

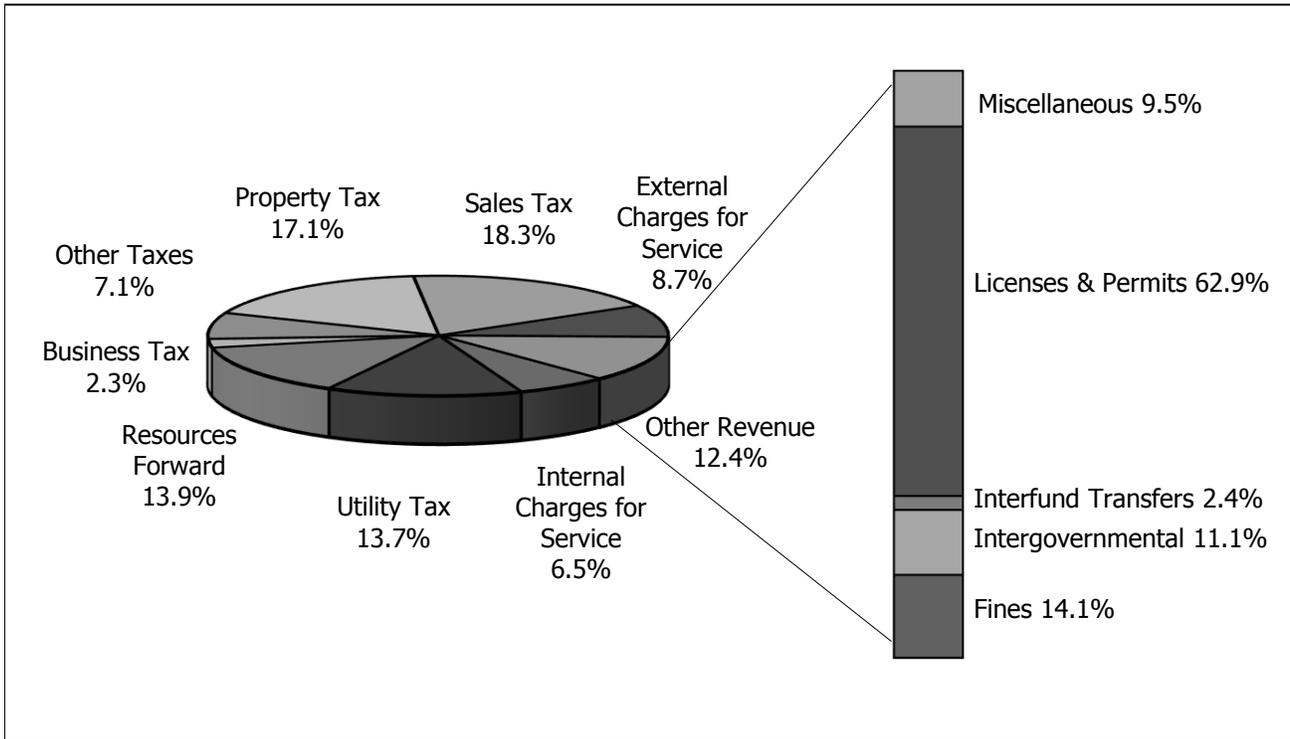
The General Fund is the primary operating fund of the City. The General Fund is used to account for resources traditionally associated with government which are not required by law or by sound financial management practice to be accounted for in another fund.

GENERAL FUND REVENUE SUMMARY



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**CITY OF KIRKLAND
 GENERAL GOVERNMENT OPERATING
 GENERAL FUND
 2017-2018 REVENUE SUMMARY
 \$215,882,713**



Taxes comprise 58.5% of all General Fund revenues, with sales tax being the single largest revenue, closely followed by property tax. Taxes are a general purpose revenue source which are used to support basic government services such as public safety and park maintenance. Internal charges for service reflect payments from other operating funds primarily for general administration, engineering, and billing services provided "in-house." Resources forward represents the beginning fund balance for the General Fund and is composed primarily of an operating reserve and unreserved working capital. In addition, resources forward is used to fund one-time service packages.

**CITY OF KIRKLAND
GENERAL GOVERNMENT OPERATING
GENERAL FUND
2017-2018 REVENUE SUMMARY: BY REVENUE TYPE**

Revenue Sources	2013-14 Actual	2015-16 Estimate	2015-16 Budget	2017-2018 Budget	Percent Change
Taxes:					
Property Tax	33,317,730	35,312,807	35,343,807	36,902,400	4.41%
Sales Tax:					
General	34,029,060	38,834,811	35,927,494	39,782,000	10.73%
Annexation Sales Tax Credit	7,551,028	7,917,095	7,727,500	7,870,000	1.84%
Criminal Justice	3,748,839	4,338,672	4,133,831	4,668,000	12.92%
Utility Taxes:					
Electric	7,448,855	7,411,168	7,727,244	7,801,000	0.95%
Gas	2,857,756	2,531,489	3,054,376	2,428,000	-20.51%
Television Cable	3,147,017	3,248,687	3,223,700	3,280,000	1.75%
Telephone	6,792,124	5,838,276	6,546,337	5,636,000	-13.91%
Water	2,708,424	3,013,370	2,773,878	2,948,116	6.28%
Sewer	2,449,265	2,656,353	2,566,069	2,802,319	9.21%
Garbage	3,089,962	3,258,477	3,018,155	3,190,023	5.69%
Surface Water	1,305,979	1,402,675	1,281,272	1,391,413	8.60%
Admissions Tax	207,372	171,247	191,828	150,750	-21.41%
Revenue Generating Regulatory License	4,966,001	4,935,724	4,702,714	5,045,272	7.28%
Other Taxes	2,338,531	2,777,070	1,944,005	2,604,916	34.00%
Total Taxes	115,957,943	123,647,921	120,162,210	126,500,209	5.27%
Licenses and Permits:					
Building/Structural	5,702,058	6,443,523	6,446,932	6,067,856	-5.88%
Franchise Fees	7,666,596	8,029,009	7,872,086	8,033,307	2.05%
Business and Other	2,195,015	2,326,511	2,205,447	2,678,410	21.45%
Total Licenses and Permits	15,563,669	16,799,043	16,524,465	16,779,573	1.54%
Intergovernmental:					
Liquor Taxes	1,666,783	1,934,879	2,009,501	2,235,679	11.26%
Grants & Other Intergovernmental	711,537	730,609	722,498	712,839	-1.34%
Total Intergovernmental	2,378,320	2,665,488	2,731,999	2,948,518	7.93%
Charges for Services:					
Planning Fees	2,293,582	4,486,776	2,808,298	3,044,003	8.39%
Plan Check Fees	2,440,547	3,706,199	2,070,226	3,600,000	73.89%
Engineering Development Fees	2,968,402	3,697,442	2,900,033	3,347,315	15.42%
Recreation Charges	2,535,983	2,826,435	2,430,300	2,781,794	14.46%
Internal Charges	10,620,326	12,418,250	13,276,029	13,965,450	5.19%
Emergency Medical Svcs & Transport Fee	3,522,755	3,640,142	3,605,508	3,821,765	6.00%
Other Charges	2,540,116	2,094,238	2,191,736	2,234,621	1.96%
Total Charges for Services	26,921,711	32,869,482	29,282,130	32,794,948	12.00%
Fines and Forfeits	4,287,504	3,538,884	4,380,426	3,773,570	-13.85%
Miscellaneous	2,310,202	3,018,674	2,020,232	2,536,149	25.54%
Interfund Transfers	721,963	771,494	771,494	631,393	-18.16%
Resources Forward†	21,345,779	26,183,995	26,183,995	29,918,353	14.26%
General Fund Total	189,487,091	209,494,981	202,056,951	215,882,713	6.84%

† 2013-14 Resources Forward reflect the budgeted amount

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014	2015 - 2016	2015- 2016	2017 - 2018	Percent
		Actual	Estimate	Budget	Budget	Change
Fund:	General Fund (010)					
Department:	General					
Division:	Not Applicable					
Key:	General Fund (0100000000)					
Taxes						
Property Tax-Real & Personal	3111001	33,317,730	35,312,807	35,343,807	36,902,400	4.40%
Retail Sales Use Tax	3131101	34,029,060	38,834,811	35,927,494	39,782,000	10.72%
Annexation Sales Tax	3131201	7,551,028	7,917,095	7,727,500	7,870,000	1.84%
Brokered Nat Gas Use Tax	3136101	5,472	4,182	5,454	3,780	-30.69%
Crim Justice-Local Sales Tax	3137101	3,748,839	4,338,672	4,133,831	4,668,000	12.92%
Rev Generating Regulatory Lic	3161001	4,966,001	4,935,724	4,702,714	5,045,272	7.28%
Electric Utility Tax-Private	3164101	7,448,855	7,411,168	7,727,244	7,801,000	0.95%
Gas Utility Tax-Private	3164301	2,857,756	2,531,489	3,054,376	2,428,000	-20.50%
Television Cable-Private	3164601	3,147,017	3,248,687	3,223,700	3,280,000	1.74%
Telephone Utility Tax-Private	3164701	6,393,510	5,718,801	6,426,862	5,636,000	-12.30%
Telephone Util Tax Priv Audit	3164702	398,614	119,475	119,475	0	0.00%
Water Customer Utility Tax	3164811	2,708,424	3,013,370	2,773,878	2,948,116	6.28%
Sewer Customer Utility Tax	3164812	2,449,265	2,656,353	2,566,069	2,802,319	9.20%
Solid Waste Customer Util Tax	3164813	3,089,962	3,258,477	3,018,155	3,190,023	5.69%
Surface Water Cust Util Tax	3164814	1,305,979	1,402,675	1,281,272	1,391,413	8.59%
Punch Boards and Pull Tabs	3168101	361,506	605,207	273,585	720,522	163.36%
Bingo and Raffles	3168201	2,254	3,991	267	912	241.57%
Amusement Games	3168301	2,825	2,999	2,151	3,124	45.23%
Card Games	3168401	1,686,031	2,002,315	1,478,624	1,713,088	15.85%
Leasehold Excise Tax	3172001	280,443	158,376	183,924	163,490	-11.11%
Admissions Tax	3181101	207,372	171,247	191,828	150,750	-21.41%
Total for Taxes:		115,957,943	123,647,921	120,162,210	126,500,209	5.27%
License and Permits						
Cabaret License	3217003	600	575	812	250	-69.21%
Amusement License	3217009	75	25	0	0	0.00%
Franchise Fees	3219101	7,666,596	8,029,009	7,872,086	8,033,307	2.04%
Business License Fee	3219901	1,164,617	1,257,432	1,241,083	1,403,337	13.07%
Building Permits	3221001	3,431,043	3,969,386	4,424,650	3,917,551	-11.46%
Plumbing Permits	3221002	321,800	338,422	317,784	325,800	2.52%
Clear Grade Permits	3221003	26,110	15,276	25,588	15,480	-39.50%
Side Sewer Permits	3221004	214,884	253,896	180,000	180,000	0.00%
Mechanical Permits	3221005	689,314	715,592	556,782	619,200	11.21%
Sign Permits	3221006	59,028	51,589	58,524	36,000	-38.48%
Electrical Permits	3221007	955,941	1,078,469	880,556	972,000	10.38%
Temporary Membrane Structure	3221008	1,580	0	2,020	0	0.00%

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014	2015 - 2016	2015- 2016	2017 -2018	Percent
		Actual	Estimate	Budget	Budget	Change
House Moving Permits	3221009	2,200	2,850	1,028	1,825	77.52%
Temporary Place of Assembly	3221010	79	0	0	0	0.00%
Animal License	3223001	0	0	0	284,330	0.00%
Street and Curb Permits	3224001	701,153	606,742	420,000	504,000	20.00%
Sidewalk Cafe Permit	3224002	13,098	15,824	21,362	21,362	0.00%
Street Vacation Permit	3224003	0	0	10,270	0	0.00%
Fireworks Permits	3229001	300	0	200	0	0.00%
Fire Alarm Permits	3229002	43,496	112,086	133,831	127,735	-4.55%
Concealed Weapon Permits	3229003	24,791	28,902	22,000	22,000	0.00%
Other Licenses and Permits	3229005	18,385	28,448	17,500	24,000	37.14%
Fire Sprinkler System Permit	3229006	85,279	128,062	193,840	127,415	-34.26%
Fire Systems-Other Permits	3229007	447	9,382	200	8,442	4,121.00%
Liquid Tank Install/Remove	3229008	1,422	0	1,260	19,539	1,450.71%
Recreational Fire Permit	3229009	1,027	79	620	0	0.00%
Alarm Registration	3229010	137,571	138,954	142,469	136,000	-4.54%
Public Property Permit	3229011	2,754	0	0	0	0.00%
Other Hazardous Activities	3229012	79	162	0	0	0.00%
IFC Requiring Review	3229013	0	9,956	0	0	0.00%
IFS Not Requiring Review	3229014	0	4,499	0	0	0.00%
IFS Other	3229015	0	3,426	0	0	0.00%
Total for License and Permits:		15,563,669	16,799,043	16,524,465	16,779,573	1.54%
Intergovernmental Revenue						
Community Dev Block Grants	3311420	0	0	248,000	138,000	-44.35%
DOJ Bulletproof Vest Prgm	3311660	15,325	0	0	0	0.00%
Equi Shar Fed Forfeited Prop	3322100	0	10,119	0	0	0.00%
Ind Fed Summer Food Program	3331055	-961	0	0	0	0.00%
Forest Svc Urban Comm Frstry	3331067	3,599	0	0	0	0.00%
CBDG/Entitlement Grants	3331421	0	29,370	0	0	0.00%
Dept of Justice VAWA	3331658	894	0	0	0	0.00%
Ind Fed DOT Traffic Safety	3332060	44,833	24,438	14,040	0	0.00%
Ind Fed NHTSA Safety Program	3332061	9,507	6,796	1,113	0	0.00%
Ind Fed EPA Grants	3336612	50,000	0	0	0	0.00%
Ind Fed DOE	3338111	10,500	21,140	0	0	0.00%
Indirect FEMA	3339703	5,294	0	0	0	0.00%
Ind Fed EMPG	3339704	16,039	95,017	0	0	0.00%
Homeland Security Ind Fed	3339706	4,092	6,626	0	0	0.00%
Ind Fed RCPGP Hmlnd Sec Grn	3339711	617	0	0	0	0.00%
CJTC WASPC Grants	3340111	2,707	3,988	3,989	0	0.00%
WA State Patrol	3340130	1,200	2,400	0	0	0.00%
Dept of Transportation	3340360	38,894	21,625	0	0	0.00%

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014 Actual	2015 - 2016 Estimate	2015- 2016 Budget	2017 -2018 Budget	Percent Change
Dept of Social Health Svcs	3340460	1,208	0	0	0	0.00%
Dept of Health	3340490	1,473	4,556	0	0	0.00%
Streamlined Sales Tax Mitigatn	3360099	184,757	152,987	165,000	109,000	-33.93%
Judicial Contributions - State	3360129	45,299	46,278	45,000	45,000	0.00%
Criminal Just-Violent Crimes	3360621	40,612	45,093	41,398	53,620	29.52%
Criminal Justice-Special Pgms	3360626	150,806	164,544	147,375	178,725	21.27%
Marijuana Enforcement	3360641	0	28,742	0	147,470	0.00%
DUI Distribution	3360651	29,519	25,564	29,600	25,024	-15.45%
Liquor Excise Tax	3360694	208,160	594,023	557,277	807,695	44.93%
Liquor Control Board Profits	3360695	1,458,623	1,340,856	1,452,224	1,427,984	-1.66%
Other King County Grants	3370801	45,807	41,326	26,983	16,000	-40.70%
King Conservation District	3370805	9,516	0	0	0	0.00%
Total for Intergovernmental Revenue:		2,378,320	2,665,488	2,731,999	2,948,518	7.92%
Charges for Goods and Services						
Civil Filing	3412201	432	302	400	400	0.00%
Court Records Services	3413202	25	216	0	0	0.00%
Court Administration Fees	3413301	30,333	28,892	0	29,000	0.00%
Court Services	3414901	94,510	159,510	100,000	200,000	100.00%
Court CopyTape Fees	3416201	3,023	2,636	3,000	2,000	-33.33%
Sale of Merch Taxable	3417010	770	0	0	0	0.00%
Sale of Merch Non Taxable	3417050	1,384	340	1,500	500	-66.66%
Public Disclosure Response	3417055	59	285	0	0	0.00%
Recording Fees	3418101	80,003	125,463	90,000	90,000	0.00%
Public Defender Contract	3419500	0	250	0	0	0.00%
General Govt Services	3419601	171,024	248,620	291,503	346,526	18.87%
Passport Fees	3419901	69,650	94,685	79,281	86,475	9.07%
Law Enforcement Services	3421001	65,882	9,330	9,180	4,600	-49.89%
Law Enf Sec Svc Rev	3421002	7,945	0	0	0	0.00%
Fire Protection Services	3422001	80,800	114,382	40,000	97,000	142.50%
EMS	3422101	1,769,290	1,824,401	1,822,723	1,898,107	4.13%
Adult Probation Charges	3423301	1,206,005	1,013,000	1,230,000	1,100,000	-10.56%
Electronic Home Detention	3423601	235,305	199,721	265,000	184,000	-30.56%
Detention Jail Services	3423604	14,680	20,560	6,400	15,120	136.25%
Booking Fees	3423701	59,626	55,795	60,000	60,000	0.00%
Protective Inspec Spec Hse	3424001	657	704	972	800	-17.69%
DUI Emergency Response	3425001	10,921	19,547	14,000	18,000	28.57%
DUI Emergency Aid	3426001	150	0	500	200	-60.00%
Emergency Transport Fee	3426010	1,753,465	1,815,741	1,782,785	1,923,658	7.90%
Communication Intergovt Svcs	3428101	406,932	0	0	0	0.00%
Res/Storm Erosion Review Fee	3431901	363,711	416,533	270,000	360,000	33.33%

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014	2015 - 2016	2015- 2016	2017 - 2018	Percent
		Actual	Estimate	Budget	Budget	Change
SW Drainage Rpt Review Fee	3431902	374,062	504,373	322,000	432,000	34.16%
Engineering Development	3438801	2,089,234	2,665,538	2,188,033	2,450,915	12.01%
PW Deposit Admin Fees	3441101	76,978	68,990	58,000	54,000	-6.89%
Traffic Control Plan Review	3441310	15,171	2,692	12,000	5,000	-58.33%
Parking Study Review Fee	3441311	2,373	535	0	0	0.00%
Subdivision Fee	3458101	29,805	31,728	51,000	20,000	-60.78%
Permit Appeal/Interpretation	3458109	1,275	1,919	850	850	0.00%
Accessory Dwelling Unit	3458110	850	638	0	0	0.00%
Street Improvement Fee in Lieu	3458116	24,376	182,302	0	0	0.00%
Fee In Lieu of Planting	3458117	4,725	10,850	2,000	2,000	0.00%
PCD Off Decisions Modification	3458120	44,062	65,033	40,000	60,000	50.00%
PCD Dir Decisions Modification	3458121	6,534	9,778	6,000	6,000	0.00%
Other PCD Official Decisions	3458125	129,893	114,112	200,000	80,000	-60.00%
Other PCD Director Decisions	3458126	94,553	96,928	80,000	100,000	25.00%
Process I Review	3458127	666,936	982,956	600,000	750,000	25.00%
Process IIA Review	3458128	201,426	347,296	180,000	250,000	38.88%
Process IIB and III Review	3458129	56,820	204,342	200,000	110,000	-45.00%
Design Board Review	3458130	71,732	264,736	250,000	150,000	-40.00%
Affordable Housing Fee In Lieu	3458140	71,817	478,640	0	0	0.00%
Plan Check Fee	3458301	2,440,547	3,706,199	2,070,226	3,600,000	73.89%
Energy Code Fee	3458302	124,981	139,613	126,732	122,400	-3.41%
Electrical Plan Review	3458303	59,837	80,569	50,640	86,400	70.61%
Fire Department Plan Review	3458305	66,268	346,516	153,281	323,263	110.89%
Expedited Review	3458306	129,967	99,860	158,400	75,600	-52.27%
Planning 3rd Party Review	3458307	53,000	101,569	40,000	40,000	0.00%
Short Plat Rec Review	3458309	59,702	77,460	40,000	80,000	100.00%
SEPA Appeal	3458601	0	426	426	426	0.00%
SEPA Transp Review Fee	3458602	45,272	38,781	46,000	41,400	-10.00%
Concurrency Review	3458901	24,733	25,324	24,000	24,000	0.00%
Environmental Review Fee	3458902	23,203	83,729	22,000	40,000	81.81%
Comprehensive Plan Requests	3458904	-310	2,000	3,640	664	-81.75%
Zoning Verification Letter	3458905	0	6,588	0	0	0.00%
Planning Pre-Submittal Meeting	3458906	162,585	165,213	160,000	150,000	-6.25%
Rd Impact Fee-Ind Calculations	3458908	1,601	0	4,000	4,000	0.00%
MBP Service Fee	3458911	184,812	566,651	419,329	572,400	36.50%
Pool Admission Fees	3473001	143,105	169,741	150,000	163,794	9.19%
Boat Launch Fees	3473003	65,671	67,425	60,000	70,000	16.66%
Special Event Admissions	3474001	5,546	5,100	5,400	5,400	0.00%
Open Gym Fees	3476001	0	1	0	0	0.00%
Recreational Sports	3476002	436,213	542,407	398,000	572,000	43.71%

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014	2015 - 2016	2015- 2016	2017 - 2018	Percent
		Actual	Estimate	Budget	Budget	Change
Team Sports	3476003	117,334	119,166	134,000	132,000	-1.49%
Physical Fitness	3476004	134,763	124,181	150,000	132,000	-12.00%
Tennis Badminton	3476005	18,918	17,396	21,000	21,000	0.00%
Day Camp	3476006	248,214	275,162	254,200	280,000	10.14%
Aquatics	3476007	447,845	494,426	418,500	420,000	0.35%
Misc Rec Instructional Activ	3476008	65,857	99,061	54,000	94,000	74.07%
Preschool NKCC Programs	3476009	390,364	399,796	334,000	400,000	19.76%
Recreation Educ Classes	3476010	209,309	219,378	224,000	224,000	0.00%
Van Trips	3476015	34,737	42,368	46,000	46,000	0.00%
Misc Youth Programs	3476016	173,767	207,442	140,000	180,000	28.57%
Open Gym	3476017	8,721	8,323	8,000	8,000	0.00%
Bazaars and Flea Markets	3479001	8	0	0	0	0.00%
Parks Advertising	3479002	8,922	6,233	8,000	8,000	0.00%
Conference/Program Fees	3479003	3,360	4,070	3,200	3,600	12.50%
Special Event Services	3479101	23,329	24,759	22,000	22,000	0.00%
Interfund-Accounting Services	3491401	1,507,189	1,715,649	1,715,648	1,458,774	-14.97%
Interfund Personnel Services	3491601	8,354	238	0	0	0.00%
Interfund Citywide Overhead	3491801	4,353,672	5,047,358	5,047,358	5,184,744	2.72%
Interfund-Other Gen Govnmt	3491901	293,637	235,067	513,160	291,616	-43.17%
Interfund Engineering-COS	3493201	703,588	470,370	595,460	637,083	6.99%
Interfund Engineering-CIP Eng	3493202	3,299,457	4,303,785	4,778,779	5,559,114	16.32%
Intrfnd Engineering-Develp Svc	3493205	330,236	502,514	502,514	693,112	37.92%
Interfund - Planning Services	3495801	124,193	143,269	123,110	141,007	14.53%
Total for Charges for Goods and Services:		26,921,711	32,869,482	29,282,130	32,794,948	12.00%
Fines and Forfeits						
Mandatory Insurance Costs	3523001	92,206	55,957	100,000	60,000	-40.00%
Boating Safety Infractions	3524000	898	164	1,000	200	-80.00%
Traffic Infraction Penalties	3531001	1,502,846	1,202,282	1,600,000	1,300,000	-18.75%
Non-Traffic Infraction Penalty	3537001	7,407	3,745	7,000	5,000	-28.57%
Parking Infraction Penalties	3541001	1,524,089	1,225,138	1,400,000	1,400,000	0.00%
DUI Fines	3552001	117,600	122,804	110,000	120,000	9.09%
Criminal Traffic Misdemeanor	3558001	363,346	260,707	390,000	300,000	-23.07%
Other Non-Traffic Fines	3569001	109,142	87,717	130,000	100,000	-23.07%
Domestic Violence Penalty Ass.	3569008	4,046	3,246	5,000	4,000	-20.00%
Other Non-Traf Prostitution	3569013	2,264	0	0	0	0.00%
Court* Cost Recoupments	3573001	-5	0	0	0	0.00%
Court Cost Recoupment	3573100	172	0	0	0	0.00%
Public Defender Fees	3573300	132,419	131,525	140,000	140,000	0.00%
Warrants Served	3573400	91,751	67,352	110,000	60,000	-45.45%

**City of Kirkland
2017 - 2018 Budget
Revenues**

		2013 -2014 Actual	2015 - 2016 Estimate	2015- 2016 Budget	2017 - 2018 Budget	Percent Change
Forfeiture of Bonds Deposits	3591001	0	16,037	0	0	0.00%
Business Lic Penalty	3592001	160,926	228,386	191,185	130,000	-32.00%
Business Tax Penalty	3592002	23,151	1,283	18,305	584	-96.80%
Miscellaneous Fines Penalty	3599001	0	3,233	0	0	0.00%
Code Enforcement Fines	3599002	38,816	68,778	40,000	40,000	0.00%
False Alarm Penalty	3599003	116,430	60,530	137,936	113,786	-17.50%
Total for Fines and Forfeits:		4,287,504	3,538,884	4,380,426	3,773,570	-13.85%
Miscellaneous Revenues						
Investment Interest-Dedicated	3611102	624,136	974,831	604,581	750,582	24.14%
Unrealized Gain Loss Invest	3613201	2,173	989	0	0	0.00%
Int on Sales Tax Contract AR	3614001	177,122	181,638	150,000	160,000	6.66%
Moorage Rentals	3624001	211,880	185,764	231,150	255,781	10.65%
Senior Center Facility Rentals	3624002	62,373	74,781	32,000	72,000	125.00%
NKCC Rentals	3624003	38,511	33,551	30,000	32,000	6.66%
Park Facility Rentals	3624005	188,330	161,469	153,700	170,900	11.19%
Pool Locker Rentals	3624006	171	50	600	600	0.00%
Other Park Rentals	3624007	39,708	39,268	34,000	36,000	5.88%
Facilities Leases LT-Other	3625002	306,629	380,336	222,851	480,276	115.51%
Facilities Lease LT-Tour Dock	3625005	35,010	60,930	45,850	60,160	31.21%
Housing Rental Leases	3626001	170,684	152,328	147,300	149,350	1.39%
Concession Proceeds Non LET	3628001	7,442	7,218	5,000	5,000	0.00%
Concession Proceeds LET	3628002	68,975	81,158	62,000	62,000	0.00%
CKC Rent Proceeds LET	3628003	160	975	0	0	0.00%
ContribDonations Private	3679901	220,211	330,244	128,700	81,000	-37.06%
Sale of Scrap Material	3691001	1,045	432	0	0	0.00%
Unclaimed Money Property	3692001	13,099	24,426	3,000	3,000	0.00%
ConfiscatedForfeited Property	3693001	13,940	5,281	11,500	11,500	0.00%
Other Judgements Settlements	3694001	39,504	30,306	0	0	0.00%
Cash Over Short	3698101	-1,612	-13	0	0	0.00%
Other Misc Revenue	3699001	60,440	107,802	158,000	106,000	-32.91%
Total for Miscellaneous Revenues:		2,279,931	2,833,764	2,020,232	2,436,149	20.58%
Other Financing Sources						
Operating Transfer In	3971001	721,963	771,494	771,494	631,393	-18.15%
Ins Rec Gen Govt Non Capital	3980001	30,271	184,910	0	100,000	0.00%
Resources Forward	3999901	0	26,183,995	26,183,995	29,918,353	14.26%
Total for Other Financing Sources:		752,234	27,140,399	26,955,489	30,649,746	13.70%
Total for General Fund (010000000):		168,141,312	209,494,981	202,056,951	215,882,713	6.84%
Total for Not Applicable:		168,141,312	209,494,981	202,056,951	215,882,713	6.84%

**City of Kirkland
2017 - 2018 Budget
Revenues**

	2013 -2014 Actual	2015 - 2016 Estimate	2015- 2016 Budget	2017- 2018 Budget	Percent Change
Total for General:	<u>168,141,312</u>	<u>209,494,981</u>	<u>202,056,951</u>	<u>215,882,713</u>	6.84%
Total for General Fund:	<u>168,141,312</u>	<u>209,494,981</u>	<u>202,056,951</u>	<u>215,882,713</u>	6.84%



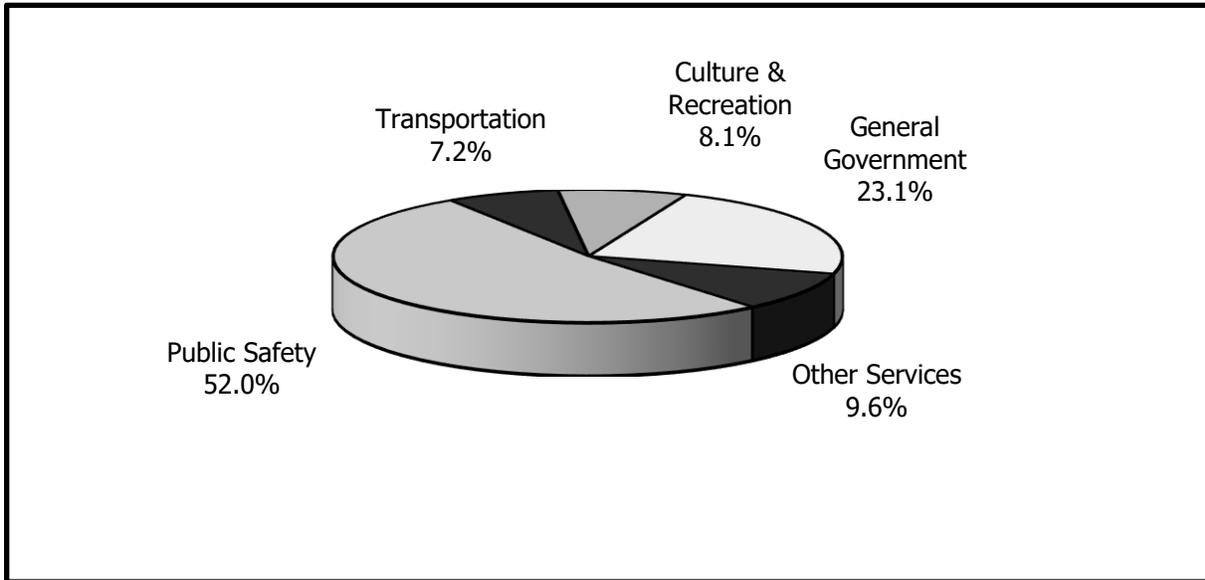
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EXPENDITURE SUMMARY



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**CITY OF KIRKLAND
GENERAL GOVERNMENT OPERATING
GENERAL FUND
2017-2018 EXPENDITURE SUMMARY: BY PROGRAM**



The General Fund accounts for about 66.0 percent of the City's General Government Operating budget. The majority of the expenditures in the General Fund are devoted to Public Safety (police, fire, and municipal court services), with General Government (legislative, executive, legal, administrative, financial, community planning services, and building inspection services) being the next largest program area.

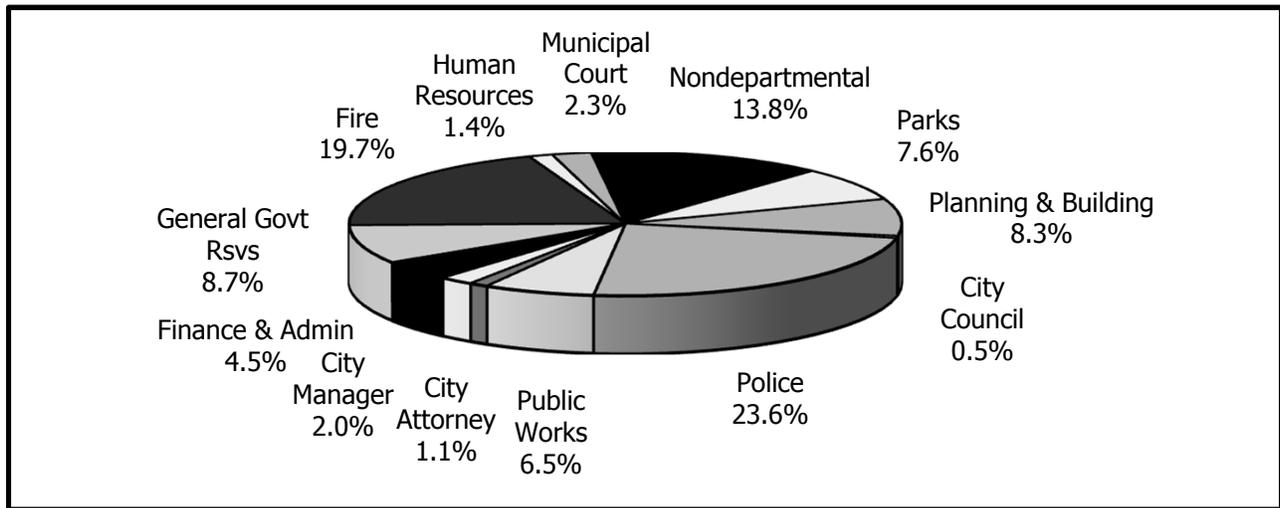
- Increases to the Other Services category are due to reserve replenishment and repayment of debt for the City Hall remodel.
- Spending in Transportation increased due to one-time investments for improved infrastructure and efficiency.
- Public Safety and Culture & Recreation increased due to increased salary and benefit costs.
- The decrease in General Government is due to one-time funding for City Hall renovations in 2015-2016.

Analysis of Change

Program	2013-14 Actual*	2015-16 Budget	2017-18 Budget	Percent Change
Public Safety	99,856,644	105,297,933	112,308,632	6.66%
Transportation	9,820,678	12,618,430	15,472,259	22.62%
Culture & Recreation	14,621,432	17,080,536	17,563,404	2.83%
General Government	41,492,065	51,651,649	49,767,923	-3.65%
Other Services	8,437,807	15,408,403	20,770,495	34.80%
Program Total	174,228,626	202,056,951	215,882,713	6.84%

*2013-14 reserves are budgeted, but not spent

**CITY OF KIRKLAND
GENERAL GOVERNMENT OPERATING
GENERAL FUND
2017-2018 EXPENDITURE SUMMARY: BY DEPARTMENT**



The two largest departments in the General Fund are Police and Fire, which provide public safety services. Next is Parks & Community Services which provides recreational and cultural programs, operates/develops the park system and community centers, and provides youth and human services. Nondepartmental, while larger in total dollars, includes undistributed personnel costs that will apply to all departments once labor agreements are settled.

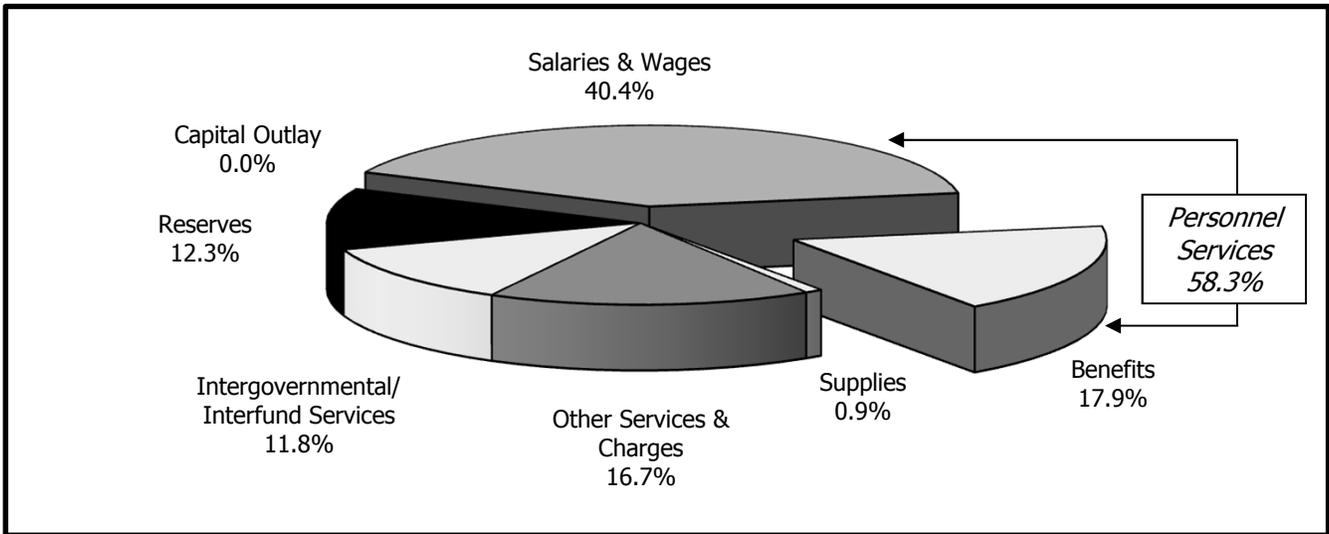
- Nondepartmental increases are primarily due to transfers to the CIP for fire station funding, repayment of debt for the City Hall remodel, and increases to reserves.
- General Government Reserves increases reflect money set aside for future Development Services workload.
- Public Works increased due to one-time efficiency investments and annualization of 2015-16 midyear adds.
- The City Council budget increased due to a general increase in internal charges.
- The City Manager's Office budget decrease is due to one-time professional services contracts in 2015-16.
- Planning and Building increases are due to one-time additions to accommodate increased development activity.
- Changes in Human Resources, City Attorney, Municipal Court, Parks & Community Services Finance & Administration, Fire, and Police represent changes in the methodology of budgeting benefits.

Analysis of Change

Department	2013-14 Actual*	2015-16 Budget	2017-18 Budget	Percent Change
General Government Reserves	10,539,865	17,930,296	18,807,811	4.89%
Nondepartmental	16,814,069	21,347,848	29,690,868	39.08%
City Council	807,631	975,798	1,067,816	9.43%
City Manager	3,585,786	4,713,808	4,416,063	-6.32%
Human Resources	2,621,741	3,042,089	3,045,006	0.10%
City Attorney	2,650,413	2,447,634	2,410,977	-1.50%
Municipal Court	4,386,450	4,988,596	5,009,367	0.42%
Parks & Community Services	14,555,090	16,572,086	16,403,365	-1.02%
Public Works	9,045,061	11,408,426	13,874,173	21.61%
Finance & Administration	9,156,139	9,546,785	9,787,471	2.52%
Planning & Building	12,817,949	17,432,397	17,970,487	3.09%
Police	47,865,446	50,324,693	50,843,643	1.03%
Fire	39,382,986	41,326,495	42,555,666	2.97%
Department Total	174,228,626	202,056,951	215,882,713	6.84%

*2013-14 reserves are budgeted, but not spent

**CITY OF KIRKLAND
GENERAL GOVERNMENT OPERATING
GENERAL FUND
2017-2018 EXPENDITURE SUMMARY: BY CATEGORY**



Salaries & Wages and Benefits comprise 58.3 percent of the General Fund budget, with Public Safety representing 58.7 percent of these expenditure categories. Other Services & Charges is the next largest category and is comprised mostly of contracted direct services (such as dispatch, jail and human services), contracted support services (such as consulting, printing, and repairs and maintenance services), and internal charges from one City fund to another (for information technology, fleet, and facilities maintenance).

- Personnel costs (salaries and benefits) are a combination of cost increases for two years and the impact of additional recommended staff, mostly to support revenue backed development activity.
- Other Services & Charges decreased slightly across most departments.
- Reserves increased due to replenishment, as well as money set aside to support future development and capital projects in future years.
- Capital Outlay decreased due to one-time expenditures in 2015-16.
- Intergovernmental/Interfund increased due to transfers for fire station funding in the capital budget.

Analysis of Change

Category	2013-14 Actual*	2015-16 Budget	2017-18 Budget	Percent Change
Salaries & Wages	76,158,356	84,190,867	87,116,403	3.47%
Benefits	31,993,514	36,615,544	38,656,336	5.57%
Supplies	1,639,441	1,990,315	1,906,058	-4.23%
Other Services & Charges	30,557,766	36,364,130	36,010,577	-0.97%
Intergovernmental/Interfund Services	22,954,010	22,397,367	25,489,667	13.81%
Capital Outlay	-	156,440	60,381	-61.40%
Reserves	10,925,539	20,342,288	26,643,291	30.97%
Category Total	174,228,626	202,056,951	215,882,713	6.84%

*2013-14 reserves are budgeted, but not spent

2017 - 2018 BUDGET ANALYSIS

GENERAL FUND

ANALYSIS OF CHANGES

2015-16 Approved Budget		202,056,951	
One-Time Adjustments & Carryovers	(19,381,089)		
<i>Percent Change Due to One-Time Adjustments, Carryovers, and Reserves</i>			-9.59%
Adjusted Biennial Basis of Comparison for 2015-16 Basic Budget		182,675,862	
2017-18 Basic Budget Changes:			
2015-16 Impact on 2017-18 Salaries & Wages	900,000		
2017-18 Impact on Salaries & Wages	4,714,518		
Fire Station 25 Staffing Salaries	560,727		
Development Services funded onetime staffing	667,367		
Employee Benefits & Self Insurance Reserve	752,632		
State Pension Contribution Cost Increase	1,392,272		
Fleet - Internal Services Rate	(230,676)		
IT - Internal Services Rate	892,999		
Facilities - Internal Services Rate	(468,262)		
Jail Contracted Services	(110,747)		
Insurance	(268,450)		
Professional Services	373,972		
City Hall Bond Transfer	842,430		
Fire Station Construction Transfer	4,736,000		
Walkable Kirkland Funding	120,000		
Net Miscellaneous Adjustments	687,705		
Total Basic Budget Changes		15,562,487	
<i>Percent Change Due to Basic Budget Changes</i>			7.70%
Subtotal 2017-18 Basic Budget		198,238,349	
2017-18 Recommended Service Packages			
2017-18 Ongoing Service Packages	1,621,011		
2017-18 One Time Service Packages	5,817,751		
Estimated Impact of IT Service Packages on Internal Rates	361,151		
Subtotal Service Package Costs	7,799,913		
Expenditure Offsets and Use of Reserves to Fund Service Packages	(1,658,584)		
Total Net Change		6,141,329	
<i>Percent Change Due to Service Packages</i>			3.04%
Subtotal 2017-18 Preliminary Budget Before Reserves		204,379,678	
2017-18 Reserve Contributions			
Development Services Reserves	5,140,997		
Parks Facilities Sinking Fund Reserve	650,000		
Increase in Revenue Stabilization Reserve	278,130		
One Percent General Purpose Reserve Replenishment	1,846,904		
Change in Revolving Funds Balance	99,396		
Changes in Working Capital and Other Replenishments	3,487,608		
Total Reserve Changes		11,503,035	
<i>Percent Change Due to Reserves</i>			5.69%

COMPARISON OF 2015-16 BUDGET TO 2017-18 BUDGET

Total 2017-18 Preliminary Budget	13,825,762	215,882,713	6.84%
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GENERAL GOVERNMENT OPERATING RESERVES



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DEPARTMENT OVERVIEW

GENERAL GOVERNMENT OPERATING RESERVES

MISSION

The purpose of General Government Operating Reserves is to account for reserves in the General Fund, which include general purpose reserves as approved by Council, as well as special purpose reserves that are designated for specific uses. Other General Fund reserves, including a general operating contingency, working capital, and Police LEOFF 1 Pension reserve are located in the Non-departmental section.

DEPARTMENT FUNCTIONS

This department is the accumulation of general and special purpose reserves, along with related special purpose expenditures.

Monies are accumulated over a period of time and used as needed for operating contingencies or specific projects or purposes, which include:

General purpose reserves:

- General Operating Reserve (Rainy Day): unforeseen revenue changes or temporary events
- Revenue Stabilization Reserve: temporary revenue shortfalls
- Council Special Projects Reserve: one-time projects approved by Council
- Building and Property Reserve: property-related transactions

Special purpose reserves and expenditures include:

- Litigation Reserve: outside counsel costs
- Labor Relations Reserve: labor negotiations costs
- Development Services Reserves: revenue/staffing stabilization and technology support/permit system replacement
- Donations for Fire, Police, and Parks
- Equipment and overtime reserves for Fire, Police and Parks
- Other miscellaneous reserves set aside for obligations for specific activities, such as tree ordinance and required monitoring of closed capital projects

The General Purpose reserves, their targets, and replenishment policies are established in the City's *Fiscal Policies* and adopted by Council resolution.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Dependable Infrastructure

- Parks Facilities Sinking Fund established with \$500,000 of General Fund Cash

Financial Stability

- No basic operations funded by one-time revenues
- Continue incorporating a component into the on-going budget for replenishment of reserves based on 1% of the General Fund budget, \$1.8 million in the 2017-2018 proposed budget
- Maintain the revenue stabilization reserve to 100% of target

2017-2018 FINANCIAL OVERVIEW

GENERAL GOVERNMENT OPERATING RESERVES

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	-	-	-	-	n/a
Benefits	-	-	-	-	n/a
Supplies	77,068	77,395	27,000	44,600	65.19%
Other Services	626,960	354,809	307,920	62,400	-79.73%
Government Services	1,486,825	1,471,738	1,471,738	-	-100.00%
Capital Outlay	-	-	-	-	n/a
Reserves*	8,349,012	16,123,638	16,123,638	18,700,811	15.98%
TOTAL	10,539,865	18,027,580	17,930,296	18,807,811	4.89%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Gen'l. Govt. Oper. Reserves	10,539,865	18,027,580	17,930,296	18,807,811	4.89%
TOTAL	10,539,865	18,027,580	17,930,296	18,807,811	4.89%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Gen'l. Govt. Oper. Reserves	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00

*2013-14 actual and 2015-16 estimates reserves are budgeted, but not spent

NON-DEPARTMENTAL



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DEPARTMENT OVERVIEW

NON-DEPARTMENTAL

MISSION

The purpose of Non-departmental is to account for all expenditures that cannot be specifically designated to any operating department within the General Fund.

DEPARTMENT FUNCTIONS

Examples of expenses in this area include shared paper products, contracts with outside agencies, LEOFF 1 medical payments, and the Employee Transportation Program.

Non-departmental also includes transfers to reserves and debt service funds.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Housing

- Increase ARCH Housing Trust Fund parity contribution by \$200,000 for a total of \$830,000 one-time

2017 - 2018 FINANCIAL OVERVIEW

NONDEPARTMENTAL

FINANCIAL SUMMARY BY OBJECT

	2013-2014 <u>Actual</u>	2015-2016 <u>Estimate</u>	2015-2016 <u>Budget</u>	2017-2018 <u>Budget</u>	Percent <u>Change</u>
Salaries and Wages	13,749	-	-	-	n/a
Benefits	1,290,073	1,366,556	1,343,537	1,307,477	-2.68%
Supplies	58,716	81,632	81,000	92,000	13.58%
Other Services	824,708	2,196,558	2,242,001	2,029,676	-9.47%
Government Services	12,050,296	13,464,659	13,430,660	18,319,235	36.40%
Capital Outlay	-	24,194	32,000	-	-100.00%
Reserves*	2,576,527	4,218,650	4,218,650	7,942,480	88.27%
TOTAL	16,814,069	21,352,249	21,347,848	29,690,868	39.08%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 <u>Actual</u>	2015-2016 <u>Estimate</u>	2015-2016 <u>Budget</u>	2017-2018 <u>Budget</u>	Percent <u>Change</u>
Nondepartmental	16,814,069	21,352,249	21,347,848	29,690,868	39.08%
TOTAL	16,814,069	21,352,249	21,347,848	29,690,868	39.08%

POSITION SUMMARY BY DIVISION

	2013-2014 <u>Actual</u>	<u>Adjustments</u>	2015-2016 <u>Budget</u>	<u>Adjustments</u>	2017-2018 <u>Budget</u>
Nondepartmental	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00

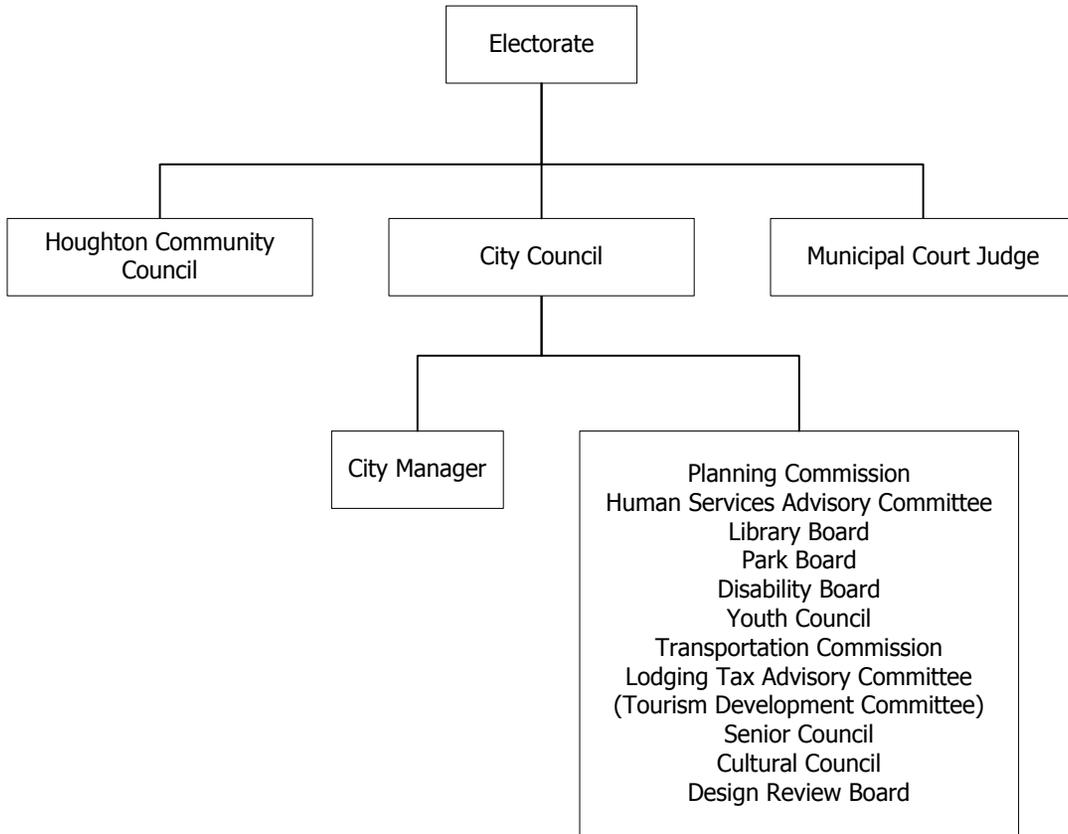
*2013-14 actual and 2015-16 estimates reserves are budgeted, but not spent

CITY COUNCIL



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CITY OF KIRKLAND City Council





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DEPARTMENT OVERVIEW***CITY COUNCIL*****MISSION**

The City Council's responsibility is to provide general policy direction for the overall management of the City of Kirkland.

DEPARTMENT FUNCTIONS

The primary responsibility of the City Council is to fulfill the legislative function, and to thereby determine the general direction and policies for the operation of the City, including local laws, allocation of resources, and determination of service levels.

RELATIONSHIP TO COUNCIL GOALS

In 2009, the Council established ten service areas, value statements and goals. Service areas are identified as priorities by the City Council and through the biennial community survey. The Council reviews and reaffirms the goals annually to ensure they continue to speak to the needs of and input from the community, as well as changes in the external environment and community demographics. The goals help the Council achieve its mission of providing general policy direction for the overall management of the City of Kirkland and moving Kirkland toward its vision.

The City's ability to make progress towards their achievement is based on the availability of resources at any given time. Implicit in the allocation of resources is the need to balance levels of taxation and community impacts with service demands and the achievement of goals.

Council Goals:**Neighborhoods**

Achieve active neighborhood participation and a high degree of satisfaction with neighborhood character, services and infrastructure.

Public Safety

Provide for public safety through a community-based approach that focuses on prevention of problems and a timely response.

Human Services

To support a regional coordinated system of human services designed to meet the basic needs of our community and remove barriers to opportunity.

Balanced Transportation

To reduce reliance on single occupancy vehicles and improve connectivity and multi-modal mobility in Kirkland in ways that maintain and enhance travel times, safety, health and transportation choices.

Parks, Open Spaces and Recreational Services

To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.

Housing

To ensure the construction and preservation of housing stock that meet a diverse range of incomes and needs.

Financial Stability

Provide a sustainable level of core services that are funded from predictable revenue.

Environment

To protect and enhance our natural environment for current residents and future generations.

Economic Development

To attract, retain and grow a diverse and stable economic base that supports city revenues, needed goods and services and jobs for residents.

Dependable Infrastructure

To maintain levels of service commensurate with growing community requirements at optimum life-cycle costs.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS
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Neighborhoods

- Fund the 2018 Community Survey to assess priorities and satisfaction, \$30,000 one-time
- Provide boxed meals for Council members at Council meetings, \$8,200 ongoing

2017 - 2018 FINANCIAL OVERVIEW

CITY COUNCIL

FINANCIAL SUMMARY BY OBJECT

	<u>2013-2014 Actual</u>	<u>2015-2016 Estimate</u>	<u>2015-2016 Budget</u>	<u>2017-2018 Budget</u>	<u>Percent Change</u>
Salaries and Wages	190,545	197,532	197,772	199,704	0.98%
Benefits	83,961	119,188	187,313	184,192	-1.67%
Supplies	5,304	6,936	3,500	11,700	234.29%
Other Services	527,821	582,049	587,213	672,220	14.48%
Government Services	-	-	-	-	n/a
Capital Outlay	-	-	-	-	n/a
TOTAL	807,631	905,705	975,798	1,067,816	9.43%

FINANCIAL SUMMARY BY DIVISION

	<u>2013-2014 Actual</u>	<u>2015-2016 Estimate</u>	<u>2015-2016 Budget</u>	<u>2017-2018 Budget</u>	<u>Percent Change</u>
City Council	807,631	905,705	975,798	1,067,816	9.43%
TOTAL	807,631	905,705	975,798	1,067,816	9.43%

POSITION SUMMARY BY DIVISION

	<u>2013-2014 Actual</u>	<u>Adjustments</u>	<u>2015-2016 Budget</u>	<u>Adjustments</u>	<u>2017-2018 Budget</u>
City Council	7.00	0.00	7.00	0.00	7.00
TOTAL	7.00	0.00	7.00	0.00	7.00

2017-2018 POSITION SUMMARY

CITY COUNCIL

POSITION SUMMARY BY CLASSIFICATION

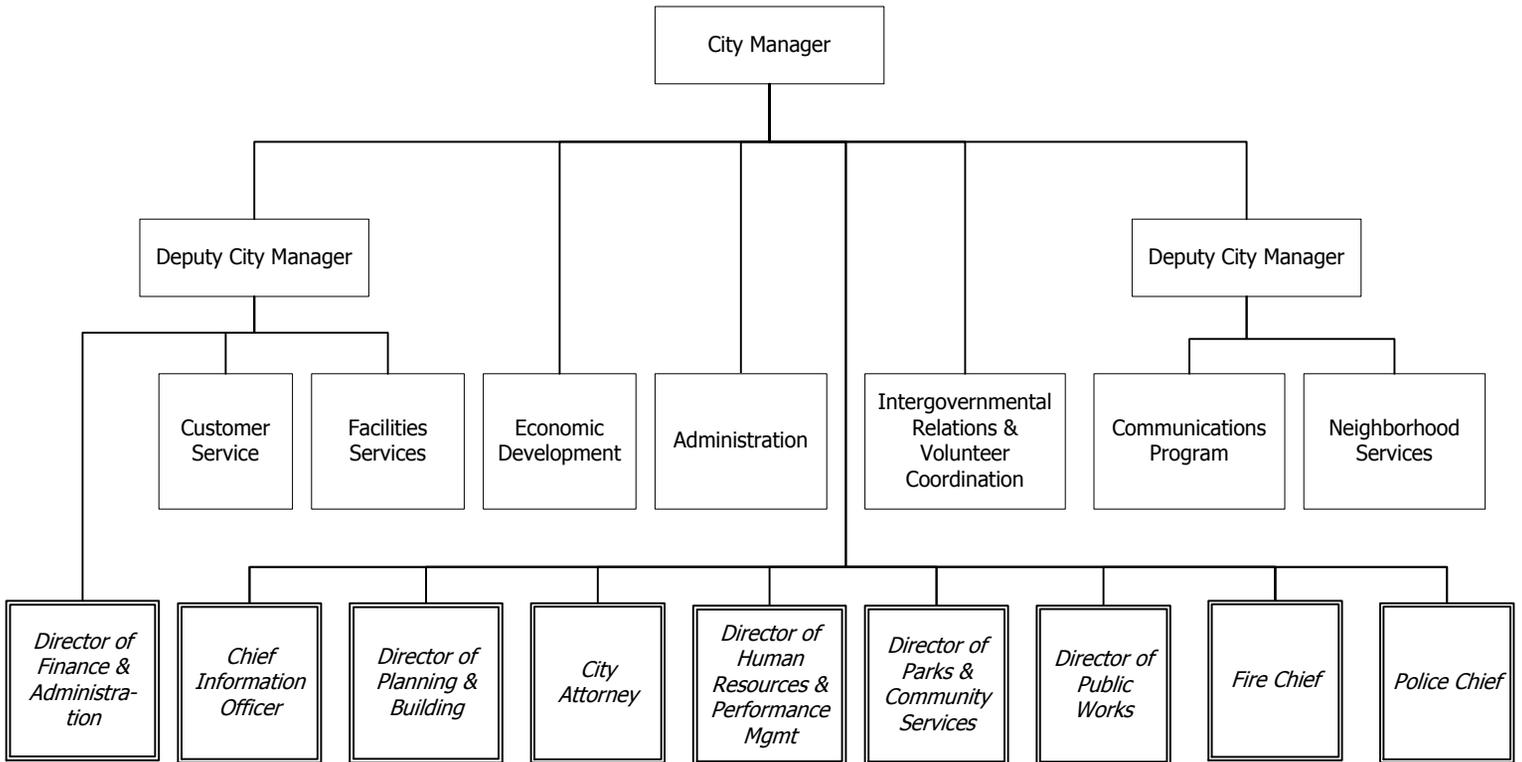
<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Mayor	1.00		1.00	17,136
Councilperson	6.00		6.00	13,464
TOTAL	7.00	0.00	7.00	

CITY MANAGER



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CITY OF KIRKLAND City Manager's Office



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

DEPARTMENT OVERVIEW

CITY MANAGER'S OFFICE

MISSION

The mission of the City Manager's Office is to serve as the professional administrator of the City by effectively implementing the City Council's policies and coordinating day-to-day operations, administration, and communications.

DEPARTMENT FUNCTIONS

The **City Manager's Office** implements the City Council's policies by overseeing the management of City departments, administering personnel and labor relations, the City budget, and the day-to-day operations of the City. The City Manager serves as the chief advisor to the City Council and is appointed by, and serves at the pleasure of, the City Council. The City Manager proposes an annual City work program to the City Council that implements priority goals.

The **Economic Development Manager** provides business recruitment and retention services and manages the City's tourism and cultural arts programs.

The **Intergovernmental Relations Manager** supports the City Council's legislative agenda and coordinates with other governmental bodies on regional initiatives and partnerships.

The **Communications Program Manager** supports the City Council and City departments in providing effective and timely communications about City issues and events and designs and delivers public involvement strategies for City departments.

The **Neighborhood Outreach Coordinator** serves as the City's liaison between the City Council and City departments and the thirteen neighborhood associations. This position also designs and delivers public involvement and information services.

The **Special Projects** Coordinator manages the City's volunteer program and supports tourism and cultural arts programs.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Neighborhoods

- Increase Neighborhood Services Matching Grant to match 2015-16 level, \$10,202 one-time

Economic Development

- Continue funding Community Programs and Events, \$112,000 one-time (\$48,000 from Waste Management matched with \$64,000 of City funds)
- Fund 4Culture Arts Sustained Support, \$16,000 one-time
- Hourly resources to implement Photo/Imaging Cataloging Software, \$12,493 one-time
- Lake and Central Feasibility Study, \$150,000 one-time

Financial Stability

- State Legislative Advocacy series, \$120,000 one-time

2017 - 2018 FINANCIAL OVERVIEW

CITY MANAGER

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	1,947,718	2,359,407	2,449,247	2,449,841	0.02%
Benefits	681,576	887,288	975,961	934,686	-4.23%
Supplies	27,307	23,599	28,222	24,900	-11.77%
Other Services	929,185	1,287,931	1,260,378	1,006,636	-20.13%
Government Services	-	-	-	-	n/a
Capital Outlay	-	-	-	-	n/a
TOTAL	3,585,786	4,558,225	4,713,808	4,416,063	-6.32%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
City Manager	3,585,786	4,558,225	4,713,808	4,416,063	-6.32%
TOTAL	3,585,786	4,558,225	4,713,808	4,416,063	-6.32%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
City Manager	8.54	2.40	10.94	(0.50)	10.44
TOTAL	8.54	2.40	10.94	(0.50)	10.44

*0.50 FTE moved to Public Works

2017 - 2018 POSITION SUMMARY

CITY MANAGER

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017 - 2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
City Manager	1.00		1.00	15,850
Deputy City Manager	2.00		2.00	11,093 - 14,313
Economic Development Manager	0.85		0.85	8,539 - 11,018
Intergovernmental Relations Manager	1.00		1.00	7,448 - 9,610
Communications Program Manager	1.00		1.00	6,850 - 8,839
Neighborhood Outreach Coordinator*	1.00	(0.50)	0.50	6,467 - 7,608
Special Projects Coordinator	0.79		0.79	6,134 - 7,216
Customer Service Program Lead	1.00		1.00	5,516 - 6,489
Executive Assistant I	1.00		1.00	4,990 - 6,439
Administrative Assistant	0.80		0.80	4,834 - 5,687
Communications Program Specialist	0.50		0.50	4,590 - 5,400
TOTAL	10.94	(0.50)	10.44	

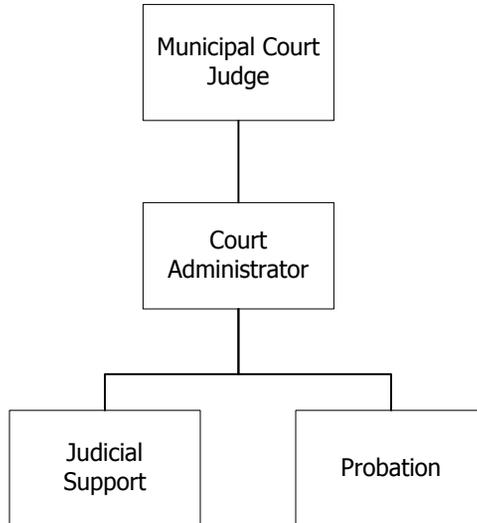
* 0.50 FTE moved to Public Works

MUNICIPAL COURT



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CITY OF KIRKLAND Municipal Court



DEPARTMENT OVERVIEW

MUNICIPAL COURT

MISSION

The **Municipal Court's** mission is to establish and maintain public trust and confidence in the judicial system. The Court proudly serves the citizens of Kirkland and the general public by providing access to justice and ensuring that all individuals are afforded due process of law as recognized by the Constitution of the United States and the State of Washington.

It is the Municipal Court's mission to continually seek excellence in providing fair, accessible, and timely resolution of alleged violations of the law in an atmosphere of respect for all parties, including members of the public, defendants, lawyers, witnesses, jurors and all Court and City employees.

The Municipal Court is a contributing partner of the City of Kirkland, working toward a safe and vital community.

DEPARTMENT FUNCTIONS

The **Municipal Court** is a court of limited jurisdiction and an independent branch of government which is authorized by the laws of the State of Washington to preside over all criminal misdemeanors and gross misdemeanors, as well as traffic, non-traffic and parking infractions, and select civil matters occurring within the city limits of Kirkland. All cases filed are processed in accordance with court rules and the laws of the State of Washington, under the direction of the presiding judge.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Public Safety

- Municipal Court Security, add 1.20 FTE temporary Justice Support Officers, \$220,209 one-time (budgeted in the Police Department)

2017-2018 FINANCIAL OVERVIEW

MUNICIPAL COURT

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	2,308,489	2,529,520	2,535,917	2,602,637	2.63%
Benefits	1,049,316	1,199,809	1,303,375	1,197,582	-8.12%
Supplies	24,295	30,718	21,000	22,000	4.76%
Other Services	1,004,350	1,089,595	1,128,304	1,187,148	5.22%
Government Services	-	-	-	-	n/a
Capital Outlay	-	-	-	-	n/a
TOTAL	4,386,450	4,849,642	4,988,596	5,009,367	0.42%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Municipal Court	4,386,450	4,849,642	4,988,596	5,009,367	0.42%
TOTAL	4,386,450	4,849,642	4,988,596	5,009,367	0.42%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Municipal Court	18.75	0.00	18.75	0.00	18.75
TOTAL	18.75	0.00	18.75	0.00	18.75

2017-2018 POSITION SUMMARY

MUNICIPAL COURT

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Municipal Court Judge	1.00		1.00	12,503
Court Administrator	1.00		1.00	7,462 - 9,629
Probation Supervisor	1.00		1.00	5,463 - 7,049
Judicial Support Supervisor	1.00		1.00	5,402 - 6,970
Probation Officer	2.00		2.00	5,244 - 6,170
Judicial Support Associate Lead	1.00		1.00	4,699 - 5,528
Judicial Support Associate II	11.75		11.75	3,971 - 4,672
TOTAL	18.75	0.00	18.75	

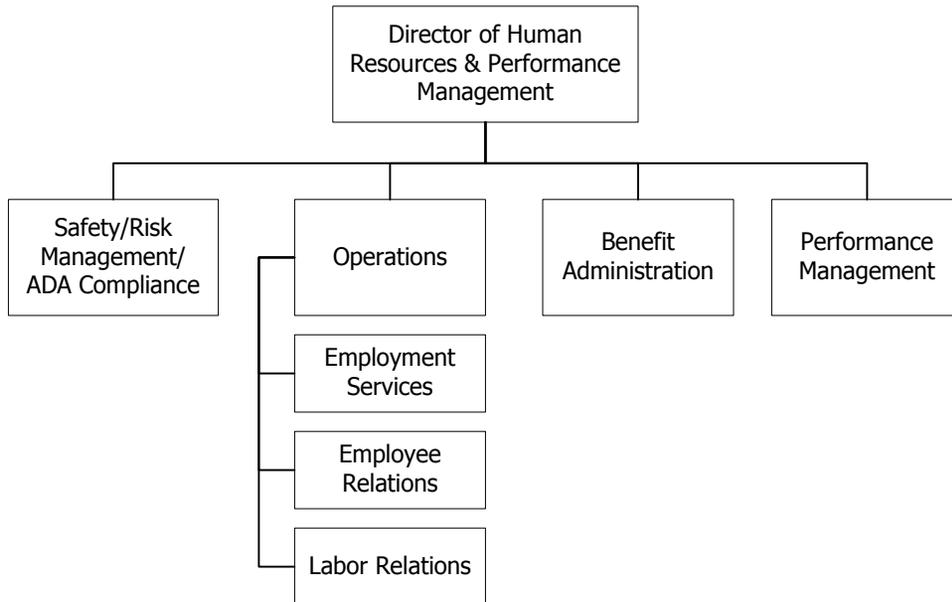
HUMAN RESOURCES



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CITY OF KIRKLAND

Human Resources Department



DEPARTMENT OVERVIEW***HUMAN RESOURCES*****MISSION**

To build, develop and retain a high performing workforce whose work advances the mission, vision and values of the City of Kirkland.

DEPARTMENT FUNCTIONS

Human Resources is responsible for the successful design and implementation of the following functions: recruitment, training, employee relations, labor relations, compensation, benefit administration, risk management, workers compensation and performance management.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS**Public Safety**

- Purchase online Safety Data Sheets program, \$10,000 ongoing

Financial Stability

- Support the Leadership Eastside Leadership Enrichment Program by funding registration for six people (three in 2017 and three in 2018) to attend, \$24,000 one-time
- Partner with King County to engage in monetary recovery pilot program, \$10,000 one-time
- Add a temporary .30 FTE to an existing .70 FTE regular Human Resources Analyst position to focus on special projects, \$69,492 one-time
- Continue funding Learning Management System (LMS), software offering safety/compliance training for staff through 2018, \$26,022 one-time

2017-2018 FINANCIAL OVERVIEW

HUMAN RESOURCES

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	1,534,021	1,660,809	1,714,103	1,685,681	-1.66%
Benefits	674,430	676,902	755,290	684,806	-9.33%
Supplies	21,508	29,370	32,256	24,460	-24.17%
Other Services	391,073	548,466	540,440	650,059	20.28%
Government Services	709	-	-	-	n/a
Capital Outlay	-	-	-	-	n/a
TOTAL	2,621,741	2,915,547	3,042,089	3,045,006	0.10%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Human Resources	2,621,741	2,915,547	3,042,089	3,045,006	0.10%
TOTAL	2,621,741	2,915,547	3,042,089	3,045,006	0.10%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Human Resources	8.70	0.50	9.20	0.00	9.20
TOTAL	8.70	0.50	9.20	0.00	9.20

2017-2018 POSITION SUMMARY

HUMAN RESOURCES

POSITION SUMMARY BY CLASSIFICATION

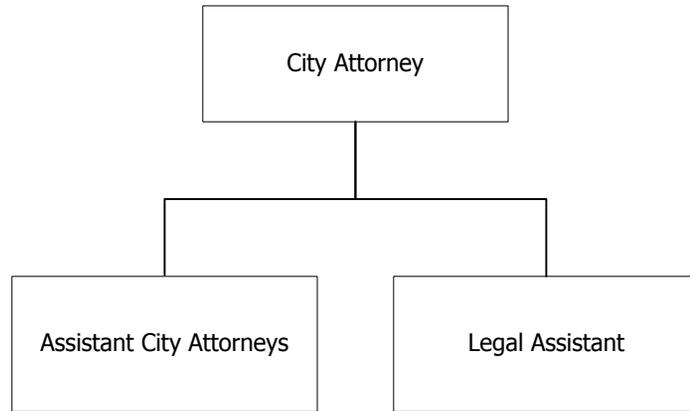
<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Director	1.00		1.00	10,065 - 12,987
Senior Human Resources Analyst	1.00		1.00	6,011 - 7,756
Human Resources Analyst	5.70		5.70	5,306 - 6,847
Safety/Risk Management Analyst	1.00		1.00	5,306 - 6,847
Human Resources Coordinator	0.00		0.00	4,716 - 6,085
Human Resources Assistant	0.50		0.50	4,273 - 5,513
TOTAL	9.20	0.00	9.20	

CITY ATTORNEY



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**CITY OF KIRKLAND
City Attorney's Office**



DEPARTMENT OVERVIEW

CITY ATTORNEY

MISSION

The City Attorney's Office mission is to provide outstanding, timely, and cost effective legal counsel and representation for the City. The objective of this department is to provide sound and practical legal support to City officials and staff to help them achieve the City Council Goals.

DEPARTMENT FUNCTIONS

The **City Attorney's Office** is the in-house law firm for the City. The City Attorney's Office works closely with the City Council, City Manager, and City departments. Reliance on outside counsel is limited to those instances where specialized expertise is needed or it is more efficient or cost-effective to outsource. In those instances where the City contracts with outside counsel for special legal services, the City Attorney's Office manages and coordinates these services.

The City Attorney's Office also contracts with a local law firm to serve as "City Prosecutor" for the prosecution of misdemeanors in Kirkland Municipal Court.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

No budget highlights.

2017-2018 FINANCIAL OVERVIEW

CITY ATTORNEY

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	903,871	970,129	955,843	975,024	2.01%
Benefits	327,139	364,470	362,309	395,926	9.28%
Supplies	5,673	25,437	28,600	28,900	1.05%
Other Services	1,413,667	1,093,865	1,100,882	1,011,127	-8.15%
Government Services	63	183	-	-	n/a
Capital Outlay	-	-	-	-	n/a
TOTAL	2,650,413	2,454,084	2,447,634	2,410,977	-1.50%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
City Attorney	2,650,413	2,454,084	2,447,634	2,410,977	-1.50%
TOTAL	2,650,413	2,454,084	2,447,634	2,410,977	-1.50%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
City Attorney	4.00	0.00	4.00	0.00	4.00
TOTAL	4.00	0.00	4.00	0.00	4.00

2017-2018 POSITION SUMMARY

CITY ATTORNEY

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
City Attorney	1.00		1.00	10,220 - 13,187
Assistant City Attorney	2.00		2.00	7,965 - 10,278
Legal Assistant	1.00		1.00	4,469 - 5,767
TOTAL	4.00	0.00	4.00	

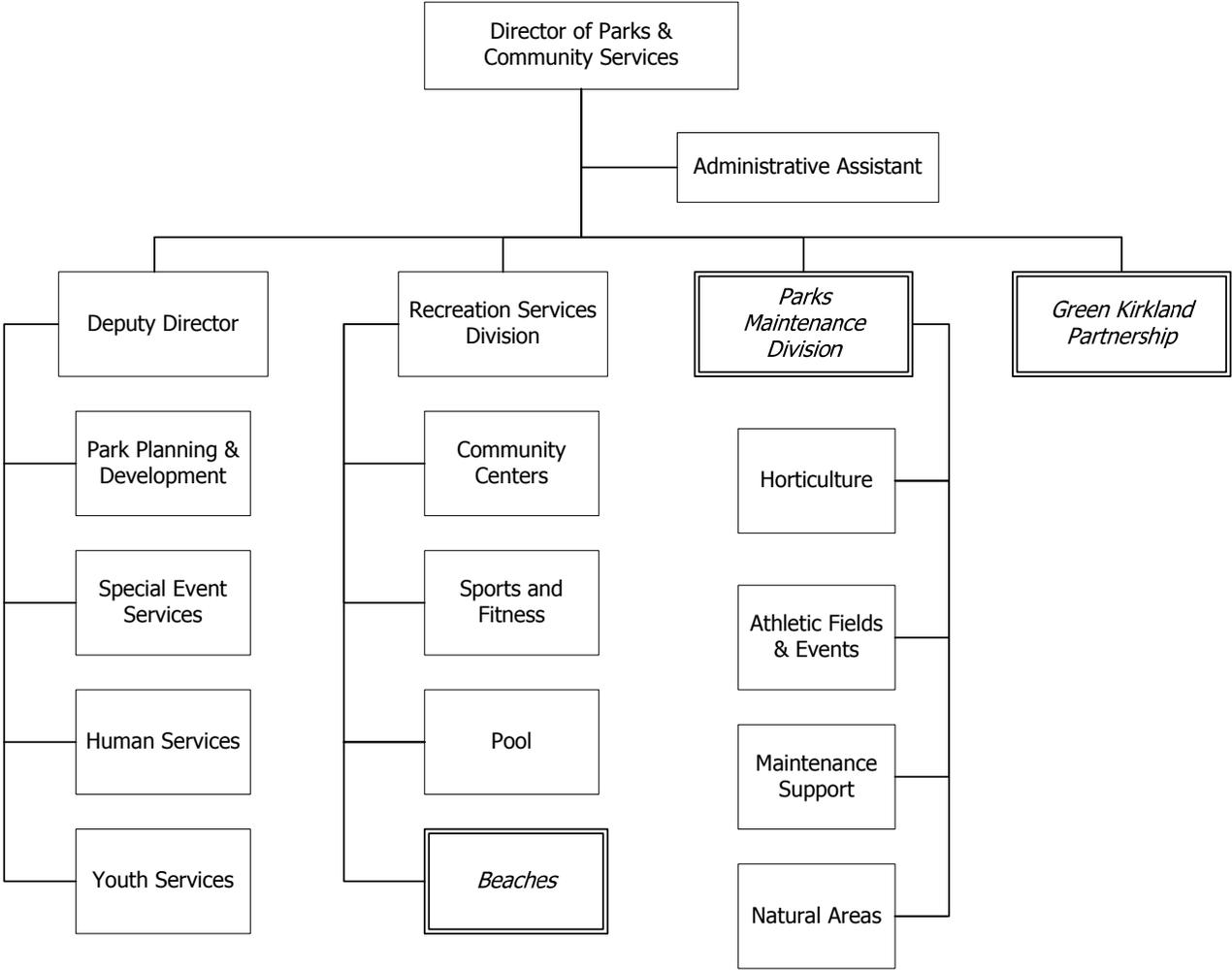
PARKS & COMMUNITY SERVICES



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CITY OF KIRKLAND

Parks & Community Services Department



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



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DEPARTMENT OVERVIEW

PARKS & COMMUNITY SERVICES

MISSION

To support a healthy and sustainable community by providing high quality parks and recreation services, ensuring a collaborative community response to basic human needs, and protecting our natural areas.

DEPARTMENT FUNCTIONS

The **Administration Division** handles the strategic and tactical leadership for the department, including coordination and communication with the community and the Park Board. It is responsible for staff leadership, financial management, long-range strategic policy planning, park master planning, facility design, land acquisition, capital projects, grant preparation and overall direction for the Parks and Community Services Department. The division oversees implementation of the City's 20-year forest restoration plan, including the Green Kirkland Partnership. It is responsible for Youth and Human Services programs, which includes providing staff support to the Youth Council, the Human Services Advisory Committee, and the Senior Council. The Youth Council provides an opportunity for youth to be involved in their community. The Human Services Advisory Committee works with agencies in the delivery of crisis intervention, stabilization, and prevention services for various human service needs. The Senior Council mission is to maintain and improve the quality of life for Kirkland residents age 50+ by identifying their concerns, advocating for their needs, and creating programs that advance their well-being. This division also is responsible for the City's special events permitting function.

The **Parks Maintenance Division** is responsible for grounds and structural maintenance of 45 parks totaling over 550 acres. In addition, this division maintains the City Cemetery, public art, Heritage Hall and the grounds of the Kirkland Performance Center, Peter Kirk Community Center, Teen Union Building, and Library. This division is also responsible for maintenance and repairs of the swimming pool, docks, moorage, ball fields, boat launch, and other repair and construction projects. The division administers the City-School Partnership program, donations program, parks volunteer program, and scheduling functions of all park space and various property management functions. This division also administers many of the business services functions of the Department such as park food vendor concessions and marina business activities.

The **Recreation Services Division** provides comprehensive programs that include year-round recreation opportunities, special events, enrichment programs, and specialized recreation. The division is responsible for programming and operation of the North Kirkland and Peter Kirk Community Centers, the Peter Kirk Pool, and the Waverly, Juanita and Houghton Beaches. The division also coordinates community recreation programs at Lake Washington School district facilities through an interlocal Facility Use Agreement, and is the City liaison with Bellevue's Highland Center for Specialized Recreation.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Human Services

- Increased on-going funding level for human services agencies to \$1.4 million
- Continue operating support to Eastside Timebank, \$6,000 one-time
- Continue enhanced human services grant funding at current (2016) levels, \$169,730 one-time
- Continue staffing for participation in regional human services initiatives

Parks, Open Spaces and Recreational Services

- Replace two pay stations at the Kirkland Marina and add a new pay station at the boat launch, \$43,781 one-time (offsetting revenue of \$43,781)

- Camera installation at Marina Park to provide boaters real-time information on availability of moorage slips, \$12,000 one-time
- Add Program Assistant to support growth in recreation programming, 1.0 FTE, \$195,794 (\$193,268 ongoing and \$2,906 one-time, offsetting revenue of \$195,794)
- Purchase a Dingo TX 525, a compact tractor, to improve Parks Maintenance operation staff efficiency and reduce equipment rental costs, \$55,120 (\$42,362 one-time and \$12,758 ongoing, offsetting expenditure savings of \$2,500).
- Update and print new park and trail maps, \$5,000 one-time
- Continue Parks Maintenance from Real Estate Excise Tax (REET) and convert a temporary 1.0 FTE Senior Groundsperson to ongoing, \$225,377 ongoing

Economic Development

- Continue Kirkland Performance Center (KPC) Operating Support, \$100,000 one-time

Dependable Infrastructure

- Purchase a 5-Yard Dump Truck for Parks Operations, \$237,000 (\$175,000 one-time, \$62,000 ongoing)

2017 - 2018 FINANCIAL OVERVIEW

PARKS & COMMUNITY SERVICES

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	5,364,143	5,806,877	5,850,772	6,077,728	3.88%
Benefits	2,269,580	2,499,830	2,691,283	2,666,126	-0.93%
Supplies	388,947	400,867	416,685	411,761	-1.18%
Other Services	6,489,609	7,339,698	7,364,816	6,910,127	-6.17%
Government Services	42,811	72,860	248,530	281,842	13.40%
Capital Outlay	-	2,648	-	55,781	n/a
TOTAL	14,555,090	16,122,780	16,572,086	16,403,365	-1.02%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Administration	2,097,709	2,024,970	2,061,045	1,827,426	-11.33%
Parks Maintenance	5,726,903	6,411,425	6,614,575	6,725,606	1.68%
Community Services	2,329,857	2,862,621	3,029,586	2,671,642	-11.81%
Business Services	311,082	333,011	340,475	354,827	4.22%
Culture & Recreation	4,089,539	4,490,753	4,526,405	4,823,864	6.57%
TOTAL	14,555,090	16,122,780	16,572,086	16,403,365	-1.02%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Administration	3.00	0.00	3.00	0.00	3.00
Parks Maintenance	16.00	1.00	17.00	1.00	18.00
Community Services	2.00	0.00	2.00	0.00	2.00
Business Services	1.00	0.00	1.00	0.00	1.00
Culture & Recreation	8.00	0.00	8.00	1.00	9.00
TOTAL	30.00	1.00	31.00	2.00	33.00

2017-2018 POSITION SUMMARY

PARKS & COMMUNITY SERVICES

POSITION SUMMARY BY CLASSIFICATION

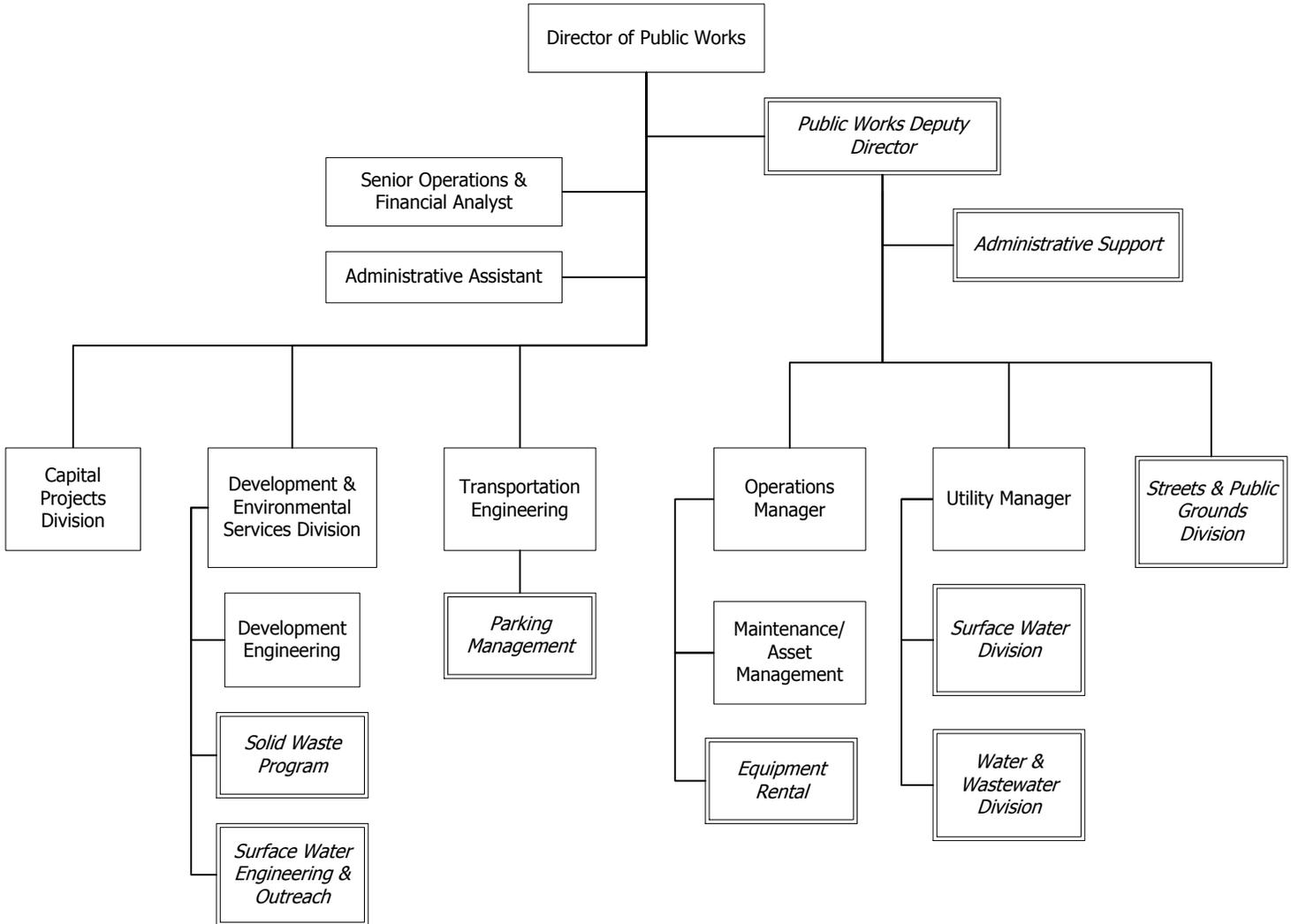
Classification	2015-2016 Budget	Service Packages	2017-2018 Positions	Budgeted 2017 Salary Range
Director	1.00		1.00	10,079 - 13,005
Deputy Director	1.00		1.00	8,060 - 10,400
Parks Operations Manager	1.00		1.00	7,087 - 9,145
Recreation Manager	1.00		1.00	6,488 - 8,371
Parks Maintenance Supervisor	1.00		1.00	5,620 - 7,251
Special Projects Coordinator	1.00		1.00	6,134 - 7,216
Human Services Coordinator	1.00		1.00	6,100 - 7,177
Leadperson	2.00		2.00	5,439 - 6,563
Recreation Coordinator	4.00		4.00	5,540 - 6,518
Youth Services Coordinator	1.00		1.00	5,289 - 6,222
Field Arborist	1.00		1.00	4,677 - 6,042
Parks Coordinator	1.00		1.00	5,133 - 6,039
Senior Groundsperson	6.00	1.00	7.00	4,563 - 5,894
Parks Administrative Assistant	1.00		1.00	4,834 - 5,687
Recreation Systems Administrator	1.00		1.00	4,372 - 5,144
Community Center Program Assistant	1.00		1.00	4,269 - 5,022
Recreation Program Assistant	2.00	1.00	3.00	4,269 - 5,022
Groundsperson	3.50		3.50	3,592 - 4,940
Accounts Associate	0.50		0.50	4,089 - 4,811
TOTAL	31.00	2.00	33.00	

PUBLIC WORKS



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CITY OF KIRKLAND Public Works Department



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



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DEPARTMENT OVERVIEW

PUBLIC WORKS

MISSION

The Public Works Department is responsible for the overall planning, design, construction, and stewardship of the City's infrastructure and natural resources to provide for the continued health, safety, and vibrancy of the Community.

DEPARTMENT FUNCTIONS

Public Works consists of two primary sections: Engineering & Programs and Operations & Maintenance. The sections work in close coordination and with the public and other agencies to ensure the effective development and on-going stewardship of public infrastructure including systems for water distribution and fire protection, wastewater collection, surface water management, the urban forest, both motorized and non-motorized transportation, solid waste disposal and recycling, public grounds maintenance, and City fleet services. Public Works Administration provides overall administrative support and policy direction for the Public Works Department.

Engineering & Programs Section

The **Capital Projects** Division manages the design and construction of publicly funded infrastructure projects for the City's water, wastewater, and surface water utilities, park capital construction, transportation projects and major facilities.

The **Development and Environmental Services** Division oversees transportation and utility infrastructure projects initiated by private development and franchise utilities, administers the solid waste disposal and recycle program, and provides surface water engineering and program administration.

The **Transportation Engineering** Division coordinates with other Divisions and Departments to plan, design, and operate the City's multimodal transportation system, manages the downtown parking and neighborhood traffic control programs, provides staff support for the Kirkland Transportation Commission and participates in regional transportation planning.

Operations & Maintenance Section

The **PW Deputy Director** oversees the Streets & Public Grounds, Water, Surface Water, Wastewater, Fleet Management, and Maintenance Center administrative support groups. Fleet Management provides for safe, cost effective, and reliable vehicles and equipment for all City departments.

The **Streets & Public Grounds** Division is responsible for the maintenance, operation, and repair of the City transportation system including pavement, shoulders, bike lanes, walkways, traffic signals, signage, illumination, parking, landscaping and roadside vegetation. Stewardship of public grounds of City buildings and the urban tree canopy located within the public rights of way are also under the Division's care.

The **Water/Wastewater Division** provides daily maintenance and repair activities and assists with the long term planning and efficient operation of the City's water storage and distribution system and its control along with the City's wastewater system which includes collection pipes and manholes and the system of interconnected pumping facilities and their controls.

The **Surface Water Division** provides daily maintenance and repair activities and assists with the long term planning and efficient operation of the City's surface water system. Surface water components

include the built system of inlets, pipes, and vaults and the natural system of streams, ditches and bodies of water.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Neighborhoods

- Continue the Neighborhood Services Outreach Coordinator position to enhance communication about capital projects, \$134,599 (temporary 0.5 FTE)
- Add a new Senior Neighborhood Services Outreach Coordinator position to provide senior level public outreach and involvement processes for the City's Capital Improvement Program, \$151,740 (\$148,834 ongoing, \$2,906 one-time, offsetting revenue and expenditure savings of \$151,740)

Public Safety

- Continue a temporary 0.5 FTE Neighborhood Traffic Control Coordinator, \$134,599 one-time
- Continue a temporary 0.5 FTE Engineering Program Assistant responsible for work tasks related to Kirkland's neighborhoods and public safety, \$98,731 one-time (additional one-time funding for .25 FTE in Streets Fund)
- Purchase a second speed radar trailer to enhance ability to respond to citizen speeding complaints, \$17,280 (\$14,000 one-time and \$3,280 ongoing)

Balanced Transportation

- Consultant to update Bellevue/Kirkland/Redmond (BKR) traffic demand model, \$52,150 one-time (Kirkland's share of \$149,000)
- Commute Trip Reduction Enhancements (ORCA), \$129,375 one-time
- Continue the Kirkland Green Trip (KGT) program and implementation of the Growth and Transportation Efficiency Center (GTEC) through 2018, \$60,000 one-time

Environment

- Professional services contract to provide regulatory assistance and project oversight to Critical Areas Ordinance (CAO) and 2016 Surface Water Design Manual (SWDM), \$150,000 one-time
- Electronic Plan Review Monitor Upgrade, \$4,000 one-time

Dependable Infrastructure

- Continue a temporary 1.0 FTE Transportation Planner to respond to traffic/transportation related issues, \$263,658 one-time
- Continue temporary 1.0 FTE Permit Technician to assist with increased permit activity, \$205,062 one-time
- Purchase two additional Construction Inspector vehicles to manage workloads related to CIP and development improvements, \$81,216 (\$28,216 ongoing and \$53,000 one-time, offsetting revenue of \$54,716)
- Provide technical and analytical support for pursuing grant funding for CIP projects, \$60,000 one-time
- Electronic record keeping services, \$20,000 one-time (offsetting revenue of \$20,000)

2017 - 2018 FINANCIAL OVERVIEW

PUBLIC WORKS

FINANCIAL SUMMARY BY OBJECT

	2013-2014	2015-2016	2015-2016	2017-2018	Percent
	Actual	Estimate	Budget	Budget	Change
Salaries and Wages	5,060,564	6,257,630	6,611,357	7,979,189	20.69%
Benefits	2,098,707	2,554,358	2,866,730	3,414,433	19.11%
Supplies	33,036	54,246	74,903	51,781	-30.87%
Other Services	1,704,267	1,815,695	1,852,836	2,359,170	27.33%
Government Services	148,487	3,438	2,600	69,600	2576.92%
Capital Outlay	-	180	-	-	n/a
TOTAL	9,045,061	10,685,547	11,408,426	13,874,173	21.61%

FINANCIAL SUMMARY BY DIVISION

	2013-2014	2015-2016	2015-2016	2017-2018	Percent
	Actual	Estimate	Budget	Budget	Change
Engineering Policy & Prog.	1,550,189	1,450,385	1,502,958	1,540,286	2.48%
Capital Proj. Engineering	3,313,168	3,998,220	4,543,793	5,813,772	27.95%
Development Engineering	3,029,056	3,808,398	3,715,883	4,451,060	19.78%
Transportation Engineering	1,152,648	1,428,544	1,645,792	2,069,055	25.72%
TOTAL	9,045,061	10,685,547	11,408,426	13,874,173	21.61%

POSITION SUMMARY BY DIVISION

	2013-2014		2015-2016		2017-2018
	Actual	Adjustments	Budget	Adjustments	Budget
Engineering Policy & Prog.	3.05	0.05	3.10	0.00	3.10
Capital Proj. Engineering	13.20	4.00	17.20	0.30	17.50
Development Engineering	11.50	2.00	13.50	0.00	13.50
Transportation Engineering	3.20	0.25	3.45	0.00	3.45
TOTAL	30.95	6.30	37.25	0.30	37.55

2017 - 2018 POSITION SUMMARY

PUBLIC WORKS

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Director	1.00		1.00	10,211 - 13,175
Deputy Director	0.05		0.05	8,981 - 11,589
Development Engineering Manager	0.65		0.65	8,447 - 10,899
Capital Projects Manager	1.00		1.00	8,419 - 10,863
Transportation Engineering Manager	1.00		1.00	7,795 - 10,058
Development Engineer Supervisor	1.00		1.00	7,379 - 9,521
Capital Projects Supervisor	1.00		1.00	7,308 - 9,430
Senior Project Engineer	2.00		2.00	7,693 - 9,050
Transportation Engineer	3.00		3.00	7,079 - 8,328
Senior Capital Project Coordinator	1.00		1.00	7,069 - 8,316
Project Engineer	7.70	(0.70)	7.00	6,875 - 8,088
Development Engineer	3.00		3.00	6,586 - 7,748
Capital Project Coordinator	1.00		1.00	6,473 - 7,615
Sr. Neighborhood Outreach Coordinator*	-	1.00	1.00	TBD
Neighborhood Outreach Coordinator	0.50		0.50	6,467 - 7,608
Senior Operations & Finance Analyst	1.00		1.00	6,288 - 7,398
Senior Development Engineering Analyst	1.00		1.00	6,280 - 7,388
Senior Development Plans Examiner	1.00		1.00	6,174 - 7,263
Senior Construction Inspector	1.00		1.00	6,100 - 7,177
Construction Inspector	6.00		6.00	5,484 - 6,452
Engineering Technician	1.30		1.30	4,982 - 5,861
Senior Accounting Associate	0.05		0.05	4,899 - 5,764
Administrative Assistant	1.00		1.00	4,834 - 5,687
Public Works Office Specialist	1.00		1.00	3,935 - 4,629
TOTAL	37.25	0.30	37.55	

* 0.50 Neighborhood Services Coordinator position transferred from City Manager's Office

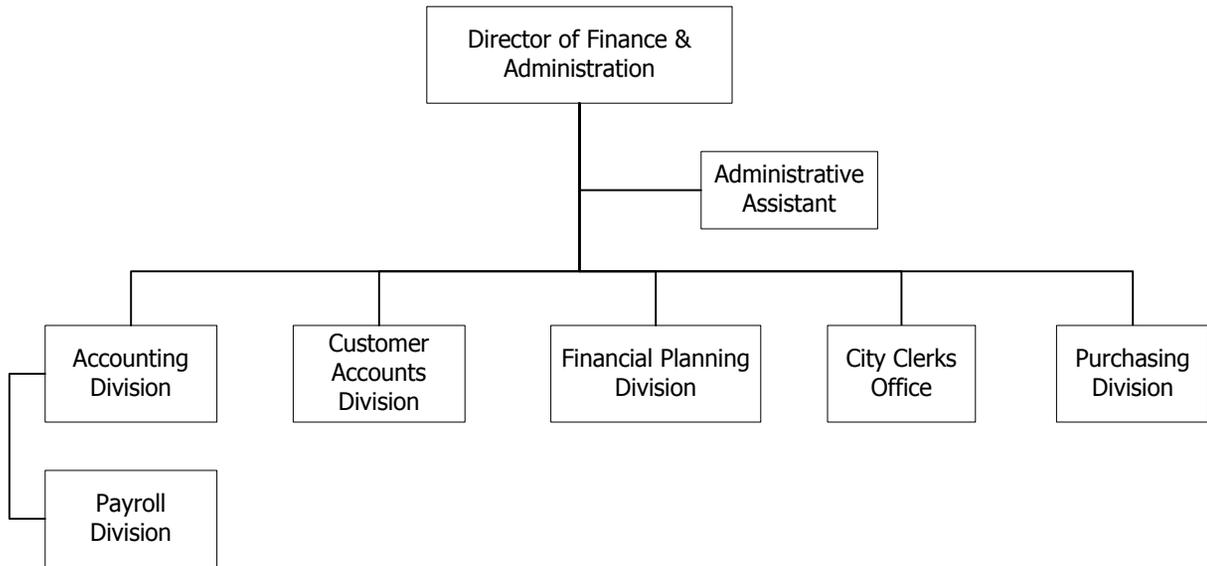
FINANCE & ADMINISTRATION



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CITY OF KIRKLAND

Department of Finance & Administration



DEPARTMENT OVERVIEW

FINANCE & ADMINISTRATION

MISSION

The Department of Finance and Administration is committed to excellence in the provision of financial services and records management. We work as a team to provide services and information to the public, the City Council, and our fellow employees that are timely, impartial, supportive, and consistent with professional standards, legal requirements, and Council policy.

DEPARTMENT FUNCTIONS

The department provides **financial planning** services including coordination and preparation of the City's Budget and Capital Improvement Program and provision of financial planning and analysis support to other departments, the City Manager, and the City Council.

All day-to-day **financial operations** activities are managed by the department including: *Accounting* – fund and cost accounting, accounts payable and receivable, financial reporting, auditing, and maintenance of grant records; *Payroll* – semi-monthly payroll and health benefits processing and labor contract implementation; *Treasury* – cash, investments and debt management; *Customer Accounts* – utility billing, regulatory licensing, passport application services, false alarm program, and cemetery administration; and *Purchasing* – City-wide purchasing management and coordination.

The responsibilities within the **City Clerk's** office include public disclosure, legal notices, records management, service of process, City Council meeting support, advisory board recruitments, and mail services.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Financial Stability

- Continue Investment Advisor Services on an ongoing basis, \$78,000
- Temporary 0.25 FTE to increase acceptance hours for passport customers, \$40,454 one-time (offsetting revenue of \$40,454)
- Add a temporary 1.0 FTE Office Specialist to assist with Business License and False Alarm processing, \$164,673 one-time (offsetting revenue of \$164,673)

2017 - 2018 FINANCIAL OVERVIEW

FINANCE & ADMINISTRATION

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	4,787,895	5,002,871	5,084,144	5,331,764	4.87%
Benefits	2,085,273	2,290,523	2,530,028	2,528,795	-0.05%
Supplies	47,105	37,018	35,096	33,313	-5.08%
Other Services	1,384,643	1,607,336	1,626,297	1,575,999	-3.09%
Government Services	851,223	295,704	271,220	317,600	17.10%
Capital Outlay	-	-	-	-	n/a
TOTAL	9,156,139	9,233,452	9,546,785	9,787,471	2.52%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Financial Planning & Admin.	2,548,954	2,456,659	2,586,995	2,347,162	-9.27%
Treasury/Customer Services	2,327,417	2,561,441	2,613,211	2,903,013	11.09%
Financial Operations	2,534,845	2,875,719	2,952,083	3,114,153	5.49%
City Clerk	1,744,923	1,339,633	1,394,496	1,423,143	2.05%
TOTAL	9,156,139	9,233,452	9,546,785	9,787,471	2.52%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Financial Planning & Admin.	8.00	-1.00	7.00	0.00	7.00
Treasury/Customer Services	11.50	0.00	11.50	0.00	11.50
Financial Operations	10.50	1.50	12.00	0.00	12.00
City Clerk	3.80	1.00	4.80	0.00	4.80
TOTAL	33.80	1.50	35.30	0.00	35.30

2017-2018 POSITION SUMMARY

FINANCE & ADMINISTRATION

POSITION SUMMARY BY CLASSIFICATION

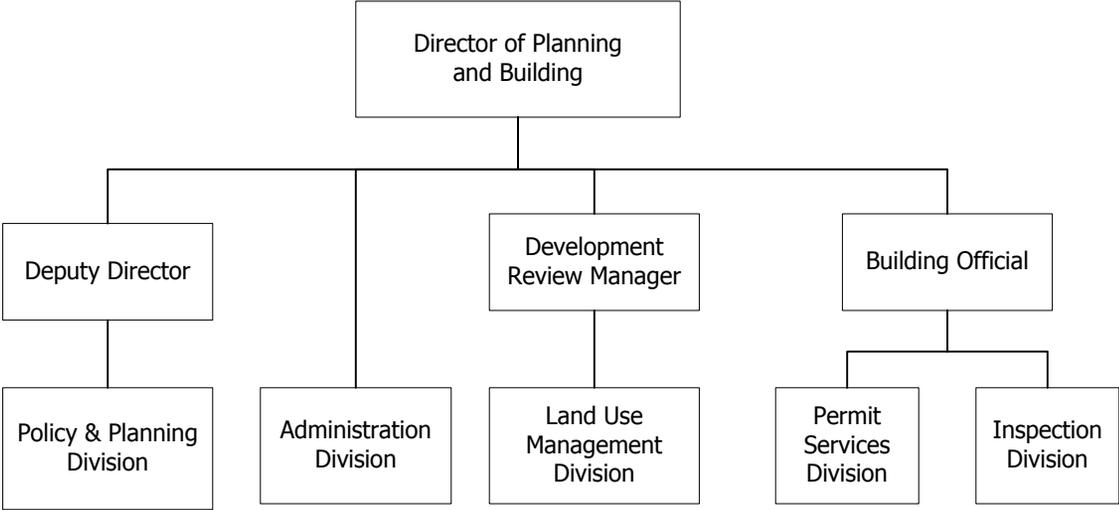
<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Director	1.00		1.00	10,242 - 13,216
Financial Planning Manager	1.00		1.00	7,456 - 9,621
Accounting Manager	1.00		1.00	7,149 - 9,225
City Clerk	1.00		1.00	6,739 - 8,696
Senior Financial Analyst	1.00		1.00	5,757 - 7,428
Public Safety Senior Financial Analyst	1.00		1.00	5,757 - 7,428
Senior Accountant	2.00		2.00	6,140 - 7,224
Purchasing Agent	1.00		1.00	6,130 - 7,212
Customer Accounts Supervisor	1.00		1.00	5,570 - 6,963
Budget Analyst	2.00		2.00	5,626 - 6,619
Deputy City Clerk	0.80		0.80	5,626 - 6,619
Payroll Systems Coordinator	1.00		1.00	5,318 - 6,256
Buyer	1.00		1.00	4,981 - 5,859
Public Disclosure Analyst	1.00		1.00	4,932 - 5,802
Senior Accounting Associate	3.00		3.00	4,899 - 5,764
Finance Administrative Assistant	1.00		1.00	4,834 - 5,687
Customer Accounts Lead	1.00		1.00	4,699 - 5,528
Accounting Support Associate IV	3.00		3.00	4,402 - 5,178
Customer Accounts Associate Bus. Lic.	2.00		2.00	4,179 - 4,916
Customer Accounts Associate	7.00		7.00	4,126 - 4,854
Office Specialist	1.00		1.00	3,935 - 4,629
Receptionist/Administrative Clerk	0.50		0.50	3,386 - 3,983
Mail Clerk	1.00		1.00	3,386 - 3,983
TOTAL	35.30	0.00	35.30	

PLANNING & BUILDING



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CITY OF KIRKLAND
Planning and Building Department





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DEPARTMENT OVERVIEW

PLANNING & BUILDING

MISSION

The **Planning and Building Department** is responsible for the preparation, administration, and enforcement of the City's growth management policies, regulations, and programs, and for safeguarding the lives, property and environment of our community. The department prepares growth plans and development regulations and assures regulatory compliance by reviewing and inspecting proposed development projects and undertaking code enforcement. The department coordinates permit processing with Public Works and Fire, ensuring compliance with zoning and building code regulations. Public outreach is conducted and assistance is provided in response to public inquiries. Activities are coordinated with state, regional, and other local governments.

DEPARTMENT FUNCTIONS

The **Administration Division** coordinates the department budget, personnel, training, and general administrative activities.

The **Land Use Management Division** performs all regulatory functions required to implement the Comprehensive Plan, Zoning Code, Subdivision Ordinance, State Environmental Policy Act (SEPA), and Shoreline Master Program. While coordinating with the other Development Services departments, the division processes land use development applications, reviews building permits for land use code compliance, provides information about development regulations, and enforces development codes. Staff support is provided to the Hearing Examiner, Design Review Board, Houghton Community Council, and City Council in their roles of reviewing and approving development applications.

The **Policy and Planning Division** prepares the City's Comprehensive Plan, Zoning Code, Subdivision Ordinance, Shoreline Master Program, local SEPA ordinance, and other growth management plans and zoning and development regulations. Amendments to these documents are prepared annually in accordance with the Planning Work Program adopted by the City Council. Staff support is provided to the City Council, Planning Commission, Houghton Community Council, and a variety of citizen committees. The division coordinates with other agencies on regional and state-wide planning issues, monitors legislative activity, maintains development monitoring systems, and undertakes special projects as directed by the City Council or City Manager.

The **Building Division** provides the general public with the minimum standards for the safety and quality of construction of new and remodeled structures, and the installation of electrical, plumbing and mechanical systems. Building receives, routes, and coordinates all building and related permit applications. Building staff works closely with architects, contractors, owners, and developers, as well as working with other departments and agencies to ensure compliance with all City requirements and issuing the permits in a timely manner. This includes plan review, field inspection, accurate record keeping, archiving, public disclosure requests and code enforcement. The Division also improves the quality of the City's adopted construction codes by participating in the code development process at the local, state and national levels.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Environment

- Contract Arborist services, \$120,000 one-time
- Funding for Scope 5 Dashboard software to track and measure City and community greenhouse gas emissions as part of City's participation in the King County-Cities Climate Collaboration (K4C), \$10,000 one-time

Economic Development

- Consultant services to improve Totem Lake Business District Enhancement Plan, \$40,000 one-time
- Continue temporary Assistant Planner position, \$101,870 one-time
- Continue temporary Associate Planner position, \$127,748 one-time
- Continue temporary Planner position, \$115,665 one-time
- Continue temporary Plans Examiner II positions, \$254,039 one-time
- Continue temporary Electrical Building Inspector, \$250,783 one-time
- Increase overtime and hourly (on-call) wages for Building Inspectors and Permit Technicians, \$217,899 one-time
- Convert an ongoing Inspector position to a temporary Lead Inspector position, \$20,707 one-time
- Convert temporary 0.5 FTE Office Specialist to ongoing, \$94,080 (\$92,561 ongoing, \$1,519 one-time)
- Land Use Consulting Contingency, \$15,000 one-time
- On-call support to process building public records requests, \$31,700 one-time
- Hourly wages for ongoing scanning work, \$79,250 one-time

2017 - 2018 FINANCIAL OVERVIEW

PLANNING & BUILDING

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	7,353,365	9,268,062	9,410,197	10,293,025	9.38%
Benefits	2,871,286	3,920,845	4,291,812	4,778,842	11.35%
Supplies	85,000	115,065	101,042	64,619	-36.05%
Other Services	2,261,595	3,405,751	3,255,208	2,624,601	-19.37%
Government Services	246,703	827,159	374,138	209,400	-44.03%
Capital Outlay	-	-	-	-	n/a
TOTAL	12,817,949	17,536,882	17,432,397	17,970,487	3.09%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Administration	1,759,562	2,682,467	2,797,113	2,673,613	-4.42%
Land Use Management	3,497,494	3,778,856	3,838,331	4,370,188	13.86%
Policy and Planning	1,924,962	2,991,581	2,149,792	1,881,056	-12.50%
Building	5,635,931	8,083,978	8,647,161	9,045,630	4.61%
TOTAL	12,817,949	17,536,882	17,432,397	17,970,487	3.09%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Administration	3.85	0.50	4.35	0.00	4.35
Land Use Management	14.00	0.35	14.35	0.00	14.35
Policy and Planning	5.60	0.05	5.65	0.00	5.65
Building Services	22.78	5.72	28.50	0.50	29.00
TOTAL	46.23	6.62	52.85	0.50	53.35

2017-2018 POSITION SUMMARY

PLANNING & BUILDING

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range</u>
Director	1.00		1.00	9,899 - 12,773
Building Official	1.00		1.00	8,103 - 10,456
Deputy Director	1.00		1.00	7,924 - 10,225
Development Services Manager	1.00		1.00	7,538 - 9,727
Planning Supervisor	2.00		2.00	6,958 - 8,978
Plan Review Supervisor	1.00		1.00	6,712 - 8,661
Fire Protection Engineer*	1.00		1.00	8,000
Inspection Supervisor	1.00		1.00	6,116 - 7,892
Senior Planner	5.00		5.00	6,683 - 7,862
Code Enforcement Officer	2.00		2.00	6,213 - 7,310
Urban Forester	0.50		0.50	6,058 - 7,127
Associate Planner	1.00		1.00	6,052 - 7,120
Applications Analyst	1.00		1.00	6,044 - 7,110
Plans Examiner II	6.00		6.00	5,962 - 7,014
Electrical/Building Inspector	8.00		8.00	5,797 - 6,821
Permit Tech Supervisor	1.00		1.00	5,251 - 6,775
Planner	5.00		5.00	5,643 - 6,638
Business Analyst	1.00		1.00	5,626 - 6,619
Planning Administration Supervisor	0.85		0.85	4,851 - 6,259
Assistant Planner	2.00		2.00	5,034 - 5,922
Permit Tech	6.00		6.00	4,585 - 5,394
Senior Office Specialist	1.00		1.00	4,380 - 5,153
Office Specialist	3.50	0.50	4.00	3,935 - 4,629
TOTAL	52.85	0.50	53.35	

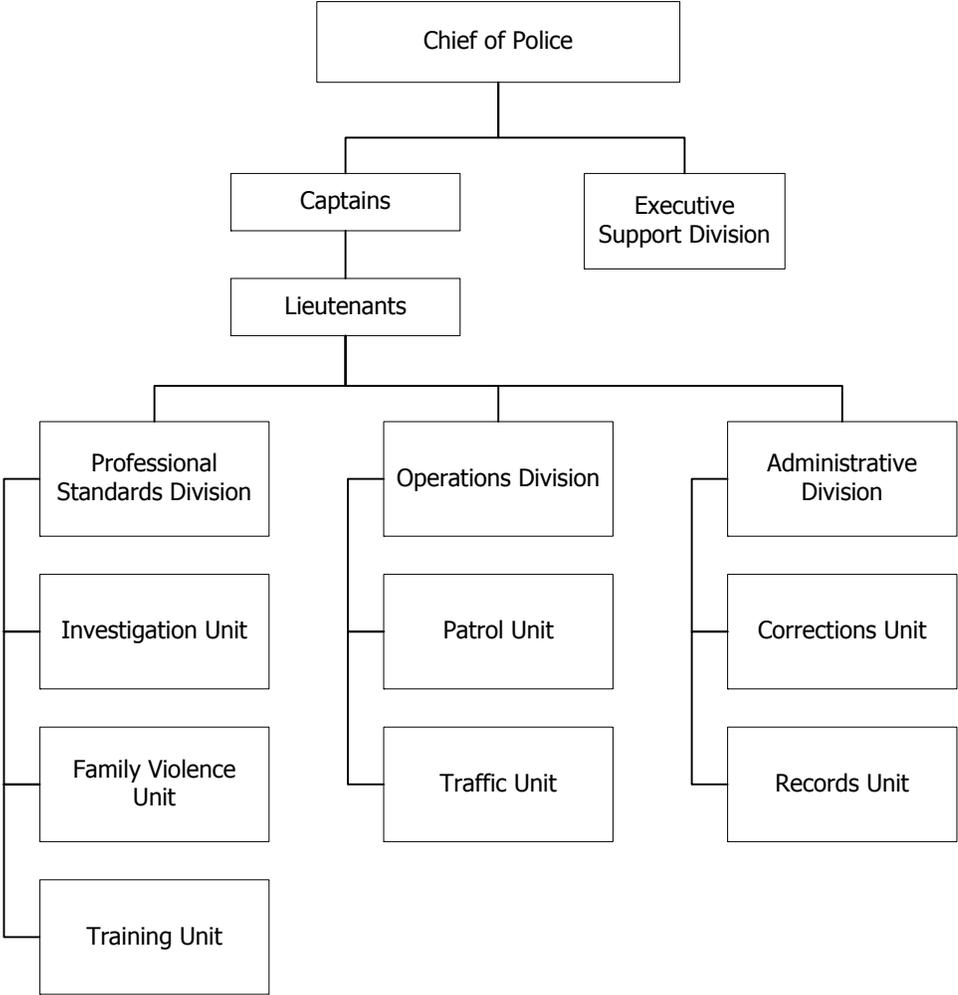
*Salary for position is estimate only

POLICE



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CITY OF KIRKLAND Police Department





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DEPARTMENT OVERVIEW

POLICE

MISSION

To provide quality law enforcement, with fair and respectful treatment of our community, through partnerships, personal dedication and courage.

DEPARTMENT FUNCTIONS

The **Executive Division** provides overall coordination of department activities, coordinates with other departments and agencies, prepares and monitors budgets, and provides personnel and payroll support.

The **Operations Division** consists of Patrol, Traffic, and K-9. In addition to responding to 911 calls and proactively enforcing the law, this division is responsible for working with neighborhood groups, businesses, and other organizations to identify issues, build partnerships, and resolve mutual problems.

The **Patrol Unit** provides 24-hour-per-day service to the community and provides first-unit response for general calls for police service.

The **Traffic Unit** provides enforcement and education to reduce accidents and traffic congestion. The unit also coordinates and responds to community traffic complaint areas and investigates traffic collisions. Parking Enforcement Officers are part of the Traffic Unit and serve to educate the community about parking issues and enforce parking laws.

The **Administrative Division** consists of Corrections and Records and is also responsible for recruitment, hiring, evidence intake and storage, facility issues, fleet, scheduling, grant compliance, contracts, budget and liaison with NORCOM and other regional boards.

The **Corrections Unit** operates the jail, monitors home detention, work release, and performs all prisoner transports to courts and other detention facilities.

The **Records Unit** provides for the accurate flow and management of all record-keeping duties and provides front counter service during business for all walk-in customers of the Police Department.

The **Professional Standards Division** consists of Investigations, Family Violence, Special Response Team, Crisis Negotiations, Honor Guard, and Training. This division is also responsible for reviewing and updating the department general orders and standard operating procedures, accreditation, police review boards, internal investigations and risk management.

The **Investigation Unit** is an extension to, and a support group for, the Patrol Unit and is staffed by detectives. The main function of the division is to conduct follow-up investigations of all felony crimes and certain misdemeanor crimes. This unit is also responsible for the registration, tracking and community notifications of registered sex offenders within the City of Kirkland. One member of this unit is assigned to a regional electronic crimes task force with the FBI.

The **Crime Analyst** is attached to the Investigation Unit and monitors crime trends, provides analytical support and publishes informational bulletins on wanted subjects and officer safety issues.

The **Family Violence Unit (FVU)** is attached to the Investigation Unit. This unit is staffed by two detectives and a civilian Family/Youth Advocate. The unit conducts follow-up investigation on domestic violence cases, Child Protective Service & Adult Protective Service referrals and conducts training on domestic violence issues. In addition, they supervise the Domestic Abuse Response Team

(DART), which is a volunteer civilian program that provides support services to victims of domestic violence.

The **Training Unit** is responsible for ensuring that all Department training is conducted in accordance with state mandates and ensuring the professional development of all Department members.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS
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Public Safety

- Authority for 2.0 FTE unfunded over hire Police Officer positions to address staffing shortages and anticipated upcoming retirements
- Reestablish Police ProAct Unit with 2.0 FTE ProAct Officers by adding 1 officer and redirecting the Eastside Narcotics Task Force (ENTF) officer to Pro Act, \$377,678 (\$285,385 ongoing, \$92,293 one-time, offsetting revenue and expenditure savings of \$320,000)
- Funding for the City to provide Animal Control Services in-house beginning in 2018, includes purchasing equipment and adding an ongoing 1.0 FTE, \$347,897 (\$187,194 ongoing, \$160,703 one-time, offsetting revenue of \$284,330)
- Continue a temporary 1.0 FTE Police Support Associate to assist with records maintenance/requests and provide supplemental administrative support, \$161,839 one-time
- Continue temporary 1.0 FTE jail administrative support, \$188,718 one-time
- Fund on-site medical care for inmates housed at the Kirkland Justice Center (KJC) with Inmate Contracted Medical services, \$286,000 ongoing (\$286,000 in expenditure savings)

2017 - 2018 FINANCIAL OVERVIEW

POLICE

FINANCIAL SUMMARY BY OBJECT

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Salaries and Wages	23,280,908	24,308,213	24,992,124	25,358,350	1.47%
Benefits	9,486,308	9,733,020	10,352,207	10,522,314	1.64%
Supplies	485,727	715,902	662,452	666,020	0.54%
Other Services	7,434,819	8,714,958	8,745,002	9,077,674	3.80%
Government Services	7,177,684	5,425,142	5,448,468	5,219,285	-4.21%
Capital Outlay	-	166,910	124,440	-	-100.00%
TOTAL	47,865,446	49,064,145	50,324,693	50,843,643	1.03%

FINANCIAL SUMMARY BY DIVISION

	2013-2014 Actual	2015-2016 Estimate	2015-2016 Budget	2017-2018 Budget	Percent Change
Administration	10,153,402	12,102,655	12,242,921	11,982,688	-2.13%
Police Investigation	4,476,986	4,569,924	4,698,018	4,827,031	2.75%
Patrol	18,943,756	19,720,428	19,756,128	19,879,103	0.62%
Traffic	2,654,828	2,668,031	2,871,963	2,803,400	-2.39%
Police Services	11,022,320	9,355,316	9,847,254	10,479,243	6.42%
Community Services	614,154	647,791	908,409	872,178	-3.99%
TOTAL	47,865,446	49,064,145	50,324,693	50,843,643	1.03%

POSITION SUMMARY BY DIVISION

	2013-2014 Actual	Adjustments	2015-2016 Budget	Adjustments	2017-2018 Budget
Administration	11.00	1.00	12.00	0.00	12.00
Police Investigation	11.00	4.00	15.00	0.00	15.00
Patrol	71.00	-8.00	63.00	3.00	66.00
Traffic	6.00	1.00	7.00	0.00	7.00
Police Services	34.50	2.50	37.00	1.00	38.00
Community Services	2.00	0.00	2.00	0.00	2.00
TOTAL	135.50	0.50	136.00	4.00	140.00

2017-2018 POSITION SUMMARY

POLICE

POSITION SUMMARY BY CLASSIFICATION

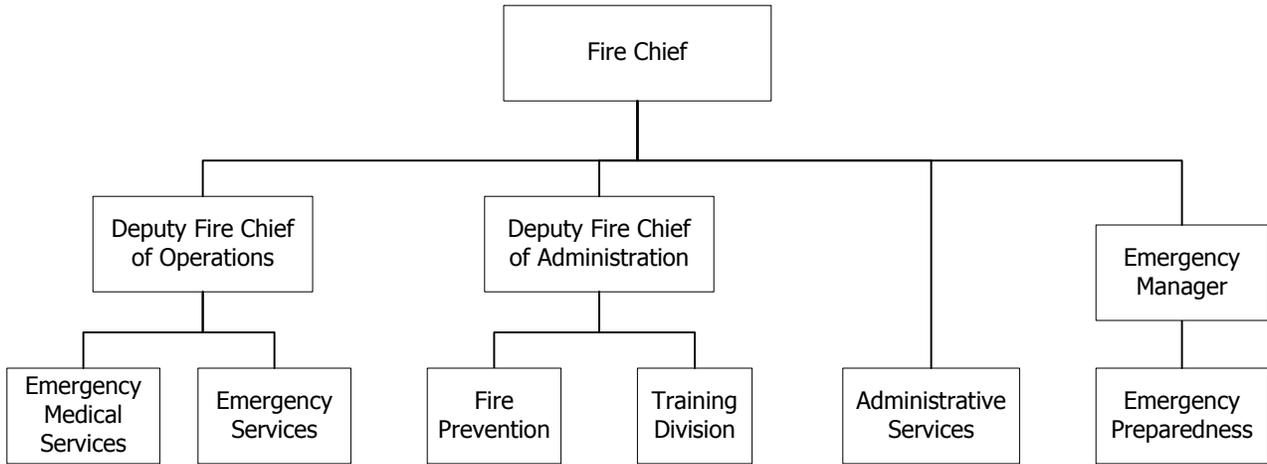
Classification	2015-2016 Budget	Service Packages	2017-2018 Positions	Budgeted 2017 Salary Range
Chief	1.00		1.00	10,527 - 13,583
Captain	3.00		3.00	9,388 - 12,113
Corrections Manager	1.00		1.00	8,637 - 11,145
Lieutenant	5.00		5.00	7,976 - 10,292
Corporal/Detective	22.00		22.00	6,927 - 8,540
Police Officer	58.00	3.00	61.00	5,441 - 8,458
Sergeant	9.00		9.00	7,976 - 8,212
Police Analyst	1.00		1.00	5,184 - 6,472
Corrections Sergeant	2.00		2.00	5,003 - 6,246
Police Support Associate Supervisor	1.00		1.00	5,576 - 5,914
Family-Youth Advocate	1.00		1.00	4,733 - 5,909
Corrections Corporal	3.00		3.00	4,561 - 5,693
Administrative Assistant	1.00		1.00	4,366 - 5,451
Corrections Officer	14.00		14.00	4,152 - 5,184
Executive Assistant II	1.00		1.00	3,969 - 5,121
Police Support Associate Lead	1.00		1.00	5,084
Evidence Technician	2.00		2.00	4,013 - 5,010
Police Support Associate	7.00		7.00	3,789 - 4,729
Administrative Support Associate	1.00		1.00	3,672 - 4,585
Parking Enforcement Officer	2.00		2.00	3,507 - 4,378
Animal Control Officer	0.00	1.00	1.00	TBD
TOTAL	136.00	4.00	140.00	

FIRE



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CITY OF KIRKLAND Fire Department





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DEPARTMENT OVERVIEW

FIRE

MISSION

Providing timely emergency response and safeguarding the lives, property and environment of our community.

DEPARTMENT FUNCTIONS

Administrative Services provides administrative and support functions for the bureaus and divisions within the department, as well as special boards and commissions. Responsibilities include establishing department priorities; communicating organizational goals and values; administering department policies and staffing requirements; developing and monitoring the financial, organizational, and developmental aspects of the department; implementing the Fire Strategic Plan; coordination and management of support services, project management, records management, and human resources activities.

Community Risk Reduction is provided by the Fire Prevention Bureau to prevent dangerous life safety situations before they happen. This is accomplished through application of the International Fire Code and local ordinances pertaining to permitted construction projects, operational permits and life safety inspections of existing occupancies such as schools, churches, businesses, convalescent homes and multi-family apartments and condominiums. Bureau staff is able to provide technical assistance to citizens and respond to safety concerns in the community. All members of the department provide fire and life safety education in our community, including schools, non-governmental organizations, and local businesses. The bureau is also responsible for investigating fires to determine origin and cause. All information from investigations is used to help prevent future fires.

Emergency Management prepares the City of Kirkland to respond, mitigate and recover from a disaster. This is accomplished through engaging all levels of the community, City staff, local non-government agencies, schools, businesses and residents to prepare for any disaster and to be ready to partner to serve our community during a time of need. The division is responsible for development and coordination of updates to the City's emergency management plans and to train City staff to operate the Emergency Operations Center (EOC). Emergency Management also participates, when possible, in regional projects, training, committees and other preparedness and response activities in recognition of the interdependence of the region and the City of Kirkland's role. Information is also provided to help educate residents, businesses and community groups on disaster preparation, response, and recovery.

Emergency Services responds to emergencies resulting from fires, trauma, disaster, hazardous materials incidents, and related incidents in order to minimize suffering, loss of life and property. The current work program of this division includes the maintenance of a well-trained force to: (1) Provide basic medical life support to victims of illness and trauma (2) Extinguish all fires (3) Perform technical rescues and (4) Mitigate hazardous materials incidents within the City.

Training Division develops and coordinates training programs for all emergency services personnel within the fire department. The division conducts and directs training activities within the department through participation in the Eastside Metro Training Group and ensures the department meets legally mandated training requirement. Ongoing training is vital in maintaining our overall level of expertise and safe emergency scene operating practices. The division oversees the health, safety and wellness program. Although hundreds of hours are spent doing on-the-job training, it is also essential that the firefighters are exposed to training programs outside of the department. This enables the department to capitalize on the knowledge of others and keeps us abreast of the ever-changing needs of society.

BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

Public Safety

- Add 3.0 FTE unfunded over hire Firefighter positions to address staffing shortages and anticipated upcoming retirements
- Purchase 4 tablets for Incident Command System to be placed in command vehicles, \$8,880 (\$4,000 one-time, \$4,880 ongoing)
- Replace and update gas monitors at all stations to meet regulations on gas detectors, \$66,258 (\$45,658 ongoing, \$20,600 one-time)
- Purchase two vehicles for Fire Prevention staff, \$89,234 (\$48,000 one-time, \$41,234 ongoing)
- Update Alerting Systems at Stations 26 (\$6,800 one-time) and 27 (\$95,000 one-time)
- Purchase beds with built-in storage for fire stations 21, 22, 26 and 27 to increase availability of storage, \$32,500 one-time
- Funding for firefighter recruits to attend the Eastside Metro Training Group (EMTG) Recruit Academy, \$57,000 ongoing (offsetting revenue of \$57,000)

2017 - 2018 FINANCIAL OVERVIEW

FIRE

FINANCIAL SUMMARY BY OBJECT

	<u>2013-2014 Actual</u>	<u>2015-2016 Estimate</u>	<u>2015-2016 Budget</u>	<u>2017-2018 Budget</u>	<u>Percent Change</u>
Salaries and Wages	23,413,088	24,672,665	24,389,391	24,163,460	-0.93%
Benefits	9,075,865	9,405,911	8,955,699	10,041,157	12.12%
Supplies	379,755	457,234	478,559	430,004	-10.15%
Other Services	5,565,069	6,216,867	6,352,833	6,843,740	7.73%
Government Services	949,209	1,165,657	1,150,013	1,072,705	-6.72%
Capital Outlay	-	-	-	4,600	n/a
TOTAL	39,382,986	41,918,334	41,326,495	42,555,666	2.97%

FINANCIAL SUMMARY BY DIVISION

	<u>2013-2014 Actual</u>	<u>2015-2016 Estimate</u>	<u>2015-2016 Budget</u>	<u>2017-2018 Budget</u>	<u>Percent Change</u>
Administration	3,026,973	3,163,726	3,196,337	3,311,146	3.59%
Emergency Services	34,457,057	36,310,088	35,675,918	36,644,387	2.71%
Fire Prevention	1,608,840	1,900,364	1,906,336	2,052,593	7.67%
Emergency Management	290,116	544,156	547,904	547,540	-0.07%
TOTAL	39,382,986	41,918,334	41,326,495	42,555,666	2.97%

POSITION SUMMARY BY DIVISION

	<u>2013-2014 Actual</u>	<u>Adjustments</u>	<u>2015-2016 Budget</u>	<u>Adjustments</u>	<u>2017-2018 Budget</u>
Administration	8.00	0.00	8.00	0.00	8.00
Emergency Services	92.00	5.00	97.00	3.00	100.00
Fire Prevention	4.00	1.00	5.00	0.00	5.00
Emergency Management	1.50	0.00	1.50	0.00	1.50
TOTAL	105.50	6.00	111.50	3.00	114.50

2017 - 2018 POSITION SUMMARY

FIRE

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2015-2016 Budget</u>	<u>Service Packages</u>	<u>2017-2018 Positions</u>	<u>Budgeted 2017 Salary Range*</u>
Chief	1.00		1.00	10,452 - 13,487
Deputy Chief	2.00		2.00	9,146 - 11,801
Fire Marshal	1.00		1.00	10,289 - 10,807
Battalion Chief	4.00		4.00	9,845 - 10,363
City Emergency Manager	1.00		1.00	7,699 - 9,934
Assistant Fire Marshall	1.00		1.00	9,178 - 9,697
Captain	12.00		12.00	8,734 - 9,253
Fire Inspector	3.00		3.00	8,586 - 8,956
Lieutenant	11.00		11.00	8,142 - 8,512
Firefighter	71.00	3.00	74.00	5,477 - 7,402
Deputy Fire Marshal	0.00		0.00	6,785 - 6,935
Emergency Prep Coordinator	0.50		0.50	5,784 - 6,804
Plans Examiner I	0.00		0.00	5,264 - 6,193
Administrative Supervisor	1.00		1.00	4,851 - 6,259
Administrative Assistant	1.00		1.00	4,834 - 5,687
Office Specialist	2.00		2.00	3,935 - 4,629
TOTAL	111.50	3.00	114.50	

*IAFF Salary range based on 2014 salary schedules