

Special Revenue Funds are established to account for specific resources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

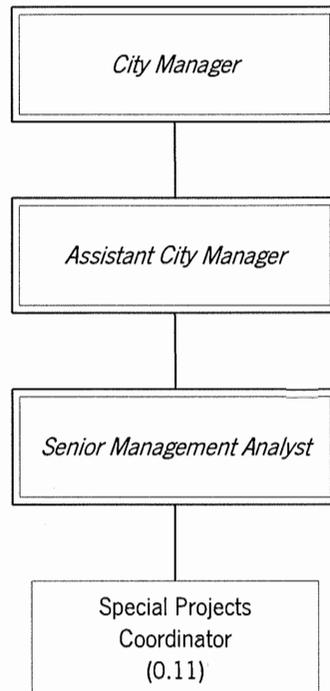
LODGING TAX FUND

The Lodging Tax Fund accounts for the City's tourism program and expenditures related to the operation of tourism-related facilities. The primary source of revenue is a one percent lodging tax instituted in January 2002.



CITY OF KIRKLAND
City Manager's Office

Lodging Tax Fund



DEPARTMENT OVERVIEW

LODGING TAX FUND

MISSION

The Lodging Tax fund was created to conduct tourism promotion and marketing activities to attract visitors to Kirkland resulting in increased economic development opportunities and amenities for the community.

DEPARTMENT FUNCTIONS

The City Manager's Office oversees the tourism program in conjunction with the economic development program, overseen by the Planning Department. The revenue source for the tourism program is the Lodging Excise Tax fund collected from one percent of the sale of short-term accommodations by State Statute. Use of the Lodging Excise Tax is limited to fund tourism promotion and operation of tourism related facilities. The City Manager's Office provides staff support to the Lodging Tax Advisory Committee (LTAC) whose role it is to provide recommendations on the use of the lodging tax funds and help guide the tourism program priorities. A tourism coordinator under consultant contract is responsible for implementing a tourism marketing plan.

2004 ACCOMPLISHMENTS

- Provided staff support to the Lodging Tax Advisory Committee.
- Selected and hired a second Tourism Coordinator to continue implementation of the tourism marketing plan and other tourism promotion activities, in collaboration with community groups.
- Assisted the Lodging Tax Advisory Committee in evaluating outside agency requests for use of LTAC funds by community groups for tourism promotion of events, in association with the City's community and business grant process.

- Coordinated with the Information Technology Department and Multimedia Division to enhance the web site and add Press Room.
- Conducted a tourism workshop for tourism stakeholders.

2005-2006 OBJECTIVES

Financial Stability

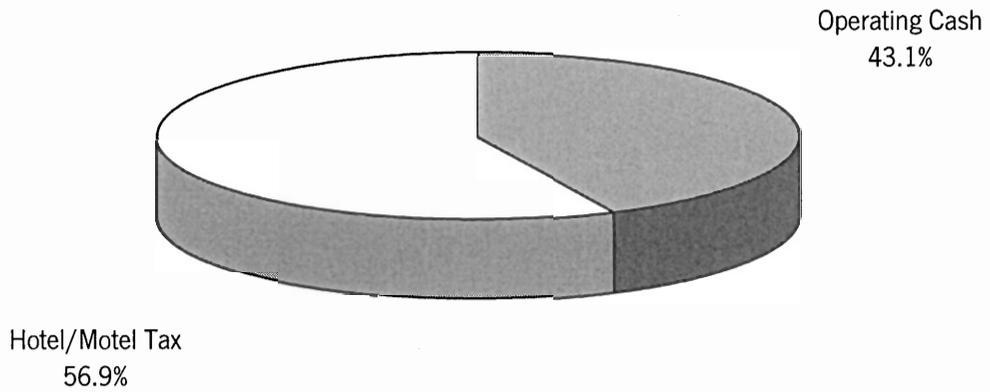
- Continue implementing the strategies in the tourism marketing plan.
- Created a unified design and completed the tourism brochure, folder, press kit, visitor's guide and events calendar.
- Re-launch and promote the tourism website.
- Locate a visitor information center in Kirkland.

Community Involvement

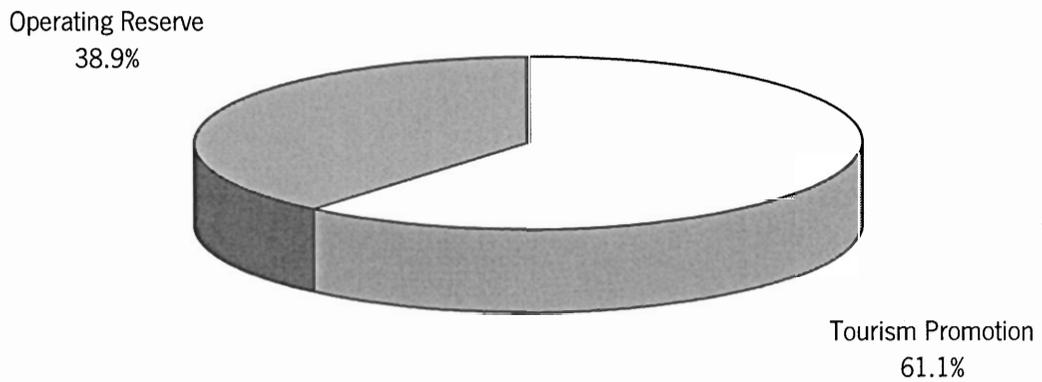
- Continue to work with event organizers, City's Special Events Coordinator and other City departments and the business community to promote overnight and extended stay facilities.
- Conduct stakeholder workshops in an effort to continue community-wide education on the important economic development benefits of tourism promotion.
- Enhance media relations.

2005-2006 BUDGET LODGING TAX FUND

Sources of Funds



Uses of Funds



2005-2006 BUDGET ANALYSIS

LODGING TAX FUND

ANALYSIS OF CHANGES

2004 Approved Budget	221,310
Less Reserves	(101,572)
2004 Approved Budget (Excluding Reserves)	<u>119,738</u>

2005 Basic Budget Increases:

Outside Agency Support	15,750
Signs	5,000
Printing Rack Cards	3,100
Advertising in Washington State Visitors Guide	2,000
Hosting Program for Press & Tour Operators	2,000
Employee Benefits	141

Total Basic Budget Increases **27,991**

2005 Basic Budget Decreases:

One-Time Adjustments & Carryovers	(19,167)
Operating Supplies	(5,600)
Multimedia Support Services	(2,650)
Salaries & Wages	(342)

Total Basic Budget Decreases **(27,759)**

2005 Basic Budget **119,970**

2005 Service Packages:

Total Service Packages **-**

2005 Final Budget (Excluding Reserves) **119,970**

COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	Difference	% Change
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	232	0.19%

2005-2006 BUDGET ANALYSIS

LODGING TAX FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves)		119,970
2006 Basic Budget Increases:		
Contracted Services	15,170	
Tourism Brochures	10,000	
Opportunity Fund Mini-Grants	5,000	
Salaries & Wages	545	
Employee Benefits	158	
Total Basic Budget Increases		30,873
2006 Basic Budget Decreases:		
Outside Agency Support	(25,000)	
One-time Adjustments	(15,100)	
Total Basic Budget Decreases		(40,100)
2006 Basic Budget		110,743
2006 Service Packages:		
Total Service Packages		-
2006 Final Budget (Excluding Reserves)		110,743
Plus Reserves		147,171
2006 Final Budget (Including Reserves)		257,914
2005-2006 Final Budget (Including Reserves)		377,884

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	<u>Difference</u>	<u>% Change</u>
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	(9,227)	-7.69%

2005-2006 FINANCIAL OVERVIEW

LODGING TAX FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Salaries and Wages	0	7,662	7,662	14,480	88.98%
Benefits	0	1,909	1,909	4,258	123.05%
Supplies	0	10,000	9,100	12,000	31.87%
Other Services	0	61,400	81,900	199,270	143.31%
Government Services	40,149	90,500	90,500	0	-100.00%
Capital Outlay	0	0	0	0	n/a
Reserves	0	0	101,572	147,876	45.59%
TOTAL	40,149	171,471	292,643	377,884	29.13%

FINANCIAL SUMMARY BY DIVISION

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
City Manager	40,149	171,471	292,643	377,884	29.13%
TOTAL	40,149	171,471	292,643	377,884	29.13%

POSITION SUMMARY BY DIVISION

	2001-2002 Actual	Adjustments	2003-2004 Budget	Adjustments	2005-2006 Budget
City Manager	0.00	0.11	0.11	0.00	0.11
TOTAL	0.00	0.11	0.11	0.00	0.11

2005-2006 POSITION SUMMARY

LODGING TAX FUND

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2001-2002 Positions</u>	<u>2003-2004 Positions</u>	<u>2005-2006 Positions</u>	<u>2005 Salary Range</u>
Special Projects Coordinator	0.00	0.11	0.11	4,663 - 5,485
TOTAL	0.00	0.11	0.11	

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Lodging Tax (112)						
Taxes						
Retail Sales & Use Taxes						
Hotel/Motel Tax	3133001	105,932	252,860	210,000	215,000	2.38 %
Total for Retail Sales & Use Taxes:		105,932	252,860	210,000	215,000	2.38 %
Total for Taxes:		105,932	252,860	210,000	215,000	2.38 %
Other Financing Sources						
Operating Transfer In						
Operating Transfer In	3971001	0	19,167	0	0	0.00 %
Total for Operating Transfer In:		0	19,167	0	0	0.00 %
Resources Forward						
Resources Forward	3999901	0	121,310	145,093	162,884	12.26 %
Total for Resources Forward:		0	121,310	145,093	162,884	12.26 %
Total for Other Financing Sources:		0	140,477	145,093	162,884	12.26 %
Total for Lodging Tax:		105,932	393,337	355,093	377,884	6.41 %

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.

Special Revenue Funds are established to account for specific resources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

STREET OPERATING FUND

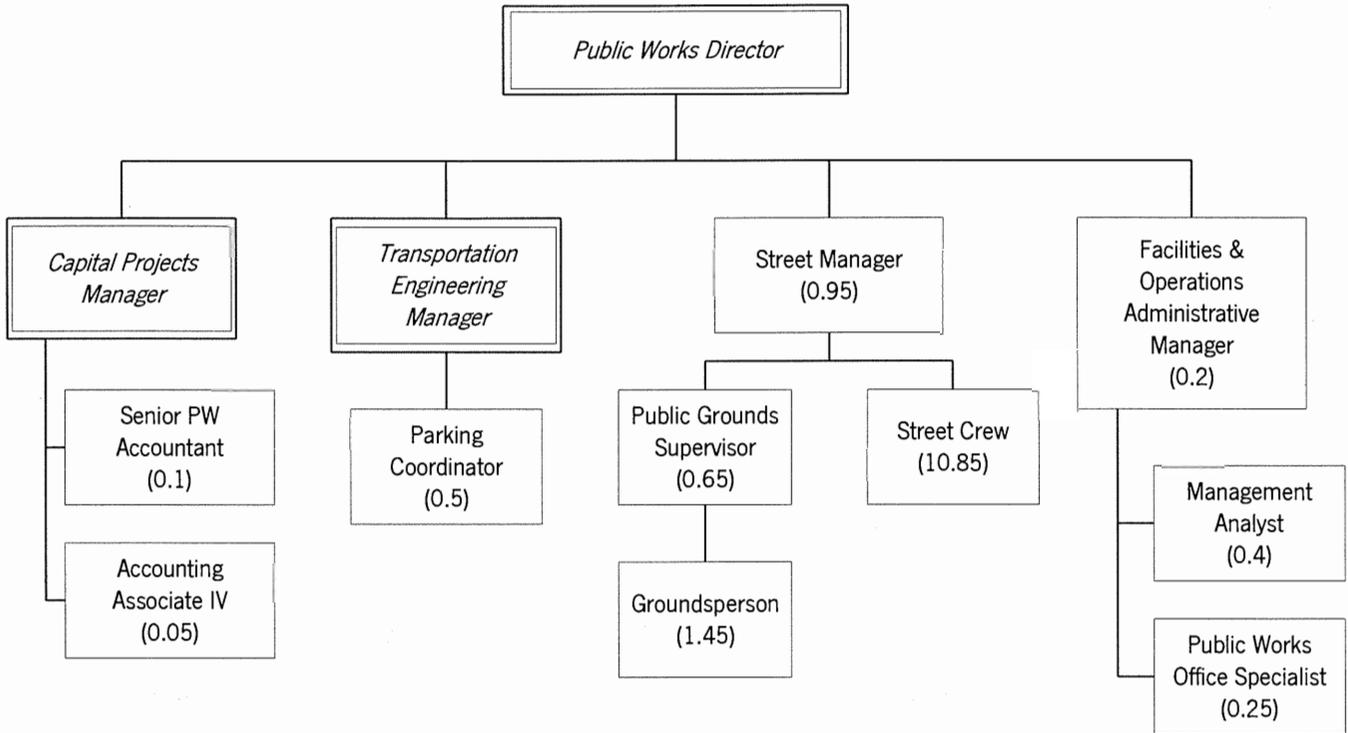
The Street Operating Fund accounts for the administration, maintenance, and minor construction of the City's transportation infrastructure. The primary sources of revenue are property taxes and the State levied gasoline tax.



CITY OF KIRKLAND

Public Works Department

Street Operating 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

STREET OPERATING FUND

MISSION

The Street Division of the Public Works Department is responsible for the maintenance, operation, and minor construction of roadways, sidewalks, pathways, storm drainage, traffic signs and signals, and roadsides.

DEPARTMENT FUNCTIONS

The **Street Maintenance Division** administers and maintains 140 miles of streets, 120 miles of roadside curb and gutter, and 160 miles of unimproved shoulders. This division is also responsible for street sweeping and mowing public rights-of-way. Street lighting is contracted with Puget Power for operation and maintenance.

The **Administrative Division** accounts for all full-time regular employee benefits, all interfund charges, and insurance costs.

The **Construction Division** provides for minor construction of new sidewalks, storm drains, and related equipment costs that are not included in the Capital Improvement Program.

2004 ACCOMPLISHMENTS

- Added three new flashing crosswalks, total at 29.
- Added one new signal, total at 43.
- Central business district Parking Sign/Wayfinding / Pay Station change-out completed.
- Manpower transition in Sign Shop from 2003 retirement.
- Progress of sign inventory.
- Added sidewalks as part of School Walk Routes.
- Installed four new benches.

- Installed 330 ft extruded curb and paved entrance at Juanita Beach Park.
- In conjunction with Burlington Northern Santa Fe (BNSF) railroad, rebuilt two rail crossings.
- Completed 2004 Overlay.
- Added parking area at Maintenance Center for Grounds.
- Became fully staffed in August.
- Interim management of Fleet Operations.
- Takeover central business district general maintenance, including medians.
- Added three new neighborhood signs and took over all neighborhood sign maintenance.
- Tripled the tree nursery program at McAuliffe.

2005-2006 OBJECTIVES

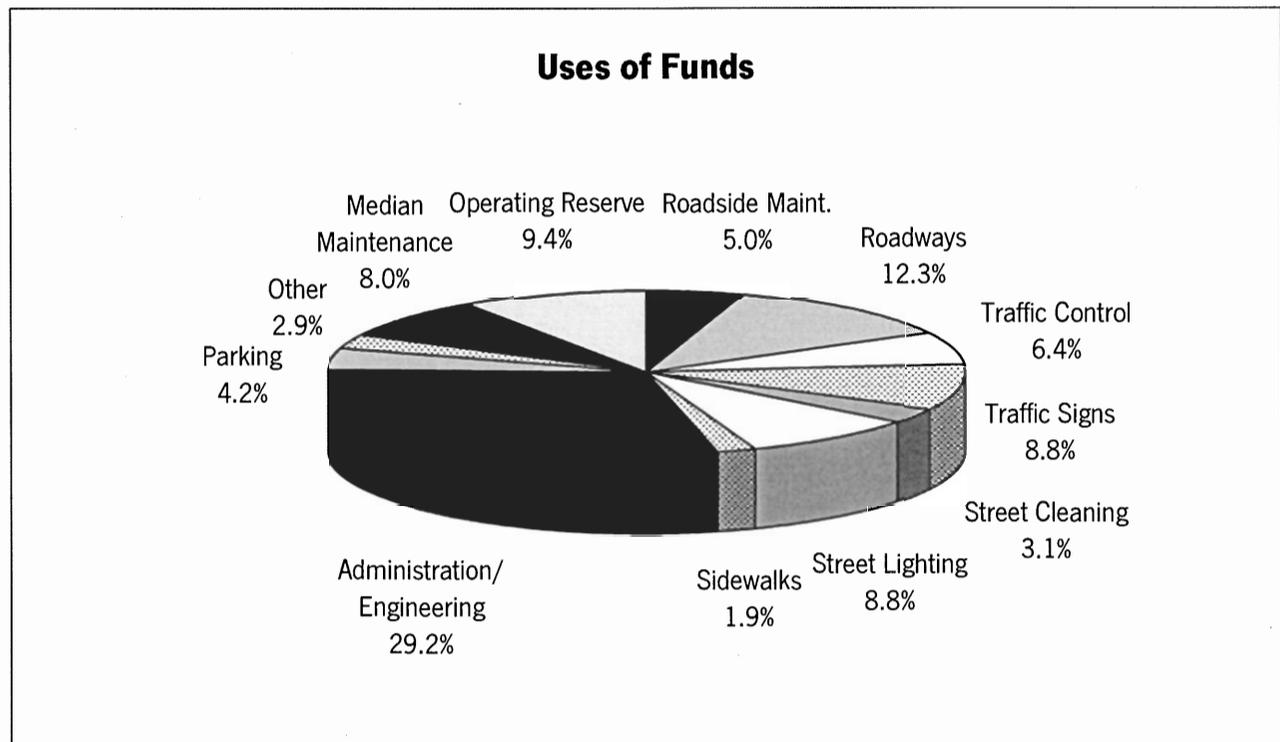
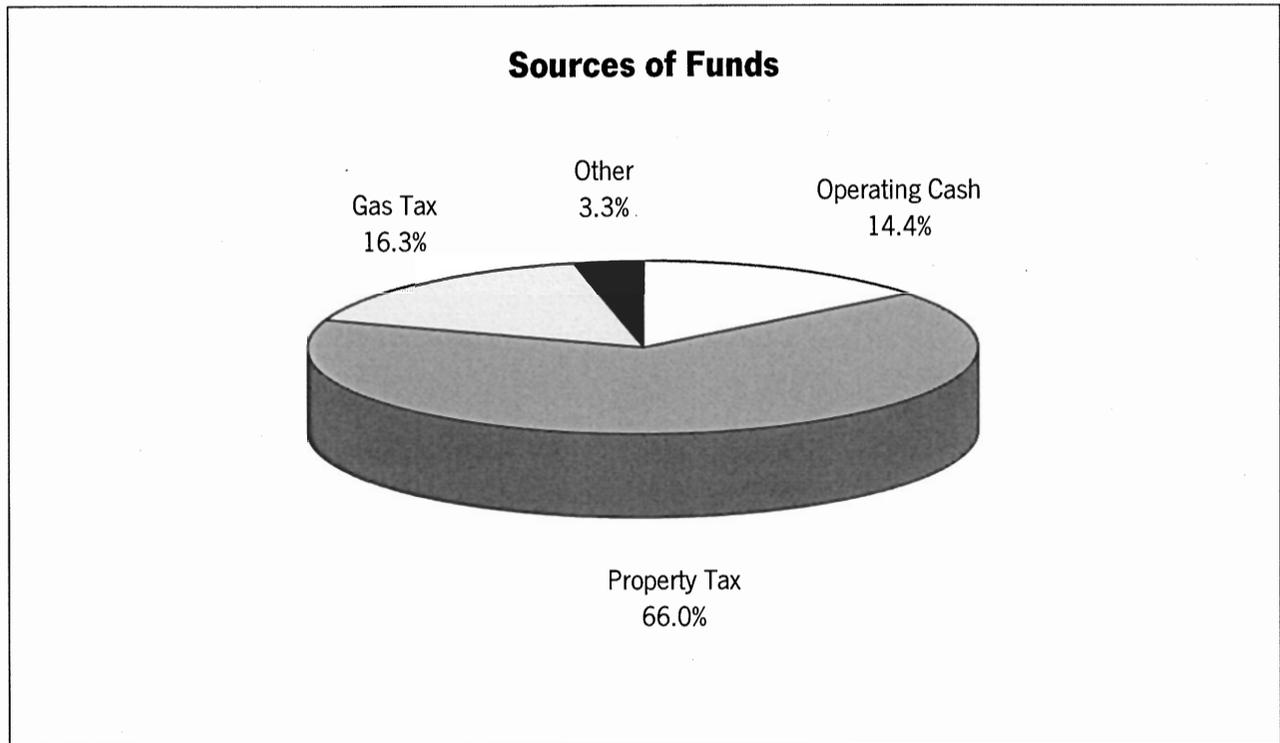
Investment in the Infrastructure

- Complete 2005 and 2006 street overlay projects.
- Complete the NE 124 Intelligent Transportation System (ITS) project.
- Complete the sign inventory.
- Enhance central business district maintenance effort.

Organizational Values

- If deemed necessary, complete the Fleet reorganization and transition, including construction of new office area.
- Continue to increase use of Hansen.
- Maintain current levels of service to maintenance additions in work groups

2005-2006 BUDGET STREET OPERATING FUND



2005-2006 BUDGET ANALYSIS

STREET OPERATING FUND

ANALYSIS OF CHANGES

2004 Approved Budget		4,704,195
Less Reserves		<u>(1,007,461)</u>
2004 Approved Budget (Excluding Reserves)		<u><u>3,696,734</u></u>
2005 Basic Budget Increases:		
Central Services & Engineering Services Internal Charges	88,442	
Salaries & Wages	55,865	
Replacement Capital	47,100	
Employee Benefits	30,461	
Technology Internal Charges	18,101	
Maintenance Parts & Supplies	11,499	
Bank Processing Charges for Electronic Payment of Parking Fees	7,426	
Insurance	4,594	
Net Miscellaneous Increases	3,922	
	<hr/>	
Total Basic Budget Increases		267,410
2005 Basic Budget Decreases:		
One-Time Adjustments & Carryovers	(415,807)	
Fleet Internal Charges	(45,320)	
Facilities Maintenance Internal Charges	(13,565)	
	<hr/>	
Total Basic Budget Decreases		<u>(474,692)</u>
2005 Basic Budget		3,489,452
2005 Service Packages:		
Public Grounds Groundsperson	55,401	
Wayfinding Signs	15,000	
Parking Data Gathering	7,500	
Parking Advisory Board Support	7,000	
Central Business District Decoration Power Costs	5,000	
Wireless Access for Field Workers	1,035	
Help Desk & Telephone Support	663	
	<hr/>	
Total Service Packages		<u>91,599</u>
2005 Final Budget (Excluding Reserves)		<u><u>3,581,051</u></u>

COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	<u>Difference</u>	<u>% Change</u>
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	(115,683)	-3.13%

2005-2006 BUDGET ANALYSIS

STREET OPERATING FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves) 3,581,051

2006 Basic Budget Increases:

Salaries & Wages	78,523
Central Services & Engineering Services Internal Charges	28,661
Employee Benefits	26,269
Fleet Internal Charges	5,342
Insurance	4,508
Technology Internal Charges	4,281
Net Miscellaneous Increases	3,318
Facilities Maintenance Internal Charges	2,534

Total Basic Budget Increases 153,436

2006 Basic Budget Decreases:

One-Time Adjustments	(89,901)
Replacement Capital	(47,410)
Maintenance Parts & Supplies	(5,270)

Total Basic Budget Decreases (142,581)

2006 Basic Budget 3,591,906

2006 Service Packages:

Public Grounds Groundsperson	58,255
Central Business District Decoration Power Costs	5,000
Digital Video for City Website	458

Total Service Packages 63,713

2006 Final Budget (Excluding Reserves) 3,655,619

Plus Reserves 751,522

2006 Final Budget (Including Reserves) 4,407,141

2005-2006 Final Budget (Including Reserves) 7,988,192

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	Difference	% Change
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	74,568	2.08%

2005-2006 FINANCIAL OVERVIEW

STREET OPERATING FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002	2003-2004	2003-2004	2005-2006	Percent
	Actual	Estimate	Budget	Budget	Change
Salaries and Wages	1,484,516	1,774,193	1,800,317	2,011,994	11.76%
Benefits	442,713	518,701	586,580	750,389	27.93%
Supplies	626,883	696,887	667,662	687,037	2.90%
Other Services	2,866,403	3,356,721	3,442,102	3,587,807	4.23%
Government Services	181,778	1,290	1,363	2,326	70.65%
Capital Outlay	535,466	215,142	293,221	120,000	-59.08%
Reserves	0	0	1,007,461	828,639	-17.75%
TOTAL	6,137,759	6,562,934	7,798,706	7,988,192	2.43%

FINANCIAL SUMMARY BY DIVISION

	2001-2002	2003-2004	2003-2004	2005-2006	Percent
	Actual	Estimate	Budget	Budget	Change
Transportation Engineering	0	150,339	65,000	226,006	247.70%
Maintenance	4,086,182	4,319,203	4,487,677	4,404,541	-1.85%
Administrative/General	2,003,058	2,080,337	3,218,809	3,357,645	4.31%
Street Construction	48,519	13,055	27,220	0	-100.00%
TOTAL	6,137,759	6,562,934	7,798,706	7,988,192	2.43%

POSITION SUMMARY BY DIVISION

	2001-2002		2003-2004		2005-2006
	Actual	Adjustments	Budget	Adjustments	Budget
Transportation Engineering	0.00	0.50	0.50	0.00	0.50
Maintenance	12.15	0.20	12.35	-0.05	12.30
Administrative/General	2.82	-0.22	2.60	0.00	2.60
Street Construction	0.00	0.00	0.00	0.00	0.00
TOTAL	14.97	0.48	15.45	-0.05	15.40

2005-2006 POSITION SUMMARY

STREET OPERATING FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2001-2002 Positions	2003-2004 Positions	2005-2006 Positions	2005 Salary Range
Street Manager	1.00	0.95	0.95	5,547 - 7,157
Facilities & Op. Admin. Manager	0.50	0.20	0.20	5,422 - 6,995
Parking Coordinator	0.00	0.50	0.50	4,827 - 5,678
Public Grounds Supervisor	0.00	0.60	0.65	4,325 - 5,580
Senior Public Works Accountant	0.20	0.20	0.10	4,677 - 5,502
Electronics Technician I	1.00	1.00	1.00	4,538 - 5,416
Leadperson	1.00	1.00	1.00	4,237 - 5,112
Management Analyst	0.50	0.40	0.40	4,345 - 5,111
Senior Maintenance Person	5.50	5.50	5.50	3,555 - 4,591
Yard Maintenance & Inventory				
Control Person	0.65	0.25	0.25	3,555 - 4,591
Utility Craftsperson	0.00	0.10	0.10	3,312 - 4,234
Accounting Support Associate IV	0.00	0.00	0.05	3,424 - 4,028
Electronics Technician III	1.00	1.00	1.00	2,798 - 3,849
Groundsperson	0.00	1.50	1.45	2,798 - 3,849
Utilityperson	3.00	2.00	2.00	2,798 - 3,849
Public Works Office Specialist	0.00	0.25	0.25	3,064 - 3,604
Public Works Maintenance Secretary	0.62	0.00	0.00	
TOTAL	14.97	15.45	15.40	

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Street Operating (117)						
Taxes						
General Property Taxes						
Property Tax-Real & Personal	3111001	4,626,441	4,712,851	4,735,933	5,271,494	11.30 %
Total for General Property Taxes:		4,626,441	4,712,851	4,735,933	5,271,494	11.30 %
Total for Taxes:		4,626,441	4,712,851	4,735,933	5,271,494	11.30 %
Intergovernmental Revenue						
State Entitlements						
MVFT-City Streets	3360087	1,346,394	1,276,614	1,305,044	1,301,066	-0.30 %
Total for State Entitlements:		1,346,394	1,276,614	1,305,044	1,301,066	-0.30 %
Total for Intergovernmental Revenue:		1,346,394	1,276,614	1,305,044	1,301,066	-0.30 %
Charges for Goods and Services						
General Government						
Sale of Maps and Publications	3415001	100	190	200	200	0.00 %
Other General Government Svc:	3419001	18,731	4,850	10,000	5,000	-50.00 %
Total for General Government:		18,831	5,040	10,200	5,200	-49.01 %
Economic Environment						
Road Impact Fees	3458501	0	-1,754	0	0	0.00 %
Total for Economic Environment:		0	-1,754	0	0	0.00 %
Interfund/Interdep Sales Svc						
Interfund-Other Gen Govnm't	3491901	116,922	50,630	50,000	22,803	-54.39 %
Total for Interfund/Interdep Sales Svc:		116,922	50,630	50,000	22,803	-54.39 %
Total for Charges for Goods and Services:		135,753	53,916	60,200	28,003	-53.48 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	42,222	0	0	0	0.00 %
Total for Interest and Other Earnings:		42,222	0	0	0	0.00 %
Rents,Leases, & Concessions						
Parking Meters	3623001	23,515	68,093	74,000	166,500	125.00 %
Municipal Garage Daily	3623002	2,376	2,273	3,000	2,000	-33.33 %
Facilities Leases(LT)-Garage	3625001	25,420	25,476	24,000	24,000	0.00 %
Facilities Leases(LT)-Other	3625002	13,060	12,500	15,000	10,000	-33.33 %
Total for Rents,Leases, & Concessions:		64,371	108,342	116,000	202,500	74.56 %
Contrib/Donations - Private						

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Contrib/Donations Private	3679901	0	8,875	8,000	0	0.00 %
Total for Contrib/Donations - Private:		0	8,875	8,000	0	0.00 %
Other Misc Revenues						
Other Judgements & Settlement	3694001	37,556	17,953	20,000	15,000	-25.00 %
Other Misc Revenue	3699001	12,438	9,903	10,000	5,000	-50.00 %
Total for Other Misc Revenues:		49,994	27,856	30,000	20,000	-33.33 %
Total for Miscellaneous Revenues:		156,587	145,073	154,000	222,500	44.48 %
Other Financing Sources						
Operating Transfer In						
Operating Transfer In	3971001	27,685	291,221	199,820	15,000	-92.49 %
Total for Operating Transfer In:		27,685	291,221	199,820	15,000	-92.49 %
Resources Forward						
Resources Forward	3999901	0	1,322,538	2,195,219	1,150,129	-47.60 %
Total for Resources Forward:		0	1,322,538	2,195,219	1,150,129	-47.60 %
Total for Other Financing Sources:		27,685	1,613,759	2,395,039	1,165,129	-51.35 %
Total for Street Operating:		6,292,860	7,802,213	8,650,216	7,988,192	-7.65 %

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.



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CEMETERY OPERATING FUND

The Cemetery Operating Fund accounts for the operation of the City's cemetery. The primary source of revenue is user fees.



DEPARTMENT OVERVIEW

CEMETERY OPERATING FUND

MISSION

The Cemetery Operating fund is responsible for operating and maintaining the City of Kirkland Cemetery.

DEPARTMENT FUNCTIONS

The Parks Department maintenance crews provide for the operation and maintenance of the cemetery and services for interment procedures, including ongoing maintenance service such as mowing, edging, weeding, installation of markers, and verification of gravesites.

The Finance Department provides cemetery administration support through the sale of lots and markers and maintenance of cemetery records.

2004 ACCOMPLISHMENTS

- Continued sales and installation of upright markers to specified areas of the cemetery.
- Continued minor restoration of the historic sections of the cemetery.
- Secured donated benches and landscape material to enhance the grounds.

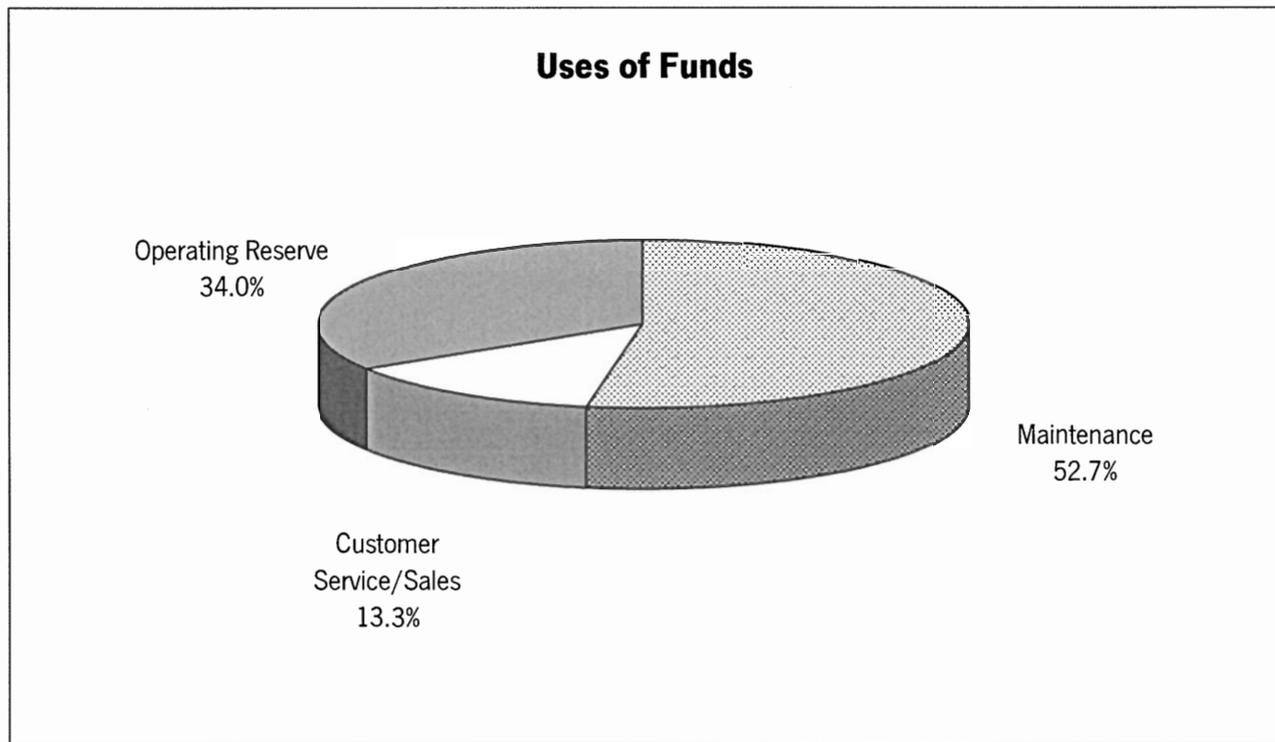
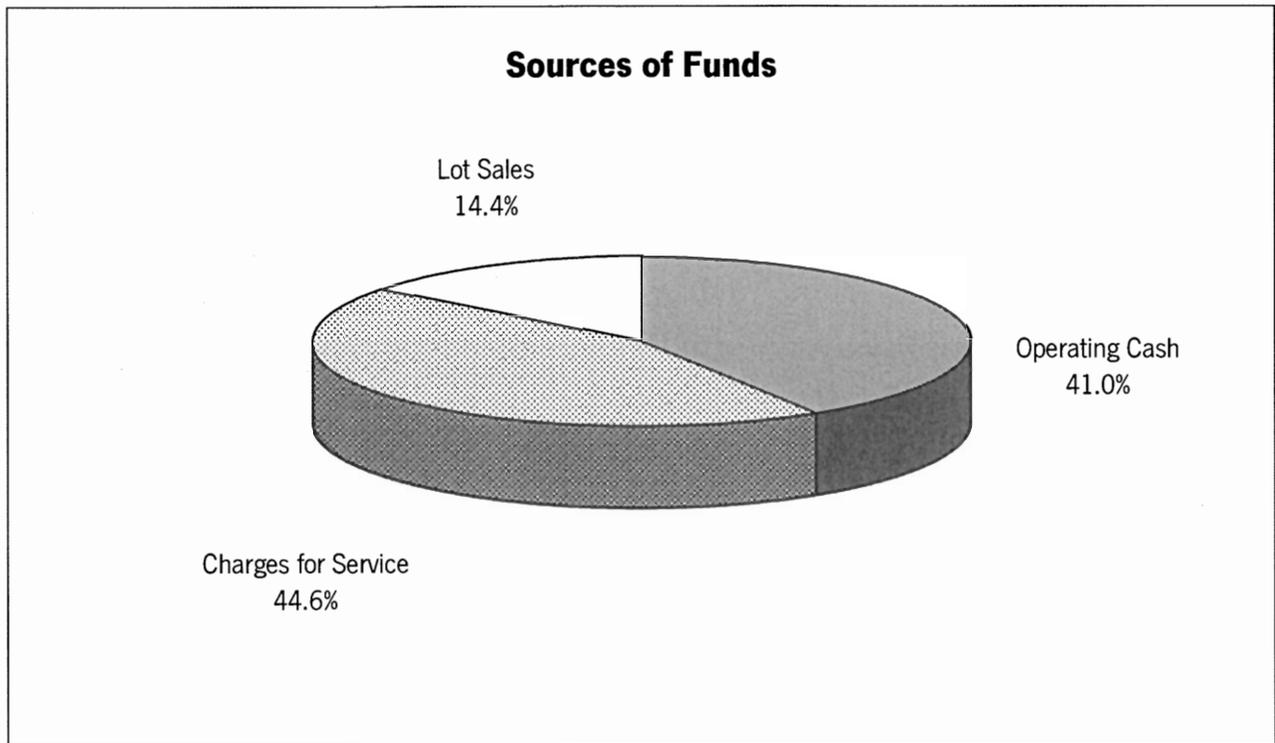
2005-2006 OBJECTIVES

Human Services

- Continue the establishment of a memorial garden of donated materials and amenities.
- Continue the restoration process in the historic sections of the cemetery.



2005-2006 BUDGET CEMETERY OPERATING FUND



2005-2006 BUDGET ANALYSIS

CEMETERY OPERATING FUND

ANALYSIS OF CHANGES

2004 Approved Budget		233,936
Less Reserves		<u>(138,256)</u>
2004 Approved Budget (Excluding Reserves)		<u>95,680</u>

2005 Basic Budget Increases:

Fleet Internal Charges	3,612	
Central Services Internal Charge	639	
Net Miscellaneous Increases	<u>277</u>	
Total Basic Budget Increases		4,528

2005 Basic Budget Decreases:

	<u>-</u>	
Total Basic Budget Decreases		<u>-</u>

2005 Basic Budget		100,208
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2005 Service Packages:

	<u>-</u>	
Total Service Packages		<u>-</u>

2005 Final Budget (Excluding Reserves)		<u>100,208</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)	4,528	4.73%

2005-2006 BUDGET ANALYSIS

CEMETERY OPERATING FUND

ANALYSIS OF CHANGES

2005 Final Budget		100,208
2006 Basic Budget Increases:		
Net Miscellaneous Increases	378	
Fleet Internal Charges	276	
Central Services Internal Charge	210	
Total Basic Budget Increases	<u>864</u>	864
2006 Basic Budget Decreases:		
Total Basic Budget Decreases	<u>-</u>	-
2006 Basic Budget		101,072
2006 Service Packages:		
Total Service Packages	<u>-</u>	-
2006 Final Budget (Excluding Reserves)		101,072
Plus Reserves		103,744
2006 Final Budget (Including Reserves)		<u>204,816</u>
2005-2006 Final Budget (Including Reserves)		<u>305,024</u>

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	<u>Difference</u>	<u>% Change</u>
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	864	0.86%

2005-2006 FINANCIAL OVERVIEW

CEMETERY OPERATING 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	0	0	0	0	n/a
Benefits	0	0	0	0	n/a
Supplies	30,235	34,233	37,500	38,352	2.27%
Other Services	157,006	153,615	142,415	158,728	11.45%
Government Services	214	139	200	200	0.00%
Capital Outlay	2,175	2,925	4,000	4,000	0.00%
Reserves	0	0	138,256	103,744	-24.96%
TOTAL	189,630	190,912	322,371	305,024	-5.38%

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>
Parks Maintenance	137,666	153,284	145,417	160,682	10.50%
Treasury	51,964	37,628	176,954	144,342	-18.43%
TOTAL	189,630	190,912	322,371	305,024	-5.38%

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>
Parks Maintenance	0.00	0.00	0.00	0.00	0.00
Treasury	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Cemetery Operating (122)						
Charges for Goods and Services						
Physical Environment						
Sale of Markers	3436001	45,533	49,617	47,000	44,000	-6.38 %
Marker Setting Fee	3436002	35,573	32,937	29,100	30,000	3.09 %
Open and Close	3436003	70,780	69,430	62,000	60,000	-3.22 %
Liner Setting Fee	3436004	4,250	2,700	5,500	2,000	-63.63 %
Total for Physical Environment:		156,136	154,684	143,600	136,000	-5.29 %
Total for Charges for Goods and Services:		156,136	154,684	143,600	136,000	-5.29 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	3,718	0	0	0	0.00 %
Total for Interest and Other Earnings:		3,718	0	0	0	0.00 %
Total for Miscellaneous Revenues:		3,718	0	0	0	0.00 %
Other Financing Sources						
Disposition of Fixed Assets						
Proceeds Sales of Fixed Assets	3951001	52,638	42,668	44,000	44,000	0.00 %
Total for Disposition of Fixed Assets:		52,638	42,668	44,000	44,000	0.00 %
Resources Forward						
Resources Forward	3999901	0	136,436	243,049	125,024	-48.56 %
Total for Resources Forward:		0	136,436	243,049	125,024	-48.56 %
Total for Other Financing Sources:		52,638	179,104	287,049	169,024	-41.11 %
Total for Cemetery Operating:		212,492	333,788	430,649	305,024	-29.17 %

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.



Special Revenue Funds are established to account for specific resources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

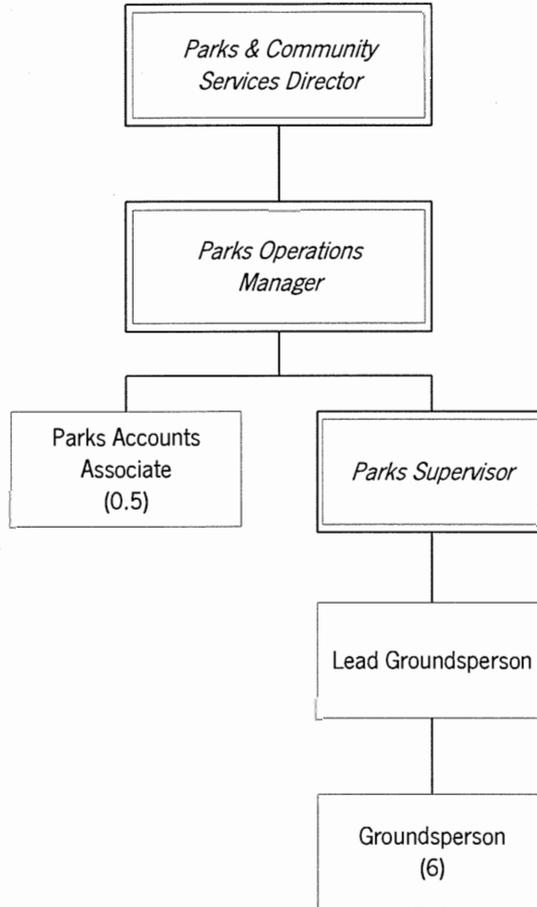
PARKS MAINTENANCE FUND

The Parks Maintenance Fund accounts for the maintenance and operation of park properties acquired and/or developed with a park bond passed in November 2002. The primary source of revenue is from a special property tax levy approved in November 2002.



CITY OF KIRKLAND
Parks & Community Services Department

Parks Maintenance Fund



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

DEPARTMENT OVERVIEW

PARKS MAINTENANCE FUND

MISSION

Provide and demonstrate excellence, making Kirkland the place to be.

DEPARTMENT FUNCTIONS

The **Parks Maintenance Fund** accounts for the maintenance and operation of properties to be acquired and/or developed as a result of a parks bond approved by voters in November 2002. These properties and projects include future park land purchased with the Acquisition Opportunity Fund, and the City-School Partnership program which encompasses school playfield improvements, maintenance, and scheduling administration. The maintenance and operating costs are funded by a special property tax levy approved by the voters in November 2002.

This fund accounts for irrigation installations, dock and boat launch repairs, athletic field renovations, ballfield maintenance and scheduling, park rentals, and other repair and construction projects of these properties.

2004 ACCOMPLISHMENTS

- Completed the installation of new play equipment at Juanita Beach Park.
- Continued securing staff and equipment necessary to support the bond/levy projects.

- Installed backstops and soccer goals at Mark Twain and Lakeview Elementary Schools.
- Completed parking lot improvements and restoration at Juanita Beach Park.
- Fine tuned the scheduling process for City/School partnership properties.

2005-2006 OBJECTIVES

Environmental Stewardship

- Complete tree work throughout Juanita Beach Park, tree evaluations, and perform recommended maintenance.

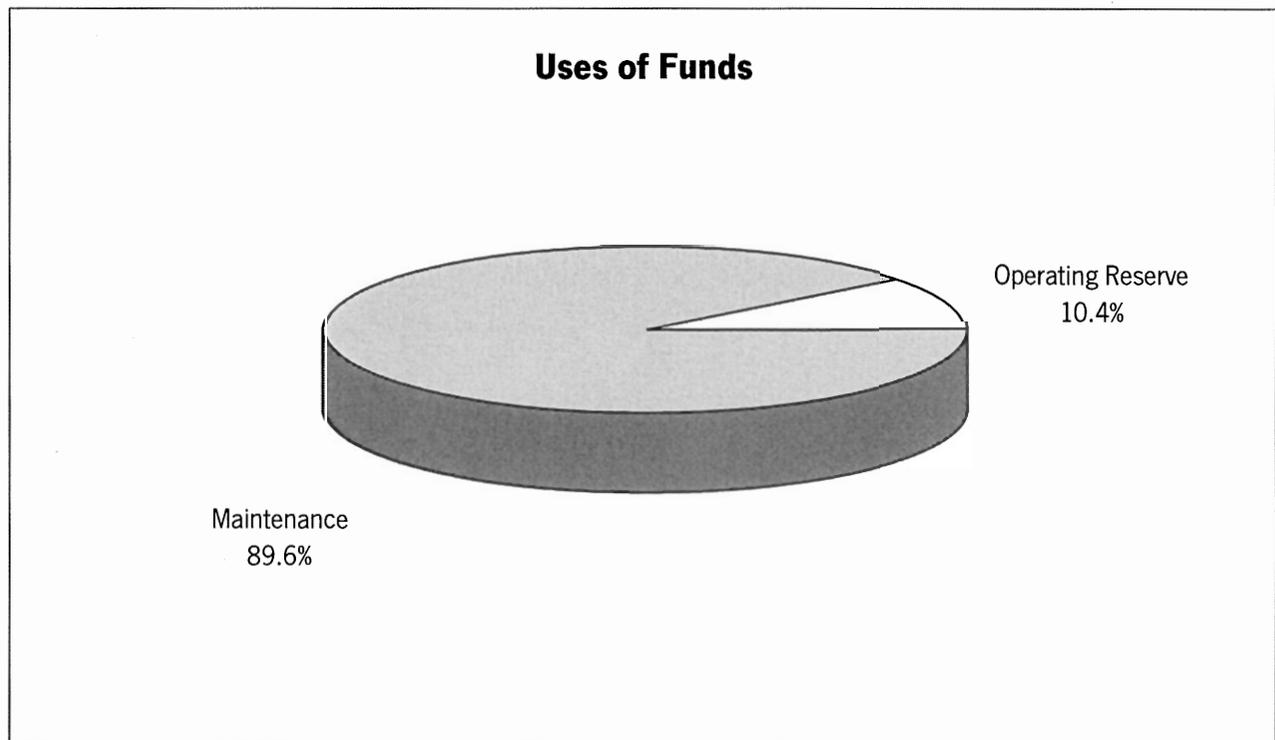
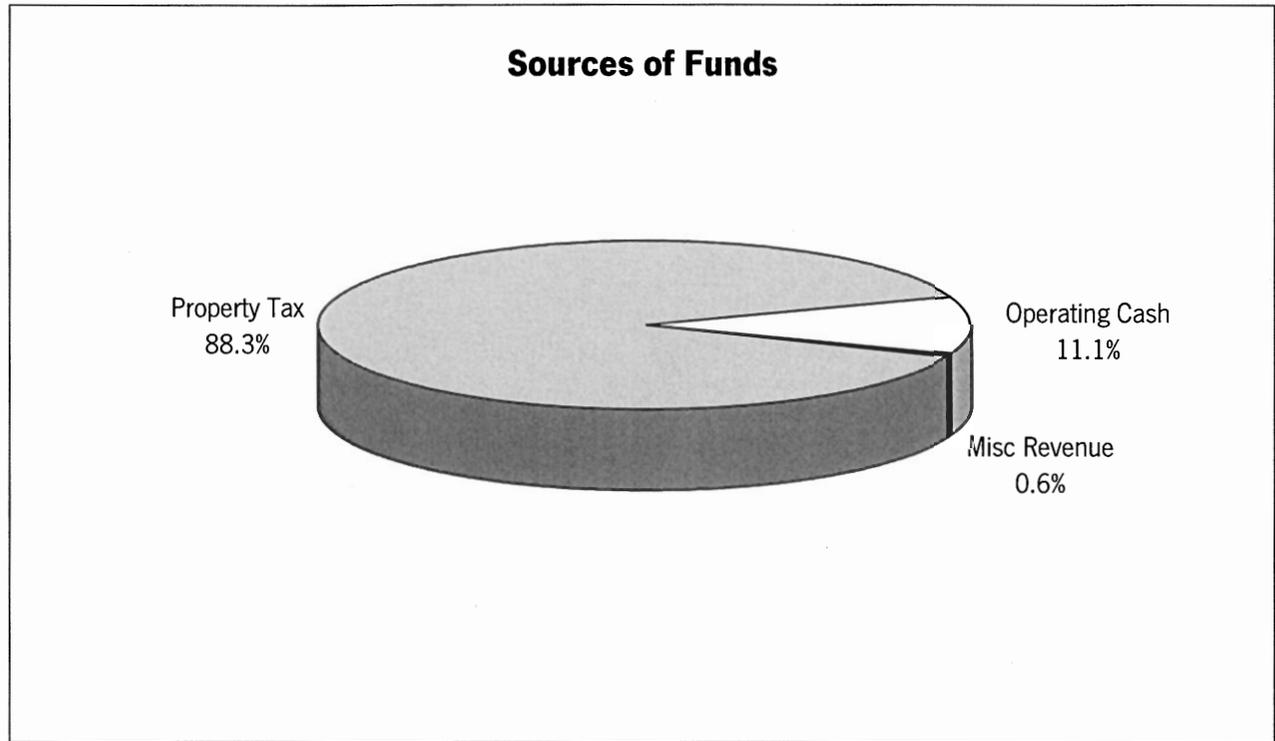
Community Involvement

- Continue enhancing the working relationship with Lake Washington School District.
- Develop a maintenance program for the new City/School partnership properties at the conclusion of the construction phase.

Investment in Infrastructure

- Complete the process of securing staff and equipment necessary to support the bond/levy projects and new properties.
- Install new irrigation mainlines/infrastructure at Juanita Beach Park.
- Complete minor enhancements to the buildings and facilities.

2005-2006 BUDGET PARKS MAINTENANCE FUND



2005-2006 BUDGET ANALYSIS

PARKS MAINTENANCE FUND

ANALYSIS OF CHANGES

2004 Approved Budget		854,379
Less Reserves		(177,159)
2004 Approved Budget (Excluding Reserves)		<u>677,220</u>
2005 Basic Budget Increases:		
Central Services Internal Charge	38,686	
Salaries & Wages (Includes Annualized Cost of 2 Groundspersons Approved in 2004 for 9 Months)	36,997	
Fleet Internal Charges	18,960	
Employee Benefits	12,500	
Insurance	7,228	
Technology Internal Charges	7,115	
Total Basic Budget Increases		121,486
2005 Basic Budget Decreases:		
Replacement Capital	(52,976)	
One-Time Adjustments & Carryovers	(45,000)	
Contracted Services (Trees, Geese, Signage, Electrical & Plumbing)	(8,750)	
Operating Supplies	(7,003)	
Repairs & Maintenance	(4,250)	
Utilities	(3,000)	
Net Miscellaneous Decreases	(1,097)	
Total Basic Budget Decreases		(122,076)
2005 Basic Budget		676,630
2005 Service Packages:		
Help Desk & Telephone Support	337	
Total Service Packages		337
2005 Final Budget (Excluding Reserves)		<u>676,967</u>

COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	Difference	% Change
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	(253)	-0.04%

2005-2006 BUDGET ANALYSIS

PARKS MAINTENANCE FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves) 676,967

2006 Basic Budget Increases:

Salaries & Wages	31,154
Utilities (Reflects Completion of School Projects & First Full Year of Operation)	22,000
Employee Benefits	10,033
Operating Supplies	2,033
Central Services Internal Charge	1,934
Fleet Internal Charges	1,740
Insurance	1,053
Technology Internal Charges	1,011
Net Miscellaneous Increases	84

Total Basic Budget Increases 71,042

2006 Basic Budget Decreases:

Total Basic Budget Decreases -

2006 Basic Budget 748,009

2006 Service Packages:

Groundsperson	53,807
Digital Video for City Website	193

Total Service Packages 54,000

2006 Final Budget (Excluding Reserves) 802,009

Plus Reserves 172,230

2006 Final Budget (Including Reserves) 974,239

2005-2006 Final Budget (Including Reserves) 1,651,206

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	Difference	% Change
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	125,042	18.47%

2005-2006 FINANCIAL OVERVIEW

PARKS MAINTENANCE FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002	2003-2004	2003-2004	2005-2006	Percent
	Actual	Estimate	Budget	Budget	Change
Salaries and Wages	0	430,968	415,035	622,903	50.08%
Benefits	0	157,574	182,178	286,806	57.43%
Supplies	0	129,667	119,760	93,595	-21.85%
Other Services	0	230,250	330,550	455,833	37.90%
Government Services	0	0	0	0	n/a
Capital Outlay	0	219,862	302,000	0	-100.00%
Reserves	0	0	177,159	192,069	8.42%
TOTAL	0	1,168,321	1,526,682	1,651,206	8.16%

FINANCIAL SUMMARY BY DIVISION

	2001-2002	2003-2004	2003-2004	2005-2006	Percent
	Actual	Estimate	Budget	Budget	Change
Parks Maintenance	0	1,168,321	1,526,682	1,651,206	8.16%
TOTAL	0	1,168,321	1,526,682	1,651,206	8.16%

POSITION SUMMARY BY DIVISION

	2001-2002		2003-2004		2005-2006
	Actual	Adjustments	Budget	Adjustments	Budget
Parks Maintenance	0.00	6.50	6.50	1.00	7.50
TOTAL	0.00	6.50	6.50	1.00	7.50

2005-2006 POSITION SUMMARY

PARKS MAINTENANCE FUND

POSITION SUMMARY BY CLASSIFICATION

<u>Classification</u>	<u>2001-2002 Positions</u>	<u>2003-2004 Positions</u>	<u>2005-2006 Positions</u>	<u>2005 Salary Range</u>
Leadperson	0.00	1.00	1.00	4,237 - 5,111
Groundsperson	0.00	5.00	6.00	2,798 - 3,849
Parks Account Associate	0.00	0.50	0.50	3,195 - 3,758
TOTAL	0.00	6.50	7.50	

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

	2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Parks Maintenance Fund (125)					
Taxes					
General Property Taxes					
Property Tax - Parks M&O Levy 3111002	0	1,422,043	1,469,592	1,457,482	-0.82 %
Total for General Property Taxes:	0	1,422,043	1,469,592	1,457,482	-0.82 %
Total for Taxes:	0	1,422,043	1,469,592	1,457,482	-0.82 %
Miscellaneous Revenues					
Rents,Leases, & Concessions					
Park Facility Rentals 3624005	0	6,565	0	10,600	0.00 %
Total for Rents,Leases, & Concessions:	0	6,565	0	10,600	0.00 %
Total for Miscellaneous Revenues:	0	6,565	0	10,600	0.00 %
Other Financing Sources					
Resources Forward					
Resources Forward 3999901	0	95,615	95,615	183,124	91.52 %
Total for Resources Forward:	0	95,615	95,615	183,124	91.52 %
Total for Other Financing Sources:	0	95,615	95,615	183,124	91.52 %
Total for Parks Maintenance Fund:	0	1,524,223	1,565,207	1,651,206	5.49 %

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.

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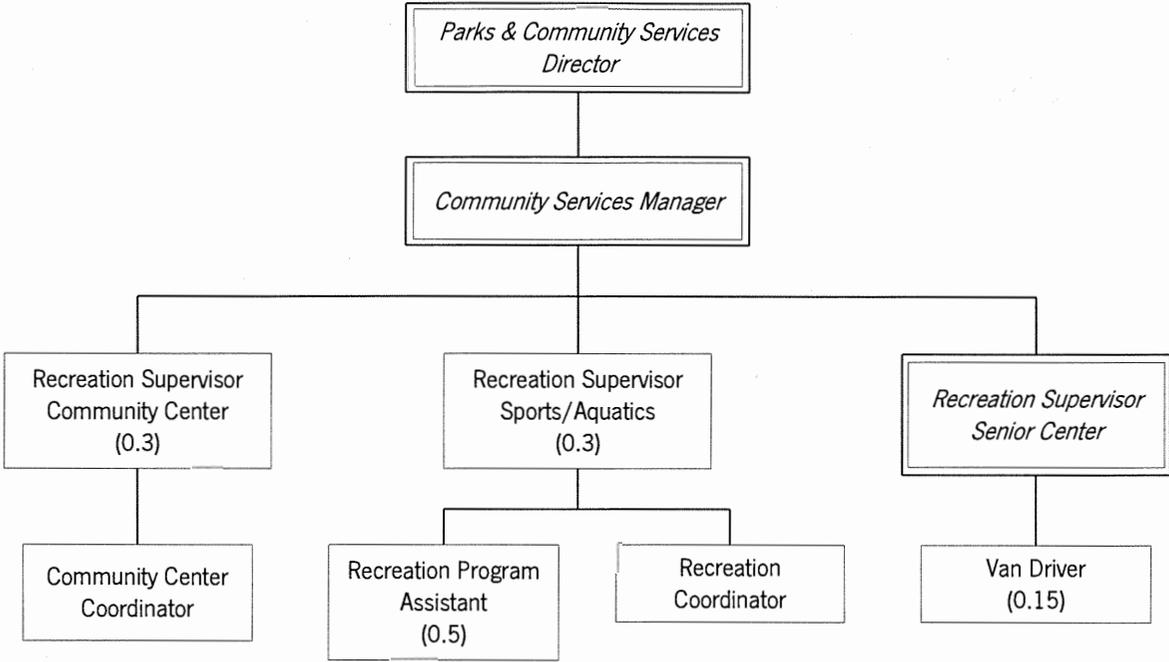
RECREATION PROGRAMS REVOLVING FUND

The Recreation Programs Revolving Fund accounts for the City's fee supported recreational programs. The primary source of revenue is user fees.



CITY OF KIRKLAND
Parks & Community Services Department

Recreation Programs Revolving 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

RECREATION PROGRAMS REVOLVING FUND

MISSION

To provide high-quality revenue-generating recreation, enrichment, and sports programs.

DEPARTMENT FUNCTIONS

The **Community Services Division** provides instructors, leaders, and supervisors for revenue-generating recreation programs which serve approximately 12,200 youth and adults per year. This area is facilitated by three Recreation Supervisors, two Recreation Coordinators, four Program Assistants/Recreation Associates, and over 80 part-time employees and contracted staff. Fee supported programs include adult basketball, volleyball, and softball; tennis; day camps; youth sports and camps; swim lessons; gymnastics; preschool and youth programs. Senior Center fee supported programs include arts and crafts classes, lifelong learning programs, special interest classes, special events, and van trips.

2004 ACCOMPLISHMENTS

- Increased sponsorship funds for recreation programs.
- Increased enrollments and revenues.
- Developed programs for new parks sites: Juanita Beach and McAuliffe.
- Increased online registration from 25% to 50% utilization.
- Continued involvement with Egov Alliance to develop regional recreation registration site.

2005-2006 OBJECTIVES

Community Involvement

- Develop outdoor volleyball league at Juanita Beach.
- Launch regional registration website, Myparksandrecreation.com.

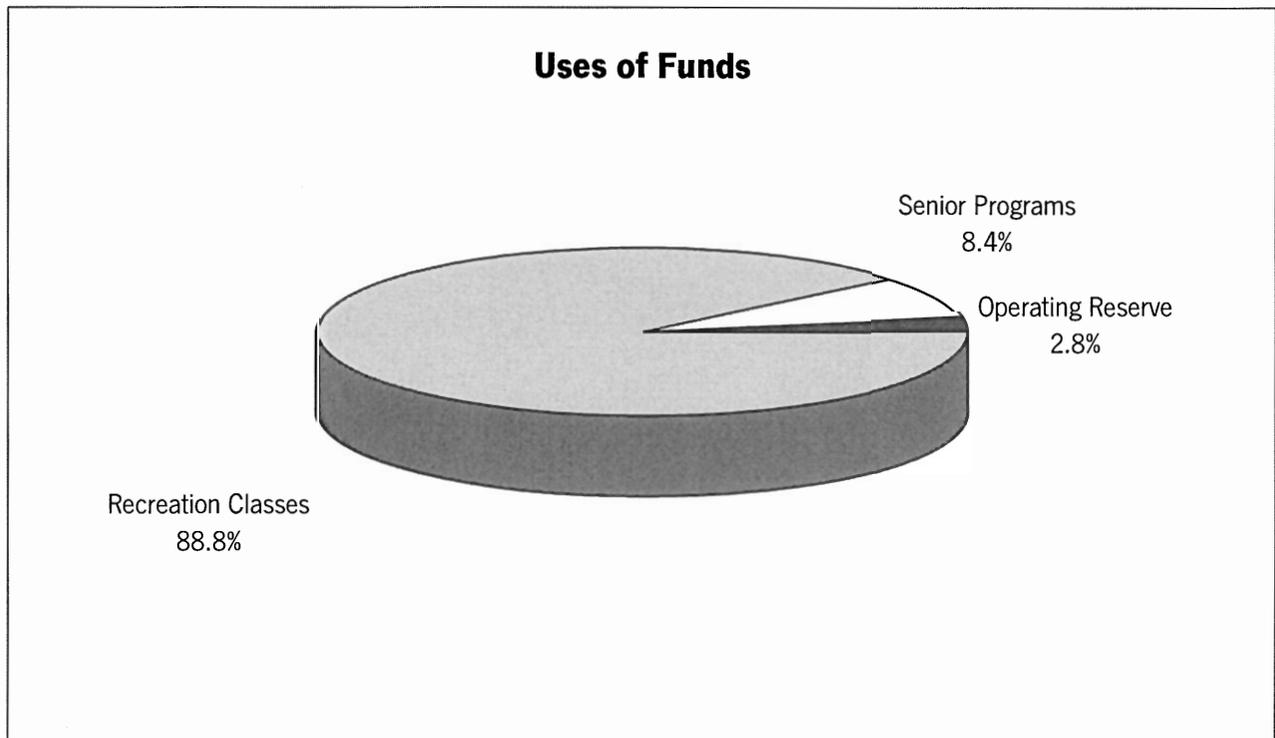
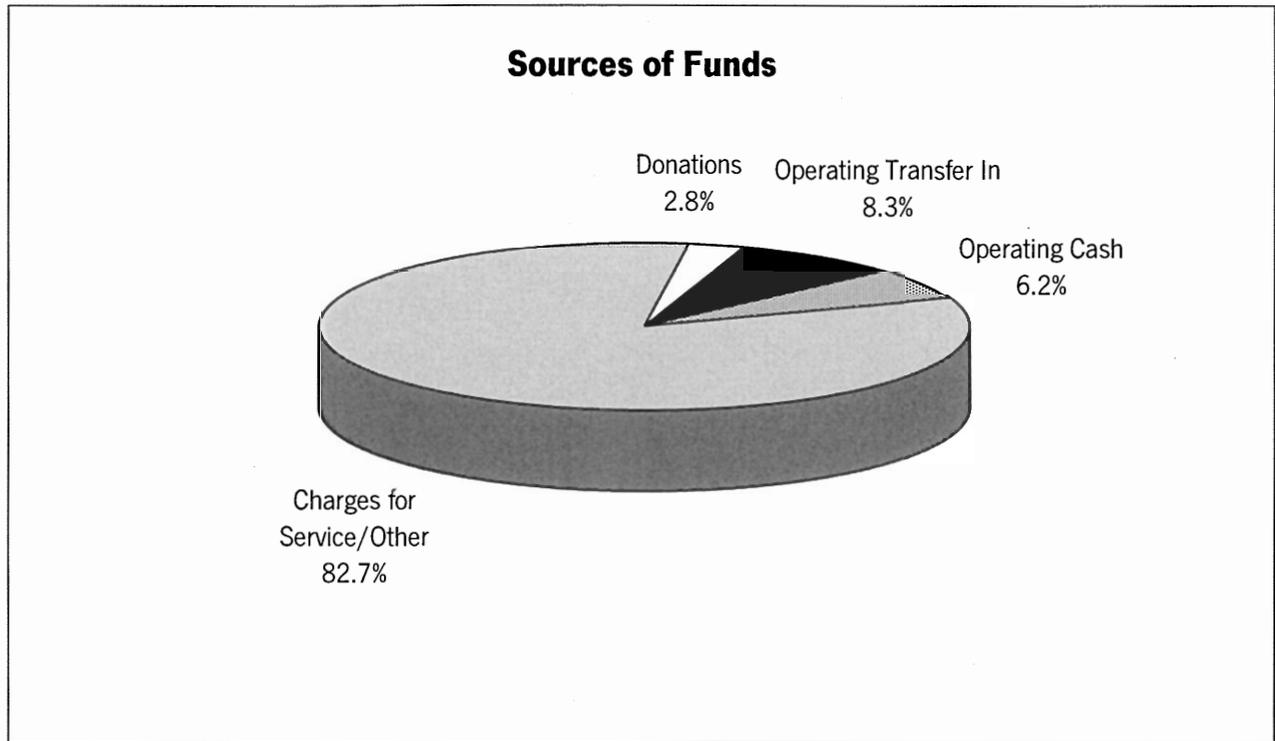
Investment in the Infrastructure

- Participate in Master Planning process for Juanita Beach and McAuliffe to explore options for recreation opportunities.
- Upgrade pool (dependent on funding).

Financial Stability

- Continue to increase programs, enrollments, and revenues, to meet the needs of residents.
- Continue to solicit sponsorships for select programs.

2005-2006 BUDGET RECREATION PROGRAMS REVOLVING FUND



2005-2006 BUDGET ANALYSIS

RECREATION PROGRAMS REVOLVING FUND

ANALYSIS OF CHANGES

2004 Approved Budget		914,885
Less Reserves		(63,491)
2004 Approved Budget (Excluding Reserves)		<u>851,394</u>
2005 Basic Budget Increases:		
Salaries & Wages	10,537	
Employee Benefits	9,317	
Summer Sports Camps & Contracted Umpire Services	9,000	
Youth Programs	8,037	
Facilities Maintenance Internal Charges	5,569	
Bank Processing Charges for Online Registration	4,180	
Quarterly Recreation Brochure	4,000	
Technology Internal Charges	3,036	
Operating Supplies (Dive Team & NKCC Concert)	2,548	
	<hr/>	
Total Basic Budget Increases		56,224
2005 Basic Budget Decreases:		
Senior Center Programs (Dance, Exercise & Art Instruction)	(15,439)	
One-Time Adjustments & Carryovers	(5,000)	
Fleet Internal Charges	(1,320)	
Net Miscellaneous Decreases	(889)	
	<hr/>	
Total Basic Budget Decreases		(22,648)
2005 Basic Budget		884,970
2005 Service Packages:		
Help Desk & Telephone Support	468	
	<hr/>	
Total Service Packages		468
2005 Final Budget (Excluding Reserves)		<u>885,438</u>

COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	<u>Difference</u>	<u>% Change</u>
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	34,044	4.00%

2005-2006 BUDGET ANALYSIS

RECREATION PROGRAMS REVOLVING FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves)		885,438
 2006 Basic Budget Increases:		
Salaries & Wages	20,379	
Employee Benefits	9,606	
Facilities Maintenance Internal Charges	4,921	
Central Services Internal Charge	2,653	
Net Miscellaneous Increases	1,351	
Summer Sports Camps	1,000	
Insurance	485	
Technology Internal Charges	12	
Total Basic Budget Increases		40,407
 2006 Basic Budget Decreases:		
	-	
Total Basic Budget Decreases		-
 2006 Basic Budget		 925,845
 2006 Service Packages:		
Digital Video for City Website	93	
Total Service Packages		93
 2006 Final Budget (Excluding Reserves)		 925,938
Plus Reserves		51,965
2006 Final Budget (Including Reserves)		977,903
 2005-2006 Final Budget (Including Reserves)		 1,863,341

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	<u>Difference</u>	<u>% Change</u>
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	40,500	4.57%

2005-2006 FINANCIAL OVERVIEW

RECREATION PROGRAMS REVOLVING FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Salaries and Wages	549,300	632,732	656,960	701,641	6.80%
Benefits	121,856	146,335	145,500	182,736	25.59%
Supplies	53,867	58,067	57,425	51,507	-10.31%
Other Services	575,283	809,569	807,242	862,788	6.88%
Government Services	1,611	63	120	120	0.00%
Capital Outlay	0	0	0	0	n/a
Reserves	0	0	63,491	64,549	1.67%
TOTAL	1,301,917	1,646,766	1,730,738	1,863,341	7.66%

FINANCIAL SUMMARY BY DIVISION

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Community Services	1,301,917	1,646,766	1,730,738	1,863,341	7.66%
TOTAL	1,301,917	1,646,766	1,730,738	1,863,341	7.66%

POSITION SUMMARY BY DIVISION

	2001-2002 Actual	Adjustments	2003-2004 Budget	Adjustments	2005-2006 Budget
Community Services	3.25	0.00	3.25	0.00	3.25
TOTAL	3.25	0.00	3.25	0.00	3.25

2005-2006 POSITION SUMMARY

RECREATION PROGRAMS REVOLVING FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2001-2002 Positions	2003-2004 Positions	2005-2006 Positions	2005 Salary Range
Recreation Supervisor	0.60	0.60	0.60	4,688 - 6,049
Recreation Coordinator	1.00	2.00	2.00	3,983 - 4,685
Recreation Program Assistant	0.00	0.50	0.50	3,230 - 3,799
Recreation Accounts Associate	1.50	0.00	0.00	
Van Driver	0.15	0.15	0.15	2,623 - 3,085
TOTAL	3.25	3.25	3.25	

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Recreation Programs (126)						
Intergovernmental Revenue						
Interlocal Grants/Entitlements						
Other King County Grants	3370801	0	5,000	5,000	0	0.00 %
Total for Interlocal Grants/Entitlements:		0	5,000	5,000	0	0.00 %
Total for Intergovernmental Revenue:		0	5,000	5,000	0	0.00 %
Charges for Goods and Services						
General Government						
Merchandise Sales-Non Food	3417001	24	100	0	0	0.00 %
Food Sales-Taxable	3417002	2,475	2,534	2,800	2,500	-10.71 %
Sr. Stamp	3417004	445	0	200	0	0.00 %
Total for General Government:		2,944	2,634	3,000	2,500	-16.66 %
Culture and Recreation						
Special Event Admissions	3474001	3,244	4,708	4,800	4,460	-7.08 %
Open Gym Fees	3476001	11,697	7,988	13,000	7,000	-46.15 %
Recreational Sports	3476002	130,083	161,891	152,000	193,100	27.03 %
Team Sports	3476003	93,756	191,385	179,000	201,000	12.29 %
Physical Fitness	3476004	102,114	93,667	106,705	100,000	-6.28 %
Tennis/Badminton	3476005	60,922	41,319	74,000	12,400	-83.24 %
Day Camp	3476006	148,946	151,044	156,000	156,000	0.00 %
Aquatics	3476007	241,862	270,073	256,000	298,200	16.48 %
Misc Rec/Instructional Activ	3476008	95,671	103,847	102,000	100,000	-1.96 %
Dance & Drama Instruction	3476009	241,929	203,682	250,000	200,000	-20.00 %
Recreation/Educ Classes	3476010	130,235	197,606	181,885	172,490	-5.16 %
Misc Recreation Activities	3476011	842	1,092	0	0	0.00 %
Dance Event - Taxable	3476012	1,265	15	0	0	0.00 %
Van Trips	3476015	19,809	22,301	24,150	20,200	-16.35 %
Misc Youth Programs	3476016	0	70,697	0	70,000	0.00 %
Bazaars and Flea Markets	3479001	55	1,409	270	900	233.33 %
Total for Culture and Recreation:		1,282,430	1,522,724	1,499,810	1,535,750	2.39 %
Total for Charges for Goods and Services:		1,285,374	1,525,358	1,502,810	1,538,250	2.35 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	3,160	0	0	0	0.00 %
Total for Interest and Other Earnings:		3,160	0	0	0	0.00 %
Contrib/Donations - Private						

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Contrib/Donations Private	3679901	43,470	77,009	65,900	52,600	-20.18 %
Total for Contrib/Donations - Private:		43,470	77,009	65,900	52,600	-20.18 %
Other Misc Revenues						
Cash Over/Short	3698101	-19	66	0	0	0.00 %
Other Misc Revenue	3699001	7,895	8,050	10,325	4,000	-61.25 %
Total for Other Misc Revenues:		7,876	8,116	10,325	4,000	-61.25 %
Total for Miscellaneous Revenues:		54,506	85,125	76,225	56,600	-25.74 %
Other Financing Sources						
Operating Transfer In						
Operating Transfer In	3971001	0	76,447	26,447	155,000	486.07 %
Total for Operating Transfer In:		0	76,447	26,447	155,000	486.07 %
Resources Forward						
Resources Forward	3999901	0	105,315	217,172	113,491	-47.74 %
Total for Resources Forward:		0	105,315	217,172	113,491	-47.74 %
Total for Other Financing Sources:		0	181,762	243,619	268,491	10.20 %
Total for Recreation Programs:		1,339,880	1,797,245	1,827,654	1,863,341	1.95 %

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.



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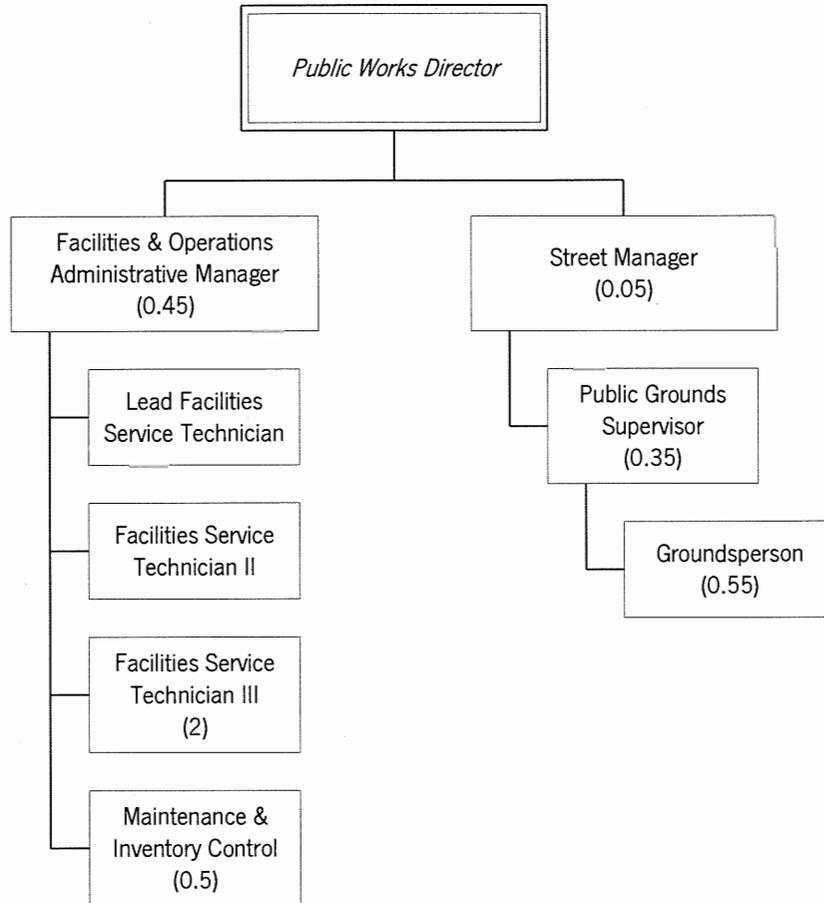
FACILITIES MAINTENANCE FUND

The Facilities Maintenance Fund accounts for the operations and maintenance of the City's building facilities and public facilities ground maintenance and landscaping. The primary sources of revenue are taxes and charges for services.



CITY OF KIRKLAND
Public Works Department

Facilities Maintenance Fund



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



DEPARTMENT OVERVIEW

FACILITIES MAINTENANCE FUND

MISSION

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

DEPARTMENT FUNCTIONS

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

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

Facilities Services serves as the City agent for residential rental properties that the City owns, ensuring that these facilities are maintained and rented for full market rent. The Facilities Division also manages the contracted janitorial services for all City facilities.

Facilities Services strives to provide quality results, unsurpassed customer service, safety in all facilities and use of facilities by staff and citizenry.

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

2004 ACCOMPLISHMENTS

- Assisted the Fire Department with management of Station 27 capital improvements.
- Completed projects associated with life cycle program, including HVAC replacement at City Hall, North Kirkland Community Center and Fire Station 25; and flooring replacement at Senior Center and the Maintenance Center.
- Completed painting projects at Fire Station 21, Senior Center, Kirkland Performance Center, and Hopelink.
- Installed electronic locks at the Maintenance Center.
- Completed projects associated with the Space Study for the Maintenance Center including building a new Fleet office adjacent to the shop and relocating Police Evidence to the new Municipal Court building.
- Landscape and irrigation improvements at City Hall, fire stations, and Maintenance Center.
- Grounds Operations move from Rose Hill Building to Maintenance Center.

2005-2006 OBJECTIVES

Investment in the Infrastructure

- Complete projects associated with life cycle program.
- Fully implement a Maintenance Management Information System (MMIS) and utilize it to better manage preventative maintenance programs, track status of

customer service requests, and infrastructure maintenance.

Environmental Stewardship

- Promotion and implementation of conservation measures in City Facilities and on facility grounds.
- Pesticide licensing and irrigation training for all Grounds FTE's.
- Continually improve communication and level of service to customers through project management and effective distribution of work.

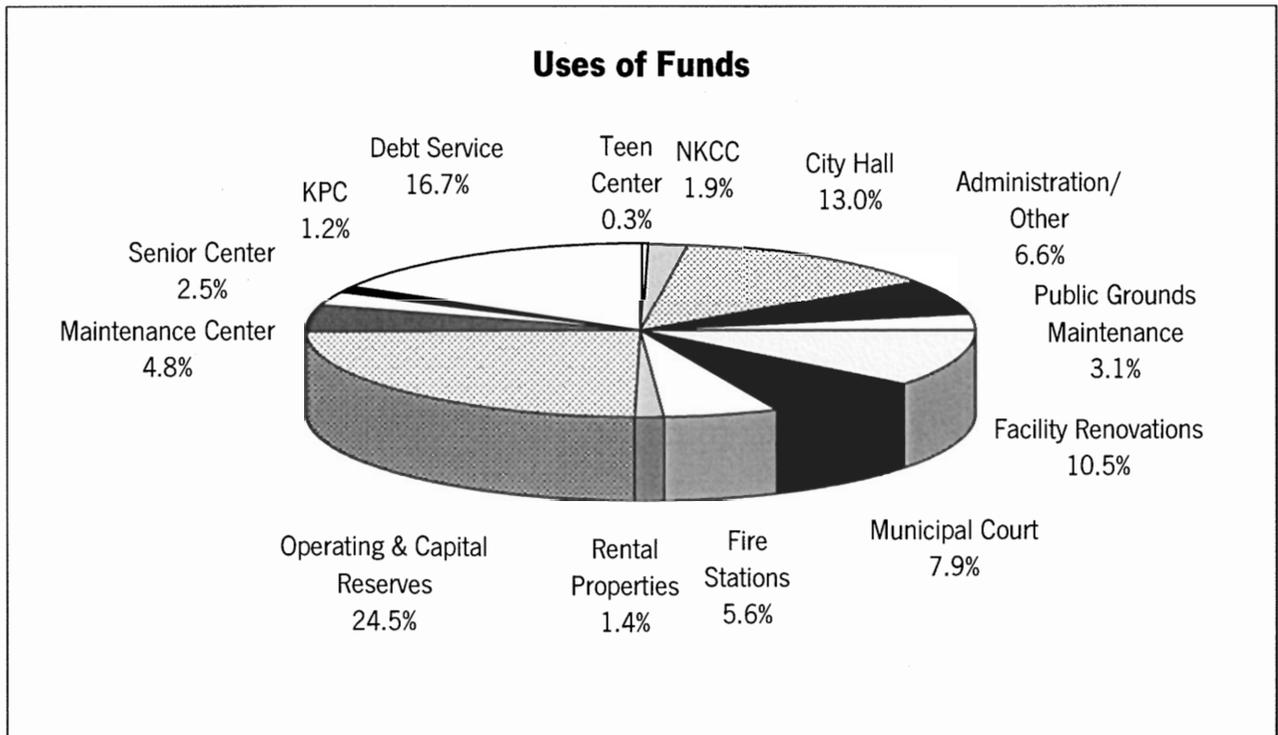
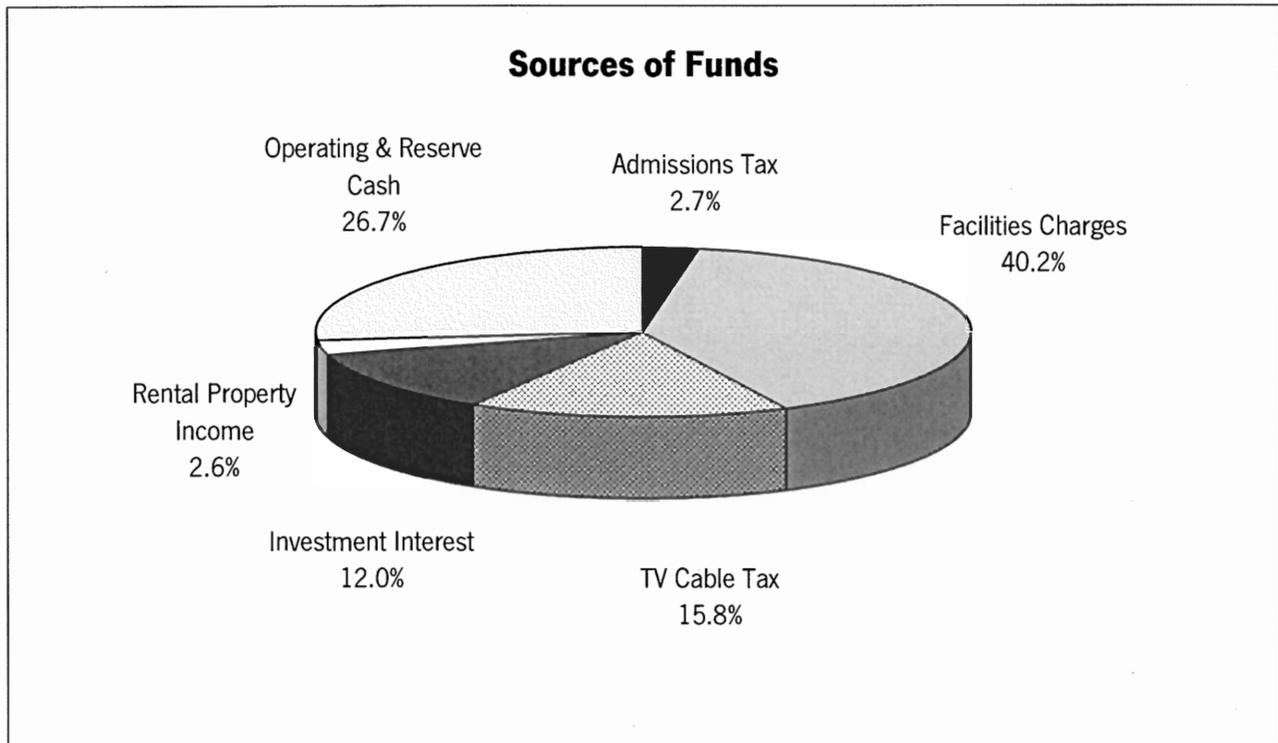
Financial Stability

- Complete projects associated with life cycle program.
- Implement a maintenance management system for facilities and public grounds work orders.

Organizational Values

- Improve communication with customers through development of a Facilities User Group and availability of information through Kirknet.

2005-2006 BUDGET FACILITIES MAINTENANCE FUND



2005-2006 BUDGET ANALYSIS

FACILITIES MAINTENANCE FUND

ANALYSIS OF CHANGES

2004 Approved Budget	5,015,780
Less Reserves	(1,984,815)
2004 Approved Budget (Excluding Reserves)	<u>3,030,965</u>

2005 Basic Budget Increases:

New Municipal Court Lease & Related Operating Costs	49,597	
Utilities	32,232	
Insurance	24,683	
Rental Property Leasehold Excise Taxes	16,000	
Salaries & Wages	11,351	
Employee Benefits	8,865	
Property Management & Landscaping Services (Rental Properties)	8,200	
City Hall & Maintenance Center Debt Service	7,970	
Repairs & Maintenance	4,425	
Technology Internal Charges	3,451	
Net Miscellaneous Increases	2,297	
Total Basic Budget Increases	<u>169,071</u>	

2005 Basic Budget Decreases:

Facilities Lifecycle Transfers to Capital Improvement Program	(114,283)	
Operating Rentals & Leases (Re-locate Staff to Maintenance Center)	(35,980)	
One-Time Adjustments & Carryovers	(25,244)	
Janitorial Contract	(16,890)	
Communication (Elimination of T-1 Line)	(5,380)	
Operating & Repair Supplies	(3,154)	
Total Basic Budget Decreases	<u>(200,931)</u>	

2005 Basic Budget	2,999,105
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2005 Service Packages:

Citywide Facilities Horizon Plan	50,000	
Funding for Evidence Room/Processing Lab Design (Police Dept)	40,000	
Funding for Jail Expansion Study (Police Dept)	40,000	
Funding for Council Chamber Renovation Study (Non-Departmental)	10,000	
Help Desk & Telephone Support (919 Offset by Expenditure Savings)	-	
Total Service Packages	<u>140,000</u>	

2005 Final Budget (Excluding Reserves)	<u>3,139,105</u>
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COMPARISON OF 2004 BUDGET TO 2005 BUDGET

	Difference	% Change
2004 Approved Budget (Excluding Reserves) to 2005 Final Budget (Excluding Reserves)	108,140	3.57%

2005-2006 BUDGET ANALYSIS

FACILITIES MAINTENANCE FUND

ANALYSIS OF CHANGES

2005 Final Budget (Excluding Reserves) 3,139,105

2006 Basic Budget Increases:

Facilities Lifecycle Transfers to Capital Improvement Program	87,675
Salaries & Wages	29,975
Insurance	14,474
Utilities	11,201
Employee Benefits	9,251
Contracted Services (Janitorial, HVAC, Alarms & Other)	6,948
New Municipal Court Lease	6,424
Repairs & Maintenance	3,154
Fleet Internal Charges	2,761
Technology Internal Charges	1,954

Total Basic Budget Increases 173,817

2006 Basic Budget Decreases:

One-Time Adjustments	(140,000)
City Hall & Maintenance Center Debt Service	(3,775)

Total Basic Budget Decreases (143,775)

2006 Basic Budget 3,169,147

2006 Service Packages:

Digital Video for City Website	175
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Total Service Packages 175

2006 Final Budget (Excluding Reserves) 3,169,322

Plus Reserves 2,047,161

2006 Final Budget (Including Reserves) 5,216,483

2005-2006 Final Budget (Including Reserves) 8,355,588

COMPARISON OF 2005 BUDGET TO 2006 BUDGET

	<u>Difference</u>	<u>% Change</u>
2005 Final Budget (Excluding Reserves) to 2006 Final Budget (Excluding Reserves)	30,217	0.96%

2005-2006 FINANCIAL OVERVIEW

FACILITIES MAINTENANCE FUND

FINANCIAL SUMMARY BY OBJECT

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Salaries and Wages	710,257	679,609	759,468	682,832	-10.09%
Benefits	167,811	212,060	237,980	254,909	7.11%
Supplies	160,564	159,278	180,790	170,985	-5.42%
Other Services	2,190,630	2,308,246	2,487,080	2,769,574	11.36%
Government Services	2,368,226	2,728,069	2,712,269	2,306,860	-14.95%
Capital Outlay	100,423	57,518	152,518	100,000	-34.43%
Reserves	0	0	1,903,615	2,070,428	8.76%
TOTAL	5,697,911	6,144,780	8,433,720	8,355,588	-0.93%

FINANCIAL SUMMARY BY DIVISION

	2001-2002 Actual	2003-2004 Estimate	2003-2004 Budget	2005-2006 Budget	Percent Change
Facilities Services	5,224,891	5,694,134	7,879,861	8,094,360	2.72%
Grounds Maintenance	473,020	450,646	553,859	261,228	-52.83%
TOTAL	5,697,911	6,144,780	8,433,720	8,355,588	-0.93%

POSITION SUMMARY BY DIVISION

	2001-2002 Actual	Adjustments	2003-2004 Budget	Adjustments	2005-2006 Budget
Facilities Services	4.50	0.45	4.95	0.00	4.95
Grounds Maintenance	2.00	-1.05	0.95	0.00	0.95
TOTAL	6.50	-0.60	5.90	0.00	5.90

2005-2006 POSITION SUMMARY

FACILITIES MAINTENANCE FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2001-2002 Positions	2003-2004 Positions	2005-2006 Positions	2005 Salary Range
Facilities Manager	1.00	0.00	0.00	
Street Manager	0.00	0.05	0.05	5,547 - 7,157
Facilities O&M Admin Manager	0.00	0.45	0.45	5,422 - 6,995
Public Grounds Supervisor	1.00	0.40	0.35	4,325 - 5,580
Lead Facilities Service Technician	0.00	0.00	1.00	4,237 - 5,111
Facilities Services Technician I	1.00	1.00	0.00	
Facilities Services Technician II	1.00	1.00	1.00	3,555 - 4,591
Maint. & Inventory Control Person	0.50	0.50	0.50	3,555 - 4,591
Facilities Services Technician III	1.00	2.00	2.00	2,798 - 3,849
Groundsperson	1.00	0.50	0.55	2,798 - 3,849
TOTAL	6.50	5.90	5.90	

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Fund: Facilities Maintenance (127)						
Taxes						
Business Taxes						
Admissions Tax	3162001	188,736	219,354	205,000	225,000	9.75 %
Television Cable-Private	3164601	894,635	1,232,642	940,000	1,320,000	40.42 %
Total for Business Taxes:		1,083,371	1,451,996	1,145,000	1,545,000	34.93 %
Total for Taxes:		1,083,371	1,451,996	1,145,000	1,545,000	34.93 %
Intergovernmental Revenue						
Intergov't Service Revenues						
Intergov't-Other Gen Govt Svcs	3381901	0	1,014	0	0	0.00 %
Fire District #41	3382202	22,257	0	0	0	0.00 %
Total for Intergov't Service Revenues:		22,257	1,014	0	0	0.00 %
Total for Intergovernmental Revenue:		22,257	1,014	0	0	0.00 %
Charges for Goods and Services						
Interfund/Interdep Sales Svc						
Interfund Landscaping Services	3491802	313,440	61,246	61,246	0	0.00 %
Interfund-City Hall Facilities	3491803	661,207	169,379	169,379	553,009	226.49 %
Interfund-Maintenance Center	3491804	863,593	1,153,735	1,136,735	897,735	-21.02 %
Interfund-Senior Center	3491805	216,103	259,317	259,317	96,340	-62.84 %
Interfund-NKCC	3491806	171,395	198,895	198,895	119,457	-39.93 %
Interfund-Municipal Court	3491807	213,831	277,921	277,921	256,269	-7.79 %
Interfund-KPC	3491808	28,768	38,252	38,252	17,336	-54.67 %
Interfund-Fire Stations	3491809	443,021	631,539	631,539	655,384	3.77 %
Interfund - Teen Center	3491810	23,401	20,525	20,525	10,229	-50.16 %
Interfund-City Hall(Sinking)	3491823	129,203	168,291	168,291	238,554	41.75 %
Interfund-Maint Ctr(Sinking)	3491824	42,653	82,956	82,956	143,763	73.30 %
Interfund-Senior Ctr (Sinking)	3491825	21,136	36,576	36,576	62,342	70.44 %
Interfund-NKCC (Sinking)	3491826	17,489	32,647	32,647	51,826	58.74 %
Interfund-KPC (Sinking)	3491828	10,947	23,769	23,769	52,352	120.25 %
Interfund-Fire Stns (Sinking)	3491829	45,761	73,805	73,805	136,703	85.22 %
Teen Center (Sinking)	3491830	0	5,784	5,784	17,351	199.98 %
Interfund-CH Annex (Sinking)	3491831	3,183	15,067	15,067	33,950	125.32 %
Interfund-CS Church (Sinking)	3491832	1,022	2,659	2,659	4,882	83.60 %
Interfund-Prk Garage (Sinking)	3491833	935	3,946	3,946	9,389	137.93 %
Interfund Engineering-CIP	3493202	0	36,535	0	0	0.00 %
Total for Interfund/Interdep Sales Svc:		3,207,088	3,292,844	3,239,309	3,356,871	3.62 %

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

		2001-02 Actual	2003-04 Estimate	2003-04 Budget	2005-06 Budget	Percent Change
Total for Charges for Goods and Services:		3,207,088	3,292,844	3,239,309	3,356,871	3.62 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	49,301	0	0	0	0.00 %
Investment Interest-Dedicated	3611102	1,020,951	1,004,012	1,004,012	1,003,612	-0.03 %
Total for Interest and Other Earnings:		1,070,252	1,004,012	1,004,012	1,003,612	-0.03 %
Rents,Leases, & Concessions						
Housing Rentals/Leases	3626001	108,139	196,214	201,100	217,380	8.09 %
Total for Rents,Leases, & Concessions:		108,139	196,214	201,100	217,380	8.09 %
Other Misc Revenues						
Other Judgements & Settlement	3694001	119	645	0	0	0.00 %
Total for Other Misc Revenues:		119	645	0	0	0.00 %
Total for Miscellaneous Revenues:		1,178,510	1,200,871	1,205,112	1,220,992	1.31 %
Other Financing Sources						
Operating Transfer In						
Operating Transfer In	3971001	506,629	847,518	27,518	0	0.00 %
Total for Operating Transfer In:		506,629	847,518	27,518	0	0.00 %
Resources Forward						
Resources Forward	3999901	0	2,215,153	4,069,899	2,232,725	-45.14 %
Total for Resources Forward:		0	2,215,153	4,069,899	2,232,725	-45.14 %
Total for Other Financing Sources:		506,629	3,062,671	4,097,417	2,232,725	-45.50 %
Total for Facilities Maintenance:		5,997,855	9,009,396	9,686,838	8,355,588	-13.74 %

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.

