

Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

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## HEALTH BENEFITS FUND

The Health Benefits Fund accounts for programs established to provide employee medical health care coverage. Medical premiums received by the fund are used to pay claims for employees participating in the City's self-insured health care program, purchase "stop-loss" coverage for individual and aggregate claims in excess of self-insured limits, and maintain reserves for the payment of future claims based on actuarial estimates.

Employee dental and vision coverage is purchased from an outside carrier.

**2011-2012 BUDGET ANALYSIS**

**HEALTH BENEFITS FUND**

**ANALYSIS OF CHANGES**

<b>2009-10 Approved Budget (Including Carryovers &amp; Furlough Concessions)</b>		-
One-Time Adjustments, Carryovers and Reserves	-	
Restore 2010 3.4% Wage Reductions and Related Reductions	-	
Total One-Time Adjustments and Carryovers	-	
Less Annexation Service Packages Approved in 2010 (see below)		
<b>2009-10 Ongoing Budget</b>		<u>-</u>
 2011-12 Basic Budget Changes:		
Salaries & Wages		
Employee Benefits	12,857,934	
Fleet - Internal Services Rate		
IT - Internal Services Rate		
Facilities - Internal Services Rate		
Other Services	2,377,757	
Central Service Charges		
List specific program-related changes		
Net Miscellaneous Adjustments		
Total Basic Budget Changes		15,235,691
2011-12 Basic Budget Changes as Percent of 2009-10 Ongoing Budget		n/a
 <b>2011-12 Basic Budget (Excluding Ongoing Annexation Service Packages Approved in 2010)</b>		<b>15,235,691</b>
Expenditure Reductions		
2011-12 Department Expenditure Reductions		
2011-12 Reductions due to Internal Service Rate Changes		
Total 2011-12 Expenditure Reductions		-
2011-12 Expenditure Reductions as Percent of 2011-12 Basic Budget		0.00%
Service Packages		
Department Service Packages		
Service Packages Requested/Funded by Other Departments		
Total 2011-12 Service Packages		-
2011-12 Service Packages as Percent of 2011-12 Basic Budget		0.00%
 <b>Subtotal 2011-12 Budget Before Annexation</b>		<b>15,235,691</b>
 Annexation:		
Ongoing Annexation Service Packages Approved in 2010		
2011-12 Annexation Service Packages		
Interfund Adjustments		
Total Annexation Costs		-
Annexation Costs as Percent of 2011-12 Basic Budget		0.00%
 Changes Due to Fund Restructuring:		
Fund Restructuring Changes as Percent of 2011-12 Basic Budget		0.00%
 Reserves		500,000
 <b>2011-12 Adopted Budget (Including Annexation &amp; Fund Changes)</b>		<b><u>15,735,691</u></b>

**COMPARISON OF 2009-10 BUDGET TO 2011-12 BUDGET**

	<u>Difference</u>	<u>% Change</u>
<b>2009-10 Approved Budget to 2011-12 Adopted Budget</b>	<b>15,735,691</b>	<b>n/a</b>

2011-2012 FINANCIAL OVERVIEW

**HEALTH BENEFITS FUND**

**FINANCIAL SUMMARY BY OBJECT**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Salaries and Wages	-	-	-	-	n/a
Benefits	-	-	-	12,857,934	n/a
Supplies	-	-	-	-	n/a
Other Services	-	-	-	2,377,757	n/a
Government Services	-	-	-	-	n/a
Capital Outlay	-	-	-	-	n/a
Reserves	-	-	-	500,000	n/a
<b>TOTAL</b>	-	-	-	15,735,691	n/a

**FINANCIAL SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Health Benefits	-	-	-	15,735,691	n/a
<b>TOTAL</b>	-	-	-	15,735,691	n/a

**POSITION SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>Adjustments</u>	<u>2009-2010 Budget</u>	<u>Adjustments</u>	<u>2011-2012 Budget</u>
Fleet Management	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00

**City of Kirkland  
2011-12 Budget**

**Revenue**

		<b>2007-08 Actual</b>	<b>2009-10 Estimate</b>	<b>2009-10 Budget</b>	<b>2011-12 Budget</b>	<b>Percent Change</b>
<b>Fund: Health Benefits Fund (511)</b>						
<b>Miscellaneous Revenues</b>						
<b>InterfundInterdept-Misc Rev</b>						
Interfund Medical Cont ER	3665001	0	0	0	15,735,691	0.00%
<b>Total for InterfundInterdept-Misc Rev:</b>		0	0	0	15,735,691	0.00%
<b>Total for Miscellaneous Revenues:</b>		0	0	0	15,735,691	0.00%
<b>Total for Health Benefits Fund:</b>		0	0	0	15,735,691	0.00%

Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

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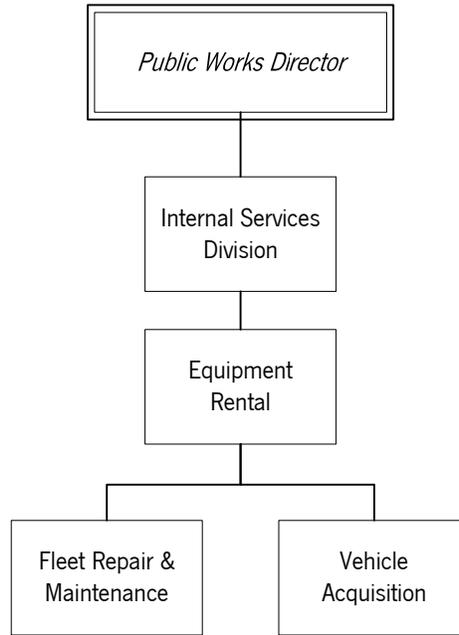
## EQUIPMENT RENTAL FUND

The Equipment Rental Fund accounts and assesses user charges for the cost of maintaining and replacing all City vehicles and heavy equipment.



**CITY OF KIRKLAND**  
**Public Works Department**

Equipment Rental Fund



*Boxes with a double outline and italic text indicate positions which report to this department but which are budgeted in a separate operating fund.*

## DEPARTMENT OVERVIEW

# EQUIPMENT RENTAL FUND

## MISSION

The Fleet Management Division provides safe, cost-effective vehicles and equipment which meet the operating needs of all City Departments through maintenance and replacement of the City's fleet, utilizing the Equipment Rental Fund. All operations and purchases include environmental considerations. Fleet Management also administers the City's 800 MHz radio program as a member of the Eastside Public Safety and Communications Agency (EPSCA).

## DEPARTMENT FUNCTIONS

The Public Works Department administers the Equipment Rental Fund. The Fleet Management Division is responsible for efficient operations of the Fleet Maintenance Shop; selection and coordination of outside vendors; repair maintenance; fueling systems; acquisition and resale of all vehicles; and provides cost-accounting, rate charge recommendations, and replacement schedules for the City's fleet. The division also maintains 800MHz radio and antenna systems, coordinates vendor repairs, maintenance contracts, and establishes rates.

## 2009-2010 ACCOMPLISHMENTS

- Continued efforts to extend useful vehicle life where possible. Alternative fueled/hybrid vehicles received preference as replacement vehicles when feasible.
- Purchased 2 hybrid vehicles for the Police Command Staff (including Chief of Police). Both were replacement vehicles.
- Purchased 1 Ford Escape hybrid for Public Works Engineering staff, from use of a service package.
- Purchased 4<sup>th</sup> and 5<sup>th</sup> small 49cc Scooters for City Hall South Annex (Public Works), and for North Kirkland. Each scooter gets 100 miles per gallon, and goes a maximum speed of 35 mph.
- Implemented "lead-free" tire weight program, replacing all lead type weights with environmentally friendly "steel" tire weights.
- Converted all vehicle lighting to energy efficient LED where possible.
- Purchased City's 1st 100% propane-powered 12 passenger van for use by the Parks and Recreation Department staff. This vehicle uses propane from the storage tank installed at the City's Maintenance Center. This was a replacement for a standard gas powered vehicle.
- Purchased and outfitted a replacement Engine/Pumper for Fire Operations.
- Purchased and outfitted a replacement Aid Vehicle for Fire Operations.
- Purchased and outfitted a replacement Regional Training vehicle, which was upgraded to act as a back-up Battalion Command Vehicle.
- Purchased, outfitted and upgraded a replacement Fire Investigations truck with an on-scene Fire Investigations Office and Equipment Trailer.
- Purchased and outfitted replacement Police K-9 vehicle.
- Replaced and outfitted 2 new Police Patrol vehicles with Ford Police Interceptors.
- Participated with Police Department in planning and initial transition from the use of blue Ford Police Interceptors to the use of black and white Dodge Police Chargers.
- Purchased and outfitted 4 Police Dodge Chargers, 2 of which were replacement, and 2 of which were initial annexation area patrol vehicles.
- Replaced and added Parks specialty trailers, 1 for Cemetery, and 1 for use by Volunteer crews. Replaced Turf Sweeper for ballfields, and Turf Gator for Cemetery.

- Purchased 3 replacement pick-up trucks for Parks Maintenance, and outfitted them with electric tailgate mower lifts.
- Replaced large John Deere Front Mount Mower for Parks.
- Located Washington State Contract for large Roadside Mowers, and replaced Public Works mower with a John Deere tractor, and Tyger mowing arm.
- Located interlocal agreement contract specifying backhoes, and purchased a Case 580 Super M Backhoe for Public Works with controls consistent with other City equipment.
- For Public Works, replaced 2 pick-ups and 1 small SUV (Water), 1 van (Facilities), and 1 pick-up (Surface Water).
- Added 3 small snow plows for 3 existing F350 4x4 pick-ups in Public Works and Parks. Also purchased De-icing System and Sprayer to be carried on flatbed truck in the event of snow and ice.
- Interfaced Fuel Management software (odometer and fuel use) with Fleet Management software (PM and repair records). This enabled future PM scheduling reports for all fleet vehicles based on odometer and hour meters.
- Obtained Council surplus authorization, prepped, and delivered 27 vehicles and trailers to public auction for resale.
- Discontinued use of 92 Public Works and Parks 800MHz mobile and portable radios, with savings of \$45,000 per year in access and repair charges from Eastside Public Safety Communications Agency (EPSCA).
- Reduced vehicle Replacement Reserve rates by 20% in 2009-2010 budget, saving approximately \$500,000 for the General Fund.
- Reduced outside vendor repair budget by 15% annually, through performing more repairs in-house.
- Conducted pre-annexation "vehicle needs" planning for all City Departments for the Finn Hill, North Juanita, and Kingsgate area. The resulting list of 67 vehicles were costed out, and

a tentative ordering schedule established for the 2011 annexation effective date.

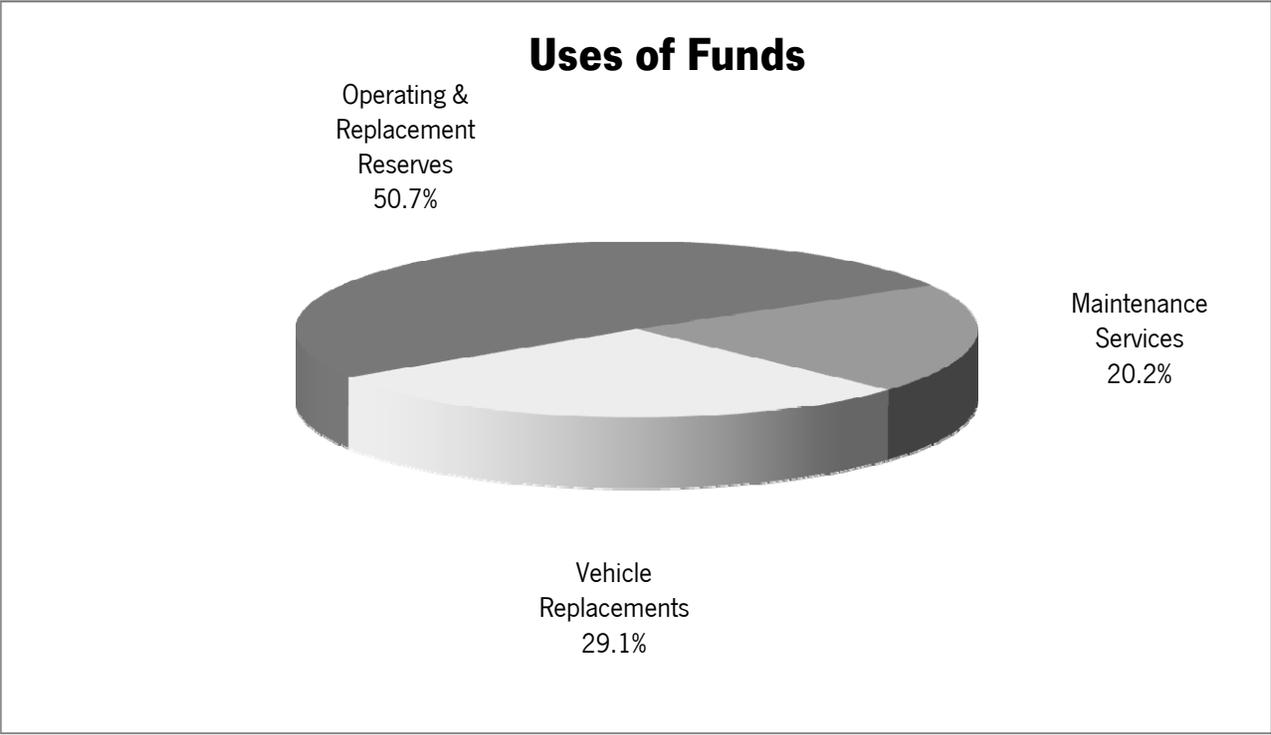
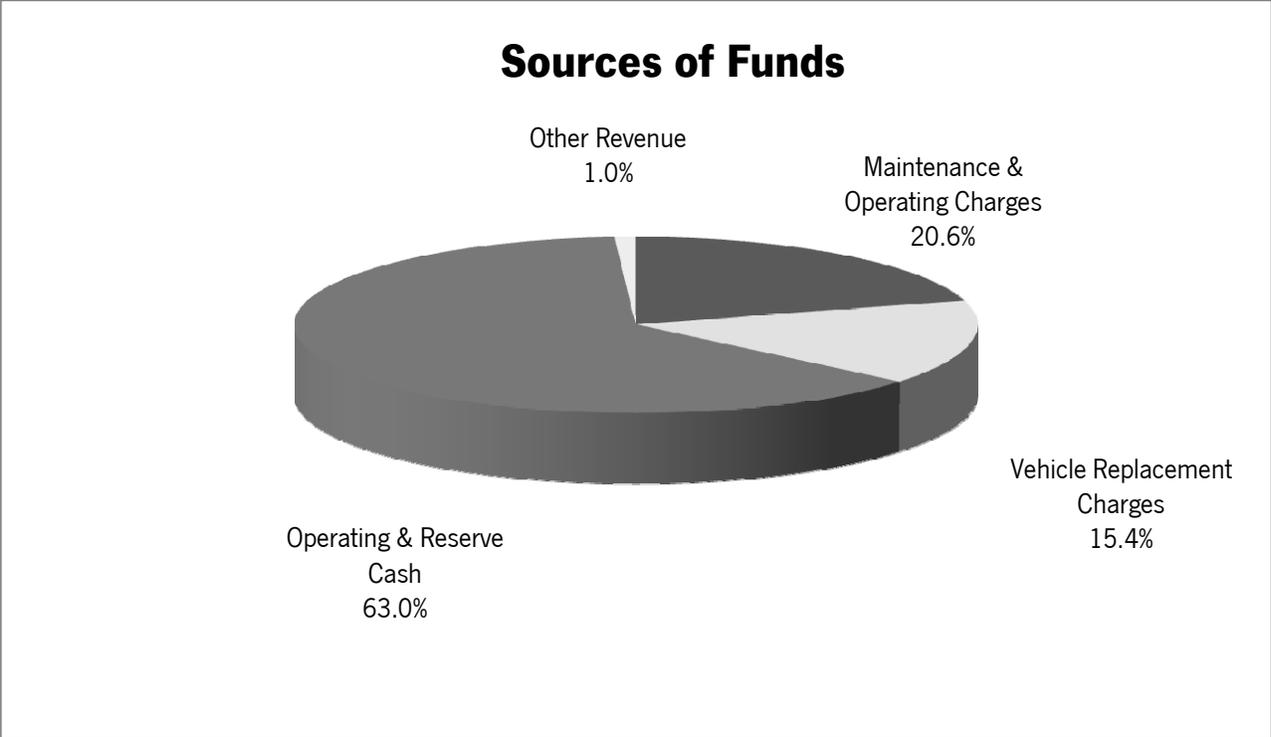
- Replaced older primary Fleet Shop air compressor with new energy efficient unit.
- Installed traffic signal in shop for testing of Emergency Vehicle Opticom systems.
- Fleet successfully completed over 2,400 work orders during 2009-2010 while Fleet staffing levels remained unchanged since 1994 and fleet size has increased 78%.

### **2011-2012 OBJECTIVES**

- Police replacement vehicles for 2011-2012 to be purchased: 11 police patrol vehicles, 2 traffic vehicles and 3 motorcycles, 1 investigations van, 2 command staff sedans, 1 crime prevention van, plus replacement of 5 crime prevention sedans with extended life vehicles obtained from patrol, 2 detention and corrections vans, and 2 parking enforcement scooters.
- Police new annexation area vehicles for 2011-2012 to be purchased: 7 police patrol vehicles, 1 K-9 vehicle, 1 traffic vehicle and 2 motorcycles, 1 detention and corrections van, 2 command staff sedans, and 4 investigations vehicles.
- Fire & Building replacement vehicles for 2011-2012 to be purchased: 2 sedans for fire prevention, 1 vehicle for fire operations training, and 1 vehicle for building inspection.
- Fire & Building new annexation area vehicles for 2011-2012 to be purchased: 1 vehicle for inspection, and 1 sedan for fire prevention.
- Parks replacement vehicles for 2011-2012 to be purchased: replace 1 small SUV, 5 pick-ups, 3 small 2/3 yard dumptrucks, 2 large riding mowers, 1 ballfield rake, 1 turf gator, 1 turf sweeper, and 1 utility trailer.
- Parks new annexation area vehicles for 2011-2012 to be purchased: 1 7-passenger van, 1 16-passenger bus, 1 small 2/3 yard dumptruck, 1 backhoe with trailer, 1 large mower with trailer, and 1 ballfield field rake.

- Public Works replacement vehicles for 2011-2012 to be purchased: 3 sedans for O&M administration, 8 pick-up trucks, 3 small 2/3-yard dumptrucks, 1 large trailer, 2 streetsweepers, 1 water utility truck, and 1 air compressor.
- Public Works new annexation area vehicles for 2011-2012 to be purchased: 7 pick-up trucks and 3 vans, 1 streetsweeper, 2 small SUV's, 1 10-yard dumptruck, 1 5-yard dumptruck, 1 backhoe with trailer, 1 riding lawn mower with trailer, 1 asphalt saw cutter and trailer, 1 eductor truck, 1 utility vehicle with crane, and 1 snow plow.
- Information Technology replacement vehicle for 2011-2012 to be purchased: 1 passenger van, and 1 cargo van. No new vehicles needed for annexation.
- Planning replacement vehicle for 2011-2012 to be purchased: 1 station wagon.
- Planning new annexation area vehicle for 2011-2012 to be purchased: 1 hybrid sedan.
- Add a 7<sup>th</sup> and 8<sup>th</sup> bay to accommodate cars, small trucks, or vans, to facilitate servicing vehicles due to Fleet growth.
- Continue to develop and format essential operational reports from FleetFocus and interface with City standard Crystal Reports software.
- Continue to develop and review cost-effective strategies to address potential Fleet growth with respect to City annexation considerations.

**2011-2012 BUDGET  
EQUIPMENT RENTAL FUND**



**2011-2012 BUDGET ANALYSIS**

***EQUIPMENT RENTAL FUND***

**ANALYSIS OF CHANGES**

<b>2009-10 Approved Budget (Including Carryovers &amp; Furlough Concessions)</b>		<b>13,667,679</b>
One-Time Adjustments, Carryovers and Reserves	(8,088,415)	
Restore 2010 3.4% Wage Reductions and Related Reductions	<u>12,529</u>	
Total One-Time Adjustments and Carryovers		(8,075,886)
Less Annexation Service Packages Approved in 2010 (see below)		-
<b>2009-10 Ongoing Budget</b>		<b><u>5,591,793</u></b>
2011-12 Basic Budget Changes:		
Salaries & Wages	1,031	
Employee Benefits	59,226	
Fleet - Internal Services Rate	-	
IT - Internal Services Rate	4,239	
Facilities - Internal Services Rate	(100,780)	
Central Service Charges	1,385	
Vehicle Replacement	661,947	
Net Miscellaneous Adjustments	<u>(115,983)</u>	
Total Basic Budget Changes		511,065
2011-12 Basic Budget Changes as Percent of 2009-10 Ongoing Budget		9.14%
<b>2011-12 Basic Budget (Excluding Ongoing Annexation Service Packages Approved in 2010)</b>		<b>6,102,858</b>
Expenditure Reductions		
2011-12 Department Expenditure Reductions	(331,607)	
2011-12 Reductions due to Internal Service Rate Changes	<u>(4,068)</u>	
Total 2011-12 Expenditure Reductions		(335,675)
2011-12 Expenditure Reductions as Percent of 2011-12 Basic Budget		-5.50%
Service Packages		
Department Service Packages	-	
Service Packages Requested/Funded by Other Departments	<u>37,011</u>	
Total 2011-12 Service Packages		37,011
2011-12 Service Packages as Percent of 2011-12 Basic Budget		0.61%
<b>Subtotal 2011-12 Budget Before Annexation</b>		<b>5,804,194</b>
Annexation:		
Ongoing Annexation Service Packages Approved in 2010	-	
2011-12 Annexation Service Packages	275,336	
Interfund Adjustments	<u>3,336,198</u>	
Total Annexation Costs		3,611,534
Annexation Costs as Percent of 2011-12 Basic Budget		59.18%
Changes Due to Fund Restructuring:		
Fund Restructuring Changes as Percent of 2011-12 Basic Budget		0.00%
Reserves		9,124,445
<b>2011-12 Adopted Budget (Including Annexation &amp; Fund Changes)</b>		<b><u>18,540,173</u></b>

**COMPARISON OF 2009-10 BUDGET TO 2011-12 BUDGET**

	<u>Difference</u>	<u>% Change</u>
<b>2009-10 Approved Budget to 2011-12 Adopted Budget</b>	<b>4,872,494</b>	<b>35.65%</b>

2011-2012 FINANCIAL OVERVIEW

***EQUIPMENT RENTAL FUND***

**FINANCIAL SUMMARY BY OBJECT**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Salaries and Wages	719,119	879,606	900,819	968,372	7.50%
Benefits	249,562	329,655	348,552	440,908	26.50%
Supplies	1,342,539	1,140,910	1,295,380	1,274,592	-1.60%
Other Services	893,502	872,566	924,246	821,526	-11.11%
Government Services	258,894	212,114	211,114	217,511	3.03%
Capital Outlay	2,283,519	1,629,068	1,918,151	5,399,198	181.48%
Reserves	-	-	8,069,417	9,418,066	16.71%
<b>TOTAL</b>	5,747,135	5,063,919	13,667,679	18,540,173	35.65%

**FINANCIAL SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Fleet Management	5,747,135	5,063,919	13,667,679	18,540,173	35.65%
<b>TOTAL</b>	5,747,135	5,063,919	13,667,679	18,540,173	35.65%

**POSITION SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>Adjustments</u>	<u>2009-2010 Budget</u>	<u>Adjustments</u>	<u>2011-2012 Budget</u>
Fleet Management	6.00	0.30	6.30	1.00	7.30
<b>TOTAL</b>	6.00	0.30	6.30	1.00	7.30

2011-2012 POSITION SUMMARY

***EQUIPMENT RENTAL FUND***

**POSITION SUMMARY BY CLASSIFICATION**

<b>Classification</b>	<b>2009-2010 Positions</b>	<b>Budget Reductions</b>	<b>Service Packages</b>	<b>Annexation Positions</b>	<b>2011-2012 Positions</b>	<b>Budgeted 2011 Salary Range</b>
Internal Services Manager	0.30				0.30	6,483 - 8,366
Fleet Supervisor	1.00				1.00	6,137 - 7,919
Mechanic I	1.00				1.00	4,921 - 5,919
Emergency Vehicle Technician	2.00			2.00	4.00	4,320 - 5,803
Mechanic III	1.00	(1.00)			0.00	
Office Technician	1.00				1.00	3,416 - 4,019
<b>TOTAL</b>	6.30	(1.00)	0.00	2.00	7.30	

**City of Kirkland  
2011-12 Budget**

**Revenue**

		2007-08 Actual	2009-10 Estimate	2009-10 Budget	2011-12 Budget	Percent Change
<b>Fund: Equipment Rental (521)</b>						
<b>Intergovernmental Revenue</b>						
<b>Direct Federal Grants</b>						
Dept of Homeland Security	3319703	750	7,028	7,029	0	0.00%
<b>Total for Direct Federal Grants:</b>		750	7,028	7,029	0	0.00%
<b>State Grants</b>						
Military Department	3340180	0	1,171	1,171	0	0.00%
<b>Total for State Grants:</b>		0	1,171	1,171	0	0.00%
<b>Total for Intergovernmental Revenue:</b>		750	8,199	8,200	0	0.00%
<b>Charges for Goods and Services</b>						
<b>General Government</b>						
Other General Government Svcs	3419001	336	0	1,000	0	0.00%
<b>Total for General Government:</b>		336	0	1,000	0	0.00%
<b>Interfund/Interdep Sales Svc</b>						
Interfund-Other Gen Govnmt	3491901	267	0	0	0	0.00%
<b>Total for Interfund/Interdep Sales Svc:</b>		267	0	0	0	0.00%
<b>Total for Charges for Goods and Services:</b>		603	0	1,000	0	0.00%
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
Investment Interest	3611101	474,024	362,947	374,700	122,993	-67.17%
Investment Interest-Dedicated	3611102	75,000	0	0	0	0.00%
<b>Total for Interest and Other Earnings:</b>		549,024	362,947	374,700	122,993	-67.17%
<b>Insurance Premiums/Recoveries</b>						
Insur Premiums Recoveries	3639901	15,575	0	45,000	45,000	0.00%
<b>Total for Insurance Premiums/Recoveries:</b>		15,575	0	45,000	45,000	0.00%
<b>Internal Svc Fund Misc Rev</b>						
Interfund Vehicle Rental	3651001	3,291,720	3,428,918	3,389,677	3,484,005	2.78%
Replacement Reserve	3651002	2,517,780	2,278,894	2,255,524	2,852,073	26.44%
Interfund Radio Rental	3651004	214,103	210,773	183,756	272,447	48.26%
Interfund Radio Repair	3651005	84,565	75,726	73,532	70,017	-4.78%
<b>Total for Internal Svc Fund Misc Rev:</b>		6,108,168	5,994,311	5,902,489	6,678,542	13.14%
<b>Other Misc Revenues</b>						
Other Judgements Settlements	3694001	180	0	0	0	0.00%
Other Misc Revenue	3699001	24,172	17,522	16,000	14,600	-8.75%

**City of Kirkland  
2011-12 Budget**

**Revenue**

		<b>2007-08 Actual</b>	<b>2009-10 Estimate</b>	<b>2009-10 Budget</b>	<b>2011-12 Budget</b>	<b>Percent Change</b>
<b>Total for Other Misc Revenues:</b>		24,352	17,522	16,000	14,600	-8.75 %
<b>Total for Miscellaneous Revenues:</b>		6,697,119	6,374,780	6,338,189	6,861,135	8.25 %
<b>Proprietary Other Income</b>						
<b>Ins Rec PropInt Svc</b>						
Insur Recovery Prop IntSvc	3720001	16,233	187,543	0	0	0.00 %
<b>Total for Ins Rec PropInt Svc:</b>		16,233	187,543	0	0	0.00 %
<b>Total for Proprietary Other Income:</b>		16,233	187,543	0	0	0.00 %
<b>Other Financing Sources</b>						
<b>Disposition of Fixed Assets</b>						
Proceeds Sales of Fixed Assets	3951001	150,422	136,566	137,100	211,700	54.41 %
<b>Total for Disposition of Fixed Assets:</b>		150,422	136,566	137,100	211,700	54.41 %
<b>Operating Transfer In</b>						
Operating Transfer In	3971001	190,117	56,867	125,361	2,887,487	2,203.33 %
<b>Total for Operating Transfer In:</b>		190,117	56,867	125,361	2,887,487	2,203.33 %
<b>Resources Forward</b>						
Resources Forward	3999901	0	0	994,282	1,508,238	51.69 %
Resources Forward - Reserve	3999902	0	0	6,063,547	7,071,613	16.62 %
<b>Total for Resources Forward:</b>		0	0	7,057,829	8,579,851	21.56 %
<b>Total for Other Financing Sources:</b>		340,539	193,433	7,320,290	11,679,038	59.54 %
<b>Total for Equipment Rental:</b>		7,055,244	6,763,955	13,667,679	18,540,173	35.64 %

## ***EQUIPMENT RENTAL CAPITAL REPLACEMENT***

Included in this section are three summary charts - one listing the vehicles costing \$50,000 or more to be replaced over the six-year period of 2011–2016, and the second and third charts listing all vehicle replacements, regardless of cost, for 2011 and 2012, respectively.

The vehicles planned for replacement costing \$50,000 or more are subject to the same process as the entire fleet with respect to replacement standards. In June of each year, each vehicle whose normal accounting life expires in the coming five budget years is examined to determine if extending its service life is financially sound. Considerations include engine hours, mileage, maintenance history, structural wear, declining resale value, and future intended use of the proposed replacement vehicle. If a determination is made that a vehicle is to be replaced, “right-sizing” of the vehicle for its intended use will be conducted. A vehicle will be replaced in kind or “right-sized” if possible (at a lesser cost). Upgraded vehicles for specific functions will require an approved service package in an amount covering the difference between the replaced vehicle’s replacement reserve account and the cost of the proposed replacement vehicle.

Savings are incurred when the operational life of vehicles can be extended beyond their normal accounting life. This is usually due to low engine

hours, mileage, or major repairs that have been performed to the vehicle. The vehicles on the six-year schedule that are measured by engine hours have their replacement reserve based on these hours. If a vehicle has reached its normal accounting life but not the original estimated engine hours, the useful life of that vehicle may be extended.

There are four vehicles costing in excess of \$50,000 currently scheduled for replacement in 2011. One of the four, U-05 (a utility truck), was extended two years beyond its normal accounting life which was 2009. The other three vehicles, S-04 and S-05 (Sweepers) and S06-09 (a corrections van) are on schedule for their replacements in 2011. An additional vehicle, M-06 (a roadside tractor with roadside mowing arm), is earmarked to continue its extended operational life 8 years beyond its original accounting life, which was 2005. M-06 is scheduled for replacement in 2013. This was achieved by the replacement and mounting of a new mower arm every 3 years. The extension of operational use for each of these vehicles has been noted in the Comments section of the first chart.

For 2012, there are three vehicles over \$50,000 scheduled for replacement – M-3B (a wide area mower), F-16 (a 2/3 yard dump truck) and PU-35 (a utility truck). All three are being replaced on schedule at the end of their normal accounting life.

**City of Kirkland  
2011-2016 Capital Improvement Program  
Vehicle Replacements Over \$50,000**

**Fire & Building**

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2011	2012	2013	2014	2015	2016		
F609	1995 / Seagrave Pumper	18	6/1/2013			598,193				598,193	On schedule
F213	2006 / Chevrolet Suburban Command	8	6/1/2014				74,192			74,192	On schedule
F314	2006 / Ford Road Rescue Aid Vehicle	8	6/1/2014				210,682			210,682	On schedule
F315	2006 / Ford Road Rescue Aid Vehicle	8	6/1/2014				210,682			210,682	On schedule
F316	2007 / Ford Road Rescue Aid Vehicle	18	6/1/2015					218,000		218,000	On schedule
F506	1997 / Simon-LTI Tillered Aerial Ladder	18	6/1/2015					1,163,314		1,163,314	On schedule
F216	2008 / Chevrolet Suburban Command	8	6/1/2016						84,439	84,439	On schedule
F317	2008 / Ford Road Rescue Aid Vehicle	8	6/1/2016						225,630	225,630	On schedule
<b>Total Fire &amp; Building Vehicles</b>						<b>598,193</b>	<b>495,556</b>	<b>1,381,314</b>	<b>310,069</b>	<b>2,785,132</b>	

**Parks & Community Services**

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2011	2012	2013	2014	2015	2016		
M-3B	2007 / Jacobsen 16' Wide Area Mower	5	6/1/2012		88,442					88,442	On schedule
F-16	2004 / Ford F450 2/3 Yard Dump Body	8	6/1/2012		54,086					54,086	On schedule
M-9A	2007 / Toro Groundsmaster 4500D	6	6/1/2013			60,165				60,165	On schedule
M-10	2008 / Jacobsen 16' Wide Area Mower	5	6/1/2013			60,013				60,013	On schedule
<b>Total Parks &amp; Community Services Vehicles</b>					<b>142,528</b>	<b>120,178</b>				<b>262,706</b>	

**Police**

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2011	2012	2013	2014	2015	2016		
S06-09	2006 / Dodge Sprinter Corrections Van	5	6/1/2011	79,533						79,533	On schedule
<b>Total Police</b>				<b>79,533</b>						<b>79,533</b>	

**Public Works**

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2011	2012	2013	2014	2015	2016		
U-05	2000 / Ford F450 Utility Truck	9	6/1/2011	54,670						54,670	Extended to 2011. Good condition.
S-04	2004 / Ford Tynco Sweeper	7	6/1/2011	176,079						176,079	On schedule
S-05	2004 / Ford Tynco Sweeper	7	6/1/2011	176,079						176,079	On schedule
PIU-35	2002 / Ford F450 Utility	10	6/1/2012		56,471					56,471	On schedule
D-08	2001 / International Dumptruck (10 Yard)	12	6/1/2013			171,878				171,878	On schedule
M-06	1998 / Ford Brushcutter	7	6/1/2005			138,588				138,588	Extended to 2013. Replaced mower arm.
TR-07A	2003 / Case Backhoe 580SM (4x4)	10	6/1/2013			112,132				112,132	On schedule
U-07	2003 / F450 XL Utility w/Crane	10	6/1/2013			86,636				86,636	On schedule
F-17	2004 / UD Cabover Dump Body	10	6/1/2014				90,935			90,935	On schedule
U-06	2003 / F450 Walk-in Utility	10	6/1/2014				69,387			69,387	Extended to 2014, due to type of use.
F-19	2008 / Ford Flat Bed F350 w/crane	8	6/1/2016					68,282		68,282	On schedule
TR-11	2008 / Case Backhoe 580SM (4x4)	10	6/1/2016					99,077		99,077	On schedule
U-08	2006 / International Bucket Truck	10	6/1/2016					227,229		227,229	On schedule
V-03	2006 / International Aquatech Educator	10	6/1/2016					385,882		385,882	On schedule
V-04	2006 / International Aquatech Educator	10	6/1/2016					385,882		385,882	On schedule
<b>Total Public Works Vehicles</b>				<b>406,828</b>	<b>56,471</b>	<b>509,234</b>	<b>160,322</b>			<b>2,299,207</b>	
<b>Total All Vehicles</b>				<b>486,361</b>	<b>198,999</b>	<b>1,227,605</b>	<b>655,878</b>	<b>1,381,314</b>	<b>1,476,421</b>	<b>5,426,578</b>	

## City of Kirkland Vehicle Replacements for Year 2011

All Vehicles listed will be considered for replacement dependent upon their condition and replacement funding.

Division	Vehicle	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Comments
<b>Fire &amp; Building</b>						
Building	PU-85	2001 / GMC Sonoma Ext. Cab	8	6/1/2011	29,661	Extended life 2 years.
<b>Parks</b>						
Maint	BG-6	2006 / John Deere 1200A Field Rake	4	6/1/2010	20,924	Extended life 1 year.
Maint	BG-7	2006 / John Deere 6x4 Turf Gator	4	6/1/2010	20,924	Extended life 1 year.
Maint	MR-4C	2007 / John Deere 2653B Utility Mower	3	6/1/2010	26,895	Extended life 1 year.
Maint	PU-37	2003 / Chevrolet Silverado 1500 4x2	3	6/1/2011	24,016	On schedule.
Maint	TL-08A	1997 / Garland Trailer	8	9/1/2005	4,598	Extended life 5 years.
Maint Bond	PU-13	2003 / Chevrolet Silverado 1500 4x2	8	9/1/2011	23,627	On schedule.
Maint Bond	PU-34	2003 / Chevrolet Silverado 2500 4x2	8	9/1/2011	28,529	On schedule.
Plan & Dev	PU-36	2003 / Chevrolet Tracker 4x4	8	9/1/2011	29,678	On schedule.
<b>Planning</b>						
Admin	PU-15	2000 / Ford Taurus SE Station Wagon	8	6/1/2008	23,227	Extended life 3 years.
<b>Police</b>						
Admin	A01-02	2001 / Ford Crown Victoria	8	6/1/2009	40,786	Extended life 2 years.
Admin	A01-04	2001 / Ford Crown Victoria	8	6/1/2009	34,404	Extended life 2 years.
Crime Prev	C01-03X	2001 / Ford Crown Victoria	4	6/1/2011	7,920	2nd life. On schedule.
Crime Prev	C02-02X	2002 / Ford Crown Victoria	4	6/1/2011	7,920	2nd life. On schedule.
Crime Prev	C03-07X	2003 / Ford Crown Victoria	4	6/1/2011	7,920	2nd life. On schedule.
Crime Prev	C03-08X	2003 / Chevrolet Tahoe 4x4	4	6/1/2011	10,200	2nd life. On schedule.
Crime Prev	C98-04	1998 / Dodge Grand Caravan SE	8	6/1/2006	36,000	Extended life 5 years.
Crime Prev	S95-02	1995 / Ford Club Wagon - E350	8	4/1/2003	35,000	Extended life 8 years.
Detent Corr	S06-01	2006 / Chevrolet Express Van (PSO)	5	6/1/2011	26,567	On schedule.
Detent Corr	S06-09	2006 / Dodge Sprinter Van (PSO)	5	6/1/2011	79,533	On schedule.
Invest	D93-05	1993 / Chevrolet G2 Van	12	6/1/2005	41,905	Extended life 6 years.
Patrol	P07-12	2007 / Ford Crown Victoria	2.5	4/1/2011	36,635	Extended life 2 years.
Patrol	P08-04	2008 / Ford Crown Victoria	2.5	4/1/2011	36,635	Extended life 1 year.
Patrol	P08-08	2008 / Ford Crown Victoria	2.5	4/1/2011	36,635	Extended life 1 year.
Patrol	P09-01	2009 / Ford Crown Victoria	2.5	4/1/2011	36,635	On schedule.
Patrol	P09-05	2009 / Ford Crown Victoria	2.5	4/1/2011	36,635	On schedule.
Patrol	P09-07	2009 / Ford Crown Victoria	2.5	4/1/2011	36,635	On schedule.
Patrol	P09-09	2009 / Ford Crown Victoria	2.5	4/1/2011	36,635	On schedule.
Patrol	P09-10	2009 / Ford Crown Victoria	2.5	4/1/2011	36,635	On schedule.
Traffic	T04-01	2004 / Ford Crown Victoria	4	4/1/2011	36,635	Extended life 3 years.
Traffic	T07-02	2007 / Ford Expedition	4	6/1/2011	42,886	On schedule.
<b>Public Works</b>						
Facilities	PU-61	2001 / Dodge 3/4T HD Pick-Up	8	6/1/2011	25,683	Extended life 2 years.
Maint	F-10	2002 / Dodge Flatbed w/Crane	8	6/1/2011	45,751	Extended life 1 year.
Maint	TL-16	1990 / Wisconsin Trailer	15	6/1/2005	21,050	Extended life 6 years.
Maint	98-40X	1998 / Dodge Grand Caravan SE	8	6/1/2006	27,700	Extended life 5 years.
Maint	C-05	1999 / Ford Taurus LX	8	6/1/2007	27,700	Extended life 4 years.
Maint	C-06	2003 / Toyota Prius Hybrid	8	6/1/2011	27,942	On schedule.
Maint	S-04	2004 / Ford Tymo 600 Sweeper	7	6/1/2011	176,079	On schedule.
Maint	S-05	2004 / Ford Tymo 600 Sweeper	7	6/1/2011	176,079	On schedule.
Maint	TL-06A	1998 / Atlas Copco Air Compressor	12	6/1/2010	19,610	Extended life 1 year.
Maint	U-05	2000 / Ford F450 Utility Truck	10	10/1/2010	54,670	Extended life 1 year.
Pub Grds	PU-12	2001 / GMC Sonoma Pickup Ext. Cab.	8	6/1/2009	22,628	Extended life 2 years.
Surf Wat	PU-48	2000 / Chevrolet Silverado 1500 Ext Cab	8	6/1/2008	28,931	Extended life 3 years.
Trans Eng	PU-49	2000 / Chevrolet Silverado 1500 Ext Cab	8	6/1/2008	27,337	Extended life 3 years.
<b>Total All Vehicles</b>					<b>1,613,995</b>	

## City of Kirkland Vehicle Replacements for Year 2012

All Vehicles listed will be considered for replacement dependent upon their condition and replacement funding.

Division	Vehicle	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Comments
<b>Fire &amp; Building</b>						
Prevention	F210	2004 / Chevrolet Colorado Ext. Cab	8	6/1/2012	24,618	On schedule.
Prevention	F211	2004 / Toyota Prius Hybrid	8	6/1/2012	22,250	On schedule.
Training	F212	2004 / Ford F150 Crew Cab (4x4)	8	6/1/2012	42,619	On schedule.
<b>Information Technology</b>						
IT	PU-28X	1998 / Dodge Grand Caravan SE	8	10/1/2006	32,556	Extended life 6 years.
IT	PU-84X	1998 / Chevrolet Astro Cargo Van	8	10/1/2006	31,243	Extended life 6 years.
<b>Parks</b>						
Maint	BG-8	2008 / John Deere 1200A Field Rake	4	6/1/2012	10,284	On schedule.
Maint	F-14	2004 / Ford F450 2/3 Yard Dump Body	8	6/1/2012	45,764	On schedule.
Maint	F-15	2004 / Ford F450 2/3 Yard Dump Body	8	6/1/2012	43,054	On schedule.
Maint	M3-B	2007 / Jacobsen 16' Wide Area Mower	5	6/1/2012	88,442	On schedule.
Maint	PU-52	2004 / Chevrolet Silverado 2500	8	6/1/2012	22,540	On schedule.
Maint	F-16	2004 / Ford F450 2/3 Yard Dump Body	8	6/1/2012	54,086	On schedule.
Maint Bond	PU-50	2004 / Chevrolet Silverado 1500 4x2	8	6/1/2012	24,108	On schedule.
<b>Police</b>						
Parking	S04-04	2004 / Go-4 Police Vehicle (Parking)	8	6/1/2012	30,118	On schedule.
Parking	S04-07	2004 / Go-4 Police Vehicle (Parking)	8	6/1/2012	29,616	On schedule.
Patrol	P101	2010 / Dodge Charger	2.5	10/1/2012	37,917	On schedule.
Patrol	P10-03	2010 / Dodge Charger	2.5	10/1/2012	37,917	On schedule.
Patrol	P102	2010 / Dodge Charger	2.5	10/1/2012	37,917	On schedule.
Traffic	T05-04	2005 / Honda ST1300P	6	6/1/2011	29,607	Extended life 1 year.
Traffic	T05-05	2005 / Honda ST1300P	6	6/1/2011	31,027	Extended life 1 year.
Traffic	T05-06	2005 / Honda ST1300P	6	6/1/2011	28,309	Extended life 1 year.
<b>Public Works</b>						
Dev Eng	PU-54	2004 / Chevrolet Colorado Ext Cab	8	6/1/2012	23,625	On schedule.
Maint	F-12	2004 / Chevrolet Selverado 3500 Flatbed	8	6/1/2012	30,831	On schedule.
Maint	F-13	2004 / Chevrolet 3500 2/3 Yard Dump	8	6/1/2012	46,329	On schedule.
Maint	PU-35	2002 / F450 Ford Utility (Roller)	10	6/1/2012	56,471	On schedule.
Maint	PU-53	2004 / Chevrolet Silverado 2500	8	6/1/2012	23,122	On schedule.
Maint	PU-55	2005 / Ford Aerostar Van	8	6/1/2011	24,866	Extended life 1 year.
<b>Total All Vehicles</b>					<b>909,236</b>	

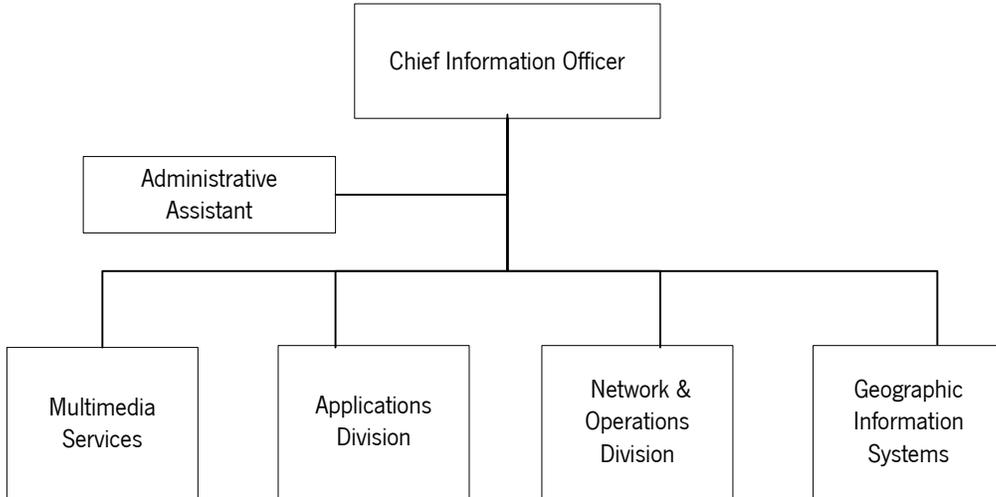
Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

## INFORMATION TECHNOLOGY FUND

The Information Technology Fund accounts and assesses user charges for the cost of supporting the City's information processing and telecommunication functions and replacing all City computers.



**CITY OF KIRKLAND**  
**Information Technology Department**





## DEPARTMENT OVERVIEW

# *INFORMATION TECHNOLOGY*

### MISSION

Proactively provide cost effective, reliable, standardized, and current information technology tools, systems, and services including customer focused support.

### DEPARTMENT FUNCTIONS

The **Network & Operations Division** designs, maintains, and monitors the City's data and telephone networks. Orders, delivers, repairs, and maintains all desktop and handheld personal computers, and staffs and manages the computer Help Desk. Assures the integrity and security of data operations, and oversees and manages the City's data and communications infrastructure. Supports approximately 465 computers spread across 13 locations. Responds to around 347 Help Desk calls per month and supports 69 servers.

The **Applications Division** procures, maintains, and supports primary computer applications such as finance, payroll, utilities, permitting, public safety, and parks and recreation systems. They maintain system databases, implement major IT projects, manage client/vendor relations and software support contracts. This group also manages the Internet web site and our Intranet.

The **Geographic Information Systems** division designs, implements, manages, and maintains enterprise-wide mapping and spatial data analysis tools, mapping applications, and vendor relationships. GIS staff also coordinates closely with departmental GIS staff and provides direct support to departments that do not have experienced GIS professional staff.

The **Multimedia Services** division supports telecommunications franchising, graphic design for print and other media, video and television programming, and the City's two public television stations.

### 2009-2010 ACCOMPLISHMENTS

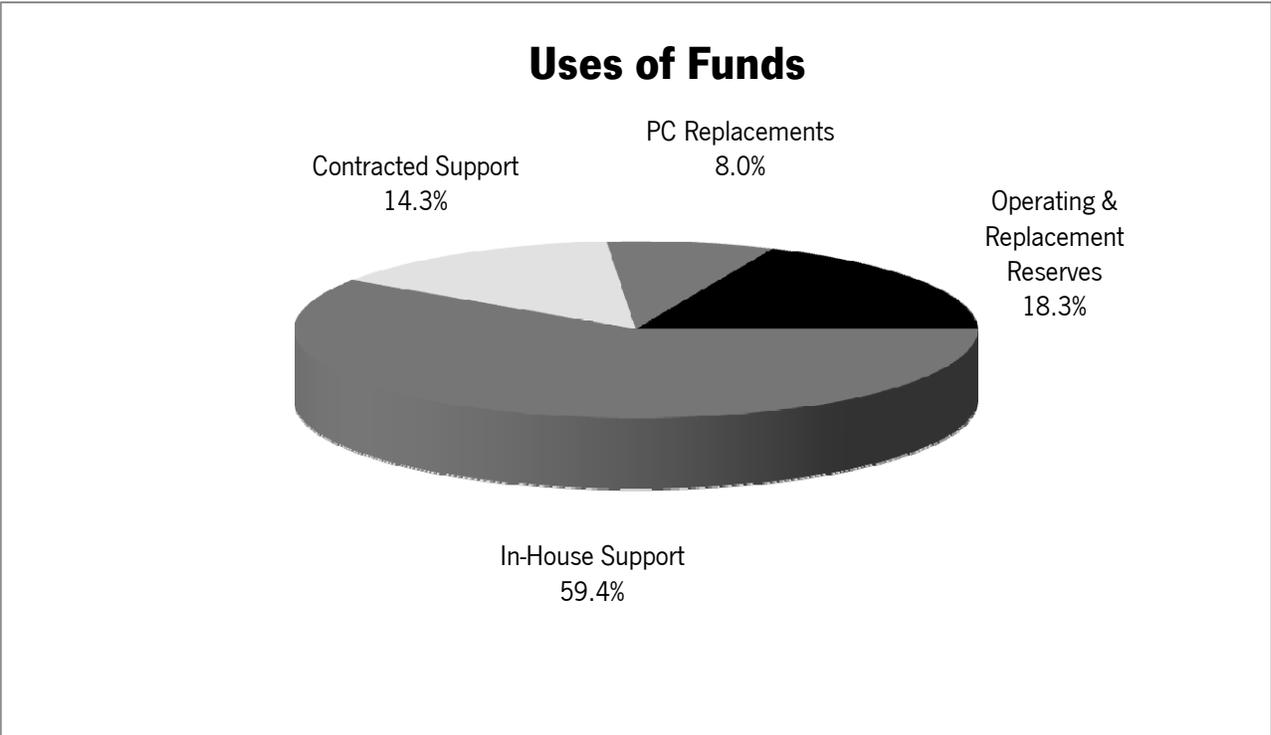
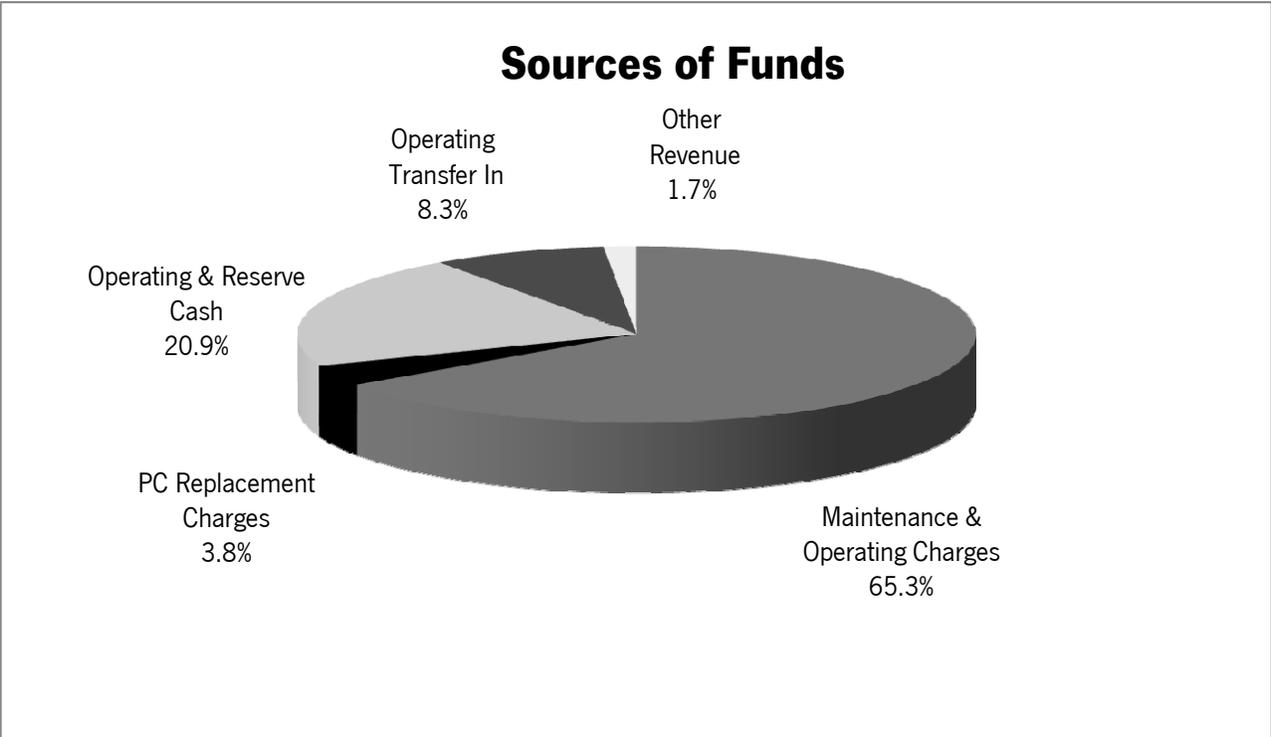
- Provided necessary support for the technology implementation at NORCOM, including work on the NORCOM GIS data and extended hosting of the NORCOM Police CAD/RMS on our old servers here at Kirkland while they brought their own systems up.
- Migrated Currently Kirkland into a weekly news magazine format to better keep citizens up to date.
- Completed video interviews of all City Council members and made the interviews available online to help the community get to know the people representing them.
- Began exploring ways to connect with the community through web 2.0 tools such as blogs. Developed a web 2.0 policy and started very limited pilot programs.
- Enhanced the eCityGov Alliance programs, including implementation of GovJobsToday, developed requirements for the NWMaps regional GIS mapping portal and chose a vendor for the work.
- Participated in a regional project to select permitting system software. We chose EnerGov, along with the cities of Renton, Bothell, Redmond, and Sammamish. Implementation has started and is due to be completed in 2011.
- Installed new web traffic reporting so that we can better analyze what websites people visit.
- Moved over half of our infrastructure (servers and backup equipment) to the City of Bellevue to address challenges in our current, outdated data center.
- Upgraded our backup technology to include backup to disk and tiered storage as part of an effort to manage storage costs.
- Performed a complete upgrade of our telephone system server hardware.

- Finished implementation of the web-based version of our finance system front end, which included significant business process redesign.
- Completed the RFP process and vendor selection for developing the GIS data in the annexation area.
- Completed a regional project to create new orthophotography for our GIS systems. This included contracting with the Northshore Utility District so that we were able to obtain imagery for the entire annexation area within the budget originally allocated for the current Kirkland boundary.
- Successfully provided full IT service to the Northshore Fire District.
- Updated the technology use policy and provided training on this policy and on security to all City staff.
- Upgraded the ExploreKirkland website and moved both the site and support for the site in-house from an outside provider.
- Received training in current security practices.
- Successfully completed analysis and authorized the transfer of our video franchise from Verizon to Frontier Communications, including negotiating payment for most of our costs.
- Replace the core network switch and other network technology that has become outdated with a more fault-tolerant and redundant design.
- Upgrade desktop computers to Windows 7 and Office 2010.
- Continue to evaluate and improve on the management of data storage, including evaluation of “cloud” services.
- Replace the GIS browser software with a more compatible and modern version that will make GIS analysis and integration of GIS and other systems easier.
- Complete a security audit.
- Consolidate the timekeeping function into the current financial system and stop using an extra online timecard system.
- Implement more social networking tools to improve community engagement on specific issues.
- Implement a set of best practices in IT known as “ITIL,” or IT Infrastructure Library, in order to provide better service, more accurately capture actual time spent, and add efficiencies. Project includes replacement of the existing help desk ticketing system.
- Automate the form used for staff hiring, termination, changes, steps, and other personnel-related activity.

#### **2011-2012 OBJECTIVES**

- Re-design the City website with a new graphic look and feel, and clean up the content.
- Upgrade the City’s maintenance management systems to the current web-based version, which is a significant change.
- Help the Parks Department implement automated work orders.
- Complete implementation of the EnerGov permitting system. This project includes business process enhancements and online business license renewal. It also folds some processes like special event permits which were handled manually into the new automated system.
- Help the Municipal Court replace an aging probation management system.
- Centralize accounts receivable, including developing a simple process that is used uniformly across the city.
- Provide IT support for the design of the new public safety building.
- Help to formalize governance for our regional fiber network that includes schools, cities, and hospitals.
- Complete a significant upgrade to the Utility Billing system.

**2011-2012 BUDGET  
INFORMATION TECHNOLOGY FUND**



**2011-2012 BUDGET ANALYSIS**

***INFORMATION TECHNOLOGY FUND***

**ANALYSIS OF CHANGES**

<b>2009-10 Approved Budget (Including Carryovers &amp; Furlough Concessions)</b>		<b>10,167,580</b>
One-Time Adjustments, Carryovers and Reserves	(2,302,819)	
Restore 2010 3.4% Wage Reductions and Related Reductions	68,649	
Total One-Time Adjustments and Carryovers		(2,234,170)
Less Annexation Service Packages Approved in 2010 (see below)		-
<b>2009-10 Ongoing Budget</b>		<b><u>7,933,410</u></b>
2011-12 Basic Budget Changes:		
Salaries & Wages	(96,427)	
Employee Benefits	162,819	
Fleet - Internal Services Rate	(514)	
IT - Internal Services Rate	-	
Facilities - Internal Services Rate	(5,245)	
Central Service Charges	-	
Major Systems Replacement Reserve	(441,500)	
Net Miscellaneous Adjustments	277,084	
Total Basic Budget Changes		(103,783)
2011-12 Basic Budget Changes as Percent of 2009-10 Ongoing Budget		-1.31%
<b>2011-12 Basic Budget (Excluding Ongoing Annexation Service Packages Approved in 2010)</b>		<b>7,829,627</b>
Expenditure Reductions		
2011-12 Department Expenditure Reductions	(335,684)	
2011-12 Reductions due to Internal Service Rate Changes	(600)	
Total 2011-12 Expenditure Reductions		(336,284)
2011-12 Expenditure Reductions as Percent of 2011-12 Basic Budget		-4.30%
Service Packages		
Department Service Packages	232,106	
Service Packages Requested/Funded by Other Departments	4,232	
Total 2011-12 Service Packages		236,338
2011-12 Service Packages as Percent of 2011-12 Basic Budget		3.02%
<b>Subtotal 2011-12 Budget Before Annexation</b>		<b>7,729,681</b>
Annexation:		
Ongoing Annexation Service Packages Approved in 2010	-	
2011-12 Annexation Service Packages	1,678,549	
Interfund Adjustments	74,683	
Total Annexation Costs		1,753,232
Annexation Costs as Percent of 2011-12 Basic Budget		22.39%
Changes Due to Fund Restructuring:		
Fund Restructuring Changes as Percent of 2011-12 Basic Budget		0.00%
Reserves		2,164,572
<b>2011-12 Adopted Budget (Including Annexation &amp; Fund Changes)</b>		<b><u>11,647,485</u></b>

**COMPARISON OF 2009-10 BUDGET TO 2011-12 BUDGET**

	<u>Difference</u>	<u>% Change</u>
<b>2009-10 Approved Budget to 2011-12 Adopted Budget</b>	<b>1,479,905</b>	<b>14.56%</b>

2011-2012 FINANCIAL OVERVIEW

***INFORMATION TECHNOLOGY FUND***

**FINANCIAL SUMMARY BY OBJECT**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Salaries and Wages	3,766,674	3,626,200	3,665,495	3,942,010	7.54%
Benefits	1,051,291	1,103,106	1,249,429	1,563,014	25.10%
Supplies	608,578	375,680	375,487	1,053,471	180.56%
Other Services	2,108,199	2,098,421	2,455,986	2,734,995	11.36%
Government Services	324,477	802,100	802,100	1,046,300	30.45%
Capital Outlay	10,610	864	-	-	n/a
Reserves	-	-	1,619,083	1,307,695	-19.23%
<b>TOTAL</b>	<b>7,869,829</b>	<b>8,006,371</b>	<b>10,167,580</b>	<b>11,647,485</b>	<b>14.56%</b>

**FINANCIAL SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>2009-2010 Estimate</u>	<u>2009-2010 Budget</u>	<u>2011-2012 Budget</u>	<u>Percent Change</u>
Information Technology	6,930,704	7,098,078	9,275,181	10,900,283	17.52%
MultiMedia Services	939,125	908,293	892,399	747,202	-16.27%
<b>TOTAL</b>	<b>7,869,829</b>	<b>8,006,371</b>	<b>10,167,580</b>	<b>11,647,485</b>	<b>14.56%</b>

**POSITION SUMMARY BY DIVISION**

	<u>2007-2008 Actual</u>	<u>Adjustments</u>	<u>2009-2010 Budget</u>	<u>Adjustments</u>	<u>2011-2012 Budget</u>
Information Technology	15.00	1.50	16.50	4.50	21.00
MultiMedia Services	3.75	-1.00	2.75	0.00	2.75
<b>TOTAL</b>	<b>18.75</b>	<b>0.50</b>	<b>19.25</b>	<b>4.50</b>	<b>23.75</b>

2011-2012 POSITION SUMMARY

***INFORMATION TECHNOLOGY FUND***

**POSITION SUMMARY BY CLASSIFICATION**

<b>Classification</b>	<b>2009-2010 Positions</b>	<b>Budget Reductions</b>	<b>Service Packages</b>	<b>Annexation Positions</b>	<b>2011-2012 Positions</b>	<b>Budgeted 2011 Salary Range</b>
Chief Information Officer	1.00				1.00	9,371 - 12,091
Network & Operations Manager	1.00				1.00	7,110 - 9,174
Applications Manager	0.00			1.00	1.00	7,110 - 9,174*
Geographic Info. Sys. Administrator	1.00				1.00	6,545 - 8,445
System Administrator	3.00				3.00	6,797 - 7,997
Multimedia Communications Manager	0.75				0.75	6,059 - 7,819
Network Engineer	1.00				1.00	6,616 - 7,783
Webmaster	1.00				1.00	6,401 - 7,531
Network Analyst	1.00				1.00	5,762 - 6,779
Help Desk Lead	0.00			1.00	1.00	5,648 - 6,645*
Applications Analyst	1.00				1.00	5,529 - 6,505
GIS Analyst	2.75			1.25	4.00	5,082 - 5,978
Video Production Specialist	1.00				1.00	4,954 - 5,827
Help Desk Technician	2.75			0.25	3.00	4,531 - 5,331
Senior Design Specialist	1.00				1.00	4,449 - 5,234
Administrative Assistant	1.00				1.00	4,423 - 5,203
Web Production Assistant	0.00		0.75	0.25	1.00	4,331 - 5,096
<b>TOTAL</b>	19.25	0.00	0.00	3.50	22.75	

\*Salary range for new position is estimate only

**City of Kirkland  
2011-12 Budget**

**Revenue**

		<b>2007-08 Actual</b>	<b>2009-10 Estimate</b>	<b>2009-10 Budget</b>	<b>2011-12 Budget</b>	<b>Percent Change</b>
<b>Fund: Information Technology (522)</b>						
<b>Intergovernmental Revenue</b>						
<b>Intergovt Service Revenues</b>						
Intergovt-Other Gen Govt Svcs	3381901	147,328	311,200	252,629	180,095	-28.71 %
IntergovtCommunications Svcs	3382801	0	19,859	0	0	0.00 %
<b>Total for Intergovt Service Revenues:</b>		<b>147,328</b>	<b>331,059</b>	<b>252,629</b>	<b>180,095</b>	<b>-28.71 %</b>
<b>Total for Intergovernmental Revenue:</b>		<b>147,328</b>	<b>331,059</b>	<b>252,629</b>	<b>180,095</b>	<b>-28.71 %</b>
<b>Charges for Goods and Services</b>						
<b>Internal Svc Fund Sales/Svc</b>						
Interfund Communications	3481001	230,156	205,391	205,520	193,946	-5.63 %
Interfund Copier Charges	3486001	154,453	0	0	0	0.00 %
Interfund Multimedia Services	3486003	830,150	803,133	808,132	795,931	-1.50 %
Interfund Data Processing	3488001	5,395,070	5,820,664	5,823,464	6,620,927	13.69 %
Data Process Replacement Chg	3488002	386,950	82,876	83,086	447,081	438.09 %
<b>Total for Internal Svc Fund Sales/Svc:</b>		<b>6,996,779</b>	<b>6,912,064</b>	<b>6,920,202</b>	<b>8,057,885</b>	<b>16.44 %</b>
<b>InterfundInterdep Sales Svc</b>						
Interfund-Technology Services	3491840	388,018	0	0	0	0.00 %
<b>Total for InterfundInterdep Sales Svc:</b>		<b>388,018</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>Total for Charges for Goods and Services:</b>		<b>7,384,797</b>	<b>6,912,064</b>	<b>6,920,202</b>	<b>8,057,885</b>	<b>16.44 %</b>
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
Investment Interest	3611101	96,823	0	0	0	0.00 %
Investment Interest-Dedicated	3611102	231,928	0	0	0	0.00 %
<b>Total for Interest and Other Earnings:</b>		<b>328,751</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>Other Misc Revenues</b>						
Other Judgements Settlements	3694001	18,753	0	0	0	0.00 %
Other Misc Revenue	3699001	0	10,466	0	0	0.00 %
<b>Total for Other Misc Revenues:</b>		<b>18,753</b>	<b>10,466</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>Total for Miscellaneous Revenues:</b>		<b>347,504</b>	<b>10,466</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
<b>Other Financing Sources</b>						
<b>Operating Transfer In</b>						
Operating Transfer In	3971001	321,321	307,456	109,856	969,938	782.91 %
<b>Total for Operating Transfer In:</b>		<b>321,321</b>	<b>307,456</b>	<b>109,856</b>	<b>969,938</b>	<b>782.91 %</b>
<b>Resources Forward</b>						
Resources Forward	3999901	0	0	2,884,893	2,439,567	-15.43 %

**City of Kirkland  
2011-12 Budget**

**Revenue**

	<b>2007-08 Actual</b>	<b>2009-10 Estimate</b>	<b>2009-10 Budget</b>	<b>2011-12 Budget</b>	<b>Percent Change</b>
<b>Total for Resources Forward:</b>	0	0	2,884,893	2,439,567	-15.43 %
<b>Total for Other Financing Sources:</b>	321,321	307,456	2,994,749	3,409,505	13.84 %
<b>Total for Information Technology:</b>	8,200,950	7,561,045	10,167,580	11,647,485	14.55 %

Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

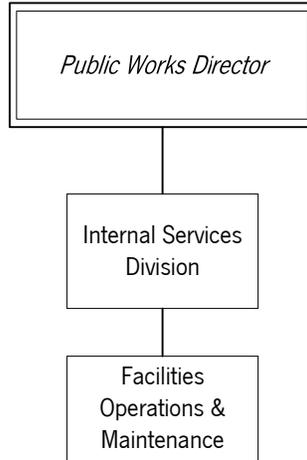
## FACILITIES MAINTENANCE FUND

The Facilities Maintenance Fund accounts and assesses user charges for the operations and maintenance of the City's building facilities and public facilities ground maintenance and landscaping.



**CITY OF KIRKLAND**  
**Public Works Department**

Facilities Maintenance Fund



*Boxes with a double outline and italic text indicate positions which report to this department but which are budgeted in a separate operating fund.*



## DEPARTMENT OVERVIEW

# ***FACILITIES MAINTENANCE FUND***

### MISSION

The Facilities Services Division is responsible for ensuring that all City buildings, equipment, and grounds receive the basic maintenance and repair services that are required to provide a safe and healthful environment.

### DEPARTMENT FUNCTIONS

Facilities Services Division of the Public Works Department is responsible for the protection of City assets, building operations and maintenance, landscaping and grounds maintenance, preventative maintenance, remodels, construction, building life cycle replacement programs, janitorial, and facility security.

Facilities Services is responsible for all work orders for both major and minor repairs. The division performs capital construction, tenant improvements, and extensive life cycle program for all City buildings and infrastructure to support these facilities. The crew is talented in space planning, construction management, carpentry, mechanical, electrical, plumbing and electronic services, and provides the full complement of skills to City Departments. The Public Grounds portion of Facilities Services maintains the landscaping and grounds of City buildings including City Hall, City Hall Annex, Maintenance Center, six City Fire Stations, and 505 Market.

Facilities Services serves as the City agent for residential rental properties that the City owns, ensuring that these facilities are maintained and rented for full market rent. Facilities Services also manages the contracted janitorial services for City Hall, City Hall Annex, 505 Market, Heritage Hall, Maintenance Center Campus including the Parks Maintenance Annex, North Kirkland Community Center, Peter Kirk Community Center, and Municipal Court.

Facilities Services strives to provide quality results, unsurpassed customer service, and safety in all facilities.

The Facilities Services Division utilizes a team approach which maximizes team skills and abilities to respond to operational maintenance and capital construction needs of City facilities and properties while efficiently using City resources.

### 2009-2010 ACCOMPLISHMENTS

- Continued implementation and promotion of conservation measures in City Facilities. Installed direct digital climate controls at Maintenance Center Administration and Shop Buildings for improved monitoring of HVAC systems.
- Completed a space needs assessment and preliminary cost estimate study to determine facility costs associated with a Public Safety Campus.
- Continued to improve communication with customers through the periodic Facilities Update Newsletter on Kirknet.
- Completed the re-organization of office spaces for the Public Works and Planning Departments at City Hall.
- With the completion of the City Hall Annex renovation and utilization of the space by City staff, temporary office spaces housed in the conference rooms at City Hall were returned to conference space.
- Completed a remodel of the kitchen at North Kirkland Community Center to better meet the needs of emergency operations.
- Completed remodel of the Police Department at City Hall to accommodate annexation-related staffing needs.
- Participated in the installation of electronic reader board signage at Fire Stations 21, 22, 26, 27, and North Kirkland Community Center.

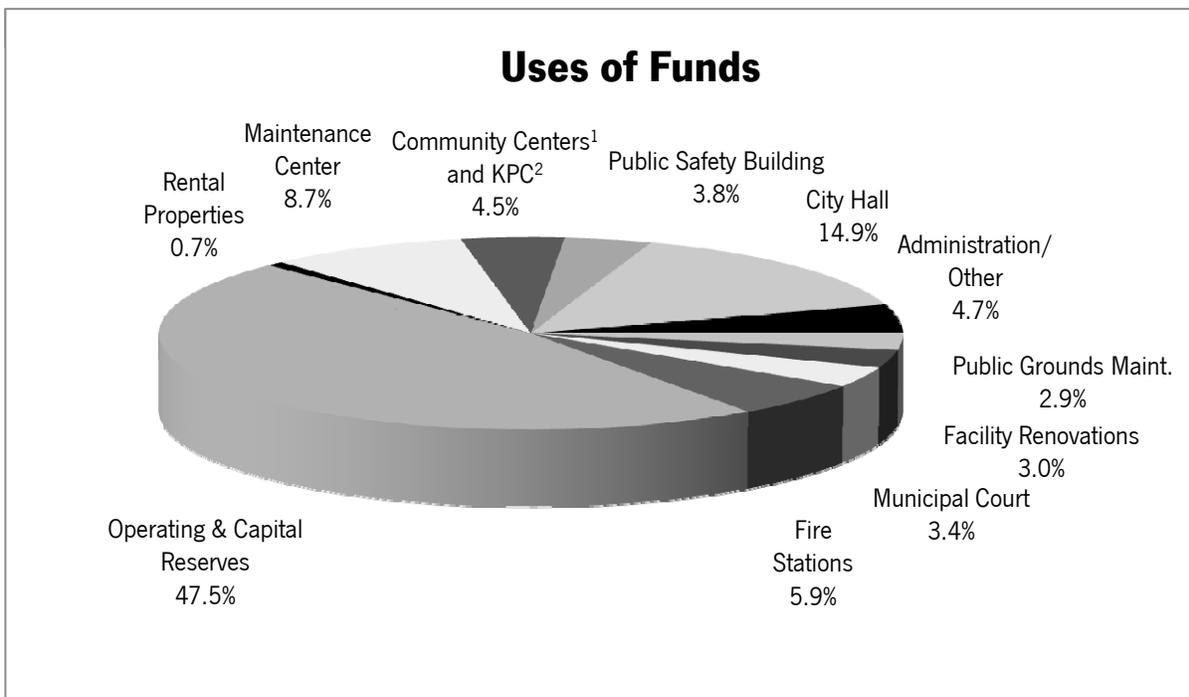
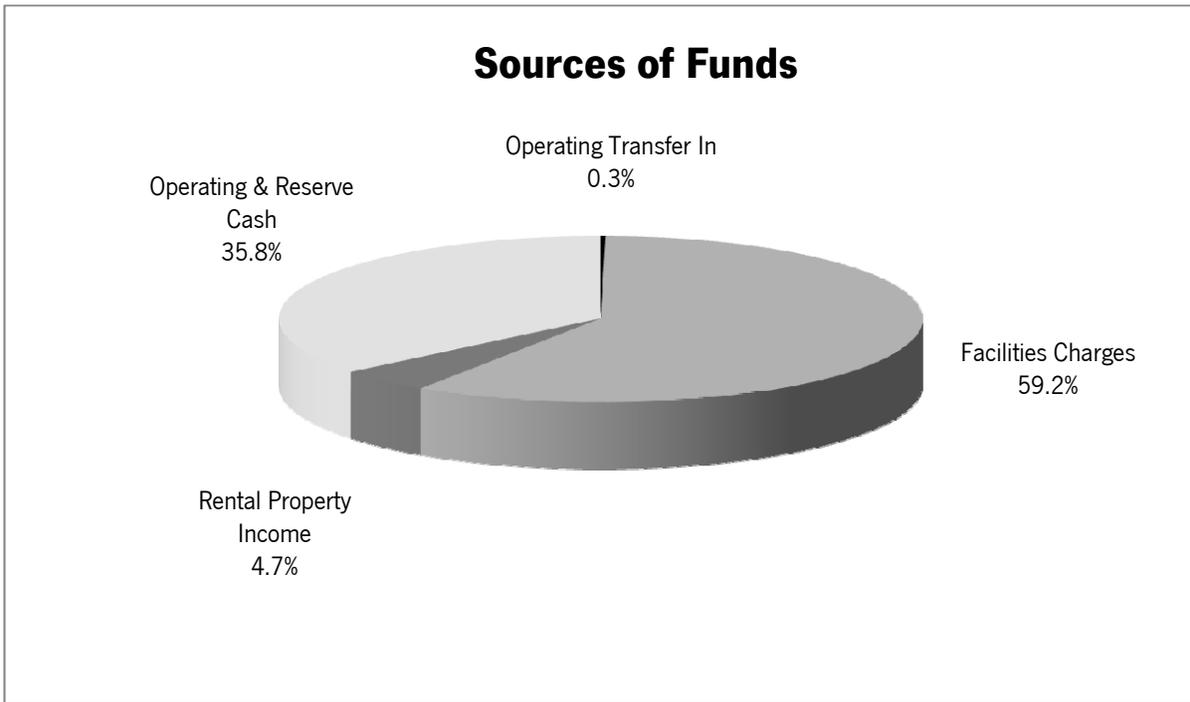
- Completed Fire Station 27 window upgrades utilizing Energy Efficiency and Conservation Block Grant funds.
- Completed painting and carpet replacement at Kirkland Teen Union Building prior to the transition to a new building operator.
- Deconstruction of South Rosehill Water District Building.
- Completed projects associated with life cycle program:
  - Window replacement at various locations at City Hall
  - Interior painting of Fire Station 21 and 22
  - Replaced two HVAC units at Fire Station 22
  - Interior and exterior painting (including the apparatus bay) of Fire Station 27
  - Replaced 80 gallon electric water heater at Kirkland Performance Center
  - Carpet replacement and interior painting in the administration offices of Kirkland Performance Center
  - Replaced 40 gallon water heater with a tankless water heater unit at the Maintenance Center Fleet Shop
  - Replaced and upgraded wood decking material at North Kirkland Community Center with environmentally-friendly, composite decking material, which will extend the life of the deck
  - Carpet replacement at North Kirkland Community Center
  - Replaced lower level HVAC at North Kirkland Community Center HVAC with higher-efficiency unit
  - Peter Kirk Community Center HVAC system replaced with more efficient air-source heat pumps and direct digital climate control
  - Replaced and upgraded all light fixtures at Peter Kirk Community Center to energy efficient T-8 lamps with electronic ballast technology

- Converted janitorial cleaning products, toilet paper, paper towels, and soap to Green Seal certified products

<b>2011-2012 OBJECTIVES</b>
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- Complete projects associated with life cycle program.
- Ensure that buildings and associated grounds are well maintained through preventative maintenance programs and in response to service requests to ensure:
  - Safety/Liability
  - Asset Preservation
  - Scheduled Protocol
  - Employee Productivity
- Continue promotion and implementation of conservation measures in City Facilities and on facility grounds.
- Pesticide licensing and irrigation training for all Grounds FTE's.
- Complete projects associated with life cycle program.
- Continually improve communication and level of service to customers through project management, effective distribution of work, and frequent updates on Kirknet.

# 2011-2012 BUDGET FACILITIES MAINTENANCE FUND



<sup>1</sup> Community Centers include: Peter Kirk Community Center, Teen Center and North Kirkland Community Center

<sup>2</sup> Kirkland Performance Center

**2011-2012 BUDGET ANALYSIS**

***FACILITIES MAINTENANCE FUND***

**ANALYSIS OF CHANGES**

<b>2009-10 Approved Budget (Including Carryovers &amp; Furlough Concessions)</b>		<b>9,373,036</b>
One-Time Adjustments, Carryovers and Reserves	(3,360,734)	
Restore 2010 3.4% Wage Reductions and Related Reductions	9,108	
Total One-Time Adjustments and Carryovers		(3,351,626)
Less Annexation Service Packages Approved in 2010 (see below)		-
<b>2009-10 Ongoing Budget</b>		<b><u>6,021,410</u></b>
2011-12 Basic Budget Changes:		
Salaries & Wages	8,510	
Employee Benefits	56,791	
Fleet - Internal Services Rate	(3,427)	
IT - Internal Services Rate	(8,899)	
Public Safety Building Operating Costs	132,584	
Central Service Charges	-	
Interfund/Lifecycle Projects	(1,044,048)	
Net Miscellaneous Adjustments	(703,312)	
Total Basic Budget Changes		(1,561,801)
2011-12 Basic Budget Changes as Percent of 2009-10 Ongoing Budget		-25.94%
<b>2011-12 Basic Budget (Excluding Ongoing Annexation Service Packages Approved in 2010)</b>		<b>4,459,609</b>
Expenditure Reductions		
2011-12 Department Expenditure Reductions	-	
2011-12 Reductions due to Internal Service Rate Changes	(7,979)	
Total 2011-12 Expenditure Reductions		(7,979)
2011-12 Expenditure Reductions as Percent of 2011-12 Basic Budget		-0.18%
Service Packages		
Department Service Packages	-	
Service Packages Requested/Funded by Other Departments	-	
Total 2011-12 Service Packages		-
2011-12 Service Packages as Percent of 2011-12 Basic Budget		0.00%
<b>Subtotal 2011-12 Budget Before Annexation</b>		<b>4,451,630</b>
Annexation:		
Ongoing Annexation Service Packages Approved in 2010	-	
2011-12 Annexation Service Packages	482,279	
Interfund Adjustments	5,126	
Total Annexation Costs		487,405
Annexation Costs as Percent of 2011-12 Basic Budget		10.93%
Changes Due to Fund Restructuring:		
Fund Restructuring Changes as Percent of 2011-12 Basic Budget		0.00%
Reserves		4,948,375
<b>2011-12 Adopted Budget (Including Annexation &amp; Fund Changes)</b>		<b><u>9,887,410</u></b>

**COMPARISON OF 2009-10 BUDGET TO 2011-12 BUDGET**

	<b>Difference</b>	<b>% Change</b>
<b>2009-10 Approved Budget to 2011-12 Adopted Budget</b>	<b>514,374</b>	<b>5.49%</b>

2011-2012 FINANCIAL OVERVIEW

***FACILITIES MAINTENANCE FUND***

**FINANCIAL SUMMARY BY OBJECT**

	<b>2007-2008 Actual</b>	<b>2009-2010 Estimate</b>	<b>2009-2010 Budget</b>	<b>2011-2012 Budget</b>	<b>Percent Change</b>
Salaries and Wages	666,660	794,456	815,947	837,672	2.66%
Benefits	286,278	348,859	340,389	403,321	18.49%
Supplies	252,835	183,198	211,261	270,325	27.96%
Other Services	2,621,553	2,707,649	3,023,164	3,071,367	1.59%
Government Services	2,187,832	1,457,098	1,420,588	356,350	-74.92%
Capital Outlay	20,570	45	26,000	-	-100.00%
Reserves	-	-	3,535,687	4,948,375	39.96%
<b>TOTAL</b>	<b>6,035,728</b>	<b>5,491,305</b>	<b>9,373,036</b>	<b>9,887,410</b>	<b>5.49%</b>

**FINANCIAL SUMMARY BY DIVISION**

	<b>2007-2008 Actual</b>	<b>2009-2010 Estimate</b>	<b>2009-2010 Budget</b>	<b>2011-2012 Budget</b>	<b>Percent Change</b>
Facilities Services	5,761,553	5,241,001	9,072,576	9,596,954	5.78%
Grounds Maintenance	274,175	250,304	300,460	290,456	-3.33%
<b>TOTAL</b>	<b>6,035,728</b>	<b>5,491,305</b>	<b>9,373,036</b>	<b>9,887,410</b>	<b>5.49%</b>

**POSITION SUMMARY BY DIVISION**

	<b>2007-2008 Actual</b>	<b>Adjustments</b>	<b>2009-2010 Budget</b>	<b>Adjustments</b>	<b>2011-2012 Budget</b>
Facilities Services	4.95	0.00	4.95	0.50	5.45
Grounds Maintenance	0.95	-0.05	0.90	0.00	0.90
<b>TOTAL</b>	<b>5.90</b>	<b>-0.05</b>	<b>5.85</b>	<b>0.50</b>	<b>6.35</b>

2011-2012 POSITION SUMMARY

***FACILITIES MAINTENANCE FUND***

**POSITION SUMMARY BY CLASSIFICATION**

<b>Classification</b>	<b>2009-2010 Positions</b>	<b>Budget Reductions</b>	<b>Service Packages</b>	<b>Annexation Positions</b>	<b>2011-2012 Positions</b>	<b>Budgeted 2011 Salary Range</b>
Street Manager	0.05				0.05	6,636 - 8,563
Internal Services Manager	0.40				0.40	6,483 - 8,366
Public Grounds Supervisor	0.35				0.35	5,052 - 6,519
Lead Facilities Service Technician	1.00				1.00	4,975 - 6,003
Facilities Services Technician II	1.00				1.00	4,174 - 5,392
Yard Maint. & Inventory Control Person	0.50			0.50	1.00	4,174 - 5,392
Facilities Services Technician III	2.00				2.00	3,286 - 4,519
Groundsperson	0.55				0.55	3,286 - 4,519
<b>TOTAL</b>	5.85	0.00	0.00	0.50	6.35	

**City of Kirkland  
2011-12 Budget**

**Revenue**

		2007-08 Actual	2009-10 Estimate	2009-10 Budget	2011-12 Budget	Percent Change
<b>Fund: Facilities Fund (527)</b>						
<b>Charges for Goods and Services</b>						
<b>General Government</b>						
Other General Government Svcs	3419001	0	2,209	0	4,800	0.00 %
<b>Total for General Government:</b>		0	2,209	0	4,800	0.00 %
<b>Internal Svc Fund Sales/Svc</b>						
Interfund-City Hall Facilities	3481803	0	1,568,658	1,591,579	2,054,756	29.10 %
Interfund-Maintenance Center	3481804	0	1,184,368	1,184,367	886,885	-25.11 %
Interfund-Senior Center	3481805	0	268,952	268,953	241,102	-10.35 %
Interfund-NKCC	3481806	0	230,794	230,794	207,707	-10.00 %
Interfund-Municipal Court	3481807	0	482,672	482,671	286,578	-40.62 %
Interfund-KPC	3481808	0	45,121	45,120	48,274	6.99 %
Interfund-Fire Stations	3481809	0	785,109	785,110	815,561	3.87 %
Interfund-Teen Center	3481810	0	27,141	27,140	17,517	-35.45 %
Interfund-CH Annex	3481811	0	47,707	24,787	0	0.00 %
Interfund-City Hall(sinking)	3481823	0	391,132	391,133	459,625	17.51 %
Interfund-Maint Ctr(sinking)	3481824	0	157,256	157,256	166,832	6.08 %
Interfund-Senior Ctr sinking	3481825	0	83,239	83,240	88,309	6.08 %
Interfund-NKCC sinking	3481826	0	54,048	54,047	57,338	6.08 %
Interfund Muni Court Sinking	3481827	0	0	0	150,000	0.00 %
Interfund-KPCsinking	3481828	0	66,202	66,202	70,234	6.09 %
Interfund-Fire Stns sinking	3481829	0	212,279	212,279	225,207	6.09 %
Teen Center sinking	3481830	0	31,906	31,907	33,850	6.08 %
Interfund-CH Annessinking	3481831	0	42,109	42,108	0	0.00 %
Interfund-Hertge Hallsinking	3481832	0	10,492	10,492	11,169	6.45 %
Interfund-Prk Garagesinking	3481833	0	22,880	22,881	24,293	6.17 %
<b>Total for Internal Svc Fund Sales/Svc:</b>		0	5,712,065	5,712,066	5,845,237	2.33 %
<b>Total for Charges for Goods and Services:</b>		0	5,714,274	5,712,066	5,850,037	2.41 %
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
Investment Interest-Dedicated	3611102	0	100,000	100,000	0	0.00 %
<b>Total for Interest and Other Earnings:</b>		0	100,000	100,000	0	0.00 %
<b>RentsLeasesConcessions</b>						
Facilities Leases LT-Other	3625002	0	0	0	375,000	0.00 %
Housing Rental Leases	3626001	0	102,996	82,780	87,360	5.53 %
<b>Total for RentsLeasesConcessions:</b>		0	102,996	82,780	462,360	458.54 %
<b>Other Misc Revenues</b>						

**City of Kirkland  
2011-12 Budget**

**Revenue**

		<b>2007-08 Actual</b>	<b>2009-10 Estimate</b>	<b>2009-10 Budget</b>	<b>2011-12 Budget</b>	<b>Percent Change</b>
Other Judgements Settlements	3694001	0	817	0	0	0.00 %
Other Misc Revenue	3699001	0	2,664	0	0	0.00 %
<b>Total for Other Misc Revenues:</b>		0	3,481	0	0	0.00 %
<b>Total for Miscellaneous Revenues:</b>		0	206,477	182,780	462,360	152.95 %
<b>Other Financing Sources</b>						
<b>Operating Transfer In</b>						
Operating Transfer In	3971001	0	26,000	26,000	25,000	-3.84 %
<b>Total for Operating Transfer In:</b>		0	26,000	26,000	25,000	-3.84 %
<b>Resources Forward</b>						
Resources Forward	3999901	0	0	3,452,190	3,550,013	2.83 %
<b>Total for Resources Forward:</b>		0	0	3,452,190	3,550,013	2.83 %
<b>Total for Other Financing Sources:</b>		0	26,000	3,478,190	3,575,013	2.78 %
<b>Total for Facilities Fund:</b>		0	5,946,751	9,373,036	9,887,410	5.48 %