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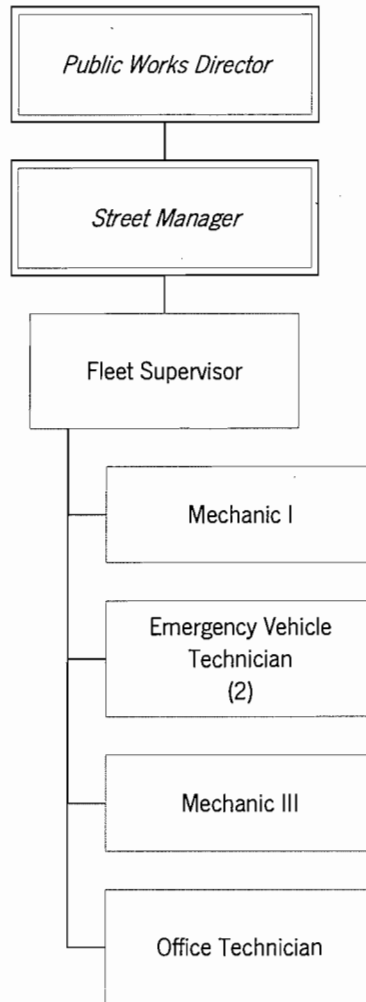
EQUIPMENT RENTAL FUND

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

```
┌─────────────────────────┐
│  Public Works Director  │
└─────────────────────────┘
             │
┌─────────────────────────┐
│     Street Manager      │
└─────────────────────────┘
             │
┌─────────────────────────┐
│    Fleet Supervisor     │
└─────────────────────────┘
         │
         ├──── Mechanic I
         │
         ├──── Emergency Vehicle
         │     Technician
         │     (2)
         │
         ├──── Mechanic III
         │
         └──── Office Technician
```

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

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 800MHz radio and antenna systems, coordinates vendor repairs and maintenance contracts, and establishes rates.

2005-2006 ACCOMPLISHMENTS

- Continued efforts to extend useful vehicle life where possible. Alternative fueled vehicles received preference as replacement vehicles when feasible.

- Purchased City's third Toyota Prius "hybrid" for the Planning Department staff.

- Purchased three Ford Escape "hybrid" vehicles for use by Building Department Inspectors.

- Purchased the City's first *Neighborhood Electric Vehicle* (NEV) for exclusive use by the Water Department's meter reader.

- Rebuilt two large equipment trailers for Public Works and one smaller trailer for Parks

utilizing "rumber" for decking, which is material manufactured from recycled tires.

- Moved Fleet administration staff into newly constructed office center built as an addition to the existing Fleet Maintenance facility.

- Negotiated credits for supplying used tires for recycling instead of paying vendor to dispose of tires.

- Passed Washington State Department of Ecology fuel tank and system inspections for meeting preventative leak protection requirements and practices.

- Converted all diesel fuel at City fueling sites to 100% Ultra Low Sulfur Diesel (ULSD), which contains not more than 15 parts per million of particulate matter.

- Replaced DOS-based fuel system software with state-of-the-art windows-based software. Fuel system computer in Fleet administration offices connected by network to Fire Station #27 fueling site, and by direct connection to Maintenance Center fueling site.

- Established formal contractual relationship with the City of Mercer Island to have City of Kirkland Fleet staff perform repairs and maintenance to their police vehicles and patrol boats. This working relationship has been effectively utilized by Mercer Island.

- Insourced 50% of radio, computer, and lighting/opticom set-up for new Police and Fire vehicles. Expanded shop capabilities.

- Added second battery to all Police vehicles to reduce electrical power problems to auxiliary equipment. Successful implementation and resolution of power supply issues.

- Utilized Washington State contracts to standardize City's class 6-8 trucks with International cab and chassis. Resulted in

reduction of parts inventory, repair time, and operator training.

- Standardized and ensured interoperability of City snow removal equipment through the purchase of three identical snow plows and sanders for use with 5 -yard dump trucks.

- Reduced in-house parts inventory by nearly 70% through monitoring and control, use of same day delivery by vendors, and elimination of all inventory parts becoming obsolete due to vehicle replacement.

- Increased internal fabrication and welding for set-up and repair of vehicles. These services were extended to non-vehicle projects for other City Departments, as well as assisting Neighborhood grant projects to achieve objectives while minimizing cost.

- For Fire and Building, Fleet determined specifications, acquisition methods, purchased, made-ready and placed in service the following: one fire pumper, one air/special operations truck, two aid vehicles, one battalion command vehicle, two deputy chief response vehicles, one emergency supply distribution vehicle, and three hybrid Building Inspector vehicles.

- For Police, Fleet determined specifications, acquisition methods, purchased, made-ready and placed in service the following: five patrol vehicles, three traffic motorcycles, two undercover investigations vehicles, three pro-active patrol vehicles, one command vehicle, two prisoner transport vans, and one tactical operations/command (SWAT) truck.

- For Public Works, Fleet determined specifications, acquisition methods, purchased, made-ready and placed in service the following: three 5-yard dump trucks, one trackhoe excavator, two large eductor trucks, one pipeline video/camera truck, one manlift aerial truck, five pickup trucks, two vans, one 2-3 yard small dump truck, and one large trailer.

- For Parks, Fleet determined specifications, acquisition methods, purchased, made-ready and placed in service the following: one field rake, one turf gator, one large grounds mower, one trailer, two pickup trucks, and one multi-purpose van.

- For Finance, Fleet acquired, made-ready, and placed in service: one mail van.

- For Planning, Fleet acquired, made-ready, and placed in service: one hybrid sedan.

- Successfully remarketed or auctioned all vehicles and equipment which were replaced in 2005-2006.

- Fleet successfully completed over 3,000 work orders during 2005-2006 while Fleet staffing levels remained unchanged since 1994 and fleet size has grown 60%.

2007-2008 Objectives

Investment in the Infrastructure.

- For Police during 2007-2008, replace eight police patrol vehicles, one patrol sergeant command vehicle, one traffic vehicle, one traffic sergeant vehicle, five investigations sedans, one investigations van, and one crime prevention van and one 15-passenger van in accordance with Equipment Rental guidelines.

- For Fire and Building in 2007-2008, replace two ambulances, one battalion command vehicle, two fire prevention vehicles, and two building inspector vehicles in accordance with Equipment Rental guidelines.

- For Parks during 2007-2008, replace five large mowers, one field rake, one turf gator, one administration sedan, five utility trailers, one community center bus (wheelchair capable), and one 15-passenger van in accordance with Equipment Rental guidelines.

- For Public Works during 2007-2008, replace one 10-yard dump truck, one backhoe, one loader, five pickup trucks (one with crane), two vans, and one flatbed truck with crane in accordance with Equipment Rental guidelines.

- For Planning during 2007-2008, replace one van and one station wagon in accordance with Equipment Rental guidelines.

- For Information Technology in 2007-2008, replace one multi-purpose van in accordance with Equipment Rental guidelines.

- Restructure storage and ease of accessibility of snow and ice condition equipment including vehicle chains.

- Add large lift to bay #3 in Fleet Shop to accommodate large aid vehicles and move present lift to outside undercover bay location.

Organizational Values

- Continue staff training and development of all aspects of FleetFocus, 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.

- Continue active participation in the National Association of Fleet Administrators (NAFA), and the Public Fleet Managers Association (PFMA).

Financial Stability

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

- Develop cost-effective strategies to address potential Fleet growth with respect to proposed City annexation areas.

Environmental Stewardship

- Alternative fueled vehicles will continue to receive priority consideration for replacement vehicles where feasible in 2007-2008.

- A goal established to add a minimum of three alternative fueled vehicles to the City's current six hybrid vehicles.

- Continued to explore use of bio-diesel by City Fleet vehicles.

- Continue active participation in the Puget Sound Clean Cities Coalition.

2007-2008 BUDGET
EQUIPMENT RENTAL FUND

Sources of Funds

Other
3.5%

Maintenance &
Operating Charges
29.7%

Operating & Reserve
Cash
46.2%

Vehicle Replacement
Charges
20.6%

Uses of Funds

Operating &
Replacement
Reserves
51.5%

Maintenance
Services
30.1%

Vehicle
Replacements
18.4%
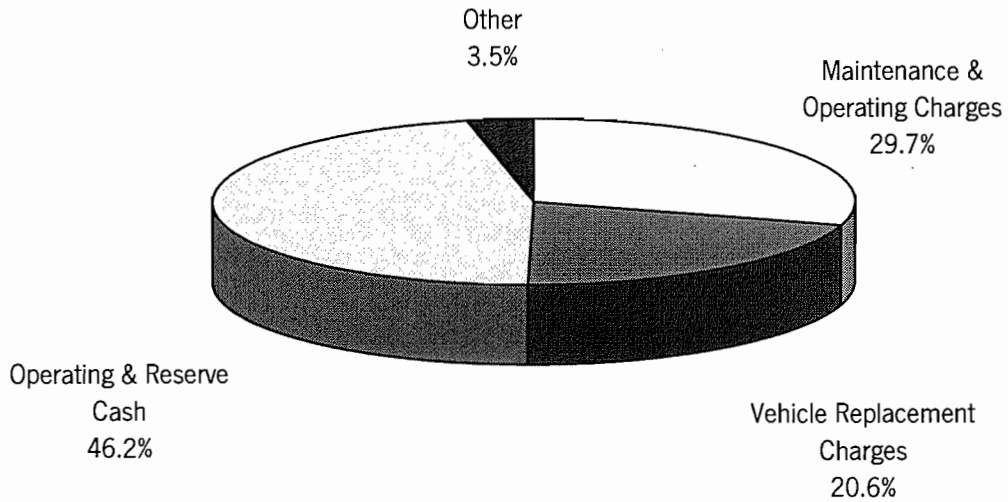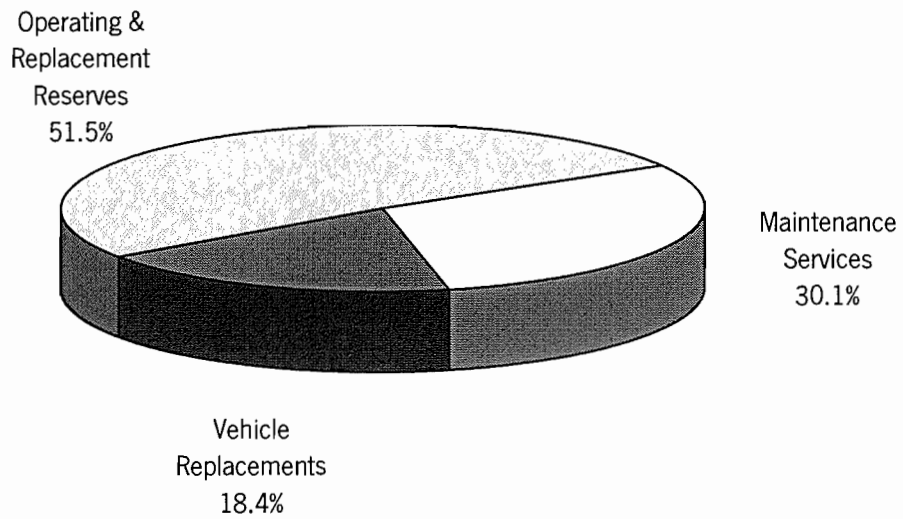
EQUIPMENT RENTAL FUND

ANALYSIS OF CHANGES

2005-06 Approved Budget (Including Carryovers)		**12,362,352**
Less Reserves		**(5,700,618)**
2005-06 Approved Budget (Excluding Reserves)		**6,661,734**
2007-08 Basic Budget Increases:		
Fuel (Unleaded Gasoline & Diesel)	319,940	
Salaries & Wages	67,499	
Employee Benefits	46,370	
Repair Services	29,938	
Repair Parts	22,065	
Operating and Shop Supplies	21,444	
Technology Internal Charges	20,294	
Facilities Maintenance Internal Charge	18,907	
Insurance	16,240	
Computer Hardware/Software	5,152	
EPSCA Access Charges	2,545	
Net Miscellaneous Increases	2,006	
Total Basic Budget Increases		**572,400**
2007-08 Basic Budget Decreases:		
One-Time Adjustments & Carryovers	(1,390,240)	
Replacement Capital (Small Trailers)	(170,203)	
Total Basic Budget Decreases		**(1,560,443)**
2007-08 Basic Budget		**5,673,691**
2007-08 Service Packages:		
Operations & Maintenance Exp. For SP Vehicles	95,600	
Vehicle Purchases (Related to SP in Other Op. Funds)	77,027	
Bay #3 Hoist Replacement	25,000	
In-ground Hoist Removal	20,000	
Vehicle Exhaust Evacuation System	15,000	
Heavy Duty Mobile Hoists	15,000	
Fleet Administrative Clerk ($57,988 in Exp. Savings)	-	
Total Service Packages		**247,627**
2007-08 Final Budget (Excluding Reserves)		**5,921,318**

COMPARISON OF 2005-06 BUDGET TO 2007-08 BUDGET	**Difference**	**% Change**
2005-06 Approved Budget (Excluding Reserves) to		
2007-08 Final Budget (Excluding Reserves)	**(740,416)**	**-11.11%**

EQUIPMENT RENTAL FUND

FINANCIAL SUMMARY BY OBJECT

	2003-2004 Actual	2005-2006 Estimate	2005-2006 Budget ^	2007-2008 Budget	Percent Change
Salaries and Wages	599,681	643,509	636,374	743,809	16.88%
Benefits	179,719	229,890	223,004	286,226	28.35%
Supplies	807,300	1,118,272	1,101,557	1,325,328	20.31%
Other Services	1,011,623	860,748	960,846	1,004,199	4.51%
Government Services	196,945	221,411	233,273	240,582	3.13%
Capital Outlay	1,954,672	3,548,161	3,391,680	2,321,174	-31.56%
Reserves	0	50,048	5,700,618	6,340,905	11.23%
TOTAL	4,749,940	6,672,039	12,247,352	12,262,223	0.12%

FINANCIAL SUMMARY BY DIVISION

	2003-2004 Actual	2005-2006 Estimate	2005-2006 Budget ^	2007-2008 Budget	Percent Change
Fleet Management	4,749,940	6,672,039	12,247,352	12,262,223	0.12%
TOTAL	4,749,940	6,672,039	12,247,352	12,262,223	0.12%

POSITION SUMMARY BY DIVISION

	2003-2004 Actual	Adjustments	2005-2006 Budget	Adjustments	2007-2008 Budget
Fleet Management	5.50	0.00	5.50	0.50	6.00
TOTAL	5.50	0.00	5.50	0.50	6.00

^ 2005-06 Budget excludes 2004 carryovers.

EQUIPMENT RENTAL FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2003-2004 Positions	2005-2006 Positions	2007-2008 Positions	2007 Salary Range
Fleet Supervisor	1.00	1.00	1.00	5,767 - 7,440
Mechanic I	1.00	1.00	1.00	4,486 - 5,396
Emergency Vehicle Technician	1.00	2.00	2.00	3,938 - 5,290
Mechanic II	1.00	0.00	0.00	
Mechanic III	1.00	1.00	1.00	2,995 - 4,120
Office Technician	0.00	0.00	1.00	3,090 - 3,635
Administrative Clerk	0.50	0.50	0.00	
TOTAL	5.50	5.50	6.00	

City of Kirkland
2007-08 Budget
Revenue

		2003-04 Actual	2005-06 Estimate	2005-06 Budget	2007-08 Budget	Percent Change
Fund: Equipment Rental (521)						
Intergovernmental Revenue						
Intergov't Service Revenues						
Fire District #41	3382202	0	125,280	125,280	0	0.00%
Total for Intergov't Service Revenues:		0	125,280	125,280	0	0.00%
Total for Intergovernmental Revenue:		0	125,280	125,280	0	0.00%
Charges for Goods and Services						
General Government						
Other General Government Svc:	3419001	0	1,498	0	3,000	0.00%
Total for General Government:		0	1,498	0	3,000	0.00%
Interfund/Interdep Sales Svc						
Interfund-Other Gen Govnm't	3491901	0	87	0	0	0.00%
Total for Interfund/Interdep Sales Svc:		0	87	0	0	0.00%
Total for Charges for Goods and Services:		0	1,585	0	3,000	0.00%
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	0	0	0	75,000	0.00%
Total for Interest and Other Earnings:		0	0	0	75,000	0.00%
Insurance Premiums/Recoveries						
Insur Premiums & Recoveries	3639901	146,778	55,808	60,000	60,000	0.00%
Total for Insurance Premiums/Recoveries:		146,778	55,808	60,000	60,000	0.00%
Internal Svc Fund Misc Rev						
Interfund Vehicle Rental	3651001	2,153,967	2,586,933	2,582,440	3,301,710	27.85%
Replacement Reserve	3651002	2,222,092	2,395,080	2,388,139	2,530,380	5.95%
Interfund Radio Rental	3651004	212,212	231,860	231,860	240,582	3.76%
Interfund Radio Repair	3651005	91,991	100,388	100,388	103,838	3.43%
Total for Internal Svc Fund Misc Rev:		4,680,262	5,314,261	5,302,827	6,176,510	16.47%
Interfund/Interdept-Misc Rev						
Interfund Loan Interest	3661001	3,817	0	0	0	0.00%
Total for Interfund/Interdept-Misc Rev:		3,817	0	0	0	0.00%
Other Misc Revenues						
Other Misc Revenue	3699001	8,039	16,475	8,000	18,000	125.00%
Total for Other Misc Revenues:		8,039	16,475	8,000	18,000	125.00%

City of Kirkland
2007-08 Budget
Revenue

		2003-04 Actual	2005-06 Estimate	2005-06 Budget	2007-08 Budget	Percent Change
Total for Miscellaneous Revenues:		4,838,896	5,386,544	5,370,827	6,329,510	17.84 %
Other Financing Sources						
Disposition of Fixed Assets						
Proceeds Sales of Fixed Assets	3951001	158,733	193,169	113,450	152,500	34.42 %
Total for Disposition of Fixed Assets:		158,733	193,169	113,450	152,500	34.42 %
Operating Transfer In						
Operating Transfer In	3971001	0	1,085,093	1,094,765	117,227	-89.29 %
Total for Operating Transfer In:		0	1,085,093	1,094,765	117,227	-89.29 %
Resources Forward						
Resources Forward	3999901	0	13,000	13,000	139,281	971.39 %
Resources Forward - Reserve	3999902	0	5,645,030	5,645,030	5,520,705	-2.20 %
Total for Resources Forward:		0	5,658,030	5,658,030	5,659,986	0.03 %
Total for Other Financing Sources:		158,733	6,936,292	6,866,245	5,929,713	-13.63 %
Total for Equipment Rental:		4,997,629	12,449,701	12,362,352	12,262,223	-0.80 %

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 four vehicles costing in excess of $50,000 scheduled for replacement in year 2007. Three of the four vehicles have been extended beyond their original accounting life. One of these vehicles, L-01 (a Public Works loader) was extended eight years beyond its original accounting life, which was 1999. V-01 (eductor truck) was extended six years beyond its original accounting life, which was 2001. D-06 (a 10-yard dump truck), was extended three years beyond its original accounting life, which was 2004.

For 2008, there are two vehicle over $50,000 scheduled for replacement – TR-05 (a backhoe) is being replaced on schedule at the end of its normal accounting life.

Fire & Building

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2006	2007	2008	2009	2010	2011		
F402	1982 / Ford Anderson Air Unit Vehicle	18	6/1/2000	384,145						384,145	Extended to 2006. Engine replaced.
F310	1999 / Ford Road Rescue Aid Vehicle	8	6/1/2007		126,405					126,405	
F311	2000 / Ford Road Rescue Aid Vehicle	8	6/1/2008			130,829				130,829	
F312	2001 / Ford Road Rescue Aid Vehicle	8	6/1/2009				135,408			135,408	
F313	2002 / Ford Road Rescue Aid Vehicle	8	6/1/2010					140,147		140,147	
F608	1992 / Seagrave Pumper	18	6/1/2010					427,567		427,567	
Total Fire & Building Vehicles				384,145	126,405	130,829	135,408	567,714	0	1,344,501	

Parks & Community Services

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2006	2007	2008	2009	2010	2011		
M-03A	1999 / Jacobsen 16' Wide Area Mower	5	6/1/2004	69,686						69,686	Extended to 2006. Good condition
T-03	1996 / Ford Passenger Bus	10	6/1/2006	67,882						67,882	
Total Parks & Community Services Vehicles				137,568	0	0	0	0	0	137,568	

Public Works

Vehicle	Year / Description	Acct Life	Normal Replacement Date	Planned Replacement Year and Cost						Six Year Total Cost	Comments
				2006	2007	2008	2009	2010	2011		
TR-05	1996 / Case Backhoe (4X4)	10	11/1/2006	85,155						85,155	
D-06	1992 / Peterbuilt Dump Truck (10 Yard)	12	6/1/2004		135,082					135,082	Extended to 2007. Good condition
L-01	1989 / Case Loader	10	6/1/1999		76,214					76,214	Extended to 2007. Major repairs.
V-01	1993 / Ford Guzzler (eductor truck)	8	6/1/2001		293,818					293,818	Extended to 2007. Good condition
TR-06A	1998 / Case Backhoe (4x2)	10	6/1/2008			91,220				91,220	
M-06	1998 / Ford Brushcutter	7	6/1/2005				99,265			99,265	Extended to 2009. Replaced mower arm.
U-5	2000 / Ford F450 Utility Truck	9	6/1/2009				52,821			52,821	
V-02	1996 / Freighliner Camel (eductor truck)	7	6/1/2003				314,746			314,746	Extended to 2009. Good condition
S-04	2004 / Ford Tymco Sweeper	7	6/1/2011						176,079	176,079	
S-05	2004 / Ford Tymco Sweeper	7	6/1/2011						176,079	176,079	
SV-1	1999 / GMC Grumman Routestar	12	6/1/2011						55,223	55,223	Extended to 2011. Low miles.
U-02X	1989 / GMC Utility Truck	9	6/1/1998						55,326	55,326	
Total Public Works Vehicles				85,155	505,114	91,220	466,832	0	462,707	1,611,028	

| **Total All Vehicles** | | | | 606,868 | 631,519 | 222,049 | 602,240 | 567,714 | 462,707 | 3,093,097 | |

Vehicle	Division	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Comments
Fire & Building						
F201	Ops	1998 / Chevrolet Suburban	8	6/1/2007	43,979	Extended life 1 year.
F310	Ops	1999 / Ford Road Rescue Aid Vehicle	8	6/1/2007	135,208	On schedule.
F208	Prevention	1999 / Chevrolet Astro Van	8	6/1/2007	27,411	On schedule.
Information Technology						
PU-15	Admin	1993 / Dodge Caravan	8	6/1/2007	25,000	Extended life 6 years.
Parks						
C-04	Admin	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
MR-4B	Maint	2004 / John Deere 2653A Utility Mower	3	6/1/2007	35,279	On schedule.
M-3A	Maint	1999 / Jacobsen 16' Wide Area Mower	5	6/1/2007	69,586	Extended life 3 years.
PU-05	Maint	1999 / Chevrolet 1500 Silverado	8	6/1/2007	21,329	On schedule.
PU-06	Maint	1999 / Chevrolet 1500 Silverado	8	6/1/2007	21,329	On schedule.
PU-09	Maint	1997 / GMC Sonoma	8	6/1/2007	17,713	Extended life 2 years.
PU-25	Maint	1999 / GMC Sierra - 3/4 Ton - (Bi-Fuel)	8	6/1/2007	30,786	Extended life 2 years.
TL-01	Maint	1995 / Garland Trailer	10	6/1/2007	2,421	Extended life 2 years.
TL-04A	Maint	1997 / Garland Trailer	10	9/1/2007	3,013	On schedule.
TL-07	Maint	1993 / Garland Trailer	10	6/1/2007	2,580	Extended life 4 years.
TL-08A	Maint	1997 / Garland Trailer	10	9/1/2007	4,598	On schedule.
TL-09A	Maint	1997 / Garland Trailer	10	9/1/2007	3,013	On schedule.
T-03	Sr Ctr	1996 / Ford Passenger Bus	10	6/1/2007	67,882	Extended life 1 year.
T-02	Rec (RF)	1993 / Ford Van - Passenger	8	6/1/2007	24,713	Extended life 6 years.
Planning						
PU-18X	Admin	1994 / Ford Aerostar Van (Pass/Cargo)	8	6/1/2007	17,436	Extended life 5 years.
Police						
D99-01	Invest	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
D99-02	Invest	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
D99-03	Invest	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
D99-04	Invest	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
D99-08	Invest	1999 / Ford Taurus LX	8	6/1/2007	21,714	On schedule.
D93-05	Invest	1993 / Chevrolet G2 Van	12	6/1/2007	32,977	Extended life 2 years.
P04-12	Patrol	2004 / Ford Crown Victoria	2.5	1/1/2007	28,688	On schedule.
P04-03	Patrol	2004 / Ford Crown Victoria	2.5	4/1/2007	28,688	On schedule.
P04-04	Patrol	2004 / Ford Crown Victoria	2.5	4/1/2007	28,688	On schedule.
P03-02	Patrol	2003 / Chevrolet Tahoe 4x4	4	6/1/2007	39,669	On schedule.
P05-01	Patrol	2005 / Ford Crown Victoria	2.5	10/1/2007	26,780	On schedule.
P05-05	Patrol	2005 / Ford Crown Victoria	2.5	10/1/2007	26,780	On schedule.
P05-08	Patrol	2005 / Ford Crown Victoria	2.5	10/1/2007	26,780	On schedule.
P05-09	Patrol	2005 / Ford Crown Victoria	2.5	10/1/2007	26,780	On schedule.
P03-11	K9	2003 / Ford Crown Victoria	4	6/1/2007	29,019	On schedule.
T99-02X	Traffic	1999 / Ford Expedition	4	6/1/2007	45,404	Extended life 3 years.
C98-04	Crime Prev	1998 / Dodge Grand Caravan SE	8	6/1/2007	27,411	Extended life 1 year.
S95-02	Crime Prev	1995 / Ford Club Wagon-E350	8	6/1/2007	26,474	Extended life 4 years.
Public Works						
PU-28	Cap Proj	1998 / Dodge Grand Caravan SE	8	6/1/2007	28,500	Extended life 1 year.
PU-26	Grounds	1999 / GMC Sierra - 3/4 Ton - (Bi-Fuel)	8	6/1/2007	33,578	On schedule.
PU-60	Fleet	1998 / Ford F150 Pickup - (Bi-Fuel)	8	6/1/2007	24,866	Extended life 1 year.
C-05	Maint	1999 / Ford Taurus LX	8	6/1/2007	21,369	On schedule.
F-06	Maint	1996 / Ford Flat Bed F350 w/Crane	8	6/1/2007	27,099	Extended life 3 years.
PU-47	Maint	1999 / Ford F250 Ext. Cab. XL w/Crane	8	6/1/2007	27,180	On schedule.
L-01	Maint	1989 / Case Loader	10	6/1/2007	122,064	Extended life 8 years.
TR-05	Maint	1996 / Case Backhoe 580SL (4X4)	10	6/1/2007	91,220	Extended life 1 year.
Total All Vehicles					**1,453,574**	

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

City of Kirkland
Vehicle Replacements for Year 2008
Includes Vehicle Replacements Under $50,000

Vehicle	Division	Year/Description	Acct Life	Normal Replacement Date	Replacement Cost	Comments
		Fire & Building				
F311	Operations	2000 / Ford Road Rescue Aid Vehicle	8	6/1/2008	139,941	On schedule.
F209	Prevention	1998 / Jeep Cherokee	8	6/1/2008	21,785	Extended life 2 years.
PU-83	Building	2000 / GMC Sonoma Ext. Cab	8	6/1/2008	24,289	On schedule.
PU-84	Building	2000 / Chevrolet Astro Cargo Van	8	6/1/2008	26,306	On schedule.
		Parks				
BG-4	Maint	2004 John Deere 1200A Field Rake	4	6/1/2008	10,740	On schedule.
BG-5	Maint	2004 / Turf Gator Utility Vehicle (4x2)	4	6/1/2008	10,740	On schedule.
M-4A	Maint	2002 / John Deere 1435 (62') Mower	6	6/1/2008	19,628	On schedule.
M-5A	Maint	2002 / John Deere 1445 (62') Mower	6	6/1/2008	17,888	On schedule.
PU-27	Maint	2000 / Chevrolet Silverado 1500 4x4	8	6/1/2008	26,560	On schedule.
M-7	Maint Bond	2003 / John Deere 1600T Wide Area Mower	5	6/1/2008	56,100	On schedule.
		Planning				
C-15	Admin	2000 / Ford Taurus SE Station Wagon	8	6/1/2008	23,277	On schedule.
		Police				
P06-06	Patrol	2006 / Ford Crown Victoria	2.5	4/1/2008	26,780	On schedule.
P06-07	Patrol	2006 / Ford Crown Victoria	2.5	4/1/2008	27,718	On schedule.
P06-10	Patrol	2006 / Ford Crown Victoria	2.5	4/1/2008	27,718	On schedule.
T04-01	Traffic	2004 / Ford Crown Victoria	3	10/1/2008	28,688	Extended life 1 year.
		Public Works				
PU-48	Dev Eng	2000 / Chevrolet Silverado 1500 ExCab	8	6/1/2008	23,500	On schedule.
PU-49	Tran Eng	2000 / Chevrolet Silverado 1500 ExCab	8	6/1/2008	24,500	On schedule.
98P-40X	Maint	1998 / Dodge Grand Caravan SE	10	6/1/2008	24,670	On schedule
PU-30	Maint	2000 / Dodge RAM 3/4T Pickup	8	6/1/2008	25,042	On schedule
D-06	Maint	1992 / Peterbuilt Dump Truck	16	6/1/2008	144,703	On schedule
		Total All Vehicles			**730,573**	

NOTE: All Vehicles listed will be considered for replacement dependent upon their condition and replacement funding.
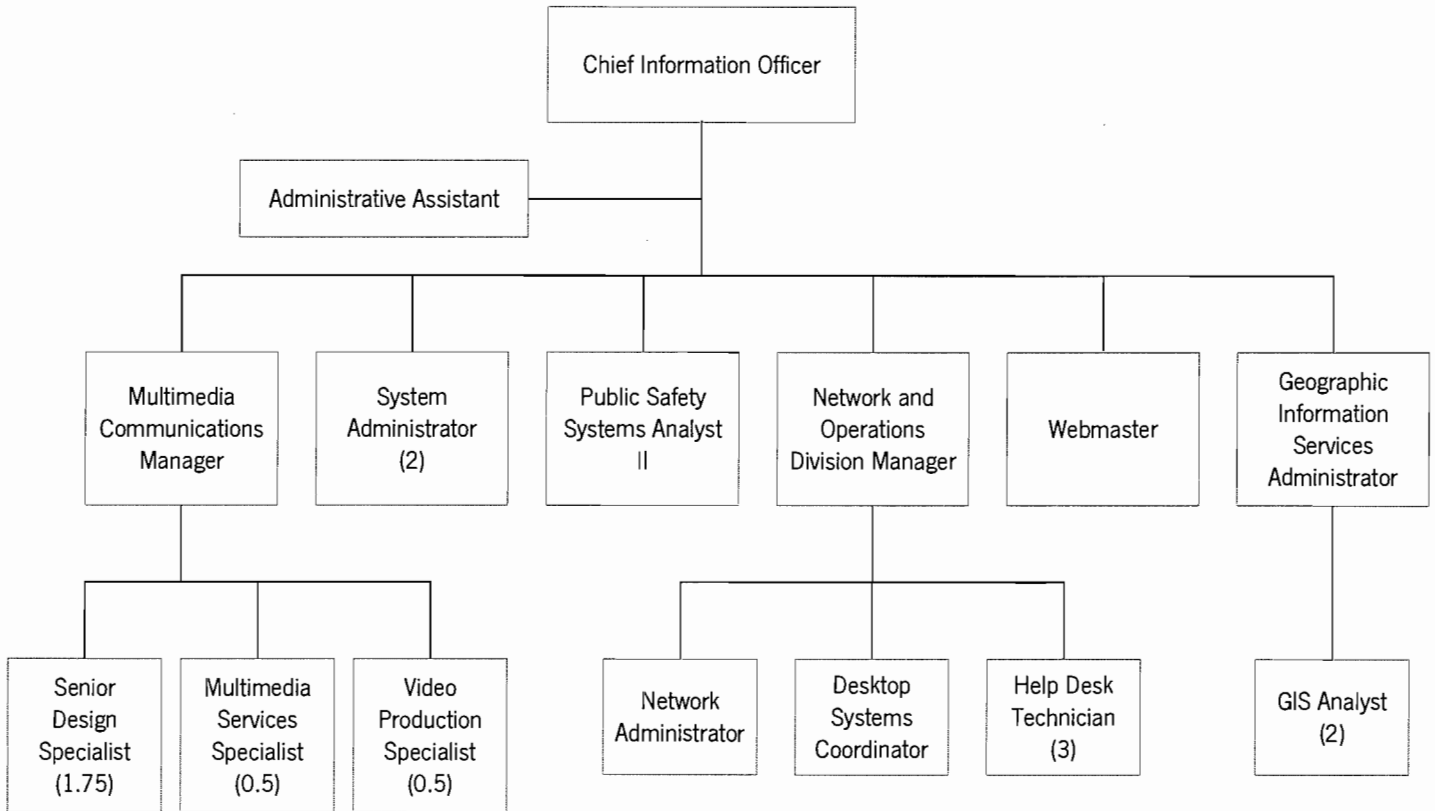
Internal Service Funds account for the financing of goods and services provided by one department to other City departments on a cost reimbursement basis.

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

```
                         ┌─────────────────────────┐
                         │ Chief Information Officer │
                         └─────────────────────────┘
  ┌─────────────────────────┐
  │ Administrative Assistant │
  └─────────────────────────┘
```

Multimedia Communications Manager	System Administrator (2)	Public Safety Systems Analyst II	Network and Operations Division Manager	Webmaster	Geographic Information Services Administrator

Senior Design Specialist (1.75)	Multimedia Services Specialist (0.5)	Video Production Specialist (0.5)		Network Administrator	Desktop Systems Coordinator	Help Desk Technician (3)		GIS Analyst (2)

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. Orders, delivers, repairs, and maintains all desktop and handheld personal computers, and staffs and manages the computer Help Desk. Assures the integrity and security of data operations, and oversees and manages the city's data and communications infrastructure. Supports approximately 400 computers spread across 11 locations. Responds to around 275 Help Desk calls per month and supports 39 servers.

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

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

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

2005-2006 ACCOMPLISHMENTS

- Provided the technical support necessary to host the City of Mercer Island as a Dispatch client.

- Implemented the King County sponsored RAIN network to help officers share data amongst and between jurisdictions.

- Completed a re-design of the City of Kirkland website to make information more accessible.

- Completed strategic plans for the GIS and IT functions of the department.

- Completed an IT security study and began implementation of the study's recommendations.

- Implemented a pilot program for city-provided wireless access in parks and, possibly, in business districts.

- Implemented digital video so that Council Meetings and other video content can be viewed on the Internet.

- Selected a vendor to assist us in implementing a document/records management system, including workflow management, to ensure we are handing documents in the most efficient manner possible, reduce offsite storage and retrieval, and gain process efficiencies.

- Launched an online Intranet-based portal to give city staff access to HR functions from their desktops.

- Allowed citizens to pay for utility bills online.

- Replaced the city's automated time entry program with a new one and made it available to all departments.

- Integrated responsibility for cable and telecommunications franchising, graphic arts, and the city's television stations into the department.

- Completed and distributed a Service level Agreement for the Multimedia Services Division.

- Completed two seasons of the news-format television show, Currently Kirkland.

- Negotiated a cable franchise agreement with Comcast.

- Implemented and supported a program of opt-in mail lists as a new way to keep the community informed about topics and events.

- 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.

- Completed mapping of major utility layers so that water, wastewater, storm, and sewer are now all mapped.

2007-2008 OBJECTIVES

A Safe Community

- Enhance capability of police systems either through support for regional dispatch or implementation of new capabilities for the existing police CAD/RMS/mobile/jail system.

- Help fire enhance their inspection scheduling program.

- 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.

- Provide citizens the ability to report minor crimes online.

Community Involvement

- Enhance the eCityGov applications mybuildingpermit.com, nwmaps.net, myparksandrecreation.com, and nwproperty.net per the direction of the operating and executive boards.

- Develop recommendations for the next steps (expand, keep, discontinue, change) after the Kirkland Free Wireless program is through its pilot period.

- Encourage more debate and community input via our television stations so that they are more of an interactive medium and less like infomercials for the city.

- Provide a virtual 3D model of the city using GIS technology.

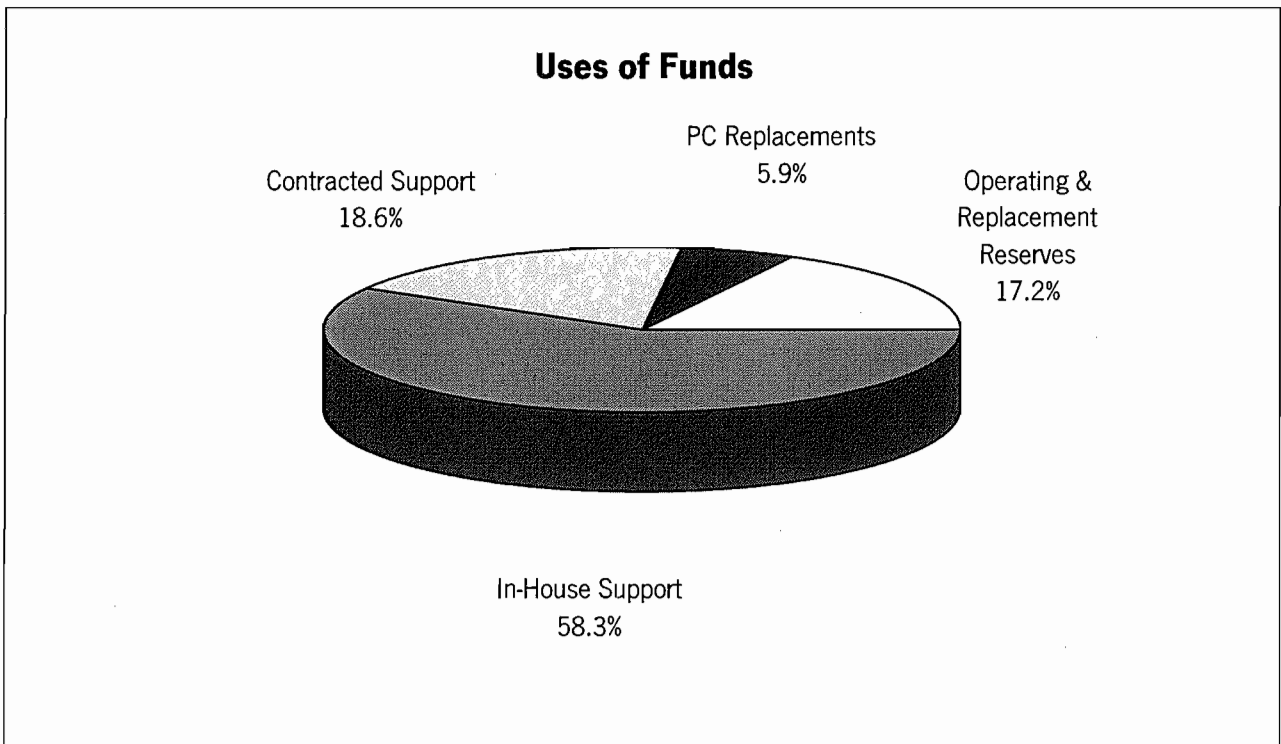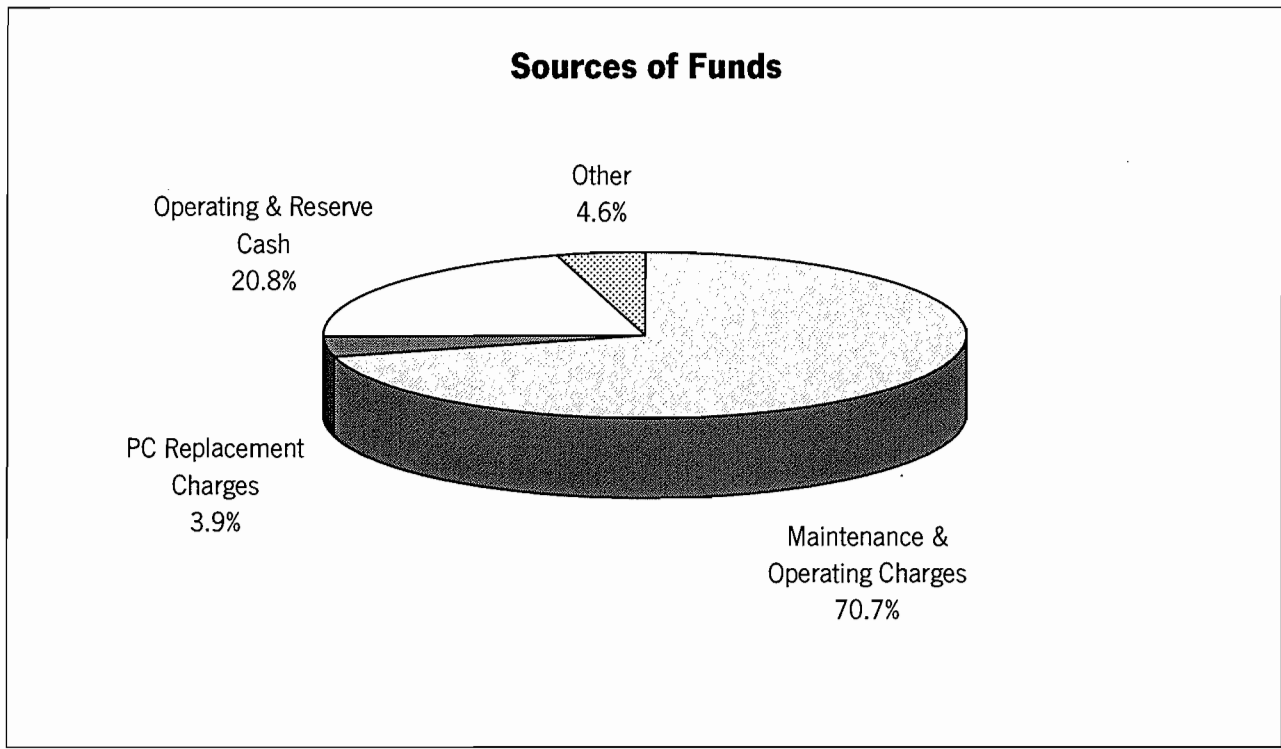*Investment in the Infrastructure*

- Implement new IT Infrastructure to support new systems and new demands for data storage.

- Continue to work with Public Works and other departments to acquire conduit for future network use.

- Determine how (and if) to implement a customer response management system.

Organizational Values

Many of our tasks are focused on improving the efficiency of both the IT department and city staff. We placed those tasks in this area of the city philosophy.

- Provide more access to data for fieldworkers, particularly building inspectors and Public Works staff.

- Implement a document management system so that the first few phases of implementation are complete and the city sees financial and time savings benefits.

- Develop city-wide strategy to help us support an increasingly-mobile workforce.

- Implement web-based interface for our current Finance system.

- Help the Parks department implement online facilities scheduling.

- Help Finance and Administration with receivables integration

2007-2008 BUDGET
INFORMATION TECHNOLOGY FUND

Sources of Funds

Other
4.6%

Operating & Reserve
Cash
20.8%

PC Replacement
Charges
3.9%

Maintenance &
Operating Charges
70.7%

Uses of Funds

PC Replacements
5.9%

Contracted Support
18.6%

Operating &
Replacement
Reserves
17.2%

In-House Support
58.3%

INFORMATION TECHNOLOGY FUND

ANALYSIS OF CHANGES

2005-06 Approved Budget (Including Carryovers)		**8,767,001**
Less Reserves		**(1,929,092)**
2005-06 Approved Budget (Excluding Reserves)		**7,213,627**
2007-08 Basic Budget Increases:		
Application Software & Associated Maintenance Contracts	408,876	
Interfund Transfer to CIP Fund for System Replacements	333,500	
Employee Benefits	131,333	
Facilities Maintenance Internal Charge	114,552	
Maintenance & Support (Telephone System, Web)	112,557	
Salaries & Wages	69,057	
Multimedia Services (Professional Services & Operating Supplies)	47,609	
Communications Charges	41,469	
Scheduled PC Replacements	40,520	
Copier Charges	39,082	
Repairs & Maintenance	23,000	
Timekeeping System Programming Services	22,550	
Training & Travel	10,580	
Insurance	8,815	
Net Miscellaneous Increases	6,499	
Total Basic Budget Increases		**1,409,999**
2007-08 Basic Budget Decreases:		
One-Time Adjustments & Carryovers	(1,526,606)	
Multimedia Services Internal Charge	(46,848)	
Total Basic Budget Decreases		**(1,573,454)**
2007-08 Basic Budget		**7,050,172**
2007-08 Service Packages:		
System Administrator - Finance & HR Systems	209,408	
GIS Analyst	154,837	
Videographer Consultant to FTE	88,395	
Applications Analyst - Police Systems	83,149	
Copier Replacements	72,226	
Web Production Assistant	65,328	
Disaster Recovery & Test Environment	50,000	
Help Desk-Vista Operating System Deployment	38,906	
Kirkland Free Wireless	29,049	
Multimedia Services Support	20,000	
Currently Kirkland Television Show	16,229	
ID Cards	5,000	
Code Enforcement Officer (Copier Internal Charges)	425	
Total Service Packages		**832,952**
2007-08 Final Budget (Excluding Reserves)		**7,883,124**

COMPARISON OF 2005-06 BUDGET TO 2007-08 BUDGET	Difference	% Change
2005-06 Approved Budget (Excluding Reserves) to 2007-08 Final Budget (Excluding Reserves)	**669,497**	**9.28%**

INFORMATION TECHNOLOGY FUND

FINANCIAL SUMMARY BY OBJECT

	2003-2004 Actual	2005-2006 Estimate	2005-2006 Budget ^	2007-2008 Budget	Percent Change
Salaries and Wages	2,353,472	2,947,443	3,107,243	3,235,847	4.14%
Benefits	535,056	746,974	844,943	1,048,593	24.10%
Supplies	444,332	558,288	685,116	697,083	1.75%
Other Services	1,317,471	2,126,529	1,873,137	2,495,875	33.25%
Government Services	37,500	94,964	94,964	333,500	251.19%
Capital Outlay	0	59,775	63,506	72,226	13.73%
Reserves	0	41,654	1,929,092	1,957,916	1.49%
TOTAL	4,687,831	6,575,627	8,598,001	9,841,040	14.46%

FINANCIAL SUMMARY BY DIVISION

	2003-2004 Actual	2005-2006 Estimate	2005-2006 Budget ^	2007-2008 Budget	Percent Change
Information Technology	4,115,730	5,747,170	7,800,881	8,951,376	14.75%
MultiMedia Services	572,101	828,457	797,120	889,664	11.61%
TOTAL	4,687,831	6,575,627	8,598,001	9,841,040	14.46%

POSITION SUMMARY BY DIVISION

	2003-2004 Actual	Adjustments	2005-2006 Budget	Adjustments	2007-2008 Budget
Information Technology	14.00	1.00	15.00	0.00	15.00
MultiMedia Services	3.25	0.00	3.25	0.50	3.75
TOTAL	17.25	1.00	18.25	0.50	18.75

^ 2005-06 Budget excludes 2004 carryovers.

INFORMATION TECHNOLOGY FUND

POSITION SUMMARY BY CLASSIFICATION

Classification	2003-2004 Positions	2005-2006 Positions	2007-2008 Positions	2007 Salary Range
Chief Information Officer	1.00	1.00	1.00	8,767 - 11,312
Network & Operations Manager	1.00	1.00	1.00	6,412 - 8,272
Geographic Inf. Systems Administrator	1.00	1.00	1.00	5,759 - 7,430
Multimedia Communications Manager	0.00	1.00	1.00	5,694 - 7,346
City Clerk & Media Services Manager	1.00	0.00	0.00	
Public Safety Sys. Analyst II	1.00	1.00	1.00	6,148 - 7,232
System Administrator	2.00	2.00	2.00	6,148 - 7,232
Webmaster	1.00	1.00	1.00	5,844 - 6,876
Network Administrator	1.00	1.00	1.00	5,564 - 6,546
Desktop Systems Coordinator	1.00	1.00	1.00	4,797 - 5,643
GIS Analyst	2.00	2.00	2.00	4,596 - 5,407
Multimedia Services Coordinator	1.00	0.00	0.00	
Video Production Specialist	0.00	0.00	0.50	4,523 - 5,320
Help Desk Technician	2.00	3.00	3.00	4,137 - 4,867
Senior Design Specialist	0.00	1.75	1.75	4,062 - 4,779
Administrative Assistant	1.00	1.00	1.00	3,999 - 4,704
Graphic Artist	0.75	0.00	0.00	
Desktop Publishing Specialist	0.00	0.00	0.50	3,596 - 4,230
Multimedia Services Specialist	0.50	0.50	0.00	3,253 - 3,827
TOTAL	17.25	18.25	18.75	

City of Kirkland
2007-08 Budget
Revenue

		2003-04 Actual	2005-06 Estimate	2005-06 Budget	2007-08 Budget	Percent Change
Fund: Information Technology (522)						
Intergovernmental Revenue						
Intergov't Service Revenues						
Intergov't-Other Gen Govt Svcs	3381901	4,952	75,920	32,204	119,268	270.35 %
Total for Intergov't Service Revenues:		4,952	75,920	32,204	119,268	270.35 %
Total for Intergovernmental Revenue:		4,952	75,920	32,204	119,268	270.35 %
Charges for Goods and Services						
Internal Svc Fund Sales/Svc						
Interfund Communications	3481001	115,979	151,961	151,961	231,547	52.37 %
Interfund Copier Charges	3486001	0	146,230	115,550	155,057	34.19 %
Interfund Multimedia Services	3486003	0	0	0	816,849	0.00 %
Interfund Data Processing	3488001	3,496,045	4,363,621	4,363,621	5,394,562	23.62 %
Data Process Replacement Chg	3488002	393,822	476,549	476,549	381,338	-19.97 %
Total for Internal Svc Fund Sales/Svc:		4,005,846	5,138,361	5,107,681	6,979,353	36.64 %
Interfund/Interdep Sales Svc						
Interfund-Technology Services	3491840	43,329	194,927	194,927	364,245	86.86 %
Interfund-Other Gen Govnm't	3491901	63,114	0	0	0	0.00 %
Total for Interfund/Interdep Sales Svc:		106,443	194,927	194,927	364,245	86.86 %
Total for Charges for Goods and Services:		4,112,289	5,333,288	5,302,608	7,343,598	38.49 %
Miscellaneous Revenues						
Interest and Other Earnings						
Investment Interest	3611101	0	0	0	328,751	0.00 %
Total for Interest and Other Earnings:		0	0	0	328,751	0.00 %
Total for Miscellaneous Revenues:		0	0	0	328,751	0.00 %
Other Financing Sources						
Operating Transfer In						
Operating Transfer In	3971001	1,148,689	709,024	709,024	0	0.00 %
Total for Operating Transfer In:		1,148,689	709,024	709,024	0	0.00 %
Resources Forward						
Resources Forward	3999901	0	2,323,176	2,347,447	2,049,423	-12.69 %
Total for Resources Forward:		0	2,323,176	2,347,447	2,049,423	-12.69 %
Total for Other Financing Sources:		1,148,689	3,032,200	3,056,471	2,049,423	-32.94 %
Total for Information Technology:		5,265,930	8,441,408	8,391,283	9,841,040	17.27 %