

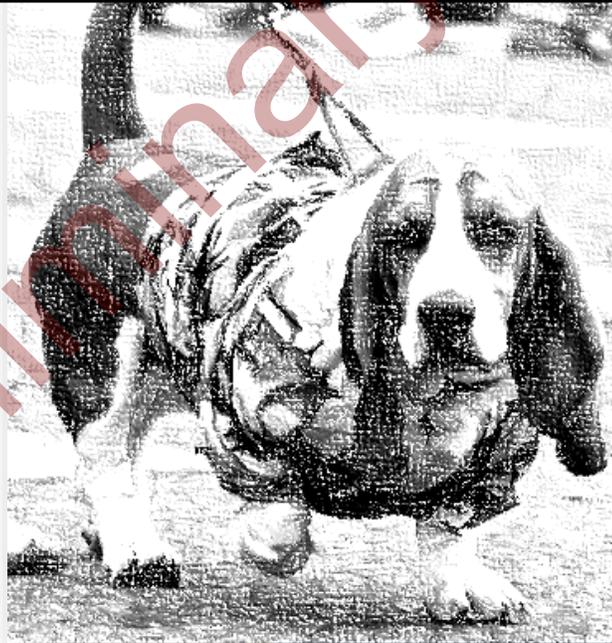
2017/2018

Preliminary

Biennial

Budget

CITY OF WOODINVILLE,
WASHINGTON



City of Woodinville

17301 133rd Avenue NE

Woodinville, WA 98072

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Preliminary



INTRODUCTORY SECTION

CITY MANAGER'S BUDGET MESSAGE

October 18, 2016

Honorable City Council:

It is my pleasure to present the 2017-2018 Budget.

This budget, at its core, reaffirms the commitment to continue on with the solid financial planning and decision making that has fostered such a strong, and arguably enviable, financial position for the City of Woodinville.

While this budget was prepared with a modest degree of optimism concerning issues like economic development and the regional economy, the continuation of a traditionally conservative approach is undeniable. For example, sales tax revenue from new development construction is 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. Woodinville's traditionally conservative budgeting approach is reflected in the guiding principles of this Budget's development:

1. To live within our existing revenue streams;
2. To use "one-time" monies generated by new development for one-time capital projects;
3. To make investments to help grow and diversify our tax base; and
4. To increase services in priority areas when needed and when sustainable funding is secured.

With these sound principles guiding its development, this Budget:

1. Implements specific actions furthering the top three Council-identified priorities for the City including creating a "Green" Woodinville, institutionalizing the vision for downtown, and addressing ever-present transportation challenges;
2. Provides a \$900,000 General Fund operating margin (operating revenues in excess of operating expenditures- a surplus of about \$510,000 in 2017 and about \$390,000 in 2018); after deducting one-time sales tax revenues from new development activity;
3. Strategically adds one Management Analyst position and one part-time Information Services Technician to respond to increased and expanded workloads;
4. Invests in technology to improve both customer service and productivity, and save money;
5. Constructs improvements to reduce congestion, improve safety, and support new development;
6. Completes a comprehensive review, rewrite, and simplification of our development codes; and
7. Increases Property Taxes by 0.953% in 2017 and 1% in 2018, which would cost a typical family \$5 per year;

ECONOMIC CONDITIONS

The local economy continues to show signs of improvement, specifically in terms of new construction activity, growing regional employment opportunities, and a high demand/low supply housing market that is pushing housing values significantly higher. This is similar to other jurisdictions in the immediate area. We anticipate new construction, valued at approximately \$87 million, to include at least 375 new housing units and noticeable new commercial space. Much of this growth has been on the radar for several years but is just now coming to fruition. Before relying too much on this developments impacts, we will need to confirm that these projects progress to construction as anticipated.

As noted in previous budget messages, 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 significantly 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 \$1.9 million over the two-year budget period.

BUDGET OVERVIEW

This two-year budget anticipates \$86.4 million in available sources and \$63.6 million in uses, leaving a reserve balance of \$22.8 million at the end of the 2-year budget period. This is an overall decrease in reserves of about \$5.4 million and primarily reflects the planned expenditure of accumulated funds for capital projects. The table below summarizes the 2017-2018 Budget and the net results from operations.

City of Woodinville, Washington

SOURCES AND USES OF FUNDS: 2017-2018 BUDGET

	Non-Restricted Funds	Restricted Operating Funds	Restricted Capital Funds	Restricted Debt Funds	Surface Water Fund	Total All Funds
SOURCES OF FUNDS						
Beginning Balance	\$16,961,307	\$4,797,497	\$6,102,464	\$1,653	\$500,768	\$28,363,689
Revenues	\$21,348,212	\$4,466,048	\$13,192,085	\$0	\$2,404,000	\$41,410,345
Other Sources/(Uses)	\$1,412,664	\$3,514,000	\$10,884,000	\$784,430	\$0	\$16,595,094
Total Sources	\$39,722,183	\$12,777,545	\$30,178,549	\$786,083	\$2,904,768	\$86,369,128
USES OF FUNDS						
Operations	\$15,275,729	\$6,619,951	\$0	\$0	\$2,241,640	\$24,137,320
Capital Projects	\$2,080,000	\$853,200	\$19,115,000	\$0	\$4,000	\$22,052,200
Debt Repayment	\$0	\$0	\$0	\$784,429	\$0	\$784,429
Other Uses/(Sources)	\$6,326,430	\$625,000	\$9,373,664	\$0	\$270,000	\$16,595,094
Total Uses	\$23,682,159	\$8,098,151	\$28,488,664	\$784,429	\$2,515,640	\$63,569,043
ENDING BALANCE	\$16,040,024	\$4,679,394	\$1,689,885	\$1,654	\$389,128	\$22,800,085

About \$16 million, or slightly more than 2/3rds of the projected \$22.8 million ending balance, will be in the General Fund. This is an impressive amount for a city our size, and would be considered significant for cities even larger than Woodinville. However, this ending balance did not materialize by chance. It exists because of our conscious efforts to live within our means and not cannibalize these reserves. In the past, these reserves have been strategically deployed for high

priority, one-time uses such as the purchase of open space, the purchase of 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 2017-2018 are recommended at \$47 million (without transfers between funds) which is about \$812,000 (+1.8%) more than the adopted 2015-2016 Budget. Operating costs for the two-year biennium are up 10.2% while capital projects are recommended at about \$1.1 million (-4.95%) less than the prior budget. The following table compares the 2017-2018 Budget with the three previously adopted budgets.

City of Woodinville, Washington

PRIOR PERIOD ADOPTED BUDGET COMPARISON OF EXPENDITURES

	Adopted 2011-2012	Adopted 2013-2014	Adopted 2015-2016	Proposed 2017-2018	\$ Increase/ (Decrease) from 2015-2016	% Increase/ (Decrease) from 2015-2016
Operations	\$19,263,291	\$21,216,596	\$21,905,189	\$24,137,320	\$2,232,131	10.19%
Capital Improvemen	\$12,135,000	\$21,297,594	\$23,200,000	\$22,052,200	(\$1,147,800)	-4.95%
Debt Service	\$1,064,076	\$1,060,863	\$1,056,584	\$784,429	(\$272,155)	-25.76%
Total Budget	\$32,462,367	\$43,575,053	\$46,161,773	\$46,973,949	\$812,176	1.76%



REVENUES

Revenues are projected at \$41.4 million, which is \$2.3 million (+6%) more than the 2015-2016 Adopted Budget. All funds are expected to be above 2015-2016 budget levels except Restricted Operating Funds and the SWM Utility Fund.

REVENUES BY MAJOR FUND TYPES - PRIOR PERIOD ADOPTED BUDGET COMPARISON

Type of Funds	Adopted 2011-2012	Adopted 2013-2014	Adopted 2015-2016	Proposed 2017-2018	\$ Increase/ (Decrease) From 2015-2016	% Increase/ (Decrease) From 2015-2016
General Fund	\$16,605,815	\$18,033,546	\$19,883,000	\$21,348,212	\$1,465,212	7.37%
Restricted Operations	\$2,349,294	\$2,551,224	\$5,406,000	\$4,984,249	(\$421,751)	-7.80%
Restricted Capital	\$5,820,580	\$12,497,103	\$11,046,000	\$12,673,884	\$1,627,884	14.74%
Debt Service	\$0	\$0	\$0	\$0	\$0	0.00%
SWM Utility	\$1,968,000	\$3,149,776	\$2,730,000	\$2,404,000	(\$326,000)	-11.94%
Total Budgeted Revenue	\$26,743,689	\$36,231,649	\$39,065,000	\$41,410,345	\$2,345,345	6.00%

PROPERTY TAX INCREASE

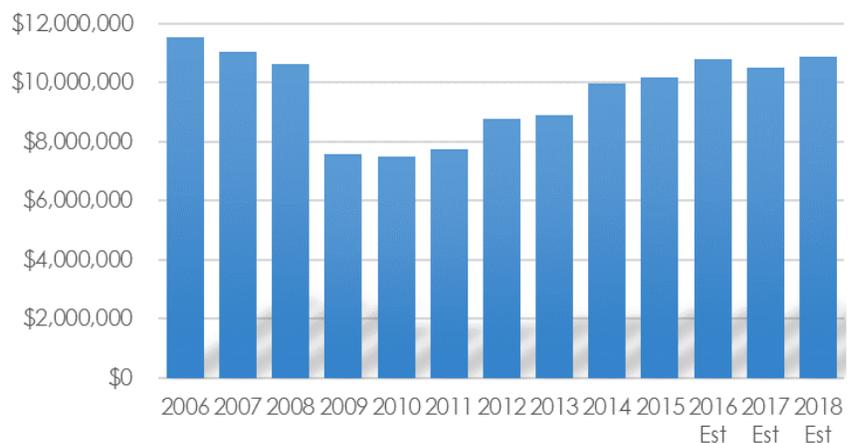
This Budget recommends an approximate 1% increase in the Property Tax Levy each of the next two years. State law allows us to increase property taxes without a vote of the electorate, by the lesser of 1% per year or the percentage change in the Implicit Price Deflator (IPD). For 2017, the IPD increased 0.953%. For 2018, the IPD is expected to be at least 1%. If approved, this will cost the typical Woodinville family, with a home valued at \$505,000, about \$5 more per year. The 1% increases are expected to generate approximately \$30,000 per year in additional revenues and are intended to maintain this comparatively stable revenue source in-line with inflation. Strategically utilizing this revenue source over time creates a stable base that is less volatile in rapidly changing economic conditions than sales tax is. Perhaps more important from the citizens' perspective is that small, gradual rate increases over time reduce the likelihood of needing to call upon large portions of banked tax capacity should economic conditions decline that would otherwise possibly result in sudden, drastic increases to a citizens' property tax bill.

Proposed Action	2017 Revenue	2018 Revenue	2-Year Total
1% Property Tax Increase	\$29,400	\$31,500	\$60,900

GENERAL FUND REVENUES

General Fund Revenues are expected to be about \$21.3 million, which is 7.4% more than the 2015-2016 adopted budget. The primary reason for this increase is due to Sales Tax from new construction activity, which we project will generate about \$1.3 million over this two-year period. Even with these sizable one-time sales tax revenues, annual General Fund Revenues are still \$300,000 (-1.5%) less than they were in 2007-2008.

General Fund Revenues



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 million, which is about \$422,000 (-7.8%) less than the current period. All the restricted operating funds are anticipated to have modest increases in revenue compared to the current biennial adopted budget, except Development Services. The Development Services forecast for the 2015/2016 adopted budget was \$3.9 million, which was overly optimistic. The forecast was adjusted down at the mid-biennial budget review to \$2.2 million. As a result of the overly optimistic forecast, the comparison of restricted revenues to the current adopted budget reflects a 7.8% reduction of revenues.

Development Services revenues are projected to be \$2.1 million or about 48% of total Restricted Operating Revenues. Development-related revenues are projected to be about \$52,000 lower than the current period's **amended** budget projections and anticipate over the biennium that the 20-acre mixed-use Woodin Creek Village Project will continue at its current pace of construction; about 149 new single-family homes will be constructed; and a mix of other commercial construction totaling approximately 154,000 square feet will occur.

Parks and Recreation revenues, generated from sports fields rentals, are projected to be \$412,000 over the two-year period, which reflects a slight increase over the prior two-year period after adjusting for an increase in adult usage at the full rental fee rate. 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 total \$12.7 million. Comprising the majority of this total are grant funds, construction based sales tax, and SST Mitigation revenues. About \$7.7 million of this amount is from grants funds that we have secured or expect to secure during the upcoming two-year cycle. Another approximately \$1.3 million is predicted to come from sales tax revenues from construction while Streamlined Sales Tax Mitigation revenues are expected to contribute another \$1.1 million.

SURFACE WATER MANAGEMENT (SWM) FUND

Surface Water Fund operating revenues generated by user fees (which excludes capital grants) are expected to be about \$1.2 million per year. While the current rates are sufficient to support current operations and a very modest capital improvement program, they are insufficient to finance any type of major effort to repair and replace our aging surface water system. Staff suggests that a rate analysis should be conducted prior to the next biennium to determine rates necessary to implement a more robust repair and replacement program.

EXPENDITURES

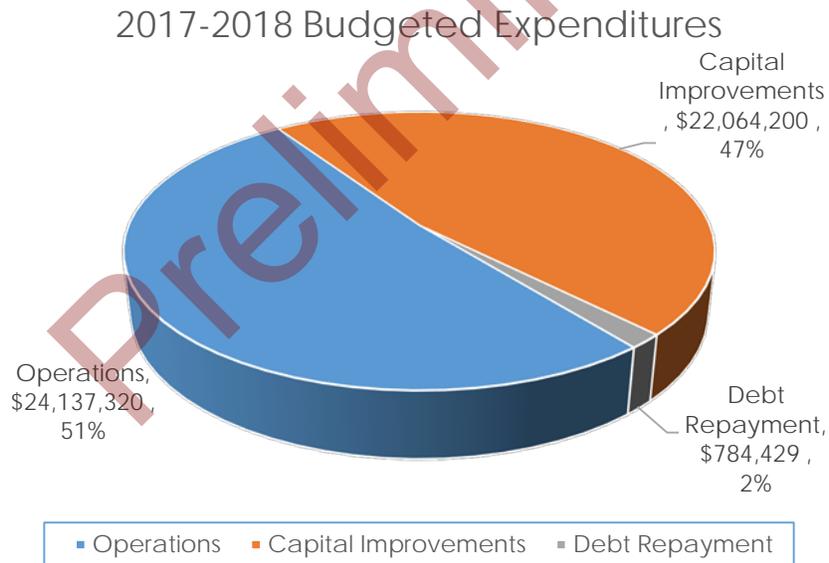
In preparing for this 2017-2018 Budget, the City Council, jointly with the various boards and commissions of the City, held a planning meeting on July 16, 2016 to set high-level priorities for expenditures. From that meeting emerged three specific priority areas, each with a list of specific items or tasks on which to focus:

"Green" Woodinville	Institutionalizing Downtown Vision	Addressing Transportation Challenges
<ul style="list-style-type: none"> • Tree canopy protection • Land Acquisition • LID Implementation • Parks capital projects • Rail corridor improvements 	<ul style="list-style-type: none"> • Old Woodinville Schoolhouse & Civic Campus • Development Guidelines • Strengthen relationship to Sammamish Valley 	<ul style="list-style-type: none"> • Improve pedestrian safety • Rail corridors • Traffic capacity improvements • Lobbying assistance to help secure necessary funding • Agri-tourism investment project • Transportation planning

This budget includes addressing many of these priority area items or tasks, along with the myriad of other one-time and ongoing items, tasks, and projects for which the City is accountable. All of these can be categorized into operating or capital improvement expenditures. Each of the main expenditure categories, along with salient specifics, are discussed in more detail throughout this section.

The Budget proposes \$47 million of expenditures (less transfers between funds), comprised of:

- \$24.1 million for Operations;
- \$22.1 million for Capital Projects/Outlay; and
- \$784,000 for Debt Repayment.



Overall, expenditures are recommended at an increase of \$812,000 (+1.8%) compared to the 2015-2016 Adopted Budget.

Operating Expenditures are recommended at about \$2.2 million (+10.2%) more than the previous Budget.

Capital Improvements (including projects and outlay) are recommended at \$1.1 million (-5.0%) less than the previous budget.

Debt Repayment is recommended at about \$272,000 less than the previous budget.

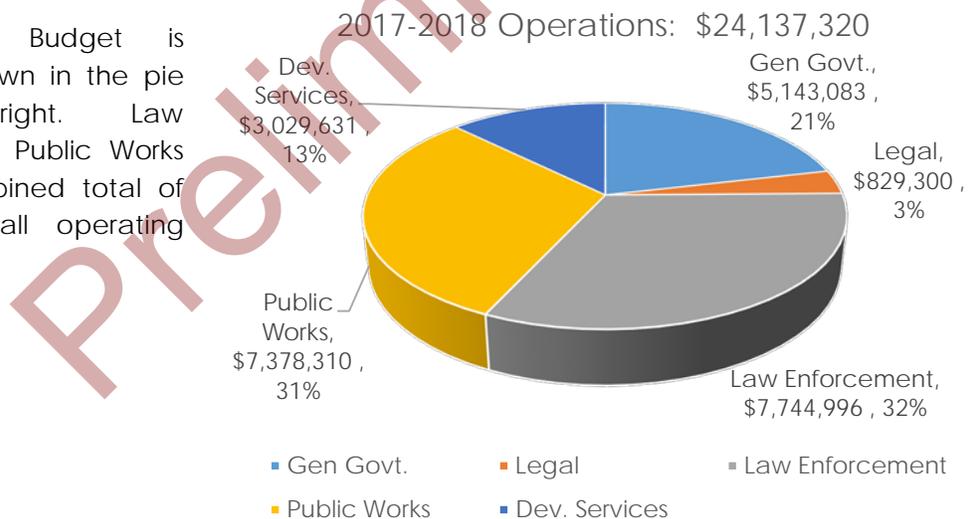
OPERATIONS

Operating expenditures are \$24.1 million which is \$2.2 million or about 10.2% more than the prior 2-year Adopted Budget.

2017-2018 Budget Operating Department Comparison to Prior Year Adopted Budget

Department	2015-2016 Adopted Budget	2017/2018 Proposed Budget	\$ Increase/ (Decrease)	% Increase/ (Decrease)
City Council	\$175,810	\$224,220	\$48,410	27.54%
Executive	\$2,481,221	\$2,653,910	\$172,689	6.96%
Legal	\$662,100	\$829,300	\$167,200	25.25%
Administration	\$2,120,370	\$2,264,953	\$144,583	6.82%
Law Enforcement	\$7,064,431	\$7,744,996	\$680,565	9.63%
Public Works	\$6,359,232	\$7,378,310	\$1,019,078	16.03%
Development Services	\$3,042,025	\$3,029,631	(\$12,394)	-0.41%
Total Operating Budget	\$21,905,189	\$24,125,320	\$2,220,131	10.14%

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 63% of all operating expenditures.



There are a few items included in the Operating Budget that comprise the majority of the proposed 10.2% increase compared to the 2015-2016 Adopted Budget. They include: \$620,000 for the capture of the full cost of four positions added after the 2015-2016 Budget was adopted (Police Officer, Engineer, Maintenance Worker, temporary Records Clerk), \$375,000 for the full costs of the two proposed additional positions (Management Analyst and part-time Information Services Technician), a significant change in how internal service funds are shown and funded represents \$510,000, and inflationary factors added another \$540,000. These items are discussed in more detail later in this section.

STAFFING LEVELS

This budget continues a very lean staffing plan that is 39.65 FTEs or 41% less than our 2006 staffing levels; even though we serve a city population that is 17% larger than it was in 2006.

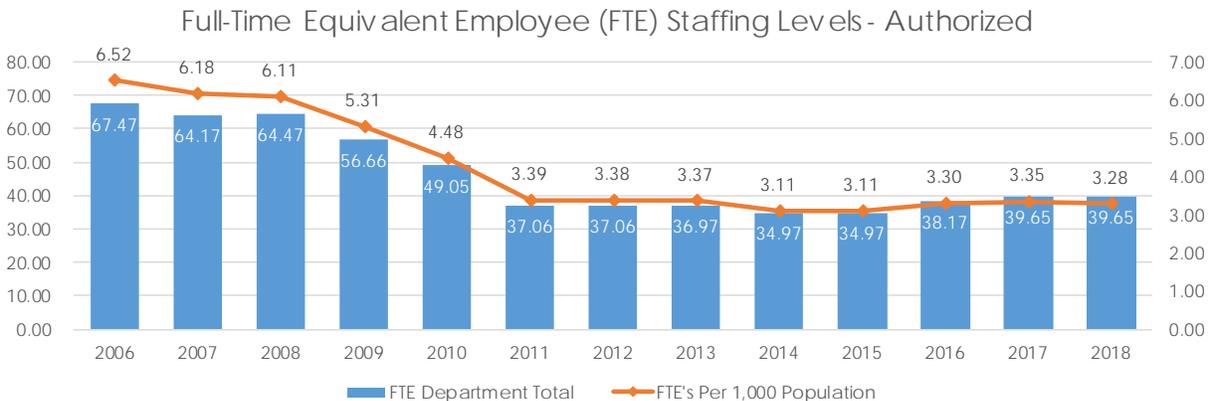
Several positions were added in late 2015-early 2016. Due to the mid-biennium timing of their addition, the full cost of adding those positions was not fully reflected in the Adopted 2015-2016 Budget as it will be in the 2017-2018 Budget. This results in a seemingly large increase in staffing costs when the two biennia are compared.

In this 2017-2018 Budget, one full-time Management Analyst position and one part-time Information Services Technician are included in direct response to expanding workloads, in terms of both breadth and depth. Like other entry-level positions, these proposed positions are likely to attract comparatively short-tenured employees (expected two- to four-year tenure) who are seeking a stepping stone in their career. This provides greater flexibility as turn-over will allow management to regularly reevaluate the need to continue with the position based on then-current workloads. In this way, it is not dissimilar from the City's beneficial use of outside contractors to respond to the natural ebb and flow of workloads over time.

Following is a table and chart showing a thirteen-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.

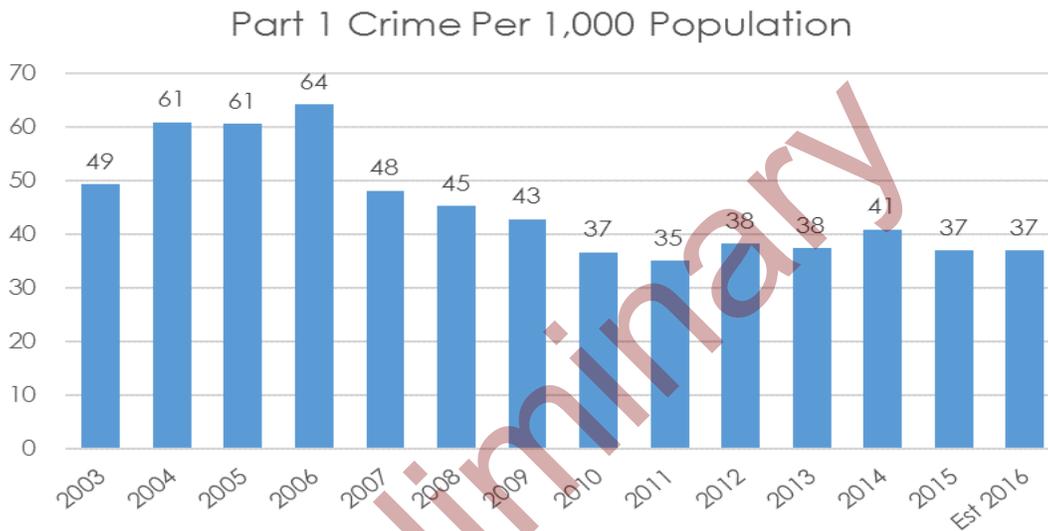
Department	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Executive	8.40	8.65	5.25	5.00	5.00	5.00	5.00	5.12	5.12	5.12	5.12	6.00	6.00
Administrative Services	6.00	6.00	7.70	7.70	7.00	7.00	7.00	7.00	6.00	6.00	6.00	6.50	6.50
Police	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	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	10.00	10.00	10.00
Public Works	20.16	21.78	21.78	16.52	17.96	15.06	15.06	14.85	14.85	14.85	16.05	16.15	16.15
Parks & Recreation	12.34	12.34	12.34	13.04	5.69	0.00	0.00	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	38.17	39.65	39.65
City Population	10,350	10,390	10,560	10,670	10,938	10,940	10,960	10,980	11,240	11,240	11,570	11,835	12,100
FTE's Per 1,000 Population	6.52	6.18	6.11	5.31	4.48	3.39	3.38	3.37	3.11	3.11	3.30	3.35	3.28



LAW ENFORCEMENT

This department includes all police-related costs, including jail and court costs. Expenditures are proposed at \$7.7 million, which is about \$680,000 or 9.6% more than the prior Budget and primarily reflects increases in our contract with the Sheriff’s Office (\$599,000); higher jail housing (\$74,000) and court costs (\$78,000). Some costs were reduced including costs for reserve officers and camera systems.

The City added a Patrol Officer in 2016, bringing our “commissioned” law enforcement personnel to 13.0 FTEs through our contract with the King County Sheriff’s Office. Based on projected development patterns, we anticipate that we’ll need to add another officer position in the 2019-2020 Budget.



Overall, crime rates are leveling out in 2016 after experiencing a seven-year declining pattern. The one exception would be car prowling crimes, which the Police Department has seen a rash of in the last year. This issue is being addressed with the refocused enforcement efforts.

DEVELOPMENT SERVICES DEPARTMENT

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.

Two major projects have been carried over from the 2015-2016 Budget: \$80,000 to complete our Development Code Simplification Re-Write and \$225,000 (funded by Development Fees) to secure a modern permitting software system that meets current day business practice standards. The new system will be integrated with our other computerized systems and databases allowing 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, several changes with budgetary implications have or will be made to increase efficiencies. To bring the majority of plan review in-house and improve customer service, Council approved the restoration of a Building Official position in 2016. To increase efficiency and effectiveness for our customers, Council also approved an Interlocal Agreement with the Woodinville Fire District to perform life-safety inspections, meaning revenues for those inspections are now largely transferred to the District. As

an added benefit, these two changes should allow more staff time to be devoted to Code Enforcement activities.

Finally, this budget would reclassify the Senior Planner position to a Planning Manager position. This step is intended to more accurately reflect the actual responsibilities of the position and also to establish a possible means of future succession planning within that Department.

PUBLIC WORKS DEPARTMENT

This department budget shows an increase of approximately \$1,019,000 for the biennium compared to the 2015-2016 biennium. About \$370,000 of that amount is due to the Engineer I and Maintenance Worker positions that were not included in the 2015-2016 Budget but were subsequently added in 2016. About \$200,000 of that increase is the direct result of increased services including funding ongoing maintenance of new projects like the Woodinville-Duvall Road landscaping element. Another \$400,000 of that increase is the result of changes in how internal services are shown and at what level they are funded (see Accounting for Internal Services and Inflationary Factors section below).

GENERAL GOVERNMENT

This category includes the City Council, Legal, City Manager, Community Relations, and Administrative Services Departments. Several notable proposals are included in these various Departments.

Within the City Council department, approximately \$32,000 was included to retain professional lobbying services on an as-needed basis. The City will have these resources available should the need for assistance present itself for specific projects or issues.

Funding for Legal Services show a significant increase of more than 25%, primarily due to the continuation of ongoing legal disputes, namely the Wellington Hills issue.

Within the Executive Department, the budget provides for a second Management Analyst position. Past and planned expansion of workload in this department, both in breadth and depth, is now pushing demands for resources beyond available means. An incomplete listing of unique workload divisions and subtasks for which this department is responsible includes:

Budget Management	Community Relations
<ul style="list-style-type: none"> • Budget development • CIP development & management • Performance management 	<ul style="list-style-type: none"> • Proactive PIO • CSR program • Digital presence
Strategic Planning & Management	Contract Management
<ul style="list-style-type: none"> • Work plan development & monitoring 	<ul style="list-style-type: none"> • Creation, negotiation, processing, monitoring, and evaluation • Franchise agreements
Emergency Management	Grant Management
<ul style="list-style-type: none"> • CEMP • Hazard mitigation plan • Staff and citizen training • EPPSC Facilitation 	<ul style="list-style-type: none"> • Incoming special grants • Outgoing grants (community service and health and human services)

Intergovernmental Relations	Judicial Function Management
<ul style="list-style-type: none"> Affordable housing, animal control, AWC, cities, counties, courts, Chamber, PSRC, SCA, special service districts, solid waste, State, utility districts, WCIA, WCMA 	<ul style="list-style-type: none"> Jail services Several courts Prosecutor/defender contracts
Legal Services Management	Legislative Management
<ul style="list-style-type: none"> Litigation monitoring and strategy analysis 	<ul style="list-style-type: none"> Creation of legislative agenda Legislator communication Session monitoring & reporting EPPSC facilitation
Parks & Recreation Management	Personnel Management
<ul style="list-style-type: none"> Facilitate Parks & Recreation Commission Staff lead on numerous capital projects 	<ul style="list-style-type: none"> Recruiting, hiring, and onboarding of new employees Benefit analysis and assistance Wellness program Training/Safety training Union relationship Grievances/complaints/conflict resolution Succession planning Personnel policies

The additional Management Analyst would be utilized to strategically distribute these workload divisions and allow staff to better specialize in handling specific functions. While each of these areas are being addressed at some level already, it would be a direct benefit to be able to devote additional time to each in order to improve effectiveness and efficiency both in the Executive Department and throughout the organization. Delegating these divisions of work among staff in the Executive Department is the most cost effective way to manage this business of the City.

Similarly, planned projects have led to the inclusion of a part-time Information Services Technician in this Budget. Several one-time large IT projects, requiring extensive coordination across multiple departments, are planned for 2017-2018 and will require additional staff support in addition to the continuous support and refresh demands of IT resources. Those large projects include:

Integrated website- We last updated our website about ten years ago, primarily to improve the “feel” and appearance. Since then, technology has significantly changed, as have the preferences of our digitally savvy customers and citizens. The budget includes \$113,000 to secure a new integrated website that will allow automated ways for citizens and businesses to access city information, request services, submit applications, and report problems more easily with their smartphone, tablet, or personal computer. While this may seem like a significant investment to replace a functioning website, staff believes it is important to regularly update our public outreach and interaction technology to make sure we are keeping pace with the ever changing demands of our citizens and customers while also providing additional efficiencies for our internal operations.

New permitting and accounting software systems- Both existing legacy systems have passed their useful life and are no longer supported or compatible with new operating requirements. These critical systems are funded by an included \$385,000 capital outlay.

Replacement of City Hall telephone system- the current system was the original system installed when City Hall was constructed and is past its useful lifespan. This project, estimated at a cost of \$140,000 is also included in this Budget.

WAGES AND BENEFITS

This budget includes a Cost of Living Adjustment (COLA) for employees of 2%, which is equal to the increase in the Consumer Price Index (CPI-W) for the twelve-month period ended June 2015 for the 2016 fiscal year and forecasted increase of 3% for 2018. This increase is within our financial means and keeps us competitive from an employee retention and recruitment standpoint.

Employee health benefits will be affected by mandate of the Affordable Care Act beginning in 2018. The current Health First no-deductible plan will no longer be available and will be replaced with the Health First 250 plan. This plan includes a deductible of \$250 for single members and \$750 for families, along with instituting a \$3,000 out-of-pocket maximum for single members or \$6,000 out-of-pocket maximum for families. Recognizing the importance of retaining the value of this significant employee benefit, this budget would offset the new deductible amounts with an equivalent reduction in employee contributions.

ACCOUNTING FOR INTERNAL SERVICES AND INFLATIONARY FACTORS

A significant portion of the increase in expenditures are accounting related and, more specifically, the result of how internal services are shown and the inclusion of annual inflationary factors. Of the \$2.2 million increase compared to the 2015-2016 Budget, \$510,000 is the result of having individual departments now contribute to internal service funds to cover the costs of those services they are using or, in some cases, accelerating department funding to adequate levels. For example, the City has created an internal service fund that reserves funds over time to replace major office equipment so that when current equipment reaches the end of its useful life, funds have been set aside and are available to replace that equipment. Previously, those purchases were funded as one-time operating expenditures in the year of replacement and skewed the budget in those years. This same past practice also extended to the existing fleet replacement program. While departments had previously paid into that fund in anticipation of future expenditures, recent analysis determined the program was underfunded and this budget includes provisions to return reserve funding to adequate levels. This new approach better demonstrates the actual cost of doing business over time and is fiscally more responsible.

Another significant portion of the \$2.2 million increase is \$540,000 attributed to inflationary factors. Some of these factors include the increase of medical benefits, cost of living adjustments, increases on utility rates, and increases to contracting costs (excluding the KC Sheriff contract). Overall this works out to be about a 1.3% increase annually or total 2.5% increase over the biennial period.

DEBT SERVICE

The City's one outstanding debt obligation, a 2005 Bonds Issue, which refunded prior debt issued to purchase land and construct the City Hall Building, requires an annual repayment of about

\$390,000 per year, including principal and interest. By the end of 2018, we will have an unpaid balance of \$787,000, with the bonds scheduled to be fully repaid in 2020.

CAPITAL IMPROVEMENTS

CAPITAL OUTLAY

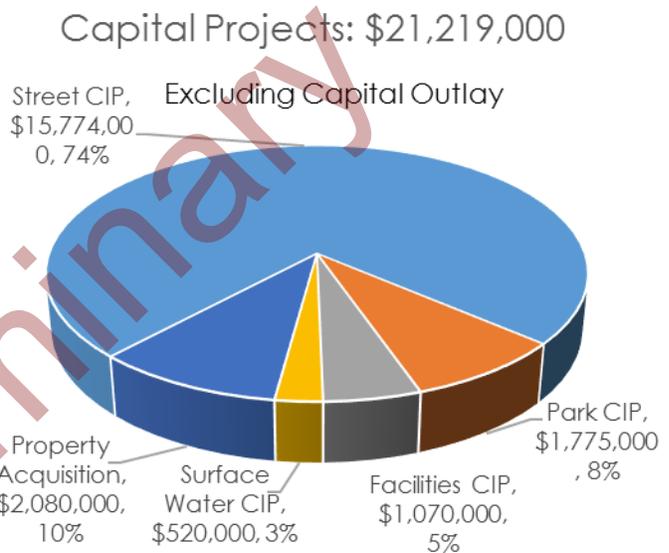
Within Capital Improvements, this budget includes about \$800,000 in capital outlay.

The 2015-2016 Budget included replacing the permitting software system, phone system, and City’s website. These three projects were started late in the biennium and the expenditures will mostly occur in the next budget period. In addition to these carryover capital investments the budget includes the purchase of four new vehicles to replace five vehicles that range between thirteen and sixteen years old, procuring a new accounting software system, new dump trailer, and an upgrade to the keycard system for City Hall.

CAPITAL PROJECTS

This budget, while about \$2 million less than the 2015-2016 Budget, continues our very aggressive Capital Improvement Program (CIP) with \$21 million for 29 projects. A large portion of the CIP budget 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.



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 those improvements to be constructed by the developer of Woodin Creek Village. The developer-funded roundabout at 135th Avenue is scheduled for completion by summer 2017, at which time the City will begin construction of the 133rd Avenue roundabout, culvert replacement, and other improvements along 171st. This budget includes \$5 million of funding for this project.

CIVIC CENTER CAMPUS IMPROVEMENTS

Though this project has suffered through a long history of starts and stops, the benefit of the process has been an ever-increasing focus on what elements are needed for this project to be successful through the elimination of undesirable elements at each stop. This budget includes \$150,000 to fund the work necessary to finally move this very important and visible project forward.

EASTSIDE RAIL CORRIDOR (ERC) PROJECT DESIGN

The City acquired the portion of the ERC within City limits in 2015. Long-term, the 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.

Recognizing the potential impact of this project for both the community and the region, this Budget includes \$500,000 to begin the design process for future improvements. This corridor is heavily burdened by outside entitlements (rail, trail, utility, etc.), which will require careful consideration when planning for future improvements.

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. 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 has been removed. We expect the other impediment to be resolved within the next year, which will clear the way for this project to finally proceed.

After several delays this project is on track to start construction in 2017 and we've included \$6.2 million in this Budget. The fortunate result of the delay is it will give us opportunity to reclaim a \$1.5 million grant that we had to return because of the delay in construction.

PEDESTRIAN SAFETY IMPROVEMENTS

Following through on the Council's directive to fund pedestrian safety improvements in school zones, this budget includes funding for three capital projects, currently all very early in the scoping phase, with a total budget of approximately \$1.7 million. This is a great start to Council's informal goal of \$5 million in the near-term future for these type of improvements.

PRESERVATION OF OPEN SPACE THROUGH LAND ACQUISITION

In order to continue the City's ability to acquire land parcels as a means of open/natural space preservation, \$2 million is included in the CIP for miscellaneous property acquisition. The availability for acquisition is very difficult to predict, especially in regard to timing. Accordingly, these funds have not been designated for specific parcels, but instead allow the flexibility to acquire parcels that would further the purpose of preservation of open/natural space when they do become available.

SUMMARY

This budget:

1. Implements specific actions furthering the top three Council-identified priorities for the City including creating a “Green” Woodinville, institutionalizing the vision for downtown, and addressing ever-present transportation challenges;
2. Provides a \$900,000 General Fund operating margin (operating revenues in excess of operating expenditures- a surplus of about \$510,000 in 2017 and about \$390,000 in 2018); after deducting one-time sales tax revenues from new development activity;
3. Strategically adds one Management Analyst position and one part-time Information Services Technician to respond to increased and expanded workloads;
4. Invests in technology to improve productivity, enhance customer experience, and save money;
5. Constructs improvements to reduce congestion, improve safety, and support new development;
6. Completes a comprehensive review, rewrite, and simplification of our development codes; and
7. Increases property taxes by 0.951% in 2017 and 1% in 2018, which would cost a typical family \$5 per year;

This is a transitional period, and if it progresses as we anticipate, it will establish a strong platform from which to push forward. Over the next two years, we should see some dramatic, positive movement in our community.

All of the proposed projects are moving forward, in large part to years of hard work and planning by the City. The next two to four 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 Kellye Mazzoli, Senior Accountant Dana Mason, Management Analyst Lauren Broudy Thompson, and Public Works Director Tom Hansen who helped prepare this report. This report, and by and large the Budget, is only possible because of their incredible can-do spirit and relentless dedication to serving the community by helping 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,



Brandon Buchanan

City Manager

DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Woodinville
Washington**

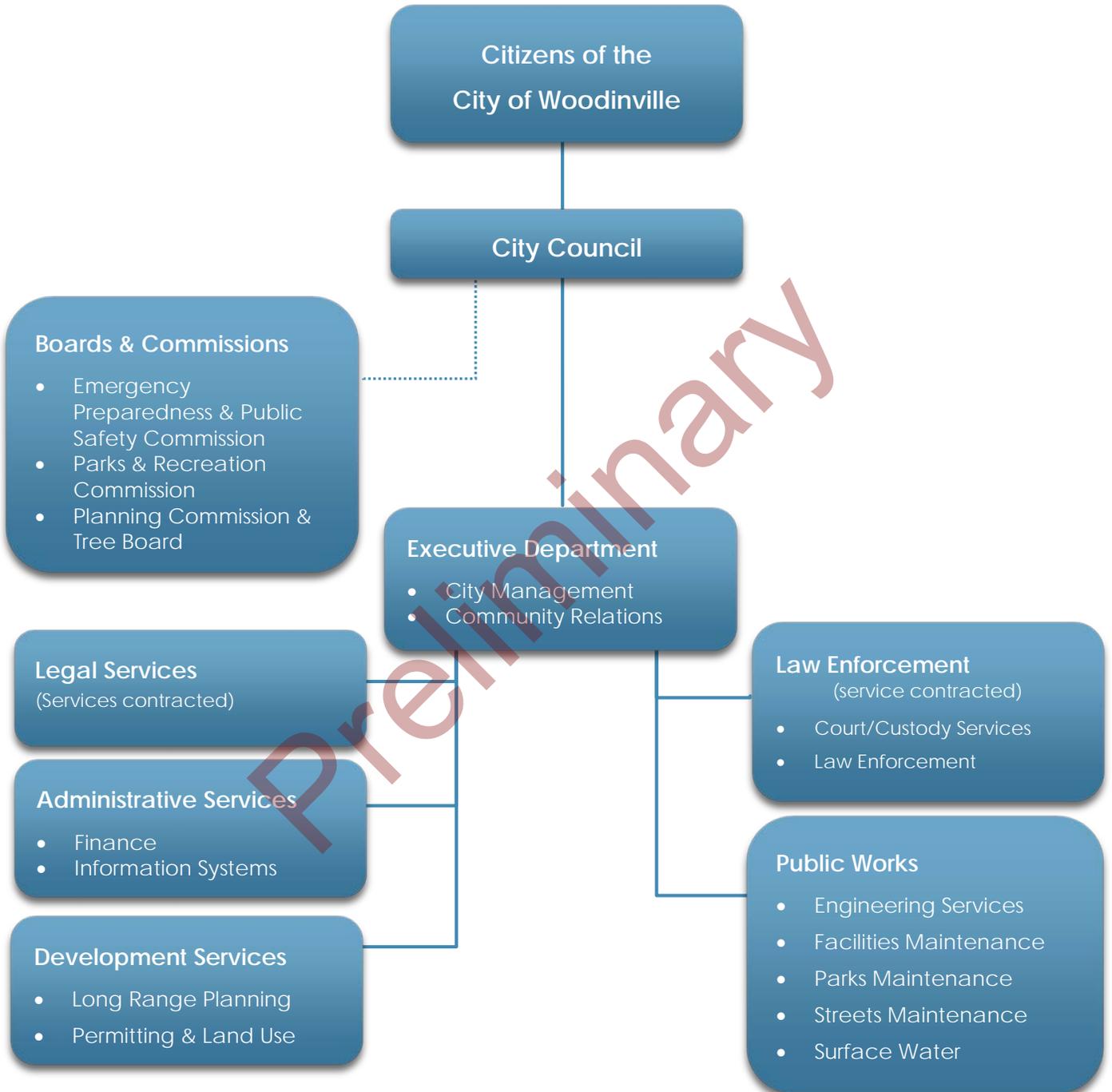
For the Biennium Beginning

January 1, 2015

A handwritten signature in black ink, reading "Jeffrey R. Emer".

Executive Director

CITY ORGANIZATIONAL CHART



CITY OF WOODINVILLE OFFICIALS

2017 CITY COUNCIL

Mayor	Bernie Talmas
Deputy Mayor	James Evans
Councilmember	Paula Waters
Councilmember	Les Rubstello
Councilmember	Elaine Cook
Councilmember	Susan Boundy-Sanders
Councilmember	Al Taylor

2017 CITY ADMINISTRATION

City Manager	Brandon Buchanan
Finance Director	Blaine Fritts
Public Works Director	Rick Roberts
Development Services Director	Dave Kuhl
Police Chief	Katie Larson



CITY OF WOODINVILLE OVERVIEW

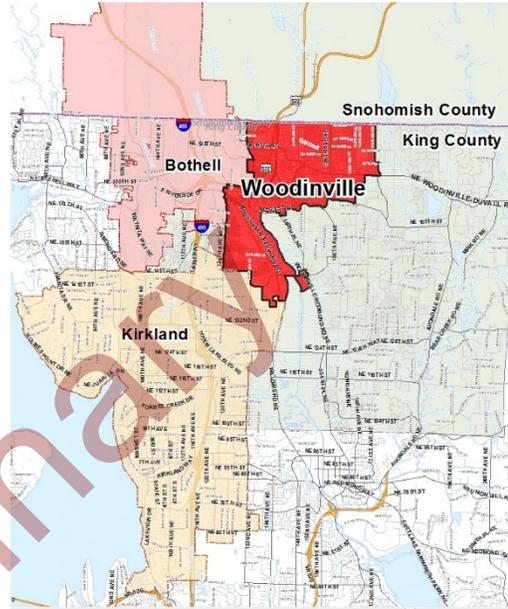
COMMUNITY PROFILE

The City of Woodinville is located in the Sammamish Valley just northeast of Seattle, Washington, in King County. The City has over 11,500 residents and provides both residents and visitors 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.

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 annually¹. 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 center.

CITY GOVERNMENT

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 Woodinville Fire & Rescue. The Woodinville Water District provides residents with water & sewer services.

¹ Woodinville Wine Country – www.woodinvillewinecountry.com

BIENNIAL 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 sub-funds 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.

BUDGET CALENDAR

Deadline	Action
July 1, 2016	The City Manager communicates program and service priorities to the City management team.
July 1, 2016	Finance provides budget worksheets and budget submittal instructions to department heads for each department's 2017/2018 budget. <i>RCW 35A.34.050 - On or before the second Monday of September, the City Clerk notifies department heads to file departmental budgets</i>
July 11, 2016	Finance prepares a list of all revenues for each type of fund, and defines and develops an estimate for each revenue source. Estimates should be classified by fund and include the basis for the estimate.
August 1, 2016	Department heads return budget worksheets to Finance. <i>RCW 35A.34.050 – Within fourteen days of the second Monday of September</i>
August 15, 2016	Salary and benefits are projected by department and position, and include estimated costs for overtime, standby pay, seasonal/part-time employees and interns.
August 15, 2016	Finance reviews budget worksheets, obtains necessary clarifications, and makes appropriate corrections.
August 25, 2016	Finance inputs the budget worksheets into the Master Budget Worksheet.
August 29, 2016	Finance provides the Sources and Uses, from the Master Budget Worksheet, and departmental budgets to the City Manager for review. <i>RCW 35A.34.070 - On or before the first business day in October.</i>
August 29, 2016 - September 12, 2016	The City Manager meets with department heads to review budget requests.
September 15, 2016	The City Manager provides Finance with budget revisions.
September 20, 2016	The City Manager presents to Council estimates of revenues for the current biennium revenue forecasts for the next biennium, and makes recommendations for the assessment of property tax. <i>RCW 35A.34.230 - Not later than the first Monday in October.</i>
October 10, 2016	Finance prepares a draft Budget Ordinance and a preliminary budget book as directed by the City Manager. <i>RCW 35A.34.080 – At least sixty days prior to the start of the new biennium.</i>

CITY OF WOODINVILLE – 2017/2018 BIENNIAL BUDGET

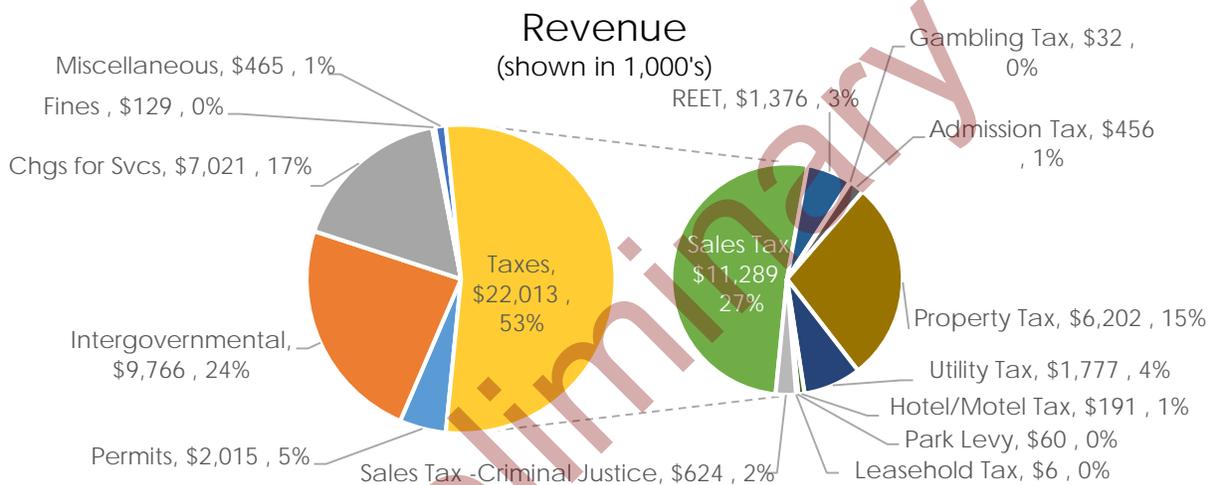
October 18, 2016	The City Manager files a preliminary budget and budget message with the City Council and City Clerk. Public hearings are held for the 2017/2018 budget, which includes presentation of ordinances for the Property Tax Levy, and Positions and Wages. <i>RCW 35A.34.090 At least sixty days prior to the start of the new biennium.</i>
October 19, 2016	The City Clerk publishes in the Official City Newspaper, a notice once a week for two consecutive weeks stating that the preliminary budget has been filed, copies will be available, and state the date of the final budget hearing. <i>RCW 35A.34.100 – Immediately following the filing of the preliminary budget</i>
November 1, 2016	A public hearing and first reading of the Property Tax Ordinance is held. <i>RCW 84.55.120</i>
November 1, 2016	Finance provides a sufficient number of copies of the preliminary budget and budget message to meet the reasonable demands of taxpayers and have them available for distribution. <i>RCW 35A.34.080 - Not later than six weeks before the beginning of the city's next fiscal biennium.</i>
November 1, 2016	A public hearing for the proposed budget ordinance is held. <i>RCW 35A.34.110 - The hearing may be continued from day to day but not later than the twenty-fifth day prior to commencement of the city's fiscal biennium.</i>
November 15, 2016	Second reading of the Property Tax Ordinance and adoption. <i>RCW 84.52.020 - On or before November 30.</i>
November 15, 2016	Second hearing for the proposed budget ordinance. <i>RCW 35A.34.110 - The hearing may be continued from day to day but not later than the twenty-fifth day prior to commencement of the city's fiscal biennium.</i>
December 6, 2016	Following the conclusion of the hearing, and prior to the beginning of the fiscal year, the legislative body shall make such adjustments and changes as it deems necessary...and shall, by ordinance, adopt a budget in its final form and content. <i>RCW 35A.34.120 - Following conclusion of the hearing, and prior to the beginning of the fiscal biennium.</i>

SUMMARIES

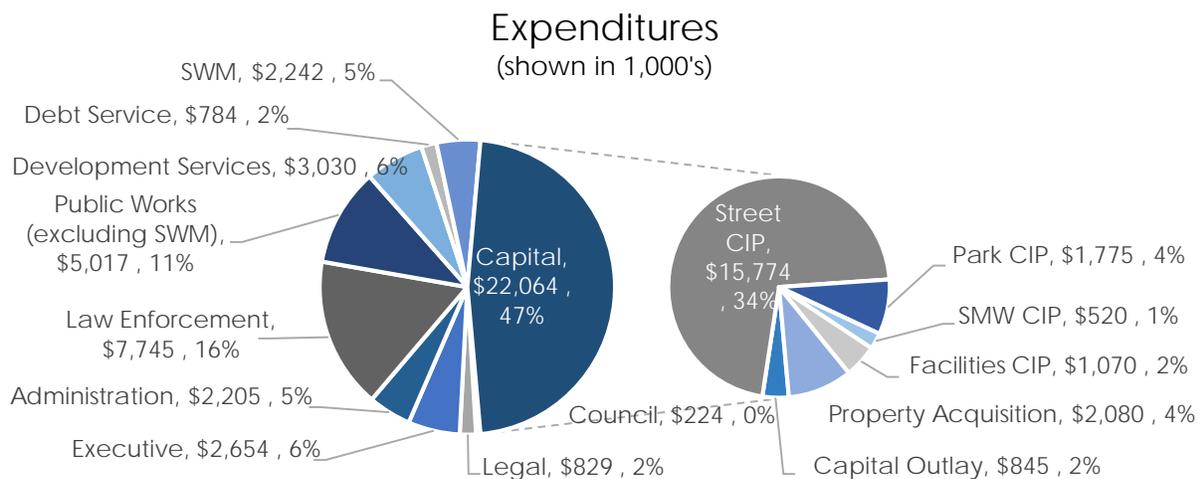
BUDGET OVERVIEW

The 2017/2018 Biennial Budget is comprised of 22 funds with total budgeted expenditures of \$47 million. Fifteen funds have a source of revenue other than interest income. The remaining funds receive revenue only from interest income and transfers from other funds.

The City will begin 2017 with a fund balance of \$28.4 million and will receive \$41.4 million in “new revenue” throughout the biennium. The City’s largest source of revenue comes from taxes, at \$22 million, followed by intergovernmental revenue, which includes \$7.7 million in grant revenue for capital projects. 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.



\$47 million is budgeted for expenditures, which does not include transfers of \$16.6 million, and leaves an ending balance of \$22.8 million. The General, Street, Development Services, Parks & Recreation Special Revenue, Debt Service, Internal Service, and Hotel/Motel Tax funds have budgeted expenditures that total \$25.6 million. The Surface Water Management (SWM) Fund is budgeted to expend \$2.2 million in operations, and \$19.1 million on capital project fund expenditures. Expenditures for all funds are summarized by major uses below.



REVENUES

Beginning fund balance for all funds is estimated to total \$28.4 million at the start of the 2017/2018 biennium. The City expects to receive \$41.4 million in revenues (taxes, charges, fees, grants etc.) throughout the biennium.

GENERAL FUND REVENUE

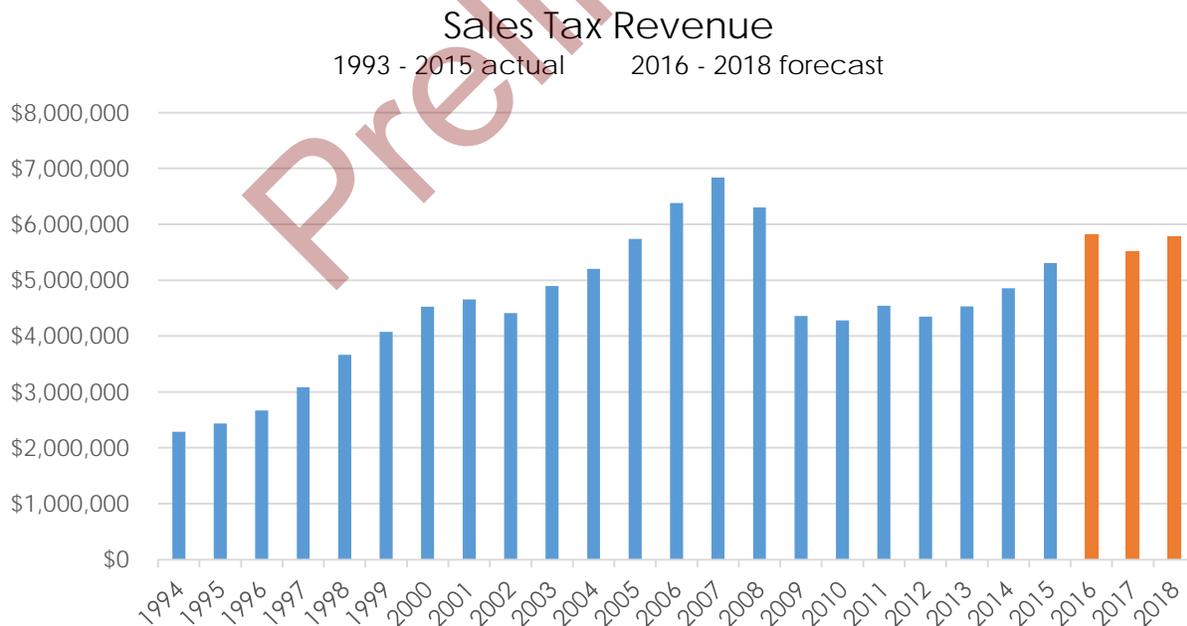
The General Fund is forecasted to have a beginning balance of \$17 million at the start of 2017 and to collect \$21.3 million in revenues during the biennium. A short description of the sources of revenue follows.

SALES TAX

Woodinville’s General Fund is budgeted to collect \$18.2 million in tax revenue, with the bulk coming from sales taxes, the City’s largest source of revenue. At an estimated \$11.3 million, sales tax revenue will provide 61% of all General Fund revenues. \$1.3 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 \$10 million in sales tax will be used to support day-to-day operations.

Sales tax is expected to decrease by 0.05% from 2016 to 2017. A significant portion of this decrease is expected to be from tax on construction with tax from other economic sectors increasing at a 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 2016 - 2018.



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 continue 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) 2005 - 2015 actual; 2016 forecast



PROPERTY TAX

Property Tax provides 34% of General Fund revenues, or \$6.2 million. In 2016, the City's levy rate was about \$0.98 per thousand dollars of assessed valuation, or 8.7% of an entire property tax bill, which costs Woodinville residents \$11.24 per thousand dollars of assessed value. The chart below shows how the \$11.24 is split among various jurisdictions.

Property Tax Rates 2016



The 2017/2018 Biennial Budget includes a 1% tax increase for both years. The 2017 property tax increase will be the second since 2006 and will increase property tax revenues by about \$30,000. New construction is estimated to generate \$14,000 of new property tax revenues in 2017 and \$18,000 in 2018. The City has approximately \$554,000 in “banked capacity” from the years the City didn’t increase property taxes to the maximum level allowed by state law.

LICENSES & PERMITS

Cable Television, Business Licensing, Animal Licensing, and Door-to-door Peddler Licensing revenues are expected to be \$588,000 for the biennium.

INTERGOVERNMENTAL

Total intergovernmental revenue is forecasted to be \$1.5 million for 2017/2018 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. However, the shared revenues remain at-risk as the State Legislature continues to struggle with the McCleary decision for funding public schools. Intergovernmental revenues also include General Fund grant revenue.

In addition, this revenue stream includes 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 2017/2018 budget cycle, the City plans to use SST funds for capital projects and will supplement operating activity with 75% 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 \$582,000 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 providing a school resource officer to Northshore School District as well as fingerprinting, passports, pet licensing and concealed weapons permits.

FINES & FORFEITURES

The City anticipates receiving about \$121,000 in revenue from traffic infractions and law enforcement related fines. False alarm fees are expected to yield about \$8,000.

MISCELLANEOUS

Investment Interest is forecasted at \$65,000 for each year and shop income from rents and lease will provide about \$144,000 for the biennium. The cell tower lease is expected to generate \$130,000 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 Tax; Park Impact Fees; Traffic Impact Fees; and Utility Tax.

The **Street Fund** will receive close to \$503,000 from motor vehicle tax (this gas tax is a state shared revenue) 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 million.

It is estimated that the **Parks and Recreation** Fund will generate \$412,000 in field rental and lighting fee income during the biennium.

The **Admission Tax** Fund is budgeted to receive \$456,000 in admission tax. 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 11% of the annual operating expenditures with a fund balance of \$1.6 million. Per City policy, the Reserve's funding level shall strive to have a fund balance not to exceed 15% of the annual operating expenses. This budget includes a transfer of \$300,000 of General Fund money, increasing the reserve to 15% of the annual operating expenditures.

The **System Replacement** Fund was established to replace or repair the larger components of City Hall. This fund does not have a revenue source. Its current fund balance is at \$453,000 with \$425,000 in expenditures planned during the 2017/2018 biennium. As a result, the General Fund will be transferring \$25,000 a year to this fund to replenish the fund balance over time.

The **Hotel/Motel Tax** Fund was established to promote tourism within the City by issuing a 1% lodging tax. This fund is expected to receive about \$191,000 in lodging tax revenue for the biennium.

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 \$1.2 million for the biennium.

The **Traffic Impact Fee** Fund receives assessments from developers and is used for the development of transportation facilities that constitute system improvements. The fund is expected to receive about \$1million 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 revenue is now used for both operations and capital proposes. Originally established to help with the reconstruction costs associated with Little Bear Creek Parkway, a portion of the tax may now be used on street capital projects identified in the CIP. Up to 75% 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 \$784,430 in transfers from the General Fund in the 2017/2018 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
2017	\$341,435	\$50,327	\$391,762
2018	\$355,065	\$37,602	\$392,667

CAPITAL FUNDS

The City of Woodinville has levied two real estate excise taxes (REET). The Capital and Special Capital Project Funds (REET I & REET II) each receive 1/4% of the tax from the sales of real estate within the City. The combined REET funds are forecasted to receive \$1.4 million in revenue over the two years.



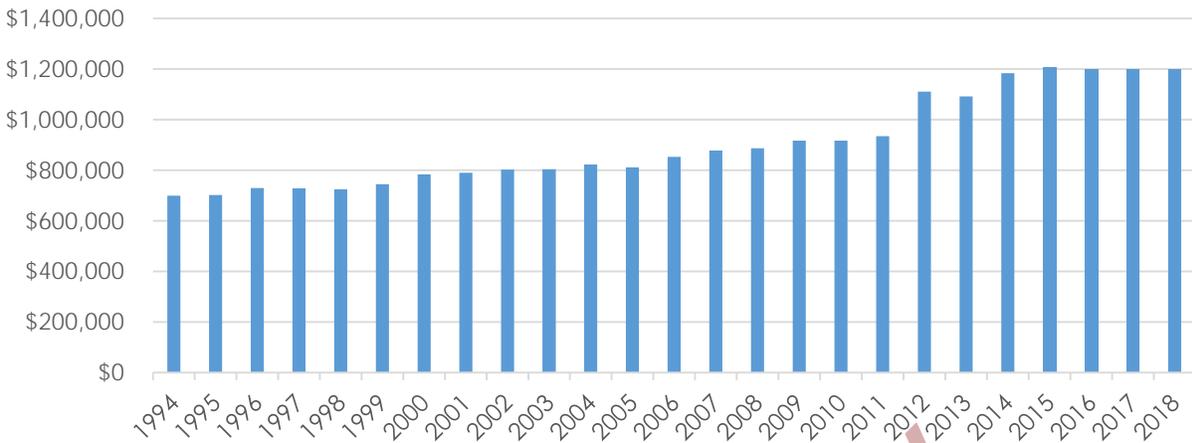
The remaining Capital Funds are primarily funded by transfers from other funds and grants.

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 \$2.4 million in surface water assessments for the two-year period.

Surface Water Management Revenue

1994-2015 actual; 2016-2018 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: Equipment Rental (Fleet Services), 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 \$590,000 over the biennium.

The **Equipment Replacement** Fund has historically received money from the General Fund to replace fixed assets not covered by the Equipment Rental Fund. Revenue to the Equipment Replacement fund has historically been transferred from the General Fund. However, this fund was converted to a true internal service fund starting with the 2017/2018 biennium and equipment replacement service charges are \$84,000 for the biennium.

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 \$60,000 and the Fund's estimated beginning fund balance is \$13,000. As a result, the total revenue from the City's departments is expected to be \$65,000 for the biennium.

EXPENDITURES

Expenditures for all funds are budgeted at \$47 million dollars. A summary of expenditures by fund type follows.

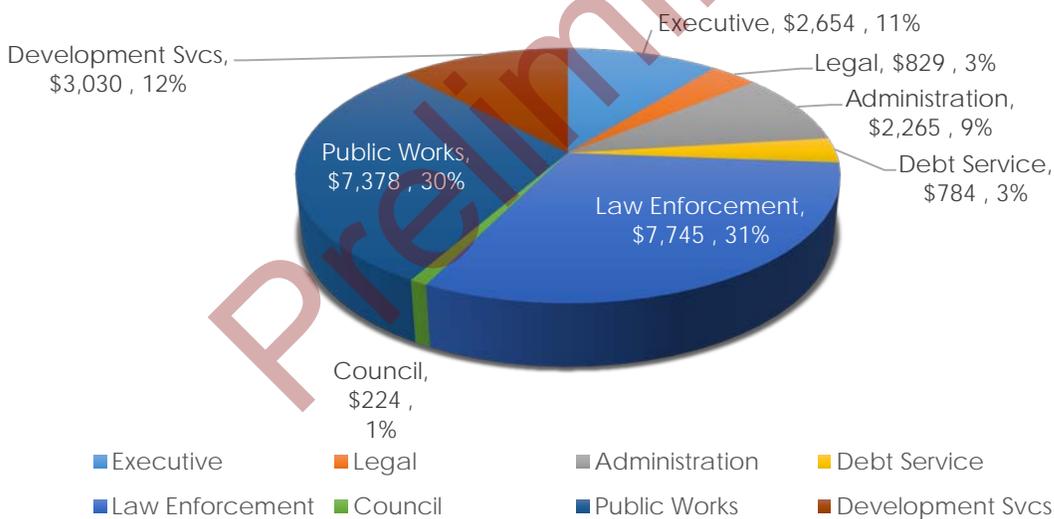
OPERATING FUNDS

The City’s operating funds are:

- General Fund
- Street Fund
- Development Services Fund
- Park & Rec. Special Revenue Fund
- Admission Tax Fund
- System Replacement Fund
- Strategic Budget Reserve Fund
- Hotel/Motel Tax Fund
- Surface Water Management Fund
- Debt Service Fund
- Internal Service fund

The City has seven departments and Debt Service which make up the operating budget of \$24.9 million; Legislative, Legal, Executive, Administration (includes the Equipment Replacement Internal Service Fund), Law Enforcement, Public Works (includes the Equipment Rental Internal Service Fund), 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 Dept.
(shown in \$1,000's)



The **General Fund** is the biggest contributor to operations with 63% of the total operating budget. \$15.3 million is budgeted for operating expenditures and \$4.1 million budgeted for transfers to other operating funds. In addition, revenues from the General Fund will contribute \$4.1 towards capital improvements this biennium. \$2.1 million of sales tax revenue from construction and Streamline Sale Tax Mitigation money will be transferred to fund capital projects. \$2 million will be held in reserve for property acquisition.

SPECIAL REVENUE FUNDS (DEDICATED TO OPERATIONS)

Eight special revenue funds contribute to operations:

- Street (maintenance)
- Development Services
- Park & Rec. Special Revenue
- Admission Tax
- Strategic Budget Reserve
- City Hall System Replacement
- Hotel/Motel Tax
- Utility Tax (75% for operations)

2017/2018 **Street** Fund (maintenance) expenditures are budgeted at \$2.1 million. The expenditures cover the routine maintenance of the City's roadways. \$1.6 million of General Fund transfers will go 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. \$819,000 of General Fund transfers will go 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 \$1.2 million for the biennium. \$590,000 of General Fund transfers will go 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, \$256,000 will be set aside for future replacement of the sports field turf. As of the end of 2016, a total of \$600,000 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 \$164,000 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 75% of its revenues, or \$1.3 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 \$784,429 on councilmanic bonds, using money transferred from the General Fund. As of the fiscal year end 2016, the City has 1.6 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 the vehicles that are assigned to their departments. The budget is \$120,000 in operating expenditures and \$152,000 for capital outlay (the purchase of four vehicles to replace five vehicles that are 13 to 16 years old) for the biennium. This activity is a division of the Public Works Department.

The **Equipment Replacement** Fund pays for the replacement of all capital equipment that is not covered by the Equipment Rental Fund. This includes servers, computers, and similar assets. The biennial budget is \$673,000 in capital outlay to replace the City's permitting & accounting software systems, the phone system, the City website and computers that have reached their useful life. This activity is a part of the Administration Department.

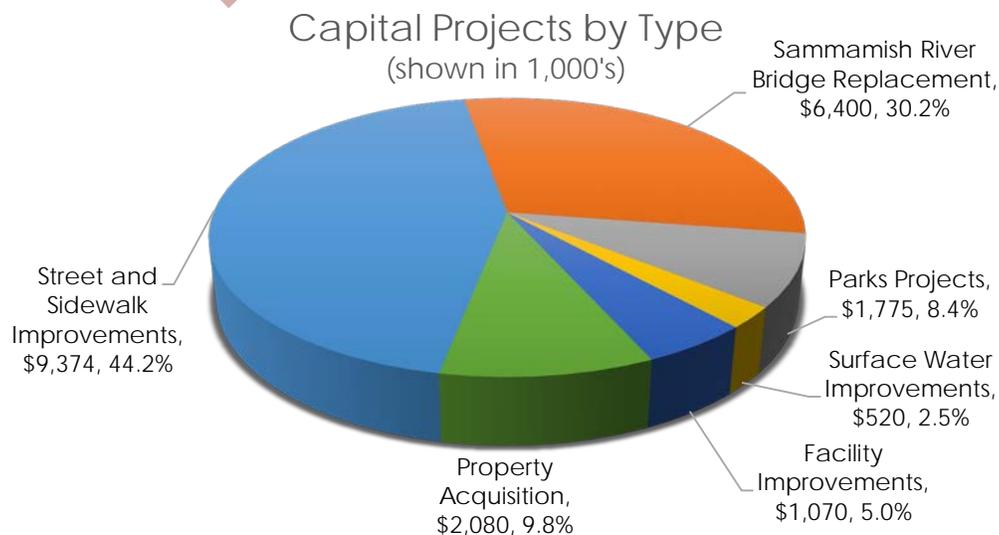
The **Unemployment Compensation** Fund is a self-funded, state-required fund to pay for unemployment claims against the City. The expenditures for this fund are budgeted at \$60,000 and are allocated among all departments.

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 \$2.2 million in operating expenditures planned for 2017/2018 and a transfer of \$270,000 the Surface Water Capital Improvement Fund.

CAPITAL FUNDS

There are 29 projects in the 2017/2018 biennial budget. \$21.2 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. \$1.8 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. \$425,000 is budgeted to make repairs and improvements at City Hall during the biennium.

The **Park Impact Fee Fund** is budgeted to transfer \$330,000 to the Parks Capital Project Fund, primarily for the DeYoung Park Restoration project and 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 \$700,000 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 \$24,000 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 \$2.3 million each, to support capital improvement project activity.

The **Capital Street Reserve Fund** is budgeted to expend \$9.4 million this biennium on twelve street related projects.

The **Sammamish Bridge Replacement Fund** project costs are estimated at \$6.4 million.

The **Parks Capital Projects Fund** is expected to expend \$1.8 million on five projects.

There are nine projects, anticipated to cost \$1.1 million, which will be paid through the **Facilities Capital Projects Fund**.

The **Surface Water Capital Projects Fund** is budgeted to expend \$520,000 on two projects this biennium.

The **General Fund** will spend \$2 million on property acquisition.

SUMMARY OF SOURCES AND USES

Fiscal Years 2017 & 2018	General Fund	All Other Op Funds	SWM OP & CIP	Debt Service	Capital Funds	Total all Funds
Beginning Balance	\$16,961,307	\$4,797,497	\$1,260,730	\$1,653	\$5,342,502	\$28,363,689
Operating Sources						
Operating Revenues						
Taxes	\$16,817,476	\$391,000	\$0	\$0	\$1,332,664	\$18,541,140
Permits	\$588,178	\$1,427,200	\$0	\$0	\$0	\$2,015,378
Intergovernmental	\$400,716	\$527,825	\$0	\$0	\$0	\$928,541
Chgs for Svcs	\$582,303	\$1,299,230	\$2,400,000	\$0	\$0	\$4,281,533
Fines	\$129,400	\$0	\$0	\$0	\$0	\$129,400
Miscellaneous	\$434,167	\$6,330	\$4,000	\$0	\$0	\$444,497
Operating Revenues	\$18,952,240	\$3,651,585	\$2,404,000	\$0	\$1,332,664	\$26,340,489
Transfers In	\$1,332,664	\$3,514,000	\$0	\$784,430	\$0	\$5,631,094
Total Operating Sources	\$20,284,904	\$7,165,585	\$2,404,000	\$784,430	\$1,332,664	\$31,971,583
Operating Uses						
Operating Expenditures						
Council	\$224,220	\$0	\$0	\$0	\$0	\$224,220
Executive	\$2,489,910	\$164,000	\$0	\$0	\$0	\$2,653,910
Legal	\$829,300	\$0	\$0	\$0	\$0	\$829,300
Administration	\$2,204,953	\$0	\$0	\$0	\$0	\$2,204,953
Law Enforcement	\$7,744,996	\$0	\$0	\$0	\$0	\$7,744,996
Engineering	\$1,770,350	\$0	\$0	\$0	\$0	\$1,770,350
Streets	\$0	\$2,072,720	\$0	\$0	\$0	\$2,072,720
Parks and Recreation	\$0	\$1,173,600	\$0	\$0	\$0	\$1,173,600
Surface Water	\$0	\$0	\$2,241,640	\$0	\$0	\$2,241,640
Development Svcs	\$0	\$3,029,631	\$0	\$0	\$0	\$3,029,631
Internal Service	\$0	\$180,000	\$0	\$0	\$0	\$180,000
Debt Service	\$0	\$0	\$0	\$784,429	\$0	\$784,429
Total Operating Expenditures	\$15,263,729	\$6,619,951	\$2,241,640	\$784,429	\$0	\$24,909,749
Operating Transfers-Out	\$4,098,430	\$200,000	\$0	\$0	\$1,332,664	\$5,631,094
Total Operating Uses	\$19,362,159	\$6,819,951	\$2,241,640	\$784,429	\$1,332,664	\$30,540,842
Operating Margin	\$922,745	\$345,634	\$162,360	\$1	\$0	\$1,430,739
Non-Operating Sources						
Taxes	\$1,335,971	\$256,463	\$0	\$0	\$1,880,221	\$3,472,655
Intergovernmental	\$1,060,000	\$0	\$120,000	\$0	\$7,657,600	\$8,837,600
Chgs for Svcs	\$0	\$558,000	\$0	\$0	\$2,181,000	\$2,739,000
Miscellaneous	\$0	\$0	\$0	\$0	\$20,600	\$20,600
Non-Operating Transfers-In	\$80,000	\$0	\$270,000	\$0	\$10,614,000	\$10,964,000
Total Non-Operating Sources	\$2,475,971	\$814,463	\$390,000	\$0	\$22,353,421	\$26,033,855
Non-Operating Uses						
Capital Projects						
Capital Outlay	\$12,000	\$829,200	\$4,000	\$0	\$0	\$845,200
Street CIP	\$0	\$24,000	\$0	\$0	\$15,750,000	\$15,774,000
Park CIP	\$0	\$0	\$0	\$0	\$1,775,000	\$1,775,000
Facilities CIP	\$0	\$0	\$0	\$0	\$1,070,000	\$1,070,000
Surface Water CIP	\$0	\$0	\$520,000	\$0	\$0	\$520,000
Property Acquisition	\$2,080,000	\$0	\$0	\$0	\$0	\$2,080,000
Total Capital Projects	\$2,092,000	\$853,200	\$524,000	\$0	\$18,595,000	\$22,064,200
Non-Operating Transfers-Out						
System Repl.	\$0	\$425,000	\$0	\$0	\$0	\$425,000
Strategic Budget Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects	\$2,228,000	\$0	\$804,000	\$0	\$7,507,000	\$10,539,000
Total Non-Operating Transfers-Out	\$2,228,000	\$425,000	\$804,000	\$0	\$7,507,000	\$10,964,000
Total Non-Operating Uses	\$4,320,000	\$1,278,200	\$1,328,000	\$0	\$26,102,000	\$33,028,200
Total Sources	\$39,722,182	\$12,777,544	\$4,054,730	\$786,083	\$29,028,587	\$86,369,127
Total Uses	\$23,682,159	\$8,098,151	\$3,569,640	\$784,429	\$27,434,664	\$63,569,042
Ending Balance 2018	\$16,040,023	\$4,679,393	\$485,090	\$1,654	\$1,593,923	\$22,800,084
Reserved	\$109,216	\$1,711,878	\$0	\$0	\$0	\$1,821,094
Designated	\$1,317,833	\$934,004	\$0	\$0	\$0	\$2,251,836
Unreserved & Undesignated	\$14,612,974	\$2,033,512	\$485,090	\$1,654	\$1,883,707	\$19,016,938

REVENUE DETAIL

Revenue Projection by Fund

	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
GENERAL FUND:					
Taxes					
Property	\$2,942,500	\$3,047,812	\$3,055,000	\$3,085,550	\$3,116,406
Sales Tax (includes new construction from 2014)	\$4,561,870	\$5,297,463	\$5,818,831	\$5,508,338	\$5,780,974
Sales-Criminal Justice	\$212,180	\$287,331	\$300,000	\$309,000	\$315,180
Gambling	\$65,000	\$51,444	\$16,000	\$16,000	\$16,000
Leasehold Excise Tax	\$0	\$3,927	\$4,000	\$1,333	\$4,666
Subtotal Taxes	\$7,781,550	\$8,687,977	\$9,193,831	\$8,920,222	\$9,233,226
Licenses & Permits					
Public Utility License	\$300	\$20	\$0	\$0	\$0
Franchise Fees	\$182,566	\$184,403	\$186,000	\$187,581	\$189,175
Business Licenses	\$0	\$29,023	\$72,306	\$74,475	\$76,337
Master Peddler's License	\$0	\$520	\$500	\$500	\$500
Animal Licenses	\$4,972	\$28,107	\$30,000	\$29,420	\$30,190
Subtotal Licenses & Permits	\$187,838	\$242,072	\$288,806	\$291,976	\$296,202
Intergovernmental					
Federal Grants	\$2,372	\$280	\$0	\$0	\$0
State Grants	\$0	\$1,143	\$0	\$11,570	\$0
Streamline Sales Tax Mitigation	\$533,512	\$533,110	\$533,110	\$530,000	\$530,000
CJ - Violent Crimes/Population	\$2,851	\$3,003	\$3,000	\$3,587	\$3,588
CJ - Contracted Services	\$18,047	\$19,040	\$19,000	\$20,631	\$20,633
CJ - Special Programs	\$10,471	\$11,005	\$11,000	\$12,033	\$12,034
DUI/Criminal Justice Assist.	\$1,979	\$1,703	\$1,584	\$1,700	\$1,700
Liquor Excise Tax	\$20,651	\$30,601	\$30,000	\$54,000	\$54,000
Liquor Board Profits	\$97,650	\$98,488	\$96,912	\$97,000	\$97,000
Interlocal Grants	\$0	\$0	\$4,000	\$11,240	\$0
Subtotal Intergovernmental	\$687,532	\$698,373	\$698,605	\$741,761	\$718,955
Charges for Services					
Dist./Muni Court-Admin Fees	\$0	\$1,014	\$1,000	\$1,000	\$1,000
Budget-Acctg-Auditing Services	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Sales of Maps & Publications	\$361	\$84	\$100	\$100	\$100
Data, Printing, Duplicating & IT Service	\$0	\$336	\$300	\$300	\$300
Passports	\$22,612	\$25,233	\$25,000	\$25,250	\$25,503
Fingerprinting	\$4,795	\$4,960	\$5,000	\$5,050	\$5,101
Concealed pistol license processing	\$4,331	\$87	\$0	\$0	\$0
Other police admin services	\$70	\$30	\$0	\$0	\$0
DWLS Towing Charges	\$2,200	\$900	\$900	\$900	\$900
Intergvt. Service Chgs-Law Enforcement	\$20,000	\$15,000	\$40,000	\$50,000	\$50,000
Tourism Promotion Services	\$1,000	\$8,200	\$8,400	\$8,400	\$8,400
Road Const. & Eng Svcs	\$0	\$0	\$0	\$0	\$0
Subtotal Charges for Services	\$255,370	\$255,843	\$280,700	\$291,000	\$291,303

Revenue Projection by Fund, continued

GENERAL FUND cont.	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
Fines					
Criminal Filing Fees	\$0	\$973	\$0	\$0	\$0
Proof of Motor Vehicle Insurance	\$0	413.69	200	\$200	\$200
Traffic Infraction Penalties	\$0	34432.7	30000	\$30,000	\$30,000
Non-Traff Infraction Penalties	\$0	\$694	\$500	\$500	\$500
Parking Infraction	\$0	\$9,275	\$9,000	\$9,000	\$9,000
Criminal Traffic Fines DUI	\$0	\$2,791	\$3,000	\$3,000	\$3,000
Criminal Traffic Misdemeanor	\$0	\$7,922	\$5,000	\$5,000	\$5,000
Criminal Fines-Non Traffic	\$0	\$2,608	\$3,000	\$3,000	\$3,000
District Court Cost Recoupment	\$1,812	\$11,943	\$10,000	\$10,000	\$10,000
Fines and Penalties	\$737	\$6,039	\$0	\$0	\$0
False Alarm	\$6,000	\$7,150	\$4,000	\$4,000	\$4,000
Subtotal Fines	\$8,550	\$84,242	\$64,700	\$64,700	\$64,700
Miscellaneous					
Investment Interest	\$17,884	\$35,461	65000	\$65,000	\$65,000
Other Interest	\$967	\$2,295	\$2,000	\$2,000	\$2,000
City shop rental income	\$100,670	\$94,830	\$96,480	\$32,803	\$111,440
Cell tower lease	\$34,500	\$62,697	\$61,000	\$63,809	\$65,724
Cable PEG Subscriber Fees	\$12,846	\$13,919	\$13,000	\$13,130	\$13,261
Confiscated/Forfeited Prop.-seized asset	\$113	\$0	\$0	\$0	\$0
Other Judgment/Settlement	\$857,293	\$58	\$0	\$0	\$0
Special Items	\$0	\$1,600	\$21,300	\$0	\$0
Cashier's Overages/Shortages	\$0	-\$32	\$32	\$0	\$0
Other Miscellaneous	\$1,902	\$1,870	\$130	\$0	\$0
Subtotal Miscellaneous	\$1,026,174	\$212,698	\$258,941	\$176,742	\$257,425
Operating Transfers In	\$0	\$890,983	\$670,000	\$662,100	\$670,564
CIP - Land Acquisition	\$0	\$0	\$0	\$80,000	\$0
Insurance Proceeds - Non-capital	\$0	\$1,117	\$0	\$0	\$0
Total General Fund Revenue	\$9,947,015	\$11,073,305	\$11,455,583	\$11,228,501	\$11,532,374
SPECIAL REVENUE FUNDS:					
Street Fund					
Multimodal Transportation Revenue	\$0	\$0	\$12,000	\$12,149	\$12,150
Motor Vehicle Fuel Tax	\$226,697	\$236,849	\$230,000	\$251,763	\$251,763
Operating Transfers-In	\$501,000	\$578,100	\$550,000	\$770,000	\$785,000
Insurance Recovery - Non-capital	\$8,139	-\$3,875	\$33,875	\$0	\$0
Total Street Fund	\$735,836	\$811,074	\$825,875	\$1,033,912	\$1,048,913

Revenue Projection by Fund, continued

	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
SPECIAL REVENUE FUNDS cont.					
Developmental Services					
Permit-Building	\$346,476	\$421,303	\$188,000	\$436,800	\$400,400
Permit-Plumbing	\$38,031	\$40,218	\$30,276	\$47,900	\$43,900
Permit-Grading	\$26	\$758	\$500	\$0	\$0
Permit-Mechanical	\$51,157	\$60,367	\$46,033	\$64,500	\$59,100
Permit-Demolition	\$1,536	\$1,800	\$1,600	\$1,600	\$1,800
Permit-Fire Alarm	\$10,267	\$9,478	\$10,522	\$10,350	\$10,350
Permit-Sprinkler	\$12,646	\$36,324	\$10,000	\$13,500	\$13,500
Permit-Site Development	\$43,962	\$21,110	\$15,000	\$55,400	\$50,800
Permit-Right of Way	\$72,406	\$62,403	\$88,197	\$91,300	\$83,700
Other Licenses and Permits	\$8,159	\$9,847	\$20,153	\$6,750	\$6,750
Permit-Special Events	\$2,702	\$4,144	\$15,856	\$3,150	\$3,150
Permit-Sign	\$13,350	\$15,287	\$45,513	\$11,250	\$11,250
Inspection-IFC	\$117,025	\$108,881	\$151,119	\$5,000	\$5,000
Investigative/Code Enforcement	\$0	\$1,763	\$0	\$0	\$0
Zoning & Subdivision Fees	\$116,412	\$101,276	\$170,000	\$75,000	\$75,000
Plan Check Fee-Building Dept.	\$377,981	\$201,385	\$152,070	\$224,271	\$205,581
Plan Check Fee-Consultants	\$0	\$13,512	\$1,000	\$5,069	\$4,647
Plan Check Fee-Fire Dept.	\$14,489	\$7,022	\$5,878	\$5,261	\$4,823
Plan Check Fee-Planning	\$541	\$288	\$100	\$532	\$488
Plan Check Fee-Public Works	\$102	\$159	\$400	\$486	\$445
Plan Check Fee-Site Development	\$6,712	\$13,306	\$10,694	\$7,552	\$6,923
Plan Check Fee-Right of Way	\$59,887	\$52,463	\$38,537	\$38,257	\$35,069
Plan Check Fee-Mechanical	\$1,561	\$1,197	\$1,400	\$1,977	\$1,813
Plan Check Fee-Plumbing	\$774	\$416	\$200	\$514	\$471
Other Planning Fee & Charges	\$0	\$0	\$900	\$2,700	\$2,500
Other Planning Fee & Charges - Tree Fund	\$124,861	\$15,991	\$32,009	\$0	\$0
Operating Transfer In	\$105,000	\$35,000	\$0	\$295,000	\$524,000
Total Developmental Services	\$1,526,061	\$1,235,698	\$1,035,957	\$1,404,120	\$1,551,460
Parks & Rec Special Revenue					
Field Use	\$178,991	\$159,215	\$190,785	\$175,000	\$176,750
Field Lights	\$29,357	\$31,634	\$30,000	\$30,000	\$30,000
Concession Proceeds	\$252	\$0	\$0	\$0	\$0
Other Miscellaneous	\$109	\$0	\$0	\$0	\$0
Operating Transfers-In	\$155,500	\$258,100	\$200,000	\$400,000	\$390,000
Insurance Recoveries	\$7,283	\$6,614	\$45,000	\$0	\$0
Total Parks & Rec Sp. Revenue	\$371,491	\$455,563	\$465,785	\$605,000	\$596,750
Admission Tax					
Admission Tax	\$202,804	\$202,721	\$197,279	\$200,000	\$256,463
Investment Interest	\$427	\$812	\$1,500	\$1,500	\$750
Total Admission Tax	\$203,231	\$203,533	\$198,779	\$201,500	\$257,213
City Hall System Replacement					
Operating Transfer-In	\$0	\$0	\$0	\$25,000	\$25,000
Total City Hall System Replacement	\$0	\$0	\$0	\$25,000	\$25,000

Revenue Projection by Fund, continued

	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
SPECIAL REVENUE FUNDS cont.					
Strategic Budget Reserve					
Operating Transfer In (GF)	\$0	\$0	\$0	\$300,000	\$0
Total Strategic Budget Reserve	\$0	\$0	\$0	\$300,000	\$0
Park Impact Fee					
Park Impact Fees	\$73,025	\$279,100	\$22,000	\$464,000	\$718,000
Investment Interest	\$62	\$412	\$400	\$400	\$400
Total Park Impact Fees	\$73,087	\$279,512	\$22,400	\$464,400	\$718,400
Hotel/Motel Tax Fund					
Hotel/Motel Tax	\$60,107	\$67,307	\$63,000	\$92,000	\$99,000
Investment Interest	\$144	\$157	\$200	\$200	\$200
Total Hotel/Motel Tax	\$60,250	\$67,464	\$63,200	\$92,200	\$99,200
Traffic Impact Fee					
Traffic Impact Fees	\$92,304	\$313,526	\$30,000	\$96,000	\$903,000
Investment Interest	\$102	\$296	\$300	\$300	\$300
Total Traffic Impact Fee	\$92,406	\$313,822	\$30,300	\$96,300	\$903,300
DEBT SERVICE FUND:					
Debt Service					
Operating Transfers In (GF)	\$532,577	\$535,182	\$521,402	\$391,760	\$392,670
Total Debt Service	\$532,577	\$535,182	\$521,402	\$391,760	\$392,670
CAPITAL FUNDS:					
Capital Project					
Local Real Estate Excise	\$359,833	\$894,652	\$468,000	\$355,000	\$333,000
Investment Interest	\$1,463	\$2,082	\$2,000	\$2,000	\$2,000
Operating Transfers-In	\$707	\$317,000	\$0	\$0	\$0
Total Capital Project	\$362,003	\$1,213,734	\$470,000	\$357,000	\$335,000
Special Capital Project					
Capital Growth Projects	\$359,833	\$891,632	\$486,000	\$355,000	\$333,000
Investment Interest	\$2,205	\$3,163	\$3,000	\$3,000	\$3,000
Operating Transfers-In	\$478,551	\$0	\$0	\$0	\$0
Total Special Capital Project	\$840,589	\$894,795	\$489,000	\$358,000	\$336,000
Capital Street Reserve					
Federal Grants	\$1,046,852	\$0	\$0	\$0	\$0
State Grants	\$3,126,613	\$1,301,614	\$259,099	\$2,477,000	\$0
Road/Street Maint. & Repair Services	\$641,321	\$173,545	\$0	\$0	\$0
Investment Interest	\$105	\$1,124	\$800	\$0	\$0
Contrib. from Private Sources	\$187,742	\$12,929	\$0	\$0	\$0
Transfers In	\$3,413,297	\$2,010,069	\$1,673,950	\$4,524,000	\$2,180,000
Total Capital Street Reserve	\$8,415,931	\$3,499,281	\$1,933,849	\$7,001,000	\$2,180,000

Revenue Projection by Fund, continued

	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
CAPITAL FUNDS cont.					
Utility Tax Fund					
Electric Tax	\$310,783	\$304,371	\$310,000	\$318,329	\$326,658
Natural Gas Tax	\$113,422	\$110,901	\$110,000	\$112,956	\$115,911
Solid Waste Tax	\$161,285	\$168,485	\$131,515	\$131,515	\$131,515
Telephone Tax	\$354,381	\$317,272	\$320,000	\$320,000	\$320,000
Investment Interest	\$2,028	\$2,070	\$4,000	\$4,000	\$4,000
Total Utility Tax	\$941,900	\$903,098	\$875,515	\$886,800	\$898,085
Parks & Recreation Capital Projects					
King County Parks Levy	\$32,442	\$34,947	\$30,000	\$30,000	\$30,000
Investment Interest	193.04	262.11	\$200	\$200	\$200
Transfers In	\$137,928	0	\$231,600	\$620,000	\$1,000,000
Total Parks & Recreation Capital Projects	\$170,563	\$35,209	\$261,800	\$650,200	\$1,030,200
Facilities Capital Projects					
Interest Income	\$151	\$10	\$0	\$800	\$0
Transfers In	\$129,065	\$35,666	\$196,796	\$425,000	\$645,000
Total Facilities Capital Projects	\$129,216	\$35,676	\$196,796	\$425,800	\$645,000
Samm. Bridge Replacement					
Indirect Federal Grant	\$75,837	\$52,062	\$0	\$590,300	\$590,300
State Grant: TIB	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Investment Interest	\$415	\$33	\$0	\$0	\$0
Transfers In	\$0	\$7,900	\$5,057,900	\$445,000	\$775,000
Total Samm. Bridge Replacement	\$76,251	\$59,995	\$5,057,900	\$3,035,300	\$3,365,300
ENTERPRISE FUND:					
Surface Water Mgmt. Fund					
Grants	\$0	\$50,000	\$0	\$0	\$0
Storm Drainage Fees & Charges	\$1,183,302	\$1,207,685	\$1,200,000	\$1,200,000	\$1,200,000
Investment Interest	\$685	\$1,388	\$2,000	\$2,000	\$2,000
Miscellaneous - Sale of Scrap	\$0	\$0	\$1,200	\$0	\$0
Insurance Recovery - Non-capital	\$0	\$0	\$0	\$0	\$0
Total Surface Water Mgmt. Fund	\$1,183,986	\$1,259,073	\$1,203,200	\$1,202,000	\$1,202,000
Surface Water Capital Projects					
State DOE Grant - Samm. StormW Outfall	\$7,816	\$0	\$0	\$0	\$0
State DOE Grant - Lk Leota Water Quality	\$24,393	\$545,850	\$0	\$0	\$0
KC Flood Control Levy	\$28,320	\$0	\$0	\$120,000	\$0
Construction Services	\$79,651	\$13,180	\$0	\$0	\$0
Investment Interest	\$247	\$706	\$2,000	\$0	\$0
Judgments and Settlements	\$0	\$0	\$0	\$0	\$0
Transfers - In	\$588,849	\$71,614	\$306,741	\$270,000	\$0
Total Surface Water Capital Projects	\$729,276	\$631,350	\$308,741	\$390,000	\$0

Revenue Projection by Fund, continued

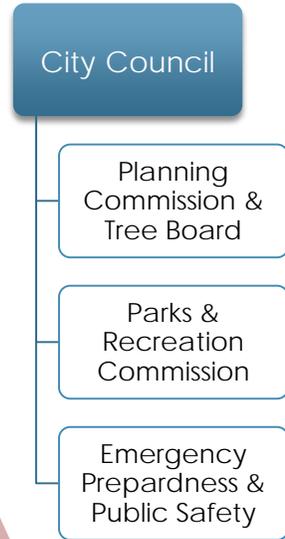
	Actual 2014	Actual 2015	Forecast 2016	Forecast 2017	Forecast 2018
INTERNAL SERVICE FUNDS:					
Equipment Rental					
Vehicle/Equipment Repair Chgs	\$112,310	\$86,513	\$73,319	\$292,900	\$293,600
Investment Interest	\$811	\$1,483	\$1,700	\$1,700	\$1,700
Sale of Fixed Assets	\$4,870	\$0	\$0	\$0	\$0
Total Equipment Rental	\$117,991	\$87,997	\$75,019	\$294,600	\$295,300
Equipment Replacement					
Equipment Replacement Chgs	\$0	\$0	\$0	\$0	\$84,300
Miscellaneous - Sale of Scrap	\$110	\$646	\$331	\$200	\$0
Gains/Losses - Insurance Recoveries	\$0	\$10,000	\$0	\$0	\$0
Total Equipment Replacement	\$110	\$10,646	\$331	\$200	\$84,300
Unemployment					
Charges for Service	\$0	\$8,100	\$8,630	\$32,000	\$33,300
Investment Interest	\$34	\$30	\$40	\$40	\$40
Total Unemployment	\$34	\$8,130	\$8,670	\$32,040	\$33,340
Total All Funds	\$26,509,805	\$23,614,139	\$25,500,102	\$30,475,634	\$27,529,804

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 decisions.

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.

Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below:

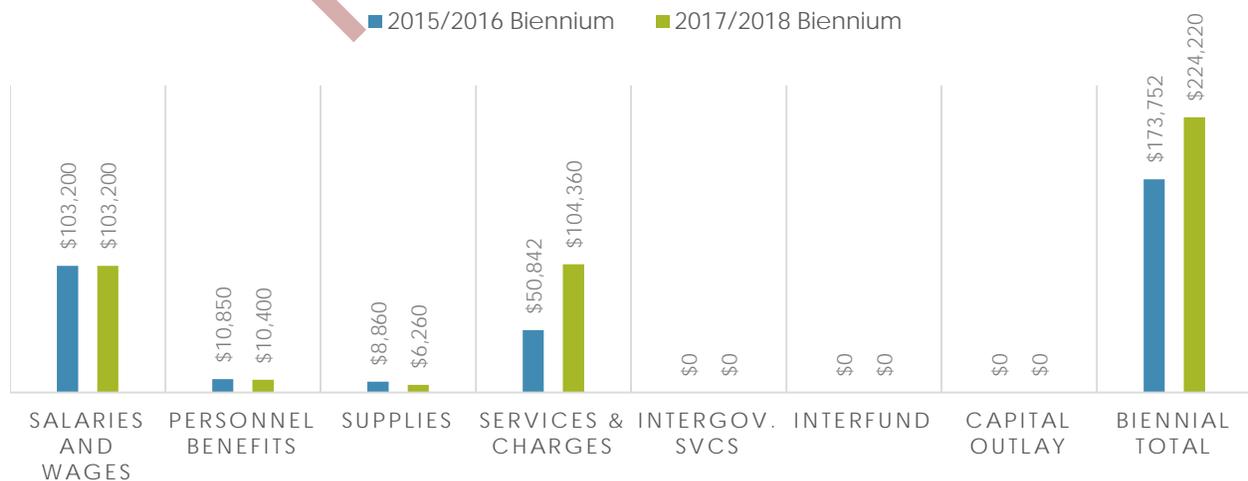


CITY COUNCIL AND COMMISSIONS ANNUAL EXPENDITURE SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$51,000	\$51,600	\$51,600	\$51,600	\$51,600
Benefits	\$5,329	\$5,474	\$5,376	\$5,200	\$5,200
Supplies	\$844	\$1,163	\$7,697	\$3,130	\$3,130
Services	\$7,821	\$11,672	\$39,170	\$52,180	\$52,180
Intergov. Svcs	\$0	\$0	\$0	\$0	\$0
Interfund	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Department Total	\$64,994	\$69,909	\$103,843	\$112,110	\$112,110

Total 2017/2018 Biennial Budget \$224,220

CITY COUNCIL BIENNIAL BUDGET COMPARISON



CITY COUNCIL

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 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 a liaison between the community and elected officials at the local, regional, state, and federal levels.

CITY COUNCIL 2017/2018 GOALS

1. Approve overall city work plans
2. Collaborate with county, state, and federal elected officials and agencies to obtain grants/legislation in favor of Woodinville
3. Pass work plans for city boards and commissions

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
Regular/Special Meetings	29	35	27	31	31
Reports Received	245	267	218	242	242
Ordinances	12	15	18	17	17
Resolutions	16	15	15	15	15
Agreements	34	11	5	9	9
Public Hearings	20	28	20	24	24



PLANNING COMMISSION & TREE BOARD

The Planning Commission assists the City Council in developing land use regulations and long range plans that 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 that 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.

PLANNING COMMISSION & TREE BOARD 2017/2018 GOALS

1. Achieve projects outlined on annual work plan
2. Review and/or make recommendations regarding City municipal code, comprehensive plan, tree code, capital projects, etc., when necessary
3. Participate in community events when possible

Activity Workload Indicators					Estimated	
Indicator	2014	2015	2016	2017	2018	
Regular/Special Meetings	19	19	18	20	18	
CAPS/Subcommittee Meetings	0	2	2	2	2	
Reports Received	40	37	29	35	30	
Master Plans Reviewed	2	9	0	1	2	
Ordinances Reviewed	11	25	24	24	20	
Public Hearings	9	20	16	20	20	

PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission provides recommendations 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 reviews and recommends the selection and placement of public art pieces.

PARKS AND RECREATION COMMISSION 2017/2018 GOALS

1. Achieve projects outlined in the annual work plan
2. Review and/or make recommendations regarding park and recreation fees, PRO Plan, specialized park design plans, potential donations for public art, etc., when necessary
3. Participate in community events when possible

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
Regular/Special Meetings	9	8	12	12	12
Reports Received	25	27	34	30	31
Master Plans Reviewed	2	1	1	1	1
Special Presentations	2	2	2	5	5
Public Art & Donation Proposals Reviewed	0	0	0	2	2
Capital Projects	3	2	2	2	2

EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION

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

The five-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 outreach and engagement to the community.

EMERGENCY PREPAREDNESS & PUBLIC SAFETY COMMISSION 2017/2018 GOALS

1. Achieve projects outlined in annual work plan
2. Review and/or make recommendations regarding emergency preparedness and public safety policies and procedures when necessary
3. Participate in community events when possible

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
Regular/Special Meetings	4	5	8	11	11
Reports Received	4	13	24	33	35
Master Plans Reviewed	0	0	1	0	0
Regulations Proposed	0	0	0	0	0
Special Presentations	1	2	2	2	2

Preliminary



LEGAL SERVICES DEPARTMENT

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

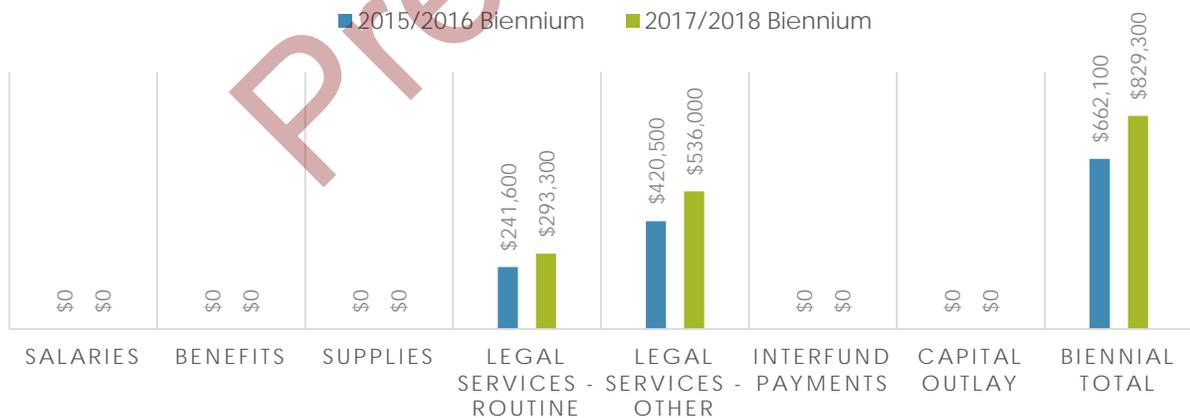
Legal services also include activities of the Hearing Examiner, an independent office of the city, which hears and decides quasi-judicial legal matters that are defined by City Council ordinance.

Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below:

LEGAL SERVICES DEPARTMENT ANNUAL EXPENDITURE SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Services	\$300,899	\$196,136	\$465,964	\$503,600	\$325,700
Intergov. Svcs	\$0	\$0	\$0	\$0	\$0
Interfund Payments	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Department Total	\$300,899	\$196,136	\$465,964	\$503,600	\$325,700
Total 2017/2018 Biennial Budget					\$829,300

LEGAL SERVICES BIENNIAL BUDGET COMPARISON



Legal costs are forecast to increase in the 2017/2018 over the 2015/2016 biennium due to litigation associated with Wellington Hills Park.

LEGAL SERVICES 2017/2018 GOALS

1. City Attorney fulfills contractual agreements
2. Hearing Examiner fulfills contractual agreements
3. Public defender fulfills contractual agreements
4. Prosecutor fulfills contractual agreements

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
Council/Comm. Mtgs Attended	22	22	22	24	24
Ordinances Reviewed	20	12	12	15	15
Resolutions Reviewed	15	8	8	10	10
Agreements Reviewed	120	115	115	110	110
Litigation Cases	6	5	5	4	4
Routine Services (Hours)	650	600	600	650	650

Preliminary

EXECUTIVE DEPARTMENT

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



Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below and broken out by division on the following pages:

EXECUTIVE DEPARTMENT ANNUAL EXPENDITURE SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$495,373	\$583,744	\$500,656	\$587,300	\$626,200
Benefits	\$166,875	\$151,609	\$212,191	\$243,000	\$254,400
Supplies	\$9,447	\$22,385	\$33,685	\$27,150	\$27,100
Services	\$260,366	\$322,986	\$487,517	\$336,225	\$354,135
Intergov. Svcs	\$108,101	\$105,498	\$106,569	\$84,700	\$99,700
Interfund Payments	\$465	\$912	\$922	\$3,500	\$10,500
Capital Outlay	\$0	\$78,000	\$148,000	\$24,000	\$0
Department Total	\$1,040,627	\$1,265,134	\$1,489,540	\$1,305,875	\$1,372,035
Total 2017/2018 Biennial Budget					\$2,677,910

CITY MANAGEMENT DIVISION

The City Management Division provides executive management leadership. 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.

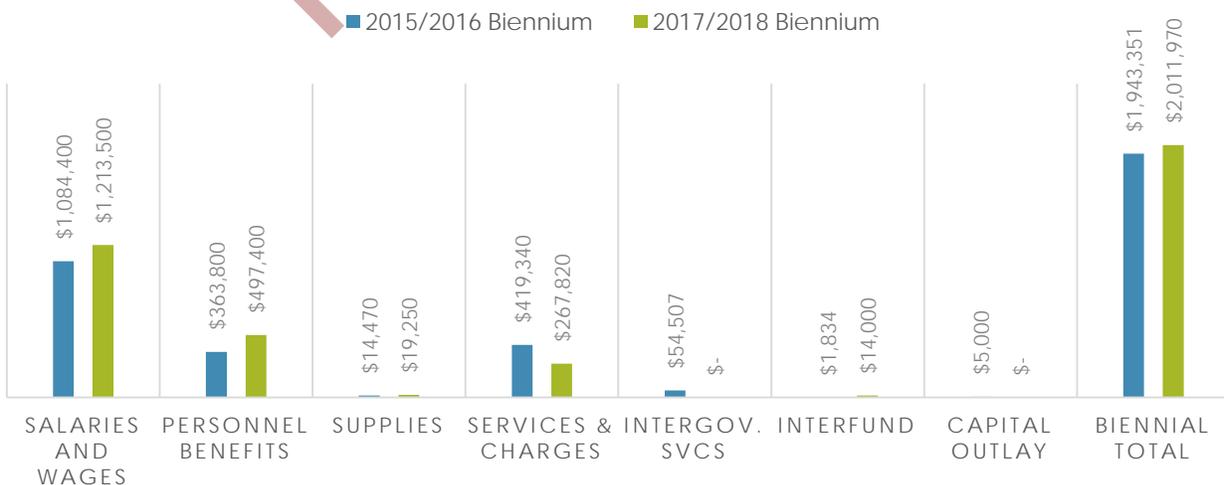
A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

CITY MANAGEMENT DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$495,373	\$583,744	\$500,656	\$587,300	\$626,200
Personnel Benefits	\$166,875	\$151,609	\$212,191	\$243,000	\$254,400
Supplies/Small Tools	\$7,174	\$13,334	\$1,136	\$10,650	\$8,600
Services & Charges					
Professional Services	\$13,135	\$118,571	\$105,039	\$30,600	\$27,700
Communication	\$37,566	\$41,868	\$57,882	\$55,765	\$56,065
Travel Expense	\$676	\$1,039	\$6,011	\$12,500	\$10,850
Advertising	\$15,284	\$7,547	\$33,653	\$12,550	\$12,450
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Insurance	\$18,006	\$19,054	\$19,026	\$14,800	\$15,100
Education/Training	\$375	\$425	\$3,095	\$4,620	\$4,920
Repairs & Maint.	\$0	\$0	\$400	\$500	\$500
Miscellaneous	\$2,442	\$1,063	\$4,667	\$4,450	\$4,450
Printing	\$0	\$0	\$0	\$0	\$0
Total Services & Charges	\$87,484	\$189,567	\$229,773	\$135,785	\$132,035
Intergov. Svcs	\$3,976	\$26,592	\$27,915	\$0	\$0
Interfund	\$465	\$912	\$922	\$3,500	\$10,500
Capital Outlay	\$0	\$0	\$5,000	\$0	\$0
Division Total	\$761,347	\$965,758	\$977,593	\$980,235	\$1,031,735

NOTE: City Management Division includes the Emergency Management function.

CITY MANAGEMENT BIENNIAL BUDGET COMPARISON



CITY MANAGEMENT DIVISION OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
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	1.00	1.00	1.00	1.00	1.00
Management Analyst (Proposed)	0.00	0.00	0.00	1.00	1.00
Total FTEs	5.00	5.00	5.00	6.00	6.00

The City Management 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 employee union.

The Division also serves as the City's Emergency Management Division, by preparing the City's Comprehensive Emergency Management Plan, managing coordination with external emergency service agencies; scheduling and preparing emergency response training, and supports the Emergency Preparedness and Public Safety Commission.

CITY MANAGEMENT 2017/2018 GOALS

1. Strategic planning for the City
2. Implement actions in accordance with City priorities and goals
3. Regional coordination and planning

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
Council/Commission Agendas	27	77	68	50	50
Council/Com. Staff Reports	245	442	402	500	500
Citizen Service Requests	122	130	92	150	150
Public Records Requests	144	276	198	200	200
Hrs. Meeting Minutes	80.5	90	90	100	100
Claims for Damage	8	10	10	10	10
No. Recruitments	10	13	8	10	10
Applications Screened	486	469	318	500	500
Emerg. Training Exercises	2	1	2	4	4

COMMUNITY RELATIONS DIVISION

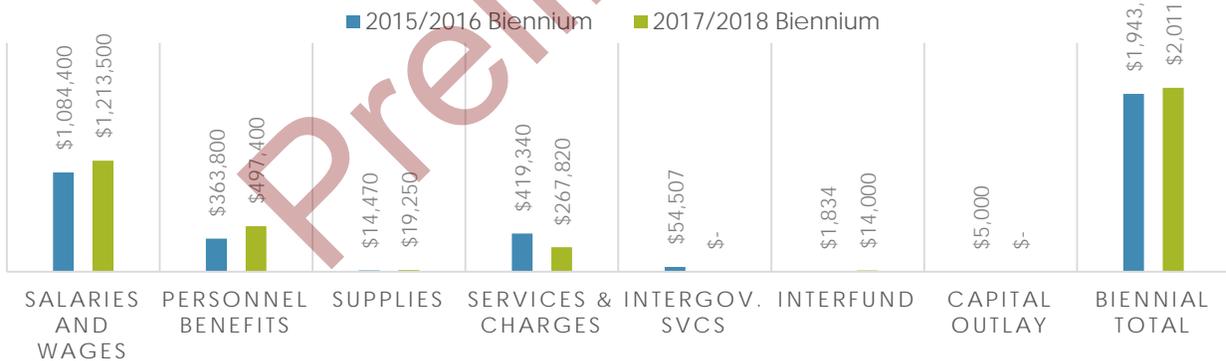
Expenditures budgeted for the Community Relations Division includes costs for City special events, funding for the City’s human services and community grants, and public outreach through the City’s periodic newsletter. City memberships for intergovernmental organizations, such as the Association of Washington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

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

COMMUNITY RELATIONS DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$0	\$0	\$0	\$0	\$0
Personnel Benefits	\$0	\$0	\$0	\$0	\$0
Supplies/Small Tools	\$2,273	\$9,051	\$32,549	\$16,500	\$18,500
Services & Charges					
Professional Services	\$172,270	\$127,264	\$195,096	\$185,340	\$182,200
Communication	\$137	\$587	\$213	\$1,100	\$1,100
Advertising	\$0	\$1	\$2	\$0	\$0
Miscellaneous	\$475	\$5,567	\$62,433	\$14,000	\$38,800
Total Services & Charges	\$172,882	\$133,419	\$257,744	\$200,440	\$222,100
Intergov. Svcs	\$104,125	\$78,906	\$78,654	\$84,700	\$99,700
Interfund	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$78,000	\$143,000	\$24,000	\$0
Division Total	\$279,280	\$299,376	\$511,947	\$325,640	\$340,300

CITY MANAGEMENT BIENNIAL BUDGET COMPARISON



COMMUNITY RELATIONS 2017/2018 GOALS

1. Significantly increase public outreach efforts through proactive and intentional communication
2. Update the city's website
3. Grow regional reputation and inter-agency partnerships

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
Number of Human Services Grants Funded	13	13	12	12	12
Number of special events	2	2	2	2	2
Number of customer service requests	132	135	135	150	150
Number of City eNews items sent	30	16	12	12	12
Number of Press Releases Issued	25	30	30	50	50
Number of CityView newsletter issues	2	2	2	1	1

Preliminary



ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department provides 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.



Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below and broken out by division on the following pages.

ADMINISTRATIVE SERVICES DEPARTMENT ANNUAL EXPENDITURE SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$461,386	\$451,565	\$471,885	\$503,300	\$537,300
Benefits	\$142,383	\$154,472	\$168,329	\$199,500	\$208,600
Supplies	\$21,710	\$19,237	\$59,714	\$57,186	\$52,566
Services	\$246,574	\$190,039	\$352,143	\$264,330	\$348,970
Intergov. Svcs	\$315	\$0	\$0	\$0	\$0
Interfund Payments	\$470	\$1,271	\$1,319	\$3,500	\$29,700
Capital Outlay	\$46,884	\$33,089	\$171,564	\$651,000	\$22,000
Department Total	\$919,722	\$849,673	\$1,224,954	\$1,678,816	\$1,199,136
Total 2017/2018 Biennial Budget					\$2,877,953

Department Position Summary

POSITION TITLE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Finance Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
Accounting Clerk	3	3	3	3	3
Admin Assistant	0.0*	0	0	0	0
IS Manager	1	1	1	1	1
IS Technician	0	0	0	0.5	0.5
Position Totals	6	6	6	6.5	6.5

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

FINANCE DIVISION

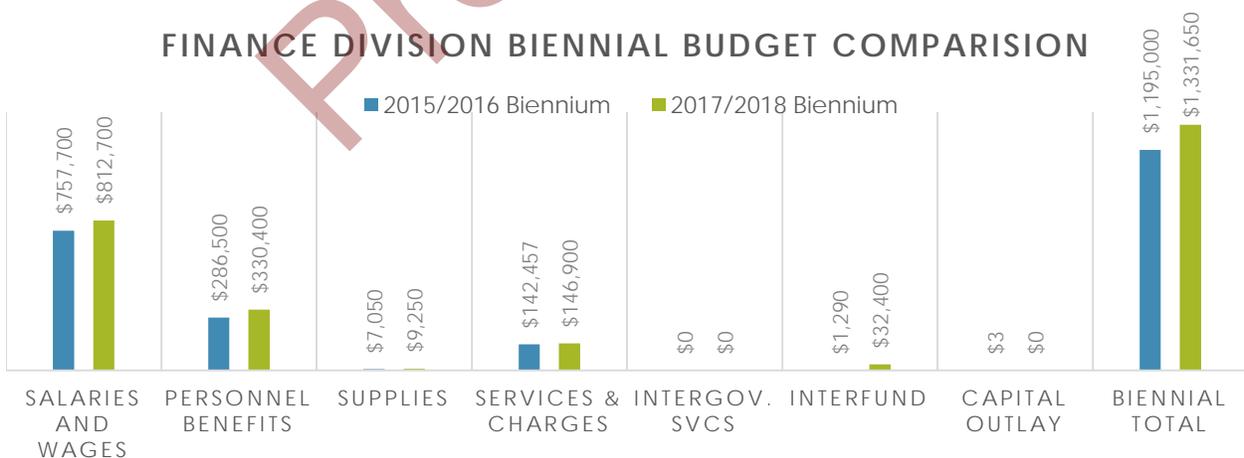
The Finance Division provides financial services to the City, including accounting services, cash management, and financial planning and projections.

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

FINANCE DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$381,502	\$369,929	\$387,771	\$393,800	\$418,900
Personnel Benefits	\$126,424	\$136,970	\$149,530	\$161,500	\$168,900
Supplies	\$6,756	\$5,085	\$1,965	\$4,600	\$4,650
Services & Charges					
Professional Services	\$26,700	\$32,517	\$37,914	\$32,850	\$40,500
Communication	\$5,864	\$6,886	\$7,409	\$10,200	\$12,500
Travel Expense	\$449	\$626	\$824	\$4,450	\$6,400
Advertising	\$0	\$0	\$0	\$0	\$0
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Insurance	\$17,600	\$18,626	\$18,874	\$14,300	\$14,600
Education/Training	\$495	\$1,055	\$4,545	\$2,775	\$3,250
Repairs & Maint.	\$0	\$0	\$200	\$0	\$0
Miscellaneous	\$362	\$620	\$9,860	\$1,105	\$770
Bank Fees	\$1,309	\$1,590	\$911	\$1,600	\$1,600
Total Services & Charges	\$52,779	\$61,920	\$80,537	\$67,280	\$79,620
Intergov. Svcs	\$315	\$0	\$0	\$0	\$0
Interfund	\$465	\$705	\$585	\$3,500	\$28,900
Capital Outlay	\$0	\$1	\$2	\$0	\$0
Division Total	\$568,241	\$574,610	\$620,390	\$630,680	\$700,970

FINANCE DIVISION BIENNIAL BUDGET COMPARISON



FINANCE DIVISION OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
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	3.00	3.00	3.00	3.00	3.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.00
Total FTEs	5.00	5.00	5.00	5.00	5.00

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 preliminary and final city budgets, prepares the annual financial report for the City, prepares other financial related reports to aid City management in decision-making, including internal monthly revenue and expenditure reports, and external reports, such as the monthly treasury report.

Finance staff also manage the City's business licensing program, coordinates animal licensing, provides services for the sports fields, maintains all contracts, and serves as the City's telephone operator and mail distributor.

FINANCE DIVISION 2017/2018 GOALS

1. Transition to new cloud-based financial software, which will allow for faster, more accurate reporting and enhance communication of real-time information
2. Provide staff with training and networking opportunities to promote work efficiency and job responsibility growth
3. Streamline accounting processes to reduce paper usage and improve productivity
4. Update procedures to improve identification and timing for replacement of fixed assets

Indicator	Activity Workload Indicators					Estimated
	2014	2015	2016	2017	2018	
Accounts Payable Checks	1,710	1,288	1,301	1,425	1,425	
Payroll Checks/e-deposits	1,231	1,129	1,210	1,260	1,260	
Journal Entries	158	165	165	160	160	
Contracts Monitored	140	149	100	130	130	
Businesses Registered	1,326	1,501	1,810	1,850	1,850	
Animal Licenses Issued	80	122	96	100	100	

INFORMATION SERVICES DIVISION

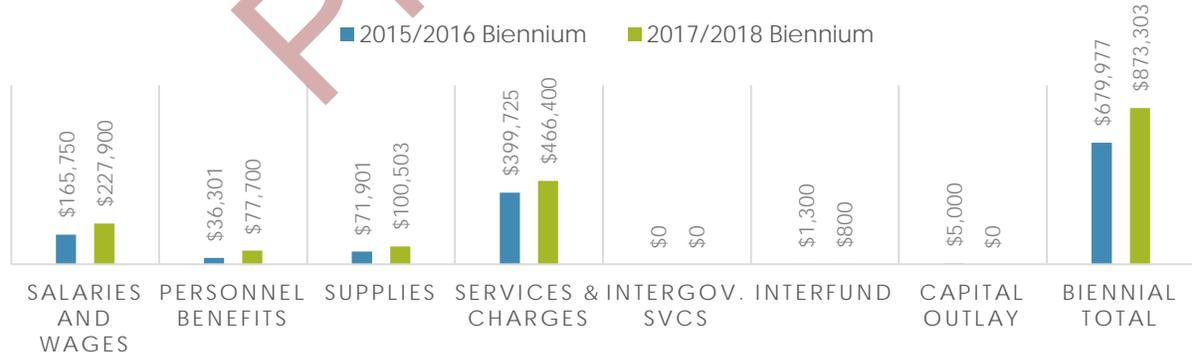
The Information Systems Division provides technical hardware and software support of the City's computer systems and communication systems.

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

INFORMATION SYSTEMS DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$79,884	\$81,636	\$84,114	\$109,500	\$118,400
Personnel Benefits	\$15,959	\$17,502	\$18,799	\$38,000	\$39,700
Supplies	\$14,954	\$14,152	\$57,749	\$52,586	\$47,916
Services & Charges					
Professional Services	\$127,199	\$46,433	\$149,367	\$107,450	\$97,850
Communication	\$2,800	\$7,012	\$4,563	\$7,100	\$7,300
Travel Expense	\$0	\$9	\$991	\$600	\$600
Advertising	\$0	\$114	\$886	\$600	\$600
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Insurance	\$4,025	\$4,317	\$4,233	\$3,300	\$3,300
Education/Training	\$0	\$0	\$6,000	\$7,000	\$4,000
Repairs & Maint.	\$850	\$1,530	\$4,470	\$5,000	\$5,000
Miscellaneous	\$58,921	\$68,704	\$101,096	\$66,000	\$150,700
Printing	\$0	\$0	\$0	\$0	\$0
Total Services & Charges	\$193,795	\$128,119	\$271,606	\$197,050	\$269,350
Intergov. Svcs	\$0	\$0	\$0	\$0	\$0
Interfund	\$5	\$566	\$734	\$0	\$800
Capital Outlay	\$0	\$0	\$5,000	\$0	\$0
Division Total	\$304,597	\$241,975	\$438,002	\$397,136	\$476,166

INFORMATION SERVICES BIENNIAL BUDGET COMPARISON



INFORMATION SERVICES OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
IS Manager	1.00	1.00	1.00	1.00	1.00
Tech (Proposed)	0.00	0.00	0.00	0.50	0.50
Total FTEs	1.00	1.00	1.00	1.50	1.50

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.

The 2017/2018 budget includes a 0.5 FTE to provide user support as well as document IS procedures, audit IS assets, and decommission legacy devices.

INFORMATION SYSTEM 2017/2018 GOALS

1. Ensure business continuity by leveraging IS industry best practices
2. Strengthen security, compliance and data loss prevention
3. Leverage cloud computing economies of scale to support the City's business initiatives
4. Deploy innovative technologies and services to increase team collaboration, staff efficiency and improve customer service

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
File Servers	10	8	8	13	14
PC's Supported	56	56	56	51	51
Network/Switching/(AP) Devices	N/A	13	13	13	13
MDM (Mobile Devices Mgt.)	N/A	10	11	30	30
Telephones	73	73	73	73	73
IT Assistance Requests	1,063	1,050	1,102	1,212	1,273
Software Applications	54	54	54	58	60
Peripherals	28	28	28	34	34



LAW ENFORCEMENT DEPARTMENT

The Law Enforcement Department has two divisions: the first division provides police protection to the community by enforcing criminal laws established by state and municipal ordinances; the second division administers court and custody services associated with processing violators through the justice system.

Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below and broken out by division on the following pages.



LAW ENFORCEMENT DEPARTMENT ANNUAL EXPENDITURE SUMMARY

	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$59,244	\$60,540	\$62,310	\$65,600	\$67,600
Benefits	\$32,827	\$33,709	\$35,491	\$37,100	\$38,100
Supplies	\$13,996	\$6,694	\$18,756	\$13,650	\$6,750
Services	\$103,516	\$115,623	\$154,607	\$161,770	\$159,520
Intergov. Svcs	\$2,865,448	\$2,983,655	\$3,570,046	\$3,569,303	\$3,624,803
Interfund	\$0	\$0	\$0	\$0	\$800
Capital Outlay	\$81,128	\$150	\$30,550	\$0	\$0
Department Total	\$3,156,159	\$3,200,371	\$3,871,760	\$3,847,423	\$3,897,573
Total 2017/2018 Biennial Budget					\$7,744,996

Department Position Summary

POSITION TITLE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Police Clerk	1	1	1	1	1
Position Totals	1	1	1	1	1

POLICE SERVICES DIVISION

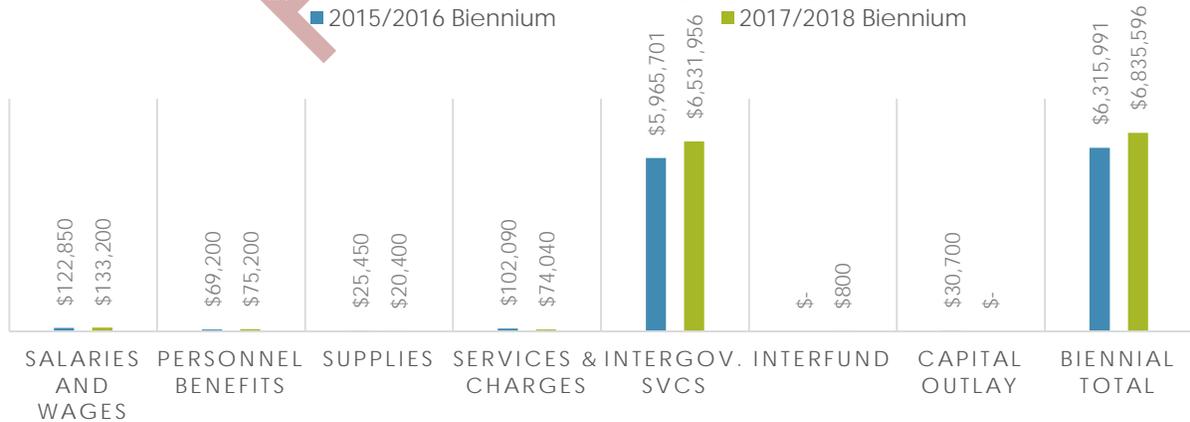
The City provides police protection through a contract with the King County Sheriff's Office (KCSO). These services include patrol, traffic enforcement, emergency and routine response, detective investigative services, major accident response and reconstruction, fraud investigation, major crime investigations,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

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

POLICE SERVICES DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries	\$59,244	\$60,540	\$62,310	\$65,600	\$67,600
Benefits	\$32,827	\$33,709	\$35,491	\$37,100	\$38,100
Supplies	\$13,996	\$6,694	\$18,756	\$13,650	\$6,750
Services & Charges					
Professional Services	\$1,863	\$7,905	\$40,695	\$11,000	\$11,500
Communication	\$13,019	\$5,800	\$13,650	\$12,000	\$12,500
Travel Expense	\$435	\$788	\$5,612	\$1,000	\$1,500
Insurance	\$4,884	\$5,325	\$4,975	\$4,000	\$4,100
Advertising	\$0	\$0	\$0	\$0	\$0
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Education/Training	\$943	\$5,060	\$10,740	\$6,000	\$6,500
Repairs & Maint.	\$1,516	\$467	\$633	\$800	\$800
Miscellaneous	\$1,097	\$1,122	(\$682)	\$1,170	\$1,170
Printing	\$0	\$0	\$0	\$0	\$0
Total Services & Charges	\$23,757	\$26,467	\$75,623	\$35,970	\$38,070
Intergov. Svcs	\$2,696,327	\$2,749,447	\$3,216,254	\$3,248,103	\$3,283,853
Interfund	\$0	\$0	\$0	\$0	\$800
Capital Outlay	\$81,128	\$150	\$30,550	\$0	\$0
Division Total	\$2,907,279	\$2,877,007	\$3,438,984	\$3,400,423	\$3,435,173

POLICE SERVICES BIENNIAL BUDGET COMPARISON



POLICE SERVICES OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Police Clerk	1.00	1.00	1.00	1.00	1.00
Total FTEs	1.00	1.00	1.00	1.00	1.00

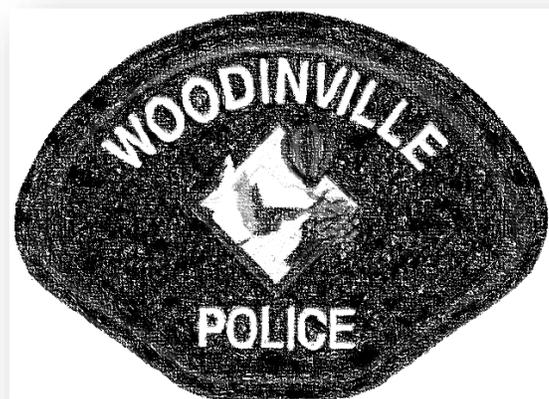
The Police Services division provides police enforcement services through a contract with the King County Sheriff’s Office. The City uses a “shared supervision model” that uses the larger King County precinct command staff to provide overall supervision of the officers who patrol Woodinville and the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

Police Services provides 24-hour per day police services including directed and reactive patrol, traffic enforcement, crime investigations, crime reporting and analysis, and specialized response. Police Services 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.

POLICE SERVICES 2017/2018 GOALS

1. Maintain or improve priority response times
2. Develop the city’s crime prevention program
3. Reduce part one and two crimes per capita

Indicator	Activity Workload Indicators				Estimated
	2014	2015	2016	2017	2018
No. Commissioned Officers	12	12	13	13	13
Calls for Service	2,498	3,360	3,400	3,414	3,420
Officer Initiated Events	3,126	4,581	4,700	4,710	4,715
Part One Crimes	425	418	415	420	423
Part Two Crimes	370	415	400	410	412
Avg. Response Time (Priority)	3.00	3.26	3.40	3.41	3.50
Permits/Passports Issued	670	773	800	810	815



COURT AND CUSTODY SERVICES DIVISION

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.

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

COURT & CUSTODY SERVICES DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Services & Charges					
Professional Services	\$900	\$219	\$3,781	\$2,700	\$2,700
Prosecution Charges	\$52,560	\$53,712	\$53,188	\$76,000	\$73,000
Public Defense	\$26,299	\$35,225	\$22,015	\$47,100	\$45,750
Total Services & Charges	\$79,759	\$89,156	\$78,984	\$125,800	\$121,450
Intergovernmental					
Jail	\$127,464	\$129,734	\$231,266	\$207,700	\$227,450
Court	\$41,657	\$104,474	\$77,526	\$91,000	\$91,000
Prisoner Transport	\$0	\$0	\$45,000	\$22,500	\$22,500
Total Intergovernmental	\$169,121	\$234,208	\$353,792	\$321,200	\$340,950
Division Total	\$248,880	\$323,364	\$432,776	\$447,000	\$462,400

COURT & CUSTODY SERVICES BIENNIAL BUDGET COMPARISON



COURT AND CUSTODY OVERVIEW

Municipal Court services are provided through contracts with district or municipal courts 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 local jails.

This Division also offers electronic home monitoring as a cost-effective alternative to jail for non-violent, low-risk offenders.

COURT AND CUSTODY 2017/2018 GOALS

1. Evaluate contracts to ensure efficient service
2. Streamline efforts to minimize costs
3. Collaborate with regional partners to identify creative and cost-effective solutions

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
No. Cases Filed	1,285	1,300	1,300	1,200	1,200
No. Cases Publicly Defended	128	110	110	100	100
Prisoners Booked	72	75	75	80	80
Prisoner Days in Jail	902	900	900	800	800
Avg. Cost Per Jail Day	\$138.10	\$70.00	\$70.00	\$75.00	\$75.00
Elec. Monitoring - Prisoners	6	12	12	10	10

Preliminary



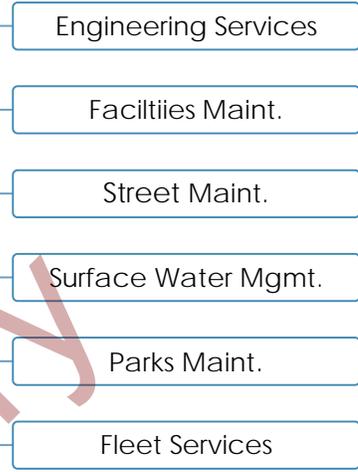
PUBLIC WORKS DEPARTMENT

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 related budgets. The Department 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.

Comparisons of the Department’s annual actual, budgeted, and recommended expenditures and biennial budget are shown in the charts below and broken out by division on the following pages.

Public Works Department



PUBLIC WORKS DEPARTMENT ANNUAL EXPENDITURE SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries & Wages	\$1,010,441	\$919,747	\$1,202,926	\$1,197,100	\$1,261,200
Benefits	\$388,795	\$381,640	\$537,447	\$505,800	\$528,100
Supplies	\$159,348	\$147,853	\$276,516	\$217,990	\$207,800
Services	\$834,761	\$808,196	\$1,226,895	\$1,084,260	\$1,090,960
Intergov. Svcs	\$123,021	\$126,230	\$138,172	\$189,270	\$148,730
Interfund Payments	\$306,460	\$279,350	\$267,701	\$474,700	\$472,400
Capital Outlay	\$42,622	\$66,505	\$75,995	\$172,200	\$0
Other Financing Uses	\$90,000	\$88,845	\$304,156	\$270,000	\$0
Department Total	\$2,955,448	\$2,818,366	\$4,029,808	\$4,111,320	\$3,709,190
			Total 2017/2018 Biennial Budget	\$7,820,510	

Department Position Summary

POSITION TITLE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Public Works Director	1	1	1	1	1
Public Works Asst. Director	1	1	1	1	1
Sr Admin Assistant	1	1	1	1	1
Senior Engineer	1	1	1	1	1
Engineer I/Field Engineer	1	1	2	2	2
Engineering Tech	1	1	1	1	1
P.W. & Maint Supervisor	1	1	1	1	1
Maint. Worker I	2	2	3	3	3
Maint. Worker II	2	2	2	2	2
Maint. Worker III	2	2	2	2	2
Seasonal Laborers	1.85	1.85	1.05	1.15	1.15
Position Totals	14.85	14.85	16.05	16.15	16.15

ENGINEERING SERVICES DIVISION

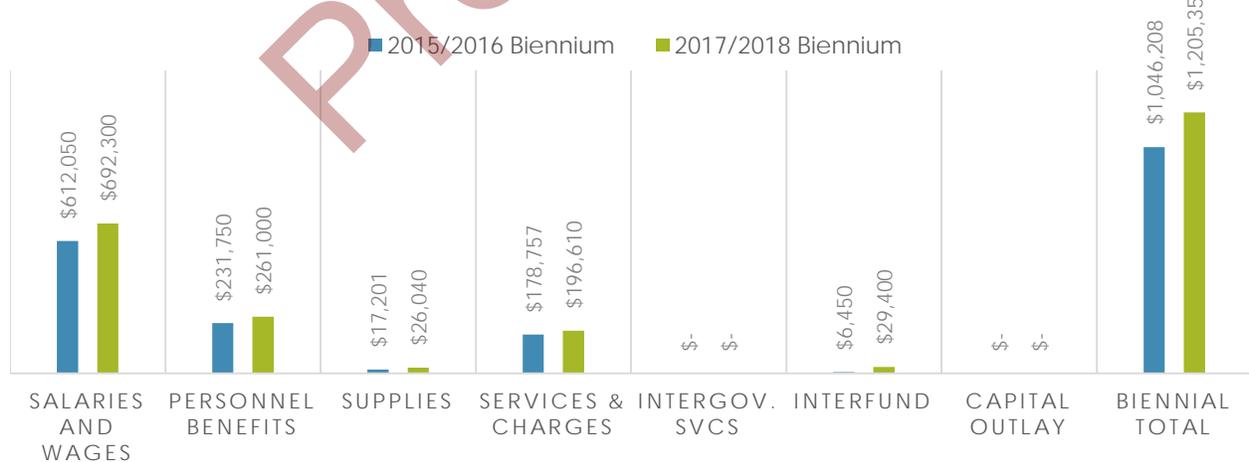
The Engineering Services Division provides overall management of the Public Works Department by establishing work plans, schedules, and performance standards; and develops the City’s capital infrastructure systems, including roadways, surface water, parks, and municipal facilities.

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

ENGINEERING SERVICES DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$267,612	\$261,226	\$350,824	\$334,400	\$357,900
Personnel Benefits	\$93,559	\$88,824	\$142,926	\$126,700	\$134,300
Supplies	\$4,000	\$9,420	\$7,781	\$17,640	\$8,400
Services & Charges					
Professional Services	\$50,728	\$48,619	\$67,731	\$54,050	\$54,050
Communication	\$3,744	\$6,913	\$5,472	\$18,890	\$19,190
Travel	\$41	\$340	\$4,021	\$2,230	\$2,230
Advertising	\$0	\$547	\$1,453	\$700	\$1,300
Insurance	\$10,473	\$10,994	\$11,507	\$10,700	\$10,900
Repairs and Maint.	\$733	\$9,151	\$699	\$9,900	\$2,600
Education/Training	\$1,121	\$1,905	\$6,745	\$3,650	\$3,650
Miscellaneous	\$421	\$871	\$1,789	\$1,160	\$1,410
Total Services & Charges	\$67,261	\$79,340	\$99,417	\$101,280	\$95,330
Intergov. Svcs	\$0	\$0	\$0	\$0	\$0
Interfund	\$2,162	\$3,214	\$3,236	\$11,300	\$18,100
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Division Total	\$434,594	\$442,024	\$604,184	\$591,320	\$614,030

ENGINEERING SERVICES BIENNIAL BUDGET COMPARISON



ENGINEERING SERVICES OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Public Works Director	0.40	0.40	0.40	0.40	0.40
Asst. Public Works Director	0.50	0.50	0.50	0.50	0.50
Senior Engineer	0.70	0.70	0.70	0.70	0.70
Engineer I/Field Engineer	0.80	0.80	1.60	1.60	1.60
Engineering Technician	0.40	0.40	0.40	0.40	0.40
Senior Admin. Assistant	0.40	0.40	0.40	0.40	0.40
Total FTEs	3.20	3.20	4.00	4.00	4.00

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

The Engineering Services 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).

ENGINEERING SERVICES 2017/2018 GOALS

1. Meet regulatory requirements
2. Complete Capital Improvement Project goals
3. Update and respond to capital infrastructure needs
4. Provide employee's working offsite with mobile access to the City's electronic plans and records

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
Capital Projects Designed	2	2	2		
Capital Projects Constructed	6	5	5		
Traffic Accidents	173	150	150		
Traffic Studies	3	3	3		
Development Plans Reviewed	8	10	10		
ROW Permits Issues	84	90	90		
Site Inspections	1,003	1,000	1,000		

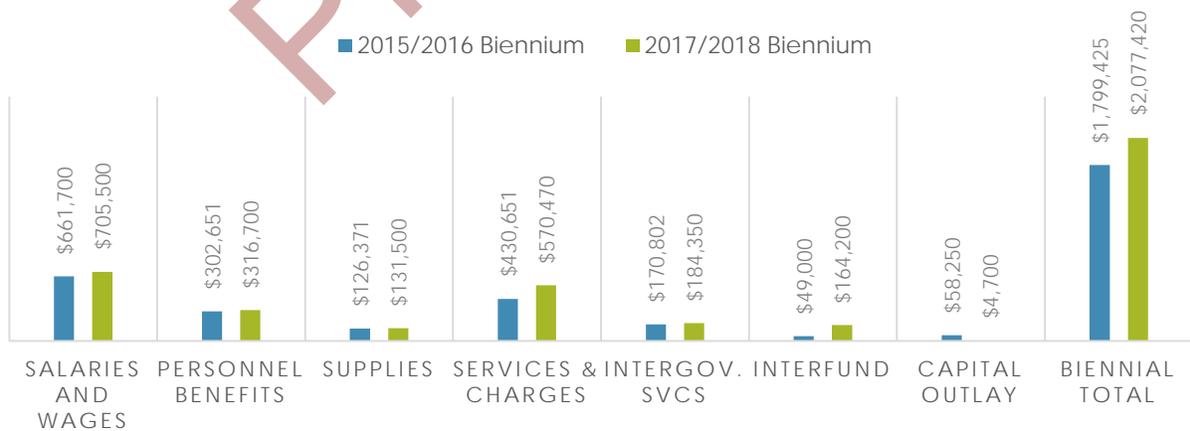
STREET MAINTENANCE DIVISION

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

STREET MAINTENANCE DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$227,742	\$294,470	\$367,230	\$344,500	\$361,000
Personnel Benefits	\$124,511	\$122,505	\$180,146	\$157,700	\$159,000
Supplies	\$54,857	\$44,231	\$82,140	\$64,125	\$67,375
Services & Charges					
Professional Services	\$19,637	\$8,256	\$55,825	\$72,060	\$72,060
Communication	\$15,212	\$3,520	\$7,050	\$8,250	\$9,000
Travel	\$0	\$45	\$955	\$500	\$600
Advertising	\$144	\$317	\$1,283	\$600	\$1,000
Operating Rentals	\$7,101	\$15,048	\$8,352	\$11,700	\$11,700
Insurance	\$13,734	\$17,473	\$11,627	\$15,100	\$15,400
Utilities Services	\$142,864	\$196,118	\$92,782	\$166,200	\$170,200
Repairs & Maint.	\$9,126	\$0	\$9,800	\$5,800	\$7,100
Education/Training	\$316	\$265	\$735	\$800	\$1,200
Miscellaneous	\$350	\$3,652	(\$2,452)	\$600	\$600
Total Services & Charges	\$208,484	\$244,694	\$185,957	\$281,610	\$288,860
Intergov. Svcs	\$72,472	\$76,011	\$94,791	\$91,920	\$92,430
Interfund	\$34,917	\$27,483	\$21,517	\$81,700	\$82,500
Capital Outlay	\$10,819	\$3,288	\$54,962	\$4,700	\$0
Division Total	\$733,802	\$812,682	\$986,743	\$1,026,255	\$1,051,165

STREET MAINTENANCE BIENNIAL BUDGET COMPARISON



STREET MAINTENANCE OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Public Works Director	0.20	0.20	0.20	0.20	0.20
Asst. Public Works Director	0.20	0.20	0.20	0.20	0.20
Senior Engineer	0.10	0.10	0.10	0.10	0.10
Engineer I/Field Engineer	0.10	0.10	0.20	0.20	0.20
Engineering Technician	0.30	0.30	0.30	0.30	0.30
Senior Admin. Assistant	0.20	0.20	0.20	0.20	0.20
Maintenance Supervisor	0.40	0.40	0.40	0.40	0.40
Maintenance Worker III	1.05	1.05	1.00	1.00	1.00
Maintenance Worker II	0.50	0.50	0.60	0.60	0.60
Maintenance Worker I	1.00	1.00	1.30	1.30	1.30
Seasonal Laborers	0.40	0.40	0.25	0.35	0.35
Total FTEs	4.45	4.45	4.75	4.85	4.85

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.

STREET MAINTENANCE 2017/2018 GOALS

1. Maintain roads
2. Anticipate road infrastructure needs
3. Improve operational efficiency through potential new technologies
4. Provide field crew with mobile access to electronic records, maintenance requests and mapping

Indicator	Activity Workload Indicators				
	2014	2015	2016	2017	2018
Miles of Pipe Maintained	50	50	50	51	51
Miles of Ditch Maintained	38	38	38	38	38
No. of Catch Basins	3,264	3,264	3,264	3,300	3,300
No. Detention Ponds	20	20	20	21	22
No. Detention Vaults	12	12	12	13	13
No. Water Quality Facilities	6	6	6	6	6
Flood Events	0	0	0	0	0
Water Quality Tests	121	120	120	12	12

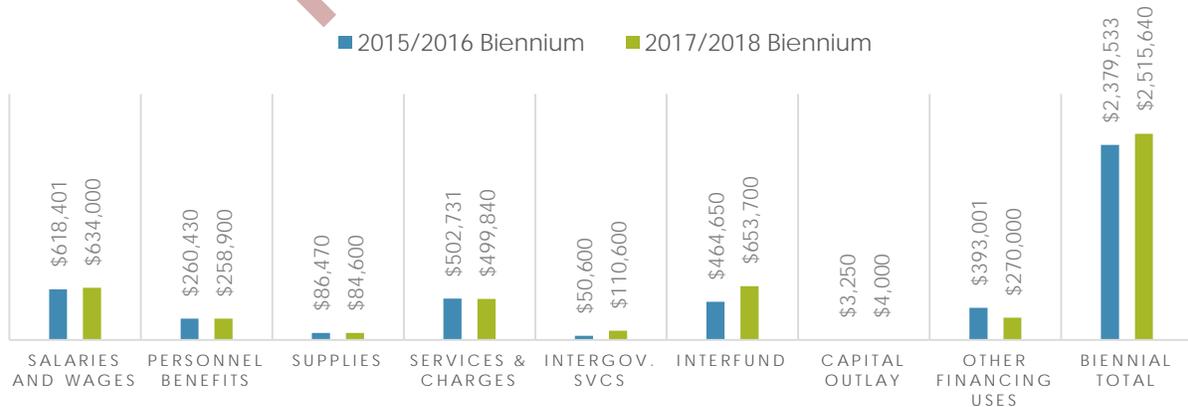
SURFACE WATER MANAGEMENT

Surface Water Management maintains the City’s storm system conveyance, detention, and retention systems (e.g., drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems). A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

SURFACE WATER MANAGEMENT ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$356,980	\$251,743	\$366,658	\$309,600	\$324,400
Personnel Benefits	\$109,617	\$97,548	\$162,882	\$125,500	\$133,400
Supplies	\$7,254	\$5,312	\$81,158	\$42,775	\$41,825
Services & Charges					
Professional Services	\$157,977	\$129,349	\$281,731	\$198,420	\$198,420
Communication	\$5,699	\$2,568	\$8,383	\$12,550	\$13,350
Travel	\$0	\$38	\$1,562	\$1,000	\$1,000
Advertising	\$487	\$376	\$3,424	\$2,300	\$2,300
Operating Rentals	\$5,265	\$2,878	\$16,322	\$19,100	\$19,100
Insurance	\$16,859	\$14,740	\$37,660	\$13,500	\$13,800
Repairs & Maint.	\$44	\$0	\$2,000	\$1,000	\$1,000
Education/Training	\$8	\$695	\$5	\$1,000	\$1,000
Miscellaneous	\$336	\$407	\$593	\$500	\$500
Total Services & Charges	\$186,675	\$151,051	\$351,680	\$249,370	\$250,470
Intergov. Svcs	\$29,693	\$29,416	\$21,184	\$75,300	\$35,300
Interfund	\$255,181	\$235,275	\$229,375	\$326,400	\$327,300
Capital Outlay	\$0	\$3,288	(\$38)	\$4,000	\$0
Other Financing Uses	\$90,000	\$88,845	\$304,156	\$270,000	\$0
Division Total	\$1,035,400	\$862,478	\$1,517,055	\$1,402,945	\$1,112,695

SURFACE WATER MANAGEMENT BIENNIAL BUDGET COMPARISON



SURFACE WATER MANAGEMENT OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Public Works Director	0.30	0.30	0.30	0.30	0.30
Asst. Public Works Director	0.30	0.30	0.30	0.30	0.30
Senior Engineer	0.20	0.20	0.20	0.20	0.20
Engineer I/Field Engineer	0.10	0.10	0.20	0.20	0.20
Engineering Technician	0.30	0.30	0.30	0.30	0.30
Senior Admin. Assistant	0.30	0.30	0.30	0.30	0.30
Maintenance Supervisor	0.40	0.40	0.40	0.40	0.40
Maintenance Worker III	0.80	0.80	0.85	0.85	0.85
Maintenance Worker II	0.50	0.50	0.30	0.30	0.30
Maintenance Worker I	1.00	1.00	0.55	0.55	0.55
Seasonal/Intern	0.40	0.40	0.40	0.40	0.40
Total FTEs	4.60	4.60	4.10	4.10	4.10

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 the National Pollution Discharge Elimination System (NPDES).

SURFACE WATER MANAGEMENT 2017/2018 GOALS

1. Ensure NPDES Permit compliance
2. Maintain the City's drainage facilities
3. Pursue creative technologies to improve operational efficiency
4. Provide field crew with mobile access to electronic records, maintenance requests and mapping

Indicator	Activity Workload Indicators					Estimated
	2014	2015	2016	2017	2018	
Miles of Pipe Maintained	50	50	50	51	51	
Miles of Ditch Maintained	38	38	38	38	38	
No. of Catch Basins	3,264	3,264	3,264	3,300	3,300	
No. Detention Ponds	20	20	20	21	22	
No. Detention Vaults	12	12	12	13	13	
No. Water Quality Facilities	6	6	6	6	6	
Flood Events	0	0	0	0	0	
Water Quality Tests	121	120	120	12	12	

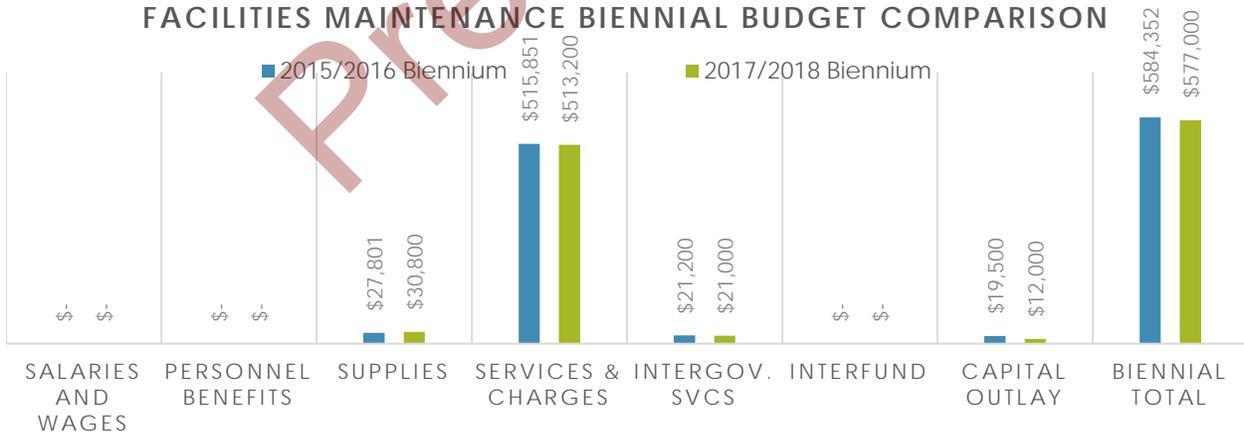
FACILITIES MAINTENANCE DIVISION

The Facilities Maintenance Division maintains the City’s buildings in a safe and clean condition. A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

FACILITIES MAINTENANCE DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$0	\$0	\$0	\$0	\$0
Personnel Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$19,418	\$10,606	\$17,195	\$15,400	\$15,400
Services & Charges					
Professional Services	\$39,546	\$56,949	\$137,451	\$98,600	\$99,100
Communication	\$12,353	\$18,963	\$23,437	\$21,800	\$22,100
Travel	\$0	\$0	\$0	\$0	\$0
Advertising	\$2,747	\$0	\$0	\$0	\$0
Operating Rentals	\$1,060	\$177	\$3,823	\$1,000	\$1,000
Insurance	\$5,607	\$6,576	\$5,274	\$5,100	\$5,200
Utilities	\$98,453	\$74,762	\$93,938	\$80,050	\$80,050
Repairs & Maint.	\$53,691	\$30,857	\$61,243	\$48,300	\$48,300
Education/Training	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$614	\$653	\$1,748	\$1,300	\$1,300
Total Services & Charges	\$214,071	\$188,937	\$326,914	\$256,150	\$257,050
Intergov. Svcs	\$10,196	\$10,226	\$10,974	\$10,450	\$10,550
Interfund	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$19,500	\$12,000	\$0
Division Total	\$243,685	\$209,769	\$374,583	\$294,000	\$283,000

FACILITIES MAINTENANCE BIENNIAL BUDGET COMPARISON



FACILITIES MAINTENANCE OVERVIEW

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 and facility remodels.

The Division maintains the City Hall building and the public works facility.

FACILITIES MAINTENANCE 2017/2018 GOALS

1. Coordinate maintenance and facility upgrades
2. Implement 2017/2018 Facilities capital projects
3. Communicate maintenance activities to executive department

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
Facilities Maintained	4	4	4	4	4
Sq. Feet Facilities Maintained	51,780	51,780	51,780	51,780	51,780
Major Repairs	1	2	2	2	2
Minor Repairs	7	10	10	10	10
Work Orders Completed	90	90	90	95	95

Preliminary

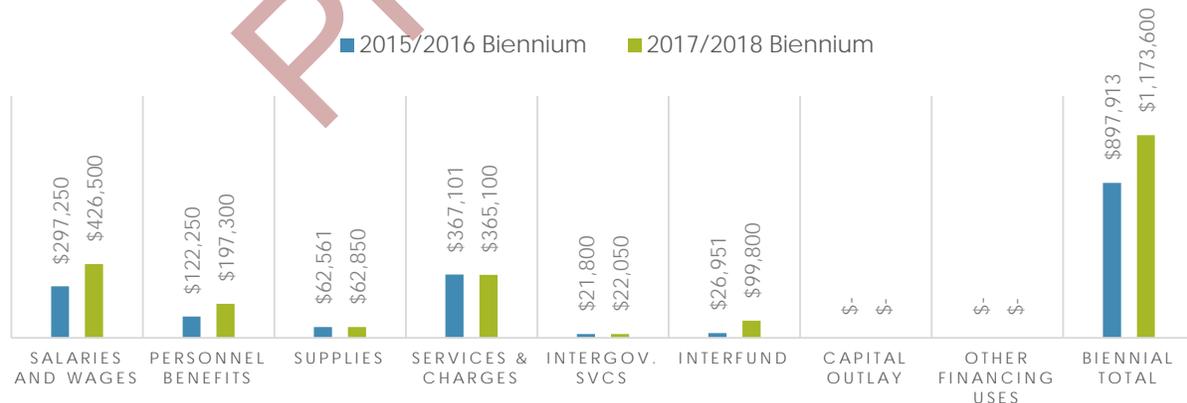
PARKS MAINTENANCE DIVISION

The Parks Maintenance Division maintains city-owned landscaped facilities, which include the City’s active and passive park facilities, City Hall, roadway facilities, and the Public Works facility. A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

PARKS MAINTENANCE DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$158,107	\$179,036	\$118,214	\$208,600	\$217,900
Personnel Benefits	\$61,108	\$70,757	\$51,493	\$95,900	\$101,400
Supplies	\$36,184	\$23,718	\$38,843	\$33,050	\$29,800
Services & Charges					
Professional Services	\$20,292	\$9,847	\$70,253	\$23,600	\$29,200
Communication	\$5,055	\$3,167	\$2,713	\$4,900	\$5,400
Travel	\$253	\$386	\$1,215	\$1,200	\$800
Advertising	\$0	\$0	\$0	\$0	\$0
Operating Rentals	\$1,862	\$965	\$5,035	\$4,200	\$4,200
Insurance	\$24,884	\$28,157	\$24,843	\$28,000	\$28,600
Utilities	\$71,457	\$77,627	\$94,573	\$93,100	\$93,600
Repairs and Maint.	\$7,774	\$9,297	\$34,703	\$23,500	\$20,500
Education/Training	\$255	\$125	\$1,595	\$1,000	\$600
Miscellaneous	\$251	\$264	\$2,336	\$1,350	\$1,350
Total Services & Charges	\$132,083	\$129,835	\$237,266	\$180,850	\$184,250
Intergov. Svcs	\$10,660	\$10,577	\$11,223	\$11,600	\$10,450
Interfund	\$14,200	\$13,378	\$13,573	\$55,300	\$44,500
Capital Outlay	\$31,803	\$12,145	(\$12,145)	\$0	\$0
Other Financing Uses	\$6,273	\$0	\$0	\$0	\$0
Division Total	\$450,418	\$439,446	\$458,467	\$585,300	\$588,300

PARKS MAINTENANCE BIENNIAL BUDGET COMPARISON



PARKS MAINTENANCE OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Public Works Director	0.10	0.10	0.10	0.10	0.10
Senior Admin. Assistant	0.10	0.10	0.10	0.10	0.10
Maintenance Supervisor	0.20	0.20	0.20	0.20	0.20
Maintenance Worker III	0.15	0.15	0.15	0.15	0.15
Maintenance Worker II	1.00	1.00	1.10	1.10	1.10
Maintenance Worker I	0.00	0.00	1.15	1.15	1.15
Seasonal Laborers	1.05	1.05	0.40	0.40	0.40
Total FTEs	2.60	2.60	3.20	3.20	3.20

Parks maintenance includes regular cleaning, mowing, grading, and making repairs to 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.

PARKS MAINTENANCE 2017/2018 GOALS

1. Maintain the City's current parks on a daily basis, according to current maintenance standards
2. Implement the budgeted 2017/2018 Parks capital projects

Activity Workload Indicators					Estimated	
Indicator	2014	2015	2016	2017	2018	
Master Plans Updated	0	0	1	0	0	
Capital Projects Managed	1	1	1	3	3	
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.)	8	8	8	8	8	
Acres Syn Turf Main. (cum.)	5	5	5	5	5	

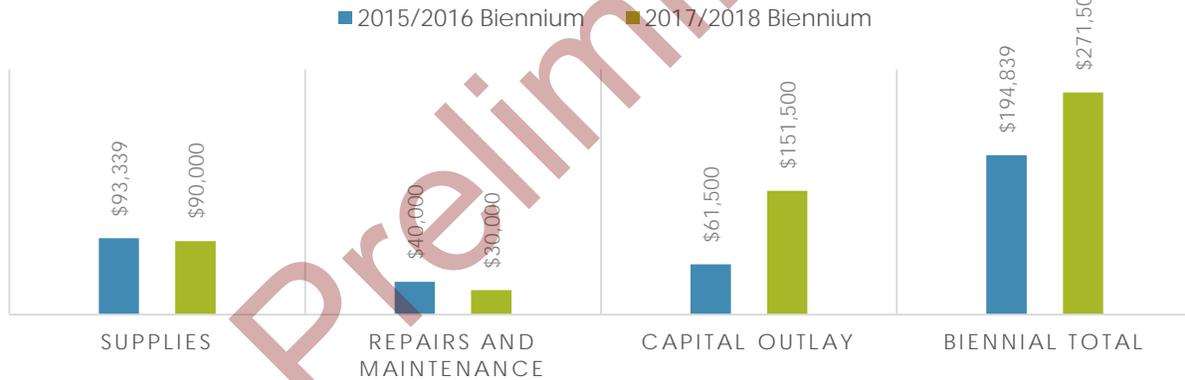
FLEET SERVICES DIVISION

The Fleet Services Division represents an internal service fund that accounts for the cost of maintaining and replacing all City vehicles when needed. A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

Equipment Rental (Fleet Services)

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$0	\$0	\$0	\$0	\$0
Personnel Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$37,635	\$43,940	\$49,399	\$45,000	\$45,000
Services & Charges					
Repairs and Maint.	\$26,187	\$14,339	\$25,661	\$15,000	\$15,000
Total Services & Charges	\$26,187	\$14,339	\$25,661	\$15,000	\$15,000
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Interfund	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$47,784	\$13,716	\$151,500	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Division Total	\$63,822	\$106,063	\$88,776	\$211,500	\$60,000

EQUIPMENT RENTAL BIENNIAL COMPARISON



FLEET SERVICES OVERVIEW

Revenue to the Equipment Rental 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 and backhoes, are also included in this division.

FLEET SERVICES 2017/2018 GOALS

1. Maintain City Fleet and related equipment in the most cost efficient manner
2. Conduct proactive maintenance to minimize downtime caused by equipment failure

Indicator	Activity Workload Indicators			Estimated	
	2014	2015	2016	2017	2018
No. Vehicles	18	18	18	18	18
Preventative Maintenance	12	20	34	22	22
No. Small Repairs Complete	5	6	12	8	8
No. Large Repairs Complete	21	13	15	16	16
Fuel Usage (Gallons)	8,923	7,306	7,335	7,855	7,855
Miles Driven by fleet	60,149	51,568	54,491	55,403	55,403

Preliminary



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

Comparisons of the Department’s annual actual, budgeted and recommended expenditures and biennial budget are shown in the charts below and broken out by division on the following pages.



DEVELOPMENT SERVICES DEPARTMENT ANNUAL EXPENDITURES SUMMARY

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$592,059	\$591,606	\$789,195	\$808,400	\$811,300
Benefits	\$228,607	\$224,882	\$331,768	\$334,600	\$338,900
Supplies	\$11,833	\$17,831	\$17,866	\$28,902	\$21,100
Services	\$457,247	\$411,584	\$528,999	\$282,916	\$312,386
Intergov. Svcs	\$13,753	\$15,948	\$452	\$14,396	\$14,831
Interfund Payments	\$4,916	\$4,981	\$3,619	\$11,200	\$50,700
Capital Outlay	\$26,717	\$0	\$225,000	\$0	\$0
Other Financing Uses	\$0	\$37,000	\$63,000	\$0	\$0
Department Total	\$1,335,132	\$1,303,832	\$1,959,899	\$1,480,414	\$1,549,217
Total 2017/2018 Biennial Budget					\$3,029,631

Department Position Summary

POSITION TITLE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Dev Svcs Director	1	1	1	1	1
Sr Admin Assistant	1	1	1	1	1
Transportation Planner	1	0	0	0	0
Planning Manager	0	0	0	1	1
Senior Planner	1	1	1	0	0
Associate Planner	1	2	2	1	1
Assistant Planner	0	0	0	1	1
Building Inspector II	1	1	1	1	1
Building Official	0	0	1	1	1
Permit Tech II	2	1	1	1	1
Permit Coordinator	0	1	1	1	1
Records Clerk	0	0	1	1	0.18
Position Totals	8	8	10	10	9.18

LONG RANGE PLANNING DIVISION

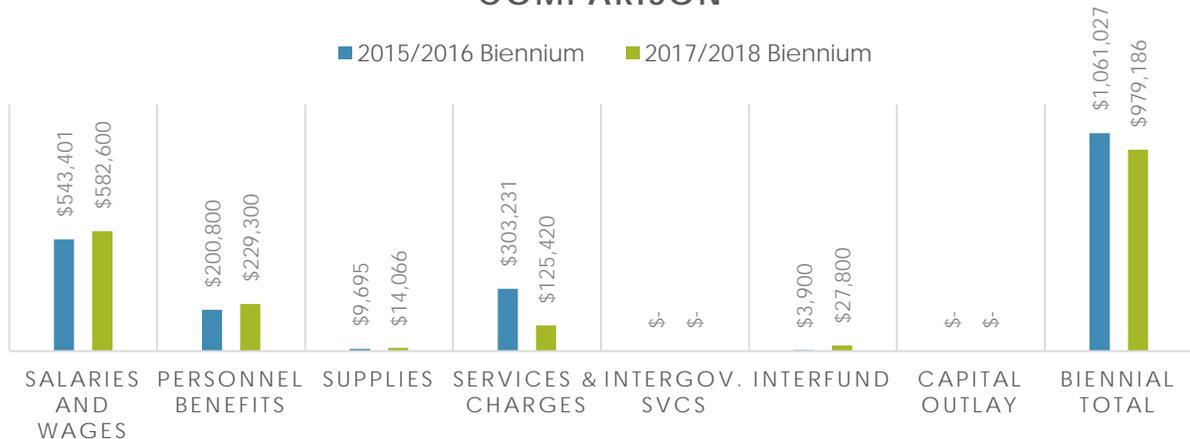
The Long Range Planning Division prepares development plans for residential, commercial, industrial, and institutional uses by preparing and updating the city’s Comprehensive Plan, the Shoreline Master Program, and other specialized studies to guide long-term responsible development of the community.

A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

LONG RANGE PLANNING DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$258,309	\$260,911	\$282,490	\$285,100	\$297,500
Personnel Benefits	\$88,421	\$91,755	\$109,045	\$112,600	\$116,700
Supplies	\$1,989	\$5,593	\$4,102	\$7,616	\$6,450
Services & Charges					
Professional Services	\$196,211	\$44,735	\$216,065	\$39,200	\$24,300
Communication	\$3,332	\$3,489	\$2,941	\$6,260	\$6,460
Travel Expense	\$391	\$180	\$821	\$3,300	\$3,300
Advertising	\$3,650	\$2,640	\$360	\$4,000	\$4,000
Insurance	\$10,686	\$11,323	\$11,277	\$8,700	\$8,900
Operahing Renhals	\$0	\$0	\$0	\$0	\$0
Education/Training	\$300	\$730	\$770	\$2,700	\$2,900
Repairs & Maint.	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$400	\$2,950	\$3,450
Printing	\$0	\$0	\$7,500	\$2,500	\$2,500
Total Services & Charges	\$214,570	\$63,097	\$240,134	\$69,610	\$55,810
Intergov. Svcs	\$0	\$0	\$0	\$0	\$0
Interfund	\$2,412	\$2,641	\$1,259	\$4,900	\$22,900
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Division Total	\$565,701	\$423,997	\$637,030	\$479,826	\$499,360

LONG RANGE PLANNING BIENNIAL BUDGET COMPARISON



LONG RANGE PLANNING OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Dev. Services Director	0.90	0.90	0.90	0.90	0.90
Planning Manager	0.00	0.00	0.00	0.70	0.70
Senior Planner	0.50	0.50	0.50	0.00	0.00
Transportation Planner	0.20	0.10	0.10	0.10	0.10
Planner	0.20	0.10	0.10	0.10	0.10
Senior Admin. Assistant	0.90	0.90	0.90	0.90	0.90
Total FTEs	2.70	2.50	2.50	2.70	2.70

The Long Range Planning 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.

LONG RANGE PLANNING 2017/2018 GOALS

1. Update the city's permitting software
2. Process development permit applications
3. Meet regulatory requirements outlined by the Growth Management Act

Activity Workload Indicators					Estimated
Indicator	2014	2015	2016	2017	2018
Major Plan Updates	0	2	0	1	2
Comp Plan Amendments	1	1	1	0	1
Development Regulations	4	5	5	6	5
Commission/Board/HE Mtgs	19	24	24	24	30
Community Meetings	0	1	1	1	1

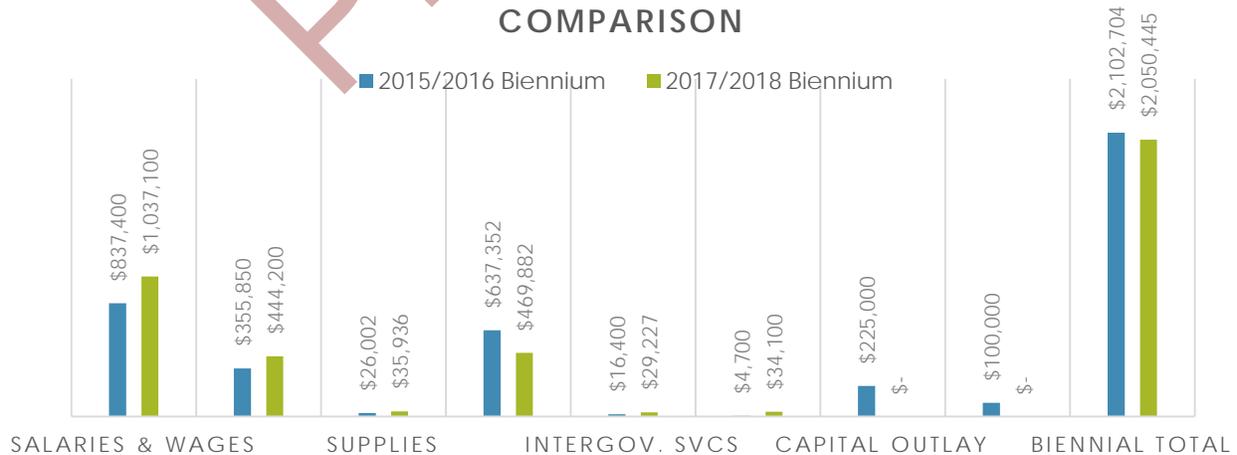
PERMITTING AND LAND USE DIVISION

The Permitting and Land Use Division processes development and land use applications and provides information to the public regarding these matters. A comparison of annual and 2015/2016 to 2017/2018 biennial expenditures is shown below:

PERMIT & LAND USE DIVISION ANNUAL EXPENDITURES

EXPENDITURE TYPE	2014 ACTUAL	2015 ACTUAL	2016 BUDGETED	2017 RECOMMENDED	2018 RECOMMENDED
Salaries and Wages	\$333,750	\$330,695	\$506,705	\$523,300	\$513,800
Personnel Benefits	\$140,186	\$133,127	\$222,723	\$222,000	\$222,200
Supplies	\$9,844	\$12,238	\$13,764	\$21,286	\$14,650
Services & Charges					
Professional Services	\$158,345	\$267,319	\$241,182	\$143,800	\$143,700
Communication	\$6,660	\$8,074	\$8,196	\$17,020	\$16,820
Travel Expense	\$151	\$130	\$870	\$1,000	\$1,500
Advertising	\$8,136	\$5,069	\$12,932	\$8,000	\$8,000
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Insurance	\$18,544	\$19,734	\$19,466	\$20,500	\$20,900
Education/Training	\$936	\$2,335	\$3,015	\$4,820	\$2,725
Repairs & Maint.	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$21,167	\$14,215	\$4,815	\$18,166	\$17,931
Software Maint.	\$28,738	\$31,611	(\$1,611)	\$0	\$45,000
Total Services & Charges	\$242,677	\$348,487	\$288,865	\$213,306	\$256,576
Intergov. Svcs	\$13,753	\$15,948	\$452	\$14,396	\$14,831
Interfund	\$2,504	\$2,340	\$2,360	\$6,300	\$27,800
Capital Outlay	\$26,717	\$0	\$225,000	\$0	\$0
Other Financing Uses	\$0	\$37,000	\$63,000	\$0	\$0
Division Total	\$769,431	\$879,835	\$1,322,869	\$1,000,588	\$1,049,857

PERMIT AND LAND USE BIENNIAL BUDGET COMPARISON



PERMITTING AND LAND USE OVERVIEW

Full Time Equivalents (FTE) Position Summary					
Position	2014	2015	2016	2017	2018
Dev. Services Director	0.10	0.10	0.10	0.10	0.10
Planning Manager	0.00	0.00	0.00	0.30	0.30
Senior Planner	0.50	0.50	0.50	0.00	0.00
Associate Planner	0.80	0.90	0.90	0.90	0.90
Assistant Planner	0.80	0.90	0.90	0.90	0.90
Building Official/Plans Examiner	0.00	0.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00
Permit Tech/Coordinator	2.00	2.00	2.00	2.00	2.00
Senior AA	0.10	0.10	0.10	0.10	0.10
Records Clerk	0.00	0.00	1.00	1.00	0.18
Total FTEs	5.30	5.50	7.50	7.30	6.48

The Permitting and Land Use 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.

The Permitting and Land Use Division also reviews, issues, and conducts inspections for building, plumbing, mechanical, and fire code permits but does not review or approve electrical plans or permits (electrical plans and permits are processed through the State of Washington).

PERMITTING AND LAND USE 2017/2018 GOALS

1. Process all permits clearly
2. Ensure code compliance
3. Respond to every resident or builder inquiry

Activity Workload Indicators				Estimated	
Indicator	2014	2015	2016	2017	2018
Use Applications/Reviews	59	71	152	157	153
Use Approvals	37	52	114	117	112
Permit Applications*	744	733	847	824	808
Permits Issued*	714	724	807	785	769
Permits Finalized*	357	394	803	557	544
SEPA Determinations	8	8	11	12	13
Pre-Application Meetings	20	58	53	56	58
Site Inspections	2,660	2,922	3,342	3,108	3,046
Code Enforcement Cases	23	59	27	28	29
Bld. Permit Valuations	\$47,167,185	\$52,198,003	\$42,110,595	\$65,000,000	\$52,000,000



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 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, 2016, the remaining principal balance on the City's debt will be \$1,449,225:

Debt Service to Maturity Schedule - General Obligation (GO) Debt

Year	Principal	Interest	Total Debt Service
2017	\$341,435	\$50,327	\$391,762
2018	\$355,065	\$37,602	\$392,667
2019	\$367,872	\$24,382	\$392,254
2020	\$384,853	\$10,651	\$395,504
Totals	\$1,449,225	\$122,962	\$1,572,187

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:

1. General purposes (up to 1.5% of this can be used for councilmanic or non-voted debt)
2. Utility purpose debt (voted)
3. Parks and open spaces (voted)

Taxable property within the City was assessed at \$3,156,062,493 in 2016. The City's debt obligations are well within the limits for debt capacity:

Remaining Debt Capacity as of December 31, 2016

Debt Authority (with Current Assessed Value)	%	Debt Capacity	Less Outstanding Debt	Remaining Debt Capacity
General Purposes				
Non-voted (Limited GO)	1.5%	\$47,404,902	\$1,449,225	\$45,955,677
Voted (Unlimited GO)	1.0%	\$31,603,268		\$31,603,268
Utility Purpose Voted	2.5%	\$79,008,170		\$79,008,170
Open Space and Park Facilities	2.5%	\$79,008,170		\$79,008,170
Total Remaining Debt Capacity				\$235,575,284

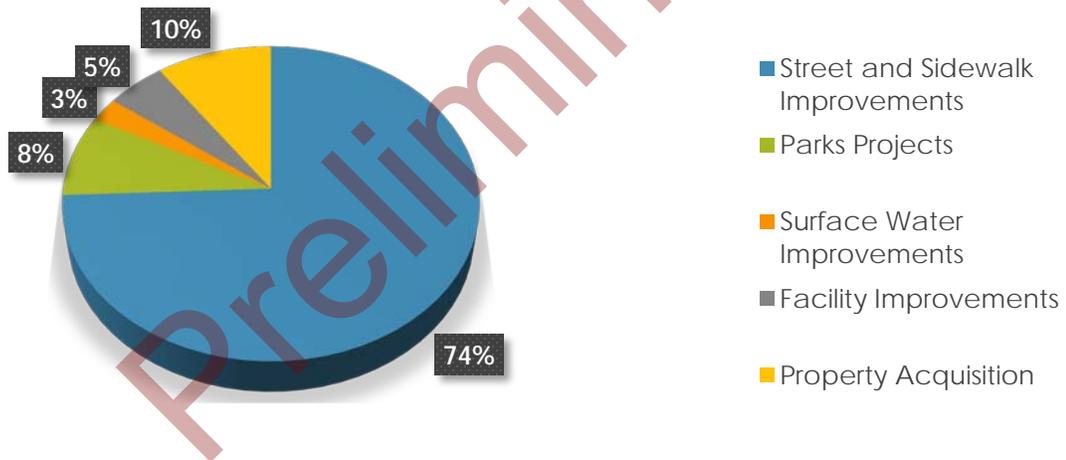


CAPITAL IMPROVEMENTS

The Capital Improvements portion of the budget includes costs for 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, the City’s: streets, storm drain system, parks, buildings, or other facilities. These expenditures are one-time in nature, with replacement of the newly constructed or repaired asset not required for many years. This section includes descriptions of the projects proposed in the budget along with some summary information.

Type of Improvement	Carry-over Projects	New Projects	Total Projects	Proposed Expenditure
Street and Sidewalk Improvements	8	5	13	\$15,774,000
Parks Projects	0	5	5	\$1,775,000
Surface Water Improvements	0	2	2	\$520,000
Facility Improvements	1	8	9	\$1,070,000
Property Acquisition	0	2	2	\$2,080,000
Total All Improvements	9	22	31	\$21,219,000

2017/2018 Proposed Capital Expenditures



CITY OF WOODINVILLE – 2017/2018 BIENNIAL BUDGET

City of Woodinville, Wash
2017-2018 Biennial Budget Capital II
 Sources and Uses (in \$1,

Project Name	General Fund	REET 1	REET 2	Street Reserve	SWM Reserve	Utility Tax	SST/Constructi on Sales Tax
CIP SOURCES							
2017 Estimated Beginning Balance		\$1,720	\$1,660	\$17	\$760	\$1,497	\$1,690
Revenues Source One	1000	\$692	\$694	\$0	\$270	\$452	\$2,396
Transfers In/(Out)							
Total CIP Sources	\$1,000	\$2,412	\$2,354	\$17	\$1,030	\$1,949	\$4,086
CIP USES							
Street Improvements							
2015/2016 Carryover:							
Trestle Replacement/Widening on SR 202 Corridor - Design/Study			\$100				
NE 171st Street Urban Parkway Improvements/133rd Roundabout		\$891	\$150		\$459	\$231	\$623
SR 522/NE 195th St Intersection Interim Improvements-Design						\$20	
Arterial Street Overlay Program							\$10
Residential Neighborhood Street Overlay Program						\$10	
Wayfinding Signs							
Woodinville-Duvall Road Widening (2013-14 CIP)		\$30					
Sammamish Bridge Replacement (2013-14 CIP)			\$245		\$75	\$200	\$200
2017/2018 Street							
SR 202 Widening and Trestle Replacement - Design		\$300					
Center Curb Replacement - Trip Roundabouts		\$60					
2017/2018 Overlays:							
NE North Woodinville Way -Wood/Sno to NE Wood/Duvall Rd			\$200			\$670	\$240
195th & 164th Overlay and Walkways - Residential Overlay		\$440	\$700				\$360
Non-Motorized Pathway Improvements							
124th Ave NE Sidewalk - 158th to 160th			\$310			\$700	
<i>Street Improvements</i>	\$0	\$1,721	\$1,705	\$0	\$534	\$1,831	\$1,433
Park Improvements							
Eastside Rail Corridor - Design		\$500					
Wilmot Park - Play Structure Replacement			145				
Woodinville Heights - Place Structure Replacement			125				
DeYoung Park Restoration			350				150
West Slope Bike/Pedestrian Park and Trail		100					
<i>Park Improvements</i>	\$0	\$600	\$620	\$0	\$0	\$0	\$150
Surface Water Improvements							
NE 171st Drainage System Upsizing - City Share					\$250		
Albertson Pond Sediment Vault					\$150		
<i>Surface Water Improvements</i>	\$0	\$0	\$0	\$0	\$400	\$0	\$0
Facility Improvements							
Public Works Shop Roof Replacement (2015/2016 CIP)							
Civic Center Design/Study							150
City Hall HVAC System Replacement							
City Hall Fire Control Sprinkler System Replacement							
City Hall Carpet Replacement							
City Hall Interior Paint							
Inclement Weather Materials Shelter							350
Shop Expansion							
Fire Panel Replacement							
<i>Facility Improvements</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Property Acquisition							
Little Bear Creek Park							
Miscellaneous Property Acquisition	\$1,000						\$1,000
<i>Property Acquisition</i>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
TOTAL CIP USES	\$1,000	\$2,321	\$2,325	\$0	\$934	\$1,831	\$3,083
Fund Balance	\$0	\$91	\$29	\$17	\$96	\$118	\$1,003

CITY OF WOODINVILLE – 2017/2018 BIENNIAL BUDGET

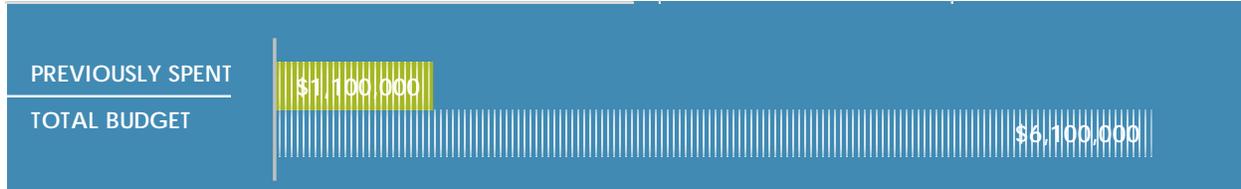
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Improvement Plan
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Park Impact Fees	Traffic Impact Fees	Grants ¹	Park Levy	Flood Control ²	Admissions Taxes	Tree Mitigation	Other Funding	PW Shop/Facilities	Developer Contribution	Total
\$61	\$42	\$0	\$155	\$121	\$665	\$90	\$449	\$125	\$169	\$9,221
\$1,182	\$999	\$7,657	\$60	\$80	\$258	\$0	\$0	\$164	\$0	\$15,904
										\$0
\$1,243	\$1,041	\$7,657	\$215	\$201	\$923	\$90	\$449	\$289	\$169	\$25,125
										\$100
		\$2,477							\$169	\$5,000
										\$20
										\$10
										\$10
							\$24			\$24
										\$30
	\$500	\$5,180								\$6,400
	\$200									\$500
										\$60
										\$1,110
										\$1,500
										\$1,010
\$0	\$700	\$7,657	\$0	\$0	\$0	\$0	\$24	\$0	\$169	\$15,774
										\$500
			155							\$300
										\$125
250										\$750
										\$100
\$250	\$0	\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$1,775
										\$250
				\$120						\$270
\$0	\$0	\$0	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$520
								10		\$10
										\$150
							120			\$120
							110			\$110
							125			\$125
							35			\$35
										\$350
								135		\$135
							35			\$35
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$425	\$145	\$0	\$1,070
										\$80
										\$2,000
\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,080
\$330	\$700	\$7,657	\$155	\$120	\$0	\$0	\$449	\$145	\$169	\$21,219
\$913	\$341	\$0	\$60	\$81	\$923	\$90	\$0	\$144	\$0	\$3,906



2015/2016 NE 171ST STREET URBAN PARKWAY

TOTAL PROJECT BUDGET:	\$6,100,000	TOTAL 2017/2018 BUDGET:	\$5,000,000
PREVIOUSLY SPENT:	\$1,100,000		



Project Description:

Improvements to NE 171st Street which narrows the existing five-lane road to a two-lane road and adds a center median and a roundabout at 133rd Ave NE. This project also includes non-motorized improvements. This project will further the Council priority of addressing transportation challenges, specifically capacity issues and will also further the priority of creating a "green" Woodinville with the extensive application of streetscaping.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements and a state grant.

Service Impact:

The project will mitigate the anticipated increase in traffic flow from the 800 multi-unit and commercial space Woodin Creek Development and improve pedestrian safety.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$796,000	\$647,000	\$149,000
Right of Way	\$230,000	\$56,000	\$174,000
Construction Management	\$4,150,000	\$40,000	\$4,110,000
Construction	\$480,000	\$333,000	\$147,000
Contingency/Other	\$444,000	\$24,000	\$420,000
TOTAL PROJECT COSTS			\$6,100,000
TOTAL FOR BIENNIUM			\$5,000,000

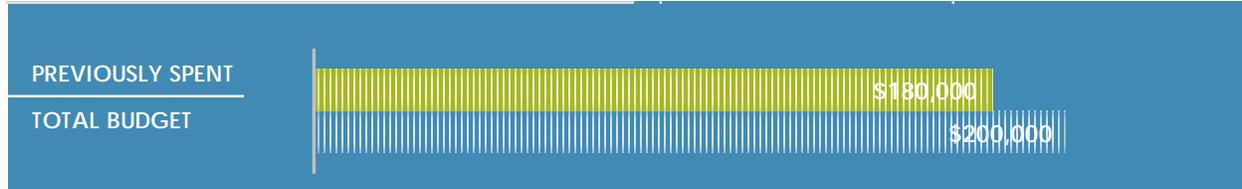
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$1,168,500	\$277,500	\$891,000
REET II	\$150,000	\$0	\$150,000
Stormwater Reserve	\$459,000	\$0	\$459,000
Utility Tax	\$231,000	\$0	\$231,000
SST/Construction Sales Tax	\$623,000	\$0	\$623,000
State Grant - TIB	\$3,000,000	\$523,000	\$2,477,000
Traffic Impact	\$299,500	\$299,500	\$0
Developer Contribution	\$169,000	\$0	\$169,000
TOTAL PROJECT SOURCES			\$6,100,000
TOTAL FOR BIENNIUM			\$5,000,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 5,000,000	\$ -	\$ 5,000,000

2015/2016 SR 522/NE 195TH ST INTERIM INTERSECTION IMPROVEMENTS

TOTAL PROJECT BUDGET:	\$200,000	TOTAL 2017/2018 BUDGET:	\$20,000
PREVIOUSLY SPENT:	\$180,000		



Project Description:

A preliminary study and design for improvements to the SR 522/NE 195th Street intersection, which may include lane rechannelization, roundabouts, and landscaping improvements.

Service Impact:

Improved traffic flow for one of the two off-ramps from SR522 into the City.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$200,000	\$180,000	\$20,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT COSTS			\$200,000
TOTAL FOR BIENNIUM			\$20,000

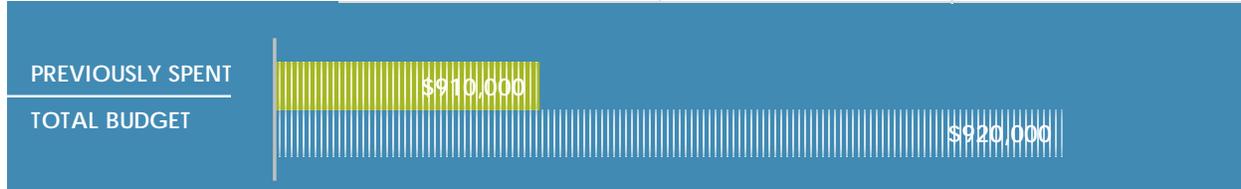
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$160,000	\$160,000	\$0
Utility Tax	\$40,000	\$20,000	\$20,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$200,000
TOTAL FOR BIENNIUM			\$20,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 20,000	\$ -	\$ 20,000

2015/2016 ARTERIAL OVERLAY

TOTAL PROJECT BUDGET:	\$920,000	TOTAL 2017/2018 BUDGET:	\$10,000
PREVIOUSLY SPENT:	\$910,000		



Project Description:

The City's long-term road surface maintenance program is designed to maintain the City's road system to the highest condition rating with funds available, using various thicknesses of asphalt overlay. This project will further the Council priority of addressing transportation issues, specifically maintenance and preservation of existing streets.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

This project will extend the useful life of City streets by 10 – 12 years, increase skid resistance of the street surface, and improve ride quality.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$160,000	\$160,000	\$0
Construction	\$705,000	\$695,000	\$10,000
Construction Management	\$50,000	\$50,000	\$0
Contingency/Other	\$5,000	\$5,000	\$0
TOTAL PROJECT COSTS			\$920,000
TOTAL FOR BIENNIUM			\$10,000

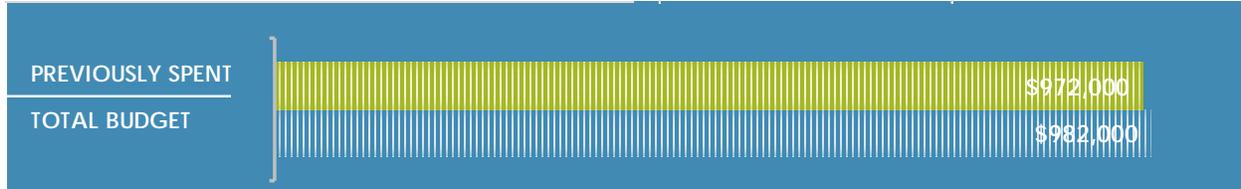
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$91,000	\$91,000	\$0
REET I	\$690,000	\$690,000	\$0
SST/Construction Sales Tax	\$139,000	\$129,000	\$10,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$920,000
TOTAL FOR BIENNIUM			\$10,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 10,000	\$ -	\$ 10,000

2015/2016 RESIDENTIAL OVERLAY

TOTAL PROJECT BUDGET:	\$982,000	TOTAL 2017/2018 BUDGET:	\$10,000
PREVIOUSLY SPENT:	\$972,000		



Project Description:

The City's long-term road surface maintenance program is designed to maintain the City's road system to the highest condition rating with funds available, using various thicknesses of asphalt overlay. This project will further the Council priority of addressing transportation issues, specifically maintenance and preservation of existing streets.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

This project will extend the useful life of City streets by 10 – 12 years, increase skid resistance of the street surface, and improve ride quality.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$60,000	\$60,000	\$0
Construction	\$837,000	\$827,000	\$10,000
Construction Management	\$80,000	\$80,000	\$0
Contingency/Other	\$5,000	\$5,000	\$0
	TOTAL PROJECT COSTS		\$982,000
			TOTAL FOR BIENNIUM
			\$10,000

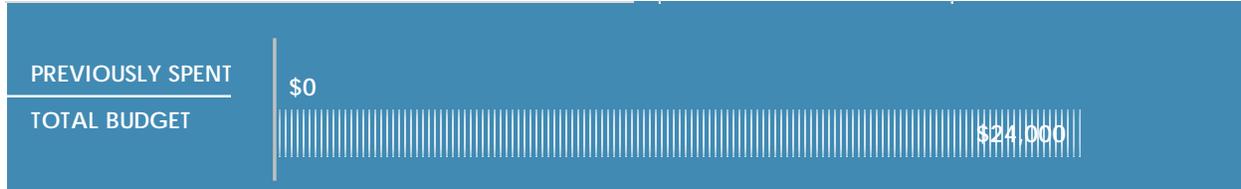
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$142,000	\$142,000	\$0
REET I	\$60,000	\$60,000	\$0
Stormwater Reserve	\$160,000	\$160,000	\$0
Utility Tax	\$620,000	\$610,000	\$10,000
		\$0	\$0
		\$0	\$0
	TOTAL PROJECT SOURCES		\$982,000
			TOTAL FOR BIENNIUM
			\$10,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 10,000	\$ -	\$ 10,000

2015/2016 WAYFINDING SIGNS

TOTAL PROJECT BUDGET:	\$24,000	TOTAL 2017/2018 BUDGET:	\$24,000
PREVIOUSLY SPENT:	\$0		



Project Description:

In 2014, the City was awarded Hotel/Motel tax grant funds to construct and install additional wayfinding signs in strategic locations throughout the City to direct visitors to local tourist destinations.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted in use for tourism services.

Service Impact:

The City currently has 16 wayfinding signs. All slots among the more visible signs are filled. The additional signs will afford new businesses or destinations an opportunity to attract visitors.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Construction	\$24,000	\$0	\$24,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT COSTS			\$24,000
TOTAL FOR BIENNIUM			\$24,000

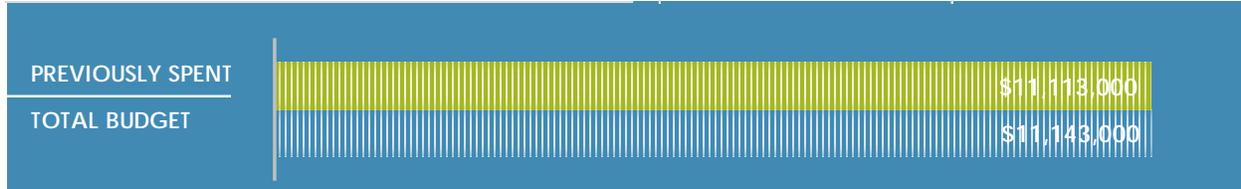
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Hotel/Motel Tax	\$24,000	\$0	\$24,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$24,000
TOTAL FOR BIENNIUM			\$24,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 24,000	\$ -	\$ 24,000

2013/2014 WOODINVILLE-DUVALL ROAD WIDENING

TOTAL PROJECT BUDGET:	\$11,143,000	TOTAL 2017/2018 BUDGET:	\$30,000
PREVIOUSLY SPENT:	\$11,113,000		



Project Description:

The project widened the existing two lane roadway to a three lane roadway with a center turn lane, curb-gutters, sidewalks and bike lanes. Other improvements included retaining walls, fencing, traffic signals, and landscaping improvements.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements and federal and state grants.

Service Impact:

Decreased traffic congestion and improved pedestrian safety.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$1,267,000	\$1,267,000	\$0
Construction	\$8,832,000	\$8,802,000	\$30,000
Construction Management	\$877,000	\$877,000	\$0
Contingency/Other	\$167,000	\$167,000	\$0
TOTAL PROJECT COSTS			\$11,143,000
TOTAL FOR BIENNIUM			\$30,000

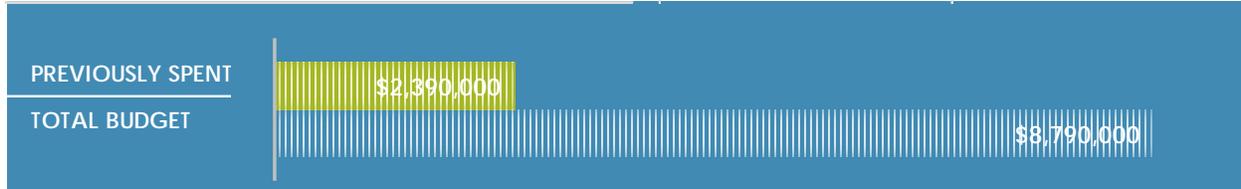
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Federal Grant - WSDOT	\$546,852	\$546,852	\$0
State Grant - TIB	\$4,500,000	\$4,500,000	\$0
Traffic Impact	\$300,000	\$300,000	\$0
REET II	\$2,600,000	\$2,600,000	\$0
REET I	\$260,000	\$230,000	\$30,000
Private Sources	\$870,235	\$870,235	\$0
Tree Money	\$37,000	\$37,000	\$0
Utility Tax	\$1,500,000	\$1,500,000	\$0
Other	\$528,913	\$528,913	\$0
TOTAL PROJECT SOURCES			\$11,143,000
TOTAL FOR BIENNIUM			\$30,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 30,000	\$ -	\$ 30,000

2013/2014 SAMMAMISH BRIDGE

TOTAL PROJECT BUDGET:	\$8,790,000	TOTAL 2017/2018 BUDGET:	\$6,400,000
PREVIOUSLY SPENT:	\$2,390,000		



Project Description:

This multi-year project widens the existing two-lane road and bridge section over the Sammamish Rive to provide two additional lanes, curb-gutter, sidewalks, and bike lanes for travel and queue storage. The project requires acquisition of right-of-ways and easements. Other improvements include street lighting, landscape improvements, pedestrian connectivity, and traffic signal upgrades. This project will further the Council priority of addressing transportation challenges, specifically capacity issues with congestion relief and additional traffic capacity improvements.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements and state and federal grants.

Service Impact:

Reduce morning and evening traffic commute times through this area by 30%.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$2,290,000	\$2,290,000	\$0
Construction	\$5,100,000	\$0	\$5,100,000
Construction Management	\$800,000	\$0	\$800,000
Contingency/Other	\$600,000	\$100,000	\$500,000
TOTAL PROJECT COSTS			\$8,790,000
TOTAL FOR BIENNIUM			\$6,400,000

Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Federal Grant - WSDOT	\$5,310,000	\$130,000	\$5,180,000
REET II	\$1,181,000	\$936,000	\$245,000
REET I	\$90,000	\$90,000	\$0
Utility Tax	\$200,000	\$0	\$200,000
Traffic Impact	\$1,234,000	\$734,000	\$500,000
Stormwater Reserve	\$75,000	\$0	\$75,000
SST/Construction Sales Tax	\$200,000	\$0	\$200,000
Other	\$500,000	\$500,000	\$0
TOTAL PROJECT SOURCES			\$8,790,000
TOTAL FOR BIENNIUM			\$6,400,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 3,035,000	\$ 3,365,000	\$ 6,400,000

SR 202 WIDENING AND TRESTLE REPLACEMENT

TOTAL PROJECT BUDGET:	\$500,000	TOTAL 2017/2018 BUDGET:	\$500,000
PREVIOUSLY SPENT:	\$0		

PREVIOUSLY SPENT	\$0
TOTAL BUDGET	\$500,000

Project Description:

Start project design for widening 131st Avenue NE from SR 522 under the Eastside Rail Corridor trestle to NE 175th Street to improve traffic flow. This project will further the Council priority of addressing transportation challenges, specifically capacity issues with congestion relief and additional traffic capacity improvements.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements and a state grant.

Service Impact:

Begin implementation of project that will provide much needed traffic congestion relief at a critical intersection in the City.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$500,000	\$0	\$500,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
	TOTAL PROJECT COSTS		\$500,000
	TOTAL FOR BIENNIUM		\$500,000

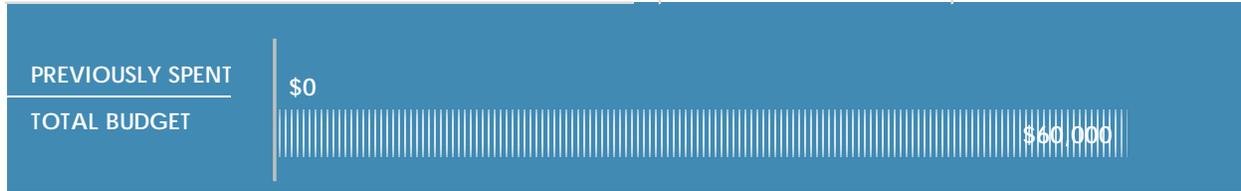
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$300,000	\$0	\$300,000
Traffic Impact	\$200,000	\$0	\$200,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
	TOTAL PROJECT SOURCES		\$500,000
	TOTAL FOR BIENNIUM		\$500,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 500,000	\$ -	\$ 500,000

CENTER CURB REPLACEMENT - TRIP ROUNDABOUTS

TOTAL PROJECT BUDGET:	\$60,000	TOTAL 2017/2018 BUDGET:	\$60,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Replace center line curb between roundabouts on SR-202 near the Hollywood School.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

Current curbs prevent effective emergence response to traffic accidents in the area

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$5,000		\$5,000
Construction	\$40,000	\$0	\$40,000
Construction Management	\$5,000	\$0	\$5,000
Contingency/Other	\$10,000	\$0	\$10,000
TOTAL PROJECT COSTS			\$60,000
TOTAL FOR BIENNIUM			\$60,000

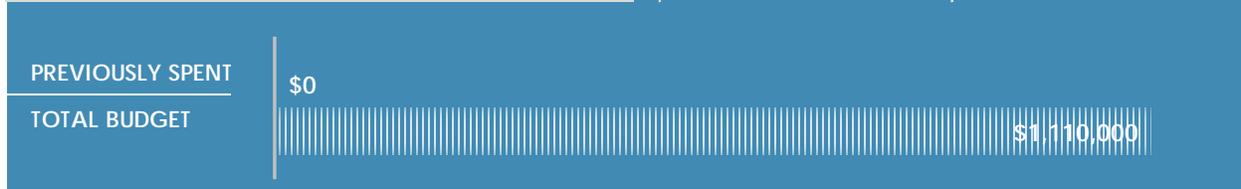
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$60,000	\$0	\$60,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$60,000
TOTAL FOR BIENNIUM			\$60,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 60,000	\$ -	\$ 60,000

NE NORTH WOODINVILLE WAY ARTERIAL OVERLAY

TOTAL PROJECT BUDGET:	\$1,110,000	TOTAL 2017/2018 BUDGET:	\$1,110,000
PREVIOUSLY SPENT:	\$0		



Project Description:

The City's long-term road surface maintenance program is designed to maintain the City's road system to the highest condition rating with funds available, using various thicknesses of asphalt overlay. This project will further the Council priority of addressing transportation issues, specifically maintenance and preservation of existing streets.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

This project will extend the useful life of City streets by 10 – 12 years, increase skid resistance of the street surface, and improve ride quality.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$95,000	\$0	\$95,000
Construction	\$790,000	\$0	\$790,000
Construction Management	\$75,000	\$0	\$75,000
Contingency/Other	\$150,000	\$0	\$150,000
TOTAL PROJECT COSTS			\$1,110,000
TOTAL FOR BIENNIUM			\$1,110,000

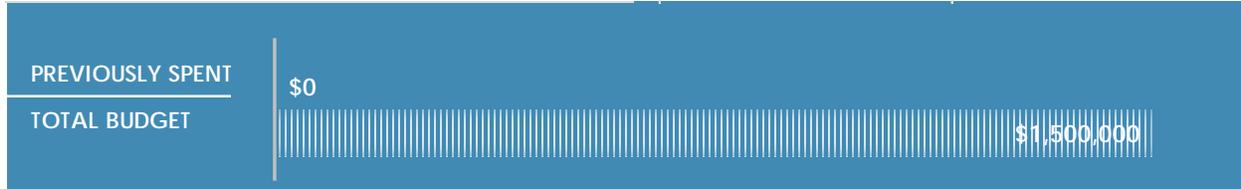
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$200,000	\$0	\$200,000
Utility Tax	\$670,000	\$0	\$670,000
SST/Construction Sales Tax	\$240,000	\$0	\$240,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$1,110,000
TOTAL FOR BIENNIUM			\$1,110,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 990,000	\$ 120,000	\$ 1,110,000

195TH & 164TH OVERLAY AND WALKWAYS

TOTAL PROJECT BUDGET:	\$1,500,000	TOTAL 2017/2018 BUDGET:	\$1,500,000
PREVIOUSLY SPENT:	\$0		



Project Description:

This project includes construction of pedestrian safety improvements including walkways along portions of NE 195th Street and 164th Ave NE. It also includes overlaying portions of these same streets. This project will further the Council priority of addressing transportation issues, specifically pedestrian safety.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

Improved pedestrian safety along school walk routes and preservation of pavement

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$200,000		\$200,000
Construction Management	\$100,000	\$0	\$100,000
Construction	\$1,000,000	\$0	\$1,000,000
Contingency/Other	\$200,000	\$0	\$200,000
TOTAL PROJECT COSTS			\$1,500,000
TOTAL FOR BIENNIUM			\$1,500,000

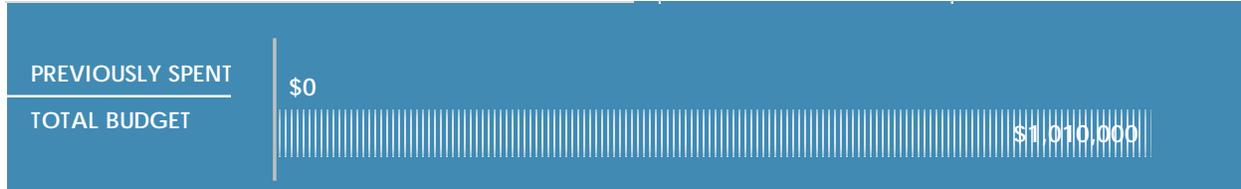
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$440,000	\$0	\$440,000
REET II	\$700,000	\$0	\$700,000
SST/Construction Sales Tax	\$360,000	\$0	\$360,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$1,500,000
TOTAL FOR BIENNIUM			\$1,500,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 80,000	\$ 1,420,000	\$ 1,500,000

124TH AVE NE SIDEWALK - 158TH TO 160TH

TOTAL PROJECT BUDGET:	\$1,010,000	TOTAL 2017/2018 BUDGET:	\$1,010,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Construct sidewalk along east side of 124th Ave NE from NE 158th Street to NE 160th Street. This project will further the Council priority of addressing transportation issues by improving pedestrian safety along school walk routes by completing link between neighborhoods and school facilities.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

Improve pedestrian safety along school walk routes by completing link between neighborhoods and school facilities.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$105,000		\$105,000
Construction	\$695,000	\$0	\$695,000
Construction Management	\$70,000	\$0	\$70,000
Contingency/Other	\$140,000	\$0	\$140,000
TOTAL PROJECT COSTS			\$1,010,000
TOTAL FOR BIENNIUM			\$1,010,000

Funding Sources

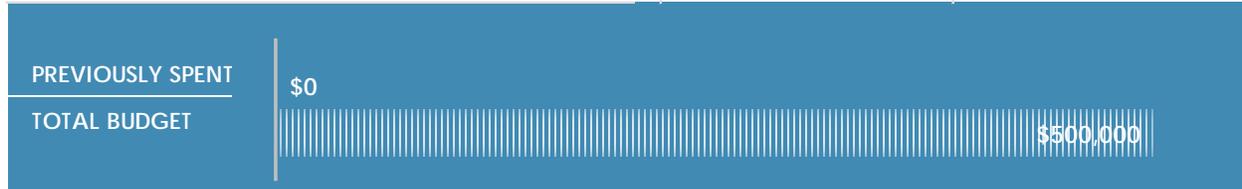
Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$310,000	\$0	\$310,000
Utility Tax	\$700,000	\$0	\$700,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$1,010,000
TOTAL FOR BIENNIUM			\$1,010,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 870,000	\$ 140,000	\$ 1,010,000

PARKS PROJECTS

EASTSIDE RAIL CORRIDOR - DESIGN

TOTAL PROJECT BUDGET:	\$500,000	TOTAL 2017/2018 BUDGET:	\$500,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Preliminary public outreach and design of non-motorized trail/linear park along City-owned Eastside Rail Corridor.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

This project will further the Council priority of both creating a "green" Woodinville and institutionalizing the downtown vision by creating a new vibrant park space and trail that is both in downtown and connects portions of the City by maximizing functionality and aesthetic of the corridor in conjunction with redevelopment of downtown and expansion of the regional trail system outside of Woodinville

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$500,000	\$0	\$500,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT COSTS			\$500,000
TOTAL FOR BIENNIUM			\$500,000

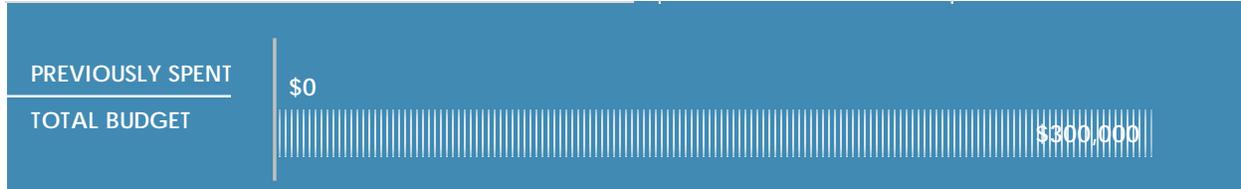
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$500,000	\$0	\$500,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$500,000
TOTAL FOR BIENNIUM			\$500,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 250,000	\$ 250,000	\$ 500,000

WILMOT PARK PLAY STRUCTURE

TOTAL PROJECT BUDGET:	\$300,000	TOTAL 2017/2018 BUDGET:	\$300,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Current structure is nearing end of lifecycle and will need to be replaced to ensure safety of users. This project will replace the play structure and install a new safety base material.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

Reduce ongoing maintenance issues and potential future safety issues.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$75,000	\$0	\$75,000
Construction Management	\$0	\$0	\$0
Construction	\$200,000	\$0	\$200,000
Contingency/Other	\$25,000	\$0	\$25,000
TOTAL PROJECT COSTS			\$300,000
TOTAL FOR BIENNIUM			\$300,000

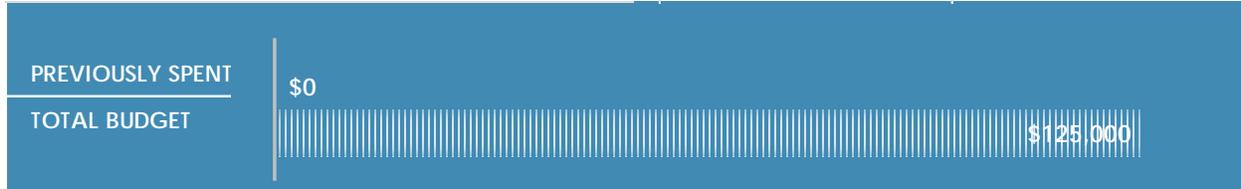
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$145,000		\$145,000
Park Levy	\$155,000		\$155,000
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL PROJECT SOURCES			\$300,000
TOTAL FOR BIENNIUM			\$300,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 300,000	\$ -	\$ 300,000

WOODINVILLE HEIGHTS PLAY STRUCTURE REPLACEMENT

TOTAL PROJECT BUDGET:	\$125,000	TOTAL 2017/2018 BUDGET:	\$125,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Current structure is nearing end of lifecycle and will need to be replaced to ensure safety of users. This project will replace the play structure and install a new safety base material.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

Reduce ongoing maintenance issues and potential future safety issues.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$5,000		\$5,000
Construction	\$100,000	\$0	\$100,000
Construction Management	\$0	\$0	\$0
Contingency/Other	\$20,000	\$0	\$20,000
TOTAL PROJECT COSTS			\$125,000
TOTAL FOR BIENNIUM			\$125,000

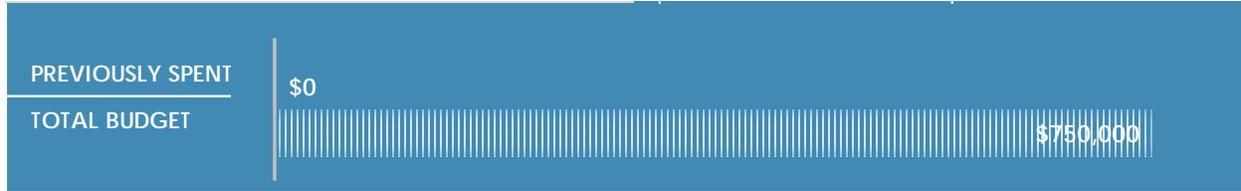
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$125,000	\$0	\$125,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$125,000
TOTAL FOR BIENNIUM			\$125,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 125,000	\$ 125,000

DEYOUNG PARK RESTORATION

TOTAL PROJECT BUDGET:	\$750,000	TOTAL 2017/2018 BUDGET:	\$750,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Rehabilitation of currently underutilized park space. This project includes a comprehensive redesign to maximize use of the limited space.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted or designated for capital improvements.

Service Impact:

This project will further the Council priority of both creating a "green" Woodinville and institutionalizing the downtown vision by creating a vibrant park space in downtown.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$75,000		\$75,000
Construction	\$605,000	\$0	\$605,000
Construction Management	\$25,000	\$0	\$25,000
Contingency/Other	\$45,000	\$0	\$45,000
TOTAL PROJECT COSTS			\$750,000
TOTAL FOR BIENNIUM			\$750,000

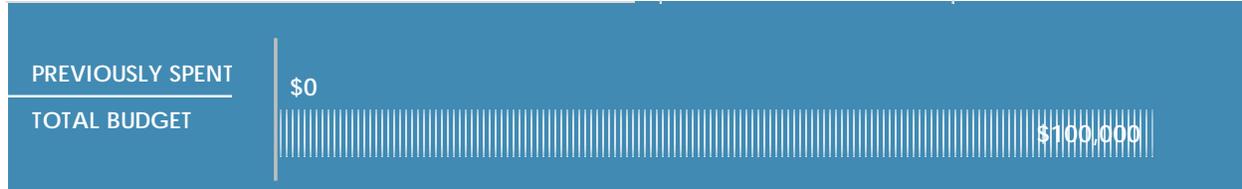
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET II	\$350,000	\$0	\$350,000
SST/Construction Sales Tax	\$150,000	\$0	\$150,000
Park Impact	\$250,000	\$0	\$250,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$750,000
TOTAL FOR BIENNIUM			\$750,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 200,000	\$ 550,000	\$ 750,000

WEST SLOPE BIKE/PEDESTRIAN PARK & TRAIL

TOTAL PROJECT BUDGET:	\$100,000	TOTAL 2017/2018 BUDGET:	\$100,000
PREVIOUSLY SPENT:	\$0		



Project Description:

This project continues ongoing assessment of feasibility of constructing mountain bike park on the subject site.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

This project will further the Council priority of creating a "green" Woodinville by investigating the possible opportunity to expand the City park system.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$100,000		\$100,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT COSTS			\$100,000
TOTAL FOR BIENNIUM			\$100,000

Funding Sources

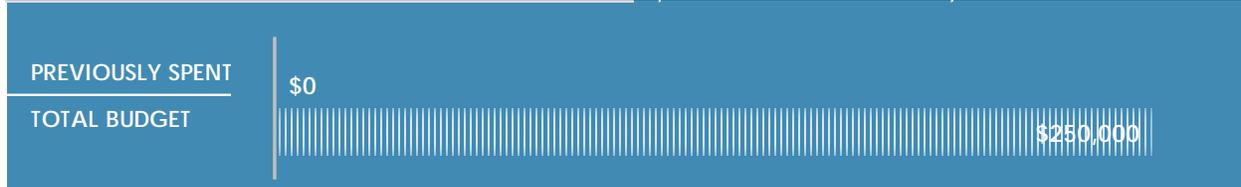
Category	Total Sources	Less Previously Spent	2017/2018 Budget
REET I	\$100,000	\$0	\$100,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$100,000
TOTAL FOR BIENNIUM			\$100,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 100,000	\$ 100,000

SURFACE WATER IMPROVEMENTS

NE 171ST DRAINAGE SYSTEM UPSIZING

TOTAL PROJECT BUDGET:	\$250,000	TOTAL 2017/2018 BUDGET:	\$250,000
PREVIOUSLY SPENT:	\$0		



Project Description:

City portion of cost to upsize new stormwater collection line to be constructed by private developers of Woodin Creek Village to accommodate existing and future demands

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for stormwater capital improvements.

Service Impact:

Accommodate existing and future demands as defined in the Woodinville Municipal Code.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering		\$0	\$0
Construction	\$250,000	\$0	\$250,000
Construction Management		\$0	\$0
Contingency/Other		\$0	\$0
TOTAL PROJECT COSTS			\$250,000
TOTAL FOR BIENNIUM			\$250,000

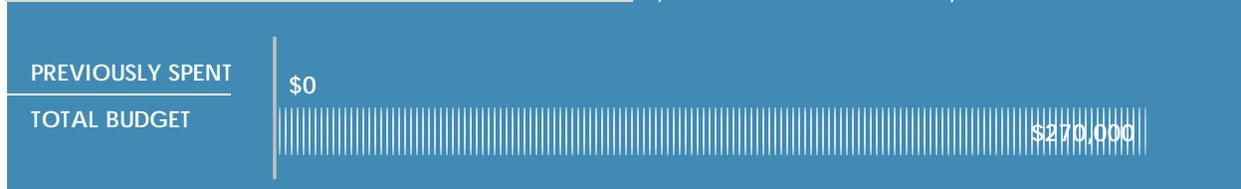
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Stormwater Reserve	\$250,000	\$0	\$250,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$250,000
TOTAL FOR BIENNIUM			\$250,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 250,000	\$ 250,000

ALBERTSON POND SEDIMENT VAULT

TOTAL PROJECT BUDGET:	\$270,000	TOTAL 2017/2018 BUDGET:	\$270,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Install new sediment vault upstream of existing stormwater pond.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for stormwater capital improvements and flood control levy monies.

Service Impact:

Reduce stormwater pond maintenance costs by making sediment removal more efficient.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$50,000		\$50,000
Construction	\$150,000	\$0	\$150,000
Construction Management	\$20,000	\$0	\$20,000
Contingency/Other	\$50,000	\$0	\$50,000
TOTAL PROJECT COSTS			\$270,000
TOTAL FOR BIENNIUM			\$270,000

Funding Sources

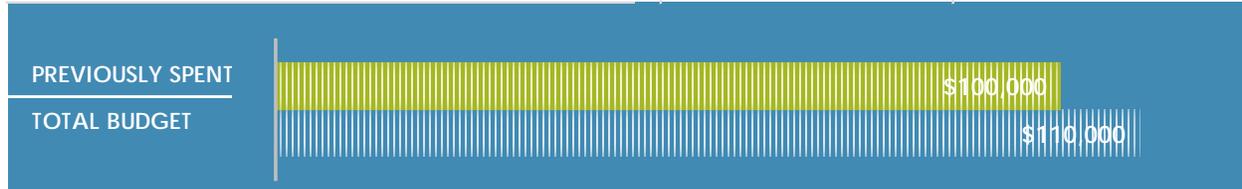
Category	Total Sources	Less Previously Spent	2017/2018 Budget
Flood Control Levy	\$120,000	\$0	\$120,000
Stormwater Reserve	\$150,000	\$0	\$150,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$270,000
TOTAL FOR BIENNIUM			\$270,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 270,000	\$ -	\$ 270,000

FACILITY IMPROVEMENTS

2015/2016 PUBLIC WORKS SHOP ROOF REPLACEMENT

TOTAL PROJECT BUDGET:	\$110,000	TOTAL 2017/2018 BUDGET:	\$10,000
PREVIOUSLY SPENT:	\$100,000		



Project Description:

Replacement of the roof that covers the Public Works Shop Facility.

Operating Impact:

There is no impact on the operating budget. The project is funded through shop rent and cell tower lease revenues which are designated for improvements on the Public Works facility.

Service Impact:

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Construction	\$110,000	\$100,000	\$10,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT COSTS			\$110,000
TOTAL FOR BIENNIUM			\$10,000

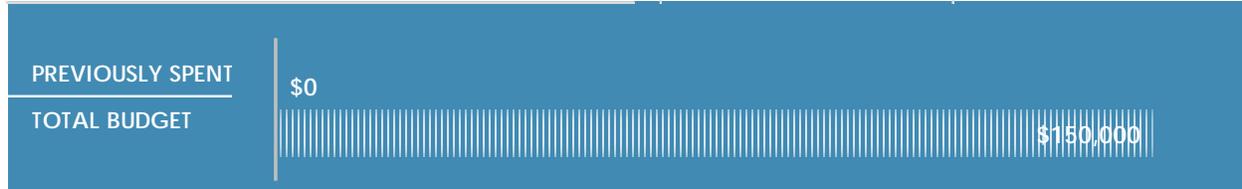
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Shop Rent/Cell Tower Lease	\$110,000	\$100,000	\$10,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$110,000
TOTAL FOR BIENNIUM			\$10,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 10,000	\$ -	\$ 10,000

CIVIC CENTER DESIGN/STUDY

TOTAL PROJECT BUDGET:	\$150,000	TOTAL 2017/2018 BUDGET:	\$150,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Reevaluate the existing Master Plan from 2011 and create new alternatives for the Civic Center campus based on needs. This could include the rehabilitation of the historic Old Woodinville Schoolhouse in order to further promote a downtown civic or commercial hub. May also include additional parking and public gathering spaces.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues designated for capital improvements.

Service Impact:

This project will further the Council priority of institutionalizing the vision of Downtown while addressing maintenance, safety, and security issues.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$150,000	\$0	\$150,000
Construction		\$0	\$0
Construction Management		\$0	\$0
Contingency/Other		\$0	\$0
TOTAL PROJECT COSTS			\$150,000
TOTAL FOR BIENNIUM			\$150,000

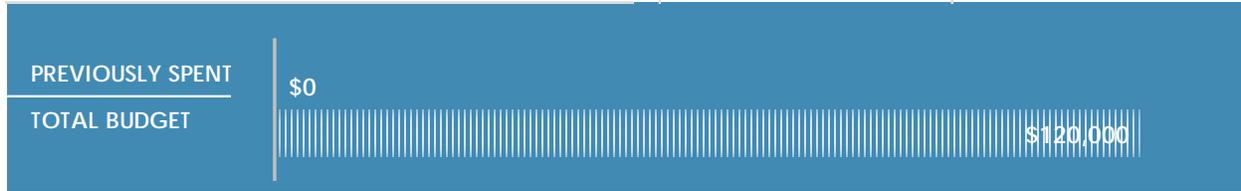
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
SST/Construction Sales Tax	\$150,000	\$0	\$150,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$150,000
TOTAL FOR BIENNIUM			\$150,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 150,000	\$ -	\$ 150,000

CITY HALL HVAC SYSTEM REPLACEMENT

TOTAL PROJECT BUDGET:	\$120,000	TOTAL 2017/2018 BUDGET:	\$120,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Replace aging controls for the City Hall HVAC system installed 17-years ago. The current software system is no longer supported and additional energy efficiencies could be realized.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues that have been set aside in the City's System Replacement Fund for the replacement of aging systems.

Service Impact:

As system has aged it has required ongoing repairs. This project will reduce operational maintenance issues and facilitate more effective operations.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$30,000		\$30,000
Construction	\$60,000	\$0	\$60,000
Construction Management	\$10,000	\$0	\$10,000
Contingency/Other	\$20,000	\$0	\$20,000
TOTAL PROJECT COSTS			\$120,000
TOTAL FOR BIENNIUM			\$120,000

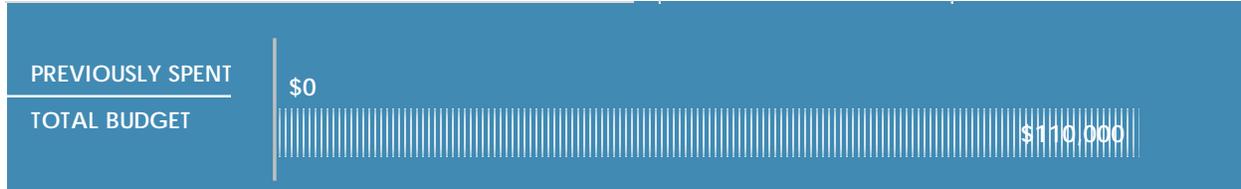
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
System Replacement Fund	\$120,000	\$0	\$120,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$120,000
TOTAL FOR BIENNIUM			\$120,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 120,000	\$ -	\$ 120,000

CITY HALL FIRE CONTROL SPRINKLER REPLACEMENT

TOTAL PROJECT BUDGET:	\$110,000	TOTAL 2017/2018 BUDGET:	\$110,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Replace aging fire alarm system controls that regularly malfunction.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues that have been set aside in the City's System Replacement Fund for the replacement of aging systems.

Service Impact:

As a system ages, it has required ongoing repairs. This project will reduce operational maintenance issues and facilitate more effective operations.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$20,000		\$20,000
Construction	\$60,000	\$0	\$60,000
Construction Management	\$10,000	\$0	\$10,000
Contingency/Other	\$20,000	\$0	\$20,000
TOTAL PROJECT COSTS			\$110,000
TOTAL FOR BIENNIUM			\$110,000

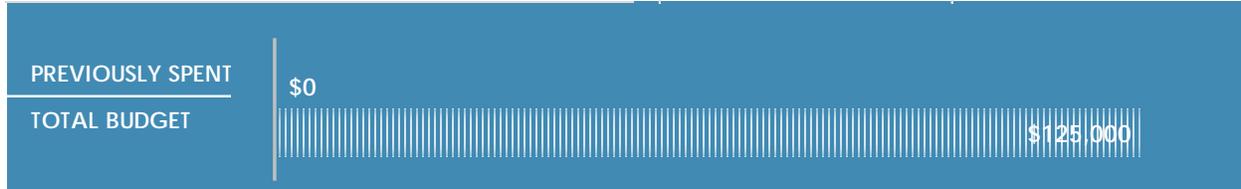
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
System Replacement Fund	\$110,000	\$0	\$110,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$110,000
TOTAL FOR BIENNIUM			\$110,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 110,000	\$ -	\$ 110,000

CITY HALL CARPET REPLACEMENT

TOTAL PROJECT BUDGET:	\$125,000	TOTAL 2017/2018 BUDGET:	\$125,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Replace aging and worn carpet throughout City Hall.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues that have been set aside in the City's System Replacement Fund for the replacement of aging systems.

Service Impact:

Reduce safety hazards.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$5,000		\$5,000
Construction	\$100,000	\$0	\$100,000
Construction Management	\$0	\$0	\$0
Contingency/Other	\$20,000	\$0	\$20,000
TOTAL PROJECT COSTS			\$125,000
TOTAL FOR BIENNIUM			\$125,000

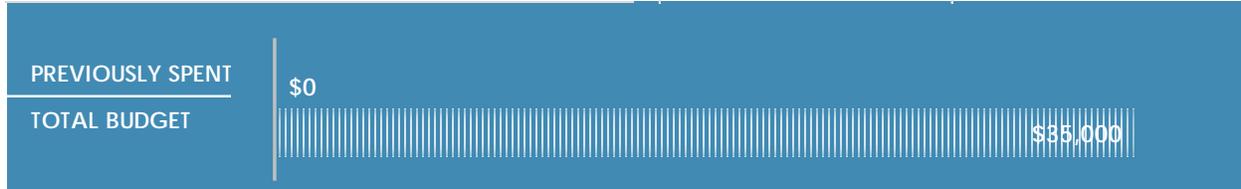
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
System Replacement Fund	\$125,000	\$0	\$125,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$125,000
TOTAL FOR BIENNIUM			\$125,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 125,000	\$ 125,000

CITY HALL INTERIOR PAINT

TOTAL PROJECT BUDGET:	\$35,000	TOTAL 2017/2018 BUDGET:	\$35,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Paint select portions of the interior of City Hall.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues that have been set aside in the City's System Replacement Fund for the replacement of aging systems.

Service Impact:

Regular and expected maintenance of existing facilities.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$1,000	\$0	\$1,000
Construction	\$30,000	\$0	\$30,000
Construction Management	\$0	\$0	\$0
Contingency/Other	\$4,000	\$0	\$4,000
TOTAL PROJECT COSTS			\$35,000
TOTAL FOR BIENNIUM			\$35,000

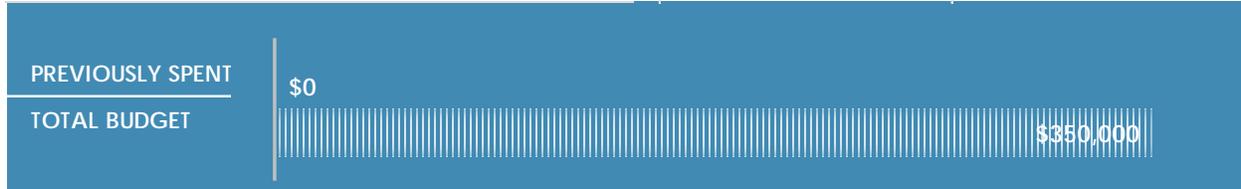
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
System Replacement Fund	\$35,000	\$0	\$35,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$35,000
TOTAL FOR BIENNIUM			\$35,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 35,000	\$ 35,000

INCLEMENT WEATHER MATERIALS SHELTER

TOTAL PROJECT BUDGET:	\$350,000	TOTAL 2017/2018 BUDGET:	\$350,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Construct new open-sided shelter to protect winter storm response materials (sand).

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues designated for capital improvements.

Service Impact:

Without protection from rain and snow, materials needed for storm response will get wet and freeze and is rendered unusable.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$35,000		\$35,000
Construction	\$255,000	\$0	\$255,000
Construction Management	\$25,000	\$0	\$25,000
Contingency/Other	\$35,000	\$0	\$35,000
TOTAL PROJECT COSTS			\$350,000
TOTAL FOR BIENNIUM			\$350,000

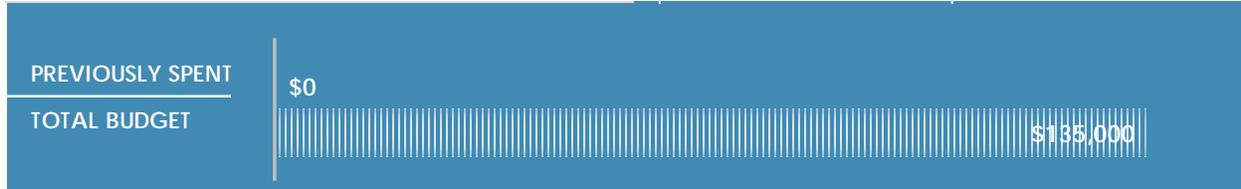
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
SST/Construction Sales Tax	\$350,000	\$0	\$350,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$350,000
TOTAL FOR BIENNIUM			\$350,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 350,000	\$ 350,000

PUBLIC WORKS SHOP EXPANSION

TOTAL PROJECT BUDGET:	\$135,000	TOTAL 2017/2018 BUDGET:	\$135,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Timed with a change in tenants, this project reclaims space through an limited interior remodel to create an additional service bay for maintenance operations and storage.

Operating Impact:

There is no impact on the operating budget. The project is funded through shop rent and cell tower lease revenues which are designated for improvements on the Public Works facility.

Service Impact:

This project will facilitate expanding maintenance operations.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$20,000		\$20,000
Construction	\$80,000	\$0	\$80,000
Construction Management	\$5,000	\$0	\$5,000
Contingency/Other	\$30,000	\$0	\$30,000
TOTAL PROJECT COSTS			\$135,000
TOTAL FOR BIENNIUM			\$135,000

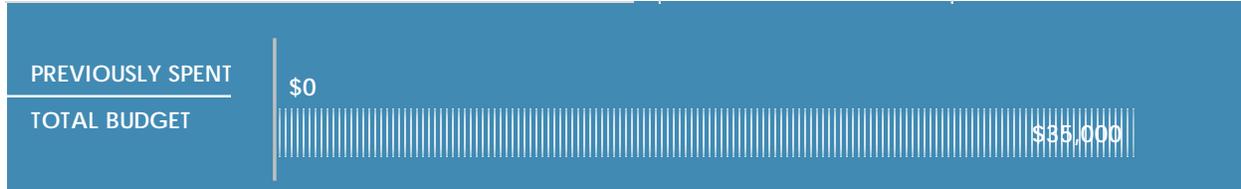
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Shop Rent/Cell Tower Lease	\$135,000	\$0	\$135,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$135,000
TOTAL FOR BIENNIUM			\$135,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ -	\$ 135,000	\$ 135,000

FIRE PANEL REPLACEMENT

TOTAL PROJECT BUDGET:	\$35,000	TOTAL 2017/2018 BUDGET:	\$35,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Replace an aging fire alarm panel in the Carol Edwards Center that regularly malfunctions.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues that have been set aside in the City's System Replacement Fund for the replacement of aging systems.

Service Impact:

As a system ages, it has required ongoing repairs. This project will reduce operational maintenance issues and facilitate more effective operations.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering	\$5,000	\$0	\$5,000
Construction	\$20,000	\$0	\$20,000
Construction Management	\$5,000	\$0	\$5,000
Contingency/Other	\$5,000	\$0	\$5,000
TOTAL PROJECT COSTS			\$35,000
TOTAL FOR BIENNIUM			\$35,000

Funding Sources

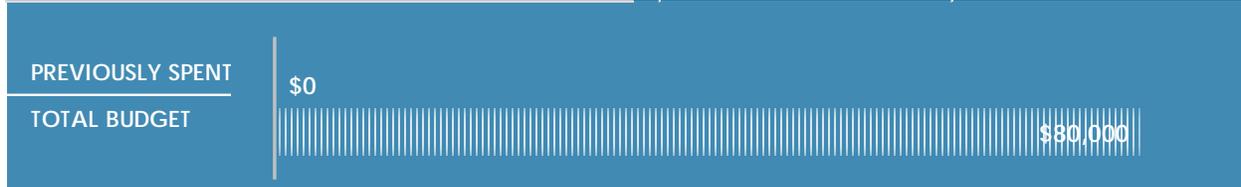
Category	Total Sources	Less Previously Spent	2017/2018 Budget
System Replacement Fund	\$35,000	\$0	\$35,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
TOTAL PROJECT SOURCES			\$35,000
TOTAL FOR BIENNIUM			\$35,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 35,000	\$ -	\$ 35,000

PROPERTY ACQUISITION

LITTLE BEAR CREEK PROPERTY ACQUISITION

TOTAL PROJECT BUDGET:	\$80,000	TOTAL 2017/2018 BUDGET:	\$80,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Acquire WSDOT-owned parcel on north side of Little Bear Creek between SR-202 and 134th Ave NE.

Operating Impact:

There is no impact on the operating budget. The project is funded through revenues restricted for capital improvements.

Service Impact:

This project will further the Council priority of both creating a "green" Woodinville by implementing a PRO-plan goal of providing a linear park along Little Bear Creek.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Contingency/Other	\$80,000	\$0	\$80,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
			\$80,000
			\$80,000

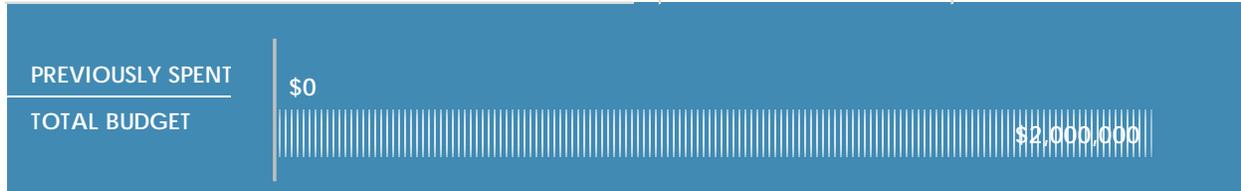
Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
Park Impact	\$80,000	\$0	\$80,000
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
			\$80,000
			\$80,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 80,000	\$ -	\$ 80,000

MISCELLANEOUS PROPERTY ACQUISITION

TOTAL PROJECT BUDGET:	\$2,000,000	TOTAL 2017/2018 BUDGET:	\$2,000,000
PREVIOUSLY SPENT:	\$0		



Project Description:

Funding to acquire miscellaneous parcels, as directed by City Council, primarily for the purpose of preserving open/natural space.

Operating Impact:

\$1 million in funding for property purchases will be funded from revenues designated for capital projects. The remaining \$1 million will come from General Fund balance.

Service Impact:

This project will further the Council priority of both creating a "green" Woodinville through the preservation of open/natural space and critical areas across the City.

Project Costs

Category	Total Project Cost	Less Previously Spent	2017/2018 Budget
Design/Engineering		\$0	\$0
Construction Management		\$0	\$0
Construction		\$0	\$0
Contingency/Other	\$2,000,000	\$0	\$2,000,000
TOTAL PROJECT COSTS			\$2,000,000
TOTAL FOR BIENNIUM			\$2,000,000

Funding Sources

Category	Total Sources	Less Previously Spent	2017/2018 Budget
SST/Construction Sales Tax	\$1,000,000	\$0	\$1,000,000
General Funds	\$1,000,000	\$0	\$1,000,000
			\$0
			\$0
			\$0
			\$0
TOTAL PROJECT SOURCES			\$2,000,000
TOTAL FOR BIENNIUM			\$2,000,000

Biennial Breakdown	2017	2018	Total Biennium
	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000



APPENDIX

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) ¹	11,570 as of April 2016 (est.)
Median Family Household Income ²	\$107,009
High school graduate or higher, age 25+ ²	96.8%
Bachelor's degree or higher, age 25+ ²	56.7%
Median value of owner-occupied housing unit ²	\$466,700
Homeownership rate ²	75.7%
Registered Voters ³	7,448 as of October 2016
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, April 1, 2016 estimate	
² US Census Bureau 2010-2014 American Community Survey for the 98072 zip code	
³ Office of the Secretary of State	

Jobs in Woodinville ¹	
Industry	# of Jobs
Construction & Resource	1,645
Finance, Insurance & Real Estate	326
Manufacturing	2,453
Retail	1,538
Services	4,781
Wholesale, Transportation & Utilities	1,263
Government	130
Education	327
Total	12,463
¹ 2014 Puget Sound Regional Council Covered Employment Estimates	

CITY OF WOODINVILLE – 2017/2018 BIENNIAL BUDGET

Largest Employers ¹		
Company	# of Fulltime Employees	Product/Service
Precor, Inc.	352	Retail & wholesale – fitness equipment
Bensussen Deutsch & Associates, Inc.	289	Wholesale – promotional merchandise
Precor Manufacturing LLC	247	Manufacturing – fitness equipment
Ste. Michelle Wine Estates Ltd.	236	Manufacturing & retail – wine
Haggen Food & Pharmacy	134	Retail - grocery
Target	125	Retail – general merchandise
Willows Lodge & Barking Frog	111	Restaurant, lodging, banquet, & spa
Molbak's	108	Retail – nursery, garden & gifts
Clearwater Spas	90	Manufacturing – hot tubs
Winsome Trading, Inc	90	Wholesale - furniture
Redhook Ale & Widmer Bros Brewing	85	Restaurant, lodging, banquet, & spa
Synergy Construction, Inc	85	Commercial general contracting
Symmetry Electronics	80	Manufacturing – electronic cabling
Garden Fresh Foods, Inc	76	Wholesale – produce
Dynon Avionics	75	Manufacturing – glass cockpit avionics
¹ Information compiled from September 2016 City business license registrations		

New Construction Building Permits Issued		
Year	Permits Issued	Total Value
2016*	123	\$11,192,694
2015	173	\$52,138,003
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

*As of September 2016

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.

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.

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 twenty-five years or less.
- General Obligation bonds will be issued with maturities of twenty 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.
- 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.

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. (Examples are: radios, cell phones, power tools, small tools, fax machines, and cameras.)

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.

For purposes of this recommendation, operating expenditures shall include salaries, benefits, supplies, professional services, intergovernmental and inter-fund 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.

Preliminary

GLOSSARY OF TERMS

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 PROJECTS- 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.

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.

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.

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.

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.

Preliminary

ACRONYM GLOSSARY**A**

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

B

BARS	Budgeting, Accounting and Reporting System
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C

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

D

DCD	Department of Community Development
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E

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

F

FAC	Facility	FTE	Full Time Equivalent
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G

GF	General Fund	GMA	Growth Management Act
GFOA	Government Finance Officers Association	GPS	Global Positioning System
GIS	Geographic Information System		

H

HVAC	Heating, Ventilation, and Air Conditioning
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I			
ICBO	International Conference of Building Officials	IRMS	Integrated Resource Management System
IDP	Interim Design Principles	IS	Information Systems
IIMC	International Institute of Municipal Clerks	ITE	Institute of Transportation Engineer
K			
KC	King County	KCSO	King County Sheriff's Office
KCCA	King County Clerks Association		
L			
LED	Light Emitting Diodes	LID	Low Impact Development
LF	Linear Feet	LTGO	Limited-Tax General Obligation
M			
MTA	Municipal Treasurer's Association		
N			
NPDES	National Pollutant Discharge Elimination System	NRPA	National Recreation and Parks Association
P			
PAW	Planning Association of Washington	PSAPCA	Puget Sound Air Pollution Control Authority
PDI	Professional Development I (Clerks)	PSRC	Puget Sound Regional Council
PPF	Pedestrian Facilities Program	PW	Public Works
PRO Plan	Parks, Recreation, & Open Space Plan		
R			
REET	Real Estate Excise Tax		
ROW	Right of Way		
S			
SAO	State Auditor's Office	SST	Streamline Sales Tax
SCA	Suburban Cities Association	S/W	Surface Water
SEPA	State Environmental Policy Act	SWAT	Special Weapons and Tactics
SNAP	Small Neighborhood Action Project	SWM	Surface Water Management

T

TIB	Transportation Improvement Board	TRC	Technical Review Committee
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U

URISA	Urban and Regional Information Systems Association
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W

WCIA	Washington Cities Insurance Authority
WCPDA	Washington Cities Planning Directors Association
WFOA	Washington Finance Officers Association
WMCA	Washington Municipal Clerks Association
WMTA	Washington Municipal Treasurer’s Association
WRPA	Washington Recreation and Parks Association
WSEMA	Washington State Emergency Management Association
WSRA	Washington State Recycling Association
WTV	Woodinville Television

Preliminary