



CITY OF KIRKLAND
Department of Finance & Administration
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100
www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay, City Manager

From: Tracey Dunlap, Director of Finance and Administration

Date: April 29, 2008

Subject: 2009-10 Budget - Financial Trends and Expenditure Tools

At the City Council Retreat in March, the Council requested that there be a series of meetings to discuss the budget outlook and tools available before the Mid-Year Budget Study Session scheduled for June 5. This report recaps pertinent financial information from the retreat (pp. 1-3), identifies the tools available and provides additional information related to the expenditure tools (Attachments A and B), and includes process and cost recommendations related to the communications strategy, for discussion at the first Special Study Session on May 7. Depending on the outcome of that meeting, we are anticipating that we will discuss potential policy options and revenue sources at the second Study Session on May 29, labor cost strategies at a June 3 Executive Session, and the 2008 outlook and initial policy guidance at the June 5 Special Study session.

2009/10 Budget Process

Budget Trends

The weakness in the economy continues to fuel concerns looking forward into 2009/10. While there are some opportunities, there are also events occurring in Kirkland that magnify those concerns.

Concerns – Revenue Highlights

- Further reductions in **sales tax** revenues are likely looking forward due to several anticipated events (*updated information since the retreat is shown in italics*):
 - 2007 actual results fell short of projections and the 2008 budgeted revenues include growth of about 2.2% over the 2007 actual results. In the past, we have forecasted sales tax revenue growth based on the historical 6% average. The forecast presented at the retreat assumed a reduced level of growth for 2009 of 2%. *As of the April sales tax report, year to date sales tax receipts in 2008 are over 9% lower than 2007, so we will need to closely monitor these trends as we approach the mid-year budget review.*
 - One of the major auto dealerships in the City is anticipated to relocate its sales operation outside the current City boundaries (into the potential annexation area) by the end of 2008, while maintaining its service operation in the City. This move is estimated to result in a reduction to on-going sales tax revenues of approximately \$500,000.
 - Additional one-time events further jeopardize the baseline sales tax revenues. Costco had announced the opening of new stores in Redmond and Bellevue by the end of 2008, *although more recent*

discussions indicate that the stores will open by the end of 2009. By Costco's estimates, the opening of these stores could impact the Kirkland store sales by one third. The forecast presented at the retreat assumed that the reduction would be recovered over a five year period, consistent with the City's experience with the opening of the Issaquah store back in 1995.

- **Interest earnings** returned to more robust levels in 2007/08, however, recent economic events have resulted in a reduction in interest rates due to the sub-prime mortgage collapse and recession fears. While our investment strategy helps to protect the 2008 interest earnings from the decline due to rate reductions, it is likely that our 2009/10 interest earnings will fall substantially from current levels.
- *Since the City Council Retreat, we have received notification from the Department of Revenue that a significant **Leasehold Excise Tax** credit has been issued to Evergreen Hospital based on past overpayments of this tax by the hospital. The credit is over \$300,000, which will effectively eliminate our annual revenue from this source (budgeted in the General Fund at \$160,000 per year) for 2008 and 2009 and will severely reduce our annual revenues from 2010 onward.*

Concerns – Expenditure Highlights

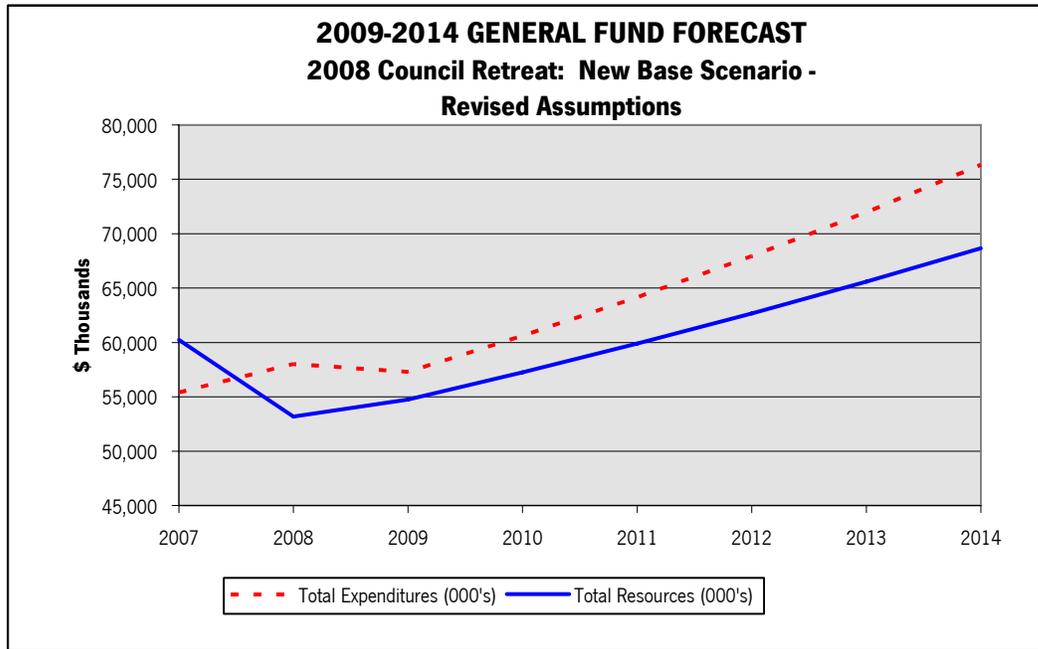
- Since on-going revenue growth has not kept pace with expenditure growth over the past several years, the City has continued to fund positions and programs using one-time revenues. There are currently 15.95 **one-time funded positions** in the 2008 budget, *updated to exclude the 3.75 FTEs associated with annexation.* In addition, a number of recurring programs have been funded using one-time resources, including ARCH, Human Services, and Outside Agencies. The total 2008 cost of the one-time positions and recurring programs is \$2.85 million. Given that we are expecting reductions to both one-time and on-going revenue streams, the ability to continue to fund all of these programs may be very limited. A list of the one-time funded positions and programs and related information is contained in Attachment A.
- **Public safety overtime** represents a volatile element of the City's expenditures. If current levels do not drop back to historical norms, funding will need to be set aside to offset the higher expenditure level.
- **NORCOM** is expected to begin combined operations some time during 2009. This event will have two impacts on the City's 2009/10 budget. The first will be the funding of one-time costs associated with technology, asset transfer, and backup facilities. Kirkland's share of these estimated 2009 one-time costs is \$990,000, although NORCOM recently received a federal appropriation that would offset approximately 35% of that cost. Kirkland's share of the estimated 2010 technology cost is \$140,000. In addition to the one-time costs, Kirkland is expected to retain certain functions that will require staff support, which will need to be factored into the 2009/10 budget.
- The City continues to consider regional and local options related to **jail space**. Regardless of the option that is eventually pursued, it is almost certain that the costs of housing prisoners will increase during the 2009/10 budget period.

Impact of Trends on the Financial Forecast

The forecast presented at the retreat is repeated on the next page and reflects the following assumptions:

- Reduction in sales tax due to the reduced 2007 actual collections and a more moderate 2% growth assumed for 2009, with growth continuing at 6% thereafter,
- Departure of major auto sales center, and
- Opening of the new Redmond/Bellevue Costco stores (a one third decrease at the Kirkland location assumed to recover over forecast period (Year 1 – 10%, Years 2-3 – 20% each, Years 4-5 – 25% each).

This scenario results in a 2009/10 gap to \$5.9 million. We will continue to monitor the budget trends and adjust the forecast to reflect updated information for the Mid-Year Budget Study Session in June. It is important to note the forecast reflects on-going revenues and expenditures only, so it does not include the programs and positions funded with one-time resources.



	2007	2008	2009	2010	2011	2012	2013	2014
Total Resources (000's)	60,233	53,188	54,761	57,248	59,895	62,675	65,595	68,679
Total Expenditures (000's)	55,405	58,015	57,298	60,608	64,143	67,928	71,986	76,335
Net Resources (000's)	4,828	(4,828)	(2,538)	(3,359)	(4,248)	(5,252)	(6,392)	(7,656)
Biennium Total (000's)	0		(5,897)		(9,500)		(14,048)	

Key Revenue Assumptions:

- No additional diversion of current revenue sources to CIP
- No use of reserves in 2009-2014
- 1% optional property tax in 2009-2014
- 2% annual growth in new construction property tax
- 2% growth in sales tax over 2008 reflected in 2009
- Includes anticipated sales tax loss in 2009 from auto dealership sales office move and Redmond and Bellevue Costco stores opening in 2008. Costco loss recovered during 2010 through 2014
- 6% annual growth in sales tax reflected in 2010-2014 projections
- 4% annual growth in utility tax in 2009-2014
- 2% annual growth in other taxes (RGRL fee, gambling & leasehold excise) in 2009-2014
- EMS levy maintained
- 5% annual growth in other revenue in 2009-2014
- Excludes one-time outside agency funding and one-time service package funding beginning in 2009 (including overtime staffing at North Finn Hill Fire Station assuming the station consolidation)

Key Expenditure Assumptions:

- Based on 2007-2008 Working Budget
- 6% annual growth in wages in 2009-2014
- 10% annual increase in total benefits in 2009-2014
- 2% annual growth in supplies, services & capital in 2009-2014
- Excludes all one-time funded positions and adjustments beginning in 2009

Policy Challenges

Given that many of the challenges described above are driven by changes in the economy, the Council has three sets of tools to work with to balance the budget: cost control, use of reserves/policy changes, and revenue increases.

Focus for the May 7 Study Session

- Cost Control –
 - Given the revenue outlook, there may not be one-time resources available to continue the funding for **one-time service packages**. Each department is evaluating funding strategies for their one-time programs and positions and the impacts on service levels if funding is not available. The expanded matrix of one-time funded positions and programs is included as Attachment A.
 - Closing the on-going portion of the gap may require additional reductions that may **lower service levels** in some areas. At the City Council Retreat, an update of the “Services Matrix” prepared in 2002-03 was requested. That matrix identifies City services into the following categories:
 - **Mandated** – Required by federal or state law or contractual agreement.
 - **Essential** – Service is a basic function of government, but the level of service is established by the City Council.
 - **Discretionary** – Service, program, or activity established based on City Council direction.
 - **Administration** – Department Directors and their Administrative Assistants plus internal charges.
 - **100% Revenue Supported** – Services that are completely funded from dedicated revenue sources (e.g., utilities).

A draft of the services matrix is included as Attachment B. For each program or service, departments identified the approximate gross resources devoted to it, both in terms of dollars and FTEs. The dollar estimates include whatever portion of staff is allocated to that task. It is important to note that a reduction in any given service may not save the full cost shown. Many services have some off-setting non-General Fund revenue through interfund charges or a portion of the cost that might be retained. The information provided on the matrix is a work in progress. While we tried to bring some consistency and continuity to the presentation, each department prepared their own matrix and sorted their services according to their own rationale. Questions about whether a program should be listed as mandated, essential or discretionary do not necessarily have a “right” answer. We will continue to refine and/or correct it to the extent that the Council finds it a useful tool for their budget deliberations. In reviewing the matrix, we are seeking guidance as to how expenditure reductions should be considered and identification of focus areas. The following questions are provided to assist in shaping that guidance:

- Should reductions be made by lowering levels of service “across the board” by cutting all department expenditures by a percentage?
- Should level of service reductions be targeted in specific areas, and if so, which ones should be evaluated?
- Should reductions be identified through the elimination of specific programs, and if so, which ones should be evaluated?
- One of the driving factors in the “diverging lines” in the forecast is the assumption that annual wage growth will average 6% and benefit costs will grow at 10%. These growth rates are not sustainable with

current revenues over the long term, which may necessitate development of specific strategies to control the **growth of wage and benefit costs** (which represent almost 70% of the general fund budget). Since compensation policy directly relates to collective bargaining negotiation strategy, this tool will be discussed in Executive Session (currently scheduled for June 3, with additional session(s) to be added if necessary).

The Policy and Revenue related tools are expected to be discussed in detail at the May 29 Study Session and supplemental information will be provided in that meeting packet.

- Use of Reserves/Policy Changes

- The **revenue stabilization reserve** was established to “address temporary revenue losses due to economic cycles or other time-limited causes”. If scheduled replenishments take place and no uses of the reserve are required in 2008, the balance in this reserve for consideration in 2009/10 is estimated to be over \$2 million.
- The City’s current policy is to budget sales tax revenues on a one-year lag, as a hedge against possible future economic events. At one time, the policy was to budget the sales tax revenue on a **two-year lag**, which provided an even greater hedge. It would be difficult to return to a two-year lag if events unfold as expected, because the transition would widen the 2009/10 shortfall to almost \$7 million. However, a return to a two-year lag may be worth considering if conditions develop more favorably. Such a change could also be accompanied by a policy of placing surplus receipts over the budgeted amounts into the CIP rather than using the growth to fund operating costs on a one-time basis, which can contribute to volatility in the operating budget.
- The City Council approved a proposal by staff to move the **CIP budget process** into the biennial budget year, rather than doing the CIP budget in the off budget year. Such a change should result in a variety of benefits, including better alignment of the operating and capital assumptions, efficiencies due to the current need to update the CIP within 6 months of its adoption, and the capability of evaluating options and trade-offs between operating and capital funding levels. The change also allows us to consider the option of a short-term reduction in the current policy-based CIP funding from General Fund resources:
 - \$770,000 in on-going sales tax (\$270,000 for transportation, \$400,000 for technology, and \$100,000 for neighborhood connection program) and
 - \$800,000 in interest earnings (\$250,000 for public safety, \$300,000 for the technology initiative, and \$250,000 for general government projects [technology and facilities]).The potential impacts of this option will be discussed at the May 29 study session.
- In addition to these choices, the Finance Committee has been evaluating a proposed change in the funding strategy for the Fleet replacement reserve, which is discussed below in the section titled “Early Policy Guidance”.

- Revenue Increases

- The City’s options to increase revenues without a vote include the following:
 - As of year end 2007, the City has approximately \$145,000 in remaining property tax **banked capacity**, which is an on-going revenue source. Note that this amount can fluctuate based on prior year refunds, for example, the year end 2006 figure was \$190,000, but a large refund was issued due to a lawsuit settlement, resulting in the majority of the reduction to \$145,000 at year end 2007.

- The City can increase **utility taxes** on City utilities, which are currently set at 7.5%. Each 1% increase in the tax on City utilities would generate \$280,000.
 - The City’s current **business license** surcharge generates approximately \$1 million in revenue to the general fund. There are a variety of approaches to establishing business taxes, some of which could produce significant additional revenue to the City.
- There are also revenue options that require voter approval:
- The property tax limit can be increased by a vote of the people using a **levy lid lift**, a measure taken by Redmond for 2008 and Des Moines for 2007. Further information on this option will be provided for the May 29 Study Session.
 - **Utility taxes on private utilities** are limited to 6% (the City’s current rate) without a vote of the electorate. Federal Way and Olympia have both passed measures to raise the tax on private utilities to 7.5% and 9% respectively. Each 1% increase would generate \$1.2 million for the City of Kirkland.

To assist the City Council as it deliberates on the tools available to balance the budget, the following “scorecard” has been developed that provides a rough estimate of the dollar impacts of incremental changes.

Budget Scorecard - Estimated Annual Impact Matrix

Tool	2009	Notes
Expense		
1% reduction in the general fund budget	\$590,000	
1% reduction in annual wage growth	\$310,000	2 nd Year \$644,000
1% reduction in annual benefit growth	\$100,000	2 nd Year \$220,000
Policy		
Revise Fleet Replacement Reserve	\$240,000	
General Fund contribution to CIP		
Sales Tax	\$770,000	
Interest Income	\$800,000	
Revenue Stabilization Reserve Balance	\$2,082,380	Budgeted 2008 ending balance
Revenue		
Remaining property tax banked capacity	\$145,000	
1% increase property tax (voted after first 1%)	\$130,000	
1% increase City utility taxes	\$280,000	
1% increase private utility taxes (voted)	\$1,200,000	
1% increase business tax	\$14,000	
Head tax on businesses (in place of current surcharge)*	\$1,000,000	@ Redmond \$90/FTE

**Assumes base charge remains in place (\$100) and surcharge is replaced by head tax. Figure shown is estimated net new revenue.*

Fleet Reserve Funding – Over the past year, staff has analyzed the reasons for the growth in the City's fleet replacement reserve balance and has developed recommended policy options for addressing this issue. At the March 25, 2008 Finance Committee meeting, the Committee directed staff to proceed with the implementation of the discounted replacement charge (20% discount on replacement charges) approach as part of the rate setting process during the 2009-2010 biennial budget process, which results in a more stable reserve balance in the range of \$5 million. Replacing the current approach, which fully funds the replacement of each asset, the discounted replacement charge method reduces the cash build up in the fund by recognizing the cash flow needs of the fund as well as the asset replacement schedules. The revised approach would potentially result in a reduction in charges of approximately \$400,000 per year over the 20-year period (2009-2028). \$240,000 or 60% of this reduction would benefit the General Fund. The impact on the reserve balance and operations will be closely monitored to assess the sustainability of the change in methodology.

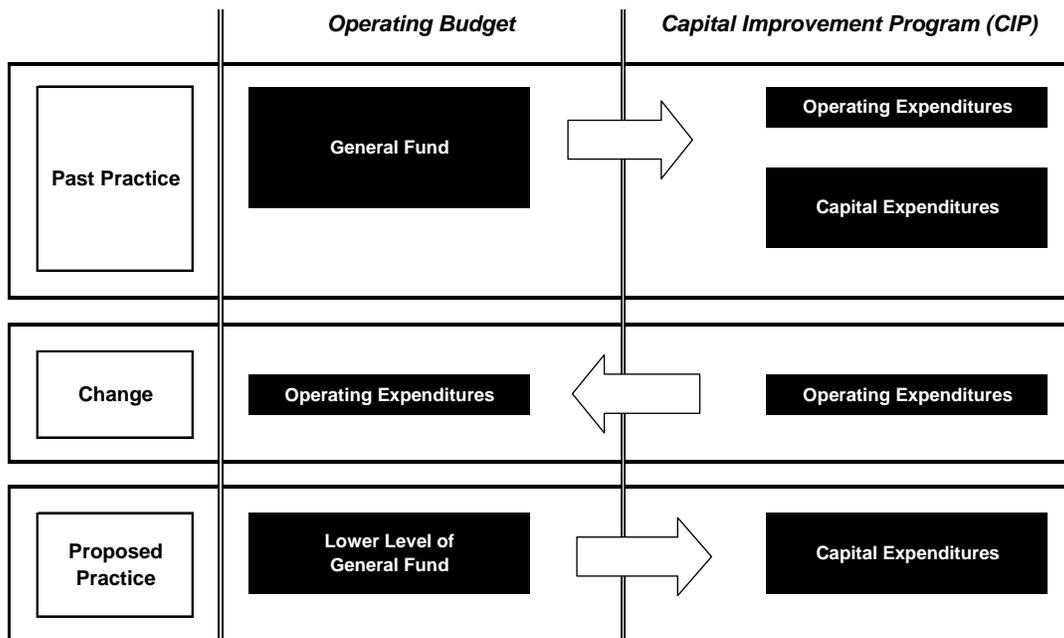
Recreation Revolving Fund (Fund 126) Restructuring – Finance and the Parks & Community Services Department have been evaluating the restructuring of the Recreation Revolving Special Revenue Fund and how it relates to the General Fund. Currently, some fee revenues from P&CS activities appear in Fund 126 (recreation programs), while other fee revenues (moorage, rentals, etc.) are treated as General Fund revenues. In addition, many of the department's costs are split between the two funds, complicating the cost recovery process and necessitating a level of general fund subsidy. Staff is proposing to place all fee revenues in Fund 126 and budget all of the costs in the General Fund, with a budgeted transfer of the fee revenues to the General Fund to meet the target cost recovery from fees. While this change is not expected to result in any savings, it simplifies the budgeting process and more clearly defines the cost recovery objectives from fees.

Facilities Internal Service Fund – Unlike the Fleet and IT Internal Service Funds, Facilities is currently set up as a Special Revenue Fund and receives the Cable Utility Tax and Admissions Tax. These resources are General Fund revenues that the City has designated as offsets to Facilities rates. Staff is recommending that the Facilities Fund be restructured as an internal service fund, which means that it is fully supported by rates. The cable utility and admissions taxes would return to the General Fund as revenue sources to pay the Facilities rates. While this change is not expected to result in any savings, it will improve the consistency of how internal services are treated and it will allow for maintenance projects that are funded from the facilities sinking fund charges to be budgeted in the facilities fund rather than transferring revenues to the CIP for the non-capital sinking fund projects.

IT Operating/CIP Cost Alignment – Over the last several years, a number of operating costs associated with information technology have been funded from the Capital Improvement Program. In many cases, this has occurred because the implementation began as a CIP project, but it has now transitioned to operational support. Two examples of this are the Systems Analyst supporting the City-wide financial system (IFAS) and our dues to the e-Gov Alliance. The funding for IT CIP is from the General Fund and budgeting these costs in the CIP means that the non-General Fund activities (primarily the Utilities) do not pay a share. IT and Finance recommend that these costs be identified and moved from the CIP to the IT operating budget, along with sufficient revenue now shown in the CIP to pay the General Fund share of the cost (which will be about 60% of the cost). By placing the costs in the operating fund, they will be incorporated into the IT rates, which are paid by all City activities. While this will increase IT rates, we believe it is a more accurate allocation of costs and we are exploring other strategies to moderate potential increases in IT rates, such as extending the PC replacement schedule to 4 years to reflect current experience.

The graphic on the following page illustrates the concept underlying this policy issue. We currently transfer General Fund revenue into the CIP, which funds both capital and operating costs. The proposal is to move the operating costs (and associated revenue) back to the operating budget, so that the remaining General Fund transfer will be funding primarily capital investments.

Proposed CIP/Operations Changes



Recommended Process and Next Steps

At the City Council Retreat, the Council requested an update to the Tax Burden Study prepared in 2003. The individual who prepared the original study is now employed by Berk and Associates, the firm that has been actively involved in the City’s annexation fiscal study. Given the limited time available, staff recommends that we contract with Berk and Associates to update the study and they have estimated that the update will cost approximately \$25,000. The tentative schedule discussed with the consultant is that they would prepare a background and policy-level discussion for the May 29 Study Session and that they would complete the analysis by the end of June, with the results presented at the mid-July City Council meeting. To meet this schedule, we will need to authorize them to begin work as soon as possible.

Also at the Retreat, the Council directed staff to develop a process to address providing the community with information and opportunities for involvement regarding City financial challenges. The City Manager’s Office has developed a separate staff report that will be presented on May 7 entitled “Public Education and Participation Strategies Regarding City Finances”, which lays out a plan and related policy questions regarding this process. In that memo, part of the implementation strategy includes a recommendation for resources required to carry out the plan, including continuation of the administrative support and ICMA Fellow positions through the end of the year to support the communications and budget-development processes. The table below summarizes the range of costs associated with the Tax Burden Study, staff support, and the Communications strategy.

Work Plan Item	Cost	
	Low	High
Tax Burden Study	\$25,000	\$25,000
Staff Support		
Administrative ¹	\$30,793	\$30,793
Analyst ²	\$42,595	\$42,595
Communication Costs	\$16,650	\$28,900
Total	\$115,038	\$127,288

¹Website development & maintenance, printed materials and meeting coordination

²Develop content for materials, budget intern support

With the decision to discontinue the annexation efforts, the service packages that were funded to support those efforts will be winding down by the end of May. Attachment C summarizes the funded service packages from the 2007-08 budget and provides an estimate of the final expenditures expected through the end of May 2008, as summarized in the table below. As mentioned earlier in this memo, the sales tax budgeted in 2008 is 2.2% higher than the 2007 actual (\$348,000) due to the use of projected one-time sales tax to fund annexation service packages and the 2007 actual falling below estimates. We recommend that the sales tax budget be reduced by that amount, leaving \$246,134 in funding freed up from the annexation service packages. We recommend funding the work plan items from this source (figures shown assume the high-end estimate of \$127,288) and further recommend that the remaining amount, \$118,846, be held in reserve against the potential that sales tax collections in 2008 could in fact decline, resulting in a budget shortfall by year end.

Description	Amount
Annexation Funding Remainder	\$ 594,134
LESS: Sales Tax Over Prior Year 2007 Actual	(348,000)
LESS: Workplan Items (high-end estimate)	(127,288)
Unallocated Funds	\$ 118,846

As mentioned earlier, we will be continuing the budget discussion at the upcoming Special Study Session on May 29. At the June 5 special study session, we will have the mid-year budget review, which will include:

- 2008 budget adjustments,
- Update on 2009/10 concerns/opportunities, and
- Review of recommended budget guidance.

The Budget Kickoff is scheduled for July 2, with the City Council budget study sessions beginning in late October.

The discussion presented on the previous pages is intended to provide background information for the Council as they continue their budget review and options. Staff is requesting broad guidance on strategies:

- Are there any expenditure reductions options that the Council does not want to pursue further (it's "off the table")?
- Is there a preferred expenditure reduction strategy or strategies and, if there is more than one that staff should pursue, which is the most preferred?
- Does the Council want to develop criteria for staff to use in developing an expenditure reduction recommendation?

In addition, we are looking for guidance on the "Early Policy" issues, approval of the funding proposal, and feedback on the communications strategy.

City of Kirkland Temporary Positions & Recurring Service Package History

Attachment A

Current Temporary Staffing Roster (excluding Annexation & Special Projects)

Position	Department	Effective FTE	First Budgeted	2008 Budget	Funding Source(s)	Comment
Plans Examiner	Fire & Building	0.50	2001	45,452	GF Cash Balance/OT exp offset	
Public Grounds Tech	PW-Street Operating	1.00	2003	81,956	GF cash balance	Some seasonal labor in 2002
Field Arborist	PW-Street Operating	0.50	2004	53,789	GF cash balance	
System Administrator	Information Technology	1.00	2004	106,897	CIP budget	
Graffiti Specialist	PW-Street Operating	1.00	2004	82,791	GF cash balance	Included within department seasonal labor duties 2004-06; first dedicated funding for regular staffing 2007
NTCP Support	Public Works	0.50	2007	29,122	GF cash bal/hourly exp offset	
Urban Forester	Planning	0.25	2008	24,295	GF revenue/GF Cash balance	additional hours to .50 FTE
Applications Analyst-PD	Information Technology	1.00	2005	94,929	GF cash balance	Mid-year 2005
Building Permit Technician	Fire & Building	1.00	2006	63,394	GF cash balance	Mid-year 2006
Web Production Assistant	Information Technology	1.00	2006	78,351	GF cash balance	05-06 Mid-biennial
GIS Analyst	Information Technology	1.00	2006	86,804	CIP budget	Mid-year 2006
Human Resources Analyst	Human Resources	0.70	2007	56,977	GF cash balance	
Code Enforcement Officer	Planning	0.50	2007	56,127	GF cash balance	Continuation after end of Mercer Island co
Emergency Prep Coordinator	Fire & Building	1.00	2007	103,566	Grant Revenue/GF cash balance	.50 one-time service package funding, .50 one-time grant funding.
Environmental Stewardship Outreach	Parks & Community Svcs	0.50	2007	53,588	GF revenue/GF Cash balance	
Videographer	Information Technology	0.50	2007	35,683	GF Interest Revenue (OT)	.50 FTE; .50 temp
Total		11.95		1,053,721		

Special Projects

Position	Department	Effective FTE	First Budgeted	2008 Budget	Funding Source(s)	Comment
Construction Inspector	PW-General Fund	1.00	2006	20,422	Verizon fees for service	Temporary for Verizon FTTP project (MY 2006) expected end date 3/2008
Business Analyst	Finance & Admin	1.00	2006	87,840	CIP Budget	Backfilled position is in Customer Accounts for Document Management Project
Electrical Inspector	Fire & Building	1.00	2007		None	Backfill for Evergreen Hospital temp assignment; project completed, position not filled after permanent employee left.
Network Analyst-Wireless in the Field Project	Information Technology	1.00	2008	97,688	GF dev revenue/IT cash	2007 Midbiennial adjustment
Total		4.00		205,950		
Grand Total Current Temporary Positions:		15.95		1,259,671		

Other Recurring One-time Programs budgeted in 2008

Position	Department	2008 Budget	Notes
Finn Hill Staffing OT	Fire & Building	350,000	
ARCH	Planning & Comm Dev	216,000	
Economic Development	City Manager's Office	114,200	
Human Services per capita	Parks & Community Svcs	96,673	
Development Review Professional Services	Planning & Comm Dev	72,000	
Kirkland Performance Center	Parks & Community Svcs	50,000	
Kirkland Downtown Association OT	City Manager's Office	42,000	
Other Outside Agencies One-time	City Manager's Office	34,000	
Celebrate Kirkland 4th of July Fireworks	City Manager's Office	30,000	
Copier Replacements	Information Technology	51,590	
Public Art	City Manager's Office	50,000	
Commute Trip Reduction Plan	Public Works	50,000	
Fire Training	Fire & Building	50,000	
124th Avenue Parkside M&O	Parks & Community Svcs	36,291	
Disaster Recovery & Test Environment	Information Technology	33,300	
Legislative Advocate-State	City Manager's Office	30,000	
Traffic Counts (every other year)	Public Works	30,000	
Police Accreditation Expenses	Police	25,480	varies
Employee Flex pass	Nondepartmental	21,630	
Legislative Advocate-Federal	City Manager's Office	20,000	
Neighborhood Plans Update	Planning & Comm Dev	20,000	
Kirkland Free Wireless	Information Technology	17,607	
Firefighters Pension Actuarial Study	Finance & Admin	16,000	biennial cost
Currently Kirkland	Information Technology	15,613	
Kirkland Uncorked	City Manager's Office LT	15,000	
Leash Law Enforcement	Parks & Community Svcs	10,800	
Community Survey	City Council	10,000	
BKR Model Support	Public Works	10,000	
Transportation Mgt Plan Support	Public Works	10,000	
Green Power	Public Works-Facilities	10,000	
Multimedia Support	Information Technology	10,000	
Senior Council Support	Parks & Community Svcs	9,500	
EnhanceWellness Program for Older Adults	Parks & Community Svcs	7,500	
Operation School Bell	Parks & Community Svcs	7,500	
Goose Patrol	Parks & Community Svcs	7,306	
Think Again Program	Fire & Building	4,488	
All City Youth Summit (every other year)	Parks & Community Svcs	4,000	
Leadership Eastside Training	Human Resources	3,530	
Total One-time Other Programs		1,592,008	

Total One-time	2,851,679
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CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/Non-Departmental****DRAFT**

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ND-1	Puget Sound Clean Air Act	28,726	x			Mandatory per Washington State Clean Air Act RCW 70.94.093
ND-2	2% Liquor Excise Tax	10,512	x			2% based on yearly liquor sales
ND-3	LEOFF 1 Direct Medical Payments	35,000	x			Police and Fire LEOFF 1 Direct Medical Payments
ND-4	LEOFF 1 Medical Insurance	457,194	x			Police and Fire LEOFF 1 Insurance Premiums
ND-5	Mail Services - Postage	84,000	x			Citywide Postage
ND-6	Debt Service	620,070	x			Parking Garage and Teen Center
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ND-7	Repairs and Maintenance - Copier Maintenance	4,000	x			Routine maintenance and repairs on copy machines
ND-8	Printing, Envelopes, Letterhead, Forms	15,062	x			Stationary supplies, forms for all departments
ND-9	Operating Supplies - Office	31,350	x			Paper products, toner
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ND-10	Employee Transportation Program	30,000	x			Commuting incentive for city employees
ND-11	Credit Card Fees	50,000	x			Development Services Credit Card Fees
ND-12	Management Retreat	4,625	x			Yearly management retreat
ND-13	Office Furniture and Equipment - Breakage	12,500	x			Unforeseen breakage/loss of small office equipment
ND-14	Outside Agency Funding	61,000	x			Misc. - Ongoing amount for One-Time Agency Requests
ND-15	Misc Equipment & Supplies For Copy Room	3,100	x			Supplies Equipment
ND-16	Misc Repaires to Microfiche Reader/Printer	1,500	x			Microfiche Reader for Ord

FUND/DEPARTMENT: General Fund/Non-Departmental**DRAFT**

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ND-17	Youth in Government	1,500	x			Youth in Government Day
ND-18	Professional Services	20,000	x			Miscellaneous professional services
100% Revenue-Supported Services		Expenditures			FTE's	Notes
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	MMS	298,288	x			MMS Charges
	Videographer	10,133	x			MMS Charges
	Insurance	3,386	x			Fidelity Bond
	Facility Charges	18,968	x			City Hall Annex
	Total	1,800,914			-	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/City Council

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CC-1	Mayor and Councilmembers	115,000	x		7.00	Salary and benefits
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CC-2	Puget Sound Regional Council Dues	22,500	x			
CC-3	Association of Washington Cities Dues	30,000	x			
CC-4	Suburban Cities Association Dues	25,000	x			
CC-5	Eastside Transportation Partnership Dues	500	x			
CC-6	Kirkland Chamber Dues	500	x			
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CC-7	All City Dinner	3,500	x			
CC-8	National League of Cities Dues	4,000	x			
CC-9	Sister City International Dues	500	x			
CC-10	City Council Meals	5,250	x			
CC-11	Neighborhood Council Meetings - printing and postage of notice to neighbors	6,200	x			
CC-12	City Council Travel and Training	16,600	x			\$4,600 in training and 12,000 for travel to national and state-wide conferences.
CC-13	Council Retreat	6,500	x			
100% Revenue-Supported Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Telecom, Fax, IT Charges, Facilities Charges	77,650	x			
Total		313,700			7.00	

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

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CM-1	City Manager	203,900	x		1.00	Salary and Benefits
CM-2	Judicial Services	900,000		x	9.74	Assumes all fines and forfeits assigned to Court
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CM-3	Council Support	78,000	x		1.00	Includes clerical support only, does not include policy-setting support services; .75 Exec. Asst. 1, .25 Exec. Asst. 2
CM-4	Court Security	40,000		x		Contracted
CM-5	Public Defender Screening	8,000		x	0.10	
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CM-6	City Update	18,000	x			Currently 1 full page, 12 times per year in Courier
CM-7	On-Going KDA Funding	10,000	x			Funds KDA activities
CM-8	Grant Administration	9,300	x		0.10	Staff administration of community and business grants
CM-9	Intergovernmental and Regional Services	108,000	x		0.90	Includes staff support for legislative and regional programs, performance measurement, and special projects
CM-10	Neighborhood Services	71,000	x		0.58	Includes staff support, mailings and support services to neighborhoods and to the Neighborhood Connection Program
CM-11	Neighborhood Matching Grants	31,000	x			Grants to 9 neighborhoods
CM-12	Neighborhood Signs	8,000	x			Annual budget for refurbishing neighborhood entry signs
CM-13	Volunteer Services	44,500	x		0.50	This program coordinates over 20,000 hours of volunteer time annually, for a value to the City of approximately \$340,000
CM-14	Volunteer Appreciation Event	4,500	x			
CM-15	Economic Development Services	156,000	x		1.00	Includes staff support for the Economic development program, \$12,000 in professional services for the program, and other support services
CM-16	Economic Development Intern	7,000	x			

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

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CM-17	Enterprise Seattle Dues	6,000	x			
CM-18	Alliance for Innovation Dues	3,500	x			
CM-19	Communications Services	102,250	x		1.00	Includes staff, mailings, and support services for communications program
CM-20	Cultural and Special Events Services	40,000	x		0.35	Includes staff support of Cultural Council and special event volunteers and \$5,000 for Cultural Council funding
100% Revenue-Supported Services		Expenditures			FTE's	Notes
CM-21	Probation	250,000			2.90	1.5 Probation Officer, 1 JSA II, .5 JSA I
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Asst. City Manager, Exec. Assts. 1 & 2	395,550	x		2.00	Includes salary; benefits; \$19,000 in professional services; supplies; printing; mailings; copies; dues, training and travel not associated with specific programs
	IT Charges	112,242				
	Facilities Charges	124,640				
	Insurance	20,133				
Total		2,751,515			21.17	

DRAFT

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Human Resources

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
HR-1	Labor Relations	84,600	x		0.64	Dir.30 FTE - \$50,700 HR Analyst & HR Coordinator .34 FTE - \$30,950 Supplies \$500, Operating Supplies \$1,000, Labor Relations Travel \$1,000 , Labor relations Trng \$450 Includes: Contract negotiations, Labor management mtgs w/bargaining units stipulated by contract, contract interpretation, mediations & arbitrations.
HR-2	Recruitments	136,281	x		0.71	Supplies- \$250; Advertising \$32,000; Printing \$1,500; Prof Svcs testing services mandated by contract (i.e. police, fire, etc.) \$31,800; Courier Svcs \$650; Fed ex mailings \$1,000; Test Scoring \$450, Management Recruitment \$2,500, relocation 1 management \$1,500, staff time - \$64,631
HR-3	Background checks	7,692		x	0.02	HR Coor .02 FTE - 1676 Background checks for finalist and volunteer positions consistent with RCW 43.43. \$10.00 fee per individual implemented June 2006 and privacy laws requiring notifying individuals of results, \$3,500 fees
HR-4	Safety Program	39,602	x		0.28	WAC mandated expenses: DOT exams & CDL Exams - \$1,300; Hearing Tests - \$1,500; Bloodborne Pathogen Trng - \$4,000; Hep B shots - \$3,300; Hep C shots Fire - \$1,500 First Aid Kits - \$500; Staff time - \$27,502
HR-5	Risk Management	35,359	x		0.36	Documentation of Claims consistent with WCIA guidelines Claims management staff time: \$35,359
HR-6	Monetary recovery - Claims	21,798	x		0.26	Monetary recovery, collections and follow-up staff time: \$21,798
HR-7	LEOFF / Disability Board	7,193	x		0.06	Prof Svcs - \$1000; Ofc Supplies - \$200 , Operating Sup - \$100 Travel/Training - \$2,300; staff time - \$5,893
HR-8	Civil Service	8,493	x		0.06	Ofc Supplies - Travel/Training - \$1,300; staff time - \$5,893
HR-9	Leave Administration	6,875	x		0.07	State and Federal Laws staff time: \$6,875
HR-10	Policy Administration	42,127	x		0.36	staff time: \$42,127 (staff time includes Director, Analyst & Coordinator time)
HR-11	Organizational Training	14,744	x		0.14	staff time:\$12,744 required training some very two years, Sexual Harassment Trng-\$2,000;
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
HR-12	Industrial Psychologist	2,000	x			Evaluations for employees, Goodenough Company.
HR-13	HR Employee Services	13,344	x		0.14	HRIS, Web Maintenance, EO Updates, Kirknet, Printing (PAF's) - \$600; Staff time: \$12,744

DRAFT**FUND/DEPARTMENT: General Fund/Human Resources**

Essential Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
HR-14	HR Staff Training - new hire	5,869	x		0.07	staff time:\$5,869
HR-15	Orientation/Exit Interviews, ID Badges	25,488	x		0.28	Staff time: \$25,488 - supply costs to be determined
HR-16	Employee Relations and Communications	85,645	x		1.00	Employee Relations and communication documentation, verbal and written warnings, grievance, and employee confidential issues. Staff time: \$85,545.
HR-17	Re-Class/Reorg Salary Survey	62,172	x		0.54	Dir. .14 FTE -\$23,660 , HR Analyst & HR Coordinator .40 FTE - \$36,412, salary surveys internal and external, job description maintenance and certification, Salary survey publications \$2,100
HR-18	MEBT Retirement Plan Community Support	6,875	x		0.07	staff time: \$6,875
HR-19	Benefits Administration - Health & Retirement	41,154	x		0.46	staff time : \$41,154
HR-20	General Administration - Support	77,375	x		0.85	Budget Maintenance, PAF's, Personnel Files, AP/AR, IFAS, employee support, citizen inquiry staff time - \$77,375
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
HR-21	On-call / Pool Administration	5,869	x		0.07	HR On-call pool administration - staff time -\$5,869
HR-22	Diversity Program	9,546	x		0.03	Supplies - \$3,100; Speakers/Events - \$1,215; Trng - \$2,500; staff time - \$2,731
HR-23	Wellness Program	15,276	x		0.03	Supplies - \$4,600; Prof Svcs - \$1,500; Travel/Trng - \$845; Fitness Room - \$1,300; Flu Shots \$4,300 staff time - \$2,731
HR-24	Employee Assistance Program	6,000	x			The City has had 25% employee and family participation. This fee has doubled for 2008 this is running approximately \$18,000 for 2008
HR-25	Organizational Training	26,490	x			ECTC-\$4,500, Leadership Institute-\$2,400, Rocky Mountain-\$10,590, Cascade Mgmt (6 reg slots 1500) - \$9,000,
HR-26	Tuition Reimbursement	13,426	x		0.02	Reimbursement \$11,750 - Increased use over the past two years - staff time: \$1,676
HR-27	Special Projects for Director		x			Special projects for director, director support, council special requests, research committees
HR-28	Employee Recognition Program	14,676	x		0.02	Service Awards - \$13,000; staff time - \$1,676 this impacts 80 to 85 employees in 2008.
100 % Revenue-Supported Services		Expenditures			FTE's	Notes

DRAFT**FUND/DEPARTMENT: General Fund/Human Resources**

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Director & Assistants	94,640	x		0.56	Director, strategic planning, meetings, budget approval
	IT and Facilities Charges	56,228	x			
	Insurance	6,286	x			
	Total	973,123			7.10	

CITY OF KIRKLAND SERVICES MATRIX

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

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CA-1	Public Defender	130,000		x		
CA-2	Prosecution	183,000		x		
CA-3	Witness Fees	5,000				
CA-4	Ordinances, instruments, and civil duties	82,000	x		0.60	e.g., "civil duties" might include legal actions brought by or against City, conducting investigations, responding to Auditor, and preparing franchises.
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CA-5	Interpret statutes, Kirkland Municipal Code, rules, or contracts and review key documents	100,000	x		0.65	
CA-6	Code Enforcement	24,000		x	0.05	
CA-7	Legal process and recording fees	3,500	x			
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CA-8	Advise City Council, Boards and Commissions, City Manager, and departments. Draft and review documents.	80,000	x		0.60	e.g., prepare legal memoranda and other documents relating to City business.
CA-9	Attend City Council meetings and review agenda packets	20,000	x			
CA-10	Information for service providers and WCIA requirements	30,000	x			e.g., assist WCIA outside counsel in defense of City.
CA-11	Negotiation and drafting of contracts	40,000	x		0.10	
CA-12	Outside legal counsel	26,800	x			e.g., outside counsel retained to assist with selected matters. Does not include legal services charged to the Litigation Reserve.
100% Revenue-Supported Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
CA-13	Utilities	24,000				e.g., prepare liens for non-payment, rate ordinances, and advise staff.

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

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Director and administrative staff	182,046	x		2.00	
	IT & Facilities charges and Insurance	37,779	x			
	Total	968,125			4.00	

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

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PK-1	Inspections / installations	95,000	x		1.00	Inspect play areas, docks, lighting, repair and document, ADA accessibility
PK-2	Comprehensive Plan - Park Element	4,000	x		0.03	State Mandate
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PK-3	Cemetery Operations	155,000		x	1.00	Cemetery labor, materials, and utilities
PK-4	Ballfield Maintenance	275,000		x	3.50	Ballfield prep, maintenance, scheduling, administration
PK-5	Park Mowing / turf maintenance	290,000	x		3.00	Mowing and turf maintenance, administration
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PK-6	Pool Operations	278,000		x	1.35	Maintenance & Operations of pool, utilities, supplies, labor, training (Note Cheryl this does not include Carries #'s)
PK-7	Landscape Maintenance - Parks	193,820	x		1.25	Maintenance of Landscape areas - Parks
PK-8	Garbage / litter collection /park closure	205,000	x		1.50	Removal of garbage & litter, close parks and lock gates
PK-9	Restroom operations	285,000	x		2.25	Maintenance, repairs, labor
PK-10	Irrigation	235,000	x		1.50	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PK-11	Long-Range Park Planning	104,748	x		1.00	Includes Natural Resources team, neighborhood connection program, GIS user group, special projects, grant administration
PK-12	Human Service grants ongoing	414,280	x			Per capita: \$8.36, Doesn't include one time of 96,673
PK-13	CDBG & H.S. grant management, H.S. Advisory Committee	66,770		x	0.65	CDBG planning \$\$ support staff salary (additional .15 per Council authority)
PK-14	Youth Council Management	78,600	x		0.75	Doesn't include one time, Youth summit: \$4000
PK-15	Teen Center Support and Management	190,750	x		0.30	Includes contract with Friends of Youth for 160,000
PK-16	Beach Lifeguards	96,200	x		0.20	Supv. / Rec. Coordinator plus additional seasonal employees

FUND/DEPARTMENT: General Fund/Parks and Community Services

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PK-17	Highland Center Specialized Recreation Program	10,000	x			Contract with Bellevue to provide specialized recreation
PK-18	NKCC Programs & Operations	186,000		x	1.65	Customer service, facilities management, program registration, supplies, drop-in programs, printing, advertising etc.. General fund operation of Community Services & Rec. Revolving fund
PK-19	Senior Center Operations	145,000	x		1.00	Includes health and social services, additional hourly employees
PK-20	Facility Rentals	36,000		x	0.30	FTE staff and additional hourly employees
PK-21	Community Service division administration	145,000		x	1.45	Customer service, facilities management, program registration, boat launch sales
PK-22	Senior Council Support	26,000	x		0.20	This includes \$4000 project money for Sr. Council
PK-23	Night and Weekend coverage	250,000		x	1.50	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
PK-24	Art	17,000	x			Contracted cleaning service and staff maintenance/repairs
PK-25	Juanita bay Park Ranger Program	14,793	x		0.15	.15 FTE, supplies and training for volunteer park rangers
PK-26	Human Services: Regional Eastside Human Services Forum	38,000		x	0.20	This includes 12,500 for EHSF and other regional projects
PK-27	Youth Services: Assets, regional support, Teen mini grants, Teen traffic court, We've Got Issues	114,000	x		1.00	Misc. Grant funds support projects
PK-28	Summer Youth Outreach	33,500	x		0.15	Includes hourly employees
PK-29	Summer Concert Series	28,600		x	0.20	See Recreation Revolving Fund matrix
PK-30	Senior Center Van Service	32,000		x	0.70	See Recreation Revolving Fund matrix
PK-31	Senior Fitness, Lifelong learning, Enrichment programs	76,200		x	0.75	See Recreation Revolving Fund matrix
PK-32	Senior Community Evening Classes	35,000		x	0.25	See Recreation Revolving Fund matrix
PK-33	Senior Center Special Events	7,000		x		See Recreation Revolving Fund matrix
PK-34	Van Trips	4,000		x	0.05	See Recreation Revolving Fund matrix

FUND/DEPARTMENT: General Fund/Parks and Community Services

DRAFT

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PK-35	Business Services	157,400		X	1.15	This is a new functional area based on a recent reorganization. The goals of this position are to create consistencies, and efficiencies in our business practices. This position is charged with business partnerships, soliciting sponsorships and donations, etc. Includes hourly dock master and moorage attendants. Revenues for this position include concessions, moorage, private partnership sponsorships, boat launch. Revenues budgeted for 2008 include: 120,000, year end estimates are 155,000.
PK-36	Special Events	85,877		x	1.00	Transferred from CM's office and Includes: Special event coordination with organizers, permitting & grant administration. Impacts would be liability exposure for the City with events that are not permitted or coordinated. Loss of income from permits for events, block parties, and banners. Reduce the tourism potential of the community. In addition .25 FTE was added to Coordinate Friday Market at Juanita Beach. Revenue to support .25FTE=\$22,000
100% Revenue-Supported Services		Expenditures			FTE's	Notes
PK-37	CIP Project management	50,863			0.50	.25 FTE Planning Coordinator / .25 FTE Manager
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Department Administration	318,211	x		2.32	Department administration, supplies, and park board support, citizen information service, City website/Kirknet.
	Interfund charges - Technology, Fleet, Facilities	762,673	x			
	Insurance & Stormwater	102,757	x			Liability insurance and surface water fees
	Professional Services Intfnd	4,000	x			
Total		5,647,042			33.80	

CITY OF KIRKLAND SERVICES MATRIX
FUND/DEPARTMENT: General Fund/Public Works

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PW-1	Transportation Improvement Plan	\$ 6,690	x		0.05	5% Dave S.
PW-2	Utility Comprehensive Planning	\$ 7,791		x	0.05	5% Ray
PW-3	GMA Concurrency Planning	\$ 17,909	x		0.15	David
PW-4	Monitoring of Commute Trip Reduction (CTR) Employers	\$ 5,324	x		0.05	Thang
PW-5	Administer City's Trip Reduction Program	\$ 5,324	x		0.05	Thang
PW-6	SEPA Traffic Analysis	\$ 74,542		x	0.70	Thang
PW-7	Training (safety, pathogens, etc)	\$ -	x		0.00	Included in staff rates
Essential Services			Revenue Offset?			Notes
			None	Partial		
PW-8	Capital Improvement Program (CIP) Administration	\$ 126,944		x	0.85	60% Ray, 25% Dave S
PW-9	Public Works Mapping/GIS	\$ 101,466		x	1.05	Joe & 5% Ray
PW-10	PW Customer Service @ Front Counter	\$ 48,464	x		0.60	30% Amy, 20% Terri, 10% Katy
PW-11	Development Review Engineering	\$ 368,484		x	3.40	John, Phillip, Bill, 30% Terri, .10 Rob (should be development fee \$\$ per development services study)
PW-12	Development Surface Water Review	\$ -		x	0.00	Stacey Rush re: development services study
PW-12	Single Family Development Review	\$ -	x		0.00	
PW-13	Inspection for Development	\$ 288,690		x	3.00	3 inspectors
PW-14	Sidewalk clearance and sight distance	\$ 15,564	x		0.15	two neighborhood traffic
PW-15	PW Land Use Permit Review	\$ 42,794	x		0.30	30% Rob
PW-16	ROW Permit and ROW Vacations (non-user vacations) Administration	\$ 46,987		x	0.50	50% Katy
PW-17	Development Review Policy and Program Support/Administration	\$ 123,177	x		1.00	40% Katy, 60% Rob

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

Essential Services continued			Revenue Offset?			Notes
			None	Partial		
PW-18	Performance/Maintenance Securities Processing	\$ 39,470	x		0.50	Terri
PW-19	Support for Parking Programs/PAB	\$ 27,144	x		0.20	Dave G, 5% Iris
PW-20	Traffic Accident Analysis & Records Management	\$ 10,728	x		0.10	10% Iris
PW-21	Engineering for Traffic Signing, Marking and Signals (including ITS)	\$ 91,837	x		0.75	45% Iris, 30% David
PW-22	Maintain BKR Traffic Model	\$ 5,324	x		0.05	5% Thang
PW-23	Transportation Engineering Support for CIP	\$ 10,728		x	0.10	10% Iris
PW-22	Traffic Counts	\$ -	x		0.00	now in discretionary
PW-23	Non-User Claim Processing	\$ -	x		0.00	
PW-24	Bike, Pedestrian, Transit issue coordination	\$ 29,040	x		0.20	Dave G
PW-25	PW Research & Analysis Support	\$ 5,364	x		0.05	Iris
PW-26	WSDOT Nickle coordination	\$ 27,382	x		0.25	25% Don A. (project engineer)
PW-27	Adjacent agency CIP project coordination	\$ 15,582	x		0.10	10% Ray
Discretionary Services			Revenue Offset?			Notes
			None	Partial		
PW-28	Traffic Counts	\$ 5,364	x		0.05	5% Iris
PW-29	Grant Writing and Accounting	\$ 11,182	x		0.13	Iris, Eileen
PW-27	General Development Review Engineering Support	\$ -	x		0.00	
PW-30	Kirkland Transportation Commission Support	\$ 14,520	x		0.10	10% David
PW-31	Neighborhood Traffic Control Program Coordination	\$ 93,559	x		0.90	85% Jim, 85% Noel
PW-32	PW Transportation Support for Neighborhood/Business District Planning	\$ 10,728	x		0.10	
PW-33	Regional Transportation Planning	\$ 14,520	x		0.10	10% David

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

Discretionary Services continued			Revenue Offset?			Notes
			None	Partial		
PW-34	Pedestrian Flag Program	\$ 7,260		x	0.05	
PW-35	Commute Trip Reduction Program	\$ 12,585	x		0.10	
100% Revenue-Supported Services						Notes
PW-36	Emergency Sewer Program Administration	\$ 6,787		x	0.09	33% Eileen
PW-37	Capital Project Management-Engineers	\$ 840,777		x	7.50	6.75 project engineers, 70% Dave S., 5% Ray – capital project \$
PW-38	CIP Accounting	\$ 6,787		x	0.09	33% Eileen
Administration			Revenue Offset?			Notes
			None	Partial		
	Director, Admin Asst, Admin Mgr, Acct	\$ 448,776	x		3.55	Daryl, Lisa, Julie, 25% John M., 10% Mike, 15% Ray, 5% Teri
	DP, Fleet and Facilities Charges	\$ 325,018	x		0.00	IT, Fleet, Facilities, Insurance
	Total	\$ 3,340,613			26.95	

CITY OF KIRKLAND SERVICES MATRIX**FUND/DEPARTMENT: General Fund/Finance & Administration****DRAFT**

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FA-1	Financial Reporting	132,756	x		1.37	.3 Angela, .5 Carol, .5 Teresa .07 Michael and Other Costs (Office Supplies, Travel, Training, Dues, Printing, Furniture and Misc)
FA-2	Accounts Payable	160,210	x		2.11	1.0 Lori, .95 Cheryl, .05 Teresa, .11 Michael and Other Costs
FA-3	Grant Accounting	21,455	x		0.21	Required as a condition of receiving grants .10 Angela, .10 Teresa, .10 Michael and Other Costs
FA-4	Payroll	204,699	x		2.64	1.0 Cheryl, 1.0 Doreen, .50 Diana K, .14 Michael and Other Costs (Office Supplies, Travel, Training, Dues)
FA-5	Tax Collections	49,048	x		0.53	.50 Angela, .03 Michael and Other Costs
FA-6	Debt Service and Cash Mgmt.	119,043	x		1.51	1.0 Diana Bruland, .08 Michael, .10 Sharon A, .33 Sharon S and Other Costs
FA-7	Budget Preparation	118,113	x		1.10	.2 Sandi, .3 Sri, .5 Neil
FA-8	Fixed Asset Management	27,061	x		0.32	.30 Carol, .02 Michael and Other Costs
FA-9	Annual Audit	106,282	x		0.58	Mandatory contract with State Auditor \$51,500 plus staff support .05 Cheryl, .2 Carol, .1 Angela, .2 Teresa, .08 Michael and Other Costs
FA-10	Records Management	163,454	x		1.00	Victoria 1.0 Professional Services related to Records Management \$85,000 Professional Services and Other Costs
FA-11	City Council Meetings & Support	128,141	x		1.45	Cheri 1.0 Kathi .45 and Other Costs
FA-12	Elections	111,300	x			Voter registration, primary and general election; voter pamphlet
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FA-13	Financial Analysis and Monitoring	53,428	x		0.50	.2 Sandi, .1 Sri, .2 Neil and Other Costs
FA-14	Contract Costing	32,925	x		0.30	.1 Sandi, .2 Sri and Other Costs
FA-15	Special Analysis	54,443	x		0.50	.2 Sandi, .2 Sri, .1 Neil and Other Costs
FA-16	Financial System Op/Maint/IC	17,468	x		0.16	Teresa .15, .01 Michael and Other Costs
FA-17	Centralized Purchasing	185,193	x		2.00	Buying and contract/bid management Barry 1.0 Sheila 1.0 and Other Costs
FA-18	Cemetery Administration	20,610	x		0.26	Gloria/Patti .25, .01 Michael and Other Costs
FA-19	Staff & Public Support - Records Services	52,401	x		0.45	Kathi .45 and Other Costs

FUND/DEPARTMENT: General Fund/Finance & Administration**DRAFT**

Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FA-20	Park Smart Support	20,610		x	0.26	Sales of permits and registration of businesses Gloria/Patti .25, .01 Michael and Other Costs
FA-21	Business License Administration	91,541		x	1.16	Needed to continue revenue stream Gloria/Patti 1.00, Sharon .10, Michael .06 and Other Costs
FA-22	Passport	35,449		x	0.53	Amy .50, .03 Michael and Other Costs
FA-23	False Alarm Administration	40,872		x	0.53	Patti .50, .03 Michael and Other Costs
FA-24	Capital Improvement Program	66,239	x		0.60	.2 Sandi, .2 Sri, .2 Neil and Other Costs
FA-25	Mail Services	78,231	x		1.10	Tina - Mail Clerk 1.00 FTE and Kathi - Supervisor .10 and Other Costs
FA-26	Information Desk	35,449	x		0.53	Amy .50, .03 Michael and Other Costs
FA-27	On-call / Hourly Wages	10,623	x			Used to cover Mail Clerk
100% Revenue-Supported Services		Expenditures			FTE's	Notes
FA-28	Utility Billing	581,678			6.82	Supported by utility charges Sharon A .80 Sharon S .67, .35 Michael and Other Costs
Administration		Expenditures	Revenue Offset?		FTE's	Notes
	Director and Admin Asst.	294,719	x		2.00	1.0 Tracey, 1.0 Karen, Other Costs
	Insurance	24,725	x			
	IT and Facilities Charges	274,332	x			
	Total	3,312,494			30.50	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Planning and Community Development

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PL-1	Building, mechanical & sign permits	315,242		x	3.50	Ongoing staff only including overtime.
PL-2	State mandated land use permits	261,295		x	2.50	Includes subdivisions, shoreline, SEPA, ROW vacations, some zoning. Ongoing staff = \$206,028. Ongoing prof. services = \$12,000.
PL-3	Comprehensive planning, regulations & shoreline management (State mandated)	255,423		x	2.00	Includes comprehensive plan & zoning code updates. Ongoing staff = \$236,423. Ongoing prof. services = \$19,000.
PL-4	State mandated natural resource plans & regulations.	51,952	x		0.50	Ongoing staff only.
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PL-5	Public regulatory information	192,033		x	2.50	Respond to counter and phone inquiries. Ongoing staff only.
PL-6	Code enforcement	212,664	x		2.00	Ongoing staff only including \$1,830 communications. (Note: Does not include additional one-time.5 FTE.)
PL-7	ARCH	55,000	x			Ongoing ARCH dues only (Note additional one time ARCH trust fund = \$216,000.)
PL-8	Comprehensive planning and regulations (non state mandated)	186,424	x		1.50	Includes some plan and code updates, affordable housing regs. Ongoing staff = \$170,434 Ongoing prof. services = \$4,000 for data & mapping & \$12,000 for code updates.
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PL-9	Land use permits not mandated by State	189,005		x	2.00	Includes discretionary permits required by Zoning Code. Ongoing staff only. Reduction would require code amendments that would need short term staffing.
PL-10	Urban forestry services	42,538	x		0.50	Ongoing staff only (Note does not include additional one-time .25 FTE)
PL-11	Comprehensive planning and regulations (non state mandated)	207,806		x	2.00	Includes neighborhood plans; private amendment requests and optional plan/code amendments. Ongoing staff only.
PL-12	Natural Resource plans and regulations	51,952		x	0.50	Ongoing staff only.
PL-13	Planning Interns	32,958	x			Planning intern hourly wages (\$28,126) & benefits (\$4,832)
100% Revenue-Supported Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PL-14	Third Party Review Planner	70,577			1.00	Ongoing staff for expedited permit review. This position is currently unfilled; however the work is being accomplished through overtime by the Planning Information Specialists.

FUND/DEPARTMENT: General Fund/Planning and Community Development**DRAFT**

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Salaries & benefits	314,784		x	3.06	Ongoing staff for budgeting; personnel; departmental management; interdepartmental coordination; coordination with councils, boards & commissions; training; records (Director, Office Supv., Receptionist) including Director travel/medical allowance (\$2,700).
	Administrative on-call hourly wages	40,463	x			Ongoing administrative assistance for heavy workload and ongoing assistance (\$34,669) and benefits (\$5,794)
	Professional Services Administrative	13,114	x			Ongoing recording secretary services for PC, HCC, HE, DRB
	Office Supplies, operating supplies, furniture	19,800	x			Department office supplies (\$14,500), operating supplies (\$3,200), furniture (2,100)
	Overhead expenses	236,991		x		Operating rentals (e.g. IT charges, fleet, telecom); insurance; repairs
	Travel, training & dues for staff, PC, HCC and DRB	28,400	x			Staff and Planning Commission, Houghton Community Council and Design Review Board support. Travel (\$7,700), Training (\$11,700), Dues (\$9,000)
	Software, repairs/maintenance	1,850	x			All software purchases (\$1,600) and maintenance agreements (\$250)
	Advertising	21,400	x			Advertising for projects and permits
	Printing/postage/miscellaneous	27,500	x			Department printing (\$24,200), postage (\$2,500) and meeting packet delivery (\$800)
	Total	2,829,171			23.56	

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

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PD-1	Responding to Calls for Service - Patrol Division	3,846,740	x		37.00	A total of 36 FTE's are allocated to the Patrol Division with oversight of the division provided by two 0.50 Management Staff personnel (Lieutenant). Uniform costs are \$1,611 per Patrol FTE, Training costs are \$737 per Patrol FTE, and Overtime costs are \$3,954 per Patrol FTE. Costs for Management Staff are \$140,473.
PD-2	Public Safety Answering Point/911 Calls - Communications Division	1,525,913		x	19.50	A total of 19 FTE's are allocated to the Communications Division with oversight provided by 0.50 Management Staff personnel (Lieutenant). 4 FTE's funded by contracts from outside agencies (Medina = 1, Mercer Island = 3) with a total 2007 Revenue of \$299,184. Additional revenues are available from King County E911 for call taking, training, and equipment. Training costs are \$629 per FTE. Uniforms and all other supplies are provided within the total expenditures for this division. Costs for Management Staff are \$70,478.
PD-3	Training		x			Training expenditures have been allocated to the position/division where the FTE(s) are budgeted.
PD-4	Jail	823,633		x	10.90	Expenditures include salaries, benefits, uniform costs, and all Kirkland inmate expenditures. Revenues from Point Cities for Housing & Transport, total 2007 revenue received \$28,205. Training costs are \$629 per FTE. Unit is managed by Corrections Lieutenant (0.90 FTE) for a cost of \$104,930.
PD-5	Outside Agency Incarceration Costs	521,505	x			
PD-6	Records Maintenance	331,943	x		4.65	A total of 4.5 FTE's are allocated to Records with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are \$385 per FTE and Training costs are \$629 per FTE. Overtime costs for the division are \$1,958. Costs for Management Staff are \$21,143.
PD-7	Evidence	83,519	x		1.10	Uniform costs are \$385 for this position, Training costs are \$629, and Overtime costs are \$435. Oversight is provided by the Corrections Manager (0.10 FTE) for a cost of \$11,659.
PD-8	Accreditation	69,877	x		0.50	This position is filled by Management Staff (Lieutenant) personnel who serves as our Accreditation Manager in addition to other staff responsibilities.

FUND/DEPARTMENT: General Fund/Police**DRAFT**

Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PD-9	Investigations Division	885,984	x		7.15	A total of 7.0 FTE's are allocated to the Investigations Division with oversight provided by 0.15 Management Staff (Lieutenant). Uniform costs are \$1,061 per FTE, Training costs are \$1,000 per FTE, and Overtime costs are \$4,444 per FTE. Costs for Management Staff are \$20,963
PD-10	Management Staff	551,687	x		3.40	Management staff consists of 6 FTE's made up of 2 Captains and 4 Lieutenants. Portions of the Lieutenants' costs are allocated to provide oversight to other divisions within the department. Uniform costs are \$1,840 per FTE and Training costs are \$1,000 per FTE.
PD-11	Traffic Division	459,893		x	4.15	A total of 4.0 FTE's are allocated to the Traffic Division with oversight provided by 0.15 Management Staff (Lieutenant). The Traffic Division performs many mandated services such as investigation of fatal or serious injury traffic collisions. Revenues are available from the Traffic Safety Commission for reimbursement of costs associated with special emphasis and/or equipment. Uniform and Overtime costs are included in the total expenditures for the division, and Training costs are \$1,000 per FTE. Costs for Management Staff are \$20,832.
PD-12	Marine Patrol	39,000	x			Contract service with King County Sheriff's Office to provide for the routine patrol of waters to enforce laws and ordinances May through October of each year. Additionally, they may be called out to respond to serious emergency complaints or situations with a corresponding call out fee.
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PD-13	School Resource Officer	107,699		x	1.00	Revenues from Lake WA School District partially support this position with the current contract calling for a yearly payment from LWSD in the amount of \$66,911. Uniform costs are \$1,611, Training costs are \$1,000, and Overtime costs are \$4,521. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-14	Neighborhood Resource Officer	104,859	x		1.00	Uniform costs are \$1,611, Training costs are \$1,000, and Overtime costs are \$4,521. Oversight of this position is provided by the Community Services Unit Supervisor.
PD-15	Family Violence Detective	107,217	x		1.00	This position is assigned to the Investigations Division. Although listed as Discretionary, the position is responsible for all Domestic Violence incidents in the City. Elimination of the position would create a burden on the Investigations Division by the increased workload. Uniform costs are \$1,062, Training costs are \$1,000, and Overtime costs are \$4,442.

FUND/DEPARTMENT: General Fund/Police**DRAFT**

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PD-16	Family/Youth Advocate	80,528		x	1.00	Minimal revenues are generated from Advocacy services provided to the Point Cities. This position is assigned to the Investigations Division and reports to that Division's Sergeant. Although listed as Discretionary, the position is vital in providing assistance, intervention, and counseling to victims of domestic violence as well as providing immediate crisis intervention to those victims and appearing with them at court hearings. The position also oversees the DART (Domestic Abuse Response Team) volunteer program. Uniform costs are \$385, Training costs are \$629, and Overtime costs are \$435.
PD-17	Community Services Unit Supervisor	117,232	x		1.00	The position provides direct supervision to the School Resource Officer and the Neighborhood Resource Officer. The position also interacts with citizen and business groups and provides crime prevention information to the public. Uniform costs are \$1,611, Training costs are \$1,000, and Overtime costs are \$4,521.
PD-18	Eastside Domestic Violence Program	31,264		x		The department is planning to move funding for this program from its budget to the Parks Human Services budget in the 09-10 fiscal year. Partial funding is available through CTED.
PD-19	Special Response Team	15,100	x			It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are \$5,000.
PD-20	Crisis Negotiations Team	7,500	x			It should be noted that although categorized as discretionary, the elimination of this service/program poses liability concerns. Personnel costs for FTE's assigned to this unit are budgeted within other divisions. Training costs are \$4,000.
PD-21	Eastside Narcotics Task Force	117,688		x	1.00	Revenues are generated from seizure of property or money associated with illicit drug activity. Revenues must be used to fund narcotics related programs or equipment. Uniform costs are \$1,061, Training costs are \$1,000, and Overtime costs are \$4,450. Additionally, a narcotics investigation fund in the amount of \$7,500 is attached to this position.
PD-22	Crime Analysis	94,377	x		1.00	It should be noted that although categorized as discretionary, the position is responsible for mandated crime statistic reporting. The position also provides vital information on criminal activity (patterns, MO, etc.) that assists officers in the apprehension of criminals. Uniform costs are \$385, Training costs are \$629, and Overtime costs are \$435.
PD-23	K-9 Unit	106,146	x		1.00	Direct supervision provided by a Patrol Sergeant. Expenditures include necessary supplies for the police service dog as well as overtime for the officer. Uniform costs are \$1,611 and Training costs are \$1,000.

FUND/DEPARTMENT: General Fund/Police**DRAFT**

Discretionary Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PD-24	Explorer Program	3,150	x			Although listed as discretionary, the Explorers provide a variety of assistance to the City for Special Events, such as Traffic Control, etc. Budgeted expenditures pay for a small portion of their uniforms and training. The Post generates revenue from their assistance at City and regional events, using that revenue for purchases not funded by the General Fund Police budget.
PD-25	Chaplain's Program	1,000	x			The Police Chaplain performs a wide variety of volunteer services for the department and its' employees. The expenditures represent fees for attendance at a yearly training conference, a portion of which is funded by the FBI.
PD-26	Volunteer Program	1,250	x			Expenditures are for necessary clothing and uniform items utilized by our volunteers including our Speed Watch volunteers and DART volunteers.
PD-27	ProAct Unit	513,937	x		5.15	A total of 5 FTE's are assigned to this unit consisting of one Sergeant, three Officers, and one support position with oversight of the unit provided by 0.15 Management Staff (Lieutenant). Expenditures include salaries and benefits for the FTE's as well as uniforms and overtime. Training costs for the unit are \$4,629. Costs for Management Staff are \$21,308.
100% Revenue-Supported Services		Expenditures			FTE's	Notes
PD-28	Parking Enforcement	138,412			2.00	Expenditures include salaries and benefits for the FTE's as well as uniforms, overtime, and supplies associated with Parking Enforcement. Oversight is provided by the Traffic Sergeant. Training costs are \$1258.
PD-29	CJTC Instructor	109,390			1.00	All costs associated with this position are reimbursed by the Criminal Justice Training Commission. Overtime costs are \$3,950. Uniforms and Training for the position are provided by CJTC.
Administration		Expenditures	Revenue Offset?		FTE's	Notes
	Director and Staff Coordinator	275,398	x		2.00	Salaries and benefits for Chief and Staff Coordinator. Uniform costs for Chief are \$1,500 and Training costs are \$3,129 (\$2,500 Chief, \$629 Staff Coordinator).
	Support Staff	358,402	x		4.00	Staff consists of the Administrative Corporal, Training Officer, and two Administrative Support positions who provide Timekeeping & Payroll duties, register and arrange all department training and travel, and perform a wide variety of clerical support. Uniform costs total \$2,770 (\$1,000 each for sworn position and \$385 each for support position), Training costs total \$3,258 (\$1,000 each for sworn positions and \$385 for each support position), and Overtime costs are \$2,870 (\$950 for each sworn position and \$435 for each support position).
	IT Charges	977,429	x			Includes Operating, Replacement & Telecom for all department staff.

FUND/DEPARTMENT: General Fund/Police**DRAFT**

Administration continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Fleet & Radio Charges	816,351	x			Includes Fleet Operating & Replacement for all department vehicles and Radio Operating for all department radios.
	Facilities Charges	189,347	x			Internal charges for rental of City Hall and evidence space at the Maintenance Center and Kirkland Municipal Court.
	Liability Insurance	165,354	x			
	Department Supplies & Other Miscellaneous Fees	164,208	x			Includes department supplies consisting of firearms supplies (lethal & less lethal) and office & operating supplies, as well as fees for postage, repairs & maintenance of equipment, association dues, and a wide variety of professional fees that provide support for functions in both the Operations and Services Divisions.
	Communication Fees	62,190	x			Fees for all data lines, radio lines, pagers, and phones.
	Professional Fees	31,900	x			Provision of funds for costs related to grant consulting, annual leadership retreat, and regional records management data bases which provide vital criminal history information.
Total		13,837,022			110.50	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: General Fund/Fire and Building

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FB-1	Emergency Management	98,698	x		0.50	50% Admin Deputy Chief + Operating cost = \$25,214
FB-2	Fire Training	430,502		x	2.20	20% Deputy Chief Salary/Benefits plus 2 Training Officers + Firefighter Training Costs
FB-3	Fire Inspection	357,072		x	2.90	ADC .20%, Fire Marshall (.90%), DFM (.80%), Inspector (100%), Operating Cost = \$26,558
FB-4	Fire Investigation	62,868	x		0.30	10% Fire Marshal, 20% Deputy FM, = Operating cost/OT Stand-by =\$41,700
FB-5	Safety Fund	2,560		x		Safety Committee, Admin Budget
FB-6	Fire/Bldg Records Management	67,587		x	1.60	85% Fire Clerk, 75% Building Clerk = Professional Services cost \$3,000
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FB-7	Fire Suppression/EMS	519,585		x	3.80	80% Deputy Chief Salary/Benefits & Operating Costs plus 3 Shift Battalion Chiefs
FB-8	Station 21	1,332,916		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-9	Station 22	1,636,079		x	15.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-10	Station 24	515,546		x		10% of Budget plus Firefighter OT (12 Hrs)=327,442 (Conversion 4 Firefighters to OT)
FB-11	Station 25	1,332,916		x	12.00	Salary/Benefits + 15% of all Stations Operating Budget
FB-12	Station 26	1,652,507		x	15.00	Salary/Benefits + 20% all Stations Operating Budget
FB-13	Station 27	2,138,579		x	20.00	Salary/Benefits + 20% of all Stations Operating Budget
FB-14	Reserve Program	51,600		x		
FB-15	Trench Rescue and Training	8,100		x		
FB-16	Hazardous Materials	21,900		x		

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

Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FB-17	Confined Space Rescue	6,450		x		
FB-18	Water Rescue	9,750		x		
FB-19	Motor Vehicle Rescue	11,520		x		
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FB-20	Chaplain's Program	8,400		x		Funded from Reserve Program Budget Line Item. The Chaplain's Program provides a wide variety of services and support for employees as well as citizens in crisis.
FB-21	Public Education Coordination	104,493		x	1.00	Public Education Coordinator/Benefits/OT +operating cost \$11,308
FB-22	My Bldg. Permit.com	52,067		x	0.60	Transactional Credit Card -time for committees.
FB-23	Code Enforcement	72,345			0.85	Bldg. Inspectors, including landlord tenant resolution
100% Revenue-Supported Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FB-24	Addressing	63,834			0.75	Permit Techs
FB-25	Plan Review	803,000			8.10	Bldg. Plans Examiners, 2 (vacant) third party review + Operating Costs
FB-26	Construction Inspection	544,910			5.85	Building Inspectors, Permit Transcriber + Operating Costs
FB-27	Permitting	346,960			3.63	Permits Techs + Operating Costs
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Director (1); ADC (.30); Admin Asst. (2); Admin Clerk (.15)	446,192		x	3.45	Salaries/Benefits/Benefits/OT/on-call + Operating Costs = \$69,606
	Internal Charges	2,521,179		x		Includes Fleet, IT, Norway Hill, and Communications (including Dispatch)
Total		15,220,115			109.53	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Lodging Tax Fund/City Manager's Office

DRAFT

Mandated Services	Expenditures	Revenue Offset?		FTE's	Notes
		None	Partial		
Essential Services	Expenditures	Revenue Offset?		FTE's	Notes
Discretionary Services	Expenditures	Revenue Offset?		FTE's	Notes
100% Revenue-Supported Services	Expenditures			FTE's	Notes
Tourism Services	208,745			0.90	Includes program staff, tourism intern, professional services, grants, advertising, printing, and admin
Administration	Expenditures	Revenue Offset?		FTE's	Notes
Total	208,745			0.90	

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

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ST-1	Admin/Supervision	42,328	x		0.33	Supervisor/Leadperson time spent
ST-2	Operations Labor	22,575	x		0.17	Non Descript time conducting general operations
ST-3	Training	6,056	x			Crew Training all accounts
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ST-4	NTCP	65,757	x			Program Cost Budget handled by Traffic Engineering
ST-5	Parking Management	37,568	x			Program Cost Budget handled by Traffic Engineering
ST-6	Bridges	2,352	x		0.20	Bridge Maintenance
ST-7	Alleys	9,876	x		0.07	Alley Maintenance
ST-8	Shoulders	12,463	x		0.09	Shoulder Grading
ST-9	Curb/Gutter	7,525	x		0.05	Curb/Gutter Repair
ST-10	Temp Patch	19,988	x		0.15	Pothole Repair
ST-11	Hot Patch	312,989	x		2.46	Asphalt Hot Patching
ST-12	Saw Cuts	67,959	x		0.53	Asphalt Saw Cutting
ST-13	Crack Seal	17,637	x		0.13	Asphalt Crack Sealing
ST-14	Extruded Curb	9,876	x		0.07	Extruded Curb Repair/Install
ST-15	Roadway Operations	276,498	x			Budget Operational Costs - Roadway
ST-16	Sidewalk Grind	15,050	x		0.11	Sidewalk Offset Grinding
ST-17	Conc. Repair	42,798	x		0.33	Flat Concrete Repair

FUND/DEPARTMENT: Street Operating Fund/Public Works**DRAFT**

Essential Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ST-18	Gravel Paths	7,525	x		0.05	Gravel Path Maintenance
ST-19	Paths/Trails	2,352	x		0.01	Paths/Trails Maintenance
ST-20	Paths/Trails Operations	17,052	x			Budget Operational Costs - Paths/Trails
ST-21	Streetlight Maintenance	22,575	x		0.17	Streetlight Inspect/Repair
ST-22	Streetlight Operations	387,137	x			Budget Operational Costs - Streetlights
ST-23	Signal Maintenance	164,137	x		1.29	Signal Maintenance/Repair
ST-24	Electrical	75,249	x		0.05	Electrical Repair
ST-25	Crosswalk Maintenance/Inspection	19,988	x		0.15	Lighted Crosswalk Maintenance/Inspection
ST-26	Signal Operations	148,892	x			Budget Operational Costs - Signals
ST-27	Parking Facilities	17,637	x		0.13	Parking Facilities Maintenance
ST-28	Parking Facilities Landscapes	4,938	x		0.03	Parking Facilities Landscapes Maintenance
ST-29	Parking Facilities Operations	77,944	x			Budget Operational Costs - Parking Facilities
ST-30	MC Import/Export	25,161	x		0.19	Spoils Loading
ST-31	MC Inventory	15,050	x		0.11	Inventory Taking
ST-32	MC Facility Operation	7,525	x		0.05	Yard Operations
ST-33	Snow/Ice	17,637	x		0.13	Snow/Ice Control
ST-34	Snow/Ice Operations	1,103	x			Budget Operational Costs - Snow/Ice Removal
ST-35	Street Sweeping	143,914	x		1.13	Street Sweeping
ST-36	Street Litter	7,525	x		0.05	Street Litter
ST-37	Street Sweeping Operations	13,962	x			Budget Operational Costs - Street Sweeping

FUND/DEPARTMENT: Street Operating Fund/Public Works**DRAFT**

Essential Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ST-38	Graffiti	108,406	x		0.85	Graffiti Removal ROW and Parks
ST-39	Sign Shop	214,695	x		1.68	SignShop Operations
ST-40	Sign Shop Operations	195,482	x			Budget Operational Costs - Signs
ST-41	Flail Mowing	52,910	x		0.41	Mowing activities
ST-42	Trees/Brush	88,182	x		0.69	Tree/Brush field work
ST-43	Spraying	15,050	x		0.11	Spray program
ST-44	Roadside Litter	4,938	x		0.03	Litter removal from roadside
ST-45	CBD Appurtenance	37,860	x		0.29	CBD focus activities
ST-46	Roadside Operations	180,651	x			Budget Operational Costs - Roadside
ST-47	Medians	103,467	x		0.81	
ST-48	Median Operations	123,935	x			Budget Operational Costs - Medians
ST-49	Ancillary Operations	6,544	x			Budget Operational Costs - Ancillary
ST-50	Grounds Maintenance - Admin	70,546	x		0.60	Public Grounds Supervision
ST-51	Facility Maintenance - Grounds	47,971	x		0.37	City owned bldg landscape maintenance
ST-52	Public Grounds Operations	16,473	x			Budget Operational Costs - Public Grounds
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ST-53	Equipment Down Time/Cleaning - All	27,831			0.41	Applied across various accounts - lump sum totalled
100% Revenue-Supported Services		Expenditures			FTE's	Notes
ST-54	General Road Service					1.0 FTE ESA Funded by Surface Water Utility - Activities included above
ST-55	Maint Center Yard / Maintenance					.75 FTE Inventory Control Funded by Utilities - Activities included above
ST-56	Sweeper Operator					.5 FTE Funded by Surface Water Utility

FUND/DEPARTMENT: Street Operating Fund/Public Works***DRAFT***

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Maint/Supv. Operations	287,177	x			Budget Operational Costs - Maint/Supervision per COA
	Admin. Operations	168,525	x		0.95	Budget Operational Costs - Administration per COA minus bene\$. Includes Mgr and .2 FTE AdminMgr + .4 FTE Mgmt Analyst
	Total	3,897,241			15.43	

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

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PM-1	Inspections / installations	8,100	x		0.10	Inspect play areas, docks, lighting, repair and document, ADA accessibility
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PM-2	Ballfield Maintenance	215,200		x	3.00	Ballfield prep, maintenance, scheduling, administration
PM-3	Park & City/School partnership mowing	162,400	x		2.00	Mowing and turf maintenance, administration
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
PM-4	Garbage / litter collection /park closure	40,600		x	0.50	Removal of garbage & litter, close parks and lock gates
PM-5	Restroom operations	32,500		x	0.50	Maintenance, repairs, labor
PM-6	Irrigation	65,000		x	0.40	Maintenance & operation of irrigation systems, utilities, supplies, labor, training
PM-7	Night and Weekend coverage	66,500		x	1.00	Staff for ballfield prep, garbage/litter, restroom maintenance after 5 pm Mon - Fri and all day Sat/Sun
Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Interfund Charges	118,785	x			
	Insurance	17,955	x			
Total		727,040			7.50	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Recreation Revolving Fund/Parks and Community Services

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
RR-1	Water Safety Instruction	118,352		x	0.45	Revenue supported program plus hourly employees. Revenue for this program is \$155,000.
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
RR-2	Youth Sports: programs and camps	118,120		x	0.60	Revenue supported program: Revenue=121,400
RR-3	Adult Sports	88,792		x	0.60	Revenue supported program. Revenue=94,600
RR-4	Outdoor programs	33,857		x	0.05	Revenue supported=40,000
RR-5	Swim/Dive Team	7,800		x	0.10	Revenue = 20,000
RR-6	Preschool Programs	106,000		x	0.40	Additional hourly employees. Revenue = 112,000
RR-7	Youth Programs & camps	92,000		x	0.30	Additional seasonal employees. Revenue = 123,500
RR-8	Adult General Programming	62,000		x	0.30	Contracted professional services. Revenue=48000
RR-9	Adult Fitness Programs	43,000		x	0.30	Contracted professional services. Revenue=57000
RR-10	Summer Concert Series	24,650		x		Seasonal employees. Split between General fund and 126. Revenue includes grants and donations. Revenue=30,000
RR-11	Recreation Brochure	60,000		x		Combined with General fund. Includes Sr. Center brochure, printing and postage
RR-12	Senior Fitness, Lifelong learning, enrichment programs	56,000		x		Combined with General Fund costs. Revenue=82000
RR-13	Senior Center Special Events	10,000		x		Combined with General Fund costs. Revenue=3500
RR-14	Senior Van Trips	17,300		x	0.15	Combined with General Fund costs. Revenue=15300
100% Revenue-Supported Services		Expenditures			FTE's	Notes

FUND/DEPARTMENT: Recreation Revolving Fund/Parks and Community Services**DRAFT**

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Professional Services Interfund	54,000	x			
	Fleet interfund	10,500	x			
	Facility interfund	52,162	x			
	GIS interfund	23,149	x			
	Banking fees (credit card usage)	24,500		x		These are added into Recreation fees.
	Insurance	10,360	x			
	PKCC Coordinator	41,140			0.50	.5 PKCC Coordinator authorized by Council in 2007/2008. Not hiring this coordinator. This represents salary, benefits, and inferfund charges
	Total	1,053,682			3.75	

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

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FM-1	ADA Code Compliance	24,000	x		0.10	Elevator & automatic door maintenance
FM-2	Ergonomics	18,000	x		0.25	Installation of keyboard trays, etc.
FM-3	Maintain Fire/Life & Safety Systems	51,000	x		0.15	Inspection, monitoring & maintenance of fire suppression & alarm systems (incl phone lines & Fire Station doors & alarm systems)
FM-4	L&I Compliance	5,000	x		0.05	Boiler certification, training, safety meetings
FM-5	Flags	2,000	x		0.02	Flags & conformance with "half-staff" schedule
FM-6	DOH Compliance -Backflow Tstg	1,000	x			Required testing of backflow prevention assemblies on boilers, etc.
FM-7	Pesticide Certification (Grounds)	1,000	x			Required certification and training for pesticide handling
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FM-8	24 Hour Coverage/Emergency Response	19,000		x		Standby Pay & Overtime
FM-9	HVAC/Air Quality Issues & Energy Conservation	119,000		x	0.82	Maintenance of HVAC systems at all city buildings
FM-10	Emergency Systems Support	31,000		x	0.10	Inspection & maintenance of generators & UPS
FM-11	Public Building Infrastructure & Systems Maintenance	203,000		x	1.35	Maintenance of infrastructure & systems -painting, repair, plumbing, lighting, electrical, etc. (incl. supplies & gen prof svcs & rpr/maint)
FM-12	Security Systems	36,000		x	0.30	Maintenance, installation and purchase of locks, keys, security systems, etc.
FM-13	Pest Control	7,000		x	0.01	Contracted pest control services
FM-14	Life Cycle Projects	38,400		x	0.40	Coordination, review and management of building life cycle projects
FM-15	Rental Property Management & Maintenance	40,000		x	0.05	Coordination of rental properties & fees for contracted management & maintenance & leasehold excise taxes
FM-16	Janitorial	214,000		x		Cleaning services at all city buildings
FM-17	Janitorial -Supplies	16,000		x		Supplies for cleaning all city buildings

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works**DRAFT**

Essential Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FM-18	Janitorial -Carpet & Upholstery Cleaning	29,000		x		Carpet & upholstery cleaning @ all facilities
FM-19	Janitorial -Entry Mat Cleaning	2,000		x		Cleaning & replacement of entry mats
FM-20	Landscaping -City Facilities	67,000		x	0.55	Public Grounds staff landscaping
FM-21	Landscaping -City Facilities (hourly wages)	22,000		x		Public Grounds seasonal landscaping
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
FM-22	Janitorial -Window Cleaning	5,000		x		Exterior window cleaning
FM-23	Janitorial -Art Display Cleaning	1,000	x			Contracted City Hall art cleaning
FM-24	Janitorial -Restroom Deodorizer Svc	3,000		x		Contracted restroom deodorizer service (monthly at most buildings)
FM-25	Office Reconfiguration	8,000	x		0.14	Moving furniture, reconfiguring cubicles
FM-26	New Construction/Tenant Improvements	7,000	x		0.08	New hard-wall offices, etc.
FM-27	Training	8,000		x		Training needed for maintenance staff to keep level of knowledge & certifications - Travel & Subsistence included
FM-28	Inventory Control	11,000		x	0.13	Maintenance & distribution of supplies (esp. janitorial)
FM-29	Project Management	14,400		x	0.15	Management of non-Life Cycle projects
FM-30	Space Planning	8,000	x		0.04	Ongoing space planning efforts - largely coordination of consultants
FM-31	Work Order System	9,000	x		0.10	Maintenance of work order system
FM-32	City signage (maint. and repair, lighting and new signs)	2,000	x		0.01	Maintenance of large, wood signs at various facilities
100% Revenue-Supported Services		Expenditures			FTE's	Notes
FM-34	Admissions Tax to KPC	35,000				Portion of Admissions tax given to KPC per agreement. This payment is 100% covered by admissions tax revenue.

FUND/DEPARTMENT: Facilities Maintenance Fund/Public Works**DRAFT**

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	Facilities Admin	53,000	x		0.45	PW Facilities & Admin Mgr (40%); Maint & Inv (5%)
	Grounds Admin	41,000	x		0.40	Public Grounds Supervisor (35%); Street Division Manager (5%)
	Other Admin Costs -Facilities & Grounds	6,000	x			Office supplies, uniforms, etc.
	Interfund Transfers	830,100	x			Debt Svc (CH) - 347,294; Debt Svc (MC) - 346,358; Lifecycle project transfer - 136,400
	IT, Fleet, Radio & Telecom Charges	94,000	x			Internal service charges
	Municipal Court Lease	284,000	x			Lease & associated costs for Municipal Court space (rent, prop tax, prop ins, common area prof svcs)
	Insurance	102,000	x			Insurance on city building contents
	Utilities	482,000	x			Water, Sewer, Electricity, Gas for all city buildings
	Refuse Collection & Disposal	4,000	x			Trash removal at three fire stations outside Kirkland city limits
	Accounts Payable	22,000	x		0.25	Requisition activities, etc.
	Communication	4,000	x			Cell phones, pager
	False Alarm Charges	1,000	x			Kirkland PD
	Total	2,979,900			5.90	

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

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ER-1	Vehicle Licensing	10,036		x	0.05	Fleet Supervisor's time (0.05 FTE - \$6,036), and licensing fees (\$4,000).
ER-2	Vehicle Insurance	42,597		x	0.05	Fleet Supervisor's time (0.05 FTE - \$6036), insurance cost (\$36,561).
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ER-3	Fuel/Fuel System & Tanks	488,257		x	0.40	Includes all fuel (\$446,940), system administration - Fleet Supervisor's time (0.20 FTE - \$24,144) Fleet Admin's time (0.20 FTE - \$12,773) , and fueling software support (\$4,400). Gasoline for all city vehicles.
ER-4	Vehicle/Equipment Maintenance	618,606		x	4.15	Includes staff labor (\$365,762) consisting (4.0 FTE) mechanics and (0.15 FTE) inventory control shared with Public Works. Plus parts, outside vendors, shop equipment, tools, tires (\$310,366). Removal would require negotiations of impacts with the Teamster Union.
ER-5	Vehicle/Equipment Acquisition	749,178		x	0.15	Fleet Supervisor's time (0.15 - \$18,108) plus amount budgeted for vehicle acquisition in 2008 (\$730,573), plus advertising of bids (\$497). Not replacing vehicles will increase the cost for repairs and maintenance.
ER-6	Vehicle/Equipment Disposition	6,036		x	0.05	Includes Supervisor's time (0.5 FTE - \$6,036) included in surplus and auction of equipment. Exclusion will impact maintenance and replacement costs.
ER-7	800 MHZ Radio/Access Repair	175,854		x	0.20	ESPCA access charges (\$108,510), repair contract (\$42,849), and Fleet Supervisor's time (0.15 FTE - \$18,108), and Admin Asst. time (0.05 - \$6387). Elimination would degrade our ability to operate with other governmental agencies as well as internally degrading the public safety communications for the City.
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
ER-8	Vehicle Cleaning	5,000		x		vehicle washing at vendor white Swan, 90% is Police vehicles conducted by officers. Impact would be the Police officers time to care for their vehicles which would take away public safety duties and increase the use of the wash station at the maintenance center.
100% Revenue-Supported Services		Expenditures			FTE's	Notes

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

Administration		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
	General Administration - Supervisor	24,144		x	0.20	Fleet Supervisor time (0.1 FTE)
	Accounting, Budgeting, Database	66,007		x	0.90	Fleet Supervisor time (0.15 FTE - \$18,108) Admin Asst (0.75 FTE - \$47,889).
	IT and Facilities Charges	213,273		x		IT and Facilities charges.
Total		2,398,988			6.15	

CITY OF KIRKLAND SERVICES MATRIX

FUND/DEPARTMENT: Information Technology Fund/Information Technology

DRAFT

Mandated Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
IT-1	Support for Finance systems	212,480		x	0.22	Mandated by the state and federal agencies (reporting to IRS, DRS, etc.). Includes all parts of finance systems (GL,AP,PY, timekeeping, etc.). .22 of an ongoing FTE (which is shown here) goes to support timekeeping. There are two one-time funded FTE's working on the other parts of this set of systems (those salaries are not shown here). Basic maintenance and operations takes 1.0 FTE, and forward progress to implement best practices, auditors recommendations, process improvement, etc., takes the other FTE. The work is shared to provide backup.
IT-2	Support for Document Management systems	142,691		x	0.30	New digital WAC mandates management of electronic records.
IT-3	City-wide desktop software licensing	106,300		x		We are in a contractual relationship with Microsoft for the next three years to keep software licenses up to date. Includes Microsoft enterprise agreement and Microsoft software assurance.
Essential Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
IT-4	PC support	520,577		x	2.96	Includes Help Desk, help desk system, help desk staff, training, Council meeting support, PC replacements, desktop management. PC replacement is done using one-time funded staff resources this budget.
IT-5	GIS	355,937		x	2.82	GIS also receives significant CIP funding as a separate revenue source. A large portion of the CIP funding for GIS is from utilities.
IT-6	Central server & network support	396,687		x	2.37	Includes staff costs, cabling and cable installation, backup tapes, network equipment maintenance, and software, network consulting and support. Replacement funding for servers and network equipment is in the CIP.
IT-7	Telecomm and support	122,741		x	0.58	Telephone system operation and maintenance, call accounting, bill management, voice mail, etc.
IT-8	Permit system and support	80,905		x	0.47	Includes permits and inspections, business licensing, and field mobility.
IT-9	Police system and support	321,484		x	1.23	Police CAD, RMS, mobility, field reporting, jail, evidence tracking, etc. Includes support for police technology systems for Medina and Mercer Island. Some of these costs will be shifted to NORCOM and we are contractually bound to do this. They are not expected to shift before the 09/10 budget.
IT-10	Fire system and support	34,542		x	0.23	Fire is dispatched through Bellevue and the majority of their system costs reside there and are paid through contract. We primarily support records management and inspection. Also expected to partially shift to NORCOM, but perhaps not until 2011 or 2012.

FUND/DEPARTMENT: Information Technology Fund/Information Technology**DRAFT**

Essential Services continued		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
IT-11	Copier purchase and support	77,998		x		Lease and maintenance costs for city copiers.
IT-12	Telecommunications Franchising and Management	53,441		x	0.30	Negotiate and manage telecommunication franchise agreements granted by the City. Includes antenna siting and leases, cable franchise, and franchise management.
Discretionary Services		Expenditures	Revenue Offset?		FTE's	Notes
			None	Partial		
IT-13	Parks system and support	34,690		x	0.19	Includes recreation software support and staff assistance.
IT-14	Public Works system and support	63,963		x	0.33	Maintenance management system which tracks utility assets such as pipes and valves and management of public works work orders.
IT-15	Web system	152,780		x	1.11	Intranet and internet system and support.
IT-16	Print media Production	207,049		x	2.10	Supports communication to the community and within the organization. Design and create information signs that get used on park kiosks; design, create and produce brochures, posters, flyers, invitations, newsletters, manuals for the organization. Prepares graphics for use with television and for web. Includes on-call graphic support.
IT-17	City Council Meeting support	30,664		x	0.28	Produces live video of regularly scheduled Council meetings and study sessions. Includes preparation and test, actual filming and may include minor editing.
IT-18	Television Station Management	51,738		x	0.33	Draft, maintain, update and in some cases manage forms, packets, applications, resolutions, ordinances, manuals (e.g. Natural Resource, Planning Design Guidelines...) job descriptions, employee identification cards, labels, city telephone and contacts roster & contracts for the city.
IT-19	Document support services	45,421		x	0.60	Maintains Official City Documents, and prepares more complex word documents such as forms with fields, e-forms, creates style sheets, incorporate graphics throughout documents, multiple columns with section breaks, creating template and the blending of two or more documents.
IT-20	Other Video Services	20,340		x	0.15	Copy DVDs on request, video of debates and others special events, misc, video associated work. Includes time spent managing the video that we do. One-time funded (actual work is not reflected in this spreadsheet).
100% Revenue-Supported Services						Notes
IT-21	Utilities systems and support	44,781			0.19	Staff and maintenance for the utility billing systems.

FUND/DEPARTMENT: Information Technology Fund/Information Technology***DRAFT***

Administration	Expenditures	Revenue Offset?		FTE's	Notes
		None	Partial		
Director and Admin Assist	252,050		x	2.00	
Staff costs and supplies	6,146		x		Includes department van and advertising.
City-wide support	112,871		x		Includes repair shipping, internet circuit and services fees, Earthlink, PC hardware coverage/repairs, general printer maintenance and parts for checkout projectors and laptops.
Total	3,448,276			18.75	

City of Kirkland
2007-08 Annexation Service Packages with Jan 2007 thru May 2008 (estimate)

	2007-2008 Funded	Total 2007- 2008 Est Expenses	Remaining Amount Available
GENERAL FUND			
City Manager			
Annexation Public Safety Building Feasibility Analysis	50,000	29,700	20,300
Annexation Coordination	152,781	82,764	70,017
Annexation Communications - Phases 2 and 3	121,236	121,236	-
Annexation Administrative Support	112,360	74,806	37,554
Subtotal City Manager	436,377	308,506	127,871
City Attorney			
Annexation Legal Services	60,000	-	60,000
Subtotal City Attorney	60,000	-	60,000
Public Works			
Annexation PW CIP Assessment of Streets	65,500	47,270	18,230
Annexation Surface Water Facility Assessment	95,000	14,482	80,518
Subtotal Public Works	160,500	61,752	98,748
Finance & Administration			
Annexation Fiscal Services Resources	105,147	39,316	65,831
Subtotal Finance & Administration	105,147	39,316	65,831
Planning & Community Development			
Annexation Planning Dept. Support	188,688	76,428	112,260
Subtotal Planning & Community Development	188,688	76,428	112,260
Police			
Annexation Recruitment & Liaison Officer	195,095	133,660	61,435
Subtotal Police	195,095	133,660	61,435
GENERAL FUND TOTAL	1,145,807	619,662	526,145

OTHER OPERATING FUNDS			
Information Technology Fund			
Annexation GIS Mapping (xfr from GF)	67,989	-	67,989
Subtotal Information Technology Fund	67,989	-	67,989
TOTAL OTHER OPERATING FUNDS	67,989	-	67,989

TOTAL ALL FUNDS	1,213,796	619,662	594,134
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LESS: Communications/Budget Support	102,288
LESS: Tax Burden Study	25,000
<i>Subtotal</i>	<i>466,846</i>
LESS: Sales Tax Over Prior Year 2007 Actual	348,000
Net Remaining	\$ 118,846