



CITY OF KIRKLAND
Department of Finance & Administration
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 www.kirklandwa.gov

MEMORANDUM

To: Kurt Triplett, City Manager

From: Michael Olson, Director of Finance and Administration
 Tom Mikesell, Financial Planning Manager
 Neil Kruse, Senior Financial Analyst

Date: November 24, 2015

Subject: **2015-2016 MID-BIENNIAL BUDGET ADJUSTMENT**

RECOMMENDATION:

Council approves the attached ordinance adjusting the budget for the 2015-2016 biennium.

BACKGROUND DISCUSSION:

At the November 4 Council Study Session, the City Council was presented with a financial update and a series of budget adjustments to the 2015-2016 Budget. In addition, a public hearing on the mid-biennium budget adjustments and a Study Session on the 2015-2020 Capital Improvements Program were held on November 17. The adjustments discussed, and feedback received, at those meetings are incorporated in the budget adjustments ordinance presented for adoption. The City's budget is adopted at the fund level which sets the total biennial expenditure authority for each fund. A list of the mid-biennial operating budget adjustments is included as Attachment A. It is organized by adjustment type within each fund and identifies the funding source for each item. A summary of the 2015-2016 budget by fund type is included in the table below.

Fund Type	Current 15-16 Budget	Appropriation Change	Revised 15-16 Budget
General Government:			
General Fund	200,601,537	1,388,526	201,990,063
Other Operating Funds	32,449,754	232,096	32,681,850
Internal Service Funds	79,892,730	937,180	80,829,910
Non-Operating Funds	119,887,466	35,044,328	154,931,794
Utilities:			
Water/Sewer	95,410,865	-	95,410,865
Surface Water	43,804,212	827,652	44,631,864
Solid Waste	34,292,594	-	34,292,594
Total Budget	606,339,158	38,429,782	644,768,940

Total adjustments result in a net budget increase of \$38,429,782. When reviewing the budget adjustments in Attachment A, it is important to note the distinction between a budget adjustment and an appropriation change. In simple terms, not all budget adjustments will require a change in the appropriation.

For example, a budget increase that is funded from an expenditure decrease somewhere else in the budget has the effect of changing the City's spending plan, but does not result in any net new resources needing appropriation. Similarly, an adjustment funded from existing reserves does not require an appropriation increase, since the City appropriates its reserves as part of the biennial budget. In contrast, an adjustment that is funded with new internal or external revenues requires an appropriation increase to accommodate the increase in total resources. The following table demonstrates the linkage between the total appropriation change and the total adjustment for the General Fund; the mechanics are similar for other adjustments in the table.

General Fund	
Total Adjustment	2,294,982
less Working Capital	(799,953)
less Expenditure offsets	(106,503)
Total Appropriation Change	1,388,526

Total budget adjustments as described in Attachment A result in a net budget increase of \$38,469,782, and reflect the following broad categories:

- *Council Directed/Other Requests and Previously Approved Adjustments* – This category includes any additional changes identified by Council and formalizing previously approved actions (fiscal notes, etc). Some of these requests have been approved by the Council since the budget was adopted, but the formal appropriation adjustment is occurring as part of the mid-biennial budget update. Major adjustments in this category include:
 - **New Liquor Tax Revenue/Public Safety Sinking Fund Offset** – Replaces \$241,000 of General Fund revenue deposited in the Public Safety Sinking Fund in 2016 with new Liquor Tax revenue expected to be received in 2015 and 2016 based on changes to the distribution amount made during the 2015 State legislative session. The displaced General Fund revenue reverts to working capital, where it is used to partially fund 2016 Service Packages and budget adjustments described in this memo;
 - **Firefighter Over hires** – Provides \$172,102 from General Fund working capital on a one-time basis to fund two temporary firefighter over hire positions in light of expected retirements in 2016;
 - **Temporary Affordable Care Act Support** - One-time use of \$163,753 from the Health Benefits Fund, and \$13,754 of expenditure offsets in the General Fund, for temporary staff to support Affordable Care Act Internal Revenue Service reporting requirements.
 - **Community Point of Distribution (CPOD) Funding** – Provides \$6,400 from General Fund working capital to establish and stock two CPODs in neighborhoods in 2016;

- **Corrections Reorganization** – Funds an enhancement to the supervisory capacity at the City Jail using a \$23,558 ongoing reduction to the jail contract budget line item;
- **Capital Projects Engineering Staff** – Adds \$507,209 in the General Fund to fund four positions in the Capital Projects Engineering division, funded with charges to capital project budgets;
- **McAuliffe Park/Teen Center Debt Defeasance** – Increases the appropriation in the Debt Service Fund by \$1,042,043 to pay off existing city debt using existing park impact fee balances. The total cost of the defeasance is \$1,251,543; the difference comes from existing appropriations for annual debt service;
- **City Hall Debt Service** – Increases the appropriation in the Debt Service Fund by \$421,214 to pay the 2016 debt service payment for the recently issued \$5.8 million Limited Tax General Obligation Debt to support the City Hall renovation project; and,
- **Emergency Generators** – A line item adjustment in the General Fund to transfer \$60,000 from working capital to the General Capital Improvements Fund to support the purchase and installation of an emergency generator in 2016.
- *Housekeeping Items* – Necessary adjustments to budget accounts, fund balances, etc. Major adjustment in this category include:
 - **Cost of Service Reconciliation** – An annual reconciliation of internal service charges paid by city operating funds that will increase internal charge revenue to the General Fund by \$62,734.
 - **Surface Water Billing Correction** – A reconciliation of Surface Water Utility charges paid by City funds based on an audit of the billing methodology, totaling \$124,059 in the General Fund and \$58,463 across all other City funds.
- *2016 Service Packages* – As discussed during the budget study session, the City Manager requested departments to restrict service packages for 2016 to items that are: 1) funded with new revenue or offsetting expenditure reductions; 2) directly related to the 2015-2016 City Work Plan. The service packages recommended by the City Manager are fully funded through expenditure offsets, available one-time cash or reserves, or external funding. A summary of the recommendations and funding sources and the service package requests are included as Attachment B.
- *2015-2020 CIP* - The proposed 2015-2020 Capital Improvements Program presented to the City Council at Study Sessions on July 21, August 3 and November 17, are formalized as part of this process through adoption of the changes impacting 2015-2016. The revised 2015-2020 CIP will require changes to capital projects fund appropriations as summarized by category below:

	Total Funded CIP for 2015-2016			
Category	Adopted CIP	Revised CIP	Difference	Appropriation Change
Transportation	17,801,200	39,924,800	22,123,600	21,338,300
Parks	4,097,000	7,230,015	3,133,015	2,437,171
Public Safety	567,400	3,129,300	2,561,900	155,800
General Government				
Technology	1,790,200	3,130,900	1,340,700	1,326,800
Facilities	8,504,300	14,004,600	5,500,300	5,500,300
Subtotal	32,760,100	67,419,615	34,659,515	30,758,371
Surface Water Management	3,226,000	4,891,900	1,665,900	574,900
Water/Sewer	6,573,000	10,156,000	3,583,000	-
Utilities Subtotal	9,799,000	15,047,900	5,248,900	574,900
Grand Total	42,559,100	82,467,515	39,908,415	31,333,271

Changes to the 2015-2016 Budget based on the 2015-2020 CIP process described above result in an increase in appropriation of \$31,333,271 in the current biennium and are included in the budget adjustment ordinance attached to this memorandum. The primary reasons for the increase to the 2015-2016 CIP are new projects added as a result of the Transportation Master Plan, Parks, Recreation, and Open Space Plan, and Surface Water Master Plan, increases to the Maintenance Center Expansion and City Hall Renovation projects, and the addition of the Fire Station 24 property acquisition.

City of Kirkland
 2015-2016 Budget
 Mid Biennial Budget Adjustment Summary

Dept.	Description	Appropriation Adjustment	Adjustment Type				Funding Source					Funding Source/Notes	
			Service Package	Council/Other	Housekeeping	Total Adjustment	Internal Transf./Chrg.	Working Capital/Reserves	Exp.Offsets/Prior Approvals	External Revenue	Total Funding		
General Fund													
CMO	Kalakala Donation	500		500		500					500	500	
HR	Temporary HR Analyst	136,480		136,480		136,480	136,480					136,480	Temporary Affordable Care Act Support
PK	On-Call Office Specialist	8,370		8,370		8,370					8,370	8,370	Community Development Block Grant Funding
PK	Miscellaneous Contingent Salary Sch	38,700		38,700		38,700					38,700	38,700	Recreation Revenues
PK	ARC Study and Outreach	48,979		48,979		48,979	48,979					48,979	CIP Revenue
PW	CIP Engineering Positions	507,209		507,209		507,209	507,209					507,209	CIP Engineering Charges to Projects
PW	Surface Water Internal Professional S	52,000			52,000	52,000	52,000					52,000	
PB	Temporary Electrical/Building Inspe	62,299		62,299		62,299					62,299	62,299	Building Permit Revenue
FD	Antique Pumper Restoration	30,000		30,000		30,000					30,000	30,000	Private Donation
PD	King County RSO Grant Revenue	10,983			10,983	10,983					10,983	10,983	Grant funded investigations overtime
PD	Target Zero Grant Overtime	15,153			15,153	15,153					15,153	15,153	Grant funded traffic overtime
PD	WATPA Grant	3,989			3,989	3,989					3,989	3,989	Grant funded patrol and traffic overtime
PD	Corrections Reorganization	-		23,558		23,558				23,558		23,558	Jail contract cost line item reduction
FA	Affordable Care Act Accounting Supp	27,273		41,027		41,027	27,273				13,754	41,027	Health Fund transfer
FD	Firefighter Overhire	172,102		172,102		172,102					172,102	172,102	New Liquor Tax Revenue/Public Safety S.F. Offset
FD	CPOD Supplies	6,400		6,400		6,400					6,400	6,400	New Liquor Tax Revenue/Public Safety S.F. Offset
PD	Lieutenant's Test	10,000		10,000		10,000					10,000	10,000	New Liquor Tax Revenue/Public Safety S.F. Offset
PD	Telestaff Shift Bidding Module	10,278		14,996		14,996					4,718	10,278	New Liquor Tax Revenue/Public Safety S.F. Offset
PW	Surface Water Area Billing Revision	62,734			124,059	124,059	62,734			34,134	27,191	124,059	C.O.S True Up / EPSCA Radio Reduction
FA	State Auditor Contract Increase	18,220		18,220		18,220						18,220	New Liquor Tax Revenue/Public Safety S.F. Offset
ND	Emergency Generators	-		60,000		60,000					60,000	60,000	Funding for PS0080 Emergency Generators
ND	City Hall Debt	-		421,214		421,214					421,214	421,214	City Hall Debt placeholder
Various	Service Packages	166,857	488,744			488,744				279,887	42,000	488,744	Building Reserves/ Exp. Savings/ Dev. Fees
General Fund Total		1,388,526	488,744	1,600,054	206,184	2,294,982	834,675	799,953	106,503	553,851	2,294,982		
Lodging Tax Fund													
CMO	Additional Professional Services	-		15,000		15,000					15,000	15,000	
CMO	Cost of Service Reconciliation				1,301	1,301						1,301	
Lodging Tax Fund Total		-	-	15,000	1,301	16,301	-	16,301	-	-	16,301		
Street Operating Fund													
FA	Receptionist/Admin Clerk Parking Pro	19,576		19,576		19,576					19,576	19,576	Parking Meter Revenue
PW	Business Analyst (MMS)	197,346		197,346		197,346	197,346					197,346	
PW	Cost of Service Reconciliation	-			33,642	33,642				33,642		33,642	
PW	Surface Water Area Billing Revision	-			40,851	40,851				40,851		40,851	
PW	Service Packages	5,324	97,871			97,871				4,047	88,500	5,324	97,871
Street Operating Fund Total		222,246	97,871	216,922	74,493	389,286	197,346	78,540	88,500	24,900	389,286		

Dept.	Description	Adjustment Type					Funding Source					Funding Source/Notes
		Appropriation Adjustment	Service Package	Council/Other	Housekeeping	Total Adjustment	Internal Transf./Chrg.	Working Capital/Reserves	Exp.Offsets/Prior Approvals	External Revenue	Total Funding	
Parks Maintenance Fund												
PK	Lakeview Elementary Field Turf	9,850		9,850		9,850				9,850	9,850	Field rental Revenue
PK	Cost of Service Reconciliation	-			3,038	3,038		3,038			3,038	
Parks Maintenance Fund Total		9,850	-	9,850	3,038	12,888	-	3,038	-	9,850	12,888	
Parks Levy Fund												
PK	Cost of Service Reconciliation	-			6,033	6,033		6,033			6,033	
Parks Levy Fund Total		-	-	-	6,033	6,033	-	6,033	-	-	6,033	
Impact Fees Fund												
ND	Recognize Additional Revenue - CIP	2,822,700		2,822,700		2,822,700				2,822,700	2,822,700	
Impact Fees Fund Total		2,822,700	-	2,822,700	-	2,822,700	-	-	-	2,822,700	2,822,700	
Excise Tax Capital Improvement Fund												
ND	Park Debt Defeasance	-			28,533	28,533		16,144	12,389		28,533	
Excise Tax Capital Improvement Fund Tot		-	-	-	28,533	28,533	-	16,144	12,389	-	28,533	
LTGO Debt Service Fund												
ND	McAuliffe Park MCA Debt GO Bond D	859,964		859,964		859,964	859,964				859,964	
ND	Teen Center AGGG TUB Debt Defeas	182,079		182,079		182,079	182,079				182,079	
ND	City Hall Debt Service	421,214		421,214		421,214	421,214				421,214	GF working capital placeholder
LTGO Debt Service Fund Total		1,463,257	-	1,463,257	-	1,463,257	1,463,257	-	-	-	1,463,257	
General Capital Projects Fund												
N/A	2015-2020 CIP Funding Adjustments	9,420,071		12,535,915		12,535,915	7,680,615	2,356,000	759,844	1,739,456	12,535,915	
General Capital Projects Fund Total		9,420,071	-	12,535,915	-	12,535,915	7,680,615	2,356,000	759,844	1,739,456	12,535,915	
Transportation Capital Projects Fund												
N/A	2015-2020 CIP Funding Adjustments	21,338,300		22,455,300		22,455,300	7,485,800		1,117,000	13,852,500	22,455,300	
Transportation Capital Projects Fund		21,338,300	-	22,455,300	-	22,455,300	7,485,800	-	1,117,000	13,852,500	22,455,300	
Water/Sewer Utility Operating Fund												
PW	Cost of Service Reconciliation	-			14,937	14,937		14,006	931		14,937	EPSCA Rate decrease: \$931
PW	Water Comp Plan Update Amendmer	-		12,200		12,200		12,200			12,200	
PW	Utility Manager Portion of Reorganiza	-		55,783		55,783		55,783			55,783	
PW	Surface Water Area Billing Revision	-			12,550	12,550		12,550			12,550	
PW	Service Packages	-	78,673			78,673		78,673			78,673	
Water/Sewer Utility Operating Fund Total		-	78,673	67,983	27,487	174,143	-	173,212	931	-	174,143	
Water/Sewer Capital Fund												
N/A	2015-2020 CIP Funding Adjustments	-		3,583,000		3,583,000		3,583,000			3,583,000	
Water/Sewer Capital Fund Total		-	-	3,583,000	-	3,583,000	-	3,583,000	-	-	3,583,000	
Surface Water Operating Fund												
PW	Surface Water Area Billing Revision	182,252			182,252	182,252	182,252				182,252	Internal Charges from Other Funds
PW	DOE OSD contract amendment	20,500			20,500	20,500				20,500	20,500	
PW	Cost of Service Reconciliation	-			12,994	12,994		12,994			12,994	
PW	Ditch Maintenance Adjustments	-			9,516	9,516		9,516			9,516	
PW	Utility Manager Portion of Reorganiza	-		9,168		9,168		9,168			9,168	
PW	NPDES Municipal Stormwater Capacit	50,000			50,000	50,000				50,000	50,000	
PW	Service Packages	-	78,545		50,000	128,545		78,545		50,000	128,545	
Surface Water Operating Fund Total		252,752	78,545	9,168	325,262	412,975	182,252	110,223	-	120,500	412,975	

Dept.	Description	Adjustment Type					Funding Source					Funding Source/Notes
		Appropriation Adjustment	Service Package	Council/Other	Housekeeping	Total Adjustment	Internal Transf./Chrg.	Working Capital/Reserves	Exp.Offsets/Prior Approvals	External Revenue	Total Funding	
Surface Water Capital Fund												
N/A	2015-2020 CIP Funding Adjustments	574,900		1,334,200		1,334,200		759,300		574,900	1,334,200	
Surface Water Capital Fund Total		574,900	-	1,334,200	-	1,334,200	-	759,300	-	574,900	1,334,200	
Equipment Rental Fund												
PW	CIP Engineering Vehicle	24,900			24,900	24,900	24,900				24,900	
Various	EPSCA Radio Rate Reduction	(28,122)			(28,122)	(28,122)	(28,122)				(28,122)	Reduction in 2016 EPSCA rates from PD, Fire and PW
PB 1	Electrical/Building Inspector and Plar	39,020		39,020		39,020	39,020				39,020	
Various	Fleet Purchases	221,929		221,929			221,929					
Various	Service Packages	-	4,902			4,902		4,902			4,902	
Equipment Rental Fund Total		257,727	4,902	260,949	(3,222)	40,700	257,727	4,902	-	-	40,700	
Information Technology Fund												
PD	Telestaff Shift Bidding Module	14,996		14,996		14,996	14,996				14,996	Transfer from General Fund
Information Technology Fund Total		14,996	-	14,996	-	14,996	14,996	-	-	-	14,996	
Facilities Maintenance Fund												
FC	Houghton Court Rental Property Adj	310,728		310,728		310,728				310,728	310,728	
FC	Maintenance Center Security Camera	32,300		32,300		32,300				32,300	32,300	
FC	Closed CIP Project Funding Returned	321,429			321,429	321,429	321,429				321,429	
PW	CIP Engineering Furniture	-			35,000	35,000		35,000			35,000	
Facilities Maintenance Fund Total		664,457	-	343,028	356,429	699,457	321,429	35,000	-	343,028	699,457	
TOTAL OTHER FUNDS		37,041,256	259,991	45,132,268	819,354	45,989,684	17,603,422	7,141,693	1,978,664	19,487,834	45,989,684	
TOTAL ALL FUNDS		38,429,782	748,735	46,732,322	1,025,538	48,284,666	18,438,097	7,941,646	2,085,167	20,041,685	48,284,666	

**City of Kirkland
2015 Mid-Bi Budget Review
2016 Service Package Requests**

Pkg. #		2016 Department Request				2016 City Manager Recommended				Funding Source						Total Funding Sources	
		FTE	Ongoing	One-time	Total	FTE	Ongoing	One-time	Total	Available Fund Balance	External Source	Expenditure Offsets	Fees/Charges		New Revenue		Reserves
GENERAL FUND																	
City Manager's Office																	
16GCM01	State Legislative Advocate	-	15,000	-	15,000	-	15,000	-	15,000	-	-	-	-	-	15,000	-	15,000
Subtotal City Manager's Office		-	15,000	-	15,000	-	15,000	-	15,000	-	-	-	-	-	15,000	-	15,000
Public Works																	
16GPW01	PW Operations/Maintenance Center Reorganization	-	9,000	-	9,000	-	9,000	-	9,000	-	-	-	-	-	9,000	-	9,000
Subtotal Public Works		-	9,000	-	9,000	-	9,000	-	9,000	-	-	-	-	-	9,000	-	9,000
Planning & Building																	
16GPB01	Expired Permit Inspections	-	-	45,000	45,000	-	-	45,000	45,000	-	-	-	-	-	-	45,000	45,000
16GPB02	Building Digitization project	-	-	434,887	434,887	-	-	234,887	234,887	-	-	-	-	-	-	234,887	234,887
16GPB03	Convert temp Plans Examiner II to Ongoing	1.00	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	-
16GPB04	Houghton/Everest Neighborhood Center Plan	-	-	30,000	30,000	-	-	30,000	30,000	-	-	30,000	-	-	-	-	30,000
16GPB05	Temporary Electrical/Building Inspector	1.00	-	142,857	142,857	1.00	109,957	32,900	142,857	-	-	-	142,857	-	-	-	142,857
16GPB06	Zoning Charts to tables	-	-	12,000	12,000	-	-	12,000	12,000	-	-	12,000	-	-	-	-	12,000
Subtotal Planning & Building		2.00	-	664,744	664,744	2.00	109,957	354,787	464,744	-	-	42,000	142,857	-	-	279,887	464,744
GENERAL FUND TOTAL		2.00	24,000	664,744	688,744	2.00	133,957	354,787	488,744	-	-	42,000	142,857	-	24,000	279,887	488,744
OTHER FUNDS																	
Street Operating Fund																	
16SPW01	Small Sweeper for Parking Garage/Park Lane	-	9,874	71,500	81,374	-	9,874	71,500	81,374	-	-	71,500	9,874	-	-	-	81,374
16SPW02	CKC Maintenance Vehicle/Equipment Trailer	-	3,635	45,000	48,635	-	3,635	45,000	48,635	3,635	-	45,000	-	-	-	-	48,635
16GPW01	PW Operations/Maintenance Center Reorganization	-	4,048	-	4,048	-	4,048	-	4,048	4,048	-	-	-	-	-	-	4,048
Subtotal Street Operating Fund		-	17,557	116,500	134,057	-	17,557	116,500	134,057	7,683	-	116,500	9,874	-	-	-	134,057
Equipment Rental Fund																	
16GPW01	PW Operations/Maintenance Center Reorganization	-	4,902	-	4,902	-	4,902	-	4,902	4,902	-	-	-	-	-	-	4,902
Subtotal Equipment Rental Fund		-	4,902	-	4,902	-	4,902	-	4,902	4,902	-	-	-	-	-	-	4,902
Surface Water Management Fund																	
16DPW01	Storm Water Pond Safety Improvements	-	-	30,000	30,000	-	-	30,000	30,000	30,000	-	-	-	-	-	-	30,000
16GPW01	PW Operations/Maintenance Center Reorganization	-	15,995	-	15,995	-	15,995	-	15,995	15,995	-	-	-	-	-	-	15,995
Subtotal Surface Water Management Fund		-	15,995	30,000	45,995	-	15,995	30,000	45,995	45,995	-	-	-	-	-	-	45,995
Water/Sewer Operating Fund																	
16UPW01	Addition to Sewer Master Plan Scope: Inflow and Infiltration Study	-	-	41,000	41,000	-	-	41,000	41,000	41,000	-	-	-	-	-	-	41,000
16GPW01	PW Operations/Maintenance Center Reorganization	-	37,673	-	37,673	-	-	37,673	37,673	37,673	-	-	-	-	-	-	37,673
Subtotal Water/Sewer Operating Fund		-	37,673	41,000	78,673	-	-	78,673	78,673	78,673	-	-	-	-	-	-	78,673
TOTAL OTHER FUNDS		-	76,127	187,500	263,627	-	38,454	225,173	263,627	137,253	-	116,500	9,874	-	-	-	263,627
TOTAL ALL FUNDS		2.00	100,127	852,244	952,371	2.00	172,411	579,960	752,371	137,253	-	158,500	152,731	-	24,000	279,887	752,371

CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	State Legislative Advocacy Services			16GCM01	
DEPARTMENT	DIVISION		FUND		
City Managers Office	Executive		General Fund		
COUNCIL GOALS					
Financial Stability, Dependable Infrastructure, Balanced Transportation, Economic Development, Human Services, Public Safety, Parks, Open Spaces and Recreation, and Environment.					
DESCRIPTION AND JUSTIFICATION					
<p>This service package request would address a fee increase for legislative advocacy services, thereby maintaining continuity of service through the remainder of 2015, for the 2016 legislative session and the 2016 interim. The approved 2015-16 biennial budget included one-time funding in 2015 of \$48,000 for legislative advocacy, as well as one-time funding in 2016 of \$48,000. This service package request would add one-time funding of \$3,000 in 2015 for state legislative advocacy work in the interim and one-time funding of \$12,000 for state legislative advocacy in 2016.</p> <p>The City's current State Legislative Advocacy Services contract terminated September 30, 2015. Staff initiated a Request For Proposal (RFP) process in August which concludes September 22. The term of the contract contemplated in the RFP is for a period of three (3) years, beginning October 1, 2015.</p> <p>Waypoint Consulting, LLP, has responded to the City's RFP and has proposed an increase in their monthly fee to \$5,000. The City Manager recommends that the City accept Waypoint's proposal and enter into a new three year contract with the firm. Waypoint has been informed that funding above the current monthly retainer fee is contingent upon approval by the City Council of this service package request, as well as approval by the City Council of the 2017-2018 biennial budget.</p> <p>For purposes of planning, this service package request anticipates the City awarding the State Legislative Advocacy Services contract to Waypoint Consulting at \$5,000 per month, beginning October 1, 2015.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE State Legislative Advocacy Services	16GCM01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Professional Services	0100201310	5410100		\$ 3,000		\$ 12,000	\$ 15,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Liquor Excise Tax Revenue	010000000	3360694		\$ 3,000		\$ 12,000	\$ 15,000
							\$ -
Total			\$ -	\$ 3,000	\$ -	\$ 12,000	\$ 15,000

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Public Works Operations and Maintenance Center Reorganization	16GPW01			
DEPARTMENT	DIVISION	FUND			
Public Works	Various	Various			
COUNCIL GOALS					
Dependable Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>The service needs of City of Kirkland's Public Works Department work have evolved over the last several years. This proposed reorganization of the Department is to keep pace with those changes, and to better align service delivery with long-range plans and policy direction. Additionally, the proposed organizational changes address the Department's internal business needs through performance management, standardized systems and practices, improved communication, succession planning, and organizational development. Specifically, changes are proposed to the organizational structure in Maintenance and Operations. These changes include the reclassification of the Superintendent to Deputy Director, an Operations Manager, Utility Manager, and Utilities Supervisor, and the reallocation of the current Management Analyst position. These are all explained in further detail in the Issue Paper. Please note the number of positions in operations and maintenance will not change; however, how positions are allocated to the various funds will change to align with the structure proposed. The financial impact of these changes varies by fund.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 71,617	\$ -	\$ 71,617
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 71,617	\$ -	\$ 71,617
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ 71,617	\$ 71,617
Net Service Package Cost	\$ -	\$ -	\$ 71,617	\$ (71,617)	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Public Works Operations and Maintenance Center Reorganization	16GPW01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
General Fund - See MSP	0102313810	5100100/5200100			\$ 9,000		\$ 9,000
Street Operating - See MSP	1172714290	5100100/5200100			\$ 4,047		\$ 4,047
Equipment Rental - See MSP	5212414860	5100100/5200100			\$ 4,902		\$ 4,902
Surface Water Utility - See MSP	4212633831	5100100/5200100			\$ 15,995		\$ 15,995
Water/Sewer Utility - See MSP	4112513457	5100100/5200100			\$ 37,673		\$ 37,673
							\$ -
Total			\$ -	\$ -	\$ 71,617	\$ -	\$ 71,617

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

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Working Capital	Multiple	5990400				\$ 71,617	\$ 71,617
							\$ -
Total			\$ -	\$ -	\$ -	\$ 71,617	\$ 71,617

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 71,617	\$ (71,617)	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Expired Permit Inspections			16GPB01	
DEPARTMENT	DIVISION		FUND		
Planning & Building	Building		Building reserves		
COUNCIL GOALS					
Public Safety - Provide public safety through a community-based approach that focuses on prevention of problems and a timely response.					
DESCRIPTION AND JUSTIFICATION					
<p>This service package requests additional funds to allow staff to provide better customer service for the residents of the City of Kirkland, by offering Saturday inspections for their expired permits. Most expired permits are small residential projects like water heater and furnace replacements, air conditioners and similar types of installations that required permits, but inspections weren't scheduled. Providing Saturday inspections allows more flexibility for homeowners to schedule inspections without having to take time off of work.</p> <p>This service package would be funded from the Building Reserve since this is money that was collected in past years to cover these inspections, however, the inspections did not occur at that time. This service needs to be performed on overtime since we currently have no spare capacity during regular work hours due to the increasing upturn in construction activity.</p> <p>We will evaluate this pilot program at the end of 2016 to determine whether this should be continued or possibly expanded.</p> <p>The use of temporary employees, on-call employees and overtime are part of Building Services strategy for working through peak workload periods while minimizing the risk of layoffs during off-peak periods.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue (Use of Reserves)	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Expired Permit Inspections	16GPB01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Overtime	0105402420	5100300				\$ 45,000	\$ 45,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000

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

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building Reserve (RGG0011BLD)						\$ 45,000	\$ 45,000
							\$ -
Total			\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Building Digitization Project			16GPB02	
DEPARTMENT	DIVISION		FUND		
Planning & Building	Building Services		General Fund		
COUNCIL GOALS					
Council value (Efficiency) - Kirkland is committed to providing public services in the most efficient manner possible and maximizing the public's return on their investment. We believe that a culture of continuous improvement is fundamental to our responsibility as good stewards of public funds.					
DESCRIPTION AND JUSTIFICATION					
<p>In January 2015, the Building Division received funding to conduct a 12-month pilot digitization program to evaluate, catalog, and scan our building permit records. A Records Management Specialist was hired to organize the program, finalize a Kirkland retention schedule, and assess the scope of the project. Based on the scale and magnitude of the records which have accumulated over the past 70+ years and to bring us into compliance with our adopted retention schedule, we estimate it will take approximately 10 years for one full-time employee to complete this task.</p> <p>In an effort to expedite this process, we are recommending a blended approach. Hire an outside vendor to do the bulk of the scanning, while maintaining a full-time temporary records specialist to act as staff liaison and coordinator, and to pre-sort and prep documents for scanning. This option would take approximately 24-36 months and would allow us an efficient method to address questions and issues as they arise. Also, once the files are scanned, someone will still need to upload the files appropriately into EnerGov and work with development services staff to troubleshoot and identify new record types as they are discovered.</p> <p>The Building division has the greatest amount of paper records stored off-site, and the highest demand for retrieval of records. This is very costly and not very customer-service friendly. In this age of technology, it is expected that records are easily accessible and digitizing our older paper records makes it easier and more efficient for staff and customers to access. Digitizing our paper records will get all of our records in the same, searchable format. Although this will require resources, it will ultimately greatly reduce the staff time necessary to research and complete public records requests, as well as eliminate the need for off-site storage. It is anticipated it will take approximately 2 -3 years to complete.</p> <p>* Note: This service package provides for a temporary Records Specialist & consultant fees through December 2016. We'll assess the success & speed of the project mid-2016 to determine if additional funds are needed in 2017/18 to continue the Records Specialist and vendor, if we determine the project can be completed by 2017/18.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ 34,887	\$ 34,887
Supplies & Services	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 234,887	\$ 234,887
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ 234,887	\$ 234,887
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Building Digitization Project	16GPB02
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Temporary Records Specialist Sala	0109502420	5100100				\$ 28,574	\$ 28,574
Temporary Records Specialist Ben	0109502420	5200100				\$ 6,313	\$ 6,313
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 34,887	\$ 34,887

SUPPLIES & SERVICES							
Outside vendor to scan	0105405855	5410100		\$ -		\$ 200,000	\$ 200,000
						\$ -	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building Reserves RGG 0011 BLD	0100012420	5990501				\$ 117,444	\$ 117,444
Technology Reserves						\$ 117,444	\$ 117,444
Total			\$ -	\$ -	\$ -	\$ 234,887	\$ 234,887

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Conversion of Temporary Plans Examiner to Regular (Ongoing)			16GPB03	
DEPARTMENT	DIVISION		FUND		
Planning & Building	Building		General		
COUNCIL GOALS					
Public Safety - Provide public safety through a community-based approach that focuses on prevention of problems and a timely response.					
DESCRIPTION AND JUSTIFICATION					
<p>The Building division is requesting converting a vacant temporary Plans Examiner II, to an ongoing position due to the current economic climate. The temporary position is fully funded so no new revenue is necessary. As part of the 2014/2015 budget development, the Building Division submitted a service package for a temporary Plans Examiner II if the Park Place and Totem Lake redevelopment projects were to move forward. Although the Park Place and Totem Lake Mall projects are one time projects, they are both expected to span multiple years.</p> <p>When we initially advertised the temporary Plans Examiner II position, we receive a very limited response due to the highly competitive job market. We reposted this position pending approval to convert it from temporary to on-going which resulted in receiving four strong candidates. The hiring process is currently stalled pending resolution of this conversion.</p> <p>The Building Division has five regular examiners and one temporary examiner. The Division does not plan to convert the remaining temporary position to regular. All of the Building staff understand that the construction industry is volatile and all positions are subject to lay off if warranted by a decrease in construction activity.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ 110,713	\$ (110,713)	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 110,713	\$ (110,713)	\$ -
Expenditure Savings	\$ -	\$ -	\$ -	\$ 110,713	\$ 110,713
Offsetting Revenue	\$ -	\$ -	\$ 110,713	\$ -	\$ 110,713
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Conversion of Temporary Plans Examiner to Regular (Ongoing)	16GPB03
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Plans Examiner II (salary)	0105405855	5100100			\$ 74,164	\$ (74,164)	\$ -
Plans Examiner II (benefits)	0105405855	5200100			\$ 36,549	\$ (36,549)	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 110,713	\$ (110,713)	\$ -

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

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

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Approved SP (salary)	0105405855	5100100				\$ 74,164	\$ 74,164
Approved SP (benefits)	0105405855	5200100				\$ 36,549	\$ 36,549
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 110,713	\$ 110,713

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Development Revenue	0100000000	3458301			\$ 110,713		\$ 110,713
							\$ -
Total			\$ -	\$ -	\$ 110,713	\$ -	\$ 110,713

NET SERVICE PACKAGE REQUEST	\$ -				
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Houghton/Everest Neighborhood Center Plan			16GPB04	
DEPARTMENT	DIVISION		FUND		
Planning & Building	Policy and Planning		General		
COUNCIL GOALS					
Neighborhoods, Diverse Housing, Environment, Economic Development, Balanced Transportation					
DESCRIPTION AND JUSTIFICATION					
<p>On September 16, 2014, the City Council adopted Resolution R-5067 regarding the review and update process for the Houghton/Everest Neighborhood Center. The resolution states that the City will initiate a formal public review and update process no later than January 15, 2016 with recommendations by the Planning Commission to be completed by October 31, 2016.</p> <p>This service package is a request for consulting services to assist the City with that update within the time frame noted in the resolution. Such professional services could include public engagement events (e.g. professionally facilitated interactive workshops, charrettes, focus groups, etc.); urban and architectural design studies; and development feasibility analysis.</p> <p>The study and plan update would be coordinated with the 6th Street South/Houghton Business District Corridor Study Capital Improvement Program Project (ST 0087 000).</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					
COST SUMMARY	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Supplies & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ (30,000)	\$ (30,000)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Houghton/Everest Neighborhood Center Plan	16GPB04
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Professional Services	0105305851	5410100				\$ 30,000	\$ 30,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000

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

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

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Professional services savings	0105305851	5410100				\$ (30,000)	\$ (30,000)
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ (30,000)	\$ (30,000)

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

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Electrical/Building Inspector				
DEPARTMENT	DIVISION		FUND		
Planning & Building	Building		General		
COUNCIL GOALS					
Public Safety - Provide public safety through a community-based approach that focuses on prevention of problems and a timely response.					
DESCRIPTION AND JUSTIFICATION					
<p>This service package requests an additional inspector to help cover current workload. This specifically addresses current projects under construction (not Park Place and Totem Lake Mall, covered separately) and gets us a more manageable, normal daily inspection/inspector ratio.</p> <p>2015 permit activity has exceeded 2014 activity by 8.8%, and the daily average inspections per inspector, has also increased by 9.3% causing our inspectors to average 17 inspections per day, per inspector. The 2013 Zucker Report recommends that "the average number of inspections per day per inspector fall within a range of between 10 and 15 per day." The trend is expected to continue. This service package provides resources to help maintain our current activity and allows us to continue to meet our customer service goals and inspection obligations. Also we have received a verbal notification that one of our inspectors has purchased a retirement home in Arizona and will be retiring in June of 2016. The recruitment and hiring process for an inspector could take between three to six months in this highly competitive construction industry.</p> <p>The use of temporary employees, on-call employees and overtime are part of Building Services strategy for working through peak workload periods while minimizing the risk of layoffs during off-peak periods.</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					
	2015		2016		
	Ongoing	One-Time	Ongoing	One-Time	Total
Personnel Services	\$ -	\$ -	\$ 108,357	\$ -	\$ 108,357
Supplies & Services	\$ -	\$ -	\$ 1,600	\$ 32,900	\$ 34,500
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ 109,957	\$ 32,900	\$ 142,857
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ 109,957	\$ 32,900	\$ 142,857
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Electrical/Building Inspector	0
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
Elec/Bldg Inspector (salary)	0105402420	5100100			\$ 70,236	\$ -	\$ 70,236
Elec/Bldg Inspector (benefits)	0105402420	5200100			\$ 38,121	\$ -	\$ 38,121
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 108,357	\$ -	\$ 108,357

SUPPLIES & SERVICES							
Computer, phone	0105402420	5350300				\$ 4,000	\$ 4,000
Vehicle	0105402420	5459202				\$ 28,000	\$ 28,000
Travel	0105402420	5430100			\$ 400	\$ -	\$ 400
Training	0105402420	5490200			\$ 400	\$ -	\$ 400
Code Books	0105402420	5310100				\$ 500	\$ 500
Communication	0105402420	5420100			\$ 800	\$ -	\$ 800
Office furniture (chair)	0105402420	5350200				\$ 400	\$ 400
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 1,600	\$ 32,900	\$ 34,500

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Building permit fees		3221001			\$ 109,957	\$ 32,900	\$ 142,857
							\$ -
Total			\$ -	\$ -	\$ 109,957	\$ 32,900	\$ 142,857

NET SERVICE PACKAGE REQUEST	\$ -				
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Zoning Code "Charts to Tables" Streamlining Project - Phase 2	16GPB06			
DEPARTMENT	DIVISION	FUND			
Planning & Building	Policy and Planning	General Fund			
COUNCIL GOALS					
Implement the Development Services Organization Review recommendations - simplify the Zoning Code to further the goals of Economic Development and Neighborhoods.					
DESCRIPTION AND JUSTIFICATION					
<p>This service package will allow completion of the Zoning Code reformatting project that was begun in 2014 as a result of the Zucker report and was identified on the 2013 - 2014 City Work Program. Staff and Code Publishing completed Phase 1 in February 2015. That phase included reformatting of approximately 2/3 of the previous Use Zone Charts into a table format. Phase 2 will include the same type of work for the remaining 1/3 of the charts and includes all of the named business districts. Phase 1 cost approximately \$24,000 and Phase 2 will cost an additional \$12,000. Phase 2 will begin in early 2016 and should take approximately six months to complete. Phase 2 of this project is included on the adopted 2015 - 2017 Planning Work Program. It was originally scheduled for the second half of 2015 but was delayed until the completion of Zoning Code amendments associated with the Totem Lake Business District.</p> <p>The advantages of the reformatted code are:</p> <ol style="list-style-type: none"> 1) Reduces volume of code by approximately 350 pages 2) Makes code more user friendly 3) Saves money on printing future supplements 4) Makes code easier to amend 5) Improves code searching capability – current PDF charts cannot be searched 6) Enables eNotes and Pop-up zoning definitions – cannot use these features with PDF charts. 					
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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ (12,000)	\$ (12,000)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Zoning Code "Charts to Tables" Streamlining Project - Phase 2	16GPB06
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Professional Services	0105305851	5410100		\$ -		\$ 12,000	\$ 12,000
						\$ -	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000

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

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Professional Services	0105305851	5410100				\$ (12,000)	\$ (12,000)
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ (12,000)	\$ (12,000)

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

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Small Sweeper	16SPW01			
DEPARTMENT	DIVISION	FUND			
Public Works	Parking Facilities	Street Operating			
COUNCIL GOALS					
Dependable Infrastructure, Environment					
DESCRIPTION AND JUSTIFICATION					
<p>Efforts are underway to improve parking in the downtown central business area. Currently, sweeping of the downtown parking garage is contracted out and done on a quarterly basis. There are several benefits to sweeping the garage more often, including the perceived appearance cleanliness brings and the environmental benefits. Power sweeping is the most cost effective method for removing paper, leaves, trash and other visible debris as well as unseen particles and hazardous waste products left by vehicles. This can also be used for sweeping along Park Lane and other confined or narrow spaces that are inaccessible for a regular sized sweeper. The festival configuration of Park Lane and the location within the downtown core business area draws a significant amount of pedestrian traffic; therefore, in order to maintain the aesthetic value, the roadway could be cleaned more often. The alternative is to continue with quarterly sweeping of the parking garage, and hand washing Park Lane. Street operating has under expenditures in their current budget that would accommodate this purchase. In addition, ongoing costs will be covered by additional parking revenue projected from the recent changes to paid parking.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ 11,374	\$ -	\$ 11,374
Capital Outlay	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Total Service Package Cost	\$ -	\$ -	\$ 11,374	\$ 70,000	\$ 81,374
Expenditure Savings	\$ -	\$ -	\$ (1,500)	\$ (70,000)	\$ (71,500)
Offsetting Revenue	\$ -	\$ -	\$ 9,874	\$ -	\$ 9,874
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE	Small Sweeper	16SPW01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Fleet O&M	1172714265	5459201			\$ 2,000		\$ 2,000
Fleet RR	1172714265	5459202			\$ 9,374		\$ 9,374
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 11,374	\$ -	\$ 11,374

CAPITAL OUTLAY							
Small Sweeper	1172714265	5550100				\$ 70,000	\$ 70,000
							\$ -
Total			\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Contracted sweeping	1172714265	5450100			\$ (1,500)		\$ (1,500)
Parking Study (OST0014000)	1172344450	5410100				\$ (20,000)	\$ (20,000)
Prkg Imprvmnts(OPW1503 000)	1172344450	5410100				\$ (50,000)	\$ (50,000)
							\$ -
Total			\$ -	\$ -	\$ (1,500)	\$ (70,000)	\$ (71,500)

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Parking Revenue	1170000000	3623001			\$ 9,874		\$ 9,874
							\$ -
Total			\$ -	\$ -	\$ 9,874	\$ -	\$ 9,874

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	CKC Maintenance Vehicle & Equipment Trailer	16SPW02			
DEPARTMENT	DIVISION	FUND			
Public Works	Public Grounds	Street Operating			
COUNCIL GOALS					
Dependable Infrastructure					
DESCRIPTION AND JUSTIFICATION					
<p>In 2006, Public Works purchased an electric vehicle to supplement the needs of the Department. The vehicle was initially used to transport staff that performed water meter reading, however, as the vehicle aged, performance on hills and battery limitations of the vehicle led to the purchase of a standard gas powered vehicle for the water meter reader duties. The electric vehicle was surplus to the Public Grounds division and used primarily to service the downtown parking garage.</p> <p>When the City purchased the Cross Kirkland Corridor (CKC), the electric vehicle was shifted to duties of CKC daily inspection. The vehicle has now reached the end of its service life and needs to be replaced. The purchase of a new generation electric vehicle, in this case a four wheel utility vehicle, would allow staff to carry tools and necessary supplies for stocking dog waste stations and making routine repairs and general maintenance needed along the CKC. The purchase of a new vehicle was included in the CKC maintenance plan, but not for three more years. This service package is necessary due to the failure of the existing vehicle.</p> <p>A second component of this service package request is an equipment trailer. The Public Grounds crew currently utilizes a small service trailer for hauling tools and equipment used to maintain City facilities (City Hall, KJC, Fire Stations). The existing (dedicated) trailer was not sized to handle the larger rider mowers that are now employed by Public Grounds; this requires daily shifting of equipment from other trailers in order to transport the rider mowers. A dedicated larger capacity equipment trailer will allow the Public Grounds crew to perform their work more efficiently while also providing additional, secured storage for tools and equipment.</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	2015		2016		Total
	Ongoing	One-Time	Ongoing	One-Time	
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ 3,635	\$ -	\$ 3,635
Capital Outlay	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Total Service Package Cost	\$ -	\$ -	\$ 3,635	\$ 45,000	\$ 48,635
Expenditure Savings	\$ -	\$ -	\$ -	\$ (45,000)	\$ (45,000)
Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Net Service Package Cost	\$ -	\$ -	\$ 3,635	\$ -	\$ 3,635

2015-16 SERVICE PACKAGE REQUEST

TITLE CKC Maintenance Vehicle & Equipment Trailer	16SPW02
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Fleet O&M - Trailer	5272711838	5459201			\$ 1,200		\$ 1,200
Fleet RR - Trailer	5272711838	5459202			\$ 2,435		\$ 2,435
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ 3,635	\$ -	\$ 3,635

CAPITAL OUTLAY							
Gator for CKC Maint	1172714269	5550100				\$ 25,000	\$ 25,000
Trailer For Grounds Maint	1172734310	5550100				\$ 20,000	\$ 20,000
Total			\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000

CORRESPONDING EXPENDITURE SAVINGS (if applicable)							
Roadway Maint	1172714230	5340600				\$ (45,000)	\$ (45,000)
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ (45,000)	\$ (45,000)

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

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ 3,635	\$ -	\$ 3,635
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CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Storm Water Pond Safety Improvements			16DPW01	
DEPARTMENT	DIVISION		FUND		
Public Works	Surface Water		Surface Water Utility		
COUNCIL GOALS					
Dependable Infrastructure, Environment					
DESCRIPTION AND JUSTIFICATION					
<p>This request is to establish a source of funding to draw on when new fencing, lighting, locks, or signage is needed to secure storm water ponds for safety reasons. The fencing requirements for wet ponds are defined by the degree of slope along the edge of the pond. Sediment and pollutants accumulate in the pond and must be removed periodically. At times, removal of the sediment increases the slope along the edge of the pond to the extent that fencing may be needed to discourage people and pets from entering the storm pond. Funding will help the field staff respond to safety and security needs as they arise.</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	2015		2016		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	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Storm Water Pond Safety Improvements	16DPW01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
Securing Ponds - Fencing	4212663835	5410100					\$ 30,000
							\$ 30,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Working Capital	4212633832	5990400					\$ 30,000
							\$ 30,000
							\$ -
Total			\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000

NET SERVICE PACKAGE REQUEST							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

CITY OF KIRKLAND
2015-16 SERVICE PACKAGE REQUEST

TITLE	Addition to Sewer Master Plan Scope - Inflow and Infiltration Study				16UPW01
DEPARTMENT	DIVISION		FUND		
Public Works	Sewer		Sewer Utility		
COUNCIL GOALS					
Dependable Infrastructure, Environment					
DESCRIPTION AND JUSTIFICATION					
<p>Inflow and Infiltration (I&I) is groundwater that enters the sewer system through cracked pipes, leaky manholes, or other failed infrastructure. I&I can cause sanitary sewer overflows and backups that release raw sewage into the environment. In addition, excess storm and ground water entering the sanitary sewer system through I&I results in increased wastewater treatment costs. King County plans to charge cities for I&I entering their system. This study would determine where in the City I&I is a problem and how to address it. In particular, a \$21.6 M project for sewermain replacement west of Market Street is included in the unfunded portion of the 2015-2020 CIP. This study would help determine how to phase the project and possibly combine various methods of treatment (chemical grout, full pipe replacement, pipe bursting/replacement). This would be done as a supplement to the Sewer System Plan update currently underway. This is a one-time expense to be funded from utility fund balance.</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					
	2015		2016		
	Ongoing	One-Time	Ongoing	One-Time	Total
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services	\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Total Service Package Cost	\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000
Expenditure Savings	\$ -	\$ -	\$ -	\$ -	\$ -
Offsetting Revenue	\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000
Net Service Package Cost	\$ -	\$ -	\$ -	\$ -	\$ -

2015-16 SERVICE PACKAGE REQUEST

TITLE Addition to Sewer Master Plan Scope - Inflow and Infiltration Study	16UPW01
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Description	Org Key	Object	2015		2016		Total
			Ongoing	One-Time	Ongoing	One-Time	
PERSONNEL SERVICES							
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -

SUPPLIES & SERVICES							
I&I Study	4112513457	5410100				\$ 25,000	\$ 25,000
Flow monitors	4112513551	5340600				\$ 16,000	\$ 16,000
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total			\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000

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

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

CORRESPONDING OFFSETTING REVENUE (if applicable)							
Working Capital	4112533811	5990400				\$ 41,000	\$ 41,000
							\$ -
Total			\$ -	\$ -	\$ -	\$ 41,000	\$ 41,000

NET SERVICE PACKAGE REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -
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ORDINANCE O-4508

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING THE BIENNIAL BUDGET FOR 2015-2016.

1 WHEREAS, the City Council finds that the proposed adjustments
 2 to the Biennial Budget for 2015-2016 reflect revenues and expenditures
 3 that are intended to ensure the provision of vital municipal services at
 4 acceptable levels.

5
 6 NOW, THEREFORE, the City Council of the City of Kirkland do
 7 ordain as follows:

8
 9 Section 1. The Mid-Biennial 2015 adjustments to the Biennial
 10 Budget of the City of Kirkland for 2015-2016 are adopted.

11
 12 Section 2. In summary form, modifications to the totals of
 13 estimated revenues and appropriations for each separate fund and the
 14 aggregate totals for all such funds combined are as follows:

Funds	Current Budget	Adjustments	Revised Budget
General	200,601,537	1,388,526	201,990,063
Lodging Tax	874,532	-	874,532
Street Operating	21,786,049	222,246	22,008,295
Cemetery Operating	888,646	-	888,646
Parks Maintenance	3,210,606	9,850	3,220,456
Parks Levy	5,689,921	-	5,689,921
Contingency	4,036,425	-	4,036,425
Impact Fees	7,398,384	2,822,700	10,221,084
Excise Tax Capital Improvement	22,192,787	-	22,192,787
Limited General Obligation Bonds	6,834,174	1,463,257	8,297,431
Unlimited General Obligation Bonds	1,449,743	-	1,449,743
General Capital Projects	40,995,414	9,420,071	50,415,485
Transportation Capital Projects	35,265,204	21,338,300	56,603,504
Water/Sewer Operating	60,816,693	-	60,816,693
Water/Sewer Debt Service	903,200	-	903,200
Utility Capital Projects	33,690,972	-	33,690,972
Surface Water Management	24,671,586	252,752	24,924,338
Surface Water Capital Projects	19,132,626	574,900	19,707,526
Solid Waste	34,292,594	-	34,292,594
Health Benefits	26,872,580	-	26,872,580
Equipment Rental	21,929,320	257,727	22,187,047
Information Technology	15,267,859	14,996	15,282,855
Facilities Maintenance	15,822,971	664,457	16,487,428
Firefighter's Pension	1,715,335	-	1,715,335
	606,339,158	38,429,782	644,768,940

15 Section 3. This ordinance shall be in force and effect five days
 16 from and after its passage by the Kirkland City Council and publication,
 17 as required by law.

18
19
20
21
22

Passed by majority vote of the Kirkland City Council in open meeting this _____ day of _____, 2015.

Signed in authentication thereof this _____ day of _____, 2015.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney