

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

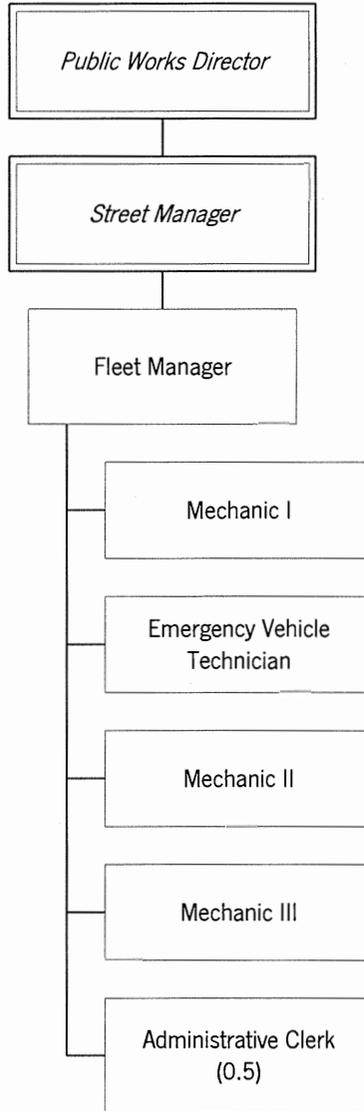
EQUIPMENT RENTAL FUND

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



CITY OF KIRKLAND
Public Works Department

Equipment Rental Fund



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

DEPARTMENT OVERVIEW

EQUIPMENT RENTAL FUND

MISSION

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

DEPARTMENT FUNCTIONS

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

2004 ACCOMPLISHMENTS

- Continued efforts to extend useful vehicle life where possible. Alternative fueled vehicles received preference as replacement vehicles when feasible.
- Purchased City's second hybrid Toyota Prius to promote Council's goal of Environmental Stewardship. The vehicle is shared by the Building Department staff at City Hall.
- Developed specifications for new aid cars, secured sole source approval authority based upon need for operational standardization, and placed order for two aid cars to be delivered in the summer of 2005.
- Purchased three replacement pickups, two small 2/3 yard dump trucks, a riding mower, one field rake, and a turf utility vehicle for Parks Maintenance Division.
- Purchased five replacement patrol vehicles and one traffic vehicle for Police, and outfitted each to its mission
- Purchased a replacement and one additional (service package) parking enforcement scooters for Police, and outfitted them for mission.
- Developed specifications for replacement regenerative air streetsweeper and set-up interlocal agreement to facilitate purchase. Placed order for streetsweeper to arrive in spring of 2005.
- Purchased one replacement air compressor for Public Works Maintenance.
- Purchased one replacement flatbed truck, one replacement small 2/3 yard dump truck, and one pickup for Public Works Maintenance.
- Purchased a small pickup and one passenger/cargo van for Public Works Engineering.
- Purchased one new additional flatbed truck and one new riding mower for Parks Maintenance as a direct result of the passage of the 2002 Parks Bond election.
- Purchase one replacement small pickup for Building, and one standard pickup for Fire Training.
- Analyzed two years (2002 & 2003) of operation and maintenance (O&M) financial cost data to determine the actual cost of each fleet vehicle and costs per corresponding division and department for use in development of fleet rates for City's first 2005-2006 biennial budget.
- Converted Public Works hourly charges for replacement reserve and O&M to monthly charges for the 2005-2006 biennium to facilitate improved accuracy in budget forecasting.

- Developed Fleet mileage experience per vehicle corresponding to 2002 to 2003 cost statistics to refine projected vehicle usability and associated maintenance expenditures.
- Successfully completed nine month transition of Fleet Management Division into Public Works Departments during 2003.
- Filled vacated Staff Mechanic vacancy on Fleet Management workgroup with highly qualified individual.
- Coordinated reflash/updated templates of City's 800 MHz radios in conjunctions with the Eastside Public Safety Communications Agency.
- Implemented "dual battery" system in all Police Patrol vehicles due to increasing electronic package installations required for Police operations.

2005-2006 OBJECTIVES

Investment in the Infrastructure

- For Police in 2005, replace five police patrol vehicles, three police community resource vehicles, two police traffic motorcycles, and two investigations vehicles in accordance with Equipment Rental guidelines. In 2006, replace three police patrol vehicles, one prisoner transport van, one traffic vehicle, one traffic motorcycle, and three police community resource vehicles.
- For Fire and Building in 2005, replace two ambulances, one light/power/air/rescue vehicle, and a command vehicle in accordance with Equipment Rental guidelines. In 2006, replace three building inspector vehicles, a primary command vehicle, and 2 support vehicles.
- For Finance in 2005, replace one mail services vehicle.
- For Parks, replace one small pickup, two fifteen passenger vans, one 28 passenger bus, two trailers, one small tractor and one field rake in accordance with Equipment Rental guidelines. In 2006, replace one

pickup, one trailer, one 16-foot mower, and one 5-foot mower.

- For Planning in 2005, replace one code enforcement vehicle in accordance with Equipment Rental guidelines. In 2006, replace one staff administrative vehicle.
- For Public Works in 2005, replace three 5-yard dump trucks, one 10-yard dump truck, four pickup/utility crew vehicles, two engineering passenger vans, one streetsweeper, and one backhoe in accordance with Equipment Rental guidelines. In 2006, replace three engineering vehicles, three pickup/utility vehicles, and one backhoe.
- Construct new office space adjacent to current fleet shop office, and move fleet administration staff and support equipment from Maintenance Center Administration Building to new location.
- Install new Phoenix fuel management software at Fire Station #27 and Maintenance Center fueling sites, and hard-wire to controlling computer in new fleet administrative office.

Organizational Values

- Continue staff training and development of all aspects of Fleet Focus, the City's fleet management software.
- Send staff member(s) to the five day Vehicle Maintenance Management Conference at the University of Washington.
- Send staff member(s) to the annual five day Fire Mechanics workshop in Ellensburg, Washington.
- Encourage training opportunities to all staff members to increase their professional knowledge, resulting in certification by Automotive Service Excellence (ASE) and Emergency Vehicle Technician (EVT) organizations.

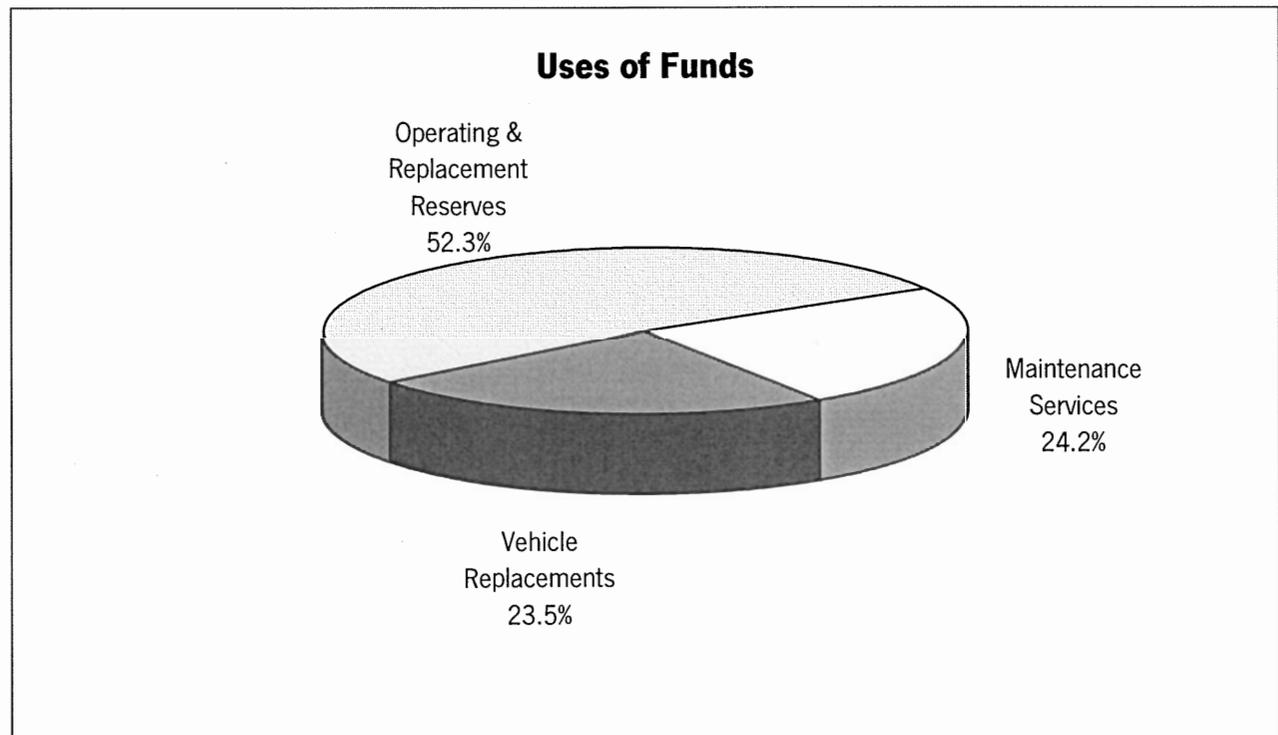
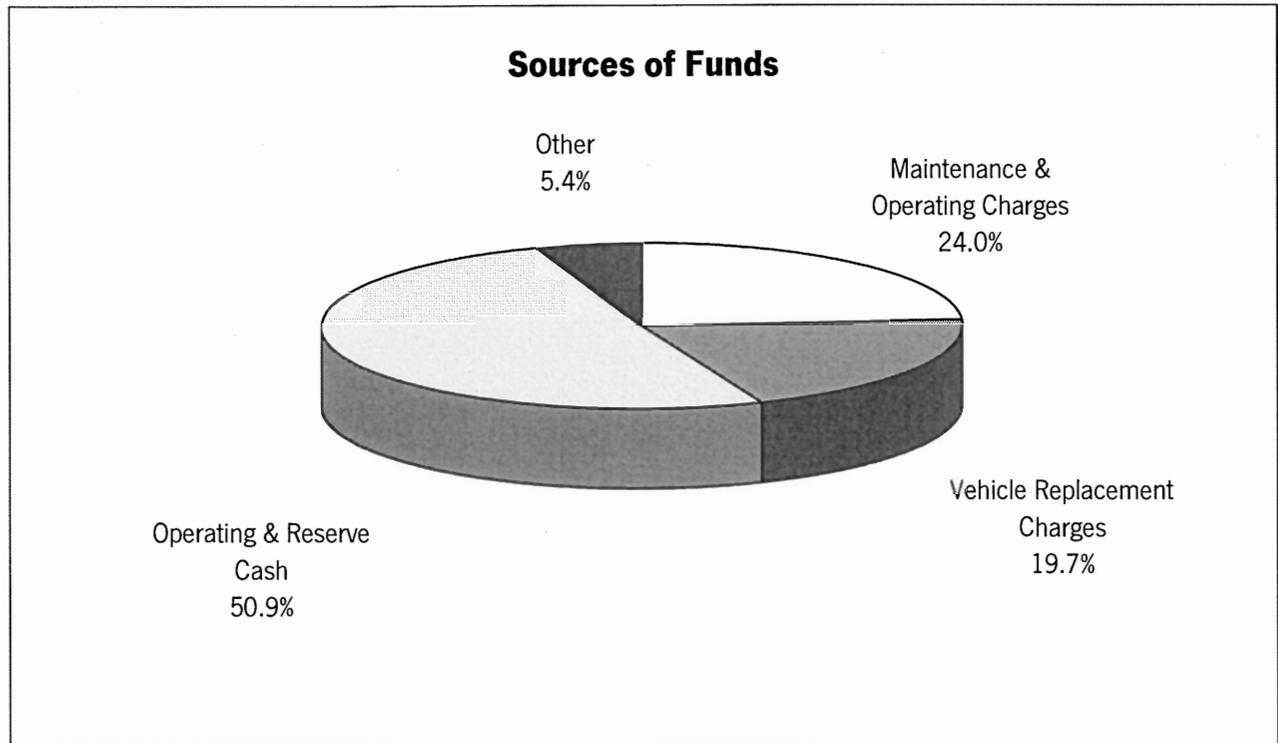
Financial Stability

- Continue to develop and format essential operational reports from Fleet Focus and interface with City standard Crystal Reports software.

Environmental Stewardship

- Revisit short range plans for the possible acquisition of hybrid (gasoline/electric) vehicles for coming two years: 2005 and 2006.

2005-2006 BUDGET EQUIPMENT RENTAL FUND



2005-2006 BUDGET ANALYSIS

EQUIPMENT RENTAL FUND

ANALYSIS OF CHANGES

2004 Approved Budget	7,902,302
Less Reserves	(5,039,093)
2004 Approved Budget (Excluding Reserves)	<u>2,863,209</u>

2005 Basic Budget Increases:

Scheduled Vehicle Replacements	117,038
Fuel (Unleaded Gasoline & Diesel)	60,000
Insurance	13,593
Employee Benefits	7,171
Eastside Public Safety Communications Charges (800MHz Radios)	5,637
Technology Internal Charges	3,602
Contracted Vehicle Repairs & Maintenance	2,720
Repair Parts	2,387
Net Miscellaneous Increases	2,162

Total Basic Budget Increases	<u>214,310</u>
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2005 Basic Budget Decreases:

One-Time Adjustments & Carryovers	(24,985)
Facilities Maintenance Internal Charges	(17,655)
Replacement Capital (Small Trailers)	(9,908)
Salaries & Wages	(962)

Total Basic Budget Decreases	<u>(53,510)</u>
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2005 Basic Budget	3,024,009
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2005 Service Packages:

Forbes Creek Fire Engine	464,000
Fuel Management System	13,000
Help Desk & Telephone Support	438

Total Service Packages	<u>477,438</u>
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2005 Final Budget (Excluding Reserves)	<u>3,501,447</u>
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COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	<u>Difference</u>	<u>% Change</u>
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	638,238	22.29%

2005-2006 BUDGET ANALYSIS

EQUIPMENT RENTAL FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves) 3,501,447

2006 Basic Budget Increases:

Salaries & Wages	33,343
Insurance	10,956
Employee Benefits	8,647
Eastside Public Safety Communications Charges (800MHz Radios)	5,346
Facilities Maintenance Internal Charges	4,974
Contracted Vehicle Repairs & Maintenance	2,774
Repair Parts	2,434
Technology Internal Charges	1,125
Shop Supplies & Tools	645
Net Miscellaneous Increases	239

Total Basic Budget Increases 70,483

2006 Basic Budget Decreases:

Scheduled Vehicle Replacements	(869,450)
One-Time Adjustments	(477,000)

Total Basic Budget Decreases (1,346,450)

2006 Basic Budget 2,225,480

2006 Service Packages:

Jail Transport Van (Funding from Police Dept for Radio Charges)	542
Help Desk & Telephone Support	163

Total Service Packages 705

2006 Final Budget (Excluding Reserves) 2,226,185

Plus Reserves 6,281,492

2006 Final Budget (Including Reserves) 8,507,677

2005-2006 Final Budget (Including Reserves) 12,009,124

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	<u>Difference</u>	<u>% Change</u>
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	(1,275,262)	-36.42%

2005-2006 FINANCIAL OVERVIEW

EQUIPMENT RENTAL FUND

FINANCIAL SUMMARY BY OBJECT

	<u>2001-2002 Actual</u>	<u>2003-2004 Estimate</u>	<u>2003-2004 Budget</u>	<u>2005-2006 Budget</u>	<u>Percent Change</u>
Salaries and Wages	611,654	626,038	647,254	629,676	-2.72%
Benefits	165,067	184,876	189,229	223,305	18.01%
Supplies	653,932	786,770	693,132	834,767	20.43%
Other Services	906,216	990,157	948,059	963,438	1.62%
Government Services	183,099	205,242	211,818	228,395	7.83%
Capital Outlay	1,263,533	1,492,260	3,427,104	2,818,350	-17.76%
Reserves	0	0	5,039,093	6,311,193	25.24%
TOTAL	3,783,501	4,285,343	11,155,689	12,009,124	7.65%

FINANCIAL SUMMARY BY DIVISION

	<u>2001-2002 Actual</u>	<u>2003-2004 Estimate</u>	<u>2003-2004 Budget</u>	<u>2005-2006 Budget</u>	<u>Percent Change</u>
Fleet Management	3,783,501	4,285,343	11,155,689	12,009,124	7.65%
TOTAL	3,783,501	4,285,343	11,155,689	12,009,124	7.65%

POSITION SUMMARY BY DIVISION

	<u>2001-2002 Actual</u>	<u>Adjustments</u>	<u>2003-2004 Budget</u>	<u>Adjustments</u>	<u>2005-2006 Budget</u>
Fleet Management	5.00	0.50	5.50	0.00	5.50
TOTAL	5.00	0.50	5.50	0.00	5.50

2005-2006 POSITION SUMMARY

EQUIPMENT RENTAL FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2001-2002 Positions	2003-2004 Positions	2005-2006 Positions	2005 Salary Range
Fleet Manager	1.00	1.00	1.00	5,397 - 6,963
Mechanic I	1.00	1.00	1.00	4,191 - 5,041
Emergency Vehicle Technician	1.00	1.00	1.00	3,679 - 4,942
Mechanic II	2.00	1.00	1.00	3,555 - 4,591
Mechanic III	0.00	1.00	1.00	2,798 - 3,849
Administrative Clerk	0.00	0.50	0.50	2,829 - 3,328
TOTAL	5.00	5.50	5.50	

**City of Kirkland
2005-06 Budget
Revenue**

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Equipment Rental (521)						
Intergovernmental Revenue						
Intergov't Service Revenues						
Fire District #41	3382202	0	0	0	125,280	0.00 %
Total for Intergov't Service Revenues:		0	0	0	125,280	0.00 %
Total for Intergovernmental Revenue:		0	0	0	125,280	0.00 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	162,797	0	0	0	0.00 %
Int on Sales Tax,Contract,AR	3614001	5,725	0	0	0	0.00 %
Total for Interest and Other Earnings:		168,522	0	0	0	0.00 %
Insurance Premiums/Recoveries						
Insur Premiums & Recoveries	3639901	48,588	131,913	47,500	60,000	26.31 %
Total for Insurance Premiums/Recoveries:		48,588	131,913	47,500	60,000	26.31 %
Internal Svc Fund Misc Rev						
Interfund Vehicle Rental	3651001	2,102,311	2,168,433	2,275,600	2,556,640	12.35 %
Replacement Reserve	3651002	2,086,825	2,198,236	2,259,511	2,371,339	4.94 %
Interfund Radio Rental	3651004	199,290	212,212	211,818	228,552	7.90 %
Interfund Radio Repair	3651005	97,834	91,991	91,978	98,818	7.43 %
Total for Internal Svc Fund Misc Rev:		4,486,260	4,670,872	4,838,907	5,255,349	8.60 %
Interfund/Interdept-Misc Rev						
Interfund Loan Interest	3661001	0	5,725	5,724	0	0.00 %
Total for Interfund/Interdept-Misc Rev:		0	5,725	5,724	0	0.00 %
Other Misc Revenues						
Other Judgements & Settlement	3694001	-6,185	0	0	0	0.00 %
Other Misc Revenue	3699001	19,424	7,561	11,820	8,000	-32.31 %
Total for Other Misc Revenues:		13,239	7,561	11,820	8,000	-32.31 %
Total for Miscellaneous Revenues:		4,716,609	4,816,071	4,903,951	5,323,349	8.55 %
Other Financing Sources						
Disposition of Fixed Assets						
Proceeds Sales of Fixed Assets	3951001	74,114	114,255	77,550	113,450	46.29 %
Fixed Asset Insurance Rec	3952001	15,000	0	0	0	0.00 %
Total for Disposition of Fixed Assets:		89,114	114,255	77,550	113,450	46.29 %
Operating Transfer In						
Operating Transfer In	3971001	186,293	53,000	0	338,720	0.00 %

**City of Kirkland
2005-06 Budget
Revenue**

	2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Total for Operating Transfer In:	186,293	53,000	0	338,720	0.00 %
Resources Forward					
Resources Forward 3999901	0	9,000	497,376	13,000	-97.38 %
Resources Forward - Reserve 3999902	0	5,365,550	10,590,604	6,095,325	-42.44 %
Total for Resources Forward:	0	5,374,550	11,087,980	6,108,325	-44.91 %
Total for Other Financing Sources:	275,407	5,541,805	11,165,530	6,560,495	-41.24 %
Total for Equipment Rental:	4,992,016	10,357,876	16,069,481	12,009,124	-25.26 %

The 2003-2004 Budget amount for Resources Forward is overstated due to the annual budgets of 2003 and 2004 being combined to form a biennial budget for comparison purposes. The report overstatement was unable to be resolved in time for printing of the Final Budget.

EQUIPMENT RENTAL CAPITAL REPLACEMENT

Included in this section are three summary charts - one listing the vehicles costing \$50,000 or more to be replaced over the six-year period of 2004–2009, and the second and third charts listing all vehicle replacements, regardless of cost, for 2005 and 2006 respectively.

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

Savings are incurred when the operational life of vehicles can be extended beyond their normal accounting life. This is usually due to low engine hours, mileage, or major repairs that have been performed to the vehicle. The vehicles on the six-year schedule that are measured by engine hours

have their replacement reserve based on these hours. If a vehicle has reached its normal accounting life but not the original estimated engine hours, the useful life of that vehicle may be extended.

There are eight vehicles costing in excess of \$50,000 scheduled for replacement in year 2005. Six of the eight vehicles have been extended beyond their original accounting life. Two of these vehicles, F402 (a Fire air/power/light support vehicle) and TR-03 (a backhoe) were extended five years beyond their original accounting life, which was 2000. D-04, D-05 and D-07 (5-yard dump trucks) were extended two years beyond their original accounting life, which was 2003. D-06 (a 10-yard dump truck), was extended one year beyond its original accounting life, which was 2004. One vehicle, T-03 (a passenger bus), is being replaced one year ahead of its original schedule due to high usage.

For 2006, there is one vehicle over \$50,000 scheduled for replacement – TR-05 (a backhoe) is being replaced on schedule at the end of its normal accounting life.

An additional four vehicles are earmarked for extended operational lives and are currently scheduled for replacement in year 2007. These vehicles are V-01 and V-02 (eductor trucks), L-01 (a case loader) and M-06 (a brushcutter). The extension of operational use for these vehicles has been noted in the Comments section of the attached charts.

**City of Kirkland
Revised 2004-2009 Capital Improvement Program
Vehicle Replacements Over \$50,000**

Fire & Building

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost					Six Year Total Cost	Comments	
				2004	2005	2006	2007	2008			2009
F308	1996 / Ford Amtech Aid Vehicle	8	11/1/2004	130,500					130,500		
F402	1982 / Ford Anderson Air Unit Vehicle	18	6/1/2000		374,000				374,000	Extended to 2005 - engine replaced.	
F309	1997 / Ford Road Rescue Aid Vehicle	8	6/1/2005		130,500				130,500		
F310	1999 / Ford Road Rescue Aid Vehicle	8	6/1/2007				139,795		139,795		
F311	2000 / Ford Road Rescue Aid Vehicle	8	6/1/2008					144,688	144,688		
F312	2001 / Ford Road Rescue Aid Vehicle	8	6/1/2009					149,752	149,752		
Total Fire & Building Vehicles				130,500	504,500	0	139,795	144,688	149,752	1,069,235	

Parks & Community Services

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost					Six Year Total Cost	Comments	
				2004	2005	2006	2007	2008			2009
T-03	1996 / Ford Passenger Bus	10	6/1/2006		69,900					69,900	High use - replace one year early.
Total Parks & Community Services Vehicles				0	69,900	0	0	0	0	69,900	

Public Works

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost					Six Year Total Cost	Comments	
				2004	2005	2006	2007	2008			2009
U-01	1991 / Ford Bucket Truck	10	6/1/2001	119,025					119,025	Extended to 2004 - good condition	
S-01	1996 / Ford Tymco Sweeper	7	6/1/2003	141,795					141,795	Extended to 2004 - good condition	
TR-03	1990 / Case Backhoe (4X2)	10	6/1/2000		69,800				69,800	Extended to 2005 - low hours.	
D-04	1991 / GMC Dump Truck (5 Yard)	12	6/1/2003		71,500				71,500	Extended to 2005 - good condition	
D-05	1991 / GMC Dump Truck (5 Yard)	12	6/1/2003		71,500				71,500	Extended to 2005 - good condition	
D-06	1992 / Peterbuilt Dump Truck (10 Yard)	12	6/1/2004		130,600				130,600	Extended to 2005 - good condition	
D-07	1991 / GMC Dump Truck (5 Yard)	12	6/1/2003		71,500				71,500	Extended to 2005 - low hours.	
TR-05	1996 / Case Backhoe (4X4)	10	11/1/2006			84,300			84,300		
V-01	1993 / Ford Guzzler (eductor truck)	8	6/1/2001				277,179		277,179	Extended to 2007 - good condition	
L-01	1989 / Case Loader	10	6/1/1999				76,214		76,214	Extended to 2007 - major repairs.	
M-06	1998 / Ford Brushcutter	7	11/1/2005				78,232		78,232	Extended to 2007 - good condition	
V-02	1996 / Freightliner Camel (eductor truck)	7	6/1/2003				329,202		329,202	Extended to 2007 - major repairs.	
TR-06A	1998 / Case Backhoe (4X2)	10	6/1/2008					74,015	74,015		
U-5	2000 / Ford F450 Utility Truck	9	6/1/2009					56,542	56,542		
Total Public Works Vehicles				260,820	414,900	84,300	760,827	74,015	56,542	1,651,404	

Total All Vehicles

391,320	989,300	84,300	900,622	218,703	206,294	2,790,539
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City of Kirkland
Vehicle Replacements for Year 2006
Includes Vehicle Replacements Under \$50,000

Vehicle	Division	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Replace With	Comments
Fire & Building							
F209	Admin	1998 / Jeep Cherokee	8	6/1/2006	29,500	Same	
F201	Operations	1998 / Chevrolet Suburban Command	8	6/1/2006	44,000	Same	
F208	Operations	1995 / Chevrolet Astro Van	8	6/1/2006	24,000	Same	Extended life 3 years.
PU-80	Fire Prev	1998 / Dodge Cargo Van	8	6/1/2006	22,000	Same	
PU-81	Fire Prev	1998 / Dodge Cargo Van	8	6/1/2006	22,000	Same	
PU-82	Fire Prev	1998 / Dodge Cargo Van	8	6/1/2006	22,000	Same	
Parks & Community Services							
M-2A	PKM	2000 / John Deere F1145 60" Mower	6	6/1/2006	18,500	Same	
M-3A	PKM	1999 / Jacobsen 16' Wide Area Mower	5	6/1/2004	45,000	Same	Extended life 2 years.
PU-10	PKM	1998 / Ford 150 Pickup (Bi-Fuel)	8	6/1/2006	27,400	Same	
PU-11	PKM	1993 / Garland Trailer	10	6/1/2003	27,400	Same	Extended life 3 years.
Planning & Community Development							
C-03	Admin	1998 / Ford Contour GL Bi-Fuel	8	6/1/2006	25,200	Same	
Police							
C98-04	Crime Prev	1998 / Dodge Caravan SE	8	6/1/2006	27,400	Same	
C99-05X	Crime Prev	1999 / Ford Crown Victoria (SRO)	4	6/1/2007	6,000	Same	Replace one year early with surplus patrol.
C99-06X	Crime Prev	1999 / Ford Crown Victoria (SRO)	4	6/1/2007	6,000	Same	Replace one year early with surplus patrol.
P04-03	Patrol	2004 / Ford Crown Victoria	2.5	10/1/2006	28,500	Same	
P04-04	Patrol	2004 / Ford Crown Victoria	2.5	10/1/2006	28,500	Same	
P04-12	Patrol	2004 / Ford Crown Victoria	2.5	10/1/2006	28,500	Same	
S01-01	Traffic	2001 / Dodge 1500 Van (PSO)	5	4/1/2006	27,500	Same	
T04-01	Traffic	2004 / Ford Crown Victoria	2.5	10/1/2006	28,500	Same	
T99-05	Traffic	1999 / Harley Davidson Police Roadking	5	4/1/2004	24,500	Same	Extended life 2 years.
Public Works							
F204X	Facilities	1990 / Chevrolet 2500 Pickup	8	6/1/1998	27,000	Same	Extended life 8 years.
PU-22	Dev Eng	1998 / Ford Ranger Ext. 4x2	8	6/1/2006	21,500	Same	
PU-24	O&M	1998 / Dodge RAM 3/4T Pickup	8	6/1/2006	24,500	Same	
PU-28	Cap Proj	1998 / Dodge Grand Caravan SE	8	6/1/2006	27,500	Same	
PU-32	O&M	1998 / Ford F350 Pickup	8	6/1/2006	22,500	Same	
PU-44	Dev Eng	1998 / Ford Windstar Cargo	8	6/1/2006	22,750	Same	
TR-05	O&M	1996 / Case Backhoe	10	6/1/2006	84,300	Same	
Total All Vehicles					742,450		

NOTE: All vehicles listed will be considered for replacement dependent upon their condition and replacement funding.

**City of Kirkland
Vehicle Replacements for Year 2005
Includes Vehicle Replacements Under \$50,000**

Vehicle	Division	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Replace With	Comments
C-02	Mail Service	Finance & Administration 1997 / Ford Escort LX Wagon	8	6/1/2005	22,750	Same	
F206	Operations	Fire & Building 1995 / Chevrolet Astro Van	8	6/1/2003	23,850	Same	Extended life 2 years.
F309	Operations	1997 / Ford Road Rescue Aid Vehicle	8	6/1/2005	130,500	Same	
F402	Operations	1982 / Ford Anderson Air Unit Vehicle	18	6/1/2000	374,000	Same	Extended life 5 years - major engine repairs.
BG-3	PKM	Parks & Community Services 2000 / John Deere 1200A Field Rake	4	6/1/2004	16,100	Same	Extended life 1 year - trade-in.
PU-09	PKM	1997 / GMC Sonoma	8	6/1/2005	18,000	Same	
PU-46	PKM	1991 / Dodge Caravan - Cargo	8	6/1/1999	22,000	15 Pass Van	Extended life 6 years. Vehicle change for more versatility.
T-02	PKM	1993 / Ford Van 15 Passenger	8	6/1/2001	26,250	Same	Extended life 4 years.
T-03	PKM	1996 / Ford Passenger Bus	10	6/1/2006	69,900	Same	High usage - 1 year early replacement.
TL-01	PKM	1995 / Garlland Trailer	10	6/1/2005	3,600	Same	
TL-07	PKM	1993 / Garlland Trailer	10	6/1/2003	36,000	Same	Extended life 2 years.
TR-08	PKM	1994 / Kubota Tractor	10	6/1/2004	31,750	Same	Extended life 1 year.
C-14X	Admin	Planning & Community Development 1989 / Chevrolet Celebrity Sta Wagon	8	6/1/1997	15,000	Same	Extended life 8 years - low mileage & good condition.
C95-02X	Crime Prev	Police 1995 / Ford Crown Victoria (SRO)	4	6/1/2003	6,000	Same	Extended life 2 years - replace with surplus patrol.
C95-03X	Crime Prev	1995 / Ford Crown Victoria (SRO)	4	6/1/2003	6,000	Same	Extended life 2 years - replace with surplus patrol.
D93-05	Invest	1993 / Chevrolet G2 Van	12	6/1/2005	25,500	Same	
D95-07	Invest	1995 / Ford Taurus Sedan 4D	8	6/1/2003	25,500	Same	
P03-01	Patrol	2003 / Ford Crown Victoria	2.5	4/1/2005	27,500	Same	Extended life 2 years.
P03-06	Patrol	2003 / Ford Crown Victoria	2.5	4/1/2005	27,500	Same	
P03-07	Patrol	2003 / Ford Crown Victoria	2.5	4/1/2005	27,500	Same	
P03-09	Patrol	2003 / Ford Crown Victoria	2.5	4/1/2005	27,500	Same	
P03-10	Patrol	2003 / Ford Crown Victoria	2.5	4/1/2005	27,500	Same	
S95-02	Crime Prev	1995 / Ford Club Wagon F350	8	6/1/2003	6,000	Same	Extended life 2 years.
T99-04	Traffic	1999 / Harley Davidson Police Roadking	5	4/1/2004	21,000	Same	Extended life 1 year.
D-04	O&M	Public Works 1991 / GMC Dump Truck (5 Yard)	12	6/1/2003	71,500	Same	Extended life 2 years.
D-05	O&M	1991 / GMC Dump Truck (5 Yard)	12	6/1/2003	71,500	Same	Extended life 2 years.
D-06	O&M	1992 / Peterbilt Dump Truck (10 Yard)	12	6/1/2004	130,600	Same	Extended life 1 year.
D-07	O&M	1991 / GMC Dump Truck (5 Yard)	12	6/1/2003	71,500	Same	Extended life 2 years.
PU-08	O&M	1996 / Ford F150 Pickup	8	6/1/2004	27,100	Same	Extended life 1 year.
PU-21	O&M	1994 / Chevrolet 3500 Utility	8	6/1/2002	37,400	Same	Extended life 3 years.
PU-29	O&M	2000 / Chevrolet Cargo AWD	5	6/1/2005	20,100	Same	
TL-02	O&M	1980 / O'Brien Sewer Rodder Replacement	-	-	25,650	Same	Sold - replacement to be determined.
TR-03	O&M	1990 / Case Backhoe (4x2)	10	6/1/2000	69,800	Same	Extended life 5 years.
Total All Vehicles					1,542,350		

NOTE: All vehicles listed will be considered for replacement dependent upon their condition and replacement funding.



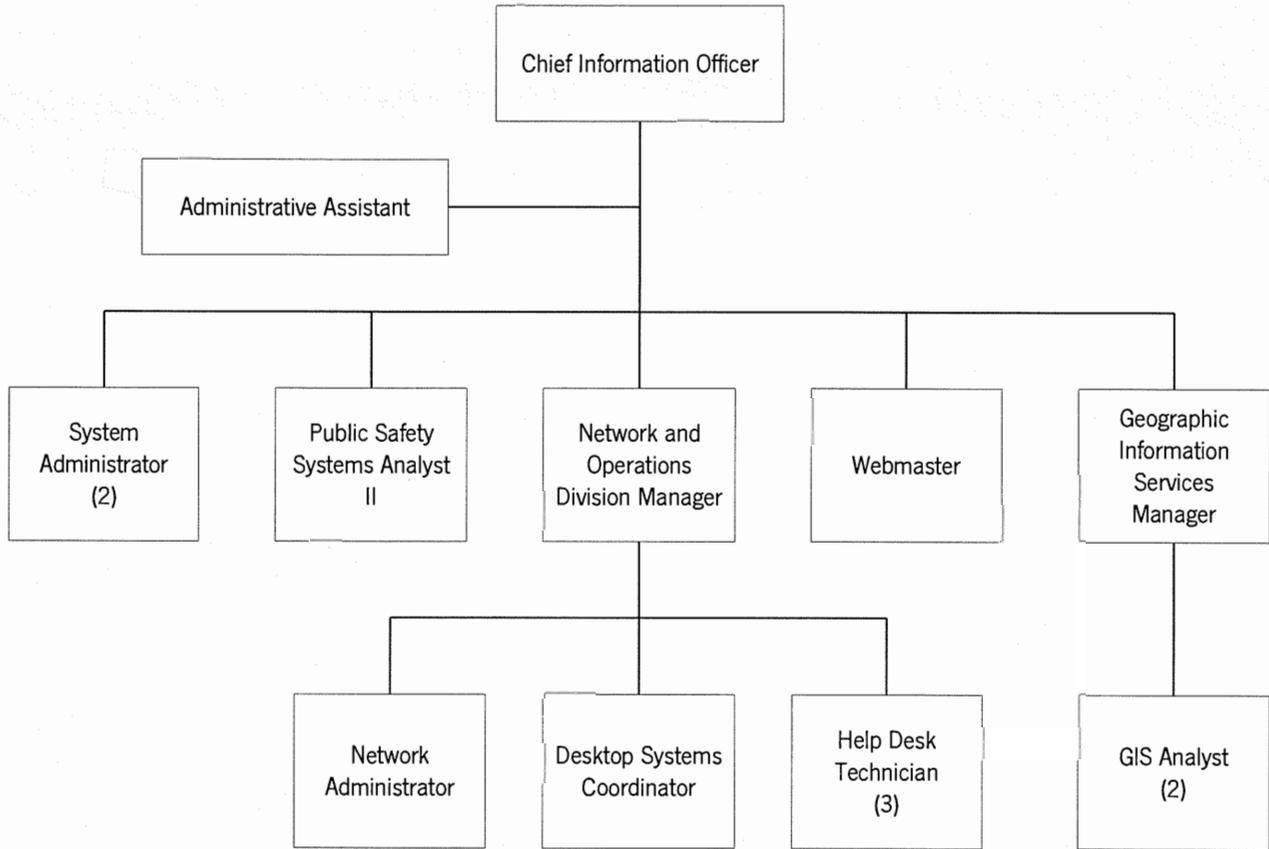
Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

INFORMATION TECHNOLOGY FUND

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



CITY OF KIRKLAND Information Technology Department





DEPARTMENT OVERVIEW

INFORMATION TECHNOLOGY FUND

MISSION

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

DEPARTMENT FUNCTIONS

The **Operations and Network Division** designs, maintains, and monitors the city's data and telephone networks. The division also orders, delivers, repairs, and maintains all desktop and handheld personal computers, and staffs and manages the computer Help Desk. It also assures the integrity and security of data operations, and oversees and manages the City's data center. This division supports approximately 400 computers spread across 11 locations. They respond to around 275 Help Desk calls per month, and support 39 servers

The **Applications Division** procures, maintains, and supports primary computer applications such as financial, payroll, utilities, permitting, public safety, and parks and recreation systems. They work closely with many vendors to assure good vendor/client relationships and manage software support contracts with vendors. This group also manages the Internet web site and our Intranet.

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

2004 ACCOMPLISHMENTS

- Implemented new Automated Police System including Computer Aided Dispatch, Records Management, Mobile, Corrections, and Field Reporting.
- Implemented new Voice over Internet Protocol (VoIP) telephone system.
- Completed wireless network inside City Hall building.
- Worked with City Clerk to provide an Electronic Council Packet plan to City Council.
- Supported the continued applications of listserver functionality to allow citizens to "opt-in" to receive emails about specific topics and City Council Agendas.
- Completed infrastructure inventory to identify all fiber, conduit, and pathway resources in the city for telecommunications.
- Completed Municipal Network Study, including public process, stakeholder inventories, and surveys.
- Deployed more current desktop software, including Windows XP and Office 2003.
- Completed water and sewer infrastructure GIS layers.
- Completed new color ortho-photography for us in GIS Applications.
- Completed Street Tree inventory GIS layer.
- Built links between infrastructure maintenance application and GIS system to help keep the data in both systems synchronized.
- Joined the eCityGov Alliance in joint rollout of nwproperty.net, a location tool to assist businesses looking to lease or buy space in participating cities.
- Continued work with Lake Washington School District, the University of Washington, and the City of Bellevue to lay fiber-optic cables in key locations throughout Kirkland.
- Established a disaster recovery and backup plan for our core financial systems.

- Installed SPAM and url filtering software to help mitigate constant external attacks on our network via computer viruses, adware, and spyware.
- Implemented GPRS networking in police cars, which effectively means police can connect to information they need in the field four times as quickly.

2005-2006 OBJECTIVES

A Safe Community

- Complete any leftover portions of the Police Systems implementation and work to optimize the system.
- Host the City of Mercer Island as a dispatch client.
- Work with other local Public Safety jurisdictions to explore ways to share data.
- Establish a more robust disaster recovery plan for core critical systems which are not covered by current plans.

Community Involvement

- Assist citizens and departments by completing the redesign of our external Internet web site.
- Launch regional recreation program registration via eCityGov.net.

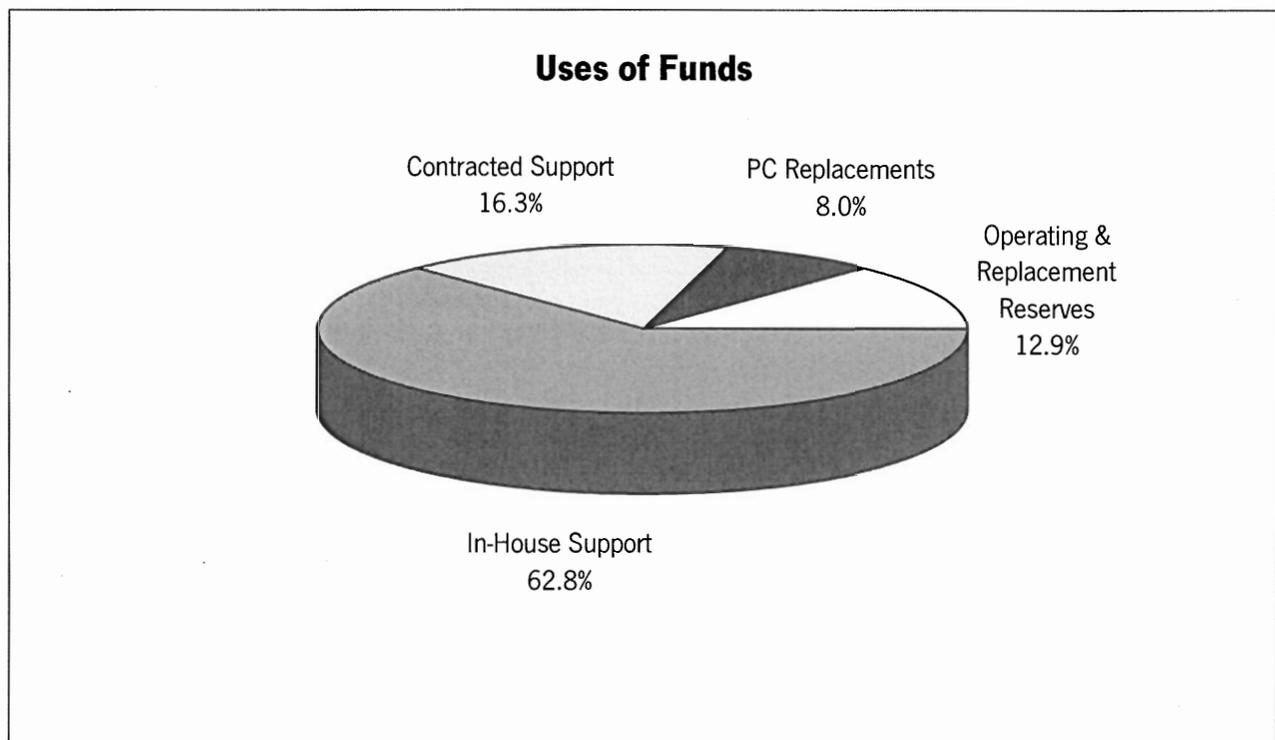
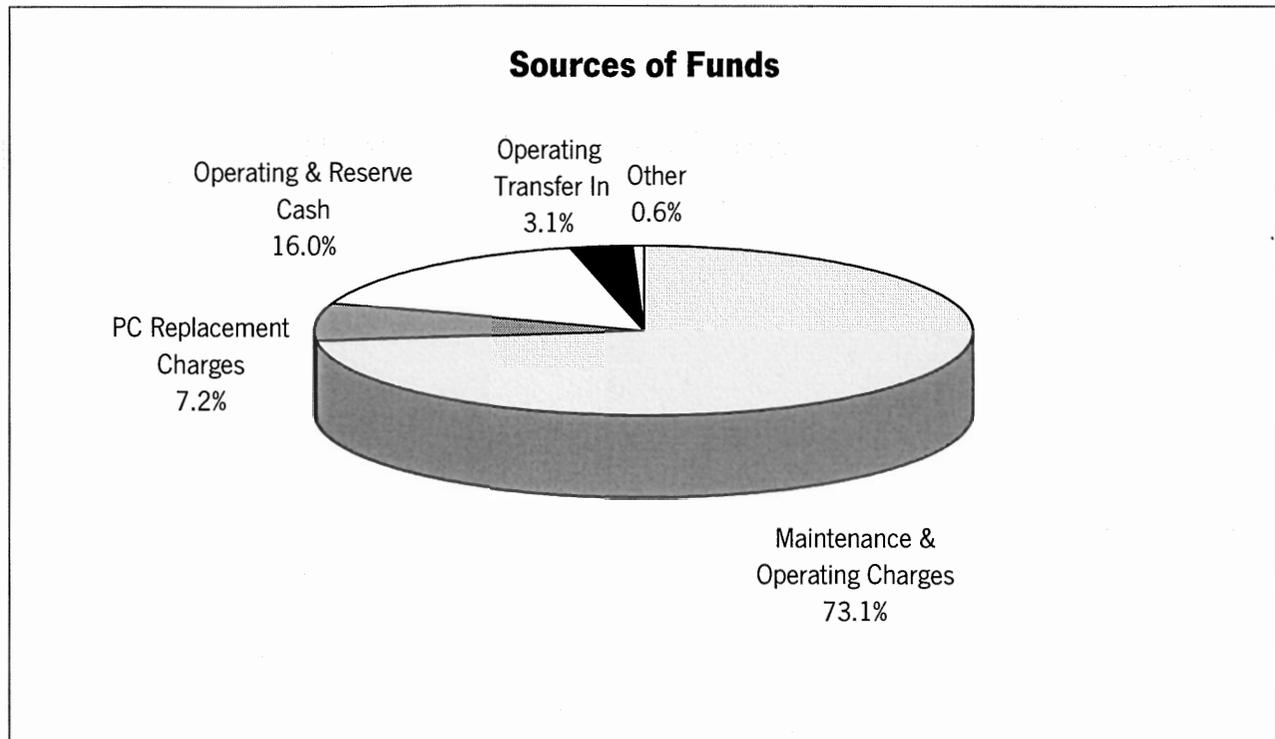
Investment in the Infrastructure

- Complete a new Land Based Information Systems Plan to help guide GIS in the next five years.
- Implement a pilot program to test the idea of city-provided wireless access in parks and, possibly, in business districts.
- Complete a City-owned property layer in GIS.

Organizational Values

- Select a vendor to assist us in implementing a document/records management system, including workflow management, to ensure we are handling documents in the most efficient manner possible, reduce offsite storage and retrieval, and gain process efficiencies.
- Install and launch an online Intranet-based portal to give City staff access to HR functions from their desktops.
- Allow citizens to pay for utility bills online.
- Replace the City's automated time entry program with a new one, and make available to all departments.
- Provide more access to data for fieldworkers, particularly building inspectors and Public Works staff.
- Implement digital video so that Council Meetings and other video content can be viewed on the Internet.

2005-2006 BUDGET INFORMATION TECHNOLOGY FUND



2005-2006 BUDGET ANALYSIS

INFORMATION TECHNOLOGY FUND

ANALYSIS OF CHANGES

2004 Approved Budget	3,388,136
Less Reserves	(970,282)
2004 Approved Budget (Excluding Reserves)	<u>2,417,854</u>

2005 Basic Budget Increases:

Scheduled PC Replacements	104,127	
Copier Charges (Centralizing Management of Copiers in IT Dept)	57,775	
Salaries & Wages	56,975	
Replacement Capital	44,420	
Employee Benefits	31,612	
Finance System Disaster Recovery Contract	27,540	
Software Maintenance Contracts	23,547	
Microsoft Enterprise Agreement & Software Assurance	6,459	
Wide Area Network Maintenance	5,000	
Software Training for City Staff	4,500	
Net Miscellaneous Increases	3,776	
Total Basic Budget Increases		<u>365,731</u>

2005 Basic Budget Decreases:

One-Time Adjustments & Carryovers	(343,660)	
New Phone System (Hardware & Software Support)	(13,800)	
Total Basic Budget Decreases		<u>(357,460)</u>

2005 Basic Budget	2,426,125
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2005 Service Packages:

Wireless Access for Field Workers	105,961	
Temporary Application Staff	93,281	
Replace Outdated Copiers	86,411	
Help Desk & Phone Support	67,032	
Document Management Project Staffing	39,858	
GIS Strategic Plan	12,500	
Information Technology Department Space Revision	10,000	
LEOFF I Web Page	6,517	
Total Service Packages		<u>421,560</u>

2005 Final Budget (Excluding Reserves)	<u>2,847,685</u>
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COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	<u>Difference</u>	<u>% Change</u>
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	429,831	17.78%

2005-2006 BUDGET ANALYSIS

INFORMATION TECHNOLOGY FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves)		2,847,685
2006 Basic Budget Increases:		
Salaries & Wages	55,394	
Employee Benefits	28,057	
Software Maintenance Contracts	13,674	
Net Miscellaneous Increases	566	
Total Basic Budget Increases		97,691
2006 Basic Budget Decreases:		
One-Time Adjustments	(345,681)	
Scheduled PC Replacements	(56,980)	
Replacement Capital	(32,870)	
Software Training for City Staff	(4,250)	
Total Basic Budget Decreases		(439,781)
2006 Basic Budget		2,505,595
2006 Service Packages:		
Document Management Project Staffing	157,940	
Temporary Application Staff	101,646	
Replace Outdated Copiers	24,271	
Digital Video for City Website	12,000	
Total Service Packages		295,857
2006 Final Budget (Excluding Reserves)		2,801,452
Plus Reserves		839,444
2006 Final Budget (Including Reserves)		3,640,896
2005-2006 Final Budget (Including Reserves)		6,488,581

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	Difference	% Change
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	(46,233)	-1.62%

2005-2006 FINANCIAL OVERVIEW

INFORMATION TECHNOLOGY FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Salaries and Wages	1,514,370	2,064,303	2,008,060	2,557,605	27.37%
Benefits	304,571	473,070	477,641	690,780	44.62%
Supplies	447,475	425,990	430,383	660,316	53.43%
Other Services	1,297,198	1,358,435	1,507,620	1,535,878	1.87%
Government Services	0	0	0	94,964	n/a
Capital Outlay	200,071	0	0	63,506	n/a
Reserves	0	0	970,282	885,102	-8.78%
TOTAL	3,763,685	4,321,798	5,393,986	6,488,151	20.28%

FINANCIAL SUMMARY BY DIVISION

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Information Technology	3,763,685	4,321,798	5,393,986	6,488,151	20.28%
TOTAL	3,763,685	4,321,798	5,393,986	6,488,151	20.28%

POSITION SUMMARY BY DIVISION

	2001-2002 Actual	Adjustments	2003-2004 Budget	Adjustments	2005-2006 Budget
Information Technology	7.50	6.50	14.00	1.00	15.00
TOTAL	7.50	6.50	14.00	1.00	15.00

2005-2006 POSITION SUMMARY

INFORMATION TECHNOLOGY FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2001-2002 Positions	2003-2004 Positions	2005-2006 Positions	2005 Salary Range
Chief Information Officer	1.00	1.00	1.00	8,205 - 10,587
Network & Operations Manager	1.00	1.00	1.00	6,001 - 7,742
Geographic Inf. Systems Manager	0.00	1.00	1.00	5,390 - 6,954
Public Safety Sys. Analyst II	0.00	1.00	1.00	5,652 - 6,649
System Administrator	2.00	2.00	2.00	5,652 - 6,649
Webmaster	0.00	1.00	1.00	5,470 - 6,435
Geographic Inf. Systems Administrator	1.00	0.00	0.00	
Network Administrator	0.00	1.00	1.00	5,208 - 6,127
Desktop Systems Coordinator	1.00	1.00	1.00	4,417 - 5,196
GIS Analyst	0.00	2.00	2.00	4,203 - 4,944
Help Desk Technician	1.00	2.00	3.00	3,872 - 4,555
Administrative Assistant	0.50	1.00	1.00	3,722 - 4,378
TOTAL	7.50	14.00	15.00	

**City of Kirkland
2005-06 Budget
Revenue**

	2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Information Technology (522)					
Intergovernmental Revenue					
Intergov't Service Revenues					
Intergov't-Other Gen Govt Svcs 3381901	1,112	14,106	2,000	32,204	1,510.20 %
Total for Intergov't Service Revenues:	1,112	14,106	2,000	32,204	1,510.20 %
Total for Intergovernmental Revenue:	1,112	14,106	2,000	32,204	1,510.20 %
Charges for Goods and Services					
Internal Svc Fund Sales/Svc					
Interfund Communications 3481001	121,262	115,835	115,834	118,540	2.33 %
Interfund Copier Charges 3486001	0	0	0	115,550	0.00 %
Interfund Data Processing 3488001	2,425,353	3,492,396	3,491,636	4,316,388	23.62 %
Data Process Replacement Chg 3488002	325,699	391,178	374,738	464,981	24.08 %
Total for Internal Svc Fund Sales/Svc:	2,872,314	3,999,409	3,982,208	5,015,459	25.94 %
Interfund/Interdep Sales Svc					
Interfund-Technology Services 3491840	0	38,330	76,660	194,927	154.27 %
Interfund-Other Gen Govnm't 3491901	0	51,517	0	0	0.00 %
Total for Interfund/Interdep Sales Svc:	0	89,847	76,660	194,927	154.27 %
Total for Charges for Goods and Services:	2,872,314	4,089,256	4,058,868	5,210,386	28.37 %
Miscellaneous Revenues					
Interest and Other Earnings					
Investment Interest 3611101	56,640	0	0	0	0.00 %
Total for Interest and Other Earnings:	56,640	0	0	0	0.00 %
Total for Miscellaneous Revenues:	56,640	0	0	0	0.00 %
Other Financing Sources					
Operating Transfer In					
Operating Transfer In 3971001	430,438	148,689	138,500	204,315	47.51 %
Total for Operating Transfer In:	430,438	148,689	138,500	204,315	47.51 %
Resources Forward					
Resources Forward 3999901	0	1,122,435	1,929,747	1,041,246	-46.04 %
Total for Resources Forward:	0	1,122,435	1,929,747	1,041,246	-46.04 %
Total for Other Financing Sources:	430,438	1,271,124	2,068,247	1,245,561	-39.77 %
Total for Information Technology:	3,360,504	5,374,486	6,129,115	6,488,151	5.85 %

The 2003-2004 Budget amount for Resources Forward is overstated due to the annual budgets of 2003 and 2004 being combined to form a biennial budget for comparison purposes. The report overstatement was unable to be resolved in time for printing of the Final Budget.