



**CITY OF KIRKLAND**

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**MEMORANDUM**

**To:** Dave Ramsay, City Manager

**From:** Daryl Grigsby, Public Works Director

**Date:** January 17, 2007

**Subject:** Public Works Sr. Finance and Operations Analyst

As a result of a prior reorganization of the Public Works Department, 1.00 FTE was available for the Department to determine how best to utilize that position. The Department had both funding and authority to hire a position, so the primary task was to establish the Department's most pressing administrative need. After reviewing current and future challenges, we decided to create a new position titled Senior Operations and Finance Analyst.

We are pleased to introduce our Senior Operations and Finance Analyst, Juliana Elsom. After interviews and reference checks, she was selected from among a talented group of applicants for the position.

Juliana graduated from the University of Washington with a degree in Finance. She held several jobs as an Assistant Accountant and Accountant while in college. Juliana worked for five years as Comptroller and Accountant at Ski-masters Watersports in Kenmore, and her last position was as Senior Accountant for Trammel Crow in Bellevue. In addition to her skills and background, Juliana came highly recommended by those who have worked with her in various capacities. They noted particularly her high standards of performance, communication and collaboration skills, dedication, and work ethic.

She will be responsible for three primary areas, Public Works Finance, Grants and general operational analysis. In the first area she will be working with Mike Reardon, Finance and others in coordinating financial overviews and analysis, making recommendations relative to rates and charges, and assisting with other financial matters. In the grants area, she will be our primary person to coordinate, and in some cases, assist with grant opportunities and applications. She will work closely with Ray Steiger, CIP staff, Stormwater Engineering and others in this task. Juliana will also be involved in various regional transportation forums, like the King County Project Evaluation Committee and the Regional Project Evaluation Committee, where grant programs are discussed and administered. Finally, in the operations area she will coordinate reports and updates to the City Manager, coordinate items requested by the City Manager and City Council, track Public Works Annual Objectives, and perform analytical work as needed on operational improvements and customer service enhancements.

Please join me in welcoming Juliana to Public Works and the City of Kirkland.