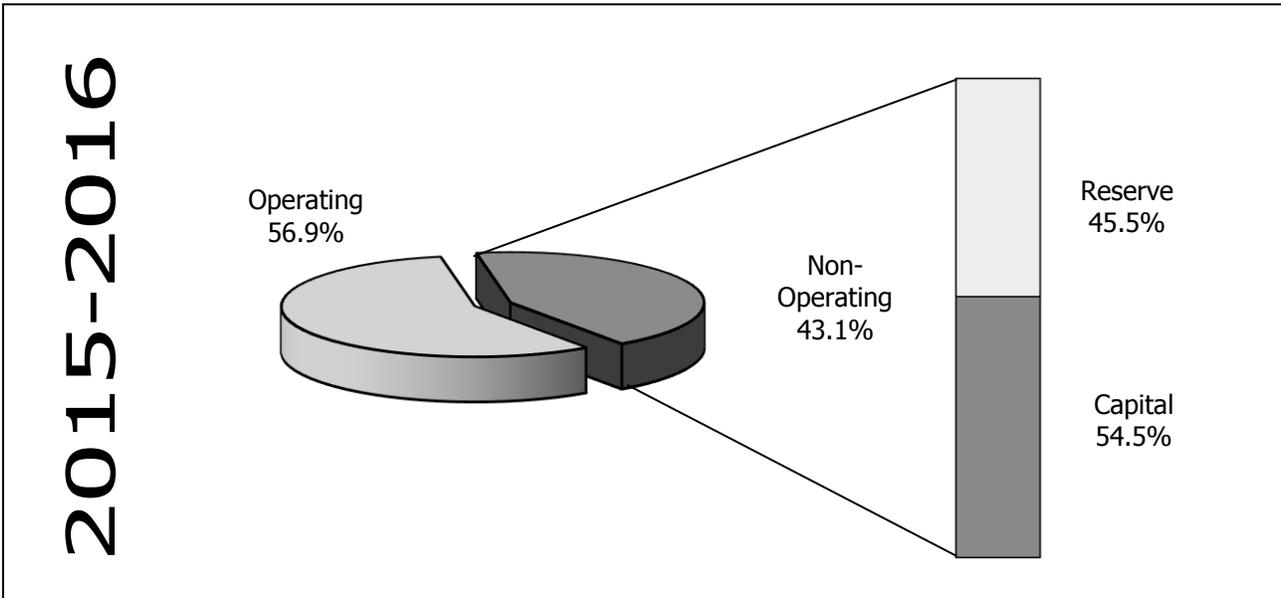


**CITY OF KIRKLAND  
SURFACE WATER UTILITY  
2015-2016 BUDGET SUMMARY: BY FUND TYPE/FUND**



The Surface Water Utility operating budget accounts for the operation and maintenance of the City's surface water system. The non-operating budget accounts for capital projects and reserves.

**Analysis of Change**

Fund	2013-14 Budget	2015-16 Budget	Percent Change
<b>Operating Fund</b>			
421 Surface Water Management	22,912,385	23,888,452	4.26%
<b>Total Operating Fund</b>	<b>22,912,385</b>	<b>23,888,452</b>	<b>4.26%</b>
<b>Non-Operating Fund</b>			
423 Surface Water Capital Projects	21,200,255	18,078,039	-14.73%
<b>Total Non-Operating Fund</b>	<b>21,200,255</b>	<b>18,078,039</b>	<b>-14.73%</b>
<b>Total Surface Water Utility Funds</b>	<b>44,112,640</b>	<b>41,966,491</b>	<b>-4.87%</b>

**CITY OF KIRKLAND**  
**CHANGE IN FUND BALANCE (Beginning 2013 to Ending 2016)**  
**SURFACE WATER UTILITY FUNDS**

	<b>Surface Water Management<sup>1</sup></b>	<b>Surface Water Capital Projects<sup>2</sup></b>	<b>Total</b>
<b>2013 Actual Beginning Fund Balance</b>	<b>4,227,023</b>	<b>11,690,591</b>	<b>15,917,614</b>
<i>Reserved</i>	<i>706,364</i>	<i>5,296,537</i>	<i>6,002,901</i>
<i>Unreserved Working Capital</i>	<i>3,520,659</i>	<i>6,394,054</i>	<i>9,914,713</i>
Plus: 2013-14 Estimated Revenues	18,710,463	8,056,718	<b>26,767,181</b>
Less: 2013-14 Estimated Expenditures	18,569,489	8,161,203	<b>26,730,692</b>
<b>2014 Estimated Ending/2015 Budgeted Beginning Fund Balance</b>	<b>4,367,997</b>	<b>11,586,106</b>	<b>15,954,103</b>
Plus: 2015-16 Budgeted Revenues	19,520,455	6,491,933	<b>26,012,388</b>
Less: 2015-16 Budgeted Expenditures	20,403,689	9,858,456	<b>30,262,145</b>
<b>2016 Budgeted Ending Fund Balance</b>	<b>3,484,763</b>	<b>8,219,583</b>	<b>11,704,346</b>
<i>Reserved</i>	<i>893,306</i>	<i>8,219,583</i>	<i>9,112,889</i>
<i>Unreserved Working Capital</i>	<i>2,591,457</i>	<i>-</i>	<i>2,591,457</i>
<b>Change in Fund Balance: Beginning 2013 to Ending 2016</b>	<b>(742,260)</b>	<b>(3,471,008)</b>	<b>(4,213,268)</b>

**Notes:**

<sup>1</sup>The decrease in the Management Fund is due to significant investment in one-time projects related to the implementation of the Surface Water Master Plan.

<sup>2</sup> The reduction in fund balance of the Surface Water Capital Projects Fund is due to the completion of capital projects that were funded but not constructed in prior years. Surface Water Construction Reserve within the Surface Water Projects Fund accumulates resources for future projects.

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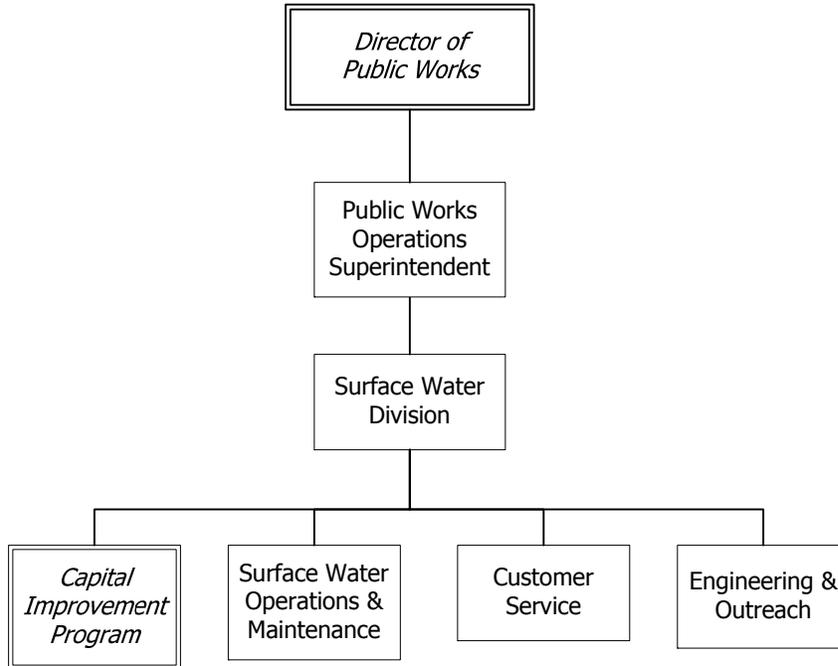
**OPERATING**



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

Surface Water Management 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.*



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## DEPARTMENT OVERVIEW

# ***SURFACE WATER MANAGEMENT FUND***

## MISSION

The Surface Water Management Fund is established to account for the resources associated with the maintenance, operation, and minor construction components of the City's surface water system; this system includes constructed elements such as pipes and catch basins, and natural resources such as streams and lakes.

## DEPARTMENT FUNCTIONS

The Surface Water Operations and Maintenance Division of Public Works operates, maintains, and repairs storm drain infrastructure including pipes, manholes, catch basins, ditches, and detention ponds. The storm drain system serves all residential, multifamily, and commercial customers.

The Surface Water Engineering Group in the Development and Environmental Services Division conducts review of development proposals, ensures City compliance with state and federal surface water regulations, monitors the quality of water and aquatic habitat, investigates water quality and drainage complaints, conducts education and outreach programs, inspects private detention systems, and conducts watershed planning.

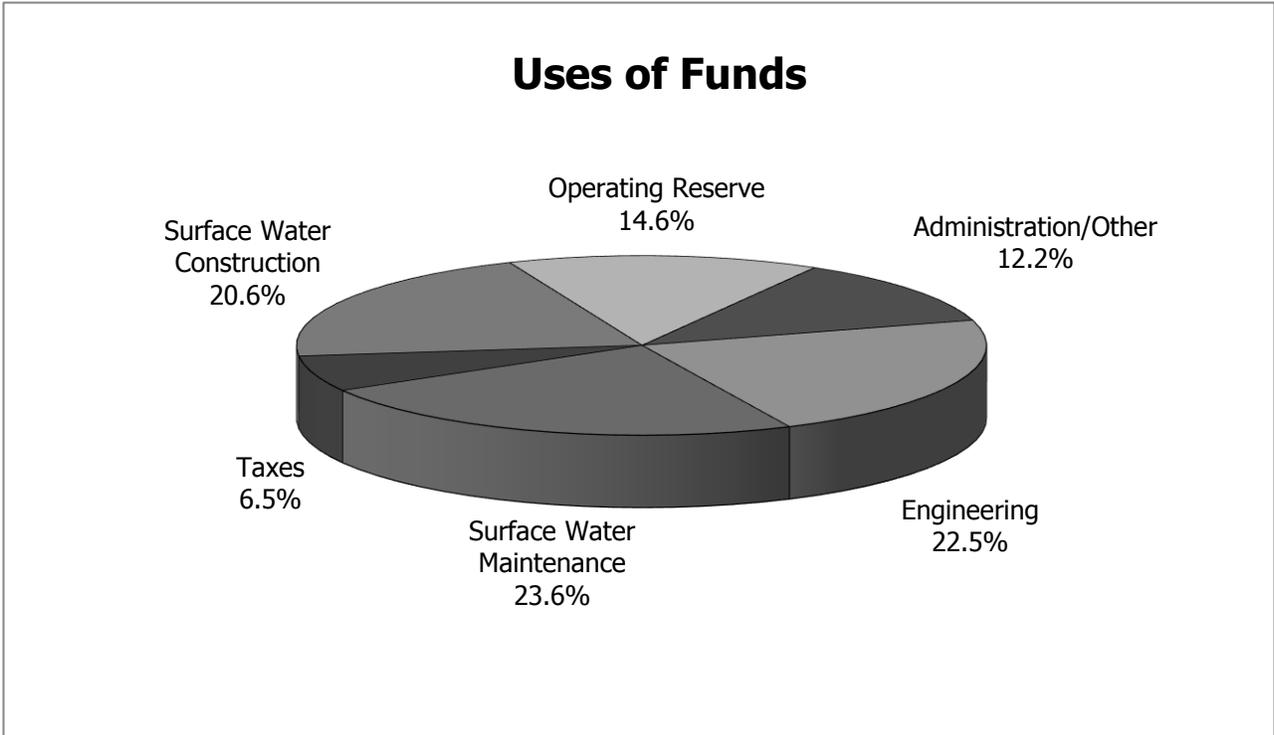
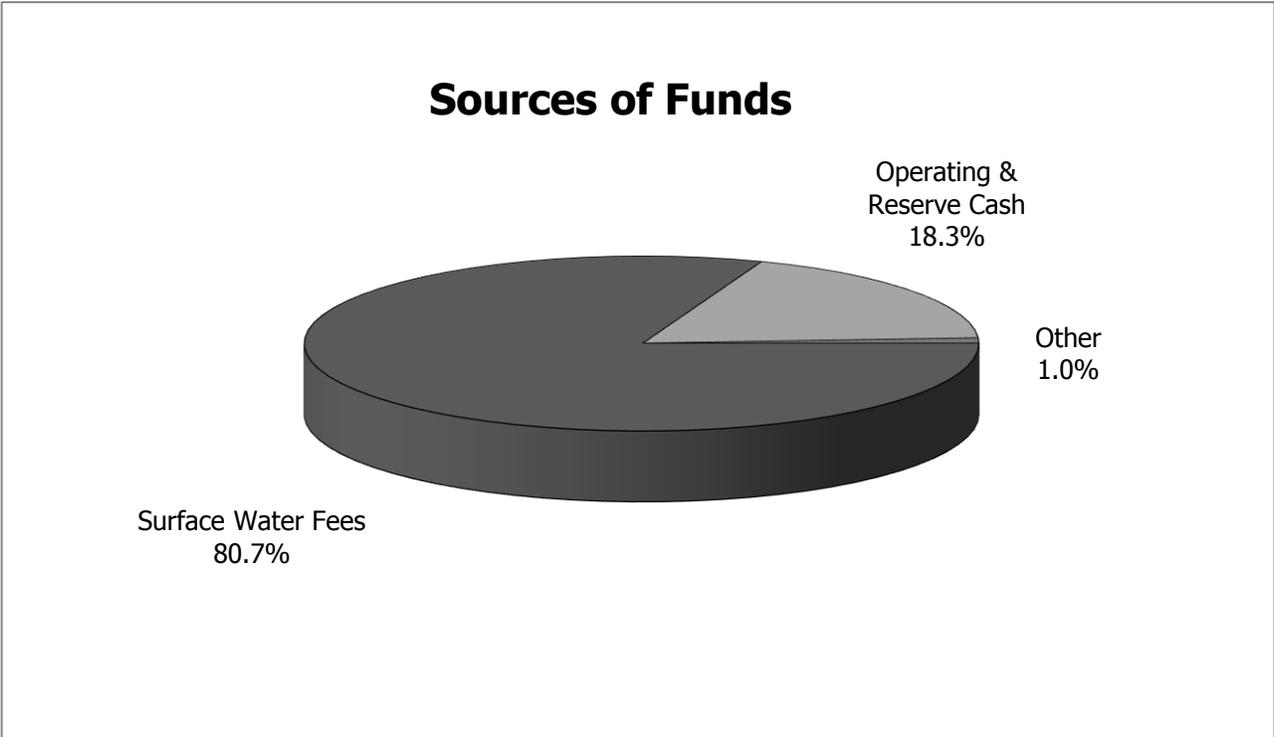
Capital projects, such as installation or replacement of pipes and manholes or restoration of stream channels, are managed within the Capital Projects Division of Public Works and funded by the Surface Water Utility.

## BUDGET HIGHLIGHTS AND RELATIONSHIP TO COUNCIL GOALS

### Environment and Dependable Infrastructure

- Establish adequate rates to support the needs of the Surface Water resulting in 4% rate increases each year
- Update Critical Areas Ordinance Regulations and related GIS utility data, \$305,000 (\$90,000 paid by Planning/\$215,000 paid by Surface Water)
- Implement the Surface Water Master Plan recommendations, including:
  - Expand the CCTV Inspection Program including 2.0 FTE, and CCTV vehicle, \$379,492 (Funded 50% from Surface Water and 50% from Sewer)
  - Add NPDES Field Inspection Program, 0.50 FTE, \$124,741 on-going and \$105,815 one-time
  - Increase Ditch Maintenance Program, 4.0 FTE, \$983,631 ongoing and \$526,112 one-time
  - Perform deferred Surface Water system rehabilitation, \$147,564 one-time
  - Conduct right of way tree Inventory, \$66,000 one-time
  - Perform required Cochran Spring monitoring, \$6,520 ongoing
  - Provide funding for potential property acquisition identification and prioritization, \$30,000 one-time
  - Enhance environmental permitting maintenance work, \$24,000 ongoing
  - Add 1.0 FTE Utility Engineer, \$253,820 ongoing

**2015-2016 BUDGET  
SURFACE WATER MANAGEMENT FUND**



2015 - 2016 FINANCIAL OVERVIEW

***SURFACE WATER MANAGEMENT FUND***

**FINANCIAL SUMMARY BY OBJECT**

	<u>2011-2012 Actual</u>	<u>2013-2014 Estimate</u>	<u>2013-2014 Budget</u>	<u>2015-2016 Budget</u>	<u>Percent Change</u>
Salaries and Wages	2,752,244	3,277,521	3,739,421	4,691,138	25.45%
Benefits	1,122,245	1,529,077	1,926,399	2,616,018	35.80%
Supplies	429,078	501,433	649,325	591,401	-8.92%
Other Services	3,374,170	4,823,505	4,764,054	4,992,381	4.79%
Government Services	6,443,760	8,289,515	8,278,498	7,343,957	-11.29%
Capital Outlay	146,390	87,743	94,927	33,000	-65.24%
Reserves*	2,365,034	4,428,692	3,459,761	3,620,557	4.65%
<b>TOTAL</b>	16,632,921	22,937,486	22,912,385	23,888,452	4.26%

**FINANCIAL SUMMARY BY DIVISION**

	<u>2011-2012 Actual</u>	<u>2013-2014 Estimate</u>	<u>2013-2014 Budget</u>	<u>2015-2016 Budget</u>	<u>Percent Change</u>
Customer Service	1,956,935	3,258,973	3,502,032	3,437,774	-1.83%
Administration	6,127,773	10,147,904	9,502,389	11,193,064	17.79%
Capital Construction	5,461,574	6,436,156	6,495,058	4,889,034	-24.73%
Operations and Maint.	3,086,639	3,094,453	3,412,906	4,368,580	28.00%
<b>TOTAL</b>	16,632,921	22,937,486	22,912,385	23,888,452	4.26%

**POSITION SUMMARY BY DIVISION**

	<u>2011-2012 Actual</u>	<u>Adjustments</u>	<u>2013-2014 Budget</u>	<u>Adjustments</u>	<u>2015-2016 Budget</u>
Customer Service	7.75	0.00	7.75	0.00	7.75
Administration	1.44	0.20	1.64	0.00	1.64
Operations and Maint.	18.40	-0.10	18.30	6.50	24.80
<b>TOTAL</b>	27.59	0.10	27.69	6.50	34.19

\*2011-12 actual and 2013-14 estimates reserves are budgeted, but not spent

2015-2016 POSITION SUMMARY

***SURFACE WATER MANAGEMENT FUND***

**POSITION SUMMARY BY CLASSIFICATION**

<u>Classification</u>	<u>2013-2014 Budget</u>	<u>Service Packages</u>	<u>2015-2016 Positions</u>	<u>Budgeted 2015 Salary Range</u>
Development Engineering Manager	0.25		0.25	7,982 - 10,298
Public Works Superintendent	0.25		0.25	7,483 - 9,656
Internal Services Manager	0.00		0.00	6,811 - 8,790
Stormwater/Sewer Division Manager	0.50		0.50	6,811 - 8,790
Surface Water Engineer Supervisor	1.00		1.00	6,745 - 8,703
Senior Surface Water Engineer	1.00		1.00	7,268 - 8,551
Surface Water Utility Engineer	1.00	1.00	2.00	6,243 - 7,344
Water Quality Programs Coordinator	1.00		1.00	6,080 - 7,153
Urban Forester	0.50		0.50	5,823 - 6,850
SW Engineering Analyst	1.00		1.00	5,611 - 6,601
Water Quality Specialist	1.00		1.00	5,465 - 6,431
Education Outreach Specialist	1.00		1.00	5,465 - 6,431
Leadperson	1.80		1.80	5,228 - 6,308
Field Arborist	1.00		1.00	4,496 - 5,808
Senior Maintenance Person	7.00	2.00	9.00	4,386 - 5,665
Yard Maint. & Inventory Control	0.15		0.15	4,386 - 5,665
Senior Accounting Associate	0.10		0.10	4,606 - 5,419
Utility Craftsperson	0.15		0.15	4,088 - 5,225
Permit Technician	0.20		0.20	4,407 - 5,185
Utilityperson	7.40	3.50	10.90	3,452 - 4,748
Grounds Technician	0.30		0.30	3,452 - 4,748
Public Works Office Specialist	0.75		0.75	3,766 - 4,432
Utility Data Entry Clerk	0.34		0.34	3,409 - 4,011
<b>TOTAL</b>	27.69	6.50	34.19	

**City of Kirkland  
2015 - 2016 Budget  
Revenues**

		2011 -2012 Actual	2013 - 2014 Estimate	2013- 2014 Budget	2015- 2016 Budget	Percent Change
<b>Fund:</b>	<b>Surface Water Management (421)</b>					
<b>Department:</b>	<b>General</b>					
<b>Division:</b>	<b>Not Applicable</b>					
<b>Key:</b>	<b>Surface Water Mgmt Utility (421000000)</b>					
<b>License and Permits</b>						
Public Property Permit	3229011	0	4,000	0	0	0.00%
<b>Total for License and Permits:</b>		0	4,000	0	0	0.00%
<b>Intergovernmental Revenue</b>						
US Fish and Wildlife	3331560	33,383	3,802	17,500	0	0.00%
Indirect FEMA	3339703	29,655	0	0	0	0.00%
Military Department	3340180	4,942	0	0	0	0.00%
Dept of Ecology	3340310	57,347	532,900	387,100	0	0.00%
Other King County Grants	3370801	48,072	0	0	0	0.00%
King Conservation District	3370805	-284	0	0	0	0.00%
Intergovt*Other Gen Govt Svcs	3381901	0	0	23,524	0	0.00%
<b>Total for Intergovernmental Revenue:</b>		173,115	536,702	428,124	0	0.00%
<b>Charges for Goods and Services</b>						
Other*General Government Svcs	3419001	528	0	0	0	0.00%
Residential Storm Drain Fee	3431101	0	9,717,168	9,772,508	10,413,115	6.55%
Commercial Storm Drainage Fee	3431201	0	8,306,012	8,324,730	8,870,430	6.55%
Residential*Storm Drainage Fee	3438301	7,635,446	0	0	0	0.00%
Commercial*Storm Drainage	3438302	7,330,500	0	0	0	0.00%
Misc Utility Revenue	3438901	160	0	0	0	0.00%
Interfund Personnel Services	3491601	8,655	0	0	0	0.00%
Interfund-Other Gen Govnmt	3491901	0	5,000	40,000	10,000	-75.00%
Interfund Engineering-CIP Eng	3493202	9,051	0	20,000	0	0.00%
Intrfrnd Engineering-Develp Svc	3493205	0	0	0	104,000	0.00%
<b>Total for Charges for Goods and Services:</b>		14,984,340	18,028,180	18,157,238	19,397,545	6.83%
<b>Miscellaneous Revenues</b>						
Investment Interest	3611101	60,244	52,714	40,000	61,910	54.77%
Int on Sales Tax Contract AR	3614001	35,482	49,339	38,000	50,000	31.57%
Other Judgements Settlements	3694001	38,555	17,689	20,000	10,000	-50.00%
Cash Over Short	3698101	35	0	0	0	0.00%
Other Misc Revenue	3699001	67	303	2,000	1,000	-50.00%
<b>Total for Miscellaneous Revenues:</b>		134,383	120,045	100,000	122,910	22.91%
<b>Proprietary Other Income</b>						
Insur Recovery Prop IntSvc	3720001	0	2,490	0	0	0.00%
<b>Total for Proprietary Other Income:</b>		0	2,490	0	0	0.00%

**City of Kirkland  
2015 - 2016 Budget  
Revenues**

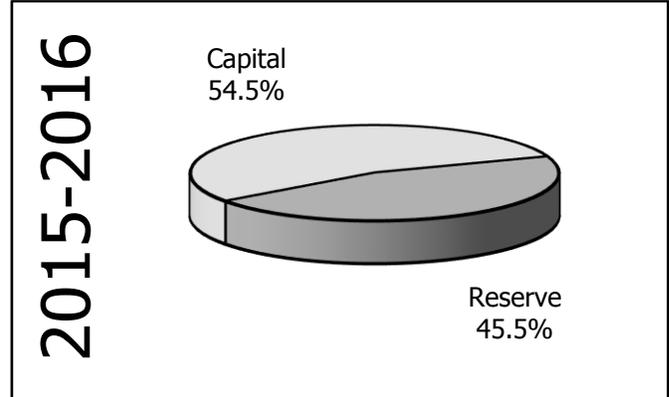
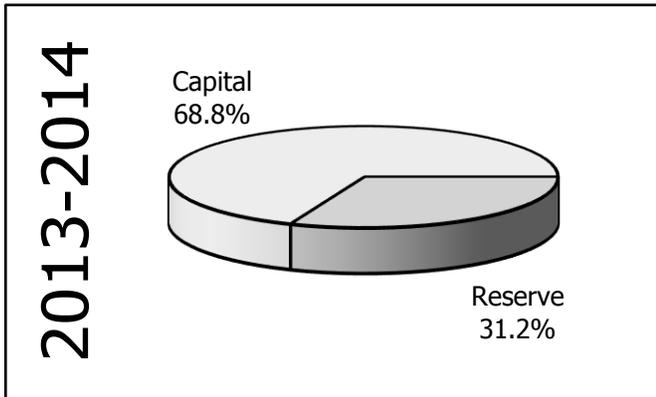
		2011 -2012 Actual	2013 - 2014 Estimate	2013- 2014 Budget	2015- 2016 Budget	Percent Change
<b>Other Financing Sources</b>						
Operating Transfer In	3971001	0	19,046	0	0	0.00%
Resources Forward	3999901	0	4,227,023	4,227,023	4,367,997	3.33%
<b>Total for Other Financing Sources:</b>		0	4,246,069	4,227,023	4,367,997	3.33%
<hr/>						
<b>Total for Surface Water Mgmt Utility (421000000):</b>		15,291,838	22,937,486	22,912,385	23,888,452	4.25%
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<b>Total for Not Applicable:</b>		15,291,838	22,937,486	22,912,385	23,888,452	4.25%
<hr/>						
<b>Total for General:</b>		15,291,838	22,937,486	22,912,385	23,888,452	4.25%
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<b>Total for Surface Water Managment:</b>		15,291,838	22,937,486	22,912,385	23,888,452	4.25%

**NON-OPERATING**



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# CITY OF KIRKLAND SURFACE WATER UTILITY



## 2013-2014 BUDGET SUMMARY: BY PURPOSE

Fund	2013-14 Budget	Purpose			
		Reserve	Debt	Capital	Other
423 Surface Water Capital Projects	21,200,255	6,606,227	-	14,594,028	-
<b>Total Non-Operating Funds</b>	<b>21,200,255</b>	<b>6,606,227</b>	<b>-</b>	<b>14,594,028</b>	<b>-</b>

## 2015-2016 BUDGET SUMMARY: BY PURPOSE

Fund	2015-16 Budget	Purpose			
		Reserve	Debt	Capital	Other
423 Surface Water Capital Projects	18,078,039	8,219,583	-	9,858,456	-
<b>Total Non-Operating Funds</b>	<b>18,078,039</b>	<b>8,219,583</b>	<b>-</b>	<b>9,858,456</b>	<b>-</b>



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CITY OF KIRKLAND

***SURFACE WATER UTILITY CAPITAL  
PROJECTS FUND***

Capital Projects Funds are used to fund and track the construction of projects approved in the Capital Improvement Program. The City Council adopts a six-year Capital Improvement Program (CIP), which is a plan for major improvements or purchases needed in the areas of transportation (streets, sidewalks, signals, and intersections), storm drains, water and sewer systems, parks, public safety, and other general government facilities and equipment. The Council revises the CIP biennially. The Surface Water portion of the CIP includes only those projects associated with the surface water utility.

The **Surface Water Capital Projects Fund** accounts for surface water projects which are ultimately funded by a portion of the surface water fees paid by all property owners within the City. Included in the fund are the Surface Water CIP Contingency and the Surface Water Reserve. The former has a target of ten percent of the funded six-year Surface Water CIP and provides a cushion in the event of unanticipated changes in project scope or cost. The latter is comprised of depreciation funding from a portion of the surface water fees for funding future replacement of the Surface Water infrastructure.

**CITY OF KIRKLAND  
 CAPITAL IMPROVEMENT PROGRAM  
 2015-2016 BUDGET**

**SURFACE WATER CAPITAL PROJECTS FUND (423)**

<b>Project Category/ Project Title</b>	<b>Project Number</b>	<b>Funding Source</b>
<b>SURFACE WATER MANAGEMENT</b>		
Annual Replacement Of Aging/Failing Infrastructure	SD 0047	Surface Water Rates
Cochran Springs / Lake Washington Blvd Crossing Enh.	SD 0048	Surface Water Rates
Surface Water Sediment Pond Reclamation Phase II	SD 0058	Surface Water Rates
NE 129th Place / Juanita Creek Rockery Repair	SD 0067	Surface Water Rates
Neighborhood Drainage Assistance Program (NDA)	SD 0081	Reserves
Annual Streambank Stabilization Program	SD 8888	Surface Water Rates
Annual Surface Water Infrastructure Replacement Program	SD 9999	Surface Water Rates
<b>TOTAL SURFACE WATER CAPITAL PROJECTS FUND</b>		

2015 Budget	2016 Budget	Estimated Total Project Cost**	Additional Annual Maintenance & Operations	
			2015	2016
200,000	200,000	1,200,000	-	-
667,100	450,000	1,457,100	-	-
497,600	238,000	735,600	-	-
223,300	-	223,300	-	-
50,000	-	150,000	-	-
-	350,000	1,342,900	-	-
-	350,000	1,345,600	-	-
<b>1,638,000</b>	<b>1,588,000</b>	<b>6,454,500</b>	-	-

**City of Kirkland**  
**2014 Update to 2013-2018 Capital Improvement Program**

**SURFACE WATER MANAGEMENT UTILITY PROJECTS**

**Funded Projects:**

Project Number	Project Title	Prior Year(s)	2013	2014	2015	2016	2017	2018	2013-2018 Total	Funding Source			
										Current Revenue	Reserve	Debt	External Source
<b><i>Prior Year Active Projects:</i></b>													
SD 0025	NE 85th Street Detention	621,800											
<b>Subtotal Prior Year Active Projects with no new funding planned</b>		<b>621,800</b>											
<b><i>Current 2013-18 CIP:</i></b>													
SD 0047	Annual Replacement of Aging/Failing Infrastructure		200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	1,200,000			
SD 0048	Cochran Springs / Lake Washington Blvd Crossing Enh.	180,000		340,000	667,100	450,000			1,457,100	1,457,100			
SD 0051	Forbes Creek/KC Metro Access Road Culvert Enh.	232,200					688,000	370,700	1,058,700	1,058,700			
SD 0053	Forbes Creek/Coors Pond Channel Grade Controls	260,200						164,700	164,700	164,700			
SD 0058	Surface Water Sediment Pond Reclamation Phase II	115,400			497,600	238,000			735,600	735,600			
SD 0059	Totem Lake Boulevard Flood Control Measures	585,400	302,800	1,048,000					1,350,800	1,014,800			336,000
SD 0067	NE 129th Place/Juanita Creek Rockery Repair	115,500			223,300				223,300	223,300			
SD 0075	Totem Lake Twin 42 Inch Culvert Replacement	922,000	3,494,000						3,494,000	1,253,200	2,240,800		
SD 0076#	NE 141st Street/111th Avenue NE Culvert Repair		181,500						181,500		181,500		
SD 0077#	Goat Hill Storm Drainage Repair			153,700					153,700	153,700			
SD 0078#	Billy Creek Ravine Stabilization Phase II			87,600					87,600	34,500	53,100		
SD 0079	Public Safety Building Stormwater Quality Demonstration		160,000						160,000		160,000		
SD 0081	Neighborhood Drainage Assistance Program (NDA)		50,000		50,000		50,000		150,000		150,000		
SD 0082	Kirkland Decant Facility Expansion		75,000	1,193,000					1,268,000		317,100		950,900
SD 0083	7th Avenue S Storm Main Replacement			240,000					240,000		240,000		
SD 0085	Cross Kirkland Corridor (CKC) Storm Water Retrofit			120,000					120,000		-		120,000
SD 8888	Annual Streambank Stabilization Program		217,900			350,000	350,000	425,000	1,342,900	1,125,000	217,900		
SD 9999	Annual Surface Water Infrastructure Replacement Program		218,000			350,000	350,000	427,600	1,345,600	1,127,600	218,000		
<b>Total Funded Surface Water Management Utility Projects</b>		<b>3,032,500</b>	<b>4,899,200</b>	<b>3,382,300</b>	<b>1,638,000</b>	<b>1,588,000</b>	<b>1,638,000</b>	<b>1,588,000</b>	<b>14,733,500</b>	<b>9,548,200</b>	<b>3,778,400</b>	<b>0</b>	<b>1,406,900</b>

412

**SURFACE WATER MANAGEMENT UTILITY PROJECTS**

**Unfunded Projects:**

Project Number	Project Title	Total
SD 0045^	Carillon Woods Erosion Control Measures	549,600
SD 0046#	Regional Detention in Forbes and Juanita Creek Basins	2,810,200
SD 0049#	Forbes Creek/108th Avenue NE Fish Passage Improvements	332,900
SD 0050#	NE 95th Street/126th Avenue NE Flood Control Measures	55,900
SD 0052^	Forbes Creek/Slater Avenue Embankment Stabilization	139,700
SD 0054#	Forbes Creek/BNSFRR Fish Passage Improvements	424,200
SD 0055	Forbes Creek / 98th Avenue NE Riparian Plantings	75,500
SD 0056^	Forbes Creek Ponds Fish Passage/Riparian Plantings	213,000
SD 0061^	Everest Park Stream Channel/Riparian Enhancements	1,095,500
SD 0062^	Stream Flood Control Measures at Kirkland Post Office	345,400
SD 0063^	Everest Creek-Slater Avenue at Alexander Street	830,300
SD 0068	128th Ave NE/NE 60th Street To NE 64th St Drainage Imp	270,300
SD 0070	Juanita Creek Watershed Enhancement Study	50,000
SD 0074	Streambank Stabilization Program – NE 86th Street	640,200
SD 0084	Market Street Storm Main Rehabilitation	700,000
<b>SD 0085 001</b>	<b><i>Cross Kirkland Water Quality</i></b>	<b>920,000</b>
<b>Subtotal Unfunded Surface Water Management Utility Projects</b>		<b>9,452,700</b>
<b>Funding Available from Annual Programs for Candidate Projects</b>		<b>2,688,500</b>
<b>Net Unfunded Surface Water Management Utility Projects</b>		<b>6,764,200</b>

**Notes**

- \* = Modification in timing and/or cost
- ^ = Annual Program Project Candidates
- # = Annual Storm Drain Replacement Program Project Candidates
- " = Moved from funded status to unfunded status
- Shaded year(s) = Previous timing
- Bold italics = New projects***