hopes of bridging to annexation. A service package will be submitted to bridge through May 2011). We feel that it is important that we continue this existing, but one-time funded, 0.25 of an FTE. Not only is it in the current level of service, but the Help Desk will have some additional support tasks relating to on-boarding new police staff in 2010 and the first part of 2011 such as adds, moves and changes in the police department, training and new user orientations, etc.</p> <p>In context, we are requesting a total of 1.25 Help Desk staff. We are looking to fund this 0.25 FTE beginning June 1, 2011 (funded with cash Jan-May 2011).</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.25				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 12,329	\$ -	\$ 22,803	\$ -	\$ 35,132
Supplies & Services	\$ 1,183	\$ -	\$ 1,183	\$ -	\$ 2,366
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 13,512	\$ -	\$ 23,986	\$ -	\$ 37,498
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 13,512	\$ -	\$ 23,986	\$ -	\$ 37,498

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	Applications and Network Software and Hardware																				
DEPARTMENT	DIVISION		FUND																		
Information Technology	Applications/Network & Operations		Information Technology																		
CITY PHILOSOPHIES																					
DESCRIPTION AND JUSTIFICATION																					
<p>This service package cares for the new software licenses and hardware (such as disk space) needed to hire new staff. In general, the costs here can't be avoided or changed by much, but the timing can be affected. In most cases, licensing is governed by contract. Some licenses can be purchased individually, some change with city population, some change in blocks (to buy one, you buy 10), and others are unaffected by either change in users or population. So the timing of expenditures has different drivers based on the triggers for that expenditure. For software cost increases triggered by new users we are guessing at the timing based on what we know now about annexation hiring, and so some timing could change as the budget is finalized.</p> <p>Known increases</p> <table border="0"> <tr> <td>eCityGov Alliance membership, increase based on populaton, renewal due date</td> <td>April 2012</td> </tr> <tr> <td>Records and document management - TRIM & TCSI, renewal due date</td> <td>July 2010</td> </tr> <tr> <td>Police and Fire scheduling - Telestaff, dependent on hiring schedule</td> <td>January 2012</td> </tr> <tr> <td>Finance - IFAS, increase based on users/hiring, immediate need would be PD & HR</td> <td>January 2012</td> </tr> <tr> <td>Maintenance management - Hansen</td> <td>January 2011</td> </tr> <tr> <td>Permit system - Advantage or new system</td> <td>January 2011</td> </tr> <tr> <td>GIS - ESRI</td> <td>April 2011</td> </tr> <tr> <td>GIS - MapOptix</td> <td>September 2011</td> </tr> </table> <p>Disk Space, network ports, phone licenses, etc. need to go with new users.</p> <p>Additional notes: None of these estimates are firm. Some of these items could be taken from capital sources, but we felt a complete accounting of IT costs should be somewhere in once place.</p>						eCityGov Alliance membership, increase based on populaton, renewal due date	April 2012	Records and document management - TRIM & TCSI, renewal due date	July 2010	Police and Fire scheduling - Telestaff, dependent on hiring schedule	January 2012	Finance - IFAS, increase based on users/hiring, immediate need would be PD & HR	January 2012	Maintenance management - Hansen	January 2011	Permit system - Advantage or new system	January 2011	GIS - ESRI	April 2011	GIS - MapOptix	September 2011
eCityGov Alliance membership, increase based on populaton, renewal due date	April 2012																				
Records and document management - TRIM & TCSI, renewal due date	July 2010																				
Police and Fire scheduling - Telestaff, dependent on hiring schedule	January 2012																				
Finance - IFAS, increase based on users/hiring, immediate need would be PD & HR	January 2012																				
Maintenance management - Hansen	January 2011																				
Permit system - Advantage or new system	January 2011																				
GIS - ESRI	April 2011																				
GIS - MapOptix	September 2011																				
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____																					
NUMBER OF FTE's REQUESTED	0.00																				
COST SUMMARY	2011		2012		Total																
	Ongoing	One-Time	Ongoing	One-Time																	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -																
Supplies & Services	\$ 34,769	\$ 156,869	\$ 139,286	\$ 412,713	\$ 743,638																
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -																
Total Service Package Cost	\$ 34,769	\$ 156,869	\$ 139,286	\$ 412,713	\$ 743,638																
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -																
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -																
Net Service Package Cost	\$ 34,769	\$ 156,869	\$ 139,286	\$ 412,713	\$ 743,638																

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE Applications and Network Software and Hardware	0
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Description	Org Key	Object	2011		2012		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Professional services	522 610 1881	5 41 01 00	\$ -	\$ -	\$ -	\$ -	\$ -
IT Admin communications	522 610 1880	5 42 01 00	\$ 7,030	\$ 16,065	\$ -	\$ 13,204	\$ 36,298
Net & Ops communications	522 610 1882	5 42 01 00	\$ 1,472	\$ -	\$ 219	\$ -	\$ 1,691
IT Admin R&M	522 610 1880	5 48 01 00	\$ -	\$ -	\$ -	\$ -	\$ -
Applications R&M	522 610 1881	5 48 01 00	\$ -	\$ 42,294	\$ 23,059	\$ 92,610	\$ 157,963
Net & Ops R&M	522 610 1882	5 48 01 00	\$ -	\$ 3,942	\$ 5,787	\$ -	\$ 9,729
GIS R&M	522 610 1883	5 48 01 00	\$ 21,079	\$ 5,475	\$ 1,095	\$ -	\$ 27,649
Applications software	522 610 1881	5 49 05 00	\$ -	\$ -	\$ -	\$ -	\$ -
Dues & memberships	522 610 1880	5 49 03 00	\$ -	\$ -	\$ 49,000	\$ -	\$ 49,000
Applications hardware	522 610 1881	5 35 03 00	\$ -	\$ -	\$ -	\$ -	\$ -
Net & Ops hardware	522 610 1882	5 35 03 00	\$ 654	\$ 68,632	\$ -	\$ 295,026	\$ 364,312
Net & Ops operating supplies	522 610 1882	5 31 02 00	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency 15%			\$ 4,535	\$ 20,461	\$ 60,126	\$ 11,874	\$ 96,996
Total			\$ 34,769	\$ 156,869	\$ 139,286	\$ 412,713	\$ 743,638

CAPITAL OUTLAY							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

CORRESPONDING OFFSETTING REVENUE (if applicable)							
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

NET SERVICE PACKAGE REQUEST	\$ 34,769	\$ 156,869	\$ 139,286	\$ 412,713	\$ 743,638
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**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	GIS Data Development				
DEPARTMENT	DIVISION		FUND		
Information Technology	GIS		Information Technology		
CITY PHILOSOPHIES					
DESCRIPTION AND JUSTIFICATION					
<p>This service package describes the cost of developing the new data layers, and represents the increment above what we now have funded. We will need to develop the initial layers which include Parcels, Address Points, Easements, the Street Network, and remaining Surface Water Utility mapping. There are two other layers we'd like to see completed in 2011. One is the development of common place names for police dispatch in the annexation area. The other layer that we think needs to be done in 2011 is the first high-level run at the ESA layer since it will be needed for permitting.</p> <p>In 2012, we have three groupings of layers. One is to get our vertical control established in the annexation area. Vertical control allows for better data in utility layers and helps contractors tie to the city's survey control points. The second grouping is street-related layers which we have developed in the current Kirkland boundary and which see regular use. These include signs, street lights, sidewalks, and trees. The third grouping needs to be tied to the next ortho flight, which we expect to be in 2012.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ 140,000	\$ -	\$ 197,900	\$ 337,900
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 140,000	\$ -	\$ 197,900	\$ 337,900
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ 140,000	\$ -	\$ 197,900	\$ 337,900

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	PUBLIC WORKS - INTERNAL SERVICES DIVISION, LIFECYCLE & RATE MODEL UPDATE		527PW5		
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	INTERNAL SERVICES DIVISION		FACILITIES MAINTENANCE - 527		
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE					
DESCRIPTION AND JUSTIFICATION					
<p>As a result of annexation, the City's building facility portfolio will be increasing in size and numbers. To ensure that we are investing in the long-term maintenance of our infrastructure and that rates are being charged to our internal customers accordingly, we will need to update the Lifecycle and Rate Models in Spring of 2012 to include expanded facilities.</p> <p>Professional Services to perform study and update = \$25,000</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE'S REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	PUBLIC WORKS - INTERNAL SERVICES DIVISION, MAINTENANCE CENTER O&M	527PW4			
DEPARTMENT	DIVISION	FUND			
PUBLIC WORKS	INTERNAL SERVICES DIVISION	FACILITIES MAINTENANCE - 527			
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE ENVIRONMENTAL STEWARDSHIP					
DESCRIPTION AND JUSTIFICATION					
<p>2010 budgeted non-personnel costs (excluding debt service) / 50,506 square feet (current Maintenance Center & Parks Maintenance (KCHA Bldg) square footage) = 2010 budgeted cost per square foot</p> <p>Additional square footage needed for the Maintenance Center was determined by multiplying the average square footage needs for various types of maintenance employees (per Calvin Jordan Associates 3 year Horizon Planning Study) by the total number of maintenance employees recommended by each department - 27 new staff for Public Works and Parks Maintenance. Also, the additional space needed for storage and vehicle maintenance was determined by a count of new vehicles and equipment requested and the space needed to store them. The Fleet Supervisor provided information about additional maintenance bays and parts storage room needed to maintain the larger fleet. Parking needed for the new large equipment was determined by using the existing average parking stall size at the Maintenance Center Yard (12'x25').</p> <p>Accordingly, an additional 8,739 square feet of interior space is needed, which represents a 17.3 percent increase relative to the Maintenance Center's & KCHA building's current total square footage of 50,506 sq. ft. The total O&M costs, excluding staffing (which is included in a separate service package) and debt service, related to this additional square footage was calculated by multiplying the 2010 budgeted cost per square foot in the service metric above by the additional 8,739 square feet (which is the same as multiplying the percentage increase in square footage by the 2010 budgeted non-personnel costs for the Maintenance Center):</p> <p>17.3% x \$243,271 budgeted non-personnel costs = \$42,086 x 7 mos = \$24,552</p> <p>Total for 2011 & 2012 = \$66,638</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 24,552	\$ -	\$ 42,086	\$ -	\$ 66,638
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 24,552	\$ -	\$ 42,086	\$ -	\$ 66,638
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 24,552	\$ -	\$ 42,086	\$ -	\$ 66,638

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	PUBLIC WORKS - INTERNAL SERVICES DIVISION, MUNICIPAL COURT O&M			527PW2	
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	INTERNAL SERVICES DIVISION		FACILITIES MAINTENANCE - 527		
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE ENVIRONMENTAL STEWARDSHIP A SAFE COMMUNITY					
DESCRIPTION AND JUSTIFICATION					
<p>2010 budgeted non-personnel costs (excludes debt service and sinking fund) / 10,746 square feet (current Municipal Court square footage only) = 2010 budgeted cost per square foot</p> <p>With Police Evidence planning to relocate long-term vehicle storage to allow an expansion of court space, an additional 3900 square feet will be added for Court use. Accordingly, an additional 3900 square feet represents a 36 percent increase relative to Municipal Court's current total square footage of 10,746 square feet. The total O&M costs, excluding staffing (which is included in a separate service package) and debt service, related to this additional square footage was calculated by multiplying the 2010 budgeted cost per square foot noted in the service metric above by the additional square feet (which is the same as multiplying the percentage increase in square footage by the 2010 budgeted non-personnel costs for Municipal Court:</p> <p>36% x \$113,012 budgeted non-personnel costs (excludes debt service and sinking fund) = \$40,684 x 7 mos = \$23,732</p> <p>\$23,732 (2011) + \$40,684 (2012) = \$64,416</p>					
Is this Service Package tied to a CIP Project? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 23,732	\$ -	\$ 40,684	\$ -	\$ 64,416
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 23,732	\$ -	\$ 40,684	\$ -	\$ 64,416
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 23,732	\$ -	\$ 40,684	\$ -	\$ 64,416

CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE	PUBLIC WORKS - INTERNAL SERVICES DIVISION - CITY HALL FACILITIES O&M		527PW3		
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	INTERNAL SERVICES DIVISION		FACILITIES MAINTENANCE - 527		
CITY PHILOSOPHIES					
INVESTMENT IN INFRASTRUCTURE ENVIRONMENTAL STEWARDSHIP					
DESCRIPTION AND JUSTIFICATION					
<p>2010 budgeted non-personnel costs (excludes sinking fund charges) / 83,162 square feet (current City Hall/505 Market/CH Annex square footage) = 2010 budgeted cost per square foot.</p> <p>Additional square footage needed for City Hall (Police and non-Police staff) was determined by Jim McClaren's 2009 draft update to the space assessment based on total number of employees recommended by each department (excluding the Municipal Court staff) - 98 new staff to be added to City Hall/505 Market/CH Annex. Accordingly, an additional 35,642 square feet is needed, which represents a 42.9 percent increase relative to City Hall/505 Market/CH Annex's current total square footage of 83,162 square feet. The total O&M costs, excluding staffing (which is included in a separate service package) and debt service, related to this additional square footage was calculated by multiplying the 2010 budgeted cost per square foot noted in the service metric above by the additional square feet (which is the same as multiplying the percentage increase in square footage by the 2010 budgeted non-personnel costs for City Hall/505 Market/CH Annex):</p> <p>42.9% x \$529,955 budgeted non-personnel costs (excludes sinking fund charges) = \$227,351 for 2011</p> <p>Based on 2009 vs. 2010 budget, there was a 2% increase overall. 2% x \$227,351 = \$231,897 for 2012</p>					
Is this Service Package tied to a CIP Project? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	0.00				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ 227,351	\$ -	\$ 231,897	\$ -	\$ 459,248
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ 227,351	\$ -	\$ 231,897	\$ -	\$ 459,248
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 227,351	\$ -	\$ 231,897	\$ -	\$ 459,248

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	FACILITIES MAINTENANCE ANNEXATION STAFFING				527PW1
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	INTERNAL SERVICES DIVISION		FACILITIES MAINTENANCE - 527		
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE ENVIRONMENTAL STEWARDSHIP					
DESCRIPTION AND JUSTIFICATION					
<p>The number of Facilities FTE's needed is directly related to the additional square footage needed for the additional staff recommended by the direct service and internal support departments. This additional square footage was determined by Jim McClaren's 2009 draft update of the space assessment for City Hall (with the focus on Police Department needs) and the Municipal Court/Police Evidence Facility. In addition, the Maintenance Center square footage was based on Calvin Jordan Associates 3 year Horizon Planning Study and multiplying average square footage needs for various types of employees by the total number of employees recommended by each department. Accordingly, an additional 48,281 square feet is needed for annexation area staffing, which represents a 20.7 percent increase relative to the City's current total building square footage of 232,993 sq. ft. New square footage total is 281,274 sq. ft.</p> <p>According to the International Facility Management Association Operations and Maintenance Benchmark Research Report #32, an average of one maintenance staff member per 49,000 square feet of office space is needed to perform building maintenance. This is a change from a benchmark of one maintenance staff member per 47,000 square feet in 2006.</p> <p>281,274 new total building sq. ft needed / 49,000 square feet per Facilities Tech = 5.74 FTEs</p> <p><u>2010 Facilities Maintenance Staffing (Facilities Techs = 4 FTEs and Admin = 1 FTE)</u> .50 Internal Services Manager, 4.0 Facilities Technicians, .50 Maintenance & Inventory Control</p> <p><u>1.5 FTEs requested to cover both skilled labor needs and administrative/inventory needs:</u> .50 Maintenance & Inventory Control (beginning June 1, 2011) 1.0 Facilities Technician II (beginning January 1, 2012)</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 27,607	\$ -	\$ 137,447	\$ -	\$ 165,054
Supplies & Services	\$ -	\$ -	\$ 4,733	\$ 120	\$ 4,853
Capital Outlay	\$ -	\$ -	\$ -	\$ 36,100	\$ 36,100
Total Service Package Cost	\$ 27,607	\$ -	\$ 142,180	\$ 36,220	\$ 206,007
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 27,607	\$ -	\$ 142,180	\$ 36,220	\$ 206,007

**CITY OF KIRKLAND
2011-12 ANNEXATION SERVICE PACKAGE REQUEST**

TITLE	FACILITIES MAINTENANCE ANNEXATION STAFFING				527PW1
DEPARTMENT	DIVISION		FUND		
PUBLIC WORKS	INTERNAL SERVICES DIVISION		FACILITIES MAINTENANCE - 527		
CITY PHILOSOPHIES					
INVESTMENT IN THE INFRASTRUCTURE ENVIRONMENTAL STEWARDSHIP					
DESCRIPTION AND JUSTIFICATION					
<p>Impact to level of service from Facilities Services if we cannot increase Maintenance & Inventory Control Specialist to 1.0 FTE:</p> <ol style="list-style-type: none"> 1. The Maintenance and Inventory Control Specialist currently answers the Facilities Services line and pulls service requests from the Facilities Services Inbox. There would be reduced level of service and response time to address service requests made by our internal customers. The Facilities Lead will need to spend more time checking the Facilities Services line and the Inbox which then takes away from field maintenance needs. Generation of work orders/service requests would then wait for the following day. 2. If no one is present to answer the calls and emails, Facilities Technicians will not be aware of the service request and will not be able to respond in a timely manner. 3. With increased square footage and/or buildings for maintenance and increase in internal staff as a result of annexation, there will be more billing processing, utility tracking, generation of service requests/work orders needed, parts ordering, service calls to outside vendors that will be needed, inventory tracking, and janitorial needs. <p>Impact to level of service from Facilities Services if we cannot add Facilities Technician II: With increased square footage and/or buildings for maintenance and increase in internal staff as a result of annexation, more work will need to be performed by the four Facilities Technicians. Currently, we are not staffed to full capacity and each technician is providing coverage at 1 : 58,248 sf. If we are not able to add an additional Facilities Technician, current staff will be further constrained providing coverage at 1 : 70,318 sf. Facilities Services will not have the capacity to maintain our building infrastructure to current levels long-term. Response time for repairs and maintenance will lag and there will be reduced manpower to perform maintenance and repairs in-house, which in turn will increase outside vendor cost.</p>					
Is this Service Package tied to a CIP Project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes CIP # _____					
NUMBER OF FTE's REQUESTED	1.50				
COST SUMMARY	2011		2012		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ 27,607	\$ -	\$ 137,447	\$ -	\$ 165,054
Supplies & Services	\$ -	\$ -	\$ 4,733	\$ 120	\$ 4,853
Capital Outlay	\$ -	\$ -	\$ -	\$ 36,100	\$ 36,100
Total Service Package Cost	\$ 27,607	\$ -	\$ 142,180	\$ 36,220	\$ 206,007
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ 27,607	\$ -	\$ 142,180	\$ 36,220	\$ 206,007

2011-12 ANNEXATION SERVICE PACKAGE REQUEST

TITLE		FACILITIES MAINTENANCE ANNEXATION STAFFING					527PW1	
Description	Org Key	Object	2011		2012		Total	
			Ongoing	One-Time	Ongoing	One-Time		
PERSONNEL SERVICES								
Salaries - .50 Maint/Inv	527-multiple	5100100	\$ 18,872		\$ 32,352		\$ 51,224	
Benefits - .50 Maint/Inv	527-multiple	5200100	\$ 8,735		\$ 16,554		\$ 25,289	
Salaries - 1 Fac Tech 2	527-multiple	5100100	\$ -		\$ 50,088		\$ 50,088	
Benefits - 1 Fac Tech 2	527-multiple	5200100	\$ -		\$ 30,535		\$ 30,535	
Uniforms & Clothing	5272111831	5204200			\$ 325		\$ 325	
Overtime/Standby	527-multiple	510300&600			\$ 7,593		\$ 7,593	
Total			\$ 27,607	\$ -	\$ 137,447	\$ -	\$ 165,054	
SUPPLIES & SERVICES								
Office Supplies	5272111831	5310100			\$ 200		\$ 200	
Operating Supplies	5272111831	5310200			\$ 316		\$ 316	
Repair Supplies	5272111831	5310500			\$ 324		\$ 324	
Small Tools & Minor Equipment	5272111831	5350100			\$ 660		\$ 660	
Communication	5272111831	5420100			\$ 865	\$ 120	\$ 985	
Travel & Subsistence	5272111831	5430100			\$ 156		\$ 156	
Insurance	5272111831	5460100			\$ 932		\$ 932	
Training	5272111831	5490200			\$ 1,180		\$ 1,180	
Dues & Memberships	5272111831	5490300			\$ 100		\$ 100	
IT Rental	5272111831	5459101					\$ -	
IT Telecom	5272111831	5459401					\$ -	
IT Replacement	5272111831	5459102					\$ -	
Fleet Operating Charge	5272111831	5459201					\$ -	
Fleet Replacement Charge	5272111831	5459202					\$ -	
							\$ -	
Total			\$ -	\$ -	\$ 4,733	\$ 120	\$ 4,853	
CAPITAL OUTLAY								
Utility Truck (ex. PU-78) - Tech 2	5272111831	5646404				\$ 36,100	\$ 36,100	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ 36,100	\$ 36,100	
CORRESPONDING EXPENDITURE SAVINGS (if applicable)								
							\$ -	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	
CORRESPONDING OFFSETTING REVENUE (if applicable)								
							\$ -	
							\$ -	
Total			\$ -	\$ -	\$ -	\$ -	\$ -	
NET SERVICE PACKAGE REQUEST			\$ 27,607	\$ -	\$ 142,180	\$ 36,220	\$ 206,007	