

ORDINANCE NO. 3589

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF KIRKLAND FINDING THE EXISTENCE OF FUNDS IN EXCESS OF ANTICIPATED REVENUES DURING THE BUDGETARY PERIOD COMMENCING JANUARY 1, 1997, AUTHORIZING THE EXPENDITURE OF SAME, AND AUTHORIZING SIX ADDITIONAL FULL-TIME EQUIVALENT POSITIONS.

BE IT ORDAINED by the City Council of the City of Kirkland as follows:

Section 1. The Kirkland City Council finds that the following sums so indicated are estimated to be received and are in excess of anticipated revenues estimated:

REVENUES

A. CURRENT EXPENSE

1. Taxes	\$ 35,400
2. Licenses and Permits	132,777
3. Intergovernmental	41,461
4. Other Financing Sources	<u>930,869</u>
Subtotal	\$ 1,140,507

B. STREET OPERATING

1. Intergovernmental	\$ 15,000
2. Other Financing Sources	<u>270,518</u>
Subtotal	\$ 285,518

C. FACILITIES MAINTENANCE

1. Other Financing Sources	\$ 123,000
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D. GENERAL CAPITAL PROJECTS

1. Other Financing Sources	\$ 3,149,828
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E. GRANT CAPITAL PROJECTS

1. Intergovernmental	\$ 381,065
2. Other Financing Sources	<u>271,687</u>
Subtotal	\$ 652,752

F. WATER/SEWER OPERATING

1. Other Financing Sources	\$ 111,051
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G. UTILITY CAPITAL PROJECTS

1. Other Financing Sources	\$ 798,828
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H. DATA PROCESSING

1. Other Financing Sources	\$	5,125
TOTAL RESOURCES:	\$	<u>6,266,609</u>

From said excess revenues and funds, the following expenditures during the 1997 budget period are authorized:

EXPENDITURES

A. CURRENT EXPENSE

1. Wages	\$	245,621
2. Benefits		41,389
3. Supplies		10,785
4. Other Services and Charges		626,502
5. Governmental Services		185,550
6. Capital Outlay		<u>30,660</u>
Subtotal	\$	1,140,507

B. STREET OPERATING

1. Other Services and Charges	\$	47,613
2. Capital Outlay		<u>237,905</u>
Subtotal	\$	285,518

C. FACILITIES MAINTENANCE

1. Capital Outlay	\$	123,000
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D. GENERAL CAPITAL PROJECTS

1. Supplies	\$	549,698
2. Other Services and Charges		327,206
3. Governmental Services		58,738
4. Capital Outlay		<u>2,214,186</u>
Subtotal	\$	
3,149,82803,511		

E. GRANT CAPITAL PROJECTS

1. Supplies	\$	200
2. Other Services and Charges		248,800
3. Governmental Services		52,752
4. Capital Outlay		<u>351,000</u>
Subtotal	\$	652,752

F. WATER/SEWER OPERATING

1. Other Services and Charges	\$	61,563
2. Capital Outlay		<u>49,488</u>
Subtotal	\$	111,051

CITY OF KIRKLAND

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**DEPARTMENT OF ADMINISTRATION AND FINANCE
MEMORANDUM**

To: Anne Pflug, City Manager
From: Marilynne Beard, Director of Finance
MBeard
Date: June 19, 1997
Subject: 1997 BUDGET ADJUSTMENT

RECOMMENDATION:

The City Council adopt the attached ordinance increasing the 1997 Budget appropriations and authorized positions for selected funds.

POLICY IMPLICATION:

State law requires the City to adjust budget appropriations when:

1. Unanticipated revenue exists and will potentially be expended.
2. New funds are established during the budget year which were not included in the original budget; or
3. The City Council authorizes positions, projects or programs not anticipated in the budget preparation process.

BACKGROUND:

State law prohibits expenditures in excess of budget appropriations for any fund. This budget adjustment allows for appropriation increases where it is anticipated that total expenditures may be in excess of the current budget. Expenditure increases are funded by recognizing unanticipated revenues.

There are two categories of adjustments contained in the proposed ordinance -- carryover requests and mid-year adjustments.

CARRYOVER REQUESTS

Carryover requests represent service packages or capital project expenditures that were authorized in the 1996 Budget but which did not get completed (or paid) during the 1996 fiscal year. This budget adjustment provides appropriations in the current fiscal year to complete these projects. Funding for carryovers comes from expended cash from 1996

(Resources Forward). The most significant amounts relate to capital projects. Carryovers represent about \$4.95 million of the total budget adjustment of \$6.3 million.

MID-YEAR BUDGET ADJUSTMENTS

The Council reviewed requested budget adjustments at their mid-year budget review held on June 5 and 10. The recommended budget adjustment contains both dollar increases and new authorized positions. The major items for consideration are:

1. 1997 Council Goal Funding -- Additional funding to implement Council goals is requested for 1997. Additional funding will be requested in the 1998 Budget to continue projects beginning this year. This recommendation includes the authorization of 1.0 FTE for RTA management. There was also a request for a .50 temporary position to manage the Totem Lake project. Since it is anticipated that this project will exceed the one year limit for temporary employees, the Planning Department intends to use existing staff for the remainder of this year (and backfill with permit review consulting services) and hire a new half-time temporary planner for next year.
2. Building Permit Review Services -- Approved earlier in 1997, this adjustment will provide funding for temporary plan reviewers and building inspectors to address a surge in building permit activity. The temporary assistance will be funded primarily from building permit revenues anticipated to be received in excess of the budgeted amounts.
3. Park Bond Preparation -- Funding is requested for assistance in preparing projects for a possible park bond measure in 1998. Consultants will be used to further define recommended projects so that community support can be better ascertained.
4. Conversion of Firefighter Overtime -- Three new FTE's (full time equivalents) are requested to supplant the use of overtime to cover fire and emergency minimum staffing. Funding will be provided by converting the existing overtime budget to regular wages and benefits. This conversion is necessary to implement the new firefighter labor contract.
5. Technical Support Specialist -- A temporary position will be converted to regular status as recommended in the Administration and Finance Department management audit. There has been a temporary position in place for more than a year which is in violation of the AFSCME labor contract. No additional funding is requested. A memo from Motiryo Keambiroiro is attached which discusses the use of contracted services for technology and facilities maintenance.
6. Facilities Maintenance Technician -- A regular, full-time Facilities Maintenance Technician will be added. Funding will be provided by converting contracted services budget. No additional funding is requested for this position (see memo from Motiryo

Keambiroiro on the use of contracted services for facilities maintenance).

7. City Manager Office Clerical Support -- A part-time employee's hours will be increased to full time for the balance of 1997 to provide the needed level of clerical support to the Council and City Manager's Office staff. A proposal to increase hours on a permanent basis may be presented in the 1998 Budget.
8. Police Grant -- Two grants were recieved by the Police Department after the initial budget was approved. This adjustment acknowledges the unanticipated revenue and increases the Police Department budget accordingly.

A copy of the recommended mid-year adjustment that was presented to Council at the mid-year budget review is attached.

cc: Chip Corder
Lyman Howard

**City of Kirkland
Mid-Year Budget Recommendations**

FUND/DEPT	RECOMMENDED		FUNDING SOURCE				FUTURE COSTS***	
	\$\$	FTE	Taxes	CSPR*	Res Fwd	Fees/Other	Ongoing	One-Time
CURRENT EXPENSE								
City Manager								
-Clerical Support	10,000				10,000			
Planning								
-Totem Lake/NE 85th**	10,700			10,700			32,000	175,000
-Downtown Bulk/Mass/Ht Regs**	28,000			28,000				
-Natural Environment Regs**	10,000			10,000				
-Permit Review Services**	30,000			30,000				
Public Works								
-RTA Management**	65,400	1.00	35,400	30,000			85,000	170,000
Parks and Comm Svcs.								
-Park Site/Nat Area Inventory**	25,000			25,000				40,000
-BNSF Trail Project Development	85,000				85,000			
-Park Bond Preparation								
--Property Appraisals	6,000				6,000			
--Park Bond Project Prep	35,000				35,000			
-Police								
--SCOPE Grant	22,000					22,000		
Fire and Building								
--Permit Services	142,038					142,038		
--Conversion of Firefighter Overtime	-	3.00	Convert existing overtime to regular salaries					
Subtotal Current Expense	469,138	4.00	35,400	133,700	136,000	164,038	117,000	385,000
FACILITIES MAINTENANCE FUND								
--Convert contracted maintenance to FTE	N/A	1.00	Use existing resources					
DATA PROCESSING FUND								
--Convert temporary position to regular position**	N/A	1.00	Use existing resources					

*CSPR = Council Special Project Reserve

**Indicates Cost Associated with Council Goal

***Indicates potential costs in 1998 and future years to complete project; high end of range provided

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ADMINISTRATIVE SERVICES DEPARTMENT MEMORANDUM

To: Anne Pflug

From: Motiryo Keambiroiro 

DATE: June 19, 1997

Subject: Question asked by Council Member Pantley for mid-year budget requests

I have provided documentation to support our request for staffing in Facilities and Technical Services.

Q: What contracted services are Facilities and Technical Services engaged with in comparison with staff?

A: Facilities is a 2 member unit with a manager and 1 staff member. They presently care for seventeen facilities located throughout the city. As of June 1, 1997, the division has engaged 107 contractors of varying sizes as well as services for a total cost of \$206,480. Facilities budgeted salaries and benefits expended for same period of time is \$50,950.07. Therefore, there is an approximate 4-to-1 ratio of contracted service to employees services. It is anticipated this will be very similar at the end of the year.

Technical Services, on the other hand, has 3 regular staff members and 1 temporary staff. Mid-year request is to make the temporary employee become regular status (as you will note from Attachment B). There are 6 major systems and 63 support applications that this group is responsible for operating and maintaining. Attachment C identifies annual contracts with outside vendors for capital, operation, and maintenance. The dollar ratio is approximately 1-to-1. Contracted services equate to \$278,943 annually with labor and benefits for employees at \$220,572.

Hopefully, the concern of the use of these resources in the best possible manner has been reflected in these supplemental attachments.

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**ADMINISTRATIVE SERVICES DEPARTMENT
MEMORANDUM**

To: Motiryo Keambiroiro

From: Rick Macbeth *RM*

Date: June 17, 1997

Subject: Contractor expenditures by Facilities Services

Following is the breakdown of contractor expenditures by the Facilities Services Division, through June 1, 1997. This breakdown is by buildings but does not include the Fire Stations.

Municipal Court:

Custodial/Cleaning	5000	
Maint./Repairs	3900	
Security Upgrades	<u>10,000</u>	
Sub Total	\$ 18,900	\$ 18,900

City Hall:

Custodial/Cleaning	44,000	
Inspection Services	1,700	
Maint./Repairs	31,230	
Building Improvements	18,800	
HVAC upgrades	2,000	
Professional Services	<u>4,200</u>	
Sub-Total	\$ 101,930	\$ 101,930

Maintenance Service Center:

Custodial/Cleaning	15,400	
Inspection Services	1,200	
Maint./Repairs	16,750	
Professional Services	2,855	
Generator Repairs (Capitol)	<u>9,800</u>	
Sub-Total	46,005	\$ 46,005

Attachment A

Contractor Expenditures by Facilities Services continued.....

Senior Center:

Custodial/Cleaning	12,300	
Inspection Services	400	
Maint./Repairs	<u>11,400</u>	
Sub-Total	24,130	\$ 24,130

Old Library:

Maint./Repairs	415	\$ 415
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North Kirkland Community Center:

Custodial/Cleaning	13,600	
Maint./Repairs	<u>1,500</u>	
Sub Total	15,100	<u>\$ 15,100</u>

Grand Total **\$ 206,480**

Following is a break down of the number of contractors used by category/costs:

Custodial/Cleaning	11	
Inspections	5	
Professional Services	6	
Vending	2	
Maint./Repairs	<u>83</u>	
Total	107	contractors used on a variety of basis--some every day..

..others once in while, etc.

If you need more information or a listing of the contractors, by name for each category, please let me know. I also did not have cost information for the work done at the fire stations for this year.

Major Central Systems

1. Financial Management System (FMS)
(running on Unisys 5000/85 mini-computer)

2. Exchange (e-mail system &
scheduling)

3. Permit Tracking System
(running on City Network)

4. Mapping/Computer Aided Design
(running on City Network
via ArcCad / ArcView)

5. Wide Area Network

6. Public Safety System
(running on AIX, DB2, RS-6000 IBM
platform)

Supported Applications/Systems (63)

ADMINISTRATION & FINANCE (16)

Bank Reconciliation
BIA Accounting
Cemetery Database
Clerks' Indexing
Desktop Publishing
DISCIS
Fleet Management
Forms Development
Fuel Management
Investment Tracking
Kirkland Municipal Code
LID Accounting
Records Indexing
Sales Tax Reporting and Analysis
Violations Tracking
Kirkland Web Page

PLANNING (3)

Land-Use Inventory
Thematic Mapping
ArcCad / ArcView Mapping

FIRE & BUILDING (10)

Emergency Information System
Energy Code Compliance
Fire Incident Reporting
Fire Training
Hazardous Materials Tracking
Scheduling
Timekeeping/Payroll
"As Built" Building Graphics
Fire Inspection System
Quartermaster Database

POLICE (17)

Computer Aided Dispatch
Daily Activity Log
DARE Database
Investigations & Case Mgmt
Photo Imaging
Police Intelligence
Police Records (LEADERS)
Property Room Inventory
Quartermaster Database
Sex Offenders Database
Timekeeping/Payroll
Training Records
Uniform Crime Reports
Weapons Inventory
'Cruiser' Tracking
'Gangs' Database
Traffic Citations (handheld)

PARKS & RECREATION (2)

Recreation Activity Scheduling
Automated Irrigation

PUBLIC WORKS (15)

Arterial Analysis
Automated Meter Reading
Bid Tabulation
Computer Aided Design (Sign Development)
Infrastructure Inventory
Intersection Capacity Analysis
Project Cost Estimation
Project Tracking
Sign Inventory
Timekeeping/Payroll
Traffic Planning
Utility Location
'BKR' Traffic Modeling System
Telemetry
ArcCad / ArcView Mapping

TECHNOLOGY SERVICES: 1997 BUDGET CONTRACT & STAFF COSTS

'97 Operating Budget:

<u>Consulting and Contract Support Services</u>	<u>Annual Amount</u>	<u>Staff Salaries & Benefits W/ Position</u>
Financial System Support Services	54,615	
Public Safety Systems Support Services	42,780	
Network Support Services	41,300	
Radio Maintenance & Repair Services	29,548	
Telecommunication Systems Support Services	21,170	
PC Hardware Maintenance Services	14,862	
Wide Area Network Support Services	14,000	
Permit Tracking System Support Services	10,600	
Staff Software Training Services	10,200	
Desktop Application Support	1,425	
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TOTAL - OPERATING BUDGET	\$240,500	\$220,572

'97 Capital Budget (incl. carry-overs):

GIS Consulting Services	23,443	
Network Design Consulting Services	15,000	
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TOTAL - CAPITAL BUDGET	\$38,443	\$0
 TOTAL - OPERATING & CAPITAL	 \$278,943	 \$220,572