

ORDINANCE NO. 473

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING TWO FUNDS, CHANGING THE SCOPE OF ONE FUND AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2009 AND 2010, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

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

WHEREAS, the Real Property Reserve Fund (Fund 305) is no longer needed and has no identifiable source or use of revenue; and

WHEREAS, the Grid Road Fund is not an anticipated project identified in the 2009/2010 biennial budget; and

WHEREAS, the Parks and Recreation Special Revenue Fund (Fund 111) is recommended to be used for all operating costs associated with the parks and recreation departments; 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. The Real Property Reserve Fund is hereby abolished, with the residual equities to be transferred to the Capital Street Reserve Fund.

Section 2. The Grid Roads Fund is hereby abolished, with the residual equities to be transferred to the Capital Street Reserve Fund.

Section 3. The Parks and Recreation Special Revenue Fund is being expanded in scope to include all operational costs associated with park, recreation and volunteer programs.

Section 4. The biennial budget of the City of Woodinville, Washington for the years 2009 and 2010, 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 \$97,003,260.

Section 5. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

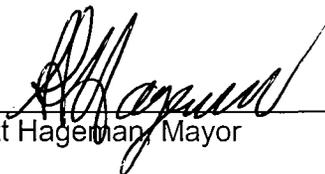
001 General Fund	\$28,322,382
101 Street Fund	\$ 1,607,311
103 Contingency	\$ 334,276
104 Developmental Services	\$ 3,239,407
108 Mitigation	\$ 145,816
110 Admission Tax	\$ 1,267,000
111 Parks & Recreation Special Revenue	\$ 2,909,277
112 System Replacement	\$ 515,482

113 Strategic Budget Reserve	\$ 1,690,707
114 Park Impact Fee	\$ 990,000
115 Hotel/Motel Tax	\$ 177,630
116 Traffic Impact Fees	\$ 1,209,391
201 Debt Service	\$ 1,484,240
301 Capital Project	\$ 2,453,237
302 Special Capital Project	\$ 4,201,448
303 Capital Street Reserve	\$13,135,986
316 Utility Tax	\$ 6,865,000
338 SR202/148 th Ave Capital Project	\$ 6,750,000
339 SR522/SR202 Capital Project	\$ 750,000
351 SR522/195 th Capital Project	\$ 557,256
354 Parks and Recreation Capital Projects	\$ 6,281,137
357 Surface Water Capital Projects	\$ 1,893,221
358 Facilities Capital Project	\$ 5,532,239
360 Small Neighborhood Action Projects	\$ 78,690
361 Sammamish Bridge Replacement	\$ 489,111
410 Surface Water Management	\$ 2,056,032
501 Equipment Rental	\$ 903,795
503 Equipment Replacement	\$ 1,054,294
505 Unemployment Reserve	\$ 60,900
622 Affordable Housing	\$ 47,994
TOTAL ALL FUNDS	\$97,003,260

Section 6. 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.

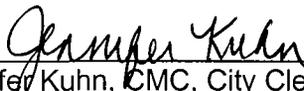
Section 7. Effective date. This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2ND DAY OF DECEMBER 2008.



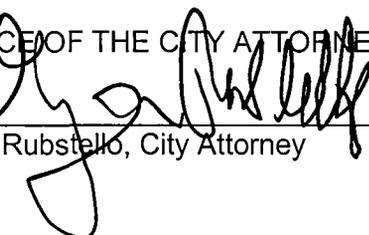
 Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

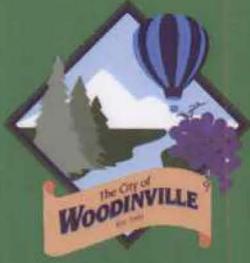
By: 

 Jennifer Kuhn, CMC, City Clerk

APPROVED AS TO FORM:

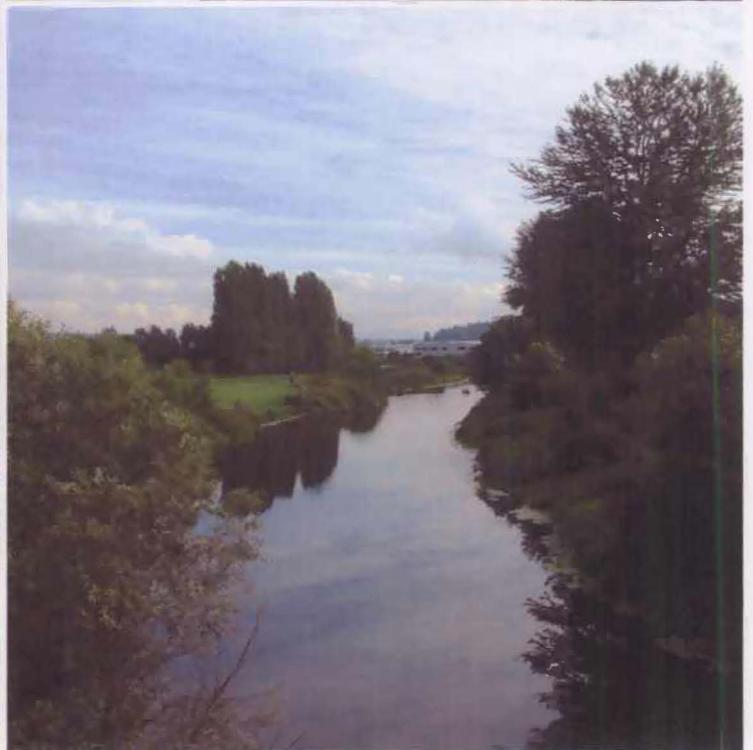
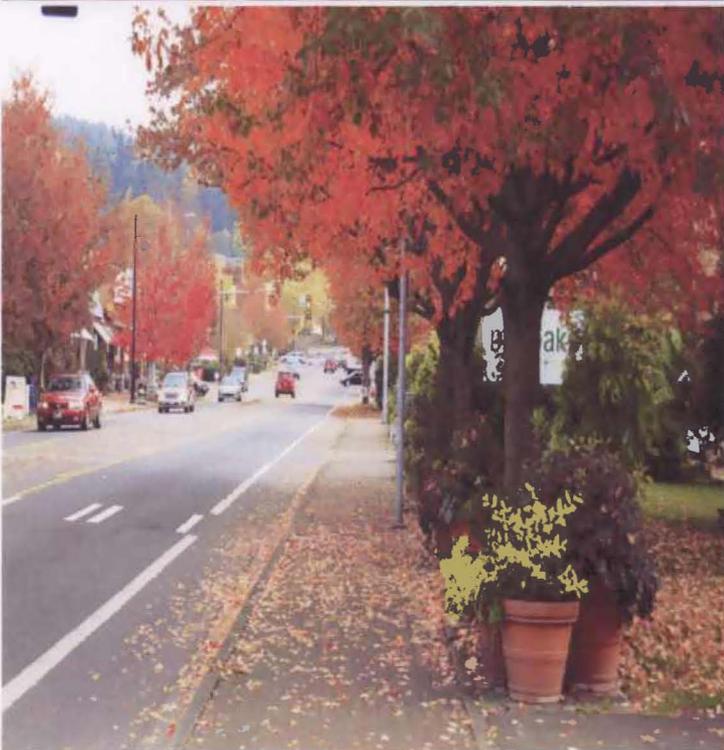
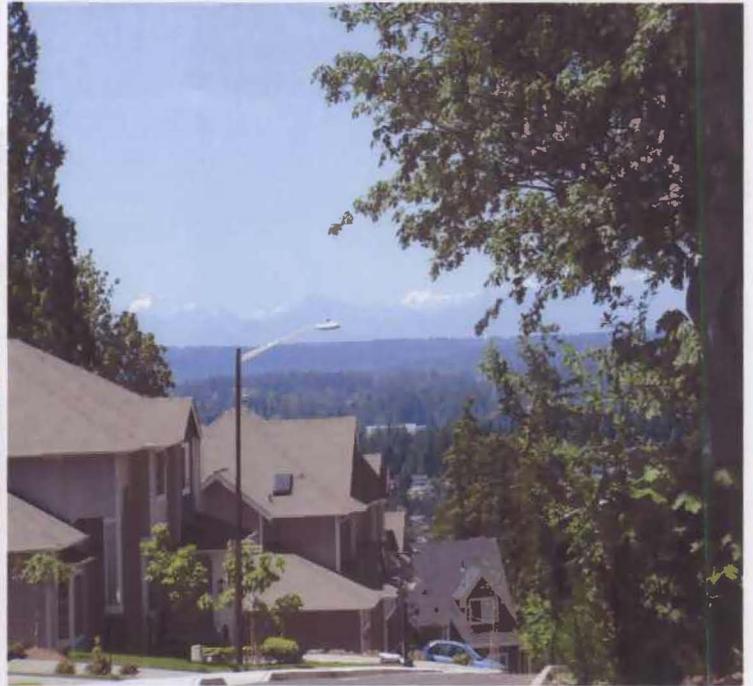
OFFICE OF THE CITY ATTORNEY
 By: 

 Greg Rubstello, City Attorney



City of Woodinville

2009 – 2010 Biennial Budget



CITY of WOODINVILLE

2009 – 2010

BIENNIAL BUDGET



Elected Officials

Scott Hageman, Mayor
Robert Vogt, Deputy Mayor
Jeff Glickman, Councilmember
Liz Aspen, Councilmember
Hank Stecker, Councilmember
Don Brocha, Councilmember
Chuck Price, Councilmember

**“Citizens, business & local government;
a community commitment to our future.”**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Woodinville
Washington**

For the Biennium Beginning

January 1, 2007

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 2007 and 2008.

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.

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*



Woodinville City Council



From left to right: Chuck Price, Hank Stecker, Jeff Glickman, Liz Aspen, Mayor Hageman, Don Brocha, Bob Vogt (Not Pictured: Shankara Pailoor, Teen Rep).

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

Woodinville depends greatly on benefits from the dedication of citizens willing to serve on City-sanctioned advisory commissions.

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 2 term limit. The Planning Commission holds public hearings for comprehensive plan amendments, the Capital Improvement Plan and area-wide zoning.

- Patrick Edmonds, Chair
- Susan Boundy-Sanders, Vice Chair
- Les Rubstello
- Greg Baker
- Phil Relnick
- Art Pregler
- Michael Corning
- Maddy Young, Teen Representative
- Ashley Chinn, Teen Representative
- Kim Keller, Teen Rep. for Advisory Panel

The **Parks & Recreation Commission** is a seven-member board that advises the City Council on the development of parks, recreation opportunities, & open space. Recommendations are based on the City's adopted Parks, Recreation and Open Space Plan. Members serve staggered 3-yr terms with a 2 term limit.

- Norm Maddex, Chair
- Bernard Talmas, Vice Chair
- Randy Ransom
- Linda Sarpy
- Paulette Bauman
- Vacant
- Vacant
- Kayla Schick, Teen Representative

The **Emergency Preparedness Commission** is a nine-member board that advises the City Council on matters related to public safety and serves the public interest by facilitating public involvement with public safety issues and fostering informed policy formation. Members serve staggered 3-year terms with a 2 term limit.

- Vacant, Chair
- Stephen Yabroff, Vice Chair
- Peter Tountas
- Lillie Clinton
- Al Taylor
- Nancy Montgomery
- Vacant
- Dominic Marzano (Ex-officio)
- Janine Brown (Ex-officio)

The **Public Arts Advisory Committee** is a five-member board that serves in an advisory capacity to the Parks & Rec. 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
- Linda Sarpy
- Vacant
- Kysie Miao, Teen Representative

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
- Cynthia Brocha
- Jey Manickam (Ex-officio)
- Pati An
- Olga Bonilla

READERS' GUIDE

This document describes how Woodinville plans to meet the community's needs in 2009/10. 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 readers' guide has been provided to inform the reader where particular information may be found. Woodinville's 2009/10 budget is divided into five sections: Budget Message, Budget Summary, General Government, Debt Service/Capital Improvements and the Appendix.

Budget Message/Overview

The introduction presents the City Manager's Budget Message. It presents the strategic choices and decisions made in the development of the 2009/10 budget.

Budget Summary

The Budget Summary section provides a summary of the sources and uses of revenue by function and activity for the 2009/10 biennial budget. Beginning fund balances, ending fund balances, and a brief description of the City's fund structure are presented. Various taxes such as sales, property, utility, admission, and REET taxes are discussed. This section summarizes anticipated revenues and expenditures in 2009/10 as well as comparisons from previous years.

Government Operations

This section describes the function, accomplishments and goals of each department, and displays a summary of the departmental operating budgets for 2009/10. Position summaries and total FTE's are shown for each department. Such data are essential for planning future Woodinville government endeavors.

Debt Service/Capital Projects

This section provides a synopsis of the City's Capital Improvement Program as well as the City's debt obligations for the 2009/2010 biennium.

Appendix

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

BUDGET MESSAGE



City of Woodinville, WA
2009-2010 Preliminary Budget Report

November 4, 2008

Honorable City Council:

This Budget differs from past Budgets in a number of ways. First, we've changed the presentation format to summarize, simplify, and group information to make this more of a policy document rather than an accounting document. Second, this Budget makes a number of operational and expenditure changes to address declining revenues. Finally, this Budget makes a formalized first effort to begin matching "one-time funds" to "one-time uses."

This Budget is balanced and proposes **no tax increases in either 2009 or 2010; reduces staffing levels by 13%** to address declining operating revenues; includes a few fee adjustments to address increased costs for specific customer-requested services; and implements policies or programs to accomplish the Council's public policy priorities.

This Budget provides modest "operating surpluses" (on-going operating revenues exceed on-going operating costs) in both 2009 and 2010, and was prepared using the following basic principles:

1. Minimize taxes;
2. Maintain or improve public safety;
3. Live within our means;
4. Improve transportation;
5. Improve quality of life for residents and businesses;
6. Begin implementation of the Downtown Master Plan and Economic Development Plan;
7. Match one-time monies to one-time uses;
8. Invest in equipment, processes, programs, and projects that reduce or minimize operating costs;
9. Complete budgeted capital projects; and
10. Improve actual and perceived customer service to the community.

At the proposed levels, we anticipate ending the 24-month budget period with a slight increase of about \$276,000 in the General Fund reserve balance (after making a one-time transfer that will be discussed later in this report).

Budget Format

I've elected to continue with the two-year budget format. This will be the third two-year Budget for the City and I think it has provided the benefits it promised - better matching of resources to multi-year work plans; and savings of significant amounts of staff time and costs to prepare annual budgets. Beginning with this two-year Budget, we intend to conduct a much more formal in-depth "mid-term review" at the one year mark; to make any mid-course adjustments required by changed financial conditions; or to allow the Council to readjust policy priorities.

One of the first changes you may notice is that expenditures have been combined and grouped into three categories: Operations, Capital Improvements, and Debt Service, without regard to the funding source or fund. While these expenditures are still funded by different sources, this Budget reflects how we are organized, emphasizes how we spend our money, and what we spend it on.

Another change included in this Budget is the addition of a 5-year tabulation of Workload or Activity Indicators for each operating division. This information quantifies how much we are doing and how much we intend to accomplish during the upcoming budget period. This effort is intended to be the first step towards developing Performance Measures for each operating division to help us determine whether we are operating effectively and efficiently.

Finally, we've summarized and simplified the Capital Improvements section of the Budget to provide more concise information and project construction schedules.

ECONOMIC CONDITIONS

This Budget assumes continued decline in the local and regional economies through 2009, with a slight pickup in 2010. This is the second time in the City's 15-year existence that we've experienced flat or declining revenues.

Property sales have slowed, new development activity has declined, and traditional retail sales have also dropped. Declines in the national and regional economies have affected some of our local development projects, delaying more than \$500,000,000 in new Woodinville property development.

Streamlined Sales Tax (SST) becomes effective in 2009, which changes the point of sale for sales tax distribution from "point of sale/shipping" to "point of delivery". While the State is required to offset any losses on a dollar-for-dollar basis, the base year that will be used to calculate our mitigation payments is substantially less than prior years and we expect will negatively impact our sales tax revenues.

OVERVIEW

This two-year Budget anticipates \$90.2 million in Available Sources and \$78.0 in Uses, leaving a reserve balance of \$12.2 million at the end of the 2-year budget period. This is an overall reduction in reserves of \$18.4 million and primarily reflects the expenditure of accumulated funds for some long awaited Capital Projects. Following is a table summarizing the entire 2009-2010 Budget and the net results from operations over this 2-year period.

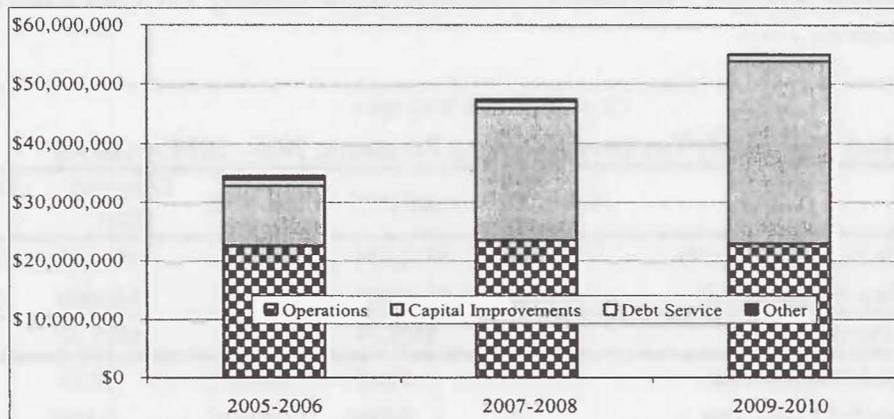
City of Woodinville, Washington
SOURCES AND USES OF FUNDS: 2009-2010 BUDGET

	Non-Restricted Funds	Restricted Operating Funds	Restricted Capital Funds	Restricted Debt Funds	Surface Water Fund	Total All Funds
<u>SOURCES OF FUNDS</u>						
Beginning Balance	\$8,556,892	\$3,830,493	\$17,569,589	\$403,553	\$234,032	\$30,594,559
Revenues	\$19,765,690	\$2,860,955	\$12,095,219	\$18,000	\$1,822,000	\$36,561,864
Other Sources/(Uses)	(\$1,062,687)	\$125,000	\$22,969,000	\$1,062,687	\$0	\$23,094,000
Total Sources	\$27,259,895	\$6,816,448	\$52,633,808	\$1,484,240	\$2,056,032	\$90,250,423
<u>USES OF FUNDS</u>						
Operations	\$18,302,366	\$2,878,357	\$0	\$0	\$1,784,657	\$22,965,380
Capital Projects	\$0	\$0	\$30,923,000	\$0	\$0	\$30,923,000
Debt Repayment	\$0	\$0	\$0	\$1,062,687	\$0	\$1,062,687
Other Uses/(Sources)	\$2,125,000	\$0	\$20,969,000	\$0	\$0	\$23,094,000
Total Uses	\$20,427,366	\$2,878,357	\$51,892,000	\$1,062,687	\$1,784,657	\$78,045,067
ENDING BALANCE	\$6,832,529	\$3,938,091	\$741,808	\$421,553	\$271,375	\$12,205,356

Total Expenditures (excluding transfers) in the 2009-2010 Budget are recommended at \$54.95 million which is about \$7.6 million or 16% more than the adopted 2007-2008 Budget. The entire increase is due to capital project expenditures which are recommended at \$8.5 million or 38% more than the prior period. These items will be discussed in more detail later in this report. Below is a table that compares the 2009-2010 Budget with the two previously adopted Budgets.

City of Woodinville, Washington
PRIOR YEAR BUDGET COMPARISON

	Adopted 2005-2006	Adopted 2007-2008	Proposed 2009-2010	\$ Increase/ (Decrease) From 2007-2008	% Increase/ (Decrease) From 2007-2008
Operations	\$22,667,989	\$23,581,267	\$22,965,381	(\$615,886)	-2.61%
Capital Improvements	\$10,157,900	\$22,433,475	\$30,923,000	\$8,489,525	37.84%
Debt Service	\$1,108,030	\$1,069,154	\$1,062,687	(\$6,467)	-0.60%
Other	\$579,490	\$380,400	\$125,000	(\$255,400)	-67.14%
Total Budget	\$34,513,409	\$47,464,296	\$55,076,068	\$7,611,772	16.04%



2009-2010 REVENUES

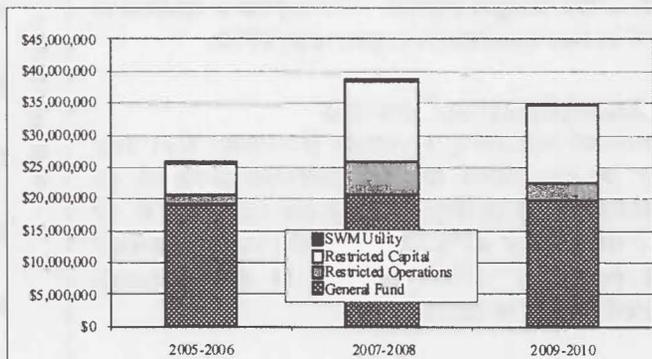
This Budget anticipates \$36.6 million in revenues over the next 2-year budget period. This is \$3.9 million or 10% less than the current 2-year period and reflects declines in all major revenue types, except for the Surface Water Fund. Overall, on-going operating revenues are expected to decline \$3 million or 11% from the prior period as the result of our expectation of continued slowing in 2009 before undertaking a moderate rebound in 2010.

Revenue Actions

In times of declining revenues, the initial response is typically to increase taxes. This Budget does not do that. This Budget recommends that we hold the line on taxes and only adjust some basic fees to cover the increased cost of specific services requested by customers.

City of Woodinville, Washington
ADOPTED REVENUES BY MAJOR FUND TYPES - LAST 3 BUDGETS

Type of Funds	Adopted 2005-2006	Adopted 2007-2008	Proposed 2009-2010	\$ Increase/ (Decrease) From 2007-2008	% Increase/ (Decrease) From 2007-2008
General Fund	\$19,132,278	\$20,741,680	\$19,765,690	(\$975,990)	-4.71%
Restricted Operations	\$1,614,723	\$5,028,299	\$2,860,955	(\$2,167,344)	-43.10%
Restricted Capital	\$4,942,500	\$12,576,800	\$12,095,219	(\$481,581)	-3.83%
Debt Service	\$4,000	\$35,000	\$18,000	(\$17,000)	-48.57%
SWM Utility	\$1,673,500	\$1,795,000	\$1,822,000	\$27,000	1.50%
Other	\$231,854	\$296,991	\$0	(\$296,991)	-100.00%
Total Budget	\$27,598,855	\$40,473,770	\$36,561,864	(\$3,911,906)	-9.67%



Property Tax Levy

As previously mentioned, this Budget does not propose any increase in the Property Tax Levy for the next two years. Even without a levy increase, property tax revenues are projected to increase by about \$53,000 per year or 1.8% per year, due to newly completed construction that will be added to the tax roll. Meanwhile, our basic Levy Rate will decline from \$1.12 per \$1,000 of Assessed Value (AV) in 2008 to approximately \$1.05 per \$1,000 AV in 2009.

As shown in the following table, the typical Woodinville family pays about \$505 per year (about \$42 per month) in City Property Taxes (this excludes property taxes paid to other governmental agencies). This amount has remained essentially unchanged for 5 years and is less than most typical monthly household bills Woodinville residents pay for telephone, cable television, PSE, water, or sewer service.

Assessed valuations for the typical Woodinville homeowner will increase in 2009 before we expect them to decline in 2010 (assessed valuations are assigned by the King County Assessor). Following is a table showing Average Home Assessed Values and City of Woodinville Property Tax Levy Rates from 2006 through our projection for 2010.

City of Woodinville, Washington					
History of Property Tax Levy Rates and Payments: 2006 - 2010 Proposed					
	Actual 2006	Actual 2007	Actual 2008	Estimated 2009	Estimated 2010
Average Woodinville Home Value (AV)	\$382,600	\$412,634	\$449,771	\$481,255	\$453,000
Woodinville Levy Rate Per \$1,000 AV	\$1.31807	\$1.22565	\$1.12184	\$1.05000	\$1.11550
Yrly. Property Tax Typical Family	\$504.29	\$505.74	\$504.57	\$505.32	\$505.32
\$ Increase/Decrease from Prior Year		\$1.45	(\$1.17)	\$0.75	\$0.00
% Increase/Decrease from Prior Year		0.29%	-0.23%	0.15%	0.00%

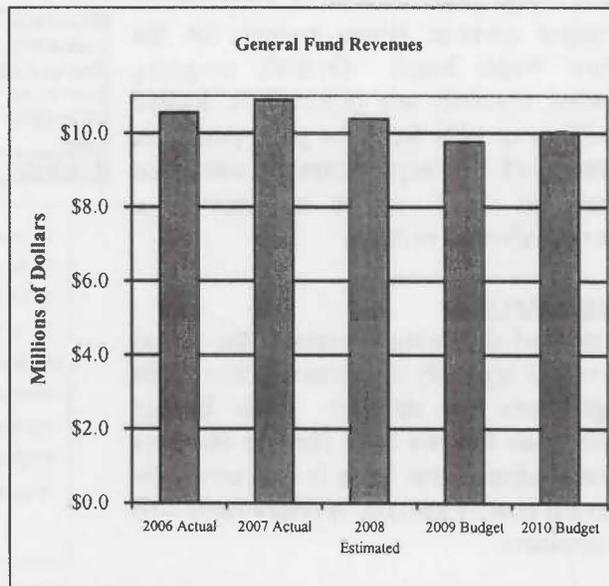
The current 2009 Assessed Valuation for the typical home was prepared by the King County Assessor using a January 1, 2008 date and sales data from the prior three years, which may not reflect current market conditions.

General Fund Revenues

General Fund Revenues are expected to total about \$19.8 million over the next two years. This is about \$976,000 or 4.7% less than the previous 2-year budgeted amount but almost \$1.8 million or 8% less than our revised estimate for the 2007/2008 budget period. We expect a decline in 2009 before conditions improve in 2010.

Restricted Operating Revenues

Restricted operating revenues (revenues that may only be expended for a prescribed purpose, as established by policy or law) are expected to be \$2.2 million or 43% less than the current period and primarily reflect decline in development-related permit revenues.



There are two Funds included under Restricted Operating Revenues that I want to point out: the *Development Services Fund* (which accounts for all fee revenue generated by our land use and permitting operations), and the *Parks and Recreation Program Fund* (which accounts for all fee revenue generated by our park and recreation programs). Segregating these monies and applying the costs associated with generating these revenues helps us to better understand the true cost to generate these revenues and how much of these operations are subsidized by general taxes.

Restricted Capital Revenues

Restricted capital revenues (revenues that may only be expended for prescribed capital projects, as established by policy or law) are expected to be \$500,000 or 4% less than the 2007/2008 Budget period. This decline reflects reductions in Real Estate Excise Tax (REET), due to slowed property sales; reductions in Park and Traffic Impact Fees due to declining development activities; and anticipation that we will not receive certain grant monies that were projected in prior periods.

Surface Water Management (SWM) Fund

Surface Water Fund revenues are expected to increase by \$27,000 or 1.5% over the previous period. This is due in part to completion of a few large development projects that began before the recent downturn in the economy; implementation of improved billing and collection practices; and a recommendation that the City pay SWM fees for its properties, which it has not done in the past.

The rationale for requiring the City to pay SWM fees is that these properties generate some of our largest amounts of surface water runoff that must be collected, conveyed, and treated. The SWM Fund is a “utility operation” that is intended to be run like a private business, which means that its sole source of funding comes from user charges to the customers it serves. In this case, the City clearly uses SWM Fund services. An item for future consideration is to remove the exemption for the Northshore School District so it begins paying Surface Water Fees in 2010. The Northshore School District currently pays surface water fees to the City of Bothell and Snohomish County, but not to the City of Woodinville.

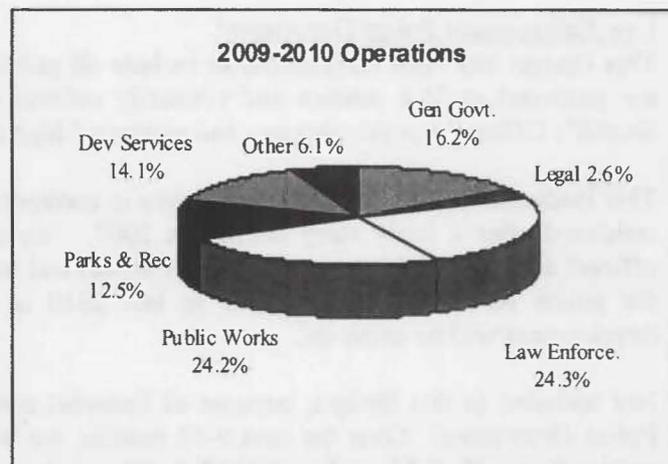
2009-2010 EXPENDITURES

As previously mentioned, the 2009-2010 Budget is proposed at \$55 million, which includes \$23 million for Operations; \$31 million for Capital Improvements; and \$1 million for Debt Repayment. This is \$7.6 million or 16% more than the 2007/2008 Budget. While Operations and Debt Services are down a combined \$622,000, Capital Improvement expenditures are recommended at \$8.5 million or 38% higher than the 2007/2008 Budget.

Operations

Operating expenditures are \$21 million which is \$616,000 or about 3% less than the 2007-2008 Adopted Budget. This reduction would be larger if not for significant increases in the police services contract with King County; increased Jail Costs; increases in labor costs (after position reductions); and increases in utility costs.

The Operations Budget offers no new major program initiatives, unless they can be implemented within existing resources. The Budget does include new initiatives identified by the City Council such as: Downtown Development Regulations, Economic Development Plan, and citywide application of the Sustainable Development Study.



Staffing Levels

The 2009-2010 Budget proposes a 13% reduction in authorized staffing levels (regular employees and non-regular employees) from the 2008 approved staffing level. These reductions are being made through attrition and in areas where workloads have declined (for example in land use and permitting services). Below is a table showing employee staffing levels by department for the past 4 years and upcoming 2-year budget period. Because of departmental reorganizations over the past two years, comparing staffing levels within departments is somewhat complicated; however, the table is useful in revealing overall staffing trends.

City of Woodinville, Washington						
Full-Time Equivalent Employee (FTE) Staffing Levels - Budgeted						
Includes Regular and Non-Regular Employees						
Department	2005	2006	2007	2008	2009	2010
Executive	8.00	8.40	8.65	8.65	5.00	5.00
Administrative Services	6.00	6.00	6.00	6.00	7.70	7.70
Police	0.00	0.00	0.00	0.00	1.00	1.00
Development Services	20.57	20.57	18.40	16.40	13.40	13.40
Public Works	15.76	20.16	19.78	21.78	16.52	16.52
Parks & Recreation	12.84	12.34	12.34	12.34	13.04	13.04
Total Departments	63.17	67.47	65.17	65.17	56.66	56.66
City Population	10,140	10,350	10,390	10,560	10,998	11,435
FTE's Per 1,000 Population	6.23	6.52	6.27	6.17	5.15	4.95

Position Reductions

Staffing in 2009 and 2010 is recommended at 56.66 FTEs, which is 8.51 FTE less than approved 2007/2008 staffing levels. This Budget eliminates 6.5 Full-Time Equivalent (FTE) Regular Employees and 2.01 FTE Non-Regular Employees. These reductions occur in departments where activity levels have declined, services have been reorganized, or "non-regular" hours cannot be supported under current financial conditions.

Operating Departments Highlights

Following are brief highlights about each operating department.

Law Enforcement Police Department

This Budget has been reorganized to include all police-related costs, including jail costs. Expenditures are proposed at \$5.6 million and primarily reflects rate increases in the contract with King County Sheriff's Office for police services and continued high jail usage costs.

This Budget does not propose any changes in contract police staffing levels. Crime rates appear to have stabilized after a fairly steep decline in 2007. We finally have full staffing (the "power shift patrol officer" and School Resource Officer are filled) and we don't expect any major increases in the demand for police services until sometime in late 2010 or early 2011 when a large multi-family housing development will be occupied.

Not included in this Budget, because of financial constraints, is needed office support staffing for the Police Department. Over the next 6-12 months, we will be working on innovative ways to provide this service in an affordable and sustainable way.

Public Works Department

Expenditures are proposed at \$5.6 million and primarily reflect reductions in staffing levels.

This Budget eliminates 5.26 FTEs in this department (including 2.0 FTEs that were scheduled to expire). We've reorganized operations and work plans to focus our resources on priorities, essential services, scheduled maintenance programs, and to completing budgeted capital projects. We expect to have increased demands in the maintenance areas sometime in 2011 and beyond.

Development Services Department

Expenditures are proposed at \$3.2 million which reflects staff reductions and declines in development activity.

This Budget eliminates 3.0 FTEs in this department. With declining development activities, we do not have the revenues or workloads to support past staffing levels. This Budget includes funding to complete new development regulations for the Downtown Business District and limited funding to continue with expansion of the "sustainable development" study to the entire city. Because of resource limitations, we will not be able to move as quickly with the "sustainable development" effort as we'd like and will have to extend this effort (as well as some other long-range planning efforts) into 2011 and beyond.

Parks and Recreation Department

Expenditures are proposed at \$2.9 million and now include full costs to operate, maintain, and program our park and recreation facilities. Previously, most of the operating costs for things such as utilities, maintenance contracts, building repairs, and other directly related costs were included in other department budgets.

This Budget reduces staffing levels back to the 2007-2008 approved levels, which did not account for expanded operations associated with the renovated Carol Edwards Community Center. It provides a base staffing level to keep our facilities open and operating, with the intention to allow expansion when the demand warrants and it makes financial sense. Over the next six months, we intend to undertake an extensive service-costing, market-demand, and staffing study so we can develop a sustainable business plan to operate the Community Center and the future Sports Fields expansion.

This Budget eliminates 5 special community events (Family Nights, Swing Dances, Track Meet, Fitness Festival, and Theater in the Park) which are lightly attended; but retains our 5 most popular events (Celebrate Woodinville Art Festival, July 4th Blues Fest, Summer Afternoon Concerts, Harvest Happenings, and Holiday Light Festival) which serve greater numbers of citizens.

General Government

This category includes the City Council, City Manager, and Administrative Services Departments. There are no real changes proposed in these departments. Staffing levels are unchanged. Funds have been included to begin implementation of the Economic Development Plan. However, because of tight financial conditions, we are not able to move as quickly or as extensively on this matter as desired and we'll have to make some decisions about which elements of the Plan are the highest in priority for the limited funds we've set aside for this purpose.

Wages and Benefits

We now have three employee unions (two new unions formed within the past few months). For the existing union, wage and benefits adjustments are already established by their adopted labor contract. For the two new unions, since we have not yet negotiated a labor contract with them, any wage adjustments for these employees will have to await the outcome of those contract negotiations.

For the remaining non-represented employees, the Budget includes a cost-of-living adjustment of 90% of the CPI-W, which is historically what we've granted. In 2009, the wage adjustment is 5.6% (90% of the 6.2% CPI-W) and is comparable to wage increases being granted by neighboring agencies that are competing for our employees.

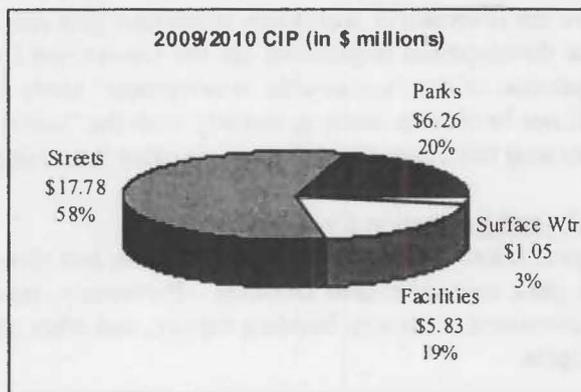
Debt Service

The City has two outstanding debt obligations (the 2000 Bonds and the 2005 Bonds) that were issued to purchase and construct the City Hall Building. Combined debt payments will total \$1,062,687 during the 2-year budget period. The 2000 Bonds will be paid off in 2010; and the 2005 Bonds will be paid off in 2020. At the end of this two-year budget period, we will have a balance owed of \$3,995,219 for the 2005 Bonds.

Capital Improvement Projects

This Budget includes \$30.9 million for 20 capital improvement projects. We expect that most of these projects will be completed during the two-year budget period, however, a few projects will have to be carried-over to 2011 or beyond because of funding short falls or the time-consuming environmental approval process.

Following are short descriptions of some of the more mentionable projects contained in this Budget.



Tourist District Roundabout Project

The Budget includes \$6.8 million to construct this long-awaited project. We expect to bid this project late this year or early in 2009 for construction to begin in Spring 2009.

Bottle Neck Relief Project: 131st/175th Intersection Improvements

The Budget includes \$750,000 to complete the intersection improvements at this busy intersection. The project is currently under construction and should be substantially complete by the end of 2008, however, we'll need to carry-over sufficient funds to pay for the remaining project costs that will be incurred after the first of the year.

Woodinville-Duvall Road Widening

The Budget includes \$7 million to design and begin construction to widen this "country road" to three lanes, with a badly needed center turn lane and pedestrian/bicycle improvements. We'll spend 2009 designing the project with input from the surrounding neighborhoods, with the objective of getting it under construction in late 2010/2011.

Civic Center Sports Field Project

The Budget allocates \$5.9 million of the needed \$6.6 million to expand the sports fields at the Civic Center Campus. Construction of the project relies on the receipt of Park Impact Fees from some stalled residential development projects, which most likely will not occur during the upcoming two-year period. Additionally, to construct the planned sport field improvements, we'll need to relocate our Public Works Maintenance operations because it sits within the proposed project site. Additionally, under current financial conditions, it is unlikely that we can financially support the additional on-going costs to operate, maintain, and program the expanded sports fields. Because of these issues, it is unlikely that this project will be constructed during the two-year budget period unless conditions improve well beyond our expectations.

Public Works Facility

The Budget includes \$5.5 million to secure and build a basic Public Works Maintenance Facility. As mentioned above, relocating this operation to a secure and permanent site is integral to the construction schedule of the Civic Center Sports Fields.

Sammamish River Bridge Project

This Budget drops the Sammamish River Bridge Project even though it has been included in past year budgets. It is being dropped because of its high cost; certain State grant funds have been reprogrammed away from this project; this is a State Highway Department responsibility and not the City of Woodinville's; and the need for this project is not projected until 2017 or beyond. While it is dropped from this Budget, we will continue to seek grant funds for the project in anticipation that we will be successful at securing full project funding.

Surface Water Master Plan

This Budget includes \$300,000 to complete our Surface Water Master Plan. While the Plan has been in preparation for a number of years, this allocation of funds should help bring this effort to conclusion. Currently, we lack adequate information about our existing system inventory; what our "build-out" surface water flows will be; what improvements are needed to handle these flows; and the cost of these improvements. Once this study is complete, we'll be able to embark on an informed multi-year financing and construction program that will support the community's planned vision.

Matching One-Time Funds to One-Time Uses

This Budget takes some initial steps towards matching one-time funds to one-time uses by transferring an unprojected favorable increase of \$2,000,000 in the General Fund Ending Balance for the 2007-2008 operating period, to the Municipal Facilities Fund. These funds were generated by revenues that exceed projections and operating expenditures that were below approved levels. We recommend these funds be used for the one-time use of securing and constructing a permanent Public Works Facility site.

Ideally, we'd also recommend the transfer of any other sales tax revenues directly related to large one-time construction projects to a capital project fund or other one-time use. However, because of poor economic conditions, we expect these amounts will be minimal or non-existent during this upcoming two year period.

SUMMARY

This Budget is balanced and "lives within our means." Current on-going operating costs do not exceed current on-going revenues, so we are not using reserves to pay for on-going operations. This Budget generates a positive \$276,000 General Fund operating surplus over the two-year period that will provide a modest financial cushion going into some fairly unusual economic conditions.

There are no tax increases proposed in this Budget.

Public Safety services are maintained at the highest levels in the City's history as we expect stable or declining crime rates.

Capital Project Funds that have been accumulated over the past years will be used to build some long-awaited projects.

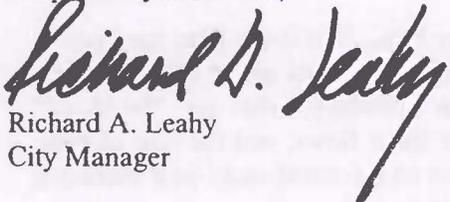
Positions are being eliminated in areas where workloads have declined or operations have been made more efficient. We'll continue to provide almost all of the high service levels of the past, including many discretionary programs, during a time of economic decline. These are significant achievements given the current economic conditions.

Because it appears that we are in the initial stages of some fairly challenging economic times, we'll need to more actively monitor our financial condition to ensure that we can achieve the plans contained in this Budget. While we have a number of built-in financial safeguards, we are entering uncharted economic conditions and we need to be prepared to act, and act decisively if conditions deteriorate.

ACKNOWLEDGEMENTS

I'd like to acknowledge the efforts of Finance Director Jim Katica, Senior Accountant Jeannie Yi, Assistant to the City Manager Justina Tate, Management Analyst Zach Schmitz, and Public Works Director Tom Hansen who helped prepare this Budget. Reorganizing the presentation format and preparing information that did not previously exist has been a challenging and sometimes frustrating task, but will help us make better decisions, now and into the future.

Respectfully submitted,

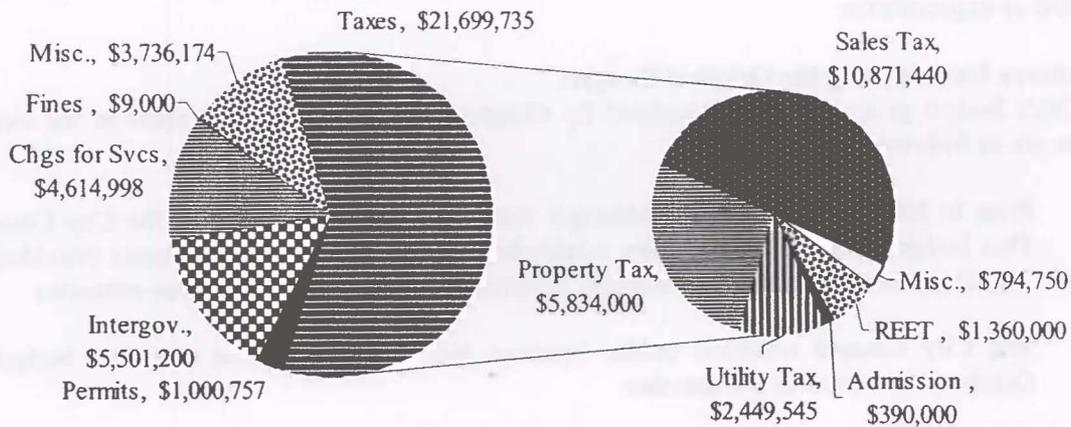

Richard A. Leahy
City Manager

BUDGET SUMMARY

2009/2010 BUDGET OVERVIEW

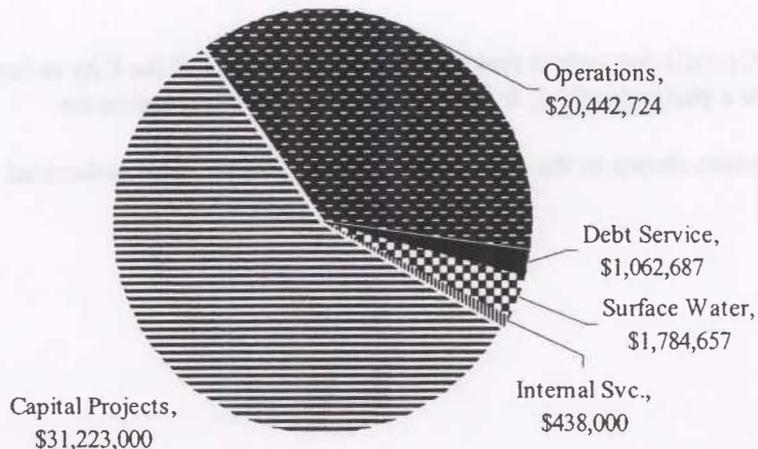
The 2009/2010 Biennial Budget is comprised of 30 funds with a total budget of \$97 million. 13 funds have a source of revenue other than interest income, and the remaining funds receive interest income and transfers from other funds. The transfers (about \$29.8 million), tend to be double counted as revenue and expenditures. The City will begin 2009 with \$30.5 million and receive \$36.5 million in "new revenue". The largest source of new revenue is taxes, at \$21.7 million, followed by intergovernmental revenue, at \$5.5 million. A considerable amount of intergovernmental revenue is grant revenue for capital projects at \$3.5 million and streamlined sales tax mitigation at \$1 million. Revenue from charges for service is comprised of permit fees, park and traffic impact fees, and surface water assessments. Investment interest, donations from various organizations, and planning and development contributions make up the bulk of miscellaneous revenues.

Sources of Revenue 2009-2010



The Biennial Budget calls for \$54.9 million in expenditures, not including transfers of \$29.8 million, leaving an ending balance of \$12.2 million. The General, Street, Development Services, and Parks & Recreation Special Revenue Funds represent \$21.3 million (debt svc included), with \$1.8 million for surface water operations, and \$31.2 million for capital projects. Expenditures for all funds are \$55 million dollars and depicted in the graph below, are broken into the major uses.

Uses of Revenue 2009-2010



THE BUDGET PROCESS

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 verses the modified accrual basis. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

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

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

Procedures for Adopting the Original Budget:

The City's budget procedures are mandated by Chapter 35A.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 and meetings 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.

2009-2010 BUDGET CALENDAR

- July 21 Department Heads receive worksheet showing expenditure history, including year-to-date, and budget instructions for department submittals of their 2009-2010 requested budgets.
- August 4 Expenditure Estimates filed with Finance Dept. including level of service, maintenance, new programs, capital equipment (greater than \$5,000, and expected to last for two or more years) and FTE. FTEs: show existing positions and requested positions, including temporary and regular part time employees.
- Revenue forecasts for programs, permit fees or other business activity. Include any grants that you anticipate, and identify program it relates to the grant (such as recycling grant).
- August 11 Finance Department provides City Manager with department budgets.
- September Council reviews materials for 2009-10 Budgets; Council Workshop revisit goals, review budget process, solicitation of Council priorities/issues.
- Sept/Oct Manager's Recommended Budget; Council's Budget Workshops (as needed).
- October 1 City Manager provides Council with current information on estimates of revenues from all sources as adopted in the budget for the current year. City Manager also provides Council with proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed.
- October 21 Public Hearing on revenue sources.
- October 27 City Manager prepares preliminary budget and budget message and files with the city legislative body and city clerk (at least 60 days before the ensuing fiscal year).
- November 4 First Reading of Benefit/Classification Ordinance,
First Reading of Property Tax Ordinance.
- November 14 Copies of the proposed budget made available to the public (no later than 6 weeks before January 1).
- November 18 Second Reading of Property Tax Ordinance,
First Reading of 2009-10 Budget Ordinance; Public Hearing on Budget.
- December 2 Second Reading of 2009-10 Budget Ordinance.

CITY OF WOODINVILLE: SUMMARY OF SOURCES AND USES BY FUNCTION
Biennial Budget - January 1, 2009 to December 31, 2010

	General Government		Capital Project	Enterprise	Debt	
	Unrestricted	Restricted				
	General Fund	Special Rev, Internal Svc, Trust Funds	Special Rev, CIP Funds	Surface Water Fund	Debt Service Fund	Total
SOURCES OF FUNDS						
Beginning Balance	\$8,556,692	\$3,830,493	\$17,569,589	\$234,032	\$403,553	\$30,594,359
Taxes	17,292,190	108,000	4,299,545	-	-	21,699,735
Permits & Licenses	304,000	696,757	-	-	-	1,000,757
Intergovernmental	1,461,500	499,700	3,540,000	-	-	5,501,200
Charges for Services	251,000	1,351,998	1,200,000	1,812,000	-	4,614,998
Fines & Forfeits	9,000	-	-	-	-	9,000
Miscellaneous	448,000	204,500	3,055,674	10,000	18,000	3,736,174
Revenue	19,765,690	2,860,955	12,095,219	1,822,000	18,000	36,561,864
Transfers In	-	5,515,350	23,269,000	-	1,062,687	29,847,037
Total Revenue Sources	19,765,690	8,376,305	35,364,219	1,822,000	1,080,687	66,408,901
TOTAL SOURCES OF FUNDS	28,322,382	12,206,798	52,933,807	2,056,032	1,484,240	97,003,260
USES OF FUNDS						
Operations						
Council	130,145	-	-	-	-	130,145
Executive	1,547,114	-	-	-	-	1,547,114
Legal	594,000	-	-	-	-	594,000
Administration	1,943,393	-	-	-	-	1,943,393
Law Enforcement	5,591,551	-	-	-	-	5,591,551
Public Works	2,133,218	1,607,311	-	1,784,657	-	5,525,186
Non-Departmental	850,097	-	-	-	-	850,097
Parks & Recreation	-	2,860,088	-	-	-	2,860,088
Developmental Services	-	3,065,407	-	-	-	3,065,407
Internal Service	-	438,400	-	-	-	438,400
Community Promotion	-	120,000	-	-	-	120,000
Total Operations	12,789,518	8,091,206	-	1,784,657	-	22,665,381
Capital Projects						
Street CIP	-	-	18,083,000	-	-	18,083,000
Park CIP	-	-	6,258,000	-	-	6,258,000
Facilities CIP	-	-	5,832,000	-	-	5,832,000
Surface Water CIP	-	-	1,050,000	-	-	1,050,000
Total Capital Projects	-	-	31,223,000	-	-	31,223,000
Debt Service						
Total Debt Service	-	-	-	-	1,062,687	1,062,687
					1,062,687	1,062,687
Total Expenditures	12,789,518	8,091,206	31,223,000	1,784,657	1,062,687	54,951,068
Transfers Out						
Total Transfers Out	8,878,037	-	20,969,000	-	-	29,847,037
TOTAL USES OF FUNDS	21,667,555	8,091,206	52,192,000	1,784,657	1,062,687	84,798,105
ENDING BALANCE	\$6,654,828	\$4,115,592	\$741,807	\$271,375	\$421,553	\$12,205,155

CITY OF WOODINVILLE: SOURCES AND USES BY ACTIVITY

Biennial Budget - January 1, 2009 to December 31, 2010

	General Government		Capital Project	Enterprise	Debt	
	Unrestricted	Restricted				
	General Fund	Special Rev, Internal Svc, Trust Funds	Special Rev, CIP Funds	Surface Water Fund	Debt Service Fund	Total
SOURCES OF FUNDS						
Beginning Balance	\$8,556,692	\$3,830,493	\$17,569,589	\$234,032	\$403,553	\$30,594,359
Sales Tax	10,871,440	-	-	-	-	10,871,440
Property Tax	5,834,000	-	-	-	-	5,834,000
Hotel/Motel Tax	-	108,000	-	-	-	108,000
Admission Tax	-	-	390,000	-	-	390,000
REET Tax	-	-	1,360,000	-	-	1,360,000
Utility Tax	-	-	2,449,545	-	-	2,449,545
Other Taxes	586,750	-	100,000	-	-	686,750
Permits/Licenses	304,000	696,757	-	-	-	1,000,757
Grants	80,000	-	3,540,000	-	-	3,620,000
Streamline Sales Tax Mitigation	1,000,000	-	-	-	-	1,000,000
MVFT - Intergov.	-	499,700	-	-	-	499,700
State Revenue	381,500	-	-	-	-	381,500
Storm Drainage Fees	-	-	-	1,812,000	-	1,812,000
Plan Check/Zoning/Land Use	-	664,000	-	-	-	664,000
Charges for Goods & Svcs	7,000	382,000	1,200,000	-	-	1,589,000
Charges for Internal Svcs	244,000	305,998	-	-	-	549,998
Fines & Forfeits	9,000	-	-	-	-	9,000
Gifts/Pledges/Donations	-	-	1,325,000	-	-	1,325,000
Developer Contributions	-	-	1,300,000	-	-	1,300,000
Miscellaneous	448,000	204,500	430,674	10,000	18,000	1,111,174
Revenue	19,765,690	2,860,955	12,095,219	1,822,000	18,000	36,561,864
Transfers In	-	5,515,350	23,269,000	-	1,062,687	29,847,037
Total Revenue Sources	19,765,690	8,376,305	35,364,219	1,822,000	1,080,687	66,408,901
TOTAL SOURCES OF FUNDS	28,322,382	12,206,798	52,933,807	2,056,032	1,484,240	97,003,260
USES OF FUNDS						
General Government	5,064,749	438,400	-	-	-	5,503,149
Public Safety	5,591,551	-	-	-	-	5,591,551
Physical Environment	2,133,218	1,607,311	-	1,784,657	-	5,525,186
Economic Environment	-	3,185,407	-	-	-	3,185,407
Parks & Recreation	-	2,860,088	-	-	-	2,860,088
Debt Service	-	-	-	-	1,062,687	1,062,687
Capital Improvements	-	-	31,223,000	-	-	31,223,000
Total Expenditures	12,789,518	8,091,206	31,223,000	1,784,657	1,062,687	54,951,068
Transfers Out	8,878,037	-	20,969,000	-	-	29,847,037
TOTAL USES OF FUNDS	21,667,555	8,091,206	52,192,000	1,784,657	1,062,687	84,798,105
ENDING BALANCE	\$6,654,827	\$4,115,591	\$741,807	\$271,375	\$421,553	\$12,205,155

WYOMING STATE POLICE - ROSTER

Officer No.	Officer Name	Rank	Assignment	Current Station	Home Address
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City of Woodinville, Washington
FUND STRUCTURE

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 30 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, 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 **System Replacement Fund** was established to set aside money for the replacement and repair of the larger system components of 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 and is subsidized by the General Fund. 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.

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. Capital 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. Usually these transfers are not anticipated at the time the operating budget is developed, and even if they are, because the source is always from surplus reserves, there is effectively no impact on the operating budget. Of course, during the budget approval process, Council may request that a portion of the operating funding source be moved for capital projects. In these rare instances, the budget would have to be reprioritized. 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 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 12 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve Fund, Utility Tax Fund, and eight Capital Project Funds, 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. Multiple projects are budgeted within this fund.

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 one **Fiduciary Fund** 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.

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 forecasting cash resources and allocating expenditures in the budget cycle.

Changes in fund balances proposed for 2009-2010 are fiscally prudent. The General Fund balance increases by 4.6% excluding one-time transfers to capital projects. The Special Revenue Funds combined exceeds 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 exceeds 10% due to interest revenue. 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.

CITY OF WOODINVILLE: SUMMARY OF FUND ACTIVITY

January 1, 2009 to December 31, 2009

	1/1/09 Beg Bal	2009 Revenue	2009 Transfer In	Total Sources	2009 Expenditure	2009 Transfer Out	12/31/09 Ending Bal
General Fund	\$8,556,692	\$9,761,600	\$0	\$18,318,292	\$6,221,058	\$5,402,195	\$6,695,039
Special Revenue Funds							
Street	-	\$248,700	\$548,174	\$796,874	\$796,874	-	-
Developmental Services	-	\$605,129	\$967,972	\$1,573,101	\$1,472,101	-	\$101,000
Parks & Rec Special Rev.	\$45,688	\$226,500	\$1,139,069	\$1,411,257	\$1,364,569	-	\$46,688
Contingency	\$330,776	\$2,500	-	\$333,276	\$300,000	-	\$33,276
Mitigation	\$139,316	\$3,500	-	\$142,816	-	\$32,000	\$110,816
Admission Tax	\$859,803	\$207,197	-	\$1,067,000	-	\$88,000	\$979,000
System Replacement	\$496,482	\$9,500	-	\$505,982	-	-	\$505,982
Park Impact Fee	\$378,564	\$106,000	-	\$484,564	-	-	\$484,564
Strategic Budget Reserve	\$1,625,707	\$32,500	-	\$1,658,207	-	-	\$1,658,207
Hotel/Motel Tax	\$67,630	\$54,000	-	\$121,630	\$40,000	-	\$81,630
Traffic Impact Fee	\$587,391	\$312,000	-	\$899,391	-	\$70,000	\$829,391
Total Special Revenue	\$4,531,357	\$1,807,526	\$2,655,215	\$8,994,098	\$3,973,544	\$190,000	\$4,830,554
Capital Project Funds							
Capital Project	\$1,748,237	\$300,000	-	\$2,048,237	-	-	\$2,048,237
Special Capital Project	\$3,436,448	\$350,000	-	\$3,786,448	-	\$250,000	\$3,536,448
Utility Tax	\$4,295,414	\$1,274,941	-	\$5,570,355	-	\$2,845,000	\$2,725,355
Capital Street Reserve	\$3,381,986	\$665,000	\$955,000	\$5,001,986	\$2,811,000	\$2,190,000	\$986
SR202/148th Ave CP	-	\$2,100,000	\$2,300,000	\$4,400,000	\$4,400,000	-	-
SR522/202 CP	-	\$750,000	-	\$750,000	\$750,000	-	-
SR522/195th CP	\$25,256	-	\$532,000	\$557,256	\$557,000	-	\$256
SNAP	\$78,690	-	-	\$78,690	-	-	\$78,690
Sammamish Bridge Repl.	\$489,111	-	-	\$489,111	-	-	\$489,111
Parks & Recreation CP	\$23,137	\$26,000	\$88,000	\$137,137	\$88,000	-	\$49,137
Facilities CP	\$20,239	-	\$4,250,000	\$4,270,239	\$4,270,000	-	\$239
Surface Water CP	\$1,775,221	\$74,000	-	\$1,849,221	\$1,050,000	\$500,000	\$299,221
Total CIP Funds	\$15,273,739	\$5,539,941	\$8,125,000	\$28,938,680	\$13,926,000	\$5,785,000	\$9,227,680
Enterprise Fund							
Surface Water Mgmt.	\$234,032	\$907,000	-	\$1,141,032	\$871,818	-	\$269,214
Total SWM Funds	\$234,032	\$907,000	-	\$1,141,032	\$871,818	-	\$269,214
Debt Service Fund							
	\$403,553	\$9,000	\$534,480	\$947,033	\$534,480	-	\$412,553
Internal Service Funds							
Equipment Rental	\$597,797	\$150,816	-	\$748,613	\$124,500	-	\$624,113
Equipment Replacement	\$914,294	\$20,000	\$50,000	\$984,294	\$59,000	-	\$925,294
Unemployment	\$59,900	\$500	-	\$60,400	\$12,000	-	\$48,400
Total Internal Service	\$1,571,991	\$171,316	\$50,000	\$1,793,307	\$195,500	-	\$1,597,807
Fiduciary Fund							
Affordable Housing	\$22,994	-	\$12,500	\$35,494	\$20,000	-	\$15,494
Total Fiduciary Fund	\$22,994	-	\$12,500	\$35,494	\$20,000	-	\$15,494
Total All Funds	\$30,594,358	\$18,196,383	\$11,377,195	\$60,167,936	\$25,742,400	\$11,377,195	\$23,048,342

CITY OF WOODINVILLE: SUMMARY OF FUND ACTIVITY
January 1, 2010 to December 31, 2010

	1/1/10 Beg Bal	2010 Revenue	2010 Transfer In	Total Sources	2010 Expenditure	2010 Transfer Out	12/31/10 Ending Bal
General Fund	\$6,695,039	\$10,004,090	\$0	\$16,699,129	\$6,568,460	\$3,475,842	\$6,654,828
Special Revenue Funds							
Street	-	\$254,000	\$556,437	\$810,437	\$810,437	-	-
Developmental Services	\$101,000	\$755,628	\$910,678	\$1,767,306	\$1,593,306	-	\$174,000
Parks & Rec Special Rev.	\$46,688	\$230,000	\$1,268,020	\$1,544,708	\$1,495,520	-	\$49,189
Contingency	\$33,276	\$1,000	-	\$34,276	-	-	\$34,276
Mitigation	\$110,816	\$3,000	-	\$113,816	-	-	\$113,816
Admission Tax	\$979,000	\$200,000	-	\$1,179,000	-	\$1,179,000	-
System Replacement	\$505,982	\$9,500	-	\$515,482	-	-	\$515,482
Park Impact Fee	\$484,564	\$505,436	-	\$990,000	-	-	\$990,000
Strategic Budget Reserve	\$1,658,207	\$32,500	-	\$1,690,707	-	\$990,000	\$700,707
Hotel/Motel Tax	\$81,630	\$56,000	-	\$137,630	\$40,000	-	\$97,630
Traffic Impact Fee	\$829,391	\$310,000	-	\$1,139,391	-	\$1,139,000	\$391
Total Special Revenue	\$4,830,554	\$2,357,064	\$2,735,135	\$9,922,753	\$3,939,263	\$3,308,000	\$2,675,491
Capital Project Funds							
Capital Project	\$2,048,237	\$405,000	-	\$2,453,237	-	\$2,453,000	\$237
Special Capital Project	\$3,536,448	\$415,000	-	\$3,951,448	-	\$3,951,000	\$448
Utility Tax	\$2,725,355	\$1,294,645	-	\$4,020,000	-	\$4,020,000	-
Capital Street Reserve	\$986	\$20,000	\$8,114,000	\$8,134,986	\$7,215,000	\$919,000	\$986
SR202/148th Ave CP	-	\$1,300,000	\$1,050,000	\$2,350,000	\$2,350,000	-	-
SR522/202 CP	-	-	-	-	-	-	-
SR522/195th CP	\$256	-	-	\$256	-	-	\$256
SNAP	\$78,690	-	-	\$78,690	-	-	\$78,690
Sammamish Bridge Repl.	\$489,111	-	-	\$489,111	-	-	\$489,111
Parks & Recreation CP	\$49,137	\$1,426,000	\$4,718,000	\$6,193,137	\$6,170,000	-	\$23,137
Facilities CP	\$239	-	\$1,262,000	\$1,262,239	\$1,262,000	-	\$239
Surface Water CP	\$299,221	\$44,000	-	\$343,221	-	\$343,000	\$221
Total CIP Funds	\$9,227,680	\$4,904,645	\$15,144,000	\$29,276,325	\$16,997,000	\$11,686,000	\$593,325
Enterprise Fund							
Surface Water Mgmt.	\$269,214	\$915,000	-	\$1,184,214	\$912,840	-	\$271,374
Total SWM Funds	\$269,214	\$915,000	-	\$1,184,214	\$912,840	-	\$271,374
Debt Service Fund							
	\$412,553	\$9,000	\$528,207	\$949,760	\$528,207	-	\$421,553
Internal Service Funds							
Equipment Rental	\$624,113	\$155,183	-	\$779,296	\$128,900	-	\$650,396
Equipment Replacement	\$925,294	\$20,000	\$50,000	\$995,294	\$102,000	-	\$893,294
Unemployment	\$48,400	\$500	-	\$48,900	\$12,000	-	\$36,900
Total Internal Service	\$1,597,807	\$175,683	\$50,000	\$1,823,490	\$242,900	-	\$1,580,590
Fiduciary Fund							
Affordable Housing	\$15,494	-	\$12,500	\$27,994	\$20,000	-	\$7,994
Total Fiduciary Fund	\$15,494	-	\$12,500	\$27,994	\$20,000	-	\$7,994
Total All Funds	\$23,048,341	\$18,365,482	\$18,469,842	\$59,883,665	\$29,208,670	\$18,469,842	\$12,205,155

CITY OF WOODINVILLE: SUMMARY OF FUND ACTIVITY

Biennial Budget - January 1, 2009 to December 31, 2010

	1/1/09 Beg Bal	2009/10 Revenue	2009/10 Transfer In	Total Sources	2009/10 Expenditure	2009/10 Transfer Out	12/31/10 Ending Bal
General Fund	\$8,556,692	\$19,765,690	\$0	\$28,322,382	\$12,789,518	\$8,878,037	\$6,654,827
Special Revenue Funds							
Street	-	\$502,700	\$1,104,611	\$1,607,311	\$1,607,311	-	-
Developmental Services	-	\$1,360,757	\$1,878,650	\$3,239,407	\$3,065,407	-	\$174,000
Parks & Rec Special Rev.	\$45,688	\$456,500	\$2,407,089	\$2,909,277	\$2,860,088	-	\$49,189
Contingency	\$330,776	\$3,500	-	\$334,276	\$300,000	-	\$34,276
Mitigation	\$139,316	\$6,500	-	\$145,816	-	\$32,000	\$113,816
Admission Tax	\$859,803	\$407,197	-	\$1,267,000	-	\$1,267,000	-
System Replacement	\$496,482	\$19,000	-	\$515,482	-	-	\$515,482
Park Impact Fee	\$378,564	\$611,436	-	\$990,000	-	-	\$990,000
Strategic Budget Reserve	\$1,625,707	\$65,000	-	\$1,690,707	-	\$990,000	\$700,707
Hotel/Motel Tax	\$67,630	\$110,000	-	\$177,630	\$80,000	-	\$97,630
Traffic Impact Fee	\$587,391	\$622,000	-	\$1,209,391	-	\$1,209,000	\$391
Total Special Revenue	\$4,531,357	\$4,164,590	\$5,390,350	\$14,086,297	\$7,912,806	\$3,498,000	\$2,675,491
Capital Project Funds							
Capital Project	\$1,748,237	\$705,000	-	\$2,453,237	-	\$2,453,000	\$237
Special Capital Project	\$3,436,448	\$765,000	-	\$4,201,448	-	\$4,201,000	\$448
Utility Tax	\$4,295,414	\$2,569,586	-	\$6,865,000	-	\$6,865,000	-
Capital Street Reserve	\$3,381,986	\$685,000	\$9,069,000	\$13,135,986	\$10,026,000	\$3,109,000	\$986
SR202/148th Ave CP	-	\$3,400,000	\$3,350,000	\$6,750,000	\$6,750,000	-	-
SR522/202 CP	-	\$750,000	-	\$750,000	\$750,000	-	-
SR522/195th CP	\$25,256	-	\$532,000	\$557,256	\$557,000	-	\$256
SNAP	\$78,690	-	-	\$78,690	-	-	\$78,690
Sammamish Bridge Repl.	\$489,111	-	-	\$489,111	-	-	\$489,111
Parks & Recreation CP	\$23,137	\$1,452,000	\$4,806,000	\$6,281,137	\$6,258,000	-	\$23,137
Facilities CP	\$20,239	-	\$5,512,000	\$5,532,239	\$5,532,000	-	\$239
Surface Water CP	\$1,775,221	\$118,000	-	\$1,893,221	\$1,050,000	\$843,000	\$221
Total CIP Funds	\$15,273,739	\$10,444,586	\$23,269,000	\$48,987,325	\$30,923,000	\$17,471,000	\$593,325
Enterprise Fund							
Surface Water Mgmt.	\$234,032	\$1,822,000	-	\$2,056,032	\$1,784,657	-	\$271,375
Total SWM Funds	\$234,032	\$1,822,000	-	\$2,056,032	\$1,784,657	-	\$271,375
Debt Service Fund							
	\$403,553	\$18,000	\$1,062,687	\$1,484,240	\$1,062,687	-	\$421,553
Internal Service Funds							
Equipment Rental	\$597,797	\$305,998	-	\$903,795	\$253,400	-	\$650,395
Equipment Replacement	\$914,294	\$40,000	\$100,000	\$1,054,294	\$161,000	-	\$893,294
Unemployment	\$59,900	\$1,000	-	\$60,900	\$24,000	-	\$36,900
Total Internal Service	\$1,571,991	\$346,998	\$100,000	\$2,018,989	\$438,400	-	\$1,580,589
Fiduciary Fund							
Affordable Housing	\$22,994	-	\$25,000	\$47,994	\$40,000	-	\$7,994
Total Fiduciary Fund	\$22,994	-	\$25,000	\$47,994	\$40,000	-	\$7,994
Total All Funds	\$30,594,358	\$36,561,864	\$29,847,037	\$97,003,259	\$54,951,068	\$29,847,037	\$12,205,155

CITY OF WOODINVILLE: SIX YEAR COMPARISON OF FUND BALANCE
2005-2008 Actual, 2009-2010 Budget

	2005	2006	2007	2008	2009	2010
General Fund	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$3,742,593	\$3,379,978	\$5,328,312	\$7,772,758	\$8,556,692	\$6,695,040
Revenue	10,210,646	11,528,939	11,052,009	10,617,744	9,761,600	10,004,090
Total Available	13,953,239	14,908,917	16,380,321	18,390,502	18,318,292	16,699,130
Expenditures	7,074,564	8,131,818	6,790,198	6,864,210	6,221,058	6,568,460
Transfers Out	3,498,698	1,448,787	1,817,365	2,493,520	5,402,195	3,475,842
Ending Balance	\$3,379,978	\$5,328,312	\$7,772,758	\$9,032,773	\$6,695,039	\$6,654,828

	2005	2006	2007	2008	2009	2010
Special Revenue	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$2,925,229	\$3,455,705	\$3,416,437	\$3,665,980	\$4,531,358	\$4,830,556
Revenue	1,012,699	1,013,793	3,560,298	1,672,228	1,807,526	2,357,064
Transfers In	739,544	628,022	1,202,500	1,863,373	2,655,215	2,735,135
Total Available	4,677,472	5,097,520	8,179,235	7,201,581	8,994,099	9,922,755
Expenditures	996,878	860,917	2,565,227	2,377,659	3,973,543	3,939,262
Tr-Out & Non Exp.	224,890	820,165	1,948,027	54,863	190,000	3,308,000
Ending Balance	\$3,455,705	\$3,416,437	\$3,665,980	\$4,769,060	\$4,830,556	\$2,675,493

	2005	2006	2007	2008	2009	2010
Capital Funds	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$12,565,244	\$12,751,440	\$15,341,228	\$15,248,269	\$15,273,738	\$9,227,679
Revenue	3,391,674	3,913,490	4,046,164	5,964,966	5,539,941	4,904,645
Transfers In	7,066,072	5,962,805	4,121,061	2,217,318	8,125,000	15,144,000
Total Available	23,022,990	22,627,735	23,508,452	23,430,553	28,938,679	29,276,324
Expenditures	5,496,257	2,268,867	6,110,396	5,446,108	13,926,000	16,997,000
Transfers Out	4,775,293	5,017,640	2,149,787	2,150,805	5,785,000	11,686,000
Ending Balance	\$12,751,440	\$15,341,228	\$15,248,269	\$15,833,640	\$9,227,679	\$593,324

	2005	2006	2007	2008	2009	2010
Surface Water	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$118,250	\$140,597	\$208,180	\$360,168	\$234,032	\$269,214
Revenue	816,772	869,770	906,700	895,531	907,000	915,000
Total Available	935,022	1,010,367	1,114,880	1,255,699	1,141,032	1,184,214
Expenditures	794,425	802,187	754,712	986,268	871,818	912,840
Ending Balance	\$140,597	\$208,180	\$360,168	\$269,431	\$269,214	\$271,374

	2005	2006	2007	2008	2009	2010
Debt Service	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$315,772	\$330,860	\$374,816	\$392,003	\$403,553	\$412,553
Revenue	9,804	16,060	17,187	11,276	9,000	9,000
Transfers In	552,765	555,265	529,120	540,034	534,480	528,207
Total Available	878,341	902,185	921,123	943,313	947,033	949,760
Expenditures	547,481	527,369	529,120	540,034	534,480	528,207
Ending Balance	\$330,860	\$374,816	\$392,003	\$403,279	\$412,553	\$421,553

CITY OF WOODINVILLE: SIX YEAR COMPARISON OF FUND BALANCE
2005-2008 Actual, 2009-2010 Budget

	2005	2006	2007	2008	2009	2010
Internal Service	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$1,002,298	\$1,156,206	\$1,322,968	\$1,465,208	\$1,571,991	\$1,597,807
Revenue	136,045	168,112	215,494	168,820	171,316	175,683
Transfers In	128,000	128,000	50,000	50,000	50,000	50,000
Total Available	1,266,343	1,452,318	1,588,462	1,684,028	1,793,307	1,823,490
Expenditures	110,137	129,350	123,254	117,517	195,500	242,900
Ending Balance	\$1,156,206	\$1,322,968	\$1,465,208	\$1,566,511	\$1,597,807	\$1,580,590

	2005	2006	2007	2008	2009	2010
Trust	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$18,688	\$16,947	\$30,670	\$39,994	\$22,994	\$15,494
Revenue	759	1,223	1,824	970	0	0
Transfers In	12,500	12,500	12,500	12,500	12,500	12,500
Total Available	31,947	30,670	44,994	53,464	35,494	27,994
Expenditures	15,000	0	5,000	32,500	20,000	20,000
Ending Balance	\$16,947	\$30,670	\$39,994	\$20,964	\$15,494	\$7,994

	2005	2006	2007	2008	2009	2010
All Funds	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$20,688,075	\$21,231,732	\$26,022,612	\$28,944,381	\$30,594,358	\$23,048,343
Revenue	15,578,399	17,511,387	19,799,674	19,331,535	18,196,383	18,365,482
Transfers In	8,498,880	7,286,592	5,915,181	4,683,225	11,377,195	18,469,842
Total Available	44,765,354	46,029,712	51,737,467	52,959,141	60,167,936	59,883,667
Expenditures	15,034,742	12,720,508	16,877,906	16,364,294	25,742,399	29,208,669
Tr-Out & Non Exp.	8,498,880	7,286,592	5,915,180	4,699,188	11,377,195	18,469,842
Ending Balance	\$21,231,732	\$26,022,612	\$28,944,381	\$31,895,658	\$23,048,343	\$12,205,155

2009/2010 SOURCES OF REVENUE

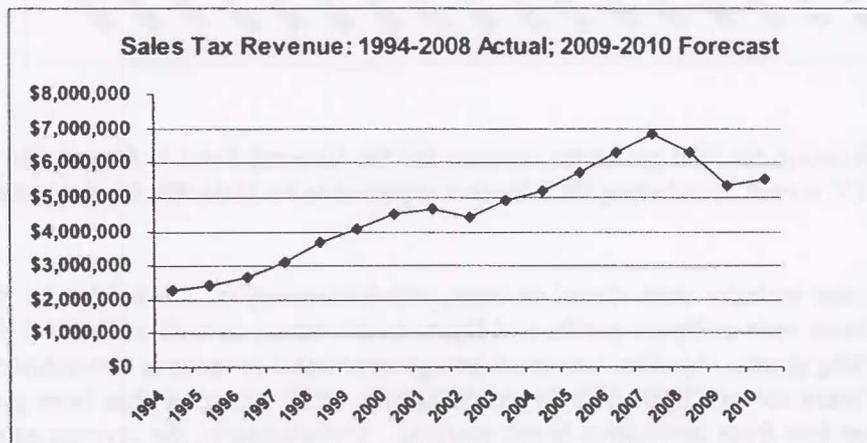
Beginning the year with \$30.5 million, the 2009 - 2010 budget has an additional \$36.6 million in revenue from new sources, and \$29.8 million in money being transferred from one fund to another.

General Fund Revenue

For 2009/2010, the General Fund is forecasted to have a beginning balance of \$8.5 million and receive \$20 million in new revenue. A short description of the sources follows.

Sales Tax

Woodinville's General Fund will receive \$17.3 million in tax revenue, with the bulk coming from sales taxes, the City's largest source of revenue. Sales tax revenue will provide 55% of all General Fund "new revenue". For the 2009/2010 biennium, an 11% decrease in sales tax revenue (including SST mitigation) is expected over what is currently projected for the 2007/2008 biennium. Retail sales continue to provide the largest percentage of sales tax revenue, followed by construction and accommodation/food services. The following graph shows annual sales tax distributions since incorporation and the forecast for 2009 and 2010.

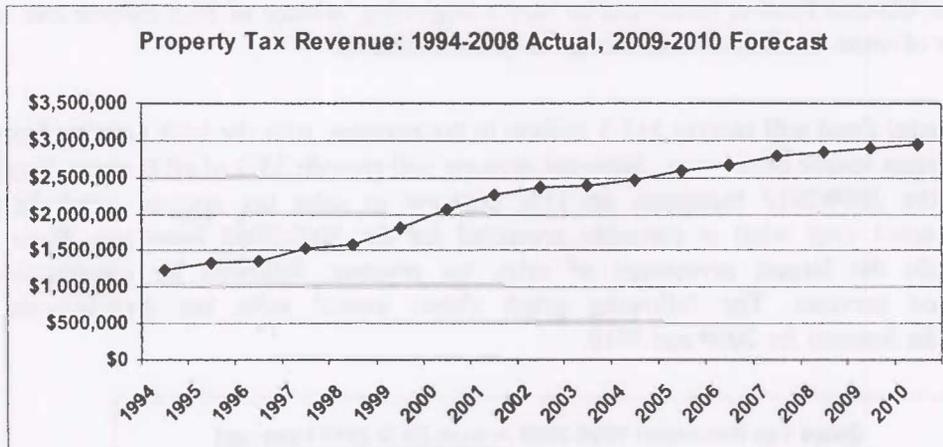


Property Tax

The City set a property tax rate of \$1.60 per thousand dollars of assessed value in 1994. In 2008, the rate is \$1.12 per thousand dollars of assessed valuation. Property taxes represent 29% of General Fund revenue. The City of Woodinville receives 11% of the total property tax that is assessed by all jurisdictions. A spreadsheet identifying the tax levy for all jurisdictions for the last six years follows.

Jurisdiction	2003	2004	2005	2006	2007	2008
State Schools	\$2.89680	\$2.75678	\$2.68951	\$2.49787	\$2.32535	\$2.13233
County	\$1.34948	\$1.43146	\$1.38229	\$1.32869	\$1.28956	\$1.20770
KC Flood Zone						\$0.10000
Ferry District						\$0.05500
Port	\$0.25895	\$0.25402	\$0.25321	\$0.23330	\$0.23158	\$0.22359
Fire	\$0.80864	\$0.79326	\$1.00000	\$0.96113	\$0.90916	\$0.82408
Hospital	\$0.34082	\$0.34227	\$0.58794	\$0.53517	\$0.50320	\$0.45010
Library	\$0.54568	\$0.53653	\$0.53255	\$0.53424	\$0.50027	\$0.45336
EMS	\$0.24143	\$0.23717	\$0.23182	\$0.21982	\$0.20621	\$0.30000
N/S Park and Rec.	\$0.05309	\$0.05228	\$0.04378	\$0.03897	\$0.03503	\$0.02983
City	\$1.45667	\$1.40173	\$1.36800	\$1.31807	\$1.22565	\$1.12184
Northshore School Dist.	\$4.88234	\$4.69319	\$4.34235	\$4.07366	\$3.88461	\$3.62038
Total	\$12.8339	\$12.4986	\$12.43145	\$11.74092	\$11.11062	\$10.51821

The 2009/10 Biennial 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 \$409,000. There is no expectation to request any revenue from the banked capacity at this time.



Licenses & Permits

The only remaining licensing fee that generates revenue for the General Fund is from cable television franchise fees. Cable TV revenue (including PEG fees) is expected to be \$304,000 for the biennium.

Intergovernmental

Intergovernmental revenue includes state shared revenue, which is money distributed by the state to the cities on a per capita basis such as liquor profits and liquor excise taxes, as well as General Fund grant revenue, such as recycling grants. Another source of intergovernmental revenue is streamlined sales tax mitigation, currently forecasted at \$1,000,000 for the biennium. Full mitigation has been proposed to make up for the revenue loss from destination based sourcing. Unfortunately, the revenue earned in the base year used to calculate the mitigation amount was less than anticipated, a result of the current economic trends. Woodinville will continue to monitor and review the payments for accuracy and completeness. Total intergovernmental revenue is forecasted to be \$1,461,500 for the 2009/2010 budget cycle.

Charges for Services

Recreation fees have been moved to a Special Revenue Fund as well as plan check fees. The overhead charges to the Surface Water Fund represent most of the revenue associated with charges for services. Charges for services should bring \$251,000 to the General Fund over the two year period.

Fines & Forfeitures

Currently, nearly all revenue from citations is kept by the County to compensate the District Court for the actual costs of court services. False alarm fees are expected to yield about \$9,000.

Miscellaneous

Interest on investments represent nearly all of the revenue received in the miscellaneous account. In 2009 and 2010, the City is expected to receive \$448,000 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 \$500,000 from gas tax and licensing fees over the two year period, with the balance of revenue coming from the General Fund. The **Parks and Recreation Special Revenue** Fund will generate \$454,000 in revenue from recreation programming, community center rentals, field rentals, and receive a General Fund transfer of \$2.4 million. In previous years, revenue was booked as General Fund revenue. The **Developmental Services** Fund receives revenue from permitting activity (\$1.3 million) and a General Fund transfer (\$1.8 million). In previous years, revenue from permitting activity was booked as General Fund revenue.

The **Contingency** Fund, established to handle any unforeseen expenses, will only have interest income. The Contingency Fund was established by the Council as a fund to be used for unspecified expenses and as a reserve for unforeseen needs. The **System Replacement** Fund is used to replace or repair the larger components of City Hall and will earn \$19,000 in interest revenue. The **Strategic Budget Reserve** Fund was established as a buffer against unanticipated and unexpected economic shortfalls that could affect normal operations and will earn about \$65,000 in interest revenue. It is now fully funded, with an estimated fund balance of \$1.6M. The **Hotel/Motel Tax** Fund was established to promote tourism within the City and will receive about \$106,000 in lodging tax revenue for the biennium via a 1% tax each year.

The **Admission Tax** Fund will receive \$408,000 in admission tax and interest, with most of the revenue coming from the theater complex. The **Mitigation** Fund will receive \$6,500 in interest income. 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 thought to be \$600,000 for the biennium, based on estimates of construction activity expected in 2009 and 2010.

The **Traffic Impact Fee** Fund is expected to receive about \$600,000 in traffic impact fees.

Debt Service Fund

General Fund debt service transfers of \$534,480 and \$528,207 are budgeted for 2009 and 2010 to pay for councilmanic bonds issued for land acquisition and City Hall construction.

			Total Debt
Year	Principal	Interest	Service
2009	\$355,229	\$179,251	\$534,480
2010	\$365,203	\$163,004	\$528,207

Capital Funds

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 \$680,000 in revenue over the two years.

The **Utility Tax** Fund should generate \$2.4 million over the biennium. Originally established to help with the reconstruction costs associated with Little Bear Creek Parkway, the tax may now be used on only 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 \$1.8M in surface water assessments for the two year period.

Internal Service Funds

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

The **Equipment Rental Fund** receives revenue from the operating budgets of the various departments that use 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 \$306,000 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 2009 & 2010, 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.

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
GENERAL FUND:				
Taxes				
Property	\$2,793,356	\$2,839,469	\$2,887,000	\$2,947,000
Sales	\$6,839,826	\$6,299,631	\$5,348,000	\$5,523,440
Sales-Criminal Justice	\$254,164	\$247,201	\$225,000	\$231,750
Miscellaneous	\$572	\$189	\$0	\$0
Gambling	\$61,007	\$78,275	\$65,000	\$65,000
Subtotal Taxes	\$9,948,925	\$9,464,765	\$8,525,000	\$8,767,190
Licenses & Permits				
Cable TV	\$136,944	\$131,916	\$140,000	\$140,000
PEG Fees/Misc.	\$412	\$22,139	\$12,000	\$12,000
Subtotal Licenses & Permits	\$137,356	\$154,055	\$152,000	\$152,000
Intergovernmental				
Federal Grants	\$35,638	\$814	\$35,000	\$35,000
State Grants	\$27,465	\$16,853	\$5,000	\$5,000
Streamline Sales Tax Mitigation	\$0	\$124,977	\$500,000	\$500,000
Liquor Excise Tax	\$47,153	\$50,010	\$53,000	\$53,000
Liquor Board Profits	\$75,713	\$70,223	\$77,000	\$77,000
Law Enforcement Svcs	\$0	\$15,318	\$15,000	\$15,000
Motor Vehicle Criminal Justice	\$26,165	\$26,683	\$10,600	\$10,900
Interlocal Grants	\$37,353	\$72,015	\$35,000	\$35,000
Subtotal Intergovernmental	\$249,487	\$376,893	\$730,600	\$730,900
Charges for Services				
Dist/Muni Court Records	\$3	\$172	\$500	\$500
Sales of Publications	\$3,217	\$2,247	\$3,000	\$3,000
Overhead Charges (SWM)	\$116,190	\$116,190	\$122,000	\$122,000
Recreation Charges	\$153,675	\$165,651	\$0	\$0
Field Use	\$13,051	\$23,553	\$0	\$0
Other Fees & Charges	\$2,729	\$8,763	\$0	\$0
Subtotal Charges for Services	\$288,865	\$316,576	\$125,500	\$125,500
Fines				
Traffic Infraction	\$834	\$117	\$0	\$0
Parking Infraction	\$116	\$0	\$0	\$0
False Alarm Responses	\$6,820	\$3,288	\$4,000	\$4,000
Miscellaneous Fines & Forfeits	\$31,809	\$1,366	\$500	\$500
Subtotal Fines	\$39,579	\$4,771	\$4,500	\$4,500
Miscellaneous				
Investment Interest	\$346,956	\$240,641	\$200,000	\$200,000
Sales Tax Interest	\$28,389	\$21,128	\$22,000	\$22,000
Park Facilities/Annex Rental	\$6,950	\$33,385	\$0	\$0
Donations from Private Sources	\$4,060	\$1,930	\$2,000	\$2,000
Other	\$1,439	\$3,600	\$0	\$0
Subtotal Miscellaneous	\$387,794	\$300,684	\$224,000	\$224,000
Total General Fund Revenue	\$11,052,006	\$10,617,744	\$9,761,600	\$10,004,090

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
SPECIAL REVENUE FUNDS:				
Street Fund				
Gas Tax	\$250,785	\$237,892	\$247,200	\$252,500
Investment Interest/Other	\$9,807	\$3,404	\$1,500	\$1,500
Operating Transfer In (GF)	\$420,000	\$628,000	\$548,174	\$556,437
Total Street Fund	\$680,592	\$869,296	\$796,874	\$810,437
Contingency				
Investment Interest/Other	\$15,800	\$8,765	\$2,500	\$1,000
Total Contingency Fund	\$15,800	\$8,765	\$2,500	\$1,000
Mitigation				
Investment Interest/Other	\$11,533	\$4,971	\$3,500	\$3,000
Total Mitigation Fund	\$11,533	\$4,971	\$3,500	\$3,000
Developmental Services				
Building Permit	\$470,203	\$129,854	\$231,789	\$252,798
Plumbing Permit	\$51,057	\$11,126	\$15,000	\$18,000
Grading Permit	\$1,540	\$7,961	\$3,500	\$7,000
Demolition Permit	\$585	\$325	\$300	\$300
Mechanical Permit	\$84,003	\$17,801	\$18,000	\$22,000
Site Development Permit	\$76,245	\$39,341	\$36,000	\$36,000
Right of Way Permit	\$15,512	\$53,961	\$15,000	\$15,000
Misc Permits & Fees	\$5,511	\$13,328	\$13,540	\$12,530
IFC Permit Fees	\$8,650	\$7,354	\$2,000	\$2,000
Zoning & Subdivision	\$46,782	\$44,530	\$30,000	\$40,000
Land Use Application	\$21,975	\$15,800	\$40,000	\$50,000
Plan Check Fee	\$507,552	\$221,893	\$200,000	\$300,000
Other Planning Fees & Charges	\$14,419	\$3,800	\$0	\$0
Interest Revenue	\$10,613	\$5,736	\$0	\$0
Operating Transfer In (GF)	\$566,000	\$1,018,873	\$967,972	\$910,678
Total Developmental Services	\$1,880,646	\$1,591,683	\$1,573,101	\$1,666,306
Admission Tax				
Admission Tax	\$182,183	\$197,298	\$195,000	\$195,000
Investment Interest	\$22,564	\$12,398	\$12,197	\$5,000
Impact Fees	\$0	\$451,000	\$0	\$0
Total Admission Tax	\$204,747	\$660,696	\$207,197	\$200,000
Parks & Rec Special Revenue				
Recreation Charges	\$0	\$0	\$170,000	\$174,000
Field Use	\$0	\$0	\$19,000	\$19,000
Park Facilities/Annex Rental	\$0	\$0	\$36,000	\$36,000
Investment Interest/Other	\$3,896	\$2,282	\$1,500	\$1,000
Operating Transfer In (GF)	\$16,500	\$16,500	\$1,139,069	\$1,268,020
Total Parks & Rec Sp. Revenue	\$20,396	\$18,782	\$1,365,569	\$1,498,020
System Replacement				
Investment Interest/Other	\$19,913	\$12,080	\$9,500	\$9,500
Operating Transfer In (GF)	\$100,000	\$100,000	\$0	\$0
Total System Replacement	\$119,913	\$112,080	\$9,500	\$9,500

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Park Impact Fee				
Park Impact Fees	\$1,116,337	\$22,975	\$100,000	\$500,000
Investment Interest	\$28,478	\$10,385	\$6,000	\$5,436
Total Park Impact Fees	\$1,144,815	\$33,360	\$106,000	\$505,436
Strategic Budget Reserve				
Investment Interest/Other	\$70,477	\$41,615	\$32,500	\$32,500
Operating Transfer In (GF)	\$100,000	\$100,000	\$0	\$0
Total Strategic Budget Reserve	\$170,477	\$141,615	\$32,500	\$32,500
Hotel/Motel Tax Fund				
Hotel/Motel Tax	\$49,154	\$51,921	\$53,000	\$55,000
Investment Interest	\$2,092	\$1,712	\$1,000	\$1,000
Total Hotel/Motel Tax	\$51,247	\$53,632	\$54,000	\$56,000
Traffic Impact Fee Fund				
Traffic Impact Fees	\$445,390	\$26,115	\$300,000	\$300,000
Investment Interest	\$17,244	\$14,606	\$12,000	\$10,000
Total Traffic Impact Fee	\$462,634	\$40,721	\$312,000	\$310,000
<u>DEBT SERVICE FUND:</u>				
Debt Service				
Investment Interest	\$17,187	\$11,276	\$9,000	\$9,000
Operating Transfers In (GF)	\$529,119	\$540,034	\$534,480	\$528,207
Total Debt Service	\$546,306	\$551,310	\$543,480	\$537,207
<u>CAPITAL FUNDS:</u>				
Capital Project				
Real Estate Excise Tax	\$729,810	\$323,846	\$280,000	\$400,000
Impact Fees	\$0	\$949,000	\$0	\$0
Investment Interest	\$50,301	\$30,533	\$20,000	\$5,000
Total Capital Project	\$780,111	\$1,303,379	\$300,000	\$405,000
Special Capital Project				
Real Estate Excise Tax	\$729,810	\$323,846	\$280,000	\$400,000
Investment Interest	\$168,900	\$85,786	\$70,000	\$15,000
Total Special Capital Project	\$898,710	\$409,631	\$350,000	\$415,000
Capital Street Reserve				
Investment Interest	\$171,336	\$95,875	\$50,000	\$20,000
Grant	\$38,358	\$42,268	\$615,000	\$0
Impact Fees	\$0	\$500,000	\$0	\$0
Other Planning & Dev. Fees	\$42,720	\$0	\$0	\$0
Transfer In (GF) Grant	\$0	\$27,613	\$0	\$0
Transfer In (Traffic Impact) Wood Duvall	\$0	\$0	\$0	\$694,000
Transfer In (Traffic Impact) NE175th	\$0	\$0	\$305,000	\$445,000
Transfer In (Mitigation)	\$14,436	\$0	\$0	\$0
Transfer In (SR522/195th)	\$61,920	\$0	\$0	\$0
Transfer In (Utility Tax) Wood Duvall	\$0	\$0	\$0	\$2,470,000
Transfer In (Utility Tax & GF) Overlay	\$280,755	\$0	\$650,000	\$650,000
Transfer In (REETI)	\$0	\$0	\$0	\$1,504,000
Transfer In (REETII)	\$0	\$0	\$0	\$2,351,000
Residual Transfer In (Grid Road)	\$0	\$100,805	\$0	\$0
Total Capital Street Reserve	\$609,525	\$766,561	\$1,620,000	\$8,134,000

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Real Property Fund				
Investment Interest	\$2,651	\$0	\$0	\$0
Rental Income	\$2,328	\$0	\$0	\$0
Transfer In (GF)	\$5,246	\$0	\$0	\$0
Total Real Property Fund	\$10,225	\$0	\$0	\$0
Utility Tax Fund				
Utility Tax	\$1,040,550	\$1,135,763	\$1,194,900	\$1,254,645
Investment Interest/Misc.	\$200,492	\$119,720	\$80,041	\$40,000
Total Utility Tax	\$1,241,042	\$1,255,483	\$1,274,941	\$1,294,645
SR202/148th Ave CP				
Investment Interest	\$2,829	\$44	\$0	\$0
Other Funding	\$0	\$0	\$0	\$1,300,000
State Grant	\$0	\$0	\$2,100,000	\$0
Transfer In (Traffic Impact Fees)	\$0	\$0	\$10,000	\$0
Transfer In (REETII)	\$0	\$0	\$250,000	\$0
Transfer In (Utility tax)	\$85,300	\$797,000	\$2,040,000	\$1,050,000
Total SR202/148th Ave CP	\$88,129	\$797,044	\$4,400,000	\$2,350,000
SR522/SR202 CP				
Investment Interest	\$36,113	\$20,709	\$0	\$0
Grants	\$412,481	\$1,240,636	\$750,000	\$0
Road & Construction Services	\$0	\$94,964	\$0	\$0
Transfer In (SWM Reserve)	\$0	\$500,000	\$0	\$0
Transfer In (Cap St. Reserve)	\$0	\$335,000	\$0	\$0
Transfer In (Traffic Impact Fee)	\$90,019	\$0	\$0	\$0
Total SR522/SR202 CP	\$538,613	\$2,191,308	\$750,000	\$0
SR522/195th CP				
Investment Interest	\$2,822	\$685	\$0	\$0
Transfer In (Cap St. Reserve)	\$0	\$0	\$440,000	\$0
Transfer In (Traffic Impact Fees)	\$0	\$0	\$60,000	\$0
Transfer In (Utility Tax)	\$0	\$0	\$0	\$0
Transfer In (Mitigation)	\$34,845	\$0	\$32,000	\$0
Total SR522/195th CP	\$37,667	\$685	\$532,000	\$0
Surface Water Capital Projects				
Investment Interest	\$111,134	\$60,506	\$50,000	\$20,000
Flood Levy	\$0	\$0	\$24,000	\$24,000
Total Surface Water Capital Projects	\$111,134	\$60,506	\$74,000	\$44,000
Parks & Recreation Capital Projects				
Investment Interest	\$4,740	\$83	\$0	\$0
Parks Levy	\$0	\$26,025	\$26,000	\$26,000
Donation/Grants	\$0	\$0	\$0	\$1,325,000
Grants	\$47,500	\$0	\$0	\$75,000
Transfer In (REETII)	\$0	\$0	\$0	\$1,600,000
Transfer In (Park Impact)	\$0	\$38,900	\$0	\$840,000
Transfer In (REETI)	\$0	\$0	\$0	\$1,099,000
Transfer In (Admission Tax)	\$4,500	\$0	\$88,000	\$1,179,000
Total Parks & Recreation Capital Projects	\$56,740	\$65,008	\$114,000	\$6,144,000

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Facilities Capital Projects				
Interest Income	\$3,982	\$1,145	\$0	\$0
Donation	\$5,000	\$0	\$0	\$0
Grants	\$180,000	\$0	\$0	\$0
Transfer In (REETII)	\$900,000	\$0	\$0	\$0
Transfer In (REETI)	\$721,812	\$0	\$0	\$0
Transfer In (Admission Tax)	\$441,455	\$0	\$0	\$0
Transfer In (Street Reserve)	\$0	\$0	\$1,750,000	\$919,000
Transfer In (SWM Reserve)	\$0	\$0	\$500,000	\$343,000
Transfer In (SNAP)	\$100,000	\$0	\$0	\$0
Transfer In (Contingency)	\$0	\$0	\$0	\$0
Transfer In (GF)	\$18,000	\$0	\$2,000,000	\$0
Transfer In (Park Impact)	\$1,183,000	\$0	\$0	\$0
Total Facilities Capital Projects	\$3,553,250	\$1,145	\$4,250,000	\$1,262,000
Grid Roads				
Investment Interest	\$4,844	\$2,307	\$0	\$0
Total Grid Roads	\$4,844	\$2,307	\$0	\$0
SNAP Projects				
Investment Interest	\$7,907	\$1,675	\$0	\$0
Transfer In (Mitigation)	\$11,253	\$0	\$0	\$0
Total SNAP Projects	\$19,160	\$1,675	\$0	\$0
Sammamish Bridge Replacement/SR202/127th CP				
Investment Interest	\$49,558	\$9,198	\$0	\$0
Road & Construction Services	\$0	\$150,356	\$0	\$0
Grants	\$0	\$750,000	\$0	\$0
Transfer In (Cap St. Reserves)	\$0	\$246,000	\$0	\$0
Transfer In (REETI)	\$0	\$172,000	\$0	\$0
Transfer In (Traffic Impact)	\$168,519	\$0	\$0	\$0
Total Sammamish Bridge Replacement/SR202/127th CP	\$218,077	\$1,327,554	\$0	\$0
ENTERPRISE FUND:				
Surface Water Mgmt Fund				
Grants	\$9,501	\$0	\$0	\$0
Storm Drainage Fees & Charges	\$878,770	\$887,520	\$902,000	\$910,000
Road Construction & Eng Svcs.	\$857	\$0	\$0	\$0
Investment Interest	\$13,696	\$8,011	\$5,000	\$5,000
Miscellaneous	\$3,875	\$0	\$0	\$0
Total Surface Water Mgmt Fund	\$906,699	\$895,531	\$907,000	\$915,000
INTERNAL SERVICE FUNDS:				
Equipment Rental				
Investment Interest	\$22,670	\$15,022	\$0	\$0
Vehicle/Equipment Repair Chgs	\$138,012	\$127,978	\$150,816	\$155,183
Insurance Proceeds	\$1,455	\$0	\$0	\$0
Total Equipment Rental	\$162,137	\$143,000	\$150,816	\$155,183

REVENUE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Equipment Replacement				
Investment Interest	\$43,731	\$24,203	\$20,000	\$20,000
Insurance Proceeds	\$6,500	\$0	\$0	\$0
Transfers In (GF)	\$50,000	\$50,000	\$50,000	\$50,000
Total Equipment Replacement	\$100,231	\$74,203	\$70,000	\$70,000
Unemployment				
Investment Interest	\$3,126	\$1,618	\$500	\$500
Total Unemployment	\$3,126	\$1,618	\$500	\$500
<u>FIDUCIARY FUND:</u>				
Affordable Housing				
Investment Interest	\$1,824	\$970	\$0	\$0
Transfers In (GF)	\$12,500	\$12,500	\$12,500	\$12,500
Total Affordable Housing	\$14,324	\$13,470	\$12,500	\$12,500
Total All Funds	\$25,714,854	\$24,014,760	\$29,573,578	\$36,835,324

REVENUE SUMMARY BY FUNCTION

Operations	\$13,888,836	\$12,606,780	\$12,016,245	\$12,432,401
Debt Service	\$17,187	\$11,276	\$9,000	\$9,000
Capital Projects	\$5,885,695	\$6,713,479	\$6,171,138	\$5,924,081
Total Revenue	\$19,791,719	\$19,331,535	\$18,196,383	\$18,365,482
Transfers In	\$5,915,181	\$4,683,225	\$11,377,195	\$18,469,842
Other Financing Sources	\$7,955	\$0	\$0	\$0
Total Revenue Sources	\$25,714,855	\$24,014,760	\$29,573,578	\$36,835,324

REVENUE SUMMARY BY TYPE

Taxes	\$12,680,431	\$11,523,463	\$10,577,900	\$11,121,835
Licenses & Permits	\$842,011	\$424,632	\$485,129	\$515,628
Intergovernmental	\$1,182,234	\$2,893,009	\$4,442,800	\$1,058,400
Charges for Services	\$3,269,068	\$3,333,493	\$1,766,500	\$2,298,500
Interfund	\$254,202	\$244,168	\$272,816	\$277,183
Fines	\$39,580	\$4,771	\$4,500	\$4,500
Miscellaneous	\$1,524,194	\$908,000	\$646,738	\$3,089,436
Total Revenue	\$19,791,719	\$19,331,535	\$18,196,383	\$18,365,482
Transfers In	\$5,915,181	\$4,683,225	\$11,377,195	\$18,469,842
Other Financing Sources	\$7,955	\$0	\$0	\$0
Total Revenue Sources	\$25,714,855	\$24,014,760	\$29,573,578	\$36,835,324

REVENUE SUMMARY BY FUND:

General Fund	\$11,052,006	\$10,617,744	\$9,761,600	\$10,004,090
Special Revenue Fund	\$4,762,798	\$3,535,601	\$4,462,741	\$5,092,199
Debt Service	\$546,306	\$551,310	\$543,480	\$537,207
Capital Fund	\$8,167,227	\$8,182,284	\$13,664,941	\$20,048,645
Enterprise Fund	\$906,699	\$895,531	\$907,000	\$915,000
Internal Service Fund	\$265,494	\$218,820	\$221,316	\$225,683
Fiduciary Fund	\$14,324	\$13,470	\$12,500	\$12,500
Total Revenue Sources	\$25,714,854	\$24,014,760	\$29,573,578	\$36,835,324

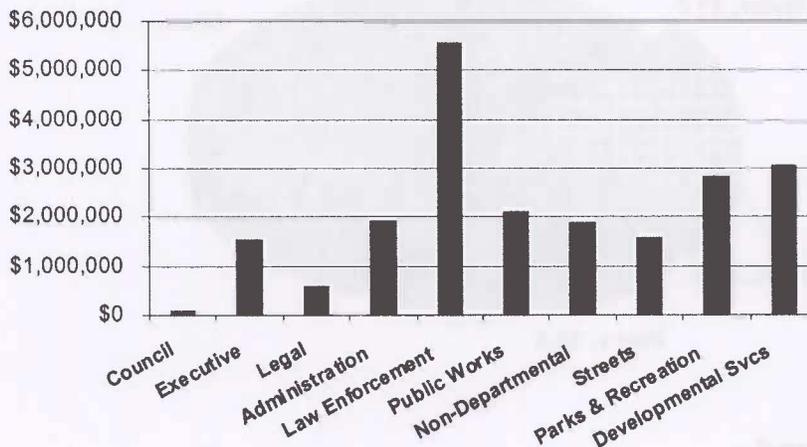
2009/2010 USES OF REVENUE (EXPENDITURES)

2009/2010 expenditures for all funds are recommended at \$55 million dollars for all funds. A summary of expenditures by fund type follows.

General Operating Funds

The **General, Street, Parks & Recreation and Developmental Services** Funds have \$21.3 million in operating costs, including debt service for the City Hall building and land. Seven departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of the budget. The Street, Parks & Recreation and Developmental Services funds are combined with the General Fund when considering operating costs because they are subsidized by the General Fund. Total operating costs for the General Operating Funds (including debt service) are shown below by department.

Operations: 2009-2010 Department Budgets
\$21.3 million



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 2009 and 2010 is \$796,874 and \$810,437 respectively. The expenditures cover the routine care and maintenance of the City's roadways. The **Mitigation** Fund may transfer revenue to one or more capital projects, depending on the timing of the project. The **Contingency** Fund has two expenditures: a generator for the community center (\$200,000) and a feasibility study for the Old Woodinville School. The **Admission Tax** Fund will transfer \$1.2M to park capital projects in 2009/2010. The **System Replacement** Fund, established to replace the major system components of City Hall, is not expected to have expenditures. The **Park Impact Fee** Fund will transfer \$1M to capital projects identified in the C.I.P. The **Parks and Recreation Special Revenue** Fund will fund the park and recreation operating expenses along with expenses associated with the inscription of bricks and tiles, public art and recreation scholarships. 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 2009 or 2010. The **Hotel/Motel** Fund is

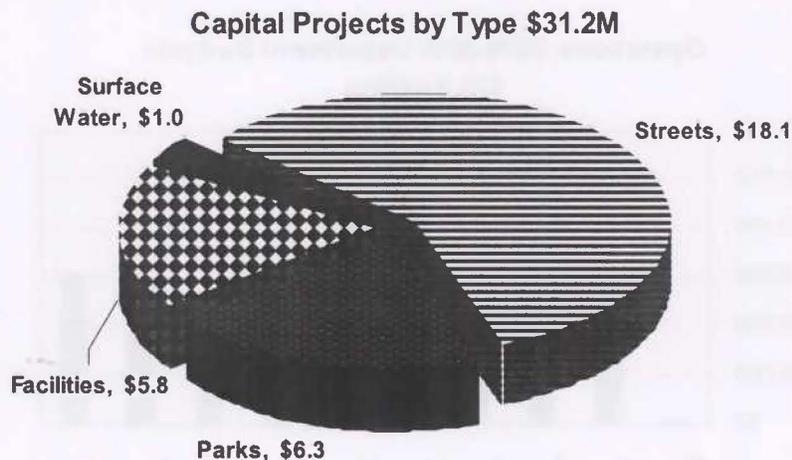
budgeted to use \$40,000 each year to promote tourism efforts within the City. The **Traffic Impact Fee Fund** will transfer \$1.2M to one or more specified transportation service areas. The **Developmental Services Fund**, which provides current and long range planning, emergency management and permitting services, has a \$3.0 million budget for 2009/2010.

Debt Service Fund

The **Debt Service Fund** will make payments for the councilmanic bonds. The City has \$4.7 million in outstanding councilmanic bonds, and the debt service on these bonds will be \$1.0 million over the two years. The bonds were sold to purchase the land and construct City Hall.

Capital Funds

There are 20 projects in the 2009 and 2010 biennial budget. \$31.2 million is proposed to be spent on the projects, with some projects being carried over from the 2007/2008 budget. The projects include street, surface water projects, parks and facilities improvements. Capital projects for the biennium total \$31.2 million and are shown below.



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. There is \$1.8 million in operating expenditures planned for 2009 & 2010.

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 \$438,000 for 2009 and 2010.

Fiduciary Fund

The **Affordable Housing Fund** is budgeted at \$40,000 for 2009 and 2010. Expenditures represent Woodinville's investment in affordable housing.

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
GENERAL FUND:				
Council	\$78,755	\$54,651	\$64,573	\$65,572
Legal	\$325,945	\$271,564	\$270,000	\$324,000
Executive	\$438,653	\$529,278	\$722,699	\$731,065
Emergency Planning	\$0	\$0	\$44,415	\$48,935
Community Relations	\$126,943	\$179,071	\$0	\$0
Administration/Finance	\$495,645	\$496,352	\$527,799	\$560,145
Information Systems	\$420,254	\$428,564	\$406,398	\$449,051
Court	\$281,546	\$228,202	\$291,500	\$314,600
Law Enforcement	\$2,103,865	\$2,161,234	\$2,341,974	\$2,456,418
Code Enforcement	\$0	\$0	\$92,010	\$95,050
Public Works	\$455,588	\$476,327	\$695,829	\$701,422
Facilities	\$415,826	\$418,677	\$354,606	\$381,361
Parks & Recreation	\$1,094,516	\$1,188,528	\$0	\$0
Non Departmental	\$552,661	\$431,762	\$409,255	\$440,842
Total Expenditures	\$6,790,197	\$6,864,210	\$6,221,058	\$6,568,460
Transfers Out:				
Street	\$420,000	\$628,000	\$548,174	\$556,437
Developmental Services	\$566,000	\$1,018,873	\$967,972	\$910,678
Debt Service	\$529,119	\$540,034	\$534,480	\$528,207
Strategic Budget Reserve	\$100,000	\$100,000	\$0	\$0
System Replacement	\$100,000	\$100,000	\$0	\$0
Equipment Replacement	\$50,000	\$50,000	\$50,000	\$50,000
Parks & Rec Special Revenue	\$16,500	\$16,500	\$1,139,069	\$1,268,020
Housing Trust	\$12,500	\$12,500	\$12,500	\$12,500
Capital Projects	\$23,246	\$27,613	\$2,150,000	\$150,000
Total Transfers Out	\$1,817,365	\$2,493,520	\$5,402,195	\$3,475,842
Total General Fund	\$8,607,562	\$9,357,729	\$11,623,253	\$10,044,302
SPECIAL REVENUE FUNDS:				
Street Fund				
Street	\$637,183	\$913,206	\$796,874	\$810,437
Total Street Fund	\$637,183	\$913,206	\$796,874	\$810,437
Developmental Services				
Dev Svcs-Permitting & Land Use	\$951,078	\$770,383	\$832,557	\$893,355
Dev Svcs-Long Range Planning	\$887,972	\$481,888	\$639,544	\$699,950
Emergency Management	\$39,131	\$47,390	\$0	\$0
Total Developmental Services	\$1,878,181	\$1,299,661	\$1,472,101	\$1,593,306
*Emergency Mgmt moved to Executive in 2009				
Parks & Recreation Special Revenue				
Scholarship/Art	\$21,417	\$16,919	\$0	\$0
Parks	\$0	\$0	\$600,482	\$679,933
Recreation	\$0	\$0	\$705,416	\$753,788
Volunteer Coordinator	\$0	\$0	\$58,671	\$61,799
Total Parks & Rec. Special Revenue	\$21,417	\$16,919	\$1,364,569	\$1,495,520
*Scholarship activity folded into Recreation's budget				
*Art purchases moved to Parks & Rec CIP fund				

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Strategic Budget Reserve				
Services	\$0	\$0	\$0	\$0
Total Strategic Budget Reserve	\$0	\$0	\$0	\$0
System Replacement				
Services	\$0	\$100,502	\$0	\$0
Capital Outlay	\$0	\$5,465	\$0	\$0
Total System Replacement	\$0	\$105,967	\$0	\$0
Hotel/Motel				
Services	\$28,446	\$41,906	\$40,000	\$40,000
Total Hotel/Motel	\$28,446	\$41,906	\$40,000	\$40,000
Admission Tax				
Transfer to Parks&Rec CP (Boat Rental)	\$0	\$0	\$58,000	\$0
Transfer to Facilities	\$441,455	\$0	\$0	\$0
Transfer to Parks&Rec CP	\$4,500	\$0	\$0	\$0
Transfer to Parks&Rec CP (Sports Field)	\$0	\$0	\$0	\$1,154,000
Transfer to Parks&Rec CP (Park Improv)	\$0	\$0	\$30,000	\$15,000
Transfer to Cap St. Reserve (Green Brier)	\$0	\$0	\$0	\$10,000
Total Admission Tax	\$445,955	\$0	\$88,000	\$1,179,000
Contingency				
Old Woodinville School Study	\$0	\$0	\$100,000	\$0
Capital - Generator	\$0	\$0	\$200,000	\$0
Total Contingency	\$0	\$0	\$300,000	\$0
Mitigation				
Transfer to SR522/195th CP	\$34,845	\$0	\$32,000	\$0
Transfer to SNAP	\$11,253	\$0	\$0	\$0
Transfer to Cap St. Reserve	\$14,436	\$0	\$0	\$0
Other Non Expenditure	\$0	\$15,963	\$0	\$0
Total Mitigation	\$60,534	\$15,963	\$32,000	\$0
Park Impact Fee				
Transfer to Parks&Rec CP (CEC)	\$1,183,000	\$0	\$0	\$0
Transfer to Parks&Rec CP (Sportsfield)	\$0	\$38,900	\$0	\$840,000
Transfer to Parks&Rec CP (Rails & Trails)	\$0	\$0	\$0	\$150,000
Total Park Impact Fee	\$1,183,000	\$38,900	\$0	\$990,000
Traffic Impact Fee				
Transfer to SR522/202 (BNRP)	\$90,019	\$0	\$0	\$0
Transfer to Cap St. Reserve (NE175th St)	\$0	\$0	\$0	\$445,000
Transfer to Cap St. Reserve (Wood Duvall)	\$0	\$0	\$0	\$694,000
Transfer to SR202/148th Ave CP	\$0	\$0	\$10,000	\$0
Transfer to SR522/195th CP	\$0	\$0	\$60,000	\$0
Transfer to SR202/127th CP	\$168,519	\$0	\$0	\$0
Total Traffic Impact Fee	\$258,538	\$0	\$70,000	\$1,139,000

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
DEBT SERVICE FUND:				
Debt Service				
Debt Service (Principal)	\$317,817	\$345,156	\$355,229	\$365,203
Debt Service (Interest)	\$211,302	\$194,878	\$179,251	\$163,004
Total Debt Service	\$529,119	\$540,034	\$534,480	\$528,207
CAPITAL FUNDS:				
Capital Project				
Transfer to Sammamish Bridge/SR202/127th	\$0	\$418,000	\$0	\$0
Transfer to Parks&Rec CP (Sports Field)	\$0	\$0	\$0	\$949,000
Transfer to Cap St. Reserve (Wood Duvall)	\$0	\$0	\$0	\$1,504,000
Transfer to Facilities (CEC)	\$721,812	\$0	\$0	\$0
Total Capital Project	\$721,812	\$418,000	\$0	\$2,453,000
Special Capital Project				
Transfer to Facilities	\$900,000	\$0	\$0	\$0
Transfer to Parks&Rec CP (Sports Field)	\$0	\$0	\$0	\$1,600,000
Transfer to Cap St. Reserve (Wood Duvall)	\$0	\$0	\$0	\$2,146,000
Transfer to SR202/148 Ave CP	\$0	\$0	\$250,000	\$0
Transfer to Cap St. Reserve (145th Ped.)	\$0	\$0	\$0	\$205,000
Total Special Cap Improvement	\$900,000	\$0	\$250,000	\$3,951,000
Capital Street Reserves				
Services	\$46,394	\$190	\$0	\$0
Street Overlay	\$249,656	\$326,662	\$650,000	\$650,000
NE175th St Traffic Light Synchronization CP	\$0	\$0	\$750,000	\$0
Wood Duvall Widening CP	\$0	\$1,269	\$673,000	\$6,360,000
145th Pedestrian CP	\$0	\$0	\$0	\$205,000
Flood CP	\$0	\$136,633	\$538,000	\$0
Sidewalk CP	\$0	\$7,822	\$200,000	\$0
Transfer to Facilities (Shop)	\$0	\$0	\$1,750,000	\$919,000
Transfer to SR522/195th CP	\$0	\$0	\$440,000	\$0
Transfer to SR522/202 (BNRP)	\$0	\$335,000	\$0	\$0
Total Capital Street Reserves	\$296,050	\$807,576	\$5,001,000	\$8,134,000
Real Property Fund				
Services	\$4,822			
Land	\$89,383			
Total Real Property Fund	\$94,206			
*Real Property Fund status: closed				
Utility Tax Fund				
Transfer to SR202/148th Ave CP	\$85,300	\$797,000	\$2,040,000	\$1,050,000
Transfer to Cap St. Reserve (Wood Duvall)	\$0	\$0	\$0	\$2,470,000
Transfer to Cap St. Reserve (NE 175th Light)	\$0	\$0	\$305,000	\$0
Transfer to Cap St. Reserve (Overlay)	\$280,755	\$0	\$500,000	\$500,000
Total Utility Tax Fund	\$366,055	\$797,000	\$2,845,000	\$4,020,000

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
SR202/148th Ave CP - TRIP				
Capital Improvement/Land	\$236,191	\$796,498	\$4,400,000	\$2,350,000
Transfers Out	\$0	\$0	\$0	\$0
Total SR202/148th Ave CP - TRIP	\$236,191	\$796,498	\$4,400,000	\$2,350,000
SR522/202 CP - BNRP				
Capital Improvement	\$262,756	\$3,207,771	\$750,000	\$0
Total SR522/202 CP - BNRP	\$262,756	\$3,207,771	\$750,000	\$0
SR522/195th CP				
Capital Improvement	\$13,149	\$1,269	\$557,000	\$0
Transfer to Cap St. Reserve	\$61,920	\$0	\$0	\$0
Total SR522/195th CP	\$75,069	\$1,269	\$557,000	\$0
Parks & Recreation Capital Projects				
Boat Launch	\$0	\$0	\$58,000	\$0
Rotary Park	\$51,874	\$7,999	\$0	\$0
Sports Field & Parking	\$163,261	\$35,589	\$0	\$5,943,000
Rails & Trails	\$0	\$0	\$0	\$150,000
Parks Improvements	\$0	\$0	\$30,000	\$15,000
Green Brier	\$0	\$0	\$0	\$62,000
Total Parks & Recreation CP	\$215,135	\$43,588	\$88,000	\$6,170,000
Grid Roads				
Services	\$461	\$0		
Residual Transfer Out	\$0	\$100,805		
Total Grid Roads	\$461	\$100,805		
*Grid Roads fund status: closed				
Surface Water Capital Projects				
Woodin Creek	\$2,953	\$0	\$0	\$0
Emergency Supplies	\$31,762	\$6,054	\$0	\$0
Chateau Reach	\$18	\$0	\$0	\$0
NE 171st Street Storm Drainage	\$6,958	\$0	\$0	\$0
162nd Storm Drainage Project	\$0	\$37,202	\$0	\$0
BNRP Outfall	\$0	\$0	\$750,000	\$0
Storm Water Survey	\$0	\$0	\$300,000	\$0
Transfer to SR522/202 CP (BNRP)	\$0	\$500,000	\$0	\$0
Transfer to Facilities (Shop)	\$0	\$0	\$500,000	\$343,000
Total Surface Water Capital Projects	\$41,692	\$543,256	\$1,550,000	\$343,000
Facilities Capital Project				
Carol Edward Center	\$3,592,098	\$91,697	\$0	\$0
Maintenance Shop, Land	\$18,000	\$0	\$4,270,000	\$1,262,000
Total Facilities Capital Projects	\$3,610,098	\$91,697	\$4,270,000	\$1,262,000

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
SNAP				
Capital Improvements	\$47,625	\$45,657	\$0	\$0
Transfer to Facilities	\$100,000	\$0	\$0	\$0
Total SNAP	\$147,625	\$45,657	\$0	\$0
Sammamish Bridge Replacement/SR202/127th				
Capital Improvements	\$1,293,033	\$743,795	\$0	\$0
Total Sammamish Bridge Replacement/SR202/127th	\$1,293,033	\$743,795	\$0	\$0
ENTERPRISE FUND:				
Surface Water Management	\$754,712	\$986,268	\$871,818	\$912,840
Total Surface Water Management	\$754,712	\$986,268	\$871,818	\$912,840
INTERNAL SERVICE FUNDS:				
Equipment Rental				
Supplies	\$26,298	\$32,532	\$40,200	\$42,200
Services	\$14,795	\$25,822	\$44,300	\$46,700
Capital Outlay	\$0	\$0	\$40,000	\$40,000
Total Equipment Rental	\$41,093	\$58,353	\$124,500	\$128,900
Equipment Replacement				
Capital Outlay	\$75,257	\$57,643	\$59,000	\$102,000
Total Equipment Replacement	\$75,257	\$57,643	\$59,000	\$102,000
Unemployment				
Claims	\$6,905	\$1,521	\$12,000	\$12,000
Total Unemployment	\$6,905	\$1,521	\$12,000	\$12,000
FIDUCIARY FUND:				
Affordable Housing				
Intergovernmental	\$5,000	\$32,500	\$20,000	\$20,000
Total Affordable Housing	\$5,000	\$32,500	\$20,000	\$20,000
Total All Funds	\$22,793,084	\$21,063,482	\$37,119,594	\$47,678,511

EXPENDITURE PROJECTION BY FUND 2009-2010

	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<u>EXPENDITURE SUMMARY BY FUNCTION</u>				
Government Operations	\$9,483,678	\$9,391,885	\$10,110,101	\$10,770,622
Capital Projects	\$6,110,395	\$5,446,107	\$14,226,000	\$16,997,000
Debt Service	\$529,119	\$540,034	\$534,480	\$528,207
Surface Water Management	\$754,712	\$986,268	\$871,818	\$912,840
Total Expenditures	\$16,877,905	\$16,364,294	\$25,742,399	\$29,208,669
Other Financing Uses/Transfers Out	\$5,915,180	\$4,699,188	\$11,377,195	\$18,469,842
Total	\$22,793,084	\$21,063,482	\$37,119,594	\$47,678,511

EXPENDITURE SUMMARY BY CATEGORY

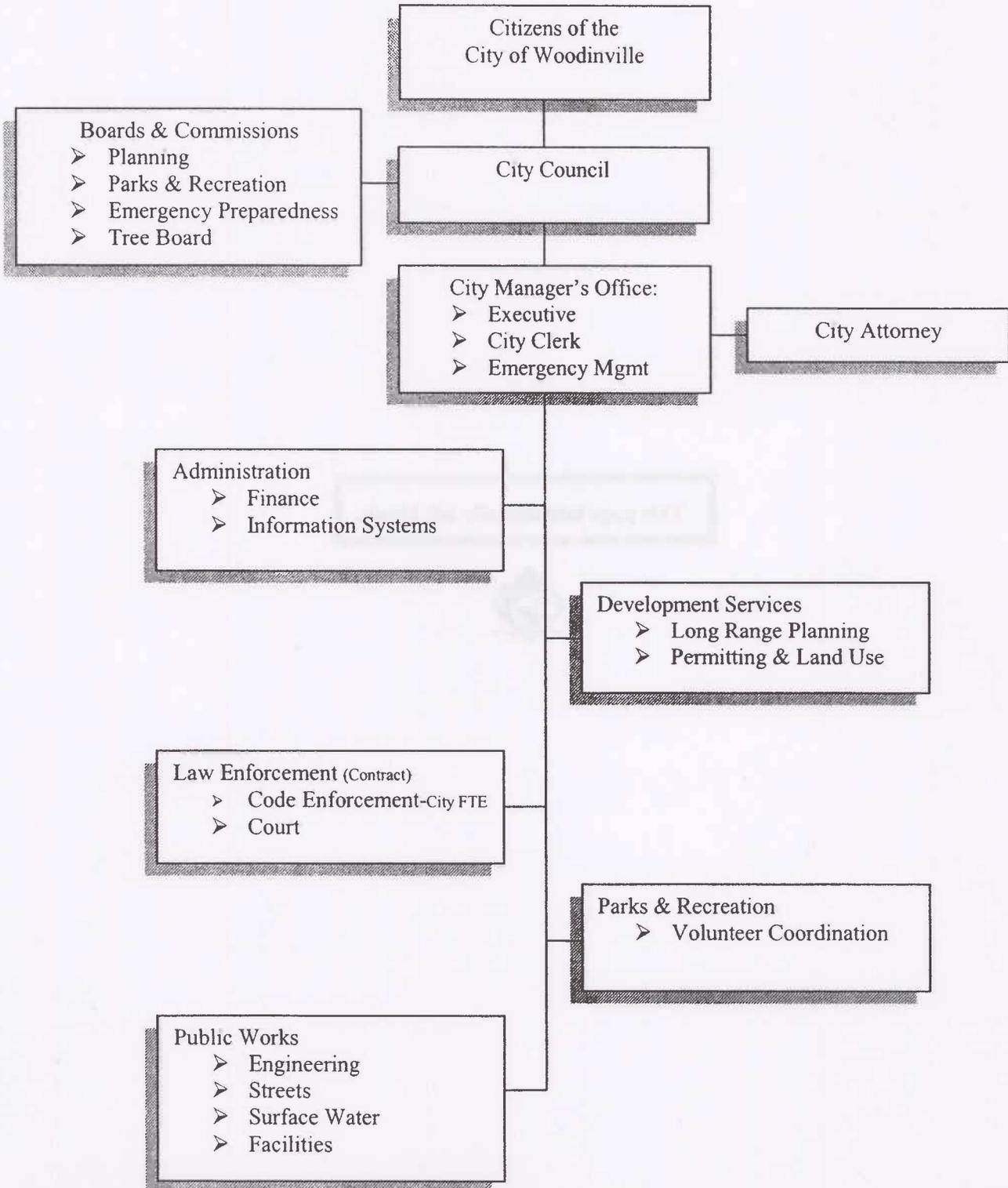
Salaries & Wages	\$3,377,007	\$3,450,766	\$3,708,728	\$4,025,425
Personnel Benefits	\$1,025,465	\$1,102,969	\$1,282,604	\$1,417,036
Supplies	\$288,174	\$387,485	\$349,098	\$351,928
Other Services & Charges	\$2,456,361	\$2,135,696	\$2,253,877	\$2,327,060
Capital Outlay	\$299,076	\$116,621	\$124,000	\$154,000
Intergovernmental	\$2,538,105	\$2,940,449	\$2,990,796	\$3,130,830
Interfund	\$254,202	\$244,168	\$272,816	\$277,183
Debt Service	\$529,119	\$540,034	\$534,480	\$528,207
Capital Projects	\$6,110,395	\$5,446,107	\$14,226,000	\$16,997,000
Total Expenditures	\$16,877,904	\$16,364,294	\$25,742,399	\$29,208,669
Other Financing Uses/Transfers Out	\$5,915,180	\$4,699,188	\$11,377,195	\$18,469,842
Total	\$22,793,084	\$21,063,482	\$37,119,594	\$47,678,511

EXPENDITURE SUMMARY BY FUND TYPE

General Fund	\$8,607,562	\$9,357,729	\$11,623,253	\$10,044,302
Special Revenue Fund	\$4,513,254	\$2,432,522	\$4,163,544	\$7,247,263
Debt Service	\$529,119	\$540,034	\$534,480	\$528,207
Capital Fund	\$8,260,183	\$7,596,913	\$19,711,000	\$28,683,000
Enterprise Fund	\$754,712	\$986,268	\$871,818	\$912,840
Internal Service Fund	\$123,254	\$117,517	\$195,500	\$242,900
Fiduciary Fund	\$5,000	\$32,500	\$20,000	\$20,000
Total	\$22,793,084	\$21,063,482	\$37,119,594	\$47,678,511

**GENERAL
GOVERNMENT**

City of Woodinville Organization Chart 2009-2010



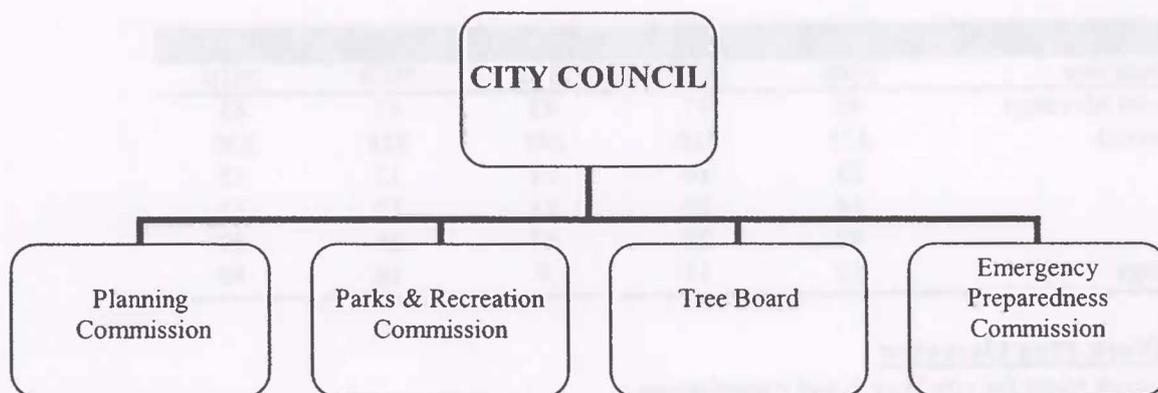
CITY COUNCIL AND COMMISSIONS

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

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

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

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



City Council

Description

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

The City Council is comprised of seven independently elected residents, elected at-large by Position Number. Council Members serve four-year overlapping terms; no more than four positions stand for election in odd-numbered years. From its membership, the City Council selects a Mayor and Deputy Mayor, who serve two-year terms; and it appoints the City Manager who is responsible for providing advice and implementing City Council policy directives through city employees and contractors.

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Regular/Special Meetings	40	47	43	42	43
Reports Received	325	229	241	228	230
Ordinances	23	14	12	12	15
Resolutions	14	20	11	12	13
Agreements	49	29	47	36	28
Public Hearings	10	13	9	10	10

2009/2010 Work Plan Overview

- Approve work plans for city boards and commissions
- Approve overall city work plans
- Establish new development regulations for Central Business District
- Improve communication with public
- Work with County, State, and Federal elected officials to obtain grants/legislation favorable to Woodinville

COUNCIL

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$51,600	\$50,400	\$44,400	\$44,400	\$44,400
<i>Personnel Benefits</i>	\$5,025	\$4,657	\$4,184	\$4,333	\$4,427
<i>Supplies</i>	\$978	\$3,535	\$2,410	\$2,000	\$2,280
<i>Other Svcs & Charges</i>					
Professional Services	\$68,551	\$17,153	\$494	\$6,575	\$6,600
Communication	\$469	\$405	\$273	\$500	\$500
Travel	\$2,310	\$2,033	\$2,216	\$4,190	\$4,790
Advertising	\$210	\$102	\$94	\$600	\$600
Miscellaneous	\$50	\$260	\$30	\$500	\$500
Education/Training	\$355	\$210	\$550	\$1,475	\$1,475
<i>Total Other Svcs & Charges</i>	\$71,945	\$20,163	\$3,657	\$13,840	\$14,465
DEPARTMENT TOTAL	<u>\$129,548</u>	<u>\$78,755</u>	<u>\$54,651</u>	<u>\$64,573</u>	<u>\$65,572</u>

City of Woodinville, Washington
Planning Commission

Description

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

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

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Regular/Special Meetings	23	23	26	23	23
CAP/Subcommittee Meetings	42	42	8	42	42
Reports Received	87	85	78	80	82
Master Plans Reviewed	15	25	17	19	18
Annual Docket Items	14	16	15	15	15
Public Hearings	5	6	3	4	4

2009/2010 Work Plan Overview

- Recommend new development regulations for the Central Business District
- Complete all Annual Docket Items
- Continue with city-wide Sustainable Development Study
- Review Comprehensive Plan Amendments

Parks and Recreation Commission

Description

The Parks and Recreation Commission assists the City Council in developing long-range park and recreation plans for the community. The seven member volunteer board of Woodinville residents makes recommendations to the City Council regarding park and recreation projects, programs, fees, and events.

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Regular/Special Meetings	14	10	12	12	14
Reports Received	40	25	27	25	30
Master Plans Reviewed	2	1	1	1	2
Special Presentations	7	5	9	5	5
Public Art Proposals Reviewed	2	3	1	1	2
Capital Projects	3	3	6	3	3

2009/2010 Work Plan Overview

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

Tree Board

Description

The Tree Board assists the City Council to develop plans and programs to promote the health and proper maintenance of the community's urban forest.

The five member volunteer board of Woodinville-area residents, reviews proposals and makes recommendations to the City Council regarding tree plans, retention, maintenance, and planting regulations and plans.

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Regular/Special Meetings	n/a	12	14	14	14
Reports Received	n/a	n/a	12	12	12
Master Plans Reviewed	n/a	0	1	1	1
Public Hearings	n/a	0	1	0	0
Regulations Proposed	n/a	1	1	1	1

2009/2010 Work Plan Overview

- Review and recommend changes in tree retention and maintenance regulations
- Assist with tree selection for capital projects as requested
- Review Community Urban Forestry Plan for possible recommended amendments
- Participate in annual Arbor Day events
- Canopy Assessment

Emergency Preparedness Commission

Description

The Emergency Preparedness Commission assists the City Council to develop plans and programs concerning emergency medical services, emergency preparedness, and traffic safety.

The seven member volunteer board of Woodinville residents, plus up to two ex-officio non-voting members, makes recommendations to the City Council regarding public safety issues, including reviewing and recommending the City's Comprehensive Emergency Management Plan and related sub-plans.

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Regular/Special Meetings	0	18	20	20	20
Reports Received	0	5	20	20	20
Master Plans Reviewed	0	1	0	1	0
Public Hearings	0	0	0	0	0
Regulations Proposed	0	1	0	1	1

2009/2010 Work Plan Overview

- Review and recommend changes in Comprehensive Emergency Management Plan
- Assist with capital projects as requested
- Participate/identify potential emergency preparedness events

Emergency Preparedness Commission

The Emergency Preparedness Commission is a joint effort of the City of Woodville and the State of Texas. The Commission is responsible for the development, implementation, and maintenance of the City's Emergency Preparedness Plan. The Commission is composed of representatives from the City, the State, and other local government entities. The Commission's primary responsibility is to ensure that the City is prepared to respond to and recover from a major disaster. The Commission will conduct regular drills and exercises to test the City's emergency response capabilities. The Commission will also provide training and education to City employees and the public. The Commission will work closely with the State and other local government entities to coordinate emergency response efforts. The Commission will also provide technical assistance to other local government entities. The Commission will report to the City Council on a regular basis. The Commission's work is essential to the safety and well-being of the City of Woodville.

Item	Quantity	Unit	Estimated Cost
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00
Emergency Response Kits	100	Kit	\$1,000.00

Approved by the City Council on [Date]

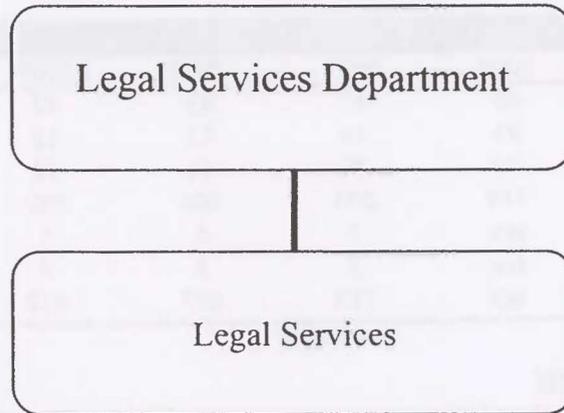
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LEGAL SERVICES DEPARTMENT

The Legal Services Department provides legal defense and legal advice to the City Council, City boards and commissions, and city departments. Woodinville contracts for these services with private law firms for regular municipal matters or in specialized areas as needed.

The Legal Service Department is comprised of a single operating division.



Legal Services

Description

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

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

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Council/Comm. Mtgs Attended	40	47	43	42	43
Ordinances Reviewed	23	14	12	12	15
Resolutions Reviewed	14	20	11	12	13
Agreements Reviewed	319	204	206	202	202
Litigation Cases	n/a	7	6	5	5
Major Litigation Cases	n/a	2	3	2	0
Routine Services (Hours)	n/a	715	687	652	720

2009/2010 Work Plan Overview

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

LEGAL

Department Summary

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2010 Budget</u>
Services	\$458,292	\$325,945	\$271,564	\$270,000	\$324,000
Department Total	<u>\$458,292</u>	<u>\$325,945</u>	<u>\$271,564</u>	<u>\$270,000</u>	<u>\$324,000</u>

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2010 Budget</u>
<i>Professional Services</i>					
City Attorney: Retainer	\$218,988	\$192,099	\$125,722	\$150,000	\$174,000
Hearing Examiner	\$10,449	\$25,807	\$7,718	\$15,000	\$15,000
Other Legal Services	\$228,855	\$108,039	\$138,125	\$100,000	\$130,000
Code Enforcement Abatement	\$0	\$0	\$0	\$5,000	\$5,000
TOTAL	<u>\$458,292</u>	<u>\$325,945</u>	<u>\$271,564</u>	<u>\$270,000</u>	<u>\$324,000</u>

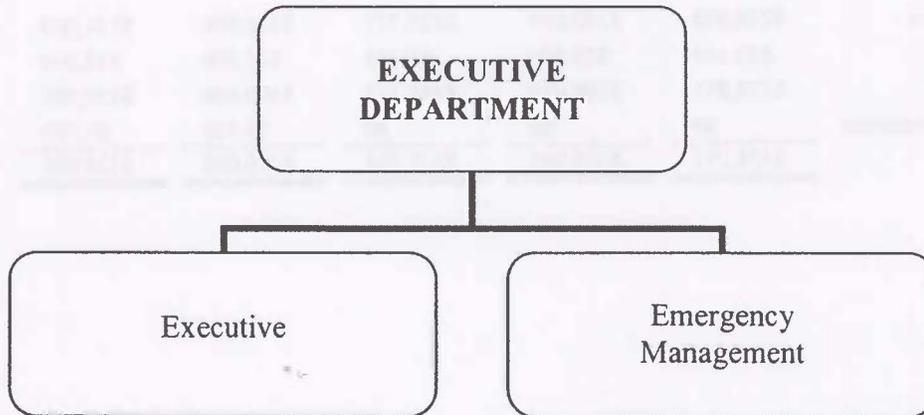
EXECUTIVE DEPARTMENT

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

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

The Department prepares public information, including the city newsletter, press releases, and programming for WTV Channel 21; recruits, screens, and performs background verifications of all city employees; and oversees the emergency management activities of the city.

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



EXECUTIVE DEPARTMENT

Department Summary

	2006 Actual	2007 Actual	2008 Actual	2009** Budget	2010** Budget
Salaries	\$536,784	\$545,960	\$612,856	\$410,520	\$443,128
Benefits	\$128,527	\$154,710	\$192,344	\$138,589	\$151,256
Supplies	\$25,976	\$29,587	\$21,184	\$13,225	\$8,075
Services	\$217,514	\$199,220	\$248,365	\$165,870	\$139,390
Intergov. Svcs	\$11,588	\$11,734	\$19,246	\$22,600	\$24,800
Capital Outlay	\$78,280	\$35,666	\$33,853	\$15,000	\$12,000
Interfund Payments	\$7,853	\$8,972	\$9,064	\$1,311	\$1,350
Department Total	\$1,006,521	\$985,850	\$1,136,912	\$767,114	\$780,000

** Includes Executive & Emergency Planning Divisions

(2006 - 2008 includes Executive, IT, & Community Relations Divisions)

Position Summary

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
City Manager	1	1	1	1	1
Assist to the City Mgr.	1	1	1	1	1
Management Analyst	0	0	0	1	1
Comm Coordinator	1	1	1	0	0
City Clerk*	0	1	0	1	1
Exec Secr/Dep City Clerk	1	1	1	1	1
IS Manager*	1	1	1	0	0
GIS Analyst*	1	1	1	0	0
Senior Programmer*	0.7	0.7	0.7	0	0
Volunteer Coordinator*	0.7	0.7	0.7	0	0
Code Enforcement*	1	1	1	0	0
Position Totals	8.4	9.4	8.4	5	5

Cable TV Operators

520 hours

City Clerk*	Transferred from Administration to Executive
IS Manager*	Transferred to Administration
GIS Analyst*	Transferred to Administration
Senior Programmer*	Transferred to Administration
Volunteer Coordinator*	Transferred to Parks
Code Enforcement*	Transferred to Police

Executive

Description

The Executive Division provides executive management leadership for the City organization, and includes the City Manager, City Clerk and Human Resources. The City Manager, is the Chief Executive Officer of the City, and is responsible for directing departments, operations, and daily activities in the City. The Division manages performance of city departments, recommends a budget for City Council consideration; provides overall management of the city's capital improvement program; and develops programs and projects to address city priorities and issues.

Under the direction of the City Manager, the City Clerk coordinates the production of meeting materials for City Council meetings, legal and public notifications, and official meeting minutes; prepares Council ePackets for the city's website; publishes and posts legal notices; and is responsible for the city's record management, ordinance codification, and legislative tracking systems. This positions also provides notary services, process public records requests, and manages the intake of Requests for Proposals/Qualifications. The City Clerk supports risk management through documentation of claims for damage and risk assessments.

The Executive Division is also responsible for Human Resources, which includes the recruitment, hiring, training, and retention of the city's workforce. The Division conducts new employee orientations, explains and manages employee benefit programs; conducts job audits/analyses; conducts wage and benefit surveys; develops and implements personnel policies; conducts investigations and negotiates with the city's three employee unions.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Council/Commission Agendas	40	65	63	62	65
Council/Com. Staff Reports	325	224	261	248	250
Public Info/Press Releases	65	53	62	70	75
Citizen Service Requests	119	115	221	200	150
Citywide Employees Managed	59	54	50	45	44
Public Records Requests	250	258	210	225	235
Hrs. Meeting Minutes	143	121	124	125	125
Ordinances/Resolutions	37	34	23	25	25
Public Notices	107	117	73	96	93
Claims for Damage	11	16	8	12	10
No. Recruitments	22	20	33	25	22
Employees Hired	19	14	27	20	20
Employee Turn-over	12	18	21	15	15
Employee Newsletter Issues	0	0	6	6	6

2009/2010 Work Plan Overview

- Develop performance measures for all City departments
- Conduct citywide customer satisfaction survey, including residential and business customers
- Begin implementation of Economic Development Plan
- Develop monthly reports for risk management; citizen requests; and capital projects
- Improve public access to City information in cost-effective manner
- Index and scan Purchase and Sale Agreements and property appraisals for retention
- Upgrade webcasting system software
- Post city contracts to the intranet
- Improve records and retention program Citywide

2009/2010 Work Plan Overview Continued

- Implement electronic records management system
- Implement on-line application process
- Update personnel policies
- Revise and develop new performance evaluations
- Develop an Employee Data Base
- Develop and implement new job classification system
- Develop a retention program and strategy
- Identify and evaluate wage and benefit cost-containment programs

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EXECUTIVE DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009** Budget	2010** Budget
<i>Salaries and Wages</i>	\$536,784	\$545,960	\$612,856	\$410,520	\$443,128
<i>Personnel Benefits</i>	\$128,527	\$154,710	\$192,344	\$138,589	\$151,256
<i>Supplies/Small Tools</i>	\$25,976	\$29,587	\$21,184	\$6,850	\$6,500
<i>Other Services and Charges</i>					
Professional Services	\$129,308	\$68,449	\$143,996	\$71,000	\$35,000
Communication	\$15,843	\$32,431	\$39,026	\$51,000	\$52,700
Travel Expense	\$4,386	\$1,767	\$2,851	\$4,080	\$4,280
Advertising	\$1,779	\$5,360	\$3,731	\$16,400	\$16,900
Operating Rentals	\$35	\$239	\$277	\$0	\$0
Education/Training	\$874	\$2,142	\$7,923	\$3,775	\$3,775
Repairs/Maintenance	\$795	\$378	\$1,445	\$0	\$0
Miscellaneous	\$64,493	\$84,283	\$39,964	\$3,575	\$3,575
Printing	\$0	\$4,172	\$9,151	\$0	\$0
<i>Total Other Svcs & Charges</i>	\$217,513	\$199,221	\$248,365	\$149,830	\$116,230
<i>Intergovernmental</i>	\$11,588	\$11,734	\$19,246	\$600	\$600
<i>Interfund</i>	\$7,853	\$8,972	\$9,064	\$1,311	\$1,350
<i>Capital Outlay</i>	\$78,280	\$35,666	\$33,853	\$15,000	\$12,000
DEPARTMENT TOTAL	\$1,006,521	\$985,850	\$1,136,912	\$722,699	\$731,065

** Includes Executive Division only

(2006 - 2008 includes Executive, IT, & Community Relations Divisions)

Emergency Planning Division

This Division is responsible for the Emergency Preparedness for the City of Woodinville. Currently, the City's Emergency Management Division is a "joint effort" between the City, Woodinville Fire and Life Safety District and King County Sheriff's Office. The City's emergency preparedness, mitigation, response and recovery efforts are described in the Comprehensive Emergency Management Plan (CEMP) - a requirement of the State. The division is responsible for training, planning, administering grants, and implementing emergency response procedures. This division is also responsible for implementing mitigation actions in City of Woodinville.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Number of Plans Reviewed	0	1	1	1	1
Training Exercises	n/a	1	3	3	4
Community Events	n/a	3	3	3	3
Number of Emergencies	1	1	1	1	1
Meetings Attended	n/a	0	3	6	6
Grants	n/a	1	5	2	2

2009/2010 Work Plan Overview

- Implement permanent emergency management training solution

EMERGENCY PLANNING DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009* Budget	2010 Budget
<i>Salaries and Wages</i>		\$19,992	\$20,592	\$0	\$0
<i>Personnel Benefits</i>		\$5,015	\$5,630	\$0	\$0
<i>Supplies</i>		\$1,038	\$114	\$6,375	\$1,575
<i>Other Services and Charges</i>					
Professional Services		\$11,984	\$18,425	\$4,750	\$11,750
Communication		\$739	\$1,198	\$3,200	\$3,300
Travel		\$363	\$834	\$1,465	\$1,485
Advertising		\$0	\$71	\$1,250	\$1,250
Operating Rentals		\$0	\$0	\$0	\$0
Repairs and Maintenance		\$0	\$0	\$0	\$0
Education/Training		\$0	\$450	\$1,400	\$1,400
Miscellaneous		\$0	\$75	\$275	\$275
Printing		\$0	\$0	\$3,700	\$3,700
<i>Total Services and Charges</i>		\$13,086	\$21,054	\$16,040	\$23,160
<i>Intergovernmental</i>		\$0	\$0	\$22,000	\$24,200
DEPARTMENT TOTAL		\$39,131	\$47,390	\$44,415	\$48,935

* Emergency Planning Division started in 2007; moved from Long Range Planning to Executive in 2009

ADMINISTRATIVE SERVICES DEPARTMENT

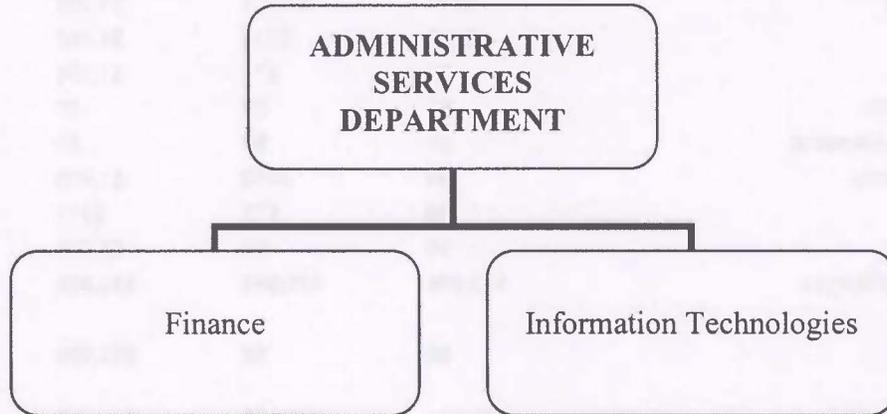
The Administrative Services Department provides the overall financial and administrative services to support all city departments.

The Department performs financial management support services, which include accounting, auditing, budgeting, treasury, cash management, and purchasing services for the city.

The Department processes payroll and accounts payable; and provides hardware and software support of the City's computer and communication systems.

The Department operates the City's business registration program; issues animal licenses; and tracks and safeguards the City's fixed assets, which includes vehicles and equipment.

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



ADMINISTRATIVE SERVICES

Department Summary

	2006 Actual	2007 Actual	2008 Actual	2009** Budget	2010** Budget
Salaries	\$395,628	\$345,392	\$333,634	\$546,810	\$579,608
Benefits	\$115,536	\$104,545	\$107,293	\$189,542	\$205,616
Supplies	\$5,264	\$2,349	\$1,618	\$18,500	\$20,200
Services	\$51,343	\$43,143	\$53,589	\$157,470	\$181,880
Intergovernmental	\$0	\$0	\$0	\$21,300	\$21,300
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Interfund Payments	\$207	\$216	\$219	\$575	\$592
Department Total	\$567,978	\$495,645	\$496,352	\$934,197	\$1,009,196

** (2006-2008) includes only Finance

IS Division added in 2009 and City Clerk moved to Executive

Position Summary

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Finance Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
City Clerk*	1	0	1	0	0
Accounting Clerk	2	2	2	2	2
Admin Assistant	1	1	1	1	1
IS Manager*	0	0	0	1	1
GIS Analyst*	0	0	0	1	1
Senior Programmer*	0	0	0	0.7	0.7
Position Totals	6	5	6	7.7	7.7

City Clerk*	Transferred to Executive
IS Manager*	Transferred from Executive
GIS Analyst*	Transferred from Executive
Senior Programmer*	Transferred from Executive

Finance

Description

The Finance Division provides support services that include cash collections, 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 division generates the recommended and final City budgets, prepares the Annual Financial Report for the city, and other financial related reports to aid management in decision-making, including internal monthly revenue and expenditure reports, and external reports, such as quarterly reports of revenue and expenditures.

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Accounts Payable Checks	1859	1782	1680	1731	1731
Payroll Checks/e-deposits	2002	2029	1985	2010	2010
Journal Entries	251	252	260	260	260
Contracts Monitored	319	204	206	202	202
Businesses Registered	332	993	1291	1550	1850
Animal Licenses Issued	20	23	20	23	23

2009/2010 Work Plan Overview

- Refine financial reports for ease of understanding
- Review and revise financial management policies as needed
- Consider investment strategies to include investments with local banks
- Revise fixed asset inventory procedures
- Monitor reporting and impacts of destination based sales tax
- Train and cross-train staff
- Develop monthly Treasurer's Report and Investment Policies
- Improve Accounts Receivable System
- Develop Labor Tracking System for all city functions

FINANCE DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$395,628	\$345,392	\$333,634	\$355,066	\$377,309
<i>Personnel Benefits</i>	\$115,536	\$104,545	\$107,293	\$121,539	\$131,924
<i>Supplies</i>	\$5,264	\$2,349	\$1,618	\$4,000	\$4,200
<i>Other Services and Charges</i>					
Professional Services	\$36,457	\$27,809	\$37,464	\$36,000	\$36,000
Communication	\$1,050	\$1,024	\$1,422	\$1,400	\$1,400
Travel	\$2,559	\$2,389	\$2,566	\$2,500	\$2,500
Advertising	\$7,738	\$7,967	\$10,047	\$1,000	\$1,000
Operating Rentals	\$0	\$0	\$130	\$200	\$200
Repairs and Maintenance	\$0	\$158	\$0	\$500	\$500
Education/Training	\$2,196	\$2,054	\$1,465	\$3,500	\$3,000
Miscellaneous	\$1,343	\$1,742	\$495	\$1,520	\$1,520
<i>Total Other Services and Charges</i>	\$51,343	\$43,143	\$53,589	\$46,620	\$46,120
<i>Interfund</i>	\$207	\$216	\$219	\$575	\$592
DEPARTMENT TOTAL	\$567,978	\$495,645	\$496,352	\$527,799	\$560,145

Information Technologies

Description

The Information Technology Division provides technical hardware and software support to ensure that the City's computer systems and communication systems are available for use by City employees and citizens.

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

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
No. File Servers	n/a	n/a	11	11	11
No. PC's Supported	n/a	n/a	83	85	85
No. Telephones	81	81	81	81	81
IT Assistance Requests	n/a	n/a	980	850	775
No. Software Applications	n/a	n/a	36	41	46
No. Peripherals	n/a	n/a	22	24	25

2009/2010 Work Plan Overview

- Upgrade the network, servers, printers, and desktop computers
- Implement an integrated data backup and recovery strategy
- Research and implement a Document Management System
- Implement a central GIS data repository using SQL technology
- Maintain existing hardware
- Deploy cost effective solutions that support City's growth and business needs
- Streamline business processes and improve customer service
- Provide consistent, reliable, secure, and uninterrupted information flow
- Develop 5-Year Information Technology Plan

INFORMATION SYSTEMS DIVISION

	2006	2007	2008	2009	2010
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<i>Salaries and Wages</i>	\$153,229	\$178,348	\$132,818	\$191,744	\$202,299
<i>Personnel Benefits</i>	\$43,301	\$47,324	\$40,438	\$68,004	\$73,692
<i>Supplies</i>	\$21,738	\$18,663	\$17,077	\$14,500	\$16,000
<i>Other Services and Charges</i>					
Professional Services	\$20,407	\$20,093	\$109,187	\$16,500	\$31,500
Communication	\$9,398	\$23,650	\$30,300	\$12,320	\$12,320
Travel Expense	\$2	\$84	\$10	\$100	\$100
Advertising	\$724	\$133	\$179	\$400	\$400
Repairs and Maintenance	\$795	\$378	\$1,445	\$1,700	\$1,800
Education/Training	\$400	\$1,350	\$6,288	\$9,600	\$9,600
Misc.	\$60,985	\$81,917	\$38,072	\$70,230	\$80,040
<i>Total Other Services and Charges</i>	\$92,711	\$127,605	\$185,481	\$110,850	\$135,760
<i>Intergovernmental</i>	\$11,238	\$11,384	\$18,896	\$21,300	\$21,300
<i>Capital Outlay</i>	\$0	\$36,930	\$33,853	\$0	\$0
DEPARTMENT TOTAL	<u>\$322,216</u>	<u>\$420,254</u>	<u>\$428,564</u>	<u>\$406,398</u>	<u>\$449,051</u>

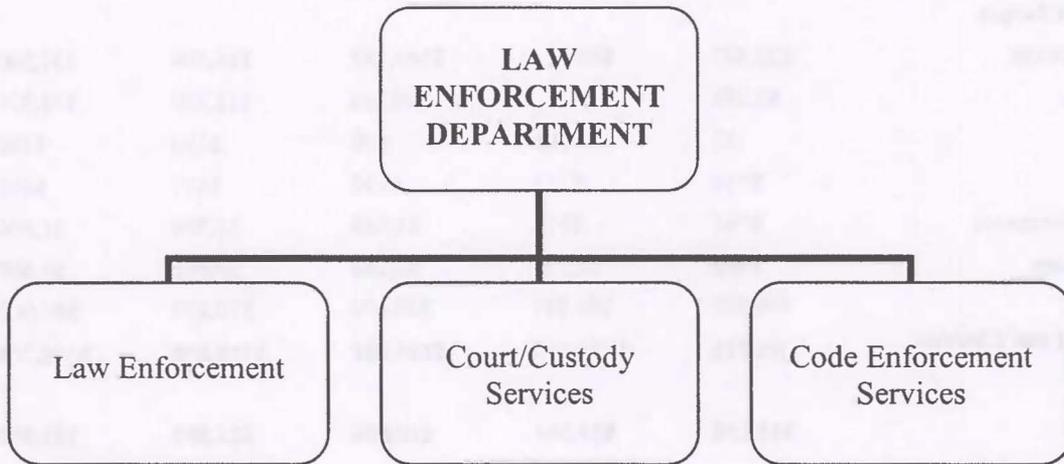
LAW ENFORCEMENT DEPARTMENT

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

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

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

The Department also enforces requirements of the Woodinville Municipal Code; operates the neighborhood watch program; and responds to citizen complaints.



LAW ENFORCEMENT

Department Summary					
	2006	2007	2008	2009*	2010*
	Actual	Actual	Actual	Budget	Budget
Salaries	\$0	\$0	\$0	\$61,193	\$64,253
Benefits	\$0	\$0	\$0	\$17,398	\$18,695
Supplies	\$7,145	\$11,764	\$9,716	\$13,175	\$11,675
Services	\$120,941	\$80,789	\$87,601	\$95,425	\$102,425
Intergovernmental	\$1,942,438	\$2,292,859	\$2,292,118	\$2,532,374	\$2,662,918
Interfund	\$0	\$0	\$0	\$5,919	\$6,102
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Department Total	\$2,070,524	\$2,385,412	\$2,389,436	\$2,725,484	\$2,866,067

*(2006-2008 Includes Law Enf & Court)

*(2009-2010 Includes Law Enf & Court & Code Enforcement)

Position Summary					
	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Budget	Budget
City Staff					
Code Enforcement *	0	0	0	1	1
Position Totals	0	0	0	1	1

*Code Enforcement Officer transferred from Executive to Law Enforcement

King County Police Staff					
	2006	2007	2008	2009	2010
Chief	1	1	1	1	1
Admin Sgt.	1	1	1	1	1
School Resource Officer	0.5	1	1	1	1
Patrol Officers	7	7	7	7	7
Position Totals	9.5	10	10	10	10

City of Woodinville, Washington
Law Enforcement Division

Description

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

The Division provides 24-hour per day police services including directed and reactive patrol, traffic enforcement, crime investigations, crime reporting and analysis, and specialized response. The Department also provides crime prevention programs and coordinates security for the City's special events.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
No. Commissioned Officers	9.5	10	10	10	10
Calls for Service	3339	2989	2754	2616	2485
Officer Initiated Events	3257	3602	2775	2914	3060
Part One Crimes	665	501	478	454	431
Part Two Crimes	427	489	525	499	474
Avg. Response Time (Priority)	4.3	3.58	3.48	3.25	3
Contract Costs	\$1,764,003	\$2,048,409	\$2,154,110	\$2,248,874	\$2,361,318

2009/2010 Work Plan Overview

- Maintain downward trend of Part One Crimes
- Reduce Part Two Crimes
- Maintain or improve Priority Response Times
- Expand School Resource Officer Program emphasis on priority issues

LAW ENFORCEMENT DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Supplies</i>	\$7,145	\$11,763	\$9,716	\$8,900	\$8,900
<i>Other Services and Charges</i>					
Professional Services	\$47,214	\$98	\$251	\$2,000	\$2,000
Communication	\$4,360	\$4,443	\$5,453	\$5,500	\$5,500
Travel	\$1,599	\$1,764	\$1,379	\$1,700	\$1,700
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Repairs	\$0	\$495	\$703	\$500	\$500
Education/Training	\$1,820	\$2,501	\$2,315	\$3,000	\$3,000
Miscellaneous	\$284	\$129	\$137	\$500	\$500
<i>Total Other Svcs & Charges</i>	\$55,277	\$9,430	\$10,237	\$13,200	\$13,200
<i>Intergovernmental & Interfund</i>	\$1,799,242	\$2,082,673	\$2,141,280	\$2,319,874	\$2,434,318
DEPARTMENT TOTAL	\$1,861,664	\$2,103,866	\$2,161,234	\$2,341,974	\$2,456,418

Court and Custody Services

Description

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

Municipal Court services are contracted through King County District Court and private attorneys, and include costs for the trail court, city prosecutor, and public defender.

Jail detention services are contracted services that include booking, transporting, housing, and feeding of convicted non-felony prisoners who are housed at the King County Jail, Yakima County Jail, and the city of Issaquah Jail.

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
No. Cases Filed*	876	926	976	1024	1075
No. Cases Publicly Defended	n/a	134	152	157	160
Prisoners Booked	265	460	438	450	460
Prisoner Days in Jail	1779	2048	1946	1849	1757
Avg. Cost Per Jail Day	74	86	90	95	100
Elec. Monitoring - Prisoners	n/a	n/a	2	5	5

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

2009/2010 Work Plan Overview

- Improve court activity reporting system
- Continue participation in process to construct a new regional jail

COURT SERVICES DIVISION

	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Budget	Budget
<i>Other Services and Charges</i>					
Prosecution Services	\$47,166	\$44,640	\$45,984	\$50,000	\$55,000
Public Defense	\$18,499	\$26,720	\$31,380	\$29,000	\$31,000
<i>Total Other Services and Charges</i>	\$65,665	\$71,360	\$77,364	\$79,000	\$86,000
<i>Intergovernmental</i>					
Intergovernmental-Jail	\$103,739	\$187,536	\$146,372	\$200,000	\$216,000
Intergovernmental-Court	-\$138	\$116	\$734	\$1,500	\$1,600
Intergovernmental-Interpreter Svcs	\$550	\$0	\$0	\$1,000	\$1,000
Intergovernmental-Prisoner Transport	\$22,880	\$9,100	\$0	\$0	\$0
Intergovernmental-Domestic	\$16,164	\$13,434	\$3,732	\$10,000	\$10,000
<i>Total Intergovernmental</i>	\$143,195	\$210,186	\$150,838	\$212,500	\$228,600
<i>DEPARTMENTAL TOTAL</i>	\$208,860	\$281,546	\$228,202	\$291,500	\$314,600

Code Enforcement Services

Description

The Code Enforcement Services Division enforces non-criminal regulations of the City's municipal code; and provides crime prevention and education services to the residential and business communities.

The Division provides code enforcement services, which include enforcement of regulations such as, but not limited to: signs, property maintenance, trees, sensitive areas, public nuisances, junk vehicles, etc.

The Division provides crime prevention and education services which include hosting crime prevention, identification theft, and drug awareness workshops; performing security checks; conducting Neighborhood Watch Block and Business meetings; and sponsoring National Night Out events. The Division also sponsors the Police Athletic League on Thursday nights, which provides activities for at-risk youth; and manages the City's graffiti removal program.

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Code Enforcement Cases	178	170	150	220	180
Notices of Infraction	28	10	12	20	20
Crime Prevention Meetings	n/a	6	6	8	10
Security Checks	n/a	n/a	n/a	10	14
Graffiti Incidents	n/a	13	21	15	10
Site Inspections	n/a	n/a	n/a	450	400

2009/2010 Work Plan Overview

- Review civil infraction fine structure
- Update abatement procedures
- Develop a more robust Block Watch program
- Host more crime prevention workshops
- Sign code education and enforcement
- Review processes and procedures in code enforcement, and make improvements as needed

CODE ENFORCEMENT DIVISION

	2006*	2007*	2008*	2009	2010
	Actual	Actual	Actual	Budget	Budget
<i>Salaries and Wages</i>				\$61,193	\$64,253
<i>Personnel Benefits</i>				\$17,398	\$18,695
<i>Supplies</i>				\$4,275	\$2,775
<i>Services and Charges</i>					
Communication				\$500	\$500
Travel Expense				\$350	\$350
Advertising				\$1,150	\$1,150
Operating Rentals				\$300	\$300
Education/Training				\$500	\$500
Miscellaneous				\$225	\$225
Printing				\$200	\$200
<i>Total Services and Charges</i>				\$3,225	\$3,225
<i>Interfund</i>				\$5,919	\$6,102
DEPARTMENT TOTAL				<u>\$92,010</u>	<u>\$95,050</u>

*2006-2008 Code Enforcement Division was comingled within the Community Relations Division of the Executive Department

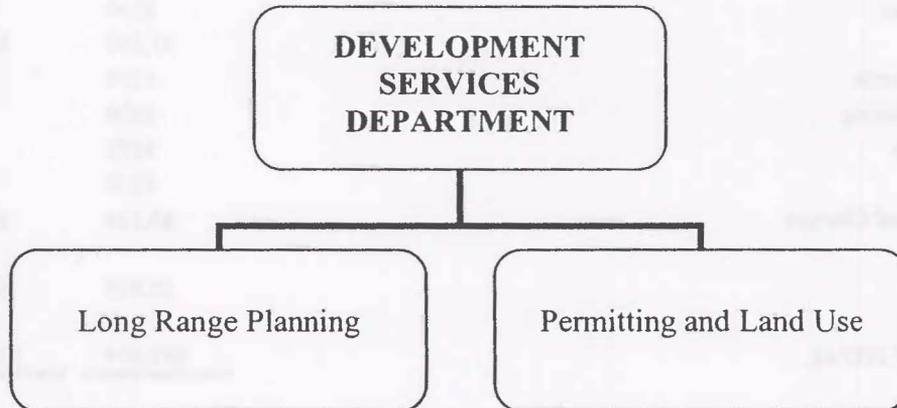
DEVELOPMENT SERVICES DEPARTMENT

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

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

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

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



DEVELOPMENT SERVICES DEPARTMENT

Department Summary					
	2006	2007*	2008*	2009	2010
	Actual	Actual	Actual	Budget	Budget
Salaries		\$849,206	\$832,614	\$927,662	\$1,029,755
Benefits		\$251,930	\$279,984	\$322,892	\$363,849
Supplies		\$15,565	\$21,867	\$15,198	\$11,518
Services		\$752,701	\$156,329	\$195,510	\$177,005
Intergovernmental		\$0	\$0	\$109	\$112
Interfund Payments		\$8,779	\$8,867	\$10,730	\$11,066
Department Total	\$0	\$1,878,181	\$1,299,661	\$1,472,101	\$1,593,306

*2007-2008 Includes Emergency Planning - moved to Executive in 2009

Position Summary					
	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Budget	Budget
Development Svcs Director		1	1	1	1
Plan Review/Inspection Svcs Mgr		0	1	0	0
Long Range Planning Mgr		1	1	1	1
Permit & Land Use Services Mgr		1	1	1	1
Senior Admin Assistant		1.65	1.65	1.65	1.65
Admin Assistant		1	1	0	0
Transportation/Env Planner*		0	0	1	1
Senior Planner		1	1	1	1
Planner		2.75	2.75	1.75	1.75
Building Plans Examiner		1	1	1	1
Building Inspector II		1	1	1	1
Permit Tech II		3	3	3	3
Permit Tech I		1	1	0	0
Position Totals	0.0	15.4	16.4	13.4	13.4

*Transportation/Environmental Planner transferred from Public Works

Long Range Planning

Description

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

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Major Plan Updates	10	9	4	5	5
Annual Docket Items	5	9	5	6	6
Development Regulations	28	16	28	24	24
Municipal Code Amendments	2	2	2	2	2
Commission/Board/HE Mtgs	38	40	41	40	40
Community Meetings	17	18	17	17	17

2009/2010 Work Plan Overview

- Complete and implement amended Downtown Business District Regulations
- Expand Sustainable Development Study citywide
- Complete Annual Docket Items
- Amend Annual Docket Process
- Fully implement "Project Manager" Program for improved customer service
- Train departmental staff on uniform consistent application/interpretation of city codes
- Comprehensive Plan Update, GMA mandate

LONG RANGE PLANNING DIVISION

	2006 <u>Actual</u>	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Budget</u>	2010 <u>Budget</u>
<i>Salaries and Wages</i>		\$273,542	\$313,692	\$384,124	\$455,846
<i>Personnel Benefits</i>		\$74,658	\$94,582	\$117,912	\$141,371
<i>Supplies</i>		\$1,531	\$2,782	\$3,755	\$3,220
<i>Services and Charges</i>					
Professional Services		\$511,977	\$56,255	\$112,790	\$68,900
Communication		\$1,723	\$1,313	\$1,990	\$2,010
Travel		\$437	\$1,378	\$3,110	\$3,230
Advertising		\$4,477	\$7,074	\$3,600	\$3,800
Operating Rentals		\$0	\$0	\$100	\$100
Repairs and Maintenance		\$0	\$0	\$290	\$300
Education/Training		\$325	\$510	\$2,945	\$3,035
Miscellaneous		\$713	\$1,566	\$1,910	\$1,960
Printing		\$17,364	\$1,498	\$4,900	\$14,000
<i>Total Services and Charges</i>		\$537,015	\$69,594	\$131,635	\$97,335
<i>Interfund</i>		\$1,226	\$1,239	\$2,118	\$2,179
DEPARTMENT TOTAL		\$887,972	\$481,888	\$639,544	\$699,950

Permitting and Land Use Division

Description

Permitting Services ensures that land use and development regulations are applied to all development and land use applications. This Division provides customer services and information about regulations, building/construction code at the public counter, by telephone, by written correspondence, or through pre-application Technical Review Committee (TRC) meetings.

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

This Division is also responsible for inspections which includes the review of building, plumbing, and mechanical permit applications for compliance with local building and fire codes; and applicable State, Federal, and International construction regulations.

The Division reviews construction plans for compliance with applicable codes; and conducts field inspections to ensure that projects are constructed in conformance with approved plans and adopted regulations. The Division does not review or approve electrical plans or permits; electrical plans and permits are reviewed by the State of Washington.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Use Applications/Reviews	41	81	94	80	80
Use Approvals	36	30	44	37	37
Permit Applications*	635	614	503	427	427
Permits Issued*	587	629	488	416	416
Permits Finalized*	551	603	574	487	487
Sign Permits	45	40	43	37	37
SEPA Determinations	19	20	38	26	26
TRC Meetings	n/a	72	55	48	48
Site Inspections	n/a	4194	3637	3089	3089
Stop Work Notices Issued	n/a	7	7	7	7
Bld. Permit Valuations	\$24,107,897	\$94,926,352	\$15,503,985	\$13,178,387	\$13,178,387

*Permits include Bld/Mech/Plub/ROW/Demo

2009/2010 Work Plan Overview

- Implement "Project Manager" Program to improve service and reduce processing time
- Improve public notification process
- Prepare customer service information regarding processing timelines and development fees
- Train staff to ensure consistent interpretation and application of development requirements
- Propose amendments to WMC to eliminate conflicts/inconsistencies and improve clarity
- Leads in the selection, implementation, training for the replacement of the permitting system
- Revise procedures to improve customer response and service
- Implement automated inspection tracking system to improve project management
- Reduce outside consultant plan check services to contain costs
- Secure cost-effective contractor to address peak service demands and employee absences
- Assist in the selection, implementation, training for the replacement of the permitting system

PERMIT & LAND USE DIVISION

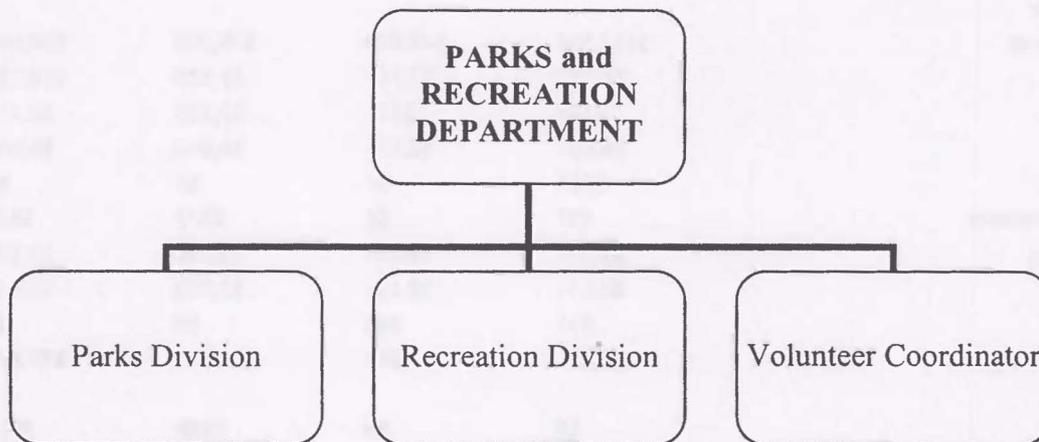
	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>		\$555,672	\$498,330	\$543,538	\$573,910
<i>Personnel Benefits</i>		\$172,257	\$179,772	\$204,980	\$222,478
<i>Supplies</i>		\$12,996	\$18,971	\$11,443	\$8,298
<i>Services and Charges</i>					
Professional Services		\$182,566	\$48,929	\$39,000	\$54,000
Communication		\$8,447	\$7,317	\$9,620	\$10,220
Travel		\$348	\$511	\$2,380	\$2,435
Advertising		\$6,028	\$2,535	\$6,000	\$6,000
Operating Rentals		\$184	\$0	\$0	\$0
Repairs and Maintenance		\$37	\$6	\$825	\$850
Education/Training		\$2,341	\$4,201	\$3,300	\$3,300
Miscellaneous		\$2,634	\$2,135	\$2,750	\$2,865
Printing		\$15	\$48	\$0	\$0
<i>Total Services and Charges</i>		\$202,599	\$65,682	\$63,875	\$79,670
<i>Intergovernmental</i>		\$0	\$0	\$109	\$112
<i>Interfund</i>		\$7,553	\$7,628	\$8,612	\$8,887
DEPARTMENT TOTAL		\$951,078	\$770,383	\$832,557	\$893,355

PARKS and RECREATION DEPARTMENT

The Parks and Recreation Department provides recreational, educational, cultural, social and community involvement opportunities for the community. The Department maintains City parklands, park and recreational facilities; provides toddler, youth, adult, and senior recreational programs; coordinates and manages community-wide special celebration events; and offers opportunities for community members to volunteer their time in support of city activities.

The Department identifies current park and recreation needs; develops plans, programs, and projects to address those needs and future growth; rents city facilities to private parties for private events; and provides administrative support to the Parks and Recreation Commission.

The Parks and Recreation Department is comprised of three divisions, listed below.



PARKS AND RECREATION

Department Summary

	2006 Actual	2007 Actual	2008 Actual	2009* Budget	2010* Budget
Salaries	\$617,086	\$647,944	\$626,581	\$640,745	\$722,179
Benefits	\$150,064	\$166,837	\$180,948	\$219,446	\$247,144
Supplies	\$72,509	\$59,766	\$94,235	\$67,600	\$65,180
Services	\$191,000	\$186,558	\$258,955	\$385,105	\$408,498
Capital Outlay	\$6,920	\$2,860	\$0	\$0	\$0
Intergovernmental	\$2,982	\$15,781	\$11,917	\$30,750	\$30,950
Interfund Payments	\$10,501	\$14,771	\$15,893	\$20,923	\$21,568
Department Total	\$1,051,062	\$1,094,517	\$1,188,528	\$1,364,569	\$1,495,520

* Includes Volunteer Coordinator Division - Transferred from Executive

Position Summary

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
Parks & Rec Director	1	1	1	1	1
Recreation Supervisor	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1
Volunteer Coordinator*	0	0	0	0.70	0.70
Senior Admin Assistant	1	1	1	1	1
Admin Assistant	1	1	1	1	1
Recreation Prog Tech	0.75	0.75	0.75	0.75	0.75
Parks Maint. Supervisor	1	1	1	1	1
Maintenance Worker II	1	1	1	1	1
Position Totals	7.75	7.75	7.75	8.45	8.45

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

Volunteer Coordinator* Transferred from Executive Department

Parks Division

Description

The Parks Division provides overall management of the Parks and Recreation Department by establishing work plans, schedules, and performance standards; reviewing and evaluating employee performance; and providing leadership to the department.

The Division develops the City's Parks, Recreation, and Open Space Plan (PRO Plan), Non-motorized Transportation Plan, and various policy documents such as master plans and operating policies. It manages the Department's budget, personnel, and capital projects; master planning, and design of park facilities; manages the City's Public Art Program; and provides administrative support to the Parks and Recreation Commission and Public Art Advisory Committee.

The Division also maintains the City's active and passive park facilities, through regular cleaning, mowing, grading, and making repairs to these sites to ensure that the City's parklands and recreation facilities are safe and clean.

The Division coordinates and oversees capital improvements to city recreation and park facilities; assists in the planning of future park improvements; and assists neighborhoods to develop and implement Small Neighborhood Action Projects (SNAP).

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Commission Agendas	14	10	12	12	14
Council/Com. Staff Reports	39	31	29	25	30
Master Plans Updated	0	0	0	0	1
Capital Projects Managed	1	2	0	0	1
No. Sites Maintained	17	17	17	18	18
Acres-Developed Parkland	21	21	21	22.5	22.5
Acres-Undeveloped Parkland	76	76	76	76	76
Miles of Trails Maintained	1.28	1.78	1.78	1.88	1.88
Safety Field Site Inspections	60	60	60	60	60
Acres Mowed (cumulative)	11.8	11.8	11.8	13.3	13.3
Athletic Fields Prepared	396	277	297	297	297

2009/2010 Work Plan Overview

- Complete asset inventory for Parks.
- Update PRO Plan
- Update Art Walk brochure.
- Secure additional funding for Sports Field Project
- Request for Proposal for Carol Edwards Loop art
- Review major development park plans.
- Manage capital projects.
- Review bid documents for City sports field renovation
- Complete Quail Ridge Neighborhood Park
- Add amenities to existing park inventory through grants/volunteer projects
- Update park asset inventory
- Participate in planning for Public Works and Parks maintenance facility

PARKS DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$338,006	\$337,113	\$317,137	\$301,148	\$355,050
<i>Personnel Benefits</i>	\$85,169	\$90,752	\$93,514	\$106,894	\$121,734
<i>Supplies</i>	\$39,999	\$33,259	\$55,105	\$44,875	\$41,505
<i>Services and Charges</i>					
Professional Services	\$13,650	\$11,050	\$16,719	\$17,700	\$25,300
Communication	\$4,662	\$3,753	\$4,171	\$4,350	\$4,670
Travel	\$1,994	\$535	\$1,692	\$2,150	\$1,995
Advertising	\$247	\$481	\$758	\$700	\$700
Operating Rentals	\$1,363	\$4,181	\$992	\$4,550	\$4,000
Utility Services	\$36,716	\$30,916	\$33,556	\$47,125	\$49,460
Repairs & Maintenance	\$4,747	\$11,456	\$14,333	\$16,650	\$20,800
Education/Training	\$1,164	\$1,578	\$655	\$3,610	\$3,225
Miscellaneous	\$863	\$664	\$1,849	\$1,975	\$2,030
Printing	\$613	\$119	\$422	\$1,500	\$1,500
<i>Total Services and Chgs</i>	\$66,019	\$64,733	\$75,150	\$100,310	\$113,680
<i>Intergovernmental</i>	\$2,982	\$2,860	\$4,507	\$30,750	\$30,950
<i>Interfund</i>	\$8,817	\$14,015	\$14,109	\$16,504	\$17,014
<i>Capital Outlays</i>	\$0	\$14,771	\$0	\$0	\$0
DEPARTMENT TOTAL	\$540,991	\$557,502	\$559,521	\$600,482	\$679,933

Recreation Division

Description

The Recreation Programs Division provides programs, events, and activities for all ages, interests, and abilities.

The Division provides recreational programs and classes; preschool and toddler programs; seasonal day camps for youths; youth and adult sport leagues. The Division also provides special community events such as the Light Festival, Fall Harvest Happenings Event, Cityhood Celebration & Community Art Show (part of Celebrate Woodinville), the Summer Concerts Series, and smaller events throughout the year.

The Division also manages the city's facilities that are available for rent to the public. These facilities include, the Carol Edwards Center which offers small/medium/large meeting rooms, a banquet/multi-purpose room with commercial kitchen; a Gymnasium, several sports fields, open-air courtyards, and outdoor basketball courts; Woodin Park which offers tennis courts, a basketball court, and a shelter; and Wilmot Gateway Park which offers park shelters.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
No. Participants Enrolled	22,334	23,253	22,618	22,600	22,600
No. Programs Offered	374	359	376	350	350
Program Revenues	121,907	147,690	158,665	154,226	154,475
No. Special Events	20	20	21	9	9
Rental Space Available (sf)	7,569	2,208	10,539	10,539	10,539
Indoor Facility Rental Hours	1,058	536	1,246	1,248	1,248
Field Rental Hours	2,538	2,129	1,794	1,800	1,800
Indoor Facility Rental Rev.	15,211	9,315	25,950	26,000	26,000
Field/Shelter Rental Revenues	22,224	19,141	18,384	19,000	19,000

2009/2010 Work Plan Overview

- Increase teen participation through partnerships and volunteer participation
- Maintain quality and essential programming and events
- Collaborate with King County Library System to offer free education classes
- Maintain existing rental revenues and customer service, and offer up to 60 hours of weekend rentals
- Collaborate with King County Library System for Library Express within CEC
- Publish Facility Rental Brochure to increase weekday rentals during CEC operating hours

RECREATION DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$279,080	\$310,830	\$309,444	\$300,976	\$326,527
<i>Personnel Benefits</i>	\$64,895	\$76,085	\$87,434	\$100,225	\$112,126
<i>Supplies</i>	\$32,510	\$26,508	\$39,130	\$21,050	\$21,950
<i>Services and Charges</i>					
Professional Services	\$79,329	\$84,002	\$125,038	\$147,600	\$152,753
Communication	\$7,585	\$7,178	\$8,601	\$10,840	\$11,240
Travel	\$834	\$420	\$1,347	\$2,400	\$2,400
Advertising	\$4,341	\$2,355	\$3,529	\$4,000	\$4,000
Operating Rentals	\$9,988	\$7,129	\$14,343	\$8,500	\$9,558
Utilities	\$0	\$0	\$0	\$81,000	\$85,500
Repairs and Maintenance	\$638	\$622	\$978	\$1,600	\$1,600
Education/Training	\$781	\$477	\$1,065	\$1,350	\$1,200
Miscellaneous	\$703	\$176	\$1,131	\$1,000	\$1,062
Bank Fees	\$2,144	\$2,571	\$3,716	\$4,000	\$4,000
Printing	\$18,639	\$16,896	\$24,057	\$17,700	\$16,600
<i>Total Services and Charges</i>	\$124,982	\$121,825	\$183,805	\$279,990	\$289,913
<i>Intergovernmental</i>	\$0	\$0	\$7,410	\$0	\$0
<i>Interfund</i>	\$1,684	\$1,766	\$1,784	\$3,174	\$3,272
<i>Capital Outlays</i>	\$6,920	\$0	\$0	\$0	\$0
DEPARTMENT TOTAL	\$510,071	\$537,014	\$629,007	\$705,416	\$753,788

Volunteer Coordinator Division

Description

The Volunteer Services Division operates the City's community volunteer program that provides opportunities for community members to donate their time to city programs or projects.

The Division recruits volunteers for on-going or one-time projects or services that include: stream and habitat restoration work along the Sammamish River and Little Bear Creek; beautification of city parks and roadways; assisting in city recreational classes and programs; assisting in community-wide celebration events; assisting during community emergencies, or support for City office operations.

The Division trains all volunteers and maintains records on each volunteer's contributions to the community, which ensures compliance with local and federal laws.

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
No. Volunteers	819	1119	950	1000	1100
No. Volunteer Hours	7222	8265	8000	8200	8400
No. Community Partners	27	31	40	45	50
Value of Sponsor Contributions	3050	7300	5000	5000	5000
No. Plants planted	225	300	275	250	250

2009/2010 Work Plan Overview

- Launch Rotary Park Section Stewards habitat maintenance project
- Develop and sustain habitat restoration projects and partnerships
- Provide volunteer recruitment for City and departmental special events
- Increase the impact of volunteer appreciation events
- Increase outreach to local business and non-profits
- Update the volunteer database

VOLUNTEER COORDINATOR DIVISION

	2006 <u>Actual</u>	2007 <u>Actual</u>	2008 <u>Actual</u>	2009 <u>Budget</u>	2010 <u>Budget</u>
<i>Salaries and Wages</i>				\$38,620	\$40,603
<i>Personnel Benefits</i>				\$12,327	\$13,284
<i>Supplies</i>				\$1,675	\$1,725
<i>Services and Charges</i>					
Communication				\$1,300	\$1,375
Travel Expense				\$1,175	\$1,175
Advertising				\$1,130	\$1,130
Education/Training				\$400	\$400
Printing				\$800	\$825
<i>Total Services and Charges</i>				\$4,805	\$4,905
<i>Interfund</i>				\$1,244	\$1,282
DEPARTMENT TOTAL				\$58,671	\$61,799

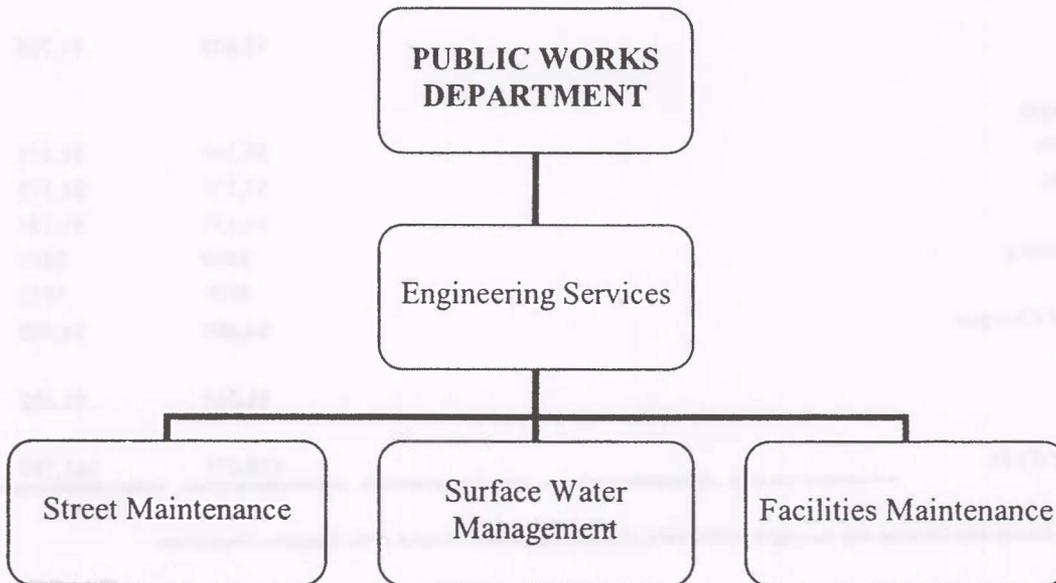
*2006-2008 Volunteer Coordinator Division was comingled within the Community Relations Division of the Executive Department

PUBLIC WORKS DEPARTMENT

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

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

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



PUBLIC WORKS

Department Summary					
	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Budget	Budget
Salaries	\$834,199	\$938,106	\$1,000,681	\$1,077,398	\$1,142,102
Benefits	\$216,502	\$342,787	\$338,216	\$390,403	\$426,050
Supplies	\$75,758	\$106,567	\$173,763	\$142,200	\$153,800
Services	\$454,614	\$532,407	\$582,950	\$624,765	\$616,605
Capital Outlay	\$31,979	\$41,849	\$14,658	\$10,000	\$0
Intergovernmental	\$352,044	\$81,139	\$474,084	\$241,000	\$231,000
Interfund Payments	\$194,575	\$220,454	\$210,125	\$233,359	\$236,504
Department Total	\$2,159,670	\$2,263,309	\$2,794,477	\$2,719,127	\$2,806,060

*Includes Engineering, Streets, Surface Water & Facilities

Position Summary					
	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Budget	Budget
Public Works Director	1	1	1	1	1
P.W. Asst. Director	0	0	0	1	1
Senior Admin Assistant	1	1	1	1	1
Admin Assistant	0.5	0.5	0.5	0	0
Senior Engineer	2	2	2	0	0
Engineer	0	0	0	1	1
Engineering Technician	1	1	1	1	1
Field Engineer	1	1	1	1	1
Engineer (TLE)	1	1	1	0	0
Engineering Tech (TLE)	1	1	1	0	0
Transportation Planner*	1	1	1	0	0
Civil Plans Examiner	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1
Facilities I	1	1	1	1	1
Facilities II	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1
Maintenance Worker I	3	1	1	0	0
Maintenance Worker II	1	2	2	3	3
Maintenance Worker III	0	1	1	1	1
Position Totals	18.5	18.5	18.5	15	15
	Hours	Hours	Hours	Hours	Hours
Interns	6828	6828	6828	1408	1408
Office Assistant	780	0	0	0	0
Laborers	0	0	0	1760	1760

Transportation/Env Planner* Transferred to Developmental Services

Engineering Services

Description

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

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

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Capital Projects Designed	7	7	7	6	4
Capital Projects Constructed	2	3	5	7	4
Traffic Accidents	112	216	120	120	120
Traffic Studies	11	13	11	8	8
Development Plans Reviewed	60	36	39	24	24
ROW Permits Issues	92	110	100	100	100
Site Inspections	2150	1360	1300	1200	1200

2009/2010 Work Plan Overview

- Implement 2009-2010 Capital Improvement Project Program
- Review engineering documents/permits within 14 days of receipt, at least 80% of the time
- Complete City's Transportation Plan
- Propose revisions to the City's Traffic Impact Fee and Concurrency Ordinances
- Update City's Infrastructure development standards
- Assist to develop development standards/requirements for Downtown Business District

ENGINEERING DIVISION

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$173,808	\$274,701	\$292,282	\$402,178	\$425,946
<i>Personnel Benefits</i>	\$36,090	\$123,721	\$92,020	\$131,504	\$142,296
<i>Supplies</i>	\$13,197	\$13,015	\$28,447	\$20,200	\$20,200
<i>Other Services and Charges</i>					
Professional Services	\$21,564	\$23,050	\$35,616	\$92,000	\$67,000
Communication	\$1,060	\$716	\$1,286	\$5,240	\$5,240
Travel	\$1,314	\$20	\$60	\$1,100	\$1,100
Advertising	\$730	\$71	\$2,399	\$3,000	\$3,000
Repairs and Maintenance	\$11	\$35	\$0	\$6,225	\$1,925
Education/Training	\$1,457	\$823	\$1,074	\$3,300	\$3,300
Miscellaneous	\$428	\$352	\$999	\$910	\$930
<i>Total Services and Charges</i>	\$26,564	\$25,067	\$41,434	\$111,775	\$82,495
<i>Intergovernmental</i>	\$14,550	\$6,965	\$12,558	\$22,000	\$22,000
<i>Interfund</i>	\$1,721	\$9,490	\$9,587	\$8,171	\$8,486
<i>Capital Outlay</i>	\$0	\$2,629	\$0	\$0	\$0
	\$265,930	\$455,588	\$476,327	\$695,829	\$701,422

Street Maintenance

Description

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Miles of Roadway Maintained	n/a	n/a	48	49	49
Potholes Repaired	n/a	n/a	n/a	20	20
Traffic Signals	22	22	22	22	23
Miles of Street Swept	800	800	850	850	850
Snow/Ice Events	2	2	2	2	2
Gallons Anti-Icer Used	300	350	500	500	500
Signs Installed/Replaced	n/a	n/a	60	60	60
Lane Lines Installed (lf)	27	27	47	47	47
Work Orders Completed	44	31	71	80	80

2009/2010 Work Plan Overview

- Install raised pavement markers on selected arterials in lieu of using paint striping
- Replace traffic signal light bulbs with energy-efficient LED lights
- Replace temporary speed humps with permanent speed humps at two locations.
- Establish prioritized list of sidewalk repair projects Citywide
- Complete at least two projects

STREETS

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$246,679	\$258,686	\$287,083	\$263,160	\$279,916
<i>Personnel Benefits</i>	\$64,853	\$84,860	\$98,525	\$101,555	\$111,697
<i>Supplies</i>	\$21,317	\$28,166	\$55,484	\$54,500	\$50,600
<i>Services and Charges</i>					
Professional Services	\$25,178	\$49,601	\$56,949	\$25,500	\$24,500
Communication	\$3,608	\$3,073	\$5,789	\$3,700	\$3,700
Travel	\$905	\$363	\$449	\$650	\$650
Advertising	\$1,050	\$1,547	\$1,932	\$400	\$400
Operating Rentals	\$1,960	\$139	\$1,543	\$11,200	\$11,200
Utility Services	\$108,087	\$103,087	\$124,535	\$112,200	\$122,500
Repairs & Maintenance	\$1,794	\$503	\$1,221	\$14,000	\$4,000
Education/Training	\$1,318	\$1,913	\$828	\$2,200	\$2,200
Miscellaneous	\$855	\$373	\$673	\$100	\$100
<i>Total Svcs and Charges</i>	\$144,755	\$160,599	\$193,918	\$169,950	\$169,250
<i>Intergovernmental</i>	\$203,920	\$42,066	\$233,516	\$164,000	\$154,000
<i>Interfund</i>	\$31,284	\$42,751	\$34,805	\$43,708	\$44,974
<i>Capital Outlay</i>	\$16,006	\$20,055	\$9,875	\$0	\$0
<i>FUND TOTAL</i>	\$728,814	\$637,183	\$913,206	\$796,874	\$810,437

City of Woodinville, Washington
Surface Water Management

Description

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

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

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Miles of Pipe Maintained	44	45	45	45	45
Miles of Ditch Maintained	28.6	28.6	28.6	28.6	28.6
No. of Catch Basins	2052	2092	2130	2160	2190
No. Detention Ponds	18	22	23	24	24
No. Detention Vaults	8	10	10	10	11
No. Water Quality Facilities	1	2	3	4	4
Flood Events	2	3	2	2	2
Water Quality Tests	211	189	118	115	115
Work Orders Completed	45	31	71	70	70

2009/2010 Work Plan Overview

- Complete City's Comprehensive Storm Water Master Plan
- Establish prioritized list of storm water/surface water projects Citywide
- Establish a storm water maintenance schedule and plan for City's drainage facilities
- Begin implementation of NPDES Phase 2 Permit requirements

SURFACE WATER

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$316,125	\$301,322	\$314,173	\$301,040	\$319,670
<i>Personnel Benefits</i>	\$82,315	\$97,765	\$107,140	\$113,398	\$124,425
<i>Supplies</i>	\$23,578	\$28,057	\$56,968	\$41,000	\$56,000
<i>Services and Charges</i>					
Professional Services	\$50,791	\$104,597	\$98,641	\$147,000	\$150,000
Communication	\$3,550	\$3,503	\$1,886	\$6,900	\$6,900
Travel	\$240	\$58	\$270	\$300	\$300
Advertising	\$1,798	\$1,547	\$1,384	\$1,400	\$1,000
Operating Rentals	\$9,806	\$5,286	\$1,307	\$9,600	\$10,000
Repairs & Maint.	\$739	\$2,048	\$4,603	\$3,000	\$3,000
Education and Training	\$1,744	\$764	\$934	\$1,500	\$3,300
Miscellaneous	\$385	\$359	\$437	\$200	\$200
<i>Total Services and Charges</i>	\$69,053	\$118,163	\$109,461	\$169,900	\$174,700
<i>Intergovernmental</i>	\$133,574	\$32,108	\$228,011	\$55,000	\$55,000
<i>Interfund</i>	\$161,569	\$168,213	\$165,733	\$181,480	\$183,044
<i>Capital Outlays</i>	\$15,973	\$9,083	\$4,782	\$10,000	\$0
DEPARTMENT TOTAL	\$802,187	\$754,712	\$986,268	\$871,818	\$912,840

City of Woodinville, Washington
Facilities Maintenance

Description

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

The Division maintains the City Hall building and the Carol Edwards Community Center buildings.

Activity Workload Indicators					
Indicator	2006	2007	2008	2009	2010
Facilities Maintained	2	2	2	2	2
Sq. Feet Facilities Maintained	41675	41675	51780	51780	51780
Major Repairs	5	6	12	5	5
Minor Repairs	75	90	45	50	50
Work Orders Completed	110	195	98	100	100

2009/2010 Work Plan Overview

- Complete facility energy audits
- Complete exterior staining of City Hall building
- Conduct time and motion studies for increased maintenance of Community Center building

FACILITIES DIVISION

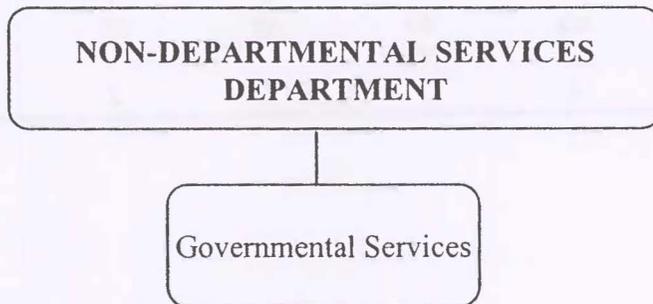
	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Salaries and Wages</i>	\$97,586	\$103,396	\$107,143	\$111,019	\$116,570
<i>Personnel Benefits</i>	\$33,243	\$36,440	\$40,531	\$43,946	\$47,631
<i>Supplies</i>	\$17,666	\$37,329	\$32,865	\$26,500	\$27,000
<i>Other Services and Charges</i>					
Professional Services	\$8,103	\$17,473	\$30,763	\$25,600	\$34,500
Communication	\$2,841	\$5,424	\$6,454	\$4,700	\$4,700
Travel	\$0	\$0	\$0	\$200	\$200
Advertising (Bids)	\$0	\$0	\$0	\$600	\$600
Operating Rentals	\$247	\$1,525	\$405	\$1,000	\$1,000
Utilities	\$138,850	\$138,848	\$135,977	\$93,040	\$101,160
Repairs and Maintenance	\$62,392	\$62,428	\$63,319	\$45,800	\$45,800
Education/Training	\$1,080	\$2,088	\$328	\$500	\$500
Miscellaneous	\$730	\$792	\$892	\$1,700	\$1,700
<i>Total Other Services and Charges</i>	\$214,243	\$228,578	\$238,138	\$173,140	\$190,160
<i>Capital Outlays</i>	\$0	\$10,083	\$0	\$0	\$0
DEPARTMENT TOTAL	\$362,738	\$415,826	\$418,677	\$354,606	\$381,361

NON-DEPARTMENTAL SERVICES DEPARTMENT

The Non-Departmental Services Department includes costs or expenditures that cannot be easily assigned to a specific operating department or includes equipment or services that are used on a citywide basis.

The Department includes grants provided to social service organizations that provide services to Woodinville citizens. The Department also includes general services for centralized equipment, city memberships, and liability insurance.

The Department is comprised of two operating divisions.



Governmental Services

Description

The Governmental Services Division includes expenditures of a general organization-wide nature that cannot be easily or reasonably applied to a specific department, division, or program.

This Division includes costs for things such as liability insurance; centralized office, computer, and telecommunications equipment and services; shared facility utility costs; and organizational memberships. Other costs include grants to Human Service agencies that provide services to the community.

Indicator	Activity Workload Indicators				
	2006	2007	2008	2009	2010
Liability Insurance Costs	161,062	145,784	129,164	134,000	147,000
Centralized Copiers	n/a	4	4	4	4
Computer Networks/Devices	7	7	7	7	7
Telecommunication Devices	n/a	49	49	49	49
Organizational Memberships	7	7	7	7	7
Facilities Covered	2	2	2	2	3

NON-DEPARTMENTAL

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2010 Budget
<i>Supplies</i>	\$31,419	\$32,744	\$30,161	\$37,000	\$37,000
<i>Services & Charges</i>					
Professional Services					
Service Contracts	\$9,652	\$10,074	\$8,692	\$17,500	\$18,000
Human Services Grants	\$107,035	\$89,164	\$109,118	\$80,592	\$80,592
Miscellaneous	\$3,005	\$4,524	\$1,977	\$2,000	\$2,000
Total Professional Svcs	\$119,692	\$103,762	\$119,787	\$100,092	\$100,592
Communication	\$10,700	\$7,052	\$8,973	\$11,000	\$12,000
Travel	\$0	\$0	\$36	\$0	\$0
Operating Rentals	\$2,513	\$0	\$0	\$2,500	\$2,500
Insurance	\$161,062	\$145,784	\$129,164	\$134,000	\$147,000
Miscellaneous	\$0	\$99	\$99	\$0	\$0
Repairs/Maintenance	\$3,344	\$2,288	\$457	\$2,000	\$2,000
<i>Total Services & Charges</i>	\$297,311	\$258,985	\$258,517	\$249,592	\$264,092
<i>Intergovernmental</i>	\$133,005	\$149,514	\$143,084	\$122,663	\$139,750
<i>Capital Outlay</i>	\$0	\$111,418	\$0	\$0	\$0
<i>Transfers</i>	\$1,448,787	\$1,817,365	\$2,493,520	\$5,402,195	\$3,475,842
DEPARTMENT TOTAL	\$1,910,522	\$2,370,026	\$2,925,281	\$5,811,450	\$3,916,684

**DEBT SERVICE/
CAPITAL
PROJECTS**

DEBT SERVICE SUMMARY

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. In 2008, the City's outstanding bonds were upgraded by Standard & Poors from Aa- to Aa+.

	2005	2006	2007	2008	2009	2010
	Actual	Actual	Actual	Actual	Budget	Budget
Beginning Balance	\$315,772	\$330,860	\$374,816	\$391,756	\$403,553	\$411,553
Revenue						
Investment Interest	\$9,804	\$16,060	\$17,187	\$18,000	\$8,000	\$8,000
Other Financing Sources						
Transfers In	\$552,765	\$555,265	\$529,119	\$540,034	\$534,480	\$528,207
Total Revenue	\$562,569	\$571,325	\$546,306	\$558,034	\$542,480	\$536,207
Total Available	\$878,341	\$902,185	\$921,122	\$949,790	\$946,033	\$947,760
Expenditures						
Advance Refunding Escrow	\$1,768	\$0	\$0	\$0	\$0	\$0
Principal and Interest	\$545,713	\$527,369	\$529,119	\$540,034	\$534,480	\$528,207
Total Expenditures	\$547,481	\$527,369	\$529,119	\$540,034	\$534,480	\$528,207
Ending Balance	\$330,860	\$374,816	\$392,003	\$409,756	\$411,553	\$419,553

The City of Woodinville has two 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. There is, as of December 31, 2008, a remaining balance of \$4,715,651.

<u>Debt Description</u>	<u>Issued</u>	<u>Remaining</u>
2000 Bonds	\$4,990,000	\$440,000
2005 Advanced Refunding	\$4,555,392	\$4,275,651

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 \$2,549,394,246. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown.

<u>Debt Authority (with Current AV)</u>	<u>Authority</u>	<u>Remaining</u>
General Purposes	\$71,840,878	\$67,125,227
Utility Debt	\$71,840,878	\$67,125,227
Open Space and Park Facilities	\$71,840,878	\$67,125,227
LTGO (councilmanic)*	\$43,104,527	\$38,388,876

*Counts against General Purposes Debt Authority

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.

<u>2000 Bond</u>				<u>Outstanding Prior to</u>
	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>	<u>Principal Payment</u>
2009	\$215,000	\$22,773	\$237,773	\$440,000
2010	\$225,000	\$11,700	\$236,700	\$225,000

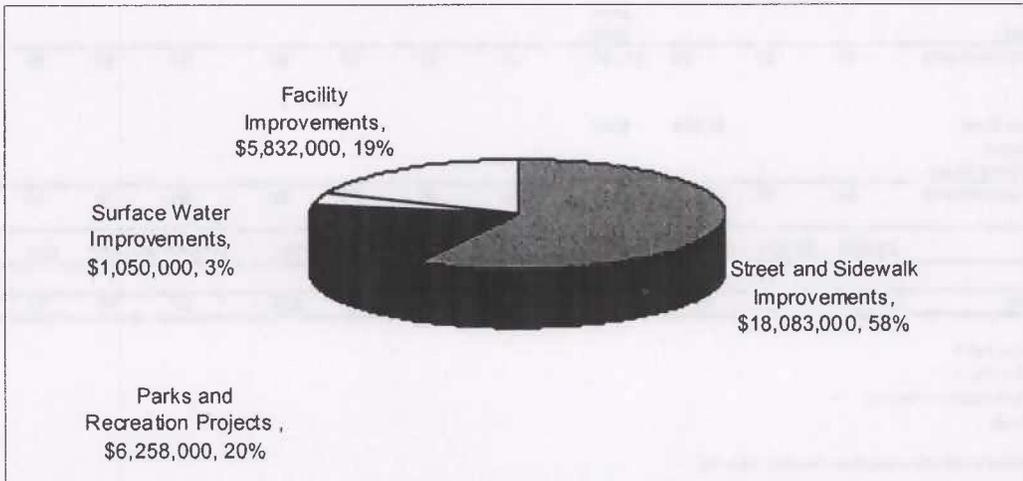
<u>2005 Advanced Refunding Bond</u>				<u>Outstanding Prior to</u>
	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>	<u>Principal Payment</u>
2009	\$140,229	\$156,478	\$296,707	\$4,275,651
2010	\$140,203	\$151,304	\$291,507	\$4,135,422
2011	\$387,357	\$143,850	\$531,207	\$3,995,219
2012	\$403,461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

City of Woodinville, Washington
CAPITAL IMPROVEMENTS

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

Summary of 2009-2010 Capital Improvement Budget

Type of Improvement	No. of Projects	Proposed Expenditure
Street and Sidewalk Improvements	10	\$18,083,000
Parks and Recreation Projects	5	\$6,258,000
Surface Water Improvements	2	\$1,050,000
Facility Improvements	3	\$5,832,000
Total All Improvements		\$31,223,000



City of Woodinville, Washington
2009-2010 Capital Improvement Projects
 Sources and Uses (in \$1,000)

Project Name	REET 1	REET 2	Street Reserve	SWM Reserve	Mitigation	Utility Tax	Ad Tax	Park Impact Fees	Traffic Impact Fees	Grants	Park Levy	Muni. Facilities	Other Funding	Total
CIP SOURCES														
2009 Est. Beginning Balance	\$1,936	\$3,437	\$3,698	\$1,775	\$139	\$4,296	\$860	\$443	\$587	\$0	\$0	\$20	\$379	\$17,570
Revenues	\$705	\$765	\$1,435	\$118	\$7	\$2,570	\$407	\$611	\$622	\$3,500	\$52		\$1,300	\$12,092
Transfers In/(Out)						\$300						\$2,000		\$2,300
Total CIP Sources	\$2,641	\$4,202	\$5,133	\$1,893	\$146	\$7,166	\$1,267	\$1,054	\$1,209	\$3,500	\$52	\$2,020	\$1,679	\$31,962
CIP USES														
Street Improvements														
Tourist District Roundabouts		\$250				\$3,090			\$10	\$2,100			\$1,300	\$6,750
SR 522/195th Ramps			\$440		\$32				\$60				\$25	\$557
Woodinville-Duvall Rd Widening	\$1,504	\$2,146	\$219		\$0	\$2,470			\$694					\$7,033
NE 175th Signal Synchronization						\$305			\$445					\$750
NE145th Pedestrian Improvements		\$205												\$205
SR 202 Retaining Wall Repair			\$194											\$194
NE 171st St Slide Repair			\$344											\$344
BNRP-131st Ave NE at NE 175th St			\$750											\$750
175th/140th Sidewalk Enhancements			\$200											\$200
Resurfacing/Neighborhood projects			\$0			\$1,300								\$1,300
<i>Street Improvements</i>	\$1,504	\$2,601	\$2,147	\$0	\$32	\$7,165	\$0	\$0	\$1,209	\$2,100	\$0	\$0	\$1,325	\$18,083
Park Improvements														
Civic Center Sports Field	\$949	\$1,600					\$1,154	\$840		\$1,400				\$5,943
Rails and Trails Corridor								\$150						\$150
Greenbrier Trail							\$10				\$52			\$62
Boat Launch							\$58							\$58
Miscellaneous Park Improvements							\$45							\$45
<i>Park Improvements</i>	\$949	\$1,600	\$0	\$0	\$0	\$0	\$1,267	\$990	\$0	\$1,400	\$52	\$0	\$0	\$6,258
Surface Water Improvements														
BNRP Outfall				\$750										\$750
Surface Water Master Plan				\$300										\$300
<i>Surface Water Improvements</i>	\$0	\$0	\$0	\$1,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,050
Facility Improvements														
Public Works Maintenance Shop			\$2,669	\$843								\$2,020	\$0	\$5,532
Emergency Shelter Generator													\$200	\$200
Old Woodinville School House Study													\$100	\$100
<i>Facility Improvements</i>	\$0	\$0	\$2,669	\$843	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,020	\$300	\$5,832
TOTAL CIP USES	\$2,453	\$4,201	\$4,816	\$1,893	\$32	\$7,165	\$1,267	\$990	\$1,209	\$3,500	\$52	\$2,020	\$1,625	\$31,223
2010 Est. Ending Balance	\$188	\$1	\$317	\$0	\$114	\$1	\$0	\$64	\$0	\$0	\$0	\$0	\$54	\$739

REET 1 = Real Estate Excise Tax, Part 1
 REET 2 = Real Estate Excise Tax, Part 2
 SWM Reserve = Surface Water Management Reserve
 Mitigation = SEPA Mitigation Funds
 Ad Tax = Admissions Tax
 "Other Funding" includes Developer Contributions and other miscellaneous funds

2009-2010 CAPITAL IMPROVEMENT PROJECTS

STREET AND SIDEWALK PROJECTS

1. (I-8) Tourist District Traffic Roundabouts - SR 202					\$6,750,000				
Construction of three traffic roundabouts and associated roadway improvements on SR 202, from the south city limit on Woodinville-Redmond Road to the bridge over the Sammamish River on NE 145th Street. Improvements will include right-of-way acquisition; roadway and traffic improvements; decorative street lights and landscaping.					Budget Funding Sources:				
					Utility Tax:	\$	3,090,000		
					REET II:	\$	250,000		
					Traffic Impact Fees	\$	10,000		
					Other Funds	\$	1,300,000		
					TIB Grant:	\$	2,100,000		
Total:		\$	6,750,000						
Project Schedule									
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design	Complete in 2008.								
Construction									

2. (RM 15 A/B) SR 522/195th Ramp and Int. Imp.					\$557,000				
Installation of a new traffic signal on the SR 522 Off Ramp at NE 195th Street to include improved lane channelization and safety improvements; and widening of the 195th/Woodinville-Snohomish Road intersection to include additional turning lanes, traffic signal improvements, safety improvements, and pedestrian and cyclist improvements.					Budget Funding Sources:				
					Traffic Impact	\$	60,000		
					Street Fund	\$	440,000		
					Mitigation	\$	32,000		
					Other Funds	\$	25,000		
					Total:		\$	557,000	
Project Schedule									
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

3. (RM-6) Woodinville Duvall Road Widening					\$7,033,000				
Widening of NE Woodinville-Duvall Road from 156th Avenue to the east city limit, to include the addition of a continuous center turn lane, pedestrian and bicycle improvements, street lighting, and drainage improvements.					Budget Funding Sources:				
					REET I:	\$	1,504,000		
					REET II:	\$	2,146,000		
					Street Reserve	\$	219,000		
					Utility:	\$	2,470,000		
					Traffic Impact	\$	694,000		
					Total:		\$	7,033,000	
Project Schedule									
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

2009-2010 CAPITAL IMPROVEMENT PROJECTS

STREETS AND SIDEWALK PROJECTS (continued)

4. (New T-1) Traffic Signals Synchronization - NE 175th					\$750,000				
Synchronization of seven traffic signals on NE 175th Street from 140th Avenue NE to 127th Place NE.					Budget Funding Sources:				
					Utility Tax:	\$	305,000		
					Traffic Impact Fees	\$	445,000		
					Total:	\$	750,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

5. (RO -14) NE 145th Pedestrian Improvements					\$205,000				
Construction of pedestrian walkway and/or bike lane on the north side of NE 145th Street, between 138th Way NE , east across the train tracks to SR202. Possible crosswalk where NE 145th intersects with SR 202.					Budget Funding Sources:				
					REET 2	\$	205,000		
					Total:	\$	205,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

6. (ST-1) SR 202 Retaining Wall Repair					\$194,000				
Permanent repair of the retaining wall along the east side of 131st/SR 202 just north of Little Bear Creek Parkway that was damaged by the December 2007 Flood of Little Bear Creek. The repair will involve pressure injected grout into the wall to fill voids caused by the flood.					Budget Funding Sources:				
					Street Reserve	\$	26,190		
					FHWA Assistance Grant	\$	167,810		
					Total:	\$	194,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

7. (ST-2) 171st Slide Repair					\$344,000				
Construction of a "soldier pile" retaining wall to stabilize the toe of the roadway slope that was eroded away by Woodin Creek during the December 2007 Flood.					Budget Funding Sources:				
					Street Reserve	\$	46,873		
					FHWA Assistance Grant	\$	297,127		
					Total:	\$	344,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

2009-2010 CAPITAL IMPROVEMENT PROJECTS

STREETS AND SIDEWALK PROJECTS (continued)

8. (RO-27C) Bottle Neck Relief Project 131st at 175th					\$750,000				
Completion of intersection widening, drainage improvements, traffic signal modifications, street lighting, pedestrian and bicycle improvements, and water system improvements on NE 175th St from the Sammamish Bridge to 133rd Ave NE; on 131st Ave NE/SR 202 from Little Bear Creek Parkway to south of NE 17th St and on 132nd Ave NE north of NE 175th St.					Budget Funding Sources:				
					Utility Tax:	\$	-		
					Admission Tax:	\$	-		
					Developer Funds	\$	-		
					TIB Grant:	\$	750,000		
Total:		\$	750,000						
Project Schedule									
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction		Construction began in 2008							

9. (ST-3) Sidewalk Repairs-NE 175th St at 140th Ave NE					\$200,000				
Repair of cracked and raised sidewalk sections on NE 175th St east of 140th Ave NE and on the eastside of 140th at NE 175th St.					Budget Funding Sources:				
					Street Fund	\$	50,000		
					STP-U Grant	\$	150,000		
					Other	\$	-		
					Total:	\$	200,000		
Project Schedule									
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction		Construction began in 2008							

10. Street Resurfacing					\$1,300,000				
Resurfacing of damaged roadway surfaces and associated improvements/repairs on approximately 1-2 miles of public streets. Locations to be determined.					Budget Funding Sources:				
					Utility:	\$	1,300,000		
					Traffic Impact	\$	-		
					Total:	\$	1,300,000		
					Project Schedule				
	2009				2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

TOTAL STREETS AND SIDEWALKS	\$18,083,000
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2009-2010 CAPITAL IMPROVEMENT PROJECTS

PARKS AND RECREATION PROJECTS

11. (PK 10) Civic Center Sports Fields									\$5,943,000
Renovation and expansion of Civic Center Sports Fields with new playing surface, night lights, fitness loop, gateway structure, play lot, sports court, and associated amenities. Construction dependent upon funding availability.		Budget Funding Sources:							
		REET I	\$	949,000					
		REET II	\$	1,600,000					
		Admission Tax	\$	1,154,000					
		Grants/Contributions	\$	1,400,000					
		Park Impact Fees/Other	\$	840,000					
		Total							\$ 5,943,000
Project Schedule									
		2009				2010			
		Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design									
Construction		Construction to be determined based upon funding availability.							

12. (PK-7) Eastside Rails and Trails Corridor									\$150,000
Preparation of preliminary design concepts and alternatives for possible use of the Eastside Rail Corridor for commuter rail, freight rail, and multi-purpose pedestrian/bicycle use.		Budget Funding Sources:							
		Park Impact Fees:	\$	150,000					
		Total							\$ 150,000
Project Schedule									
		2009				2010			
		Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design									
Construction									

13. (NM9) Green Brier Trail									\$62,000
Construction of a pedestrian/nature trail from the Greenbrier Housing Development through City-owned open space to NE Woodinville-Duvall Road.		Budget Funding Sources:							
		Admissions Tax	\$	10,000					
		Park Levy	\$	52,000					
		Total							\$ 62,000
Project Schedule									
		2009				2010			
		Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design									
Construction									

14. (NM28) Boat Launch									\$58,000
Feasibility assessment, design, siting, and construction of a non-motorized boat launch facility on the Sammamish River.		Budget Funding Sources:							
		Admission Tax	\$	58,000					
		Total							\$ 58,000
Project Schedule									
		2009				2010			
		Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design									
Construction									

2009-2010 CAPITAL IMPROVEMENT PROJECTS

PARKS AND RECREATION PROJECTS (continued)

15. Miscellaneous Park Facility Repairs and Improvements					\$45,000				
Repair to Wilmont arbor structure, DeYoung Park roof structure, and acquisition of public art pieces.					Budget Funding Sources:				
					Admission Tax		\$	45,000	
					Total		\$	45,000	
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design/Acquisition									
Construction									

TOTAL PARKS AND RECREATION **\$6,258,000**

SURFACE WATER PROJECTS

16. (New SWM-1) Sammamish River Outfall - NE 175th Street					\$750,000				
Installation of a new 48-inch outfall and water filtration system to the Sammamish River through Wilmot Park.					Budget Funding Sources:				
					Stormwater Reserve		\$	750,000	
					Total		\$	750,000	
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design and Permits									
Construction									

17. Surface Water Master Plan					\$300,000				
Preparation of Surface Water Master Plan which will identify current surface water system deficiencies and needed improvements to support longterm development buildout of the community.					Budget Funding Sources:				
					Stormwater Reserve		\$	300,000	
					Total		\$	300,000	
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Study									

TOTAL SURFACE WATER PROJECTS **\$1,050,000**

2009-2010 CAPITAL IMPROVEMENT PROJECTS

FACILITY PROJECTS

18. (FAC 3) Public Works Facility					\$5,532,000				
Purchase of land; and design and construction of a Public Works Maintenance Facility.					Budget Funding Sources:				
					Municipal Facilities Fund	\$	2,000,000		
					Stormwater Reserve	\$	842,000		
					Street Reserve	\$	2,670,000		
					Other	\$	20,000		
					Total	\$	5,532,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Property Acquisition									
Design									
Construction	Construction in 2011 or later, depending upon funding availability.								

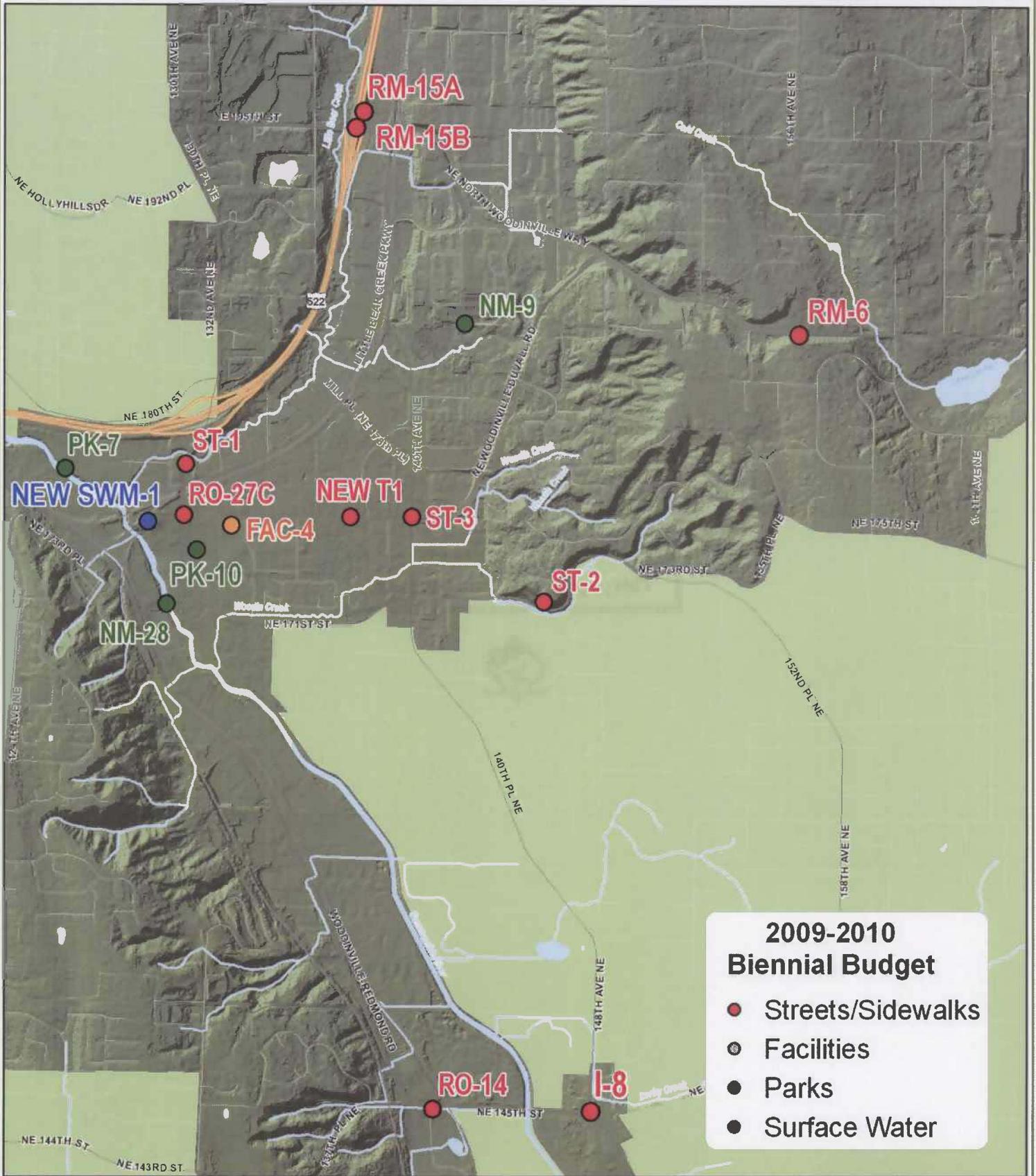
19. Emergency Shelter Backup Power Generator					\$200,000				
Purchase and installation of an emergency back-up generator at the Carol Edwards Center to provide power to the building. The Carol Edwards Center serves as the City's Emergency Shelter during major disaster events.					Budget Funding Sources:				
					Municipal Facilities Fund	\$	200,000		
					Total	\$	200,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

20. (FAC-4) Old Woodinville School Alternatives Study					\$100,000				
Preparation of alternative design concepts and feasibility assessment to rehabilitate the former school building or for alternative uses of the site.					Budget Funding Sources:				
					Municipal Facilities Fund	\$	100,000		
					Total	\$	100,000		
Project Schedule									
2009					2010				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design Study									
Construction									

TOTAL FACILITIES PROJECTS **\$5,832,000**

GRAND TOTAL ALL PROJECTS 2009-2010 **\$31,223,000**

City of Woodinville



**2009-2010
Biennial Budget**

- Streets/Sidewalks
- Facilities
- Parks
- Surface Water

2009-2010 Biennial Budget

*Projects Not Included:
Street Resurfacing, Park Repairs, Master Plan, Generator,
Public Works Facility



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

Disclaimer
This map is for informational purposes only. It is not intended to be used as a legal document. The City of Woodinville does not warrant the accuracy, completeness, or quality of the information. The City of Woodinville is not responsible for any errors or omissions. The City of Woodinville is not responsible for any damages, including consequential damages, arising from the use of this map. The City of Woodinville is not responsible for any damages, including consequential damages, arising from the use of this map.

APPENDICES

The City of Woodinville Country Living, City Style

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.

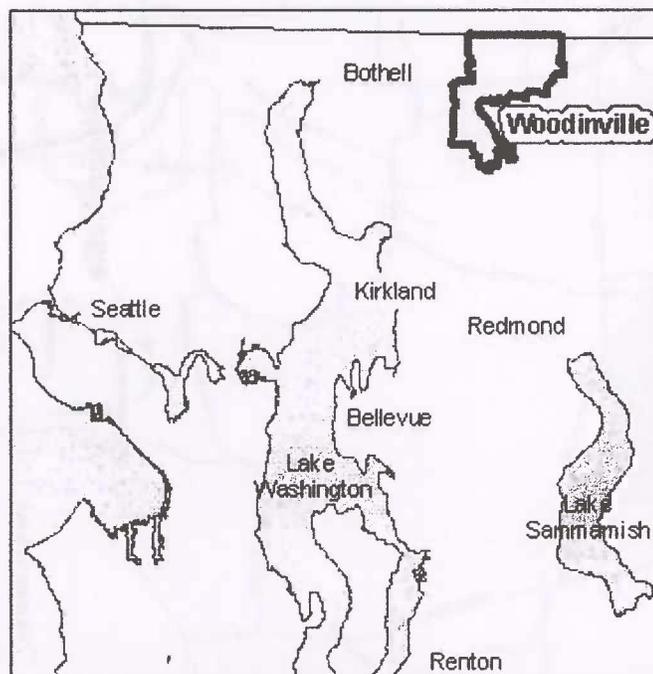
The City of Woodinville has a Council/Manager form of government. Each of the seven City Council members are elected by the people to staggered four-year terms. The Mayor is elected from within the Council.

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.

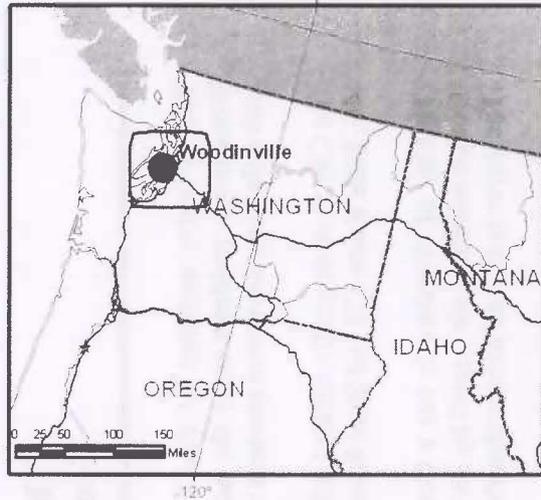
The City provides various services including planning, permitting, street maintenance, storm water, construction, parks & recreation and general administrative services. The King County Sheriff's Office and the Woodinville Fire & Life Safety District provides police & fire protection and the Woodinville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

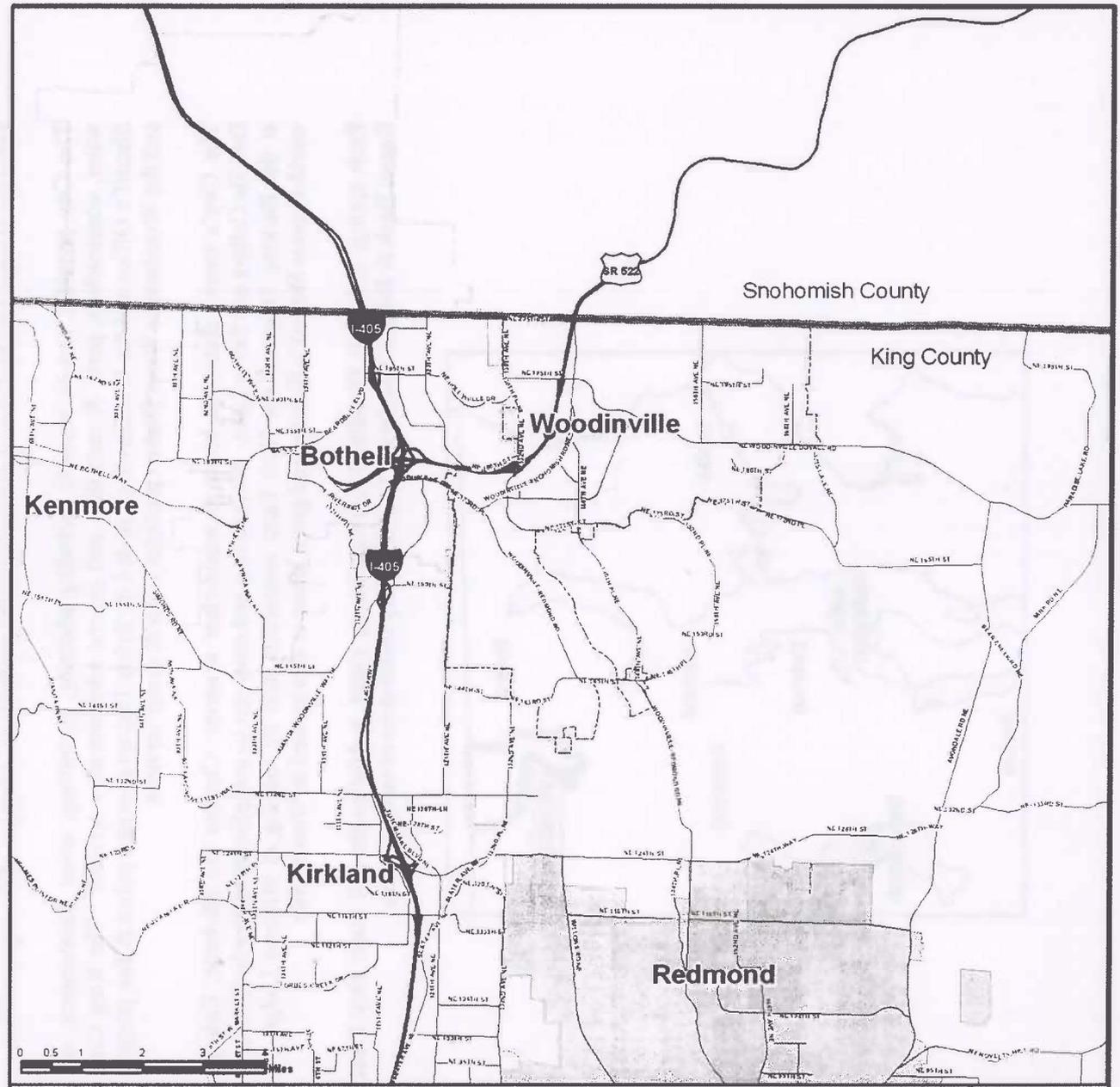
Each spring, Celebrate Woodinville, a community event, is host to the All Fools Day Parade, Basset Bash & Brigade and the City's anniversary celebration of incorporation.



WA State



King County



Legend

County Border

Community Profile: City of Woodinville

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



CITY OF WOODINVILLE MISCELLANOUES STATISTICS

Date of Incorporation	March 31, 1993
Form of Government	Council-City Manager
Area	5.65 Square Miles
Population (within city limit) ¹	10,560 as of April 2008 (Estimate)
Registered Voters	6,635 as of November 2008 General Election
Presidential Election of 2008	5,572 voted
Legislative District	45 th
School District	Northshore School District
Retail Sales Tax	9.0%
City Employees (FTE)	50.55
Elevation	50 feet above sea level
Latitude	47 degrees 45 minutes
Longitude	122 degrees 09 minutes

¹Source: Census Bureau

CITY OF WOODINVILLE LARGEST EMPLOYERS²

Company	Number of Employees	Product/Service
Precor, Inc.	435	Fitness Equipment Manufacturer
W.A. Botting Company	289	Mechanical Contractor
Ste. Michelle Wine Estates Ltd.	286	Winery
Bensussen Deutsch & Associates	257	Wholesale Promotional Merchandise
Molbak's	249	Nursery & Specialty Retailer
Loud Technologies	234	Professional Audio Equipment Manufacturer
Target	200	Retail
TOP Food & Drug	149	Retail Grocery Store
Cascade Recycling Center	144	Recycling Facility
Red Robin International	132	Restaurant
Willows Lodge	130	Hotel, Restaurant, & Spa
Alliance Nursing	113	Home Health Agency
Craft Brewers Alliance Inc.	107	Manufacturer of Beer & Ale

² Source: City of Woodinville Administration Dept

CITY OF WOODINVILLE LARGEST PROPERTY TAXPAYERS (Real & Personal)³

Taxpayer	Value
Walton CWWA Woodinville 6 LLC (c/o EPropertyTax Inc.)	\$78,070,400
Downtown Woodinville LLC	\$52,571,100
Stimson Lane Wine & Spirits	\$40,496,800
Archstone Communities Trust	\$40,327,000
Lesiure Care (formerly Brittany Park LL)	\$24,904,200
CRP Holdings A-2 LLC (Security Capital Industrial)	\$24,135,500
Molbak Family Limited Ptrnship	\$15,876,900
Underwood 203 LLC	\$16,843,200
Redhook Ale Brewery	\$15,534,500
Target Corporation	\$13,217,700
Puget Sound Energy-Electric/Gas	\$10,951,552
Waddwood ML LLC (Mackie Holdings LLC)	\$9,915,900
Greenbaum Associates	\$9,133,100
Western Marine Electronics	\$7,571,600
Constellation Brands (Columbia Winery)	\$7,722,300
Woodinville II LLC	\$7,395,500
Verizon Northwest Inc.	\$6,036,746
Woodinville Landing LLC	\$5,404,400

³ Source: King County Dept of Assessments, 2008 Value for 2009 Taxes

CITY OF WOODINVILLE NEW CONSTRUCTION BUILDING PERMITS ISSUED⁴

Year	Permits Issued	Total Value
2008	127	\$13,412,496
2007	199	\$94,926,352
2006	210	\$35,850,761
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

⁴ Source: City of Woodinville Building Dept

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

Title	Actual	Actual	Actual	Actual	Budget	Budget
	2005	2006	2007	2008	2009	2010
Accounting Clerk	2	2	2	2	2	2
Administrative Assistants	3	3.5	3.5	3.5	2	2
Assistant to the City Manager	1	1	1	1	1	1
Assistant Public Works Director	0	0	0	0	1	1
Building Inspector	2	2	1	1	1	1
Building Plans Examiner	0	0	1	1	1	1
City Clerk	1	1	1	1	1	1
City Manager	1	1	1	1	1	1
Civil Plans Examiner	1	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Communications Coordinator	1	1	1	1	0	0
Development Services Director	0	1	1	1	1	1
Engineer I	0	0	0	0	1	1
Engineer I (TLE)	0	1	1	1	0	0
Engineering Technician (TLE)	0	1	1	1	0	0
Engineering Technician	0	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Facilities Maintenance Worker I	1	1	1	1	1	1
Facilities Maintenance Worker II	1	1	1	1	1	1
Field Engineer	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
GIS Analyst	0.7	1	1	1	1	1
Information Services Manager	1	1	1	1	1	1
LR Planning/Emergency Mgmt Mgr	0	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1	1
Maintenance Worker I	3	3	1	1	1	1
Maintenance Worker II	2	2	3	3	3	3
Maintenance Worker III	0	0	1	1	1	1
Management Analyst	0	0	0	0	1	1
Parks & Recreation Director	1	1	1	1	1	1
Parks Maintenance Supervisor	1	1	1	1	1	1
Permit & Land Use Svcs Manager	0	1	1	1	1	1
Permit Technician I	1	1	1	1	0	0
Permit Technician II	1	1	3	3	3	3
Permit Technician II (Com Dev)	1	1	0	0	0	0
Permit Technician III	1	1	0	0	0	0
Planner	2.75	2.75	2.75	2.75	1.75	1.75
Plan Review & Inspection Svcs Mgr	0	1	1	1	0	0
Public Works Director	1	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1	1
Recreation Program Technician	0.75	0.75	0.75	0.75	0.75	0.75
Recreation Supervisor	1	1	1	1	1	1
Senior Accountant	1	1	1	1	1	1
Senior Administrative Assistant	3.65	3.65	3.65	3.65	3.65	3.65
Senior Engineer	2	2	2	2	0	0
Senior Planner	1	1	1	1	1	1
Senior Programmer	0.7	0.7	0.7	0.7	0.7	0.7
Transport/Environmental Planner	1	1	1	1	1	1
Volunteer Coordinator	0.7	0.7	0.7	0.7	0.7	0.7
Total	54.75	57.05	57.05	57.05	50.55	50.55

*Temporary Employees not included

Financial Policies

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 fund 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 reserve to provide for unanticipated expenditures of a non-recurring nature, to meet unanticipated significant revenue shortfalls and/or to meet unexpected increases in service delivery costs. The Strategic Budget Reserve fund receives revenue from an appropriation of funds by the City Council as necessary to increase the balance to the specified target level. As a long-term goal, the Strategic Budget Reserve fund is to be funded at a target level of 15% of operating expenditures.
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.

ORDINANCE NO. 473

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING TWO FUNDS, CHANGING THE SCOPE OF ONE FUND AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2009 AND 2010, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

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

WHEREAS, the Real Property Reserve Fund (Fund 305) is no longer needed and has no identifiable source or use of revenue; and

WHEREAS, the Grid Road Fund is not an anticipated project identified in the 2009/2010 biennial budget; and

WHEREAS, the Parks and Recreation Special Revenue Fund (Fund 111) is recommended to be used for all operating costs associated with the parks and recreation departments; 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. The Real Property Reserve Fund is hereby abolished, with the residual equities to be transferred to the Capital Street Reserve Fund.

Section 2. The Grid Roads Fund is hereby abolished, with the residual equities to be transferred to the Capital Street Reserve Fund.

Section 3. The Parks and Recreation Special Revenue Fund is being expanded in scope to include all operational costs associated with park, recreation and volunteer programs.

Section 4. The biennial budget of the City of Woodinville, Washington for the years 2009 and 2010, 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 \$97,003,260.

Section 5. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

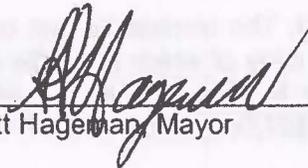
001 General Fund	\$28,322,382
101 Street Fund	\$ 1,607,311
103 Contingency	\$ 334,276
104 Developmental Services	\$ 3,239,407
108 Mitigation	\$ 145,816
110 Admission Tax	\$ 1,267,000
111 Parks & Recreation Special Revenue	\$ 2,909,277
112 System Replacement	\$ 515,482

113 Strategic Budget Reserve	\$ 1,690,707
114 Park Impact Fee	\$ 990,000
115 Hotel/Motel Tax	\$ 177,630
116 Traffic Impact Fees	\$ 1,209,391
201 Debt Service	\$ 1,484,240
301 Capital Project	\$ 2,453,237
302 Special Capital Project	\$ 4,201,448
303 Capital Street Reserve	\$13,135,986
316 Utility Tax	\$ 6,865,000
338 SR202/148 th Ave Capital Project	\$ 6,750,000
339 SR522/SR202 Capital Project	\$ 750,000
351 SR522/195 th Capital Project	\$ 557,256
354 Parks and Recreation Capital Projects	\$ 6,281,137
357 Surface Water Capital Projects	\$ 1,893,221
358 Facilities Capital Project	\$ 5,532,239
360 Small Neighborhood Action Projects	\$ 78,690
361 Sammamish Bridge Replacement	\$ 489,111
410 Surface Water Management	\$ 2,056,032
501 Equipment Rental	\$ 903,795
503 Equipment Replacement	\$ 1,054,294
505 Unemployment Reserve	\$ 60,900
622 Affordable Housing	\$ 47,994
TOTAL ALL FUNDS	\$97,003,260

Section 6. 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.

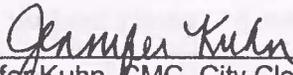
Section 7. Effective date. This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2ND DAY OF DECEMBER 2008.



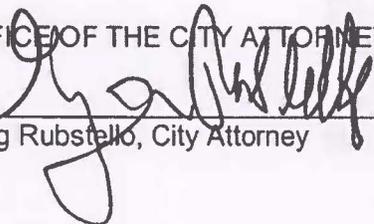
 Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

 Jennifer Kuhn, CMC, City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
 By: 

 Greg Rubstello, City Attorney

ORDINANCE NO. 472

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2009, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW.

WHEREAS, the City Council of the City of Woodinville has met and considered its budget for the calendar year 2009; and

WHEREAS, pursuant to RCW 84.55.120, the City Council of the City of Woodinville held a public hearing on November 18, 2008 to consider possible increases in property tax revenue and General Fund revenue for the calendar years 2009 and 2010; 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 \$2,960,000 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, DOES 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 2009 levy in the amount of \$2,960,000, 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.

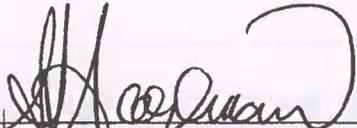
Section 2. This ordinance shall be certified to the proper County officials, as provided by law, and taxes here levied shall be collected to pay to the City of Woodinville at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

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.

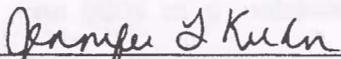
Section 4. Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 18th DAY OF NOVEMBER 2008.



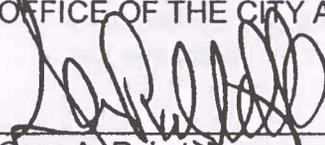
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:



Jennifer L. Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY



Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 11-18-2008
PUBLISHED: 11-24-2008
EFFECTIVE DATE: 12-1-2008
ORDINANCE NO. 472

ORDINANCE NO. 471

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 453, AS AMENDED BY ORDINANCE NO. 464, EFFECTIVE JANUARY 1, 2009, ADOPTING BENEFIT AND CLASSIFICATION PAY RANGES FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted a revised pay, benefit and classification structure for 2008; 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;

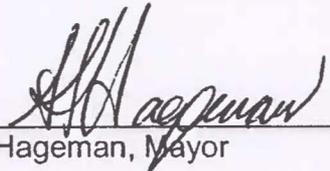
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. That Ordinance Nos. 453 and 464 relating to pay ranges and employee benefits are hereby repealed, effective January 1, 2009.

Section 2. The City Council hereby adopts the Employee Benefit Plan (Attachment A), the Classification Pay Range for Non-represented Employees (Attachment B), Machinist District-represented Employees (Attachment C), Teamster-represented Employees (Attachment D), Machinist District-represented Supervisors (Attachment E) and the Non-Regular Pay Plan (Attachment F).

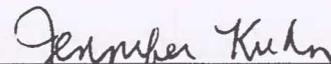
Section 3. The effective date for payment of salary steps, ranges and benefits shall be January 1, 2009 and shall continue until amended by action of the City Council.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 9th DAY OF DECEMBER 2008.



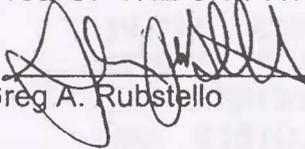
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

Jennifer Kuhn, CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 
Greg A. Rubstello

PASSED BY THE CITY COUNCIL: 12-9-2008
PUBLISHED: 12-15-2008
EFFECTIVE DATE: 12-22-2008
ORDINANCE NO. 471

ATTACHMENT A

BENEFIT SCHEDULE
Effective Date: January 1, 2009

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 based 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.

The above benefits shall be applicable to employees within the bargaining groups represented by Machinists District Lodge 751, subject however to modification by the agreements reached in collective bargaining between the City and Machinists District Lodge 751.

ATTACHMENT B

Ordinance No. 471
Classification Pay Range
Non-Represented Employees
Effective Date: January 1, 2009

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
D	3,726	4,841	Administrative Assistant, Senior
F	4,193	5,453	Executive Assistant/Deputy City Clerk Management Analyst
H	4,775	6,211	
J	5,416	7,043	City Clerk
L	6,144	7,989	Assistant Public Works Director Assistant to the City Manager
O	7,875	10,239	Director, Finance Director, Development Services Director, Parks & Recreation Director, Public Works

ATTACHMENT C

Ordinance No. 471
Classification Pay Range
Machinist District-Represented Employees
Effective Date: January 1, 2009

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
A	3,024	3,932	Administrative Assistant Permit Technician I Facilities Maintenance Worker I Recreation Program Technician
C	3,353	4,356	Permit Technician II Volunteer Coordinator
D	3,528	4,585	Administrative Assistant, Senior Accounting Clerk Permit Technician III Planning Technician Engineering Technician Parks Maintenance Worker II
E	3,714	4,829	Building Inspector I Code Enforcement Officer Facilities Maintenance Worker II GIS Analyst
F	3,971	5,163	Recreation Coordinator
G	4,246	5,523	Building Inspector II Civil Site Field Inspector Planner, Park Planner
H	4,522	5,881	Accountant, Senior Building Plans Examiner Engineer I/Field Engineer Information Services Manager Permit Supervisor Senior Programmer Planner, Transportation/Environmental
I	4,817	6,260	Planner, Senior
J	5,128	6,669	Civil Plans Examiner Engineer, Senior
K	5,462	7,103	City Planner

ATTACHMENT D

Ordinance No. 471
Classification Pay Range
Teamster-Represented Employees
Effective Date: January 1, 2009

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
B	3,343	4,345	Maintenance Worker I
D	3,704	4,814	Maintenance Worker II
E	3,900	5,070	Maintenance Worker III

ATTACHMENT E

Ordinance No. 471
Classification Pay Range
Machinist--Represented Supervisors

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
G	4,246	5,523	Maintenance Supervisor – Parks
I	4,817	6,260	Maintenance Supervisor – Public Works Manager, Permit and Land Use Processing Recreation Supervisor
N	6,597	8,580	Manager, Long Range Planning

ATTACHMENT F

Non-Regular Pay Plan

CLASSIFICATION	RANGE	Min	Mid	Max
Intern I / Recreation Aide I	AA	8.55		9.90
Recreation Aide II	BB	9.06		10.49
Recreation Aide III	CC	9.61		11.12
Recreation Aide IV	DD	10.18		11.79
Recreation Aide V	EE	10.79		12.50
Laborer I Office Assistant I Recreation Assistant I	FF	11.44		13.25
Recreation Assistant II	GG	12.13		14.04
Recreation Assistant III	HH	12.86		14.88
Laborer II Office Assistant II	II	13.63		15.77
Intern II Laborer III Office Assistant III	JJ	14.45		16.71
Not assigned	KK	15.31		16.73
Recreation Assistant IV Intern III	LL	16.23		18.78
Recreation Assistant V Program Coordinator	MM	17.20		19.91
Not assigned	NN	18.24		19.93
Not assigned	OO	19.33		21.12
Not assigned	PP	20.49		22.39
Not assigned	QQ	21.72		23.73
Not assigned	RR	23.02		25.16
Not assigned	SS	24.40		26.67
Not assigned	TT	25.87		28.27
Planner	UU	27.42		31.73
Not assigned	VV	29.07		31.76
Senior Planner	WW	30.81		35.67
Senior Engineer	XX	32.66		37.81
Not assigned	YY	34.62		40.08
Aerobics Instructor	ZZ	36.70		42.48

Acronyms

<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>BNRP</u>	Bottleneck Relief Project (SR522/202)
<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
<u>GFOA</u>	Government Finance Officers Association

<u>GIS</u>	Geographic Information System	
<u>ICBO</u>	International Conference of Building Officials	
<u>IDP</u>	Interim Design Principles	
<u>IIMC</u>	International Institute of Municipal Clerks	
<u>IRMS</u>	Integrated Resource Management System	
<u>ITE</u>	Institute of Transportation Engineers	
<u>KCCA</u>	King County Clerks Association	
<u>MTA</u>	Municipal Treasurer's Association	
<u>NRPA</u>	National Recreation and Parks Association	
<u>PAW</u>	Planning Association of Washington	
<u>PDI</u>	Professional Development I (Clerks)	
<u>PFPP</u>	Pedestrian Facilities Program	
<u>PSAPCA</u>	Puget Sound Air Pollution Control Authority	
<u>PSRC</u>	Puget Sound Regional Council	
<u>REET</u>	Real Estate Excise Tax	
<u>SNAP</u>	Small Neighborhood Action Project	
<u>S/W</u>	Surface Water	
<u>SCA</u>	Suburban Cities Association	
<u>SEPA</u>	State Environmental Policy Act	
<u>SST</u>	Streamline Sales Tax	
<u>SWAT</u>	Special Weapons and Tactics	
<u>SWM</u>	Surface Water Management	
<u>TIB</u>	Transportation Improvement Board	
<u>TRC</u>	Technical Review Committee	
<u>TRIP</u>	Tourist District Roundabout Improvement Project (SR202/148 th)	

<u>URISA</u>	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

Glossary

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

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

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

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

ANNUAL BUDGET A budget applicable to a single fiscal year.

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

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

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

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

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

BONDED DEBT That portion of indebtedness represented by outstanding bonds.

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

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

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

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

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

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

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

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

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

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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