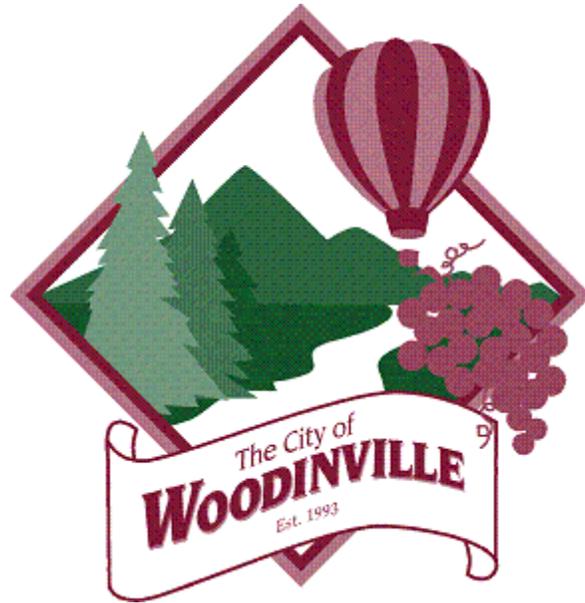


City of Woodinville

2015 / 2016 Preliminary Biennial Budget

Council approved 12/02/2014



Elected Officials

Bernie Talmas, Mayor
James Evans, Deputy Mayor
Paula Waters
Les Rubstello
Hank Stecker
Susan Boundy-Sanders
Liz Aspen



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Woodinville
Washington**

For the Biennium Beginning

January 1, 2013

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Woodinville, Washington for the biennium beginning January 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operation guide, as a financial plan, and as a communications device.

This award is valid for a period of two years only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Table of Contents

| | |
|---|------|
| City Manager’s Budget Message | i |
| Community Profile | xiii |
| Vision and Mission Statement..... | xiv |
| City Organization Chart | xv |
| Summaries | |
| Budget Overview | 1 |
| Revenue Summary | 2 |
| Expenditure Summary | 8 |
| Summary of Sources and Uses | 12 |
| Revenue Details | |
| General Fund | 13 |
| Special Revenue Funds | 14 |
| Debt Service Fund..... | 16 |
| Capital Funds | 16 |
| Enterprise Funds..... | 17 |
| Internal Service Funds | 18 |
| Expenditure Details | |
| City Council and Commissions | 19 |
| Legal Services Department | 27 |
| Executive Department | 31 |
| Administrative Services Department..... | 39 |
| Law enforcement Department | 47 |
| Public Works Department | 55 |
| Development Services Department..... | 71 |
| Debt Service..... | 79 |
| Capital Improvements | 83 |
| Appendices | |
| Demographics..... | 105 |
| Budget Process and Calendar | 107 |
| Financial Policies..... | 109 |
| Sources and Uses by Year and Function | 115 |
| Glossary of Terms | 117 |
| Acronym Glossary..... | 123 |
| Budget Ordinances | 125 |

City of Woodinville
17301 133rd Avenue NE
Woodinville, WA 98072
www.woodinville.wa.us
(425) 489-2700

Budget book cover art by Spencer Epps, winner of the 2014 Celebrate Woodinville Festival Poster Art contest





City of Woodinville, WA

2015-2016 Preliminary Budget Report

November 4, 2014

Honorable City Council:

This Budget anticipates improved conditions and continues to focus on the priorities of public safety and infrastructure. However, it continues to be fiscally conservative despite these improved conditions.

After 8 years of flat or declining economic growth, we finally expect to see some significant improvement in the development sector, while other sectors are expected to experience moderate or very limited improvement. These mixed signals causes us some concern about our ability to sustain existing services, let alone to increase or add new services needed to serve growth in population and workloads, or to address community priorities.

Over the past few years, we drastically reduced staffing levels, outsourced many services; and avoided new taxes, tax increases, or using reserves to pay for on-going services. Because of these actions, we maintained our fiscal integrity and minimized impacts on our residents and businesses. Now that the economy appears to be improving, we should take advantage of these conditions to establish a firm foundation to pay for basic city services now and into the future.

The objectives of this Budget are:

1. To implement the City Council's Adopted Work Plan Priorities;
2. To live within our existing revenue streams;
3. To use "one-time" monies generated by new development for one-time capital projects;
4. To diversify and grow our tax base;
5. To minimize tax increases;
6. To reduce crime;
7. To reduce traffic congestion and improve traffic safety;
8. To make investments to help grow and diversify our tax base; and
9. To increase services in priority areas when needed and when sustainable funding is secured.

This Budget:

1. Provides a \$1.6 million General Fund operating margin (operating revenues in excess of operating expenditures);
2. Increases Property Taxes by 1% in 2015 and 1% in 2016, that'll cost a typical family \$5 per year;
3. Implements a new mandatory Business License program approved by the City Council;
4. Adds one Police Officer position to respond to a projected 8% increase in population;
5. Launches a new program to address neighborhood nuisance problems and issues;
6. Invests in technology to improve productivity, advance with our customer base, and save money;
7. Constructs improvements to reduce congestion, improve safety, and support new development;
8. Completes a state mandated full update of our Comprehensive Plan; and
9. Completes a comprehensive review, rewrite, and simplification of our development codes.

This Budget provides a very respectable \$1.6 million General Fund "operating surplus" over the two-year budget period (a surplus of about \$627,000 in 2015 and about \$963,000 in 2016); after deducting one-time sales tax revenues from new development activity. For budgetary purposes, sales taxes from new

development construction are deducted from operating revenues and designated for capital improvements. This practice helps ensure that we do not use these one-time monies to increase operating programs or staffing levels with an unsustainable revenue source.

ECONOMIC CONDITIONS

This Budget anticipates a fairly noticeable improvement in new construction activity; and small but steady improvement in the regional and state economies.

On the development front, we anticipate new construction valued at approximately \$65 million which equals the combined amount of new construction we've had in 7 of the last 8 years. We anticipate that about 500 new housing units will be built in the next two years (which will increase our housing stock by 10%); as well as new commercial space and a new hotel. The past few years have demonstrated that there is no sure thing in the development business. Before we proceed too far, we will need to confirm that these projects proceed to construction as anticipated.

While the State Economy is showing signs of improvement, the State Budget may not be headed in the same direction. The State Legislature is faced with a Washington State Supreme Court ruling that orders it to provide higher funding levels for education. Should the Legislature choose to fund education with cuts to State-shared revenues with cities; it could negatively affect us by up to \$1.7 million over this two-year budget period.

BUDGET OVERVIEW

This two-year Budget anticipates \$77 million in Available Sources and \$59 million in Uses, leaving a reserve balance of \$18.5 million at the end of the 2-year budget period. This is an overall reduction in reserves of about \$7 million and primarily reflects the expenditure of accumulated funds for Capital Projects. The table below summarizes the 2015-2016 Budget and the net results from operations.

City of Woodinville, Washington
SOURCES AND USES OF FUNDS: 2015-2016 BUDGET

| | Non-Restricted Funds | Restricted Operating Funds | Restricted Capital Funds | Restricted Debt Funds | Surface Water Fund | Total All Funds |
|--------------------------------|----------------------|----------------------------|--------------------------|-----------------------|--------------------|---------------------|
| <u>SOURCES OF FUNDS</u> | | | | | | |
| Beginning Balance | \$14,522,000 | \$4,743,000 | \$5,901,000 | \$2,000 | \$482,000 | \$25,650,000 |
| Revenues | \$19,883,000 | \$5,406,000 | \$11,046,000 | \$0 | \$2,730,000 | \$39,065,000 |
| Other Sources/(Uses) | (\$1,057,000) | \$200,000 | \$12,945,000 | \$1,057,000 | \$195,000 | \$13,340,000 |
| Total Sources | \$33,348,000 | \$10,349,000 | \$29,892,000 | \$1,059,000 | \$3,407,000 | \$78,055,000 |
| <u>USES OF FUNDS</u> | | | | | | |
| Operations | \$14,521,663 | \$4,462,035 | \$1,054,800 | \$0 | \$1,866,691 | \$21,905,189 |
| Capital Projects | \$3,888,000 | \$30,000 | \$18,709,000 | \$0 | \$573,000 | \$23,200,000 |
| Debt Repayment | \$0 | \$0 | \$0 | \$1,057,000 | \$0 | \$1,057,000 |
| Other Uses/(Sources) | \$2,640,000 | \$848,000 | \$9,442,000 | \$0 | \$410,000 | \$13,340,000 |
| Total Uses | \$21,049,663 | \$5,340,035 | \$29,205,800 | \$1,057,000 | \$2,849,691 | \$59,502,189 |
| ENDING BALANCE | \$12,298,337 | \$5,008,965 | \$686,200 | \$2,000 | \$557,309 | \$18,552,811 |

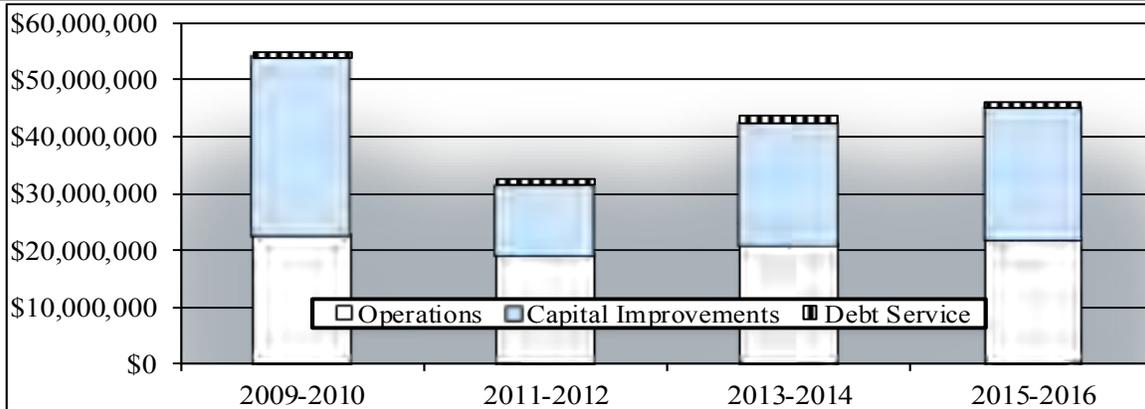
About \$12 million, or almost 2/3rds, of the projected \$18.5 million ending balance will be in the General Fund. This is a significant amount for a city our size, particularly considering the difficult economic conditions from which we are emerging. However, because of our conscious efforts to live within our means and not cannibalize these reserves, we can now use them for high priorities onetime uses such as the purchase of open space and the Eastside Rail Corridor, or other capital projects. I recommend that we

continue to use a portion of these “excess” General Fund Reserves for high priority non-recurring uses, such as major capital projects that address our long-term strategic objectives.

Total Expenditures in 2015-2016 are recommended at \$46 million which is about \$2.6 million or 6% more than the adopted 2013-2014 Budget. Operating costs are up 3.25% (an average of about 1.6% per year) while Capital Projects are recommended at about \$2 million or 9% more than the prior Budget. The following table compares the 2015-2016 Budget with the three previously adopted Budgets.

City of Woodinville, Washington
PRIOR YEAR BUDGET COMPARISON

| | Adopted 2009-2010 | Adopted 2011-2012 | Adopted 2013-2014 | Proposed 2015-2016 | \$ Increase/ (Decrease) from 2013-2014 | % Increase/ (Decrease) from 2013-2014 |
|----------------------|----------------------|----------------------|----------------------|-----------------------|---|--|
| Operations | \$22,665,381 | \$19,263,291 | \$21,216,596 | \$21,905,189 | \$688,593 | 3.25% |
| Capital Improvements | \$31,223,000 | \$12,135,000 | \$21,297,594 | \$23,200,000 | \$1,902,406 | 8.93% |
| Debt Service | \$1,062,687 | \$1,064,076 | \$1,060,863 | \$1,057,000 | (\$3,863) | -0.36% |
| Total Budget | \$54,951,068 | \$32,462,367 | \$43,575,053 | \$46,162,189 | \$2,587,136 | 5.94% |



REVENUES

Revenues are projected at \$39 million, which is \$2.9 million or 8% more than the 2013-2014 Adopted Budget. All funds are expected to be above 2013-2014 budget levels except Restricted Capital Funds.

City of Woodinville, Washington
REVENUES BY MAJOR FUND TYPES - LAST 4 BUDGETS

| Type of Funds | Adopted 2009-2010 | Adopted 2011-2012 | Adopted 2013-2014 | Proposed 2015-2016 | \$ Increase/ (Decrease) From 2013-2014 | % Increase/ (Decrease) From 2013-2014 |
|--------------------------------|----------------------|----------------------|----------------------|-----------------------|---|--|
| General Fund | \$19,765,690 | \$16,605,815 | \$18,033,546 | \$19,883,000 | \$1,849,454 | 10.26% |
| Restricted Operations | \$2,860,955 | \$2,349,294 | \$2,551,224 | \$5,406,000 | \$2,854,776 | 111.90% |
| Restricted Capital | \$12,095,219 | \$5,820,580 | \$12,497,103 | \$11,046,000 | (\$1,451,103) | -11.61% |
| Debt Service | \$18,000 | \$0 | \$0 | \$0 | \$0 | 0.00% |
| SWM Utility | \$1,822,000 | \$1,968,000 | \$3,149,776 | \$2,730,000 | (\$419,776) | -13.33% |
| Total Budgeted Revenues | \$36,561,864 | \$26,743,689 | \$36,231,649 | \$39,065,000 | \$2,833,351 | 7.82% |

Revenue Actions

This Budget recommends two revenue actions: a 1% increase in the property tax in 2015 and in 2016; and implementation of a mandatory Business License Program. We anticipate these actions will generate approximately \$117,000 in new marginal revenue over the two-year Budget period.

2015-2016 Proposed Revenue Actions
Marginal Revenue Impact by Year

| Proposed Action | 2015 Revenue | 2016 Revenue | 2-Year Total |
|--------------------------|--------------|--------------|--------------|
| 1% Property Tax Increase | \$30,000 | \$31,000 | \$61,000 |
| Business License | \$5,000 | \$53,000 | \$58,000 |
| | \$44,000 | \$73,000 | \$117,000 |

Property Tax Increase

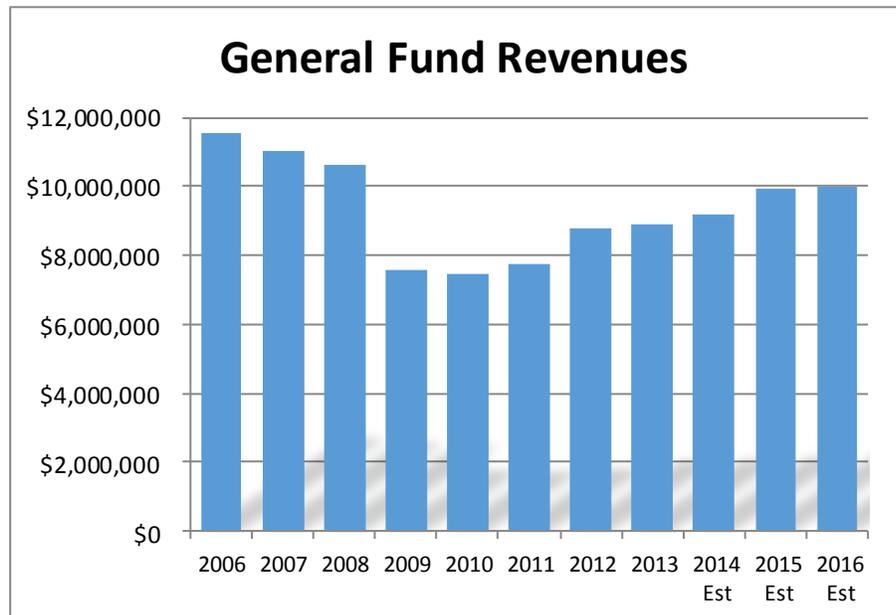
This Budget recommends a 1% increase in the Property Tax Levy each of the next two years. State Law allows us to increase property taxes without a vote of the electorate, by the lesser of 1% per year or the percentage change in the Implicit Price Deflator (IPD). For 2015, the IPD increased 1.591%. For 2016, the IPD is expected to be at least 1%. If approved, this will be the first City Property Tax increase in 9 years and will cost the typical Woodinville Family, with a \$500,000 home, about \$5 more per year. The 1% increases are expected to generate approximately \$30,000 per year in additional revenues.

Business License

Previously, the City Council approved a mandatory Business License Program beginning January 1, 2015 of \$39 per business per year. This Budget implements that program, however, it won't be operational until approximately October 1, 2015. Since we intend to participate in the Department of Revenue's business license program, which allows a local business to acquire a City Business License at the same time it acquires its State Business Licenses, we are subject to the State's implementation schedule. The Department of Revenue cannot activate the City License portion until September 2015. On an annualized basis, we project that the Business License will generate about \$58,000 per year. More importantly, it will provide us important information about who is conducting business in town.

General Fund Revenues

General Fund Revenues are expected to be about \$19.9 million or 10% more than the 2013-2014 final revised amounts. The primary reason for this increase is due to Sales Tax from new construction activity, which we project will generate about \$2.6 million over this two year period. Even with these sizable one-time sales tax revenues, annual General Fund Revenues are *still \$1.7 million of 8% less than they were in 2007-2008*.



Restricted Operating Revenues

Restricted operating revenues, which may only be expended for a prescribed purpose established by policy or law, are expected to be \$5.4 million, which is about \$2.1 million or 63% more than the current period.

Development Services revenues are projected to be \$3.9 million or about 72% of total Restricted Operating Revenues. Development-related revenues are projected to be up about \$950,000 or 32% over the current period and anticipate that the 20-acre mixed-use Woodin Creek Village Project continues at its current pace of construction; about 150 new single-family homes will be constructed; and construction of a new 102-room hotel will begin.

Parks and Recreation revenues, generated from Sports Fields rentals, are projected to be \$350,000 over the two-year period, which reflects a slight increase over the prior two-year period after adjusting for a changes in our booking/billing cycles. There is no rate increase recommended in the Field Rental Rates.

Restricted Capital Revenues

Restricted capital revenues (revenues that typically can only be expended for prescribed capital projects, as established by policy or law) are expected to be \$11 million. About \$5.4 million of this amount is from grants funds that we've secured or expect to secure during the upcoming two-year cycle; and another \$2.6 million represents Sales Tax Revenues from new construction which this Budget treats as Restricted Capital Revenues.

Surface Water Management (SWM) Fund

Surface Water Fund operating revenues generated by user fees (which excludes capital grants) are expected to be about \$1.150 million per year. While the current rates are sufficient to support current operations and a very modest capital improvements program, they are insufficient to finance any type of major effort to repair and replace our aging surface water system.

EXPENDITURES

The Budget is proposed at \$46.2 million of expenditures, which includes:

- \$21.9 million for Operations;
- \$23.2 million for Capital Projects; and
- \$1 million for Debt Repayment.

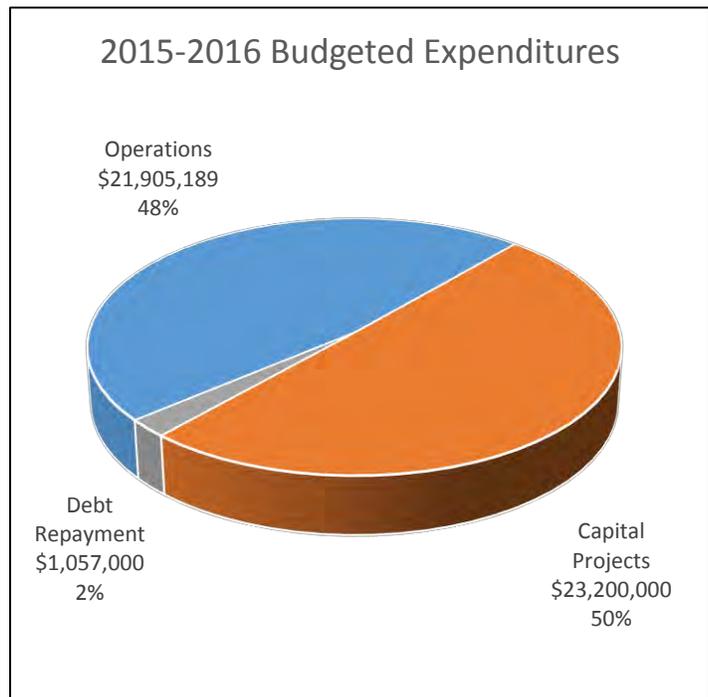
Overall, expenditures are recommended at \$2.6 million or 6% more than the 2013-2014 Adopted Budget.

Operating Expenditures are recommended at about \$688,000 or 3% more than the previous Budget.

Capital Improvements are recommended at \$2 million or 9% more than the previous Budget.

Debt Repayment is recommended at about \$4,000 less than the previous Budget.

Each of these main expenditure categories is discussed in more detail in this section.

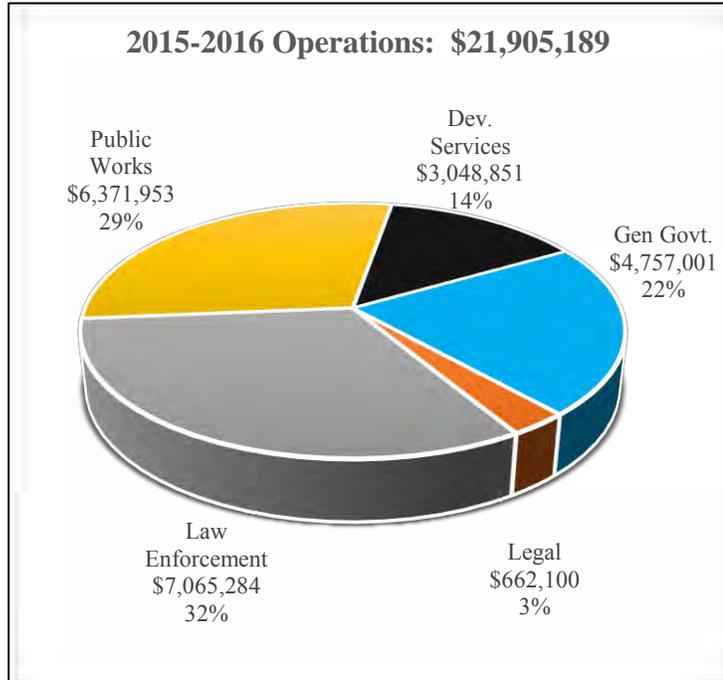


Operations

Operating expenditures are \$21.9 million which is \$688,000 or about 3% more than the prior 2-year Adopted Budget. This averages out to about a 1.6% increase per year.

The Operating Budget is distributed as shown in the pie chart to the right. Law Enforcement and Public Works comprise a combined total of about 61% of all operating expenditures.

There are a few items included in the Operating Budget that deserve mention: the addition of a Police Officer in 2016; the addition of a targeted neighborhood improvement program; and some technology investments. These items are discussed in more detail later in this section.



Below is a table comparing Operating Expenditures by Department for 2013-2014 and 2015-2016.

| City of Woodinville, Washington 2015-2016 Budget Operating Department Comparison to Prior Year Adopted Budget | | | | |
|---|---------------------------------|---------------------------------|----------------------------|---------------------------|
| Department | 2013-2014 Proposed Budget | 2015-2016 Proposed Budget | \$ Increase/ (Decrease) | % Increase/ (Decrease) |
| City Council | \$135,831 | \$175,810 | \$39,979 | 29.43% |
| Executive | \$2,336,769 | \$2,485,701 | \$148,932 | 6.37% |
| Legal | \$854,000 | \$662,100 | (\$191,900) | -22.47% |
| Administration | \$2,201,458 | \$2,095,490 | (\$105,968) | -4.81% |
| Law Enforcement | \$6,356,249 | \$7,065,284 | \$709,035 | 11.15% |
| Public Works | \$6,475,353 | \$6,371,953 | (\$103,400) | -1.60% |
| Development Services | \$2,856,936 | \$3,048,851 | \$191,915 | 6.72% |
| Total Operating Budget | \$21,216,596 | \$21,905,189 | \$688,593 | 3.25% |

Staffing Levels

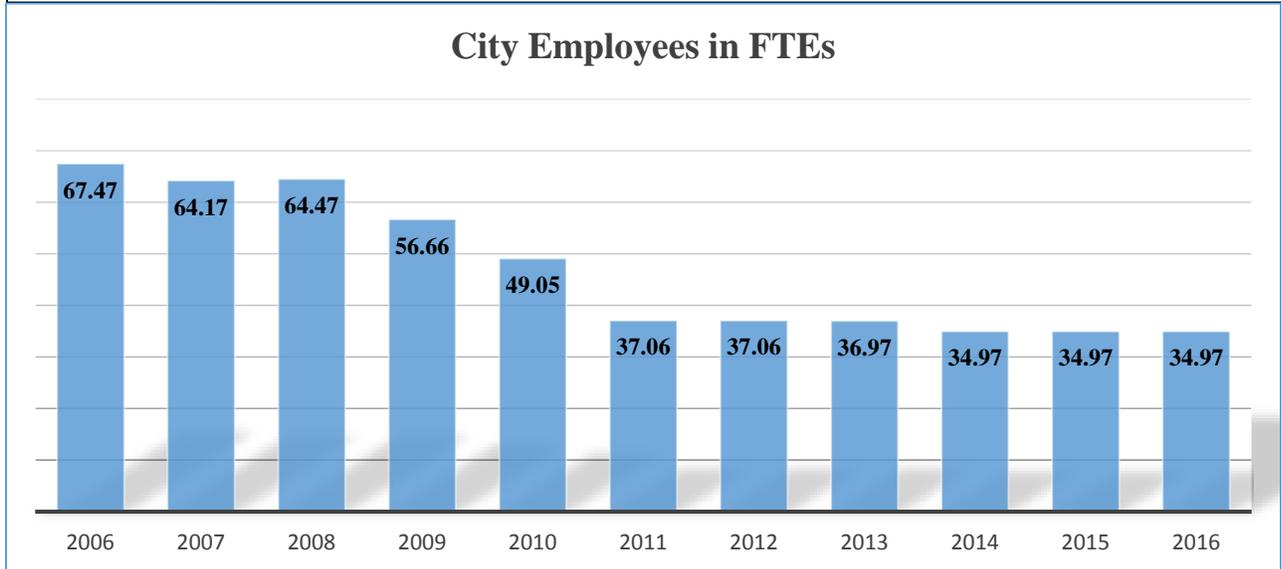
The 2015-2016 Budget maintains existing staffing levels at 34.97 Full-Time Equivalent (FTE) Employees (excluding contracted services), despite a projected 8% increase in city population and steadily increasing workloads.

This Budget continues a very lean staffing plan that is 32.5 FTEs or 48% less than our 2006 staffing levels; even though we serve a city population that is 17% more than it was in 2006. We have consciously avoided adding new positions in this Budget despite increasing workloads, until we have clear evidence that

proposed new developments will proceed to construction and that we have adequate on-going reliable revenues to support increases in staffing.

Following is a table and chart showing an 11-year history of FTE Staffing Levels.

| City of Woodinville, Washington | | | | | | | | | | | |
|---|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Full-Time Equivalent Employee (FTE) Staffing Levels - Authorized | | | | | | | | | | | |
| Includes Regular and Non-Regular Employees. Excludes contracted services. | | | | | | | | | | | |
| Department | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
| Executive | 8.40 | 8.65 | 5.25 | 5.00 | 5.00 | 5.00 | 5.00 | 5.12 | 5.12 | 5.12 | 5.12 |
| Administrative Services | 6.00 | 6.00 | 7.70 | 7.70 | 7.00 | 7.00 | 7.00 | 7.00 | 6.00 | 6.00 | 6.00 |
| Police | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Development Services | 20.57 | 15.40 | 16.40 | 13.40 | 12.40 | 9.00 | 9.00 | 9.00 | 8.00 | 8.00 | 8.00 |
| Public Works | 20.16 | 21.78 | 21.78 | 16.52 | 17.96 | 15.06 | 15.06 | 14.85 | 14.85 | 14.85 | 14.85 |
| Parks & Recreation | 12.34 | 12.34 | 12.34 | 13.04 | 5.69 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Departments | 67.47 | 64.17 | 64.47 | 56.66 | 49.05 | 37.06 | 37.06 | 36.97 | 34.97 | 34.97 | 34.97 |
| City Population | 10,350 | 10,390 | 10,560 | 10,670 | 10,938 | 10,940 | 10,960 | 10,980 | 11,240 | 11,543 | 12,147 |
| FTE's Per 1,000 Population | 6.52 | 6.18 | 6.11 | 5.31 | 4.48 | 3.39 | 3.38 | 3.37 | 3.11 | 3.03 | 2.88 |



Maintaining lower staffing levels has required us to become more streamlined and efficient, to focus on priorities, and to make effective use of outside contracts for services. I believe we produce more with less and have been able to provide very high levels of services at minimal costs. However, we are approaching the point when we will have to increase staff to keep pace with growth in population and workloads.

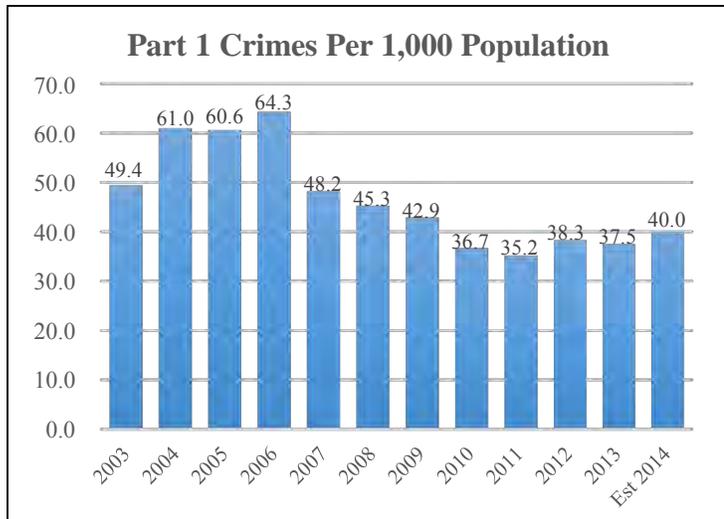
Law Enforcement

This Department includes all police-related costs, including jail and court costs. Expenditures are proposed at \$7.1 million, which is about \$710,000 or 11% more than the prior Budget and primarily reflects increases in our contract with the Sheriff's Office; higher jail housing and court fees; and the addition of one new Patrol Officer.

This Budget adds the new Patrol Officer in mid-2016 to help keep pace with a projected 8% population increase. "Calls for Service" have already increased about 6% in the current year and are projected to continue to increase for the next 6 years. Based on projected development patterns, we anticipate that we'll need the new officer to be on patrol by Spring 2017, which means that we'll have to add the position in

mid-2016 to account for a 9-month lag time it takes to add a new officer. We will only add this position if new development progresses as projected, if calls for service develop as projected, or if there are no significant changes in crime rates.

Crime rates are trending up in 2014 after experiencing a 7-year declining pattern. We think we can address this immediate increase with some refocused enforcement efforts and effective implementation of our public safety video cameras. If we are not successful, we may have to add the new Patrol Officer sooner than budgeted.



The addition of the new Patrol Officer in 2016/2017 will bring our “commissioned” law enforcement personnel to 13.0 FTEs through our contract with the King County Sheriff’s Office.

Development Services Department

After a number of years of major staff reductions and little development activity, this Budget maintains current staffing levels and makes effective use of outside consultants to handle some significant increases in development activity and state-mandated workloads.

The Budget includes \$125,000 in 2015 to complete our State-mandated major Comprehensive Plan Update, and \$100,000 to complete our Development Code Simplification Re-write. It also takes advantage of an improved development environment to modernize our permitting software and practices by including \$175,000 (funded by development fees) to secure a modern permitting system that meets current day business practice standards, that is integrated with our other computerized systems and data bases, and that will allow us to be more efficient, control costs, and provide better and quicker service to our customers.

While we project a significant increase in activity for this Department, last year we re-organized our Building and Safety Division because of an inherently inefficient staffing model. We laid off one full-time employee and increased outside contracts with technical consultants. This Budget increases outside consulting services to handle increased development activity and keeps a base level of staffing that will be able to efficiently support normal development levels when they return. The volatile development cycle is difficult to project more than a few years into the future. If we are able to confidently expect a steady development level over a longer term, it may make sense to switch back to in-house personnel to provide these services.

Public Works Department

This Budget does not propose any major changes in the Public Works Department. There are no staffing changes and we have included some basic equipment replacement and acquisition. At some point in the future, probably not during this Budget, we will need to consider additional staff or outside contracts to keep pace with future workloads.

General Government

This category includes the City Council, City Manager, Community Relations, and Administrative Services Departments.

There are two notable new proposals included in these budgets that should be pointed out. Both are designed to improve communications with our residents and businesses.

The first is an update to our City Website. We last updated our Website about 9-10 years ago, primarily to improve the “feel” and appearance. Since then, technology has significantly changed as have the preferences of our electronic customers. The Budget includes \$80,000 to secure a new integrated webpage that will allow automated ways for citizens and businesses to access city information, request services, submit applications, or report problems more easily with their smartphone, tablet, or personal computer. While this may seem like a significant investment for a website that isn’t broken, we believe it is important to regularly update our technology so we don’t fall too far behind our customers.

This Budget also includes a new neighborhood improvement program to comprehensively address mundane issues that daily affect the quality of life for our residents. While we are still working on program details, we intend to walk neighborhoods with their residents to identify and correct long-standing nuisance issues or problems such as potholes, drainage problems, private property maintenance issues, neighborhood crime or traffic issues, missing traffic control signs, etc. We expect that most items can be addressed through the program, while larger issues requiring major capital improvements will be added to our Capital Facilities Plan to be built when funding is available. We’ve included \$22,000 per year for the next two years to fund this effort. Depending upon the issues we find, we hope to get through 2-4 neighborhoods during this two year period.

Wages and Benefits

This Budget includes a Cost of Living Adjustment (COLA) for employees of 2.2%, which is equal to the increase in the Consumer Price Index (CPI-W) for the 12-month period ended June 2014. This increase is within our financial means, keeps us competitive from an employee retention and recruitment standpoint, and recognizes that our employees are doing more with less.

Debt Service

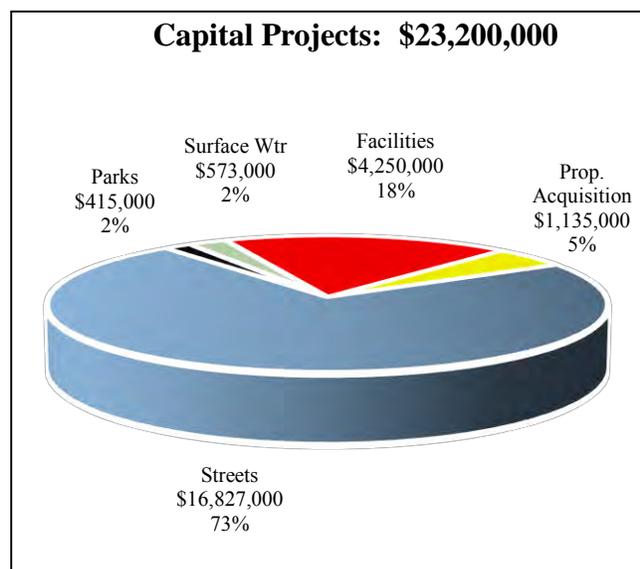
The City’s one outstanding debt obligation, the 2005 Bonds, which refunded prior debt issued to purchase land and construct the City Hall Building, requires an annual repayment of about \$530,000 per year, including principal and interest. By the end of 2016, we will have an unpaid balance of \$1,449,225, with the bonds scheduled to be fully repaid in 2020.

Capital Improvement Projects

This Budget continues our very aggressive Capital Improvement Program (CIP) with \$23 million for 25 projects.

This CIP Budget is about \$1.9 million or 9% more than the current CIP Budget. A large portion of the CIP Budget (about \$9.4 million or 41%) is made up of current projects being “carried-over” from the prior Budget.

Following are short descriptions of some of the more notable projects contained in this Budget. The first three projects are examples where we recommend investing public funds to match meaningful investments made by the private sector.



171st Parkway Improvements

The Downtown Street Master Plan envisions that 171st becomes a green parkway, surrounding the more active and urban downtown streets. In conjunction with the development of the Woodin Creek Village mixed use project, this Budget includes funds to coordinate public improvements on 171st, with improvements to be constructed by the developer of Woodin Creek Village. If we are successful in securing significant grant funding for this project, this \$6 million project could be constructed by the end of 2016.

Landscaping State Route 522 Frontage

This Budget includes \$486,000 to landscape the frontage along the eastern edge of SR 522, south of the 195th Exit. We recommend this project in conjunction with the development of a new 102-room hotel along this freeway frontage. The project will only be pursued if the hotel developer agrees to contribute their proportionate share to construct the project and to provide on-going maintenance. We believe this may be one of the most effective ways to clean up this major entrance into Woodinville and help this badly underutilized area to redevelop to its potential.

Civic Center Campus Improvements - Parking Structure

With the City Council recently authorizing negotiations for the private rehabilitation of the Old Woodinville Schoolhouse, this Budget provides a way to address the parking shortage at the Civic Center Campus.

Currently, we are unable to accommodate parking demands at the Civic Center Campus during peak periods. With a rehabilitated and re-activated Old Schoolhouse, parking demands will become greater and we need to provide additional parking spaces to allow the Old Schoolhouse Rehabilitation to proceed. However, we want more than a parking lot, we want something that will help create a Civic Center of which our citizens can be proud. To help achieve this, we've included \$4,000,000 (approximately \$1,300,000 which is funded by Park Impact Fees) to provide a below grade parking lot with a "green" lawn deck above that will provide a community gathering and recreation spot. This project will proceed only if we are able to successfully negotiate an agreement to rehabilitate the Old Schoolhouse.

Eastside Rail Corridor Purchase

While the City Council approved the purchase of 2.6 miles of the Eastside Rail Corridor in 2014, the sale will not likely close until 2015, so we are carrying-over funds for this transaction. The Budget includes \$1,135,000 to conclude this transaction.

Long-term, purchase of the Eastside Rail Corridor will help ensure that high priority transportation projects can be built, that a future non-motorized trail to Snohomish County remains viable, that future passenger rail remains viable, and that this blighted eyesore can be turned into a community asset and attraction.

SR 202 Sammamish Bridge Widening

The Budget continues to fund the widening of the SR 202 Bridge over the Sammamish River, just west of the Downtown area. This project is considered to be the single most effective project to address our peak hour congestion through the main entrance to town. Once complete, it is expected to reduce morning and evening commute times through this area by 30%.

This project has been delayed because of property ownership issues associated with the Eastside Rail Corridor, and freight rail operations in the project area. With the purchase of the Corridor by the City, we believe one of these impediments will be removed. We expect the other impediment to be removed within the next year, which will clear the way for this project to finally proceed.

While we've included \$7.1 million in this Budget for this project, it likely will not be constructed until 2017. This delay will give us opportunity to reclaim a \$1.5 million grant that we had to return because of the delay in construction.

Woodinville Duvall Road Widening

This Budget carries-over \$700,000 to complete the Woodinville Duvall Road Widening Project that is currently under construction. This \$8.9 million project provides badly needed safety improvements for motorists, bicyclists, and pedestrians; and a major visual improvement to this old country road that was no longer able to carry the heavy load of 30 years of growth.

SUMMARY

This Budget:

1. Implements City Council identified priorities;
2. Is balanced and generates a \$1.6 million Operating Surplus in the General Fund;
3. Lives within our means;
4. Allocates one-time revenues generated by new development to one-time capital projects;
5. Increases Property Taxes by 1% each of the next two years that'll cost the typical Woodinville Family about \$5 per year;
6. Adds one new Police Officer position to keep pace with increased calls and keep our crime rate headed in the right direction;
7. Does not increase any other staffing levels;
8. Funds an aggressive Capital Improvement Program to reduce congestion, improve motoring safety, and to leverage private investments; and
9. Provides flexibility to respond to poor economic conditions or State Budget reduction actions.

This is a transitional period, and if it progresses as we anticipate, it will establish a much broader and diversified local economy to move forward. Over this next two years, we should see some dramatic changes in our community.

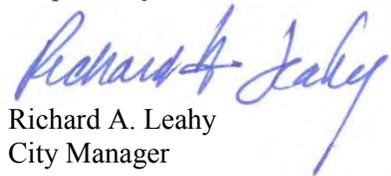
Many cities in Washington continue to talk about their “plans” to revitalize their downtowns and diversify their tax bases. In Woodinville, our downtown is actually being revitalized with the construction of the \$200 million Woodin Creek Project. By the end of this two-year period, it is likely that we'll also see the construction of a new hotel, and it is entirely possible that the 20-acre mixed use Woodinville Village Project will re-emerge and begin to serve as a major anchor in our Tourist District.

All of these projects are moving forward, in large part to years of hard work and planning by the City. The next 2-4 years will be critical in determining how long it will take us to achieve the community's vision of what it wants Woodinville to be.

ACKNOWLEDGEMENTS

I'd like to acknowledge the efforts of Finance Director Blaine Fritts, Assistant to the City Manager Alexandra Sheeks, Financial Accountant Dana Mason, Management Analyst Zach Schmitz, and Public Works Director Tom Hansen who helped prepare this Report. Their hard work on this document helps the public to better understand the City's financial condition and how it intends to use taxpayer monies for the community's benefit.

Respectfully submitted,



Richard A. Leahy
City Manager



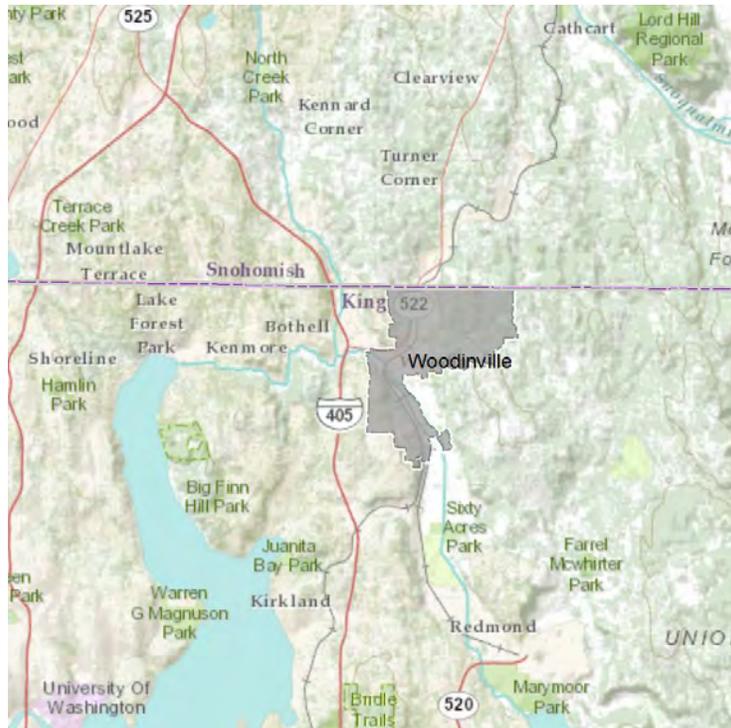
Community Profile

The City of Woodinville is located in the Sammamish Valley just northeast of Seattle, Washington, in King County. The City has over 11,000 residents and provides both residents and guests with recreational opportunities, open space, and a commitment to public safety and quality of life. Its scenic landscapes, wineries, breweries and plant nurseries make Woodinville a premier tourist destination.

The City is strategically situated offering convenient access to several major highways: Interstate 405, State Route 522 and State Route 202.

The City of Woodinville has a Council/Manager form of government. Each of the seven City Council members is elected by the people to staggered four-year terms. The Mayor is elected from within the Council.

Several advisory boards, commissions, and the City Manager support the City Council. The City Manager is appointed by the City Council and serves as the professional manager of the City.



The City provides residents with services that include; planning, permitting, street and storm water maintenance, infrastructure construction and maintenance, parks, and general administrative services. The City contracts with the King County Sheriff's Office to provide police services to residents and fire protection is provided by the Woodinville Fire & Rescue. The Woodinville Water District provides residents with water & sewer services.

Woodinville is considered by many to be the center of the northwest wine industry and a unique winery destination that highlights wines grown from grapes in Eastern Washington. The 108 wineries and tasting rooms located in Woodinville produce approximately three million cases of wine annually.¹ Two million of the cases are produced by the award winning Chateau Ste. Michelle, the City's first winery.

The City is also known for its breweries, distilleries, and fine dining, which include the Red Hook Brewery, the Woodinville Whiskey Co, and the world-renowned Herb Farm Restaurant.

Woodinville is not only a tourist destination; it is home to a variety of other nationally and regionally known companies such as; Precor, one of the world's leading fitness equipment manufacturers; SaltWorks, providing exotic sea salt from around the world; and Molbak's, a nationally and regionally renowned garden and horticultural center¹

¹ Woodinville Wine Country www.woodinvillewinecountry.com

Vision & Mission Statements

Woodinville’s Vision Statement:

“Woodinville is a safe, friendly, family-oriented community that supports a successful balance of neighborhoods, parks, recreation, tourism, and business. We have preserved our Northwest woodland character, our open space, and our clean environment. We have enhanced our ability to move freely throughout the community by all modes of travel. Woodinville is a pleasant place in which to live, work, play, and visit, with a compact, inviting downtown that is attractive and functional.”

Woodinville’s Mission Statement:

As the elected representatives of Woodinville, the City Council understands that the purpose of the City is to fairly and equitably represent the interests of the citizens of Woodinville, and to carry out its lawful duties on behalf of the citizens of Woodinville.

Council, Staff, Boards and Commissions honor our commitment to serve the Woodinville community by:

Providing customer service that is:

Efficient, Personalized, Consistent, Responsive, Educational

Encouraging partnerships with:

Citizens, Neighborhoods, Business Communities, Educational, Social Networks

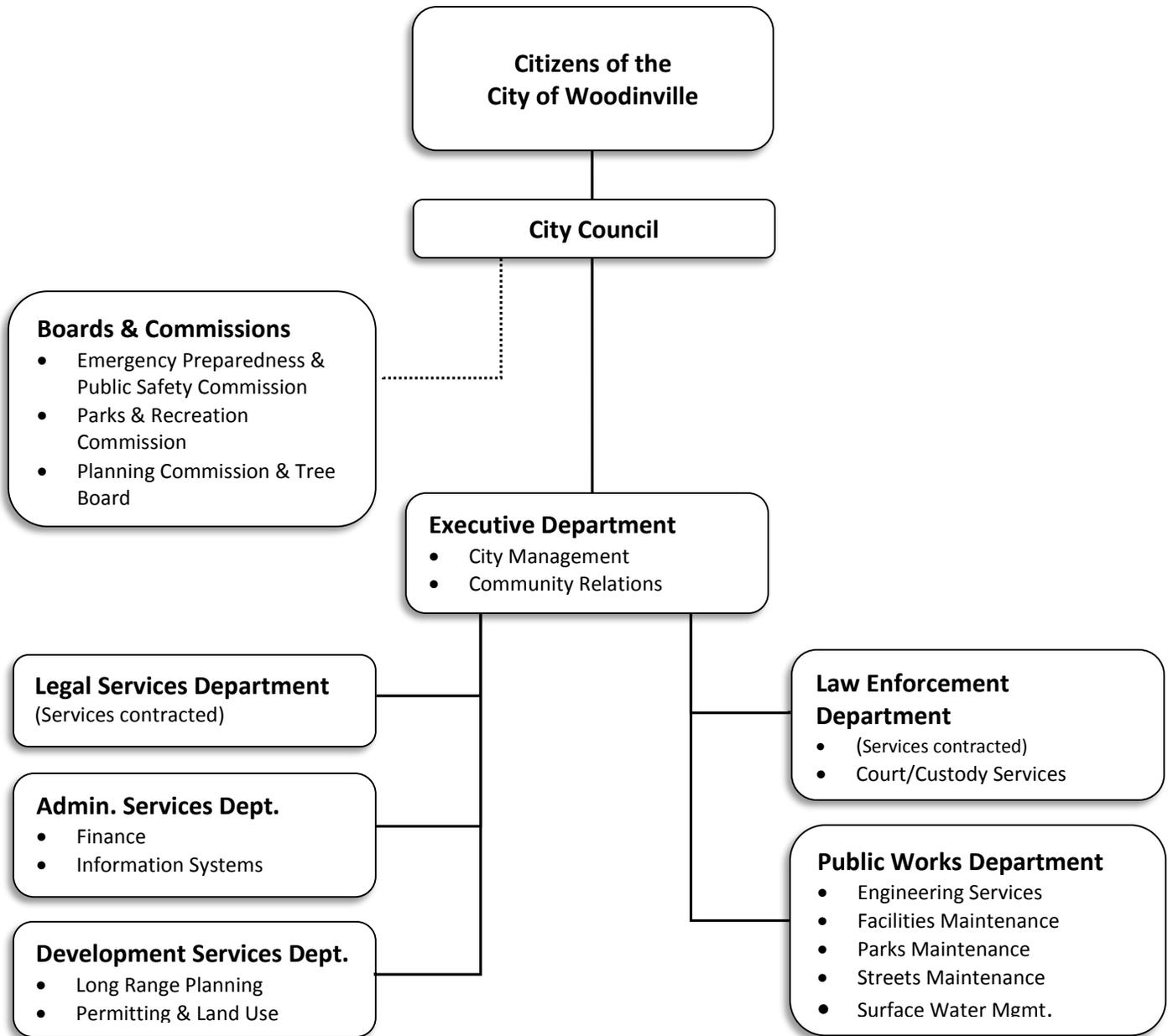
Protecting and enhancing:

Quality of Life, Public Health, Safety, Welfare, Natural & Built Environment, Spirit of Neighborhood Character

Balancing:

Public Expectations and Resources, Economic well-being and Environmental Protection, Individual and Community Interests

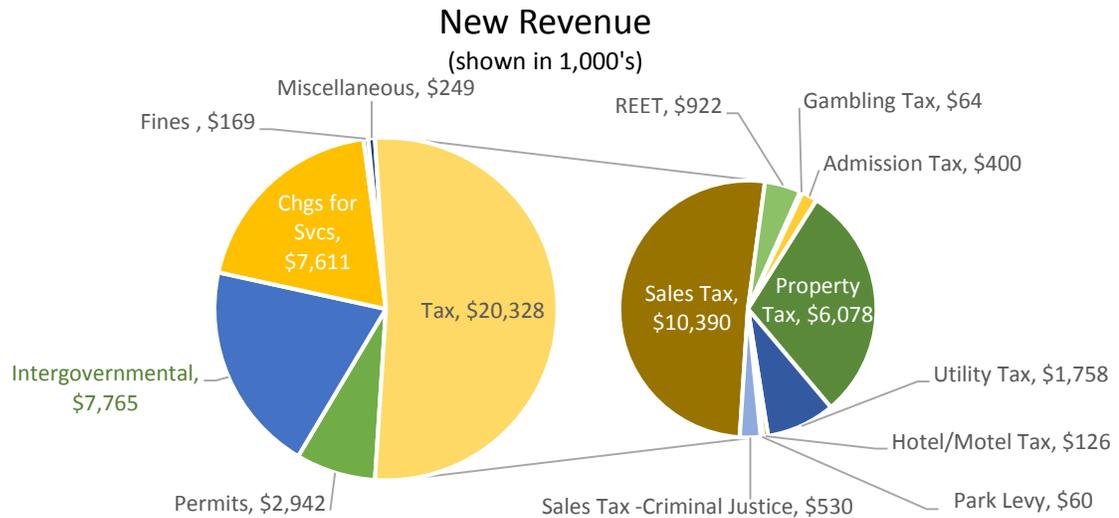
Organization Chart



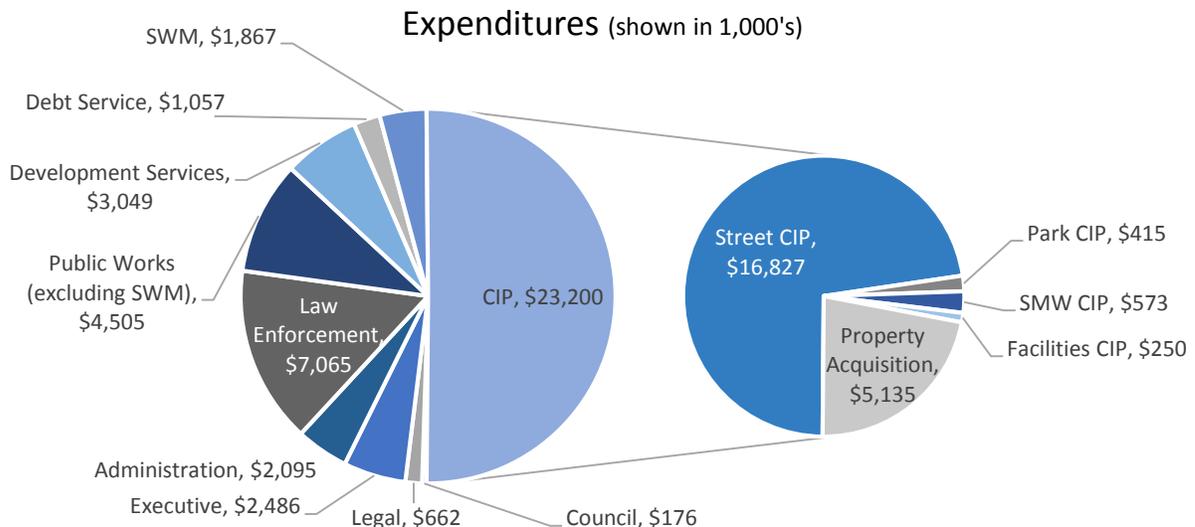


2015/2016 Budget Overview

The 2015/2016 Biennial Budget is comprised of 21 funds with total budgeted expenditures of \$46.2 million. 15 funds have a source of revenue other than interest income and the remaining funds receive revenue only from interest income and transfers from other funds. The City will begin 2015 with a fund balance of \$25.6 million and will receive \$39.1 million in “new revenue” throughout the biennium. The City’s largest source of new revenue comes from taxes, at \$20.3 million, followed by grant revenue for capital projects, at \$7.8 million. Revenue received for charges for services comes primarily from permit fees, park and traffic impact fees, and surface water assessments. Investment interest, donations, and planning and development contributions make up the bulk of miscellaneous revenues.



The budgeted \$46.2 million in expenditures does not include transfers of \$13.3 million, and leaves an ending balance of \$18.6 million. The General, Street, Development Services, Parks & Recreation Special Revenue, Debt Service, Internal Service, and Hotel/Motel Tax funds have budgeted expenditures of \$21.1 million. The Surface Water Management (SWM) Fund is budgeted to expend \$1.9 million, and \$23.2 million is budgeted for capital projects. Expenditures for all funds are summarized by major uses below.



Revenue Summary

Beginning fund balance for all funds is estimated to total \$25.6 million at the start of the 2015/2016 biennium. The City expects to receive \$39.1 million in revenues (taxes, charges, fees, grants etc.) throughout the biennium.

General Fund Revenue

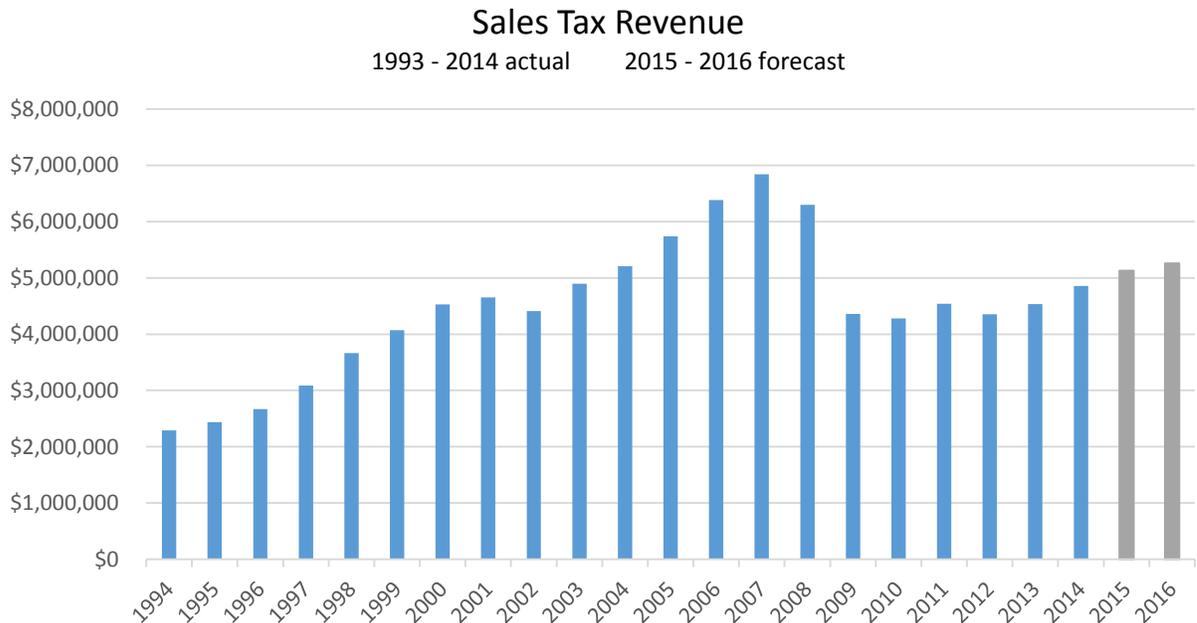
The General Fund is forecasted to have a beginning balance of \$14.5 million at the start of 2015 and to collect \$19.9 million in revenues during the biennium. A short description of the sources of revenue follows.

Sales Tax

Woodinville’s General Fund is budgeted to collect \$17.1 million in tax revenue, with the bulk coming from sales taxes, the City’s largest source of revenue. At an estimated \$10.4 million, sales tax revenue will provide 52% of all General Fund revenues. \$1.6 million of the estimated sales tax revenue is expected to come from sales tax on construction. The City treats sales tax from construction as one time revenue and reserves it for capital projects and purchases. The remaining \$8.8 million in sales tax will be used to support day-to-day operations.

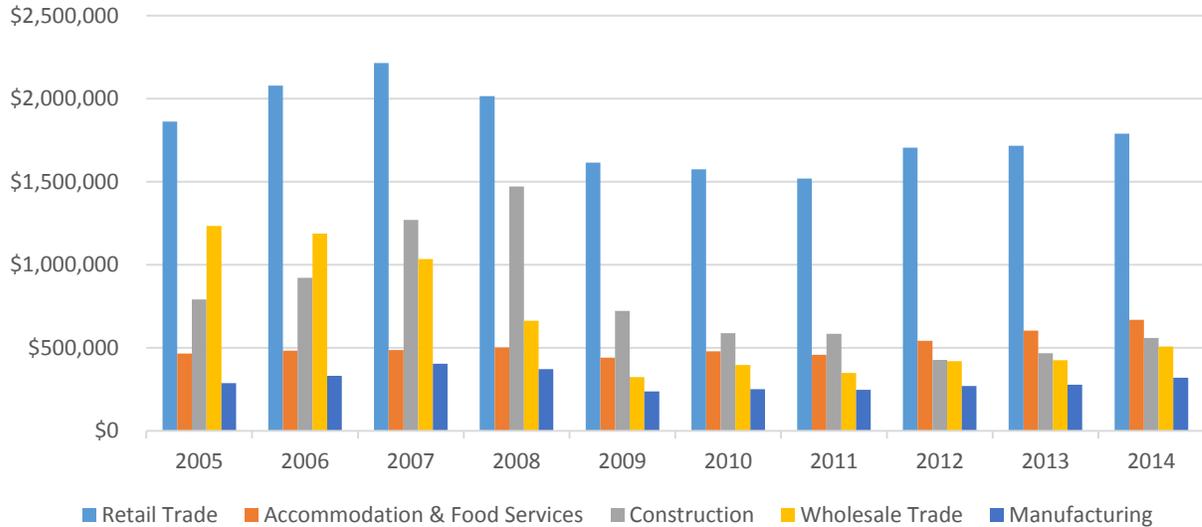
Sales tax is expected to increase by 5.6% from 2014 to 2015. A significant portion of this increase is expected to be from tax on construction with tax from other economic sectors increasing at a more modest rate. Retail sales continue to provide the largest percentage of sales tax revenue.

The following graph shows annual sales tax collections since the City’s incorporation and the forecast for 2015 and 2016.



A closer look at the largest categories of sales tax providers gives a better perspective of what has happened over the last few years, and what is likely to occur over the biennium. Development projects, such as Woodin Creek Village, are expected to make tax on construction the City's second largest sales tax contributor for the next couple of years. The wholesale category, which was significantly impacted by the Streamlined Sales Tax legislation, is unlikely to return to the same levels as 2005 and 2006. Retail, food service, wholesale, and manufacturing is expected to increase 2% – 3% over the biennium. As a result, sales tax revenue used for operating activities is expected to increase only slightly over the next two years.

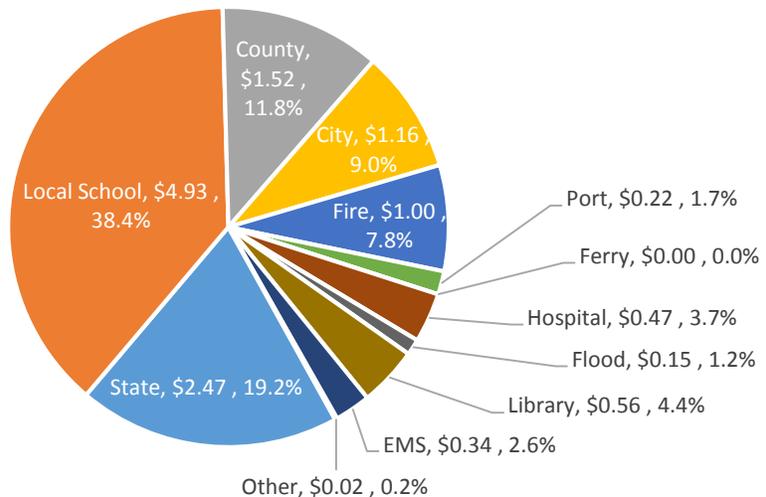
Sales Tax by Economic Sector
(top five)



Property Tax

Property Tax provides 31% of General Fund revenues, or \$6.1 million. In 2014, the City's levy rate was about \$1.16 per thousand dollars of assessed valuation, or 9% of the entire property tax bill. The chart below shows how the local property tax rate of \$12.83 per thousand dollars of assessed value is split among various jurisdictions.

Property Tax Rates 2014



The 2015/2016 Biennial Budget includes a 1% tax increase for both years. The 2015 property tax increase will be the first since 2006 and will increase property tax revenues by \$30,058. New construction is estimated to be generate \$5,800 of new revenues in 2015 and \$58,000 in 2016. The City has approximately \$570,000 in “banked capacity” from years that the City didn’t increase property taxes to the maximum level allowed by state law.

Licenses & Permits

Cable Television revenue, including Public Education Government (PEG) fees, and Business Licensing revenue is expected to be \$470,000 for the biennium.

Intergovernmental

Total intergovernmental revenue is forecasted to be \$1.5 million for 2015/2016 biennium. Intergovernmental revenue includes state-shared revenue distributed by the state to cities on a per capita basis such as liquor profits and liquor excise taxes. Liquor excise taxes are expected to increase slightly and liquor profits are predicted to remain flat. It also includes General Fund grant revenue.

Included in this revenue stream is the third largest source of revenue for the General Fund, Streamlined Sales Tax Mitigation (SST), which is currently forecasted at \$1,060,000. During the 2015/2016 budget cycle, the City plans to use SST funds for capital projects and will supplement operating activity with 60% of revenues received from utility taxes. By shifting the use of these funding sources, the City will have a more stable source of operating funds should the state legislature reduce or defer mitigation funding.

Charges for Services

Revenue from charges for services will amount to about \$473,000 for the biennium, with \$400,000 coming from the Surface Water Management Fund for services provided. The remaining balance is revenue from providing services for fingerprinting, passports, pet licensing and concealed weapons permits.

Fines & Forfeitures

The City anticipates receiving about \$158,000 in revenue from traffic infractions. False alarm fees are expected to yield about \$9,400.

Miscellaneous

Investment Interest is forecasted at \$20,000 for each year and shop income from rents and leases will provide about \$86,000 in 2015. The cell tower lease is expected to generate \$118,000 for the biennium.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of taxes or other revenues, which must be used for specific purposes.

The City of Woodinville has ten Special Revenue Funds: Street; Development Services; Parks and Recreation; Admission Tax; Strategic Budget Reserve; System Replacement; Hotel/Motel Fund; Park Impact Fees; Traffic Impact Fees; and Utility Tax.

The **Street** Fund will receive close to \$476,000 from motor vehicle (gas) tax over the biennium. Cities receive gas tax revenue from the State, on a per capita basis, and must use the funds for transportation repair, maintenance or improvements.

The **Development Services** Fund is expected to receive revenue from permitting fees and service fees totaling approximately \$3.9 million.

It is estimated that **Parks and Recreation** will generate \$350,000 in field rental income during the biennium.

The **Admission Tax** Fund is budgeted to receive \$400,000 in admission tax with most of the revenue coming from the City's only theater complex. The City's Admissions Tax program requires is a 5% tax on the price for admission. This includes online and third party ticket sales. The proceeds are used to acquire, maintain, and improve City parks.

The **Strategic Budget Reserve** Fund was established as a buffer against unanticipated and unexpected economic shortfalls that could affect normal operations. Currently it is funded at 12% of the annual operating expenditures with a fund balance of \$1.6 million. The reserve's fund balance may not exceed 15% of the City's annual operating expenses.

The **System Replacement** Fund was established to replace or repair the larger components of City Hall.

The **Hotel/Motel Tax** Fund was established to promote tourism within the City and is expected to receive about \$140,000 in lodging tax revenue for the biennium via a 1% lodging tax each year.

The **Park Impact Fee** Fund receives assessments from residential developers to fund the expansion of parks, open space, and recreation facilities. Based on estimates of expected construction activity, revenues are anticipated to be about \$1.1 million for the biennium.

The **Traffic Impact Fee** Fund receives assessment form developers and is used for development of transportation facilities that constitute system improvements. The fund is expected to receive about \$1.6 million in traffic impact fees.

The **Utility Tax** Fund was changed from a capital improvement fund to a special revenue fund at the end of 2014, because the revenues is now used for both operations and capital purposes. Originally established to help with the reconstruction costs associated with Little Bear Creek Parkway, the tax may now be used on street capital projects identified in the CIP and up to 60% of the revenue may be used for General Fund purposes. The City expects to collect almost \$1.8 million in utility taxes over the biennium.

Debt Service Fund

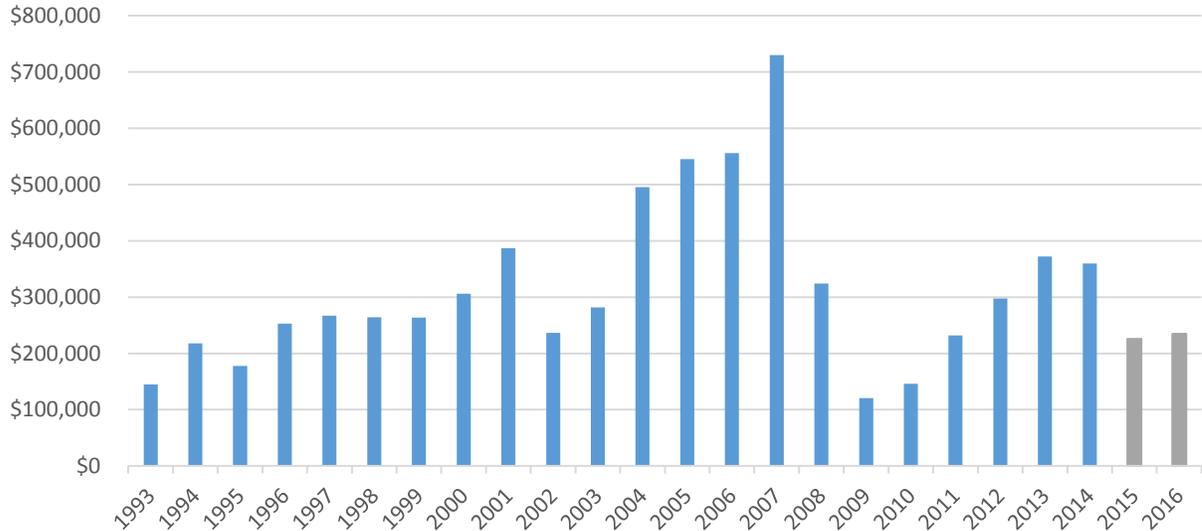
The Debt Service Fund is funded by General Fund transfers. It will receive \$1,056,584 in transfers form the General Fund in the 2015/2016 biennium to pay for councilmanic bonds issued for land acquisition and City Hall construction. The final debt payment will be in 2020.

| Year | Principal | Interest | Total Debt Service |
|-------------|------------------|-----------------|---------------------------|
| 2015 | \$452,384 | \$82,798 | \$535,182 |
| 2016 | \$455,324 | \$66,078 | \$521,402 |

Capital Funds

The **Capital and Special Capital Project Funds** will each receive revenue from the sale of real estate within the City. Woodinville has levied two 1/4% real estate excise taxes (REET). The combined REET funds are forecasted to receive \$922,000 in revenue over the two years.

Real Estate Excise Tax (REET) 1/4%
1993-2014 actual; 2015-2016 forecast

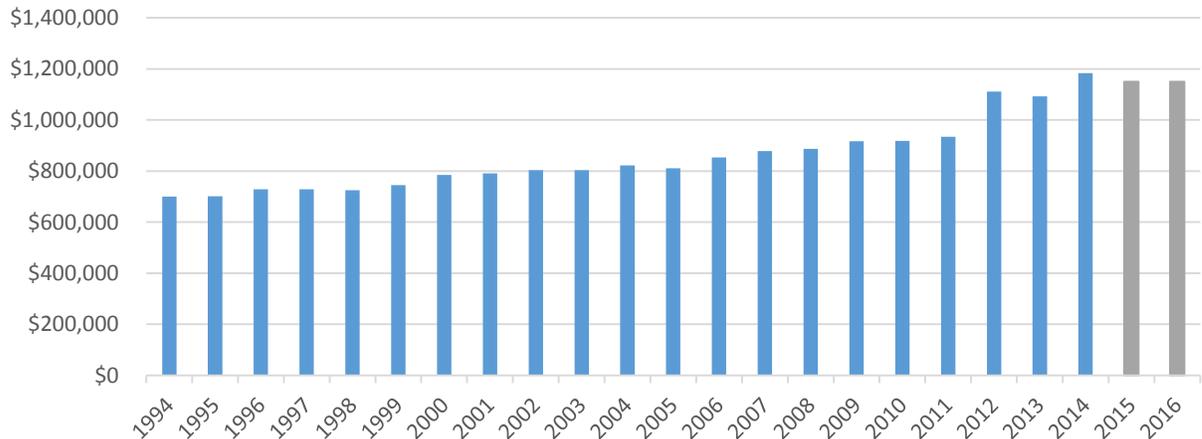


The remaining **Capital Funds** are primarily funded by transfers from other funds and grants.

Enterprise Funds

The **Surface Water Management Fund** and **Surface Water Capital Fund** are enterprise funds, funded with user charges, similar to a private business. Surface water assessments are collected by the County and remitted to the City. The City expects to receive approximately \$2.3 million in surface water assessments for the two-year period.

Surface Water Management Revenue
1994-2014 actual; 2015-2016 forecast



Internal Service Funds

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the City. The City has three internal service funds: the Equipment Rental, Equipment Replacement, and Unemployment Reserve funds.

The **Equipment Rental** Fund receives revenue from the operating budgets of the various departments that use vehicles from the City's motor pool. Rates are charged to departments to cover the costs of gas, repairs and maintenance, and for the replacement of the vehicle at the end of its useful life. Revenues to this fund will be \$160,000 over the biennium.

The **Equipment Replacement** Fund has historically received money from the General Fund to replace fixed assets not covered by the Rental Fund. Revenue to the Equipment Replacement fund has historically been transferred from the General Fund. However, this fund is expected to begin the Biennium with a \$773,000 fund balance and is not budgeted to receive any transfers.

The **Unemployment Compensation** Fund is a reserve that is used to pay unemployment claims against the City. Unemployment costs are allocated to departments based on the total salaries of each department. Unemployment claims during the biennium are expected to be low and the Fund's estimated beginning fund balance is \$35,000. As a result, the total revenue from the City's departments is expected to be \$17,000 for the biennium.

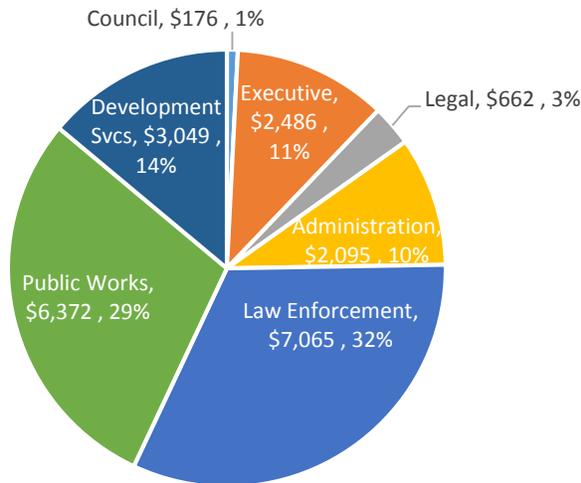
Expenditure Summary

Expenditures for all funds are budgeted at \$46.2 million dollars. A summary of expenditures by fund type follows.

General Operating Funds

The City's operating funds are; the General Fund, some special revenue funds, the Debt Service Fund, and the Internal Service funds. The City has seven departments which make up the operating budget; Legislative, Legal, Executive, Administration, Law Enforcement, Public Works, and Development Services. Each department is discussed in detail in the Expenditure Detail section. The chart below shows the operating expenditures by department.

Biennial Operating Expenditures by Department
(shown in \$1,000's)



The **General Fund** has \$14.4 million budgeted for operating expenditures and \$2.4 million for transfers to other operating funds. The General Fund supports 63% of the total operating budget.

Special Revenue Funds (Dedicated to Operations)

Eight special revenue funds contribute to operations:

- Street (maintenance)
- Park and Recreation Special Revenue
- Admission Tax
- Strategic Budget Reserve
- Development Services
- System Replacement
- Hotel Motel Tax
- Utility Tax (60% used for operations)

2015/2016 **Street Fund** (maintenance) expenditures are budgeted at \$1.4 million. The expenditures cover the routine maintenance of the City's roadways. The General Fund is budgeted to transfer \$1.06 million to the Street Fund to support street maintenance. This activity is a division of the Public Works department.

The **Developmental Services** Fund, which provides current and long range planning and permitting services, has a \$3 million budget for the biennium. The General Fund is budgeted to transfer \$90,000 to the Development Services Fund to support planning and permitting services.

The **Parks and Recreation Special Revenue** Fund covers the routine maintenance of parks, the Woodinville Sport Fields, and open space in the City. The park and recreation operating expenditures are budgeted at \$767,000 for the biennium. The General Fund is budgeted to transfer \$250,000 to the Parks and Recreation Special Revenue Fund to support park maintenance services. This activity is a division of the Public Works department.

The **Admission Tax** Fund will transfer \$100,000 each year to the Park and Recreation Special Revenue fund to support park maintenance. In addition, \$100,000 is set aside each year for future replacement of the sports field turf. As of the end of 2014, a total of \$400,000 has been reserved for field turf replacement.

The **Strategic Budget Reserve** Fund, established in 2003 to provide operating revenue should an unforeseen economic event occur, is not anticipated to have expenditures in this biennium.

The **System Replacement** Fund was established to replace the major system components of City Hall. No operating expenditures are budgeted in this fund this biennium.

The **Hotel/Motel** Fund is budgeted to use \$148,000 in operations to promote tourism efforts within the City. This activity is a part of the Community Relations Division in the Executive Department.

The **Utility Tax** Fund is budgeted to support operations by transferring 60% of its revenues, or \$1.1 million, to the General Fund to support operating activities.

Debt Service Fund

During the biennium, the **Debt Service** Fund will make principal and interest payments of \$1.1 million on councilmanic bonds, using money transferred from the General Fund. The City has \$2.4 million in outstanding councilmanic bonds that were sold to purchase the land and construct City Hall.

Internal Service Funds

The City has three internal service funds:

- Equipment Rental Fund
- Equipment Replacement Fund
- Unemployment Compensation Fund

The **Equipment Rental** Fund accounts for costs associated with the City's motor vehicle pool. Departments pay for the cost of gas, vehicle maintenance, and vehicle replacement for vehicles that are assigned to their departments. The budget is \$132,000 for the biennium and this activity is a division of the Public Works Department.

The **Equipment Replacement** Fund pays for the replacement of all capital equipment that isn't covered by the Equipment Rental Fund. This includes servers, computers, generators and similar assets. The biennial budget is \$174,000 and this activity is a part of the Administration Department.

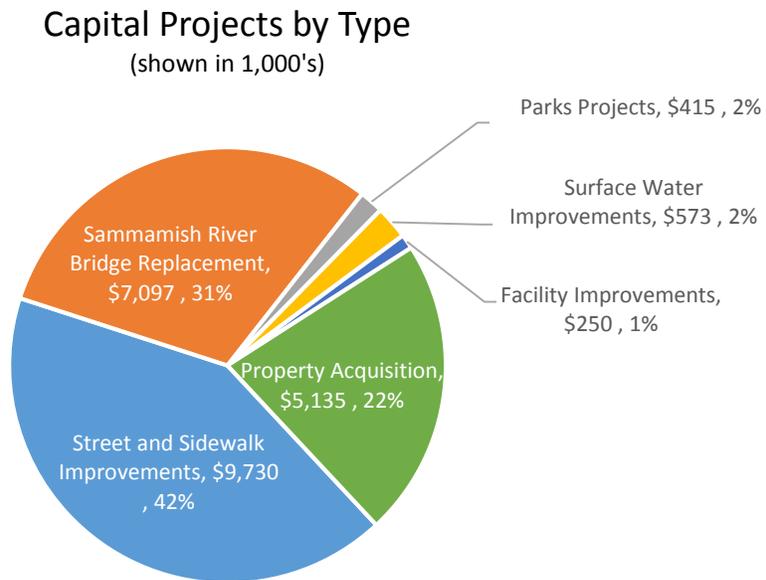
The **Unemployment Compensation** Fund is a self-funded state-required fund to pay for unemployment claims against the City. The expenditures for this fund are budgeted at \$30,000 and are allocated among all departments.

Enterprise Fund

The **Surface Water Maintenance** Fund is the City’s enterprise fund that receives revenue from fees assessed on the imperviousness of property. The revenue collected covers the costs of the maintaining, replacing, and installing new surface water management systems through the City. There are \$1.9 million in operating expenditures planned for 2015/2016.

Capital Funds

There are 26 capital projects in the 2015/2016 biennial budget. \$23.2 million is proposed to be spent on projects for street, surface water, parks, facilities improvements, and property acquisition.



The **Utility Tax** Fund is also used to support capital projects, and is restricted in use for street improvement projects identified in the City’s Capital Improvement Program. \$2.8 million of the Utility Tax Fund’s existing fund balance and revenues collected during the biennium will be transferred to support CIP activity.

The **System Replacement Fund** was established to replace the major system components of City Hall. City Hall was constructed in 2001 and is starting to show signs of wear and tear. \$100,000 is budgeted to make repairs and improvements at City Hall during the biennium.

The **Park Impact Fee** Fund is budgeted to transfer \$1.4 million to the Parks Capital Project Fund, primarily to support the purchase of open space. Park Impact Fee funds are restricted in use for the development of parks, open space, passive recreation parks, linear trail parks, and recreation facilities to serve new growth and development in Woodinville.

The **Traffic Impact Fee** Fund will transfer \$1.7 million for use on one or more capital projects. Traffic Impact Fees funds are used to develop transportation facilities that constitute system improvements.

The **Hotel/Motel** Fund is budgeted to use \$30,000 for the manufacturing and installation of new wayfinding signs to promote tourism efforts within the City.

Capital Project and Special Capital Project Funds (REET I & II) are budgeted to transfer \$1.5 million and \$2 million respectively, to support capital improvement project activity.

The **Capital Street Reserve** Fund is budgeted to expend \$9.7 million this biennium on 11 street related projects.

The **Sammamish Bridge Replacement** Fund project costs are estimated at \$7.1 million.

The **Parks Capital Projects** Fund is expected to expend \$415,000 on four projects.

There are four projects, anticipated to cost \$250,000, which will be paid through the **Facilities Capital Projects** Fund.

The **Surface Water Capital Projects** Fund is budgeted to expend \$573,000 on four project this biennium.

City of Woodinville

Summary of Sources and Uses by Function
Biennial Budget – January 1, 2015 to December 31, 2016
 (Amounts rounded to 1,000's)

| | General Government | | Capital Projects | Enterprise | Debt | | |
|--------------------------------|--------------------|-----------------------|----------------------------|-----------------------|---------------------|-------------------|------------------|
| | Unrestricted | Restricted | | | | | |
| | General Fund | Reserved & Designated | Special Rev & Internal Svc | Capital & Special Rev | Surface Water Funds | Debt Service Fund | Total |
| Unreserved Beginning Balance | \$14,364 | \$ | \$1,393 | \$5,782 | \$482 | \$2 | \$22,022 |
| Designated Beginning Balance | \$ | \$102 | \$1,626 | \$ | \$ | \$ | \$1,728 |
| Reserved Beginning Balance | \$ | \$57 | \$1,724 | \$120 | \$ | \$ | \$1,900 |
| Beginning Balance | \$14,364 | \$159 | \$4,743 | \$5,901 | \$482 | \$2 | \$25,649 |
| Taxes | \$17,062 | \$ | \$526 | \$2,740 | \$ | \$ | \$20,328 |
| Permits | \$444 | \$26 | \$2,248 | \$224 | \$ | \$ | \$2,942 |
| Intergovernmental | \$1,459 | \$ | \$476 | \$5,400 | \$430 | \$ | \$7,765 |
| Chgs for Svcs | \$473 | \$ | \$2,156 | \$2,682 | \$2,300 | \$ | \$7,611 |
| Fines | \$169 | \$ | \$ | \$ | \$ | \$ | \$169 |
| Miscellaneous | \$44 | \$205 | \$ | \$ | \$ | \$ | \$249 |
| Revenues | \$19,652 | \$231 | \$5,406 | \$11,046 | \$2,730 | \$ | \$39,065 |
| Operating Transfers-In | \$ | \$ | \$200 | \$12,945 | \$195 | \$ | \$13,340 |
| Debt Service | (\$1,057) | \$ | \$ | \$ | \$ | \$1,057 | \$ |
| TOTAL OPERATING REVENUE | \$18,595 | \$231 | \$5,606 | \$23,991 | \$2,925 | \$1,057 | \$52,405 |
| Council | \$176 | \$ | \$ | \$ | \$ | \$ | \$176 |
| Executive | \$1,243 | \$35 | \$152 | \$1,055 | \$ | \$ | \$2,486 |
| Legal | \$662 | \$ | \$ | \$ | \$ | \$ | \$662 |
| Administration | \$1,916 | \$ | \$179 | \$ | \$ | \$ | \$2,095 |
| Law Enforcement | \$7,064 | \$ | \$1 | \$ | \$ | \$ | \$7,065 |
| Public Works | \$3,214 | \$120 | \$1,171 | \$ | \$1,867 | \$ | \$6,372 |
| Development Svcs | \$90 | \$ | \$2,959 | \$ | \$ | \$ | \$3,049 |
| Expenditures | \$14,366 | \$156 | \$4,462 | \$1,055 | \$1,867 | \$ | \$21,905 |
| Operating Transfers-Out | \$2,640 | \$ | \$200 | \$ | \$ | \$ | \$2,840 |
| Debt Service | \$ | \$ | \$ | \$ | \$ | \$1,057 | \$1,057 |
| TOTAL OP. EXPENDITURES | \$17,006 | \$156 | \$4,662 | \$1,055 | \$1,867 | \$1,057 | \$25,802 |
| OPERATING MARGIN | \$1,589 | \$75 | \$944 | \$22,936 | \$1,058 | \$ | \$26,604 |
| CIP EXPENDITURES | | | | | | | |
| Street CIP | \$14 | \$ | \$30 | \$16,783 | \$ | \$ | \$16,827 |
| Park CIP | \$ | \$ | \$ | \$415 | \$ | \$ | \$415 |
| Facilities CIP | \$55 | \$95 | \$ | \$100 | \$ | \$ | \$250 |
| Surface Water CIP | \$ | \$ | \$ | \$ | \$573 | \$ | \$573 |
| Property Acquisition | \$3,724 | \$ | \$ | \$1,411 | \$ | \$ | \$5,135 |
| CIP Expenditures | \$3,793 | \$95 | \$30 | \$18,709 | \$573 | \$ | \$23,200 |
| Non-Op Transfers-Out | \$ | \$ | \$648 | \$9,442 | \$410 | \$ | \$10,500 |
| TOTAL NON-OP USES | \$3,793 | \$95 | \$678 | \$28,151 | \$983 | \$ | \$33,700 |
| TOTAL GAIN/(LOSS) | (\$2,204) | (\$20) | \$266 | (\$5,215) | \$75 | \$ | (\$7,096) |
| Unreserved Ending Balance | \$12,160 | \$ | \$1,703 | \$686 | \$557 | \$2 | \$15,107 |
| Designated Ending Balance | \$ | \$91 | \$1,552 | \$ | \$ | \$ | \$1,643 |
| Reserved Ending Balance | \$ | \$48 | \$1,754 | \$1 | \$ | \$ | \$1,802 |
| ENDING BALANCE 2016 | \$12,160 | \$139 | \$5,009 | \$686 | \$557 | \$2 | \$18,553 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| GENERAL FUND: | | | | | |
| Taxes | | | | | |
| Property | \$2,924,585 | \$2,944,279 | \$2,942,500 | \$2,994,600 | \$3,083,354 |
| Sales Tax | \$4,351,044 | \$4,532,202 | \$4,561,870 | \$5,130,258 | \$5,260,166 |
| Sales-Criminal Justice | \$226,189 | \$243,294 | \$212,180 | \$261,632 | \$268,257 |
| Miscellaneous | \$4,617 | \$3,336 | \$0 | \$0 | \$0 |
| Utility Tax (60%) | | \$0 | \$0 | \$0 | \$0 |
| Gambling | \$46,227 | \$41,292 | \$65,000 | \$32,000 | \$32,000 |
| Subtotal Taxes | \$7,552,662 | \$7,764,403 | \$7,781,550 | \$8,418,490 | \$8,643,777 |
| Licenses & Permits | | | | | |
| Cable TV | \$175,230 | \$181,173 | \$187,272 | \$188,394 | \$192,162 |
| Business Licenses | | | | \$5,000 | \$58,500 |
| PEG Fees/Misc. | \$16,035 | \$17,322 | \$14,459 | \$12,860 | \$13,213 |
| Subtotal Licenses & Permits | \$191,265 | \$198,494 | \$201,731 | \$206,254 | \$263,875 |
| Intergovernmental | | | | | |
| Federal Grants | \$0 | \$2,574 | \$0 | \$0 | \$0 |
| State Grants | \$0 | \$13,511 | \$5,000 | \$50,000 | \$0 |
| Streamline Sales Tax Mitigation | \$507,702 | \$521,146 | \$530,000 | \$530,000 | \$530,000 |
| Liquor Excise Tax | \$40,294 | \$7,342 | \$35,510 | \$25,000 | \$25,000 |
| Liquor Board Profits | \$109,127 | \$98,519 | \$97,325 | \$97,700 | \$97,700 |
| Law Enforcement Svcs | \$11,489 | \$25,000 | \$15,000 | \$20,000 | \$20,000 |
| Motor Vehicle Criminal Justice | \$27,931 | \$31,298 | \$12,823 | \$30,000 | \$30,000 |
| Interlocal Grants/Charges | \$50,005 | \$21,127 | \$35,000 | \$2,000 | \$2,000 |
| Subtotal Intergovernmental | \$746,548 | \$720,518 | \$730,658 | \$754,700 | \$704,700 |
| Charges for Services | | | | | |
| Dist/Muni Court Records | \$18,859 | \$0 | \$500 | \$0 | \$0 |
| Sales of Passports/fingerprinting/CPL | \$29,183 | \$39,566 | \$20,000 | \$36,000 | \$36,000 |
| Animal sheltering | \$0 | \$0 | \$30,000 | \$0 | \$0 |
| Sales of Publications | \$986 | \$411 | \$3,000 | \$500 | \$500 |
| Overhead Charges (SWM) | \$102,440 | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| Recreation Charges | \$0 | \$0 | \$0 | \$0 | \$0 |
| Field Use | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other Fees & Charges | \$11,143 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Charges for Services | \$162,611 | \$239,977 | \$253,500 | \$236,500 | \$236,500 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|-----------------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Fines | | | | | |
| Traffic Infraction | \$1,774 | \$0 | \$500 | \$79,000 | \$79,000 |
| Parking Infraction | \$0 | \$0 | \$0 | \$0 | \$0 |
| False Alarm Responses | \$7,900 | \$4,730 | \$2,000 | \$4,700 | \$4,700 |
| Miscellaneous Fines & Forfeits | \$2,932 | \$3,918 | \$500 | \$1,000 | \$1,000 |
| Subtotal Fines | \$12,606 | \$8,648 | \$3,000 | \$84,700 | \$84,700 |
| Miscellaneous | | | | | |
| Investment Interest | \$31,023 | \$25,027 | \$20,000 | \$20,000 | \$20,000 |
| Sales Tax Interest | \$1,678 | \$830 | \$2,500 | \$900 | \$900 |
| Shop rent | \$86,520 | \$88,710 | \$84,920 | \$86,625 | \$0 |
| Cell tower lease | \$5,955 | \$5,955 | \$24,720 | \$57,468 | \$61,031 |
| Donations from Private Sources | \$0 | \$0 | \$2,000 | \$0 | \$0 |
| Misc. | \$2,321 | \$52,096 | \$0 | \$1,000 | \$1,000 |
| | \$127,497 | \$172,618 | \$134,140 | \$165,993 | \$82,931 |
| Op Trans In | \$86,321 | \$0 | \$0 | \$ 533,400 | \$ 521,400 |
| Total General Fund Revenue | \$8,879,510 | \$9,104,658 | \$9,104,579 | \$9,866,637 | \$10,016,483 |
| | -1.0% | 2.5% | 0.0% | 0.0% | 0.0% |
| SPECIAL REVENUE FUNDS: | | | | | |
| Street Fund | | | | | |
| Gas Tax | \$223,545 | \$226,575 | \$225,557 | \$226,000 | \$250,000 |
| Investment Interest/Other | \$24,585 | \$13,865 | \$0 | \$0 | \$0 |
| Operating Transfer In (GF) | \$568,000 | \$584,000 | \$655,000 | \$510,000 | \$500,000 |
| | \$816,130 | \$824,440 | \$880,557 | \$736,000 | \$750,000 |
| Developmental Services | | | | | |
| Grant | \$15,581 | \$0 | \$10,000 | \$0 | \$0 |
| Building Permit | \$66,689 | \$113,380 | \$263,600 | \$438,700 | \$511,900 |
| Plumbing Permit | \$7,763 | \$14,450 | \$28,200 | \$52,600 | \$61,400 |
| Grading Permit | \$167 | \$16,918 | \$19,412 | \$25,100 | \$29,300 |
| Demolition Permit | \$2,138 | \$1,610 | \$4,402 | \$8,000 | \$9,300 |
| Mechanical Permit | \$20,113 | \$24,497 | \$44,400 | \$101,400 | \$118,300 |
| Site Development Permit | \$18,649 | \$3,007 | \$69,000 | \$69,800 | \$81,400 |
| Right of Way Permit | \$35,046 | \$49,227 | \$92,850 | \$181,000 | \$211,100 |
| Misc Permits & Fees | \$30,480 | \$44,239 | \$55,326 | \$161,000 | \$187,800 |
| Fire Inspection Fees | \$200,780 | \$139,650 | \$149,813 | \$130,000 | \$130,000 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| Developmental Services (continued) | | | | | |
| Zoning & Subdivision | \$244,448 | \$168,098 | \$224,000 | \$90,000 | \$105,000 |
| Land Use Application | \$0 | \$0 | \$2,688 | \$0 | \$0 |
| Plan Check Fee | \$112,293 | \$167,967 | \$456,500 | \$285,155 | \$332,735 |
| Other Planning Fees & Charges | \$1,976 | \$957 | \$450 | \$3,900 | \$4,600 |
| Restricted Tree Fund | \$0 | \$0 | \$0 | \$548,000 | \$0 |
| Operating Transfer In (GF) | \$346,000 | \$473,000 | \$370,000 | \$90,000 | \$0 |
| Total Developmental Services | \$1,102,123 | \$1,219,012 | \$1,792,655 | \$2,184,655 | \$1,782,835 |
| Parks & Rec Special Revenue | | | | | |
| Field Use | \$142,767 | \$200,688 | \$257,252 | \$175,000 | \$175,000 |
| Park Facilities/Annex Rental | -\$481 | \$0 | \$0 | \$0 | \$0 |
| Investment Interest/Other | \$0 | \$34,207 | \$7,500 | \$0 | \$0 |
| Operating Transfer In (GF & Adm. Tax) | \$159,700 | \$202,501 | \$316,300 | \$220,000 | \$230,000 |
| Total Parks & Rec Sp. Revenue | \$301,986 | \$437,395 | \$581,052 | \$395,000 | \$405,000 |
| Admission Tax | | | | | |
| Admission Tax | \$208,551 | \$205,546 | \$190,000 | \$200,000 | \$200,000 |
| Investment Interest | \$0 | \$536 | \$0 | \$0 | \$0 |
| Impact Fees/Misc. | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Admission Tax | \$208,551 | \$206,082 | \$190,000 | \$200,000 | \$200,000 |
| System Replacement | | | | | |
| Investment Interest/Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Transfer In (GF) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total System Replacement | \$0 | \$0 | \$0 | \$0 | \$0 |
| Park Impact Fee | | | | | |
| Park Impact Fees | \$6,300 | \$6,400 | \$317,500 | \$870,000 | \$165,100 |
| Investment Interest | \$57 | \$47 | \$350 | \$0 | \$0 |
| Total Park Impact Fees | \$6,357 | \$6,447 | \$317,850 | \$870,000 | \$165,100 |
| Strategic Budget Reserve | | | | | |
| Investment Interest/Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Transfer In (GF) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Strategic Budget Reserve | \$0 | \$0 | \$0 | \$0 | \$0 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|--------------------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Hotel/Motel Tax Fund | | | | | |
| Hotel/Motel Tax | \$53,850 | \$57,161 | \$56,750 | \$63,000 | \$63,000 |
| Investment Interest | \$290 | \$274 | \$250 | \$0 | \$0 |
| Total Hotel/Motel Tax | \$54,140 | \$57,435 | \$57,000 | \$77,000 | \$63,000 |
| Traffic Impact Fee Fund | | | | | |
| Traffic Impact Fees | \$15,529 | \$78,184 | \$75,000 | \$663,000 | \$984,000 |
| Investment Interest | \$300 | \$225 | \$100 | \$0 | \$0 |
| Total Traffic Impact Fee | \$15,829 | \$78,409 | \$75,100 | \$663,000 | \$984,000 |
| DEBT SERVICE FUND: | | | | | |
| Debt Service | | | | | |
| Operating Transfers In (GF) | \$532,000 | \$528,287 | \$532,577 | \$535,182 | \$521,402 |
| Total Debt Service | \$532,000 | \$528,287 | \$532,577 | \$535,182 | \$521,402 |
| CAPITAL FUNDS: | | | | | |
| Capital Project | | | | | |
| Real Estate Excise Tax | \$462,717 | \$371,905 | \$338,000 | \$226,000 | \$235,000 |
| Investment Interest | \$2,559 | \$2,401 | \$2,000 | \$0 | \$0 |
| Total Capital Project | \$465,276 | \$374,306 | \$340,000 | \$226,000 | \$235,000 |
| Special Capital Project | | | | | |
| Real Estate Excise Tax | \$462,717 | \$371,905 | \$338,000 | \$226,000 | \$235,000 |
| Investment Interest | \$5,819 | \$5,317 | \$4,000 | \$0 | \$0 |
| Total Special Capital Project | \$468,536 | \$377,222 | \$342,000 | \$226,000 | \$235,000 |
| Capital Street Reserve | | | | | |
| Investment Interest | \$236 | \$87 | \$0 | \$0 | \$0 |
| Grant | | \$0 | \$5,548,000 | \$420,000 | \$2,580,000 |
| Road & Construction Services | | \$2,646 | \$1,559,000 | \$0 | \$0 |
| Other Planning & Dev. Fees | \$0 | \$0 | \$0 | \$0 | \$224,000 |
| Transfers In | \$1,430,850 | \$1,753,568 | \$2,451,000 | \$1,891,600 | \$4,581,400 |
| Total Capital Street Reserve | \$1,431,086 | \$1,756,301 | \$9,558,000 | \$2,311,600 | \$7,385,400 |
| Utility Tax Fund | | | | | |
| Utility Tax | \$998,105 | \$873,203 | \$910,000 | \$889,000 | \$869,000 |
| Investment Interest/Misc. | \$3,842 | \$3,356 | \$0 | \$0 | \$0 |
| Total Utility Tax | \$1,001,947 | \$876,559 | \$910,000 | \$889,000 | \$869,000 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|
| SR522/195th CP | | | | | |
| Investment Interest | \$0 | \$3 | \$0 | \$0 | \$0 |
| Transfers In | \$110,662 | \$38,846 | \$0 | \$0 | \$0 |
| Total SR522/195th CP | \$110,662 | \$38,850 | \$0 | \$0 | \$0 |
| Parks & Recreation Capital Projects | | | | | |
| Investment Interest | \$282 | \$302 | \$0 | \$0 | \$0 |
| Parks Levy | \$30,151 | \$30,562 | \$30,000 | \$30,000 | \$30,000 |
| Donation | \$0 | \$0 | 0 | \$0 | \$0 |
| Grants | \$0 | \$0 | \$0 | \$0 | \$0 |
| Transfers In | \$26,000 | \$19,000 | \$287,000 | \$134,000 | \$130,000 |
| Total Parks & Recreation Capital Projects | \$56,433 | \$49,865 | \$317,000 | \$164,000 | \$160,000 |
| Facilities Capital Projects | | | | | |
| Interest Income | \$395 | \$404 | \$0 | \$0 | \$0 |
| Donation/Misc | \$0 | \$1,435 | \$0 | \$0 | \$0 |
| Transfers In | \$267,892 | \$261,000 | \$138,000 | \$170,000 | \$4,080,000 |
| Total Facilities Capital Projects | \$268,287 | \$262,839 | \$138,000 | \$170,000 | \$4,080,000 |
| Samm. Bridge Repl/SR202/127th CP | | | | | |
| Investment Interest | \$688 | \$759 | \$0 | \$0 | \$0 |
| Road & Construction Services | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants | \$89,916 | \$6,014 | \$1,371,344 | \$0 | \$2,400,000 |
| Transfers In | \$666,000 | \$0 | \$2,882,000 | \$776,000 | \$3,921,000 |
| Total Samm. Bridge Repl/SR202/127th CP | \$756,604 | \$6,773 | \$4,253,344 | \$776,000 | \$6,321,000 |
| ENTERPRISE FUND: | | | | | |
| Surface Water Mgmt Fund | | | | | |
| Grants | | \$0 | \$0 | \$0 | \$0 |
| Storm Drainage Fees & Charges | \$1,111,215 | \$1,092,205 | \$1,117,420 | \$1,150,000 | \$1,150,000 |
| Investment Interest | \$620 | \$945 | \$0 | \$0 | \$0 |
| Miscellaneous | \$153 | \$4,163 | \$0 | \$0 | \$0 |
| Total Surface Water Mgmt Fund | \$1,111,988 | \$1,097,313 | \$1,117,420 | \$1,150,000 | \$1,150,000 |
| Surface Water Capital Projects | | | | | |
| Investment Interest | \$641 | \$429 | \$0 | \$0 | \$0 |
| Grants | \$24,294 | \$374,412 | \$474,000 | \$370,000 | \$0 |
| Flood Levy | \$0 | \$55,867 | \$0 | \$30,000 | \$30,000 |
| Judgements and Settlements | \$24,970 | \$0 | \$0 | \$0 | \$0 |
| Transfers In | \$45,000 | \$50,000 | \$90,000 | \$95,000 | \$100,000 |
| Total Surface Water Capital Projects | \$94,905 | \$480,708 | \$564,000 | \$495,000 | \$130,000 |

2015/2016 Revenue Detail

| | Actual 2012 | Actual 2013 | Forecast 2014 | Forecast 2015 | Forecast 2016 |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| INTERNAL SERVICE FUNDS: | | | | | |
| Equipment Rental | | | | | |
| Investment Interest | \$1,508 | \$1,332 | \$0 | \$0 | \$0 |
| Vehicle/Equipment Repair Chgs | \$102,694 | \$97,261 | \$96,998 | \$86,513 | \$73,319 |
| Total Equipment Rental | \$104,202 | \$98,592 | \$96,998 | \$86,513 | \$73,319 |
| Equipment Replacement | | | | | |
| Miscellaneous | | \$110 | \$0 | \$0 | \$0 |
| Transfers In (GF) | \$25,000 | \$0 | \$0 | \$0 | \$0 |
| Total Equipment Replacement | \$25,000 | \$110 | \$0 | \$0 | \$0 |
| Unemployment | | | | | |
| Investment Interest | | \$13 | \$0 | \$0 | \$0 |
| Charges for Service | \$23,313 | \$23,625 | -\$7,600 | \$8,100 | \$8,630 |
| Total Unemployment | \$23,313 | \$23,638 | -\$7,600 | \$8,100 | \$8,630 |
| Total All Funds | \$17,834,865 | \$17,905,241 | \$31,160,532 | \$22,029,688 | \$35,535,169 |

City of Woodinville, Washington
2015/2016 Department Expenditures Detail

Council and Commissions

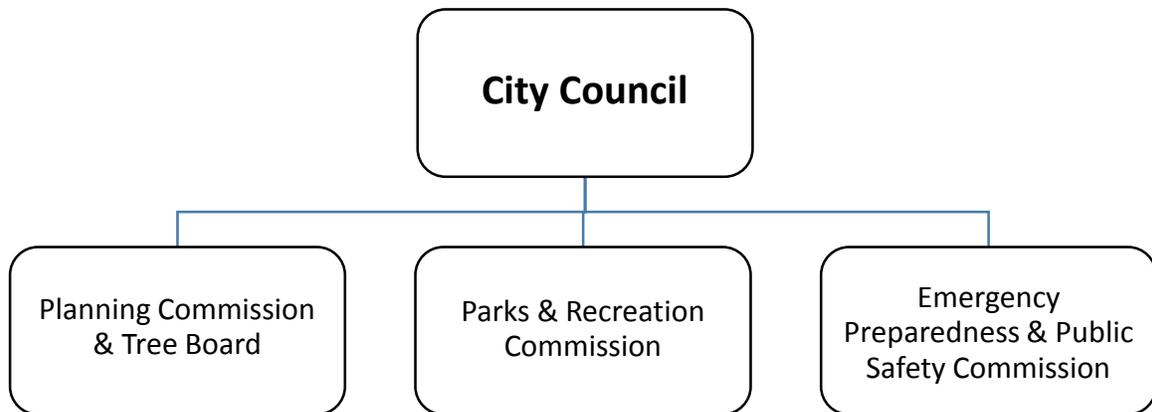
City Council and Commissions

The City Council is responsible for establishing overall policy direction for the community and City organization through the adoption of laws, policies, plans, and programs; and the hiring of a City Manager to implement their actions.

The City Council receives policy advice from volunteer citizen Commissions, including the Planning Commission/Tree Board, the Parks and Recreation Commission, and the Emergency Preparedness and Public Safety Commission.

Members of the City Council are elected at-large and serve 4-year terms. Members of the various city commissions and boards are appointed by the Mayor and confirmed by the City Council, in accordance with the terms established for each of their respective boards.

Costs associated with these activities are divided into three divisions, as shown below.



City Council and Commission

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Salaries | \$51,600 | \$51,600 | \$51,600 | \$51,600 | \$51,600 |
| Benefits | \$5,493 | \$5,695 | \$5,465 | \$5,400 | \$5,450 |
| Supplies | \$813 | \$2,502 | \$900 | \$5,430 | \$3,430 |
| Services | \$9,923 | \$7,432 | \$10,000 | \$26,450 | \$26,450 |
| Intergovernmental | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interfund | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 |
| Department Total | \$67,829 | \$67,229 | \$67,965 | \$88,880 | \$86,930 |

Total 2015/2016 Biennial Budget **\$175,810**

City Council

The City Council is the City’s elected legislative body that establishes overall policy direction for the City organization and community. The City Council establishes policy through the adoption of ordinances (which establish local laws and taxes), resolutions (which establish formal policies or positions), programs, projects, zoning and land uses, development regulations, master plans, and adoption of a Municipal Budget to allocate funds for programs, projects, and activities.

The City Council is comprised of seven independently elected residents, elected at-large by Position Number. Council Members serve four-year overlapping terms; with up to four positions standing for election in odd-numbered years. From its membership, the City Council selects a Mayor and Deputy Mayor, who serve two-year terms; and it appoints the City Manager who is responsible for providing advice and directing and managing the City’s operations.

The City Council represents the City at formal events and with the community; and serves as liaison with elected officials at the local, regional, state, and federal levels.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Regular/Special Meetings | 32 | 37 | 29 | 25 | 25 |
| Reports Received | 264 | 301 | 245 | 250 | 250 |
| Ordinances | 12 | 25 | 12 | 8 | 10 |
| Resolutions | 15 | 11 | 16 | 10 | 12 |
| Agreements | 18 | 33 | 34 | 20 | 20 |
| Public Hearings | 16 | 22 | 20 | 18 | 22 |

2015/2016 Work Plan

- Approve work plans for city Boards and Commissions
- Approve overall city work plans
- Work with County, State, and Federal elected officials to obtain grants/legislation favorable to Woodinville
- Adopt the 2015 Comprehensive Plan update

City Council

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$51,600 | \$51,600 | \$51,600 | \$51,600 | \$51,600 |
| <i>Personnel Benefits</i> | \$5,493 | \$5,695 | \$5,465 | \$5,400 | \$5,450 |
| <i>Supplies</i> | \$813 | \$2,502 | \$900 | \$5,430 | \$3,430 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$7,168 | \$3,695 | \$5,500 | \$21,650 | \$21,650 |
| Communication | \$0 | \$0 | \$0 | \$0 | \$0 |
| Travel | \$2,270 | \$1,942 | \$3,000 | \$3,280 | \$3,280 |
| Advertising | \$0 | \$0 | \$0 | \$0 | \$0 |
| Education/Training | \$485 | \$1,795 | \$1,000 | \$1,250 | \$1,250 |
| Miscellaneous | \$0 | \$0 | \$500 | \$270 | \$270 |
| <i>Total Services & Charges</i> | \$9,923 | \$7,432 | \$10,000 | \$26,450 | \$26,450 |
| <i>Intergovernmental</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Interfund</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>DEPARTMENT TOTAL</i> | \$67,829 | \$67,229 | \$67,965 | \$88,880 | \$86,930 |

Planning Commission

The Planning Commission assists the City Council to develop land use regulations and long range plans to guide the physical development of the city, including residential, commercial, industrial, and institutional uses.

The Planning Commission is a seven member volunteer board of Woodinville residents that conducts hearings, takes testimony, and makes recommendations to the City Council regarding land use and development matters.

The Planning Commission reviews and provides recommendations for the Comprehensive Plan, various master plans, zoning code amendments, development standards, rezone requests, commercial design review, and other land use regulations.

The Planning Commission also receives advice from the City’s Tree Board to assist in developing plans and programs to promote the health and proper maintenance of the community’s urban forest.

The Tree Board reviews proposals and makes recommendations to the Planning Commission for tree retention, maintenance, and planting regulations; assists to identify appropriate tree species for intended uses/areas; reviews and recommends tree retention and maintenance regulations; reviews and recommends the Comprehensive Community Urban Forestry Plan; and assists in developing educational materials for the public.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Regular/Special Meetings | 21 | 18 | 19 | 20 | 20 |
| CAPS/Subcommittee Meetings | 3 | 11 | 0 | 3 | 5 |
| Reports Received | 49 | 42 | 40 | 45 | 45 |
| Master Plans Reviewed | 2 | 3 | 2 | 1 | 1 |
| Ordinances Reviewed | 22 | 19 | 11 | 20 | 20 |
| Public Hearings | 7 | 8 | 9 | 8 | 8 |

2015/2016 Work Plan Overview

- Complete all Annual Docket Items
- Review the 2015 Comprehensive Plan update
- Review Comprehensive Plan Amendments
- Review and recommend changes in tree retention and maintenance regulations
- Assist with tree selection for capital projects as requested
- Review Community Urban Forestry Plan for possible recommended amendments
- Participate in annual Arbor Day events

Parks and Recreation Commission

The Parks and Recreation Commission provides advice to the City Council regarding items that pertain to City parks and recreation programs and services. The seven member volunteer board makes recommendations to the City Council regarding long-range park and recreation plans, park and recreation projects, programs, fees, and events.

The Commission provides recommendations for the Parks, Recreation and Open Space Plan (PRO Plan); Non-motorized Transportation Plan; and various other plans. The Commission also reviews and makes recommendations on various operating policies as they may affect the public, and they review and recommend the selection and placement of public art pieces.

| Activity Workload Indicators | | | | | |
|--|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Regular/Special Meetings | 9 | 11 | 9 | 12 | 12 |
| Reports Received | 20 | 25 | 25 | 20 | 20 |
| Master Plans Reviewed | 2 | 1 | 2 | 1 | 1 |
| Special Presentations | 0 | 2 | 2 | 2 | 2 |
| Public Art & Donation Proposals Reviewed | 0 | 0 | 0 | 0 | 0 |
| Capital Projects | 1 | 3 | 3 | 2 | 2 |

2015/2016 Work Plan Overview

- Review assigned master plans/specialized plans
- Review and recommend desired changes in Park & Recreation Fees and Policies
- Assist with capital projects as requested
- Review PRO Plan for possible recommended amendments
- Review possible donations for art, park fixtures, and land

Emergency Preparedness and Public Safety Commission

The Emergency Preparedness and Public Safety Commission provides advice to the City Council regarding emergency preparedness and traffic and pedestrian safety issues.

The seven member volunteer board, plus up to two ex-officio non-voting members, makes recommendations to the City Council regarding the City’s Comprehensive Emergency Management Plan (CEMP) and related sub-plans, recommending pedestrian safety measures, and providing recommendations for community outreach.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Regular/Special Meetings | 12 | 5 | 4 | 6 | 6 |
| Reports Received | 20 | 13 | 4 | 10 | 10 |
| Master Plans Reviewed | 1 | 0 | 0 | 0 | 1 |
| Regulations Proposed | 0 | 0 | 0 | 0 | 0 |
| Special Presentations | 1 | 2 | 1 | 2 | 2 |

2015/2016 Work Plan Overview

- Review updates to City plans
- Assist with capital projects as requested
- Participate/identify potential emergency preparedness and public safety outreach and events.
- Provide recommendations for how the City can raise community awareness about public safety and emergency preparedness.

2015/2016 Department Expenditures Detail

Legal Services Department

Legal Services Department

The Legal Services Department provides legal defense and legal advice to the City Council, City boards and commissions, and City departments. This includes preparation and/or review of agreements, resolutions, and ordinances; providing advice about legal risks of a proposed action or current practice; representing the City in litigation; attending and assisting at City Council Meetings and commission meetings.

The Division also includes activities of the Hearing Examiner, an independent office of the City, which hears and decides certain quasi-judicial legal matters, delegated by City Council ordinance.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Council/Comm. Mtgs Attended | 24 | 24 | 22 | 22 | 22 |
| Ordinances Reviewed | 20 | 15 | 20 | 12 | 12 |
| Resolutions Reviewed | 20 | 15 | 15 | 8 | 8 |
| Agreements Reviewed | 110 | 120 | 120 | 115 | 115 |
| Litigation Cases | 3 | 4 | 6 | 5 | 5 |
| Routine Services (Hours) | 734 | 622 | 650 | 600 | 600 |

| FTEs Positions Summary | |
|------------------------|--------------------------------|
| None | <i>Services are contracted</i> |

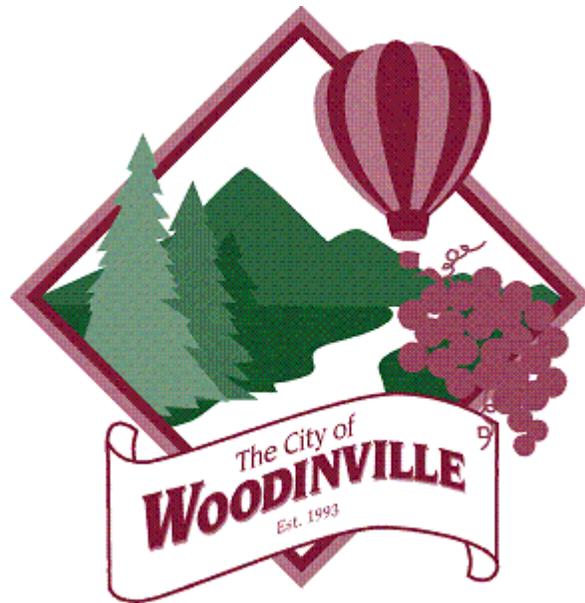
2015/2016 Work Plan Overview

- Attend City Council Meetings and other meetings as required by the City of Woodinville
- Review ordinances, resolutions, and agreements as needed
- Provide legal services on all litigation cases
- Defend the City in litigation matters

Legal Services Department

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|---------------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Salaries | \$0 | \$0 | \$0 | \$0 | \$0 |
| Benefits | \$0 | \$0 | \$0 | \$0 | \$0 |
| Supplies | \$0 | \$0 | \$0 | \$0 | \$0 |
| Services | \$411,591 | \$463,376 | \$426,000 | \$387,000 | \$275,100 |
| Intergov. Svcs | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interfund Payments | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 |
| Department Total | <u>\$411,591</u> | <u>\$463,376</u> | <u>\$426,000</u> | <u>\$387,000</u> | <u>\$275,100</u> |
| Total 2015/2016 Biennial Budget | | | | | <u>\$662,100</u> |



2015/2016 Department Expenditures Detail

Executive Department

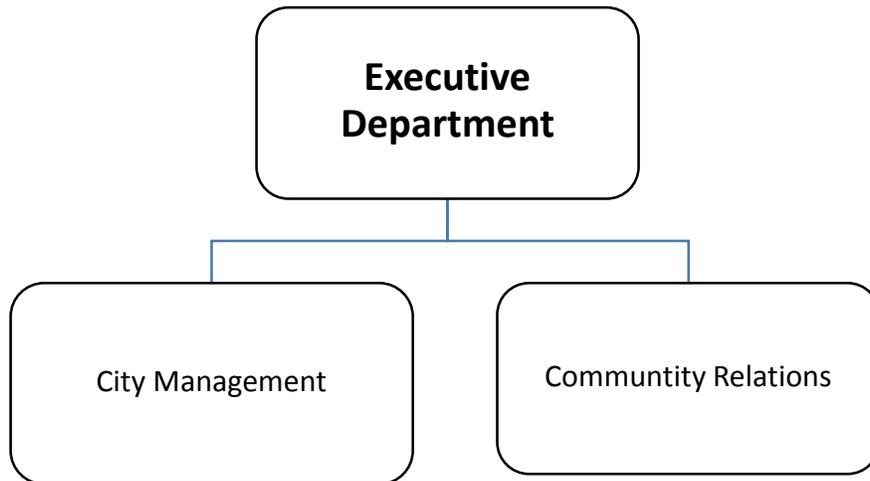
Executive Department

The Executive Department implements City Council policies; ensures that all laws and ordinances are faithfully executed; and manages the overall activities and performance of the City organization. The Department establishes rules, procedures, schedules, and performance standards for all operating departments; prepares reports for the City Council; recommends a Budget to the City Council; and provides staff support for the City Council.

The Department ensures compliance with legal notification requirements for city actions; responds to requests for public documents; keeps all official records of the city; and prepares City Council Meeting Agendas.

The Department prepares public information, including the city newsletter, press releases, and programming for Woodinville Television (WTV); recruits, screens, and performs background verifications of all city employees; and oversees the emergency management activities of the city.

The Executive Department also oversees activities of the Community Relations Division, which includes intergovernmental relations, human services grant funding, City events, and public outreach.



Executive Department

Department Expenditure Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Salaries | \$465,915 | \$487,427 | \$498,367 | \$516,200 | \$531,400 |
| Benefits | \$154,187 | \$164,501 | \$180,803 | \$189,040 | \$202,340 |
| Supplies | \$11,246 | \$6,559 | \$8,600 | \$27,540 | \$27,530 |
| Services | \$209,226 | \$161,831 | \$275,210 | \$324,615 | \$295,135 |
| Intergov. Svcs | \$99,052 | \$111,648 | \$117,410 | \$104,049 | \$107,018 |
| Interfund Payments | \$371 | \$594 | \$594 | \$912 | \$922 |
| Capital Outlay | \$0 | \$0 | \$17,500 | \$159,000 | \$0 |
| Department Total | \$939,997 | \$932,561 | \$1,098,484 | \$1,321,356 | \$1,164,345 |

Total 2015/2016 Biennial Budget **\$2,485,701**

Department Full Time Equivalent Position Summary

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Approved | 2016 Approved |
|--------------------------------|------------------------|------------------------|-------------------------|--------------------------|--------------------------|
| City Manager | 1 | 1 | 1 | 1 | 1 |
| Assist to the City Mgr. | 1 | 1 | 1 | 1 | 1 |
| Management Analyst | 1 | 1 | 1 | 1 | 1 |
| City Clerk | 1 | 1 | 1 | 1 | 1 |
| Exec Secretary/Dep. City Clerk | 1 | 1 | 1 | 1 | 1 |
| Intern | 0 | 0 | 0.12 | 0.12 | 0.12 |
| | 5 | 5 | 5.12 | 5.25 | 5.25 |

City Management

The City Management Division provides executive management leadership for the City organization. The Division directs and evaluates performance of city departments, recommends a budget for City Council consideration; provides overall management of the city's capital improvement program; and develops programs and projects to address city priorities and issues.

The Division coordinates the production of meeting materials for City Council meetings and is responsible for the city's record management, ordinance codification, and legislative tracking systems. The Division also provides notary services, processes public records requests, manages the intake of Requests for Proposals/Qualifications; and serves as the organization's Risk Manager.

The Division provides Human Resources services to the organization, which includes the recruitment, hiring, training, and retention of the city's workforce. The Division conducts employee orientations; explains and manages employee benefit programs; conducts job audits/analyses; conducts wage and benefit surveys; develops and implements personnel policies; conducts investigations; and negotiates Labor Contracts with the city's three employee unions.

The Division also serves as the City's Emergency Management Division, by preparing the City's Comprehensive Emergency Management Plan, managing coordination of Emergency Services Coordinating Agency (ESCA); scheduling and preparing emergency response training, and supports the Emergency Preparedness and Public Safety Commission.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Council/Commission Agendas | 35 | 37 | 27 | 35 | 35 |
| Council/Com. Staff Reports | 265 | 301 | 245 | 265 | 265 |
| Citizen Service Requests | 148 | 106 | 122 | 130 | 135 |
| Public Records Requests | 141 | 230 | 144 | 140 | 140 |
| Hrs. Meeting Minutes | 89 | 90.5 | 80.5 | 90 | 90 |
| Claims for Damage | 9 | 9 | 8 | 10 | 10 |
| No. Recruitments | 8 | 2 | 4 | 2 | 2 |
| Applications Screened | 487 | 230 | 346 | 200 | 200 |
| Emerg. Training Exercises | 1 | 1 | 2 | 2 | 2 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant to the City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk/Exec Sec. | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Management Analyst | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Intern | 0.00 | 0.00 | 0.12 | 0.12 | 0.12 |
| Total FTEs | 4.00 | 5.00 | 5.12 | 5.12 | 5.12 |

2015/2016 Work Plan Overview

- Work with the City Council to develop a strategy for the future of the Old Woodinville Schoolhouse
- Update City job descriptions

City Management

| | 2012 <u>Actual</u> | 2013 <u>Actual</u> | 2014 <u>Budgeted</u> | 2015 <u>Approved</u> | 2016 <u>Approved</u> |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <i>Salaries and Wages</i> | \$465,915 | \$487,427 | \$498,367 | \$516,200 | \$531,400 |
| <i>Personnel Benefits</i> | \$154,187 | \$164,501 | \$180,803 | \$189,040 | \$202,340 |
| <i>Supplies/Small Tools</i> | \$8,821 | \$4,693 | \$7,100 | \$7,440 | \$7,030 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$19,345 | \$16,101 | \$24,657 | \$31,030 | \$24,080 |
| Communication | \$39,741 | \$35,701 | \$53,051 | \$49,350 | \$50,400 |
| Travel Expense | \$328 | \$892 | \$3,400 | \$3,600 | \$3,450 |
| Advertising | \$15,513 | \$13,065 | \$22,350 | \$20,650 | \$20,550 |
| Operating Rentals | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$19,747 | \$16,868 | \$18,419 | \$18,850 | \$19,230 |
| Education/Training | \$0 | \$270 | \$850 | \$2,660 | \$860 |
| Repairs & Maint. | \$0 | \$294 | \$0 | \$200 | \$200 |
| Miscellaneous | \$3,565 | \$3,599 | \$2,833 | \$4,365 | \$4,465 |
| Printing | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Total Services & Charges</i> | \$98,239 | \$86,789 | \$125,560 | \$130,705 | \$123,235 |
| <i>Intergovernmental</i> | \$33,371 | \$43,436 | \$25,000 | \$26,589 | \$27,918 |
| <i>Interfund</i> | \$371 | \$594 | \$594 | \$912 | \$922 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$5,000 | \$0 |
| <i>DIVISION TOTAL</i> | <u>\$760,904</u> | <u>\$787,441</u> | <u>\$837,424</u> | <u>\$875,886</u> | <u>\$892,845</u> |

Community Relations

Community Relations Division includes costs for City special events, human services grants, and public outreach through the City’s periodic newsletter. City memberships for intergovernmental organizations, such as the Association of Washington Cities and the Puget Sound Regional Council, are also included in this Division.

| Activity Workload Indicators | | | | | |
|--|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Number of Human Services Grants Funded | 13 | 13 | 13 | 13 | 13 |
| Number of special events | 2 | 2 | 2 | 2 | 2 |
| Number of customer service requests | 132 | 140 | 132 | 135 | 135 |
| Number of City eNews items sent | 16 | 14 | 30 | 16 | 12 |
| Number of Press Releases Issued | 26 | 26 | 25 | 30 | 30 |
| Number of CityView newsletter issues | 2 | 2 | 2 | 2 | 2 |

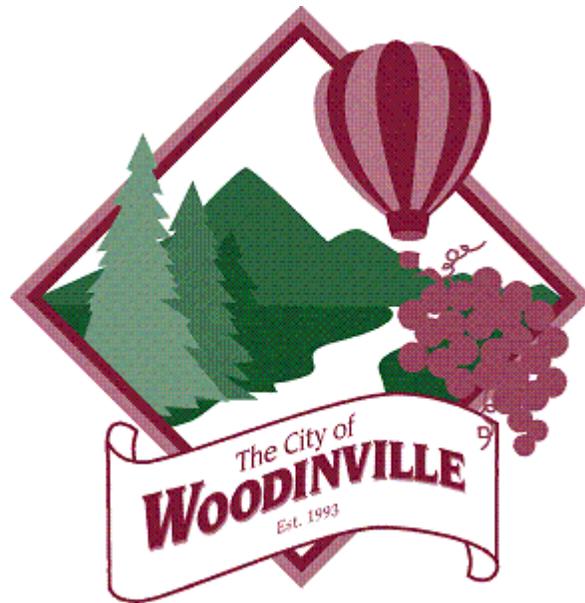
| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|---|---|---|---|---|
| None | 0 | 0 | 0 | 0 | 0 |

2015/2016 Work Plan Overview

- Help facilitate planning for the annual Celebrate Woodinville Summer Festival
- Update the City’s website to provide for a better user experience, mobile device compatibility, and new features to track and respond to customer requests
- Install new wayfinding signs and banners to direct visitors to the City’s tourism and recreation attractions

Community Relations

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Actual | Actual | Budgeted | Approved | Approved |
| <i>Salaries and Wages</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Personnel Benefits</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Supplies/Small Tools</i> | \$2,425 | \$1,866 | \$1,500 | \$20,100 | \$20,500 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$110,837 | \$74,557 | \$147,600 | \$171,510 | \$149,500 |
| Communication | \$0 | \$0 | \$500 | \$400 | \$400 |
| Advertising | \$150 | \$0 | \$1,000 | \$0 | \$0 |
| Miscellaneous | \$0 | \$485 | \$550 | \$22,000 | \$22,000 |
| <i>Total Services & Charges</i> | \$110,987 | \$75,042 | \$149,650 | \$193,910 | \$171,900 |
| <i>Intergovernmental</i> | \$65,681 | \$68,212 | \$92,410 | \$77,460 | \$79,100 |
| <i>Interfund</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$17,500 | \$154,000 | \$0 |
| <i>DIVISION TOTAL</i> | <u>\$179,093</u> | <u>\$145,120</u> | <u>\$261,060</u> | <u>\$445,470</u> | <u>\$271,500</u> |



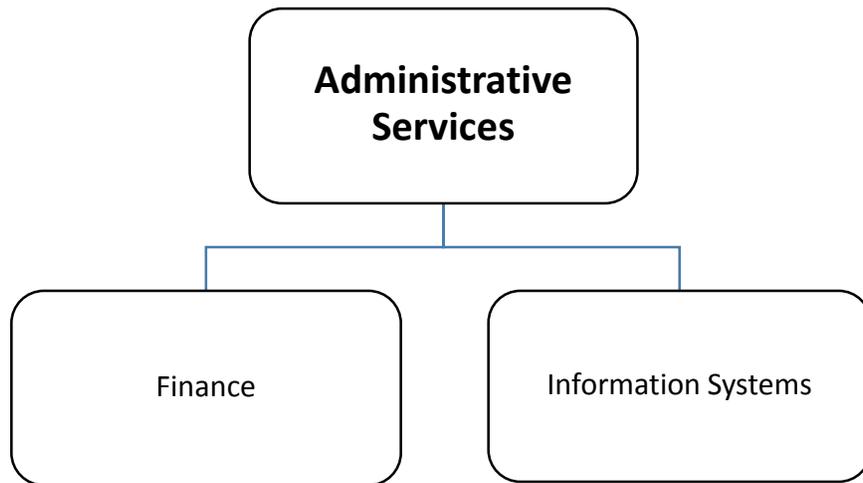
2015/2016 Department Expenditures Detail

Administrative Services Department

Administrative Services Department

The Administrative Services Department provides the overall financial and administrative services to support all city departments. The Department is comprised of two operating divisions: Finance and Information Systems.

The Department provides financial management support services, including accounting, auditing, budgeting, treasury, cash management, purchasing services, payroll and accounts payable processing; computer hardware and software support of computer and communication systems; operate the City's business registration program; issue animal licenses; and track and safeguard the City's fixed assets, including vehicles and equipment.



Administrative Services Department

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Salaries | \$524,684 | \$524,434 | \$474,128 | \$441,450 | \$465,900 |
| Benefits | \$171,616 | \$170,644 | \$152,545 | \$188,810 | \$205,310 |
| Supplies | \$22,165 | \$10,747 | \$17,000 | \$39,350 | \$39,600 |
| Services | \$157,391 | \$125,446 | \$287,299 | \$289,715 | \$243,765 |
| Intergovernmental | \$3,250 | \$250 | \$4,500 | \$0 | \$0 |
| Interfund Payments | \$373 | \$953 | \$594 | \$1,290 | \$1,300 |
| Capital Outlay | \$27,739 | \$0 | \$70,000 | \$103,000 | \$76,000 |
| Department Total | \$907,218 | \$832,474 | \$1,006,067 | \$1,063,615 | \$1,031,875 |

Total 2015/2016 Biennial Budget **\$2,095,490**

Department Full Time Equivalent Position Summary

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Approved | 2016 Approved |
|------------------------|------------------------|------------------------|-------------------------|--------------------------|--------------------------|
| Finance Director | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Accountant | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Accounting Clerk | 2.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Admin Assistant | 1.0 | 0.0* | 0.0* | 0.0 | 0.0 |
| IS Manager | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Senior Programmer | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 |
| Position Totals | 7.0 | 7.0 | 6.0 | 6.0 | 6.0 |

* Reflects reclassification of 1.0 FTE Administrative Assistant to 1.0 FTE Accounting Clerk

Finance

The Finance Division provides financial services to the City organization, including accounting, cash management, and financial planning and projections.

Accounting services include general ledger maintenance; accounts receivable; accounts payable; payroll; and financial records keeping, reporting, and analysis. Accounting personnel also maintain perpetual inventory records for all City owned fixed assets.

Cash management services include: collection, deposit, and investment of idle cash assets, and management of the City's bank and cash accounts.

The Division also helps prepare and publish the Preliminary and Final City Budgets, prepares the Annual Financial Report for the city, and other financial related reports to aid management in decision-making, including internal monthly revenue and expenditure reports, and external reports, such as the monthly Treasury Report.

Finally, the Division manages the city's business registration program, coordinates animal licensing, provides services for the sports fields, and serves as the City's telephone operator and mail distributor.

| Activity Workload Indicators | | | | | |
|------------------------------|-------|-------|-------|-------|-------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Accounts Payable Checks | 1,106 | 1,725 | 1,710 | 1,725 | 1,720 |
| Payroll Checks/e-deposits | 1,174 | 1,427 | 1,231 | 1,450 | 1,450 |
| Journal Entries | 146 | 162 | 158 | 150 | 150 |
| Contracts Monitored | 120 | 140 | 140 | 160 | 160 |
| Businesses Registered | 1,235 | 1,310 | 1,326 | 1,600 | 1,600 |
| Animal Licenses Issued | 67 | 56 | 80 | 120 | 120 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Clerk | 2.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Administrative Assistant | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total FTEs | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |

2015/2016 Work Plan Overview

- Implement the business licensing program
- Analyze and determine strategy for updating financial software
- Continue to efficiently manage scheduling for the Woodinville Sports Fields

Finance

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$374,672 | \$391,372 | \$393,778 | \$359,800 | \$381,800 |
| <i>Personnel Benefits</i> | \$132,817 | \$139,452 | \$134,123 | \$171,133 | \$186,333 |
| <i>Supplies</i> | \$3,820 | \$4,114 | \$3,500 | \$3,650 | \$3,400 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$14,752 | \$21,253 | \$30,200 | \$32,830 | \$28,600 |
| Communication | \$3,696 | \$3,724 | \$3,400 | \$6,770 | \$7,525 |
| Travel Expense | \$483 | \$80 | \$800 | \$600 | \$850 |
| Advertising | \$227 | \$0 | \$0 | \$0 | \$0 |
| Operating Rentals | \$195 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$19,726 | \$16,481 | \$18,395 | \$18,500 | \$19,000 |
| Education/Training | \$575 | \$3,405 | \$2,000 | \$3,800 | \$1,800 |
| Repairs & Maint. | \$0 | \$0 | \$100 | \$100 | \$100 |
| Miscellaneous | \$345 | \$390 | \$400 | \$1,340 | \$1,440 |
| Bank Fees | \$201 | \$580 | \$1,000 | \$1,200 | \$1,300 |
| <i>Total Services & Charges</i> | \$40,200 | \$45,913 | \$56,295 | \$65,140 | \$60,615 |
| <i>Intergovernmental</i> | \$2,250 | \$250 | \$0 | \$0 | \$0 |
| <i>Interfund</i> | \$373 | \$594 | \$594 | \$640 | \$650 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>DIVISION TOTAL</i> | <u><u>\$554,132</u></u> | <u><u>\$581,696</u></u> | <u><u>\$588,291</u></u> | <u><u>\$600,363</u></u> | <u><u>\$632,798</u></u> |

Information Systems

The Information Systems Division provides technical hardware and software support of the City's computer systems and communication systems.

The Division provides technology training for City employees; responds to technical support requests; coordinates online service delivery; administers the City's public website and intranet, and manages on-line electronic business systems such as PermitsPlus, and Eden.

The Division also manages, develops, supports, and maintains the City's Geographic Information System (GIS), which includes the development and maintenance of the GIS central database, maps, and online map catalog.

| Activity Workload Indicators | | | | | |
|------------------------------|-------|-------|-------|-------|-------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| No. File Servers | 10 | 10 | 10 | 8 | 8 |
| No. PC's Supported | 56 | 56 | 56 | 56 | 56 |
| No. Telephones | 73 | 73 | 73 | 73 | 73 |
| IT Assistance Requests | 1,028 | 1,040 | 1,063 | 1,050 | 1,050 |
| No. Software Applications | 53 | 53 | 54 | 54 | 54 |
| No. Peripherals | 28 | 28 | 28 | 28 | 28 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| IS Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Programmer | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Total FTEs | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |

2015/2016 Work Plan Overview

- Implement the five year IT Strategic Business Plan
- Replace obsolete server computers
- Phase out obsolete desktop computers and laptops
- Replace aging network switches
- Analyze the City's phone system for cost savings and efficiency
- Deploy phone system power management
- Maintain existing hardware and software infrastructure
- Increase network availability and security
- Assist with the implementation of new programs and applications, such as a City website, finance and permit application software, and mobile integration
- Develop policies and procedures governing the City's use of personal mobile devices

Information Systems



| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$150,012 | \$133,062 | \$80,350 | \$81,650 | \$84,100 |
| <i>Personnel Benefits</i> | \$38,799 | \$31,192 | \$18,422 | \$17,677 | \$18,977 |
| <i>Supplies</i> | \$18,345 | \$6,633 | \$13,500 | \$35,700 | \$36,200 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$38,875 | \$27,109 | \$148,300 | \$122,650 | \$80,650 |
| Communication | \$1,460 | \$2,087 | \$6,300 | \$5,575 | \$6,000 |
| Travel Expense | \$37 | \$25 | \$500 | \$500 | \$500 |
| Advertising | \$0 | \$0 | \$1,000 | \$500 | \$500 |
| Operating Rentals | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$8,018 | \$6,715 | \$7,504 | \$4,200 | \$4,350 |
| Education/Training | \$187 | \$0 | \$4,200 | \$3,000 | \$3,000 |
| Repairs & Maint. | \$3,725 | \$438 | \$3,000 | \$3,000 | \$3,000 |
| Miscellaneous | \$64,889 | \$43,159 | \$60,201 | \$85,150 | \$85,150 |
| Printing | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Total Services & Charges</i> | \$117,191 | \$79,533 | \$231,005 | \$224,575 | \$183,150 |
| <i>Intergovernmental</i> | \$1,000 | \$0 | \$4,500 | \$0 | \$0 |
| <i>Interfund</i> | \$0 | \$359 | \$0 | \$650 | \$650 |
| <i>Capital Outlay</i> | \$27,739 | \$0 | \$70,000 | \$103,000 | \$76,000 |
| <i>DIVISION TOTAL</i> | <u>\$353,086</u> | <u>\$250,778</u> | <u>\$417,776</u> | <u>\$463,252</u> | <u>\$399,077</u> |



City of Woodinville, Washington
2015/2016 Department Expenditures Detail

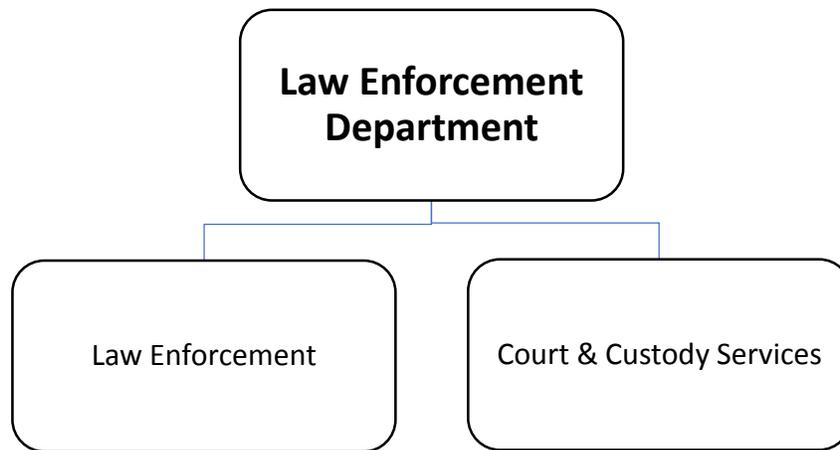
Law Enforcement Department

Law Enforcement Department

The Law Enforcement Department provides police protection to the community by enforcing criminal laws established by state and municipal ordinances; and includes court and custody services associated with processing violators through the justice system.

The Department provides police protection through a contract with the King County Sheriff's Office (KCSO). These services include patrol, traffic enforcement, emergency and routine response, detective investigative services, major accident response and reconstruction, fraud investigation, major crime investigations, K-9, hostage negotiations, tactical unit, special assault unit, and arson investigation.

The Department includes costs to judicially try, defend, and incarcerate non-felony violators of state and city laws.



Law Enforcement Department

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Salaries | \$57,394 | \$58,853 | \$60,934 | \$61,000 | \$62,850 |
| Benefits | \$32,462 | \$34,642 | \$35,877 | \$37,227 | \$40,427 |
| Supplies | \$22,828 | \$30,016 | \$13,060 | \$13,500 | \$11,950 |
| Services | \$100,336 | \$111,746 | \$121,859 | \$121,400 | \$125,030 |
| Intergovernmental | \$2,426,627 | \$2,700,224 | \$2,954,120 | \$3,208,421 | \$3,352,779 |
| Interfund | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$55,000 | \$0 | \$30,700 |
| Department Total | <u>\$2,639,647</u> | <u>\$2,935,480</u> | <u>\$3,240,851</u> | <u>\$3,441,548</u> | <u>\$3,623,736</u> |

Total 2015/2016 Biennial Budget **\$7,065,284**

Department Full Time Equivalent Position Summary

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Approved | 2016 Approved |
|------------------------|------------------------|------------------------|-------------------------|--------------------------|--------------------------|
| City Staff | | | | | |
| Police Clerk | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |
| Position Totals | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> | <u>1</u> |

Police Services Division

The Police Services Division provides police enforcement services through a contract with the King County Sheriff’s Office. The City uses a “shared supervision model” that uses the larger King County precinct command staff to provide overall supervision of the officers who patrol Woodinville and the deputies who patrol unincorporated areas. Woodinville’s Police Chief is responsible for supervision of the officers assigned to Woodinville.

The Division provides 24-hour per day police services including directed and reactive patrol, traffic enforcement, crime investigations, crime reporting and analysis, and specialized response. The Division also coordinates security for the City’s special events and manages a contract with King County and the PAWS Animal Shelter for animal control services.

| Activity Workload Indicators | | | | | |
|-------------------------------|-------|-------|-------|-------|-------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| No. Commissioned Officers | 11 | 12 | 12 | 12 | 13 |
| Calls for Service | 2,648 | 2,521 | 2,498 | 2,500 | 2,500 |
| Officer Initiated Events | 3,250 | 3,280 | 3,126 | 3,250 | 3,250 |
| Part One Crimes | 410 | 430 | 425 | 430 | 420 |
| Part Two Crimes | 380 | 350 | 370 | 350 | 350 |
| Avg. Response Time (Priority) | 3.15 | 3.15 | 3.00 | 3.00 | 3.00 |
| Permits/Passports Issued | 210 | 480 | 670 | 600 | 600 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Police Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total FTEs | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

2015/2016 Work Plan Overview

- Reduce Part One and Two Crimes per capita
- Operate and evaluate the public safety camera system to improve crime rates and solve crime
- Maintain or improve Priority Response Times
- Monitor the Animal Services contract with King County and the PAWS Animal Shelter to ensure effective and accurate services
- Develop crime prevention education programs to share with established block and neighborhood watch groups

Police Services Division

| | 2012 <u>Actual</u> | 2013 <u>Actual</u> | 2014 <u>Budgeted</u> | 2015 <u>Approved</u> | 2016 <u>Approved</u> |
|-------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Salaries | \$57,394 | \$58,853 | \$60,934 | \$61,000 | \$62,850 |
| Benefits | \$32,462 | \$34,642 | \$35,877 | \$37,227 | \$40,427 |
| Supplies | \$22,828 | \$30,016 | \$13,060 | \$13,500 | \$11,950 |
| Services & Charges | | | | | |
| Professional Services | \$4,227 | \$5,267 | \$6,200 | \$12,900 | \$13,300 |
| Communication | \$13,971 | \$13,216 | \$14,300 | \$10,000 | \$11,450 |
| Travel Expense | \$99 | \$952 | \$500 | \$3,200 | \$3,200 |
| Insurance | \$4,979 | \$4,289 | \$4,859 | \$5,100 | \$5,200 |
| Advertising | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Rentals | \$0 | \$0 | \$0 | \$0 | \$0 |
| Education/Training | \$743 | \$2,950 | \$5,500 | \$6,000 | \$6,000 |
| Repairs & Maint. | \$0 | \$0 | \$600 | \$500 | \$600 |
| Miscellaneous | \$120 | \$279 | \$600 | \$420 | \$420 |
| Printing | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Services & Charges | \$24,139 | \$32,559 | \$32,559 | \$38,120 | \$40,170 |
| Intergovernmental | \$2,343,069 | \$2,621,664 | \$2,808,520 | \$2,923,121 | \$3,050,079 |
| Interfund | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay | \$0 | \$0 | \$55,000 | \$0 | \$30,700 |
| DIVISION TOTAL | <u>\$2,479,892</u> | <u>\$2,777,734</u> | <u>\$3,005,951</u> | <u>\$3,072,968</u> | <u>\$3,236,176</u> |

Court and Custody Service

The Court and Custody Services Division provides municipal court and jail detention services for all non-felony violations of state and local laws that occur within the incorporated boundaries of Woodinville. These services are provided through contracts with various agencies.

Municipal Court services are provided through contracts with King County District Court and private attorneys, and include costs for the trial court, city prosecutor, and public defender.

Jail detention services are provided through contracts that include booking, transporting, housing, and feeding of convicted non-felony prisoners who are housed at the King County Jail, Snohomish County Jail, and Okanogan County Jail.

This Division also offers Electronic Home Monitoring as a cost-effective alternative to jail for non-violent, low-risk offenders.

| Activity Workload Indicators | | | | | |
|------------------------------|---------|---------|----------|---------|---------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| No. Cases Filed | 1,104 | 1,318 | 1,285 | 1,300 | 1,300 |
| No. Cases Publicly Defended | 100 | 109 | 128 | 110 | 110 |
| Prisoners Booked | 98 | 96 | 72 | 75 | 75 |
| Prisoner Days in Jail | 1,182 | 846 | 902 | 900 | 900 |
| Avg. Cost Per Jail Day | \$69.39 | \$67.37 | \$138.10 | \$70.00 | \$70.00 |
| Elec. Monitoring - Prisoners | 8 | 10 | 6 | 12 | 12 |

| Division Full Time Equivalent (FTE) Position Summary | |
|--|--------------------------------|
| None | <i>Services are contracted</i> |

**No of Cases Filed includes infractions and criminal cases*

2015/2016 Work Plan Overview

- Improve court activity reporting system
- Analyze court processing costs and determine possible alternatives
- Establish new agreements to reduce jail costs

Court and Custody Service

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|------------------|------------------|------------------|------------------|------------------|
| | Actual | Actual | Budgeted | Approved | Approved |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$885 | \$1,320 | \$1,800 | \$2,000 | \$2,000 |
| Prosecution Charges | \$50,172 | \$51,528 | \$52,000 | \$52,660 | \$54,240 |
| Public Defense | \$25,140 | \$26,339 | \$35,500 | \$28,620 | \$28,620 |
| <i>Total Services & Charges</i> | \$76,197 | \$79,187 | \$89,300 | \$83,280 | \$84,860 |
| <i>Intergovernmental</i> | | | | | |
| Jail | \$81,399 | \$72,377 | \$123,000 | \$194,300 | \$211,700 |
| Court | \$79 | \$5,462 | \$20,000 | \$91,000 | \$91,000 |
| Domestic | \$2,080 | \$721 | \$2,600 | \$0 | \$0 |
| <i>Total Intergovernmental</i> | \$83,558 | \$78,559 | \$145,600 | \$285,300 | \$302,700 |
| <i>DIVISION TOTAL</i> | \$159,755 | \$157,746 | \$234,900 | \$368,580 | \$387,560 |



City of Woodinville, Washington
2015/2016 Department Expenditures Detail

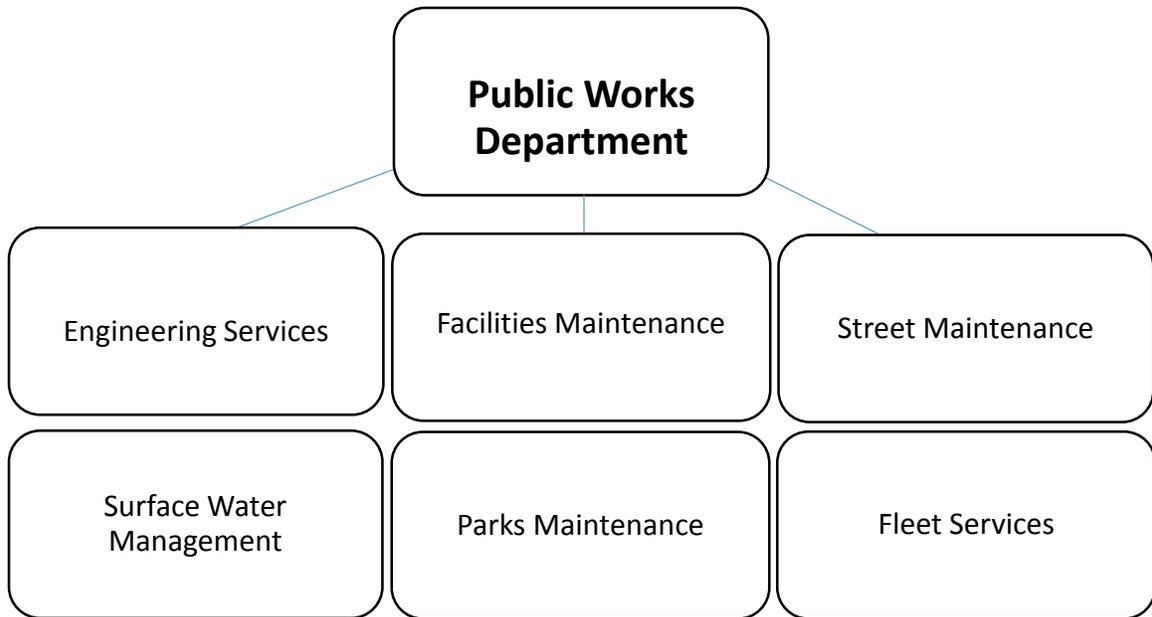
Public Works Department

Public Works Department

The Public Works Department plans, designs, and maintains the City's public infrastructure systems, which includes roadways, surface water drainage, parks, and municipal buildings.

The Department researches, identifies, and recommends capital improvement projects for inclusion in the City's Capital Improvement Plan and Capital Improvement Budget; oversees the design, bidding, and construction of City capital projects; and reviews and approves improvements made to the City's public infrastructure by private development projects.

This Department is comprised of five operating divisions, as shown below.



Public Works Department

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries | \$964,697 | \$955,514 | \$1,050,255 | \$1,087,500 | \$1,137,600 |
| Benefits | \$367,813 | \$389,399 | \$424,650 | \$436,361 | \$474,027 |
| Supplies | \$169,448 | \$208,756 | \$230,800 | \$202,310 | \$203,090 |
| Services | \$890,429 | \$772,157 | \$1,151,009 | \$966,020 | \$987,595 |
| Intergovernmental | \$134,676 | \$113,453 | \$122,950 | \$132,000 | \$132,400 |
| Interfund Payments | \$201,819 | \$291,779 | \$290,260 | \$279,400 | \$267,650 |
| Capital Outlay | \$44,865 | \$114,008 | \$42,000 | \$33,500 | \$32,500 |
| Other Financing Uses | \$45,000 | \$50,000 | \$90,000 | \$122,000 | \$228,000 |
| Department Total | <u>\$2,773,746</u> | <u>\$2,845,066</u> | <u>\$3,311,923</u> | <u>\$3,259,091</u> | <u>\$3,462,862</u> |

Total 2015/2016 Biennial Budget **\$6,721,953**

Department Full Time Equivalent Position Summary

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Approved | 2016 Approved |
|-------------------------|----------------|----------------|-----------------|------------------|------------------|
| P.W. Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| P.W. Asst. Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Sr Admin Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Field Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Tech | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| P.W. & Maint Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maint Worker I | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Maint Worker II | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Maint Worker III | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Seasonal Laborers | 2.06 | 1.85 | 1.85 | 1.85 | 1.85 |
| Position Totals | <u>15.06</u> | <u>14.85</u> | <u>14.85</u> | <u>14.85</u> | <u>14.85</u> |

Engineering Services

The Engineering Services Division provides overall management of the Public Works Department by establishing work plans, schedules, and performance standards; and develops the City's capital infrastructure systems, including roadways, surface water, parks, and municipal facilities. The Division identifies improvements needed to accommodate growth and to maintain the systems in safe working order; and is responsible for design, bidding, and construction of roadway, surface water, park, and facility construction projects.

The Division prepares capital project studies and analyses; short-range and long-range transportation system projections and analyses; traffic modeling; and traffic speed and volume studies. The Division approves plans and inspects improvements in the public right-of-way that are constructed by property developers, utility agencies, and railroads; and coordinates the City's Recycling Program and Commuter Trip Reduction Program (CTR).

| Activity Workload Indicators | | | | | |
|------------------------------|-------|------|-------|-------|-------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Capital Projects Designed | 2 | 4 | 2 | 2 | 2 |
| Capital Projects Constructed | 6 | 4 | 6 | 5 | 5 |
| Traffic Accidents | 154 | 138 | 173 | 150 | 150 |
| Traffic Studies | 3 | 3 | 3 | 3 | 3 |
| Development Plans Reviewed | 8 | 15 | 8 | 10 | 10 |
| ROW Permits Issues | 92 | 67 | 84 | 90 | 90 |
| Site Inspections | 1,000 | 982 | 1,003 | 1,000 | 1,000 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.40 | 0.40 | 0.40 | 1.00 | 1.00 |
| Asst. Public Works Director | 0.50 | 0.50 | 0.50 | 1.00 | 1.00 |
| Senior Engineer | 0.70 | 0.70 | 0.70 | 1.00 | 1.00 |
| Engineer | 0.80 | 0.80 | 0.80 | 1.00 | 1.00 |
| Engineering Technician | 0.40 | 0.40 | 0.40 | 1.00 | 1.00 |
| Senior Admin. Assistant | 0.40 | 0.40 | 0.40 | 1.00 | 1.00 |
| Seasonal Worker | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total FTEs | 3.20 | 3.20 | 3.20 | 6.00 | 6.00 |

2015/2016 Work Plan Overview

- Implement the 2011-2012 Capital Improvement Project Program
- Review engineering documents/permits within 14 days of receipt, at least 80% of the time
- Complete City's Surface Water Management Plan
- Propose revisions to the City's Traffic Impact Fee and Concurrency Ordinances
- Update City's Infrastructure development standards
- Propose reviews to City Ordinances and standards to meet the requirements of the NPDES permits

Engineering Services

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$249,912 | \$249,554 | \$269,360 | \$536,400 | \$556,200 |
| <i>Personnel Benefits</i> | \$87,213 | \$91,413 | \$102,096 | \$201,760 | \$218,960 |
| <i>Supplies</i> | \$6,324 | \$20,829 | \$17,750 | \$10,100 | \$7,100 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$135,935 | \$35,149 | \$132,600 | \$58,675 | \$57,675 |
| Communication | \$3,203 | \$2,591 | \$7,800 | \$5,925 | \$6,460 |
| Travel | \$12 | \$211 | \$1,550 | \$2,180 | \$2,180 |
| Advertising | \$748 | \$1,832 | \$1,300 | \$700 | \$1,300 |
| Insurance | \$6,121 | \$9,973 | \$5,668 | \$11,000 | \$11,500 |
| Repairs and Maint. | \$767 | \$5,261 | \$2,600 | \$8,900 | \$950 |
| Education/Training | \$93 | \$1,303 | \$2,800 | \$4,850 | \$3,800 |
| Miscellaneous | \$827 | \$1,372 | \$600 | \$2,130 | \$2,280 |
| <i>Total Services & Charges</i> | \$147,706 | \$57,692 | \$154,918 | \$94,360 | \$86,145 |
| <i>Intergovernmental</i> | \$5,771 | \$0 | \$0 | \$0 | \$0 |
| <i>Interfund</i> | \$4,435 | \$4,641 | \$3,121 | \$3,200 | \$3,250 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$15,000 | \$0 |
| <i>DIVISION TOTAL</i> | <u>\$501,361</u> | <u>\$424,129</u> | <u>\$547,245</u> | <u>\$860,820</u> | <u>\$871,655</u> |

Street Maintenance

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. Maintenance activities include pothole repair; traffic signal maintenance and operation; installation and replacement of traffic control signs and pavement markings; vegetation control and maintenance; sidewalk repair; street sweeping; snow and ice removal; and street lighting.

| Activity Workload Indicators | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Miles of Roadway Maintained | 47 | 47 | 47 | 47 | 47 |
| Potholes Repaired | 221 | 143 | 181 | 150 | 150 |
| Traffic Signals | 21 | 21 | 21 | 21 | 21 |
| Miles of Street Swept | 1,500 | 1,620 | 1,570 | 1,600 | 1,600 |
| Snow/Ice Events | 2 | 2 | 1 | 2 | 2 |
| Gallons Anti-Icer Used | 2,200 | 2,300 | 2,170 | 2,100 | 2,100 |
| Signs Installed/Replaced | 80 | 94 | 75 | 80 | 80 |
| Lane Lines Installed (lf) | 47 | 47 | 47 | 47 | 47 |
| Street Lights | 690 | 690 | 695 | 695 | 695 |
| Division Full Time Equivalents (FTE) Position Summary | | | | | |
| Public Works Director | 0.20 | 0.20 | 0.20 | 0.00 | 0.00 |
| Asst. Public Works Director | 0.20 | 0.20 | 0.20 | 0.00 | 0.00 |
| Senior Engineer | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Engineer I/Field Engineer | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Engineering Technician | 0.30 | 0.30 | 0.30 | 0.00 | 0.00 |
| Senior Admin. Assistant | 0.20 | 0.20 | 0.20 | 0.00 | 0.00 |
| Maintenance Supervisor | 0.40 | 0.40 | 0.40 | 0.50 | 0.50 |
| Maintenance Worker III | 0.70 | 0.70 | 0.70 | 1.00 | 1.00 |
| Maintenance Worker II | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 |
| Maintenance Worker I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Seasonal Laborers | 0.40 | 0.40 | 0.40 | 0.35 | 0.35 |
| Total FTEs | 3.00 | 3.00 | 3.00 | 2.85 | 2.85 |

2015/2016 Work Plan Overview

- Use GPS vehicle tracking to provide real-time data on street activities, such as snow plowing

Street Maintenance

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$257,752 | \$254,930 | \$280,091 | \$187,400 | \$200,350 |
| <i>Personnel Benefits</i> | \$101,714 | \$108,832 | \$120,685 | \$81,629 | \$89,229 |
| <i>Supplies</i> | \$72,565 | \$85,088 | \$81,000 | \$64,225 | \$67,145 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$40,112 | \$16,229 | \$93,000 | \$32,040 | \$32,040 |
| Communication | \$4,538 | \$3,710 | \$6,300 | \$5,050 | \$5,520 |
| Travel | \$483 | \$125 | \$400 | \$500 | \$500 |
| Advertising | \$402 | \$152 | \$400 | \$800 | \$800 |
| Operating Rentals | \$11,406 | \$10,346 | \$10,800 | \$9,200 | \$9,200 |
| Insurance | \$14,207 | \$12,890 | \$13,167 | \$14,400 | \$14,700 |
| Utilities Services | \$151,404 | \$152,646 | \$135,500 | \$142,300 | \$146,600 |
| Repairs & Maint. | \$293 | \$22,941 | \$3,000 | \$4,900 | \$4,900 |
| Education/Training | \$223 | \$225 | \$600 | \$300 | \$700 |
| Miscellaneous | \$451 | \$354 | \$600 | \$1,600 | \$1,650 |
| <i>Total Services & Charges</i> | \$223,519 | \$219,618 | \$263,767 | \$211,090 | \$216,610 |
| <i>Intergovernmental</i> | \$101,405 | \$83,134 | \$85,900 | \$85,400 | \$85,400 |
| <i>Interfund</i> | \$34,265 | \$30,169 | \$30,169 | \$27,500 | \$21,500 |
| <i>Capital Outlay</i> | \$17,702 | \$50,986 | \$0 | \$3,250 | \$25,000 |
| <i>DIVISION TOTAL</i> | <u>\$808,922</u> | <u>\$832,757</u> | <u>\$861,612</u> | <u>\$660,494</u> | <u>\$705,234</u> |

Surface Water Management

The Surface Water Management Division maintains the City's storm system conveyance, detention, and retention systems, which includes; drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems.

The Division is responsible for identifying storm water system deficiencies and improvements necessary to support future growth; and for implementing federal storm water regulations, commonly referred to as National Pollution Discharge Elimination System (NPDES).

| Activity Workload Indicators | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Miles of Pipe Maintained | 50 | 50 | 50 | 50 | 50 |
| Miles of Ditch Maintained | 38 | 38 | 38 | 38 | 38 |
| No. of Catch Basins | 3,261 | 3,262 | 3,264 | 3,264 | 3,264 |
| No. Detention Ponds | 20 | 20 | 20 | 20 | 20 |
| No. Detention Vaults | 12 | 12 | 12 | 12 | 12 |
| No. Water Quality Facilities | 6 | 6 | 6 | 6 | 6 |
| Flood Events | 1 | 0 | 0 | 0 | 0 |
| Water Quality Tests | 120 | 115 | 121 | 120 | 120 |
| Division Full Time Equivalents (FTE) Position Summary | | | | | |
| Public Works Director | 0.30 | 0.30 | 0.30 | 0.00 | 0.00 |
| Asst. Public Works Director | 0.30 | 0.00 | 0.30 | 0.00 | 0.00 |
| Senior Engineer | 0.20 | 0.20 | 0.20 | 0.00 | 0.00 |
| Engineer I/Field Engineer | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Engineering Technician | 0.30 | 0.30 | 0.30 | 0.00 | 0.00 |
| Senior Admin. Assistant | 0.30 | 0.30 | 0.30 | 0.00 | 0.00 |
| Maintenance Supervisor | 0.40 | 0.40 | 0.40 | 0.50 | 0.50 |
| Maintenance Worker III | 1.30 | 1.30 | 1.30 | 1.00 | 1.00 |
| Maintenance Worker II | 0.50 | 0.50 | 0.50 | 1.00 | 1.00 |
| Maintenance Worker I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Seasonal Workers | 0.00 | 0.00 | 0.00 | 0.35 | 0.35 |
| Total FTEs | 2.80 | 2.80 | 2.80 | 3.00 | 3.85 |

2015/2016 Work Plan Overview

- Continue to implement the storm water maintenance schedule and plan for City's drainage facilities
- Continue the implementation of NPDES Phase 2 Permit requirements, including the establishment of a clearing and grading code

Surface Water Management

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|---------------------------|---------------------------|---------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$335,512 | \$338,715 | \$363,437 | \$256,400 | \$269,350 |
| <i>Personnel Benefits</i> | \$129,385 | \$140,559 | \$154,285 | \$115,055 | \$124,755 |
| <i>Supplies</i> | \$23,158 | \$15,911 | \$43,450 | \$43,425 | \$43,045 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$165,011 | \$142,240 | \$201,600 | \$195,040 | \$205,040 |
| Communication | \$5,165 | \$4,233 | \$6,600 | \$6,750 | \$6,700 |
| Travel | \$37 | \$0 | \$800 | \$800 | \$800 |
| Advertising | \$669 | \$0 | \$1,500 | \$1,900 | \$1,900 |
| Operating Rentals | \$807 | \$2,742 | \$9,600 | \$9,600 | \$9,600 |
| Insurance | \$17,854 | \$15,899 | \$16,505 | \$23,000 | \$29,400 |
| Repairs & Maint. | \$0 | \$0 | \$1,500 | \$1,000 | \$1,000 |
| Education/Training | \$13 | \$225 | \$1,050 | \$350 | \$350 |
| Miscellaneous | \$1,546 | \$203 | \$500 | \$1,450 | \$1,480 |
| <i>Total Services & Charges</i> | \$191,102 | \$165,543 | \$239,655 | \$239,890 | \$256,270 |
| <i>Intergovernmental</i> | \$17,771 | \$14,706 | \$21,100 | \$25,300 | \$25,300 |
| <i>Interfund</i> | \$157,496 | \$243,385 | \$243,385 | \$235,300 | \$229,350 |
| <i>Capital Outlay</i> | \$0 | \$30,719 | \$0 | \$3,250 | \$0 |
| <i>Other Financing Uses</i> | \$45,000 | \$50,000 | \$90,000 | \$122,000 | \$228,000 |
| <i>DIVISION TOTAL</i> | <u>\$854,424</u> | <u>\$949,538</u> | <u>\$1,155,312</u> | <u>\$1,040,620</u> | <u>\$1,176,070</u> |

Facilities Maintenance

The Facilities Maintenance Division maintains the City’s buildings in a safe and clean condition. Maintenance activities include coordinating contractors for regular cleaning; repairs and maintenance matters such as heating and air conditioning systems and carpet installation; and coordinating improvement projects such as exterior painting, facility remodeling, etc.

The Division maintains the City Hall building and the new Public Works Facility.

| Activity Workload Indicators | | | | | |
|--------------------------------|--------|--------|--------|--------|--------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Facilities Maintained | 4 | 4 | 4 | 4 | 4 |
| Sq. Feet Facilities Maintained | 51,780 | 51,780 | 51,780 | 51,780 | 51,780 |
| Major Repairs | 2 | 3 | 1 | 2 | 2 |
| Minor Repairs | 12 | 10 | 7 | 10 | 10 |
| Work Orders Completed | 80 | 85 | 90 | 90 | 90 |

| Division Full Time Equivalents (FTE) Position Summary | |
|---|----------------------------|
| None | <i>Services Contracted</i> |

2015/2016 Work Plan Overview

- Oversee capital projects related to City Hall and Public Works Shop maintenance and upgrades
- Establish on-call contracts for other needed maintenance work

Facilities Maintenance

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Personnel Benefits</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Supplies</i> | \$14,410 | \$14,515 | \$11,500 | \$13,900 | \$13,900 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$48,807 | \$63,077 | \$81,100 | \$92,200 | \$92,200 |
| Communication | \$11,345 | \$11,700 | \$12,000 | \$17,700 | \$17,700 |
| Travel | \$9 | \$0 | \$0 | \$0 | \$0 |
| Advertising | \$0 | \$0 | \$1,000 | \$0 | \$0 |
| Operating Rentals | \$0 | \$765 | \$0 | \$2,000 | \$2,000 |
| Insurance | \$10,742 | \$4,645 | \$10,945 | \$5,800 | \$6,050 |
| Utilities | \$77,737 | \$83,674 | \$125,800 | \$79,500 | \$81,900 |
| Repairs & Maint. | \$18,961 | \$31,913 | \$65,200 | \$26,300 | \$26,300 |
| Education/Training | \$0 | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous | \$114 | \$583 | \$800 | \$1,200 | \$1,200 |
| <i>Total Services & Charges</i> | \$167,715 | \$196,356 | \$296,845 | \$224,700 | \$227,350 |
| <i>Intergovernmental</i> | \$2,047 | \$8,039 | \$7,850 | \$10,600 | \$10,600 |
| <i>Interfund</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Capital Outlay</i> | \$27,163 | \$0 | \$0 | \$0 | \$7,500 |
| <i>DIVISION TOTAL</i> | <u>\$211,335</u> | <u>\$218,910</u> | <u>\$316,195</u> | <u>\$249,200</u> | <u>\$259,350</u> |

Fleet Services (Internal Service Fund)

The Fleet Services Division represents an internal service fund that accounts for the cost of maintaining and replacing all City vehicles when needed. Revenue to the fund consist of operating payments from various departments. The fund charges departments for all operating costs associated with City vehicles, including fuel, supplies, maintenance, and the estimated cost to replace the vehicle. The costs for other motorized equipment, such as mowers, backhoes, etc., are also included in this division.

Fleet Services (Internal Service Fund)

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Personnel Benefits</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Supplies</i> | \$30,825 | \$36,441 | \$35,000 | \$40,000 | \$40,000 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$0 | \$0 | \$0 | \$0 | \$0 |
| Communication | \$0 | \$0 | \$0 | \$0 | \$0 |
| Travel | \$0 | \$0 | \$0 | \$0 | \$0 |
| Advertising | \$0 | \$0 | \$0 | \$0 | \$0 |
| Operating Rentals | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$0 | \$0 | \$0 | \$0 | \$0 |
| Utilities | \$0 | \$0 | \$0 | \$0 | \$0 |
| Repairs and Maint. | \$49,784 | \$18,166 | \$40,000 | \$20,000 | \$20,000 |
| Education/Training | \$0 | \$0 | \$0 | \$0 | \$0 |
| Miscellaneous | \$0 | \$0 | \$0 | \$0 | \$0 |
| Printing | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Total Services & Charges</i> | \$49,784 | \$18,166 | \$40,000 | \$20,000 | \$20,000 |
| <i>Intergovernmental</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Interfund</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$12,000 | \$0 |
| <i>Other Financing Uses</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>DEPARTMENT TOTAL</i> | <u><u>\$80,608</u></u> | <u><u>\$54,607</u></u> | <u><u>\$75,000</u></u> | <u><u>\$72,000</u></u> | <u><u>\$60,000</u></u> |

Parks Maintenance Division

The Parks Maintenance Division maintains city-owned landscaped facilities, which includes the City's active and passive park facilities; City Hall; roadway facilities; and the newly acquired Public Works Maintenance Facility. This includes regular cleaning, mowing, grading, and making repairs to these sites to ensure that the City's parklands, recreation facilities, and other landscaped facilities are safe, clean, and attractive.

The Division coordinates and oversees Capital Improvements to recreation and park facilities and assists in the planning of future park improvements.

| Activity Workload Indicators | | | | | |
|-------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Master Plans Updated | 1 | 2 | 0 | 0 | 1 |
| Capital Projects Managed | 1 | 2 | 1 | 1 | 1 |
| No. Sites Maintained | 18 | 18 | 18 | 18 | 18 |
| Acres-Developed Parkland | 23 | 23 | 23 | 23 | 23 |
| Acres-Undeveloped Parkland | 76 | 76 | 76 | 76 | 76 |
| Miles of Trails Maintained | 2 | 2 | 2 | 2 | 2 |
| Safety Field Site Inspections | 60 | 60 | 60 | 60 | 60 |
| Acres Grass Mowed (cum.) | 12 | 8 | 8 | 8 | 8 |
| Acres Syn Turf Main. (cum.) | 5 | 5 | 5 | 5 | 5 |

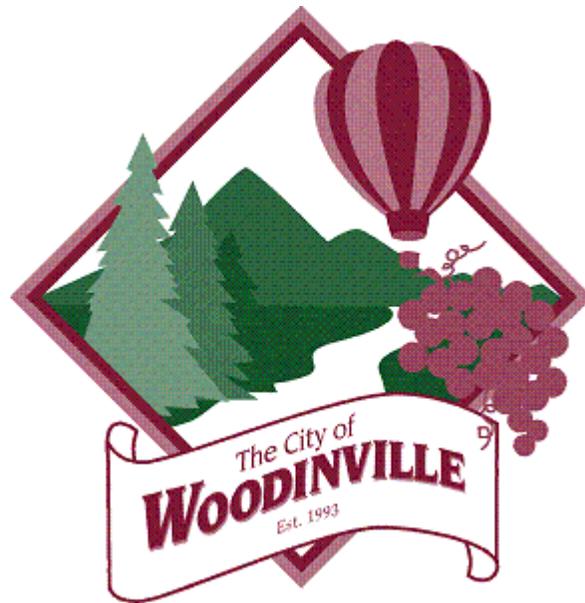
| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Senior Admin. Assistant | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Maintenance Supervisor | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| Maintenance Worker II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Maintenance Worker I | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Seasonal Laborers | 2.65 | 2.65 | 2.31 | 1.15 | 1.15 |
| Total FTEs | 4.65 | 4.65 | 5.31 | 2.15 | 2.15 |

2015/2016 Work Plan Overview

- Review major development park plans
- Manage capital projects
- Add amenities to existing park inventory through grants/volunteer projects
- Update park asset inventory
- Assist in effort to reduce time and costs to maintain neighborhood pocket parks
- Analyze costs and service delivery alternatives for park and landscape maintenance

Parks Maintenance Division

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$121,521 | \$112,315 | \$137,367 | \$107,300 | \$111,700 |
| <i>Personnel Benefits</i> | \$49,501 | \$48,595 | \$47,584 | \$37,917 | \$41,083 |
| <i>Supplies</i> | \$22,166 | \$35,972 | \$42,100 | \$30,660 | \$31,900 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$18,939 | \$20,173 | \$35,400 | \$40,050 | \$40,050 |
| Communication | \$3,275 | \$3,489 | \$3,300 | \$2,810 | \$3,070 |
| Travel | \$156 | \$0 | \$800 | \$800 | \$800 |
| Advertising | \$39 | \$0 | \$0 | \$0 | \$0 |
| Operating Rentals | \$2,385 | \$1,538 | \$3,000 | \$3,000 | \$3,000 |
| Insurance | \$19,686 | \$21,725 | \$21,324 | \$25,900 | \$27,100 |
| Utilities | \$52,201 | \$66,630 | \$48,800 | \$79,500 | \$81,850 |
| Repairs and Maint. | \$11,941 | \$986 | \$41,000 | \$21,500 | \$22,500 |
| Education/Training | \$528 | \$175 | \$1,450 | \$670 | \$1,050 |
| Miscellaneous | \$1,453 | \$66 | \$750 | \$1,750 | \$1,800 |
| Printing | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Total Services & Charges</i> | \$110,603 | \$114,781 | \$155,824 | \$175,980 | \$181,220 |
| <i>Intergovernmental</i> | \$7,682 | \$7,573 | \$8,100 | \$10,700 | \$11,100 |
| <i>Interfund</i> | \$5,623 | \$13,585 | \$13,585 | \$13,400 | \$13,550 |
| <i>Capital Outlay</i> | \$0 | \$32,303 | \$42,000 | \$0 | \$0 |
| <i>Other Financing Uses</i> | \$0 | \$0 | \$6,000 | \$0 | \$0 |
| <i>DEPARTMENT TOTAL</i> | <u>\$317,096</u> | <u>\$365,124</u> | <u>\$446,559</u> | <u>\$375,957</u> | <u>\$390,553</u> |



2015/2016 Department Expenditures Detail

Development Services Department

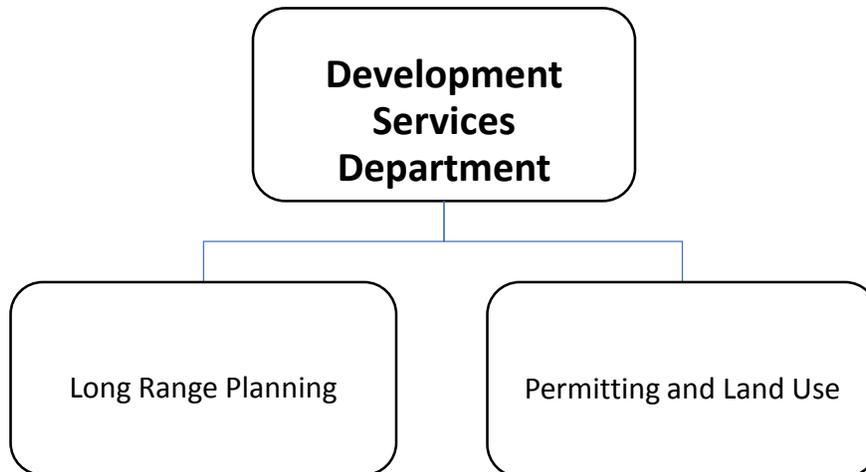
Development Services Department

The Development Services Department administers the City's property development process, including residential, commercial, industrial, and institutional development projects. This includes preparing long-range development plans, such as the City's Comprehensive Plan; preparing development standards and regulations; and reviewing and issuing development permits and approvals in accordance with adopted rules and regulations.

The Department performs specialized studies and develops specialized plans to identify and protect environmentally sensitive areas and systems; and develops plans and regulations to comply with State-mandated requirements and laws.

The Department supports the Planning Commission, Hearing Examiner, Tree Board, Citizen Advisory Panels, and other programs.

This Department is comprised of two operating divisions, as shown below.



Development Services Department

Department Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Salaries | \$670,851 | \$714,704 | \$635,047 | \$630,200 | \$657,700 |
| Benefits | \$253,118 | \$279,750 | \$254,474 | \$276,713 | \$299,013 |
| Supplies | \$26,267 | \$10,310 | \$15,550 | \$16,820 | \$18,875 |
| Services | \$132,336 | \$219,539 | \$532,760 | \$536,000 | \$363,530 |
| Intergovernmental | \$0 | \$6,411 | \$6,200 | \$16,400 | \$0 |
| Interfund Payments | \$2,571 | \$3,934 | \$3,934 | \$5,000 | \$3,600 |
| Capital Outlay | \$0 | \$0 | \$0 | \$175,000 | \$50,000 |
| Other Financing Uses | | | | \$0 | \$488,000 |
| Department Total | \$1,085,143 | \$1,234,648 | \$1,447,964 | \$1,656,133 | \$1,880,718 |

Total 2015/2016 Biennial Budget **\$3,536,851**

Department Full Time Equivalent Position Summary

| | 2012 Actual | 2013 Actual | 2014 Adopted | 2015 Approved | 2016 Approved |
|-------------------------------------|----------------|----------------|-----------------|------------------|------------------|
| Dev Svcs Director | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Sr Admin Assistant | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Transportation Planner ¹ | 1.0 | 1.0 | 1.0 | 0.0 | 0.0 |
| Senior Planner | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Planner ¹ | 1.0 | 1.0 | 1.0 | 2.0 | 2.0 |
| Building Plans Exam | 1.0 | 1.0 | 0.0 | 0.0 | 0.0 |
| Building Inspector II | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Permit Coordinator ² | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| Permit Tech II ² | 2.0 | 2.0 | 2.0 | 1.0 | 1.0 |
| Position Totals | 9.0 | 9.0 | 8.0 | 8.0 | 8.0 |

¹ Reflects reduction of Transportation Planner and additional Planner

² Reflects upgrade of one Permit Tech II to Permit Coordinator

Long Range Planning

The Long Range Planning Division prepares long-range development plans for residential, commercial, industrial, and institutional uses by preparing and updating the City’s Comprehensive Plan; the Shoreline Master Program; and other specialized studies, such as the Sustainable Development Study, to guide long-term responsible development of the community.

The Division prepares development regulations and guidelines to implement general policy direction and plans; analyzes current and projected development patterns in relation to the City’s adopted development plans; and provides support to the Planning Commission, Hearing Examiner, Tree Board, and Citizen Advisory Panels, including developing meeting agendas, preparing staff reports, and recording and documenting actions at the meetings.

| Activity Workload Indicators | | | | | |
|------------------------------|------|------|------|------|------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Major Plan Updates | 0 | 0 | 0 | 2 | 0 |
| Comp Plan Amendments | 6 | 1 | 1 | 1 | 1 |
| Development Regulations | 24 | 10 | 4 | 5 | 5 |
| Commission/Board/HE Mtgs | 40 | 28 | 19 | 24 | 24 |
| Community Meetings | 17 | 1 | 0 | 1 | 1 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Dev. Services Director | 0.90 | 0.90 | 0.90 | 1.00 | 1.00 |
| Senior Planner | 0.50 | 0.50 | 0.50 | 1.00 | 1.00 |
| Transportation Planner | 0.30 | 0.30 | 0.30 | 0.00 | 0.00 |
| Planner | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Senior Admin. Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total FTEs | 2.70 | 2.70 | 2.70 | 3.00 | 3.00 |

2015/2016 Work Plan Overview

- Complete GMA Mandated Comprehensive Plan Update
- Process and issue major development permit applications
- Update the City’s permitting application and tracking software

Long Range Planning

| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Budgeted</u> | <u>Approved</u> | <u>Approved</u> |
| <i>Salaries and Wages</i> | \$123,029 | \$270,156 | \$277,420 | \$281,100 | \$293,700 |
| <i>Personnel Benefits</i> | \$32,002 | \$91,047 | \$96,121 | \$106,280 | \$113,780 |
| <i>Supplies</i> | \$4,476 | \$2,402 | \$5,450 | \$4,820 | \$4,875 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$40,700 | \$77,837 | \$321,500 | \$201,650 | \$59,150 |
| Communication | \$2,762 | \$2,253 | \$2,726 | \$3,020 | \$3,410 |
| Travel Expense | \$159 | \$83 | \$500 | \$500 | \$500 |
| Advertising | \$2,925 | \$4,892 | \$1,000 | \$1,500 | \$1,500 |
| Insurance | \$7,687 | \$9,980 | \$7,249 | \$11,200 | \$11,400 |
| Operating Rentals | \$0 | | \$0 | \$0 | \$0 |
| Education/Training | \$0 | \$275 | \$0 | \$1,500 | \$0 |
| Repairs & Maint. | \$0 | | \$0 | \$0 | \$0 |
| Miscellaneous | \$955 | \$125 | \$0 | \$1,000 | \$1,100 |
| Printing | \$0 | | \$500 | \$5,000 | \$2,500 |
| <i>Total Services & Charges</i> | \$55,188 | \$95,445 | \$333,475 | \$225,370 | \$79,560 |
| <i>Intergovernmental</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Interfund</i> | \$2,236 | \$2,013 | \$2,013 | \$2,700 | \$1,200 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>DIVISION TOTAL</i> | <u>\$216,931</u> | <u>\$461,063</u> | <u>\$714,478</u> | <u>\$620,270</u> | <u>\$493,115</u> |

Permitting and Land Use Division

The Permitting and Land Use Division processes development and land use applications; and provides information to the public regarding these matters.

The Division receives, routes, tracks, reviews, and issues permits/approvals for land use applications that comply with adopted regulations, including applications for annexations, land subdivisions, binding site plans, boundary line adjustments, temporary and conditional use permits, tree removal permits, rezones, signs, design standards, development agreements, and State Environmental Policy Act (SEPA) determinations. The Division notifies the public of proposed developments and records comments submitted by the public for consideration during the application review process.

This Division also reviews, issues, and conducts inspections for building, plumbing, mechanical, and fire code permits. The Division does not review or approve electrical plans or permits (these are handled by the State of Washington).

| Activity Workload Indicators | | | | | |
|------------------------------|-------------|--------------|--------------|--------------|--------------|
| Indicator | 2012 | 2013 | 2014 | 2015 | 2016 |
| Use Applications/Reviews | 80 | 72 | 37 | 36 | 38 |
| Use Approvals | 35 | 75 | 28 | 36 | 36 |
| Permit Applications* | 564 | 775 | 508 | 500 | 500 |
| Permits Issued* | 530 | 712 | 466 | 500 | 500 |
| Permits Finalized* | 459 | 524 | 272 | 300 | 300 |
| SEPA Determinations | 24 | 22 | 7 | 12 | 12 |
| Pre-Application Meetings | 34 | 29 | 10 | 25 | 25 |
| Site Inspections | 2,448 | 2,466 | 1,745 | 2,000 | 2,000 |
| Code Enforcement Cases | 87 | 42 | 15 | | |
| Bld. Permit Valuations | \$5,404,492 | \$10,120,807 | \$18,508,560 | \$15,000,000 | \$15,000,000 |

| Division Full Time Equivalents (FTE) Position Summary | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| Dev. Services Director | 0.10 | 0.10 | 0.10 | 0.00 | 0.00 |
| Senior Planner | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 |
| Transportation Planner | 0.70 | 0.70 | 0.70 | 0.00 | 0.00 |
| Planner | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Plans Examiner | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| Building Inspector II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Permit Tech II | 2.00 | 2.00 | 2.00 | 1.00 | 1.00 |
| Permit Tech III | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 |
| Total FTEs | 6.30 | 6.30 | 6.30 | 5.00 | 5.00 |

2015/2016 Work Plan Overview

- Improve existing "Project Manager" Program to improve service and provide consistent experience
- Continue to monitor customer service with surveys

Permitting and Land Use Division

2015/2016 Work Plan Overview (continued)

- Implement property file management system
- Implement electronic permit submittal and plan review process
- Establish permit processing timelines, and develop system to meet those timelines 85% of the time
- Complete initial investigation within 2 weeks of receiving a complaint, 85% of the time
- Respond to citizens who report code violations within 2 business days from submittal 85% of the time



| | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|-------------------------|-------------------------|-------------------------|---------------------------|---------------------------|
| | Actual | Actual | Budgeted | Approved | Approved |
| <i>Salaries and Wages</i> | \$547,822 | \$444,548 | \$357,627 | \$349,100 | \$364,000 |
| <i>Personnel Benefits</i> | \$221,116 | \$188,703 | \$158,353 | \$170,433 | \$185,233 |
| <i>Supplies</i> | \$21,791 | \$7,907 | \$10,100 | \$12,000 | \$14,000 |
| <i>Services & Charges</i> | | | | | |
| Professional Services | \$33,349 | \$59,216 | \$119,100 | \$231,750 | \$231,750 |
| Communication | \$8,275 | \$5,645 | \$7,489 | \$7,760 | \$8,510 |
| Travel Expense | \$26 | \$49 | \$500 | \$500 | \$500 |
| Advertising | \$7,351 | \$10,875 | \$6,500 | \$9,000 | \$9,000 |
| Operating Rentals | \$0 | \$0 | \$0 | \$0 | \$0 |
| Insurance | \$24,685 | \$20,220 | \$26,496 | \$19,400 | \$19,800 |
| Education/Training | \$1,101 | \$1,060 | \$1,600 | \$2,610 | \$2,740 |
| Repairs & Maint. | \$0 | | \$0 | \$0 | \$0 |
| Miscellaneous | \$2,361 | \$903 | \$7,600 | \$9,610 | \$11,670 |
| Software Maint. | \$0 | \$26,125 | \$30,000 | \$30,000 | \$0 |
| <i>Total Services & Charges</i> | \$77,148 | \$124,094 | \$199,285 | \$310,630 | \$283,970 |
| <i>Intergovernmental</i> | \$0 | \$6,411 | \$6,200 | \$16,400 | \$0 |
| <i>Interfund</i> | \$335 | \$1,921 | \$1,921 | \$2,300 | \$2,400 |
| <i>Capital Outlay</i> | \$0 | \$0 | \$0 | \$175,000 | \$50,000 |
| <i>Other Financing Uses</i> | | | | \$37,000 | \$488,000 |
| <i>DIVISION TOTAL</i> | <u>\$868,212</u> | <u>\$773,584</u> | <u>\$733,486</u> | <u>\$1,072,863</u> | <u>\$1,387,603</u> |



Debt Service

City of Woodinville, Washington
2015/2016 Debt Service

The City's Debt Service Fund receives a transfer from the General Fund to pay principal and interest costs for the City's outstanding bond obligations.

The City's outstanding debt, which is rated AA+ by Standard and Poor's, is from a \$1.675 million bond issued in 1997 to purchase the land on which City Hall was built on and a \$4.99 million bond issued in 2000 to construct the current City Hall. In 2005, the City issued an advanced refunding bond for \$4.56 million to save the City approximately \$420,000 in debt service payments through 2020.

As of December 31, 2014, the remaining balance on the debt is \$2,356,933.

| 2005 Advanced Refunding Bond | | | | <u>Outstanding Prior to</u> |
|-------------------------------------|-------------------------|------------------------|----------------------------|------------------------------------|
| | <u>Principal</u> | <u>Interest</u> | <u>Debt Service</u> | <u>Principal Payment</u> |
| 2015 | \$452,384 | \$82,798 | \$535,182 | \$2,356,933 |
| 2016 | \$455,324 | \$66,078 | \$521,402 | \$1,904,549 |
| 2017 | \$341,435 | \$50,327 | \$391,762 | \$1,449,225 |
| 2018 | \$355,065 | \$37,602 | \$392,667 | \$1,107,790 |
| 2019 | \$367,872 | \$24,382 | \$392,254 | \$752,725 |
| 2020 | \$384,853 | \$10,651 | \$395,504 | \$384,853 |

City debt policies allow issuance of up to 2.5% of assessed value of taxable property within the City for each of the following purposes:

- General purposes (up to 1.5% of this can be used for councilmanic debt)
- Utility Debt
- Parks and open spaces

Taxable property within the City was assessed at \$2,605,989,017 in 2014. The City's debt capacity and remaining capacity is shown below:

| <u>Debt Authority (with Current AV)</u> | <u>Authority</u> | <u>Remaining</u> |
|--|-------------------------|-------------------------|
| General Purposes | \$65,149,725 | \$62,792,792 |
| Utility Debt | \$65,149,725 | \$61,745,425 |
| Open Space and Park Facilities | \$65,149,725 | \$61,745,425 |
| LTGO (councilmanic)* | \$39,089,835 | \$36,732,902 |

*Counts against General Purposes Debt Authority

City of Woodinville, Washington
2015/2016 Debt Service

Summary

| | 2012 Actual | 2013 Actual | 2014 Budgeted | 2015 Approved | 2016 Approved |
|---------------------------|------------------------|------------------------|--------------------------|--------------------------|--------------------------|
| Beginning Balance | \$2,522 | \$1,653 | \$1,654 | \$1,654 | \$1,654 |
| Gen. Fund Transfer-In | \$532,000 | \$528,287 | \$532,577 | \$535,182 | \$521,402 |
| Total Available | \$534,522 | \$529,940 | \$534,230 | \$536,836 | \$523,056 |
| Principal | \$403,461 | \$413,862 | \$433,606 | \$452,384 | \$455,324 |
| Interest | \$129,408 | \$114,425 | \$98,971 | \$82,798 | \$66,078 |
| Total expenditures | \$532,869 | \$528,287 | \$532,577 | \$535,182 | \$521,402 |
| Ending Balance | \$1,653 | \$1,654 | \$1,654 | \$1,654 | \$1,654 |

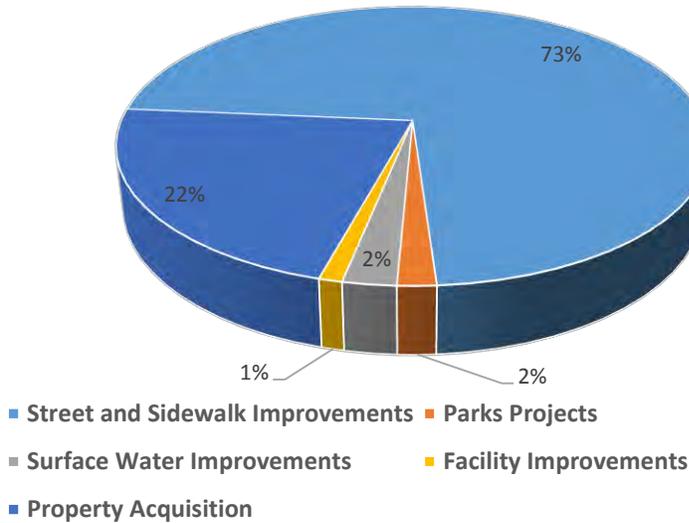


Capital Improvements

The Capital Improvements portion of the Budget includes costs to construct repairs or improvements to the City’s long-term capital equipment or assets. Capital Improvements include the construction of new, or the significant repair of: streets, storm drain system, parks, buildings, or other facilities that are not classified as “on-going operating” expenditures. Capital Improvement expenditures are basically one-time in nature, with replacement not required for many years. This section includes descriptions of the projects proposed in the Budget along with some summary information.

Summary of 2015-2016 Capital Improvement Budget

| Type of Improvement | No. of Projects | Proposed Expenditure |
|----------------------------------|-----------------|----------------------|
| Street and Sidewalk Improvements | 12 | \$16,826,800 |
| Parks Projects | 4 | \$415,000 |
| Surface Water Improvements | 4 | \$573,000 |
| Facility Improvements | 4 | \$250,000 |
| Property Acquisition | 2 | \$5,135,000 |
| Total All Improvements | 26 | \$23,199,800 |



City of Woodinville, Washington
2015-2016 Biennial Budget Capital Improvement Plan
Sources and Uses (in \$1,000)

| Project Name | General Fund | REET 1 | REET 2 | Street Reserve | SWM Reserve | Utility Tax | SST/Con. Sales Tax |
|--|----------------|----------------|----------------|----------------|--------------|----------------|--------------------|
| CIP SOURCES | | | | | | | |
| 2015 Est. Beginning Balance | | \$1,137 | \$1,606 | \$386 | \$39 | \$2,121 | \$0 |
| Revenues | | \$461 | \$461 | | | \$703 | \$2,660 |
| Transfers In/(Out) | \$3,808 | | | | \$350 | | |
| Total CIP Sources | \$3,808 | \$1,598 | \$2,067 | \$386 | \$389 | \$2,824 | \$2,660 |
| CIP USES | | | | | | | |
| <u>Street Improvements</u> | | | | | | | |
| Trestle Replacement/Widening on SR 202 Corridor - Design/Study | | \$0 | \$400 | | | | |
| NE 171st Street Urban Parkway Improvements/133rd Roundabout | | \$385 | | | | | \$1,000 |
| Wood-Sno Widening/Sidewalk - 190th to 195th St | | | | | | \$218 | |
| SR 522/NE 195th St Intersection Interim Improvements-Design | | \$138 | | \$2 | | \$40 | \$20 |
| SR 522 Frontage Landscaping | | | | | | | |
| Arterial Street Overlay Program | | | | | | | \$655 |
| Residential Neighborhood Street Overlay Program | | | | | \$155 | \$536 | \$139 |
| Gateway/Wayfinding Signs | | | | | | | |
| 2014 Overlay Program (2013-14 CIP) | | | \$5 | | | | |
| Woodinville-Duvall Road Widening (2013-14 CIP) | | | | | | \$663 | |
| Wayfinding Signs (2013-14 CIP) | \$14 | | | | | | |
| City Gateway (2013-14 CIP) | | \$127 | \$5 | | | | |
| Sammamish Bridge Replacement (2013-14 CIP) | | \$781 | \$1,635 | | | \$1,364 | \$826 |
| <i>Street Improvements</i> | \$14 | \$1,431 | \$2,045 | \$2 | \$155 | \$2,821 | \$2,640 |
| <u>Park Improvements</u> | | | | | | | |
| Eastside Rail Corridor Study & Improvements | | | | | | | |
| Woodin Creek Park Trailhead - Design | | | | | | | |
| Miscellaneous Park Improvements | | | | | | | |
| Wilmot Gateway Park (2013-14 CIP) | | | | | | | |
| <i>Park Improvements</i> | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Surface Water Improvements</u> | | | | | | | |
| NPDES Phase 1 Basin Planning Participation - King Co | | | | | \$100 | | |
| NPDES Phase 1 Basin Planning Participation - Sno Co | | | | | \$100 | | |
| NE 180th St/Lake Leota (2013-14 CIP) | | | | | | | |
| Downtown Detention Study (2013-14 CIP) | | | | | \$3 | | |
| <i>Surface Water Improvements</i> | \$0 | \$0 | \$0 | \$0 | \$203 | \$0 | \$0 |
| <u>Facility Improvements</u> | | | | | | | |
| Revised Civic Center Master Plan | \$50 | | | | | | |
| PW Shop Repainting | | | | | | | |
| City Hall Facility Repairs/Updates | | | | | | | |
| Emergency Generator (2013-14 CIP) | \$5 | | | | | | |
| <i>Facility Improvements</i> | \$55 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Property Acquisition</u> | | | | | | | |
| Eastside Rail Corridor Acquisition (2013-14 CIP) | \$1,135 | | | | | | |
| Miscellaneous Property Acquisition | \$2,589 | | | | | | |
| <i>Property Acquisition</i> | \$3,724 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL CIP USES | \$3,793 | \$1,431 | \$2,045 | \$2 | \$358 | \$2,821 | \$2,640 |
| Fund Balance | \$15 | \$167 | \$22 | \$384 | \$31 | \$3 | \$20 |

REET 1 = Real Estate Excise Tax, Part 1

REET 2 = Real Estate Excise Tax, Part 2

SWM Reserve = Surface Water Management Reserve

Mitigation = Misc. mitigation Funds

"Other Funding" includes Tree Mitigation Fund, reimbursements, Hotel/Motel Taxes, and other miscellaneous funds

* Combined into one project in project description No. 11.

City of Woodinville, Washington
2015-2016 Biennial Budget Capital Improvement Plan
Sources and Uses (in \$1,000)

| Park Impact Fees | Traffic Impact Fees | Grants | Park Levy | Flood Control Levy | Admissions Taxes | Tree Mitigation | Other Funding | PW Shop | Developer Contribution | Total |
|------------------|---------------------|----------------|--------------|--------------------|------------------|-----------------|---------------|--------------|------------------------|-----------------|
| \$355 | \$141 | \$0 | \$82 | \$0 | \$60 | \$37 | \$124 | \$102 | | \$6,190 |
| \$1,035 | \$1,647 | \$5,770 | \$60 | \$60 | \$0 | \$541 | \$24 | \$0 | \$224 | \$13,646 |
| | | | | | | | | | | \$4,158 |
| \$1,390 | \$1,788 | \$5,770 | \$142 | \$60 | \$60 | \$578 | \$148 | \$102 | \$224 | \$23,994 |
| | | | | | | | | | | \$400 |
| | \$1,615 | \$3,000 | | | | | | | | \$6,000 |
| | | | | | | | | | | \$218 |
| | | | | | | | | | | \$200 |
| | | | | | | \$262 | | | \$224 | \$486 |
| | | | | | | | | | | \$655 |
| | | | | \$60 | | | | | | \$890 |
| | | | | | | | \$24 | | | \$24 |
| | | | | | | | | | | \$5 |
| | | | | | | \$37 | | | | \$700 |
| | | | | | | | \$6 | | | \$20 |
| | | | | | | | | | | \$132 |
| | \$91 | \$2,400 | | | | | | | | \$7,097 |
| \$0 | \$1,706 | \$5,400 | \$0 | \$60 | \$0 | \$299 | \$30 | \$0 | \$224 | \$16,827 |
| \$104 | | | \$92 | | | \$100 | \$4 | | | \$300 |
| | | | \$50 | | | | | | | \$50 |
| | | | | | \$60 | | | | | \$60 |
| | | | | | | | \$5 | | | \$5 |
| \$104 | \$0 | \$0 | \$142 | \$0 | \$60 | \$100 | \$9 | \$0 | \$0 | \$415 |
| | | | | | | | | | | \$100 |
| | | | | | | | | | | \$100 |
| | | \$370 | | | | | | | | \$370 |
| | | | | | | | | | | \$3 |
| \$0 | \$0 | \$370 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$573 |
| | | | | | | | | | | \$50 |
| | | | | | | | | \$95 | | \$95 |
| | | | | | | | \$100 | | | \$100 |
| | | | | | | | | | | \$5 |
| \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$100 | \$95 | \$0 | \$250 |
| | | | | | | | | | | \$1,135 |
| \$1,285 | | | | | | \$126 | | | | \$4,000 |
| \$1,285 | \$0 | \$0 | \$0 | \$0 | \$0 | \$126 | \$0 | \$0 | \$0 | \$5,135 |
| \$1,389 | \$1,706 | \$5,770 | \$142 | \$60 | \$60 | \$525 | \$139 | \$95 | \$224 | \$23,200 |
| \$1 | \$82 | \$0 | \$0 | \$0 | \$0 | \$53 | \$9 | \$7 | \$0 | \$794 |

Street and Sidewalk Improvements

2015/2016 Street and Sidewalk Projects
Project Summaries

| | | | | | | | | |
|--|----------|------------|-----------|---------|-----------|--|-----------|-----------|
| 1. Trestle Replacement - Design and Study | | | | | | \$400,000 | | |
| This project funds preliminary study and design to widen 131st Avenue NE under the Eastside Rail Corridor trestle to improve traffic flow. | | | | | | | | |
| Project Budget: | | | | | | 2015-16 Budget Funding Sources: | | |
| Design/Engineering | | | | | \$400,000 | REET 1 | | \$400,000 |
| Construction | | | | | \$0 | | | |
| Construction Management | | | | | \$0 | | | |
| Contingency/Other | | | | | \$0 | | | |
| Total: | | | | | \$400,000 | | | |
| <i>Less Previously Spent:</i> | | | | | | \$0 | | |
| Total 2015-2016 Budget: | | | | | | Total: | | |
| | | | | | | \$400,000 | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design | | | | | | | | |

| | | | | | | | | |
|---|----------|------------|-----------|---------|-------------|--|-----------|-------------|
| 2. NE 171st Street Urban Parkway Improvements | | | | | | \$6,000,000 | | |
| With the development of 800 multifamily units and commercial space as part of the Woodin Creek Village development, improvements need to be made to NE 171st Street to allow for improved traffic flow at intersections. This project adds a roundabout at 133rd Ave NE, narrows the existing 5-lane road to a 2-lane road with a center median, and adds non-motorized improvements. | | | | | | | | |
| Project Budget: | | | | | | 2015-16 Budget Funding Sources: | | |
| Design/Engineering | | | | | \$647,000 | Grants | | \$3,000,000 |
| Construction | | | | | \$4,307,000 | Traffic Impact Fees | | \$1,615,000 |
| Construction Management | | | | | \$430,000 | SST/Const. Sales Tax | | \$1,000,000 |
| Contingency/Other | | | | | \$616,000 | REET 1 | | \$385,000 |
| Total: | | | | | \$6,000,000 | | | |
| <i>Less Previously Spent:</i> | | | | | | \$0 | | |
| Total 2015-2016 Budget: | | | | | | Total: | | |
| | | | | | | \$6,000,000 | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |
| ROW Acquisition | | | | | | | | |
| Construction | | | | | | | | |

2015/2016 Street and Sidewalk Projects
Project Summaries

| | | | | | | | | |
|---|-----------|------------|-----------|---------|--|------------|-----------|---------|
| 3. Wood-Sno 190th to 195th Sidewalk and Widening | | | | | \$218,000 | | | |
| This project adds sidewalks, curb, and gutter on the west side of Woodinville-Snohomish Road between NE 190th Street and NE 195th Street adjacent to a potential hotel development. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$20,000 | | | | Utility Taxes | \$218,000 | | |
| Construction | \$156,000 | | | | | | | |
| Construction Management | \$12,000 | | | | | | | |
| Contingency/Other | \$30,000 | | | | | | | |
| Total: | \$218,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | |
| Total 2015-2016 Budget: | | | | | \$218,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |
| Construction | | | | | | | | |

| | | | | | | | | |
|---|-----------|------------|-----------|---------|--|------------|-----------|---------|
| 4. SR 522/NE 195th St Intersection Interim Improvement Design | | | | | \$200,000 | | | |
| This project will provide a preliminary study and design for improvements to the SR 522/NE 195th Street intersection, which may include lane rechannelization, roundabouts, and landscaping improvements to improve traffic circulation at one of two offramps from SR 522 in the City. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$200,000 | | | | REET 1 | \$138,000 | | |
| Construction | | | | | Utility Taxes | \$40,000 | | |
| Construction Management | | | | | SST/Const. Sales Tax | \$20,000 | | |
| Contingency/Other | | | | | Street Reserve | \$2,000 | | |
| Total: | \$200,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | | | | |
| Total 2015-2016 Budget: | | | | | \$200,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |
| Construction | | | | | | | | |

2015/2016 Street and Sidewalk Projects
Project Summaries

| | | | | | | | | |
|--|----------|------------|-----------|-----------|--|---------------|-----------|-----------|
| 5. SR 522 Frontage Landscaping | | | | | \$485,800 | | | |
| Landscaping will be added to areas adjacent to the SR 522 eastbound exit; a portion will be paid by the hotel developer of an adjacent property. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$33,200 | Tree Mitigation Funds | | | \$262,000 |
| Construction | | | | \$362,000 | Dev. Contribution | | | \$224,000 |
| Construction Management | | | | \$9,600 | | | | |
| Contingency/Other | | | | \$81,000 | | | | |
| Total: | | | | \$485,800 | | | | |
| <i>Less Previously Spent:</i> | | | | \$0 | | | | |
| Total 2015-2016 Budget: | | | | | \$485,800 | Total: | | \$486,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |
| Construction | | | | | | | | |

| | | | | | | | | |
|---|----------|------------|-----------|-----------|--|---------------|-----------|-----------|
| 6. 2015-16 Annual Overlay Program - Arterial | | | | | \$655,000 | | | |
| This biennium's arterial overlay project includes paving and intersection improvements for eastbound NE 175th Street, the City's primary downtown arterial. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$50,000 | SST/Const. Sales Tax | | | \$655,000 |
| Construction | | | | \$550,000 | | | | \$0 |
| Construction Management | | | | \$30,000 | | | | \$0 |
| Contingency/Other | | | | \$25,000 | | | | \$0 |
| Total: | | | | \$655,000 | | | | \$0 |
| <i>Less Previously Spent:</i> | | | | \$0 | | | | \$0 |
| Total 2015-2016 Budget: | | | | | \$655,000 | Total: | | \$655,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design | | | | | | | | |
| Construction | | | | | | | | |

2015/2016 Street and Sidewalk Projects
Project Summaries

| | | | | | | | | |
|--|----------|------------|-----------|-----------|--|---------------|------------------|-----------|
| 7. 2015-16 Annual Overlay Program - Residential | | | | | | | \$890,000 | |
| This biennium's residential overlay includes repaving of the Chateau Woods neighborhood on the West Ridge of Woodinville, repaving 164th Ave NE, south of the Lake Leota neighborhood, the replacement of a culvert and accessory paving at 160th Ave NE and Woodinville-Duval Road, also in the vicinity of Lake Leota. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$87,000 | Utility Tax | | | \$536,000 |
| Construction | | | | \$645,000 | Surface Water Fees | | | \$155,000 |
| Construction Management | | | | \$60,000 | SST/Const. Sales Tax | | | \$139,000 |
| Contingency/Other | | | | \$98,000 | Flood Control Levy | | | \$60,000 |
| Total: | | | | \$890,000 | | | | |
| <i>Less Previously Spent:</i> | | | | \$0 | | | | |
| Total 2015-2016 Budget: | | | | | \$890,000 | Total: | | \$890,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |
| Construction | | | | | | | | |

| | | | | | | | | |
|--|----------|------------|-----------|----------|--|---------------|-----------------|----------|
| 8. 2015-16 Wayfinding Signs | | | | | | | \$24,000 | |
| In 2014, the City Council awarded Hotel/Motel tax grant funds to this project to construct and install additional wayfinding signs in strategic locations throughout the City to direct visitors to tourist destinations in Woodinville. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$0 | Hotel/Motel Tax | | | \$24,000 |
| Construction | | | | \$24,000 | | | | |
| Construction Management | | | | \$0 | | | | |
| Contingency/Other | | | | \$0 | | | | |
| Total: | | | | \$24,000 | | | | |
| <i>Less Previously Spent:</i> | | | | \$0 | | | | |
| Total 2015-2016 Budget: | | | | | \$24,000 | Total: | | \$24,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | | | | | | | | |

2015/2016 Street and Sidewalk Projects Project Summaries

| | | | | | | | | |
|---|---|------------|-----------|---------|--|------------|-----------|---------|
| 9. 2014 Overlay Program (2013-14 CIP) | | | | | \$5,000 | | | |
| The 2014 Overlay Program included repaving 132nd Ave NE on the West Ridge and a portion of NE 171st Street east of 140th Avenue NE. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$54,021 | | | | REET 2 | | \$5,000 | |
| Construction | \$931,463 | | | | | | | |
| Construction Management | \$31,158 | | | | | | | |
| Contingency/Other | \$2,888 | | | | | | | |
| Total: | \$1,019,530 | | | | | | | |
| <i>Less Previously Spent:</i> | \$1,014,530 | | | | | | | |
| Total 2015-2016 Budget: | | | | | Total: | | | |
| \$5,000 | | | | | \$5,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | Construction completed 2014; retainage paid in 2015 | | | | | | | |

| | | | | | | | | |
|---|--------------|------------|-----------|---------|--|------------|-----------|---------|
| 10. Woodinville-Duvall Road Widening (2013-14 CIP) | | | | | \$700,000 | | | |
| This bulk of this project to widen the existing roadway to a three lane roadway with center turn lane was completed in 2014. Sidewalks, curbs, and gutters were installed, along with retaining walls, fencing, traffic signals, and landscaping improvements. Final paving will occur in 2015. | | | | | | | | |
| Revised Project Budget | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$1,338,000 | | | | Utility Tax | | \$663,000 | |
| Construction | \$8,742,000 | | | | Tree Mitigation Fees | | \$37,000 | |
| Construction Management | \$613,000 | | | | | | | |
| Contingency/Other | \$450,000 | | | | | | | |
| Total: | \$11,143,000 | | | | | | | |
| <i>Less Previously Spent:</i> | \$10,443,000 | | | | | | | |
| Total 2015-2016 Budget: | | | | | Total: | | | |
| \$700,000 | | | | | \$700,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | | | | | | | | |

**2015/2016 Street and Sidewalk Projects
Project Summaries**

| | |
|--|------------------|
| 11. City Gateway/Wayfinding Signs (2013-14 CIP) | \$152,000 |
|--|------------------|

At the end of 2014, the City will install 16 wayfinding signs to direct motorists to specific tourist-oriented destinations in Woodinville. This project will continue into the 2015-16 to construct gateway signs and landscaping at select City entrances.

| | | | |
|--------------------------------|------------------|--|------------------|
| Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$10,000 | REET 1 | \$127,000 |
| Construction | \$200,000 | Hotel/Motel Tax | \$6,000 |
| Construction Management | \$0 | REET 2 | \$5,000 |
| Contingency/Other | \$48,000 | General Fund | \$14,000 |
| Total: | \$258,000 | | |
| <i>Less Previously Spent:</i> | <i>\$106,000</i> | | |
| Total 2015-2016 Budget: | \$152,000 | Total: | \$152,000 |

| Project Schedule | | | | | | | | |
|--------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Engineering | | | | | | | | |
| Construction | | | | | | | | |

| | |
|---|--------------------|
| 12. Sammamish Bridge Replacement (2013-14 CIP) | \$7,097,000 |
|---|--------------------|

This multi-year project widens the existing two-lane road and bridge section over the Sammamish River to provide two additional lanes, curb-gutter, sidewalks, and bike lanes for travel and queue storage. The project will require acquisition of rights-of-way and easements. Other improvements include street lighting, landscape improvements, pedestrian connectivity, and traffic signal improvements.

| | | | |
|--------------------------------------|--------------------|--|--------------------|
| Revised Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$1,494,359 | Grants | \$2,400,000 |
| Construction | \$5,312,000 | REET 2 | \$1,635,000 |
| Construction Management | \$495,000 | Utility Taxes | \$1,364,000 |
| Contingency/Other | \$774,181 | SST/Const. Sales Tax | \$826,000 |
| | | REET 1 | \$781,000 |
| | | Traffic Impact Fees | \$91,000 |
| Total Revised Project Budget: | \$8,075,540 | | |
| <i>Less Previously Spent:</i> | <i>\$978,540</i> | | |
| Total 2015-2016 Budget: | \$7,097,000 | Total: | \$7,097,000 |

| Project Schedule | | | | | | | | |
|------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/ROW Acq. | | | | | | | | |
| Construction | | | | | | | | |

| | |
|---|---------------------|
| TOTAL STREET AND SIDEWALK PROJECTS | \$16,826,800 |
|---|---------------------|

Park Projects

City of Woodinville, Washington
2015/2016 Park Projects
 Project Summaries

| | | | | | | | | |
|--|----------|------------|-----------|------------------|--|---------------|-----------|------------------|
| 13. Eastside Rail Corridor Study and Improvements | | | | | \$300,000 | | | |
| <p>In 2014, the City purchased a 2-mile section of the Eastside Rail Corridor within City limits. In 2015, the City will conduct preliminary design and study to determine the future trail build-out and intersections for the corridor, and will use tree mitigation funds to plant landscaping along the corridor. King County owns a trail easement throughout the entire length of the corridor and will be responsible for constructing a trail in the future, with cooperation from the City.</p> | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$150,000 | Park Impact Fees | | | \$104,000 |
| Construction | | | | \$150,000 | Tree Mitigation Fees | | | \$100,000 |
| Construction Management | | | | \$0 | King County Park Levy | | | \$92,000 |
| Contingency/Other | | | | \$0 | Park Reserve Fund | | | \$4,000 |
| Total: | | | | \$300,000 | | | | |
| <i>Less Previously Spent:</i> | | | | <i>\$0</i> | | | | |
| Total 2015-2016 Budget: | | | | | \$300,000 | Total: | | \$300,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |

| | | | | | | | | |
|---|----------|------------|-----------|-----------------|--|---------------|-----------|-----------------|
| 14. Woodin Creek Park Trailhead - Design | | | | | \$50,000 | | | |
| <p>Wilmot Gateway Park continues to be a popular access point to the regional Sammamish River Trail; during peak times, the Civic Center Campus parking lot fills up with trail users. Woodin Creek Park is an underutilized park and also provides access to the trail. This project provides for design work to determine how the park could be enhanced to provide additional parking and better use of the park itself.</p> | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | | | | \$50,000 | King County Park Levy | | | \$50,000 |
| Construction | | | | \$0 | | | | |
| Construction Management | | | | \$0 | | | | |
| Contingency/Other | | | | \$0 | | | | |
| Total: | | | | \$50,000 | | | | |
| <i>Less Previously Spent:</i> | | | | <i>\$0</i> | | | | |
| Total 2015-2016 Budget: | | | | | \$50,000 | Total: | | \$50,000 |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |

City of Woodinville, Washington
2015/2016 Park Projects
 Project Summaries

| | |
|--|-----------------|
| 15. Miscellaneous Park Improvements | \$60,000 |
|--|-----------------|

This project sets aside capital funding to construct various small improvements to parks and landscaping areas to enhance user experience and aesthetics of the City's parks system.

| Project Budget: | 2015-16 Budget Funding Sources: |
|---|---------------------------------|
| Design/Engineering \$0 | Admissions Taxes \$60,000 |
| Construction \$60,000 | |
| Construction Management \$0 | |
| Contingency/Other \$0 | |
| Total: \$60,000 | |
| <i>Less Previously Spent:</i> \$0 | |
| Total 2015-2016 Budget: \$60,000 | Total: \$60,000 |

| Project Schedule | | | | | | | | |
|------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | | | | | | | | |

| | |
|---|----------------|
| 16. Wilmot Gateway Park Improvements (2013-14 CIP) | \$5,000 |
|---|----------------|

This project was completed in 2014; it included the installation of a permanent stage area, electrical outlets, and lighting to provide permanent infrastructure for future special events.

| Project Budget: | 2015-16 Budget Funding Sources: |
|---|---------------------------------|
| Design/Engineering \$48,000 | Brick/Tile Funds \$5,000 |
| Construction \$147,000 | |
| Construction Management | |
| Contingency/Other \$5,000 | |
| Total: \$200,000 | |
| <i>Less Previously Spent:</i> \$195,000 | |
| Total 2015-2016 Budget: \$5,000 | Total: \$5,000 |

| Project Schedule | | | | | | | | |
|------------------|---|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | Construction completed 2014; retainage paid in 2015 | | | | | | | |

| | |
|-----------------------------|------------------|
| TOTAL PARKS PROJECTS | \$415,000 |
|-----------------------------|------------------|

Surface Water Projects

City of Woodinville, Washington
2015/2016 Surface Water Projects
 Project Summaries

| | | | | | | | | |
|--|-----------|------------|-----------|---------|--|------------|------------------|---------|
| 17. NPDES Basin Planning - King County | | | | | | | \$100,000 | |
| The City will be required to participate to a certain extent with King County's basin study of Bear Creek. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$100,000 | | | | Surface Water Fees | \$100,000 | | |
| Construction | | | | | | | | |
| Construction Management | | | | | | | | |
| Contingency/Other | | | | | | | | |
| Total: | \$100,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | |
| Total 2015-2016 Budget: | | | | | Total: \$100,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |

| | | | | | | | | |
|--|-----------|------------|-----------|---------|--|------------|------------------|---------|
| 18. NPDES Basin Planning - Snohomish County | | | | | | | \$100,000 | |
| The City will be required to participate to a certain extent with Snohomish County's basin study of Little Bear Creek. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$100,000 | | | | Surface Water Fees | \$100,000 | | |
| Construction | | | | | | | | |
| Construction Management | | | | | | | | |
| Contingency/Other | | | | | | | | |
| Total: | \$100,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | |
| Total 2015-2016 Budget: | | | | | Total: \$100,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Permitting | | | | | | | | |

**2015/2016 Surface Water Projects
Project Summaries**

| | |
|---|------------------|
| 19. NE 180th St/Lake Leota (2013-14 CIP) | \$370,000 |
|---|------------------|

Most of this project was completed in 2014. The project retrofitted existing storm drainage facilities on NE 180th Street with enhanced water treatment to improve water quality running into Lake Leota. The project was largely funded through a grant from the State Department of Ecology.

| | | | |
|--------------------------------|------------------|--|------------------|
| Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$152,000 | Grants | \$370,000 |
| Construction | \$875,000 | | |
| Construction Management | \$61,000 | | |
| Contingency/Other | \$210,000 | | |
| Total: | \$1,298,000 | | |
| <i>Less Previously Spent:</i> | \$928,000 | | |
| Total 2015-2016 Budget: | \$370,000 | Total: | \$370,000 |

| Project Schedule | | | | | | | | |
|------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | | | | | | | | |

| | |
|-------------------------------------|----------------|
| 20. Downtown Detention Study | \$3,000 |
|-------------------------------------|----------------|

Property owners are currently required to provide on-site stormwater management under certain conditions. This study was conducted to determine the feasibility of constructing a district-wide detention facility for the downtown area as it develops. If feasible, property owners would contribute to the common system and would be able to use a greater portion of their properties for development.

| | | | |
|--------------------------------|----------------|--|----------------|
| Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$70,000 | Surface Water Fees | \$3,000 |
| Construction | \$0 | | |
| Construction Management | \$0 | | |
| Contingency/Other | \$0 | | |
| Total: | \$70,000 | | |
| <i>Less Previously Spent:</i> | \$67,000 | | |
| Total 2015-2016 Budget: | \$3,000 | Total: | \$3,000 |

| Project Schedule | | | | | | | | |
|--------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Engineering | | | | | | | | |

| | |
|-------------------------------------|------------------|
| TOTAL SURFACE WATER PROJECTS | \$573,000 |
|-------------------------------------|------------------|

Facilities Projects

City of Woodinville, Washington
2015/2016 Facilities Projects
 Project Summaries

| | | | | | | | | |
|--|-----------------|------------|-----------|---------|--|------------|-----------------|---------|
| 21. Revised Civic Center Master Plan | | | | | | | \$50,000 | |
| This project reevaluates and updates as necessary the 2001 Civic Center Master Plan to reflect changes in the Civic Center Campus, including the Sports Fields, the YMCA's operation of the Carol Edwards Center, and potential rehabilitation of the Old Woodinville Schoolhouse. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$50,000 | | | | General Fund | \$50,000 | | |
| Construction | | | | | | | | |
| Construction Management | | | | | | | | |
| Contingency/Other | | | | | | | | |
| Total: | \$50,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | |
| Total 2015-2016 Budget: | | | | | Total: \$50,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design/Engineering | | | | | | | | |

| | | | | | | | | |
|---|-----------------|------------|-----------|---------|--|------------|-----------------|---------|
| 22. Public Works Shop - Paint Exterior | | | | | | | \$95,000 | |
| This project includes painting the exterior of the Public Works Shop building, which houses all of the City's maintenance staff and equipment and leases office space to a private business tenant. | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | |
| Design/Engineering | \$5,000 | | | | PW Shop Fund | \$95,000 | | |
| Construction | \$80,000 | | | | | | | |
| Construction Management | | | | | | | | |
| Contingency/Other | \$10,000 | | | | | | | |
| Total: | \$95,000 | | | | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | |
| Total 2015-2016 Budget: | | | | | Total: \$95,000 | | | |
| Project Schedule | | | | | | | | |
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | | | | | | | | |

City of Woodinville, Washington
2015/2016 Facilities Projects
 Project Summaries

| | |
|--|------------------|
| 23. City Hall Facility Upgrades/Repairs | \$100,000 |
|--|------------------|

City Hall was constructed in 2001 and, while the building is in generally good condition, it is starting to show its age. Additionally, with changes in staffing needs over the years, some improvements need to be made to enhance the functionality of the building.

| | | | |
|--------------------------------|------------------|--|-----------|
| Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$5,000 | CH System Fund | \$100,000 |
| Construction | \$80,000 | | |
| Construction Management | \$5,000 | | |
| Contingency/Other | \$10,000 | | |
| Total: | \$100,000 | | |
| <i>Less Previously Spent:</i> | | <i>\$0</i> | |
| Total 2015-2016 Budget: | | Total: | |
| \$100,000 | | \$100,000 | |

| Project Schedule | | | | | | | | |
|------------------|----------|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Design | | | | | | | | |
| Construction | | | | | | | | |

| | |
|--|----------------|
| 24. Emergency Generator (2013-14 CIP) | \$5,000 |
|--|----------------|

IN 2014, the City replaced its undersized generator for City Hall with a 250kW generator that provides enough power to fully operate the building in a power outage. The existing generator was moved to the smaller Public Works Shop. While the work was completed in 2014, there are outstanding retainage payments that will be made in 2015.

| | | | |
|--------------------------------|------------------|--|---------|
| Project Budget: | | 2015-16 Budget Funding Sources: | |
| Design/Engineering | \$40,000 | General Fund | \$5,000 |
| Construction | \$310,000 | | |
| Construction Management | \$10,000 | | |
| Contingency/Other | \$40,000 | | |
| Total: | \$400,000 | | |
| <i>Less Previously Spent:</i> | | <i>\$395,000</i> | |
| Total 2015-2016 Budget: | | Total: | |
| \$5,000 | | \$5,000 | |

| Project Schedule | | | | | | | | |
|------------------|---|------------|-----------|---------|----------|------------|-----------|---------|
| | 2015 | | | | 2016 | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec |
| Construction | Construction completed 2014; retainage paid in 2015 | | | | | | | |

| | |
|----------------------------------|------------------|
| TOTAL FACILITIES PROJECTS | \$250,000 |
|----------------------------------|------------------|

Property Acquisition Projects

**2015/2016 Property Acquisition
Project Summaries**

| | | | | | | | | | |
|---|----------|------------|-----------|---------|--|------------|---------------|--------------------|--------------------|
| 25. Eastside Rail Corridor Acquisition | | | | | | | | \$1,135,000 | |
| The City Council approved the purchase of a 2-mile portion of the Eastside Rail Corridor from the Port of Seattle in 2014. Due to legal requirements, the transaction will not be completed until 2015. | | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | | |
| R/W Acquisition | | | | | \$2,000,000 | | General Fund | | \$1,135,000 |
| Total: | | | | | \$2,000,000 | | | | |
| <i>Less Previously Spent:</i> | | | | | \$65,000 | | | | |
| <i>Less Project Savings:</i> | | | | | \$800,000 | | | | |
| Total 2015-2016 Budget: | | | | | \$1,135,000 | | Total: | | \$1,135,000 |
| Project Schedule | | | | | | | | | |
| | 2015 | | | | 2016 | | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec | |
| Acquisition | | | | | | | | | |

| | | | | | | | | | |
|---|-------------------|------------|-----------|---------|--|------------|------------------|--------------------|--------------------|
| 26. Miscellaneous Property Acquisition | | | | | | | | \$4,000,000 | |
| As part of the adoption of the 2015-2016 Budget, the Council allocated \$4,000,000 towards miscellaneous property acquisition. Potential properties include those listed on the 2015-2020 6-Year CIP. | | | | | | | | | |
| Project Budget: | | | | | 2015-16 Budget Funding Sources: | | | | |
| R/W Acquisition | | | | | \$4,000,000 | | General Fund | | \$2,589,000 |
| | | | | | | | Park Impact Fees | | \$1,285,000 |
| | | | | | | | Tree Mitigation | | \$126,000 |
| Total: | | | | | \$4,000,000 | | | | |
| <i>Less Previously Spent:</i> | | | | | \$0 | | | | |
| Total 2015-2016 Budget: | | | | | \$4,000,000 | | Total: | | \$4,000,000 |
| Project Schedule | | | | | | | | | |
| | 2015 | | | | 2016 | | | | |
| | Jan.-Mar | April-June | July-Sept | Oct-Dec | Jan.-Mar | April-June | July-Sept | Oct-Dec | |
| Acquisition | To be determined. | | | | | | | | |

| | |
|--|--------------------|
| TOTAL PROPERTY ACQUISITION PROJECTS | \$5,135,000 |
|--|--------------------|



Demographics

Miscellaneous City Information

| | |
|--|---|
| Date of Incorporation | March 31, 1993 |
| Form of Government | Council-City Manager |
| Area | 5.65 square miles |
| Park Acreage | 100.84 acres |
| Population (within city limit) | 11,240 as of April 2014 (est.) ¹ |
| Median Household Income 2009-2013 | \$96,933 ² |
| High school graduate or higher, age 25+, 2009-2013 | 96.4% |
| Bachelor's degree or higher, age 25+, 2009-2013 | 53.3% ² |
| Median value of owner-occupied housing unit, 2009-2013 | \$438,200 |
| Homeownership rate, 2009-2013 | 61.4% ² |
| Registered Voters | 7,085 as of December 2014 ³ |
| Legislative District | 45th |
| School District | Northshore School District |
| Fire District | Woodinville Fire & Rescue |
| Library District | King County Public Library |
| Water & Sewer District | Woodinville Water District |
| Retail Sales Tax | 9.5% |
| Elevation | 50 feet above sea level |
| Latitude | 47 degrees 45 minutes |
| Longitude | 122 degrees 09 minutes |

¹ Washington State Office of Fiscal Management

² US Census Bureau State & County QuickFacts

³ Office of the Secretary of State

Jobs in Woodinville ³

| Industry | # of Jobs |
|---------------------------------------|-----------|
| Construction & Resource | 1,750 |
| Finance, Insurance & Real Estate | 547 |
| Manufacturing | 2,302 |
| Retail | 1,512 |
| Services | 4,552 |
| Wholesale, Transportation & Utilities | 1,168 |
| Government | 158 |
| Education | 350 |
| Total | 12,338 |

³ Regional Transportation, Growth Management and Economic Development Planning 2013 summaries

Demographics

| Largest Employers⁴ | | |
|--------------------------------------|-------------------------------------|--|
| Company | Number of Fulltime Employees | Product/Service |
| Precor, Inc. | 352 | Retail & wholesale – fitness equipment |
| Bensussen Deutsch & Associates, | 254 | Wholesale – promotional merchandise |
| Precor Manufacturing LLC | 247 | Manufacturing – fitness equipment |
| Ste. Michelle Wine Estates Ltd. | 191 | Manufacturing & retail – wine |
| Cashmere Molding, Inc. | 164 | Manufacturing |
| Loud Technologies Inc. | 140 | Manufacturing & wholesale – audio |
| Top Food & Drug | 136 | Retail – groceries |
| BIO-RAD | 115 | Manufacturing – diagnostic kits |
| Waste Management (WM) of WA | 112 | Trucking – solid waste and recycle |
| Molbak's LLC | 106 | Retail – nursery, garden & gifts |
| Willows Lodge | 100 | Restaurant, lodging, banquet, & spa |
| Cascade Recycling Center - WM | 98 | Manufacturing - recycling |
| Winsome Trading, Inc. | 90 | Wholesale - furniture |
| Synergy Construction Inc. | 85 | Commercial general contracting |
| Symmetry Electronics | 80 | Manufacturing – electronic cabling |

⁴ Information compiled from 2014 City business license registrations

| New Construction Building Permits Issued | | |
|---|-----------------------|--------------------|
| Year | Permits Issued | Total Value |
| 2014 | 178 | \$47,167,185 |
| 2013 | 150 | \$10,120,807 |
| 2012 | 102 | \$5,318,527 |
| 2011 | 153 | \$10,073,818 |
| 2010 | 156 | \$53,891,839 |
| 2009 | 137 | \$23,474,857 |
| 2008 | 127 | \$13,412,496 |

The Budget Process

The City of Woodinville budgets its funds in accordance with the Revised Code of Washington (RCW) 35A.34. Biennial appropriated budgets are adopted for the General, Debt Service, Special Revenue, Capital Project, Proprietary, and Fiduciary funds using the cash basis of accounting verses the modified accrual basis. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

Under the cash basis, revenues are recognized when cash is received and expenditures are recognized when paid. Under the modified accrual basis, revenue is recorded when susceptible to accrual (i.e. both measurable and available) and expenditures are recognized when the fund liability is incurred.

The financial statements for the General, Debt Service, Special Revenue, Capital Project, Proprietary, and Fiduciary funds are also prepared using the cash basis. No appropriation is made for depreciation or accrued leave. In addition, capital assets and principal payments on bonds are budgeted as expenditures.

Procedures for Adopting the Original Budget:

The City's budget procedures are mandated by Chapter 35A.34 RCW. The steps in the budget process are as follows:

- a. Prior to the beginning of the city's next fiscal biennium and before November 1, the City Manager submits a proposed budget to the City Council. This budget is based on priorities established by the Council and estimates provided by City Departments during the preceding months, and balanced with revenue estimates.
- b. The City Council conducts public hearings on the proposed budget in October, November and December.
- c. The Council makes its adjustments to the proposed budget and adopts, by ordinance, a final balanced budget no later than December 31.
- d. Within 30 days of adoption, the final budget is available to the public.

Amending the Budget:

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of a fund to be greater than the adopted appropriated amount or that affect the number of authorized employee positions, the pay classification system, hours, or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so by an amending ordinance.

The budget amounts shown in the Notes to the Financial Statements are the final authorized amounts as amended during the year. The City Hall Replacement (fund 112), the Strategic Budget Reserve (fund 113), and the Equipment Replacement (fund 503) funds are considered managerial subfunds and are combined with the General Fund in the annual report. In addition, the Surface Water Management fund (410) and the Surface Water Capital Projects fund (412) are combined and reported as one fund in the annual financial report.

City of Woodinville, Washington
2015/2016 Budget Calendar

| | |
|----------------------|---|
| July 14 | Department Heads received worksheets showing departmental year-to-date expenditure history and budget instructions for submittals of each department's 2015/2016 requested budget. |
| August 4 | <p>Expenditure estimates were submitted to the Finance Department which included; level of service, maintenance, new programs, capital equipment (greater than \$5,000, and expected to last for two or more years) and fulltime employees (FTEs) FTEs show existing positions and requested positions, including temporary and regular part-time employees.</p> <p>Revenue forecasts were submitted for programs, permit fees or other business activity. This includes any anticipated grant revenues and the related projects or programs.</p> |
| September 8 | The Finance Department provided department budgets to the City Manager. |
| Throughout September | The City Manager met with each department to review budget requests. |
| October 21 | The City Manager provided Council with current information on estimates of revenues from all sources as adopted in the budget for the current year. The City Manager also provided Council with the proposed preliminary budget. The proposed preliminary budget showed expenditures requested by each department and the source of revenue anticipated to fund each program. |
| November 4 | The City Manager prepared a preliminary budget and budget message which was filed with the City Council and the City Clerk (this must be done at least 60 days before the ensuing fiscal year). |
| November 4 | Public hearings were held for the 2015/2016 Budget, which included the presentation of ordinances for the Property Tax Levy, the Positions and Wages, and the 2015/2016 Budget. |
| November 18 | Copies of the proposed budget were made available to the public (no later than 6 weeks before January 1). |
| November 18 | First reading and public hearings on the ordinances for the 2015/2016 Budget, the Property Tax Levy, and Salary and Positions. |
| December 2 | Second reading and adoption of the ordinances for the 2015/2016 Budget, the Property Tax Levy, and Salary and Positions. |

Financial Policies

Budget Policy (Resolution No. 54)

- The annual budget will be reviewed by the Council and the public at the two-digit object code level of detail, and adopted by ordinance at the fund level.
- Financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to Council on a regular basis.
- Department heads are responsible for managing their budgets in accordance with sound management principles.
- Ending fund balances will be budgeted each year for all operating funds.
- The City has established a reserve to provide for unanticipated expenditures of a non-recurring nature, to meet unanticipated significant revenue shortfalls and/or to meet unexpected increases in service delivery costs. The Strategic Budget Reserve fund receives revenue from an appropriation of funds by the City Council as necessary to increase the balance to the specified target level. As a long-term goal, the Strategic Budget Reserve fund is to be funded at a target level of 15% of operating expenditures.
- Beginning balances of funds will be estimated and budgeted as a resource, but the Council will strive to meet operating expenditures including ending balances with operating revenue; including fund transfers, but excluding beginning balances.
- The City will maintain a fully funded Equipment Replacement Fund, which will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life.
- The City of Woodinville will strive to meet all fiscal management objectives as described, with existing revenue sources. The City will consider the service needs within the community when establishing a property tax rate for the fiscal year.
- A department that temporarily borrows equipment owned and predominately used by another department will pay charges to cover operating costs as well as equipment replacement. These fees will be reviewed annually as part of the budget process.
- Major capital equipment to be used by number of department, for which there is no obvious predominant owner, will be purchased by the Equipment Rental Fund and rented to the user in the same manner described above.

Financial Policies

Debt Policy (Resolution No. 75)

The amount of debt issued by the City is an important factor in measuring its financial condition and operating performance. Proper use and management of borrowing can yield significant advantages. From a policy perspective, the City of Woodinville views debt as a means to distribute improvement costs amongst both present and future citizens, over a period of time not to exceed the expected life of the improvements; and as a means to address the cash flow impacts of substantial public improvements. To further the directives set forth above, the City Council hereby adopts the following policies:

- City Council approval is required prior to the issuance of debt.
- An analytical review shall be conducted prior to the issuance of debt.
- The City will use the services of a bond counsel in the preparation of all bond representations.
- The City of Woodinville will not use long-term debt to support current operations.
- Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
- Short-term borrowing will only be used to facilitate generated revenue not yet received by the City.
- Noncapital furnishings, supplies, and personnel will not be financed from bond proceeds.
- Interest, operating, and/or maintenance expenses will be capitalized only for facilities of enterprise activities and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
- The City will strive to achieve the highest possible bond rating.
- Assessment bonds will be issued in place of general obligation bonds, when possible, to assure the greatest degree of public equity.
- Under most circumstances, the maturity of all assessment bonds shall not exceed 15 years.
- Revenue bonds shall be issued only when projected operating revenues are insufficient to meet the enterprise's financing needs.
- Each enterprise fund will maintain an adequate rate structure to cover the full cost of its operations including: maintenance, depreciation, capital and debt service.
- The City will insure that net operating revenues constitute a minimum of 1.25 times the annual debt service requirements.
- The City will limit the maturities of all revenue bond issues to 25 years or less.
- General Obligation bonds will be issued with maturities of 20 years or less.
- The voter approved general obligation debt will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City.

Financial Policies

- The following individual percentages of assessed valuation shall not be exceeded in any specific debt category:
 - General Purpose - 2.5%
 - Utility Debt – (5%) 2.5%
 - Open Space and Park Facilities – (5%)2.5%
- The total indebtedness shall not exceed 7.5% of the assessed value of the City.
- Limited-tax general obligation bonds (councilmanic authority) will not exceed one and one-half percent of the City's current assessed property valuation.

Investment Policy – summarized (Resolution No. 196a)

The City will invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demand. All investments shall conform to all Washington statutes governing the investment of public funds. The policy is adopted by resolution and reviewed on an annual basis by the Finance Director or Finance Committee. Any modifications made to the investment policy must be approved and adopted by the City Council.

Fixed Asset Policy (Resolution No. 279)

I - Statutory Authority

The State of Washington, through its Office of the State Auditor, requires a reporting and accounting system for local governments. (RCW 43.09.200)

II - Purpose

The purpose of a fixed asset policy and inventory system is to provide stewardship over the City's resources through control and accountability of its fixed assets.

III - Policy

It is the policy of the City to maintain accountability over all tangible fixed assets acquired by the City through purchase, donation, capital lease, and construction having a life exceeding one year with a cost of \$5,000 or more. Assets include land, improvements, buildings, equipment, improvements that add to the existing useful life of the asset, and capital leases. The straight line method of depreciation will be used for depreciable assets.

The Finance Director shall maintain the asset records, which will be verified by a physical inventory at least once a year. Fixed assets will be valued at cost including all ancillary charges necessary to place the asset in its intended location and condition for use. Donations will be valued at fair market value or estimated cost.

Small and attractive assets are those that are partially at risk or vulnerable to loss and cost less than \$5,000. These items shall be tracked due to their sensitivity to theft and carried on the property records of the City of Woodinville. (i.e. radios, cell phones, power tools, small tools, fax machines, cameras, etc...).

Financial Policies

Equipment with a cost of \$5,000 or more will be identified in a separate schedule as part of the annual budget. Equipment purchases with a cost of \$5,000 not shown in the schedule of capital equipment will be approved by the Council prior to purchase. Capital equipment will be replaced at the end of the asset's life by the Equipment Rental Fund or Equipment Replacement Fund.

IV - Identifying and Recording Capital Assets

The Finance Department and the departments purchasing the capital equipment shall ensure that all capital equipment purchases, including small and attractive assets, will be properly identified. The Finance Director shall be responsible for instituting procedures for identifying and recording capital assets.

Disposition of (Surplus) Assets

The disposal of City assets shall follow the guidelines adopted by the City Council for the disposition of City assets. The Finance Director shall institute procedures for the disposition of capital assets, including small and attractive assets that are consistent with the policies adopted by Council. The procedures shall include the reporting of asset transfers and the modification of assets.

Lost or Stolen Property

When an item in the fixed asset system has disappeared and all efforts have failed to recover it, the controlling department shall notify the Finance Director, City Manager, Police Department and Council.

V - Procedures for Physical Inventory

The Finance Director will establish procedures for the physical inventory of all assets covered by this policy. A physical inventory will be conducted annually by all departments of all assets under their control to verify the existence and condition of all items. At least every three years, an inventory will be performed by an outside agency.

Strategic Budget Reserve Fund Policy (Resolution No. 289)

The Strategic Budget Reserve Fund is hereby established by policy of the City Council to provide (a) reserves for financial security and liquidity, (b) a source for city emergency response funding; and (c) interim funding during a time of fiscal stress. Adopted policy precludes the use of Strategic Reserve Funds for capital purposes, without prior approval of a supermajority (five affirmative votes) of the City Council. Adopted policy precludes the use of Strategic Reserve Funds for new wage and benefit agreements with city employees which increase compensation rates over adopted annual budget levels – except for emergency overtime - without prior approval of a supermajority (five affirmative votes) of the City Council.

Goals in administering the Strategic Budget Reserve fund address four issues: the recommended fund balance, the process for ensuring that payments are made to the rainy day fund, the flexibility to use the funds when needed, and replenishment.

Fund Balance Goals

The Strategic Budget Reserve Fund (SBR) shall strive to have a fund balance not to exceed 15% of operating expenditures in the combined General and Street Funds.

Financial Policies

For purposes of this recommendation, operating expenditures shall include salaries, benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers. General Fund transfers to the Street Fund (Fund No. 101) shall not be included since the total amount of expenditures of the Street Fund will be considered in the calculation.

Goal for Funding the SBR

Annually during the budget process, the Finance Department shall determine the operating expenses associated with the next year's budget. From this, a 15% funding level can be determined, and become the target for deliberation.

The SBR Fund should be considered a first dollar obligation until the 15% target is met. Council may recommend an annual commitment, and/or use a portion the undesignated fund balance.

Goal for Use of the Strategic Budget Reserve (SBR) Fund

The SBR Fund is recommended as an interim source of revenue for unforeseen operating expenditures or revenue shortages. The rainy day reserves should be available as a quick response to a fiscal dilemma with the understanding that use of the funds will require Council to consider other options, such as revenue increases or budget cuts. Because revenue and expenditure deliberations may require time for thoughtful deliberation, it is recommended that the funds be available without artificial hurdles that may prevent the timely funding of critical service needs.

The SBR Fund is recommended to be used only for current operations.

Goal for Rebalancing the Strategic Budget Reserve

It is recommended that once the City's fiscal crisis ends, the rebalancing occur in the same manner as described for the initial funding of the Strategic Budget Reserve Fund.



**2015 Sources and Uses by Function
(To the nearest 1,000)**

| | General Government | | Capital | Enterprise | Debt | | |
|--------------------------------|--------------------|-----------------------|----------------------------|-----------------------|---------------------|--------------|-----------------|
| | Unrestricted | Restricted | | | | | |
| | General Fund | Reserved & Designated | Special Rev & Internal Svc | Capital & Special Rev | Surface Water Funds | Debt Service | Total |
| Unreserved Beginning Balance | \$14,364 | | \$1,393 | \$5,782 | \$482 | \$2 | \$22,022 |
| Designated Beginning Balance | | \$102 | \$1,626 | \$ | \$ | \$ | \$1,728 |
| Reserved Beginning Balance | | \$57 | \$1,724 | \$120 | \$ | \$ | \$1,900 |
| Beginning Balance | \$14,364 | \$159 | \$4,743 | \$5,901 | \$482 | \$2 | \$25,649 |
| Taxes | \$8,418 | | \$263 | \$1,371 | \$ | | \$10,052 |
| Permits | \$193 | \$13 | \$1,038 | \$ | \$ | | \$1,244 |
| Intergovernmental | \$755 | | \$226 | \$420 | \$400 | | \$1,801 |
| Chgs for Svcs | \$237 | | \$1,327 | \$1,533 | \$1,150 | | \$4,246 |
| Fines | \$85 | | \$ | \$ | \$ | | \$85 |
| Miscellaneous | \$22 | \$144 | \$ | \$ | \$ | \$ | \$166 |
| Revenues | \$9,710 | \$157 | \$2,853 | \$3,324 | \$1,550 | \$ | \$17,594 |
| Operating Transfers-In | | | \$100 | \$2,822 | \$95 | | \$3,017 |
| Debt Service Transfer | (\$535) | | \$ | \$ | \$ | \$535 | \$ |
| TOTAL OPERATING REVENUE | \$9,175 | \$157 | \$2,953 | \$6,146 | \$1,645 | \$535 | \$20,611 |
| Council | \$89 | | \$ | \$ | \$ | | \$89 |
| Executive | \$668 | \$33 | \$87 | \$533 | \$ | | \$1,321 |
| Legal | \$387 | | \$ | \$ | \$ | | \$387 |
| Administration | \$963 | | \$101 | \$ | \$ | | \$1,064 |
| Law Enforcement | \$3,441 | \$ | \$ | \$ | \$ | | \$3,442 |
| Public Works | \$1,580 | \$59 | \$579 | \$ | \$919 | | \$3,137 |
| Development Svcs | \$90 | | \$1,566 | \$ | \$ | | \$1,656 |
| Internal Service | | | \$ | \$ | \$ | | \$ |
| Community Promotion | | | \$ | \$ | \$ | | \$ |
| Expenditures | \$7,218 | \$92 | \$2,334 | \$533 | \$919 | \$ | \$11,096 |
| Operating Transfers-Out | \$1,330 | | \$100 | \$ | \$ | | \$1,430 |
| Debt Service | | | \$ | \$ | \$ | \$535 | \$535 |
| TOTAL OP. EXPENDITURES | \$8,548 | \$92 | \$2,434 | \$533 | \$919 | \$535 | \$13,061 |
| OPERATING MARGIN | \$627 | \$65 | \$520 | \$5,612 | \$726 | \$ | \$7,550 |
| CIP REVENUES | | | | | | | |
| Taxes with Admission Tax | | | \$ | \$ | \$ | | \$ |
| Permits | | | \$ | \$ | \$ | | \$ |
| Intergovernmental | | | \$ | \$ | \$ | | \$ |
| Chgs for Svcs | | | \$ | \$ | \$ | | \$ |
| Fines | | | \$ | \$ | \$ | | \$ |
| Miscellaneous | | | \$ | \$ | \$ | | \$ |
| CIP Revenues | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-Op Transfers-In | | | \$ | \$ | \$ | | \$ |
| TOTAL NON-OP SOURCES | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| CIP EXPENDITURES | | | | | | | |
| Street CIP | \$14 | | \$30 | \$3,118 | \$ | | \$3,162 |
| Park CIP | \$ | | \$ | \$160 | \$ | | \$160 |
| Facilities CIP | \$55 | \$95 | \$ | \$20 | \$ | | \$170 |
| Surface Water CIP | \$ | | \$ | \$ | \$473 | | \$473 |
| Property Acquisition | \$1,135 | | \$ | \$ | \$ | | \$1,135 |
| CIP Expenditures | \$1,204 | \$95 | \$30 | \$3,298 | \$473 | \$ | \$5,100 |
| Non-Op Transfers-Out | | | \$50 | \$1,401 | \$136 | | \$1,587 |
| TOTAL NON-OP USES | \$1,204 | \$95 | \$80 | \$4,699 | \$609 | \$ | \$6,687 |
| TOTAL GAIN/(LOSS) | (\$577) | (\$30) | \$440 | \$914 | \$117 | \$ | \$863 |
| Unreserved Ending Balance | \$13,787 | \$ | \$1,375 | \$6,740 | \$599 | \$2 | \$22,503 |
| Designated Ending Balance | \$ | \$91 | \$1,608 | \$ | \$ | \$ | \$1,699 |
| Reserved Ending Balance | \$ | \$37 | \$2,199 | \$75 | \$ | \$ | \$2,310 |
| ENDING BALANCE 2015 | \$13,787 | \$128 | \$5,182 | \$6,815 | \$599 | \$2 | \$26,512 |

**2016 Sources and Uses by Function
(To the nearest 1,000)**

| | General Government | | Capital | Enterprise | Debt | Total | |
|--------------------------------|--------------------|-----------------------|----------------------------|-----------------------|---------------------|--------------|------------------|
| | Unrestricted | Restricted | | | | | |
| | General Fund | Reserved & Designated | Special Rev & Internal Svc | Capital & Special Rev | Surface Water Funds | | Debt Service |
| Unreserved Beginning Balance | \$13,787 | | \$1,338 | \$6,740 | \$599 | \$2 | \$22,466 |
| Designated Beginning Balance | \$ | \$91 | \$1,608 | \$ | \$ | \$ | \$1,699 |
| Reserved Beginning Balance | \$ | \$37 | \$2,236 | \$75 | \$ | \$ | \$2,347 |
| Beginning Balance | \$13,787 | \$128 | \$5,182 | \$6,815 | \$599 | \$2 | \$26,512 |
| Taxes | \$8,644 | | \$263 | \$1,369 | \$ | | \$10,276 |
| Permits | \$251 | \$13 | \$1,211 | \$224 | \$ | | \$1,698 |
| Intergovernmental | \$705 | | \$250 | \$4,980 | \$30 | | \$5,965 |
| Chgs for Svcs | \$237 | | \$829 | \$1,149 | \$1,150 | | \$3,365 |
| Fines | \$85 | | \$ | \$ | \$ | | \$85 |
| Miscellaneous | \$22 | \$61 | \$ | \$ | \$ | \$ | \$83 |
| Revenues | \$9,942 | \$74 | \$2,553 | \$7,722 | \$1,180 | \$ | \$21,471 |
| Operating Transfers-In | | | \$100 | \$10,123 | \$100 | | \$10,323 |
| Debt Service | (\$521) | | \$ | \$ | \$ | \$521 | \$ |
| TOTAL OPERATING REVENUE | \$9,421 | \$74 | \$2,653 | \$17,846 | \$1,280 | \$521 | \$31,795 |
| Council | \$87 | | \$ | \$ | \$ | | \$87 |
| Executive | \$575 | \$3 | \$65 | \$521 | \$ | | \$1,164 |
| Legal | \$275 | | \$ | \$ | \$ | | \$275 |
| Administration | \$953 | | \$79 | \$ | \$ | | \$1,032 |
| Law Enforcement | \$3,623 | \$ | \$ | \$ | \$ | | \$3,624 |
| Public Works | \$1,634 | \$61 | \$591 | \$ | \$948 | | \$3,235 |
| Development Svcs | \$ | | \$1,393 | \$ | \$ | | \$1,393 |
| Internal Service | | | \$ | \$ | \$ | | \$ |
| Community Promotion | | | \$ | \$ | \$ | | \$ |
| Expenditures | \$7,148 | \$64 | \$2,128 | \$521 | \$948 | \$ | \$10,810 |
| Operating Transfers-Out | \$1,310 | | \$100 | \$ | \$ | | \$1,410 |
| Debt Service | | | \$ | \$ | \$ | \$521 | \$521 |
| TOTAL OP. EXPENDITURES | \$8,458 | \$64 | \$2,228 | \$521 | \$948 | \$521 | \$12,741 |
| OPERATING MARGIN | \$963 | \$11 | \$424 | \$17,324 | \$332 | \$ | \$19,054 |
| CIP REVENUES | | | | | | | |
| Taxes with Admission Tax | | | \$ | \$ | \$ | | \$ |
| Permits | | | \$ | \$ | \$ | | \$ |
| Intergovernmental | | | \$ | \$ | \$ | | \$ |
| Chgs for Svcs | | | \$ | \$ | \$ | | \$ |
| Fines | | | \$ | \$ | \$ | | \$ |
| Miscellaneous | | | \$ | \$ | \$ | | \$ |
| CIP Revenues | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-Op Transfers-In | | | \$ | \$ | \$ | | \$ |
| TOTAL NON-PO SOURCES | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| CIP EXPENDITURES | | | | | | | |
| Street CIP | \$ | | \$ | \$13,665 | \$ | | \$13,665 |
| Park CIP | | | \$ | \$255 | \$ | | \$255 |
| Facilities CIP | | | \$ | \$80 | \$ | | \$80 |
| Surface Water CIP | | | \$ | \$ | \$100 | | \$100 |
| Property Acquisition | \$2,589 | | \$ | \$1,411 | \$ | | \$4,000 |
| CIP Expenditures | \$2,589 | \$ | \$ | \$15,411 | \$100 | \$ | \$18,100 |
| Non-Op Transfers-Out | | | \$598 | \$8,041 | \$274 | | \$8,913 |
| TOTAL NON-OP USES | \$2,589 | \$ | \$598 | \$23,452 | \$374 | \$ | \$27,013 |
| TOTAL GAIN/(LOSS) | (\$1,626) | \$11 | (\$174) | (\$6,128) | (\$42) | \$ | (\$7,960) |
| Unreserved Ending Balance | \$12,160 | \$ | \$1,703 | \$686 | \$557 | \$2 | \$15,107 |
| Designated Ending Balance | \$ | \$91 | \$1,552 | \$ | \$ | \$ | \$1,643 |
| Reserved Ending Balance | \$ | \$48 | \$1,754 | \$1 | \$ | \$ | \$1,802 |
| ENDING BALANCE 2016 | \$12,160 | \$139 | \$5,009 | \$686 | \$557 | \$2 | \$18,553 |

Glossary

ACCRUAL BASIS The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

ACTIVITY A specific and distinguishable line of work performed by one or more organizational units of a government for the purpose of accomplishing a function for which the government is responsible.

ACTUARIAL BASIS A basis used in computing the amount of contributions to be made periodically to a fund or account so that the total contributions plus the compounded earnings thereon will equal the required payments to be made out of the fund.

AD VALOREM TAXES Commonly referred to as property taxes levied on both real and personal property according to the property's valuation and the tax rate.

ANNUAL BUDGET A budget applicable to a single fiscal year.

APPROPRIATION A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

ASSETS Resources owned or held by a government which have monetary value.

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BONDED DEBT That portion of indebtedness represented by outstanding bonds.

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGETARY CONTROL The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

CAPITAL IMPROVEMENTS Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant.

CAPITAL FACILITIES PLAN A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL PROJECT FUNDS Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds)

CAPITAL OUTLAYS Fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

CAPITAL PROJECT Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Glossary

CASH BASIS A basis of accounting under which transactions are recognized only when cash is received or disbursed.

COLLECTIVE BARGAINING AGREEMENT A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

COUNCILMANIC BONDS Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5% of the assessed valuation.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEBT SERVICE FUND A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest.

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

ENTERPRISE FUND An accounting entity which the City uses to record and report transactions for its business-type activities. All expenditures must be supported by income dedicated to the fund. The most common enterprise funds are utility funds.

ENTITLEMENT The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

EXPENDITURES Decreases in net current assets.

EXPENSES Decreases in net total assets.

FIDUCIARY FUND TYPE The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FISCAL POLICY A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

FIXED ASSETS Assets which are intended to be held or used for a long term, such as land, buildings, and improvements other than buildings, machinery and equipment.

Glossary

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property.

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

FUND BALANCE The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL FUND The General Fund accounts for revenues and expenditures associated with ordinary City operations that are not required to be accounted for in another fund. Individual departments within the Current General account for expenditures incurred to provide various general-purpose municipal services.

GENERAL OBLIGATION (G.O.) BONDS Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GOAL A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

IMPACT FEES Fees assessed to developers to help mitigate costs associated with the impact of growth and development.

INDIRECT COST A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

INTERFUND TRANSFERS The movement of moneys between funds of the same governmental entity.

INTERGOVERNMENTAL REVENUE Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

INTERNAL SERVICE CHARGES The charges to user departments for internal services provided by another government agency, such as equipment pools.

INTERNAL SERVICE FUND An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis.

LEVY (Verb) to impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LID BONDS Local Improvement District bonds which financed specific improvements to certain properties where the property owners are assessed an amount to service the principal and interest payments. The City is not directly responsible for the debt but is obligated to the extent that it is required to establish a guaranty fund to guaranty payments.

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance.

Glossary

MAINTENANCE The upkeep of physical properties in condition for use or occupancy.

MISSION STATEMENT A broad statement of the purpose, in terms of meeting public service needs, which a department is organized to meet.

MODIFIED ACCRUAL BASIS The modified accrual basis of accounting is used in governmental funds (general, special revenue, debt service, and capital project funds), and in expendable trust and agency funds. Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability). The City budgets all funds on the modified accrual basis.

OBJECT An expenditure classification applied to the type of item purchased or the service obtained.

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

OBLIGATIONS Amounts which a government may be required legally to meet out of its resources.

OPERATING BUDGET Plans of current expenditures and the proposed means of financing them.

OPERATING EXPENSES The cost for personnel, materials and equipment required for a department to function.

OPERATING REVENUE Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES Governmental fund operating transfers-out. Such amounts are classified separately from revenues.

OVERHEAD All costs other than direct costs.

OVERLAPPING DEBT The proportionate share of the debts of other local governments located wholly or in part within the limits of the reporting government which must be borne by property within each government.

PERFORMANCE INDICATORS Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

PERFORMANCE MEASURE Data collected to determine how effective or efficient a program is in achieving its objectives.

POLICY A principle or course of action chosen to guide decision making.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Glossary

RETAINAGE A portion of the agreed upon contract price deliberately withheld until the work is substantially complete to assure that contractor or subcontractor will satisfy its obligations and complete a construction project.[]

REVENUE Sources of income financing the operations of government.

REVENUE BONDS Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

SPECIAL ASSESSMENT A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUNDS Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

TAX LEVY The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

UNRESERVED FUND BALANCE The portion of fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER FEES The payment of a fee for direct receipt of a public service by the party who benefits from the services.



Acronyms Glossary

A

| | | | |
|--------------------|--|--------------------|---------------------------------------|
| <u>APA</u> | American Planning Association | <u>ASCE</u> | Associated Society of Civil Engineers |
| <u>APWA</u> | American Public Works Association | <u>AV</u> | Assessed Valuation |
| <u>ARCH</u> | Regional Coalition for Housing | <u>AWC</u> | Association of Washington Cities |
| <u>ARMA</u> | Association of Records Management Archives | | |

B

| | |
|--------------------|--|
| <u>BARS</u> | Budgeting, Accounting and Reporting System |
|--------------------|--|

C

| | | | |
|--------------------|-----------------------------|--------------------|---|
| <u>CAD</u> | Computer Aided Drafting | <u>CEMP</u> | Comprehensive Emergency Management Plan |
| <u>CAPs</u> | Citizen Advisory Panels | <u>CIP</u> | Capital Improvement Program |
| <u>CAR</u> | Customer Action Request | <u>COLA</u> | Cost of Living Allowance |
| <u>CCWF</u> | Centennial Clean Water Fund | <u>CP</u> | Capital Project |
| <u>CEC</u> | Carol Edwards Center | <u>CTR</u> | Commute Trip Reduction |

D

| | |
|-------------------|-------------------------------------|
| <u>DCD</u> | Department of Community Development |
|-------------------|-------------------------------------|

E

| | | | |
|-------------------|--------------------------------|--------------------|---------------------------------|
| <u>ESA</u> | Endangered Species Act | <u>ESHB</u> | Engrossed Substitute House Bill |
| <u>EOC</u> | Emergency Operation Center | <u>ESUG</u> | Eden System Users Group |
| <u>EOP</u> | Emergency Operation Procedures | <u>ETP</u> | Eastside Transportation Program |

F

| | | | |
|-------------------|----------|-------------------|----------------------|
| <u>FAC</u> | Facility | <u>FTE</u> | Full Time Equivalent |
|-------------------|----------|-------------------|----------------------|

G

| | | | |
|--------------------|---|-------------------|-------------------------------|
| <u>GF</u> | General Fund | <u>GIS</u> | Geographic Information System |
| <u>GFOA</u> | Government Finance Officers Association | <u>GMA</u> | Growth Management Act |
| | | <u>GPS</u> | Global Positioning System |

H

| | |
|--------------------|--|
| <u>HVAC</u> | Heating, Ventilation, and Air Conditioning |
|--------------------|--|

I

| | | | |
|--------------------|--|--------------------|---------------------------------------|
| <u>ICBO</u> | International Conference of Building Officials | <u>IRMS</u> | Integrated Resource Management System |
| <u>IDP</u> | Interim Design Principles | <u>IS</u> | Information Systems |
| <u>IIMC</u> | International Institute of Municipal Clerks | <u>ITE</u> | Institute of Transportation Engineers |

Acronyms Glossary

K

| | | | |
|--------------------|--------------------------------|--------------------|------------------------------|
| <u>KC</u> | King County | <u>KCSO</u> | King County Sheriff's Office |
| <u>KCCA</u> | King County Clerks Association | | |

L

| | | | |
|-------------------|-----------------------|--------------------|--------------------------------|
| <u>LED</u> | Light Emitting Diodes | <u>LID</u> | Low Impact Development |
| <u>LF</u> | Linear Feet | <u>LTGO</u> | Limited-Tax General Obligation |

M

| | | | |
|-------------------|-----------------------------------|--|--|
| <u>MTA</u> | Municipal Treasurer's Association | | |
|-------------------|-----------------------------------|--|--|

N

| | | | |
|---------------------|---|--------------------|---|
| <u>NPDES</u> | National Pollutant Discharge Elimination System | <u>NRPA</u> | National Recreation and Parks Association |
|---------------------|---|--------------------|---|

P

| | | | |
|------------------------|--------------------------------------|----------------------|---|
| <u>PAW</u> | Planning Association of Washington | <u>PSAPCA</u> | Puget Sound Air Pollution Control Authority |
| <u>PDI</u> | Professional Development I (Clerks) | | |
| <u>PFP</u> | Pedestrian Facilities Program | <u>PSRC</u> | Puget Sound Regional Council |
| <u>PRO Plan</u> | Parks, Recreation, & Open Space Plan | <u>PW</u> | Public Works |

R

| | | | |
|--------------------|------------------------|-------------------|--------------|
| <u>REET</u> | Real Estate Excise Tax | <u>ROW</u> | Right of Way |
|--------------------|------------------------|-------------------|--------------|

S

| | | | |
|--------------------|-----------------------------------|--------------------|-----------------------------|
| <u>SAO</u> | State Auditor's Office | <u>SST</u> | Streamline Sales Tax |
| <u>SCA</u> | Suburban Cities Association | <u>S/W</u> | Surface Water |
| <u>SEPA</u> | State Environmental Policy Act | <u>SWAT</u> | Special Weapons and Tactics |
| <u>SNAP</u> | Small Neighborhood Action Project | <u>SWM</u> | Surface Water Management |

T

| | | | |
|-------------------|----------------------------------|-------------------|----------------------------|
| <u>TIB</u> | Transportation Improvement Board | <u>TRC</u> | Technical Review Committee |
|-------------------|----------------------------------|-------------------|----------------------------|

U

| | | | |
|---------------------|--|--|--|
| <u>URISA</u> | Urban and Regional Information Systems Association | | |
|---------------------|--|--|--|

W

| | | | |
|---------------------|--|---------------------|---|
| <u>WCIA</u> | Washington Cities Insurance Authority | <u>WRPA</u> | Washington Recreation and Parks Association |
| <u>WCPDA</u> | Washington Cities Planning Directors Association | <u>WSEMA</u> | Washington State Emergency Management Association |
| <u>WFOA</u> | Washington Finance Officers Association | <u>WSRA</u> | Washington State Recycling Association |
| <u>WMCA</u> | Washington Municipal Clerks Association | <u>WTV</u> | Woodinville Television |
| <u>WMTA</u> | Washington Municipal Treasurer's Association | | |

ORDINANCE NO. 600

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2015 AND 2016, SETTING FORTH THE ESTIMATED APPROPRIATIONS.

WHEREAS, a preliminary budget has been filed as required by law; and

WHEREAS, the Utility Tax fund, Fund 316, is now used to support operations and capital projects and is more properly classified under special revenue and will now be Fund 118;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The Utility Tax fund, Fund 316, is hereby numbered Fund 118.

Section 2. The biennial budget of the City of Woodinville, Washington for the years 2015 and 2016, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$65,716,156.

Section 3. The totals of estimated appropriations for each separate fund, as set forth herein, are:

| Fund | Estimated Expenditures |
|---|-------------------------------|
| 001 General Fund | \$23,314,809 |
| 101 Street Fund | \$1,365,727 |
| 104 Development Services | \$3,530,025 |
| 110 Admission Tax | \$260,000 |
| 111 Parks & Recreation Special Revenue | \$766,510 |
| 112 System Replacement | \$100,000 |
| 113 Strategic Budget Reserve | \$0 |
| 114 Park Impact Fee | \$1,389,000 |
| 115 Hotel/Motel Tax | \$192,010 |
| 116 Traffic Impact Fees | \$1,706,000 |
| 118 Utility Tax | \$3,875,800 |
| 201 Debt Service | \$1,056,584 |
| 301 Capital Project | \$1,481,000 |
| 302 Special Capital Project | \$2,045,000 |
| 303 Capital Street Reserve | \$9,686,000 |
| 354 Parks and Recreation Capital Projects | \$415,000 |
| 358 Facilities Capital Project | \$4,250,000 |
| 361 Sammamish Bridge Replacement | \$7,097,000 |
| 410 Surface Water Management | \$2,216,691 |
| 412 Surface Water Capital Projects | \$633,000 |
| 501 Equipment Rental | \$132,000 |
| 503 Equipment Replacement | \$174,000 |
| 505 Unemployment Reserve | \$30,000 |
| TOTAL ALL FUNDS | \$65,716,156 |

Section 4. The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

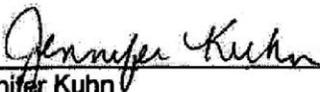
Section 5. Effective date. This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2nd DAY OF DECEMBER 2014.

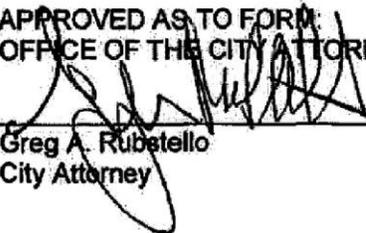


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:



Jennifer Kuhn
City Clerk/CMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY


Greg A. Rubetello
City Attorney

PASSED BY THE CITY COUNCIL: 12-02-2014
PUBLISHED: 12-08-2014
EFFECTIVE DATE: 12-15-2014
ORDINANCE NO. 600

ORDINANCE NO. 598

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2015, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW.

WHEREAS, the City Council of the City of Woodinville has met and considered its biennial budget for the calendar year 2015; and

WHEREAS, pursuant to RCW 84.55.120, the City Council of the City of Woodinville held a public hearing on November 4, 2014, November 18, 2014, and December 2, 2014 to consider possible increases in property tax revenue and General Fund revenue for the calendar year 2015; and

WHEREAS, the City Council of the City of Woodinville after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Woodinville requires a regular levy in the amount of \$3,080,000 which includes a one percent (1%) increase in property tax revenue from the previous year, exclusive of amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. 1% Increase. Be it ordained by the City Council of the City of Woodinville that the regular property tax levy is hereby authorized for the 2015 levy, which includes a one percent (1%) increase from the prior year's levy in the amount of \$30,058, and \$11,834 in refunds made, and includes additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred, for a total levy of \$3,080,000.

Section 2. This ordinance shall be certified to the proper County officials, as provided by law, and taxes here levied shall be collected to pay to the City of Woodinville at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

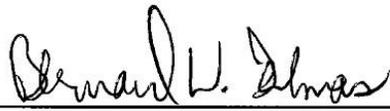
Section 3. Suspension of Resolution No. 50 Provisions. The City Council hereby temporarily suspends the provisions of Resolution No. 50 which requires separate first and second readings of an Ordinance prior to adoption.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity

or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

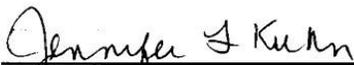
Section 5. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE
THIS 2nd DAY OF DECEMBER 2014.**



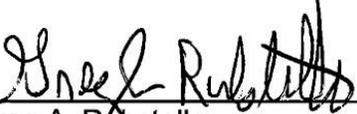
Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:



Jennifer L. Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY



Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 12-02-2014
PUBLISHED: 12-08-2014
EFFECTIVE DATE: 12-15-2014
ORDINANCE NO. 598

By Ordinance 2152 of the Metropolitan King County Council,
Taxing Districts are required annually
to submit the following information regarding their
tax levies for the ensuing year as part of a
formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF
THE CITY OF WOODINVILLE THAT THE ASSESSED VALUATION OF PROPERTY
LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT
YEAR 2014 IS:

\$ 2,909,692,245

REGULAR (STATUTORY) LEVY (AS APPLICABLE):

EXPENSE FUND \$ 3,068,166
- TEMP. LID NAME _____ \$ _____
- TEMP. LID NAME _____ \$ _____
RESERVE FUND \$ _____
NON-VOTED G.O. BOND (Limited) \$ _____

New!

REFUNDS (Noted on worksheet) \$ 11,834

TOTAL REGULAR LEVY \$ 3,080,000

EXCESS (VOTER APPROVED) LEVY:
(Please list authorized bond levies separately.)

G.O. BONDS FUND LEVY \$ _____
G.O. BONDS FUND LEVY \$ _____
G.O. BONDS FUND LEVY \$ _____

SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT
WHICH APPROVED):

_____ \$ _____
_____ \$ _____

TOTAL TAXES REQUESTED: \$ 3,080,000

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT
FOR TAX YEAR 2015 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY
LAW.

Blaine Ditt
(AUTHORIZED SIGNATURE)

12/3/14
(DATE)

ORDINANCE NO. 599

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 578, ESTABLISHING AUTHORIZED EMPLOYEE POSITIONS, PAY RANGES, AND BENEFITS FOR 2015, AND AMENDING EMPLOYEE PAY RANGES AND BENEFITS FOR TEAMSTERS EMPLOYEES FOR 2015.

WHEREAS, Ordinance No. 578 established authorized employee positions, pay ranges, and benefits for 2014, and amended employee pay ranges and benefits for teamsters employees; and

WHEREAS, the City Council must establish authorized positions, pay ranges, and benefits on an annual basis; and

WHEREAS, concurrent with the adoption of the 2015/2016 Biennial Budget, the City Council intends to establish the number and types of employee positions, wage and salary rates and ranges, and benefits for its employees effective January 1, 2015;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: For 2015, the number and titles of authorized Full-Time Equivalent employees (FTEs), including regular, non-regular, full-time, and part-time employees, shall be established at 34.97 FTEs, as detailed in Attachment A.

Section 2. The City Council hereby adopts the Employee Salaries, Wages, and Benefit Plans for each employee group, effective January 1, 2015 as shown in the following Attachments:
Attachment B: Non-Represented Regular Employees
Attachment C: Non-Regular Employees
Attachment D: Teamsters

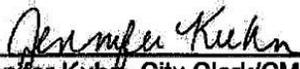
Section 3. The effective date for payment of salary steps, ranges and benefits shall be in accordance with the City's Personnel Policies Manual or applicable approved collective bargaining agreement and shall apply and continue until amended by action of the City Council.

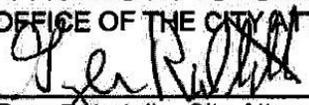
Section 4. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS 2ND DAY OF DECEMBER 2014.**


Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:


Jennifer Kuhn, City Clerk/CMC

**APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY**

Greg Rubstello, City Attorney

**PASSED BY THE CITY COUNCIL: 12-02-2014
PUBLISHED: 12-08-2014
EFFECTIVE DATE: 12-15-2014
ORDINANCE NO. 599**

ATTACHMENT A
Ordinance No. 599
City of Woodinville, Washington
2015 Authorized Positions

| Department | 2015 | Dept Total |
|--|------|--------------|
| <u>EXECUTIVE</u> | | 5.12 |
| City Manager | 1.00 | |
| Assistant to the City Manager | 1.00 | |
| Management Analyst | 1.00 | |
| City Clerk | 1.00 | |
| Exec Assistant/Dep City Clerk | 1.00 | |
| Administrative Intern | 0.12 | |
| <u>ADMIN/FINANCE</u> | | 6.00 |
| Finance Director | 1.00 | |
| Financial Accountant | 1.00 | |
| Acct. Clerk | 3.00 | |
| Information Services Manager | 1.00 | |
| <u>PUBLIC WORKS/ENGINEERING</u> | | 14.85 |
| Public Works Director | 1.00 | |
| Asst PW Director | 1.00 | |
| Sr. Engineer | 1.00 | |
| Sr. AA | 1.00 | |
| Field Engineer/E1 | 1.00 | |
| Engineer Tech | 1.00 | |
| PW Sup/Maint Sup | 1.00 | |
| Maint. Wkr III | 2.00 | |
| Maint. Wkr II | 2.00 | |
| Maint. Wkr I | 2.00 | |
| Laborer II (Non-Reg, SW) | 0.35 | |
| Laborer II (Non-Reg, Streets) | 0.35 | |
| Laborer II (Non-Reg, Parks) | 1.15 | |
| <u>DEVELOPMENT SERVICES</u> | | 8.00 |
| Develop Svcs Dir | 1.00 | |
| Sr Planner | 1.00 | |
| Planner | 1.00 | |
| Assoc. Planner | 1.00 | |
| Sr AA | 1.00 | |
| Building Inspector II | 1.00 | |
| Permit Coordinator | 1.00 | |
| Permit Tech II | 1.00 | |
| <u>POLICE</u> | | 1.00 |
| Police Clerk | 1.00 | |
| <u>TOTAL CITY STAFFING</u> | | 34.97 |

ATTACHMENT B
Ordinance No. 599
Pay Ranges for Non-Represented Regular Employees
Effective Date: January 1, 2015

| Assigned Pay Range (1) | Position Title |
|------------------------|---|
| 20 | Permit Technician II Police Clerk |
| 25 | Administrative Assistant, Senior Accounting Clerk Engineering Technician |
| 35 | Permit Coordinator |
| 37 | Executive Assistant/Deputy City Clerk |
| 44 | Building Inspector II Planner Associate Planner |
| 50 | Financial Accountant Engineer I/Field Engineer Information Services Manager Management Analyst |
| 56 | Maintenance Supervisor |
| 63 | City Clerk Engineer, Senior Planner, Senior |
| 75 | Assistant Public Works Director Assistant to the City Manager |
| 100 | Director, Finance Director, Development Services Director, Public Works |
| CM 1 | City Manager(2) |

- (1) Refer to Salary Schedule – Attachment B-1
(2) Refer to Employment Contract for specific benefits.

ATTACHMENT B
Ordinance No. 599

Salaries, Wages, and Benefits for Non-Represented Employees
BENEFITS EFFECTIVE JANUARY 1, 2015 FOR ALL ELIGIBLE REGULAR EMPLOYEES

1. Health Benefits

1.1 Medical and Dental Insurance

The City will contribute up to the following amounts towards monthly premiums for AWC Health First or AWC Group Health Plan 2 medical insurance plans and AWC Delta Dental of Washington or AWC Willamette Dental Service dental insurance plans for all regular employees:

- Employee Only: \$719.90
- Employee plus Spouse: \$1,437.53
- Employee plus Spouse and one dependent: \$1,825.26
- Employee plus Spouse and two or more dependents: \$2,096.63
- Employee and one dependent: \$1,095.50
- Employee and two or more dependents: \$1,426.51

Regular Employees may use any unused portion of the City's contribution towards the employee's out-of-pocket costs for other medical or dental monthly premiums.

1.2 High Deductible Medical Coverage Option

In addition to other medical coverage plans offered by the City, eligible employees may voluntarily opt to participate in the High Deductible Health Plan (HDHP) offered through AWC Regence. The City will contribute up to the following amounts for HDHP participants:

| Coverage Class | Monthly Premium Contribution | Monthly HSA Contribution | Total Monthly Contribution |
|-------------------------------|------------------------------|--------------------------|----------------------------|
| Employee Only | \$355.47 | \$155.75 | \$511.22 |
| Employee & Spouse | \$715.32 | \$310.89 | \$1,026.21 |
| Employee, Spouse, Child | \$895.76 | \$384.72 | \$1,280.48 |
| Employee, Spouse, 2+ Children | \$1,043.50 | \$446.54 | \$1,490.04 |
| Employee, Child | \$535.90 | \$229.58 | \$765.48 |
| Employee, 2+ Children | \$683.85 | \$291.40 | \$975.25 |

The above amounts exclude City contributions for Dental and Vision coverage plans. For employees participating in the HDHP, the City shall contribute towards Dental and Vision coverage plans, the same amounts it contributes for employees who do not participate in the HDHP.

1.3 Vision Insurance

The City will contribute up to the following amounts towards monthly premiums for AWC Vision Service Plan \$10 Deductible Plan for all regular employees:

- Employee Only: \$9.82
- Employee + 1: \$19.64
- Employee + 2: \$29.46

1.4 AWC Employee Assistance Plan - Paid by City for all employees.

2. EMPLOYEE LEAVE TIME

2.1 Vacation Leave - Each regular full-time employee is entitled to accrue vacation leave as follows:

| Length of Service | Hours of Leave per Calendar Month of Service | Annual Leave in Days per Year of Service |
|---|---|---|
| 0-12 th month | 6.67 hours | 10 |
| 13 th -48 th month | 8.67 hours | 13 |
| 49 th -84 th month | 10 hours | 15 |
| 85 th -132 nd month | 12 hours | 18 |
| 133 rd + months | 16 hours | 24 |

2.2 Sick Leave - All regular full-time employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment.

2.3 Bereavement Leave - Employees may be granted up to three (3) paid working days of bereavement leave per calendar year due to the death of an immediate family member. An employee may request to use additional paid time-off from accrued leave balances to deal with the death of an immediate family member subject to the approval of the Department Director and City Manager. Immediate family members include the employee's spouse, child, parent, brother and sister, mother-in-law and father-in-law, son-in-law and daughter-in-law, aunt and uncle, grandparents, grandchildren, or step-relatives in one of these relationships.

2.4 Holidays - Regular employees shall receive 11 holidays per calendar year as follows:

1. New Years Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. One Floating Holiday

2.5 Exempt Employee Personal Leave - In addition to all other authorized leaves, the City Manager may grant up to 40 hours per year of paid Exempt Employee Leave to each exempt employee. Such grants of leave will be based upon extraordinary time, effort, and commitment of the employee in the performance of their job as determined in the sole discretion of the City Manager. The City Manager may grant between 0-40 hours per year to each qualifying exempt employee. All Personal Leave time must be used within the calendar year it is granted and may not be carried-over to future periods.

3. MUNICIPAL EMPLOYEES BENEFIT TRUST (MEBT)

In-lieu of Social Security coverage, the City provides contributions to the MEBT. Eligibility and participation in MEBT shall be in accordance with the City of Woodinville Employees' Retirement Benefit Plan and Restated Agreement, adopted January 1, 2013; or its successor agreements.

4. MISCELLANEOUS BENEFITS

4.1 Required Items

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, etc.

4.2 ICMA 457 Deferred Compensation Plan/ICMA Roth 457 Plan – the City will make available a 457 Deferred Compensation Plan/Roth 457 Plan that allows employees to make voluntary contributions to tax-deferred retirement accounts through direct payroll deductions.

4.3 Term Life Insurance – \$10,000 of coverage paid by City.

4.4 Coffee and Tea - The City shall furnish coffee, tea, and other hot water based drinks that are traditionally offered in office/business settings, to employees as a benefit of employment.

4.5 Flu Immunization – Available without cost to City employees, regular full time and part time, who work at least 20 hours per week, provided that the immunization shall only be available without cost to the employee on the day, place and time set forth through the Wellness Program at City Hall, and subject to the availability of flu vaccine.

4.6 Computer - The City shall furnish a computer for staff for non City business use during lunch or rest periods. Procedures and policies for use of the computer will be established in an Administrative Policy. The computer and use of the computer shall be considered a benefit of employment.

4.7 Proration of Benefits – For Regular Employees scheduled to work less than full-time (40 hours per week), their benefits shall be prorated based upon the time they are regularly scheduled to work in relation to the full-time workweek. For example, a Regular Employee who is regularly scheduled to work 20 hours per week, would be eligible for ½ of the benefits provided to full-time regular employees.

4.8 Automobile and Technology Allowance

The City will provide a monthly allowance in-lieu of mileage reimbursement and use of city-owned vehicles and equipment, including but not limited to: vehicles, cellular telephones and take home computers.

City Manager: \$200 per month

Department Heads as determined by the City Manager: \$100 per month

SALARY SCHEDULE FOR NON-REPRESENTED REGULAR EMPLOYEES

Effective 1/1/2015

| MONTHLY PAY | | | | | | | |
|-------------|----------|----------|----------|----------|----------|----------|-------|
| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
| 1 | \$ 3,271 | \$ 3,435 | \$ 3,606 | \$ 3,786 | \$ 3,976 | \$ 4,174 | 1 |
| 2 | \$ 3,304 | \$ 3,470 | \$ 3,644 | \$ 3,826 | \$ 4,017 | \$ 4,218 | 2 |
| 3 | \$ 3,338 | \$ 3,504 | \$ 3,679 | \$ 3,863 | \$ 4,056 | \$ 4,259 | 3 |
| 4 | \$ 3,371 | \$ 3,539 | \$ 3,716 | \$ 3,902 | \$ 4,098 | \$ 4,303 | 4 |
| 5 | \$ 3,405 | \$ 3,575 | \$ 3,754 | \$ 3,943 | \$ 4,140 | \$ 4,347 | 5 |
| 6 | \$ 3,439 | \$ 3,611 | \$ 3,792 | \$ 3,981 | \$ 4,179 | \$ 4,388 | 6 |
| 7 | \$ 3,473 | \$ 3,647 | \$ 3,829 | \$ 4,020 | \$ 4,221 | \$ 4,432 | 7 |
| 8 | \$ 3,508 | \$ 3,684 | \$ 3,868 | \$ 4,062 | \$ 4,264 | \$ 4,477 | 8 |
| 9 | \$ 3,543 | \$ 3,720 | \$ 3,906 | \$ 4,102 | \$ 4,307 | \$ 4,522 | 9 |
| 10 | \$ 3,579 | \$ 3,757 | \$ 3,946 | \$ 4,143 | \$ 4,350 | \$ 4,567 | 10 |
| 11 | \$ 3,615 | \$ 3,796 | \$ 3,986 | \$ 4,186 | \$ 4,395 | \$ 4,614 | 11 |
| 12 | \$ 3,651 | \$ 3,834 | \$ 4,025 | \$ 4,227 | \$ 4,438 | \$ 4,660 | 12 |
| 13 | \$ 3,687 | \$ 3,871 | \$ 4,065 | \$ 4,268 | \$ 4,481 | \$ 4,706 | 13 |
| 14 | \$ 3,724 | \$ 3,911 | \$ 4,106 | \$ 4,312 | \$ 4,527 | \$ 4,753 | 14 |
| 15 | \$ 3,762 | \$ 3,950 | \$ 4,147 | \$ 4,355 | \$ 4,574 | \$ 4,802 | 15 |
| 16 | \$ 3,799 | \$ 3,989 | \$ 4,189 | \$ 4,399 | \$ 4,619 | \$ 4,850 | 16 |
| 17 | \$ 3,837 | \$ 4,029 | \$ 4,231 | \$ 4,443 | \$ 4,666 | \$ 4,899 | 17 |
| 18 | \$ 3,875 | \$ 4,069 | \$ 4,273 | \$ 4,487 | \$ 4,711 | \$ 4,947 | 18 |
| 19 | \$ 3,914 | \$ 4,109 | \$ 4,315 | \$ 4,531 | \$ 4,758 | \$ 4,995 | 19 |
| 20 | \$ 3,953 | \$ 4,151 | \$ 4,358 | \$ 4,577 | \$ 4,805 | \$ 5,045 | 20 |
| 21 | \$ 3,992 | \$ 4,192 | \$ 4,402 | \$ 4,622 | \$ 4,853 | \$ 5,096 | 21 |
| 22 | \$ 4,033 | \$ 4,234 | \$ 4,446 | \$ 4,669 | \$ 4,902 | \$ 5,148 | 22 |
| 23 | \$ 4,073 | \$ 4,277 | \$ 4,491 | \$ 4,715 | \$ 4,951 | \$ 5,198 | 23 |
| 24 | \$ 4,113 | \$ 4,319 | \$ 4,535 | \$ 4,762 | \$ 5,000 | \$ 5,250 | 24 |
| 25 | \$ 4,155 | \$ 4,363 | \$ 4,581 | \$ 4,809 | \$ 5,050 | \$ 5,303 | 25 |
| 26 | \$ 4,196 | \$ 4,406 | \$ 4,626 | \$ 4,858 | \$ 5,101 | \$ 5,356 | 26 |
| 27 | \$ 4,238 | \$ 4,450 | \$ 4,673 | \$ 4,907 | \$ 5,152 | \$ 5,409 | 27 |
| 28 | \$ 4,281 | \$ 4,495 | \$ 4,719 | \$ 4,955 | \$ 5,203 | \$ 5,464 | 28 |
| 29 | \$ 4,323 | \$ 4,539 | \$ 4,766 | \$ 5,004 | \$ 5,254 | \$ 5,517 | 29 |
| 30 | \$ 4,367 | \$ 4,585 | \$ 4,814 | \$ 5,055 | \$ 5,308 | \$ 5,574 | 30 |
| 31 | \$ 4,410 | \$ 4,630 | \$ 4,862 | \$ 5,105 | \$ 5,361 | \$ 5,628 | 31 |
| 32 | \$ 4,455 | \$ 4,677 | \$ 4,911 | \$ 5,156 | \$ 5,413 | \$ 5,684 | 32 |
| 33 | \$ 4,499 | \$ 4,725 | \$ 4,960 | \$ 5,209 | \$ 5,469 | \$ 5,742 | 33 |
| 34 | \$ 4,545 | \$ 4,772 | \$ 5,011 | \$ 5,261 | \$ 5,524 | \$ 5,800 | 34 |
| 35 | \$ 4,590 | \$ 4,820 | \$ 5,061 | \$ 5,314 | \$ 5,580 | \$ 5,859 | 35 |
| 36 | \$ 4,636 | \$ 4,867 | \$ 5,110 | \$ 5,366 | \$ 5,634 | \$ 5,915 | 36 |
| 37 | \$ 4,682 | \$ 4,916 | \$ 5,162 | \$ 5,421 | \$ 5,692 | \$ 5,976 | 37 |
| 38 | \$ 4,729 | \$ 4,966 | \$ 5,214 | \$ 5,474 | \$ 5,748 | \$ 6,036 | 38 |
| 39 | \$ 4,776 | \$ 5,015 | \$ 5,265 | \$ 5,529 | \$ 5,805 | \$ 6,096 | 39 |
| 40 | \$ 4,824 | \$ 5,065 | \$ 5,318 | \$ 5,584 | \$ 5,863 | \$ 6,156 | 40 |
| 41 | \$ 4,872 | \$ 5,117 | \$ 5,372 | \$ 5,641 | \$ 5,923 | \$ 6,219 | 41 |
| 42 | \$ 4,921 | \$ 5,167 | \$ 5,426 | \$ 5,697 | \$ 5,981 | \$ 6,280 | 42 |
| 43 | \$ 4,971 | \$ 5,219 | \$ 5,480 | \$ 5,754 | \$ 6,041 | \$ 6,343 | 43 |

City of Woodinville, Washington

SALARY SCHEDULE FOR NON-REPRESENTED REGULAR EMPLOYEES

Effective 1/1/2015

| MONTHLY PAY | | | | | | | |
|-------------|----------|----------|----------|----------|----------|----------|-------|
| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
| 44 | \$ 5,020 | \$ 5,272 | \$ 5,535 | \$ 5,813 | \$ 6,103 | \$ 6,408 | 44 |
| 45 | \$ 5,071 | \$ 5,324 | \$ 5,590 | \$ 5,869 | \$ 6,163 | \$ 6,471 | 45 |
| 46 | \$ 5,122 | \$ 5,378 | \$ 5,647 | \$ 5,929 | \$ 6,226 | \$ 6,538 | 46 |
| 47 | \$ 5,173 | \$ 5,432 | \$ 5,704 | \$ 5,989 | \$ 6,289 | \$ 6,604 | 47 |
| 48 | \$ 5,225 | \$ 5,487 | \$ 5,761 | \$ 6,049 | \$ 6,351 | \$ 6,669 | 48 |
| 49 | \$ 5,278 | \$ 5,542 | \$ 5,819 | \$ 6,109 | \$ 6,415 | \$ 6,735 | 49 |
| 50 | \$ 5,331 | \$ 5,597 | \$ 5,878 | \$ 6,171 | \$ 6,480 | \$ 6,803 | 50 |
| 51 | \$ 5,384 | \$ 5,653 | \$ 5,936 | \$ 6,232 | \$ 6,544 | \$ 6,871 | 51 |
| 52 | \$ 5,438 | \$ 5,710 | \$ 5,996 | \$ 6,296 | \$ 6,610 | \$ 6,941 | 52 |
| 53 | \$ 5,493 | \$ 5,768 | \$ 6,057 | \$ 6,360 | \$ 6,677 | \$ 7,011 | 53 |
| 54 | \$ 5,548 | \$ 5,825 | \$ 6,117 | \$ 6,423 | \$ 6,744 | \$ 7,082 | 54 |
| 55 | \$ 5,604 | \$ 5,884 | \$ 6,178 | \$ 6,487 | \$ 6,812 | \$ 7,152 | 55 |
| 56 | \$ 5,659 | \$ 5,943 | \$ 6,240 | \$ 6,552 | \$ 6,880 | \$ 7,224 | 56 |
| 57 | \$ 5,716 | \$ 6,002 | \$ 6,302 | \$ 6,617 | \$ 6,948 | \$ 7,296 | 57 |
| 58 | \$ 5,773 | \$ 6,062 | \$ 6,365 | \$ 6,683 | \$ 7,017 | \$ 7,368 | 58 |
| 59 | \$ 5,831 | \$ 6,123 | \$ 6,429 | \$ 6,751 | \$ 7,088 | \$ 7,443 | 59 |
| 60 | \$ 5,889 | \$ 6,184 | \$ 6,493 | \$ 6,818 | \$ 7,159 | \$ 7,517 | 60 |
| 61 | \$ 5,948 | \$ 6,246 | \$ 6,558 | \$ 6,886 | \$ 7,231 | \$ 7,593 | 61 |
| 62 | \$ 6,008 | \$ 6,308 | \$ 6,623 | \$ 6,954 | \$ 7,302 | \$ 7,667 | 62 |
| 63 | \$ 6,068 | \$ 6,371 | \$ 6,690 | \$ 7,024 | \$ 7,375 | \$ 7,745 | 63 |
| 64 | \$ 6,129 | \$ 6,435 | \$ 6,757 | \$ 7,095 | \$ 7,450 | \$ 7,822 | 64 |
| 65 | \$ 6,190 | \$ 6,499 | \$ 6,824 | \$ 7,165 | \$ 7,523 | \$ 7,900 | 65 |
| 66 | \$ 6,252 | \$ 6,564 | \$ 6,892 | \$ 7,237 | \$ 7,599 | \$ 7,978 | 66 |
| 67 | \$ 6,314 | \$ 6,630 | \$ 6,962 | \$ 7,310 | \$ 7,675 | \$ 8,059 | 67 |
| 68 | \$ 6,377 | \$ 6,696 | \$ 7,031 | \$ 7,383 | \$ 7,752 | \$ 8,140 | 68 |
| 69 | \$ 6,441 | \$ 6,763 | \$ 7,101 | \$ 7,456 | \$ 7,828 | \$ 8,219 | 69 |
| 70 | \$ 6,506 | \$ 6,831 | \$ 7,173 | \$ 7,532 | \$ 7,908 | \$ 8,303 | 70 |
| 71 | \$ 6,571 | \$ 6,900 | \$ 7,245 | \$ 7,607 | \$ 7,988 | \$ 8,387 | 71 |
| 72 | \$ 6,637 | \$ 6,969 | \$ 7,317 | \$ 7,684 | \$ 8,067 | \$ 8,471 | 72 |
| 73 | \$ 6,703 | \$ 7,038 | \$ 7,390 | \$ 7,759 | \$ 8,147 | \$ 8,554 | 73 |
| 74 | \$ 6,770 | \$ 7,108 | \$ 7,464 | \$ 7,838 | \$ 8,230 | \$ 8,641 | 74 |
| 75 | \$ 6,838 | \$ 7,180 | \$ 7,539 | \$ 7,915 | \$ 8,311 | \$ 8,727 | 75 |
| 76 | \$ 6,906 | \$ 7,251 | \$ 7,614 | \$ 7,995 | \$ 8,395 | \$ 8,815 | 76 |
| 77 | \$ 6,975 | \$ 7,324 | \$ 7,690 | \$ 8,074 | \$ 8,478 | \$ 8,902 | 77 |
| 78 | \$ 7,044 | \$ 7,397 | \$ 7,767 | \$ 8,156 | \$ 8,564 | \$ 8,992 | 78 |
| 79 | \$ 7,115 | \$ 7,470 | \$ 7,844 | \$ 8,236 | \$ 8,647 | \$ 9,080 | 79 |
| 80 | \$ 7,186 | \$ 7,545 | \$ 7,922 | \$ 8,319 | \$ 8,734 | \$ 9,171 | 80 |
| 81 | \$ 7,257 | \$ 7,620 | \$ 8,001 | \$ 8,401 | \$ 8,821 | \$ 9,262 | 81 |
| 82 | \$ 7,330 | \$ 7,696 | \$ 8,081 | \$ 8,485 | \$ 8,909 | \$ 9,355 | 82 |
| 83 | \$ 7,403 | \$ 7,774 | \$ 8,162 | \$ 8,571 | \$ 8,999 | \$ 9,449 | 83 |
| 84 | \$ 7,478 | \$ 7,852 | \$ 8,245 | \$ 8,658 | \$ 9,091 | \$ 9,546 | 84 |
| 85 | \$ 7,552 | \$ 7,930 | \$ 8,326 | \$ 8,743 | \$ 9,180 | \$ 9,639 | 85 |
| 86 | \$ 7,628 | \$ 8,009 | \$ 8,410 | \$ 8,831 | \$ 9,272 | \$ 9,736 | 86 |

City of Woodinville, Washington

SALARY SCHEDULE FOR NON-REPRESENTED REGULAR EMPLOYEES

Effective 1/1/2015

| MONTHLY PAY | | | | | | | |
|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
| 87 | \$ 7,704 | \$ 8,089 | \$ 8,493 | \$ 8,918 | \$ 9,364 | \$ 9,833 | 87 |
| 88 | \$ 7,781 | \$ 8,170 | \$ 8,578 | \$ 9,007 | \$ 9,457 | \$ 9,930 | 88 |
| 89 | \$ 7,858 | \$ 8,251 | \$ 8,664 | \$ 9,097 | \$ 9,552 | \$ 10,030 | 89 |
| 90 | \$ 7,937 | \$ 8,334 | \$ 8,751 | \$ 9,188 | \$ 9,648 | \$ 10,130 | 90 |
| 91 | \$ 8,017 | \$ 8,418 | \$ 8,839 | \$ 9,280 | \$ 9,745 | \$ 10,232 | 91 |
| 92 | \$ 8,097 | \$ 8,502 | \$ 8,927 | \$ 9,374 | \$ 9,842 | \$ 10,334 | 92 |
| 93 | \$ 8,178 | \$ 8,586 | \$ 9,016 | \$ 9,467 | \$ 9,940 | \$ 10,438 | 93 |
| 94 | \$ 8,260 | \$ 8,672 | \$ 9,106 | \$ 9,561 | \$ 10,039 | \$ 10,540 | 94 |
| 95 | \$ 8,342 | \$ 8,759 | \$ 9,197 | \$ 9,657 | \$ 10,140 | \$ 10,647 | 95 |
| 96 | \$ 8,426 | \$ 8,847 | \$ 9,290 | \$ 9,754 | \$ 10,242 | \$ 10,754 | 96 |
| 97 | \$ 8,510 | \$ 8,935 | \$ 9,382 | \$ 9,851 | \$ 10,344 | \$ 10,861 | 97 |
| 98 | \$ 8,595 | \$ 9,025 | \$ 9,476 | \$ 9,950 | \$ 10,447 | \$ 10,969 | 98 |
| 99 | \$ 8,681 | \$ 9,115 | \$ 9,571 | \$ 10,050 | \$ 10,553 | \$ 11,080 | 99 |
| 100 | \$ 8,767 | \$ 9,206 | \$ 9,666 | \$ 10,149 | \$ 10,657 | \$ 11,190 | 100 |
| 101 | \$ 8,855 | \$ 9,298 | \$ 9,763 | \$ 10,252 | \$ 10,765 | \$ 11,302 | 101 |
| 102 | \$ 8,944 | \$ 9,391 | \$ 9,861 | \$ 10,354 | \$ 10,872 | \$ 11,416 | 102 |
| 103 | \$ 9,033 | \$ 9,485 | \$ 9,960 | \$ 10,458 | \$ 10,982 | \$ 11,531 | 103 |
| 104 | \$ 9,123 | \$ 9,579 | \$ 10,058 | \$ 10,561 | \$ 11,089 | \$ 11,644 | 104 |
| 105 | \$ 9,214 | \$ 9,675 | \$ 10,159 | \$ 10,666 | \$ 11,200 | \$ 11,760 | 105 |
| 106 | \$ 9,306 | \$ 9,772 | \$ 10,260 | \$ 10,773 | \$ 11,312 | \$ 11,877 | 106 |
| 107 | \$ 9,399 | \$ 9,869 | \$ 10,362 | \$ 10,880 | \$ 11,424 | \$ 11,995 | 107 |
| 108 | \$ 9,494 | \$ 9,968 | \$ 10,467 | \$ 10,990 | \$ 11,539 | \$ 12,116 | 108 |
| 109 | \$ 9,589 | \$ 10,069 | \$ 10,572 | \$ 11,101 | \$ 11,656 | \$ 12,239 | 109 |
| 110 | \$ 9,685 | \$ 10,169 | \$ 10,678 | \$ 11,211 | \$ 11,772 | \$ 12,360 | 110 |
| 111 | \$ 9,782 | \$ 10,271 | \$ 10,785 | \$ 11,324 | \$ 11,890 | \$ 12,485 | 111 |
| 112 | \$ 9,880 | \$ 10,375 | \$ 10,894 | \$ 11,439 | \$ 12,011 | \$ 12,612 | 112 |
| 113 | \$ 9,980 | \$ 10,478 | \$ 11,003 | \$ 11,553 | \$ 12,131 | \$ 12,737 | 113 |
| 114 | \$ 10,079 | \$ 10,583 | \$ 11,112 | \$ 11,668 | \$ 12,251 | \$ 12,863 | 114 |
| 115 | \$ 10,179 | \$ 10,688 | \$ 11,223 | \$ 11,784 | \$ 12,374 | \$ 12,992 | 115 |
| 116 | \$ 10,281 | \$ 10,795 | \$ 11,334 | \$ 11,901 | \$ 12,496 | \$ 13,121 | 116 |
| 117 | \$ 10,383 | \$ 10,902 | \$ 11,447 | \$ 12,019 | \$ 12,620 | \$ 13,251 | 117 |
| 118 | \$ 10,486 | \$ 11,011 | \$ 11,561 | \$ 12,139 | \$ 12,746 | \$ 13,383 | 118 |
| 119 | \$ 10,591 | \$ 11,120 | \$ 11,677 | \$ 12,261 | \$ 12,875 | \$ 13,518 | 119 |
| 120 | \$ 10,696 | \$ 11,231 | \$ 11,793 | \$ 12,382 | \$ 13,002 | \$ 13,652 | 120 |
| 121 | \$ 10,803 | \$ 11,343 | \$ 11,910 | \$ 12,505 | \$ 13,131 | \$ 13,788 | 121 |
| 122 | \$ 10,910 | \$ 11,456 | \$ 12,028 | \$ 12,630 | \$ 13,262 | \$ 13,925 | 122 |
| 123 | \$ 11,019 | \$ 11,570 | \$ 12,148 | \$ 12,756 | \$ 13,394 | \$ 14,064 | 123 |
| 124 | \$ 11,130 | \$ 11,686 | \$ 12,271 | \$ 12,884 | \$ 13,528 | \$ 14,205 | 124 |
| 125 | \$ 11,241 | \$ 11,803 | \$ 12,393 | \$ 13,013 | \$ 13,664 | \$ 14,347 | 125 |
| CM1 | \$ 12,553 | | | | | | |

ATTACHMENT C
Ordinance No. 599
Pay Ranges for Non-Regular Employees
Effective Date: January 1, 2015

| Assigned Pay Range | Position Title |
|--------------------|---|
| 1 | Laborer 1 |
| 11 | Laborer 2 |
| 34 | Office Assistant 1 |
| 54 | Office Assistant 2 Management Intern |

Salaries, Wages, and Benefits for Non-Regular Employees
BENEFITS EFFECTIVE JANUARY 1, 2015 FOR ALL ELIGIBLE NON-REGULAR EMPLOYEES

1. Non-Regular Employee

A temporary worker, seasonal worker, or intern.

2. Required Items

Non-regular employees are at-will employees and are not eligible for paid leave, paid holidays, health or life insurance coverage or any other parts of the employee benefit package, except to the extent that may be required by State or Federal law.

The City and employee shall pay for all required coverages, insurances, etc. in accordance with applicable federal and state laws, including but not limited to: Medicare, Unemployment, Workers Compensation, etc.

City of Woodinville, Washington

SALARY SCHEDULE FOR NON-REGULAR EMPLOYEES

Effective 1/1/2015

| HOURLY PAY | | | | | | | |
|------------|---------|---------|---------|---------|---------|---------|-------|
| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
| 1 | \$9.47 | \$9.94 | \$10.44 | \$10.96 | \$11.51 | \$12.09 | 1 |
| 2 | \$9.56 | \$10.04 | \$10.55 | \$11.07 | \$11.63 | \$12.21 | 2 |
| 3 | \$9.66 | \$10.14 | \$10.65 | \$11.18 | \$11.74 | \$12.33 | 3 |
| 4 | \$9.76 | \$10.24 | \$10.76 | \$11.29 | \$11.86 | \$12.45 | 4 |
| 5 | \$9.85 | \$10.35 | \$10.86 | \$11.41 | \$11.98 | \$12.58 | 5 |
| 6 | \$9.95 | \$10.45 | \$10.97 | \$11.52 | \$12.10 | \$12.70 | 6 |
| 7 | \$10.05 | \$10.56 | \$11.08 | \$11.64 | \$12.22 | \$12.83 | 7 |
| 8 | \$10.15 | \$10.66 | \$11.19 | \$11.75 | \$12.34 | \$12.96 | 8 |
| 9 | \$10.25 | \$10.77 | \$11.31 | \$11.87 | \$12.46 | \$13.09 | 9 |
| 10 | \$10.36 | \$10.88 | \$11.42 | \$11.99 | \$12.59 | \$13.22 | 10 |
| 11 | \$10.46 | \$10.98 | \$11.53 | \$12.11 | \$12.72 | \$13.35 | 11 |
| 12 | \$10.57 | \$11.09 | \$11.65 | \$12.23 | \$12.84 | \$13.48 | 12 |
| 13 | \$10.67 | \$11.20 | \$11.76 | \$12.35 | \$12.97 | \$13.62 | 13 |
| 14 | \$10.78 | \$11.32 | \$11.88 | \$12.48 | \$13.10 | \$13.76 | 14 |
| 15 | \$10.89 | \$11.43 | \$12.00 | \$12.60 | \$13.23 | \$13.89 | 15 |
| 16 | \$10.99 | \$11.54 | \$12.12 | \$12.73 | \$13.36 | \$14.03 | 16 |
| 17 | \$11.10 | \$11.66 | \$12.24 | \$12.85 | \$13.50 | \$14.17 | 17 |
| 18 | \$11.22 | \$11.78 | \$12.36 | \$12.98 | \$13.63 | \$14.31 | 18 |
| 19 | \$11.33 | \$11.89 | \$12.49 | \$13.11 | \$13.77 | \$14.46 | 19 |
| 20 | \$11.44 | \$12.01 | \$12.61 | \$13.24 | \$13.91 | \$14.60 | 20 |
| 21 | \$11.56 | \$12.13 | \$12.74 | \$13.38 | \$14.05 | \$14.75 | 21 |
| 22 | \$11.67 | \$12.25 | \$12.87 | \$13.51 | \$14.19 | \$14.90 | 22 |
| 23 | \$11.79 | \$12.38 | \$13.00 | \$13.65 | \$14.33 | \$15.04 | 23 |
| 24 | \$11.91 | \$12.50 | \$13.13 | \$13.78 | \$14.47 | \$15.19 | 24 |
| 25 | \$12.02 | \$12.63 | \$13.26 | \$13.92 | \$14.62 | \$15.35 | 25 |
| 26 | \$12.14 | \$12.75 | \$13.39 | \$14.06 | \$14.76 | \$15.50 | 26 |
| 27 | \$12.27 | \$12.88 | \$13.52 | \$14.20 | \$14.91 | \$15.65 | 27 |
| 28 | \$12.39 | \$13.01 | \$13.66 | \$14.34 | \$15.06 | \$15.81 | 28 |
| 29 | \$12.51 | \$13.14 | \$13.80 | \$14.48 | \$15.21 | \$15.97 | 29 |
| 30 | \$12.64 | \$13.27 | \$13.93 | \$14.63 | \$15.36 | \$16.13 | 30 |
| 31 | \$12.76 | \$13.40 | \$14.07 | \$14.78 | \$15.51 | \$16.29 | 31 |
| 32 | \$12.89 | \$13.54 | \$14.21 | \$14.92 | \$15.67 | \$16.45 | 32 |
| 33 | \$13.02 | \$13.67 | \$14.36 | \$15.07 | \$15.83 | \$16.62 | 33 |
| 34 | \$13.15 | \$13.81 | \$14.50 | \$15.22 | \$15.98 | \$16.78 | 34 |
| 35 | \$13.28 | \$13.95 | \$14.64 | \$15.38 | \$16.14 | \$16.95 | 35 |
| 36 | \$13.42 | \$14.09 | \$14.79 | \$15.53 | \$16.31 | \$17.12 | 36 |
| 37 | \$13.55 | \$14.23 | \$14.94 | \$15.69 | \$16.47 | \$17.29 | 37 |
| 38 | \$13.68 | \$14.37 | \$15.09 | \$15.84 | \$16.63 | \$17.47 | 38 |
| 39 | \$13.82 | \$14.51 | \$15.24 | \$16.00 | \$16.80 | \$17.64 | 39 |
| 40 | \$13.96 | \$14.66 | \$15.39 | \$16.16 | \$16.97 | \$17.82 | 40 |
| 41 | \$14.10 | \$14.80 | \$15.54 | \$16.32 | \$17.14 | \$17.99 | 41 |
| 42 | \$14.24 | \$14.95 | \$15.70 | \$16.49 | \$17.31 | \$18.17 | 42 |
| 43 | \$14.38 | \$15.10 | \$15.86 | \$16.65 | \$17.48 | \$18.36 | 43 |

City of Woodinville, Washington

SALARY SCHEDULE FOR NON-REGULAR EMPLOYEES

Effective 1/1/2015

HOURLY PAY

| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
|-------|---------|---------|---------|---------|---------|---------|-------|
| 44 | \$14.53 | \$15.25 | \$16.02 | \$16.82 | \$17.66 | \$18.54 | 44 |
| 45 | \$14.67 | \$15.41 | \$16.18 | \$16.98 | \$17.83 | \$18.73 | 45 |
| 46 | \$14.82 | \$15.56 | \$16.34 | \$17.15 | \$18.01 | \$18.91 | 46 |
| 47 | \$14.97 | \$15.72 | \$16.50 | \$17.33 | \$18.19 | \$19.10 | 47 |
| 48 | \$15.12 | \$15.87 | \$16.67 | \$17.50 | \$18.37 | \$19.29 | 48 |
| 49 | \$15.27 | \$16.03 | \$16.83 | \$17.67 | \$18.56 | \$19.49 | 49 |
| 50 | \$15.42 | \$16.19 | \$17.00 | \$17.85 | \$18.74 | \$19.68 | 50 |
| 51 | \$15.57 | \$16.35 | \$17.17 | \$18.03 | \$18.93 | \$19.88 | 51 |
| 52 | \$15.73 | \$16.52 | \$17.34 | \$18.21 | \$19.12 | \$20.08 | 52 |
| 53 | \$15.89 | \$16.68 | \$17.52 | \$18.39 | \$19.31 | \$20.28 | 53 |
| 54 | \$16.05 | \$16.85 | \$17.69 | \$18.58 | \$19.50 | \$20.48 | 54 |
| 55 | \$16.21 | \$17.02 | \$17.87 | \$18.76 | \$19.70 | \$20.68 | 55 |
| 56 | \$16.37 | \$17.19 | \$18.05 | \$18.95 | \$19.90 | \$20.89 | 56 |
| 57 | \$16.53 | \$17.36 | \$18.23 | \$19.14 | \$20.10 | \$21.10 | 57 |
| 58 | \$16.70 | \$17.53 | \$18.41 | \$19.33 | \$20.30 | \$21.31 | 58 |
| 59 | \$16.87 | \$17.71 | \$18.59 | \$19.52 | \$20.50 | \$21.52 | 59 |
| 60 | \$17.03 | \$17.89 | \$18.78 | \$19.72 | \$20.70 | \$21.74 | 60 |
| 61 | \$17.20 | \$18.06 | \$18.97 | \$19.92 | \$20.91 | \$21.96 | 61 |
| 62 | \$17.38 | \$18.24 | \$19.16 | \$20.12 | \$21.12 | \$22.18 | 62 |
| 63 | \$17.55 | \$18.43 | \$19.35 | \$20.32 | \$21.33 | \$22.40 | 63 |
| 64 | \$17.73 | \$18.61 | \$19.54 | \$20.52 | \$21.55 | \$22.62 | 64 |
| 65 | \$17.90 | \$18.80 | \$19.74 | \$20.72 | \$21.76 | \$22.85 | 65 |
| 66 | \$18.08 | \$18.99 | \$19.94 | \$20.93 | \$21.98 | \$23.08 | 66 |
| 70 | \$18.82 | \$19.76 | \$20.74 | \$21.78 | \$22.87 | \$24.01 | 70 |
| 71 | \$19.00 | \$19.95 | \$20.95 | \$22.00 | \$23.10 | \$24.25 | 71 |
| 72 | \$19.19 | \$20.15 | \$21.16 | \$22.22 | \$23.33 | \$24.50 | 72 |
| 73 | \$19.39 | \$20.36 | \$21.37 | \$22.44 | \$23.56 | \$24.74 | 73 |
| 74 | \$19.58 | \$20.56 | \$21.59 | \$22.67 | \$23.80 | \$24.99 | 74 |
| 75 | \$19.78 | \$20.76 | \$21.80 | \$22.89 | \$24.04 | \$25.24 | 75 |
| 76 | \$19.97 | \$20.97 | \$22.02 | \$23.12 | \$24.28 | \$25.49 | 76 |
| 77 | \$20.17 | \$21.18 | \$22.24 | \$23.35 | \$24.52 | \$25.75 | 77 |
| 78 | \$20.37 | \$21.39 | \$22.46 | \$23.59 | \$24.77 | \$26.00 | 78 |
| 79 | \$20.58 | \$21.61 | \$22.69 | \$23.82 | \$25.01 | \$26.26 | 79 |
| 80 | \$20.78 | \$21.82 | \$22.91 | \$24.06 | \$25.26 | \$26.53 | 80 |
| 81 | \$20.99 | \$22.04 | \$23.14 | \$24.30 | \$25.52 | \$26.79 | 81 |
| 82 | \$21.20 | \$22.26 | \$23.38 | \$24.54 | \$25.77 | \$27.06 | 82 |
| 83 | \$21.41 | \$22.48 | \$23.61 | \$24.79 | \$26.03 | \$27.33 | 83 |
| 84 | \$21.63 | \$22.71 | \$23.85 | \$25.04 | \$26.29 | \$27.60 | 84 |
| 85 | \$21.84 | \$22.94 | \$24.08 | \$25.29 | \$26.55 | \$27.88 | 85 |
| 86 | \$22.06 | \$23.17 | \$24.32 | \$25.54 | \$26.82 | \$28.16 | 86 |
| 87 | \$22.28 | \$23.40 | \$24.57 | \$25.80 | \$27.09 | \$28.44 | 87 |
| 88 | \$22.51 | \$23.63 | \$24.81 | \$26.05 | \$27.36 | \$28.72 | 88 |
| 89 | \$22.73 | \$23.87 | \$25.06 | \$26.31 | \$27.63 | \$29.01 | 89 |

City of Woodinville, Washington

SALARY SCHEDULE FOR NON-REGULAR EMPLOYEES

Effective 1/1/2015

HOURLY PAY

| Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Range |
|-------|---------|---------|---------|---------|---------|---------|-------|
| 90 | \$22.96 | \$24.11 | \$25.31 | \$26.58 | \$27.91 | \$29.30 | 90 |
| 91 | \$23.19 | \$24.35 | \$25.57 | \$26.84 | \$28.19 | \$29.60 | 91 |
| 92 | \$23.42 | \$24.59 | \$25.82 | \$27.11 | \$28.47 | \$29.89 | 92 |
| 93 | \$23.65 | \$24.84 | \$26.08 | \$27.38 | \$28.75 | \$30.19 | 93 |
| 94 | \$23.89 | \$25.09 | \$26.34 | \$27.66 | \$29.04 | \$30.49 | 94 |
| 95 | \$24.13 | \$25.34 | \$26.60 | \$27.93 | \$29.33 | \$30.80 | 95 |
| 96 | \$24.37 | \$25.59 | \$26.87 | \$28.21 | \$29.62 | \$31.10 | 96 |
| 97 | \$24.62 | \$25.85 | \$27.14 | \$28.50 | \$29.92 | \$31.42 | 97 |
| 98 | \$24.86 | \$26.10 | \$27.41 | \$28.78 | \$30.22 | \$31.73 | 98 |
| 99 | \$25.11 | \$26.37 | \$27.68 | \$29.07 | \$30.52 | \$32.05 | 99 |
| 100 | \$25.36 | \$26.63 | \$27.96 | \$29.36 | \$30.83 | \$32.37 | 100 |
| 101 | \$25.61 | \$26.90 | \$28.24 | \$29.65 | \$31.13 | \$32.69 | 101 |
| 102 | \$25.87 | \$27.16 | \$28.52 | \$29.95 | \$31.45 | \$33.02 | 102 |
| 103 | \$26.13 | \$27.44 | \$28.81 | \$30.25 | \$31.76 | \$33.35 | 103 |
| 104 | \$26.39 | \$27.71 | \$29.10 | \$30.55 | \$32.08 | \$33.68 | 104 |
| 105 | \$26.65 | \$27.99 | \$29.39 | \$30.86 | \$32.40 | \$34.02 | 105 |
| 106 | \$26.92 | \$28.27 | \$29.68 | \$31.16 | \$32.72 | \$34.36 | 106 |
| 107 | \$27.19 | \$28.55 | \$29.98 | \$31.48 | \$33.05 | \$34.70 | 107 |
| 108 | \$27.46 | \$28.84 | \$30.28 | \$31.79 | \$33.38 | \$35.05 | 108 |
| 109 | \$27.74 | \$29.12 | \$30.58 | \$32.11 | \$33.71 | \$35.40 | 109 |
| 110 | \$28.01 | \$29.42 | \$30.89 | \$32.43 | \$34.05 | \$35.75 | 110 |
| 111 | \$28.29 | \$29.71 | \$31.19 | \$32.75 | \$34.39 | \$36.11 | 111 |
| 112 | \$28.58 | \$30.01 | \$31.51 | \$33.08 | \$34.74 | \$36.47 | 112 |
| 113 | \$28.86 | \$30.31 | \$31.82 | \$33.41 | \$35.08 | \$36.84 | 113 |
| 114 | \$29.15 | \$30.61 | \$32.14 | \$33.75 | \$35.43 | \$37.21 | 114 |
| 115 | \$29.44 | \$30.92 | \$32.46 | \$34.08 | \$35.79 | \$37.58 | 115 |
| 116 | \$29.74 | \$31.22 | \$32.79 | \$34.43 | \$36.15 | \$37.95 | 116 |
| 117 | \$30.04 | \$31.54 | \$33.11 | \$34.77 | \$36.51 | \$38.33 | 117 |
| 118 | \$30.34 | \$31.85 | \$33.44 | \$35.12 | \$36.87 | \$38.72 | 118 |
| 119 | \$30.64 | \$32.17 | \$33.78 | \$35.47 | \$37.24 | \$39.10 | 119 |
| 120 | \$30.95 | \$32.49 | \$34.12 | \$35.82 | \$37.61 | \$39.49 | 120 |
| 121 | \$31.25 | \$32.82 | \$34.46 | \$36.18 | \$37.99 | \$39.89 | 121 |
| 122 | \$31.57 | \$33.15 | \$34.80 | \$36.54 | \$38.37 | \$40.29 | 122 |
| 123 | \$31.88 | \$33.48 | \$35.15 | \$36.91 | \$38.75 | \$40.69 | 123 |
| 124 | \$32.20 | \$33.81 | \$35.50 | \$37.28 | \$39.14 | \$41.10 | 124 |
| 125 | \$32.52 | \$34.15 | \$35.86 | \$37.65 | \$39.53 | \$41.51 | 125 |

ATTACHMENT D
Ordinance No. 599
Classification Pay Range
Teamster-Represented Employees
Effective Date: January 1, 2015

| Assigned Pay Range | Min Step 1 | Max Step 6 | Position Title |
|--------------------|------------|------------|------------------------|
| B | 3,669 | 4,768 | Maintenance Worker I |
| D | 4,065 | 5,282 | Maintenance Worker II |
| E | 4,279 | 5,563 | Maintenance Worker III |

1.1 Health and Welfare Benefits

The City will contribute up to the following amounts towards monthly premiums for medical and dental insurance for all Teamsters-represented employees:

| | |
|---|-------------------|
| "Plan A" Medical Coverage: | \$1,293.90 |
| Domestic Partner Medical Coverage: | \$14.00 |
| "Plan A" Employee Time Loss (\$400/week): | \$16.00 |
| 9-month Waiver of Premium: | \$11.40 |
| "Plan A" Employee Life/AD&D/Dependent Life: | \$8.60 |
| "Plan A" Dental Coverage: | \$130.50 |
| Domestic Partner Dental Coverage: | \$2.20 |
| "Extended Benefits" Vision Coverage: | \$14.90 |
| Domestic Partner Vision Coverage: | \$.20 |
| TOTAL | \$1,491.70 |

Wages and benefits for this group shall be provided in accordance with the Collective Bargaining Agreement agreed and approved for this group which was adopted on January 8, 2013 and covers the period of January 1, 2013 through December 31, 2015. These conditions shall not be amended or modified except as allowed in that Agreement or until a successor agreement is approved and properly executed.