

## ORDINANCE NO. 515

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING THREE FUNDS, CHANGING THE FUND CODE OF ONE FUND AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2011 AND 2012, SETTING FORTH THE ESTIMATED EXPENDITURES AT \$45,425,694.

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

**WHEREAS**, the Mitigation Fund (Fund 108) is no longer needed and has no identifiable source or use of revenue, and

**WHEREAS**, the SR202/148<sup>th</sup> Fund (Fund 338) is project that has been completed and is no longer required to track revenue and expenditures, and

**WHEREAS**, the Small Neighborhood Action Projects fund (Fund 360) is no longer used and similar expenditures are more properly covered in the operating budgets, and

**WHEREAS**, The Surface Water Capital Project Fund (Fund 357) is more properly classified under the enterprise coding and will remain the same in all aspects with the exception that it will now be Fund No. 412, 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, DO ORDAIN AS FOLLOWS:**

**Section 1.** The Mitigation Fund, Fund 108, is hereby abolished.

**Section 2.** The SR202/148<sup>th</sup> Fund, Fund 338, is hereby abolished, with the residual equities to be transferred to the Utility Tax Fund.

**Section 3.** The Small Neighborhood Action Projects Fund, Fund 360, is hereby abolished, with the residual equities to be transferred to the sources of funding for each aspect of the fund.

**Section 4.** The Surface Water Capital Project Fund, Fund 357, is hereby numbered Fund 412.

**Section 5.** The biennial budget of the City of Woodinville, Washington for the years 2011 and 2012, 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 expenditures for all funds combined of \$45,425,694.

**Section 6.** The totals of estimated expenditures for each separate fund, as set forth herein, are:

001 General Fund	\$16,237,770
101 Street Fund	\$ 1,699,640
103 Contingency	\$ 368,000
104 Developmental Services	\$ 2,317,695
110 Admission Tax	\$ 395,000
111 Parks & Recreation Special Revenue	\$ 727,194
112 System Replacement	\$ 0
113 Strategic Budget Reserve	\$ 0
114 Park Impact Fee	\$ 22,000
115 Hotel/Motel Tax	\$ 80,000
116 Traffic Impact Fees	\$ 739,000
201 Debt Service	\$ 1,064,076
301 Capital Project	\$ 878,000
302 Special Capital Project	\$ 3,711,000
303 Capital Street Reserve	\$ 2,850,000
316 Utility Tax	\$ 2,691,000
351 SR522/195 <sup>th</sup> Capital Project	\$ 700,000
354 Parks and Recreation Capital Projects	\$ 399,000
358 Facilities Capital Project	\$ 400,000
361 Sammamish Bridge Replacement	\$ 7,159,000
410 Surface Water Management	\$ 1,811,970
412 Surface Water Capital Projects	\$ 627,000
501 Equipment Rental	\$ 122,249
503 Equipment Replacement	\$ 134,100
505 Unemployment Reserve	\$ 252,000
622 Affordable Housing	\$ 40,000
<b>TOTAL ALL FUNDS</b>	<b>\$45,425,694</b>

**Section 7.** 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 8. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

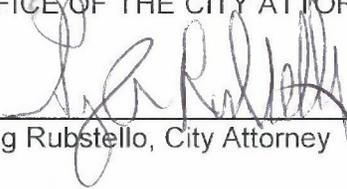
**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 7<sup>TH</sup> DAY OF DECEMBER 2010.**

  
Charles E. Price, Mayor

ATTEST/AUTHENTICATED:

By:   
Jennifer Kuhn, CMC, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By: 

Greg Rubstello, City Attorney

PASSED BY THE CITY COUNCIL: 12/07/2010  
PUBLISHED: 12/13/2010  
EFFECTIVE DATE: 12/20/2010  
ORDINANCE NO. 515

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City of Woodinville, Washington

2011-2012 Budget

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City of Woodinville, Washington  
17301 133rd Avenue NE  
Woodinville, Washington 98072  
425.489.2700

# **CITY of WOODINVILLE**

## **2011 – 2012**

### **BIENNIAL BUDGET**



#### **Elected Officials**

**Chuck Price, Mayor**  
**Bernie Talmas, Deputy Mayor**  
**Jeff Glickman, Councilmember**  
**Paulette Bauman, Councilmember**  
**Scott Hageman, Councilmember**  
**Susan Boundy-Sanders, Councilmember**  
**Liz Aspen, Councilmember**

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



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City of Woodinville, WA

## 2011-2012 Preliminary Budget Report

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November 2, 2010

Honorable City Council:

This Budget marks a new stage in our development as a City government. It recognizes that we have entered a heavily constrained fiscal environment where we can no longer expand city operations, services, and programs perpetually funded by economic growth and new development. It acknowledges that a new financial reality is at hand (at least for the next 2-5 years) and that we must reduce our services and expenditures to live within a dramatically reduced revenue stream. Our last Budget (2009-2010) started to ease us into this new reality, but this Budget puts us directly in the middle of it.

This Budget reduces on-going operating expenditures to stay within those declining revenue streams. It reflects the City Council's decision to not increase taxes and to close the Carol Edwards Community Center. It makes other reductions to track with declining activity levels; it changes the way we provide some services to save money; and it provides a slight operating margin so that we have some flexibility should conditions decline more than we expect.

This Budget is balanced without expending operating reserves or enacting new or increased taxes. It is balanced within our existing revenue stream. It proposes **no tax increases in either 2011 or 2012; and it reduces staffing levels by 24%** to address substantially lower levels of reliable on-going operating revenues.

This Budget reduces services to the public. In some cases, like the closure of the Community Center (including termination of recreation programs and classes), we are attempting to find private groups to fill these voids. In other areas, we are reducing staff where we have declining workloads; reorganizing the way we conduct business to reduce costs; and attempting to minimize the impacts of these cuts on the public. The City's on-going operating revenues are about 30% less than three years ago so we can no longer afford many of the services we have historically provided. This Budget makes difficult decisions to cut entire programs and to layoff employees so that we can sustain required services and meet priorities of the City Council.

This Budget provides a modest \$368,000 General Fund "operating surplus" over the two-year budget period (\$166,000 in 2011 and \$202,000 in 2012) and was prepared using the following parameters:

1. No new taxes or tax increases;
2. No use of reserves to fund on-going operations;
3. No shifting of restricted capital project revenues to general operations;
4. Focus on services that we are legally required to provide, with priority on public safety;
5. Closure of the Carol Edwards Center and elimination of recreation programs;
6. Reduce crime rates;
7. Reduce areas where activity levels no longer support staffing levels;
8. Reduce specialized employee positions in favor of more versatile generalist positions;
9. Contract for services when it is financially and operational beneficial to the City;
10. Continue the City's aggressive Capital Improvement Program; and
11. Minimize impacts of reductions on the public.

## ECONOMIC CONDITIONS

This Budget assumes continued decline in the local and regional economies through 2011, with a slight rebound in 2012. 2011 will be the 4<sup>th</sup> consecutive year we have less revenue than the previous year. Before the current 4-year period, only once in 18-years did revenues decline from the prior year.

Property sales continue to be very slow and no new significant private developments are expected during the upcoming Budget period. Developments such as Woodinville Village and redevelopment of Canterbury Square, projects that looked like such sure things just a few years ago, are not expected to occur during this Budget period. Traditional retail sales appear to have hit bottom and we project that they will begin to recover during the next 24-months.

We do have a few bright spots in our local economy. The Traffic Roundabouts we constructed in the Tourist District appear to have been a catalyst for the opening of 10-15 new wine tasting businesses. Additionally, in our Central Business District, new businesses are opening in previously vacant stores and we expect these newcomers will become mainstays of our business community.

However, even though we expect things will get better, improvement will be minimal and it is not expected to occur until the second half of this two-year budget cycle.

## OVERVIEW

This two-year Budget anticipates \$59 million in Available Sources and \$41 million in Uses, leaving a reserve balance of \$18 million at the end of the 2-year budget period. This is an overall reduction in reserves of about \$5.5 million and primarily reflects the expenditure of accumulated funds for Capital Projects. Following is a table summarizing the entire 2011-2012 Budget and the net results from operations over this 2-year period.

City of Woodinville, Washington  
**SOURCES AND USES OF FUNDS: 2011-2012 BUDGET**

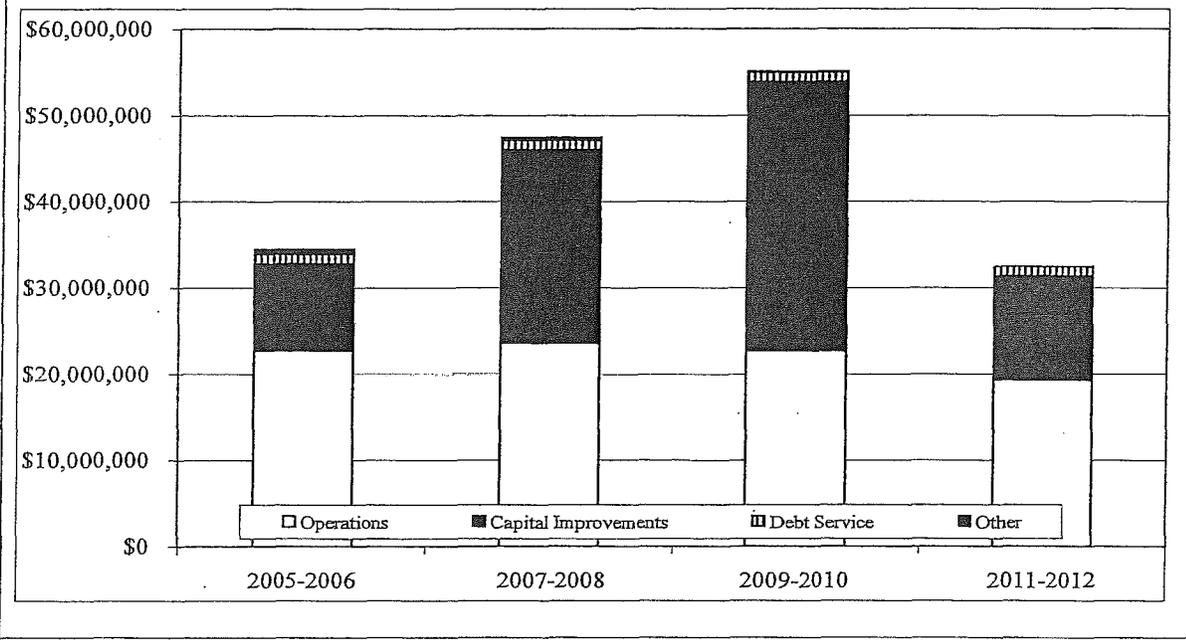
	Non-Restricted Funds	Restricted Operating Funds	Restricted Capital Funds	Restricted Debt Funds	Surface Water Fund	Total All Funds
<b><u>SOURCES OF FUNDS</u></b>						
Beginning Balance	\$10,500,000	\$4,165,000	\$7,992,800	\$0	\$711,000	\$23,368,800
Revenues	\$16,605,815	\$2,349,294	\$5,820,580	\$0	\$1,968,000	\$26,743,689
Other Sources/(Uses)	(\$1,064,076)	\$722,000	\$8,446,000	\$1,064,076	\$0	\$9,168,000
<b>Total Sources</b>	<b>\$26,041,739</b>	<b>\$7,236,294</b>	<b>\$22,259,380</b>	<b>\$1,064,076</b>	<b>\$2,679,000</b>	<b>\$59,280,489</b>
<b><u>USES OF FUNDS</u></b>						
Operations	\$15,098,773	\$2,437,548	\$0	\$0	\$1,726,970	\$19,263,291
Capital Projects	\$0	\$0	\$11,508,000	\$0	\$627,000	\$12,135,000
Debt Repayment	\$0	\$0	\$0	\$1,064,076	\$0	\$1,064,076
Other Uses/(Sources)	\$75,000	\$432,000	\$8,409,000	\$0	\$0	\$8,916,000
<b>Total Uses</b>	<b>\$15,173,773</b>	<b>\$2,869,548</b>	<b>\$19,917,000</b>	<b>\$1,064,076</b>	<b>\$2,353,970</b>	<b>\$41,378,367</b>
<b>ENDING BALANCE</b>	<b>\$10,867,966</b>	<b>\$4,366,746</b>	<b>\$2,342,380</b>	<b>\$0</b>	<b>\$325,030</b>	<b>\$17,902,122</b>

Total Expenditures (excluding transfers) in the 2011-2012 Budget are recommended at \$32.5 million which is about \$22.6 million or 48% less than the adopted 2009-2010 Budget. This reduction reflects a 24% reduction in overall employee staffing levels and a huge reduction in the City's Capital Improvement Program. These items will be discussed in more detail later in this report.

The following table compares the 2011-2012 Budget with the three previously adopted Budgets.

City of Woodinville, Washington  
**PRIOR YEAR BUDGET COMPARISON**

	Adopted 2005-2006	Adopted 2007-2008	Adopted 2009-2010	Proposed 2011-2012	\$ Increase/ (Decrease) from 2009/2010	% Increase/ (Decrease) from 2009/2010
Operations	\$22,667,989	\$23,581,267	\$22,665,381	\$19,263,291	(\$3,402,090)	-14.43%
Capital Improvements	\$10,157,900	\$22,433,475	\$31,223,000	\$12,135,000	(\$19,088,000)	-85.09%
Debt Service	\$1,108,030	\$1,069,154	\$1,062,687	\$1,064,076	\$1,389	0.13%
Other	\$579,490	\$380,400	\$125,000	\$0	(\$125,000)	-32.86%
<b>Total Budget</b>	<b>\$34,513,409</b>	<b>\$47,464,296</b>	<b>\$55,076,068</b>	<b>\$32,462,367</b>	<b>(\$22,613,701)</b>	<b>-47.64%</b>



**2011-2012 REVENUES**

This Budget anticipates \$26.7 million in revenues over the 2-year budget period, which is \$9.8 million or 27% less than the 2009/2010 Adopted Budget. All funds are expected to be down except Surface Water.

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

Type of Funds	Adopted 2005-2006	Adopted 2007-2008	Adopted 2009-2010	Proposed 2011-2012	\$ Increase/ (Decrease) From 2009-2010	% Increase/ (Decrease) From 2009-2010
General Fund	\$19,132,278	\$20,741,680	\$19,765,690	\$16,605,815	(\$3,159,875)	-15.99%
Restricted Operations	\$1,614,723	\$5,028,299	\$2,860,955	\$2,349,294	(\$511,661)	-17.88%
Restricted Capital	\$4,942,500	\$12,576,800	\$12,095,219	\$5,820,580	(\$6,274,639)	-51.88%
Debt Service	\$4,000	\$35,000	\$18,000	\$0	(\$18,000)	-100.00%
SWM Utility	\$1,673,500	\$1,795,000	\$1,822,000	\$1,968,000	\$146,000	8.01%
Other	\$231,854	\$296,991	\$0	\$0	\$0	#DIV/0!
<b>Total Budgeted Revenues</b>	<b>\$27,598,855</b>	<b>\$40,473,770</b>	<b>\$36,561,864</b>	<b>\$26,743,689</b>	<b>(\$9,818,175)</b>	<b>-26.85%</b>

### Revenue Assumptions

We anticipate that revenues will finally stop falling and stabilize in 2011. We expect a very modest increase in 2012. In the General Fund, we anticipate that revenues will grow only \$49,000 by 2012, which is a 0.6% increase, not even keeping pace with inflation.

This Budget assumes that a number of measures on the November 2, 2010 Ballot that will negatively affect the City's revenues, will pass; and a measure that would increase City revenues will fail. Below is a summary of the 4 ballot measures that will have impacts on our revenue stream beginning in 2011 and the projected impact of each measure that is included in our revenue projections. If the outcome of these measures is different than anticipated we can easily incorporate these changes into the Budget.

November 2, 2010 Ballot Measures	2011 Revenue Impact	2012 Revenue Impact	Total 2-Year Impact
Initiatives 1100/1105: Privatize Liquor Sales	(\$66,000)	(\$132,000)	(\$198,000)
Initiative 1107: Remove Sales Tax on Candy, et al	\$0	\$0	\$0
Proposition 1: 0.2% Countywide Sales Tax for Public Safety	\$0	\$0	\$0
	(\$66,000)	(\$132,000)	(\$198,000)

This Budget assumes that the two Liquor Initiatives will pass. We have projected the most significant revenue loss impact in this Budget, about \$198,000 over the next 24 months.

This Budget assumes that the measure to remove Sales Tax on candy, bottle water, etc.; will pass. We have not projected any revenue from this source in the Budget. If this measure fails, we are likely to realize about \$20,000-\$40,000 per year in additional sales tax revenues.

This Budget assumes that the measure to increase the Sales Tax rate by 0.2% in King County will fail. If it passes, we anticipate that it will provide about \$160,000 per year in additional revenue (at least 1/3 of the resulting revenue must be used for public safety services).

### 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.

### 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 \$15,000 per year or 0.3% per year, due to the last portions of a few new construction projects that will finally be added to the tax roll.

Assessed Values (AV) are expected to decline about 5% for 2011 taxes and remain flat for 2012 taxes. This will mean that even though we are not increasing Property Taxes, our levy rate will increase about \$0.06 per \$1,000 in AV. In 2011, we project our levy rate will increase from \$1.11 to approximately \$1.17 and remain at that level through 2012.

As shown in the following table, the typical Woodinville family should continue to pay about \$500 per year (\$42 per month) in City Property Taxes (this excludes property taxes paid to other governmental agencies). This amount has declined from about \$505 per year because in 2010, the City Council enacted a property tax reduction. Most typical monthly household utility bills for telephone, cable television, electricity and natural gas, water, or sewer service are more than the City's property tax.

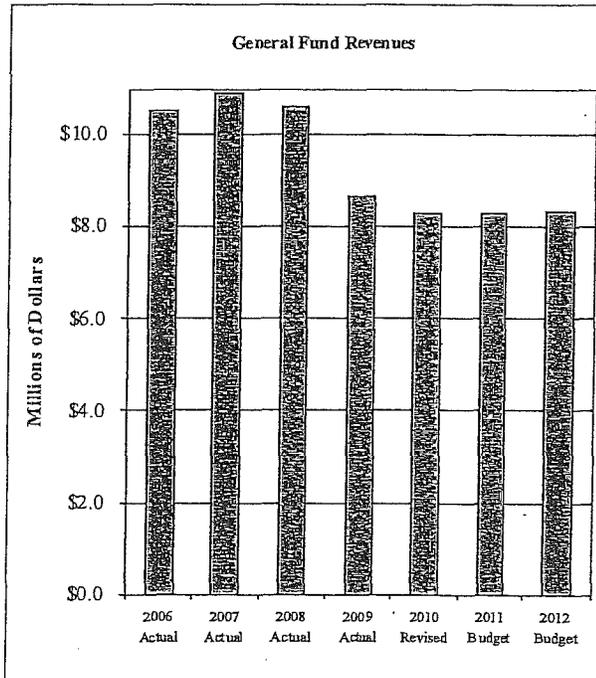
Following is a table showing Average Home Assessed Values and City of Woodinville Property Tax Levy Rates from 2006 through our projection for 2012.

City of Woodinville, Washington							
History of Property Tax Levy Rates and Payments: 2006 - 2012 Proposed							
	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Estimated 2011	Estimated 2012
Average Woodinville Home Value (AV)	\$382,600	\$412,634	\$449,771	\$481,255	\$453,000	\$430,000	\$430,000
Woodinville Levy Rate Per \$1,000 AV	\$1.31807	\$1.22565	\$1.12184	\$1.05000	\$1.10561	\$1.16500	\$1.16500
Yrly. Property Tax Typical Family	\$504.29	\$505.74	\$504.57	\$505.32	\$500.84	\$500.95	\$500.95
\$ Increase/Decrease from Prior Year		\$1.45	(\$1.17)	\$0.75	(\$4.48)	\$0.11	\$0.00
% Increase/Decrease from Prior Year		0.29%	-0.23%	0.15%	-0.89%	0.02%	0.00%

The 2011 and 2012 Assessed Valuation is estimated based upon preliminary information from the King County Assessor and may not reflect current market conditions.

General Fund Revenues

General Fund Revenues represent about 62% of our total operating revenues. They are expected to be about \$16.6 million over the next two years. This is about \$3.1 million or 16% less than the previous 2-year budgeted amount and about \$300,000 or 2% less than our revised estimate for the 2009/2010 budget period. We expect revenues to be flat in 2011 before conditions slightly improve in 2012. 2012 General Fund Revenues are projected to be only \$49,000 more than 2011 revenues. This is an increase of only 0.6% which we expect will likely be less than inflation.



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 \$2.6 million or 10% less than the current period and primarily reflect decline in development-related permit revenues and elimination of various recreation programs.

*Development Services* revenues are projected to be \$1.1 million which is \$450,000 or 29% less than the revised estimate for the current 2-year period. Because of continued declines in development activity and revenues, staffing reductions in the Development Services Department are needed and are discussed in more detail later in this report.

*Parks and Recreation* revenues are projected to be \$428,000 which is only \$140,000 or 25% less than the current 2-year period, even after accounting for the closure of the Carol Edwards Center and elimination of all facility rentals and recreation programs/classes. All of the projected revenues in 2011/2012 are from Sport Fields Rentals, and they reflect recent action by the Council to increase rental rates to market levels.

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 \$5.8 million or 35% less than the revised projection for the 2009/2010 Budget period. This decline reflects continued low levels of development and property sales, resulting in historically low Real Estate Excise Tax (REET); Park and Traffic Impact Fees; and some decline in Utility Taxes for road projects. We anticipate about \$3.0 million in grant funds that will be used to widen the SR202 Bridge over the Sammamish River, just west of the Central Business District.

Surface Water Management (SWM) Fund

Surface Water Fund revenues are expected to increase about \$25,000 or 1.4%. While an increase in rates is long over due (rates have been increased only once (2.5%) in the City's 18-years existence), this Budget postpones that decision until the City Council has opportunity to select a long-term approach to deal with 30-40 years of deferred maintenance and lack of a comprehensive system plan. We intend to have that discussion with the Council in the first quarter of 2011 so that we can adopt a long range capital program that is measured and funded by reasonable and acceptable customer rates.

**2011-2012 EXPENDITURES**

The 2011-2012 Budget is proposed at \$32.5 million, which includes \$19.3 million for Operations; \$12.1 million for Capital Improvements; and \$1.1 million for Debt Repayment. This Budget is \$22.6 million or 48% less than the 2009/2010 Adopted Budget. All expenditure categories are down, except Debt Service which remains at about \$1.1 million over the two-year period.

**Operations**

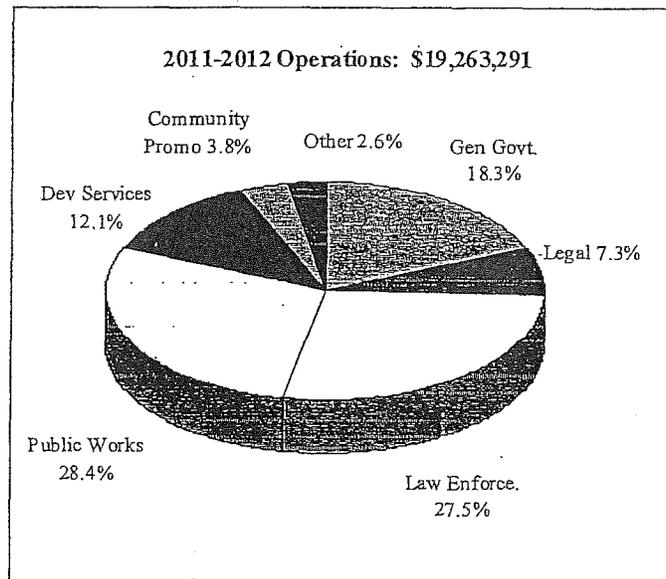
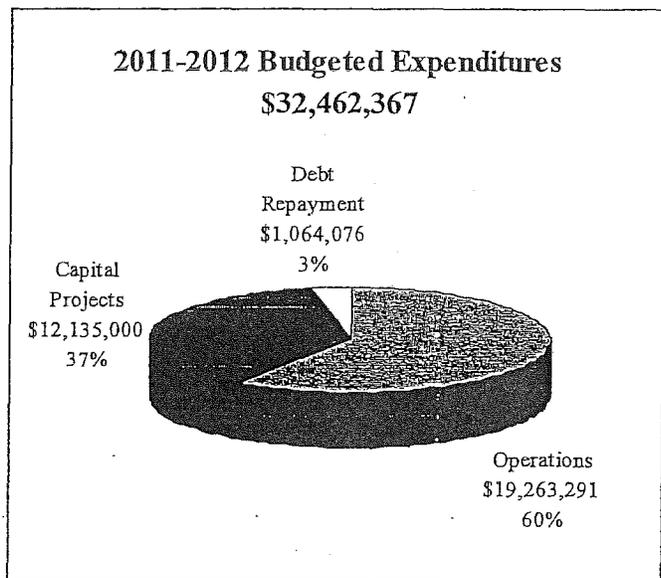
Operating expenditures are \$19.3 million which is \$3.4 million or about 14% less than the 2009-2010 Adopted Budget. This reduction would be larger if not for significant increases in the police services contract with King County; including increased Jail Costs.

The 2011/2012 Operating Budget is distributed as shown in the pie chart to the right. Law Enforcement and Public Works comprise a combined 56% of all operating expenditures.

The Operations Budget eliminates or reduces a number of programs, including:

- Community Center rentals and recreation programs;
- Code enforcement;
- Development Services staff; and
- In-house custodial workers in favor of a contract with a private company.

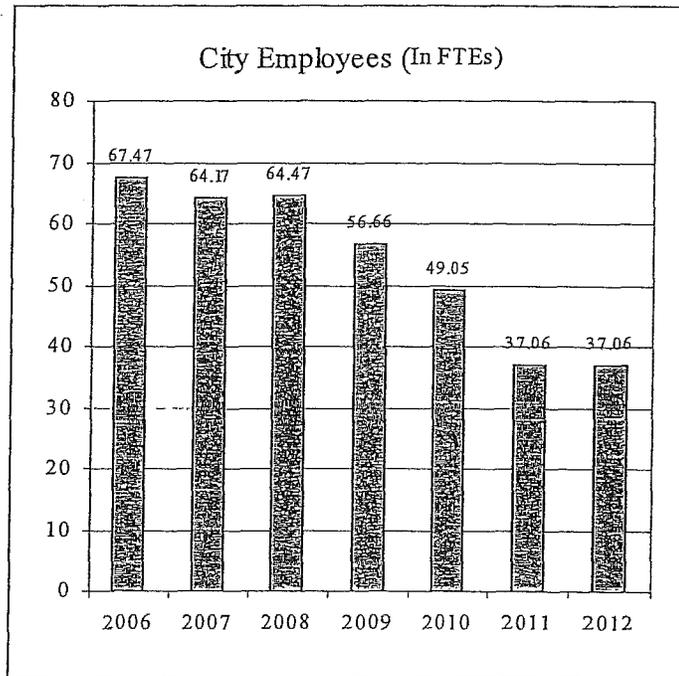
Despite these reductions, the Budget does include some new initiatives and employee positions that



make financial sense; meet top priorities; or help us to comply with legal requirements.

Staffing Levels

The 2011-2012 Budget reduces staffing levels by 11.99 net Full-Time Equivalent Employees (FTEs), which is 24% less than Revised 2010 Authorized Staffing Levels. These reductions are being made in areas where the City Council has directed that we no longer provide services; in areas where workloads have declined; in middle management positions that we can no longer afford; and in areas where we can no longer support specialized positions with narrow responsibilities or where there are less expensive alternatives. The table below shows staffing levels by department since 2006. During this 7 year time period, employee staffing levels will be reduced 30.41 FTEs or 45% while population is expected to increase by about 12%.



City of Woodinville, Washington							
Full-Time Equivalent Employee (FTE) Staffing Levels - Authorized							
Includes Regular and Non-Regular Employees and Position Reallocations							
Department	2006	2007	2008	2009	2010	2011	2012
Executive	8.40	8.65	5.25	5.00	5.00	5.00	5.00
Administrative Services	6.00	6.00	7.70	7.70	7.00	7.00	7.00
Police	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Development Services	20.57	15.40	16.40	13.40	12.40	9.00	9.00
Public Works	20.16	21.78	21.78	16.52	17.96	15.06	15.06
Parks & Recreation	12.34	12.34	12.34	13.04	5.69	0.00	0.00
<b>Total Departments</b>	<b>67.47</b>	<b>64.17</b>	<b>64.47</b>	<b>56.66</b>	<b>49.05</b>	<b>37.06</b>	<b>37.06</b>
City Population	10,350	10,390	10,560	10,670	11,350	11,450	11,650
FTE's Per 1,000 Population	* 6.52	6.18	6.11	5.31	4.32	3.24	3.18

Position Reductions

Staffing in 2011 and 2012 is recommended at 37.06 FTEs, which is 11.99 FTEs less than current levels. This Budget actually eliminates 14.24 Full-Time Equivalent (FTE) but adds 2.25 FTEs in priority areas, where activity levels and legal requirements demand additional staffing; or in areas where it makes financial and operational sense.

The reductions are in: Parks & Recreation (where the entire recreation division is eliminated); in Development Services (where development activity has drastically declined and can no longer support current staffing levels); and in Public Works (where contracting for services is more financially beneficial than using city employees). Staffing changes in the Police Department appear to remain unchanged, however, there is actually elimination of one position and the addition of a new clerical support position.

Operating Departments Highlights

Following are brief highlights about each operating department.

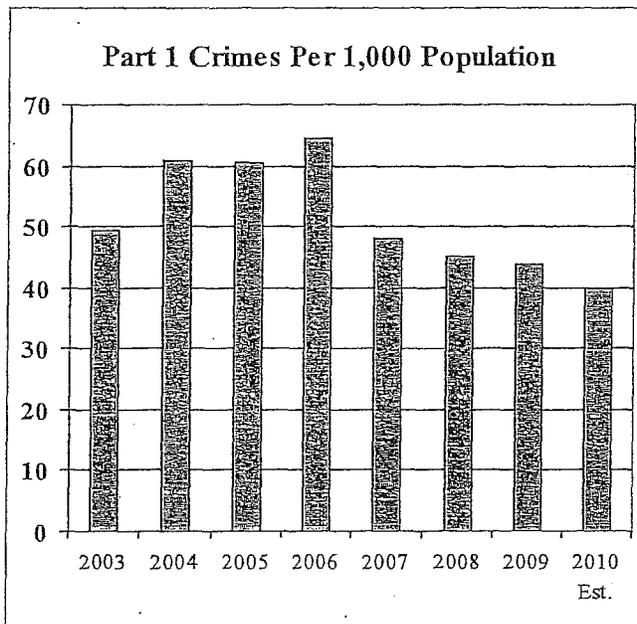
Parks and Recreation Department

This Budget eliminates all recreation programs with the exception of Sport Field Rentals, our community volunteer program, and Special Events (Park Maintenance is continued and is included as part of the Public Works Department Budget). All employee positions involved in providing or supporting these programs are eliminated by this Budget, which will result in the layoff of a number of long-time valued city employees. While costs for Special Events are still included in the Budget, we have no staff to conduct these events and we will have to consider changing or eliminating the events, or getting a community organization to sponsor them.

As we present this Budget, we still continue to seek out private and/or non-profit agencies that might be interested in continuing the programs we are terminating. This Budget includes some funds for costs to transition these services and programs to other entities.

Law Enforcement Police Department

This Budget includes all police-related costs, including jail costs. Expenditures are proposed at \$5.3 million and primarily reflect rate increases in the contract with King County Sheriff's Office for police services and continued high jail costs.



This Budget makes one change in contract police staffing levels by switching from a “shared 0.75 FTE Detective” to a full-time (1.0 FTE) Woodinville-dedicated Detective. The increase should help us keep our crime rates going in a downward direction.

Additionally, it should help ensure that Woodinville’s police services will not be negatively affected by some of the reorganization and reduction activities being made by the larger Sheriff’s Office as it struggles to deal with reductions at the county-level. The cost to increase this detective service is about \$17,000-\$34,000 per year, depending upon the final outcome of negotiations with the County.

One of the other major changes in this Budget is the elimination of our full-time Code Enforcement Officer and the addition of a new full-time clerical support person for the Police Department. For a number of years, the staff, Council, and community have expressed concern about the poor customer support for the Police Department. This Budget addresses that problem by providing an employee who will be available at City Hall to provide this badly needed service. To help pay for this position, the Budget establishes a number of revenue-generating programs such as issuance of passports, gun permits, fingerprinting, and other assorted items. We conservatively estimate that these programs will generate about \$30,000 per year in new net revenues that should help pay for a major portion of this new position and noticeably improve customer service and convenience to the community.

### Development Services Department

This Budget eliminates 3.4 FTEs in this department. With declining development activity and little money to undertake long range planning efforts, we do not have the revenues or workloads to support past staffing levels. In particular, we really don't have the luxury to maintain middle management in this operation. This Budget eliminates 3.65 FTEs (including two middle managers) and increases an existing 0.75 FTE Planner position to 1.0 FTE to handle the reassignment of code enforcement responsibilities and workloads from the Police Department. Additionally, 1.65 FTEs clerical positions are being eliminated/reduced reflecting declining workloads in this department.

The Fire District has recently notified us that it intends to discontinue fire code plan check and inspection services to the City. We anticipate that we can absorb these additional responsibilities with the existing building inspection staff, which should provide adequate workload and funding for these remaining positions.

Because of revenue declines, staffing reductions, and reprieves granted by the State Government regarding the mandatory update of our Comprehensive Plan; this Budget puts most of our long range planning efforts on the back burner, awaiting an improved economy.

### Public Works Department

This Budget eliminates 3.9 FTEs and adds one new 1.0 Maintenance Worker position for a net reduction of 2.9 FTEs.

With the closure of the Carol Edwards Center, we no longer need nor can afford our own in-house janitorial/custodian staff. This Budget eliminates 2.0 FTEs in favor of a contract with a private firm that will save the City about \$150,000 per year for these services.

The other major changes in this department include the elimination of a vacant Engineer position and the addition of a new Maintenance Worker position. The Maintenance Worker position (annual cost of \$62,000) will allow us to cancel our current contract for services with King County that costs us about \$60,000 per year. This move is essentially cost neutral but should allow us to accomplish substantially more work each year.

### 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 as workloads in these areas are still more than sufficient to support existing staff.

### Wages and Benefits

This Budget includes no Cost of Living Adjustment (COLA) for any employee groups in 2011. This is the second year in a row with no general wage increase for employees. In 2012, we anticipate a slight COLA. Once we emerge from these difficult economic times, we really need to conduct a wage and benefit study to determine whether we are able to attract and retain highly productive employees.

### Debt Service

The City has one outstanding debt obligation, the 2005 Bonds, which refunded prior debt issued to purchase land for and construct the City Hall Building. Annual debt payments on the 2005 Bonds are about \$530,000. We currently have an unpaid balance of \$3,995,219, which will be paid down to \$3,204,401 by the end of this two-year Budget period. The Bonds will be completely paid off in 2020.

### Capital Improvement Projects

Despite a rather lack luster economic outlook, this Budget provides a fairly aggressive capital improvement program. It includes \$12 million for 14 projects that address congestion and safety problems. 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 2013 or beyond because of funding shortfalls or to accommodate the time-consuming environmental approval process.

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

#### SR 202 Sammamish Bridge Widening

The Budget includes \$7.2 million to widen the SR 202 Bridge over the Sammamish River, just west of the Downtown area. Approximately \$3 million of this project is funded by grants. This project will not be constructed until 2013, however, this Budget allocates the entire project costs now to ensure that funds are available when we go to construction in 2013. Once completed, the project is expected to reduce morning and evening commute times through this area by 30%.

#### Woodinville Duvall Road Widening

This project was initially scheduled to be completed during the 2009/2010 Budget period, but it was delayed to allow the Tourist District Roundabouts and the Sports Fields Projects to move forward. Subsequently, the City Council directed that this project be delayed again to allow the SR 202 Sammamish Bridge Project to proceed. This Budget includes funds sufficient to complete the engineering design of the Project so that it can be constructed in 2012, if we have sufficient funds. However, because we do not currently have sufficient funds, construction of this project will likely occur in 2013 or 2014. Should we be successful in securing grants for this project (or additional grants for the Sammamish Bridge Project which could free-up monies for this Project), construction of this project could be moved up to occur within the 24-month period covered by this Budget.

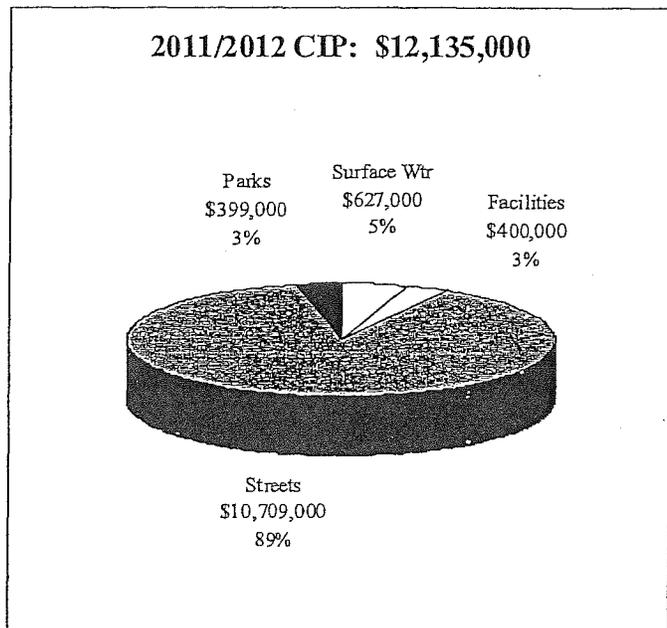
#### School Safety Zones Project

This Budget includes \$600,000 to construct safety improvements along walking routes to our community's schools. While we will still attempt to secure grant monies for this project and will coordinate our activities with the School District and our neighboring jurisdictions, we have decided that Woodinville needs to take the initiative on this project to get it done.

### **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 \$368,000 General Fund operating surplus over the two-year period that will provide a modest financial cushion should conditions get worse than expected; and allows us to "get ahead" of this economic cycle instead of continually chasing it.

This Budget includes no new taxes or tax increases.



This Budget reduces employee staffing levels by 24% in areas where the Council has directed that we discontinue services, in areas where workloads no longer support existing staffing levels, where contracting with private firms is less expensive, or in areas that minimize impacts on the public.

This Budget increases Police staffing to the highest levels in the City's history as we strive to keep crime rates headed in a favorable direction.

This Budget continues to build Capital Projects at a fairly aggressive pace.

Finally, this Budget acknowledges our new reality and the need to reduce our operating footprint if we are to succeed as an organization and help our community through some difficult financial times. It keeps us on track towards a sustainable and achievable business model. I understand that this reduced footprint may not be acceptable to a portion of our community, however, the choices are no longer easy and we cannot continue expanding services funded by growth. If we are to expand services or offer new programs, we will have to be willing to establish a reliable on-going way to fund those services.

Of greater concern to me is the expectation that the City can continue to provide current services without any future revenue increases, or that in the near future, we will be able to magically restore all of the programs cut by this Budget.

I'm concerned that the public is becoming increasingly unrealistic about the role of government, particularly city government; and about the cost of government. The public demands more of us each year while it appears less able or less willing to pay for the services it demands.

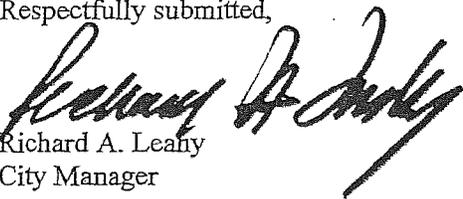
As we continue to emerge from these difficult economic times, businesses and citizens will continue to ask for tax and fee relief, for us to restore programs that we can no longer afford, or for us to establish new programs that have no identified funding source. If we yield to these requests, we must be prepared to deal with an unsustainable business model that will collapse of its own weight.

This Budget gets us through some difficult times by defining the City's role; by prioritizing programs and outcomes; and by making tough decisions to cut popular programs and layoff long-term employees. Future Budgets will likely require us to make these same decisions again, with the added complexity of deciding how much we will have to raise taxes on our businesses and neighbors just to maintain current services. We will only be successful if we have demonstrated to the community that we have been good stewards of their tax dollars and that we have effectively and efficiently used them in the community's best interest.

#### **ACKNOWLEDGEMENTS**

I'd like to acknowledge the efforts of Finance Director Jim Katica, Senior Accountant Jillian Hostenske, Assistant to the City Manager Alexandra Miller, Management Analyst Zach Schmitz, and Public Works Director Tom Hansen who helped prepare this Budget. Their hard work to prepare this document has helped us to better understand our financial condition so that we can make some very difficult choices that are in the best interest of the community and organization.

Respectfully submitted,

  
Richard A. Leahy  
City Manager



## 2011/2012 SOURCES OF REVENUE

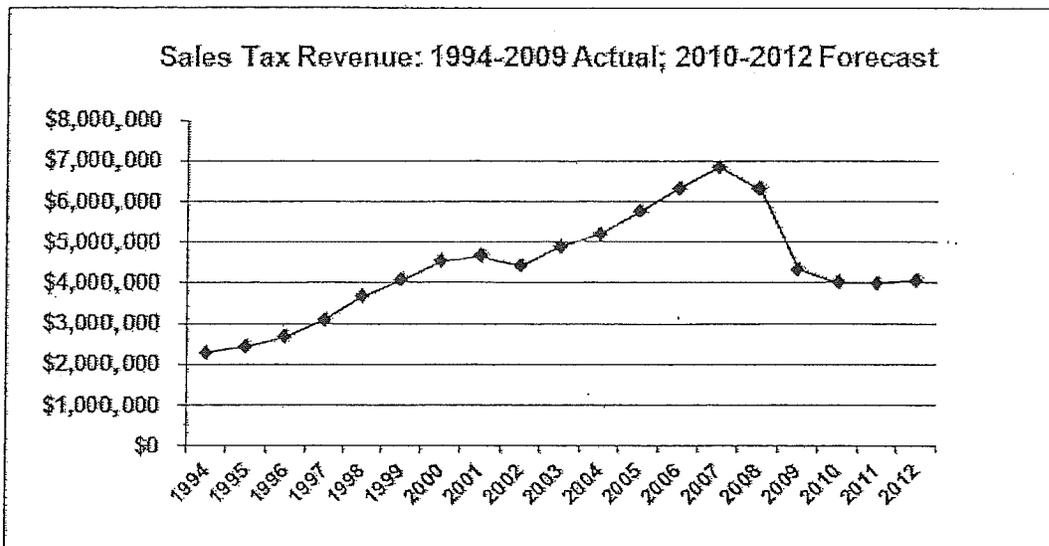
Beginning Fund Balances for all funds are anticipated to be \$23.3 million at the start of the 2011/2012 biennium. \$26.7 million is expected in revenues (taxes, charges, fees, etc.) and \$9.2 million in transfers between funds.

### General Fund Revenue

For 2011, the General Fund is forecasted to have a beginning balance of \$10.5 million and collect \$16.6 million in revenues. A short description of the sources follows.

#### Sales Tax

Woodinville's General Fund is budgeted to collect \$14.5 million in tax revenue, with the bulk coming from sales taxes, the City's largest source of revenue. At \$8 million, sales tax revenue will provide 48% of all General Fund revenues. We are expecting only moderate increases in sales tax collections over the 2010 actual collections. Retail sales continue to provide the largest percentage of sales tax revenue. The drop in construction activity as a result of the recent nation-wide economic downturn was the major driver behind the decline in sales tax collections. The following graph shows annual sales tax collections since incorporation and the forecast for 2011 and 2012.



#### Property Tax

Property Tax provides 35% of General Fund Revenues at \$5.9 million. The City set a property tax rate of \$1.60 per thousand dollars of assessed value in 1994. In 2010, the rate is \$1.11 per thousand dollars of assessed valuation. The City of Woodinville receives 11% of the total property tax that is assessed by all jurisdictions that overlap the City's boundaries. See below for the tax levy for all jurisdictions for the last six years.

Jurisdiction	2005	2006	2007	2008	2009	2010
State Schools	\$2.68951	\$2.49787	\$2.32535	\$2.13233	\$1.96268	\$2.22253
County	\$1.38229	\$1.32869	\$1.28956	\$1.20770	\$1.09772	\$1.28499
KC Flood Zone				\$0.10000	\$0.09123	\$0.10514
Ferry District				\$0.05500	\$0.05018	\$0.00348
Port	\$0.25321	\$0.23330	\$0.23158	\$0.22359	\$0.19700	\$0.21597
Fire	\$1.00000	\$0.96113	\$0.90916	\$0.82408	\$0.78820	\$0.90182
Hospital	\$0.58794	\$0.53517	\$0.50320	\$0.45010	\$0.39734	\$0.45975
Library	\$0.53255	\$0.53424	\$0.50027	\$0.45336	\$0.41736	\$0.48526
EMS	\$0.23182	\$0.21982	\$0.20621	\$0.30000	\$0.27404	\$0.30000
N/S Park and Rec.	\$0.04378	\$0.03897	\$0.03503	\$0.02983	\$0.01337	\$0.01508
City	\$1.36800	\$1.31807	\$1.22565	\$1.12184	\$1.02109	\$1.10561
Northshore School Dist.	\$4.34235	\$4.07366	\$3.88461	\$3.62038	\$3.48035	\$4.03992
<b>Total</b>	<b>\$12.43145</b>	<b>\$11.74092</b>	<b>\$11.11062</b>	<b>\$10.51821</b>	<b>\$9.79056</b>	<b>\$11.13955</b>

The 2011/2012 Biennial Budget anticipates property tax collections will remain flat with very little 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 \$492,000. There is no expectation to request any revenue from the banked capacity at this time.

#### Licenses & Permits

Cable Television revenue (including PEG fees) is expected to be \$354,000 for the biennium.

#### Intergovernmental

Intergovernmental revenue includes state-shared revenue 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. At this time, the result of the initiative to allow retailers to sell liquor is unknown. We have conservatively reduced the budget for liquor profits and liquor excise taxes in 2011 and included no state-shared liquor revenues in 2012. Another source of intergovernmental revenue is streamlined sales tax mitigation, currently forecasted at \$1,080,000 for the biennium. Full mitigation was proposed to make up for the revenue loss from destination-based sourcing. Regrettably, the revenue earned in the base year used to calculate the mitigation amount was less than anticipated, a result of the recent economic decline. Woodinville will continue to monitor and review the payments for accuracy and completeness. Total intergovernmental revenue is forecasted to be \$1,319,500 for 2011/2012.

#### Charges for Services

With the closure of the Carol Edwards Center, we are proposing a \$350,000 reduction in recreation fees with field use fees increasing from \$143,000 in the past biennium to \$428,000 in the current biennium. New revenues include \$15,000 in 2011 and \$30,000 budgeted for fingerprinting, passports and pistol permits. We have also budgeted \$30,000 per year for pet licensing and sheltering with an offsetting expense to the County. Additionally, the General Fund charges the Surface Water Fund for services provided. Charges for services are expected to result in \$202,000 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 \$8,000.

### **Miscellaneous**

Investment Interest represents about \$100,000 or 87% of the revenue received for miscellaneous revenues. In 2011/2012, the City is expected to receive \$115,000 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 nine Special Revenue Funds: Street; Developmental Services; Admission Tax; Strategic Budget Reserve; System Replacement; Hotel/Motel Fund; Contingency; Park Impact Fees, and the Traffic Impact Fees.

The **Street Fund** will receive about \$479,000 from gas tax and licensing fees over the two year period, with the balance of revenue to fund the function (\$1.2 million) coming from the General Fund.

The **Developmental Services Fund** is expected to receive revenue from permitting activity (\$700,000) and a General Fund transfer of \$1.6 million to fund the planning and permitting functions.

The **Admission Tax Fund** is budgeted to receive \$380,000 in admission tax with most of the revenue coming from the theater complex.

The **Strategic Budget Reserve Fund** was established as a buffer against unanticipated and unexpected economic shortfalls that could affect normal operations. First-line funding is set at 15% of the annual operating expenses. It is now fully funded, with an estimated fund balance of \$1.6M.

The **System Replacement Fund** was originally established to replace or repair the larger components of City Hall. This Budget expands the use to include replacement of the sports field turf. \$210,000 is proposed to be transferred from the Admissions Tax Fund for this purpose over the biennium.

The **Hotel/Motel Tax Fund** was established to promote tourism within the City and is expected to receive about \$84,000 in lodging tax revenue for the biennium via a 1% tax each year.

The **Contingency Fund** was established to handle any unforeseen expenses. No additional funding is anticipated for 2011/2012 and will be closed at the end of 2012 because it duplicates the purpose of the Strategic Budget Reserve Fund.

The **Park Impact Fee Fund** was set up for assessments from residential developers to fund the expansion of parks, open space, and recreation facilities. Based on estimates of expected construction activity, revenues are anticipated to be about \$22,000 for the biennium.

The **Traffic Impact Fee Fund** is expected to receive about \$30,000 in traffic impact fees.

## Debt Service Fund

General Fund debt service transfers of \$531,207 and \$532,869 are budgeted for 2011 and 2012 to pay for Councilmanic bonds issued for land acquisition and City Hall construction.

			<b>Total Debt</b>
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Service</b>
2011	\$387,357	\$143,850	\$531,207
2012	\$403,461	\$129,408	\$532,869

## 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. The combined REET funds are forecasted to receive \$700,000 in revenue over the two years.

The **Utility Tax Fund** is expected to generate almost \$2.0 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 street capital projects identified in the CIP.

The **Capital Street Reserve** is funded by transfers from other funds.

## Enterprise Funds

The **Surface Water Management Fund** and **Surface Water Capital Fund** are enterprise funds: funded with user charges, similar to a private business. Surface water assessments are collected by the County and remitted to the City. The City 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 \$257,000 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 annual transfer to this fund will be \$25,000.

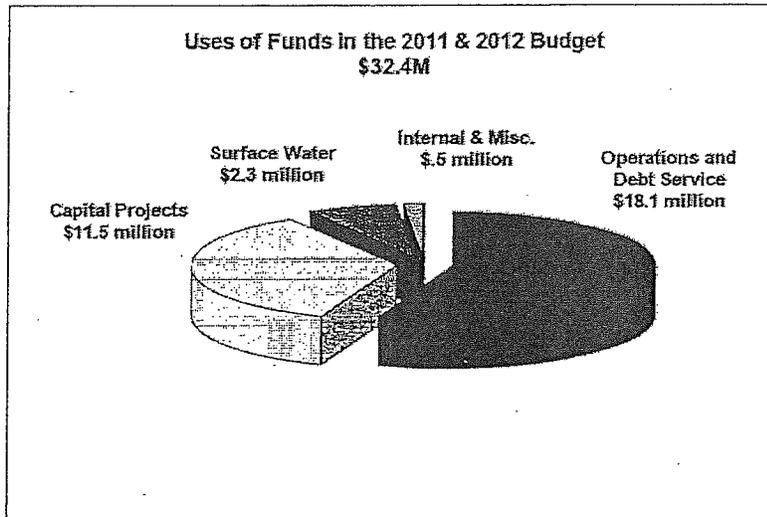
The **Unemployment Compensation Fund** is a reserve that is used to pay unemployment claims against the City. The General Fund will transfer \$168,000 in 2011 and \$84,000 in 2012 for potential obligations.

## Fiduciary Funds

The **Affordable Housing Fund** is a Trust fund that was established in 2001 to set aside money to finance affordable housing. In 2011/2012, 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.

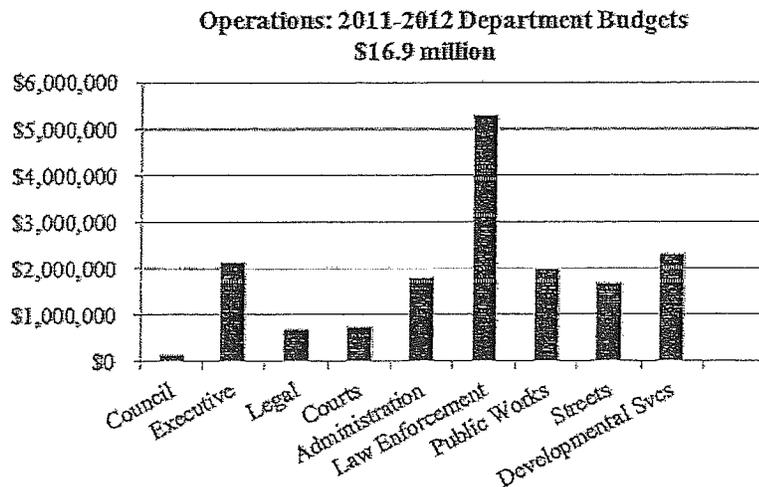
## 2011/2012 USES OF FUNDS (EXPENDITURES)

The expenditure budget for all funds (excluding transfers) during the 2011/2012 biennium is recommended to be \$32.4 million dollars. A summary description of the expenditures by fund type follows.



### General Operating Fund

The **General, Street and Developmental Services** Fund budgets are proposed to be \$16.9 million in operating costs, including debt service for the City Hall building and land. Eleven departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of this budget document. The Street 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 by department for the General Operating Funds (including debt service) are shown below.



## Special Revenue Funds

There are nine Special Revenue Funds: Street (maintenance); Developmental Services; Admission Tax; Contingency; Strategic Budget Reserve; System Replacement; Hotel/Motel Tax; Park Impact Fees; and Traffic Impact Fees.

The **Street** (maintenance) budgets for 2011 and 2012 are \$862,216 and \$803,667 respectively. The expenditures cover the routine care and maintenance of the City's roadways.

The **Developmental Services** Fund provides current and long-range planning and permitting services. The budget for 2011/2012 is proposed to be \$2.3 million, down from the \$3.0 million budgeted for 2009/2010.

The **Admission Tax** will set aside \$105,000 per year in the System Replacement Fund for future field replacement and the remaining \$85,000 per year will be used for park maintenance.

The **Strategic Budget Reserve** Fund was established in 2003 to provide operating resources 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. The level of funding shall be 15% of operating expenditures in the combined General and Street Funds. No expenditures are anticipated in the upcoming biennium. During the recent nation-wide recession, the Council and City Manager identified spending cuts to offset reductions in revenue, and use of the Strategic Budget Reserve Fund was not required. The fund balance at the end of 2010 is anticipated to be \$1,622,000.

The **System Replacement** Fund was established to replace the major system components of City Hall. We are proposing expanding the purpose of this fund to include future replacement of the sports field. It is not expected to have expenditures during this biennium.

The **Hotel/Motel** Fund annual budget remains at \$40,000 to promote tourism efforts in Woodinville.

The **Contingency** Fund was established to handle any unforeseen expenses. This Fund will be closed at the end of 2012 because it duplicates the purpose of the Strategic Budget Reserve Fund. The beginning balance of \$368,000 will be transferred to Capital projects.

The **Park Impact Fee** Fund will transfer the full projected revenues of \$22,000 to Park Improvements projects identified in the Capital Improvement Plan (CIP).

The **Traffic Impact Fee** Fund will transfer \$700,000 to the SR522/195<sup>th</sup> Intersection improvements and \$39,000 to partly fund the Sammamish Bridge Replacement.

## Debt Service Fund

The purpose of the **Debt Service** Fund is to make payments for the City's Councilmanic bonds. The City has \$4.7 million in outstanding Councilmanic bonds that were issued to purchase the land and construct City Hall. The debt service on these bonds will be \$1.1 million over the next two years.

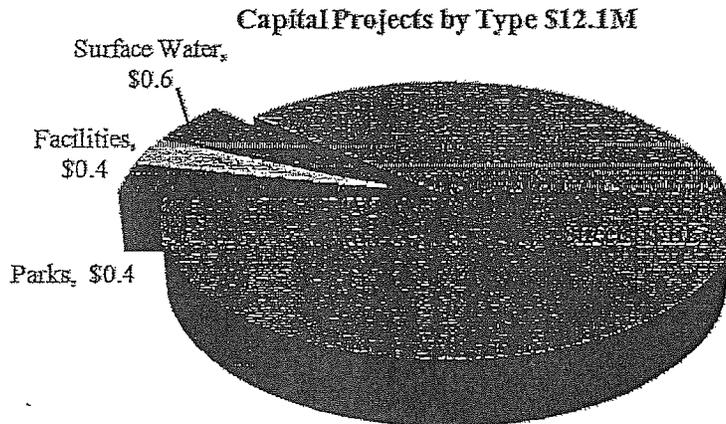
## Enterprise Funds

The **Surface Water Maintenance** Fund and the **Surface Water Capital** Fund are Woodinville's Enterprise Funds. The City assesses fees to cover the costs of operations and capital projects of the

Surface Water utility. We are proposing a \$2.4 million budget for 2011 and 2012 comprised of \$1.8 million in the Operating budget and \$627,000 in Capital projects.

### **Capital Funds**

There are fourteen projects in the 2011/2012 biennial budget. \$12.1 million is proposed to be spent on the projects, with some projects being carried over from the 2009/2010 budget. The projects include street, surface water, parks and facilities improvements. Capital projects for the biennium total \$12.1 million and the breakdown is displayed below.



### **Internal Service Funds**

Expenditures for the three Internal Service Funds are budgeted at \$508,000 for 2011 and 2012.

The following are the city's internal service funds:

The **Equipment Rental Fund** is the City's motor vehicle pool. Departments are charged for vehicle use to pay for the costs of related insurance, gas, maintenance and replacement.

The **Equipment Replacement Fund** pays for the replacement of all capital equipment not covered by the Equipment Rental Fund including servers, computers, generators and similar assets.

The State of Washington requires the City to maintain the **Unemployment Compensation Fund** to pay for its unemployment claims.

### **Fiduciary Fund**

The **Affordable Housing Fund** is budgeted at \$40,000 for the biennium representing Woodinville's investment in affordable housing.

REVENUE PROJECTION BY FUND 2011-2012

	2009 Actual	2010 Budget	2010 Revised	2011 Forecast	2012 Forecast
<b>GENERAL FUND:</b>					
<b>Taxes</b>					
Property	\$2,922,613	\$2,942,000	\$2,942,000	\$2,937,000	\$2,957,000
Sales	\$4,357,421	\$5,523,440	\$3,976,349	\$3,988,889	\$4,059,786
Sales-Criminal Justice	\$211,005	\$231,750	\$195,000	\$195,000	\$196,000
Miscellaneous	\$0	\$0	\$0		
Gambling	\$78,029	\$65,000	\$80,000	\$80,000	\$80,000
<i>Subtotal Taxes</i>	<i>\$7,569,068</i>	<i>\$8,762,190</i>	<i>\$7,193,349</i>	<i>\$7,200,889</i>	<i>\$7,292,786</i>
<b>Licenses &amp; Permits</b>					
Cable TV	\$145,511	\$140,000	\$156,000	\$160,680	\$165,500
PEG Fees/Misc.	\$13,058	\$12,000	\$13,100	\$13,493	\$13,898
<i>Subtotal Licenses &amp; Permits</i>	<i>\$158,569</i>	<i>\$152,000</i>	<i>\$169,100</i>	<i>\$174,173</i>	<i>\$179,398</i>
<b>Intergovernmental</b>					
Federal Grants	\$11,631	\$35,000	\$20,000	\$20,000	\$20,000
State Grants	\$5,804	\$5,000	\$5,000	\$5,000	\$5,000
Streamline Sales Tax Mitigation	\$434,753	\$500,000	\$540,000	\$540,000	\$540,000
Liquor Excise Tax	\$51,604	\$53,000	\$53,000	\$28,000	\$0
Liquor Board Profits	\$72,663	\$77,000	\$72,000	\$38,000	\$0
Law Enforcement Svcs	\$15,318	\$15,000	\$15,000	\$15,000	\$15,000
Motor Vehicle Criminal Justice	\$29,653	\$10,900	\$10,900	\$11,800	\$11,700
Interlocal Grants/Charges	\$32,231	\$35,000	\$35,000	\$35,000	\$35,000
<i>Subtotal Intergovernmental</i>	<i>\$653,657</i>	<i>\$730,900</i>	<i>\$750,900</i>	<i>\$692,800</i>	<i>\$626,700</i>
<b>Charges for Services</b>					
Dist/Muni Court Records	\$4	\$500	\$500	\$500	\$500
Sales of Passports/fingerprinting				\$15,000	\$30,000
Animal Sheltering				\$30,000	\$30,000
Sales of Publications	\$3,332	\$3,000	\$3,000	\$3,000	\$3,000
Overhead Charges (SWM)	\$122,000	\$122,000	\$122,000	\$99,629	\$102,440
<i>Subtotal Charges for Services</i>	<i>\$126,294</i>	<i>\$125,500</i>	<i>\$125,500</i>	<i>\$148,129</i>	<i>\$165,940</i>
<b>Fines</b>					
Traffic Infraction	\$701	\$0	\$500	\$500	\$500
False Alarm Responses	\$4,800	\$4,000	\$400	\$4,000	\$4,000
Miscellaneous Fines & Forfeits	\$2,669	\$500	\$500	\$500	\$500
<i>Subtotal Fines</i>	<i>\$8,452</i>	<i>\$4,500</i>	<i>\$1,400</i>	<i>\$5,000</i>	<i>\$5,000</i>
<b>Miscellaneous</b>					
Investment Interest	\$101,719	\$200,000	\$30,000	\$50,000	\$50,000
Sales Tax Interest	\$12,290	\$22,000	\$5,600	\$5,500	\$5,500
Donations from Private Sources	\$4,632	\$2,000	\$2,000	\$2,000	\$2,000
<i>Subtotal Miscellaneous</i>	<i>\$127,589</i>	<i>\$224,000</i>	<i>\$37,600</i>	<i>\$57,500</i>	<i>\$57,500</i>
<b>Total General Fund Revenue</b>	<b>\$8,643,629</b>	<b>\$9,999,090</b>	<b>\$8,277,849</b>	<b>\$8,278,491</b>	<b>\$8,327,324</b>

REVENUE PROJECTION BY FUND 2011-2012

	2009 Actual	2010 Budget	2010 Revised	2011 Forecast	2012 Forecast
<b><u>SPECIAL REVENUE FUNDS:</u></b>					
<b>Street Fund</b>					
Gas Tax	\$229,728	\$252,500	\$220,000	\$240,519	\$238,627
Investment Interest/Other	\$0	\$1,500		\$0	\$0
Operating Transfer In (GF)	\$598,000	\$556,437	\$431,000	\$637,700	\$582,800
<b>Total Street Fund</b>	<b>\$827,728</b>	<b>\$810,437</b>	<b>\$651,000</b>	<b>\$878,219</b>	<b>\$821,427</b>
<b>Development Services</b>					
Building Permit	\$133,333	\$252,798	\$290,000	\$144,000	\$145,960
Plumbing Permit	\$11,755	\$18,000	\$12,000	\$10,000	\$10,200
Grading Permit	\$2,513	\$7,000	\$500	\$500	\$510
Demolition Permit	\$455	\$300	\$600	\$400	\$408
Mechanical Permit	\$19,582	\$22,000	\$18,000	\$12,000	\$12,240
Site Development Permit	\$53,559	\$36,000	\$150,000	\$20,000	\$20,400
Right of Way Permit	\$36,333	\$15,000	\$22,000	\$12,000	\$12,240
Misc Permits & Fees	\$17,320	\$12,530	\$14,500	\$14,500	\$14,790
Fire Inspection Fees	\$892	\$2,000		\$20,000	\$20,000
Zoning & Subdivision	\$71,956	\$40,000	\$80,000	\$20,000	\$20,400
Land Use Application	\$0	\$50,000			
Plan Check Fee	\$431,439	\$300,000	\$160,000	\$92,000	\$93,840
Other Planning Fees & Charges	\$39,621	\$0	\$10,230	\$10,230	\$10,435
Interest Revenue	\$0	\$0			
Operating Transfer In (GF)	\$353,100	\$910,678	\$600,000	\$795,579	\$768,063
<b>Total Development Services</b>	<b>\$1,171,858</b>	<b>\$1,666,306</b>	<b>\$1,357,830</b>	<b>\$1,151,209</b>	<b>\$1,129,486</b>
<b>Parks &amp; Rec Special Revenue</b>					
Recreation Charges	\$170,966	\$174,000	\$175,000	\$0	\$0
Field Use	\$17,254	\$19,000	\$122,000	\$214,000	\$214,000
Park Facilities/Annex Rental	\$38,969	\$36,000	\$40,000		
Investment Interest/Other	\$2,631	\$1,000	\$1,000		
Operating Transfer In (Admissions)				\$92,500	\$92,500
Operating Transfer In (GF)	\$748,000	\$1,005,930	\$688,393	\$58,500	\$55,800
<i>Total Op Trfr In</i>	\$748,000	\$1,005,930	\$688,393	\$151,000	\$148,300
<b>Total Parks &amp; Rec Sp. Revenue</b>	<b>\$977,820</b>	<b>\$1,235,930</b>	<b>\$1,026,393</b>	<b>\$365,000</b>	<b>\$362,300</b>
	\$11,621,035	\$13,711,763		\$10,672,919	\$10,640,537
<b>Admission Tax</b>					
Admission Tax	\$183,424	\$195,000		\$190,000	\$190,000
Investment Interest	\$6,457	\$5,000			
Impact Fees	\$0	\$0			
<b>Total Admission Tax</b>	<b>\$189,881</b>	<b>\$200,000</b>	<b>\$190,000</b>	<b>\$190,000</b>	<b>\$190,000</b>
<b>Contingency</b>					
Intergovernmental	\$86,321				
Investment Interest/Other		\$1,000	\$0	\$0	\$0
<b>Total Contingency Fund</b>	<b>\$86,321</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

REVENUE PROJECTION BY FUND 2011-2012

	2009 Actual	2010 Budget	2010 Revised	2011 Forecast	2012 Forecast
<b>System Replacement</b>					
Investment Interest/Other	\$0	\$9,500		\$0	\$0
Operating Transfer In (Admissions)	\$0	\$0		\$105,000	\$105,000
<b>Total System Replacement</b>	<b>\$0</b>	<b>\$9,500</b>		<b>\$105,000</b>	<b>\$105,000</b>
<b>Park Impact Fee</b>					
Park Impact Fees	\$3,175	\$500,000	\$3,175	\$6,000	\$16,000
Investment Interest	\$2,713	\$5,436	\$160	\$0	\$0
<b>Total Park Impact Fees</b>	<b>\$5,888</b>	<b>\$505,436</b>	<b>\$3,335</b>	<b>\$6,000</b>	<b>\$16,000</b>
<b>Strategic Budget Reserve</b>					
Investment Interest/Other	\$0	\$32,500		\$0	\$0
Investment Interest	\$571	\$1,000	\$180	\$250	\$250
<b>Total Hotel/Motel Tax</b>	<b>\$40,001</b>	<b>\$56,000</b>	<b>\$40,180</b>	<b>\$42,250</b>	<b>\$42,250</b>
<b>Traffic Impact Fee Fund</b>					
Traffic Impact Fees	\$355,478	\$300,000	\$35,000	\$10,000	\$19,000
Investment Interest	\$5,309	\$10,000	\$1,500	\$500	\$500
<b>Total Traffic Impact Fee</b>	<b>\$360,787</b>	<b>\$310,000</b>	<b>\$36,500</b>	<b>\$10,500</b>	<b>\$19,500</b>
<b><u>DEBT SERVICE FUND:</u></b>					
<b>Debt Service</b>					
Investment Interest	\$0	\$9,000	\$0	\$0	\$0
Operating Transfers In (GF)	\$334,480	\$528,207	\$328,207	\$531,207	\$532,869
<b><u>CAPITAL FUNDS:</u></b>					
<b>Capital Project</b>					
Real Estate Excise Tax	\$120,487	\$400,000	\$130,000	\$103,000	\$247,000
Investment Interest	\$12,835	\$5,000	\$2,800	\$2,000	\$1,000
<b>Total Capital Project</b>	<b>\$133,322</b>	<b>\$405,000</b>	<b>\$132,800</b>	<b>\$105,000</b>	<b>\$248,000</b>
<b>Special Capital Project</b>					
Real Estate Excise Tax	\$120,487	\$400,000	\$130,000	\$103,000	\$247,000
Investment Interest	\$25,294	\$15,000	\$8,800	\$7,000	\$2,000
<b>Total Special Capital Project</b>	<b>\$145,781</b>	<b>\$415,000</b>	<b>\$138,800</b>	<b>\$110,000</b>	<b>\$249,000</b>
<b>Capital Street Reserve</b>					
Investment Interest	\$24,754	\$20,000	\$7,500	\$0	\$0
Grant	\$320,391	\$0			
Transfer In (Traffic Impact) Wood Duvall	\$0	\$694,000			
Transfer In (Traffic Impact) NE175th	\$0	\$445,000			
Transfer In (Utility Tax) Wood Duvall	\$0	\$2,470,000		\$300,000	\$300,000
Transfer In (Utility Tax) Overlay	\$0	\$650,000	\$350,000	\$700,000	\$700,000
Transfer In (REETI) Safety Zones	\$0	\$1,504,000		\$300,000	\$300,000
Transfer In (REETII) Ped. Improv.	\$0	\$2,146,000		\$125,000	\$125,000
Transfer In (REETII) 145th Pedestrian	\$10,000	\$205,000			
<i>Total transfers In</i>	<i>\$548,530</i>	<i>\$8,114,000</i>	<i>\$650,000</i>	<i>\$1,425,000</i>	<i>\$1,425,000</i>
<b>Total Capital Street Reserve</b>	<b>\$893,675</b>	<b>\$8,134,000</b>	<b>\$657,500</b>	<b>\$1,425,000</b>	<b>\$1,425,000</b>

REVENUE PROJECTION BY FUND 2011-2012

	2009 Actual	2010 Budget	2010 Revised	2011 Forecast	2012 Forecast
<b>Utility Tax Fund</b>					
Utility Tax	\$1,040,855	\$1,254,645	\$999,000	\$969,000	\$988,380
Investment Interest/Misc.	\$32,504	\$40,000	\$6,500	\$0	\$0
<b>Total Utility Tax</b>	<b>\$1,073,359</b>	<b>\$1,294,645</b>	<b>\$1,005,500</b>	<b>\$969,000</b>	<b>\$988,380</b>
<b>SR522/195th CP</b>					
Investment Interest	\$117	\$0			
Transfer In (Cap St. Reserve)		\$0	\$70,601		
Transfer In (Traffic Impact Fees)	\$0	\$0		\$700,000	\$0
<b>Total SR522/195th CP</b>	<b>\$83,745</b>	<b>\$0</b>	<b>\$70,601</b>	<b>\$700,000</b>	<b>\$0</b>
<b>Surface Water Capital Projects</b>					
Grants	\$109,768		\$50,000		
Investment Interest	\$12,265	\$20,000			
Flood Levy	\$0	\$24,000		\$131,000	
Transfer In				\$40,000	\$45,000
<b>Total Surface Water Capital Projects</b>	<b>\$122,033</b>	<b>\$44,000</b>	<b>\$50,000</b>	<b>\$171,000</b>	<b>\$45,000</b>
<b>Parks &amp; Recreation Capital Projects</b>					
			\$300		
Investment Interest	\$0	\$0			
Parks Levy	\$28,051	\$26,000	\$28,000	\$31,000	\$31,000
Donation/Grants	\$436	\$1,325,000	\$124,951		
Grants	\$2,760	\$75,000	\$1,375,504		\$37,000
Transfer In (REETII)	\$0	\$1,600,000			
Transfer In (Park Impact)	\$0	\$840,000	\$376,000		\$22,000
Transfer In (Tree Fund)					\$37,000
Transfer In (Admission Tax)	\$0	\$1,179,000	\$738,000		
Transfer In	\$930,468	\$0			
<b>Total Parks &amp; Recreation Capital Proj</b>	<b>\$961,715</b>	<b>\$6,144,000</b>	<b>\$2,969,955</b>	<b>\$170,000</b>	<b>\$266,000</b>
<b>Facilities Capital Projects</b>					
Interest Income	\$151	\$0			
Transfer In (Street Reserve)	\$0	\$919,000	\$2,458,000		
Transfer In (SWM Reserve)	\$0	\$343,000	\$842,000		
Transfer In (Utility Tax)	\$0	\$0		\$32,000	
Transfer In (Contingency)	\$0	\$0		\$368,000	
Transfers In	\$0	\$1,262,000	\$3,300,000	\$400,000	\$0
<b>Total Facilities Capital Projects</b>	<b>\$151</b>	<b>\$1,262,000</b>	<b>\$3,300,000</b>	<b>\$400,000</b>	<b>\$0</b>
<b>Sammamish Bridge Replacement/SR202/127th CP</b>					
Investment Interest	\$4,355	\$0	\$1,400		
Grants	\$0	\$0		\$1,500,000	\$1,500,000
<b>Total Cap</b>	<b>\$0</b>	<b>\$0</b>		<b>\$1,500,000</b>	<b>\$1,500,000</b>
Transfer In (Utility Tax)				\$359,000	\$300,000
Transfer In (REETII)	\$0	\$0		\$2,000,000	\$1,461,000
Transfer In (Traffic Impact)	\$0	\$0		\$39,000	
Transfers In	\$0	\$0		\$2,398,000	\$1,761,000
<b>Replacement/SR202/127th CP</b>	<b>\$4,355</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$3,898,000</b>	<b>\$3,261,000</b>

REVENUE PROJECTION BY FUND 2011-2012

	2009 Actual	2010 Budget	2010 Revised	2011 Forecast	2012 Forecast
<b><u>ENTERPRISE FUND:</u></b>					
<b>Surface Water Mgmt Fund</b>					
Grants	\$14,456	\$0			
Storm Drainage Fees & Charges	\$916,973	\$910,000	\$917,000	\$918,000	\$919,000
Road Construction & Eng Svcs.	\$0	\$0			
Investment Interest	\$2,535	\$5,000	\$1,000		
Miscellaneous	\$0	\$0			
<b>Total Surface Water Mgmt Fund</b>	<b>\$933,964</b>	<b>\$915,000</b>	<b>\$918,000</b>	<b>\$918,000</b>	<b>\$919,000</b>
<b><u>INTERNAL SERVICE FUNDS:</u></b>					
<b>Equipment Rental</b>					
Investment Interest	\$4,742	\$0	\$1,600	\$1,600	\$1,600
Vehicle/Equipment Repair Chgs	\$150,816	\$155,183	\$144,789	\$127,652	\$129,743
Insurance Proceeds	\$10,759	\$0			
<b>Total Equipment Rental</b>	<b>\$166,317</b>	<b>\$155,183</b>	<b>\$146,389</b>	<b>\$129,252</b>	<b>\$131,343</b>
<b>Equipment Replacement</b>					
Investment Interest	\$0	\$20,000	\$0	\$0	\$0
Insurance Proceeds	\$64,109	\$0			
<i>Total Op</i>	\$64,109	\$20,000		\$0	\$0
Transfers In (GF)	\$25,000	\$50,000	\$50,000	\$25,000	\$25,000
<i>Total Transfers In</i>	\$25,000	\$50,000		\$25,000	\$25,000
<b>Total Equipment Replacement</b>	<b>\$89,109</b>	<b>\$70,000</b>		<b>\$25,000</b>	<b>\$25,000</b>
<b>Unemployment</b>					
Investment Interest	\$0	\$500	\$0		
<i>Transfers In</i>				\$168,000	\$84,000
<b>Total Unemployment</b>	<b>\$0</b>	<b>\$500</b>		<b>\$168,000</b>	<b>\$84,000</b>
<b><u>FIDUCIARY FUND:</u></b>					
<b>Affordable Housing</b>					
Investment Interest	\$0	\$0			
Total Operating	\$0	\$0		\$0	\$0
<i>Transfers In (GF)</i>	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
<b>Total Affordable Housing</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>

CITY OF WOODINVILLE: SOURCES AND USES OF FUNDS  
 Biennial Budget - January 1, 2011 to December 31, 2012  
 0/29/2010

	Unrestricted General Fund	Restricted Other Funds	Restricted Capital Funds	Enterprise SWM Op& Cap	Debt Service	Total
<b>SOURCES OF FUNDS</b>						
BEGINNING BALANCE	\$10,500,000	\$4,165,000	\$7,942,800	\$711,000	\$0	\$23,318,800
Estimated Revenues	\$16,605,815	\$2,601,294	\$5,820,380	\$1,968,000	\$0	\$26,995,489
Transfers In	-\$1,064,076	\$470,000	\$8,446,000	\$0	\$1,064,076	\$8,916,000
Total Estimated Revenue	\$15,541,739	\$3,071,294	\$14,266,380	\$1,968,000	\$1,064,076	\$35,911,489
TOTAL SOURCES OF FUNDS	\$26,041,739	\$7,236,294	\$22,209,180	\$2,679,000	\$1,064,076	\$59,230,289
<b>TOTAL SOURCES</b>						
<b>USES OF FUNDS</b>						
<u>Operations</u>						
Council	\$149,954	\$0	\$0	\$0	\$0	\$149,954
Executive	\$1,534,818	\$0	\$0	\$0	\$0	\$1,534,818
Legal	\$688,500	\$0	\$0	\$0	\$0	\$688,500
Administration	\$1,817,672	\$0	\$0	\$0	\$0	\$1,817,672
Courts	\$756,750	\$0	\$0	\$0	\$0	\$756,750
Law Enforcement	\$5,310,893	\$0	\$0	\$0	\$0	\$5,310,893
Public Works	\$2,634,131	\$1,092,146	\$0	\$1,726,970	\$0	\$5,453,247
Non-Departmental	\$0	\$0	\$0	\$0	\$0	\$0
Parks & Recreation	\$0	\$0	\$0	\$0	\$0	\$0
Developmental Services	\$1,600,642	\$717,053	\$0	\$0	\$0	\$2,317,695
Internal Service	\$0	\$508,349	\$0	\$0	\$0	\$508,349
Community Promotion	\$605,300	\$120,000	\$0	\$0	\$0	\$725,300
Total Operations	\$15,098,661	\$2,437,548	\$0	\$1,726,970	\$0	\$19,263,179
<u>Capital Projects</u>						
Street CIP	\$0	\$0	\$10,709,000	\$0	\$0	\$10,709,000
Park CIP	\$0	\$0	\$399,000	\$0	\$0	\$399,000
Utilities CIP	\$0	\$0	\$400,000	\$0	\$0	\$400,000
Surface Water CIP	\$0	\$0	\$0	\$627,000	\$0	\$627,000
Total Capital Projects	\$0	\$0	\$11,508,000	\$627,000	\$0	\$12,135,000
<u>Debt Service</u>						
	\$0	\$0	\$0	\$0	\$1,064,076	\$1,064,076
<b>TRANSFERS OUT</b>						
Parks & Rec Special Revenue	\$0	\$185,000	\$0	\$0	\$0	\$185,000
System Replacement	\$0	\$210,000	\$0	\$0	\$0	\$210,000
Equipment Replacement	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Leasing Trust	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Capital Projects	\$0	\$37,000	\$8,409,000	\$0	\$0	\$8,446,000
Total Transfers Out	\$75,000	\$432,000	\$8,409,000	\$0	\$0	\$8,916,000
TOTAL USES OF FUNDS	\$15,173,661	\$2,869,548	\$19,917,000	\$2,353,970	\$1,064,076	\$41,378,255
ENDING FUND BALANCE	\$10,868,078	\$4,366,746	\$2,292,180	\$325,030	\$0	\$17,852,034



## CITY COUNCIL AND COMMISSIONS

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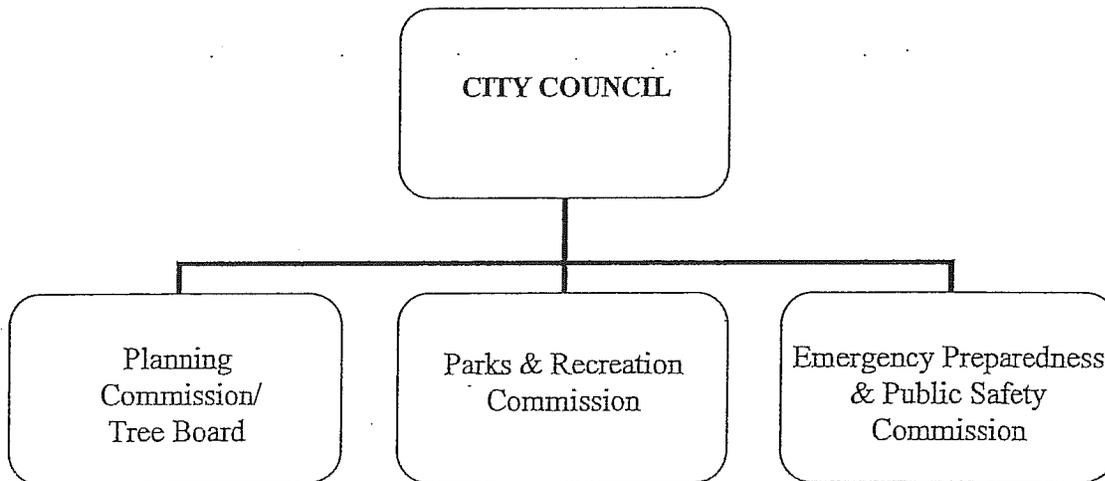
The City Council is responsible for establishing overall policy direction for the community and City organization through the adoption of laws, policies, plans, and programs; and the hiring of a City Manager to implement their actions.

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

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

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

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## 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; with up to four positions standing for election in odd-numbered years. From its membership, the City Council selects a Mayor and Deputy Mayor, who serve two-year terms; and it appoints the City Manager who is responsible for providing advice and directing and managing the City's operations.

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Regular/Special Meetings	42	39	39	37	37
Reports Received	247	257	230	245	244
Ordinances	22	17	15	18	18
Resolutions	11	12	13	12	12
Agreements	47	40	28	38	38
Public Hearings	13	8	10	10	10

### 2011/2012 Work Plan Overview

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

# COUNCIL

## Department Summary

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
Salaries	\$44,400	\$44,700	\$44,100	\$44,400	\$51,600
Benefits	\$4,184	\$4,294	\$4,466	\$4,427	\$4,978
Supplies	\$2,410	\$2,408	\$1,872	\$1,900	\$1,750
Services	\$3,657	\$4,520	\$22,785	\$20,300	\$20,600
Intergovernmental	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$54,651</b>	<b>\$55,922</b>	<b>\$73,223</b>	<b>\$71,027</b>	<b>\$78,928</b>

## COUNCIL

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$44,400	\$44,700	\$44,100	\$44,400	\$51,600
<i>Personnel Benefits</i>	\$4,184	\$4,294	\$4,466	\$4,427	\$4,978
<i>Supplies</i>	\$2,410	\$2,408	\$1,872	\$1,900	\$1,750
<i>Services &amp; Charges</i>					
Professional Services	\$494	\$3,187	\$9,988	\$15,700	\$16,000
Communication	\$273	\$0	\$1,000	\$0	\$0
Travel	\$2,216	\$858	\$8,122	\$2,500	\$2,500
Advertising	\$94	\$75	\$1,125	\$600	\$600
Education/Training	\$550	\$275	\$1,675	\$1,000	\$1,000
Miscellaneous	\$30	\$125	\$875	\$500	\$500
<i>Total Other Services and Charges</i>	\$3,657	\$4,520	\$22,785	\$20,300	\$20,600
<i>Intergovernmental</i>	\$0	\$0	\$0	\$0	\$0
<i>Interfund</i>	\$0	\$0	\$0	\$0	\$0
<i>Capital</i>	\$0	\$0	\$0	\$0	\$0
<b>DEPARTMENT TOTAL</b>	<b>\$54,651</b>	<b>\$55,922</b>	<b>\$73,223</b>	<b>\$71,027</b>	<b>\$78,928</b>

City of Woodinville, Washington  
**Planning Commission**

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**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.

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

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

<b>Activity Workload Indicators</b>					
<b>Indicator</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Regular/Special Meetings	26	23	22	15	12
CAP/Subcommittee Meetings	8	10	3	3	3
Reports Received	70	80	52	20	15
Master Plans Reviewed	5	5	3	4	4
Annual Docket Items	15	15	29	20	20
Public Hearings	3	4	10	4	4

**2011/2012 Work Plan Overview**

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

**Parks and Recreation Commission**

**Description**

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Regular/Special Meetings	12	12	14	10	11
Reports Received	27	25	30	25	25
Master Plans Reviewed	1	1	2	1	1
Special Presentations	9	5	5	5	5
Public Art Proposals Reviewed	1	1	2	0	0
Capital Projects	6	3	3	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

**Emergency Preparedness and Public Safety Commission**

**Description**

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

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

<b>Activity Workload Indicators</b>						
<b>Indicator</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	
Regular/Special Meetings	20	13	11	12	12	
Reports Received	20	20	24	20	20	
Master Plans Reviewed	0	1	0	0	1	
Public Hearings	0	0	0	0	0	
Regulations Proposed	0	1	1	0	0	

**2011/2012 Work Plan Overview**

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



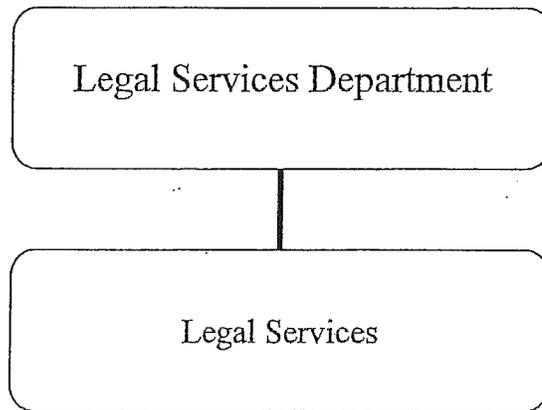
## **LEGAL SERVICES DEPARTMENT**

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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.

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City of Woodinville, Washington  
**LEGAL SERVICES DEPARTMENT**

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**Description**

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Council/Comm. Mtgs Attended	43	42	23	24	24
Ordinances Reviewed	12	12	15	12	12
Resolutions Reviewed	11	12	6	8	8
Agreements Reviewed	206	202	78	180	78
Litigation Cases	6	5	9	5	5
Routine Services (Hours)	687	652	521	520	520

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

**2011/2012 Work plan Overview**

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

# LEGAL DEPARTMENT

## Department Summary

	<b>2008</b>	<b>2009</b>	<b>Adjusted</b>	<b>Preliminary</b>	<b>Preliminary</b>
	<b>Actual</b>	<b>Actual</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
			<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Services	<u>\$271,564</u>	<u>\$201,543</u>	<u>\$355,427</u>	<u>\$338,000</u>	<u>\$350,500</u>
<b>Department Total</b>	<u><u>\$271,564</u></u>	<u><u>\$201,543</u></u>	<u><u>\$355,427</u></u>	<u><u>\$338,000</u></u>	<u><u>\$350,500</u></u>



## **EXECUTIVE DEPARTMENT**

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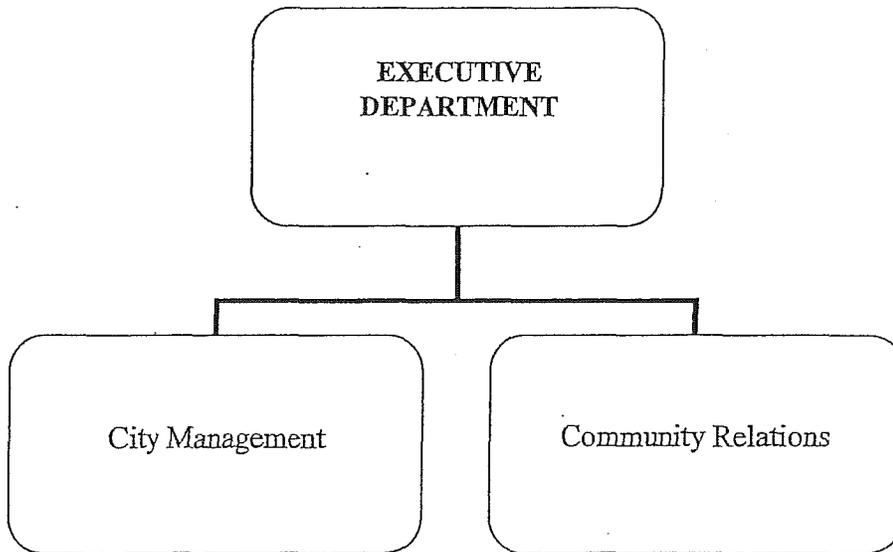
The Executive Department implements City Council policies; ensures that all laws and ordinances are faithfully executed; and manages the overall activities and performance of the City organization. The Department establishes rules, procedures, schedules, and performance standards for all operating departments;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

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

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

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

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# EXECUTIVE DEPARTMENT

## Department Summary

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
Salaries	\$612,856	\$428,260	\$404,287	\$438,146	\$447,325
Benefits	\$192,344	\$128,839	\$134,954	\$153,532	\$169,980
Supplies	\$21,184	\$3,599	\$17,701	\$17,329	\$12,300
Services	\$248,365	\$88,207	\$212,654	\$345,938	\$296,557
Intergov. Svcs	\$19,246	\$16,318	\$31,082	\$100,792	\$114,579
Interfund Payments	\$9,064	\$1,310	\$1,351	\$27,812	\$15,830
Capital Outlay	\$33,853	\$1,147	\$25,853	\$0	\$0
<b>Department Total</b>	<b>\$1,136,912</b>	<b>\$667,680</b>	<b>\$827,882</b>	<b>\$1,083,548</b>	<b>\$1,056,570</b>

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
City Manager	1	1	1	1	1
Assist to the City Mgr.	1	1	1	1	1
Management Analyst	0	1	1	1	1
Comm Coordinator	1	0	0	0	0
City Clerk	0	1	1	1	1
Exec Secr/Dep City Clerk	1	1	1	1	1
IS Manager	1	0	0	0	0
GIS Analyst	1	0	0	0	0
Senior Programmer	0.7	0	0	0	0
Volunteer Coordinator	0.7	0	0	0	0
Code Enforcement	1	0	0	0	0
<b>Position Totals</b>	<b>8.4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## City Management

### Description

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

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

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Council/Commission Agendas	63	39	65	62	62
Council/Com. Staff Reports	261	257	250	252	250
Citizen Service Requests	221	161	150	172	175
Public Records Requests	210	225	235	225	235
Hrs. Meeting Minutes	127	117.45	125	125	125
Claims for Damage	12	11	10	10	10
No. Recruitments	33	25	22	5	5
Applications Screened	n/a	250	220	100	100
Emerg. Training Exercises	3	3	4	4	4

FTEs Positions Summary					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk/Exec Sec.	1.00	1.00	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Communications Coordinator	1.00	0.00	0.00	0.00	0.00
Cable TV Operator	0.25	0.00	0.00	0.00	0.00
<b>Total FTEs</b>	<b>5.25</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

### 2011/2012 Work Plan Overview

- Revise the City's personnel policy manual and job descriptions
- Establish an internal project tracking/performance management system for City departments
- Manage meetings of the Parks and Recreation Commission
- Revisit agency-wide policy and standard procedures for managing records

## CITY MANAGEMENT DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$383,621	\$428,260	\$404,287	\$438,146	\$447,325
<i>Personnel Benefits</i>	\$124,287	\$128,839	\$134,954	\$153,532	\$169,980
<i>Supplies/Small Tools</i>	\$1,586	\$1,590	\$11,760	\$12,329	\$7,300
<i>Total Other Svcs &amp; Charges</i>					
Professional Services	\$6,219	\$27,247	\$78,753	\$20,538	\$19,752
Communication	\$2,348	\$40,019	\$63,681	\$47,500	\$49,580
Travel Expense	\$1,806	\$698	\$7,662	\$2,690	\$2,250
Advertising	\$2,624	\$10,590	\$22,710	\$14,700	\$14,700
Education/Training	\$1,330	\$620	\$3,930	\$1,135	\$700
Miscellaneous	\$1,245	\$3,670	\$3,481	\$2,875	\$3,075
<i>Total Other Services and Charges</i>	\$15,572	\$82,844	\$180,217	\$89,438	\$90,057
<i>Intergovernmental</i>	\$350	\$350	\$850	\$41,142	\$41,929
<i>Interfund</i>	\$3,862	\$1,310	\$1,351	\$27,812	\$15,830
<i>Capital Outlay</i>	\$0	\$1,147	\$25,853	\$0	\$0
<b>DEPARTMENT TOTAL</b>	<u>\$513,706</u>	<u>\$561,496</u>	<u>\$579,055</u>	<u>\$762,398</u>	<u>\$772,420</u>

City of Woodinville, Washington  
**Community Relations**

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**Description**

Community Relations Division includes costs for City special events, human services grants, public outreach through the City's periodic newsletter, and transition funding for a possible recreation service provider at the Carol Edwards Center; and/or discontinued recreation programs. City memberships for intergovernmental organizations, such as the Association of Washington Cities and the Puget Sound Regional Council, are also included in this Division.

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Number of Human Services Grants Funded	17	16	16	12	12
Number of special events	21	9	9	2	2
Number of customer service requests	291	170	112	112	112
Number of City eNews items sent	12	14	12	18	18
CityView newsletter issues	3	4	4	4	4

FTEs Positions Summary					
None	0	0	0	0	0

**2011/2012 Work Plan Overview**

- Maintain/revise the City's volunteer program
- Provide for smooth transition for future operator of recreational program offerings at the Carol Edwards Center
- Evaluate use of social media tools, such as Twitter or Nixle, to provide critical emergency or road construction information to the community
- Redesign CityView newsletter and issue on a quarterly basis

## COMMUNITY RELATIONS DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$96,416	\$0	\$0	\$0	\$0
<i>Personnel Benefits</i>	\$27,619	\$0	\$0	\$0	\$0
<i>Supplies/Small Tools</i>	\$2,521	\$0	\$0	\$5,000	\$5,000
<i>Total Other Svcs &amp; Charges</i>	\$47,312	\$0	\$0	\$256,500	\$206,500
<i>Intergovernmental</i>	\$350	\$0	\$0	\$59,650	\$72,650
<i>Interfund</i>	\$5,202	\$0	\$0	\$0	\$0
<b>DEPARTMENT TOTAL</b>	<b>\$179,420</b>	<b>\$0</b>	<b>\$0</b>	<b>\$321,150</b>	<b>\$284,150</b>

## EMERGENCY SERVICES DIVISION

	2008 Actual	2009* Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$20,592	\$0	\$0	\$0	\$0
<i>Personnel Benefits</i>	\$5,630	\$0	\$0	\$0	\$0
<i>Supplies</i>	\$114	\$2,009	\$5,941	\$0	\$0
<i>Services and Charges</i>					
Professional Services	\$18,426	\$2,323	\$14,177	\$0	\$0
Communication	\$1,198	\$1,073	\$5,427	\$0	\$0
Travel Expense	\$834	\$1,467	\$1,483	\$0	\$0
Advertising	\$71	\$0	\$2,500	\$0	\$0
Education/Training	\$0	\$500	\$900	\$0	\$0
Repairs & Maintenance	\$450	\$0	\$0	\$0	\$0
Miscellaneous	\$75	\$0	\$550	\$0	\$0
Printing	\$0	\$0	\$7,400	\$0	\$0
<i>Total Services and Charges</i>	\$21,054	\$5,363	\$32,437	\$0	\$0
<i>Intergovernmental</i>	\$0	\$15,968	\$30,232	\$0	\$0
<b>DEPARTMENT TOTAL</b>	<b>\$26,336</b>	<b>\$17,977</b>	<b>\$36,173</b>	<b>\$ -</b>	<b>\$ -</b>

In prior years, these costs were separately budgeted. They are now included in the City Management Division budget.



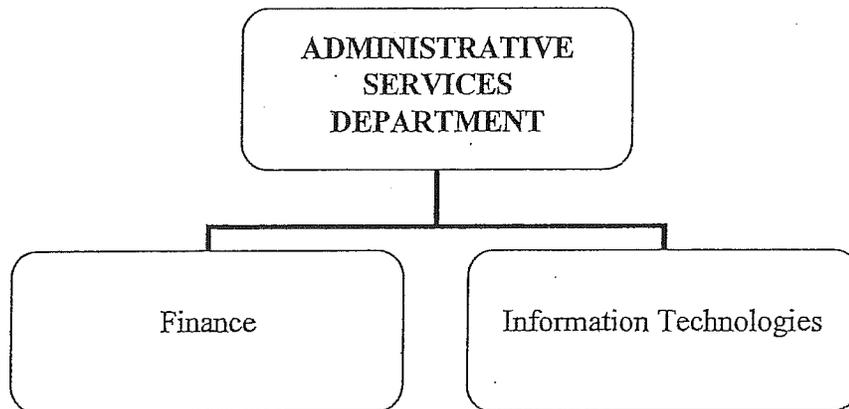
## ADMINISTRATIVE SERVICES DEPARTMENT

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

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

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## ADMINISTRATIVE SERVICES

### Department Summary

	2008 Actual	2009** Actual	Adjusted 2010** Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
Salaries	\$333,634	\$492,748	\$492,131	\$508,428	\$518,727
Benefits	\$107,293	\$152,337	\$159,111	\$161,903	\$179,824
Supplies	\$1,618	\$7,850	\$30,850	\$23,900	\$23,600
Services	\$53,589	\$80,301	\$256,050	\$148,501	\$142,151
Intergovernmental	\$0	\$18,555	\$24,045	\$29,618	\$29,700
Interfund Payments	\$219	\$574	\$593	\$34,058	\$17,263
Capital Outlay	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$496,352</b>	<b>\$752,365</b>	<b>\$962,780</b>	<b>\$906,407</b>	<b>\$911,265</b>

### Position Summary

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
Finance Director	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
City Clerk	1.0	0.0	0.0	0.0	0.0
Accounting Clerk	2.0	2.0	2.0	2.0	2.0
Admin Assistant	1.0	1.0	1.0	1.0	1.0
IS Manager	0.0	1.0	1.0	1.0	1.0
GIS Analyst	0.0	1.0	1.0	0.0	0.0
Senior Programmer	0.0	0.7	0.7	1.0	1.0
<b>Position Totals</b>	<b>6.0</b>	<b>7.7</b>	<b>7.7</b>	<b>7.0</b>	<b>7.0</b>

## Finance

### Description

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

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

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

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Accounts Payable Checks	1,908	1,642	1,731	1,725	1,720
Payroll Checks/e-deposits	1,838	1,799	1,595	1,427	1,427
Journal Entries	221	342	260	260	260
Contracts Monitored	214	199	185	172	172
Businesses Registered	1,162	1,297	2,499	1,800	1,800
Animal Licenses Issued	25	86	118	120	120

FTEs Positions Summary					
Finance Director	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Clerk	2.00	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

### 2011/2012 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 Investment Policies for idle cash funds
- Improve Accounts Receivable System
- Develop Project Cost Tracking System

## FINANCE DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$333,634	\$351,495	\$362,913	\$361,808	\$369,176
<i>Personnel Benefits</i>	\$107,293	\$111,217	\$118,597	\$117,227	\$130,149
<i>Supplies</i>	\$1,618	\$1,013	\$7,187	\$6,429	\$6,571
<i>Other Services and Charges</i>					
Professional Services	\$37,465	\$21,341	\$50,659	\$29,386	\$30,600
Communication	\$1,422	\$1,571	\$1,229	\$0	\$0
Travel Expense	\$2,565	\$191	\$4,810	\$2,000	\$2,000
Advertising	\$10,047	\$103	\$1,897	\$500	\$500
Operating Rentals	\$130	\$195	\$205	\$0	\$0
Education/Training	\$1,465	\$515	\$2,985	\$900	\$900
Repairs & Maintenance			\$1,000	\$200	\$200
Miscellaneous	\$495	\$580	\$2,460	\$700	\$700
Bank Fees		\$33	-\$33		
<i>Total Other Services and Charges</i>	\$53,589	\$24,529	\$65,212	\$33,686	\$34,900
<i>Intergovernmental</i>	\$0	\$0	\$0	\$19,370	\$19,429
<i>Interfund</i>	\$219	\$574	\$593	\$24,240	\$12,242
<b>DEPARTMENT TOTAL</b>	<b>\$496,353</b>	<b>\$488,828</b>	<b>\$554,502</b>	<b>\$562,759</b>	<b>\$572,467</b>

City of Woodinville, Washington  
**Information Technology**

**Description**

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

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

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
No. File Servers	10	10	10	10	10
No. PC's Supported	81	81	74	67	67
No. Telephones	81	85	87	80	80
IT Assistance Requests	980	936	1,024	995	1,000
No. Software Applications	42	43	52	52	52
No. Peripherals	28	28	29	28	28

<b>FTEs Positions Summary</b>					
IS Manager	1.00	1.00	1.00	1.00	1.00
Senior Programmer	0.70	0.70	1.00	1.00	1.00
GIS Analyst	1.00	1.00	0.00	0.00	0.00
<b>Total FTEs</b>	<b>2.70</b>	<b>2.70</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**2011-2012 Work Plan Overview**

- Implement the five year IT Strategic Business Plan
- Replace obsolete server computers
- Phase out obsolete desktop computers and laptops
- Replace aging network switches
- Analyze the City's phone system for cost savings and efficiency
- Deploy phone system power management
- Consolidate Irrigation and HVAC computers
- Maintain existing hardware and software infrastructure
- Install and establish computer network at new Public Works Facility
- Increase network availability and security

## Information Technology

	2008	2009	Adjusted 2010	Preliminary 2011	Preliminary 2012
	Actual	Actual	Budget	Budget	Budget
<i>Salaries and Wages</i>	\$132,818	\$141,253	\$129,218	\$146,620	\$149,551
<i>Personnel Benefits</i>	\$40,438	\$41,120	\$40,514	\$44,676	\$49,675
<i>Supplies</i>	\$17,077	\$6,837	\$23,663	\$17,471	\$17,029
<i>Other Services and Charges</i>					
Professional Services	\$109,187	\$5,118	\$42,882	\$22,514	\$15,000
Communication	\$30,300	\$10,537	\$14,103	\$13,200	\$13,200
Travel Expense	\$10	\$21	\$179	\$200	\$200
Advertising	\$179	\$0	\$800	\$400	\$400
Education/Training	\$6,288	\$6,804	\$12,396	\$7,050	\$3,000
Repairs & Maintenance	\$1,445	\$46	\$3,454	\$3,000	\$3,000
Miscellaneous	\$38,072	\$33,246	\$117,024	\$68,451	\$72,451
Printing	\$0	\$0	\$0	\$0	\$0
<i>Total Other Services and Charges</i>	\$185,481	\$55,772	\$190,838	\$114,815	\$107,251
<i>Intergovernmental</i>	\$18,896	\$18,555	\$24,045	\$10,248	\$10,271
<i>Interfund</i>	\$0	\$0	\$0	\$9,818	\$5,021
<b>DEPARTMENT TOTAL</b>	<b>\$243,082</b>	<b>\$263,537</b>	<b>\$408,278</b>	<b>\$343,649</b>	<b>\$338,798</b>

## DEVELOPMENT SERVICES DEPARTMENT

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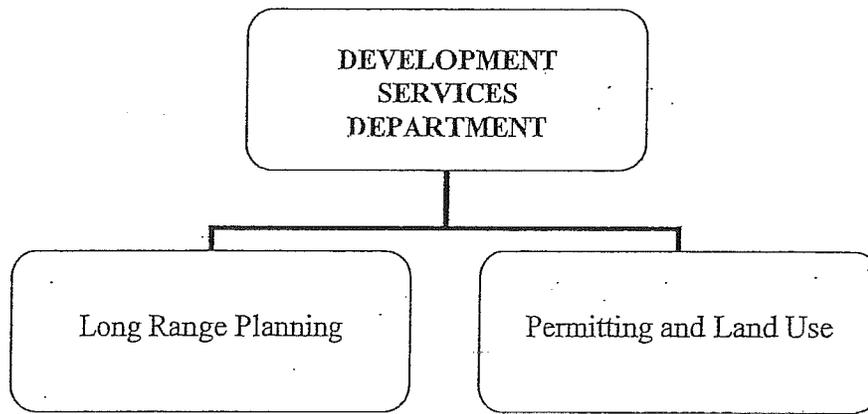
The Development Services Department administers the City's property development process, including residential, commercial, industrial, and institutional development projects. This includes preparing long-range development plans, such as the City's Comprehensive Plan; preparing development standards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

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

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

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

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## DEVELOPMENT SERVICES DEPARTMENT

### Department Summary

	2008*	2009	2010	2011	2012
	Actual	Actual	Adjusted Budget	Preliminary Budget	Preliminary Budget
Salaries	\$832,614	\$890,318	\$941,196	\$659,730	\$672,924
Benefits	\$279,984	\$295,940	\$307,503	\$226,337	\$251,144
Supplies	\$21,867	\$6,506	\$20,211	\$20,053	\$20,339
Services	\$156,329	\$120,213	\$158,298	\$152,147	\$115,976
Intergovernmental	\$0	\$14,228	(\$14,007)	\$38,739	\$38,857
Interfund Payments	\$8,867	\$10,730	\$11,066	\$91,202	\$30,246
<b>Department Total</b>	<b>\$1,299,661</b>	<b>\$1,337,935</b>	<b>\$1,424,267</b>	<b>\$1,188,209</b>	<b>\$1,129,486</b>

### Position Summary

	2008	2009	2010	2011	2012
	Actual	Actual	Budget	Budget	Budget
Development Svcs Director	1	1	1	1	1
Plan Review/Inspection Svcs Mgr	1	0	0	0	0
Long Range Planning Mgr	1	1	1	0	0
Permit & Land Use Services Mgr	1	1	1	0	0
Senior Admin Assistant	1.65	1.65	1.65	1	1
Admin Assistant	1	0	0	0	0
Transportation/Env Planner*	0	1	1	1	1
Senior Planner	1	1	1	1	1
Planner	2.75	1.75	1.75	1	1
Building Plans Examiner	1	1	1	1	1
Building Inspector II	1	1	1	1	1
Permit Tech II	3	3	3	2	2
Permit Tech I	1	0	0	0	0
<b>Position Totals</b>	<b>16.4</b>	<b>13.4</b>	<b>13.4</b>	<b>9.0</b>	<b>9.0</b>

## Long Range Planning

### Description

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Major Plan Updates	4	5	5	2	3
Annual Docket Items	5	9	6	5	5
Development Regulations	28	28	24	20	20
Municipal Code Amendments	2	6	2	2	2
Commission/Board/HE Mtgs	41	59	40	40	40
Community Meetings	17	21	17	10	10
Code Enforcement Cases	0	0	0	100	100

FTEs Positions Summary					
Dev. Services Director	1.00	1.00	1.00	1.00	1.00
Long Range Planner Mgr.	1.00	1.00	1.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Transportation Planner	1.00	1.00	1.00	1.00	1.00
Planner	2.75	1.75	0.75	1.00	1.00
Senior Admin. Assistant	1.65	1.65	1.65	1.00	1.00
<b>Total FTEs</b>	<b>8.40</b>	<b>7.40</b>	<b>6.40</b>	<b>5.00</b>	<b>5.00</b>

### 2011/2012 Work Plan Overview

- Complete remanded Downtown Business District Regulations
- Complete Annual Docket Items
- Fully implement "Project Manager" Program for improved customer service
- Train departmental staff on uniform consistent application/interpretation of city codes

## LONG RANGE PLANNING DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$313,692	\$363,172	\$378,222	\$154,582	\$157,674
<i>Personnel Benefits</i>	\$94,582	\$103,479	\$108,862	\$50,453	\$56,211
<i>Supplies</i>	\$2,782	\$2,027	\$4,948	\$4,739	\$4,791
<i>Other Services and Charges</i>					
Professional Services	\$56,255	\$72,427	\$20,761	\$52,746	\$17,855
Communication	\$1,313	\$2,784	\$1,215	\$1,215	\$1,215
Travel Expense	\$1,378	\$289	\$6,051	\$1,600	\$1,600
Advertising	\$7,074	\$6,542	\$859	\$4,500	\$4,500
Operating Rentals	\$0		\$200	\$0	\$0
Education/Training	\$510	\$1,808	\$1,672	\$1,600	\$1,600
Repairs & Maintenance	\$0		\$590	\$590	\$590
Miscellaneous	\$1,566	\$1,044	\$2,826	\$1,660	\$1,660
Printing	\$1,498	\$53	\$18,846	\$4,725	\$4,725
<i>Total Services and Charges</i>	\$69,594	\$84,947	\$53,020	\$68,636	\$33,745
<i>Intergovernmental</i>	\$0	\$0	\$0	\$7,167	\$7,189
<i>Interfund</i>	\$1,239	\$2,118	\$2,179	\$10,168	\$5,735
<b>DEPARTMENT TOTAL</b>	<b>\$481,888</b>	<b>\$555,743</b>	<b>\$547,231</b>	<b>\$295,744</b>	<b>\$265,344</b>

**Permitting and Land Use Division**

**Description**

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

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

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Use Applications/Reviews	94	85	30	36	38
Use Approvals	44	31	14	18	18
Permit Applications*	503	486	399	200	250
Permits Issued*	488	455	240	130	150
Permits Finalized*	574	477	372	300	300
Sign Permits	43	93	104	100	100
SEPA Determinations	38	36	30	32	32
TRC Meetings	55	25	20	22	22
Site Inspections	3,637	3,089	1,721	1,600	1,600
Stop Work Notices Issued	7	6	4	5	5
Bld. Permit Valuations	\$15,503,985	\$23,810,609	\$53,833,486	\$15,000,000	\$10,000,000

FTEs Positions Summary					
Plans/Inspections Manager	1.00	0.00	0.00	0.00	0.00
Permit Services Manager	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00
Permit Tech II	3.00	3.00	3.00	2.00	2.00
Permit Tech I	1.00	0.00	0.00	0.00	0.00
<b>Total FTEs</b>	<b>9.00</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>

**2011/2012 Work Plan Overview**

- Implement "Project Manager" Program to improve service and reduce processing time
- Improve customer service interactions and prepare information about processing timelines and fees
- Train staff to ensure consistent interpretation and application of development requirements
- 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
- Assume responsibility for basic fire inspections related to new construction.
- Assume responsibility for code enforcement services

## PERMIT & LAND USE DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$498,330	\$527,146	\$562,974	\$505,148	\$515,251
<i>Personnel Benefits</i>	\$179,772	\$192,461	\$198,641	\$175,884	\$194,933
<i>Supplies</i>	\$18,971	\$4,479	\$15,263	\$15,315	\$15,547
<i>Other Services and Charges</i>					
Professional Services	\$48,929	\$24,372	\$68,627	\$63,922	\$62,641
Communication	\$7,317	\$5,983	\$13,856	\$6,944	\$6,944
Travel Expense	\$511	\$202	\$4,613	\$1,500	\$1,500
Advertising	\$2,535	\$2,448	\$9,552	\$6,000	\$6,000
Operating Rentals	\$0	\$0	\$0	\$0	\$0
Education/Training	\$4,201	\$1,100	\$2,500	\$1,500	\$1,500
Repairs & Maintenance	\$6	\$0	\$1,675	\$838	\$838
Miscellaneous	\$2,135	\$1,121	\$4,494	\$2,808	\$2,808
Printing	\$48	\$40	(\$39)	\$0	\$0
<i>Total Services and Charges</i>	\$65,682	\$35,266	\$105,278	\$83,512	\$82,231
<i>Intergovernmental</i>	\$0	\$14,228	(\$14,007)	\$31,573	\$31,669
<i>Interfund</i>	\$7,628	\$8,612	\$8,887	\$81,034	\$24,511
<b>DEPARTMENT TOTAL</b>	<b>\$770,383</b>	<b>\$782,192</b>	<b>\$877,036</b>	<b>\$892,465</b>	<b>\$864,142</b>

## **PUBLIC WORKS DEPARTMENT**

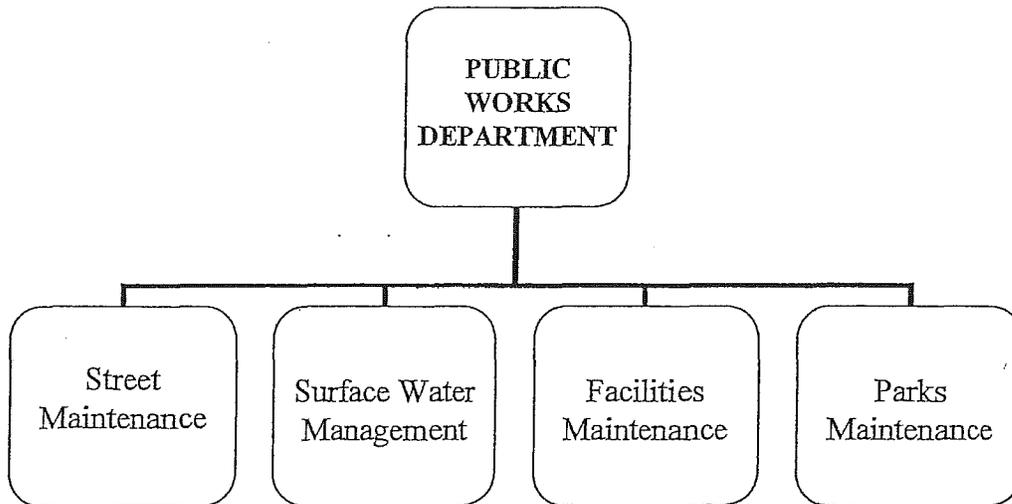
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The Public Works Department plans, designs, and maintains the City's public infrastructure systems, which includes roadways, surface water drainage, parks, and municipal buildings.

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

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

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## PUBLIC WORKS

\*Includes Engineering, Streets, Surface Water, Parks & Facilities

### Department Summary

	2008	2009	Adjusted 2010	Preliminary 2011	Preliminary 2012
	Actual	Actual	Budget	Budget	Budget
Salaries	\$1,000,681	\$961,245	\$833,865	\$1,184,000	\$1,192,146
Benefits	\$338,216	\$340,885	\$319,209	\$432,922	\$482,875
Supplies	\$173,763	\$118,875	\$177,125	\$171,487	\$170,853
Services	\$582,950	\$444,371	\$791,502	\$709,779	\$680,512
Intergovernmental	\$474,084	\$249,416	\$222,583	\$215,812	\$215,960
Interfund Payments	\$210,125	\$233,360	\$236,503	\$437,734	\$406,943
Capital Outlay	\$14,658	\$8,340	\$1,661	\$136,350	\$15,650
<b>Department Total</b>	<u>\$2,794,477</u>	<u>\$2,356,492</u>	<u>\$2,582,448</u>	<u>\$3,288,084</u>	<u>\$3,164,939</u>

### Position Summary

	2008	2009	Adjusted 2010	Preliminary 2011	Preliminary 2012
	Actual	Actual	Budget	Budget	Budget
Public Works Director	1	1	1	1	1
P.W. Asst. Director	0	1	1	1	1
Senior Admin Assistant	1	1	1	1	1
Admin Assistant	0.5	0	0	0	0
Public Works Admin.		0	0	0	0
City Engineer	0	0	0	0	0
Senior Engineer	2	0	0	1	1
Engineer	0	1	1	1	1
Engineering Technician	1	1	1	1	1
Field Engineer	1	1	1	0	0
Engineer (TLE)	1	0	0	0	0
Engineering Tech (TLE)	1	0	0	0	0
Transportation Planner	1	0	0	0	0
Civil Plans Examiner	1	1	1	0	0
Civil Site Field Inspector	1	1	1	0	0
Facilities I	1	1	1	0	0
Facilities II	1	1	1	0	0
Maintenance Supervisor	1	1	1	1	1
Parks Maintenance Worker	1	1	1	1	1
Maintenance Worker I	1	0	0	1	1
Maintenance Worker II	2	3	3	2	2
Maintenance Worker III	1	1	1	2	2
Seasonal				2.1	2.1
<b>Position Totals</b>	<u>19.5</u>	<u>16</u>	<u>16</u>	<u>15.1</u>	<u>15.1</u>

2011 and 2012 budgets include expenditures from reorganizatized City departments

## 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, parks, and municipal facilities. The Division identifies improvements needed to accommodate growth and to maintain the systems in safe working order; and is responsible for design, bidding, and construction of roadway, surface water, park, and facility construction projects.

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

Activity Workload Indicators					
Indicator	2008	2009	2010	2011	2012
Capital Projects Designed	7	5	4	7	3
Capital Projects Constructed	5	6	4	4	3
Traffic Accidents	231	189	190	190	190
Traffic Studies	11	4	3	3	3
Development Plans Reviewed	39	6	15	10	10
ROW Permits Issues	100	88	80	80	80
Site Inspections	1,300	1,200	1,000	1,000	1,000

FTEs Positions Summary					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Asst. Public Works Director	0.00	1.00	1.00	1.00	1.00
Senior Engineer	2.00	1.00	1.00	1.00	1.00
Engineer I/Field Engineer	3.00	2.00	2.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Civil Plans Examiner	1.00	1.00	0.00	0.00	0.00
Civil Site Field Inspector	1.00	1.00	0.00	0.00	0.00
Senior Admin. Assistant	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.00	0.00	0.00	0.00
Engineering Interns	3.30	0.70	0.00	0.00	0.00
<b>Total FTEs</b>	<b>13.80</b>	<b>9.70</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>

### 2011/2012 Work Plan Overview

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

## ENGINEERING DIVISION

	2008 Actual	2009 Actual	2010 Budget	2011 Budget	2012 Budget
<i>Salaries and Wages</i>	\$292,282	\$278,178	\$308,647	\$250,695	\$255,028
<i>Personnel Benefits</i>	\$92,020	\$96,386	\$95,173	\$87,180	\$96,403
<i>Supplies</i>	\$28,447	\$15,986	\$24,414	\$20,084	\$20,176
<i>Services and Charges</i>					
Professional Services	\$35,616	\$90,020	\$68,979	\$72,283	\$71,780
Communication	\$1,286	\$3,097	\$7,383	\$3,200	\$3,200
Travel	\$60	\$62	\$2,138	\$1,050	\$1,050
Advertising	\$2,399	\$132	\$5,868	\$2,300	\$2,000
Repairs and Maintenance	\$0	\$5,025	\$3,125	\$7,550	\$2,550
Education/Training	\$1,074	\$224	\$3,377	\$4,125	\$3,925
Miscellaneous	\$999	\$1,004	\$836	\$860	\$500
<i>Total Services and Charges</i>	\$41,434	\$99,564	\$91,706	\$91,368	\$85,005
<i>Intergovernmental</i>	\$12,558	\$656	\$43,344	\$15,397	\$15,434
<i>Interfund</i>	\$9,587	\$8,172	\$8,485	\$19,153	\$11,521
	<u>\$476,327</u>	<u>\$498,942</u>	<u>\$571,769</u>	<u>\$483,877</u>	<u>\$483,567</u>

**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.

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
Miles of Roadway Maintained	48	47	47	47	47
Potholes Repaired	n/a	98	130	90	90
Traffic Signals	20	21	21	21	21
Miles of Street Swept	850	1,592	1,500	1,500	1,500
Snow/Ice Events	2	1	0	2	2
Gallons Anti-Icer Used	500	1,625	0	1,500	1,500
Signs Installed/Replaced	60	156	135	140	140
Lane Lines Installed (lf)	47	47	47	47	47
Work Orders Completed	71	80	80	80	80
Street Lights	610	684	687	690	695

<b>FTEs Positions Summary</b>					
Maintenance Supervisor	1.00	1.00	0.00	0.00	0.00
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	2.00	3.00	3.00	2.00	2.00
Maintenance Worker I	1.00	0.00	0.00	0.00	0.00
Seasonal Laborers	0.00	0.42	0.21	0.34	0.34
<b>Total FTEs</b>	<b>5.00</b>	<b>5.42</b>	<b>4.21</b>	<b>3.34</b>	<b>3.34</b>

**2011/2012 Work Plan Overview**

- Install raised pavement markers on other selected arterials in lieu of using paint striping
- Test energy efficient LED Street Lights in selected locations
- Replace traffic signal light bulbs with energy-efficient LED lights
- Replace temporary speed humps with permanent speed humps at one location
- Repair at least 6 sections of damaged sidewalk
- Construct a permanent cover for the winter sand stockpile

## STREETS

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$287,083	\$284,356	\$197,256	\$263,985	\$252,666
<i>Personnel Benefits</i>	\$98,525	\$100,005	\$87,133	\$97,208	\$108,256
<i>Supplies</i>	\$55,484	\$52,398	\$52,702	\$63,077	\$63,683
<i>Total Svcs and Charges</i>					
<i>Services and Charges</i>					
Professional Services	\$56,949	\$23,625	\$26,375	\$21,761	\$20,757
Communication	\$5,789	\$2,148	\$5,252	\$2,800	\$2,800
Travel	\$449	\$260	\$1,040	\$400	\$400
Advertising	\$1,932	\$524	\$276	\$400	\$400
Operating Rentals	\$1,543	\$4,424	\$17,976	\$9,600	\$9,600
Utilities Services	\$124,535	\$123,244	\$111,456	\$156,000	\$138,000
Repairs and Maintenance	\$1,220	\$1,079	\$16,921	\$2,400	\$2,000
Education/Training	\$828	\$189	\$2,211	\$1,100	\$1,100
Miscellaneous	\$673	\$271	(\$71)	\$400	\$400
<i>Total Services and Charges</i>	\$193,918	\$155,764	\$181,436	\$194,861	\$175,457
<i>Intergovernmental</i>	\$233,516	\$182,757	\$135,242	\$152,000	\$152,000
<i>Interfund</i>	\$34,805	\$43,708	\$44,974	\$61,635	\$53,712
<i>Capital Outlay</i>	\$9,875	\$8,340	(\$8,339)	\$45,450	\$15,650
<b>FUND TOTAL</b>	<b>\$913,206</b>	<b>\$827,328</b>	<b>\$690,404</b>	<b>\$878,216</b>	<b>\$821,424</b>

City of Woodinville, Washington  
**Surface Water Management**

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**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).

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
Miles of Pipe Maintained	48	49	50	50	50
Miles of Ditch Maintained	38	38	38	38	38
No. of Catch Basins	3,080	3,200	3,260	3,260	3,260
No. Detention Ponds	20	20	20	20	20
No. Detention Vaults	12	12	12	12	12
No. Water Quality Facilities	3	4	4	6	6
Flood Events	2	1	0	0	0
Water Quality Tests	118	115	115	120	120
Work Orders Completed	71	70	70	70	70

<b>FTEs Positions Summary</b>					
Maintenance Worker III	0.00	0.00	0.00	1.00	1.00
Maintenance Worker I	0.00	0.00	0.00	1.00	1.00
Seasonal Laborers	0.00	0.42	0.21	0.34	0.34
<b>Total FTEs</b>	<b>0.00</b>	<b>0.42</b>	<b>0.21</b>	<b>2.34</b>	<b>2.34</b>

**2011/2012 Work Plan Overview**

- Complete City's Comprehensive Storm Water Master Plan
- Construct a sweeper/vactor decant station at the new Public Works facility
- Continue to implement the storm water maintenance schedule and plan for City's drainage facilities
- Continue the implementation of NPDES Phase 2 Permit requirements, including the establishment of a clearing and grading code

## SURFACE WATER

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$314,173	\$287,730	\$216,906	\$334,660	\$342,226
<i>Personnel Benefits</i>	\$107,140	\$102,312	\$95,214	\$124,267	\$139,108
<i>Supplies</i>	\$56,968	\$21,048	\$75,952	\$39,163	\$38,497
<i>Services and Charges</i>					
Professional Services	\$98,641	\$59,853	\$237,147	\$113,000	\$113,000
Communication	\$1,886	\$2,288	\$11,513	\$5,000	\$5,000
Travel	\$269	\$0	\$600	\$1,200	\$400
Advertising	\$1,384	\$72	\$2,329	\$600	\$300
Operating Rentals	\$1,307	\$1,452	\$18,148	\$9,600	\$9,600
Repairs and Maintenance	\$4,603	\$0	\$6,000	\$2,500	\$2,500
Education/Training	\$934	\$190	\$4,610	\$1,200	\$700
Miscellaneous	\$437	\$271	\$129	\$600	\$600
<i>Total Services and Charges</i>	\$109,461	\$64,126	\$280,476	\$133,700	\$132,100
<i>Intergovernmental</i>	\$228,011	\$66,003	\$43,997	\$24,208	\$24,263
<i>Interfund</i>	\$165,733	\$181,480	\$183,044	\$178,473	\$170,855
<i>Capital Outlays</i>	\$4,782	\$0	\$10,000	\$45,450	\$0
<b>DEPARTMENT TOTAL</b>	<b>\$986,268</b>	<b>\$722,699</b>	<b>\$905,589</b>	<b>\$879,921</b>	<b>\$847,049</b>

**Facilities Maintenance**

**Description**

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

The Division maintains the City Hall building and the new Public Works Facility. The Carol Edwards Center buildings are scheduled to be closed December 31, 2010.

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
Facilities Maintained	2	2	2	2	2
Sq. Feet Facilities Maintained	51,780	51,780	51,780	28,200	28,200
Major Repairs	12	5	5	0	0
Minor Repairs	45	50	50	15	15
Work Orders Completed	98	100	100	2	2

<b>FTEs Positions Summary</b>					
Facilities Maint. Wkr. II	1.00	1.00	1.00	0.00	0.00
Facilities Maint. Wkr. I	1.00	1.00	1.00	0.00	0.00
Total FTEs	2.00	2.00	2.00	0.00	0.00

**2011/2012 Work plan Overview**

- Contract for custodial services for City Hall and the Public Works site Buildings
- Establish on-call contracts for other needed maintenance work

## FACILITIES DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$107,143	110,982	\$111,056	\$0	\$0
<i>Personnel Benefits</i>	\$40,531	42,182	\$41,689	\$0	\$0
<i>Supplies</i>	\$32,865	29,443	\$24,057	\$10,000	\$10,000
<i>Services and Charges</i>					
Professional Services	\$30,763	\$17,458	\$42,642	\$54,100	\$54,100
Communication	\$6,454	\$6,064	\$3,336	\$4,000	\$4,000
Travel	\$0	\$0	\$400	\$0	\$0
Advertising	\$0	\$0	\$1,200	\$1,600	\$0
Operating Rentals	\$405	\$1,072	\$928	\$0	\$0
Utilities	\$135,976	\$71,382	\$122,819	\$70,100	\$71,400
Repairs and Maintenance	\$63,319	\$28,389	\$63,211	\$25,000	\$25,000
Education/Training	\$328	\$350	\$150	\$0	\$0
Miscellaneous	\$892	\$202	\$3,198	\$1,350	\$1,350
<i>Total Services and Charges</i>	\$238,137	\$124,917	\$237,884	\$156,150	\$155,850
<b><i>DEPARTMENT TOTAL</i></b>	<b>\$418,676</b>	<b>\$307,524</b>	<b>\$414,686</b>	<b>\$166,150</b>	<b>\$165,850</b>

**Parks Maintenance Division**

**Description**

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

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

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
Master Plans Updated	0	0	1	2	0
Capital Projects Managed	0	0	1	2	0
No. Sites Maintained	17	18	18	18	18
Acres-Developed Parkland	21	23	23	23	23
Acres-Undeveloped Parkland	76	76	76	76	76
Miles of Trails Maintained	2	2	2	2	2
Safety Field Site Inspections	60	60	60	60	60
Acres Grass Mowed (cum.)	12	12	12	8	8
Acres Syn Turf Main. (cum.)	0	0	5	5	5

<b>FTEs Positions Summary</b>					
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Seasonal Laborers	2.65	2.65	2.31	1.39	1.39
<b>Total FTEs</b>	<b>4.65</b>	<b>4.65</b>	<b>4.31</b>	<b>3.39</b>	<b>3.39</b>

**2011/2012 Work plan Overview**

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

## PARKS MAINTENANCE DIVISION

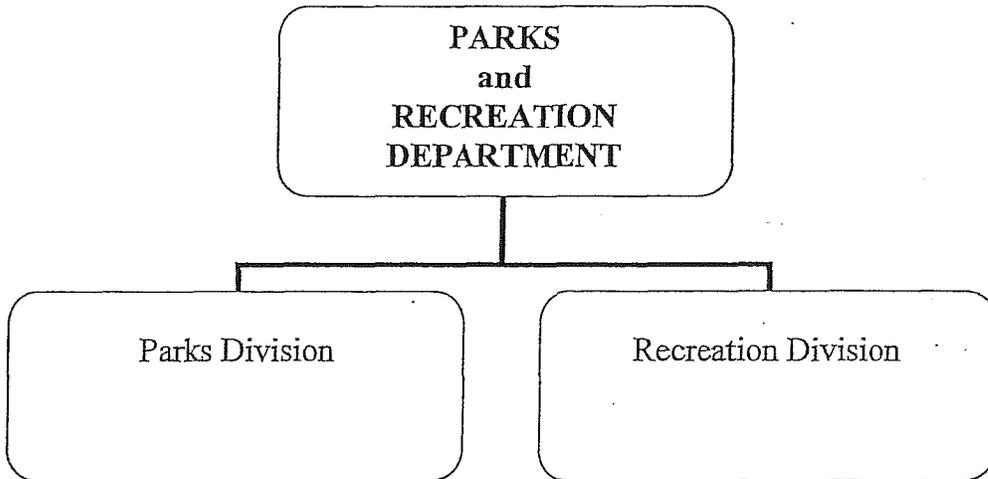
	2008 Actual	2009 Actual	Adjusted 2010 Budget	2011 Preliminary Budget	2012 Preliminary Budget
<i>Salaries and Wages</i>	\$317,137	\$219,300	\$278,909	\$132,853	\$134,578
<i>Personnel Benefits</i>	\$93,514	\$71,767	\$84,469	\$48,404	\$51,851
<i>Supplies</i>	\$55,105	\$33,709	\$52,671	\$20,980	\$23,060
<i>Services and Charges</i>					
Professional Services	\$16,719	\$4,495	\$38,505	\$14,980	\$14,760
Communication	\$4,171	\$3,379	\$5,641	\$2,200	\$2,200
Travel	\$1,693	\$35	\$4,110	\$800	\$400
Advertising	\$758	\$0	\$1,400	\$0	\$0
Operating Rentals	\$992	\$843	\$7,707	\$2,900	\$2,900
Utilities	\$33,556	\$34,620	\$61,965	\$85,000	\$85,000
Repairs and Maintenance	\$14,333	\$10,411	\$27,039	\$15,500	\$15,500
Education/Training	\$655	\$718	\$2,616	\$1,600	\$900
Miscellaneous	\$1,850	\$2,327	\$1,679	\$10,350	\$10,350
Printing	\$423	\$0	\$3,000	\$0	\$0
<i>Total Services and Charges</i>	\$75,150	\$56,828	\$153,662	\$133,330	\$132,010
<i>Intergovernmental</i>	\$4,507	\$19,389	\$9,011	\$9,424	\$4,000
<i>Interfund</i>	\$14,109	\$16,506	\$17,013	\$19,948	\$16,756
<b>DEPARTMENT TOTAL</b>	<u>\$559,521</u>	<u>\$417,499</u>	<u>\$595,735</u>	<u>\$364,938</u>	<u>\$362,256</u>

**PARKS and RECREATION DEPARTMENT**

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The Parks and Recreation Department is included in this Budget for clarity and comparison purposes. With the closure of the Carol Edwards Community Center and termination of recreation programs and classes; the cost of continuing Parks and Recreation activities have been transferred to other Department Budgets. Continuing services and programs include: Park Maintenance, Field Rentals, Volunteer Programs, and Special Events. All other Park and Recreation services are discontinued in this Budget.

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## PARKS AND RECREATION SUMMARY

<b>Department Summary</b>					
	<b>2008</b>	<b>2009</b>	<b>Adjusted</b>	<b>Preliminary</b>	<b>Preliminary</b>
	<b>Actual</b>	<b>Actual</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
			<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Salaries	\$626,581	\$485,755	\$550,040	\$0	\$0
Benefits	\$180,948	\$150,727	\$172,384	\$0	\$0
Supplies	\$94,235	\$45,129	\$86,651	\$0	\$0
Services	\$258,955	\$256,487	\$522,217	\$0	\$0
Capital Outlay	\$0	\$19,389	\$9,011	\$0	\$0
Intergovernmental	\$11,917	\$20,924	\$21,567	\$0	\$0
Interfund Payments	\$15,893	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$1,188,528</b>	<b>\$978,411</b>	<b>\$1,361,870</b>	<b>\$0</b>	<b>\$0</b>

<b>Position Summary</b>					
	<b>2008</b>	<b>2009</b>	<b>Adjusted</b>	<b>Preliminary</b>	<b>Preliminary</b>
	<b>Actual</b>	<b>Actual</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
			<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Parks & Rec Director	1	1	1	0	0
Recreation Supervisor	1	1	1	0	0
Recreation Coordinator	1	1	1	0	0
Senior Admin Assistant	1	1	1	0	0
Admin Assistant	1	1	1	0	0
Recreation Prog Tech	0.75	0.75	0.75	0	0
Parks Maint. Supervisor	1	1	1	0	0
Maintenance Worker II	1	1	1	0	0
<b>Position Totals</b>	<b>7.75</b>	<b>7.75</b>	<b>7.75</b>	<b>0</b>	<b>0</b>
	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours</b>
Instructors/Office Help	4037	4037	4037	0	0
Seasonals (Parks)	5510	5510	5510	0	0

**Recreation Division**

**Description**

The Recreation Division provides programs, events, and activities for all ages, interests, and abilities. All of these programs are scheduled to be terminated on December 31, 2010.

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.

This Division is discontinued in the 2011-2012 Budget.

<b>Activity Workload Indicators</b>					
<b>Indicator</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
No. Participants Enrolled	22,618	22,600	22,600	0	0
No. Programs Offered	376	350	350	0	0
Program Revenues	\$158,665	\$170,966	\$175,000	\$0	\$0
No. Special Events	21	9	9	0	0
Rental Space Available (sf)	10,539	10,539	10,539	0	0
Indoor Facility Rental Hours	1,246	1,248	1,248	0	0
Field Rental Hours	1,794	1,800	1,800	0	0
Indoor Facility Rental Rev.	\$25,950	\$38,969	\$40,000	\$0	\$0
Field/Shelter Rental Revenues	\$18,384	\$17,254	\$122,000	\$0	\$0

<b>FTEs Positions Summary</b>					
Recreation Supervisor	1.00	1.00	1.00	0.00	0.00
Recreation Coordinator	1.00	1.00	1.00	0.00	0.00
Recreation Program Tech.	0.75	0.75	0.75	0.00	0.00
Office Manager	0.00	0.00	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	0.50	0.00	0.00
Non-Regular Instructors/Office	1.94	1.94	1.44	0.00	0.00
<b>Total FTEs</b>	<b>5.69</b>	<b>5.69</b>	<b>5.69</b>	<b>0.00</b>	<b>0.00</b>

**2011/2012 Work Plan Overview**

- Programs are discontinued. No work plan has been developed for this Division.

## RECREATION DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries and Wages</i>	\$309,444	\$266,455	\$271,131	\$0	\$0
<i>Personnel Benefits</i>	\$87,434	\$78,960	\$87,915	\$0	\$0
<i>Supplies</i>	\$39,130	\$10,940	\$32,060	\$0	\$0
<i>Services and Charges</i>					
Professional Services	\$125,038	\$85,263	\$215,091	\$0	\$0
Communication	\$8,601	\$6,974	\$15,106	\$0	\$0
Travel	\$1,347	\$310	\$4,490	\$0	\$0
Advertising	\$3,529	\$3,134	\$4,866	\$0	\$0
Operating Rentals	\$14,343	\$2,963	\$15,095	\$0	\$0
Utilities		\$73,131	\$93,369	\$0	\$0
Maintenance	\$978	\$7,506	-\$4,306	\$0	\$0
Education/Training	\$1,065	\$0	\$1,350	\$0	\$0
Miscellaneous	\$4,847	\$4,305	\$5,757	\$0	\$0
Printing	\$24,057	\$15,342	\$12,958	\$0	\$0
<i>Total Services and Charges</i>	\$183,805	\$198,928	\$363,776	\$0	\$0
<i>Intergovernmental</i>	\$7,410	\$0	\$0	\$0	\$0
<i>Interfund</i>	\$1,784	\$3,174	\$3,272	\$0	\$0
<b>DEPARTMENT TOTAL</b>	<b>\$629,007</b>	<b>\$558,457</b>	<b>\$758,154</b>	<b>\$0</b>	<b>\$0</b>

## LAW ENFORCEMENT DEPARTMENT

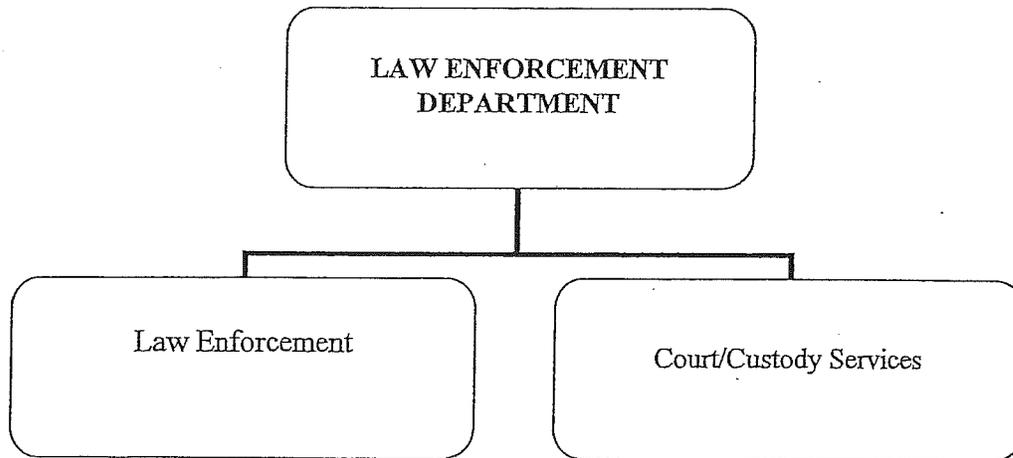
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The Law Enforcement Department provides police protection to the community by enforcing criminal laws established by state and municipal ordinances; and includes court and custody services associated with processing violators through the justice system.

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

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

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City of Woodinville, Washington  
**Law Enforcement Division**

**Description**

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

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

<b>Activity Workload Indicators</b>					
Indicator	2008	2009	2010	2011	2012
No. Commissioned Officers	10	10	10	10	10
Calls for Service	2,754	2,616	2,485	2,500	2,500
Officer Initiated Events	5	2,914	3,060	3,080	3,000
Part One Crimes	478	466	440	430	420
Part Two Crimes	482	447	350	350	350
Avg. Response Time (Priority)	3	3	3	3	3
Code Enforcement Cases	150	200	150	0	0
Permits/Passports Issued	0	0	0	250	500

<b>FTEs Positions Summary</b>					
Code Enforcement Officer	1.00	1.00	1.00	0.00	0.00
Police Clerk	0.00	0.00	0.00	1.00	1.00
<b>Total FTEs</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**2011/2012 Work Plan Overview**

- Maintain downward trend of Part One and Two Crimes per capita
- Maintain or improve Priority Response Times
- Monitor the Animal Services contract with King County and the PAWS Animal Shelter to ensure effective and accurate services
- Develop crime prevention education programs to share with established block and neighborhood watch groups
- Work with the Chamber of Commerce to develop business crime prevention education to reduce fraud and forgeries
- Rewrite the false alarm ordinance
- Implement impound fees for drivers with suspended licenses
- Market animal licensing and other services offered by the Police Department at City Hall
- Develop Monthly Police Department Report tracking crime trends and departmental personnel performance
- Begin program to process passports, weapons permits, fingerprints, etc. to generate revenue for new clerical support employee

## LAW ENFORCEMENT DIVISION

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Salaries</i>	\$0	\$60,042	\$62,344	\$55,199	\$56,303
<i>Benefits</i>	\$0	\$21,775	\$23,326	\$29,815	\$32,663
<i>Supplies</i>	\$9,716	\$5,666	\$19,184	\$7,800	\$4,300
<i>Other Services &amp; Charges</i>					
Professional Services	\$251	\$1,471	\$2,653	\$3,000	\$1,500
Communication	\$5,453	\$5,240	\$6,761	\$6,500	\$6,500
Travel Expense	\$1,379	\$178	\$3,922	\$1,000	\$1,000
Advertising	\$0	\$0	\$2,300	\$0	\$0
Operating Rentals	\$0	\$224	\$376	\$0	\$0
Education/Training	\$2,314	\$299	\$3,701	\$1,000	\$1,000
Repairs & Maintenance	\$703		\$1,000	\$1,000	\$1,000
Miscellaneous	\$137	\$275	\$1,175	\$250	\$250
Printing	\$0	\$0	\$400	\$0	\$0
<i>Total Other Services &amp; Charges</i>	\$10,237	\$7,687	\$22,288	\$12,750	\$11,250
<i>Intergovernmental</i>	\$2,141,280	\$2,074,282	\$2,679,910	\$2,512,481	\$2,588,332
<b>DEPARTMENT TOTAL</b>	<b>\$2,161,234</b>	<b>\$2,169,452</b>	<b>\$2,807,052</b>	<b>\$2,618,045</b>	<b>\$2,692,848</b>

City of Woodinville, Washington  
**Court and Custody Services**

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

Jail detention services are provided through contracts that include booking, transporting, housing, and feeding of convicted non-felony prisoners who are housed at the King County Jail, Snohomish County Jail, 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	2008	2009	2010	2011	2012
No. Cases Filed*	976	1,024	578	600	575
No. Cases Publicly Defended	152	187	172	175	175
Prisoners Booked	196	181	174	180	175
Prisoner Days in Jail	1,946	1,362	1,155	1,200	1,100
Avg. Cost Per Jail Day	\$84.30	\$89.04	\$94.20	\$99.30	\$103.20
Elec. Monitoring - Prisoners	n/a	5	3	10	15

FTEs Positions Summary	
None	<i>Services are contracted.</i>

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

**2011/2012 Work Plan Overview**

- Improve court activity reporting system
- Continue participation in regional process to identify jail bed capacity for the future
- Establish new agreements to reduce Jail costs

## COURT SERVICES DIVISION

	2008 Actual	2009 Actual	2010 Adjusted Budget	2011 Preliminary Budget	2012 Preliminary Budget
Services	\$67,500	\$84,975	\$80,025	\$115,000	\$120,750
Intergovernmental	\$186,000	\$150,288	\$240,812	\$233,000	\$288,000
<b>Department Total</b>	<b>\$253,500</b>	<b>\$235,263</b>	<b>\$320,837</b>	<b>\$348,000</b>	<b>\$408,750</b>
	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Other Services &amp; Charges</i>					
Prosecution Charges	\$45,984	\$48,805	\$56,195	\$50,000	\$52,500
Public Defense	\$31,380	\$36,170	\$23,830	\$65,000	\$68,250
	\$77,364	\$84,975	\$80,025	\$115,000	\$120,750
<i>Intergovernmental</i>					
Intergovernmental-Jail	\$146,372	\$131,821	\$234,179	\$200,000	\$250,000
Intergovernmental-Court	\$734	\$17,435	(\$14,335)	\$25,000	\$30,000
Intergovernmental-Interpreter Svcs	\$0		\$2,000	\$500	\$500
Intergovernmental-Domestic	\$3,732	\$1,032	\$18,968	\$7,500	\$7,500
<b>Total Intergovernmental</b>	<b>\$150,838</b>	<b>\$150,288</b>	<b>\$240,812</b>	<b>\$233,000</b>	<b>\$288,000</b>
<b>DEPARTMENTAL TOTAL</b>	<b>\$228,202</b>	<b>\$235,263</b>	<b>\$320,837</b>	<b>\$348,000</b>	<b>\$408,750</b>



## **NON-DEPARTMENTAL SERVICES DEPARTMENT**

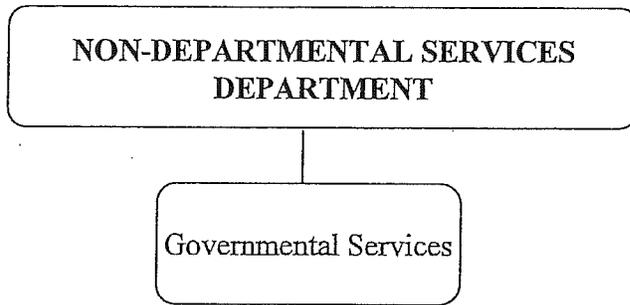
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The Non-Departmental Services Department includes costs or expenditures that cannot be easily assigned to a specific operating department or includes equipment or services that are used on a citywide basis.

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.

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## NON-DEPARTMENTAL

### Department Summary

	2008 Actual	2009 Actual	2010 Adjusted Budget	2011 Preliminary Budget	2012 Preliminary Budget
Salaries	\$0	\$0	\$0	\$0	\$0
Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$30,161	\$29,879	\$44,121	\$0	\$0
Services	\$258,517	\$232,036	\$281,649	\$0	\$0
Intergovernmental	\$143,084	\$118,294	\$144,119	\$0	\$0
Interfund	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total Before Trfr Out	\$431,762	\$380,209	\$469,889	\$0	\$0
Other Financing Uses	\$2,493,520	\$2,071,080	\$5,414,848	\$2,152,986	\$2,069,532
<b>Department Total</b>	<b>\$2,925,281</b>	<b>\$2,451,289</b>	<b>\$5,884,737</b>	<b>\$2,152,986</b>	<b>\$2,069,532</b>

## Non-Departmental

	2008 Actual	2009 Actual	Adjusted 2010 Budget	Preliminary 2011 Budget	Preliminary 2012 Budget
<i>Supplies</i>	\$30,161	\$29,879	\$44,121	\$0	\$0
<i>Services &amp; Charges</i>					
Professional Services					
Service Contracts	\$10,670	\$8,824	\$30,677	\$0	\$0
Hmn Svcs Grants to Cmty Rlns	\$109,118	\$81,275	\$79,909	\$0	\$0
Toursim (Hotel/Motel Tax)	\$0	\$0	\$0	\$0	\$0
Affordable Housing	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0
Communication	\$8,973	\$9,604	\$13,396	\$0	\$0
Travel Expense	\$36	\$17	(\$17)	\$0	\$0
Operating Rentals		\$0	\$5,000	\$0	\$0
Insurance	\$129,164	\$132,217	\$148,783	\$0	\$0
Miscellaneous	\$99	\$99	(\$99)	\$0	\$0
Repairs/Maintenance	\$457	\$0	\$4,000	\$0	\$0
<i>Total Services &amp; Charges</i>	\$258,517	\$232,036	\$281,649	\$0	\$0
<i>Intergovernmental</i>	\$143,084	\$118,294	\$144,119	\$0	\$0
<i>Transfers</i>	\$2,493,520	\$2,071,080	\$5,414,848	\$2,152,986	\$2,069,532
<b>DEPARTMENT TOTAL</b>	<b>\$2,925,282</b>	<b>\$2,451,289</b>	<b>\$5,884,737</b>	<b>\$2,152,986</b>	<b>\$2,069,532</b>



**Debt Service**

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The Debt Service Fund receives a transfer from the General Fund to make principal and interest payments on the City's outstanding debt.

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## DEBT SERVICE

### Department Summary

	2008 Actual	2009 Budget	2010 Budget	2011 Budget	2012 Budget
Principal & Interest	\$540,034	\$534,480	\$528,207	\$531,207	\$532,869
Fund Total	\$540,034	\$534,480	\$528,207	\$531,207	\$532,869

City of Woodinville, Washington  
**DEBT SERVICE FUND**

The City's Debt Service Fund will receive a transfer from the General Fund to pay the principal and interest costs on the outstanding bond obligations. In 2008, the City's outstanding bonds were upgraded by Standard & Poors from Aa- to Aa+.

	2007	2008	2009	2010	2011	2012
	Actual	Actual	Actual	Actual	Budget	Budget
<b>Beginning Balance</b>	\$374,816	\$392,003	\$403,279	\$202,674	\$2,219	\$1,719
<b>Revenue</b>						
Investment Interest	\$17,187	\$11,276	\$0	\$0	\$0	\$0
<b>Other Financing Sources</b>						
Transfers In	\$529,119	\$540,034	\$334,480	\$328,207	\$531,207	\$532,869
<b>Total Revenue</b>	<b>\$546,306</b>	<b>\$551,310</b>	<b>\$334,480</b>	<b>\$328,207</b>	<b>\$531,207</b>	<b>\$532,869</b>
<b>Total Available</b>	<b>\$921,122</b>	<b>\$943,313</b>	<b>\$737,759</b>	<b>\$530,881</b>	<b>\$533,426</b>	<b>\$534,588</b>
<b>Expenditures</b>						
Administrative fees			\$605	\$455	\$500	\$500
Principal and Interest	\$529,119	\$540,034	\$534,480	\$528,207	\$531,207	\$532,869
<b>Total Expenditures</b>	<b>\$529,119</b>	<b>\$540,034</b>	<b>\$535,085</b>	<b>\$528,662</b>	<b>\$531,707</b>	<b>\$533,369</b>
<b>Ending Balance</b>	<b>\$392,003</b>	<b>\$403,279</b>	<b>\$202,674</b>	<b>\$2,219</b>	<b>\$1,719</b>	<b>\$1,219</b>

The City of Woodinville had two outstanding councilmanic (non-voted) debt issues. The first was a \$1,675,000 bond issued in 1997 to purchase the land on which City Hall was built. The second was 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 to save the City approximately \$420,000 in debt service payments through 2020. There is, as of December 31, 2010, a remaining balance of \$3,995,219.

<u>Debt Description</u>	<u>Issued</u>	<u>Remaining</u>
2005 Advanced Refunding	\$4,555,392	\$3,995,219

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 \$2,653,461,513. 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	\$66,336,538	\$62,341,319
Utility Debt	\$66,336,538	\$62,341,319
Open Space and Park Facilities	\$66,336,538	\$62,341,319
LTGO (councilmanic)*	\$39,801,923	\$35,806,704

\*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.

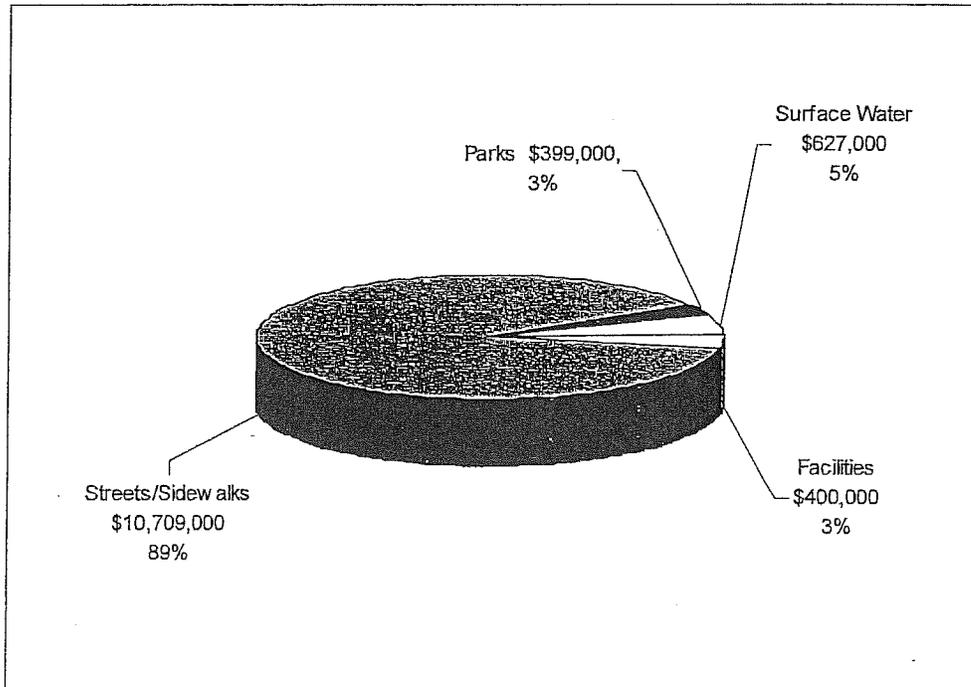
	<u>2005 Advanced Refunding Bond</u>			<u>Outstanding Prior to</u>
	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>	<u>Principal Payment</u>
2011	\$387,357	\$143,850	\$531,207	\$3,995,219
2012	\$403,461	\$129,408	\$532,869	\$3,607,862
2013	\$413,862	\$114,425	\$528,287	\$3,204,401
2014	\$433,606	\$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 2011-2012 Capital Improvement Budget**

Type of Improvement	No. of Projects	Proposed Expenditure
Street and Sidewalk Improvements	6	\$10,709,000
Parks Projects	5	\$399,000
Surface Water Improvements	3	\$627,000
Facility Improvements	3	\$400,000
<b>Total All Improvements</b>	<b>17</b>	<b>\$12,135,000</b>



City of Woodinville, Washington  
**2011-2012**  
 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
<b>CIP SOURCES</b>														
2011 Est. Beginning Balance	\$1,220	\$3,426	\$0	\$411		\$2,106	\$0	\$0	\$768	\$0	\$54	\$0	\$405	\$8,390
Revenues	\$350	\$350		\$216		\$1,957		\$22	\$29	\$3,000	\$48			\$5,972
Transfers In/(Out)														\$0
<b>Total CIP Sources</b>	<b>\$1,570</b>	<b>\$3,776</b>	<b>\$0</b>	<b>\$627</b>	<b>\$0</b>	<b>\$4,063</b>	<b>\$0</b>	<b>\$22</b>	<b>\$797</b>	<b>\$3,000</b>	<b>\$102</b>	<b>\$0</b>	<b>\$405</b>	<b>\$14,362</b>
<b>CIP USES</b>														
<u>Street Improvements</u>														
Citywide Annual Overlay Program						\$1,400								\$1,400
Sammamish Bridge Replacement		\$3,461				\$659			\$39	\$3,000				\$7,159
Woodinville-Duvall Rd Widening						\$600								\$600
SR 522/195th Int Improvements									\$700					\$700
NE145th Pedestrian Improvements		\$250												\$250
School Safety Zones	\$600													\$600
<i>Street Improvements</i>	\$600	\$3,711	\$0	\$0	\$0	\$2,659	\$0	\$0	\$739	\$3,000	\$0	\$0	\$0	\$10,709
<u>Park Improvements</u>														
Greenbrier Trail											\$62			\$62
Eastside Rail Corridor Study	\$150													\$150
Park Improvements/Tree Planting	\$128							\$22					\$37	\$187
<i>Park Improvements</i>	\$278	\$0	\$0	\$0	\$0	\$0	\$0	\$22	\$0	\$0	\$62	\$0	\$37	\$399
<u>Surface Water Improvements</u>														
Chateau Reach				\$261										\$261
140th Ave/175th St Storm Drain				\$150										\$150
Misc. Improvements				\$216										\$216
<i>Surface Water Improvements</i>	\$0	\$0	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$627
<u>Facility Improvements</u>														
Public Works Maintenance Shop						\$32							\$168	\$200
Emergency Shelter Generator													\$200	\$200
<i>Facility Improvements</i>	\$0	\$0	\$0	\$0	\$0	\$32	\$0	\$0	\$0	\$0	\$0	\$0	\$368	\$400
<b>TOTAL CIP USES</b>	<b>\$878</b>	<b>\$3,711</b>	<b>\$0</b>	<b>\$627</b>	<b>\$0</b>	<b>\$2,691</b>	<b>\$0</b>	<b>\$22</b>	<b>\$739</b>	<b>\$3,000</b>	<b>\$62</b>	<b>\$0</b>	<b>\$405</b>	<b>\$12,135</b>
<b>2012 Est. Ending Balance</b>	<b>\$692</b>	<b>\$65</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,372</b>	<b>\$0</b>	<b>\$0</b>	<b>\$58</b>	<b>\$0</b>	<b>\$40</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,227</b>

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

**2011-2010 CAPITAL IMPROVEMENT PROJECTS**

**STREET AND SIDEWALK PROJECTS**

<b>1. Annual Street Overlay</b>					<b>\$1,400,000</b>							
Repaving of existing streets to include two-inch asphalt concrete overlay and construction of drainage and pedestrian improvements, when necessary.					<b>Budget Funding Sources:</b>							
					Utility Tax:				\$ 1,400,000			
					Total:				\$ 1,400,000			
Project Schedule												
	2011				2012							
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec				
Design												
Construction												

<b>2. Sammamish Bridge Replacement</b>					<b>\$7,159,000</b>							
Construction of a new two-lane bridge immediately south of the existing two-lane bridge over the Sammamish River, just west of the Central Business District. Once constructed, the new bridge will accommodate eastbound traffic while the existing bridge will be converted to accommodate only westbound traffic. Work will include additional lanes, curb-gutter, sidewalks, and bike lanes for travel and queue storage.					<b>Budget Funding Sources:</b>							
					REET 2				\$ 3,461,000			
					Utility Taxes				\$ 659,000			
					Traffic Impact Fees				\$ 39,000			
					Grants				\$ 3,000,000			
Total:				\$ 7,159,000								
Project Schedule												
	2011				2012							
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec				
Design/Permitting												
ROW Acquisition												
Construction					Construction to begin in 2013							

<b>3. Woodinville Duvall Road Widening</b>					<b>\$600,000</b>							
Design portion of Woodinville-Duvall Road Widening between 156th and the east city limit. Project will provide center turn lane, curb-gutter, sidewalks, and bike lanes. Other improvements include street lighting, landscape improvements, and traffic signal improvements. Total estimated project cost: \$7,033,000. Construction expected to begin in 2013+ unless additional funding is secured.					<b>Budget Funding Sources:</b>							
					Utility:				\$ 600,000			
					Total:				\$ 600,000			
Project Schedule												
	2011				2012							
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec				
Design												
Construction					Construction to begin in 2013 unless additional funding is secured.							

**2011-2012 CAPITAL IMPROVEMENT PROJECTS**

**STREETS AND SIDEWALK PROJECTS (continued)**

<b>4. SR 522/195th Intersection Improvements</b>					<b>\$700,000</b>					
Construction of additional travel lanes on Woodinville Snohomish Road at NE 195th Street to improve intersection safety and provide congestion relief.					<b>Budget Funding Sources:</b>					
					Traffic Impact Fees			\$	700,000	
					Total:			\$	700,000	
Project Schedule										
	2011				2012					
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec		
Design										
Construction										

<b>5. NE 145th Pedestrian Improvements</b>					<b>\$250,000</b>					
Construction of walkway on the north side of NE 145th Street, between 138th Way NE, east across the train tracks to SR202.					<b>Budget Funding Sources:</b>					
					REET 2			\$	250,000	
					Total:			\$	250,000	
Project Schedule										
	2011				2012					
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec		
Design										
Construction										

<b>6. School Safety Zones</b>					<b>\$600,000</b>					
Construction of sidewalks and/or widened shoulders (where needed) along 130th Avenue NE; and along 168th Avenue NE. Other safety enhancements as needed and funding is available.					<b>Budget Funding Sources:</b>					
					REET 1			\$	600,000	
					Total:			\$	600,000	
Project Schedule										
	2011				2012					
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec		
Design										
Construction										

<b>TOTAL STREET AND SIDEWALK PROJECTS</b>					<b>\$10,709,000</b>			
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**2009-2010 CAPITAL IMPROVEMENT PROJECTS**

**PARKS PROJECTS**

<b>7. Greenbrier Trail</b>					<b>\$62,000</b>				
Construction of a trail from the Greenbrier Housing Development through City-owned open space to NE Woodinville-Duvall Road.					<b>Budget Funding Sources:</b>				
					King County Parks Levy			\$62,000	
					Total			\$62,000	
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

<b>8. Eastside Rail Corridor Study</b>					<b>\$150,000</b>				
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.					<b>Budget Funding Sources:</b>				
					REET 1			\$150,000	
					Total			\$150,000	
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

<b>9. Park Improvements/Tree Planting</b>					<b>\$187,000</b>				
Miscellaneous improvements and repairs to existing parks, including but not limited to installation of irrigation and/or electrical systems, planting of additional trees, and capital repairs.					<b>Budget Funding Sources:</b>				
					REET 1			\$128,000	
					Park Impact Fees			\$22,000	
					Tree Mitigation Fund			\$37,000	
Total			\$187,000						
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design									
Construction									

<b>TOTAL PARKS PROJECTS</b>	<b>\$399,000</b>
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**2009-2010 CAPITAL IMPROVEMENT PROJECTS**

**SURFACE WATER PROJECTS**

<b>10. Chateau Reach Erosion and Sediment Control</b>					<b>\$261,000</b>				
Installation of channel erosion control measures along the 15000 block of SR 202 to address a longstanding flooding problem .					<b>Budget Funding Sources:</b>				
					Stormwater Reserve		\$	261,000	
					Total		\$	261,000	
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design and Permits									
Construction									

<b>11. 140th Ave/175th Steet Storm Drain</b>					<b>\$150,000</b>				
Installation of larger drainage pipes, curb inlets, and other improvements to eliminate peak flooding in the roadway intersection.					<b>Budget Funding Sources:</b>				
					Stormwater Reserve		\$	150,000	
					Total		\$	150,000	
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design and Permits									
Construction									

<b>12. Miscellaneous Drainage Improvements</b>					<b>\$216,000</b>				
Repair various surface water or stormwater facility systems, including catch basins and culverts at 137th Place NE, NE 147th Court, 174th Place NE.					<b>Budget Funding Sources:</b>				
					Stormwater Reserve		\$	216,000	
					Total		\$	216,000	
Project Schedule									
	2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec	
Design and Permits									
Construction									

<b>TOTAL SURFACE WATER PROJECTS</b>					<b>\$627,000</b>			
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**2009-2010 CAPITAL IMPROVEMENT PROJECTS**

**FACILITY PROJECTS**

<b>13. Public Works Maintenance Shop</b>					<b>\$200,000</b>			
Completion of remodeling work of new Public Work Maintenance Facility purchased at the end of 2010.					<b>Budget Funding Sources:</b>			
					Utility Tax		\$32,000	
					Contingency Fund		\$168,000	
					<b>Total</b> <b>\$200,000</b>			
Project Schedule								
2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Construction								

<b>14. Emergency Shelter Generator</b>					<b>\$200,000</b>			
Purchase and installation of an emergency back-up generator at the Carol Edwards Center. The Carol Edwards Center serves as the City's Emergency Shelter during major disaster events.					<b>Budget Funding Sources:</b>			
					Contingency Fund		\$200,000	
					Total		\$200,000	
Project Schedule								
2011				2012				
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Evaluation								
Construction								

<b>TOTAL FACILITIES PROJECTS</b>					<b>\$400,000</b>			
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**Other Restricted Funds**

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The Other Restricted Funds include two reserve funds, the System Replacement Fund and Strategic Budget Reserve Fund. Also included are the Hotel/Motel Tax Fund, Affordable Housing, Unemployment, and reserve funds for equipment and vehicle replacement.

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## OTHER RESTRICTED FUNDS

### SYSTEM REPLACEMENT FUND

	2008	2009	2010	2011	2012
	Actual	Actual	Adjusted Budget	Budget	Budget
Expenditures					
Professional Services	\$100,502	\$2,555	(\$2,555)	\$0	\$0
Capital	\$5,465				
<b>Total Expenditures</b>	<b>\$105,967</b>	<b>\$2,555</b>	<b>(\$2,555)</b>	<b>\$0</b>	<b>\$0</b>

### STRATEGIC BUDGET RESERVE FUND

	2008	2009	2010	2011	2012
	Actual	Actual	Adjusted Budget	Budget	Budget
Expenditures					
Professional Services	\$0	\$29,516	\$245,484	\$0	\$0
Capital				\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$29,516</b>	<b>\$245,484</b>	<b>\$0</b>	<b>\$0</b>

### HOTEL/MOTEL TAX FUND

	2008	2009	2010	2011	2012
	Actual	Actual	Adjusted Budget	Budget	Budget
Expenditures					
Services	\$41,905	\$17,816	\$39,300	\$40,000	\$40,000
<b>Total Expenditures</b>	<b>\$41,905</b>	<b>\$17,816</b>	<b>\$39,300</b>	<b>\$40,000</b>	<b>\$40,000</b>

**EQUIPMENT RENTAL**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditures</b>					
Supplies	\$32,532	\$21,228	\$61,172	\$18,244	\$18,244
Other Services	\$25,822	\$41,050	\$49,950	\$41,835	\$43,926
Capital	\$0	\$0	\$80,000	\$0	\$0
<i>Total Expenditures</i>	<u>\$58,354</u>	<u>\$62,278</u>	<u>\$191,122</u>	<u>\$60,079</u>	<u>\$62,170</u>

**EQUIPMENT REPLACEMENT**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditures</b>					
Capital Outlay	\$57,643	\$28,425	\$132,575	\$70,400	\$63,700
<i>Total Expenditures</i>	<u>\$57,643</u>	<u>\$28,425</u>	<u>\$132,575</u>	<u>\$70,400</u>	<u>\$63,700</u>

**UNEMPLOYMENT COMPENSATION**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditures</b>					
Claims	\$1,521	\$2,979	\$21,012	\$168,000	\$84,000
<i>Total Expenditures</i>	<u>\$1,521</u>	<u>\$2,979</u>	<u>\$21,012</u>	<u>\$168,000</u>	<u>\$84,000</u>

**AFFORDABLE HOUSING TRUST FUND**

	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditures</b>					
Intergovernmental	\$32,500	\$0	\$40,000	\$20,000	\$20,000
<i>Total Expenditures</i>	<u>\$32,500</u>	<u>\$0</u>	<u>\$40,000</u>	<u>\$20,000</u>	<u>\$20,000</u>

