CITY OF KIRKLAND
CITY COUNCIL

Amy Walen, Mayor • Penny Sweet, Deputy Mayor • Jay Arnold • Dave Asher
Shelley Kloba • Doreen Marchione • Toby Nixon • Kurt Triplett, City Manager

Vision Statement

Kirkland is an attractive, vibrant, and inviting place to live, work and visit.
Our lakefront community is a destination for residents, employees and visitors.
Kirkland is a community with a small-town feel, retaining its sense of history,
while adjusting gracefully to changes in the twenty-first century.

123 Fifth Avenue • Kirkland, Washington 98033-6189 • 425.587.3000 • www.kirklandwa.gov

AGENDA
KIRKLAND CITY COUNCIL SPECIAL STUDY SESSION
Peter Kirk Room
Thursday, October 30, 2014
3:00 – 9:00 p.m.

COUNCIL AGENDA materials are available on the City of Kirkland website www.kirklandwa.gov. Information regarding specific agenda topics may also be obtained from the City Clerk's Office on the Friday preceding the Council meeting. You are encouraged to call the City Clerk's Office (425-587-3190) or the City Manager's Office (425-587-3001) if you have any questions concerning City Council meetings, City services, or other municipal matters. The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425-587-3190. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Council by raising your hand.

1. *CALL TO ORDER*
2. *ROLL CALL*
3. *STUDY SESSION*
   a. 2015-2016 Budget
4. *ADJOURNMENT*

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance and Administration

Date: October 23, 2014

Subject: 2015-2016 BUDGET STUDY SESSION

The Preliminary 2015-2016 Budget Documents were provided to the City Council and made available on the City's website on October 21 at the following link:

http://www.kirklandwa.gov/budgetdoc

Attachment A contains the proposed study session agenda preparation for the first budget study session on October 30th. The session is scheduled from 3:00pm to 9:00pm in the Peter Kirk Room. Dinner will be provided.

As further background information, the September Sales Tax Memo and Dashboard Report are provided as Attachments B and C.

As noted in the *Budget Message*, the projections do not assume that the redevelopment of Parkplace and Totem Lake will occur. The recent announcement by Prudential and Talon regarding Parkplace redevelopment make it much more likely that at least that project will proceed in 2015, subject to Council approval. However this announcement occurred after the preliminary budget was finalized, so unfunded service packages were developed to identify resource needs for these major projects (Attachment D). The service packages identify that the two projects will generate more in permit fee revenue than the estimated cost of the initial staffing. The additional revenue will either be used to supplement staff as necessary to expedite the projects, or will be placed in development fee reserves for future review and inspection work. Staff will bring back a resolution at budget adoption seeking contingent approval of the service packages to allow the City Manager to add resources rapidly if the projects occur, with the related appropriation change to be brought back with the next budget adjustment. This approach will be discussed further as part of the Study Session.

Attachment A

CITY OF KIRKLAND
2015-2016 BUDGET
Proposed Budget Meeting Agendas

Thursday, October 30, 3:00 p.m. to 9:00 p.m. - Peter Kirk Room

I. Agenda Overview and Introductory Comments

II. Wants, Needs, and Resources Approach

III. Financial Overview

a. Budget Overview
b. Revenue Trends
c. Expenditure Trends
d. Budget Priorities
    i. Citizen Survey
    ii. Focus on Reserve Replenishment
    iii. Walkable Kirkland Initiative
    iv. Healthy Kirkland Plan
    v. Service package approach

IV. Major Discussion Topics (*see related issue papers*)

a. Street Lights in the Annexation Area
b. Public Disclosure Resources
c. Human Services/ARCH Funding
d. Outside Agencies/Events Funding
e. Council questions on other issue papers

[Break for dinner at approximately 5:30]

V. Review by Goal Area →

a. Major Recommendations

VI. Follow-up for Next Meeting

Goal Order:
Public Safety
Balanced Transportation
Dependable Infrastructure
Parks, Open Spaces and Rec. Services
Economic Development
Human Services
Housing
Environment
Neighborhoods
Financial Stability

Attachment A

Monday, November 3, 6:00 p.m. Study Session – Council Chambers

I. Continue Review from October 30

II. Capital Improvement Program (CIP) Update

III. Follow-up for Next Meeting, if any

IV. Public Hearing at Regular Council Meeting

Monday, November 10, 6:00 p.m. Special Meeting – Peter Kirk (if needed)

I. Follow-up from Previous Meetings and Recap of Council Changes

II. Complete Council Deliberations and Prepare Council Budget Proposal for Public Hearing

Tuesday, November 18, 7:30 Regular Meeting

I. Public Hearings

a. 2015-2016 Budget

b. Preliminary Property Tax Levy

II. Complete Council Deliberations (Finalize Budget)

III. Preliminary Property Tax Levy

Tuesday, December 9, 7:30 Regular Meeting

I. Year-End Budget Adjustments

II. CIP Update Adoption

III. Final Property Tax Levy Ordinance

IV. Adoption of Budget and related Ordinances and Resolutions

Attachment B

CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Tracey Dunlap, Director of Finance & Administration
Kyle Butler, Budget Analyst

Date: October 16, 2014

Subject: September Sales Tax Revenue

September sales tax revenue is **up 6.5 percent** compared to September 2013. **Year-to-date** revenues are **up 9.1** percent compared to the same period last year. Results this month reflect sales activity in July, due to the two month lag in reporting sales tax data.

Comparing September 2014 to September 2013

Comparing collections from September of this year and last year reveals economic trends and provides insight into business sector performance.

2013-2014 Sales Tax Receipts by Business Sector-Monthly Actuals

Business Sector Group	September		Dollar Change	Percent Change	Percent of Total	
	2013	2014			2013	2014
Services	185,185	211,662	26,477	14.3%	12.5%	13.4%
Contracting	224,423	246,330	21,907	9.8%	15.1%	15.6%
Communications	43,908	42,396	(1,512)	-3.4%	3.0%	2.7%
Retail:						
Auto/Gas Retail	363,344	362,937	(407)	-0.1%	24.5%	23.0%
Gen Merch/Misc Retail	223,137	234,681	11,544	5.2%	15.0%	14.9%
Retail Eating/Drinking	119,758	137,611	17,853	14.9%	8.1%	8.7%
Other Retail	179,736	190,796	11,060	6.2%	12.1%	12.1%
Wholesale	59,953	74,350	14,397	24.0%	4.0%	4.7%
Miscellaneous	83,622	78,925	(4,697)	-5.6%	5.7%	4.9%
Total	**1,483,066**	**1,579,688**	**96,622**	**6.5%**	**100.0%**	**100.0%**

September sales tax collections this year are $96,622 (6.5 percent) higher than September 2013. Services and contracting provided 50 percent of the growth over last September. Auto/gas retail sales were flat when compared to September 2013.

- The **services** sector is **up 14.3 percent** compared September 2013, or about $26,500, largely due to increases in professional/scientific services, administrative support, and accommodation services.

- The **contracting** sector is **up 9.8 percent** compared to last September, an increase of $21,900. This is lower growth than the City experienced last month, when it came in at 14.3 percent. This month's contracting revenues continue this year's upward trend in development activity.

- The **communications** sector (telecom services) is **down 3.4 percent,** or about $1,500.

- Retail sectors are collectively up 4.5 percent compared to the same month in 2013 or about $40,000.
  - The **auto/gas retail** sector is **down 0.1 percent**, or $400, following a big month in August when sales saw a very strong increase over August 2013. This change means that sales were flat compared to the same month last year, which was one of the stronger sales months of 2013.
  - **General merchandise and miscellaneous retail** are **up 5.2 percent** over September 2013, or about $11,500.
  - The **retail eating/drinking** sector is **up 14.9 percent** compared to September 2013, an increase of $17,900.
  - **Other retail increased 6.2 percent**, or about $11,100, compared to September 2013.

- **Wholesale** is **up 24 percent** compared to September 2013, or about $14,400. Items in this category include food wholesale, medical equipment, computer equipment, sporting and recreation equipment, and industrial equipment.

- The **miscellaneous** sector is **down 5.6 percent** versus September 2013, or about $4,700. This is due to decreases in the manufacturing, finance & insurance and public administration sectors.

Year-to-Date Business Sector Review

Year-to-date sales tax totals are useful for comparing revenues received so far this year with last year's totals from the same period. This information gives us a broader context of how a sector is performing as the year goes on. Through the end of September, sales tax is **up 9.1 percent** compared to last year.

City of Kirkland Actual Sales Tax Receipts

Business Sector Group	January-September		Dollar Change	Percent Change	Percent of Total		Percent of Change
	2013	2014			2013	2014	
Services	1,561,530	1,694,078	132,548	8.5%	12.8%	12.7%	11.9%
Contracting	1,961,282	2,105,379	144,097	7.3%	16.0%	15.8%	12.9%
Communications	338,071	381,488	43,417	12.8%	2.8%	2.9%	3.9%
Retail:							
Auto/Gas Retail	3,060,464	3,256,438	195,974	6.4%	25.0%	24.4%	17.6%
Gen Merch/Misc Retail	1,522,864	1,588,981	66,117	4.3%	12.4%	11.9%	5.9%
Retail Eating/Drinking	1,003,013	1,088,336	85,323	8.5%	8.2%	8.1%	7.7%
Other Retail	1,581,994	1,784,539	202,545	12.8%	12.9%	13.4%	18.2%
Wholesale	570,351	628,933	58,582	10.3%	4.7%	4.7%	5.3%
Miscellaneous	644,366	828,503	184,137	28.6%	5.3%	6.2%	16.5%
Total	**12,243,935**	**13,356,675**	**1,112,740**	**9.1%**	**100.0%**	**100.0%**	**100.0%**

Sales tax revenues for retail sectors are up 7.7 percent collectively compared to 2013, an improvement over the revenues through last month.

- The **general merchandise/miscellaneous retail** sector is **up 4.3 percent** compared to last year.
- The **auto/gas retail** sector is **up 6.4 percent** compared to last year. Vehicle sales have accounted for a major part of sales tax growth in 2014, accounting for 17.6 percent of sales tax growth so far this year.
- The **retail eating/drinking** sector performance is **up 8.5 percent** compared to the same period in 2013, an increase of $85,300.

- Other retail is **up 12.8 percent** compared to 2013 due to strong increases in a number of categories particularly food and beverage retailers, online retailers and building & garden stores.

- The **services** sector is **up 8.5 percent** compared to last year. Year-to-date revenues in professional-scientific, administrative support and accommodation have contributed significantly to this increase.
- **Wholesale** is **up 10.3 percent** compared to last year, an increase of $58,600. Following declining revenue in February, wholesale revenues have improved steadily over the past seven months, and now accounts for the same percentage of the City's total sales tax revenue as in 2013.
- The **communications** sector is **up 12.8 percent** compared to last year, due to broad growth amongst the wireless and cable providers within the category.
- The **contracting** sector is **up 7.3 percent** compared to 2013. Contracting was among the largest growth sectors in the City through the first half of 2013, but slowed later in the year. A sharp decline in January 2014 meant the year started significantly below the 2013 number, but contracting sales have grown over the last six months to amounts higher than 2013.
- The **miscellaneous** sector is **up 28.6 percent** due to a large payment that has been previously reported as well as increased revenues from the statewide pool - which is how the State distributes improperly coded revenues out to local jurisdictions. Most of this increase happened in January 2014, and the year-on-year percentage increase has been slowly declining each month since then.

National and Regional Economic Context:

The **Consumer Confidence Index** decreased in September from 93.4 in August to 86.0 in September. This drop follows four straight months of increases and August's post-recession high. According to Lynn Franco, Director of Economic Indicators at The Conference Board: "Consumer confidence retreated in September after four consecutive months of improvement. A less positive assessment of the current job market, most likely due to the recent softening in growth, was the sole reason for the decline in consumers' assessment of present-day conditions. Looking ahead, consumers were less confident about the short-term outlook for the economy and labor market, and somewhat mixed regarding their future earnings potential. All told, consumers expect economic growth to ease in the months ahead."

The Bureau of Labor Statistics reports that, on a seasonally adjusted basis, the state unemployment rate was 5.6 percent in August 2014, down from 7.0 percent in August 2013. The **Seattle/Tacoma/ Bellevue unemployment rate** increased from 5.1 percent in July to 5.3 percent in August. Both these figures are below the nationwide unemployment rate for August of 6.1 percent. The relatively low unemployment rates should be interpreted with some caution, since some analysts have argued that the declining unemployment rate is due at least in part to falling participation in the labor market and "underemployment", rather than strong employment numbers.

Statewide **housing construction** rates have been down in July and August when compared to the second quarter of 2014, with an average of 32,300 units being permitted each month compared to the second quarter monthly average of 37,200. The construction trends have been regularly below forecast for single family homes and above forecast for multifamily housing units.

Regional home prices saw a small decline in July, according to the S&P/Case-Schiller Home Price Indices. The Washington State Economic Forecast Council states that Seattle area home prices may be peaking based on this data. Seattle area home prices had risen for 29 consecutive months, but have declined in two of the last three months, with a drop of 0.2 percent in May, and another drop of 0.1 percent in July. However, Seattle home prices are still 7.1 percent higher than the previous July and 26.1 percent higher than the November 2011 low point.

Statewide **car sales** were volatile in the first five months of 2014 but have been turning in strong sales over the past four months, which mirrors the trend in Kirkland's sales tax collections. The car and light truck sales total of 286,500 vehicles in September was 1.7% less than the post-recession high of 291,400 in August, but this total still indicates strong sales. September 2014 registrations were 7.6% higher than September 2013.

Conclusion

Sales tax revenues have been strong through the end of the third quarter this year. September's collections show that Kirkland's economy is continuing to grow in most sectors, although the City's revenue base still relies on the big ticket sales that auto sales and contracting provide (which together account for 40.2 percent of all sales tax revenues through September). These sectors are historically more volatile than other sectors, and are susceptible to market changes. However, other sectors have continued to grow compared to 2013.

September 2014 Financial Dashboard Highlights

October 21, 2014

- The dashboard report reflects the 2014 share of the biennial budget adopted by the City Council on December 11, 2012, as amended on April 2, 2013, June 18, 2013, December 10, 2013, and June 17, 2014. The actual revenues and expenditures summarized reflect results through September 30, 2014, 75 percent through the year.
- Total General Fund revenues were 76.8 percent of budget at the end of September, 4.8 percent higher than through the same period in 2013.
    - Revenues are ahead of budget projections due to higher than budgeted revenues across most major revenue categories.
    - Sales tax revenues through September 2014 were 9.1 percent higher than through September 2013 and are 86 percent of budget. This growth has been across a broad base of categories, with every sector in the City increasing in revenues between year-to-date September 2013 and September 2014. The largest dollar increase has been in the Other Retail category, which includes food and beverage and online retailers.
    - Utility tax receipts were 74.6 percent of budget at the end of September, or $11 million, in line with budget expectations and $70,000 higher than in 2013. This amount does not include $65,700 in one-time recoveries the City has collected as part of an ongoing audit of telephone companies in 2014.
    - Business license revenues through the end of September were 84.2 percent of budget. These revenues were up 4.9 percent compared to year-to-date results for September 2013.
    - Development fees through the end of September were $5.3 million, or 101.4 percent of budget. Despite strong revenue in September and a number of large permits in 2014, this is 5.3 percent lower than through the same period in 2013.
    - Gas tax revenue finished September at $1.2 million, 73.2 percent of the annual budget. This is slightly below budget expectations but stable compared to 2013 when gas tax revenue was also $1.2 million.
- Total General Fund expenditures were 70.8 percent of budget at the end of September, 4.3 higher than through September 2013.
    - General fund salaries and benefits, excluding fire overtime, were $40.3 million at the end of September, which is 72.8 percent of budget. This is 6.3 percent higher than 2013, partly due to a number of new positions added in the mid-biennial budget process, but slightly below budget expectations due to salary savings across different departments.
    - Fire suppression overtime expenditures were $686,300 at the end of September, 94.0 percent of budget. Overtime has been needed to backfill five current vacancies in the department, including three retirements, to maintain daily minimum staffing, and is offset by salary savings. While this backfill pattern continues, salary savings should continue to offset additional overtime costs.
    - The 2013-14 one-time service package for $506,500 of additional overtime funding to staff Fire Station #24 is shown separately on the Dashboard. Initially split evenly between 2013 and 2014, $107,700 of the 2013 budget was transferred to 2014 as staffing began in September 2013. Expenditures at the end of September 2014 were $324,600, which is 69.7 percent of budget.
    - At the end of September, contract jail costs were 128.2 percent of budget. Contract costs in September were significantly lower than in previous months as the Kirkland Justice Center is now operational, reducing the need for the City to rent jail bed space. However, a delay in moving the jail into the new facility caused contract jail costs to rise past budget expectations during the summer. The overage is expected to be offset by salary savings resulting from delayed hiring of corrections officers.
    - Fuel costs ended September at $458,200 or 57.4 percent of budget. This is 5.5 percent lower than 2013, due to lower than budgeted fuel prices, but also because of the timing of fuel deliveries.

City of Kirkland Budget Dashboard **Date Completed** 10/21/2014

Annual Budget Status as of **9/30/2014** (Note 1)

Percent of Year Complete **75.00%**

	2014 Budget	Year-to-Date Actual	% Received/ % Expended	Status Current Report	Status Last Report	Notes
General Fund						
Total Revenues (Note 2)	79,190,755	60,790,484	76.8%			
Total Expenditures	82,864,338	58,697,229	70.8%			
Key Indicators (All Funds)						
Revenues						
Sales Tax	15,533,571	13,356,675	86.0%			
Utility Taxes	14,779,443	11,030,717	74.6%			Excludes $64,744 recovered in a telephone utility audit
Business License Fees	2,852,358	2,401,770	84.2%			
Development Fees	5,217,780	5,290,568	101.4%			
Gas Tax	1,692,480	1,239,394	73.2%			
Expenditures						
GF Salaries/Benefits	55,351,629	40,313,870	72.8%			Excludes Fire Suppression Overtime
Fire Suppression Overtime	730,092	686,290	94.0%			Excludes FS 24 Overtime
F.S. #24 Overtime Staffing	465,935	324,576	69.7%			
Contract Jail Costs	603,602	773,532	128.2%			
Fuel Costs	797,608	458,202	57.4%			

Status Key

Revenue is higher than expected or expenditure is lower than expected

Revenue/expenditure is within expected range

WATCH - Revenue/expenditure outside expected range

Note 1 - Report shows annual values during the second year of the biennium (2014).

Note 2 - Total budgeted expenditures in 2013 and 2014 exceed budgeted revenues due to planned use of reserves (ex: funding of CIP sinking fund reserves and use of Building and Property Reserve).

n/a - not applicable

Development Services Report – September 2014

Development Services is comprised of the Fire and Building, Public Works and Planning Departments. The Building Department reports on all building construction related permits including building, electrical, mechanical, plumbing, sign and grading permits. Fire permits are not reported on since they are tracked separately from the Building Department budget. Public Works Department revenue is generated from infrastructure improvement permits and Planning Department revenue is the result of land use permits. A review of the September, 2014 permit data allows us to offer the following:

- The September, 2014 Building Permit statistics show an increase in new single-family residential permit applications with 31 applications received this month compared to 23 last year. We have received 225 applications so far this year compared to 248 last year which is an overall 9% decrease in new single-family permit activity. There was also a 63% increase in commercial tenant improvement permits and single-family remodel permits with 52 applications received compared to 32 last September.

- The monthly average of total building related permits received so far this year (500) exceeds the monthly average for 2013 (459) with the total number of permits received in September (480), exceeding September 2013 (446) by 8%. Since most building permit related fees are driven by the value of the project, this would indicate that the average permit in 2014 has a smaller valuation than the average permit in 2013.

- Building Department revenue for September was $306,267 which is 108% the average monthly projected revenue of $282,923. Year-to-date revenue is ahead by $624,088 ($3,170,395 has been collected to date, 93% of the budgeted annual revenue of $3,395,075).

- Public Works Department development revenue for September, 2014 was $106,759 which is $28,154 more than the average monthly projected revenue of $78,605 and year-to-date revenue is ahead by $757,587 ($1,465,030 has been collected to date, 155% of the budgeted annual revenue of $943,257).

- Planning Department revenue for September, 2014 was $40,042 which is $14,504 below our monthly projected revenue average of $54,546 for 2014. Year-to-date revenue is ahead by $84,782 (88% of the budgeted annual revenue of $654,551 has been collected).

CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Parkplace Redevelopment Staffing	15GFB16

DEPARTMENT	DIVISION	FUND
Development Services		General Fund

COUNCIL GOALS

Economic Development

DESCRIPTION AND JUSTIFICATION

This service package adds resources for three departments to enable processessing of permits for the anticipated Parkplace Center redevelopment. For Planning and Community Development, temporary staffing needs begin in 2014 and already have been funded through 2015. Consequently, this service package request for PCD starts in 2016. Parkplace redevelopment will be staffed by a Senior Planner with experience with the project. Backfill for the Senior Planner will be a .5 FTE Associate Planner which is adequate to handle somewhat less complex projects.
For Fire and Building, temporary staffing would require additional services by a Permit Technician, Plans Examiner and Inspector (approx .5 FTE for each position). Alternatively, for plan review and inspection services could be provided by consultants. Although consultants could cost more than employees, they would eliminate the hiring and training process.
Public Works is requesting a .50 FTE temporary Development Engineer and a .50 temporary Public Works Construction Inspector to review and inspect new street and utility improvements.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	2.00

COST SUMMARY	2015 Ongoing	2015 One-Time	2016 Ongoing	2016 One-Time	Total
Personnel Services	$ -	$ 100,553	$ -	$ 217,694	$ 318,247
Supplies & Services	$ 6,600	$ 171,364	$ -	$ 110,742	$ 288,706
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ 6,600**	**$ 271,917**	**$ -**	**$ 328,436**	**$ 606,953**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ 6,600	$ 271,917	$ -	$ 328,436	$ 606,953
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2015-16 SERVICE PACKAGE REQUEST

TITLE	Parkplace Redevelopment Staffing	15GFB16

			2015		2016		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Permit Tech (Bldg)	0109502420	5100100		$ 26,832		$ 27,609	$ 54,441
" "	0109502420	5200100		$ 15,904		$ 16,420	$ 32,324
Temp. Construction Inspector	0102334422	5100100		$ -		$ 33,486	$ 33,486
Construction Inspector (CI) benef	0102334422	5200100		$ -		$ 18,653	$ 18,653
Temp Development Engineer	0102334422	5100100		$ 39,114		$ 40,764	$ 79,878
Development Engineer Benefits	0102334422	5200100		$ 18,703		$ 20,024	$ 38,727
Associate Planner, area 2 salary	0105205860	5100100				$ 40,722	$ 40,722
Associate Planner, area 2 benefits	0105205860	5200100				$ 20,016	$ 20,016
		Total	**$ -**	**$ 100,553**	**$ -**	**$ 217,694**	**$ 318,247**
SUPPLIES & SERVICES							
Consultant - Plan Review (Bldg)	0109502420			$ 100,000		$ 30,000	$ 130,000
Consultant - Inspection (Bldg)	0109502420			$ 25,000		$ 70,000	$ 95,000
Workstations (3 - Bldg)	0109502420			$ 15,000			$ 15,000
Vehicle (Bldg) - includes O&M	0109502420		$ 6,600	$ 25,500			$ 32,100
Office furniture	0102334422	5350200		$ 3,000		$ 3,000	$ 6,000
Vehicle rental for PW CI	0102334422	5450100				$ 3,600	$ 3,600
Computer	0102334422	5350300		$ 2,864		$ 2,692	$ 5,556
Travel & Subsistance, Assoc. Plan	0105105850	5430100				$ 50	$ 50
Training, Assoc. Planner	0105105850	5490200				$ 300	$ 300
Office Supplies, Assoc. Planner	0105105850	5310100				$ 300	$ 300
Memberships/Assoc. Dues, Assoc.	0105105850	5490300				$ 300	$ 300
Office Furniture, Assoc. Planner	0105105850	5350200				$ 500	$ 500
							$ -
		Total	**$ 6,600**	**$ 171,364**	**$ -**	**$ 110,742**	**$ 288,706**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Buliding Permit Revenue	0100000000	3221001	$ 6,600	$ 208,236	$ -	$ 144,029	$ 358,865
Plan Check Revenue	0100000000	3458301	$ -	$ -	$ -	$ 62,188	$ 62,188
Engineering Development Revenu	0100000000	3438801	$ -	$ 63,681	$ -	$ 122,219	$ 185,900
		Total	**$ 6,600**	**$ 271,917**	**$ -**	**$ 328,436**	**$ 606,953**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Totem Lake Redevelopment Staffing	15GFB17

DEPARTMENT	DIVISION	FUND
Development Services		General Fund

COUNCIL GOALS

Economic Development

DESCRIPTION AND JUSTIFICATION

This service package adds resources for three departments to enable processessing of permits for the anticipated Totem Lake Mall redevelopment. For Planning and Community Development, temporary staffing needs begin in 2014 and already have been funded through 2015. Consequently, this service package request for PCD starts in 2016. Totem Lake Mall redevelopment will be staffed by a Senior Planner with experience with the project. Backfill for the Senior Planner will be a .5 FTE Associate Planner which is adequate to handle somewhat less complex projects.
For Fire and Building, temporary staffing would require additional services by a Permit Technician, Plans Examiner and Inspector (approx .5 FTE for each position). Alternatively, for plan review and inspection services could be provided by consultants. Although consultants could cost more than employees, they would eliminate the hiring and training process.
Public Works is requesting a .50 FTE temporary Development engineer and a .50 FTE temporary Public Works Construction Inspector to review and inspect new street and utility improvements.

Is this Service Package tied to a CIP Project? ☑ **No** ☐ **Yes** **CIP #** _____

NUMBER OF FTE's REQUESTED	2.00				
	2015		2016		
COST SUMMARY	Ongoing	One-Time	Ongoing	One-Time	Total
Personnel Services	$ -	$ 100,553	$ -	$ 217,694	$ 318,247
Supplies & Services	$ -	$ 140,000	$ -	$ 100,000	$ 240,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total Service Package Cost	**$ -**	**$ 240,553**	**$ -**	**$ 317,694**	**$ 558,247**
Expenditure Savings	$ -	$ -	$ -	$ -	$ -
Offsetting Revenue	$ -	$ 240,553	$ -	$ 317,694	$ 558,247
Net Service Package Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

2015-16 SERVICE PACKAGE REQUEST

TITLE	Totem Lake Redevelopment Staffing	15GFB17

			2015		2016		
Description	**Org Key**	**Object**	**Ongoing**	**One-Time**	**Ongoing**	**One-Time**	**Total**
PERSONNEL SERVICES							
Permit Tech (Bldg)	0109502420	5100100		$ 26,832		$ 27,609	$ 54,441
" "	0109502420	5200100		$ 15,904		$ 16,420	$ 32,324
Temp construction Inspector	0102334422	5100100				$ 33,486	$ 33,486
Construction inspector benefits	0102334422	5200100				$ 18,653	$ 18,653
Temp Development Eng	0102334422	5100100		$ 39,114		$ 40,764	$ 79,878
Development Eng Benefits	0102334422	5200100		$ 18,703		$ 20,024	$ 38,727
Associate Planner, area 2 salary	0105205860	5100100				$ 40,722	$ 40,722
Associate Planner, area 2 benefits	0105205860	5200100				$ 20,016	$ 20,016
		Total	**$ -**	**$ 100,553**	**$ -**	**$ 217,694**	**$ 318,247**
SUPPLIES & SERVICES							
Consultant - Plan Review (Bldg)	0109502420			$ 100,000		$ 30,000	$ 130,000
Consultant - Inspection (Bldg)	0109502420			$ 25,000		$ 70,000	$ 95,000
Workstations (3 - Bldg)	0109502420			$ 15,000			$ 15,000
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
		Total	**$ -**	**$ 140,000**	**$ -**	**$ 100,000**	**$ 240,000**
CAPITAL OUTLAY							
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
							$ -
							$ -
							$ -
		Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CORRESPONDING OFFSETTING REVENUE (if applicable)							
Buliding Permit Revenue	0100000000	3221001	$ -	$ 182,736	$ -	$ 144,029	$ 326,765
Plan Check Revenue	0100000000	3458301	$ -	$ -	$ -	$ 60,738	$ 60,738
Engineering Development Revenu	0100000000	3438801	$ -	$ 57,817	$ -	$ 112,927	$ 170,744
		Total	**$ -**	**$ 240,553**	**$ -**	**$ 317,694**	**$ 558,247**
		NET SERVICE PACKAGE REQUEST	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**