

## ORDINANCE NO. 437

**AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING SIX FUNDS, CREATING A NEW FUND, AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2007 AND 2008, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.**

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**WHEREAS**, the Washington State Auditors have recommended that the City consolidate funds to simplify accounting records; and

**WHEREAS**, many of the capital projects can be combined and shown as sub accounts in a more general purpose construction fund, and

**WHEREAS**, the Arterial Street Fund (Fund 102) is no longer needed to separate state shared gas tax revenues; and

**WHEREAS**, with the creation of the Surface Water Capital Project Fund (Fund 357) there is no longer a need for the Capital Surface Water Reserve Fund (Fund 304); and

**WHEREAS**, with the creation of the Utility Tax Fund (Fund 316), there is no longer a need for the Little Bear Creek Parkway Fund (Fund 312); and

**WHEREAS**, the Civic Center Fund (Fund 390) was created to acquire real property, and all property identified to be purchased has been acquired; and

**WHEREAS**, the 202/127th Fund (Fund 337) , is more properly accounted for in a sub account in the Sammamish Bridge Replacement Project Fund (Fund 361); and

**WHEREAS**, the Little Bear Creek Lineal Park Fund (Fund 340) is nearing completion, and can be accounted for as a project within the Parks Capital Project Fund (Fund 354); and

**WHEREAS**, the System Replacement Fund was initially established to set aside revenue for the replacement of specific systems in the new City Hall; and

**WHEREAS**, it was recommended that the City establish a fund to cover the major maintenance items associated with City Hall; and

**WHEREAS**, the exterior of City Hall will require paint to protect the siding and protecting sealant on the beams and roof joists; and

**WHEREAS**, the scope of the System Replacement Fund is recommended to be expanded to include major maintenance projects associated with the City's new facilities; and

**WHEREAS**, a preliminary budget has been filed with the City Clerk as required by law;

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

**Section 1.** A new fund, the Developmental Services Fund (Fund 104), is hereby established with revenue and appropriations set forth in Section 11 of this ordinance. Revenue collected in the Developmental Services Fund will be used for services identified in the biennial budget.

**Section 2.** The Street Capital Reserve Fund is hereby changed in title to the Street Capital Projects Fund. The Fund will be used to account for street capital projects that have not been given a separate fund to account for revenue and expenditures.

**Section 3.** The Arterial Street Fund is hereby abolished, with the residual revenue to be transferred to the Street Capital Project Fund.

**Section 4.** The Capital Surface Water Reserve Fund is hereby abolished, with the residual revenue to be transferred to the Surface Water Capital Project Fund.

**Section 5.** The Little Bear Creek Parkway Fund is hereby abolished, with the residual revenue to be transferred to the Utility Tax Fund.

**Section 6.** The Civic Center Fund is hereby abolished, with the residual revenue to be transferred the Utility Tax Fund and the Capital Projects Fund (REET 1).

**Section 7.** The 202/127th Fund is hereby abolished, with the residual revenue to be transferred to the Sammamish Bridge Replacement Project Fund.

**Section 8.** The Little Bear Creek Lineal Park Fund is hereby abolished, with the residual revenue to be transferred to the Parks Capital Project Fund.

**Section 9.** The System Replacement Fund is being expanded in scope to include major maintenance items associated with the City's new facilities. Major maintenance shall include those maintenance projects that exceed \$50,000 until the City Council adopts a policy defining the parameters of the scope of maintenance.

**Section 10.** The biennial budget of the City of Woodinville, Washington for the years 2007 and 2008, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$82,499,855.

**Section 11.** The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$23,933,875
Street Fund	\$ 1,664,453
Contingency	\$ 338,294
Developmental Services	\$ 4,074,736
Mitigation	\$ 275,381
Admission Tax	\$ 838,204
Parks & Recreation Special Revenue	\$ 62,813
System Replacement	\$ 560,418
Strategic Budget Reserve	\$ 1,643,141
Park Impact Fee	\$ 1,452,752
Hotel/Motel Tax	\$ 106,125
Traffic Impact Fees	\$ 1,395,566
Debt Service	\$ 1,478,910
Capital Project	\$ 1,998,536
Special Capital Project	\$ 4,220,879
Capital Street Reserve	\$ 4,201,180
Utility Tax	\$ 5,655,414
Real Property	\$ 98,726
SR202/148th Ave Capital Project	\$ 4,506,505
SR522/SR202 Capital Project	\$ 4,165,562
Grid Roads	\$ 765,824
Small Neighborhood Action Projects	\$ 307,315
SR522/195th Capital Project	\$ 1,616,875
Surface Water Capital Projects	\$ 2,299,527
Parks and Recreation Capital Projects	\$ 2,458,191
Facilities Capital Project	\$ 4,070,161
Sammamish Bridge Replacement	\$ 4,168,088
Surface Water Management	\$ 1,914,640
Equipment Rental	\$ 662,396
Equipment Replacement	\$ 921,145
Unemployment Reserve	\$ 59,680
Affordable Housing	\$ 54,447
Deposit	\$ 530,096

**Section 12.** The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

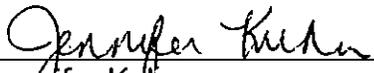
**Section 13. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

**Section 14. Severability.** If any sentence, clause, phrase or provision of this ordinance is ultimately invalidated by a court of competent jurisdiction, such invalidation shall not effect any other sentence, clause, phrase or provision hereof.

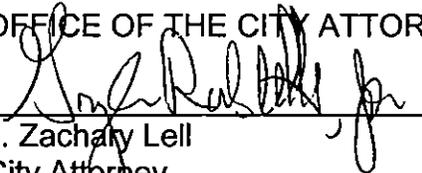
**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 18<sup>TH</sup> DAY OF DECEMBER 2006.**

  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:

  
Jennifer Kuhn  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY  
  
J. Zachary Lell  
City Attorney

PASSED BY THE CITY COUNCIL: 12-18-2006  
PUBLISHED: 12-25-2006  
EFFECTIVE DATE: 12-30-2006  
ORDINANCE NO. 437

# CITY of WOODINVILLE

2007 - 2008 Biennial Budget



## *Elected Officials*

**Cathy VonWald, Mayor**

<b>Hank Stecker, Deputy Mayor</b>	<b>Councilmember Mike Roskind</b>
<b>Councilmember Chuck Price</b>	<b>Councilmember Gina Leonard</b>
<b>Councilmember Scott Hageman</b>	<b>Councilmember Don Brocha</b>

*"Citizens, business and local government;  
a community commitment to our future."*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Woodinville  
Washington**

For the Fiscal Year Beginning

**January 1, 2005**

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Woodinville, Washington** for its biennial budget for the fiscal years 2005 and 2006.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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# Woodinville City Council



*From left to right: Deputy Mayor Hank Stecker, Scott Hageman, Don Brocha, Mayor Cathy VonWald, Chuck Price, Gina Leonard, Mike Roskind*

## **Woodinville's Vision Statement**

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

# City Commission and Board Members

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Woodinville depends greatly on benefits from the dedication of citizens willing to serve on City-sanctioned advisory commissions. City advisory boards make recommendations to the City Council on such matters as land use (zoning) regulations, property purchases, long range planning and public art. With the exception of the Public Arts Advisory Committee, the Mayor, with the approval of the City Council, makes appointments to the commissions and boards.

## Planning Commission

The Planning Commission is a seven-member board that makes recommendations to the City Council on land use matters including comprehensive planning, zoning, subdivision and design standards. Members serve staggered 4-year terms with a two term limit. The Planning Commission holds public hearings for comprehensive plan amendments, the Capital Improvement Plan and area-wide zoning.

- Les Rubstello, Chair
- Cherry Jarvis, Vice Chair
- Victor Orris
- Phil Relnick
- Patrick Edmonds
- Art Pregler
- Michael Corning

## Parks & Recreation Commission

The Parks & Recreation Commission is a seven-member board that advises the City Council on the development of parks, recreation opportunities, and open space. Recommendations are based on the City's adopted Parks, Recreation and Open Space (PRO) Plan. Members serve staggered three-year terms with a two term limit.

- Kim Nunes, Chair
- Bob Vogt, Vice Chair
- Liz Aspen
- Linda Sarpy
- Tiffany Pearson-Bond
- Tom Anderson
- Norm Maddex

## Public Arts Advisory Committee

The Public Arts Advisory Committee is a five-member board that serves in an advisory capacity to the Parks & Recreation Commission with primary responsibility for ensuring the development of a public art program within the City of Woodinville.

- John Halpin, Chair
- Liz Benzel, Vice Chair
- Malka Fricks
- Linda Sarpy
- Mackenzie Olson

## Tree Board

The Tree Board is a five-member board that makes recommendations to the City Council on tree preservation, planting and care. The Board assures compliance with requirements for maintaining Woodinville's "Tree City USA" designation and hosts the annual Arbor Day Celebration. Members serve staggered 3-year terms and may serve up to 2 consecutive terms. A one year interval is required following the 2 term limit.

- John Luchsinger, Chair
- Jay Manickam
- Barbara Stanfield

# Readers' Guide to the Woodinville Budget

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This document describes how Woodinville plans to meet the communities' needs in 2007-08. Woodinville's Budget is not only an assembly of information required for making policy and resource decisions; it is also a resource for citizens interested in learning more about the operation of their City government.

This reader's guide has been provided to inform the reader where particular information may be found. Woodinville's 2007-08 budget is divided into four sections: Budget Message/Overview, Revenue & Expenditure Summary, Revenue & Expenditure Detail, and the appendix.

## **Budget Message/Overview**

The introduction presents the City Manager's Budget Message, highlights Council's goals, describes the Fund Structure and Budget Process, and provides a discussion of the strategic choices and decisions made in the development of the 2007-08 budget. An organization chart is also presented.

## **Revenue and Expenditure Summary**

These sections provide a summary of sources and uses of revenue for the 2007-08 biennial budget. Various taxes such as sales, property, utility, admission, and REET taxes are discussed. A summary of expenditures by Fund Type is provided. A table summarizing all funds by department and category types is shown along with a list of the Manager's Recommended Capital Outlays and Capital Projects.

## **Revenue and Expenditure Detail by Fund Type**

This section summarizes anticipated revenues and expenditures in 2007-08 as well as comparisons from previous years. Beginning fund balances and brief descriptions of the various funds are presented.

This section also describes the function, accomplishments and goals of each department, and displays a summary of the departmental operating budgets for 2007-08. Position summaries and total FTE's are shown. Such data are essential for planning future Woodinville government endeavors.

## **Appendix**

This section provides a summary of the City's financial policies, a glossary, a list of acronyms, department budgets details and other statistical information. Ordinances approving the benefit/classification pay range, setting the property tax levy, and adopting the final budget are also included.

# Fund Structure

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Government accounting systems are organized and operated on a fund basis. A *fund* is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. If the definition seems cumbersome, think of each fund as a separate checking account and each may only be used for certain types of expenditures. For example, the Surface Water Management revenue must be used for surface water issues.

## Types of Funds

The City of Woodinville currently has 33 funds that are categorized into seven types: General, Special Revenue, Debt, Capital Project, Enterprise, Internal Service, and Trust Funds. Each type has certain implications and each is looked at in a very distinct way. Below are the seven categories with a listing of all funds within each category.

**General Fund**, sometimes referred to as current expense, accounts for all revenues and expenditures of the City which are not accounted for in other funds. It is the largest and most important accounting entity of the City. The majority of its revenue is generated from sales tax and property taxes.

**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 eleven Special Revenue Funds: the Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fee, Parks & Recreation Special Revenue, Strategic Budget Reserve, Hotel/Motel, Traffic Impact Fee, and the Developmental Services Fund. The **Street Fund**, largely subsidized by the General Fund, is responsible for the maintenance of City streets. The **Mitigation Fund** receives assessments from developers for specific projects. The **Contingency Fund**, as recommended by the Finance Committee, has revenue set aside for unforeseen expenses. The source of revenue for the **Admission Tax Fund** is a 5% tax on admission to certain events and revenue is pledged to park capital projects. Using General Fund transfers, the **City Hall System Replacement Fund** was established to set aside money for the replacement and repair of the larger system components of the new City Hall, such as HVAC and the roof. Used for the expansion of parks, open space, and recreation facilities, the **Park Impact Fee Fund** receives assessments from new residential developers. The **Parks & Recreation Special Revenue Fund** was created to account for revenue for Parks and Recreation purposes. To protect the City against unforeseen economic downturns, the **Strategic Budget Reserve Fund** was established and is subsidized by the General Fund. The **Hotel/Motel Fund** supports and promotes tourism within the City. **Traffic Impact Fees** ensure that new development pays a

proportionate share of the costs related to growth impacts. The **Developmental Services Fund** receives revenue from permitting activity and is subsidized by the General Fund.

The **Debt Service Fund** was established to pay the principal and interest on City debt obligations.

**Capital Project Funds** account for the acquisition or development of capital facilities. Sources of revenues to this fund can include bond proceeds, grants, real estate excise taxes, utility taxes and transfers of revenues from other funds. Woodinville has 14 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve Fund, Utility Tax Fund, Real Property Reserve Fund, and nine capital projects, identified in the City's Capital Improvement Program.

The **Capital Project Fund** receives money from the first ¼ percent (.25%) real estate excise tax. Projects that can be funded from the first ¼ percent are less restricted than the second ¼ percent, and may be spent for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities; river and/or waterway flood control projects. The first ¼ percent real estate excise tax referred to as REET I revenue can be spent only on projects specified in the capital facilities plan element of a comprehensive plan.

The **Special Capital Project Fund** receives money from the second ¼ percent (REET II) and may only be spent on public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

The **Street Reserve Fund** is a reserve for major road construction projects.

The **Utility Tax Fund** receives all revenue from utility taxes, which are pledged to specific street construction projects.

All other **Capital Project Funds** receive revenue from any of the above sources, along with possible grants, mitigation, and traffic impact fee revenue.

**Enterprise Funds** account for operations (a) that are normally financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered

primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City of Woodinville has one enterprise fund, the **Surface Water Management Fund**. Revenue is received through property tax assessments collected by King County.

The City has three **Internal Service Funds**: the Equipment Rental, Equipment Replacement, and Unemployment Reserve Funds.

The **Equipment Rental Fund** receives revenue from the operating budgets of the various funds that use equipment from the "pool". Rates are charged to the operating funds to cover the costs of gas, repairs, and for the replacement of the vehicle at the end of its useful life.

The **Equipment Replacement Fund** receives money from the General Fund for the replacement of fixed assets not covered by the Rental Fund.

The **Unemployment Compensation Fund** is a reserve that will be used to pay unemployment claims against the City.

The City has two **Fiduciary Funds** for assets held by a government in a trustee or agent capacity. The **Affordable Housing Fund** was established for the purpose of providing money to affordable housing projects and it receives revenue from the General Fund. The **Deposit Fund** is an agency type fund used for non-revenue/non-expenditure transactions.

## Fund Balance

Fund Balance refers to the cash resources available to a particular fund. All funds have a beginning balance and an ending fund balance. As the year progresses, fund balances increase with the inflow of revenues and decrease with the outflow of expenditures. Fund Balances are budgeted by estimating cash resources and forecasting expenditures in the budget cycle.

Changes in fund balances proposed for 2007-2008 are fiscally prudent. The Operating Funds and the Debt Svc Fund do not have a change exceeding 10%. The Special Rev Funds combined exceed 10%, largely due to the nature of specific reserve funds and increases in impact fees brought on by estimated construction activity. The Capital Project Funds in the aggregate exceed the 10% amount, but that is anticipated, as all capital projects are budgeted for the current year, and it is expected that each, with the exception of the reserve funds, will spend the entire amount budgeted for that particular project. The change in fund balance for the Surface Water Fund does not exceed 10%. The Internal Svc Funds and the Trust Fund also exceed 10%. These funds are supported largely by the General Fund and the balances are controlled.

# The Budget Process

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The City of Woodinville budgets its funds in accordance with the Revised Code of Washington (RCW) 35A.33. Annual appropriated budgets are adopted for the General, Debt Service, Special Revenue, Capital Project, Proprietary, and Fiduciary funds using the cash basis of accounting versus 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.33 RCW. The steps in the budget process are as follows:

- a. Prior to 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 financial statements are the final authorized amounts as amended during the year.

# 2007-2008 Budget Calendar

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- July 13 Department Heads receive worksheet showing expenditure history, including year-to-date and budget instructions for department submittals of their 2007-2008 requested budgets.
- August 11 Expenditure Estimates filed with Finance Dept. including level of service, maintenance, new programs, capital equipment and FTE. Capital expenditures (greater than \$5,000, and expected to last for two or more years) will be specifically approved by the Council.
- FTE: show existing positions and requested positions, including temporary and regular part time employees.
- Revenue forecasts for programs or other business activity.
- August 15 Finance Department provides City Manager with department budgets.
- Aug 28 - Sept 15 Departments meet with Budget team.
- Sept 16 - 30 Return to the Budget Team with revised budgets (if needed).
- October Council Workshop:  
Council reviews materials for 2007-08 Budgets, revisits goals, reviews budget process, solicitation of Council priorities/issues.
- October Manager's Recommended Budget; Council's Budget Workshops (as needed).
- November 6 Public Hearing on Revenue Sources.
- November 13 First Reading of Property Tax Ordinance.
- November 20 Second Reading of Property Tax Ordinance,  
First Reading of Benefit/Classification Ordinance,  
First Reading of 2007-08 Budget Ordinance, Public Hearing on Budget.
- December 18 Second Reading of 2007-08 Budget Ordinance.

# Budget Message

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**TO:** City Council  
**FROM:** Connie Fessler, Interim City Manager  
**DATE:** December, 2006  
**SUBJECT:** 2007-08 Biennial Budget Message -  
A City in Transition

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The City of Woodinville is beginning its second biennial budget, a budget that frames a number of opportunities. Woodinville, in its 14<sup>th</sup> year of incorporation, is metaphorically approaching adolescence. The City's Capital Improvement Program; robust land development activities, adding almost 1,000 housing units and commercial business; and increasing demands for services have made the 2007/2008 biennial budget theme, "A City in Transition".

The City's budget is a balanced budget: operating revenue equal operating expenditures. Service levels are retained at current levels, with some revenue set aside to give the City Manager the opportunity to add critical positions where required staff is necessary. The capital budget is aggressive: for the biennium, capital expenditures nearly equal operating expenditures. The private development in the City is even more phenomenal. During this biennium, the Woodinville Wine Village will near completion; the Novelty Hill Winery will be in full operations; the Sirkin property will continue to be developed; Canterbury Square may begin development.

## Key Budget Trends

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**Revenue:** Revenue for the biennium continues to be strong. Woodinville's sales tax picture is solid, with a 4% growth factor forecasted for the coming years. The sourcing component of the Streamlined Sales Tax initiative will be brought to the State Legislature in 2007, and the negatively affected cities are anticipating full mitigation for revenue shifts. The long term effects of the sourcing component of the SST will be a dampening of the increases in sales tax revenue the City has seen in the past few years. The expected decrease is assumed in the forecast for future years.

There are no increases in property taxes assumed in the forecast other than the additional property tax revenue from new construction.

In 2007, revenue from permitting activity will be deposited directly into the newly formed Developmental Services Fund, a Special Revenue Fund that was established at the end of 2006. The Developmental Services Fund was established to allow revenue and expenditures to be more closely tracked, and to allow fees to be applied to the services provided by the department. The City has nearly completed a study of developmental fees, and there may be fee adjustments recommended in early 2007. Construction activity is strong and continues to provide revenue to support permitting services and also assist the General Fund in sales tax receipts.

Real estate excise taxes and utility taxes are sources of revenue that are pledged toward capital projects. Real estate excise taxes are a tax of ¼% (for each of two separate taxes) on the sale of real property within the City limits. The growth of this tax had been 76% in 2004, 20% in 2005 and 6% in 2006. The trend indicates that sales are sustaining the increases of prior years, providing the City with \$650,000 per year for each of the two taxes.

Utility tax rates are 2% on natural gas and electricity and 4% on telephone and solid waste. The combined taxes provide Woodinville with \$1M per year to be used for road projects identified in the Capital Improvement Program. The revenues have been increasing in all categories except telephone tax, which has seen a slight decrease from the consolidation of cellular companies and the migration of customers to voice over Internet services.

The construction activity anticipated in the biennium is reflected in the forecasts for park and traffic impact fees. Both are expected to provide \$1M in revenue for capital projects over the next two years.

Lastly, the City has received significant grants to use for the completion of several projects. This is anticipated to provide the City with \$7.65M for the two year period.

### **Expenditures:**

Expenditures can be categorized into four categories: operations, capital projects, surface water and other miscellaneous/reserves.

**Operations** include the costs of administration, public safety, courts, legal, developmental services, engineering, parks, recreation, and street maintenance. Combined, the operational costs are anticipated to be \$22.7M for the biennium.

**Capital projects** for the two year budget are significant. There is \$15.1M in projects scheduled for 2007. Of this amount, \$2.85M are scheduled improvements to the community center, including parking, \$1.3M in surface water projects, and the balance, nearly \$11M are roadway and non-motorized path projects.

For 2008, there is an additional \$7.7M in projects: \$2.34M for sports fields improvements, \$1.2M for a maintenance shop, and \$4.1M for street and pathway improvements.

**Surface water** is the City's only enterprise fund and \$1.8M represents the operating costs associated with the two year budget. All capital costs for surface water projects will come from surface water reserves.

Miscellaneous and reserves are the costs of the internal services funds for maintaining vehicles and equipment and the reserves are transfers from the General Fund to the Strategic Budget Reserve Fund and the replacement funds.

### **Short-term initiatives:**

#### **Hire key staff positions.**

The City Council has selected a new city manager and he will begin on March 1, 2007. The selection of the City Manager will facilitate the selection of other key positions, including Developmental Services Director and Assistant to the City Manager.

#### **Developmental Services fee study**

The City began a fee study to determine the direct and indirect costs of services provided by the Developmental Services Department. In 2007, the Council will review materials and make recommendations regarding the fee structure.

#### **Sustainable Development/ Moratorium**

The City instituted a moratorium in the R-1 zone of the City to allow for a study to determine if there are significant environmental impacts if the City allows greater densities in that area of the City. In 2007, the Council will review the work of staff and consultants to determine the best course of action.

#### **Human Resources**

In the 2007/2008 biennium, the City will have a staffing study to determine the appropriate organization structure and a compensation/classification study to review the City's current salary and benefit structure. At the recommendation of the Council, staffing has been kept at 2006 levels until the newly-appointed City Manager has had the opportunity to review department needs. A staffing study has been budgeted for 2007.

Medical insurance costs are expected to be in the 6% range, which is less than experienced in the last few years. The cost of living increase for 2007 is 4.1%, which represents 90% of the CPI-W for our area from June to June.

#### **Community Communications**

The City staff will continue to implement cable casting and web casting of City Council meetings. The effort began in 2006 and will conclude when the two products are operating as expected: web casting will enable individuals to access Council meetings by using the Internet and cable casting will allow City residents to see the Council meetings "live" on channel 26.

#### **Information Systems**

One of the larger tasks in the area of information systems is the implementation of an electronic document management system. This is anticipated to facilitate the movement of information to both internal and external users. The premise is that scanned documents will replace the need of hard copies and allow all employees to access City documents through their computers. The issues will be addressed in 2007 and the hardware and software purchases made in 2008.

### **Public Safety**

Law Enforcement offers continued support of the community policing philosophies and to engage the citizens in crime prevention activities so that police services are used effectively. The department will also support the newly formed Emergency Preparedness Commission and continue to enhance police presence in the business community.

### **Public Works**

The 2007/2008 budget anticipates over \$17 million in construction projects, the largest budget in the history of Woodinville. Major projects include a roundabout at the Hollywood Schoolhouse intersection (\$4M), 202/175<sup>th</sup> South leg (\$3.5M), and several projects in the range of \$1M. The department will also prepare a Surface Water Comprehensive Plan and a Transportation Concurrency ordinance for Council's consideration.

Public works is also charged with the maintenance of the City's roadways. In the biennium, overlay projects and the development of a pavement management system are included.

### **Parks and Recreation**

Capital projects will also be a major focus of the Parks and Recreation department. 2007 will bring \$2.9 million in improvements to the Carol Edwards Center and a parking area, and 2008 will put forward \$2.3 million for sports fields improvements. The department will continue to offer quality programming during construction.

### **Executive**

Two significant positions will be filled in the Executive Department in 2007: the City Manager and the Assistant to the City Manager. Fine tuning the web casting and cablecasting of Council meetings will continue to be an effort of the department. In the area of Human Resources, there will be a staffing study and a compensation and classification update.

### **Administrative Services**

Looming large in 2007 is the Streamlined Sales Tax legislation that will be working through the State Legislature. Staff will be monitoring the proposed legislation through the session to ensure that full mitigation is included as the anticipated legislation works through the Legislature. The Department has three positions that have been filled in the last half of 2006: training and development will be key to the department.

In the Finance arena, staff will be proposing modifications to purchasing and financial policies. A new banking contract was implemented in the last months of 2006 and staff will continue to use the banking contract to the benefit of the City.

### **Developmental Services Department**

The reorganization of Developmental Services department began in 2006, and will continue in 2007. The reorganization combined the Permit Center with the Community Development Department to offer a one-stop opportunity for those seeking development permits and to allow the fees collected to provide the services needed. A new Developmental Services Director will be hired along with several key positions within the department.

The activities in the 2007/2008 biennium are significant. The moratorium and sustainable development issues will require the efforts of many.

### **Long Term Goals:**

Council's long term goals are addressed in the biennial budget.

The moratorium will address the land use goal, and housing goals in the short term, while the larger issue of sustainability will continue to shape the City in the long run.

The economic viability of the City will be addressed in several plans and programs that have begun, but still require the work of Council and staff to formulate consensus. Viability is also approached in the infrastructure improvements that are planned in the biennium and over the next several years.

Parks, Recreation and Open Space goals are addressed in the field improvements and facility improvement identified in the C.I.P.

Transportation is also identified in the Capital Improvement Program and the projects are identified in the budget under the tab Capital Project Funds. A description of the project shows expenditures in the current biennium and the completion date, often several years in the future.

The capital facilities goal is reviewed each time the Capital Improvement Program is evaluated. Council continues to prioritize projects and review the criteria for investments in roads, facilities and parks.

The environmental goal is addressed in the continued partnership with WRIA8 and through property acquisition and partnerships along the City's waterways.

The City Council will review financial policies and procedures to ensure that the budget is well-conceived and balanced. The Finance Committee is charged with the review and recommendation of policies and will continue to monitor the fiscal health of the City.

## **Budget by the Numbers**

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### **Revenue:**

Woodinville's tax base is thriving. Buoyed by a strong construction market and steady returns from retail activity, sales tax is forecasted at \$13M for the biennium. Woodinville's sales tax receipts, the seventh best in Washington State on a per capita basis, provides 62% of General Fund revenue. The sourcing rule of the Streamlining Sales Tax (SST) initiative may pose a challenge to sales tax receipts, but a fully mitigated SST is anticipated and the revenue shifts are forecasted. Other significant revenue streams are:

- Property taxes are forecasted at \$5.6M for 2007/2008, and no increases to property taxes are expected, with the exception of the additional revenue from new construction.
- Permit revenue will be transferred directly to the Developmental Services Fund; the City anticipates \$1.9M in permit revenue.
- Utility taxes continue to provide the most stable source of revenue for capital projects. Although the tax from telephone use is decreasing slightly, natural gas and electricity revenues have increased. Forecasted for the biennium is \$2.1M in utility tax revenue.
- The anticipated construction activity is expected to provide \$1M each for capital improvements from park and traffic impact fees.
- Surface Water assessments will provide \$1.8M to the surface water utility.
- Most significantly is the grant revenue that is anticipated for the biennium. The City anticipates \$7.65M in grants to assist with the improvements to the infrastructure expected over the two year period.

### **Expenditures:**

- Biennial operating budget is \$22.7M
- Capital projects over the two years will be \$22.8M
- Surface Water budget over the biennium is \$1.8M

## **Summary**

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The budget presented is a balanced budget that provides Woodinville with significant improvements to the City's infrastructure, maintains current services, and provides Council with the opportunity to address the priorities identified in the short term and long term goals of the City. Over this transitional biennium, the Council and the community will be challenged by charting Woodinville's growth toward a mature community.

# 2007/2008 Budget Overview

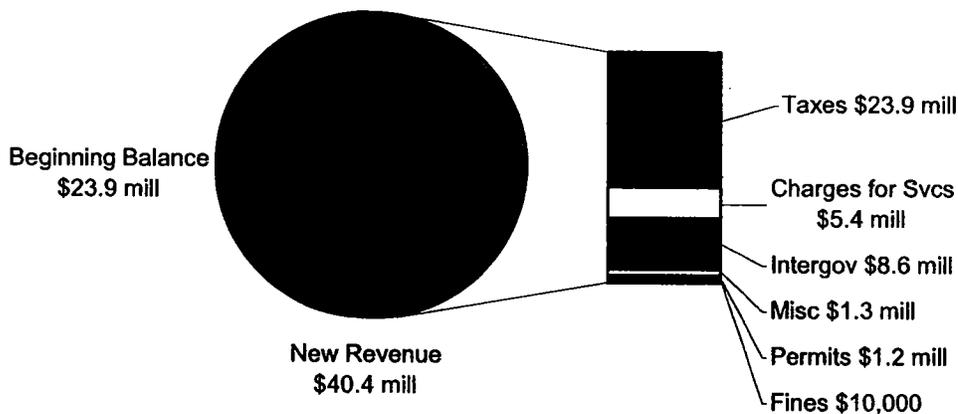
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The 2007/2008 Biennial Budget is comprised of 33 funds with a total budget of \$82.4 million. 17 funds have a source of revenue other than interest income, and the remaining funds receive interest income and transfers from other funds. The transfers (about \$17.7 million), tend to be double counted as revenue and expenditures.

The City will begin 2007 with \$23.9 million and receive \$40.4 million in “new revenue”.

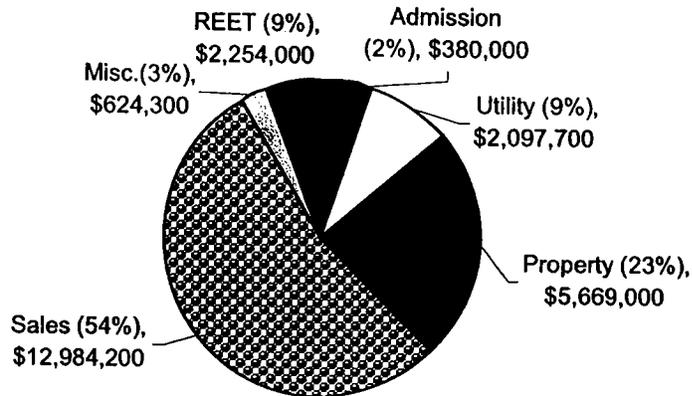
The largest source of new revenue is taxes, at \$24 million, followed by intergovernmental revenue, at \$8.6 million. A considerable amount of intergovernmental revenue is grant revenue for capital projects at \$7.65 million. Revenue from charges for service is comprised of permit fees, park and traffic impact fees, and surface water assessments. Investment interest and donations from various organizations make up the bulk of miscellaneous revenues.

## Sources of Revenue: 2007-2008 Budgets



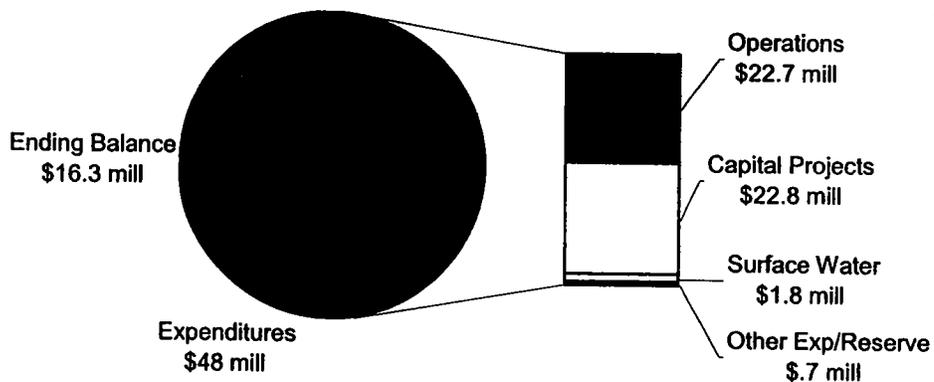
Tax revenue, the largest source of revenue, is made up of the following sources:

### Sources of Tax Revenue 2007 & 2008 (\$24,009,200)

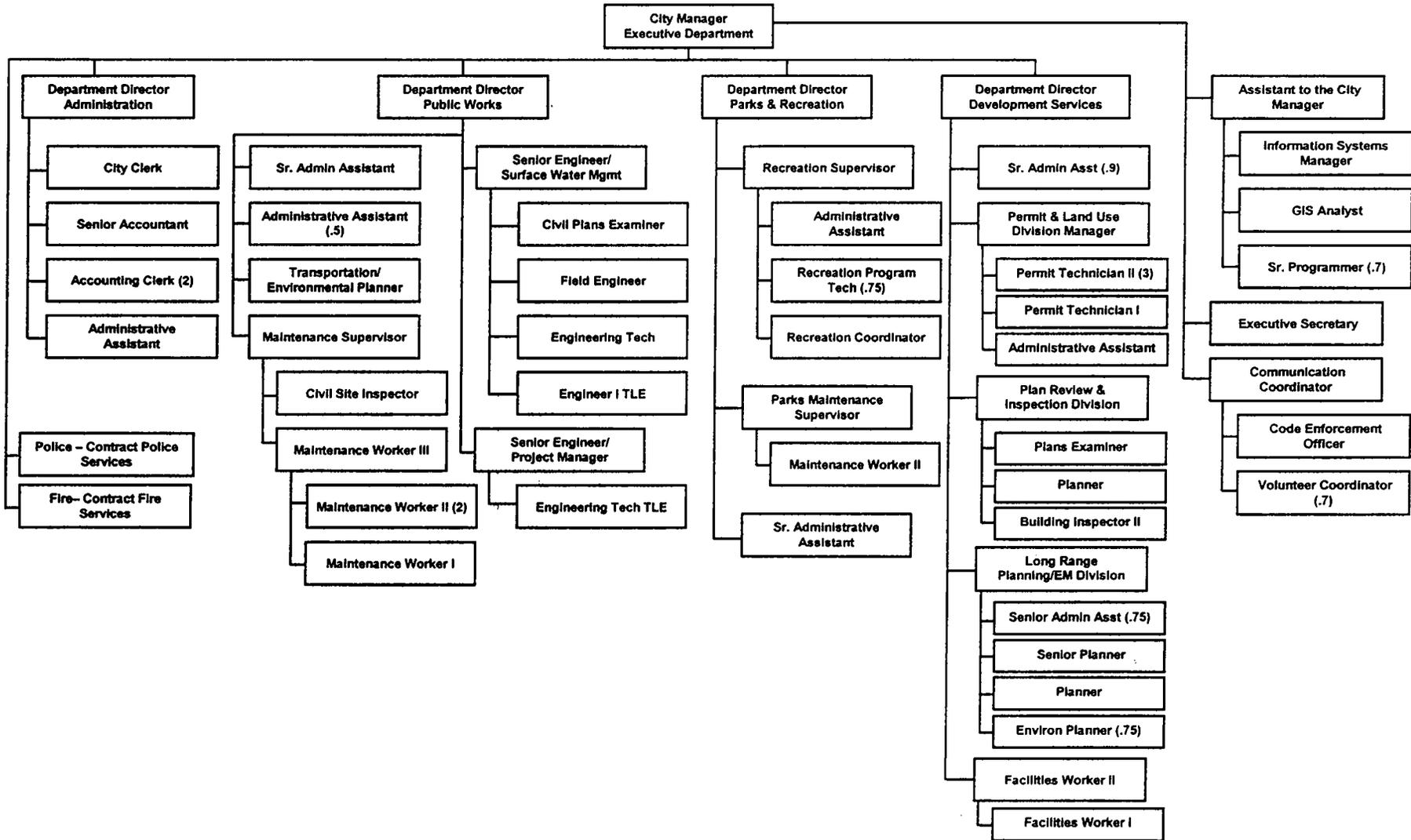


The Biennial Budget calls for \$48 million in expenditures, not including transfers of \$17.7 million, leaving an ending balance of \$16.3 million. The General, Street, and Development Services Funds represent \$22.7 million (debt svc included), with \$1.8 million for surface water operations, and \$22.8 million for capital projects.

### Uses of Revenue: 2007 & 2008 Budgets



# City Organization Chart : 2007/2008 Biennial Budget



# Vision/Mission Statement

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## Woodinville's Vision Statement:

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

## Woodinville's Mission Statement:

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

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

- ❖ **Providing customer service that is:**

Efficient, Personalized, Consistent, Responsive, Educational

- ❖ **Encouraging partnerships with:**

Citizens, Neighborhoods, Business Communities, Educational, Social Networks

- ❖ **Protecting and enhancing:**

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

- ❖ **Balancing:**

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

# Guiding Principles

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The City Council has developed **Guiding Principles** to guide the employees in decision making and to set the tone for the conduct of civic affairs.

## **Creativity**

The City Council values creativity and innovation in problem solving and therefore encourages the taking of well considered risks. The City will strive to establish means by which these values can be rewarded when effectively applied.

## **Partnerships**

The City Council recognizes that it does not and cannot have all the means at its disposal to fully implement its vision. It is, therefore, imperative that the City actively seek out, motivate and support public and private organizations, groups and individuals who can also play meaningful roles in achieving the commonly desired future.

## **Minimal Government**

The City Council believes that the citizens of a community are responsible and committed to creating and maintaining a high quality environment in which to live, work and recreate. Therefore, the role of government should be conducted in such a manner so as to ensure only limited intrusion into the daily lives of the people it is designed to serve. This philosophy places power, trust and responsibility in the hands of the people and compels less reliance upon governmental solutions to community issues.

## **Leadership**

The City Council recognizes that, as the governing body of the general purpose local government for Woodinville, it is in a unique position to identify community issues that warrant a response and either taking action or being a catalyst in marshaling response from others.

## **Following**

In accord with the view of minimal government, the City Council recognizes that the City will often not be in the position of leadership on specific issues in Woodinville. The Council also recognizes that those who do assume leadership positions must know that other organizations and institutions, including the City, will not compete for leadership and will provide encouragement and support for the actions of those leading.

## **Support**

The City Council recognizes the value of moral, political, and material support to those effectively undertaking actions in furtherance of the community vision. This can be support for city employees, civic groups, other governments and institutions or private businesses or individuals.

## **Connected**

The City Council seeks to ensure that they, as a body, and the City of Woodinville as an organization, continue to be viewed as an integral and valued part of the entirety of the community, not an entity apart and distinct from the community.

## **Effectiveness**

As stewards of the public purse, the City Council continuously seeks to encourage and reward programs and activities that produce the best and most appropriate outcomes with the least reasonable application of human and monetary resources.

## **Friendliness**

The City Council desires the affairs of the City of Woodinville be conducted in such a manner so as to develop a well deserved reputation for friendliness, courtesy and a caring and helpful attitude. While they recognize the eventuality of conflict situations when dealing with issues involving opposing constituencies, the general opinion of the City organization should be positive.

## **Common Sense**

The City Council seeks to avoid the paralysis of large public and private organizations whose bureaucracy has over-ridden the practical application of legitimate regulations. Systems should be developed that allow flexibility in decision-making where the strict application of the rule would produce unfavorable or non-productive results.

## **Bias for Action**

The City Council seeks to create an atmosphere where positive action is valued over indecision or the imposition of barriers.

# City of Woodinville - City Council

## 2007-2008 Goals

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### **Central Goal**

*Establish goals for the City that rest firmly on the foundation of the Comprehensive Plan, that support the City's Vision and Mission Statements, and that are implemented using the City's Guiding Principles.*

#### **I. Land Use Goal**

Establish land use patterns and guide population growth in a manner that maintains or improves Woodinville's quality of life, environmental attributes, and northwest woodland character. Continue to plan, refine, and define the development characteristics of Woodinville through master and sub-area planning.

#### **II. Housing Goal**

Preserve existing housing and neighborhoods, and provide a diversity of housing types that promotes housing opportunities for all economic segments of the City's population.

#### **III. Human Services Goal**

Promote a variety of human services that reflect and respond to human needs of the community.

#### **IV. Economic Development Goal**

Take a positive partnership role in retaining and enhancing the existing diverse and vital economic base in the City.

#### **V. Parks, Recreation, and Open Space Goal**

Provide quality parks, open space, plus adequate and enriching recreational activities for Woodinville's citizens and visitors.

#### **VI. Community Design Goal**

Promote a visually cohesive community that preserves and enhances the Northwest Woodland character, the heritage of Woodinville, and creates a human scale, pedestrian friendly environment in its community design.

#### **VII. Transportation Goal**

Establish and maintain a transportation system that supports the land use plan and incorporates transportation/land use linkages.

# City of Woodinville - City Council

## 2007-2008 Goals - continued

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### VIII. Capital Facilities Goal

Enhance the quality of life in Woodinville through the planned and coordinated provision of public and private capital facilities.

### IX. Utilities Goal

Enhance the efficiency and quality of service from public and private utility providers through the coordination of utility, land use, and transportation planning.

### X. Environment Goal

Create a community that reduces waste stream, promotes energy conservation, preserves and enhances aquatic and wildlife habitat, protects and improves water quality, and protects the public from natural hazards.

### XI. Budget

Support the programs and services of Woodinville with well-conceived budget policies.

### XII. Operations

Continue to define, improve, and enhance the operational and service-level environment of Woodinville.

### XIII. Regulatory

Continue to define, improve, and enhance the regulatory environment of Woodinville.

### XIV. Regional/Interlocal

Maintain an active posture on regional issues affecting Woodinville and represent the interests of Woodinville on agency interactions and services within Woodinville.

# Revenue Summary

(Sources of Revenue for the 2007 & 2008 Biennial Budget)

Beginning the year with \$23.9 million, the 2007 - 2008 budget has an additional \$40.4 million in revenue from new sources, and \$17.7 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

## General Fund Revenue

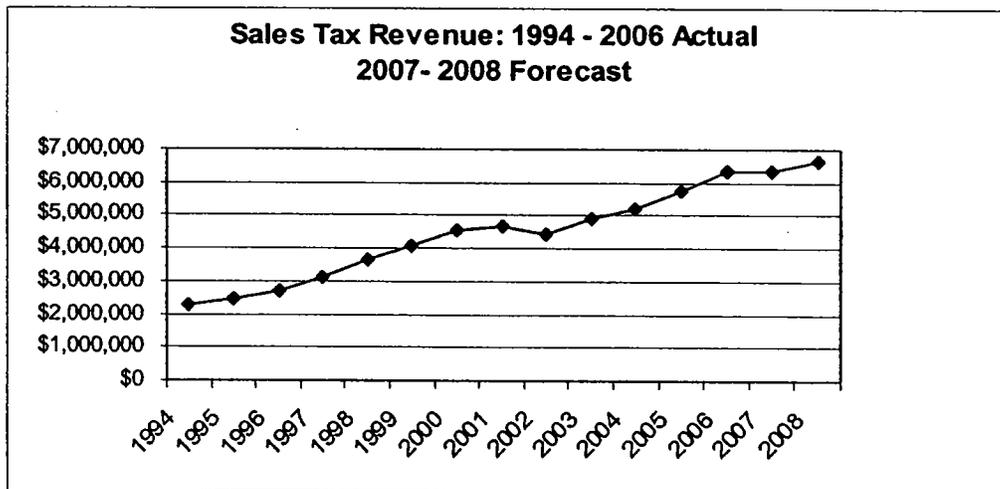
For 2007/2008, the General Fund is forecasted to have a beginning balance of \$3.2 million and receive \$20.7 million in new revenue. A short description of the sources follows.

### Sales Tax

Woodinville's General Fund will receive \$19.1 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 63% of all General Fund "new revenue". 4% increases in sales tax revenue over what is currently projected for 2006 is forecasted for both 2007 and 2008.

54% of sales tax revenue is attributed to retail and wholesale activities, 11% from construction related activities, accommodations and food service is 8% of sales tax revenue, and all other categories represent 27% of sales taxes.

The following graph shows annual sales tax distributions since incorporation and the forecast for 2007 and 2008.



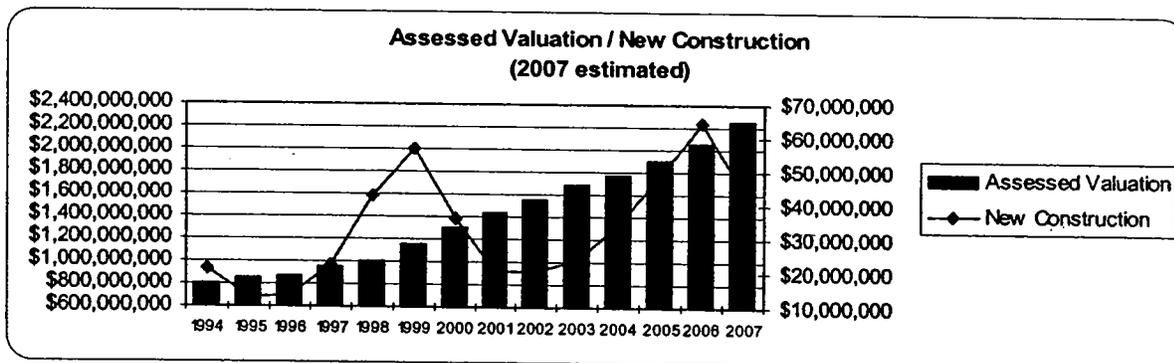
### Property Tax

The City set a property tax rate of \$1.60 per thousand dollars of assessed value in 1994. In 2006, the rate is \$1.32 per thousand dollars of assessed valuation. Property taxes represent 27% of General Fund revenue. The City of Woodinville receives 11% of the total property tax that is assessed by all jurisdictions.

2005 and 2006 assessments for all taxing districts are as follows:

	2005 Levy Rates	2006 Levy Rates
State Schools	\$2.68951	\$2.49787
County	\$1.38229	\$1.32869
Port	\$0.25321	\$0.23330
Fire	\$1.00000	\$0.96113
Hospital	\$0.58794	\$0.53517
Library	\$0.53255	\$0.53424
EMS	\$0.23182	\$0.21982
N/S Park and Rec.	\$0.04378	\$0.03897
City	\$1.36800	\$1.31807
Northshore School Dist.	\$4.34235	\$4.07366
<b>Total</b>	<b>\$12.43145</b>	<b>\$11.74092</b>

The City Manager's Recommended Budget proposes no increase in property taxes other than additional revenue from new construction. At incorporation, the City had the ability to set a tax rate of \$2.10 per thousand dollars of assessed valuation. Although the Council never assessed the total amount that was available, the "banked capacity" was maintained to give the Council a measure of comfort should there be an emergency, or to capture an opportunity that may arise. The banked capacity annual value is approximately \$500,000. There is no expectation to request any revenue from the banked capacity at this time.



### Licenses & Permits

Licensing and permitting activity has been moved from the General Fund to a Special Revenue Fund established for Developmental Services. The only remaining licensing fee that generates revenue for the General Fund is from cable television franchise fees. Cable TV revenue is expected to be \$230,000 for the biennium.

### Intergovernmental

Intergovernmental revenue includes grant revenue associated with the General Fund, such as recycling grants. A large source of intergovernmental revenue is in the form of state shared revenue, which is money distributed by the state to the cities on a per capita basis. Intergovernmental revenue is forecasted to be \$400,000 for the 2007/2008 budget cycle.

### **Charges for Services**

Plan check fees have also been transferred to the Developmental Services Fund which redistributes about \$500,000 in revenue. Recreation fees and the overhead charges to the Surface Water Fund represent most of the revenue associated with charges for services. Charges for services should bring \$472,000 to the General Fund over the two year period.

### **Fines & Forfeitures**

False alarm fees are expected to yield about \$10,000.

### **Miscellaneous**

Interest on investments and donations from private sources represent nearly all of the revenue received in the miscellaneous account. In 2007 and 2008, the City is expected to receive \$432,000 in miscellaneous income.

### **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 eleven Special Revenue Funds: the Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, Traffic Impact Fees, Parks and Recreation Special Revenue, Strategic Budget Reserve, Developmental Services and the Hotel/Motel Fund. The **Street Fund** will receive about \$518,000 from gas tax and licensing fees over the two year period, with the balance of revenue coming from a General Fund transfer. The **Mitigation Fund** will receive \$20,000 in interest income. The **Admission Tax Fund** will receive \$380,000 in admission tax, with most of the revenue coming from the theater complex. Admission tax revenue has decreased slightly the last two years. The **Contingency Fund** will only have interest income, and the **City Hall System Replacement Fund** will receive a General Fund transfer of \$100,000 each year. **Park Impact Fees** are thought to be \$1,000,000 for the biennium, based on estimates of construction activity expected in 2007 and 2008. The **Traffic Impact Fee Fund** is expected to receive about \$500,000 in traffic impact fees each year. A General Fund transfer for scholarship/public art will support the **Parks and Recreation Special Revenue Fund** with \$16,500. The **Strategic Budget Reserve Fund** will receive a \$100,000 transfer each year from the General Fund. The **Hotel/Motel Fund** will receive about \$40,000 in lodging tax revenue in both 2007 and 2008.

The newest Special Revenue fund is the **Developmental Services Fund**, which will receive revenue from permitting activity (\$1.8 million) and a General Fund transfer (\$2.3 million). In previous years, revenue from permitting activity was booked as General Fund revenue.

### **Debt Service Fund**

General Fund debt service transfers of \$529,120 and \$540,034 are budgeted for 2007 and 2008 to pay for councilmanic bonds issued for land acquisition and City Hall construction.

			<b>Total Debt</b>
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Service</b>
2007	\$317,817	\$211,303	\$529,120
2008	\$345,156	\$194,878	\$540,034

## **Capital Funds**

The number of capital funds is now 14. Each capital project is identified with its own fund name and number. Some projects are carried over from the 2006 budget. Of the funds, nine will receive revenue other than transfers and interest. The sources of revenue for these funds are real estate excise taxes for two, grant revenue for five, rental income and utility taxes.

The **Capital and Special Capital Project Funds** will each receive revenue from a 1/4% real estate excise tax (REET). Woodinville has levied two 1/4% real estate excise taxes. Each 1/4% is forecasted to provide \$1,127,000 in revenue over the two years.

The **Real Property Fund** will receive a small amount of revenue from the leasing of space in the Woodinville Community Center to the Chamber of Commerce.

The **Utility Tax Fund** should generate \$2.1 million over the biennium. Woodinville established a utility tax to help with the reconstruction costs associated with Little Bear Creek Parkway. The tax began in June 1998, and tax revenue attributed to the Utility Tax fund may only be used on street capital projects identified in the C.I.P.

The **Capital Street Reserve** fund will only have interest income for a revenue source.

## **Enterprise Funds**

The City of Woodinville has one enterprise fund, the **Surface Water Management Fund**. Enterprise funds are different from other funds in that operational costs are recovered through user charges, very much like a private business.

Surface water assessments are collected by the County and remitted to the City. The City is expected to receive approximately \$1.8MM in surface water assessments for the two year period.

## **Internal Service Funds**

The City has three Internal Service Funds: the **Equipment Rental, Equipment Replacement, and Unemployment Reserve Funds**.

The **Equipment Rental Fund** receives revenue from the operating budgets of the various departments that use the vehicles from the "pool". Rates are charged to the operating funds to cover the costs of gas, repairs, and for the replacement of the vehicle at the end of its useful life. Transfers to this fund will be \$266,000 over the biennium.

The **Equipment Replacement Fund** receives money from the General Fund to replace fixed assets not covered by the Rental Fund. Revenue to the replacement fund is transferred from the General Fund. The transfer to this fund will be \$100,000.

The **Unemployment Compensation Fund** is a reserve that is used to pay unemployment claims against the City. The fund will not need additional revenue over the biennium.

## **Fiduciary Funds**

The Affordable Housing Fund is a trust fund that was established in 2001 to set aside money for financing affordable housing. In 2007 & 2008, the General Fund will transfer \$12,500 each year to the trust fund for future projects. A Regional Coalition for Housing (ARCH) group has a parity program to assure that each member contributes to the collective projects among the membership. The Deposit Fund will receive \$400,000 in agency type, non-revenues in 2007 & 2008.



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# Expenditure Summary

(Uses of Revenue for the 2007 & 2008 Biennial Budget)

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2007/2008 expenditures for all funds are recommended at \$48 million dollars for all funds. A summary of expenditures by fund type follows.

## General/Street Funds Expenditures

The **General, Street, and Developmental Services Funds** have \$22.7 million in operating costs, including debt service for the City Hall building and land, and excluding transfers to Equipment Replacement (\$100,000), Housing Trust (\$25,000), System Replacement (\$200,000), Strategic Budget Reserve (\$200,000), and Parks and Recreation Special Revenue (\$33,000).

Ten departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of the budget. A graph of the department budgets, the Street Maintenance and Developmental Services Funds is shown at the conclusion of this section. The Street and Developmental Services funds are combined with the General Fund when considering operating costs because they are subsidized by the General Fund.

## Special Revenue Funds

There are eleven Special Revenue Funds: Street (maintenance), Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, Traffic Impact Fees, Park and Recreation Special Revenue, Hotel/Motel, the Strategic Budget Reserve and Developmental Services.

The **Street (maintenance)** budget for 2007 and 2008 is \$840,542 and \$823,911 respectively. The expenditures cover the routine care and maintenance of the City's roadways and the shared cost of a new truck. The **Mitigation Fund** may transfer revenue to one or more capital projects, depending on the timing of the project. The **Contingency Fund** is not expected to have expenses. The **Admission Tax Fund** will transfer \$458,000 to Park capital projects in 2007/2008. The **City Hall System Replacement Fund**, established to replace the major system components of the new City Hall, will have expenses for the upkeep of City Hall because the exterior of the building may require staining to extend the life of the structure. The **Park Impact Fee Fund** will transfer \$61,000 to the Facilities CP Fund and \$180,000 to the Parks & Recreation CP Fund. The **Parks and Recreation Special Revenue Fund** will use about \$5,000 each year for the inscription of bricks, tiles and recreation scholarships. In addition, another \$15,000 is budgeted for public art purchases. 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 2007 or 2008. The **Hotel/Motel Fund** is budgeted to use \$40,000 each year to promote tourism efforts within the City. The **Traffic Impact Fee Fund** may transfer revenue to one or more specified transportation service areas. The **Developmental Services fund**, which provides current and long range planning, emergency management and permitting

services, has a \$4.1 million budget for 2007/2008. About \$1.8 million in revenue is derived from charges for services provided and permitting services.

### **Debt Service Fund**

The **Debt Service Fund** will make payments for the councilmanic bonds. The City has \$5.4 million in outstanding councilmanic bonds, and the debt service on these bonds will be \$1.1 million over the two years. The bonds were sold to purchase the land and construct City Hall.

### **Capital Funds**

There are 10 project funds in the 2007 and 2008 biennial budget. \$22.8 million is proposed to be spent on the projects, with some projects being carried over from the 2005/2006 budget. The projects include street, surface water projects, parks and facilities improvements.

### **Enterprise Fund**

The **Surface Water Maintenance Fund** is Woodinville's enterprise fund that assesses fees to cover the costs of the many surface water issues that face the City each year. Surface Water fees have been used for the purchase of salmon and wetland habitat along Little Bear Creek, and the operational costs associated with surface water issues. There is \$1.8 million in operating expenditures planned for 2007 & 2008, including a half share purchase of a truck.

### **Internal Service Funds**

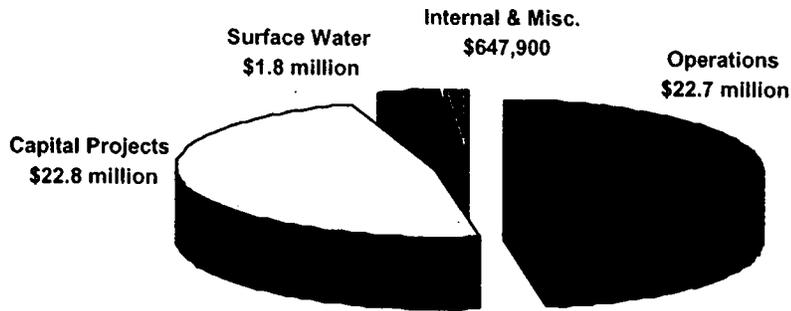
There are three internal service funds: the **Equipment Rental Fund**, the **Equipment Replacement Fund**, and the **Unemployment Compensation Fund**. The **Equipment Rental Fund** is the City's motor vehicle pool. Departments are charged for vehicles that are assigned to their department, and the charges collect enough revenue to pay for the costs of insurance, gas, vehicle maintenance and vehicle replacement. The **Equipment Replacement Fund** pays for the replacement of all capital equipment that isn't covered by the **Equipment Rental Fund**. This would include servers, computers, generators and similar assets. The **Unemployment Compensation Fund** is a self-funded state-required fund to pay for unemployment claims against the City. Expenditures for the three Internal Service Funds are budgeted at \$340,400 for 2007 and 2008.

### **Fiduciary Fund**

The **Affordable Housing Fund** is budgeted at \$40,000 for 2007 and 2008. Expenditures represent Woodinville's investment in affordable housing. The **Deposit Fund** is expected to have pass through, agency type non-expenditures of \$200,000 for both 2007 and 2008.

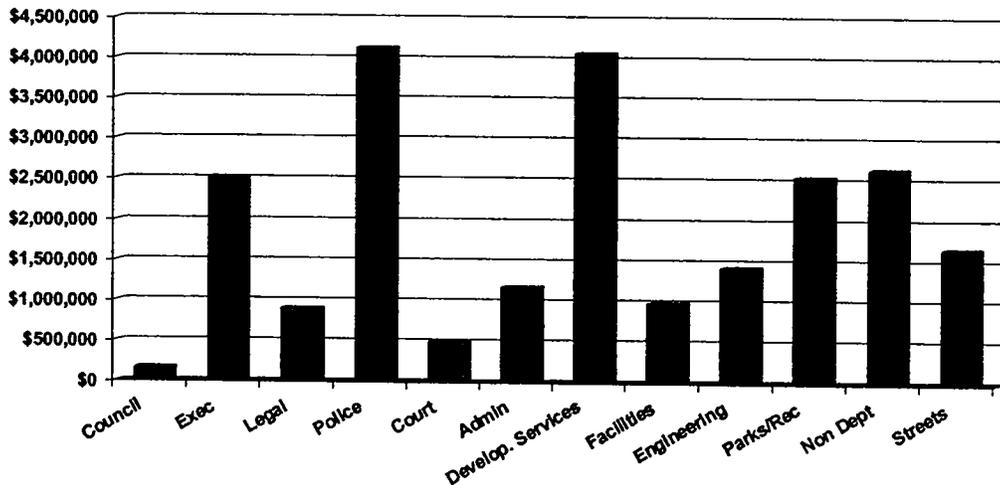
Major expenditures for all funds are \$48 million dollars and depicted in the graph below, are broken into the major uses.

**Uses of Revenue in the 2007 & 2008 Budget**  
**\$48,030,297**



Total operating costs for the General, Developmental Services and Street Funds are \$22.7 million dollars and shown below by department.

**General Fund Operations: 2007/2008 Department Budgets**  
**(\$22,725,493)**



**CITY OF WOODINVILLE  
POSITION SUMMARY (FTE)**

Title	Actual 2004	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Accounting Clerk	2	2	2	2	2
Administrative Assistants	4	3	3.5	3.5	3.5
Assistant to the City Manager	1	1	1	1	1
Building Inspector	2	2	2	1	1
Building Plans Examiner	0	0	0	1	1
City Clerk	1	1	1	1	1
City Manager	1	1	1	1	1
City Engineer	1	1	0	0	0
City Planner	1	1	0	0	0
Civil Plans Examiner	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1
Communications Coordinator	1	1	1	1	1
Community Development Director	1	1	0	0	0
Development Services Director	0	0	1	1	1
Engineer I (TLE)	0	0	1	1	1
Engineering Technician (TLE)	0	0	1	1	1
Engineering Technician	0	0	1	1	1
Executive Secretary	1	1	1	1	1
Facilities Maintenance Worker I	1	1	1	1	1
Facilities Maintenance Worker II	1	1	1	1	1
Field Engineer	1	1	1	1	1
Finance Director	1	1	1	1	1
GIS Analyst	0.5	0.7	1	1	1
Information Services Manager	1	1	1	1	1
Long Range Planning/Emergency Management Manager	0	0	1	1	1
Maintenance Supervisor	1	1	1	1	1
Maintenance Worker I	4	3	3	1	1
Maintenance Worker II	1	2	2	3	3
Maintenance Worker III	0	0	0	1	1
Park Planner	0.5	0.5	0	0	0
Parks & Recreation Director	1	1	1	1	1
Parks Maintenance Supervisor	1	1	1	1	1
Permit Center Director	1	1	0	0	0
Permit & Land Use Svcs Manager	0	0	1	1	1
Permit Supervisor	1	1	0	0	0

**CITY OF WOODDIVNILLE  
POSITION SUMMARY (FTE)**

Title	Actual 2004	Actual 2005	Actual 2006	Budget 2007	Budget 2008
Permit Technician I	0	1	1	1	1
Permit Technician II	2	1	1	3	3
Permit Technician II (Com Dev)	1	1	1	0	0
Permit Technician III	0	1	1	0	0
Planner	2	2.75	2.75	2.75	2.75
Plan Review & Inspection Services Manager	0	0	1	1	1
Public Works Director	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1
Recreation Program Technician	0.75	0.75	0.75	0.75	0.75
Recreation Supervisor	1	1	1	1	1
Senior Accountant	1	1	1	1	1
Senior Administrative Assistant	3.65	3.65	3.65	3.65	3.65
Senior Engineer	2	2	2	2	2
Senior Planner	1	1	1	1	1
Senior Programmer	0.5	0.7	0.7	0.7	0.7
Transport/Environmental Planner	1	1	1	1	1
Volunteer Coordinator	0.0	0.7	0.7	0.7	0.7
<b>Total</b>	<b>54.65</b>	<b>54.75</b>	<b>57.05</b>	<b>57.05</b>	<b>57.05</b>

**CITY OF WOODINVILLE**  
**2007-08 OPERATING BUDGET**  
**SOURCES AND USES ALL FUNDS (By Department)**

	2007-08 Beg Bal	2007-08 Revenues	2007-08 Sources	2007-08 Expenses	2007-08 Ending Bal
<b>General Fund</b>					
By Department	\$3,192,195	\$20,741,680	\$23,933,875		
Council				\$160,321	
Executive				\$904,446	
Information Systems				\$1,018,509	
Community Relations				\$596,783	
Legal				\$902,000	
Law				\$4,129,130	
Court				\$495,000	
Administrative/Finance				\$1,180,473	
Facilities				\$1,005,304	
Public Services				\$1,422,643	
Parks				\$1,269,591	
Recreation				\$1,280,732	
Non-Departmental				\$6,630,914	
<b>Total General Fund</b>	<b>\$3,192,195</b>	<b>\$20,741,680</b>	<b>\$23,933,875</b>	<b>\$20,995,846</b>	<b>\$2,938,028</b>
<b>Special Revenue Funds</b>					
Street	\$448	\$1,664,005	\$1,664,453	\$1,664,452	\$1
Developmental Services	\$0	\$4,074,735	\$4,074,735	\$4,074,735	\$0
Contingency	\$306,794	\$31,500	\$338,294	\$0	\$338,294
Mitigation	\$265,381	\$10,000	\$275,381	\$109,000	\$166,381
Admission Tax	\$448,204	\$390,000	\$838,204	\$458,000	\$380,204
Parks & Rec Special Rev.	\$24,213	\$38,600	\$62,813	\$40,000	\$22,813
System Replacement	\$329,418	\$231,000	\$560,418	\$147,500	\$412,918
Park Impact Fee	\$437,752	\$1,015,000	\$1,452,752	\$241,000	\$1,211,752
Strategic Budget Reserve	\$1,311,141	\$332,000	\$1,643,141	\$0	\$1,643,141
Hotel/Motel Tax	\$26,125	\$80,000	\$106,125	\$80,000	\$26,125
Traffic Impact Fee	\$383,566	\$1,012,000	\$1,395,566	\$0	\$1,395,566
<b>Total Special Revenue Funds</b>	<b>\$3,533,042</b>	<b>\$8,878,840</b>	<b>\$12,411,882</b>	<b>\$6,814,687</b>	<b>\$5,597,195</b>
<b>Total Debt Service Fund</b>	<b>\$374,756</b>	<b>\$1,104,154</b>	<b>\$1,478,910</b>	<b>\$1,069,154</b>	<b>\$409,756</b>
<b>Capital Project Funds</b>					
Reserve Funds	\$10,781,436	\$5,393,300	\$16,174,736	\$12,508,000	\$3,666,736
Project Funds	\$4,502,548	\$19,855,500	\$24,358,048	\$22,174,000	\$2,184,048
<b>Total Capital Project Funds</b>	<b>\$15,283,984</b>	<b>\$25,248,800</b>	<b>\$40,532,784</b>	<b>\$34,682,000</b>	<b>\$5,850,784</b>
<b>Total Enterprise Funds</b>	<b>\$119,640</b>	<b>\$1,795,000</b>	<b>\$1,914,640</b>	<b>\$1,838,904</b>	<b>\$75,736</b>
<b>Internal Service Funds</b>					
Equipment Rental	\$386,405	\$275,991	\$662,396	\$116,400	\$545,996
Equipment Replacement	\$801,145	\$120,000	\$921,145	\$200,000	\$721,145
Unemployment	\$58,680	\$1,000	\$59,680	\$24,000	\$35,680
<b>Total Internal Service Funds</b>	<b>\$1,246,230</b>	<b>\$396,991</b>	<b>\$1,643,221</b>	<b>\$340,400</b>	<b>\$1,302,821</b>
<b>Trust Fund</b>					
Housing	\$29,447	\$25,000	\$54,447	\$40,000	\$14,447
Deposit	\$130,096	\$400,000	\$530,096	\$400,000	\$130,096
<b>Total Trust Funds</b>	<b>\$159,543</b>	<b>\$425,000</b>	<b>\$584,543</b>	<b>\$440,000</b>	<b>\$144,543</b>
<b>Total City Budget</b>	<b>\$23,909,390</b>	<b>\$58,590,465</b>	<b>\$82,499,855</b>	<b>\$66,180,991</b>	<b>\$16,318,862</b>

**CITY OF WOODINVILLE**  
**2007-08 OPERATING BUDGET**  
**SOURCES AND USES ALL FUNDS (By Category)**

	General	Special	Debt Service	Capital Projects	Enterprise	Internal Service	Trust	Total
Beg Balance	\$3,192,195	\$3,533,042	\$374,756	\$15,283,985	\$119,640	\$1,246,230	\$159,543	\$23,909,391
Revenue:								
Taxes	\$19,197,500	\$460,000		\$4,351,700				\$24,009,200
Permits	\$230,000	\$942,999						\$1,172,999
Intergov	\$399,800	\$518,200		\$7,653,000				\$8,571,000
Chgs for Svcs	\$472,380	\$2,857,000			\$1,785,000	\$265,991		\$5,380,371
Fines	\$10,000				\$10,000			\$20,000
Misc	\$432,000	\$250,100	\$35,000	\$572,100		\$31,000		\$1,320,200
<b>Total Revenue</b>	<b>\$20,741,680</b>	<b>\$5,028,299</b>	<b>\$35,000</b>	<b>\$12,576,800</b>	<b>\$1,795,000</b>	<b>\$296,991</b>	<b>\$0</b>	<b>\$40,473,770</b>
Other Sources		\$3,850,541	\$1,069,154	\$12,672,000		\$100,000	\$425,000	\$18,116,695
<b>Total Available</b>	<b>\$23,933,875</b>	<b>\$12,411,882</b>	<b>\$1,478,910</b>	<b>\$40,532,785</b>	<b>\$1,914,640</b>	<b>\$1,643,221</b>	<b>\$584,543</b>	<b>\$82,499,856</b>
Expenditure:								
Salaries	\$4,581,252	\$2,673,416			\$624,926			\$7,879,594
Benefits	\$1,358,863	\$885,841			\$201,192			\$2,445,896
Supplies	\$453,863	\$143,994			\$85,100	\$42,400		\$725,357
Services	\$3,797,431	\$1,660,326		\$3,711,000	\$270,540	\$98,000		\$9,537,297
Intergov	\$4,875,319	\$480,209			\$313,000		\$40,000	\$5,708,528
Interfund	\$69,223	\$95,202			\$333,945			\$498,370
Capital Outlay	\$215,200	\$67,700		\$19,107,000	\$10,200	\$200,000		\$19,600,100
Debt Service			\$1,069,154					\$1,069,154
<b>Total Exp</b>	<b>\$15,351,151</b>	<b>\$6,006,688</b>	<b>\$1,069,154</b>	<b>\$22,818,000</b>	<b>\$1,838,903</b>	<b>\$340,400</b>	<b>\$40,000</b>	<b>\$47,464,296</b>
Other Uses	\$5,644,695	\$808,000		\$11,864,000			\$400,000	\$18,716,695
<b>Ending Balance</b>	<b>\$2,938,029</b>	<b>\$5,597,194</b>	<b>\$409,756</b>	<b>\$5,850,785</b>	<b>\$75,737</b>	<b>\$1,302,821</b>	<b>\$144,543</b>	<b>\$16,318,862</b>

**CITY OF WOODINVILLE**  
**BUDGET SUMMARY (By Fund Type)**

General Fund	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Beginning Balance	\$2,821,961	\$3,742,593	\$3,379,978	\$3,192,195	\$3,088,432
Revenue					
Taxes	\$7,944,525	\$8,603,440	\$9,350,640	\$9,414,800	\$9,782,700
Permits	\$617,351	\$440,934	\$552,429	\$114,000	\$116,000
Intergovernmental	\$225,645	\$180,462	\$233,077	\$197,900	\$201,900
Charges for Services	\$659,821	\$790,551	\$972,804	\$236,190	\$236,190
Fines	\$33,030	\$17,747	\$11,347	\$5,000	\$5,000
Miscellaneous	\$95,102	\$177,513	\$408,640	\$216,000	\$216,000
<b>Total Revenue</b>	<b>\$9,575,474</b>	<b>\$10,210,646</b>	<b>\$11,528,939</b>	<b>\$10,183,890</b>	<b>\$10,557,790</b>
<b>Total Available</b>	<b>\$12,397,435</b>	<b>\$13,953,239</b>	<b>\$14,908,916</b>	<b>\$13,376,085</b>	<b>\$13,646,222</b>
Expenditure					
Salaries & Wages	\$2,816,580	\$2,897,441	\$2,829,184	\$2,228,465	\$2,352,788
Personnel Benefits	\$670,488	\$704,439	\$716,706	\$647,591	\$711,273
Supplies	\$152,145	\$182,439	\$187,283	\$238,543	\$215,320
Other Svcs & Charges	\$1,221,758	\$1,439,182	\$2,200,127	\$1,874,388	\$1,923,043
Intergovernmental	\$1,791,077	\$1,810,057	\$2,104,561	\$2,383,188	\$2,492,131
Interfund	\$28,998	\$29,272	\$29,607	\$34,459	\$34,764
Capital Outlay	\$44,433	\$11,734	\$85,200	\$56,200	\$159,000
<b>Total Expenditures</b>	<b>\$6,725,479</b>	<b>\$7,074,564</b>	<b>\$8,152,668</b>	<b>\$7,462,834</b>	<b>\$7,888,319</b>
Transfers Out	\$1,929,365	\$3,498,698	\$1,448,787	\$2,824,820	\$2,819,875
<b>Ending Balance</b>	<b>\$3,742,593</b>	<b>\$3,379,978</b>	<b>\$5,307,461</b>	<b>\$3,088,431</b>	<b>\$2,938,028</b>

Special Revenue	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Beginning Balance	\$2,266,487	\$2,925,229	\$3,455,705	\$3,533,042	\$4,664,923
Revenue					
Taxes	\$256,653	\$295,353	\$234,238	\$230,000	\$230,000
Permits	\$0	\$0	\$0	\$459,744	\$483,255
Intergovernmental	\$214,670	\$295,366	\$260,136	\$258,200	\$260,000
Charges for Services	\$363,228	\$263,132	\$339,354	\$1,428,500	\$1,428,500
Miscellaneous	\$50,716	\$158,847	\$176,566	\$125,800	\$124,300
<b>Total Revenue</b>	<b>\$885,267</b>	<b>\$1,012,699</b>	<b>\$1,010,293</b>	<b>\$2,502,244</b>	<b>\$2,526,055</b>
Transfers In	\$1,257,462	\$739,544	\$631,522	\$1,933,200	\$1,917,341
<b>Total Available</b>	<b>\$4,409,216</b>	<b>\$4,677,471</b>	<b>\$5,097,520</b>	<b>\$7,968,486</b>	<b>\$9,108,320</b>
Expenditure					
Salaries & Wages	\$273,909	\$226,884	\$246,679	\$1,304,387	\$1,369,029
Personnel Benefits	\$76,683	\$70,757	\$64,853	\$423,141	\$462,700
Supplies	\$23,716	\$29,280	\$25,761	\$84,996	\$58,998
Other Svcs & Charges	\$162,413	\$170,396	\$178,386	\$915,706	\$744,620
Intergovernmental	\$286,140	\$156,812	\$203,921	\$240,103	\$240,106
Interfund	\$28,839	\$28,777	\$31,284	\$51,530	\$43,672
Capital Outlay	\$16,971	\$302,604	\$70,636	\$52,700	\$15,000
<b>Total Expenditures</b>	<b>\$868,671</b>	<b>\$985,510</b>	<b>\$821,520</b>	<b>\$3,072,563</b>	<b>\$2,934,125</b>
Transfers Out	\$615,317	\$236,257	\$859,562	\$231,000	\$577,000
<b>Ending Balance</b>	<b>\$2,925,229</b>	<b>\$3,455,705</b>	<b>\$3,416,437</b>	<b>\$4,664,923</b>	<b>\$5,597,194</b>

**CITY OF WOODINVILLE**  
**BUDGET SUMMARY (By Fund Type)**

Capital Funds	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Beginning Balance	\$11,302,895	\$12,565,244	\$12,751,440	\$15,283,985	\$8,237,385
Revenue					
Taxes	\$1,899,522	\$2,151,495	\$2,292,417	\$2,144,100	\$2,207,600
Permits	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$221,656	\$787,057	\$1,018,916	\$5,374,000	\$2,279,000
Charges for Services	\$0	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$209,231	\$453,123	\$716,033	\$351,300	\$220,800
<b>Total Revenue</b>	<b>\$2,330,409</b>	<b>\$3,391,674</b>	<b>\$4,027,365</b>	<b>\$7,869,400</b>	<b>\$4,707,400</b>
Transfers In	\$2,178,893	\$7,066,072	\$5,848,930	\$7,345,000	\$5,327,000
<b>Total Available</b>	<b>\$15,812,197</b>	<b>\$23,022,990</b>	<b>\$22,627,736</b>	<b>\$30,498,385</b>	<b>\$18,271,785</b>
Expenditure					
Salaries & Wages	\$0	\$0	\$0	\$0	\$0
Personnel Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$974	\$0	\$0	\$0	\$0
Other Svcs & Charges	\$882,176	\$1,246,124	\$1,019,299	\$2,355,000	\$706,000
Intergovernmental	\$0	\$2,384	(\$524)	\$0	\$0
Capital Outlay	\$1,071,992	\$4,247,749	\$1,363,968	\$12,792,000	\$6,965,000
<b>Total Expenditures</b>	<b>\$1,955,142</b>	<b>\$5,496,257</b>	<b>\$2,382,743</b>	<b>\$15,147,000</b>	<b>\$7,671,000</b>
Transfers Out	\$1,291,810	\$4,775,293	\$4,903,765	\$7,114,000	\$4,750,000
<b>Ending Balance</b>	<b>\$12,565,244</b>	<b>\$12,751,440</b>	<b>\$15,341,228</b>	<b>\$8,237,385</b>	<b>\$5,850,785</b>

Surface Water	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Beginning Balance	\$738,008	\$118,250	\$140,597	\$119,640	\$79,977
Revenue					
Taxes	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$822,337	\$811,424	\$856,193	\$890,000	\$895,000
Intergovernmental	\$8,854	\$0	\$3,900	\$0	\$0
Miscellaneous	\$6,425	\$5,348	\$9,677	\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$837,616</b>	<b>\$816,772</b>	<b>\$869,770</b>	<b>\$895,000</b>	<b>\$900,000</b>
Transfers In	\$0	\$0	\$0	\$0	\$0
<b>Total Available</b>	<b>\$1,575,624</b>	<b>\$935,022</b>	<b>\$1,010,367</b>	<b>\$1,014,640</b>	<b>\$979,977</b>
Expenditure					
Salaries & Wages	\$301,149	\$283,155	\$316,125	\$304,930	\$319,997
Personnel Benefits	\$79,190	\$78,390	\$82,315	\$95,535	\$105,657
Supplies	\$23,432	\$20,951	\$23,578	\$46,500	\$38,600
Other Svcs & Charges	\$63,141	\$62,038	\$69,053	\$145,285	\$125,255
Intergovernmental	\$241,570	\$158,480	\$133,574	\$164,000	\$149,000
Interfund	\$139,612	\$158,781	\$161,569	\$168,213	\$165,733
Capital Outlay	\$9,281	\$32,630	\$15,973	\$10,200	\$0
<b>Total Expenditures</b>	<b>\$857,374</b>	<b>\$794,425</b>	<b>\$802,187</b>	<b>\$934,663</b>	<b>\$904,242</b>
Transfers Out	\$600,000	\$0	\$0	\$0	\$0
<b>Ending Balance</b>	<b>\$118,250</b>	<b>\$140,597</b>	<b>\$208,181</b>	<b>\$79,977</b>	<b>\$75,735</b>

**CITY OF WOODINVILLE**  
**BUDGET SUMMARY (By Fund Type)**

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Debt Service</b>					
Beginning Balance	\$311,988	\$315,772	\$330,860	\$374,756	\$391,756
Revenue					
Interest Revenue	\$3,785	\$9,804	\$16,060	\$17,000	\$18,000
Total Revenue	\$3,785	\$9,804	\$16,060	\$17,000	\$18,000
Transfers In	\$840,961	\$552,765	\$555,265	\$529,120	\$540,034
Total Available	\$1,156,734	\$878,341	\$902,185	\$920,876	\$949,790
<b>Expenditure</b>					
Principal & Interest	\$840,962	\$547,481	\$527,369	\$529,120	\$540,034
Total Expenditures	\$840,962	\$547,481	\$527,369	\$529,120	\$540,034
Ending Balance	\$315,772	\$330,860	\$374,816	\$391,756	\$409,756

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Internal Service</b>					
Beginning Balance	\$904,685	\$1,002,298	\$1,156,205	\$1,246,230	\$1,279,542
Revenue					
Charges for Services	\$97,713	\$100,640	\$106,270	\$138,012	\$127,979
Miscellaneous	\$14,936	\$35,405	\$61,417	\$15,500	\$15,500
Total Revenue	\$112,649	\$136,045	\$167,687	\$153,512	\$143,479
Transfers In	\$114,000	\$128,000	\$128,425	\$50,000	\$50,000
Total Available	\$1,131,333	\$1,266,343	\$1,452,317	\$1,449,742	\$1,473,021
<b>Expenditure</b>					
Supplies	\$20,183	\$20,923	\$25,097	\$21,200	\$21,200
Other Svcs & Charges	\$28,823	\$26,014	\$48,850	\$49,000	\$49,000
Capital Outlay	\$80,030	\$63,200	\$55,404	\$100,000	\$100,000
Total Expenditures	\$129,035	\$110,137	\$129,350	\$170,200	\$170,200
Ending Balance	\$1,002,298	\$1,156,205	\$1,322,967	\$1,279,542	\$1,302,821

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Trust</b>					
Beginning Balance	\$30,868	\$18,688	\$207,043	\$159,543	\$152,043
Revenue					
Miscellaneous	\$320	\$759	\$1,223	\$0	\$0
Total Revenue	\$320	\$759	\$1,223	\$0	\$0
Transfers In	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
Non Revenue	\$0	\$190,096	\$175,695	\$200,000	\$200,000
Total Available	\$43,688	\$222,043	\$396,462	\$372,043	\$364,543
<b>Expenditure</b>					
Intergovernmental	\$25,000	\$15,000	\$0	\$20,000	\$20,000
Total Expenditures	\$25,000	\$15,000	\$0	\$20,000	\$20,000
Transfers Out	\$0	\$0	\$0	\$0	\$0
Non Expenditure	\$0	\$0	\$259,091	\$200,000	\$200,000
Ending Balance	\$18,688	\$207,043	\$137,371	\$152,043	\$144,543

**CITY OF WOODINVILLE**  
**BUDGET SUMMARY (By Fund Type)**

All Funds	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Beginning Balance	\$18,376,892	\$20,688,075	\$21,421,829	\$23,909,391	\$17,894,058
Revenue					
Taxes	\$10,100,701	\$11,050,287	\$11,877,295	\$11,788,900	\$12,220,300
Permits	\$617,351	\$440,934	\$552,429	\$573,744	\$599,255
Intergovernmental	\$670,825	\$1,262,885	\$1,516,029	\$5,830,100	\$2,740,900
Charges for Services	\$1,943,099	\$1,965,748	\$2,274,621	\$2,692,702	\$2,687,669
Fines	\$33,030	\$17,747	\$11,347	\$5,000	\$5,000
Miscellaneous	\$380,514	\$840,799	\$1,389,616	\$730,600	\$599,600
<b>Total Revenue</b>	<b>\$13,745,520</b>	<b>\$15,578,399</b>	<b>\$17,621,337</b>	<b>\$21,621,046</b>	<b>\$18,852,724</b>
Transfers In	\$4,403,816	\$8,498,880	\$7,176,642	\$9,869,820	\$7,846,875
Non Revenue	\$0	\$190,096	\$175,695	\$200,000	\$200,000
<b>Total Available</b>	<b>\$36,526,227</b>	<b>\$44,955,450</b>	<b>\$46,395,504</b>	<b>\$55,600,257</b>	<b>\$44,793,657</b>
Expenditure					
Salaries & Wages	\$3,391,638	\$3,407,480	\$3,391,988	\$3,837,782	\$4,041,814
Personnel Benefits	\$826,361	\$853,586	\$863,874	\$1,166,267	\$1,279,630
Supplies	\$220,450	\$253,593	\$261,718	\$391,239	\$334,118
Other Svcs & Charges	\$2,358,310	\$2,943,753	\$3,515,715	\$5,339,379	\$3,547,918
Intergovernmental	\$2,343,786	\$2,142,733	\$2,441,532	\$2,807,291	\$2,901,237
Interfund	\$197,449	\$216,830	\$222,460	\$254,202	\$244,169
Debt Service	\$840,962	\$547,481	\$527,369	\$529,120	\$540,034
Capital Outlay	\$1,222,707	\$4,657,918	\$1,591,181	\$13,011,100	\$7,239,000
<b>Total Expenditures</b>	<b>\$11,401,663</b>	<b>\$15,023,374</b>	<b>\$12,815,838</b>	<b>\$27,336,380</b>	<b>\$20,127,920</b>
Transfers Out	\$4,436,492	\$8,510,248	\$7,212,114	\$10,169,820	\$8,146,875
Non Expenditure	\$0	\$0	\$259,091	\$200,000	\$200,000
<b>Ending Balance</b>	<b>\$20,688,075</b>	<b>\$21,421,829</b>	<b>\$26,108,461</b>	<b>\$17,894,058</b>	<b>\$16,318,862</b>

# City Manager's Recommended Capital Outlay

Department	Asset	2007 Budget	2008 Budget
Executive (I.S.)	EOC Server (router/firewall)	\$7,500	
	Replace Skate Park camera system		\$9,000
	GIS Publisher	\$7,000	
	Irrigation System upgrade	\$5,000	
	FTP Server and Firewall		\$15,000
	Copier Replacement - Records Mgmt		\$20,000
	Records Mgmt (hardware/software)		\$100,000
Facilities	Industrial Genie Lift (1/3)	\$2,500	
	Industrial Auto Scrubber	\$7,000	
Parks	Utility Vehicle (shared with Eq Rental)	\$8,000	
	Industrial Genie Lift (1/3)	\$2,500	
	Replacement Park Entrance Signs	\$12,000	\$15,000
Engineering	Industrial Genie Lift (1/3)	\$2,500	
	ACAD Map3D - GIS Interface (1/3)	\$2,200	
Streets	Utility Truck (1/2)	\$8,000	
	ACAD Map3D - GIS Interface (1/3)	\$2,200	
SWM	Utility Truck (1/2)	\$8,000	
	ACAD Map3D - GIS Interface (1/3)	\$2,200	
<b>Total</b>		<b>\$76,600</b>	<b>\$159,000</b>

# City Manager's Recommended Capital Projects

Project	2007 Budget	2008 Budget	Funding
Pavement Overlay	\$300,000	\$300,000	REET 1
195 <sup>th</sup> /Wood/Sno.	\$20,000	\$100,000	Street Reserve
SR522/195 <sup>th</sup> Off Ramp	\$250,000	\$1,161,000	Mitigation, Utility Tax
SR202/127 <sup>th</sup> - 131st	\$1,024,000	\$1,274,000	Grants
SR202/127 <sup>th</sup> Pl.	\$1,300,000		Street Reserve
202/177 <sup>th</sup> North Leg	\$300,000		Grants
202/175 <sup>th</sup> So. Leg	\$3,500,000		Street Reserve, Grants
Wood-Sno Rd/140 <sup>th</sup> -205th	\$42,000	\$12,000	Mitigation
Grid Roads	\$50,000	\$600,000	Utility Taxes
Small Neighborhood Action Projects (SNAP)	\$115,000	\$135,000	Admission Tax, Street Reserve
Hollywood Intersection	\$4,000,000	\$200,000	Utility Taxes, Grants
Maintenance Shop	\$20,000	\$1,200,000	REET 1
Carol Edwards Center	\$2,850,000		REET 2, Impact Fees, Grants
Surface Water Capital Projects	\$1,313,000	\$65,000	Surface Water Assessments
Sports Fields/Parking		\$2,335,000	REET 2, Park Impact Fees, Grants
CCRP		\$44,000	Mitigation
Derby Ped Path	\$50,000	\$200,000	Admission Tax
Non Motorized Bike/Boat Facility	\$13,000	\$45,000	Admission Tax
<b>Total</b>	<b>\$15,147,000</b>	<b>\$7,671,000</b>	



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# General Fund Revenue

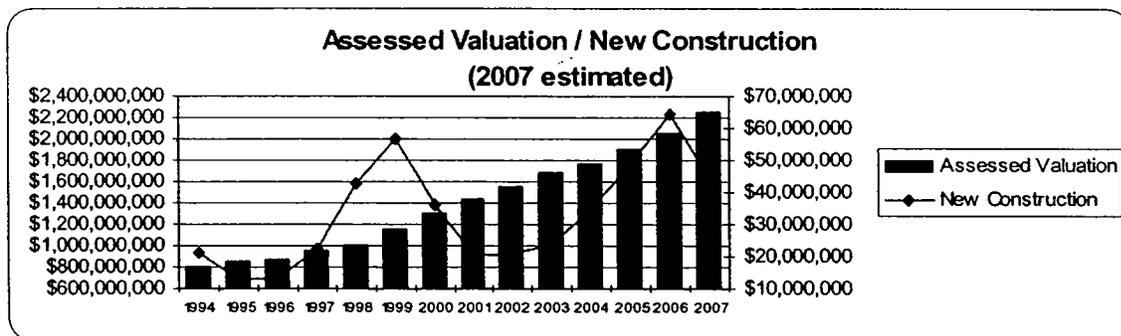
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## Beginning Balance

The General Fund (GF) is forecasted to have a beginning fund balance of \$3.2 million in 2007 and \$3.0 million in 2008.

## Taxes

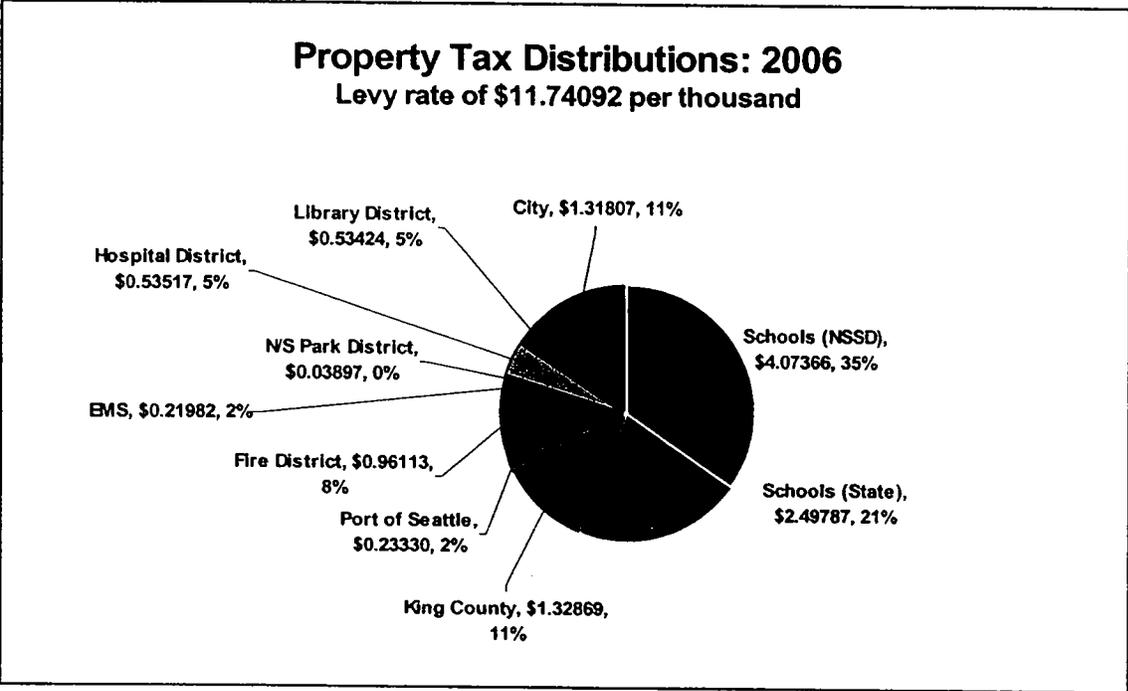
The second largest source of General Fund revenue is property taxes. Woodinville's property tax rate is \$1.32 per thousand dollars of assessed valuation. The rate will likely continue to drop because increases to assessed valuation have been greater than the City's allowed/adopted rate increases the last two years.



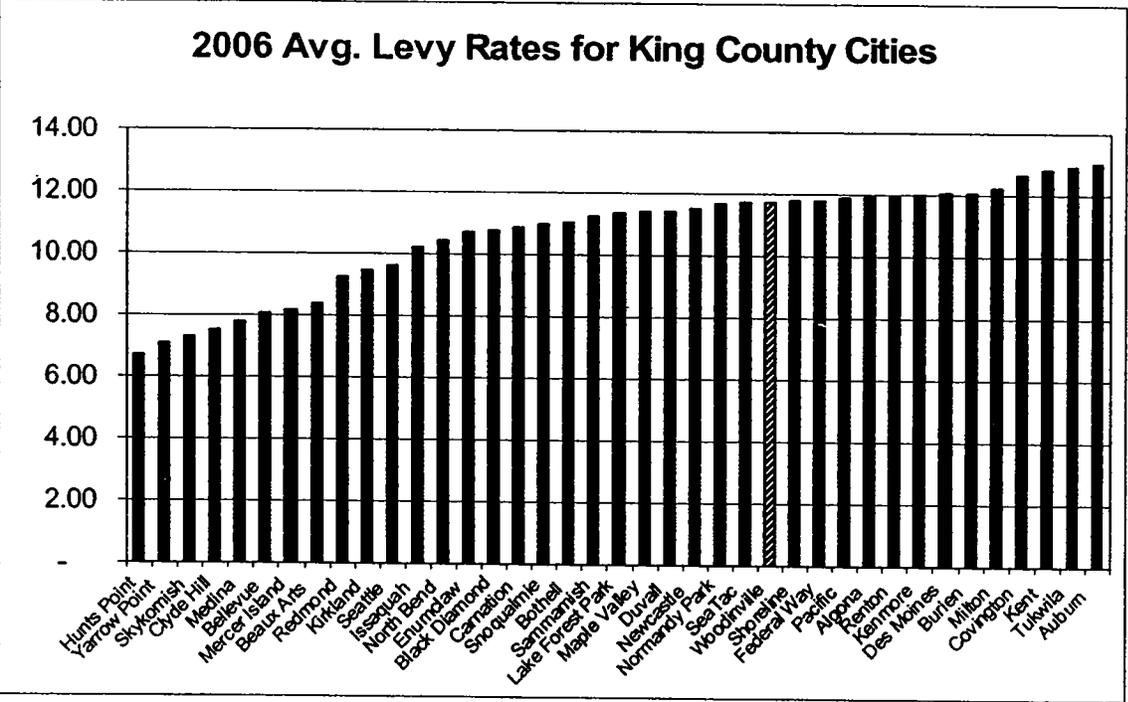
The City Manager's budget recommends no increases in property taxes except for revenue from new construction. In addition, there is about \$500,000 in unused levy capacity that is not being considered in the Manager's Recommended budget.

The new construction for 2007 is estimated at \$44 million. Woodinville has had nearly \$150 million in new construction over the last three years.

The tax levy rate for all jurisdictions was \$11.74 in 2006, and the next graph shows all of the taxing districts and their levy rates.

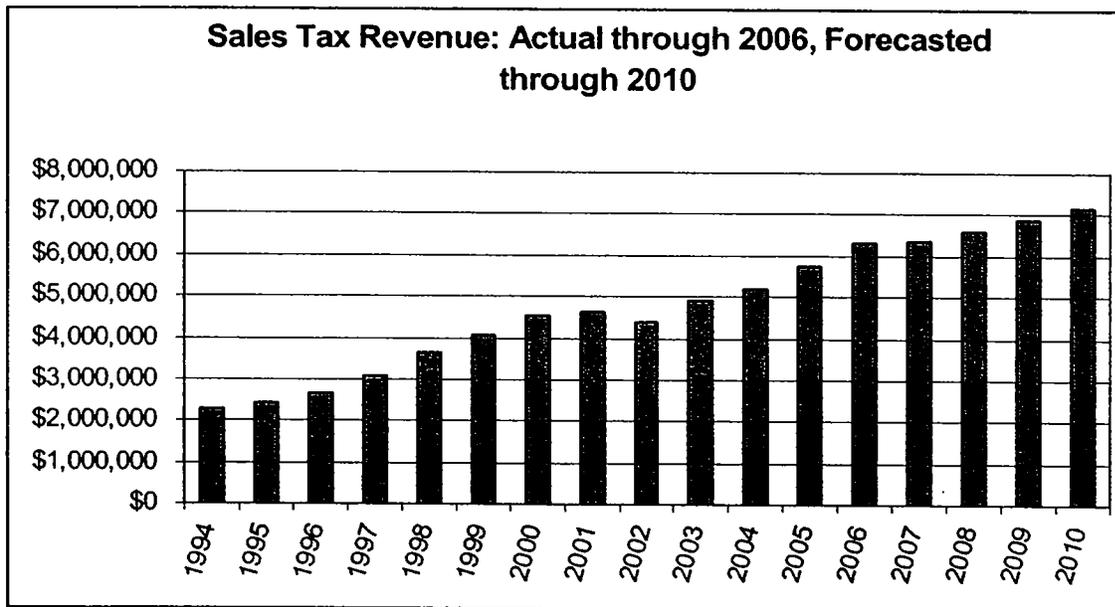


The next bar chart compares all King County cities by levy rate.



Sales tax revenue is the City's largest source of revenue, providing 63% of all new General Fund revenue (\$6,364,800 in 2007 & \$6,619,400 in 2008). Sales tax revenue continues to increase and only once since incorporation has sales tax revenue declined from the previous year. Future increases to sales tax revenue are expected to be in the 3% to 4% range, with much of the increase coming from construction activity. Retail sales continue to provide the largest percentage of sales tax revenue, followed by construction and manufacturing.

The next graph shows actual revenue through 2006, and forecasts revenue through 2010.



A concern to the City of Woodinville is the Streamlined Sales Tax Agreement (SST). Many states are trying to become "compliant" with the agreement to leverage Internet and mail order taxing legislation with Congress. The "sourcing" component of SST will change State laws that govern the way that sales tax revenue is credited to communities. Currently, if a taxable sale occurs in Woodinville, the City receives the tax revenue from that transaction. Under the proposal from the Department of Revenue (DOR), sales tax would accrue to the location where the goods are delivered. DOR's desire to implement sourcing is driven by a strong desire to capture sales tax revenue from Internet and mail order sales. The State estimates that \$600 million would be gained.

Although many stores are of a "cash & carry" basis, Woodinville is unique because several of its top sales tax producers deliver their goods to other jurisdictions. Currently, full mitigation for cities losses has been proposed to make up for the revenue loss from destination based sourcing. Mitigation will be based on actual losses and will end when new revenue from voluntary compliance exceeds the loss. Woodinville will continue to monitor the legislation as it unfolds in 2007.

Other tax revenues include sales tax for criminal justice purposes, and gambling taxes. The sales tax for criminal justice tax is distributed by the State to King County cities on a per capita basis. Gambling taxes provide about \$60,000 per year.

## Licenses and Permits

Licensing and permitting activity has been moved from the General Fund to a Special Revenue Fund called Developmental Services. The only remaining licensing fee that generates revenue for the General Fund is from cable television franchise fees. Cable TV revenue is expected to be \$230,000 for the biennium.

## Intergovernmental

State-shared revenue has decreased considerably over the past few years from the loss of motor vehicle excise taxes and fewer grant opportunities. The City will receive about \$399,800 in Intergovernmental revenue for the biennium 2007 and 2008. The majority of the revenue will come from liquor profits and liquor excise taxes distributed on a per capita basis, and a recycling grant.

## Charges for Services

Plan check fees and zoning fees have also been transferred to the Developmental Services fund which redistributes about \$857,000 in revenue during the two years. Charges to the Surface Water fund for overhead and recreation fees provide most of the remaining revenue in this category.

## Fines

The King County court contract allows the County to keep the percentage of revenue from citations that represents the costs of court services. Currently, nearly all revenue from citations is kept by the County to compensate the District Court for the actual costs of court services. Most of the fines that will be collected are from false alarm, estimated at \$8,800.

## Miscellaneous

Investment interest and sales tax interest provided by the State, annex rental charges, and donations for the fireworks display are the sources of miscellaneous revenue. Interest rates are on the rise and the City is expected to receive approximately \$300,000 for 2007/2008.

## General Fund Revenue

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$3,742,593</b>	<b>\$3,379,978</b>	<b>\$3,192,195</b>	<b>\$3,088,432</b>
<b>Taxes</b>				
Property	\$2,584,109	\$2,680,006	\$2,782,000	\$2,887,000
Sales	\$5,738,524	\$6,380,469	\$6,364,800	\$6,619,400
Sales-Criminal Justice	\$209,051	\$229,801	\$208,000	\$216,300
Gambling	\$71,755	\$60,364	\$60,000	\$60,000
<b>Subtotal Taxes</b>	<b>\$8,603,440</b>	<b>\$9,350,640</b>	<b>\$9,414,800</b>	<b>\$9,782,700</b>
<b>Licenses &amp; Permits</b>				
Cable TV	\$103,137	\$113,215	\$114,000	\$116,000
Building	\$248,629	\$248,588	\$0	\$0
Plumbing	\$15,416	\$20,824	\$0	\$0
Grading	\$2,723	\$34,895	\$0	\$0
Demolition	\$1,170	\$1,742	\$0	\$0
Mechanical	\$24,433	\$24,813	\$0	\$0
Site Development	\$20,659	\$78,580	\$0	\$0
Right of Way Permit	\$21,246	\$25,691	\$0	\$0
Misc Permits & Fees	\$3,521	\$4,082	\$0	\$0
<b>Subtotal Licenses &amp; Permits</b>	<b>\$440,934</b>	<b>\$552,429</b>	<b>\$114,000</b>	<b>\$116,000</b>
<b>Intergovernmental</b>				
Federal Grants	\$266	\$3,362	\$0	\$0
State Grants	\$6,650	\$28,185	\$20,000	\$20,000
Liquor Excise Tax	\$40,568	\$60,014	\$42,000	\$44,000
Liquor Board Profits	\$70,323	\$49,260	\$72,000	\$74,000
Motor Vehicle Criminal Justice	\$23,504	\$24,429	\$20,000	\$20,000
Interlocal Grants	\$21,951	\$67,827	\$43,900	\$43,900
Misc. Intergov. Revenue	\$17,200	\$0	\$0	\$0
<b>Subtotal Intergovernmental</b>	<b>\$180,462</b>	<b>\$233,077</b>	<b>\$197,900</b>	<b>\$201,900</b>
<b>Charges for Services</b>				
Dist/Muni Court Records	\$504	\$141	\$1,000	\$1,000
Sales of Publications	\$3,517	\$5,416	\$3,000	\$3,000
UFC Permit Fees	\$5,857	\$5,339	\$0	\$0
Overhead Charges (SWM)	\$116,190	\$116,190	\$116,190	\$116,190
Recreation Charges	\$90,955	\$133,334	\$100,000	\$100,000
Field Use	\$26,951	\$0	\$15,000	\$15,000
Zoning & Subdivision	\$124,607	\$29,988	\$0	\$0
Land Use Application	\$16,360	\$145,030	\$0	\$0
Plan Check Fee	\$395,068	\$528,886	\$0	\$0
Other Fees & Chgs	\$10,544	\$1,975	\$1,000	\$1,000
Road Construction & Eng Svcs.	\$0	\$6,505	\$0	\$0
<b>Subtotal Charges for Services</b>	<b>\$790,551</b>	<b>\$972,804</b>	<b>\$236,190</b>	<b>\$236,190</b>
<b>Fines</b>				
Traffic Infraction	\$3,753	\$347	\$100	\$100
Parking Infraction	\$610	\$0	\$0	\$0
False Alarm Responses	\$9,450	\$8,900	\$4,400	\$4,400
Miscellaneous Fines & Forfeits	\$3,935	\$2,100	\$500	\$500
<b>Subtotal Fines</b>	<b>\$17,747</b>	<b>\$11,347</b>	<b>\$5,000</b>	<b>\$5,000</b>

## General Fund Revenue

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Miscellaneous</b>				
Investment Interest	\$123,072	\$252,462	\$147,000	\$147,000
Sales Tax Interest	\$12,905	\$23,611	\$33,000	\$33,000
Park Facilities/Annex Rental	\$16,840	\$35,444	\$24,000	\$24,000
Donations from Private Sources	\$22,583	\$16,195	\$12,000	\$12,000
Other	\$2,113	\$80,929	\$0	\$0
<b>Subtotal Miscellaneous</b>	<b>\$177,513</b>	<b>\$408,640</b>	<b>\$216,000</b>	<b>\$216,000</b>
<b>Total General Fund Revenue</b>	<b>\$10,210,646</b>	<b>\$11,528,939</b>	<b>\$10,183,890</b>	<b>\$10,557,790</b>
<b>Total Available</b>	<b>\$13,953,240</b>	<b>\$14,908,916</b>	<b>\$13,376,085</b>	<b>\$13,646,222</b>

# Woodinville City Council

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## Woodinville's Form of Government

The City of Woodinville incorporated as a code city under Washington State laws with a Council-Manager form of government. The elective officers are seven council members, each of whom must be a registered voter and resident of the city for a period of at least one year preceding their election. Members are elected at-large; not by districts. All positions are non-partisan. Councilmembers serve staggered four-year terms, with elections held in every odd-numbered year. The Mayor and Deputy Mayor are selected among all Councilmembers to serve in those positions for two years. The Mayor cannot veto Council decisions, but acts as the chairperson and the City's official host.

## City Council Responsibilities

The Council sets the tone of the City's policy development and service delivery in accordance with its adopted Guiding Principles. The City Council is the legislative branch of city government. The City Council sets public policy in two major ways: by enacting ordinances during the year, and by establishing budgetary (taxing and spending) policies. Council duties also include defining the functions, powers and duties of city officers and employees.

The City Council sets policies and goals to attain the community's vision and mission for Woodinville City government. Such policies include:

- ♦ Council procedures
- ♦ Taxes
- ♦ Levels of service, staffing levels and compensation plan
- ♦ Adoption of the Comprehensive Plan and other guiding documents

The City Council appropriates from the City Treasury the funds needed to conduct the business of the City. Such actions include:

- ♦ Adoption of the annual budget which sets spending levels with various City funds
- ♦ Award of contracts
- ♦ Fiscal oversight of expenditures

The City Council hires a City Manager who is responsible for implementing City policy. The City Manager provides overall administration for the City organization in accordance with the policies and directives established by the Council, assists Council by preparing policy alternatives, provides administrative support and direction to departments, prepares and executes the annual budget and coordinates the City's public information program.

Members of the following volunteer commissions are appointed by the City Council:

- ♦ Planning Commission
- ♦ Parks & Recreation Commission
- ♦ Tree Board
- ♦ Landmarks Commission
- ♦ Emergency Preparedness Commission

# 2005/2006 Accomplishments

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## Member Highlights

- Served on Council Committees
  - Finance Committee: Councilmembers Don Brocha, Chuck Price and Gina Leonard
  - Public Works Committee: Councilmembers Gina Leonard, Chuck Price and Deputy Mayor Stecker
  - Land Use Committee: Deputy Mayor Hank Stecker and Councilmembers Don Brocha and Gina Leonard
  - Tourism Task Force: Deputy Mayor Hank Stecker
  - Lodging Tax Advisory Committee: Deputy Mayor Stecker and Councilmember Scott Hageman
- Served as liaisons to City boards and commissions
  - Planning Commission: Councilmember Gina Leonard
  - Parks & Recreation Commission: Mayor Cathy VonWald
  - Tree Board: Councilmember Don Brocha
- Served on local and regional committees
  - Eastside Transportation Partnership: Councilmembers Chuck Price and Mike Roskind
  - Groundwater Protection Committee: Councilmember Chuck Price
  - A Regional Coalition for Housing: Councilmember Scott Hageman and Deputy Mayor Hank Stecker
  - Northshore Parks & Recreation Service Area: Councilmember Don Brocha
  - Watershed Resource Inventory Area (WRIA8): Mayor Cathy VonWald
  - Suburban Cities Association/North Region: Mayor Cathy VonWald
  - North-end Mayors Group: Mayor Cathy VonWald
  - SeaShore: Councilmember Chuck Price and PWKS Director Mick Monken
  - King County Metropolitan Solid Waste Management Advisory Committee: Councilmember Brocha
- Served as liaisons to other agencies
  - Northshore School District/City of Bothell/City of Kenmore/City of Woodinville: Mayor Cathy VonWald, Councilmember Scott Hageman
  - Woodinville Water District: Councilmember Chuck Price
  - Fire District Liaison: Councilmembers Scott Hageman and Mike Roskind

## Community Relations

- Accepted Woodinville Rotary Club and Banner Bank Donation for Rotary Community Park.
- "Emceed" the Parks and Recreation Summer Concert Series.
- Held reception for Maanshan, China delegate visit.
- Hosted Sheriff Sue Rahr's Town Hall meeting.
- Participated in "Conferon," event for nation-wide event planners.
- Presented "diplomas" to 2005 Civics Academy "graduates".
- Presented Spirit of Woodinville Awards to the following individuals and groups:
  - Cherry Jarvis, Hank Stecker, Hans & Martha Dankers, Liz Aspen, Scott Farquhar, Barbara Stanfield, Maryann Russell, Jan Runkel
  - Woodinville High School Falcon Baseball Camp Volunteers, REI, Inc., Jamba Juice of Woodinville

- Recognized the following individuals and groups:
  - Teen Representative Eric Tilden, Tiffany Doorn for Reigning Miss Washington USA, 2005 Woodinville Country Slough Run and 1st place winner, Angelo Bacca, Parks & Recreation Commissioners Kari Powers and Michael Knotz, Georgia Gerber and Stephen Edwards for their public art contributions, Sarah Hubert for Induction into the 2006 AAA School Safety Patrol Hall of Fame
  - City “Envirostars” businesses, Woodinville Wranglers Special Olympic Program, Chateau Ste. Michelle Winery for being named Winery of the Year, Chateau Ste. Michelle Winery 30<sup>th</sup> Anniversary Celebration, 2005 4th of July event sponsors, Woodinville High School Falcons Football team for 2<sup>nd</sup> Place State Finish, Super Jock ‘n Jill
- Participated in the following Business Grand Opening/Ribbon Cutting event:
  - Apple Farm Grand Opening, Brian Carter Cellars Grand Opening, Warrlight Engraving, Woodinville Costco Grand Opening
- Received Slide Show Presentation from Woodinville Heritage Society on “The People & Places of Woodinville”.

## Ordinances/Resolutions/Proclamations

- Ordinance No. 381: Approved Puget Sound Energy Franchise
- Ordinance No. 382: Adopted the 2003 International Property Maintenance Code with Local Amendments
- Ordinance No. 384: Modified the Eligibility Requirements for Tree Board Membership
- Ordinance No. 385: Adopted 2005 Benefit & Classification Pay Range for City employees
- Ordinance No. 387: Adopted by reference the State Model Traffic ordinance governing driving under the influence of liquor or drugs
- Ordinance No. 388: Amended WMC 10.03 with new section: Parking adjacent to residential mailboxes restricted
- Ordinance No. 389: Repealed Ordinance 377; adopt benefit and classification pay range
- Ordinance No. 390: Amended the WMC for Roof and Building Height Limits
- Ordinance No. 391: Vacated a Portion of 163<sup>rd</sup> Avenue NE
- Ordinance No. 392: Amended 2005 - 2006 Budget
- Ordinance No. 393: Amended the Capital and Public Facilities Element of the Woodinville Comprehensive Plan
- Ordinance No. 396: Amended the Parks, Recreation, and Open Space Plan
- Ordinance No. 397: Amended the WMC to Address Transit-Oriented Housing
- Ordinance No. 398: Limited Tax General Obligation Refunding Bond
- Ordinance No. 399: Updated the Park Impact Fee Calculations
- Ordinance No. 400: Amended the Woodinville Comprehensive Plan
- Ordinance No. 401: Amended the WMC Regarding Utility Taxes
- Ordinance No. 402: Amended the City of Woodinville Employee’s Retirement Plan
- Ordinance No. 405: Extended the Comcast Cable Franchise
- Ordinance No. 406: Levied General Taxes for Fiscal Year 2006
- Ordinance No. 408: Amended the 2006 Budget With Regard to Utility Taxes
- Ordinance No. 411: Adopted Revised Employee Pay, Benefit, and Classification Schedule
- Ordinance No. 412: Prohibited Motorized Watercraft on Lakes and Ponds Within the City
- Ordinance No. 414: Established Transfer Station Zoning Permitted Uses
- Ordinance No. 415: Added the Engineering Technician Position to the Pay Range Table
- Ordinance No. 416: Amended the City Council Ruled of Procedure
- Ordinance No. 418: Established an Emergency Preparedness Commission to Advise the City Council on Public Safety Matters

- Ordinance No. 419: Imposed a Temporary Moratorium on the Receipt and Processing of Building Permits and Land Use Development Applications
- Ordinance No. 420: Vacated a Portion of Woodinville-Duvall Road for Storm Drainage Improvements
- Ordinance No. 421: Added the 2006 Approved City Engineer I Position to the Pay Range Table
- Ordinance No. 424: Amended Ordinance 419, Incorporating Supplemental Findings in Support of the City's Temporary Land Use Moratorium Within the R-1 Zoning District
- Ordinance No. 427: Amended Ordinance 419, Renewing for 6 Months the Temporary R-1 Zone Land Use Permitting Moratorium
- Ordinance No. 429: Amended Ordinance 421, Adding Classifications for Development Services Department Positions
- Resolution No. 288: Created a Land Use Committee
- Resolution No. 289: Established Policies and Guidelines for the Strategic Budget Reserve Fund
- Resolution No. 290: Approved an Interlocal Agreement for Mutual Assistance Concerning Building Permit Applications and Inspections
- Resolution No. 291: Adopted the Non-Motorized Transportation Plan
- Resolution No. 292: Adopted Purchasing Policies (Repeal Resolution 270)
- Resolution No. 293: Set Public Hearing Date to Consider Vacating Public Right-Of-Way on 163<sup>rd</sup> Avenue NE
- Resolution No. 294: Recognized Shrader Sales, LLC as Sole Source Vendor for Recycled Plastic Lumber for Rotary Community Park Phase III, Boardwalk & Viewing Platform Construction
- Resolution No. 295: Authorized Interfund Loan to the Civic Center Fund from the General Fund and Little Bear Creek Parkway Fund; Without Interest; Requiring Repayment
- Resolution No. 297: Adopted a Conceptual Street Design for Garden Way
- Resolution No. 298: Adopted the 2006-2011 Transportation Improvement Program
- Resolution No. 299: Rejected All Bids for the Little Bear Creek 134<sup>th</sup> Avenue NE Bridge
- Resolution No. 300: Acknowledged the State Legislature Leadership in Passing the 2005 Transportation Revenue Package
- Resolution No. 301: Ratified the Chinook Salmon Conservation Plan
- Resolution No. 302: Approved Development and Construction of the Woodinville Village Project
- Resolution No. 303: Opposed State Resolution 912
- Resolution No. 304: Repealed Resolution 295 Authorizing an Interfund Loan to the Civic Center Fund from the General Fund and Little Bear Creek Parkway Fund
- Resolution No. 305: Authorized the City to Establish a Section 125 Premium Only Plan
- Resolution No. 306: Authorized an Administrative Services Agreement with ICMA-RC for an Employee Health Savings Plan
- Resolution No. 307: Adopted the Conceptual Design Street Layout of NE 173<sup>rd</sup>
- Resolution No. 308: Established Revised Fire Code and Recreation Fees
- Resolution No. 309: Recognized and Authorized Michael Huddleston as a Member of the City Council
- Resolution No. 311: Established Surface Water Management Fees for 2006
- Resolution No. 313: Named Don Brocha as the City Representative to the Northshore Parks and Recreation Service Area
- Resolution No. 314: Authorized the City to Make Pre-Tax Payroll Deductions for Voluntary Employee Supplemental Insurance Coverage

- Resolution No. 315: Supported the Northshore School District Propositions 1, 2, and 3 Levies and the Capital Projects Bond for 02/07/2006
- Resolution No. 316: Established Revised Volunteer Policies and Procedures
- Resolution No. 317: Established a Permanent Monument to the Woodinville Legacy of Carol Edwards
- Resolution No. 319: Approved Amendments to the Mixed-Use Woodinville Village Project Development Agreement
- Resolution No. 320: Set Public Hearing Date to Consider Vacation of Right-Of-Way Associated with the Hilltop Site
- Resolution No. 322: Established Fees for Residential Mailbox Installation on Public Right-Of-Way
- Resolution No. 324: Authorized an Application for Funding for a Washington Wildlife and Recreation Program
- Resolution No. 325: Adopted a Six-Year Transportation Improvement Program for the Years 2007-2012
- Resolution No. 326: Endorsed King County's 10 Year Plan for End Homelessness

## **Public Hearings & Public Meetings**

### **Public Meetings**

- Held 2005 and 2006 Spring and Fall Retreat in Woodinville.
- Held 2005 Annual Legislative Forum in Woodinville with State Representative.
- Held Two Special Meetings in Woodinville in 2005 and four Special Meetings in Woodinville in 2006.

### **Public Hearings**

- Woodinville Village Development Agreement.
- Right-of-Way Vacation for the Hilltop Project.
- Revenue Sources for the 2005-2006 Biennial Budget.
- Revenue Sources for the 2007-2008 Biennial Budget.
- 2005 Utility Tax Amendments.
- 2006-2010 Six-Year Transportation Improvement Board.
- 2007-2012 Six-Year Transportation Improvement Board.
- Initiative Measure 933.
- Initiative Measure 912.
- Building and Land Use Moratorium in the R-1 Zone.
- Renewed the Building and Land Use Moratorium in the R-1 Zone.
- Northshore School District 417 Levy & Bond Measures.

## **Project Acceptance/Award of Bid or Contract**

- Award of Bid for:
  - 2005 and 2006 Pavement Overlay Projects, Bottleneck Relief Project North Leg Improvements, Reinwood 1 Entrance (SNAP Project).
- Authorized contracts with:
  - Adolfsen & Associates to complete a review and update for the Shoreline Master Plan, Certified Land Resources for Relocation Services, Demarche Consulting Group to implement the Development Services Study Recommendations and Design Changes.
  - Huckell Weinman Associates, Inc. for Wood Trails EIS and General Planning Services, Nelson Geotechnical for Geotechnical Review, Omega Options

- International for Tent City 4 Security Services, Steward & Associates for the Preparation of the Sustainable Development Program Study.
- Jacobson Law Group for Defense Attorney Services, Prothman Company for City Manager and Development Services Director.
- Approved Project Acceptance for:
  - Bottle Neck Relief Project Retaining Wall, Rotary Community Park/Phase II, Sound Transit Flyer Stop.

## Other Legislative Actions

- Adopted 2005 Fall Retreat Findings
- Adopted the 2005 State Legislative Policy Program
- Adopted the 2006 Parks & Recreation Commission Work Plan
- Adopted the 2006 Planning Commission Work Plan
- Appointed the following:
  - Art Pregler and Victor Orris to the Planning Commission
  - Tom Anderson and Norm Maddex to the Parks & Recreation Commission
- Approved of Trail Alternatives for Rotary Community Park/Phase III
- Approved 2005 Small Works Roster Annual Bid Report
- Approved Contract Renewal: Domestic Violence Advocacy
- Approved Contract Renewal: Ogden, Murphy, Wallace
- Approved 2006 Public Works Small Neighborhood Action Projects
- Approved Funding for Enhanced Crime Fighting
- Approved Hiring of a Power-Shift Police Officer
- Approved Hiring Public Works Capital Projects Term-Limited Employees
- Approved Implementing Web and Cable Casting Communications Program
- Approved Interlocal Agreement Extension: WRIA 8
- Approved 2006 Waterfowl Interlocal Agreement
- Approved Interlocal Agreement for Northshore Pool Maintenance and Operations
- Approved Interlocal Agreement with King County for Waste Reduction & Recycling Grant Program
- Approved One Year Lease with Portland Home Services (Molitor)
- Approved Purchase & Sale Agreement with Molbaks and Conceptual Street Design
- Approved the 2006 ARCH Housing Trust Fund and the 2006 ARCH Work Program and Administrative Budget
- Approved Traffic & Park Impact Fee Annual Report/Revenue & Expenditures
- Approved Establishing an Emergency Preparedness Commission
- Authorized City Manager to Execute the TRIP Funding Agreement with Woodinville Village
- Authorized City Manager to File a Land Use Petition Act of the Brightwater Binding Site Plan
- Authorized City Manager to Sign Brightwater MOA
- Authorized Increase to Service Amount with WSDOT for the Bottleneck Relief Project (BNRP)
- Authorized Staff to hire a Geological Expert for a Borehole Analysis
- Awarded \$5,000 to UW/Bothell Business Development; Entrepreneurial Center
- Benefits Analysis Discussed
- Benefits Component: Section 125 Premium Only Plan & Health Savings Accounts
- Capital Outlay Purchase: Tanglin Ridge Park - Playground Equipment
- Conducted Closed Record Appeal for Morning Star Preschool Conditional Use Permit
- Councilmember Hank Stecker Sworn In

- Discussed BNRP Design & Funding Strategies & Traffic Modeling
- Discussed Brighwater Sewage Treatment Plant Easement, Mitigation Fees and other Related Matters between the City of Woodinville and King County
- Discussed Options for Emergency Notification Systems
- Discussed Revised Scope & Budget Improvements for Woodinville Community Center
- Elected Cathy VonWald, Mayor for 2006-2007
- Elected Hank Stecker, Deputy Mayor for 2006-2007
- Enacted a Moratorium on R-1 Zoning
- Expanded the Use of Utility Taxes
- Formal Approval of the Hearing Examiner Decision: Morning Star Conditional Use Permit # 2004-090
- Held a Joint Meeting with the Planning Commission to discuss the Economic Development Plan
- Reappointed Planning Commissioners Phil ReInick and Les Rubstello
- Received Brightwater Project Update
- Received City of Woodinville Crime Status Report
- Reduced the Right-of-Way Permit Fee for Mailboxes
- Renewed Lake Leota Stewardship Agreement
- Reviewed the 2006 Council Goal Update Process
- Reviewed/Discussed GIS Needs Assessment - Consultant's Report
- Revised E-gov Interlocal Cooperation Agreement

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## Council Department Summary

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$50,700	\$51,600	\$51,600	\$51,600	\$51,600
Benefits	\$5,061	\$5,139	\$5,025	\$5,069	\$5,102
Supplies	\$1,757	\$1,136	\$978	\$1,500	\$1,500
Services	\$19,412	\$19,731	\$72,318	\$20,975	\$22,975
Intergovernmental	\$0	\$3,000	\$0	\$0	\$0
<b>Department Total</b>	<b>\$76,930</b>	<b>\$80,607</b>	<b>\$129,920</b>	<b>\$79,144</b>	<b>\$81,177</b>

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Expenditure Detail

		2007	2008
<i>Salaries and Wages</i>			
511.60.11.00	Salaries	\$51,600	\$51,600
<i>Personnel Benefits</i>			
511.60.21.00	Benefits	\$5,069	\$5,102
<i>Supplies</i>			
511.60.31.31	Office/Operating Supplies	\$1,500	\$1,500
<i>Other Services and Charges</i>			
511.60.41.00	Professional Services	\$10,350	\$12,350
511.60.42.00	Communication	\$500	\$500
511.60.43.00	Travel	\$7,675	\$7,675
511.60.44.00	Advertising	\$600	\$600
511.60.49.20	Miscellaneous	\$500	\$500
511.60.49.10	Education/Training	\$1,350	\$1,350
<b>Total Other Services &amp; Charges</b>		<b>\$20,975</b>	<b>\$22,975</b>
<b>DEPARTMENT TOTAL</b>		<b>\$79,144</b>	<b>\$81,177</b>



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# Legal

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The City of Woodinville contracts for legal services with Ogden Murphy Wallace, P.L.L.C. The attorneys of Ogden Murphy Wallace perform legal services for legal matters as assigned or referred by the City. The budget for legal services comprises attorney and staff time for various services including the following: preparation and/or review of ordinances, resolutions, contracts and other agreements to which the City is a party; acquisition, dedication, and vacation of real property interests; legal services in connection with bond issues; attendance at council meetings; advisory meetings with City staff, both in person and telephonically; and occasional representation of the City in the superior and appellate courts.

In 2006 the City retained specialized attorney services for issues relating to sustainability, Brightwater, and the homeless encampment referred to as Tent City 4.

The scope of services for the contract emphasizes a coordinated approach to issue resolution, where legal fees and management of legal matters are seen as a single, dynamic system rather than as a collection of problems to be dealt with individually. The contract is intended to guide the actions of City staff and the attorneys to improve service requests and delivery.

## 2005-06 Accomplishments

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- Represented City in administrative litigation w/ King County regarding Brightwater EIS.
- Represented City in litigation regarding Tent City 4.
- Assisted with various property acquisition issues.
- Advised staff and assisted with sign code update.
- Advised all city departments regarding numerous public contracting issues.
- Revised and negotiated Development Agreement for Woodinville Village project.
- Advised executive department on personnel issues.
- Assisted with revision of WMC provision-proposed homeless encampment regulations.
- Advised staff regarding weblinks policy, cable TV policy and content policy.

## 2007-08 Goals

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- Facilitate efficiency by encouraging staff questions before/during Council meetings.
- Encourage legal review of documents prior to third party execution.
- Encourage staff to identify realistic deadlines for legal projects.
- Reduce redundancy of attorney advice by sending written legal opinions where practicable.
- Provide successful representation of City in numerous issues involving land use, enforcement of City Code, and personnel issues.

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## Legal Department Summary

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Services	\$190,463	\$227,256	\$458,292	\$445,000	\$457,000
Department Total	\$190,463	\$227,256	\$458,292	\$445,000	\$457,000

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### Expenditure Detail

2007                      2008

		2007	2008
	<b>Professional Services</b>		
515.10.41.00	City Attorney: Retainer	\$220,000	\$230,000
515.10.41.01	Hearing Examiner	\$15,000	\$17,000
515.10.41.02	Other Legal Services	\$200,000	\$200,000
515.10.41.05	Code Enforcement Abatement	\$10,000	\$10,000
	<b>Total</b>	<b>\$445,000</b>	<b>\$457,000</b>

# Executive Department

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The Executive Department, under direction of the City Manager, is responsible for the implementation of City Council policies, state and federal laws/mandates, and coordination and oversight of all municipal activities. This department is the direct link between City Council, legal counsel, the public, and other departments. The Executive Department has the responsibility to ensure that information is communicated to the public effectively through a variety of mediums.

The Executive Department is committed to providing results-oriented, practical, and creative approaches when implementing the Council's initiatives and vision for the City of Woodinville. The Executive Department translates city-wide planning efforts into a cohesive strategy and promotes continuous improvement in service delivery. The City Manager's Office administratively manages three operational divisions: human resources, information systems, and community relations.

## City Manager's Office

- Negotiate and implement police and fire services, city attorney, and court services contracts
- Coordinate development, review, award, and oversight of Human Services program
- Coordinate City's capital improvement plan
- Responsible for emergency management planning, training and interagency coordination

## Human Resources

- Recruit and retain high quality employees; new employee orientation
- Develop and implement personnel policies that support current state and federal requirements
- Establish compensation and benefit levels

## Community Relations

- Communications/Public Information/Media Relations Programs
- Government access channel
- Customer Service Request Program management
- Code Enforcement Program
- Volunteer Program
- Employee communications and training
- Community and civic events and outreach

## Information Systems

- Computer hardware installation and support
- Software program development, installation and support
- Geographical Information Systems (GIS) development and support
- Coordination of on-line service delivery via E-Government Alliance
- Web page and Intranet administration

### Executive Department Positions

#### **City Manager's Office:**

City Manager  
Assistant to the City Manager  
Executive Secretary

#### **Community Relations:**

Communications Coordinator  
Code Enforcement Officer  
Volunteer Coordinator  
Cable TV Operator

#### **Information Systems:**

Information Services Manager  
GIS Analyst  
Senior Programmer

# 2005-2006 Accomplishments

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## Staff Highlights

- Communications Coordinator elected as Secretary to Washington Association of Telecommunications Officers & Advisors (WATOA).
- Code Enforcement Officer successfully completed Zoning Enforcement Officer certification.

## Department/Project Highlights

- Brightwater Wastewater Treatment Facility: Managed the liaison and public information efforts to message the City's concern about the seismic conditions of the site. Retained special legal counsel.
- Capital Improvement Plan: Presented funding sources overview and project evaluation criteria to the Planning Commission and City Council. Adoption of 2007-2012 C.I.P. anticipated by end of 2006.
- Human Services Program: Awarded \$98,000 in human services funding for 2005 and \$98,000 for 2006.
- Human Resources: Negotiated labor agreement with Teamsters for Public Works Maintenance employees.
- Law enforcement, legal and court services:
  - Special attorney hired to assist Tent City4 litigation efforts
  - Special attorney hired to assist with Sustainable Development Program
  - Private security firm hired for Tent City4 patrol
  - Power Shift Officer hiring authorized and implemented

## Community Relations

### *Communications Program*

- Community Events/Outreach:
  - **Coordinated Annual Events:** Anniversary Celebration activities at City Hall, Earth Day, Sammamish Releaf
  - **Outreach:** Coordinated 2005 Civics Academy and 2005 Community Summit IV
  - **Event Support:** '05 4<sup>th</sup> of July Fireworks, '05/'06 Light Festival, '06 Fitness Fest
- Public Information:
  - Launched city's government access channel, Woodinville TV21 with character generated programming and City Council video.
  - Deployed webcasting of City Council meeting video on the City's website.
  - Designed layout and publication of six City newsletters each year.
  - Developed and issued monthly editions of "The Woodinville Wire", electronic newsletter distributed to 300+ subscribers.
  - Published 39 News Releases in 2005; 57 in 2006.
  - Managed public information for Tent City 4 (2006).
  - Developed educational brochures for: Identity Theft Prevention, Critical Areas Regulations, Small Action Neighborhood Project (SNAP), "You're On

- Camera,” Woodinville Police Substation, “Lock It or Loose It” Mail Theft Prevention.
- Created/maintained “Of Special Interest” pages within city website for: Sustainable Development/Moratorium, Brightwater, Tent City 4, The Wire, Webcasting, Woodinville TV21.
- City Event Marketing: Managed marketing for Cityhood Celebration, Arbor/Earth Day, 4th of July Fireworks Celebration (including cancellation of 2006 event), Summer Concert Series, Sammamish ReLeaf and Light Festival.
- Employee Relations: Hosted staff rallies providing employee service recognition.
- Community Relations: Supported Woodinville Sister Cities Association.

### **Code Enforcement Program**

- Responded to 196 code enforcement complaints in 2005; 113 in 2006.
- Issued 5 notices of infraction; levying \$625 in fines in 2005; issued 28 notices of infraction, levying \$6750 in fines in 2006.
- Conducted routine sign sweeps; removing signs illegally placed in right-of-way and on utility poles.
- Coordinated public information on political sign regulations during election campaign season and A-board sign education and enforcement.
- Conducted safety inspections at Tent City 4 (2006).

### **Regulatory/Administrative**

- Drafted Temporary Encampment Ordinance/Annual Docket.
- Updated Code Enforcement Manual and provided internal training.
- Served as Safety Committee Chair.
- Member of PermitsPlus User Group; assisted with development of User Guide.

### **Crime Prevention/Emergency Preparedness Public Education & Outreach**

- Liaison to Woodinville Citizens Corps.
- Hosted Business Crime Prevention, Business Disaster Preparedness and Identity Theft workshops.
- Performed security checks for White Stallion, Pony Express, Polaris Financial, Homeward Pet Adoption Center.
- Conducted Block (Neighborhood) and Business Watch (crime prevention) meetings.
  - Neighborhood: Falcon Ridge, Woodinview, and Westview Gardens
  - Woodcreek Center White Stallion, and Homeward Pets
- Promoted National Night Out.
  - Participated in NNO event at Georgian Heights I neighborhood (2005)
  - Partnered with Target to promote NNO (2006)
- Implemented City-wide graffiti reporting and removal program.
- Developed proposed Business Crime Prevention Program.
- Coordinated Crime Prevention sign order for TRF commercial/retail development.
- Launched “Public Safety” and “Emergency Management/Disaster Preparedness” webpages on city’s website.

## **Volunteer Program**

- Year End 2005: Total 6,147 volunteer hours; 4% increase of volunteer hours in 2005 from 2004.
- Mid-year 2006: Mid-year total of 3,026 volunteer hours; 4% decrease of volunteer hours in 2006 from 2005, January-June comparison.
  - Cityhood Celebration - 180 hours (March '05); 142 hours (April '06)
  - Earth Day event - 281 hours (April '05); 123 hours (April '06)
  - Habitat Restoration (incl. Rotary Park) - 1,505 hours (year-round '05); 892 hours (Jan-Jun '06)
  - Fourth of July Fireworks Show - 364 hours (July '05); 2006 show cancelled
  - Sammamish ReLeaf - 222.25 hours (Oct '05) 287 hours (Oct. '06)
- Council approved updates to Volunteer Policy & Procedure Manual in June '06.
- Sponsorships of volunteer food supplies totaled \$1,850 in value for 2005, \$800 for 2006.

## **Information Services**

### **Operations:**

- Cable/webcasting: Project management for the research, purchase, contracting and installation of capital equipment.
- Cell Phones: Project management for the research, services comparison and selection of vendor that resulted in consolidation of all cell phones from multiple vendors into one vendor. Resulted in saving of \$600+/month in cell phone bills.
- ISP Switch-over: Switched away from King County I-Net to obtain a more reliable Internet Access at approximately \$200/mo less.
- PBX and Voice Mail Upgrade: Project management for the research, product comparison and purchase of hardware/software to upgrade the PBX and Voicemail Software as well as the main operator's phone system.
- EOC Server Replacement : Purchased a server and installed all the mission-critical software making it ready for installation at the Emergency Operations Center.
- WCC 911 Enhanced Services: Switched the T1 from simple T1 to PRI in order to provide 911 Center with the correct address of WCC which is different from City Hall.
- KeyScan Hardware/Software Upgrade: Replaced the "Controller Board", upgraded the software to a Server/Client version so that Linda Fava can remotely access the data from her desktop without having to go to the server room.
- HVAC Hardware/Software Upgrade: Replaced the "Controller Board" and upgraded the software so that Mark Kees can access the HVAC control software from his desktop.
- Computer Stations for Development Services Reorganization: Relocated computers and phones to accommodate merger of building and land use permitting staff.
- Voicemail Tree Revamp for Development Services Department: Completed re-recording of voice mail trees to direct callers appropriately to the Development Services Department.
- Security Cameras Research: Conducted technical research and coordinated with vendors to test the security camera equipment at the City Hall, obtained quotes. Presented findings to the City Council to which it supported implementation if law enforcement patrol officers could access the cameras from police vehicles.

- **Wireless Network Research:** Conducted technical research to come up with the best solution to provide WiFi Network/Internet access in the Council Chamber.
- **Purchasing and Replacing Switches:** Conducted market research, and purchased replacement Gigabit switches which will be installed by the end of October, 2006.
- **Senior Center Hi-Tech Training Center (King County Grant):** Conducted substantial technical research to come up with the specs for purchasing, installing, and configuring a state-of-art computer technical training center for Senior Center located at WCC.
- **Multipurpose Room at WCC (Rotary Club Grant):** Conducted substantial technical research to determine specifications for purchase, installation, and configuration of a state-of-art Multipurpose Room.

#### **Applications:**

- **Electronic Government:** Implemented enhancements to MyBuildingPermits and MyParksandRecreation. Installed a new version of Class recreation software. Enhancements were added to the system throughout the year.
- **Permits Plus/Permit Tracking Software:** Implemented new features in the permit system. Implemented data transfer from PermitsPlus to Eden accounting system.
- **CityView Intranet -** Additional documents and resources were added throughout the year.
- **Public Web -** Additional documents and resources were added throughout the year. Implemented a new search engine. Began work on a site redesign Request for Proposal. Implemented Granicus Council Meetings Video and Minutes on the web site.
- **All applications were modified as needed to reflect changes in the technology environment and to reflect changes in the City organization.**
- **Electronic Government -** Reduced staff workload and improved productivity by offering permit inspection request and permit status checks to customers via MBP.com; coordinated and implemented park registration/reservation system through public web.
- **Work Order Job Costing -** Evaluated alternatives and made recommendations; provided project leadership and coordination with in-house staff.
- **Computer network infrastructure -** Evaluated enterprise management software, PDA's for field staff and voice over IP (Internet Protocol).
- **Computer network security -** Completed emergency operations procedures; completed orientation training for all departments on the redundant server.
- **Training -** Continued in-house training opportunities on Microsoft Office Suite products to improve staff productivity; established and implemented training on Office 2003 products prior to implementation; continued to enhance Help-Desk functions.

## Geographical Information System (GIS):

- Phase 1: GIS Foundation

- Maps & Data

- Evaluated and verified current maps and data layers (verified data sources, available metadata, accuracy and significance when it comes to making decisions.
    - Created applicable data matrix.

- Standards

- Revised current Records and Information Procedures.
    - Created Metadata standards, FGDC compliant.
    - Created Map standards.
    - Created Naming conventions.
    - Created Data Projection.

- Cleaning & Preparation

- Cleaned current data.
    - Cleaned current maps.

- Acquisition

- Acquired newest data sets from King County, Snohomish County, Assessor, Woodinville Water District and other sources.

- Development

- Developed and deployed Map Templates.
    - Deployed Parcel Master Table.
    - Developed and deployed Contour Data Set.

- Map requests - developed and deployed various map request for internal and external stakeholders.
- Researched GPS system for Public Works Department.
- Presented an overview process of the electronic information submittal process.
- Defined and implemented capturing process of data for the critical areas.
- Represented the City of Woodinville at E-Gov Alliance and other various meetings.
- Maps - Converted current City maps to PDF and reposted them on the City of Woodinville webpage for easier readability.

# 2007-2008 Goals

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## Human Resources

- Manage staffing study and analysis.
- Manage compensation and classification study update.
- Finalize Hiring Guidelines manual for managers and supervisors and Employee Handbook.
- Establish and implement annual training requirements for managers and supervisors.

## Oversight of Law Enforcement, Legal and Court Services

- Monitor service contracts and look for opportunities to improve level of service while maintaining costs.

## Capital Planning

- Support Council efforts to enhance the livability of Woodinville through capital planning. Evaluate the annual capital planning process. Establish/confirm evaluation criteria; Incorporate changes in the 2007-2012 CIP.

## Human Services program

- Assess service gaps - understand gaps left in Woodinville by federal, state and county reductions.
- Respond to community needs - identify and implement human service programs/services using City facilities.
- Evaluate the option of transferring the Human Services program to the Recreation Division.

## Community Relations

### *Communications*

- Enhance City's Government Access Channel (WTV21) with in-house production, stock footage and event filming.
- Enhance neighborhood outreach to connect elected and appointed officials with residents.
- Draft internal Crisis Communications Plan.
- Strengthen public education efforts for regulations, code enforcement, property maintenance, crime prevention and emergency preparedness.

### *Code Education & Enforcement Initiatives*

- Support new ordinance review.
- Implement business inspections/business registration improvements.

### *Volunteer Program*

- Grow volunteer programs: Concierge volunteers to 10; Sammamish River Stewards to a core group of 15 volunteers.
- Develop relationships/contact with local service groups, and schools.

- Conduct 4 quarterly volunteer appreciation events.
- Develop relationships/familiarity with existing volunteers.
- Goal of 5,000 volunteer hours/year.

## **Information systems**

- **Operations:**
  - Patch Panel Replacement: Complete replacement to provide 1000Mbit bandwidth as opposed to our current 100Mbit bandwidth.
  - Complete connectivity between City Hall and the Emergency Operations Center.
  - Replace Firewall and older servers.
- **Applications:**
  - Public Web - Launch website redesign.
  - Electronic Document Management Solution.
- **Geographical Information System (GIS):**
  - Enterprise Database - Launch SDE database. This GIS enterprise database will allow: multi-user editing, history (how a specific data set looked like in the past, how it changed over time, and how often was edited), checkout/check-in, support continuous scalable database, provide access to unlimited number of users, and perform high GIS data management.
  - Aerial Imagery - Acquire new aerial imagery to keep up with the City of Woodinville changes. All current maps that are based on the aerial photography will have to be updated.
  - GIS Licenses - Consolidate license and switch single seats to floating network seats. This solution will allow effectively manage resources and increase access of GIS to City's stakeholders.
  - GIS Web browser - As an intranet GIS web viewer, internal stakeholders will be able to view and generate maps, reports and find property information. After successful intranet implementation City of Woodinville GIS web browser will be offered to the public.
  - Training - Continue in-house training opportunities on GIS products to improve staff productivity.
  - Maps - Post core maps on the City of Woodinville webpage in PDF format. This will enhance user interaction. Stakeholder will be able to select various data layers on the PDF maps.
  - E-Gove Alliance - Promote use of GIS data and resource index available via the public web using E-gov Alliance web server.
  - GIS Strategic Plan - Having a solid foundation set up at the City, we will move forward on a roadmap of how to best move forward with the GIS program.

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## Executive Department Summary

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$508,993	\$544,313	\$536,785	\$640,442	\$678,574
Benefits	\$110,464	\$122,375	\$128,527	\$184,407	\$203,092
Supplies	\$11,284	\$21,524	\$25,976	\$37,775	\$34,925
Services	\$122,972	\$148,243	\$222,753	\$254,738	\$268,548
Intergov. Svcs	\$20,138	\$19,138	\$11,588	\$17,600	\$18,100
Capital Outlay	\$22,863	\$4,268	\$78,280	\$19,500	\$144,000
Interfund Payments	\$7,684	\$7,760	\$7,853	\$8,972	\$9,065
<b>Department Total</b>	<b>\$804,398</b>	<b>\$867,621</b>	<b>\$1,011,762</b>	<b>\$1,163,434</b>	<b>\$1,356,305</b>

Position Summary	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
City Manager	1	1	1	1	1
Assist to the City Mgr.	1	1	1	1	1
Comm Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
IS Manager	1	1	1	1	1
GIS Analyst	0.5	0.6	1	1	1
Senior Programmer	0.5	0.7	0.7	0.7	0.7
Volunteer Coordinator	0	0.7	0.7	0.7	0.7
Code Enforcement	1	1	1	1	1
<b>Position Totals</b>	<b>7</b>	<b>8</b>	<b>8.4</b>	<b>8.4</b>	<b>8.4</b>
Cable TV Operators				520 hours	520 hours
Volunteer Coordinator	1040 hours				

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**Executive  
Division Summary**

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$315,597	\$329,515	\$291,699	\$289,759	\$299,753
Benefits	\$63,677	\$68,588	\$61,900	\$75,419	\$82,360
Supplies	\$2,127	\$3,296	\$1,592	\$2,850	\$2,850
Services	\$35,539	\$77,857	\$125,964	\$77,430	\$65,140
Intergov. Svcs	\$350	\$350	\$350	\$600	\$600
Capital Outlay	\$3,536	\$0	\$0	\$0	\$0
Interfund Payments	\$3,576	\$3,822	\$3,651	\$3,822	\$3,863
<b>Department Total</b>	<b>\$424,402</b>	<b>\$483,427</b>	<b>\$485,156</b>	<b>\$449,880</b>	<b>\$454,566</b>

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<b>Position Summary</b>	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Comm Coordinator	1	1	1	0	0
Executive Secretary	1	1	1	1	1
<b>Position Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

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**Information Systems  
Division Summary**

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$129,381	\$135,922	\$153,229	\$171,766	\$181,833
Benefits	\$32,737	\$33,221	\$43,301	\$60,689	\$66,355
Supplies	\$7,013	\$15,213	\$21,738	\$15,000	\$15,800
Services	\$85,113	\$68,349	\$92,711	\$149,833	\$159,233
Intergov. Svcs	\$19,788	\$18,788	\$11,238	\$17,000	\$17,500
Capital Outlay	\$19,326	\$4,268	\$0	\$19,500	\$144,000
Interfund Payments	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$293,359</b>	<b>\$275,761</b>	<b>\$322,217</b>	<b>\$433,788</b>	<b>\$584,721</b>

<b>Position Summary</b>	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
IS Manager	1	1	1	1	1
GIS Analyst	0.5	0.6	1	1	1
Senior Programmer	0.5	0.7	0.7	0.7	0.7
<b>Position Totals</b>	<b>2</b>	<b>2.3</b>	<b>2.7</b>	<b>2.7</b>	<b>2.7</b>

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**Community Relations  
Division Summary**

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$64,016	\$78,876	\$91,857	\$178,917	\$196,988
Benefits	\$14,050	\$20,566	\$23,327	\$48,299	\$54,377
Supplies	\$2,144	\$3,015	\$2,646	\$19,925	\$16,275
Services	\$2,320	\$2,038	\$4,079	\$27,475	\$44,175
Capital Outlay	\$0	\$0	\$78,280	\$0	\$0
Interfund Payments	\$4,108	\$4,150	\$4,202	\$5,150	\$5,202
<b>Department Total</b>	<b>\$86,637</b>	<b>\$108,645</b>	<b>\$204,390</b>	<b>\$279,766</b>	<b>\$317,017</b>

<b>Position Summary</b>	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Comm Coordinator	0	0	0	1	1
Code Enforcement	1	1	1	1	1
Volunteer Coordinator	0	0.7	0.7	0.7	0.7
<b>Position Totals</b>	<b>1</b>	<b>1.7</b>	<b>1.7</b>	<b>2.7</b>	<b>2.7</b>
Cable TV Operators				520 hrs.	520 hrs.
Volunteer Coordinator	1040 hrs				

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Expenditure Detail

		<u>2007</u>	<u>2008</u>
<b>Salaries and Wages</b>			
513.10.11.00	Salaries	\$289,759	\$299,753
<b>Personnel Benefits</b>			
513.10.21.00	Benefits	\$75,419	\$82,360
<b>Supplies</b>			
513.10.31.31	Office/Operating Supplies	\$2,600	\$2,600
513.10.35.00	Small Tools/Minor Equipment	\$250	\$250
	<b>Total Supplies</b>	<b>\$2,850</b>	<b>\$2,850</b>
<b>Other Services and Charges</b>			
513.10.41.00	Professional Services	\$60,400	\$47,900
513.10.42.00	Communication	\$2,930	\$2,930
513.10.43.00	Travel Expense	\$4,480	\$4,480
513.10.44.00	Advertising	\$2,250	\$2,250
513.10.49.10	Education/Training	\$3,630	\$3,840
513.10.49.20	Miscellaneous	\$3,740	\$3,740
	<b>Total Other Services and Charges</b>	<b>\$77,430</b>	<b>\$65,140</b>
513.10.51.00	<b>Intergovernmental</b>	<b>\$600</b>	<b>\$600</b>
513.10.95.00	<b>Interfund</b>	<b>\$3,822</b>	<b>\$3,863</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$449,880</b>	<b>\$454,566</b>

INFORMATION SYSTEMS

001  
015

		Expenditure Detail	
		2007	2008
	<b>Salaries and Wages</b>		
518.10.11.00	Salaries	\$171,766	\$181,833
	<b>Personnel Benefits</b>		
518.10.21.00	Benefits	\$60,689	\$66,355
	<b>Supplies</b>		
518.10.31.31	Office Supplies	\$4,550	\$4,550
518.10.35.00	Small Tools/ Minor Equipment	\$10,450	\$11,250
	<b>Total Supplies</b>	<b>\$15,000</b>	<b>\$15,800</b>
	<b>Other Services and Charges</b>		
518.10.41.00	Professional Services	\$25,000	\$44,000
518.10.42.00	Communication	\$23,520	\$24,320
518.10.43.00	Travel Expense	\$50	\$50
518.10.44.00	Advertising	\$400	\$400
518.10.48.00	Repairs and Maintenance	\$1,500	\$1,500
518.10.49.10	Education/Training	\$6,900	\$6,900
518.10.49.20	Miscellaneous	\$92,463	\$82,063
	<b>Total Other Services and Charges</b>	<b>\$149,833</b>	<b>\$159,233</b>
518.10.51.00	<b>Intergovernmental</b>	<b>\$17,000</b>	<b>\$17,500</b>
594.18.64.00	<b>Capital Outlay</b>	<b>\$19,500</b>	<b>\$144,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$433,788</b>	<b>\$584,721</b>

COMMUNITY RELATIONS

001		Expenditure Detail	
015		2007	2008
	<b>Salaries and Wages</b>		
557.20.11.00	Salaries	\$178,917	\$196,988
	<b>Personnel Benefits</b>		
557.20.21.00	Benefits	\$48,299	\$54,377
	<b>Supplies</b>		
557.20.31.31	Office/Operating Supplies	\$5,425	\$5,625
557.20.35.00	Small Tools/Minor Equipment	\$14,500	\$10,650
	<b>Total Supplies</b>	<b>\$19,925</b>	<b>\$16,275</b>
	<b>Other Services and Charges</b>		
557.20.41.00	Professional Services	\$500	\$17,000
557.20.42.00	Communication	\$9,850	\$9,850
557.20.43.00	Travel Expense	\$1,700	\$1,700
557.20.44.00	Advertising	\$3,800	\$3,800
557.20.45.00	Operating Rentals	\$100	\$100
557.20.49.10	Education/Training	\$850	\$1,050
557.20.49.20	Miscellaneous	\$675	\$675
557.20.49.30	Printing	\$10,000	\$10,000
	<b>Total Other Services and Charges</b>	<b>\$27,475</b>	<b>\$44,175</b>
557.20.95.00	<b>Interfund</b>	<b>\$5,150</b>	<b>\$5,202</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$279,766</b>	<b>\$317,017</b>



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# Administrative Services Department

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The Administrative Services Department provides the overall financial and administration services that support all City departments. The Department is comprised of the following functions:

## Financial Services

Financial management support services include cash collections and depository activities and the investment of all City funds. Accounting support 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 and manage the City's Business Registration Program.

The Financial Services department also has key responsibilities in generating the Recommended and Final City budgets, and in preparing the Annual Financial Report for the City. Other financial related reports are issued for management decision making and for external reporting purposes, including quarterly reports of revenue and expenditures and materials for public hearings on revenue and the City's budget.

### **Administrative Services Department Positions:**

#### **Financial Services Division:**

Finance Director/Department Director  
Senior Accountant  
Accounting Clerks (2)

#### **City Clerk's Division:**

City Clerk

#### **Administrative Services:**

Administrative Assistant

## City Clerk's Office

The City Clerk's Office is responsible for maintaining municipal records, processing requests for public records and claims for damages, ordinance codification, preparing City Council agendas and minutes, contract management, legislative tracking, supporting voter registration and elections, and notarial services.

The City Clerk prepares Council ePackets for posting to the City's website, coordinates the posting of legal notices and manages the intake of Requests for Proposals/Qualifications.

## Administration

Administrative Services staff provide front line customer service for phone and walk-in customers. Common customer interaction includes issuing pet licenses and general receipting. Staff is responsible for the main reception to City Hall and support of the Volunteer Concierge program with volunteer training and assistance.

# 2005/2006 Accomplishments

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## Staff Highlights

- Served as Eastside Cities Training Consortium (ECTC) Registrar.
- Finance Director served as Investment Committee member for Washington Cities Insurance Authority (WCIA) and was on the Investment Advisory Committee for Municipal Employees Benefit Trust.
- Provided representation to:
  - City Committees: Wellness Committee, Customer Service Team, Employees' Committee, Safety Committee, Computer Committee, Records Management Team, Contract Committee, MEBT Committee.
  - Other Associations: Washington Municipal Clerks Association, IIMC, King County Clerks Association.

## Department/Project Highlights

- Municipal Court/Jail Services: Staff lead for municipal court and jail issues.
- Held public forums on Initiatives 912, 933, and Northshore School District bond and levy measures.
- Provided support for upgrading software for PBX and voicemail system.

## Financial Services Highlights

- Instituted a Fixed Asset Policy.
- Biennial Budget: Completed and distributed 2005/2006 Biennial Budget; received Government Finance Officers Association (GFOA) Distinguished Budget Award.
- 2005-2006 Recommended Biennial Budget: Prepared, assembled and distributed budget document; supported public education of the budget process through city newsletter and Civics Academy.
- Eden Financial Software Implementation: Implemented Inforum Gold Fixed Asset module.
- Annual Financial Statement: Prepared and completed as required by the State.
- Annual Audit: Liaison to the State Auditor.
- Advance refunded outstanding bonds to save interest expense.
- Analyzed Strategic Budgeting plan and Staffing Sustainability.
- Analyzed debt implications of CIP strategies.
- Sought RFP for banking services and awarded bid.
- Assisted with Cost Allocation study for Developmental Services.
- Payroll: processed over \$9 million in payroll and benefit administration.
- Accounts Payables: processed over \$16 million in invoices.

## City Clerk Division Highlights

- Served as lead for Records Management Team and coordinated citywide efforts to maintain Records Management Program.
- Processed over 400 Requests for Public Records.
- Completed a City Clerk hiring process.
- Implemented the Granicus Minute Maker application in support of webcasting City Council meetings on the City's website.

### **Administrative Services Highlights**

- Served as main point of contact for City Hall and assisted customers with information needs.
- Filled three positions in department.
- Assisted with Request for Proposal bids for:
  - Prosecution services
  - Brightwater/Sustainability professional services (attorney)
- Served as a member of the Safety Committee including Department Director as liaison.
  - Coordinated Annual Safety Fair

## **2007 - 2008 Goals**

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- Records Management Team will continue its efforts with inventory.
- Continue to monitor Streamlined Sales Tax legislation.
- Implement banking contract with Bank of America.
- Ensure accountability of Traffic Impact Fees.
- Work toward the integration of data from Class Software System.
- Continue to improve the level of service to our citizens and staff.
- Increase staff expertise and abilities through workshops and training.
- Provide policy and management assistance to all City Departments.
- Update Debt Policies.
- Continue with cross training for newer employees.
- Refine contract administration process.
- Develop policies for System Replacement/Major Maintenance Fund.
- City Clerk to obtain CMC status.
- Implement cash policies for receipting cash, check and charge transactions.
- Safety Committee
  - Revisit training and equipment for the Fall Protection Program
  - Continue to keep current on required safety training
  - Review Safety Manual

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**Administrative Services  
Department Summary**

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$376,130	\$392,501	\$395,628	\$378,959	\$400,694
Benefits	\$98,856	\$102,980	\$115,536	\$119,580	\$131,325
Supplies	\$4,701	\$4,156	\$5,264	\$7,000	\$7,000
Services/Intergov	\$51,807	\$48,235	\$51,343	\$66,490	\$68,990
Capital Outlay	\$3,000	\$0	\$0	\$0	\$0
Interfund Payments	\$202	\$203	\$207	\$216	\$219
<b>Department Total</b>	<b>\$534,696</b>	<b>\$548,075</b>	<b>\$567,978</b>	<b>\$572,245</b>	<b>\$608,228</b>

Position Summary	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Finance Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
City Clerk	1	1	1	1	1
Accounting Clerk	2	2	2	2	2
Admin Assistant	1	1	1	1	1
<b>Position Totals</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**ADMINISTRATIVE SERVICES**

001  
020

**Expenditure Detail**

		<u>2007</u>	<u>2008</u>
	<b><i>Salaries and Wages</i></b>		
514.30.11	Salaries	\$378,959	\$400,694
	<b><i>Personnel Benefits</i></b>		
514.30.21	Benefits	\$119,580	\$131,325
	<b><i>Supplies</i></b>		
514.30.31.31	Office/Operating Supplies	\$5,300	\$5,300
514.30.35.00	Small Tools/Minor Equipment	\$1,700	\$1,700
	<b><i>Total Supplies</i></b>	<b>\$7,000</b>	<b>\$7,000</b>
	<b><i>Other Services and Charges</i></b>		
514.30.41.00	Professional Services	\$46,000	\$48,500
514.30.42.00	Communication	\$1,400	\$1,400
514.30.43.00	Travel	\$5,000	\$5,000
514.30.44.00	Advertising	\$7,000	\$7,000
514.30.45.00	Operating Rentals	\$200	\$200
514.30.48.00	Repairs and Maintenance	\$500	\$500
514.30.49.10	Education/Training	\$4,400	\$4,400
514.30.49.20	Miscellaneous	\$1,990	\$1,990
	<b><i>Total Other Services and Charges</i></b>	<b>\$66,490</b>	<b>\$68,990</b>
	<b><i>Interfund</i></b>		
514.30.95.00	Operating Rentals	\$216	\$219
	<b><i>DEPARTMENT TOTAL</i></b>	<b><u>\$572,245</u></b>	<b><u>\$608,228</u></b>



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## Court Services

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The City of Woodinville does not operate a municipal court. The City is one of seventeen cities in King County that receive court services by way of interlocal agreements with the King County District Court. The City has been under agreement with King County since August of 1994 to provide trial court and detention services for all juvenile offense cases and all adult felony cases. In 2004, the City entered into a two year contract extension with King County to continue to provide court services through 2006. A five year contract with King County to continue to provide District Court services is expected.

As the population grows, Woodinville will continue to focus on ensuring public safety, while pursuing long-range planning to ensure criminal justice services are not only efficient, but also effective in reducing criminal behavior in our community.

## 2005-06 Accomplishments

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### Program Highlights

- Negotiated a contract for domestic violence advocacy.
- Expanded jail contracts to include services from the City of Issaquah.
- Negotiated a contract for indigent defense.
- Negotiated a contract for prosecution services.
- Negotiated a new contract with King County to continue to provide District Court services.

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**Court Services  
Department Summary**

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	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
Services	\$74,490	\$67,211	\$65,665	\$65,500	\$67,500
Intergovernmental	\$83,770	\$113,597	\$143,195	\$176,000	\$186,000
<b>Department Total</b>	<b>\$158,260</b>	<b>\$180,808</b>	<b>\$208,860</b>	<b>\$241,500</b>	<b>\$253,500</b>

**COURT SERVICES**

001  
040

**Expenditure Detail**

		2007	2008
	<b><i>Other Services and Charges</i></b>		
512.50.41.10	Prosecution Services	\$45,000	\$47,000
512.50.41.20	Public Defense	\$20,500	\$20,500
	<b><i>Total Other Services and Charges</i></b>	<b>\$65,500</b>	<b>\$67,500</b>
	 <b><i>Intergovernmental &amp; Interfund</i></b>		
512.50.51.10	Intergovernmental-Jail	\$125,000	\$135,000
512.50.51.20	Intergovernmental-Court	\$5,000	\$5,000
512.50.51.35	Intergovernmental-Interpreter Svcs	\$1,000	\$1,000
512.50.51.40	Intergovernmental-Prisoner Transport	\$30,000	\$30,000
512.50.51.50	Intergovernmental-Domestic	\$15,000	\$15,000
	<b><i>Total Intergovernmental &amp; Interfund</i></b>	<b>\$176,000</b>	<b>\$186,000</b>
	 <b><i>DEPARTMENTAL TOTAL</i></b>	 <b><u>\$241,500</u></b>	 <b><u>\$253,500</u></b>



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# Law Enforcement

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Law enforcement services for the City of Woodinville residents is provided by a contract with the King County Sheriff's Office (KCSO) and includes reactive patrol functions and specialized services such as:

- Major Accident Response and Reconstruction (MARR)
- Fraud Investigation Unit
- Major Crimes
- K-9
- Burglary/Larceny Detectives
- Hostage Negotiations
- Tactical Unit
- Special Assault Unit (SAU)
- Arson Investigation (contracted with DDES)

<b>Woodinville Police Positions</b>
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Chief of Police Services Sgt. of Patrol Operations Patrol Officers (7)
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The City's police contract model is a Shared Supervision Model. Woodinville's Police Chief is responsible for the administration of the contract and supervision of the dedicated officers. The Police Sergeant of Operations is primarily responsible for patrol operations. Seven (7) patrol officers assigned to Woodinville provide 24-hour, 7-day/week coverage and are assisted by KCSO deputies as needed.

The department plans and coordinates security and traffic control for two city-sponsored events: 4<sup>th</sup> of July Fireworks Celebration and Light Festival. The same support is also provided for Celebrate Woodinville, a community event managed by the Woodinville Chamber of Commerce. Special event permit applications are routed through the Police Chief to the Special Events Program Coordinator.

The Department regularly interacts with other City departments. The City's crime prevention program, including Operation Identification and Block Watch, are jointly promoted and coordinated with the City's Community Relations Division (Executive Department). The Police Chief participates Neighborhood meetings to discuss traffic safety typically involve the Police and Public Works departments. The Department manages the Alarm Registration program and coordinates with the Administrative Services (Finance) Department when it becomes necessary to charge an alarm owner for a false alarm. The department supports the City's emergency preparedness and response efforts which are now coordinated from the Development Services Department.

## 2005-06 Accomplishments

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### Staff Highlights

- Supported traffic control and security for Celebrate Woodinville and 4<sup>th</sup> of July Fireworks (2005) events.
- Trained 7 King County Sheriff Office recruits through the Field Training Officer program.

- Hired 4 officers to join the City force in 2005 and 2006.
- Selected new Police Chief in August, 2006.
- Conducted over 1,100 training for City officers.
  - ASAP, Advanced Hostage Rescue, Firearms, Interviewing Techniques, Driver Training, Domestic Violence

## **Program Highlights**

- Presented policy package for City Council to consider additional patrol staff, additional funding to expand the School Resource Officer (SRO) program and Woodinville High School (WHS) and crime reduction funding.
  - “Power shift” officer hired in April, 2006 to cover peak crime times (12 to 10 p.m.).
  - SRO hours were increased by 4 hours/week at WHS.
  - Discretionary fund (\$50,000) for enhanced crime fighting authorized.
- Presented policy package for City Council to consider establishing a public safety commission.
- Managed Tent City4 security patrol contract and responded to citizen complaints regarding activity associated with TC4.
- Continued Active Shooter and Patrol Program (ASAP) program to provide an immediate response to a person who is actively killing others.
- Maintained alarm registration program.
- Secured grant to purchase an additional cordless radar gun (100% grant backed) through a Washington State Traffic Safety Commission (WSTSC) to support neighborhood traffic safety program.
- Supported the City’s Human Services program by participating on the review team.
- Supported the City’s Special Events Permit program by participating on the review team.
- Supported the City’s Emergency Management program by participating in training exercises and development of procedures.
- Continued officer training for Department of Corrections parolee and sex offender monitoring program to ensure probation requirements are met.

## **Public Outreach/Education**

- Coordinated Identify Theft, Crime Prevention for Businesses and Disaster Preparedness for Businesses workshops with the Executive Department.
- Participated in Washington State Traffic Safety Commission traffic enforcement campaigns: “Click It or Ticket” and “Drive Hammered, Get Nailed”.
- Conducted “Bank Robbery Response” training with local banks.
- Conducted “Shoplifting Prevention” training with local retail.
- Initiated commercial burglary education and crime prevention campaign in response to crimes committed against local businesses.
- Identified topics for the City’s publications for “Police Corner”.
- Identified topics and contributed articles for Woodinville High School newsletter.

- Supported the School Resource Officer (SRO) program at Woodinville High, Leota Jr. High, and Timbercrest Jr. High schools.
- Conducted “Party Patrol” at the end of school year to enforce underage drinking laws and reduce the number injury accidents related to drinking.
- Conducted “Back to School” patrol emphasis at schools to enforce speeding in school zone laws and remind drivers and pedestrians the importance of traffic safety in school zones.
- Participated in the Driving under the Influence (DUI) simulation with the Woodinville Fire & Life Safety District to demonstrate to high school students the dangers of drinking and driving.

## 2007-2008 Goals

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- Reduce calls for service through effective staff levels and crime prevention.
- Explore opportunities for local youth to participate in anti-drug education campaigns.
- Support the Emergency Preparedness Commission as necessary.
- Continue School Resource Program to remain a positive influence on Woodinville youth.
- Continue use of bicycle and foot patrol to strengthen Community Policing Strategies and connect on a personal level with citizens.
- Continue support of community policing philosophies and encourage partnerships, problem-solving and crime prevention and engage citizenry in the following:
  - Landlord-Tenant education
  - Internet Safety
  - House (Vacation) Check program.
  - False Alarm and Alarm public education.
  - Child Identification Kits.
  - Block Watch/Operation Identification program.
  - Bicycle Registration program.
- Continue ASAP and Advanced Hostage Rescue programs.
- Continue to collaborate with Public Works Department on neighborhood traffic calming and enforcement.
- Participate with City of Shoreline, City of Kenmore and KCSO in the annual Citizens Academy and provide instruction.
- Increase safety enforcement around school zones.
- Continue to improve the communications link with King County and the Information Reporting Investigation System (IRIS) program allowing access to current crime trend data, crime bulletins and repeat call data.
- Continue the Field Training Officer (FTO) program in Woodinville utilizing expertise and experience of City Officers to train new recruits for KCSO.
- Enhance police presence with the business community through participation in community events, personalized contact and crime investigation.

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**Law Enforcement  
Department Summary**

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	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
Supplies	\$7,585	\$8,427	\$7,145	\$11,290	\$10,790
Services	\$6,961	\$10,003	\$55,276	\$16,150	\$16,150
Intergovernmental	\$1,536,089	\$1,560,589	\$1,799,242	\$1,990,969	\$2,083,781
Capital Outlay	\$1,935	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$1,552,570</b>	<b>\$1,579,019</b>	<b>\$1,861,663</b>	<b>\$2,018,409</b>	<b>\$2,110,721</b>

**LAW ENFORCEMENT**

001  
050

**Expenditure Detail**

		<u>2007</u>	<u>2008</u>
<i>Supplies</i>			
521.10.31.31	Office/Operating Supplies	\$965	\$965
521.10.35.00	Small Tools/Minor Equipment	\$7,325	\$6,825
521.10.36.00	Misc/Public Safety Grants	\$3,000	\$3,000
	<b>Total Supplies</b>	<b>\$11,290</b>	<b>\$10,790</b>
 <i>Other Services and Charges</i>			
521.10.41.00	Professional Services	\$2,350	\$2,350
521.10.42.00	Communication	\$4,000	\$4,000
521.10.43.00	Travel	\$1,700	\$1,700
521.10.45.00	Operating Rentals	\$470	\$470
521.10.48.00	Repairs	\$490	\$490
521.10.49.10	Education/Training	\$6,000	\$6,000
521.10.49.20	Miscellaneous	\$1,140	\$1,140
	<b>Total Other Services &amp; Charges</b>	<b>\$16,150</b>	<b>\$16,150</b>
 <i>Intergovernmental &amp; Interfund</i>			
521.10.51.00	Intergovernmental Services	<b>\$1,990,969</b>	<b>\$2,083,781</b>
	<b>Total Intergov &amp; Interfund</b>		
	 <b>DEPARTMENT TOTAL</b>	 <b><u>\$2,018,409</u></b>	 <b><u>\$2,110,721</u></b>



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# Public Works - Engineering

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Engineering is a division of the Public Works Department that provides services in the area of transportation, surface water, environmental planning, capital improvements within the public right of way, and administration for all divisions of Public Works. The other divisions of Public Works include Surface Water Management, Street Fund, and Capital Improvements. The primary functions of the Engineering division are:

- ◆ Administration
  - Contract administration
  - Budget management
  - Personnel
- ◆ Engineering
  - In-house design
  - CIP and non-CIP studies and analysis
  - Inter-department support services
- ◆ Transportation System Planning
  - Short and Long range systems planning
  - Traffic modeling
  - Inter-agency coordination
- ◆ Capital Project Management
  - Seek funding opportunities
  - Design and construction management
- ◆ Surface Water Management
  - Drainage requirements/regulations
  - Code review and modification
  - Environmental permitting for CIP and maintenance projects
  - Interagency coordination
  - Support enforcement
- ◆ Private Development
  - Permit submittal review
  - Site construction inspection/monitoring
- ◆ Utility and Railroad Coordination
  - Right-of-way permitting review
  - Contact and coordination with Capital Improvement Projects
  - Mitigation management
  - City Standards enforcement

## **All Division Positions in Public Works**

### **Administration:**

Public Works Director  
Senior Administrative Assistant  
Administrative Assistant (.5 FTE)

### **Engineering, Utility & RR Coordination:**

Field Engineer  
Engineering Technician  
Interns

### **Transportation Planning:**

Transportation Planner (.5 FTE)

### **Capital Project Management:**

Senior Engineer/Project Manager  
Engineer I (TLE)  
Engineering Technician (TLE)

### **Surface Water Management:**

Senior Engineer  
Environmental Planner (.5 FTE)

### **Maintenance & Operations:**

Maintenance Supervisor  
Maintenance Worker III  
Maintenance Worker II (2)  
Maintenance Worker I  
Seasonal Maintenance Workers (average 7-10/year)

### **Development Services:**

Civil Plans Examiner  
Civil Site Field Inspector

- ♦ Recycling Programs Coordination and Management
  - Spring and Fall collection events
  - Spring wood debris chipping event
  - Education and promotions
  - Rain Barrel & Compost Bin distribution
  - Car Washing kits
- ♦ Solid Waste
  - Regional Policy development
  - Interagency Coordination
  - Customer/Service Provide coordination
- ♦ Maintenance and Operations
  - Street and storm systems
  - Short and long range strategies (i.e. Shop Facility, budgeting)
  - Needs Studies (i.e. equipment, labor force, Level of Service)
  - Special events traffic planning and management

## 2005-06 Accomplishments

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### Staff Highlights

- Re-organized department.
  - Created new positions within existing budget
    - Engineer Technician
    - Administrative Assistant
  - Eliminated a senior level engineer staff position
  - Created Term Limited position classification
    - Engineer I
    - Project Technician
- Hired the following staff:
  - Project Manager (replacement)
  - Engineer Technician (new position)
  - Administrative Assistant (new position - part time)
- Hired four Seasonal Maintenance Workers to provide services in landscaping, routine maintenance, special projects, and assistance to the Parks Department for special tasks.
- Incorporated Civil Site Engineering and Inspection staff into Public Works Department as part of the Development Services plan.
- Continued the Engineering Intern program.
  - Four interns funded through Capital Improvement Plan (CIP) dollars to assist with design and construction.
  - Two interns funded under Streets and Surface Water to provide support to staff.
- Senior Administrative Assistant continued to perform recycling program in-house.
- Provided representation on the following:
  - *City Committees:* Emergency Management Task Force, Computer Committee, Customer Service Team, Wellness Committee, Contract Committee, Employee Safety Committee, Public Works Committee, Employees' Committee, Records

- Management Committee, Salmon Task Force, City's Special Events Committees, Technical Review Committee (TRC), Sammamish Relief Committee
- *Other Associations:* Eastside Transportation Partnership, WSDOT Eastside Coordination Group, Derby Group, Chamber of Commerce Board of Directors, SeaShore Transportation Forum, Puget Sound Regional Council (PRSC) Regional Technical Forum, King County Municipal Solid Waste Management Advisory Committee (MSWMAC), King County Inter-jurisdictional Technical Staff Group (ITSG)

#### Department/Project Highlights

- Prepared and adopted the City's first Small Neighborhood Action Program (SNAP).
- Implemented the adopted Traffic Impact Fee model.
- Continued support of planter tub clusters along NE 175<sup>th</sup> Street with excellent results.
- Supported development of the City's Non-Motorized Transportation Plan which included coordinated efforts from Community Development and Parks & Recreation Departments and respective commissions.
- Completed habitat planting along stream corridors.
- Incorporated the Downtown-Little Bear Creek Master Plan land use into the transportation model and demonstrated model to City Council.
- Continued recycling programs using in-house staff (vs. contracted services); resulting in more services with less cost.

#### Capital Projects

- Completed construction the falling phases of the Bottle Neck Relief Project (BNRP) project (CIP Project No. RO-27A).
  - North Wall section
  - North Leg - two new additional lanes
  - Sound Transit flyer stops - west ramps and splitter island
- Re-scoped SR 202 (BNRP) project to remove trestle.
- Began design for the south-east leg of the BNRP (RO-27B).
- Incorporated the design for improvement for NE 175<sup>th</sup>/SR 202 intersection into the BNRP southeast leg (CIP Project No. I-14).
- Completed design of the SR 522-NE 195<sup>th</sup> off ramp improvement (CIP Project No. RM-15A).
- Completed design for the Wood-Sno/195<sup>th</sup> intersection improvement.
- Completed design work for the underground placement of overhead lines along Little Bear Creek Parkway (CIP Project No. RM-16A).
- Completed pavement overlay of Little Bear Creek Parkway including widening for shoulder and eastbound right turn pocket (CIP Project No. RM-16E/W).
- Completed design of the Hollywood Hill Roundabouts (CIP Project No. I-8).
- Began design work for Woodin Creek siltation control pond at Reinwood Division 1 (CIP No. SWM-16).
- Completed design concept layout with estimates for the Garden Way and NE 178<sup>th</sup> Street Grid Road.
- Completed design concept layout with estimates for the NE 178<sup>th</sup> Street grid road (as part of Transit Oriented Housing Development proposal).
- Completed upgrade project for the North Woodinville Way (195<sup>th</sup>) rail road crossing.

- Completed design for the SR 202/127<sup>th</sup> intersection. Pending approval action from BNSF.
- Began design work for the Sammamish Bridge Replacement Project.
- Completed 124<sup>th</sup> Avenue NE design and pavement overlay.
- Secured the following funds:
  - BNRP \$3.8m - Transportation Improvement Board (TIB)
  - SBRP \$2.5m - Freight Mobility Strategic Improvement Board (FMSIB)
  - SBRP \$1.38m - 2005 Federal Transportation Act (SAFETY-LU)
  - TRIP \$2.1m - Transportation Improvement Board (TIB)
- Implemented SNAP projects:
  - Reinwood I entrance - safety improvement
  - Winchester Hills Traffic Calming Device
  - NE 195<sup>th</sup> Street Traffic Calming Device
  - 124<sup>th</sup> Avenue NE Pole Mounted Speed Awareness Monitor
- 124<sup>th</sup> NE Storm Diversion improvement.

#### *Non-Capital Projects*

- Adopted traffic impact fee ordinance to provide for new development traffic capacity mitigations.
- Continued habitat planting and maintenance along stream corridors.
- Performed a transportation model analysis for the 6-Year Transportation Improvement Plan (TIP).
- Updated traffic model for DTMP with alternatives for 2022 to analyze grid roads.
- Implemented improvement to provide sanitation, power, water and access for temporary homeless encampment.
- Contracted, laid out, and implemented Wayfinding signs program.
- Assisted in the development of the Non-motorized plan.
- Developed and implemented a Development Review process and program.
- Initiated BNSF regional coordination process.

#### **Community Outreach, Education, and Involvement**

- Coordinated Spring and Fall recycling collection events.
- Coordinated joint public education events with Woodinville Water District with promotional material and supplies for recycling including compost bins.
- Held Open House for the following:
  - BNRP North Leg and ST project
  - Hill Top Woodinville-Duvall Road Right of Way Vacation
  - Grid Roads
  - Concurrency plan development
- Participated in neighborhood traffic safety meetings including Reinwood Division 1, Winchester, Falcon Ridge, NE 195<sup>th</sup> Street, and Lake Leota.
- Participated in the Regional Salmon Watcher Program.
- Participated in the annual Sammamish Releaf and Earth/Arbor Day events.
- Represented City with the Chamber of Commerce, attending functions, making presentations on Capital Projects and other traffic related items, and coordination for support on City project efforts.
- Public Works Director was guest speaker at Community Colleges on Public Works and local government operations.

## 2007-2008 Goals

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- Construct the Tourist-District Roundabout Improvement Project (CIP Project No. I-8).
- Coordinate with WSDOT for the construction of the SR 522/195<sup>th</sup> On Ramp project.
- Begin construction of the 127<sup>th</sup>/SR 202 interim traffic signal improvement (CIP Project No. I-6).
- Seek opportunities for stream corridor protection acquisition along Little Bear Creek corridor (CIP Project No. SWM-8).
- Complete design and construction of the Southeast Leg of BNRP (CIP Project No. RM-15).
- Complete design and construction of the NE 171<sup>st</sup> Street Regional Storm Drainage Improvement Project.
- Adopt Surface Water Management Comprehensive Plan.
- Pursue efforts with Redmond, King County, Kirkland, TIB, WSDOT for consideration of a Route Jurisdictional Transfer (RJT) for SR 202 or other methods to improve local control.
- Develop alternative and design for the SBRP project. This will also include a full funding strategy.
- Seek partnership with residential community for SNAP projects.
- Work with Feds on consolidation of Fed allocated dollars to 124<sup>th</sup> Avenue for possible pedestrian safety improvements.
- Construct siltation control system for Woodin Creek.
- Prepare and adopt Transportation Concurrency Ordinance.
- Prepare and adopt Roadside Vegetation Ordinance.
- Adopt Pavement Management System update.

## Engineering Department Summary

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$187,815	\$153,911	\$173,808	\$439,706	\$468,140
Benefits	\$50,607	\$47,118	\$36,090	\$126,249	\$139,876
Supplies	\$16,219	\$21,196	\$13,197	\$18,810	\$19,510
Services	\$26,351	\$21,065	\$26,563	\$60,580	\$60,395
Capital Outlay	\$9,660	\$0	\$0	\$4,700	\$0
Intergovernmental	\$4,261	\$4,380	\$14,550	\$32,800	\$32,800
Interfund Payments	\$1,687	\$1,703	\$1,721	\$9,490	\$9,587
<b>Department Total</b>	<b>\$296,600</b>	<b>\$249,373</b>	<b>\$265,929</b>	<b>\$692,335</b>	<b>\$730,309</b>

Position Summary	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Public Works Director	0.5	0.5	0.5	0.5	0.5
Senior Admin Assistant	0.5	0.5	0.5	0.5	0.5
Admin Assistant	0	0	0.2	0.2	0.2
City Engineer	0.5	0.5	0	0	0
Senior Engineer	0.95	0.95	1.5	1.5	1.5
Engineering Tech	0	0	0.4	0.4	0.4
Field Engineer	0.25	0.25	0.25	0.4	0.4
Engineer (TLE)	0	0	1	1	1
Engineering Tech (TLE)	0	0	1	1	1
Tran/Env Planner	0.5	0.5	0.5	0.3	0.3
Civil Plans Examiner	0	0	0.8	0.8	0.8
Civil Site Field Inspector	0	0	0.8	0.8	0.8
<b>Position Totals</b>	<b>3.2</b>	<b>3.2</b>	<b>7.45</b>	<b>7.4</b>	<b>7.4</b>

	Hours	Hours	Hours	Hours	Hours
Interns	1164	1164	1164	1164	1164

ENGINEERING

001  
060

Expenditure Detail

		2007	2008
<b>Salaries and Wages</b>			
532.10.11.00	Salaries	\$505,859	\$537,005
	Transfer to CIP	(\$66,153)	(\$68,865)
	<b>Net Salaries and Wages</b>	<b>\$439,706</b>	<b>\$468,140</b>
<b>Personnel Benefits</b>			
532.10.21.00	Benefits	\$146,096	\$160,537
	Transfer to CIP	(\$19,847)	(\$20,661)
	<b>Net Personnel Benefits</b>	<b>\$126,249</b>	<b>\$139,876</b>
<b>Supplies</b>			
532.10.31.31	Office/Operating Supplies	\$3,070	\$3,070
532.10.35.00	Small Tools/Minor Equipment	\$15,740	\$16,440
	<b>Total Supplies</b>	<b>\$18,810</b>	<b>\$19,510</b>
<b>Other Services and Charges</b>			
532.10.41.00	Professional Services	\$45,000	\$45,000
532.10.42.00	Communication	\$5,540	\$5,540
532.10.43.00	Travel	\$700	\$700
532.10.44.00	Advertising	\$3,100	\$3,100
532.10.48.00	Repairs and Maintenance	\$800	\$800
532.10.49.10	Education/Training	\$3,580	\$3,580
532.10.49.20	Miscellaneous	\$1,860	\$1,675
	<b>Total Services and Charges</b>	<b>\$60,580</b>	<b>\$60,395</b>
532.10.51.00	<b>Intergovernmental</b>	<b>\$32,800</b>	<b>\$32,800</b>
532.10.95.00	<b>Interfund</b>	<b>\$9,490</b>	<b>\$9,587</b>
594.32.64.00	<b>Capital Outlay</b>	<b>\$4,700</b>	<b>\$0</b>
		<b>\$692,335</b>	<b>\$730,309</b>



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# Parks and Recreation Department

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The mission of the Woodinville Parks & Recreation Department is to enrich the quality of life for the citizens of Woodinville by promoting healthy living, civic responsibility, recreational opportunities, community involvement and stewardship of natural resources.

Using the vision created in the City's Parks, Recreation, and Open Space Plan and Five Year Recreation Plan, the Parks and Recreation staff develops and maintains a network of outstanding facilities and programs serving current citizens and accommodating future growth. In addition, the staff works to develop community partnerships, education, leadership, training, and volunteer programs in an effort to provide citizens with the greatest possible range of parks and recreation benefits.

## Carol Edwards Center Operations

- Operate Carol Edwards Center to make the best community use of the existing facility to serve the Woodinville Senior Center, recreation programs and activities for parents, toddlers, and youth; teen lounge, and family and adult programs. Provide a mix of cultural, civic, and recreational activities and special events to build community and create a sense of place for current and future Woodinville families.
- Plan and execute physical renovations and programmatic changes that respond to existing community needs and prepare for changes and growth in the community.
- Collect and analyze data, surveys, and customer feedback to determine program focus, adjust to changes in demographics, direct effective marketing strategies/resources, and respond to emerging trends.

## Recreation Programming

- Create and implement recreation programs, events, and activities for varied ages, interests, and abilities in response to community interest and demographic trends.

## Parks Maintenance

- Plan, develop, operate, and maintain all City-owned park and open space properties.
- Engage citizens in stewardship of publicly owned facilities through mentorship of scouts and other youth groups, volunteer projects, and active daily management of facilities.

### Parks & Recreation Department Positions

P&R Department Director

#### **Parks Division:**

Parks Maintenance Supervisor  
Parks Maintenance Worker II  
Senior Administrative Assistant  
Seasonal Maintenance Workers (based upon hours/funding, average 5/year)

#### **Recreation Division:**

Recreation Supervisor  
Recreation Coordinator  
Administrative Assistant  
Recreation Program Technician  
Temporary Recreation Staff  
Recreation Assistants (6)  
Preschool Instructor (1)

### **Park Facility Rental & Reservations**

- Coordinate reservations and rentals of city facilities, sports fields and equipment for use by the community. Create policies that ensure access and pricing that follows Council guidelines.

### **Public Outreach**

- Engage the community in the stewardship of parks and recreation facilities and programs by providing venues, opportunities, challenges, and rewards. Solicit community feedback on existing programs and facilities and seek out public input on future needs as part of long range park planning.
- Engage local businesses in enhancing the quality of life for the community through sponsorships, donations, in-kind contributions, and support of volunteer activities.

### **Park Planning**

- Collect and analyze data necessary to ensure that the park and recreation system is meeting current demand, regional and national standards, and is poised to meet future demand as the City grows.
- Assist developers and citizens through the technical review process with respect to recreation facilities and park opportunities; review projects for park impacts, and administers park impact fees.
- Assist neighborhoods in the development and implementation of Small Neighborhood Action Project (SNAP) proposals.
- Coordinate landscaping and recreational amenities for City projects.

### **City Event Management**

- Manage the City's major community events, including: Woodinville Light Festival, Harvest Festival, Fitness Fest, Cityhood Celebration & Community Art Show (part of Celebrate Woodinville), and the Summer Concerts Series and Theater in the Park.
- Partner with the Woodinville Chamber of Commerce on expanding the October Harvest Festival Event, and soliciting their experience and support in enhancing existing events for promotion of tourism and Woodinville Character.
- Regulate private special events and assist the private sector in promoting safe and enjoyable events that complement community life through the Special Event permitting process.

### **Public Art Program**

- Manage the Public Art Program to enhance enjoyment of Woodinville's public spaces, public appreciation for art, and tourism.
- Coordinate and support the Parks and Recreation Commission and Public Arts Advisory Committee.
- Coordinate the Wilmot Gateway Park Brick & Tile Sales Program, partnerships for the arts, and donations.

## 2005 - 2006 Accomplishments

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### Staff Highlights

- Staffing levels:
  - Hired recreation staff to support expanded programs and CEC operations.
  - Hired 5 non-regular employees for parks maintenance duties.
- Shifted ELL instruction under Human Services under Center for Human Resources. Program now implemented at the Carol Edwards Center by Northshore Family Center.
- Recertified 5 staff in CPR, First Aid, and AED.
- Staff Development:
  - Recreation Technician attended Washington Recreation and Parks Association Conference.
  - Four Recreation Staff attended WCIA Special Events Risk Management Training.
  - Three Staff attended the National Parks & Recreation Congress held in Seattle.
  - Recreation Coordinator to attend the Athletic Business Conference in Nevada in November.
  - Preschool Teacher received her Washington State Training & Registry System (S.T.A.R.S) Certification in basic child care training.
  - In order to meet growing demand for Special Olympic Programs, 2 staff received sport specific Coaching Certifications in bowling and basketball.
  - Received various training such as: First Aid, Noxious Weed Identification, Blood Borne Pathogens, C.E.R.T. Training, Meth. Training, Special Event - Risk Management, Tenant/User Special Event Training, Contracts/Insurance Training, Computer Training, OSHA Approved Tree Felling, and Athletic Field Institute.
- Utilized a local Woodinville High School sophomore to assist with special events and summer camp programs to complete her culminating project as required by the Northshore School District.
- Provided representation to:
  - *City Committees:* Special Events Permit Review Committee (Lead), Human Service Review Panel, E-Government Planning/Project Team, E-Government Implementation Team, Class Software Implementation Team, Employee Benefits Committee, Computer Committee, Municipal Employee Benefit Trust, Customer Service Team, Wellness Committee, Contracts Committee, Records Management Team, Safety Committee, Employees Committee, Accident Review Board, Technical Review Committee.
  - *Other Associations:* King County Resource Managers Committee, E-Government Alliance Project, Planning and Implementation Team Committees, Metropolitan Seattle Waterfowl Management Committee, Parks & Recreation Service Area (PRSA) Aquatics Study Committee, Seattle/King County Parks and Recreation Directors, WRPA Facility Section Committee, WRPA Park Resources Section Committee, Northshore-Shoreline Community Network, Northshore Community Services Consortium, Assisted Washington State Interagency Committee for Outdoor Recreation with technical review of statewide park grant proposals.

## **Project/Department Highlights**

### ***Parks Division***

- **Rotary Community Park**
  - Completed Phase II and began Phase III with coordination of contractor and volunteer boardwalk construction.
- **Public Art Program**
  - Coordinated the “Artist of the Month” Program, a component of the Rotating Art Program.
  - Accepted a donation of “Orange Wheels” quilt for City Hall.
  - Coordinated two Public Arts Fund Benefit Concerts at Rotary Community Park.
  - Held Woodinville Photo Contest.
  - Partnered with the Woodinville Garden Club for permanent installation of bronze sculpture “The Gardener” by Georgia Gerber at DeYoung Park.
  - Began working with local businesses to display art at their establishment for public viewing.
  - Sponsored a call for artists for Sammamish River Pedestrian Bridge artwork; managed the public input on proposals, and installed the “Dragon Flies” sculpture.
  - Began pursuing the purchase of a permanent sculpture for a location on the South By-Pass.
  - Partnered with Facilities Division to purchase new artistic bike rack for City Hall.
  - Coordinated performing arts entertainment for the Cityhood Celebration during Celebrate Woodinville.
- **Master Planning**
  - Completed the draft Carol Edwards Center Business Plan and presented it to City Council.
  - Forwarded a revised Park Impact Fee ordinance to City Council for adoption.
  - Completed an update of the Parks, Recreation and Open Space Plan which was adopted in 2005.
  - Sought opportunities for land banking and reviewed potential acquisitions.
  - Completed a Non-Motorized Transportation Plan which was adopted by City Council in 2005.
- **Other Highlights**
  - Participated as member city in the development of the Northshore Parks and Recreation Service Area’s Aquatic Needs Study.
  - Continued sales and engraving of bricks and tiles at Wilmot Gateway Park.
  - Collaborated with other departments on the planning and implementation of Sammamish ReLeaf.
  - Coordinated various volunteer projects including native restoration and trail clearing projects at Rotary Community Park.
  - Provided design and oversight to scout projects such as renovating Greenbrier Open Space trail and native plant restoration at Rotary Community Park.

- Assisted Community Development Department with the design, purchasing of materials, and site management of the Arbor Day project.
- Continued beautification program through seasonal plantings throughout the City.
- Planted approximately 30,000 bulbs donated by Home Depot with the help of staff and volunteers.
- Parks and Recreation Commission approved two Parks SNAP projects.
- Provided logistic support to City sponsored events such as Celebrate Woodinville, Arbor Day, Fourth of July, Summer Concert Series, Public Art Benefit Concerts, Sammamish ReLeaf, and Light Festival.
- Launched graffiti removal contract at City facilities for quick and thorough response to graffiti vandalism.

### *Recreation Division*

- Launched Recreation Preschool (2 day/wk) program. Program filled within first 2 weeks of registration (with waitlists.) Program will run thru the school year.
- Completed full year of Teens Teaching Seniors Computers. Wait lists for this program still occurring showing continued demand for seniors now looking to learn computer skills.
- Toddler and Tikes Programming is growing and has had a 47% increase in revenue over last year.
- Specialized Recreation Programs continued to expand and grow in popularity (31% growth.) The addition of a Holiday Dance was added this year in order to meet the social needs of this growing specialized group.
- Birthday Party Package program continued to attract new customers and average about 3-5 parties held monthly. New Teen Party Packages were marketed in response to parents indicating need to have a space to host their teens and friends in a setting other than their home.
- Adult Fitness Classes continued to grow (Yoga, and Jazzercise.) Tai Chi program was launched in September 2006.
- Greenbrier Community Center was host to Family Special Events that revolved around themes such as: Summer Safety, Nature, and the Fitness.
- After School Program grew to 14 participants at Greenbrier Community Center. This program is offered by Northshore Family Center. Staff and multi-lingual volunteers provided snacks and worked with children on study skills, tutoring, and arts & crafts. Program helped to address “the latch-key kid” problems may families face. Program is free and was offered 2 days/week from 3:30-5:30pm.
- Exceeded Projected Yearly Revenue Goals for 2006 in program fees, facility rental, field rentals, and park shelter rentals in August.
- Renamed the Woodinville Community Center to the Carol Edwards Center in June 2006, and celebrated this naming with the Fitness Fest Event. This event was received well by local fitness and health organizations and those people that attended. Expansion of this event will occur in 2007, to highlight the City’s commitment to promoting health and fitness within the Woodinville Community.

- Rental Activity and usage continued to grow at the Carol Edwards Center showing a 18% growth in revenue from 2005. The Carol Edwards Center hosted Costco employee training, Costco job interviews, Wendy's interviews, Coldstone Creamery employee interviews and training, Stevens Pass training and job interviews, Lifeline Health Screenings, Advocacy Environmental Group training, Teaching Parent Association meetings, Lego Club, Eastside Moms activities, and monthly meetings of the Koi Society.

### **Community Outreach, Education, and Involvement**

- Hosted Community Center Open House and Community Art Show in conjunction with Celebrate Woodinville. A Tourwest Grant (Washington State Arts Grant) was received that enabled the City to offer a Roots of Hip Hop workshop, assembly at Timbercrest Junior High, and provided 200 free tickets to Woodinville youth to attend the evening production at the new Northshore Performing Arts Center.
- Formed the Old Woodinville School Taskforce to develop citizen recommendations for Parks and Recreation Commission and Council regarding the development of the school house on NE 175<sup>th</sup> Street.
- Formed the Carol Edwards Loop Taskforce to seek public involvement in the non-sports elements of the City Sports Fields project. Assisted in grant writing that resulted in a \$15,000 grant from Starbuck Coffee Company toward the implementation of the Carol Edwards Loop.
- Hosted volunteer projects for Rotary Community Park Phase III trail building.
- Received \$35,000 of a \$90,000 pledged donation from the Woodinville Rotary Club for Rotary Community Park.
- Received \$6,000 Title Sponsorship by Cosi Restaurant for the Summer Concert Series.
- Received a \$155,000 pledge toward renovation of the Carol Edwards Center multi-purpose room from the Woodinville Rotary Club and Banner Bank.
- Hosted workshops and Commission meetings focused on determining the proper phasing and funding of the improvements on the Carol Edwards Center and the City Sports Fields.
- Received notification of award of grant from the State of Washington for the City Sports Field Renovation. Project was rated No. 6 in the state among hundreds of competing projects.
- Published three Recreation Guides for distribution to homes in 98072 and 98077 zip codes and posted document to public website.
- Supported Public Arts Advisory Committee teen concert fundraiser at Rotary Community Park raising over \$500 for public art.

## 2007-2008 Goals

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- Sustain quality and revenue in Recreation Programming and rentals while under remodel of the community center.
- Work with E-Gov Alliance cities to enhance the MyParksAndRecreation.com site to include facility availability and special event search capabilities by the end of 2007.
- Expand Birthday Party Programs by 15% by enhancing existing marketing efforts.
- Expand day camps to full day camp to respond to parent request for full day enrichment and recreation focused summer care for children.
- Expand Specialized Recreation Programs to include programming outside of the typical Special Olympics sports season schedule.
- Stabilize School's Out! Program enrollment to foster consistency in programming.
- Expand Preschool Program to 4/day in Fall to help meet customer demand.
- Expand Summer T-Ball League to meet growing demand and service waitlists that occurred in 2006 summer season.
- Establish a comprehensive basketball curriculum in Tikes Sports program.
- Establish two new Family Programs to attract and retain family participation at the Carol Edwards Center.
- Establish consistency in volunteer support of recreation programs to supplement staffing.
- Investigate options to address higher need/subsidy programs (e.g. teens, specialized recreation) while meeting projected revenue goals.
- Conduct fee study to revisit Council priorities and set guidelines for staff.
- Expand efforts to meet human resource needs using city staff, facilities, and resources as an alternative to funding regional providers.
- Increase efforts to procure private donations for park funding through Northwest Parks Foundation Safety Net.
- Continue to promote the public art program with support from Public Arts Advisory Committee. Purchase additional artwork and partner with local businesses to increase public art in the downtown corridor and tourist district.
- Continue the Wilmot Gateway Park brick and tile sales program.
- Expand Public Arts Advisory Committee efforts to including performing arts by partnering with Woodinville performing arts groups.
- Design, print and distribute City-wide Art Walk brochure.

## Parks and Recreation Department Summary

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$561,436	\$572,108	\$617,086	\$616,507	\$648,150
Benefits	\$130,250	\$135,786	\$150,064	\$173,676	\$190,114
Supplies	\$63,712	\$66,297	\$72,509	\$91,928	\$78,255
Services	\$150,655	\$189,944	\$191,000	\$326,305	\$328,465
Capital Outlay	\$5,000	\$7,466	\$6,920	\$22,500	\$15,000
Intergovernmental	\$9,715	\$8,856	\$2,982	\$13,800	\$13,950
Interfund Payments	\$10,299	\$10,391	\$10,501	\$15,780	\$15,894
<b>Department Total</b>	<b>\$931,067</b>	<b>\$990,848</b>	<b>\$1,051,062</b>	<b>\$1,260,496</b>	<b>\$1,289,826</b>

<b>Position Summary</b>	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Parks & Rec Director	1	1	1	1	1
Recreation Supervisor	1	1	1	1	1
Park Planner	0.5	0.5	0	0	0
Recreation Coordinator	1	1	1	1	1
Senior Admin Assistant	1	1	1	1	1
Recreation Prog Tech	0.75	0.75	0.75	0.75	0.75
Admin Assistant	1	1	1	1	1
Parks Maint. Supervisor	1	1	1	1	1
Maintenance Worker II	1	1	1	1	1
Maintenance Worker I	0	0	0	0	0
<b>Position Totals</b>	<b>8.25</b>	<b>8.25</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>

	Hours	Hours	Hours	Hours	Hours
Instructors/Office Help	3108	4037	4037	4037	4037
Seasonals (Parks)	5510	5510	5510	5510	5510

PARKS

001		Expenditure Detail	
080		2007	2008
	<i>Salaries and Wages</i>		
576.30.11	Salaries	\$327,950	\$345,408
	<i>Personnel Benefits</i>		
576.30.21	Benefits	\$96,457	\$105,657
	<i>Supplies</i>		
576.30.31.32	Operating Supplies	\$36,665	\$36,675
576.30.35.00	Small Tools/Minor Equipment	\$18,100	\$5,100
576.30.36.00	Miscellaneous	\$500	\$500
	<i>Total Supplies</i>	<b>\$55,265</b>	<b>\$42,275</b>
	<i>Other Services and Charges</i>		
576.30.41.00	Professional Services	\$36,650	\$27,800
576.30.42.00	Communication	\$6,750	\$6,750
576.30.43.00	Travel	\$2,350	\$2,335
576.30.44.00	Advertising	\$750	\$750
576.30.45.00	Operating Rentals	\$4,000	\$4,150
576.30.47.00	Utility Services	\$36,000	\$37,500
576.30.48.00	Repairs and Maintenance	\$17,150	\$17,550
576.30.49.10	Education/Training	\$4,150	\$2,870
576.30.49.20	Miscellaneous	\$1,800	\$1,800
576.30.49.30	Printing	\$4,500	\$2,500
	<i>Total Other Services and Charges</i>	<b>\$114,100</b>	<b>\$104,005</b>
576.30.51.00	<i>Intergovernmental Professional Services</i>	<b>\$6,400</b>	<b>\$6,450</b>
576.30.95.00	<i>Interfund Payments for Service</i>	<b>\$14,015</b>	<b>\$14,110</b>
594.76.64.00	<i>Capital Outlays</i>	<b>\$22,500</b>	<b>\$15,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$636,687</b>	<b>\$632,904</b>

RECREATION

001  
080

Expenditure Detail

		2007	2008
	<b>Salaries and Wages</b>		
574.20.11.00	Salaries	\$288,557	\$302,742
	<b>Personnel Benefits</b>		
574.20.21.00	Benefits	\$77,218	\$84,457
	<b>Supplies</b>		
574.20.31.31	Office/Operating Supplies	\$19,543	\$21,830
574.20.35.00	Small Tools/Minor Equipment	\$16,670	\$13,700
574.20.36.00	Miscellaneous	\$450	\$450
	<b>Total Supplies</b>	<b>\$36,663</b>	<b>\$35,980</b>
	<b>Other Services and Charges</b>		
574.20.41.00	Professional Services	\$149,550	\$162,700
574.20.42.00	Communication	\$11,000	\$11,700
574.20.43.00	Travel	\$2,400	\$2,500
574.20.44.00	Advertising	\$3,700	\$4,700
574.20.45.00	Operating Rentals	\$18,400	\$14,100
574.20.48.00	Repairs and Maintenance	\$1,300	\$1,300
574.20.49.10	Education/Training	\$1,005	\$1,530
574.20.49.20	Miscellaneous	\$1,250	\$1,170
574.20.49.21	Bank Fees	\$2,300	\$2,800
574.20.49.30	Printing	\$21,300	\$21,960
	<b>Total Other Services and Charges</b>	<b>\$212,205</b>	<b>\$224,460</b>
574.20.51.00	<b>Intergovernmental</b>	<b>\$7,400</b>	<b>\$7,500</b>
574.20.95.00	<b>Interfund Payments for Service</b>	<b>\$1,766</b>	<b>\$1,784</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$623,809</b>	<b>\$656,923</b>

# Non-Departmental

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The Non-Department Account is used for those expenditures that are not clearly associated with any one department, or are of a general nature. Examples of goods and services that benefit all city departments would include general office supplies, postage and copier maintenance contracts.

This fund also pays for the costs of human services grants, general liability insurance provided by Washington Cities Insurance Authority (WCIA), and intergovernmental costs such as Association of Washington Cities (AWC), Suburban Cities Association (SCA), an operating subsidy for the Northshore pool, and the shared cost of a fire inspector.

The largest expenditures in this fund are transfers for operating subsidies and reserve funds. The three largest transfers are to the Street Fund for maintenance (\$1,482,805), Developmental Services (\$2,274,736) and the Debt Service Fund (\$1,069,154) for debt service on two outstanding councilmanic bonds.

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## Non-Departmental Department Summary

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	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Supplies	\$20,870	\$29,117	\$31,419	\$34,000	\$37,500
Services	\$245,583	\$269,909	\$297,311	\$296,600	\$308,600
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$134,104	\$100,496	\$133,005	\$152,019	\$157,500
Other Financing Uses	\$1,929,365	\$3,498,698	\$1,448,787	\$2,824,820	\$2,819,875
<b>Department Total</b>	<b>\$2,329,922</b>	<b>\$3,898,220</b>	<b>\$1,910,522</b>	<b>\$3,307,439</b>	<b>\$3,323,475</b>

NON DEPARTMENTAL

001  
090

Expenditure Detail

		2007	2008
<b>Supplies</b>			
519.90.31.31	Office/Operating Supplies	\$32,000	\$35,000
519.90.35.00	Small Tools/Minor Equipment	\$2,000	\$2,500
	<b>Total Supplies</b>	<b>\$34,000</b>	<b>\$37,500</b>
<b>Other Services and Charges</b>			
519.90.41.00	Professional Services	\$130,000	\$130,000
519.90.42.00	Communication	\$10,000	\$12,000
519.90.45.00	Operating Rentals	\$2,600	\$2,600
519.90.46.00	Insurance	\$150,000	\$160,000
519.90.48.00	Repairs/Maintenance	\$4,000	\$4,000
	<b>Total Other Services &amp; Charges</b>	<b>\$296,600</b>	<b>\$308,600</b>
519.90.51.00	<b>Intergovernmental</b>	<b>\$152,019</b>	<b>\$157,500</b>
597.00.00.00	<b>Transfers</b>	<b>\$2,824,820</b>	<b>\$2,819,875</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$3,307,439</b>	<b>\$3,323,475</b>



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# Special Revenue Fund – Street Fund

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Street Fund is a division of the Public Works Department that provides services in the area of transportation related engineering and roads maintenance and operations. The primary functions of this division are:

- ♦ Engineering
  - Traffic safety
  - Signal operations
  - Operational review and studies
  - Neighborhood traffic safety/Speed Awareness Monitor Program
  - Average Daily Count (ADT) administration
- ♦ Capital Improvements (non-CIP)
  - Pavement and concrete pedestrian improvements
  - Special projects (i.e. planters, landscape, other departments support)
- ♦ Maintenance and Operations
  - Road maintenance
  - Sign and signal repair and maintenance
  - Street sweeping
  - Vegetation control
  - Pavement markings

## 2005-06 Accomplishments

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### Staff Highlights

The following positions support the functions of the Street Fund: Public Works Maintenance Supervisor, Maintenance Worker II, and three Maintenance Worker I.

- Hired replacement for Maintenance Worker III position.
- Hired four Seasonal Maintenance Workers to provide services in landscaping, routine maintenance, special projects, and assistance to the Parks Department for special tasks.
- Maintenance and advance operation training on the street sweeper.
- Environmental training for performance of street maintenance operations.
- Performed emergency services for a major wind storm and snow event.

### Project Highlights

- Completed development of a new Pavement Management System program.
- Installed Wayfinding Gateway and Directional signs.
- Continued roadside landscaping enhancement program reducing maintenance costs.

- Provided support services to the Parks Department at the Community Center and Rotary Park sites.
- Assisted Parks with construction of WCC plaza space.
- Regraveled 25% of all shoulder areas.
- Installed Traffic Calming Devices in-house as part of SNAP.
- Performed major pavement repairs to NE 171<sup>st</sup> Street.
- Performed sidewalk repairs along 175<sup>th</sup> Street.
- Performed vegetation abatements on public right-of-ways.
- Performed investigations for future shop site.

#### Community Outreach, Education, and Involvement

- Attended neighborhood safety meetings.

#### Department Highlights

- Performed speed awareness program using the speed awareness monitor (SAM) placement throughout neighborhoods and arterial road system.
- Performed in-house traffic counts; current ADT map posted to City website.
- Performed concrete sidewalk repair program using in-house staff.

## 2007-2008 Goals

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#### Non-Capital Projects

- Develop Pavement Management System overlay program strategy.
- Make excellent selections for seasonal Maintenance Workers.
- Implement department filing system.
- Continue in-house shoulder dressing program.
- Continue to improve efficiency of street sweeping program.
- Continue to perform in-house sidewalk repair program.
- Continue to perform roadside mowing with in-house staff.
- Seek opportunities to develop low maintenance improvements for roadside landscaping.

## Streets Department Summary

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$273,909	\$226,884	\$246,679	\$241,903	\$255,069
Benefits	\$76,683	\$70,757	\$64,853	\$78,478	\$86,462
Supplies	\$23,716	\$29,280	\$21,317	\$40,850	\$39,250
Services	\$139,530	\$129,306	\$144,755	\$186,360	\$168,325
Capital Outlay	\$16,971	\$32,630	\$16,006	\$10,200	\$0
Intergovernmental	\$286,140	\$156,812	\$203,920	\$240,000	\$240,000
Interfund Payments	\$28,839	\$28,777	\$31,284	\$42,751	\$34,805
<b>Fund Total</b>	<b>\$845,788</b>	<b>\$674,446</b>	<b>\$728,814</b>	<b>\$840,542</b>	<b>\$823,911</b>

<b>Position Summary</b>	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Public Works Director	0.25	0.25	0.25	0.25	0.25
Senior Admin Assistant	0.25	0.25	0.25	0.25	0.25
Admin Assistant	0	0	0.15	0.15	0.15
City Engineer	0.5	0.5	0	0	0
Senior Engineer	0.25	0.25	0.1	0.1	0.1
Engineering Tech	0	0	0.3	0.3	0.3
Field Engineer	0.5	0.5	0.5	0.3	0.3
Trans/Env Planner	0	0	0	0.35	0.35
Maintenance Supervisor	0.5	0.5	0.5	0.5	0.5
Maintenance Worker I	2	2	1.5	0.5	0.5
Maintenance Worker II	0	0	0.5	1	1
Maintenance Worker III	0	0	0	0.5	0.5
<b>Position Totals</b>	<b>4.25</b>	<b>4.25</b>	<b>4.05</b>	<b>4.2</b>	<b>4.2</b>

	Hours	Hours	Hours	Hours	Hours
Interns	2688	2688	2688	2688	2688
Office Assistant	260	260	260	0	0

## STREETS

101 000		Expenditure Detail	
		2007	2008
<b>Salaries and Wages</b>			
542.30.11.00	Salaries	\$285,288	\$300,233
	Transfer to CIP	(\$43,385)	(\$45,164)
	<b>Net Salaries and Wages</b>	<b>\$241,903</b>	<b>\$255,069</b>
<b>Personnel Benefits</b>			
542.30.21.00	Benefits	\$91,493	\$100,010
	Transfer to CIP	(\$13,015)	(\$13,549)
	<b>Net Personnel Benefits</b>	<b>\$78,478</b>	<b>\$86,462</b>
<b>Supplies</b>			
542.30.31.31	Office/Operating Supplies	\$34,750	\$34,750
542.30.35.00	Small Tools/Minor Equipment	\$6,100	\$4,500
	<b>Total Supplies</b>	<b>\$40,850</b>	<b>\$39,250</b>
<b>Other Services and Charges</b>			
542.30.41.00	Professional Services	\$61,000	\$43,000
542.30.42.00	Communication	\$5,000	\$5,000
542.30.43.00	Travel	\$900	\$900
542.30.44.00	Advertising	\$1,600	\$1,600
542.30.45.00	Operating Rentals	\$4,000	\$4,000
542.30.47.00	Utility Services	\$107,000	\$107,000
542.30.48.00	Repairs and Maintenance	\$3,800	\$3,800
542.30.49.10	Education/Training	\$2,450	\$2,450
542.30.49.20	Miscellaneous	\$610	\$575
	<b>Total Other Svcs and Charges</b>	<b>\$186,360</b>	<b>\$168,325</b>
<b>Intergovernmental</b>			
542.30.51.10	King County Traffic	\$120,000	\$120,000
542.30.51.20	King County Roads	\$120,000	\$120,000
	<b>Total Intergovernmental</b>	<b>\$240,000</b>	<b>\$240,000</b>
542.30.95.00	<b>Interfund</b>	<b>\$42,751</b>	<b>\$34,805</b>
594.42.64.00	<b>Capital Outlay</b>	<b>\$10,200</b>	<b>\$0</b>
	<b>FUND TOTAL</b>	<b>\$840,542</b>	<b>\$823,911</b>

# Development Services Department

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The Development Services Department was formed by merging the Community Development Department and Permit Center to consolidate building and land use permitting functions. This merger included realigning site engineering staff and functions to the Public Works Department. Currently, the new department has 19 employees, a ~ \$2 million annual budget, and is organized into several divisions to support internal and external customer service.

- Long Range Planning,
- Development Administration
- Review and Inspection
- Emergency Management
- Facilities Maintenance

Overall, the department:

- Provides adequate vision for the city council to set strategic planning policies in the City's Comprehensive Plan, adopted in June 1996 in compliance with the state's Growth Management Act (GMA)
- Updates the Comprehensive Plan every 5 years
- Protects the public's health, safety and welfare related to development
- Provides development regulatory authority related to ~\$100 million in new construction,
- Responds to the changes in state and federal codes by adopting regulations and processes
- Inspects site developments and building construction
- Offers public education for construction standards, land use development requirements and other code compliance issues
- Oversees the protection of natural resources, including shorelines
- Participates on city, regional and national committees
- Coordinates economic development
- Coordinates emergency management policies and procedures and maintains federal and state compliance
- Maintains facilities, conducts building repairs, and manages hazardous materials

## DEVELOPMENT SERVICES POSITIONS

Development Services Director  
Senior Administrative Assistant (.9)

### Long Range Planning/Emergency Services:

Long Range Planning Manager & Emergency Mgmt Dir  
Senior Administrative Assistant (.75)  
Senior Planner  
Planner (.75)

### Development Administrative Services:

Permit and Land Use Manager  
Permit Technician I  
Permit Technician II (3)  
Administrative Assistant

### Review and Inspection Services:

Plan Review & Inspection Manager  
Building Plans Examiner  
Building Inspector II  
Planner (Current)  
Planner (Special Projects)

### Facilities:

Maintenance Worker II  
Maintenance Worker I

Coordination and input from Public Works, the Fire Marshal's Office, Parks and Recreation, the Health Department, and other agencies, is essential throughout the City's development services process.

## Long-Range Planning

The process begins in this division, whose primary focus is development, adoption, and updating of the Comprehensive Plan and Master Plans, and the compliance with the

Growth Management Act This division works closely with the city council to establish strategic policies.

#### **Development Administrative Services**

Once the policies have been established, the next step along the process involves an applicant's desire to develop property or build a dream home. He/she would visit the department's front counter to gain enough information to move forward with their project. There are times when an over-the-counter permit can be issued or further information may be required from the applicant. This division also coordinates and administers the Planning Commission, Hearing Examiner, Citizen Panels, and other programs.

#### **Review and Inspection Services**

The applicant should now be ready to submit an application to the Review and Inspection Division, at the department's front counter. Once an application is made, it goes through the process of meeting the planning and engineering requirements of the City, including roads, storm water, critical areas, land use, fire, parks, transportation, and public facilities. At permit approval the customer can begin construction and call for field inspections and ultimately final approval. Once constructed, all existing properties and buildings must continue to conform to the City's regulations.

## 2005-2006 Accomplishments

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#### **Staff Highlights**

- Transferred Long Range Senior Planner to manage the Sustainable Development project.
- Demarche Consulting firm conducted and completed the Development Services Study, including staff survey, and identified future steps and actions.
- Staff maintained a total of more than 20 professional certificates.
- Customer service increased at counter by providing support from two previously separate departments.
- Building Plans Examiner earned Building Official certification, Building Code Official certification, and Plumbing Code Official certification, in addition to Combination Inspector, Commercial Combination Inspector, Electrical Inspector, and Building Inspector certifications.
- Staff Supported:
  - City recognized: Accident Board, Benefits Committee, Computer Committee, Contract Committee, Customer Service Team, Employee's Committee, Mutual Information Sharing System Committee, Planning Commission, Records Management Team, Safety Committee, Technical Review Committee, and Wellness Committee, Permits Plus User Group Committee.
  - Other Associations: E-Government Alliance, MyBuildingPermit.com, International Plumbing Code Council, Washington Association of Building Officials, International Code Council, Association of Permit Technicians,

Associated General Contractors of Washington, International Association of Electrical Inspectors.

- Hired Interim Department Director.

### Department Highlights

During the last several years, trends in numbers of permits have increased significantly from several years ago. They have also continued to increase in complexity. It is assumed that the greater the valuation the more complex the review.

### Permit Review and Inspections

- 2005 "Street of Dreams" 8-lot subdivision construction completed.
- Launched ability for customers to check status of e-permits.
- Remained active member of MyBuildingPermit.com, expanding on-line information for better access to government regulations, services, & code interpretations.
- Reviewed Brightwater project - provided comments to the Hearing Examiner after researching multi-jurisdictional codes, including what state building code seismic design category classifications should apply.
- Oversaw more than 20 consultant contracts.
- Review Highlights:
  - Maintained average building permit issuance of 7.5 days
  - Completed 415 building plan reviews in first 9 months of 2006; Completed 494 in entire year of 2005.
  - Completed 88 civil plan reviews in first 9 months of 2006; Completed 43 in entire 2005
  - Issued 138 Mybuildingpermits.com through July 2006; Issued 104 in entire year of 2005
  - Recorded 4 major plats (Quail Ridge heights, Georgian Heights Phase 3, Norman Court, and Woodinville Village)
  - Recorded 2 short plats (West Cove LLC and Fairfield Beaumont LLC)
  - Processed 16 decisions in first 6 months of 2006 (Building Official Decisions, and Director Interpretations, and Deviations); 47 decisions in 2005
- Permits Issued:
  - Woodinville Village Spine Road Permit
  - Playacom Permits (new mixed use commercial residential development)
  - K & M Automotive
  - Apple Farm Village Temporary Certificate of Occupancy
  - Novelty Hill Winery permits (new winery with production facility and wine tasting room and retail space)
  - Georgian heights Phases IV and V
- Woodinville Business Center worked towards final inspection.
- Approved portion of Woodinville Village Project (new mixed use commercial residential development, 18 acre wine village).
- Completed Wood Trails/Montevallo Plat environmental review; held hearing on Preliminary Plat and rezone.
- Monitored 10 development mitigation sites.
- Mapped and monitored Sammamish Releaf sites.

### **Long Range Planning**

- Sustainable Development Study and R-1 area Moratorium -- Upon City Council direction, a temporary moratorium was placed (Ordinance No. 419) in the City's R-1 zoning for "the receipt and processing of building permit and other land use applications." Staff began a comprehensive environmental study (Sustainable Development Study) of the area to ascertain the level of resource sensitivity and potential impact from development for the City Council to make informed decisions on appropriate development intensity.
- Completed portion of 2006 Annual Docket.
- Shoreline Master Program Update Studies initiated.
- Received \$48,000 Shoreline Master Program grant and utilized \$20,000 in Year 2006.
- Amended code to allow some non-residential uses in the R-zones.
- Participated in Arbor Day, Sammamish Releaf; WRIA 8/Salmon Recovery Program.
- Revised Buildable Lands Report.
- Implemented Development Mitigation Guidelines.
- Updated the Sign Code.
- Completed National Flood Insurance Program compliance.

### **Facilities**

- Modified Council Chambers AV room.
- Safety fenced and gated over compressor units.
- Sanded and stained french doors in Council Chambers.
- Extracted carpets (form of cleaning) 1st and 2nd floor City Hall building.
- Re-painted sidewalk light post.
- Installed security light by sidewalk next to City Hall generator.
- Finished new wall in Carol Edward Center.
- Installed digital light timer, mop sink, and water heater at Carol Edwards Center.
- Provided maintenance and custodial services for 70,000 square feet of structures, with 45,000 square feet in active use.
- Obtained annual asbestos certification.
- Earned Emergency Site Disaster and Construction Safety Certification.
- Provided many facilities repairs and equipment services.

### **Community Outreach, Education, and Involvement**

- Coordinated Technical Review Committees providing a forum for private and public development to interface with City government prior to formal permit application.

## 2007-2008 Major Goals

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There are number of main categories of goals for the coming year, but most important is the theme from transition to focus:

- *completion of major programs and projects*
- *new initiatives/strategies*
- *process and procedure improvement and systems improvements*
- *staff development*
- *on-going programs*

### Completion of Major Programs & Projects

- *Fee and Service Management Study*  
Completion and implementation of the comprehensive fee and funding study will establish cost and revenue foundation for all permit and long range planning activities. By understanding costs at the activity level for all permit (fee supported), all long-range planning (non-fee supported), the department will develop a fee policy, establish service levels in support of that fee policy, and monitor delivery of services relative to the fees and revenues charged. The relationship of direct, indirect and overhead costs to the revenue sources would be gained.
- *Moratorium and Sustainable Development Report and Policy Decision*  
As the extension of the moratorium for development in the R1 zone has been approved, the focus in the next 6 months will be on collection of solid data, overlapping decision criteria, unbiased evaluation, preparation of decision options for the council and completing the project on time while successfully communicating to the community and stakeholders.
- *Brightwater Review*  
Continue to sensitively review and monitor the project, respond to council requests, attend key meetings and provide other technical and administrative support.
- *Facility Maintenance*  
City Hall facility, while relatively new, has reached a point in its life where the external character is beginning to degrade. All of the various types of external coverings, from the wood shingles to the exterior beams are in need of paint or treatment. Complete exterior caulking, treatment and painting will occur in 2007.

### New Initiatives/Strategies

- *Strategic Economic Development in the city*  
Focus on the steps necessary to complete the coordination and strategic completion of the economic development plan, tourist business plan, and downtown plan with other department and organizations in the city. Investigate the grid system function related to this goal and include aspects of the dinner train contribution. Also see goals under Long-Range Planning.
- *Commitment to other Departments*  
This initiative is a key element in the pursuit of customer service and efficiency. The department is committed to organizing interdepartmental work session, interactive fun-time and straight-forward, positive communications.

### Processes and Procedures & System Improvements

- *Administrative Work Process Improvements*  
The goal is to bring consistency in protocols and procedures across the entire department, e.g. standardize the management of contracts and invoicing, the creation of an administrative log, creation of dashboards that reflect reporting of process performance, creation of detailed work schedules.
- *Close-Out Process*  
Close-out process roles and refinement of tools (check-lists, identification of bonding problems, records issues, administrative support, etc.) and protocols are well underway. Deliverables include recommendations about bonding amounts and protocols, and established and well-understood protocols followed across Development Services and Public Works for project and permit close out.
- *Retention and Archiving*  
Approximately 160 boxes of files are ready to be archived. The files must be organized, checked for duplication, and prepared for microfiching and mandatory state archiving processes. There is an on-going need for permanent records keeping that is being discussed at the management level.
- *Technical Review Committee (TRC) Process*  
The TRC process has been consolidated from four TRC levels into two - Concept and Pre-Application. Under development are enhanced checklists, better customer handouts and materials, internal staff training, and request for a laptop to be taken to each meeting to log information and to have a copy of codes and other pertinent documents readily available.
- *Maintain Outside Consultants*  
Using outside consultants for building and specialty reviews, e.g. critical areas and landscape, is working well; however, the department suggests that land use-type permits and programs are difficult to oversee because of the complexity, amount of coordination, and the sensitivity of policy decision. Therefore, Development Services will strive to conduct these in-house in a rapid and efficient manner. Addition of a current planner in 2007 will be necessary to keep pace with the workload.

- *Developing Standards for Design*

A goal for 2007 is the development and implementation of standards that will replace the design guidelines used by the Design committee. These standards will guide review of all new construction building applications.

### **Staff Development**

Employees are the backbone to all organizations. The following are key elements to promote the abilities of staff:

- *Define Performance indicators.*
- *Add certifications.*
- *Provide training (in-house cross-training and external).*  
Provide training for staff to excel in their positions and embrace re-organization and processes. Enhance and invest in the quality of place and work environment.
- *Educate Development Services and other staff on revised structure.*

### **On-going Programs**

- *Emergency Management*  
Emergency management efforts will be focused on integration of National Incident Management System (NIMS) into our Emergency Management procedures, along with the development of a Community Emergency Preparedness Outreach Program/Events. We will also coordinate and collaborate with Emergency Preparedness partners to draft and conduct Zone 1 and Region 6 training and exercises appropriate to emergency preparedness and public safety services. The department will also develop a City-wide emergency management mission, analyze community needs concerning emergency preparedness and public safety services, and apply for appropriate US Department of Homeland Security grants and other external funding resources.
- *Shoreline Master Program*  
The Shoreline Master Plan Program update is to be completed in 2007 with grant funding provided in 2006 and supplemented by City funding. Next step initiatives will include internal staff orientation, community outreach and code and ordinance updates as appropriate.
- *Other Long Range Planning Division Goals*
  - Maintain state, including GMA compliance in city policies and regulations.
  - Draft two neighborhood master plans (selected by Council), North Industrial Plan, Tourist Business District Update, Grace Master Plan.
  - Finalize Economic Development Plan and Downtown/Little Bear Creek Corridor Master Plan.
  - Comprehensive Plan Update - Policies for:
    - Shoreline Master Program
    - Low impact development.

- Zoning Code Update for:
  - Shoreline Master Program
  - Low impact development
  - Design standards for Industrial and Multi-family
  - Prepare 2007 and 2008 Annual Dockets
  - Continue support to commissions, committees, and boards
- *Other Permit Review and Inspection Goals*
  - Implement Development Services Customers Model and Process.
  - Process plats pursuant to state law; 90 days preliminary plat and 30 days final plat.
  - Process all land use applications within mandatory 120 days, except where allowed.
  - Provide legal notice as mandated (Type I, II, and III applications).
  - Move Home Occupancy permits, some sign permits to on-line status - more convenient for our customers.
  - Environmental Program:
    - Review and monitor development mitigation sites (10)
    - Enter GIS data on City's ReLeaf restoration sites from monitoring study one in 2006
    - GIS all development mitigation site and enter associated data
    - Manage environmental programs such as Salmon Watchers and Sammamish Releaf
  - Cross-train staff in building/land use to increase service deliveries.
  - Increase number of permits available for application on line; reduce need for customer to come into City Hall.
  - Continue as an active member of MyBuildingPermit.com, expanding on-line information and better access to government regulations, services, code interpretations, "how to project details", permit applications and issuance.
  - Receive money at front counter.
  - Investigate electronic archiving from Permits Plus to Records Management Data Base.
  - Move big projects through - set service levels and deliverables (get dashboards up).
  - Update Operations and Standards Manual (2006).
  - Complete documentation/closure of Tidemark, old permit data system.
  - Improve communication tools and electronic coordination mechanisms.
  - Increase detail in parcel information through GIS.
- *Other Facilities Division Goals*
  - Demo City owned buildings along 175<sup>th</sup>.
  - Upgrade Carol Edwards Center.
  - City Hall AV room remodel.
  - City Hall server room extension.
  - New signage in City Hall for better customer interface and direction.

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**Development Services Administration/Review & Inspection  
Division Summary**

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	2007 Budget	2008 Budget
Salaries	\$689,441	\$724,749
Benefits	\$226,546	\$247,556
Supplies	\$34,036	\$12,548
Services	\$325,494	\$267,958
Capital Outlay	\$0	\$0
Intergovernmental	\$103	\$106
Interfund Payments	\$7,553	\$7,628
<b>Department Total</b>	<b>\$1,283,173</b>	<b>\$1,260,546</b>

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<b>Position Summary</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
Development Svcs Director	0.5	0.5
Plan Review & Inspection Services Manager	1	1
Permit & Land Use Services Manager	1	1
Senior Admin Assistant	0.9	0.9
Planner	1.1	1.1
Building Plans Examiner	1	1
Building Inspector	1	1
Permit Tech II	3	3
Permit Tech 1	1	1
Admin Assistant	1	1
<b>Position Totals</b>	<b>11.5</b>	<b>11.5</b>

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**Long Range Planning  
Division Summary**

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	2007 Budget	2008 Budget
Salaries	\$353,051	\$368,519
Benefits	\$112,487	\$122,553
Supplies	\$2,775	\$2,975
Services	\$213,987	\$233,687
Intergovernmental	\$0	\$0
Interfund Payments	\$1,226	\$1,239
<b>Department Total</b>	<b>\$683,525</b>	<b>\$728,974</b>

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<b>Position Summary</b>	2007 Budget	2008 Budget
Development Svcs Director	0.5	0.5
Long Range Planning Manager/Emergency Mgt	0.8	0.8
Senior Admin. Assistant	0.75	0.75
Planner	1.65	1.65
Senior Planner	1	1
<b>Position Totals</b>	<b>4.7</b>	<b>4.7</b>

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**Emergency Management  
Division Summary**

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	2007 Budget	2008 Budget
Salaries	\$19,992	\$20,692
Benefits	\$5,630	\$6,128
Supplies	\$7,335	\$4,225
Services	\$24,865	\$29,650
Intergovernmental	\$0	\$0
Interfund Payments	\$0	\$0
<b>Department Total</b>	<b>\$57,822</b>	<b>\$60,695</b>

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<b>Position Summary</b>	2007 Budget	2008 Budget
Long Range Planning Manager/Emergency Mgt	0.2	0.2
<b>Position Totals</b>	<b>0.2</b>	<b>0.2</b>

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**Facilities  
Division Summary**

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	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
Salaries	\$85,103	\$92,385	\$97,586	\$101,252	\$105,629
Benefits	\$28,164	\$30,256	\$33,243	\$38,610	\$41,763
Supplies	\$14,858	\$18,787	\$17,666	\$36,240	\$25,840
Services	\$208,461	\$202,278	\$214,243	\$322,050	\$324,420
Capital Outlay	\$4,975	\$0	\$0	\$9,500	\$0
Interfund Payments	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$341,561</b>	<b>\$343,706</b>	<b>\$362,738</b>	<b>\$507,652</b>	<b>\$497,652</b>

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<b>Position Summary</b>	<b>2004 Actual</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>
Facilities Maint. Worker I	1	1	1	1	1
Facilities Maint. Worker II	1	1	1	1	1
<b>Position Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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DEVELOPMENT SERVICES ADMINISTRATION/REVIEW & INSPECTION

104

070

Expenditure Detail

		2007	2008
<b>Salaries and Wages</b>			
559.20.11.00	Salaries	\$689,441	\$724,749
<b>Personnel Benefits</b>			
559.20.21.00	Benefits	\$226,546	\$247,556
<b>Supplies</b>			
559.20.31.31	Office/Operating Supplies	\$14,479	\$8,848
559.20.35.00	Small Tools/Minor Equipment	\$19,231	\$3,363
559.20.36.00	Miscellaneous	\$326	\$337
	<b>Total Supplies</b>	<b>\$34,036</b>	<b>\$12,548</b>
<b>Other Services and Charges</b>			
559.20.41.00	Professional Services	\$283,261	\$226,100
559.20.42.00	Communication	\$10,820	\$11,177
559.20.43.00	Travel	\$3,294	\$3,436
559.20.44.00	Advertising	\$10,550	\$9,200
559.20.48.00	Repairs and Maintenance	\$761	\$784
559.20.49.10	Education/Training	\$13,560	\$13,870
559.20.49.20	Miscellaneous	\$3,248	\$3,391
	<b>Total Other Services and Charges</b>	<b>\$325,494</b>	<b>\$267,958</b>
559.20.49.51	<b>Intergovernmental</b>	<b>\$103</b>	<b>\$106</b>
559.20.95.00	<b>Interfund</b>	<b>\$7,553</b>	<b>\$7,628</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$1,283,173</b>	<b>\$1,260,546</b>

LONG RANGE PLANNING

104  
070

		Expenditure Detail	
		2007	2008
	<b>Salaries and Wages</b>		
558.60.11.00	Salaries	\$353,051	\$368,519
	<b>Personnel Benefits</b>		
558.60.21.00	Benefits	\$112,487	\$122,553
	<b>Supplies</b>		
558.60.31.31	Office/Operating Supplies	\$2,000	\$2,200
558.60.35.00	Small Tools/Minor Equipment	\$500	\$500
558.60.36.00	Miscellaneous	\$275	\$275
	<b>Total Supplies</b>	<b>\$2,775</b>	<b>\$2,975</b>
	<b>Other Services and Charges</b>		
558.60.41.01-26	Professional Services	\$189,100	\$218,800
558.60.42.00	Communication	\$1,875	\$1,895
558.60.43.00	Travel	\$1,767	\$1,772
558.60.44.00	Advertising	\$4,700	\$4,300
558.60.45.00	Operating Rentals	\$100	\$100
558.60.48.00	Repairs and Maintenance	\$275	\$275
558.60.49.10	Education/Training	\$5,700	\$2,075
558.60.49.20	Miscellaneous	\$1,220	\$1,220
558.60.49.30	Printing	\$9,250	\$3,250
	<b>Total Other Services and Charges</b>	<b>\$213,987</b>	<b>\$233,687</b>
558.60.95.00	<b>Interfund</b>	<b>\$1,226</b>	<b>\$1,239</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$683,525</b>	<b>\$728,974</b>

EMERGENCY MANAGEMENT DIVISION

104  
070

Expenditure Detail

		2007	2008
<b>Salaries and Wages</b>			
525.60.11	Salaries	\$19,992	\$20,692
<b>Personnel Benefits</b>			
525.60.21	Benefits	\$5,630	\$6,128
<b>Supplies</b>			
525.60.31.31	Office/Operating Supplies	\$1,000	\$1,000
525.60.35.00	Small Tools/Minor Equipment	\$6,000	\$3,000
525.60.36.00	Miscellaneous	\$335	\$225
	<b>Total Supplies</b>	<b>\$7,335</b>	<b>\$4,225</b>
<b>Other Services and Charges</b>			
525.60.41.00	Professional Services	\$14,500	\$18,500
525.60.42.00	Communication	\$2,975	\$3,020
525.60.43.00	Travel	\$1,415	\$1,740
525.60.44.00	Advertising	\$1,250	\$1,250
525.60.45.00	Operating Rentals	\$50	\$50
525.60.48.00	Repairs and Maintenance	\$200	\$200
525.60.49.10	Education/Training	\$1,925	\$2,340
525.60.49.20	Miscellaneous	\$50	\$50
525.60.49.30	Printing	\$2,500	\$2,500
	<b>Total Other Services and Charges</b>	<b>\$24,865</b>	<b>\$29,650</b>
<b>DEPARTMENT TOTAL</b>		<b>\$57,822</b>	<b>\$60,695</b>

FACILITIES

001 070		Expenditure Detail	
		2007	2008
<i>Salaries and Wages</i>			
518.30.11	Salaries	\$101,252	\$105,629
<i>Personnel Benefits</i>			
518.30.21	Benefits	\$38,610	\$41,763
<i>Supplies</i>			
518.30.31.31	Office/Operating Supplies	\$21,000	\$21,000
518.30.35.00	Small Tools/Minor Equipment	\$13,240	\$2,340
518.30.36.00	Miscellaneous	\$2,000	\$2,500
<b>Total Supplies</b>		<b>\$36,240</b>	<b>\$25,840</b>
<i>Other Services and Charges</i>			
518.30.41.00	Professional Svcs-Maintenance Contracts	\$43,600	\$35,700
518.30.42.00	Communication	\$5,550	\$5,700
518.30.43.00	Travel	\$200	\$200
518.30.44.00	Advertising (Bids)	\$750	\$750
518.30.45.00	Operating Rentals	\$1,000	\$1,000
518.30.47.11-20	Utilities	\$181,500	\$191,100
518.30.48.00	Repairs and Maintenance	\$87,300	\$87,800
518.30.49.10	Education/Training	\$500	\$500
518.30.49.20	Miscellaneous	\$1,650	\$1,670
<b>Total Other Services and Charges</b>		<b>\$322,050</b>	<b>\$324,420</b>
594.18.64.00	<i>Capital Outlays</i>	<b>\$9,500</b>	<b>\$0</b>
<b>DEPARTMENT TOTAL</b>		<b>\$507,652</b>	<b>\$497,652</b>

# Special Revenue Funds - Others

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In addition to the Street and Development Services Fund, Woodinville has nine Special Revenue Funds to account for the proceeds of specific revenue sources legally restricted to expenditures for specific purposes. They are:

- Contingency
- Mitigation
- Admission Tax
- Parks and Rec. Special Revenue
- System Replacement/Maint.
- Strategic Budget Reserve
- Park Impact Fees
- Hotel/Motel Tax
- Traffic Impact Fee

## Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will begin 2007 with \$306,000 and earn \$31,500 in interest income during the biennium. The Contingency Fund was established by the Council as a fund to be used for unspecified expenses and as a reserve for unforeseen needs. Although there are no anticipated expenditures in this fund at this time, Council may designate appropriate expenditures during the budget year.

## Mitigation Fund

The Mitigation Fund receives revenue from developers who are asked to share in the anticipated improvement costs that their particular project may have on City infrastructure. With the passage of the Traffic Impact Fee Ordinance, payment from developers for shared costs of improvements that was a source of revenue to the Mitigation Fund will now be revenue to the Traffic Impact Fee Fund.

The Mitigation Fund will begin the year with \$265,000 and receive interest revenue of \$10,000 during the biennium. Revenue for anticipated projects stays in the Mitigation Fund until the time the project becomes active. In the year the project begins, the money received as mitigation payments is transferred to the appropriate construction fund to pay the shared costs of the project.

## Admission Tax Fund

The Admission Tax Fund, created for parks capital projects, will receive \$190,000 in revenue from the 5% tax on admissions in 2007 and \$190,000 in 2008. The Admission Tax Fund will transfer a total of \$58,000 to the Park & Recreation Special Revenue Fund, \$150,000 to the SNAP Fund; and \$250,000 to the SR202/148<sup>th</sup> CIP fund over the full biennium. The Admission Tax Fund was established in 1997 and receives money from admission taxes, largely from the downtown cinema. Proceeds will be used for projects identified in the Capital Improvement Plan (CIP).

## Parks and Recreation Special Revenue

The Fund was created to account for revenue for Parks and Recreation purposes. Revenue is from the sale of bricks and tiles at Wilmot Park and contributions from several sources. The General Fund will transfer \$15,000 for public art purchases and \$1,500 for scholarships. The Parks and Recreation Fund provide funding for low-income scholarship programs and unspecified capital purposes.

## System Replacement/Maintenance

The System Replacement Fund is used to replace or repair the larger components of City Hall. It begins 2007 with a balance of \$329,000 and will receive a \$100,000 transfer from the General Fund in 2007 and 2008. Replacements and repairs are budgeted for \$147,500 in 2007.

## Strategic Budget Reserve

The Strategic Budget Reserve Fund was established as a buffer against unanticipated and unexpected economic shortfalls that could affect normal operations. The Strategic Budget Reserve Fund will receive a \$100,000 transfer from the General Fund in 2007 and 2008. Because of the nature of this fund, there are no expected expenditures at this time; however, Council may designate appropriate expenditures during the budget year.

## Park Impact Fee

The Park Impact Fee Fund will receive assessments from new residential developers and monies will be used for the expansion of parks, open space, and recreation facilities. Park Impact Fees are expected to be \$500,000/\$500,000 based on estimates of construction activity in 2007/2008. The Park Impact Fee fund is a source of revenue for identified capital projects. A transfer of \$61,000 to the Facilities Fund and \$180,000 to the Parks & Recreation Capital Project Fund is expected for the biennium.

## Hotel/Motel Tax

The Hotel/Motel Tax Fund was established to promote tourism within the City. Revenue of \$40,000 is anticipated via a 1% tax each year and expenditures are also budgeted at \$40,000.

## Traffic Impact Fee

Traffic impact fees were established by the City Council in September 2004, and took effect on January 1, 2005. The Capital Improvement Plan anticipates that \$500,000 will be generated each year and no expenditures have yet been identified for the biennium.

*Special Revenue Funds  
Revenue and Expenditure*

**Street  
(Maintenance)**

\*Expenditures are shown on page 118

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$7,317</b>	<b>\$26,686</b>	<b>\$448</b>	<b>\$6</b>
<b>Revenue</b>				
Gas Tax	\$169,101	\$235,676	\$258,200	\$260,000
Road Construction & Eng Svcs.	\$0	\$4,246	\$0	\$0
Investment Interest/Other	\$10,714	\$1,226	\$1,500	\$1,500
<b>Other Financing Sources</b>				
Operating Transfer In (GF)	\$514,000	\$461,522	\$580,400	\$562,405
<b>Total Revenue</b>	<b>\$693,815</b>	<b>\$702,669</b>	<b>\$840,100</b>	<b>\$823,905</b>
<b>Total Available</b>	<b>\$701,132</b>	<b>\$729,355</b>	<b>\$840,548</b>	<b>\$823,911</b>

**Contingency**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$282,788</b>	<b>\$291,794</b>	<b>\$306,794</b>	<b>\$322,294</b>
<b>Revenue</b>				
Investment Interest	\$9,006	\$14,481	\$15,500	\$16,000
<b>Total Revenue</b>	<b>\$9,006</b>	<b>\$14,481</b>	<b>\$15,500</b>	<b>\$16,000</b>
<b>Total Available</b>	<b>\$291,794</b>	<b>\$306,276</b>	<b>\$322,294</b>	<b>\$338,294</b>
<b>Expenditures</b>				
Operating Transfer Out	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$291,794</b>	<b>\$306,276</b>	<b>\$322,294</b>	<b>\$338,294</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Mitigation**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$404,432</b>	<b>\$271,059</b>	<b>\$265,381</b>	<b>\$228,381</b>
<b>Revenue</b>				
Mitigation Charges for Svcs	\$7,421	\$0	\$0	\$0
Investment Interest	\$10,463	\$12,690	\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$17,884</b>	<b>\$12,690</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Total Available</b>	<b>\$422,316</b>	<b>\$283,748</b>	<b>\$270,381</b>	<b>\$233,381</b>
<b>Expenditures</b>				
Mitigation Refund	\$11,367	\$39,397	\$0	\$0
Transfer to CIP	\$139,890	\$11,535	\$42,000	\$67,000
<b>Total Expenditures</b>	<b>\$151,257</b>	<b>\$50,932</b>	<b>\$42,000</b>	<b>\$67,000</b>
<b>Ending Balance</b>	<b>\$271,059</b>	<b>\$232,817</b>	<b>\$228,381</b>	<b>\$166,381</b>

**Admission Tax Park Capital Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$269,523</b>	<b>\$499,204</b>	<b>\$448,204</b>	<b>\$515,204</b>
<b>Revenue</b>				
Admission Tax	\$252,982	\$187,575	\$190,000	\$190,000
Investment Interest	\$12,699	\$23,233	\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$265,681</b>	<b>\$210,808</b>	<b>\$195,000</b>	<b>\$195,000</b>
<b>Total Available</b>	<b>\$535,204</b>	<b>\$710,012</b>	<b>\$643,204</b>	<b>\$710,204</b>
<b>Expenditure</b>				
Transfer to CIP	\$36,000	\$264,000	\$128,000	\$330,000
<b>Total Expenditure</b>	<b>\$36,000</b>	<b>\$264,000</b>	<b>\$128,000</b>	<b>\$330,000</b>
<b>Ending Balance</b>	<b>\$499,204</b>	<b>\$446,012</b>	<b>\$515,204</b>	<b>\$380,204</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Parks and Recreation  
Special Revenue Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$21,116</b>	<b>\$31,093</b>	<b>\$24,213</b>	<b>\$23,513</b>
<b>Revenue</b>				
Donations	\$3,097	\$3,719	\$1,300	\$1,300
Investment Interest	\$842	\$2,127	\$1,500	\$1,500
<b>Other Financing Sources</b>				
Insurance Proceeds	\$0	\$3,500	\$0	\$0
Operating Transfer In (GF)	\$16,500	\$16,500	\$16,500	\$16,500
Interfund Loan				
<b>Total Revenue</b>	<b>\$20,438</b>	<b>\$25,845</b>	<b>\$19,300</b>	<b>\$19,300</b>
<b>Total Available</b>	<b>\$41,555</b>	<b>\$56,939</b>	<b>\$43,513</b>	<b>\$42,813</b>
<b>Expenditures</b>				
Small Tools/Equipment	\$0	\$4,445	\$0	\$0
Professional Services	\$1,449	\$485	\$5,000	\$5,000
Scholarship Fund Supplies	\$204	\$0	\$0	\$0
Capital Outlay	\$8,808	\$5,000	\$15,000	\$15,000
<b>Total Expenditure</b>	<b>\$10,461</b>	<b>\$9,930</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Ending Balance</b>	<b>\$31,093</b>	<b>\$47,009</b>	<b>\$23,513</b>	<b>\$22,813</b>

*Special Revenue Funds  
Revenue and Expenditure*

**City Hall System  
Replacement Fund**

	2005	2006	2007	2008
	Actual	Actual	Budget	Budget
<b>Beginning Balance</b>	<b>\$206,772</b>	<b>\$264,418</b>	<b>\$329,418</b>	<b>\$296,918</b>
<b>Revenue</b>				
Investment Interest	\$7,645	\$14,652	\$15,000	\$16,000
<b>Other Financing Sources</b>				
Operating Transfer In (GF)	\$50,000	\$50,000	\$100,000	\$100,000
<b>Total Revenue</b>	<b>\$57,645</b>	<b>\$64,652</b>	<b>\$115,000</b>	<b>\$116,000</b>
<b>Total Available</b>	<b>\$264,418</b>	<b>\$329,070</b>	<b>\$444,418</b>	<b>\$412,918</b>
<b>Expenditures</b>				
Professional Services	\$0	\$0	\$120,000	\$0
Capital Outlay	\$0	\$0	\$27,500	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$147,500</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$264,418</b>	<b>\$329,070</b>	<b>\$296,918</b>	<b>\$412,918</b>

**Park Impact Fee Fund**

	2005	2006	2007	2008
	Actual	Actual	Budget	Budget
<b>Beginning Balance</b>	<b>\$424,129</b>	<b>\$520,065</b>	<b>\$437,752</b>	<b>\$886,752</b>
<b>Revenue</b>				
Park Impact Fees	\$130,070	\$175,042	\$500,000	\$500,000
Investment Interest	\$14,865	\$20,864	\$10,000	\$5,000
<b>Total Revenue</b>	<b>\$144,935</b>	<b>\$195,906</b>	<b>\$510,000</b>	<b>\$505,000</b>
<b>Total Available</b>	<b>\$569,065</b>	<b>\$715,970</b>	<b>\$947,752</b>	<b>\$1,391,752</b>
<b>Expenditures</b>				
Transfer to CIP	\$49,000	\$302,313	\$61,000	\$180,000
<b>Total Expenditures</b>	<b>\$49,000</b>	<b>\$302,313</b>	<b>\$61,000</b>	<b>\$180,000</b>
<b>Ending Balance</b>	<b>\$520,065</b>	<b>\$413,657</b>	<b>\$886,752</b>	<b>\$1,211,752</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Strategic Budget Reserve Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$1,014,705</b>	<b>\$1,149,141</b>	<b>\$1,311,141</b>	<b>\$1,476,141</b>
<b>Revenue</b>				
Investment Interest	\$34,436	\$60,090	\$65,000	\$67,000
<b>Other Financing Sources</b>				
Operating Transfer In (GF)	\$100,000	\$100,000	\$100,000	\$100,000
<b>Total Revenue</b>	<b>\$134,436</b>	<b>\$160,090</b>	<b>\$165,000</b>	<b>\$167,000</b>
<b>Total Available</b>	<b>\$1,149,141</b>	<b>\$1,309,230</b>	<b>\$1,476,141</b>	<b>\$1,643,141</b>
<b>Expenditures</b>				
Other Financing Uses	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$1,149,141</b>	<b>\$1,309,230</b>	<b>\$1,476,141</b>	<b>\$1,643,141</b>

**Hotel/Motel Tax**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>(\$506)</b>	<b>\$16,125</b>	<b>\$26,125</b>	<b>\$26,125</b>
<b>Revenue</b>				
Hotel/Motel Tax	\$42,371	\$46,663	\$40,000	\$40,000
Investment Interest	\$275	\$1,125	\$0	\$0
<b>Total Revenue</b>	<b>\$42,646</b>	<b>\$47,787</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Total Available</b>	<b>\$42,140</b>	<b>\$63,912</b>	<b>\$66,125</b>	<b>\$66,125</b>
<b>Expenditures</b>				
Services	\$26,015	\$30,082	\$40,000	\$40,000
<b>Total Expenditures</b>	<b>\$26,015</b>	<b>\$30,082</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Ending Balance</b>	<b>\$16,125</b>	<b>\$33,830</b>	<b>\$26,125</b>	<b>\$26,125</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Traffic Impact Fee Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$0	\$127,566	\$383,566	\$889,566
<b>Revenue</b>				
Traffic Impact Fee	\$125,641	\$160,066	\$500,000	\$500,000
Investment Interest	\$1,925	\$10,363	\$6,000	\$6,000
<b>Total Revenue</b>	<b>\$127,566</b>	<b>\$170,429</b>	<b>\$506,000</b>	<b>\$506,000</b>
<b>Total Available</b>	<b>\$127,566</b>	<b>\$297,995</b>	<b>\$889,566</b>	<b>\$1,395,566</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$127,566</b>	<b>\$297,995</b>	<b>\$889,566</b>	<b>\$1,395,566</b>

**Development Services**

\*Expenditures are shown on pages 131-134

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$0	\$0	\$0	\$23
<b>Revenue</b>				
<b>Licenses &amp; Permits</b>				
Building	\$0	\$0	\$339,000	\$356,000
Plumbing	\$0	\$0	\$27,000	\$28,300
Grading	\$0	\$0	\$3,120	\$3,300
Demolition	\$0	\$0	\$624	\$655
Mechanical	\$0	\$0	\$32,000	\$34,000
Site Development	\$0	\$0	\$32,000	\$34,000
Right of Way Permit	\$0	\$0	\$17,000	\$18,000
Misc Permits & Fees	\$0	\$0	\$9,000	\$9,000
	<b>\$0</b>	<b>\$0</b>	<b>\$459,744</b>	<b>\$483,255</b>
<b>Charges for Services</b>				
UFC Permit Fees	\$0	\$0	\$3,500	\$3,500
Zoning & Subdivision	\$0	\$0	\$65,000	\$65,000
Land Use Application	\$0	\$0	\$35,000	\$35,000
Plan Check Fee	\$0	\$0	\$325,000	\$325,000
	<b>\$0</b>	<b>\$0</b>	<b>\$428,500</b>	<b>\$428,500</b>
<b>Other Financing Sources</b>				
Operating Transfer In (GF)	\$0	\$0	\$1,136,300	\$1,138,436
	<b>\$0</b>	<b>\$0</b>	<b>\$1,136,300</b>	<b>\$1,138,436</b>
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,024,544</b>	<b>\$2,050,192</b>
<b>Total Available</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,024,544</b>	<b>\$2,050,215</b>

103  
000

**Contingency  
Expenditure Detail**

(no expenditures recommended)

108  
000

**Mitigation  
Expenditure Detail**

		<u>2007</u>	<u>2008</u>
597	Transfer to SR522/195th	\$42,000	\$23,000
	Transfer to Capital Street Reserve	\$0	\$44,000
		<b><u>\$42,000</u></b>	<b><u>\$67,000</u></b>

110  
000

**Admission Tax Park Capital  
Expenditure Detail**

		<u>2007</u>	<u>2008</u>
597	Transfer to Parks & Recreation CP	\$13,000	\$45,000
	Transfer to SR202/148th	\$50,000	\$200,000
	Transfer to SNAP	\$65,000	\$85,000
		<b><u>\$128,000</u></b>	<b><u>\$330,000</u></b>

111  
000

**Parks & Rec Special Revenue  
Expenditure Detail**

		<u>2007</u>	<u>2008</u>
576.61.41.00	Professional Services	\$5,000	\$5,000
594.76.64.00	Capital Outlay	\$15,000	\$15,000
		<b><u>\$20,000</u></b>	<b><u>\$20,000</u></b>

**City Hall System Replacement  
Expenditure Detail**

112  
000

		<u>2007</u>	<u>2008</u>
518.20.41.00	Professional Services - City Hall Exterior Painting	\$120,000	\$0
594.76.64.00	Capital Outlay - New Carpet (Police Dept)	\$7,500	\$0
594.76.64.00	Capital Outlay - Air Conditioner (Police Dept)	\$20,000	\$0
		<b><u>\$147,500</u></b>	<b><u>\$0</u></b>

**Strategic Budget Reserve  
Expenditure Detail**

113  
000

(no expenditures recommended)

**Park Impact Fee  
Expenditure Detail**

114  
000

		<u>2007</u>	<u>2008</u>
597	Transfer to Facilities CP (CEC)	\$61,000	\$0
	Transfer to Park & Rec CP (Sports fields)	\$0	\$180,000
		<b><u>\$61,000</u></b>	<b><u>\$180,000</u></b>

**Hotel/Motel  
Expenditure Detail**

115  
000

		<u>2007</u>	<u>2008</u>
557.30.41.00	Tourism Services	\$40,000	\$40,000
		<b><u>\$40,000</u></b>	<b><u>\$40,000</u></b>

**Traffic Impact Fee  
Expenditure Detail**

116  
000

(no expenditures recommended)

# Debt Service Fund

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

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$315,772</b>	<b>\$330,860</b>	<b>\$374,756</b>	<b>\$391,756</b>
<b>Revenue</b>				
Investment Interest	\$9,804	\$16,060	\$17,000	\$18,000
<b>Other Financing Sources</b>				
Transfers In	\$552,765	\$555,265	\$529,120	\$540,034
<b>Total Revenue</b>	<b>\$562,569</b>	<b>\$571,325</b>	<b>\$546,120</b>	<b>\$558,034</b>
<b>Total Available</b>	<b>\$878,341</b>	<b>\$902,185</b>	<b>\$920,876</b>	<b>\$949,790</b>
<b>Expenditures</b>				
Advance Refunding Escrow	\$1,768	\$0	\$0	\$0
Principal and Interest	\$545,713	\$527,369	\$529,120	\$540,034
<b>Total Expenditures</b>	<b>\$547,481</b>	<b>\$527,369</b>	<b>\$529,120</b>	<b>\$540,034</b>
<b>Ending Balance</b>	<b>\$330,860</b>	<b>\$374,816</b>	<b>\$391,756</b>	<b>\$409,756</b>

	Expenditure Detail	
	2007	2008
<b>Redemption of General Long Term Debt</b>		
Principal (1997 BP Property)	\$85,000	\$0
Principal (2000 Bond)	\$195,000	\$205,000
Principal (2005 Advanced Refunding)	\$37,818	\$140,156
<b>Total Principal</b>	<b>\$317,818</b>	<b>\$345,156</b>
Interest (1997 BP Property)	\$4,335	\$0
Interest (2000 Bond)	\$42,978	\$33,228
Interest (2005 Advanced Refunding)	\$163,990	\$161,650
<b>Total Interest</b>	<b>\$211,303</b>	<b>\$194,878</b>
<b>FUND TOTAL</b>	<b>\$529,120</b>	<b>\$540,034</b>

The City of Woodinville has three outstanding councilmanic (non-voted) debt issues. The first is a \$1,675,000 bond issued in 1997 to purchase the land on which City Hall was built. The second is a \$4,990,000 bond issued in 2000 that was established to construct a new City Hall. In 2005, an advanced refunding bond of \$4,555,392 was issued and will save the City approximately \$420,000 in debt service payments through 2020, leaving \$940,000 as the remaining unrefunded portion of the original two bonds. There is, as of December 31, 2006, a remaining balance of \$5,378,624.

<u>Debt Description</u>	<u>Issued</u>	<u>Remaining</u>
1997 Bonds	\$1,675,000	\$85,000
2000 Bonds	\$4,990,000	\$840,000
2005 Advanced Refunding	\$4,555,392	\$4,453,624

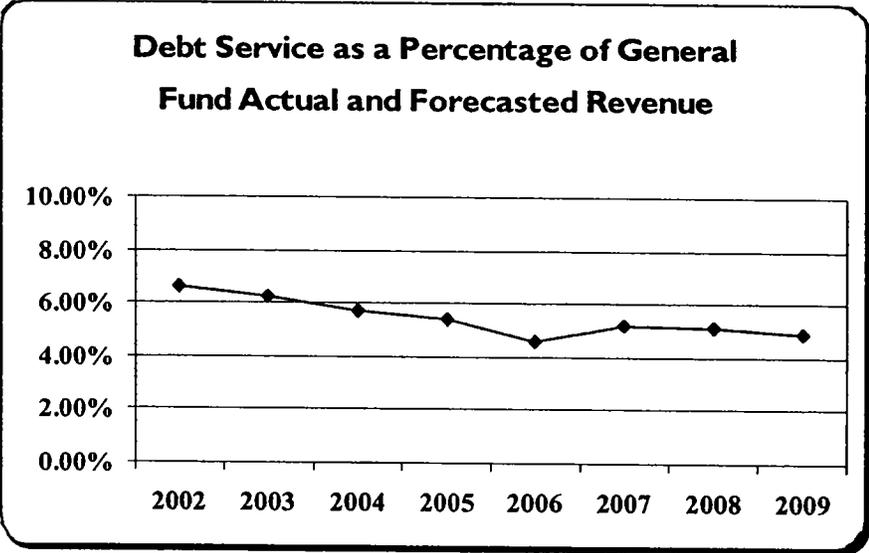
The City's debt policies allow the City to issue up to 2.5% of assessed valuation for general purposes debt, 2.5% for utility debt, 2.5% for parks and open spaces, and 1.5% of assessed valuation for councilmanic (non-voted) debt. The City of Woodinville has an assessed valuation of \$2,272,779,824. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown below.

<u>Debt Authority (with Current AV)</u>	<u>Authority</u>	<u>Remaining</u>
General Purposes	\$56,819,496	\$51,440,872
Utility Debt	\$56,819,496	\$56,819,496
Open Space and Park Facilities	\$56,819,496	\$56,819,496
LTGO (councilmanic)*	\$34,091,697	\$28,713,073

\*Counts against General Purposes Debt Authority

Effects of Debt Service Payment on City Operations

The three bond sales were issued with level debt service payments. The debt service for these three issues is approximately \$530,000 per year, or 5% of operating revenue to the General Fund. The chart below graphs the ratio (by percentage) of debt service to actual/forecasted General Fund revenue.



Debt service schedules for each outstanding issue are also shown. The debt service on the councilmanic bonds is paid from the General Fund, The City recognizes the obligation and budgets debt service as a first dollar obligation.

<b>1997 Bond</b>				<b>Outstanding Prior to Principal Payment</b>
	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	
<b>2007</b>	\$85,000	\$59,320	\$144,320	\$85,000
<b>Total</b>	<b>\$85,000</b>	<b>\$59,320</b>	<b>\$144,320</b>	

<b>2000 Bond</b>				<b>Outstanding Prior to Principal Payment</b>
	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	
<b>2007</b>	\$195,000	\$42,978	\$237,978	\$840,000
<b>2008</b>	\$205,000	\$33,228	\$238,228	\$645,000
<b>2009</b>	\$215,000	\$22,773	\$237,773	\$440,000
<b>2010</b>	\$225,000	\$11,700	\$236,700	\$225,000
<b>Total</b>	<b>\$840,000</b>	<b>\$110,678</b>	<b>\$950,678</b>	

<b>2005 Advanced Refunding Bond</b>				<b>Outstanding Prior to Principal Payment</b>
	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	
<b>2007</b>	\$37,817	\$163,990	\$201,807	\$4,453,624
<b>2008</b>	\$140,156	\$161,650	\$301,806	\$4,415,807
<b>2009</b>	\$140,229	\$156,478	\$296,707	\$4,275,651
<b>2010</b>	\$140,203	\$151,304	\$291,507	\$4,135,422
<b>2011</b>	\$387,357	\$143,850	\$531,207	\$3,995,219
<b>2012</b>	\$403,461	\$129,408	\$532,869	\$3,607,862
<b>2013</b>	\$413,862	\$114,425	\$528,287	\$3,204,401
<b>2014</b>	\$433,606	\$98,971	\$532,577	\$2,790,539
<b>2015</b>	\$452,384	\$82,798	\$535,182	\$2,356,933
<b>2016</b>	\$455,324	\$66,078	\$521,402	\$1,904,549
<b>2017</b>	\$341,435	\$50,327	\$391,762	\$1,449,225
<b>2018</b>	\$355,065	\$37,602	\$392,667	\$1,107,790
<b>2019</b>	\$367,872	\$24,382	\$392,254	\$752,725
<b>2020</b>	\$384,853	\$10,651	\$395,504	\$384,853
<b>Total</b>	<b>\$4,453,624</b>	<b>\$1,391,912</b>	<b>\$5,845,536</b>	



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# Capital Funds

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There are 14 capital funds budgeted for 2007 and 2008. Capital Project Funds account for financial resources to be used for the acquisition or construction of major capital infrastructure and facilities.

The City's Capital Improvement Program (C.I.P.) begins early in the calendar year, long before the operating budget for the following year is discussed. The C.I.P. has dedicated sources of revenue, and five of these sources are identified as Capital Funds. The remaining funds are capital projects that have been identified in the Council-adopted C.I.P. The projects are selected from an evaluation process that determines the merits of each project when compared with all others nominated for the process. Unless there is General Fund revenue identified as a source of funding for a project, the C.I.P. process has a minimal effect on the operating budgets, and is folded into the final budget prior to adoption. The C.I.P. document travels down a very public path, with a variety of open houses with the citizens and meetings with the Planning Commission and City Council.

## Effects of the Capital Improvement Program (C.I.P.) on the City's Operating Budget

The City has identified sources of revenue outside of operating revenue for capital programs. These dedicated revenue streams, along with surplus revenue in reserve funds, comprise the funding for nearly all capital projects and programs. The only exception would be the transfer of unanticipated beginning balances from the General Fund to one or more reserve funds or capital projects. Since these transfers are not anticipated at the time the operating budget is developed, there is effectively no impact on the operating budget. Examples of dedicated revenue include real estate excise taxes, utility taxes, impact fees, admission taxes, and mitigation fees. Since the C.I.P. is a prioritized list of projects, interrupted revenue streams would cause a shifting in the "funding line", above which projects are funded and below which wait for the next funding cycle. The funds are described below.

## Capital Projects/Special Capital Projects

The Capital Projects and Special Capital Projects each receive tax revenue of 1/4 of 1% of the sale price of real property transactions that occur in the City. Although sales of property have been relatively stable, occasionally a large parcel or commercial transaction will sell, and each fund will benefit by an amount that was not expected. Forecasts are made based on the assumption that these events will not take place. The budget has each fund forecasted to receive \$1,127,000 during the 2007/08 biennium from real estate excise tax (commonly referred to as REET).

The Capital Project Fund begins 2007 with \$814,000, receives \$1,185,000 in real estate excise taxes and interest, and transfers \$1,820,000 to two projects, ending 2008 with \$179,000. Transfers budgeted for 2007 and 2008 are to the Facilities Capital Project Fund (\$1,220,000) and the Capital Street Reserve Fund (\$600,000). Descriptions of the projects can be found in the Capital Improvement Program.

The Special Capital Projects Fund will begin the year with \$3 million and receive \$1,192,000 in REET and interest. Transfers budgeted for 2007 and 2008 are to the Facilities Capital Project Fund (\$2,639,000) and the Parks & Recreation Capital Project Fund (\$1,250,000).

## Capital Street Reserve

The Capital Street Reserve Fund was established with surplus money from the General Fund and residual equity transfers from the Arterial Street Fund and the LBC Parkway Fund. With an estimated beginning balance of \$3.4 million, the Capital Street Reserve Fund will receive \$118,000 in interest revenue and \$644,000 in interfund transfers. Expenditures are a mix of transfers out to four different capital projects: SR522/202 (\$1,269,000), SNAP (\$100,000), SR522/195 (\$120,000) and Sammamish Bridge/202/127<sup>th</sup> (\$516,000). Over the biennium, the Street Reserve Fund will also provide capital for two CIP projects: CCRP (\$44,000) and Street Overlays (\$600,000).

## Real Property Reserve

The Real Property Reserve Fund receives money from rental agreements, and a small amount of revenue from the leasing of City Hall to the Chamber of Commerce is assumed. There are no expenditures anticipated in 2007/8.

## Utility Tax

The Utility Tax Fund receives revenue from taxes on natural gas, electricity, telephone and solid waste utilities. With a beginning balance of \$3.4 million, the 2007/8 forecast anticipates \$2,097,700 in utility tax revenue and \$135,000 in interest revenue. Expenditures include transfers to three capital projects: Grid Road (\$650,000), SR202/148<sup>th</sup> (\$2,100,000) and SR522/195<sup>th</sup> (\$1,400,000).

There are 9 project funds budgeted for 2007/8 (listed below). Each has a source of revenue, usually from one of the reserve funds, the General Fund, Mitigation Fund, or the Admission Tax Fund. A description of each project can be found in the Capital Improvement Program.

- ◆ SR202/148<sup>th</sup>
- ◆ SR522/SR202 Interchange
- ◆ SR522/195<sup>th</sup>
- ◆ Surface Water CP
- ◆ Parks and Recreation CP
- ◆ Facilities CP
- ◆ Grid Roads
- ◆ SNAP CP
- ◆ Sammamish Bridge/SR202/127<sup>th</sup>

*Capital Funds  
Revenue and Expenditure*

**Capital Project**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$1,211,682</b>	<b>\$705,945</b>	<b>\$813,536</b>	<b>\$1,091,536</b>
<b>Revenue</b>				
Real Estate Excise Tax	\$594,809	\$634,660	\$550,000	\$577,000
Investment Interest	\$42,854	\$45,108	\$48,000	\$10,000
<b>Other Financing Sources</b>				
Residual Transfer In (Civic)	\$0	\$54,825	\$0	\$0
<b>Total Revenue</b>	<b>\$637,664</b>	<b>\$734,593</b>	<b>\$598,000</b>	<b>\$587,000</b>
<b>Total Available</b>	<b>\$1,849,345</b>	<b>\$1,440,538</b>	<b>\$1,411,536</b>	<b>\$1,678,536</b>
<b>Expenditure</b>				
Transfer to CIP	\$1,143,400	\$621,600	\$320,000	\$1,500,000
<b>Total Expenditure</b>	<b>\$1,143,400</b>	<b>\$621,600</b>	<b>\$320,000</b>	<b>\$1,500,000</b>
<b>Ending Balance</b>	<b>\$705,945</b>	<b>\$818,938</b>	<b>\$1,091,536</b>	<b>\$178,536</b>

**Special Capital Project**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$2,057,067</b>	<b>\$2,424,979</b>	<b>\$3,028,879</b>	<b>\$989,879</b>
<b>Revenue</b>				
Real Estate Excise Tax	\$594,809	\$634,660	\$550,000	\$577,000
Investment Interest	\$73,102	\$138,199	\$50,000	\$15,000
<b>Total Revenue</b>	<b>\$667,912</b>	<b>\$772,859</b>	<b>\$600,000</b>	<b>\$592,000</b>
<b>Total Available</b>	<b>\$2,724,979</b>	<b>\$3,197,839</b>	<b>\$3,628,879</b>	<b>\$1,581,879</b>
<b>Expenditure</b>				
Transfer to CIP	\$300,000	\$165,100	\$2,639,000	\$1,250,000
<b>Total Expenditure</b>	<b>\$300,000</b>	<b>\$165,100</b>	<b>\$2,639,000</b>	<b>\$1,250,000</b>
<b>Ending Balance</b>	<b>\$2,424,979</b>	<b>\$3,032,739</b>	<b>\$989,879</b>	<b>\$331,879</b>

*Capital Funds  
Revenue and Expenditure*

**Capital Street Reserve**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$2,951,023</b>	<b>\$2,811,048</b>	<b>\$3,439,180</b>	<b>\$1,644,180</b>
<b>Revenue</b>				
Investment Interest	\$90,559	\$140,286	\$60,000	\$58,000
Res. Transfer In (Arterial Street)	\$0	\$242,317	\$0	\$0
Res. Transfer In (LBC Parkway)	\$0	\$236,110	\$0	\$0
Transfer In (Mitigation)	\$0	\$0	\$0	\$44,000
Transfer In (REET 1)	\$0	\$0	\$300,000	\$300,000
<b>Total Revenue</b>	<b>\$90,559</b>	<b>\$618,713</b>	<b>\$360,000</b>	<b>\$402,000</b>
<b>Total Available</b>	<b>\$3,041,581</b>	<b>\$3,429,762</b>	<b>\$3,799,180</b>	<b>\$2,046,180</b>
<b>Expenditure</b>				
Services	\$0	\$0	\$0	\$44,000
Capital Outlay	\$0	\$0	\$300,000	\$300,000
Transfer to CIP	\$230,533	\$33,000	\$1,855,000	\$150,000
<b>Total Expenditure</b>	<b>\$230,533</b>	<b>\$33,000</b>	<b>\$2,155,000</b>	<b>\$494,000</b>
<b>Ending Balance</b>	<b>\$2,811,048</b>	<b>\$3,396,762</b>	<b>\$1,644,180</b>	<b>\$1,552,180</b>

**Real Property Reserve**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$50,425</b>	<b>\$64,825</b>	<b>\$77,126</b>	<b>\$87,926</b>
<b>Revenue</b>				
Investment Interest	\$1,680	\$3,811	\$800	\$800
Rental Income	\$15,614	\$25,656	\$10,000	\$10,000
Customer Deposit (Non Rev)	\$6,199	(\$4,195)	\$0	\$0
<b>Total Revenue</b>	<b>\$23,493</b>	<b>\$25,272</b>	<b>\$10,800</b>	<b>\$10,800</b>
<b>Total Available</b>	<b>\$73,917</b>	<b>\$90,097</b>	<b>\$87,926</b>	<b>\$98,726</b>
<b>Expenditure</b>				
Professional Services	\$9,092	\$4,113	\$0	\$0
<b>Total Expenditure</b>	<b>\$9,092</b>	<b>\$4,113</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$64,825</b>	<b>\$85,985</b>	<b>\$87,926</b>	<b>\$98,726</b>

*Capital Funds  
Revenue and Expenditure*

**Utility Tax Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$2,766,232</b>	<b>\$3,422,714</b>	<b>\$2,241,814</b>
<b>Revenue</b>				
Utility Tax	\$56,177	\$1,023,097	\$1,044,100	\$1,053,600
Investment Interest	\$10,055	\$154,601	\$75,000	\$60,000
Interfund loan				
<b>Other Financing Sources</b>				
Transfer In (LBC Parkway)	\$2,700,000	\$0	\$0	\$0
Res. Transfer In (Civic)	\$0	\$23,496	\$0	\$0
<b>Total Revenue</b>	<b>\$2,766,232</b>	<b>\$1,201,194</b>	<b>\$1,119,100</b>	<b>\$1,113,600</b>
<b>Total Available</b>	<b>\$2,766,232</b>	<b>\$3,967,426</b>	<b>\$4,541,814</b>	<b>\$3,355,414</b>
<b>Expenditure</b>				
Interfund Transfer	\$0	\$700,000	\$2,300,000	\$1,850,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$2,300,000</b>	<b>\$1,850,000</b>
<b>Ending Balance</b>	<b>\$2,766,232</b>	<b>\$3,267,426</b>	<b>\$2,241,814</b>	<b>\$1,505,414</b>

**SR202/148th Ave Capital Project (Hollywood)**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$164,900</b>	<b>\$191,405</b>	<b>\$56,505</b>	<b>\$56,505</b>
<b>Revenue</b>				
Investment Interest	\$4,171	\$6,879	\$0	\$0
Grants	\$0	\$0	\$2,000,000	\$100,000
<b>Other Financing Sources</b>				
Transfer In (Mitigation)	\$7,366	\$0	\$0	\$0
Transfer In (Admission Tax)	\$0	\$0	\$50,000	\$200,000
Transfer In (REET 2)	\$0	\$165,100	\$0	\$0
Res. Transfer In (Pedestrian)	\$97,557	\$0	\$0	\$0
Transfer In (Utility tax)	\$0	\$0	\$2,000,000	\$100,000
<b>Total Revenue</b>	<b>\$109,093</b>	<b>\$171,979</b>	<b>\$4,050,000</b>	<b>\$400,000</b>
<b>Total Available</b>	<b>\$273,993</b>	<b>\$363,385</b>	<b>\$4,106,505</b>	<b>\$456,505</b>
<b>Expenditure</b>				
Services	\$82,588	\$215,316	\$400,000	\$0
Capital Outlay	\$0	\$0	\$3,650,000	\$400,000
<b>Total Expenditure</b>	<b>\$82,588</b>	<b>\$215,316</b>	<b>\$4,050,000</b>	<b>\$400,000</b>
<b>Ending Fund Balance</b>	<b>\$191,405</b>	<b>\$148,068</b>	<b>\$56,505</b>	<b>\$56,505</b>

*Capital Funds  
Revenue and Expenditure*

**SR522/SR202 Capital Project**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$84,310</b>	<b>\$320</b>	<b>\$696,562</b>	<b>\$365,562</b>
<b>Revenue</b>				
Investment Interest	\$3,698	\$15,115	\$0	\$0
Grants	\$317,351	\$828,176	\$2,200,000	\$0
Road & Street Maintenance	\$470,165	\$179,236	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (REET 2)	\$300,000	\$0	\$0	\$0
Transfer In (REET 1)	\$281,500	\$88,500	\$0	\$0
Transfer In (GF)	\$0	\$125,000	\$0	\$0
Transfer In (Cap St. Reserve)	\$150,000	\$0	\$1,269,000	\$0
Transfer in (Utility tax)	\$0	\$400,000	\$0	\$0
<b>Total Revenue</b>	<b>\$1,522,714</b>	<b>\$1,636,027</b>	<b>\$3,469,000</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$1,607,025</b>	<b>\$1,636,347</b>	<b>\$4,165,562</b>	<b>\$365,562</b>
<b>Expenditure</b>				
Services	\$617,938	\$293,165	\$90,000	\$0
Capital Outlay	\$988,766	\$601,758	\$3,710,000	\$0
<b>Total Expenditure</b>	<b>\$1,606,705</b>	<b>\$894,923</b>	<b>\$3,800,000</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$320</b>	<b>\$741,424</b>	<b>\$365,562</b>	<b>\$365,562</b>

**SR522/195th Capital Project**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$49,250</b>	<b>\$61,875</b>	<b>\$31,875</b>	<b>\$31,875</b>
<b>Revenue</b>				
Investment Interest	\$1,408	\$2,991	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Cap St. Reserve)	\$11,200	\$0	\$20,000	\$100,000
Transfer In (Utility Tax)	\$0	\$0	\$250,000	\$1,150,000
Transfer In (Mitigation)	\$68,470	\$11,535	\$42,000	\$23,000
<b>Total Revenue</b>	<b>\$81,077</b>	<b>\$14,526</b>	<b>\$312,000</b>	<b>\$1,273,000</b>
<b>Total Available</b>	<b>\$130,327</b>	<b>\$76,402</b>	<b>\$343,875</b>	<b>\$1,304,875</b>
<b>Expenditure</b>				
Services	\$68,452	\$13,744	\$312,000	\$12,000
Capital Outlay	\$0	\$0	\$0	\$1,261,000
<b>Total Expenditure</b>	<b>\$68,452</b>	<b>\$13,744</b>	<b>\$312,000</b>	<b>\$1,273,000</b>
<b>Ending Balance</b>	<b>\$61,875</b>	<b>\$62,658</b>	<b>\$31,875</b>	<b>\$31,875</b>

*Capital Funds  
Revenue and Expenditure*

**Surface Water Capital Projects**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$22,815</b>	<b>\$0</b>	<b>\$2,149,527</b>	<b>\$936,527</b>
<b>Revenue</b>				
Investment Interest	\$155	\$9,904	\$100,000	\$50,000
<b>Other Financing Sources</b>				
Transfer In (SWM Reserve)	\$3,803	\$1,040	\$0	\$0
Res. Transfer In (SWM Reserve)	\$0	\$2,176,060	\$0	\$0
<b>Total Revenue</b>	<b>\$3,958</b>	<b>\$2,187,003</b>	<b>\$100,000</b>	<b>\$50,000</b>
<b>Total Available</b>	<b>\$26,773</b>	<b>\$2,187,003</b>	<b>\$2,249,527</b>	<b>\$986,527</b>
Services	\$26,773	\$1,224	\$113,000	\$65,000
Capital Outlay	\$0	\$0	\$1,200,000	\$0
<b>Total Expenditure</b>	<b>\$26,773</b>	<b>\$1,224</b>	<b>\$1,313,000</b>	<b>\$65,000</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$2,185,779</b>	<b>\$936,527</b>	<b>\$921,527</b>

**Parks and Recreation Capital Project**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$47,426</b>	<b>\$48,936</b>	<b>\$61,191</b>	<b>\$63,191</b>
<b>Revenue</b>				
Investment Interest	\$1,510	\$2,914	\$2,000	\$2,000
Grants	\$0	\$0	\$0	\$905,000
<b>Other Financing Sources</b>				
Transfer In (REET 2)	\$0	\$0	\$0	\$1,250,000
Transfer In (Park Impact)	\$0	\$0	\$0	\$180,000
Transfer In (Admission Tax)	\$0	\$0	\$13,000	\$45,000
Res. Transfer In (Rotary Park)	\$0	\$106,681	\$0	\$0
<b>Total Revenue</b>	<b>\$1,510</b>	<b>\$109,595</b>	<b>\$15,000</b>	<b>\$2,382,000</b>
<b>Total Available</b>	<b>\$48,936</b>	<b>\$158,531</b>	<b>\$76,191</b>	<b>\$2,445,191</b>
<b>Expenditure</b>				
Services	\$0	\$0	\$13,000	\$565,000
Capital Outlay	\$0	\$0	\$0	\$1,815,000
<b>Total Expenditure</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,000</b>	<b>\$2,380,000</b>
<b>Ending Balance</b>	<b>\$48,936</b>	<b>\$158,531</b>	<b>\$63,191</b>	<b>\$65,191</b>

*Capital Funds  
Revenue and Expenditure*

**Facilities Capital Projects**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$64</b>	<b>\$161</b>	<b>\$161</b>
<b>Revenue</b>				
Interest Income	\$23	\$3,272	\$0	\$0
Grants	\$0	\$0	\$150,000	\$0
<b>Other Financing Sources</b>				
Transfer In (REET 2)	\$0	\$0	\$2,639,000	\$0
Transfer In (REET 1)	\$161,900	\$413,100	\$20,000	\$1,200,000
Transfer In (Park Impact)	\$0	\$0	\$61,000	\$0
<b>Total Revenue</b>	<b>\$161,923</b>	<b>\$416,372</b>	<b>\$2,870,000</b>	<b>\$1,200,000</b>
<b>Total Available</b>	<b>\$161,923</b>	<b>\$416,435</b>	<b>\$2,870,161</b>	<b>\$1,200,161</b>
<b>Expenditure</b>				
Services	\$158,477	\$242,940	\$787,000	\$0
Capital Outlay	\$3,382	\$5,307	\$2,083,000	\$1,200,000
<b>Total Expenditure</b>	<b>\$161,859</b>	<b>\$248,247</b>	<b>\$2,870,000</b>	<b>\$1,200,000</b>
<b>Ending Balance</b>	<b>\$64</b>	<b>\$168,188</b>	<b>\$161</b>	<b>\$161</b>

**Grid Roads**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$125,024</b>	<b>\$95,324</b>	<b>\$100,824</b>
<b>Revenue</b>				
Investment Interest	\$5	\$4,936	\$5,500	\$15,000
<b>Other Financing Sources</b>				
Transfer In (REET 2)	\$7,000	\$0	\$0	\$0
Transfer In (Cap St. Reserve)	\$51,400	\$15,000	\$0	\$0
Transfer In (General Fund)	\$125,000	\$0	\$0	\$0
Transfer In (Utility Tax)	\$0	\$0	\$50,000	\$600,000
<b>Total Revenue</b>	<b>\$183,405</b>	<b>\$19,936</b>	<b>\$55,500</b>	<b>\$615,000</b>
<b>Total Available</b>	<b>\$183,405</b>	<b>\$144,960</b>	<b>\$150,824</b>	<b>\$715,824</b>
<b>Expenditure</b>				
Services	\$58,381	\$50,844	\$50,000	\$600,000
<b>Total Expenditure</b>	<b>\$58,381</b>	<b>\$50,844</b>	<b>\$50,000</b>	<b>\$600,000</b>
<b>Ending Balance</b>	<b>\$125,024</b>	<b>\$94,116</b>	<b>\$100,824</b>	<b>\$115,824</b>

*Capital Funds  
Revenue and Expenditure*

**SNAP Projects (PW/PKS)**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$0	\$2	\$57,315	\$57,315
<b>Revenue</b>				
Investment Interest	\$79	\$2,839	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Park Impact)	\$0	\$154,313	\$0	\$0
Transfer In (Admission Tax)	\$0	\$0	\$65,000	\$85,000
Transfer In (Cap St. Reserve)	\$0	\$18,000	\$0	\$0
Transfer In (Cap St. Reserve)	\$10,933	\$0	\$50,000	\$50,000
<b>Total Revenue</b>	<b>\$11,012</b>	<b>\$175,152</b>	<b>\$115,000</b>	<b>\$135,000</b>
<b>Total Available</b>	<b>\$11,012</b>	<b>\$175,154</b>	<b>\$172,315</b>	<b>\$192,315</b>
<b>Expenditure</b>				
Services	\$4,699	\$29,355	\$20,000	\$20,000
Capital Outlay	\$6,312	\$52,520	\$95,000	\$115,000
<b>Total Expenditure</b>	<b>\$11,011</b>	<b>\$81,874</b>	<b>\$115,000</b>	<b>\$135,000</b>
<b>Ending Balance</b>	<b>\$2</b>	<b>\$93,280</b>	<b>\$57,315</b>	<b>\$57,315</b>

**Sammamish Bridge Replacement  
SR202/127th**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$0	\$0	\$1,354,088	\$570,088
<b>Revenue</b>				
Investment Interest	\$0	\$7,478	\$0	\$0
Grants	\$0	\$0	\$1,024,000	\$1,274,000
<b>Other Financing Sources</b>				
Transfer In (Utility Tax)	\$0	\$300,000	\$0	\$0
Transfer In (Cap St. Reserve)	\$0	\$0	\$516,000	\$0
Res. Transfer In (202/127th)	\$0	\$785,854	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$1,093,331</b>	<b>\$1,540,000</b>	<b>\$1,274,000</b>
<b>Total Available</b>	<b>\$0</b>	<b>\$1,093,331</b>	<b>\$2,894,088</b>	<b>\$1,844,088</b>
<b>Expenditure</b>				
Services	\$0	\$3,993	\$620,000	\$0
Capital Outlay	\$0	\$0	\$1,704,000	\$1,274,000
<b>Total Expenditure</b>	<b>\$0</b>	<b>\$3,993</b>	<b>\$2,324,000</b>	<b>\$1,274,000</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$1,089,338</b>	<b>\$570,088</b>	<b>\$570,088</b>

### Capital Project

301 000		<b>Expenditure Detail</b>		<u>2007</u>	<u>2008</u>
597.00.00	<b>Other Financing Uses</b>				
	Transfer to Facilities CP			\$20,000	\$1,200,000
	Transfer to Capital Street Reserve			\$300,000	\$300,000
	<b>FUND TOTAL</b>			<u><b>\$320,000</b></u>	<u><b>\$1,500,000</b></u>

### Special Capital Project

302 000		<b>Expenditure Detail</b>		<u>2007</u>	<u>2008</u>
597.00.00	<b>Other Financing Uses</b>				
	Transfer to Parks & Recreation CP			\$0	\$1,250,000
	Transfer to Facilities CP			\$2,639,000	\$0
	<b>FUND TOTAL</b>			<u><b>\$2,639,000</b></u>	<u><b>\$1,250,000</b></u>

### Capital Street Reserve

303 000		<b>Expenditure Detail</b>		<u>2007</u>	<u>2008</u>
	<b>Other Services &amp; Charges</b>				
595.10.41.00	CCRP (RM25)			\$0	\$44,000
	<b>Capital Outlay</b>				
595.30.63.00	Street Overlay			\$300,000	\$300,000
	<b>Other Financing Uses</b>				
597.00.00.00	Transfer to SR522/202 (202/175th No/So Leg)			\$1,269,000	\$0
	Transfer to SNAP-PW			\$50,000	\$50,000
	Transfer to SR522/195th			\$20,000	\$100,000
	Transfer to Sammamish Bridge/202/127th (I-6A)			\$516,000	\$0
	<b>FUND TOTAL</b>			<u><b>\$2,155,000</b></u>	<u><b>\$494,000</b></u>

### Utility Tax Fund

316  
000

#### Expenditure Detail

		2007	2008
	<b>Other Financing Uses</b>		
597.00.00	Transfer to Grid Rd	\$50,000	\$600,000
	Transfer to SR202/148th Ave	\$2,000,000	\$100,000
	Transfer to SR522/195th	\$250,000	\$1,150,000
	<b>FUND TOTAL</b>	<b>\$2,300,000</b>	<b>\$1,850,000</b>

### Real Property Reserve

305  
000

#### Expenditure Detail

(no expenditures recommended)

### SR202/148th Ave Capital Project

338  
000

(I-8, PED3)

#### Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
595.10.41.00	Derby Ped Path	\$400,000	\$0
	<b>Capital Outlay</b>		
595.303.63.00	Other Improvements	\$3,250,000	\$400,000
595.303.61.00	Property Acquisition	\$400,000	\$0
	<b>FUND TOTAL</b>	<b>\$4,050,000</b>	<b>\$400,000</b>

### SR522/SR202 Capital Project

339

(RO27 A,B,C)

000

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
595.10.41.10	BNRP P1 (RO-27A)	\$0	\$0
595.10.41.30	BNRP P3 (RO-27C)	\$90,000	\$0
	<b>Capital Outlay</b>		
595.30.63.20	BNRP P2 (RO-27B)	\$300,000	\$0
595.30.63.30	BNRP P3 (RO-27C)	\$3,410,000	\$0
	<b>FUND TOTAL</b>	<b>\$3,800,000</b>	<b>\$0</b>

### SR522/195th Capital Project

351

(RM15A, RO28, RM3)

000

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
595.10.41.00	Interchange (195th St - W/S Rd- RO28)	\$212,000	\$0
595.10.41.10	Wood/Sno to 522 (RM3)	\$100,000	\$12,000
	<b>Capital Outlay</b>		
595.30.63.00	Interchange (SR522/195th St off ramp - RM15A)	\$0	\$1,261,000
	<b>FUND TOTAL</b>	<b>\$312,000</b>	<b>\$1,273,000</b>

### Parks and Recreation Capital Projects

354

(NM28, PK10)

000

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
594.76.41.50	Non-motorized bike/boat rental facility (NM28)	\$13,000	\$45,000
594.76.41.60	Sports Field and Parking (PK10)	\$0	\$520,000
	<b>Capital Outlay</b>		
594.76.63.60	Sports Field and Parking (PK10)	\$0	\$1,815,000
	<b>FUND TOTAL</b>	<b>\$13,000</b>	<b>\$2,380,000</b>

### Surface Water Capital Projects

357  
000

(SWM13, SWM20, SWM 23)

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
594.79.41.11	Woodin Creek Sedimentation (SWM20)	\$8,000	\$50,000
594.79.41.20	Chateau Reach (SWM13)	\$85,000	\$15,000
594.79.41.50	NE 171st Street Storm Drainage (SWM23)	\$20,000	\$0
	<b>Capital Outlay</b>		
594.79.61.20	Chateau Reach (SWM13) Property Acquisition	\$300,000	\$0
594.79.63.50	NE 171st Street Storm Drainage (SWM23)	\$900,000	\$0
	<b>FUND TOTAL</b>	<b>\$1,313,000</b>	<b>\$65,000</b>

### Facilities Capital Projects

358  
000

(FAC2, FAC3)

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
594.95.41.10	Carol Edwards Center (FAC2)	\$767,000	\$0
594.95.41.20	Maintenance Shop (FAC3)	\$20,000	\$0
	<b>Capital Outlay</b>		
594.95.63.10	Carol Edwards Center (FAC2)	\$2,083,000	\$0
594.95.61.20	Maintenance Shop (FAC3)	\$0	\$1,200,000
	<b>FUND TOTAL</b>	<b>\$2,870,000</b>	<b>\$1,200,000</b>

### Grid Roads

356  
000

(GR2,7)

Expenditure Detail

		2007	2008
	<b>Other Services and Charges</b>		
595.10.41.00	Professional Services	\$50,000	\$600,000
	<b>FUND TOTAL</b>	<b>\$50,000</b>	<b>\$600,000</b>

		<b>SNAP Projects</b>	
		<b>(PWKS/PARKS)</b>	
		<b>Expenditure Detail</b>	
360		<u>2007</u>	<u>2008</u>
000			
	<b>Other Services and Charges</b>		
595.10.41.10	Parks Projects	\$10,000	\$10,000
595.10.41.20	Public Works Projects	\$10,000	\$10,000
	<b>Capital Outlay</b>		
595.30.63.10	Parks Projects	\$55,000	\$75,000
595.30.63.20	Public Works Projects	\$40,000	\$40,000
<b>FUND TOTAL</b>		<b><u>\$115,000</u></b>	<b><u>\$135,000</u></b>

		<b>Sammamish Bridge Replacement/SR202/127th</b>	
		<b>(I6A, RM12)</b>	
		<b>Expenditure Detail</b>	
361		<u>2007</u>	<u>2008</u>
000			
	<b>Other Services and Charges</b>		
595.10.41.10	Sammamish Bridge Replacement (I6A)	\$600,000	\$0
595.10.41.20	SR202/127th (RM12)	\$20,000	\$0
	<b>Capital Outlay</b>		
595.30.63.10	Sammamish Bridge Replacement (I6A)	\$424,000	\$1,274,000
595.30.63.20	SR202/127th (RM12)	\$1,280,000	\$0
<b>FUND TOTAL</b>		<b><u>\$2,324,000</u></b>	<b><u>\$1,274,000</u></b>



# City of Woodinville 2007-2008 Capital Projects

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## Roads

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### GR2, GR7

#### CBD Grid Road System

Biennium: \$650,000

Completion: 2018

Primary Funding: Utility Taxes

Description: Construct new north/south road connections in the CBD.

### RM3

#### Wood-Sno Rd/No. City Limit to SR522

Biennium: \$54,000

Completion: 2016

Primary Funding: Mitigation

Description: Widen existing two-lane road to provide additional lanes and center turn lane.

### RM12

#### SR202/127th -131st (SBRP)

Biennium: \$2,298,000

Completion: 2010

Primary Funding: Grants

Description: Widen existing two-lane road and replace existing bridge.

### RM15A/B

#### SR522/195th St Off Ramp

Biennium: \$1,411,000

Completion: 2009

Primary Funding: Utility Tax, Mitigation

Description: Install signal at east bound ramp and build northern on/off ramps.

### RM25 (CCRP)

#### Corridor Congestion Relief Project

Biennium: \$44,000

Completion: 2025

Primary Funding: Mitigation

Description: Reconstruction of the SR522/SR202 interchange, possible realignment of SR202.

### RO27B (under construction)

#### BNRP SR202/NE 177th North Leg

Biennium: \$300,000

Completion: 2007

Primary Funding: Grants

Description: Widen north leg of the LBCP/SR202 intersection and improve the SR522 south ramp access.

### RO27C (under construction)

#### BNRP 202/175th South Leg

Biennium: \$3,500,000

Completion: 2007

Primary Funding: Street Reserve, Grants

Description: Widen southeast leg of BNRP project-additional southbound left turn lane, right turn lane, and the east bound receiving leg at NE175/131st NE.

### I6A (under construction)

#### SR202/127th Place

Biennium: \$1,300,000

Completion: 2007

Primary Funding: Street Reserve

Description: Additional lanes, signal, pedestrian and bike improvements.

### I8 (under construction)

#### Hollywood Intersection

Biennium: \$4,200,000

Completion: 2008

Primary Funding: Utility Tax, Grants

Description: Three roundabouts, sidewalks, pedestrian trail, & bike improvements.

### RO28

#### 195th Street/Wood-Sno Rd

Biennium: \$120,000

Completion: 2009

Primary Funding: Street Reserve

Description: Additional lanes, pedestrian improvements, bike lanes, signal improvements and RRxing improvements.

## Park and Trail Projects

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**NM28**

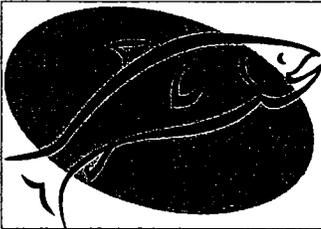
**Non-motorized bike/boat rental facility**

Biennium: \$58,000

Completion: 2008

Primary Funding: Admission Tax

Description: Provide non-motorized transportation facilities to promote travel between CBD and Tourist District via bicycle & water craft such as kayaks and canoes.



**PED3**

**Pedestrian Path**

**SR202/Sammamish River-145th St**

Biennium: \$250,000

Completion: 2008

Primary Funding: Admission Tax

Description: Construct an extension of the pedestrian/bicycle track from the Sammamish trail at NE 145th St. bridge to the Hollywood School House intersection.

**Small Neighborhood Action Projects (SNAP-Parks/Pwks)**

Biennium: \$250,000

Completion: 2007

Primary Funding: Ad Tax, St. Res.

Description: Improve neighborhood parks, traffic enhancements, trails.



**PK10**

**Sports Fields and Parking at CEC**

Biennium: \$2,335,000

Completion: 2009

Primary Funding: REETII, Impact Fees, Grants

Description: Relocate and renovate community center fields with artificial turf and lights. Add a pedestrian loop around civic campus and new south parking lot.

## Surface Water Projects

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**SWM13**

**Chateau Reach Project**

Biennium: \$400,000

Completion: 2008

Primary Funding: SWM Assessments

Description: Install erosion and silt control pond to protect drainage system and the Sammamish River.

**SWM20**

**Woodin Creek-Sediment Facility**

Biennium: \$58,000

Completion: 2010

Primary Funding: SWM Assessments

Description: Collect sediment from collecting in Woodin Creek to mitigate flooding.

**SWM23**

**NE 171st Street Storm Drainage**

Biennium: \$920,000

Completion: 2007

Primary Funding: SWM Assessments

Description: Install 3,000 linear feet of piped drainage system on NE 171st St. and NE 173rd St.

## Facility Projects

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**FAC2**

**Carol Edwards Center Improv.**

Biennium: \$2,850,000

Completion: 2007

Primary Funding: REETII, Impact Fees, Grants

Description: Renovate existing building and building systems.

**FAC3**

**Maintenance Shop**

Biennium: \$1,220,000

Completion: 2012

Primary Funding: REETI

Description: Acquire property and build a maintenance base of operations for Public Works and Parks.







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# Surface Water Management (Enterprise Fund)

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Enterprise funds are established for government activities that are financed and operated in a manner similar to a private business. The costs of providing goods and services to the public are financed through user charges. The City of Woodinville has one Enterprise Fund - the Surface Water Fund.

Surface Water Management is an enterprise fund that supports activities associated with all surface water areas of planning, management, maintenance and operations. This includes streams, rivers, open ponds, wetlands, drainage systems, and watersheds. The department deals with protection, enhancement and education of water quality, fish and wildlife habitat in stream corridor areas, aquatic plants, and critical areas. The department also deals with maintenance and operation of the storm system conveyance, detention, and retention systems.

Surface water assessments are determined by the degree of surface water runoffs. This is based on the percentage of impervious surfaces and total acreage of a particular parcel. The utility assessments are collected by the County and remitted to the City on a monthly basis. In December 2005, the City Council approved a 2.5% increase of the drainage fees by Resolution No. 311. The Enterprise Fund will see this increase in 2007 after the 2006 property taxes are collected. In 2007, the City forecasts \$890,000 in surface water drainage fees and \$5,000 in interest income. The 2008 forecast is \$895,000 in fees and \$5,000 in interest.

Surface Water Management is a division of the Public Works Department that provides services in the area of surface water quality, protection, and control. The Surface Water Management fund supports the following positions in the Public Works Department: Senior Engineer/ Surface Water Management and maintenance workers (permanent and seasonal). This division is funded by an enterprise fund that is dedicated to a single function and is similar to a private business. Services provided by this division include:

- ♦ Engineering
  - Planning for water quality and quantity
  - Environmental protection and enhancement
  - Operational review and studies
- ♦ Capital Improvements (minor non-CIP type)
  - Habitat enhancement
  - Water quality and quality improvements
  - Special projects
- ♦ Maintenance and Operations
  - Open and closed system maintenance and repair
  - Detention and retention system repair and maintenance
  - Street sweeping
  - Vegetation control

## 2005-2006 Accomplishments

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### Staff Highlights

- Hired four Seasonal Maintenance Workers to provide services in pond vegetation control, routine maintenance, special projects, and assist the Parks department in water quality and habitat enhancement projects.
- Received training in Best Management Practices in maintenance of drainage conveyance systems.
- Received training in construction practices around sensitive areas.
- Added Civil Plans Examiner and Civil Site Inspector to Public Works.

### Public Outreach

- Attended regional Surface Water Management meetings.
- Representative on Salmon Task Force.
- Participated in the Sammamish ReLeaf Event.
- Continued participation in regional Salmon Watchers Program.
- Continued participation in King County Lake Stewardship Program.
- Attended neighbor meetings related to surface water and habitat issues.
- Coordinated public information on West Nile Virus.

### Department Highlights

- Council approved a one time 2.5% SWM fee increase.
- Continued development of in-house street sweeping at over double the contracted level of service.
- Continued stream water quality monitoring program.
- Performed in-house maintenance of ponds.
- Performed system repair program using in-house staff.
- Completed the 124<sup>th</sup> Avenue NE Storm System Diversion - Phase I.
- Performed sediment removal in Woodin Creek.
- Installed creek/fish stream awareness signs.
- Performed maintenance of past Sammamish ReLeaf project sites.
- Completed Little Bear Creek 134<sup>th</sup> Avenue NE Bridge Project design.

## 2007-2008 Goals

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- Adoption of Surface Water Management Comprehensive Plan.
- Hire four seasonal Maintenance Workers.
- Hire an intern to assist with office duties to improve department filing system.
- Continue in-house ditch cleaning program.
- Continue in-house pond maintenance program.
- Continue to improve efficiency of street sweeping program.
- Continue to perform in-house catch basin repair program.
- Continue to perform roadside ditch mowing with in-house staff.
- Perform planting for habitat enhancements including Sammamish ReLeaf.
- Seek funding opportunities for water quality and habitat enhancement improvements.
- Construction of NE 171<sup>st</sup> Street Regional Storm System Improvements.
- Completion of in-house Woodin Creek Sedimentation Facility Design.

Surface Water Mgmt  
Revenue

**Surface Water Management**

\* Expenditures are shown separate

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	<b>\$118,250</b>	<b>\$140,599</b>	<b>\$119,640</b>	<b>\$79,977</b>
<b>Revenue</b>				
Grants	\$0	\$3,900	\$0	\$0
Storm Drainage Fees & Charges	\$811,425	\$853,251	\$890,000	\$895,000
Road Construction & Eng Svcs.	\$0	\$2,942	\$0	
Investment Interest	\$5,348	\$9,677	\$5,000	\$5,000
<b>Total Revenue</b>	<b>\$816,773</b>	<b>\$869,770</b>	<b>\$895,000</b>	<b>\$900,000</b>
<b>Total Available</b>	<b>\$935,023</b>	<b>\$1,010,369</b>	<b>\$1,014,640</b>	<b>\$979,977</b>

## Surface Water Management Department Summary

	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Salaries	\$301,149	\$283,155	\$316,125	\$304,930	\$319,997
Benefits	\$79,190	\$78,390	\$82,315	\$95,535	\$105,657
Supplies	\$23,432	\$20,951	\$23,578	\$46,500	\$38,600
Services	\$63,141	\$62,038	\$69,053	\$145,285	\$125,255
Capital Outlay	\$9,281	\$32,630	\$15,973	\$10,200	\$0
Intergovernmental	\$241,570	\$158,480	\$133,574	\$164,000	\$149,000
Interfund Payments	\$139,612	\$158,781	\$161,569	\$168,213	\$165,733
Transfer to SWM Res.	\$600,000	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$1,457,374</b>	<b>\$794,425</b>	<b>\$802,187</b>	<b>\$934,663</b>	<b>\$904,241</b>

Position Summary	2004 Actual	2005 Actual	2006 Actual	2007 Budget	2008 Budget
Public Works Director	0.25	0.25	0.25	0.25	0.25
Senior Admin Assistant	0.25	0.25	0.25	0.25	0.25
Admin Assistant	0	0	0.15	0.15	0.15
Senior Engineer (SWM)	0.8	0.8	0.4	0.4	0.4
Engineering Tech	0	0	0.3	0.3	0.3
Field Engineer	0.25	0.25	0.25	0.3	0.3
Tran/Env Planner	0.5	0.5	0.5	0.35	0.35
Maintenance Supervisor	0.5	0.5	0.5	0.5	0.5
Maintenance Worker I	2	2	1.5	0.5	0.5
Maintenance Worker II	0	0	0.5	1	1
Maintenance Worker III	0	0	0	0.5	0.5
Civil Plans Examiner	0	0	0.2	0.2	0.2
Civil Site Field Inspector	0	0	0.2	0.2	0.2
GIS Analyst	0	0.1	0	0	0
<b>Position Totals</b>	<b>4.55</b>	<b>4.65</b>	<b>5</b>	<b>4.9</b>	<b>4.9</b>

	Hours	Hours	Hours	Hours	Hours
Interns (part time)	2976	2976	2976	2976	2976
Office Assistant	520	520	520	0	0

SURFACE WATER MANAGEMENT

410

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Expenditure Detail

		2007	2008
	<b><i>Salaries and Wages</i></b>		
531.10.11.00	Salaries	\$340,315	\$356,832
	Transfer to CIP	(\$35,385)	(\$36,836)
	<b><i>Net Salaries and Wages</i></b>	<b>\$304,930</b>	<b>\$319,997</b>
	<b><i>Personnel Benefits</i></b>		
531.10.21.00	Benefits	\$106,150	\$116,707
	Transfer to CIP	(\$10,615)	(\$11,050)
	<b><i>Net Personnel Benefits</i></b>	<b>\$95,535</b>	<b>\$105,657</b>
	<b><i>Supplies</i></b>		
531.10.31.31	Office/Operating Supplies	\$31,000	\$31,000
531.10.35.00	Small Tools/Minor Equipment	\$15,500	\$7,600
	<b><i>Total Supplies</i></b>	<b>\$46,500</b>	<b>\$38,600</b>
	<b><i>Other Services and Charges</i></b>		
531.10.41.00	Professional Services	\$128,000	\$108,000
531.10.42.00	Communication	\$4,450	\$4,450
531.10.43.00	Travel	\$550	\$550
531.10.44.00	Advertising	\$2,500	\$2,500
531.10.45.00	Operating Rentals & Leases	\$6,000	\$6,000
531.10.48.00	Repairs & Maint.	\$1,100	\$1,100
531.10.49.10	Education and Training	\$2,200	\$2,200
531.10.49.20	Miscellaneous	\$485	\$455
	<b><i>Total Other Services and Charges</i></b>	<b>\$145,285</b>	<b>\$125,255</b>
	<b><i>Intergovernmental</i></b>		
531.10.51.00	Professional Services	\$164,000	\$149,000
531.10.95-99	<b><i>Interfund</i></b>	<b>\$168,213</b>	<b>\$165,733</b>
594.31.64.00	<b><i>Capital Outlays</i></b>	<b>\$10,200</b>	<b>\$0</b>
	<b>TOTAL SURFACE WATER</b>	<b>\$934,663</b>	<b>\$904,241</b>



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# Internal Service Funds

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Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City. Three Internal Service Funds are budgeted: Equipment Rental Fund, Equipment Replacement Fund, and Unemployment Compensation Fund.

## Equipment Rental Fund

The Equipment Rental Fund accounts for the cost of maintaining and replacing all City vehicles when needed. Revenue to the Equipment Rental Fund includes a beginning balance of \$386,405 and transfers in from various departments that total \$138,012 for 2007 and \$127,979 for 2008.

The Equipment Rental Fund will pay for all operating costs associated with City vehicles. Included are the costs of fuel, insurance, supplies, and depreciation.

## Equipment Replacement Fund

The amount budgeted in this account varies from year to year based on capital expenditures scheduled. Starting with a beginning balance of \$801,145, a transfer of \$50,000 from the General Fund is budgeted for both 2007 and 2008.

The Equipment Replacement Fund will be used to pay the replacement costs of financial software and the replacement costs of office equipment, including computers.

## Unemployment Compensation Fund

The Unemployment Compensation Fund is used to pay for unemployment claims against the City, which is covered through investment income revenue. The fund will begin the year with \$58,680 and receive interest revenue of \$500 for both 2007 and 2008. No transfers are anticipated from the General Fund. The City is self-insured for unemployment costs, and pays the charges from the Unemployment Compensation Fund.

*Internal Service Funds  
Revenue and Expenditure*

### Equipment Rental

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$296,925	\$330,880	\$386,405	\$471,217
<b>Revenue</b>				
Investment Interest	\$10,631	\$18,207	\$5,000	\$5,000
Charges for Service	\$100,640	\$106,270	\$138,012	\$127,979
<b>Other Financing Sources</b>				
Insurance Proceeds	\$0	\$425	\$0	\$0
<b>Total Revenue</b>	<b>\$111,271</b>	<b>\$124,902</b>	<b>\$143,012</b>	<b>\$132,979</b>
<b>Total Available</b>	<b>\$408,195</b>	<b>\$455,782</b>	<b>\$529,417</b>	<b>\$604,196</b>
<b>Expenditures</b>				
Supplies	\$20,923	\$25,097	\$21,200	\$21,200
Services	\$19,547	\$38,217	\$37,000	\$37,000
Capital Outlay	\$36,845	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$77,315</b>	<b>\$63,314</b>	<b>\$58,200</b>	<b>\$58,200</b>
<b>Ending Balance</b>	<b>\$330,880</b>	<b>\$392,469</b>	<b>\$471,217</b>	<b>\$545,996</b>

### Equipment Replacement

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$683,866	\$781,145	\$801,145	\$761,145
<b>Revenue</b>				
Investment Interest	\$23,635	\$40,578	\$10,000	\$10,000
<b>Other Financing Sources</b>				
Operating Transfer In	\$100,000	\$100,000	\$50,000	\$50,000
<b>Total Revenue</b>	<b>\$123,635</b>	<b>\$140,578</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>Total Available</b>	<b>\$807,501</b>	<b>\$921,723</b>	<b>\$861,145</b>	<b>\$821,145</b>
<b>Expenditure</b>				
Capital Outlay	\$26,355	\$55,404	\$100,000	\$100,000
<b>Total Expenditure</b>	<b>\$26,355</b>	<b>\$55,404</b>	<b>\$100,000</b>	<b>\$100,000</b>
<b>Ending Balance</b>	<b>\$781,145</b>	<b>\$866,320</b>	<b>\$761,145</b>	<b>\$721,145</b>

*Internal Service Funds  
Revenue and Expenditure*

## Unemployment Compensation

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$21,508	\$44,180	\$58,680	\$47,180
<b>Revenue</b>				
Investment Interest	\$1,139	\$2,631	\$500	\$500
<b>Other Financing Sources</b>				
Operating Transfer In	\$28,000	\$28,000	\$0	\$0
<b>Total Revenue</b>	<b>\$29,139</b>	<b>\$30,631</b>	<b>\$500</b>	<b>\$500</b>
<b>Total Available</b>	<b>\$50,647</b>	<b>\$74,811</b>	<b>\$59,180</b>	<b>\$47,680</b>
<b>Expenditure</b>				
Claims	\$6,467	\$10,633	\$12,000	\$12,000
<b>Total Expenditure</b>	<b>\$6,467</b>	<b>\$10,633</b>	<b>\$12,000</b>	<b>\$12,000</b>
<b>Ending Balance</b>	<b>\$44,180</b>	<b>\$64,179</b>	<b>\$47,180</b>	<b>\$35,680</b>

### EQUIPMENT RENTAL

501 000		Expenditure Detail	2007	2008
		<i>Supplies</i>		
548.60.31.32		Operating Supplies - Fuel	\$20,000	\$20,000
548.60.31.33		Misc. Operating Supplies	\$1,200	\$1,200
		<i>Other Services and Charges</i>		
548.60.46.00		Insurance	\$7,000	\$7,000
548.60.48.00		Repairs & Maintenance	\$30,000	\$30,000
		<b>FUND TOTAL</b>	<b>\$58,200</b>	<b>\$58,200</b>

### EQUIPMENT REPLACEMENT

503 000		Expenditure Detail	2007	2008
		<i>Capital Outlay</i>		
594.18.64.00		Machinery and Equipment	\$100,000	\$100,000
		<b>FUND TOTAL</b>	<b>\$100,000</b>	<b>\$100,000</b>

### UNEMPLOYMENT COMPENSATION

505 000		Expenditure Detail	2007	2008
		<i>Other Services and Charges</i>		
517.78.00.00		Unemployment Claims	\$12,000	\$12,000
		<b>FUND TOTAL</b>	<b>\$12,000</b>	<b>\$12,000</b>

# Fiduciary Funds

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Fiduciary funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The City has two fiduciary funds: the Affordable Housing Fund and a Deposit (Agency) Fund.

In 2001, the City created the **Affordable Housing Fund**, a trust fund established to provide financing for affordable housing projects. In 2007 and 2008, the General Fund will transfer \$12,500 to the Affordable Housing fund. Woodinville's investment for 2007 is budgeted at \$20,000 as well as 2008.

A **Deposit Fund** was created in 2005 to account for agency type accounts (excise taxes, state remittances, etc). Non revenues and non expenditures of \$200,000 are anticipated for 2007 and 2008.

*Fiduciary Funds*  
*Revenue and Expenditure*

**Affordable Housing Trust Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$18,688	\$16,947	\$29,447	\$21,947
<b>Miscellaneous</b>				
Investment Interest	\$759	\$1,223	\$0	\$0
<b>Other Financing Sources</b>				
Transfers-In	\$12,500	\$12,500	\$12,500	\$12,500
<b>Total Revenue</b>	<b>\$13,259</b>	<b>\$13,723</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>Total Available</b>	<b>\$31,947</b>	<b>\$30,670</b>	<b>\$41,947</b>	<b>\$34,447</b>
<b>Expenditure</b>				
Intergovernmental	\$15,000	\$0	\$20,000	\$20,000
<b>Total Expenditure</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Ending Balance</b>	<b>\$16,947</b>	<b>\$30,670</b>	<b>\$21,947</b>	<b>\$14,447</b>

		Expenditure Detail	
		2007	2008
622.000.559.20.52.00	Total Intergovernmental Svcs	\$20,000	\$20,000

**Deposit Fund**

	2005 Actual	2006 Actual	2007 Budget	2008 Budget
<b>Beginning Balance</b>	\$0	\$190,096	\$130,096	\$130,096
<b>Non Revenue</b>				
Deposits	\$190,746	\$175,659	\$200,000	\$200,000
<b>Total Non Revenue</b>	<b>\$190,746</b>	<b>\$175,659</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Available</b>	<b>\$190,746</b>	<b>\$365,755</b>	<b>\$330,096</b>	<b>\$330,096</b>
<b>Non Expenditure</b>				
Deposits	\$650	\$259,010	\$200,000	\$200,000
<b>Total Non Expenditure</b>	<b>\$650</b>	<b>\$259,010</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Ending Balance</b>	<b>\$190,096</b>	<b>\$106,745</b>	<b>\$130,096</b>	<b>\$130,096</b>

		Expenditure Detail	
		2007	2008
631.237.00.00	Total Non Expenditures	\$200,000	\$200,000

# The City of Woodinville

## Country Living, City Style

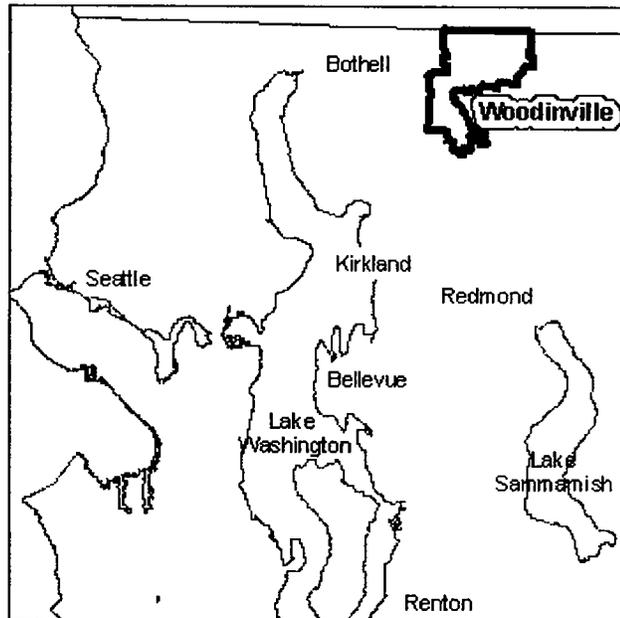
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Twenty miles northeast of Seattle, at the northern end of the Sammamish Valley, City of Woodinville residents enjoy the rural charm of wooded residential areas and horse trails, along with a thriving downtown business center.

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

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

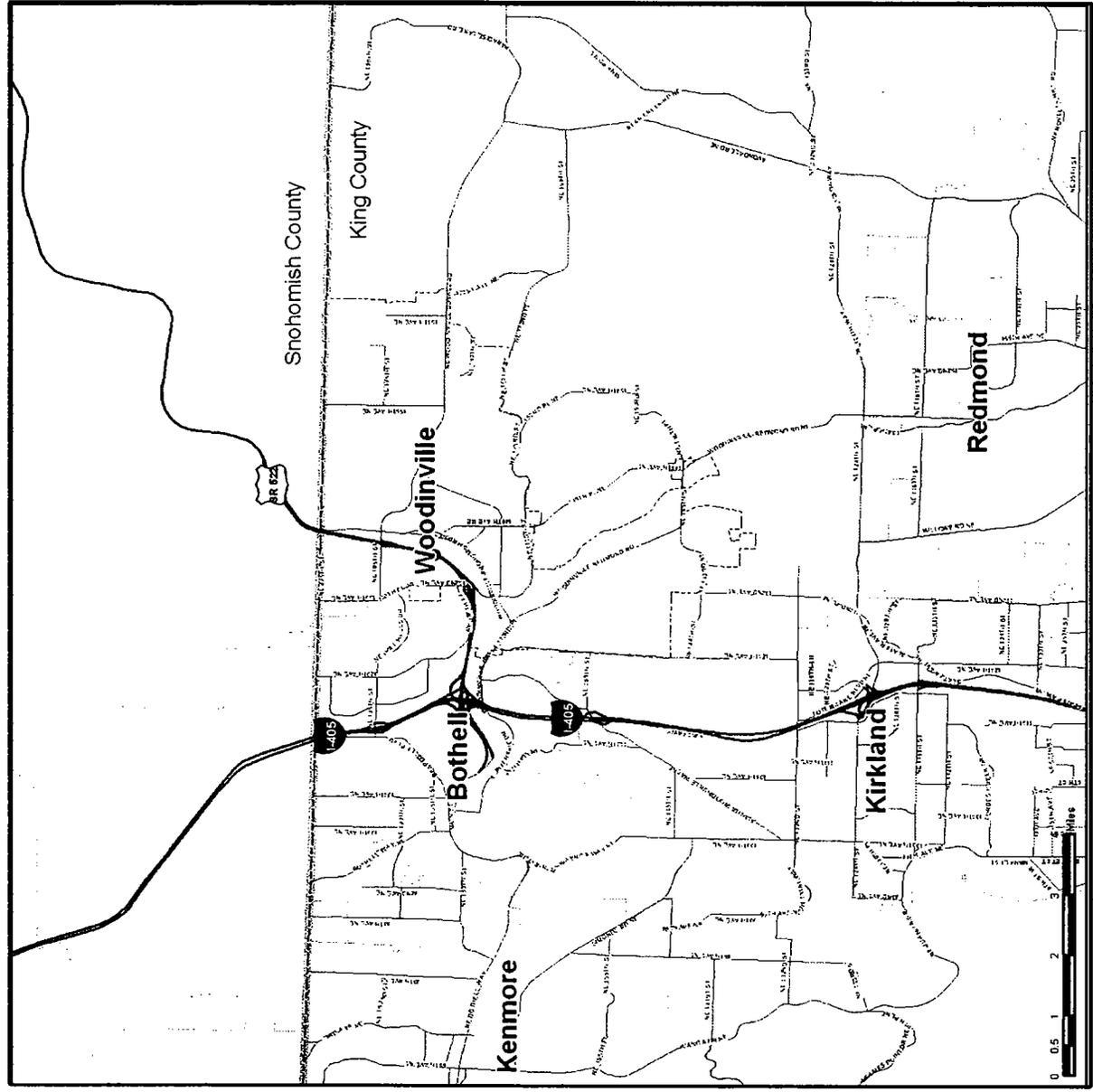
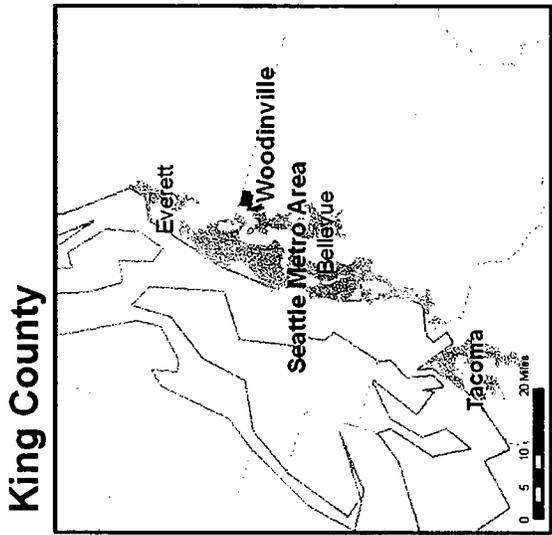
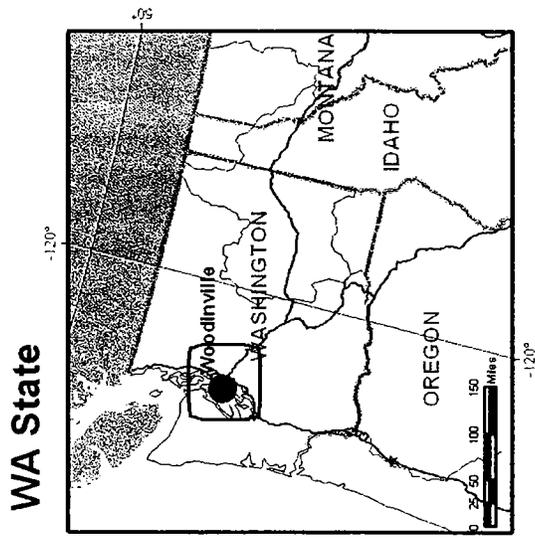
Several advisory boards, commissions, and the City Manager support the City Council. The City Manager is appointed by Council and serves as the professional manager of the organization.



The City provides various services including planning, permitting, street maintenance, storm water, construction, parks & recreation and general administrative services. The King County Sheriff's Office and the Woodinville Fire & Life Safety District provides police & fire protection and the Woodinville Water District provides water & sewer services.

The City's tourist district is home to world-class wineries: Chateau Ste Michelle, Columbia, DeLille Cellars and Silver Lake. Wine tasting and tours can be complimented by excellent dining at the Barking Frog and the Herb Farm restaurants, and by lodging at Willows Lodge. The world-famous Molbak's Nursery and green house is also located in Woodinville.

Each spring, Celebrate Woodinville, a community event, is host to the All Fools Day Parade, Basset Bash & Brigade and the City's anniversary celebration of incorporation.



City of Woodinville  
 17301 - 133rd Ave NE  
 Woodinville, WA 98072  
 www.woodinville.wa.us  
 425-488-2700

# Community Profile: City of Woodinville

**Legend**

County Border

# Miscellaneous Statistics

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DATE OF INCORPORATION	March 31, 1993
FORM OF GOVERNMENT	Council-City Manager
AREA	5.65 Square Miles
POPULATION (within city limit) <sup>1</sup>	10,350 as of April 2006
REGISTERED VOTERS	5,764 as of November 2006
PRESIDENTIAL ELECTION OF 2004	5,119 voted
NUMBER OF BUSINESS REGISTRATION	1,107
LEGISLATIVE DISTRICT	45 <sup>th</sup>
SCHOOL DISTRICT	Northshore
RETAIL SALES TAX	8.8%
CITY EMPLOYEES (FTE)	57.05
ELEVATION	50 feet above sea level
LATITUDE	47 degrees 45 minutes
LONGITUDE	122 degrees 09 minutes

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<sup>1</sup>Source: Census Bureau

\*Provided by Woodinville Chamber of Commerce

**CITY OF WOODINVILLE LARGEST EMPLOYERS<sup>2</sup>**

Company	Number of Employees	Product/Service
W.A. Botting Company	289	Mechanical Contractor
Ste. Michelle Wine Estates Ltd.	252	Winery
Molbak's	249	Nursery & Specialty Retailer
Loud Technologies	238	Professional Audio Equipment Manufacturer
Target	200	Retail
Bensussen Deutsch & Associates	180	Wholesale Promotional Merchandise
TOP Food & Drug	164	Retail Grocery Store
Cascade Recycling Center	148	Recycling Facility
Red Robin International	132	Restaurant
Willows Lodge	118	Hotel, Restaurant, & Spa
Redhook Ale Brewery, Inc.	117	Manufacturer of Beer & Ale

**CITY OF WOODINVILLE LARGEST PROPERTY TAXPAYERS (Real & Personal)<sup>3</sup>**

Taxpayer	Value
Calwest Industrial Properties	\$60,451,700
Downtown Woodinville LLC	\$43,488,200
Archstone Communities Trust	\$28,753,000
Stimson Lane Wine & Spirits	\$25,729,200
Redhook Ale Brewery	\$19,641,227
Brittany Park	\$16,136,501
Underwood LLC	\$13,277,700
Target Corporation	\$12,682,412
Security Capital Industrial	\$11,222,000
Molbak's Family Ltd Partnership	\$10,699,780
Puget Sound Energy – Electric/Gas	\$10,478,285
Mackie Holdings LLC	\$7,726,100

**CITY OF WOODINVILLE NEW CONSTRUCTION BUILDING PERMITS ISSUED<sup>4</sup>**

Year	Permits Issued	Total Value
2005	261	\$32,082,229
2004	319	\$54,245,576
2003	181	\$24,966,329
2002	230	\$31,685,539
2001	170	\$19,034,442
2000	194	\$23,591,144
1999	259	\$32,792,077

<sup>2</sup> Source: City of Woodinville Administration Dept

<sup>3</sup> Source: King County Dept of Assessments, February 2006

<sup>4</sup> Source: City of Woodinville Building Dept

# Policies

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## Budget Policy

1. 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 final level.
2. Financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to Council on a regular basis.
3. Department heads are responsible for managing their budgets in accordance with sound management principles.
4. Ending fund balances will be budgeted each year for all operating funds.
5. The City has established a contingency 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 Contingency fund receives revenue from an appropriation of funds by the City Council as necessary to increase the Contingency Fund balance to the specified target level. As a long-term goal, the Contingency Fund is to be funded at a target level of ten percent of General fund expenditures.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

## **Debt Policy**

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.
- The City will use refunding bonds when appropriate to restructure its current outstanding debt.
- Interest, operating, and/or maintenance expenses will be capitalized only for facilities of enterprise activities and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
- The City will strive to achieve the highest possible bond rating.
- Assessment bonds will be issued in place of general obligation bonds, when possible, to assure the greatest degree of public equity.
- Under most circumstances, the maturity of all assessment bonds shall not exceed 15 years.

- Revenue bonds shall be issued only when projected operating revenues are insufficient to meet the enterprise's financing needs.
- Each enterprise fund will maintain an adequate rate structure to cover the full cost of its operations including: maintenance, depreciation, capital and debt service.
- The City will insure that net operating revenues constitute a minimum of 1.25 times the annual debt service requirements.
- The City will limit the maturities of all revenue bond issues to 25 years or less.
- General Obligation bonds will be issued with maturities of 20 years or less.
- The voter approved general obligation debt will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City.
- The following individual percentages of assessed valuation shall not be exceeded in any specific debt category:
  - General Purpose - 2.5%
  - Utility Debt - 2.5%
  - Open Space and Park Facilities - 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.
- All accepted alternative methods of financing shall be considered prior to the issuance of limited-tax general obligation bonds.

### **Investment Policy - Summarized**

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

## **Fixed Asset Policy**

### **I Statutory Authority**

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

### **II Purpose**

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

### **III Policy**

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

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

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

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**

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 interfund expenses, capital outlays and transfers. General Fund transfers to the Street Fund (Fund No. 101) shall not be

included since the total amount of expenditures of the Street Fund will be considered in the calculation.

#### **Goal for Funding the SBR**

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

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

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

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

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

#### **Goal for Rebalancing the Strategic Budget Reserve**

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

# Glossary

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

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

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

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

**ANNUAL BUDGET** A budget applicable to a single fiscal year.

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

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

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

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

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

**BONDED DEBT** That portion of indebtedness represented by outstanding bonds.

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

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

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

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

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

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

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

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

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

**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, 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, that 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.

**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.



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# Acronyms

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<u>APA</u>	American Planning Association
<u>APWA</u>	American Public Works Association
<u>ARCH</u>	Regional Coalition for Housing
<u>ARMA</u>	Association of Records Management Archives
<u>ASCE</u>	Associated Society of Civil Engineers
<u>AWC</u>	Association of Washington Cities
<u>CAD</u>	Computer Aided Drafting
<u>CAPs</u>	Citizen Advisory Panels
<u>CAR</u>	Customer Action Request
<u>CCWF</u>	Centennial Clean Water Fund
<u>CEC</u>	Carol Edwards Center
<u>CIP</u>	Capital Improvement Program
<u>CTR</u>	Commute Trip Reduction
<u>DCD</u>	Department of Community Development
<u>ESA</u>	Endangered Species Act
<u>EOP</u>	Emergency Operation Procedures
<u>ESHB</u>	Engrossed Substitute House Bill
<u>ESUG</u>	Eden System Users Group
<u>ETP</u>	Eastside Transportation Program
<u>FAC</u>	Facility
<u>FTE</u>	Full Time Equivalent

<b><u>GIS</u></b>	Geographic Information System
<b><u>ICBO</u></b>	International Conference of Building Officials
<b><u>IDP</u></b>	Interim Design Principles
<b><u>IIMC</u></b>	International Institute of Municipal Clerks
<b><u>IRMS</u></b>	Integrated Resource Management System
<b><u>ITE</u></b>	Institute of Transportation Engineers
<b><u>KCCA</u></b>	King County Clerks Association
<b><u>MTA</u></b>	Municipal Treasurer's Association
<b><u>NRPA</u></b>	National Recreation and Parks Association
<b><u>PAW</u></b>	Planning Association of Washington
<b><u>PDI</u></b>	Professional Development I (Clerks)
<b><u>PFP</u></b>	Pedestrian Facilities Program
<b><u>PSAPCA</u></b>	Puget Sound Air Pollution Control Authority
<b><u>PSRC</u></b>	Puget Sound Regional Council
<b><u>REET</u></b>	Real Estate Excise Tax
<b><u>SNAP</u></b>	Small Neighborhood Action Project
<b><u>S/W</u></b>	Surface Water
<b><u>SCA</u></b>	Suburban Cities Association
<b><u>SEPA</u></b>	State Environmental Policy Act
<b><u>SWAT</u></b>	Special Weapons and Tactics
<b><u>SWM</u></b>	Surface Water Management
<b><u>TIB</u></b>	Transportation Improvement Board
<b><u>TRC</u></b>	Technical Review Committee
<b><u>URISA</u></b>	Urban and Regional Information Systems Association

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



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## ORDINANCE NO. 437

**AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING SIX FUNDS, CREATING A NEW FUND, AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2007 AND 2008, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.**

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**WHEREAS**, the Washington State Auditors have recommended that the City consolidate funds to simplify accounting records; and

**WHEREAS**, many of the capital projects can be combined and shown as sub accounts in a more general purpose construction fund, and

**WHEREAS**, the Arterial Street Fund (Fund 102) is no longer needed to separate state shared gas tax revenues; and

**WHEREAS**, with the creation of the Surface Water Capital Project Fund (Fund 357) there is no longer a need for the Capital Surface Water Reserve Fund (Fund 304); and

**WHEREAS**, with the creation of the Utility Tax Fund (Fund 316), there is no longer a need for the Little Bear Creek Parkway Fund (Fund 312); and

**WHEREAS**, the Civic Center Fund (Fund 390) was created to acquire real property, and all property identified to be purchased has been acquired; and

**WHEREAS**, the 202/127th Fund (Fund 337) , is more properly accounted for in a sub account in the Sammamish Bridge Replacement Project Fund (Fund 361); and

**WHEREAS**, the Little Bear Creek Lineal Park Fund (Fund 340) is nearing completion, and can be accounted for as a project within the Parks Capital Project Fund (Fund 354); and

**WHEREAS**, the System Replacement Fund was initially established to set aside revenue for the replacement of specific systems in the new City Hall; and

**WHEREAS**, it was recommended that the City establish a fund to cover the major maintenance items associated with City Hall; and

**WHEREAS**, the exterior of City Hall will require paint to protect the siding and protecting sealant on the beams and roof joists; and

**WHEREAS**, the scope of the System Replacement Fund is recommended to be expanded to include major maintenance projects associated with the City's new facilities; and

**WHEREAS**, a preliminary budget has been filed with the City Clerk as required by law;

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

**Section 1.** A new fund, the Developmental Services Fund (Fund 104), is hereby established with revenue and appropriations set forth in Section 11 of this ordinance. Revenue collected in the Developmental Services Fund will be used for services identified in the biennial budget.

**Section 2.** The Street Capital Reserve Fund is hereby changed in title to the Street Capital Projects Fund. The Fund will be used to account for street capital projects that have not been given a separate fund to account for revenue and expenditures.

**Section 3.** The Arterial Street Fund is hereby abolished, with the residual revenue to be transferred to the Street Capital Project Fund.

**Section 4.** The Capital Surface Water Reserve Fund is hereby abolished, with the residual revenue to be transferred to the Surface Water Capital Project Fund.

**Section 5.** The Little Bear Creek Parkway Fund is hereby abolished, with the residual revenue to be transferred to the Utility Tax Fund.

**Section 6.** The Civic Center Fund is hereby abolished, with the residual revenue to be transferred the Utility Tax Fund and the Capital Projects Fund (REET 1).

**Section 7.** The 202/127th Fund is hereby abolished, with the residual revenue to be transferred to the Sammamish Bridge Replacement Project Fund.

**Section 8.** The Little Bear Creek Lineal Park Fund is hereby abolished, with the residual revenue to be transferred to the Parks Capital Project Fund.

**Section 9.** The System Replacement Fund is being expanded in scope to include major maintenance items associated with the City's new facilities. Major maintenance shall include those maintenance projects that exceed \$50,000 until the City Council adopts a policy defining the parameters of the scope of maintenance.

**Section 10.** The biennial budget of the City of Woodinville, Washington for the years 2007 and 2008, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$82,499,855.

**Section 11.** The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$23,933,875
Street Fund	\$ 1,664,453
Contingency	\$ 338,294
Developmental Services	\$ 4,074,736
Mitigation	\$ 275,381
Admission Tax	\$ 838,204
Parks & Recreation Special Revenue	\$ 62,813
System Replacement	\$ 560,418
Strategic Budget Reserve	\$ 1,643,141
Park Impact Fee	\$ 1,452,752
Hotel/Motel Tax	\$ 106,125
Traffic Impact Fees	\$ 1,395,566
Debt Service	\$ 1,478,910
Capital Project	\$ 1,998,536
Special Capital Project	\$ 4,220,879
Capital Street Reserve	\$ 4,201,180
Utility Tax	\$ 5,655,414
Real Property	\$ 98,726
SR202/148th Ave Capital Project	\$ 4,506,505
SR522/SR202 Capital Project	\$ 4,165,562
Grid Roads	\$ 765,824
Small Neighborhood Action Projects	\$ 307,315
SR522/195th Capital Project	\$ 1,616,875
Surface Water Capital Projects	\$ 2,299,527
Parks and Recreation Capital Projects	\$ 2,458,191
Facilities Capital Project	\$ 4,070,161
Sammamish Bridge Replacement	\$ 4,168,088
Surface Water Management	\$ 1,914,640
Equipment Rental	\$ 662,396
Equipment Replacement	\$ 921,145
Unemployment Reserve	\$ 59,680
Affordable Housing	\$ 54,447
Deposit	\$ 530,096

**Section 12.** The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

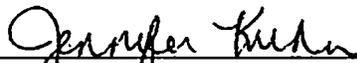
**Section 13. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

**Section 14. Severability.** If any sentence, clause, phrase or provision of this ordinance is ultimately invalidated by a court of competent jurisdiction, such invalidation shall not effect any other sentence, clause, phrase or provision hereof.

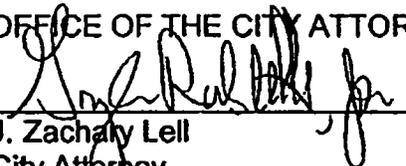
**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 18<sup>TH</sup> DAY OF DECEMBER 2006.**

  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:

  
Jennifer Kuhn  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY  
  
J. Zachary Lell  
City Attorney

PASSED BY THE CITY COUNCIL: 12-18-2006  
PUBLISHED: 12-25-2006  
EFFECTIVE DATE: 12-30-2006  
ORDINANCE NO. 437

## ORDINANCE NO. 434

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2007, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW.

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**WHEREAS**, the City Council of the City of Woodinville has met and considered its budget for the calendar year 2007; and

**WHEREAS**, pursuant to RCW 84.55.120, the City Council of the City of Woodinville held a public hearing on November 6, 2006 to consider possible increases in property tax revenue and General Fund revenue for the calendar year 2007; and

**WHEREAS**, , the City Council of the City of Woodinville after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Woodinville requires a regular levy in the amount of \$2,782,000 which includes no increase in property tax revenue from the previous year, exclusive of amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

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

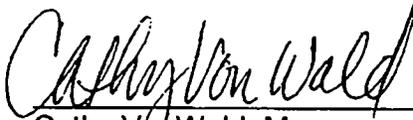
**Section 1.** Be it ordained by the City Council of the City of Woodinville that the regular property tax levy is hereby authorized for the 2007 levy in the amount of \$2,782,000, which is a 0% percentage increase from the previous year, but includes additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

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

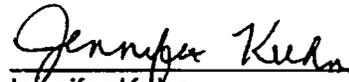
**Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 4. Effective Date.** This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 20<sup>th</sup> DAY OF NOVEMBER 2006.**

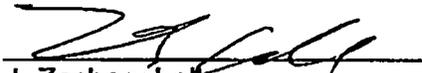
  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:

  
Jennifer Kuhn  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

  
J. Zachary Leff  
City Attorney

PASSED BY THE CITY COUNCIL: 11-20-2006  
PUBLISHED: 11-27-2006  
EFFECTIVE DATE: 12-02-2006  
ORDINANCE NO. 434

## ORDINANCE NO. 435

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 411, AS AMENDED BY ORDINANCE NOS. 421 AND 429, EFFECTIVE JANUARY 1, 2007, ADOPTING BENEFIT AND CLASSIFICATION PAY RANGES FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.

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**WHEREAS**, the City Council adopted a revised pay, benefit and classification structure for 2006; and

**WHEREAS**, the City of Woodinville considers it appropriate to permit administrative adjustments based on parity with comparable positions in other jurisdictions and economic factors:

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

**Section 1.** That Ordinance No. 411, 421 and 429 relating to pay ranges and employee benefits is hereby repealed, effective January 1, 2007.

**Section 2.** The City Council hereby adopts the Employee Benefit Plan (Attachment A), the Classification Pay Range (Attachment B), and the Non-Regular Pay Plan (Attachment C).

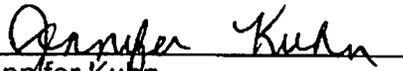
**Section 3. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 4.** The effective date for payment of salary steps, ranges and benefits shall be January 1, 2007 and shall continue until amended by action of the City Council.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 20<sup>th</sup> DAY OF NOVEMBER 2006.**

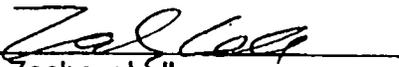
  
Cathy VonWald, Mayor

ATTEST/AUTHENTICATED:

  
Jennifer Kuhn  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

  
J. Zachary Leil  
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## ***BENEFIT SCHEDULE***

**Effective Date: January 1, 2007**

### **EMPLOYEE BENEFITS - Paid by City**

Medical - AWC Plan A 100% Employee, 90% of Spouse, and 90% of children

AWC Group Health, up to the premium dollar amounts set forth for Plan A

Dental - AWC Plan A 100% Employee and Dependent Coverage, or Willamette Dental \$10 Co-pay

Employee Assistance Plan - AWC paid by City for all employees.

Term Life Insurance - \$10,000 paid by City for all employees.

Vision Insurance - AWC paid by City for all employees and their spouse and dependants.

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

Regular Part-Time Employees - All benefits cost shared and/or accrued according to the percentage that the part-time bears to full-time employment, except that term life insurance, vision insurance, and dental insurance shall be paid by the City for all paid employees in Attachment B who work 20 or more hours per week on an annual basis.

The City shall furnish coffee, tea, and other hot water drinks for attendees of public meetings as a benefit of contribution to public process, and for employees as a benefit of employment.

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

**EXHIBIT A**  
**Classification Pay Range**  
**Effective Date: January 1, 2007**

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
A A A A	2,936	3,817	Administrative Assistant Permit Technician I Facilities Maintenance Worker I Recreation Program Technician
B	3,091	4,018	Maintenance Worker I
C C	3,255	4,229	Permit Technician II Volunteer Coordinator
D D D D D D	3,425	4,451	Administrative Assistant, Senior Accounting Clerk Executive Secretary Maintenance Worker II Permit Technician III Planning Technician Engineering Technician
E E E E E	3,608	4,688	Building Inspector I Code Enforcement Officer Facilities Maintenance Worker II GIS Analyst Maintenance Worker III
F	3,855	5,013	Recreation Coordinator
G G G G G	4,122	5,362	Building Inspector II Civil Site Field Inspector Maintenance Supervisor – Parks Planner Planner, Park
H H  H H H H	4,390	5,710	Accountant, Senior Building Plans Examiner Engineer I Field Engineer Information Services Manager Permit Supervisor Senior Programmer Planner, Transportation/Environmental
I I I I	4,677	6,078	Maintenance Supervisor – Public Works Manager, Permit and Land Use Processing Planner, Senior Recreation Supervisor
J J J J J J	4,979	6,475	City Clerk Civil Plans Examiner Communications Coordinator Engineer, Senior – Project Manager Engineer, Senior – Surface Water Engineer, Senior – Traffic
K	5,303	6,896	City Planner
L	5,649	7,345	Assistant to the City Manager Manager, Plan Review and Inspection Services
N	6,405	8,330	Manager, Long Range Planning/Emergency Mngt
O O O	7,240	9,414	Director, Finance Director, Development Services Director, Parks & Recreation Director, Public Works

**Non-Regular Pay Plan**  
**Effective Date: January 1, 2007**

<b>CLASSIFICATION</b>	<b>RANGE</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Intern I / Recreation Aide I	AA	7.93		9.18
Recreation Aide II	BB	8.41		9.73
Recreation Aide III	CC	8.91		10.31
Recreation Aide IV	DD	9.44		10.93
Recreation Aide V	EE	10.01		11.59
Laborer I Office Assistant I Recreation Assistant I	FF	10.61		12.28
Recreation Assistant II	GG	11.25		13.02
Recreation Assistant III	HH	11.92		13.80
Laborer II Office Assistant II	II	12.64		14.63
Intern II Laborer III Office Assistant III	JJ	13.40		15.51
	KK	14.20		16.44
Recreation Assistant IV Intern III	LL	15.05		17.43
Recreation Assistant V Program Coordinator	MM	15.96		18.47
	NN	16.91		19.58
	OO	17.93		20.76
	PP	19.00		22.00
	QQ	20.14		23.32
	RR	21.35		24.72
	SS	22.63		26.20
	TT	23.99		27.77
Planner	UU	25.43		29.44
	VV	26.96		31.21
Senior Planner	WW	28.58		33.08
Senior Engineer	XX	30.29		35.07
	YY	32.11		37.17
Aerobics Instructor	ZZ	34.03		39.40



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