ORDINANCE NO. 558

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2013 AND 2014, SETTING FORTH THE ESTIMATED APPROPRIATIONS.

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 biennial budget of the City of Woodinville, Washington for the years 2013 and 2014, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of $58,037,917.

Section 2. The totals of estimated appropriations for each separate fund, as set forth herein, are:

001	General Fund	$ 18,090,353
101	Street Fund	$ 1,680,050
104	Development Services	$ 2,841,985
110	Admission Tax	$ 185,000
111	Parks & Recreation Special Revenue	$ 680,102
112	System Replacement	$ 0
113	Strategic Budget Reserve	$ 0
114	Park Impact Fee	$ 0
115	Hotel/Motel Tax	$ 178,000
116	Traffic Impact Fees	$ 190,000
201	Debt Service	$ 1,060,864
301	Capital Project	$ 1,701,000
302	Special Capital Project	$ 3,660,000
303	Capital Street Reserve	$ 11,708,058
316	Utility Tax	$ 3,701,000
351	SR522/195th Capital Project	$ 42,000
354	Parks and Recreation Capital Projects	$ 439,000
358	Facilities Capital Project	$ 743,000
361	Sammamish Bridge Replacement	$ 6,549,400
410	Surface Water Management	$ 2,357,969
412	Surface Water Capital Projects	$ 1,816,136
501	Equipment Rental	$ 150,500
503	Equipment Replacement	$ 198,500
505	Unemployment Reserve	$ 65,000
	TOTAL ALL FUNDS	$ 58,037,917

Section 3. 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 4. 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 4th DAY OF DECEMBER 2012.

Bernard W. Talmas, Mayor

ATTEST/AUTHENTICATED:

Jennifer Kuhn
City Clerk/CMC

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

Greg A. Rubstello
City Attorney

PASSED BY THE CITY COUNCIL: 12-04-2012
PUBLISHED: 12-10-2012
EFFECTIVE DATE: 12-17-2012
ORDINANCE NO. 558

City of Woodinville

2013 / 2014 Biennial Budget

Elected Officials

Bernie Talmas, Mayor
Liz Aspen, Deputy Mayor
Art Pregler
Les Rubstello
Paulette Bauman
Scott Hageman
Susan Boundy-Sanders

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City of Woodinville
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City of Woodinville, WA

2013-2014 Preliminary Budget Report

November 6, 2012

Honorable City Council:

After five years of poor or declining economic conditions, we expect to see a small but noticeable improvement over the next two years. Fortified by the tough budgetary decisions we've made over the past couple of years ago to put our financial house in order, we've stayed ahead of deteriorating financial conditions and now have opportunity to take advantage of a small but meaningful improvement.

Despite improved conditions, we still need to be cautious. After five years of reductions, deferrals, and addressing only immediate priorities, we finally can address some longer range issues that had been placed on the "backburner."

The objectives of this Budget are to:

1. Live within our existing revenue streams and not use reserves to fund daily operations;
2. Minimize or avoid tax increases;
3. Reduce crime;
4. Reduce traffic congestion and improve traffic safety;
5. Begin making investments to grow and diversify our tax base; and
6. Make effective use of our reserves to reduce or control our future operating costs.

This Budget:

1. Includes no new taxes or tax increases;
2. Provides a projected $487,000 General Fund operating margin (operating revenues in excess of operating expenditures);
3. Adds one new Police Officer position;
4. Maintains our existing staffing levels;
5. Includes funds to meet a state mandated major update of our Comprehensive Plan;
6. Includes funds to review, rewrite, and simplify our development codes;
7. Invests in technology to replace outdated equipment so we can advance with our customer base, improve productivity, and save money;
8. Constructs transportation improvements to reduce congestion and improve safety; and
9. Makes effective use of a portion of our General Fund Reserves to begin making capital investments to reduce future operating costs.

This Budget provides a modest $487,000 General Fund "operating surplus" over the two-year budget period (a surplus of about $2,000 in 2013 and about $485,000 in 2014).

ECONOMIC CONDITIONS

This Budget assumes a slight improvement in the local and regional economies. We anticipate that one of our long-delayed large mixed use projects will finally get underway near the end of the 2-year budget cycle. If one does not, we'll have to accordingly adjust our plans.

While the State's Budget has shown recent signs of improvement, we still need to be watchful for actions the State may take that could negatively affect our financial situation. However, earlier this year, the City Council took proactive action to partially insulate us from these potential impacts by authorizing a substitution of SST Mitigation Funds and Utility Tax funds for operations.

BUDGET OVERVIEW

This two-year Budget anticipates $73 million in Available Sources and $54 million in Uses, leaving a reserve balance of $20 million at the end of the 2-year budget period. This is an overall reduction in reserves of about $7 million and primarily reflects the expenditure of accumulated funds for Capital Projects. The table below summarizes the 2013-2014 Budget and the net results from operations.

City of Woodinville, Washington

SOURCES AND USES OF FUNDS: 2013-2014 BUDGET

	Non-Restricted Funds	Restricted Operating Funds	Restricted Capital Funds	Restricted Debt Funds	Surface Water Fund	Total All Funds
SOURCES OF FUNDS						
Beginning Balance	$14,455,800	$4,407,681	$7,412,392	$2,522	$725,993	$27,004,388
Revenues	$18,033,546	$2,551,224	$12,497,103	$0	$3,149,776	$36,231,649
Other Sources/(Uses)	($1,060,864)	$185,000	$9,327,000	$1,060,864	$640,000	$10,152,000
Total Sources	$31,428,482	$7,143,905	$29,236,495	$1,063,386	$4,515,769	$73,388,037
USES OF FUNDS						
Operations	$16,451,699	$2,546,928	$0	$0	$2,217,969	$21,216,596
Capital Projects	$0	$50,000	$19,431,458	$0	$1,816,136	$21,297,594
Debt Repayment	$0	$0	$0	$1,060,863	$0	$1,060,863
Other Uses/(Sources)	$525,000	$185,000	$9,302,000	$0	$140,000	$10,152,000
Total Uses	$16,976,699	$2,781,928	$28,733,458	$1,060,863	$4,174,105	$53,727,053
ENDING BALANCE	**$14,451,783**	**$4,361,977**	**$503,037**	**$2,523**	**$341,664**	**$19,660,984**

About $14 million, or almost 3/4ths, of the projected $20 million ending balance is in the General Fund. This is a significant amount for a city our size, particularly considering the difficult economic conditions we've faced over the past 5-6 years. However, because of our conscious efforts to live within our means, we've been able to increase this reserve without raising taxes and we've continued to provide high levels of service to the public.

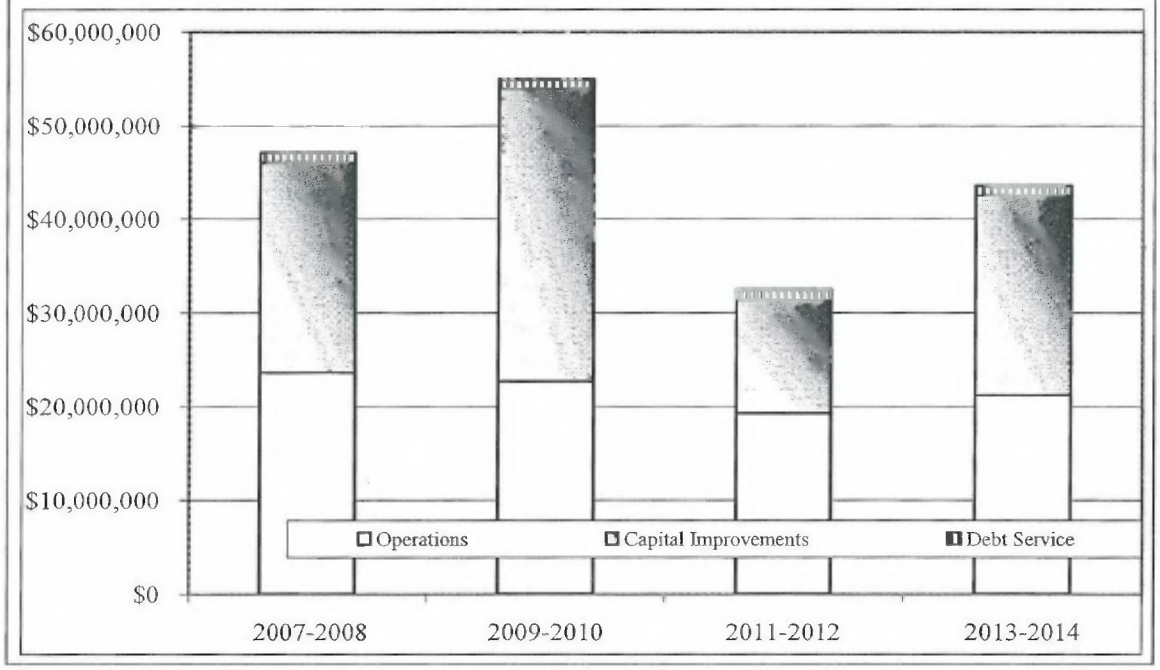
At this time, I recommend that we hold fast and leave these General Fund Reserves intact as we await the completion of some of the major capital projects that are included in this Budget. Should any of these projects experience unforeseen financial difficulties, we need to have adequate available funds on hand to see the projects through to completion. However, once these projects are complete, I recommend that we have a strategic discussion about how best to use a portion of these excess one-time reserves.

Total Expenditures (excluding transfers) in 2013-2014 are recommended at $43.6 million which is about $11 million or 34% more than the adopted 2011-2012 Budget. This reflects a $9 million increase in our Capital Improvement Program, and almost $2 million increase in our operating budget. The following table compares the 2013-2014 Budget with the three previously adopted Budgets.

City of Woodinville, Washington

PRIOR YEAR BUDGET COMPARISON

	Adopted 2007-2008	Adopted 2009-2010	Adopted 2011-2012	Proposed 2013-2014	$ Increase/ (Decrease) from 2011-2012	% Increase/ (Decrease) from 2011-2012
Operations	$23,581,267	$22,665,381	$19,263,291	$21,216,596	$1,953,305	10.14%
Capital Improvements	$22,433,475	$31,223,000	$12,135,000	$21,297,594	$9,162,594	75.51%
Debt Service	$1,069,154	$1,062,687	$1,064,076	$1,060,863	($3,213)	-0.30%
Total Budget	$47,083,896	$54,951,068	$32,462,367	$43,575,053	$11,112,686	34.23%



REVENUES

This Budget anticipates $36 million in revenues over the budget period, which is $9.5 million or 35% more than the 2011-2012 Adopted Budget. All funds are expected to be above 2011-2012 budget levels.

City of Woodinville, Washington

REVENUES BY MAJOR FUND TYPES - LAST 4 BUDGETS

Type of Funds	Adopted 2007-2008	Adopted 2009-2010	Adopted 2011-2012	Proposed 2013-2014	$ Increase/ (Decrease) From 2011-2012	% Increase/ (Decrease) From 2011-2012
General Fund	$20,741,680	$19,765,690	$16,605,815	$18,033,546	$1,427,731	8.60%
Restricted Operations	$5,028,299	$2,860,955	$2,349,294	$2,551,224	$201,930	8.60%
Restricted Capital	$12,576,800	$12,095,219	$5,820,580	$12,497,103	$6,676,523	114.71%
Debt Service	$35,000	$18,000	$0	$0	$0	-
SWM Utility	$1,795,000	$1,822,000	$1,968,000	$3,149,776	$1,181,776	60.05%
Other	$296,991	$0	$0	$0	$0	-
Total Budgeted Revenues	$40,473,770	$36,561,864	$26,743,689	$36,231,649	$9,487,960	35.48%

This Budget assumes that none of the measures on the November 6, 2012 Ballot will affect the City's revenues or costs.

Revenue Actions

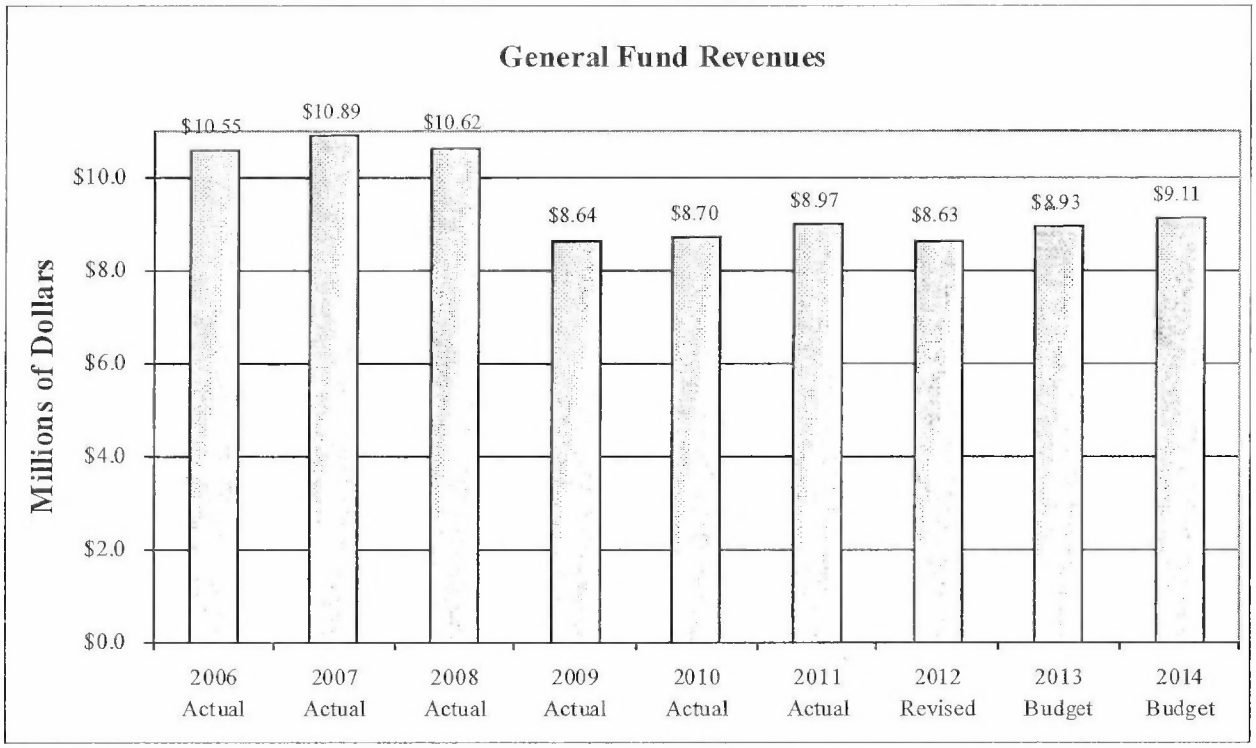
This Budget recommends no new taxes or tax increases. It recommends adjusting some fees (many downward) to reflect actual costs associated with providing specific services requested by customers.

Property Tax Levy

As previously mentioned, this Budget does not propose an increase in the Property Tax Levy for the next two years, even though State Law allows us to increase it by up to 1% per year without a vote of the electorate. This will make eight years in a row without a property tax increase (one of these years included a reduction in the property tax). Even without a levy increase, property tax revenues are projected to increase by about $31,000 or 0.5% over the 2-year period, due to some minor new construction values being added to the tax roll.

General Fund Revenues

General Fund Revenues are expected to increase about $428,000 or 2.4% from the 2011-2012 final revised amounts, which is an average increase of about 1.2% per year. While these revenues have recovered to 2009-2010 levels, they are still $3.5 million less than they were in 2007-2008; and they are not keeping pace with inflation.



Restricted Operating Revenues

Restricted operating revenues (may only be expended for a prescribed purpose, as established by policy or law) are expected to be $2.6 million, which is about $200,000 or 9% more than the current period.

Development Services revenues are projected to be $1.1 million, which is about $55,000 or 5% more than the current period projected total. Our projections anticipate that one of our long-delayed mixed use projects (either Woodin Creek Village or Woodinville Village) will begin construction during this two-year period; and that there will not be any large single-family subdivisions (20-130 lots) despite some

recent interest in a couple of projects. As we get further into the 2-year cycle, we'll have a clearer picture about whether these larger projects will get underway and be able to make necessary adjustments.

Parks and Recreation revenues, generated from Sports Fields rentals, are projected to be $268,000 over the two-year period, which reflects about a 2% average annual growth in field use.

Restricted Capital Revenues

Restricted capital revenues (revenues that typically may only be expended for prescribed capital projects, as established by policy or law) are expected to be $12.5 million which is 115% more than original 2011-2012 Budget. This is due to more than $9 million in grant funds that we've secured for the Sammamish Bridge Project, Woodinville Duvall Widening Project, and a couple other capital projects.

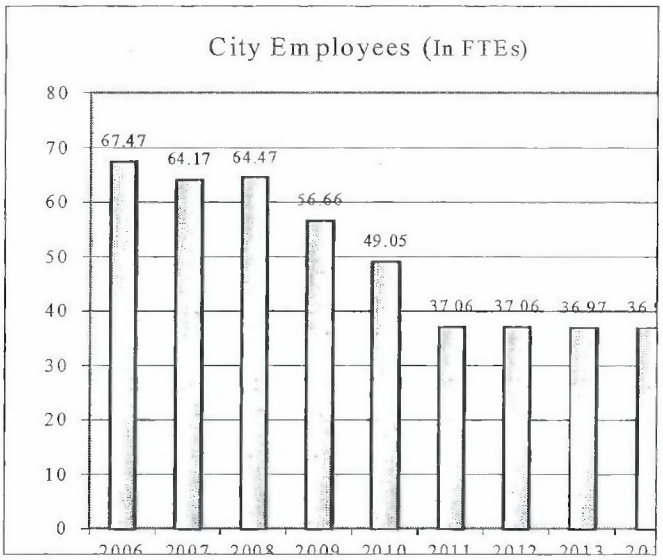
Surface Water Management (SWM) Fund

Surface Water Fund operating revenues (which exclude capital grants) are expected to be about $1.1 million per year. This is an increase of about $200,000 per year or about 20% from prior years; and reflects more accurate billings. While the current rates are sufficient to support current operations, they are insufficient to finance any type of long-term effort to repair and replace our deteriorating surface water system. In the last Budget cycle, we deferred a decision on a possible rate increase to fund a capital replacement program until we knew the full impact of improved billing schedules. We now know that impact and propose that during this upcoming 2-year budget cycle, the City Council study and select a long-range funding approach to deal with 30-40 years of deferred maintenance.

2013-2014 EXPENDITURES

The Budget is proposed at $43.6 million of expenditures, which includes:

- $21.2 million for Operations;
- $21.3 million for Capital Projects; and
- $1.1 million for Debt Repayment.



Overall, expenditures are recommended at $11.1 million or 34% more than the 2011-2012 Adopted Budget.

Operating Expenditures are recommended at about $2 million or 10% more than the previous Budget.

Capital Improvements are recommended at $9.2 million or 76% more than the previous Budget.

Debt Repayment is recommended at about $3,000 less than the previous Budget.

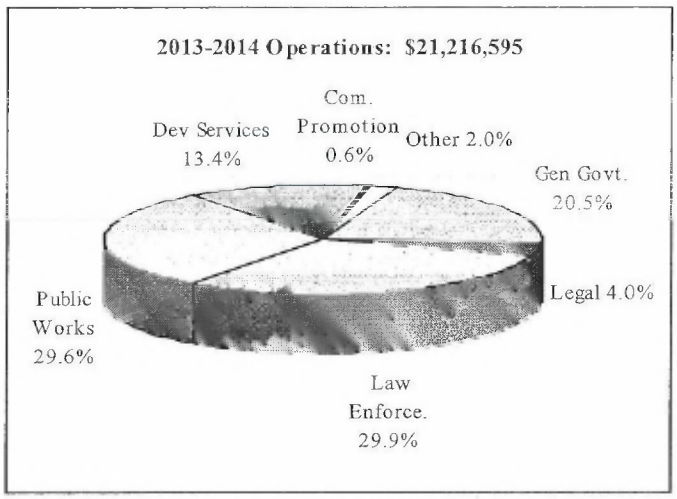
Each of these main expenditure categories is discussed in more detail in the following section.

Operations

Operating expenditures are $21.2 million which is $1.9 million or about 10% more than the prior 2-year Adopted Budget. This averages out to about a 5% increase per year.

The Operating Budget is distributed as shown in the pie chart to the right. Law Enforcement and Public Works comprise a combined total of about 60% of all operating expenditures.

The Operations Budget adds one patrol officer in the Police Department and maintains operating levels in all other departments that were drastically reduced last budget cycle.



There are a couple of other significant outlays included in the Operating Budget that deserve mention, including monies to: update our Comprehensive Plan; review, revise, and simplify our development codes; and to make investments in cost-saving technology and equipment to help contain/reduce future operating costs. These items are discussed in more detail later in this section.

Below is a table comparing Operating Expenditures by Department for 2011-2012 and 2013-2014.

City of Woodinville, Washington
2013-2014 Budget
Operating Department Comparison to Prior Year Adopted Budget

Department	2011-2012 Approved Budget	2013-2014 Proposed Budget	$ Increase/ (Decrease)	% Increase/ (Decrease)
City Council	$149,954	$135,831	($14,123)	-9.42%
Executive	$2,140,118	$2,199,019	$58,901	2.75%
Legal	$688,500	$854,000	$165,500	24.04%
Administration	$1,817,672	$1,991,908	$174,236	9.59%
Law Enforcement	$6,067,643	$6,354,299	$286,656	4.72%
Public Works	$5,453,247	$6,297,553	$844,306	15.48%
Development Services	$2,317,695	$2,841,985	$524,290	22.62%
Internal Services	$508,349	$414,000	($94,349)	-18.56%
Community Promotion	$120,000	$128,000	$8,000	6.67%
Total Operating Budget	$19,263,178	$21,216,595	$1,953,417	10.14%

Staffing Levels

The 2013-2014 Budget essentially maintains existing staffing levels that were reduced by 11.99 net Full-Time Equivalent Employees (FTEs) in 2011-2012 (a 24% reduction). Following is a table showing a 9-year history of FTE Staffing Levels by Department.

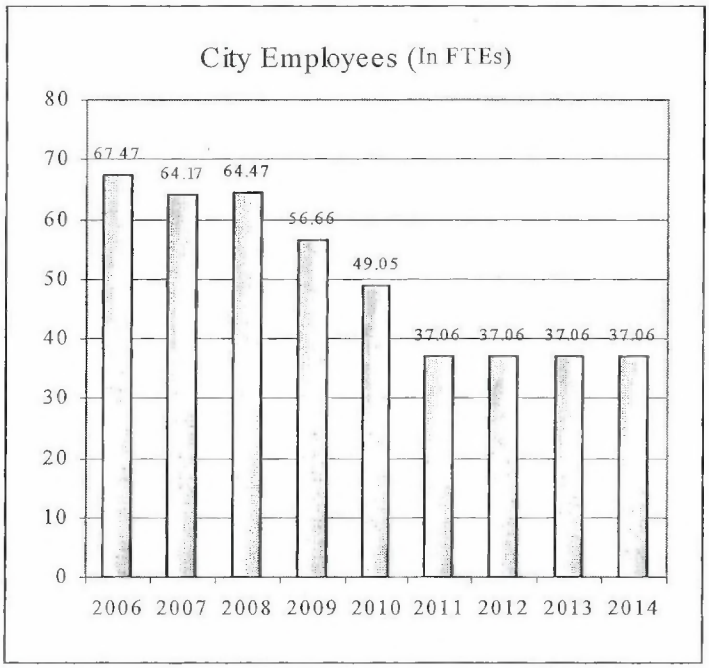
City of Woodinville, Washington

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	2013	2014
Executive	8.40	8.65	5.25	5.00	5.00	5.00	5.00	5.12	5.12
Administrative Services	6.00	6.00	7.70	7.70	7.00	7.00	7.00	7.00	7.00
Police	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Development Services	20.57	15.40	16.40	13.40	12.40	9.00	9.00	9.00	9.00
Public Works	20.16	21.78	21.78	16.52	17.96	15.06	15.06	14.85	14.85
Parks & Recreation	12.34	12.34	12.34	13.04	5.69	0.00	0.00	0.00	0.00
Total Departments	67.47	64.17	64.47	56.66	49.05	37.06	37.06	36.97	36.97
City Population	10,350	10,390	10,560	10,670	10,938	10,940	10,960	10,980	11,000
FTE's Per 1,000 Population	6.52	6.18	6.11	5.31	4.48	3.39	3.38	3.37	3.36

Reducing our city employee workforce by 45% since 2006, and 24% since 2010, has required us to become more streamlined and efficient. I believe we produce more with less and have been able to minimize the impacts on the public.



Crime rates are down; flooding problems have been corrected; development permits take less time and cost to process; major capital projects are constructed with regularity and within budget; and citizen complaints are responded to within reasonable timeframes. Recreation services are still provided in the Community Center, but by the YMCA. Their programs have proven to be beneficial to the community and to the City.

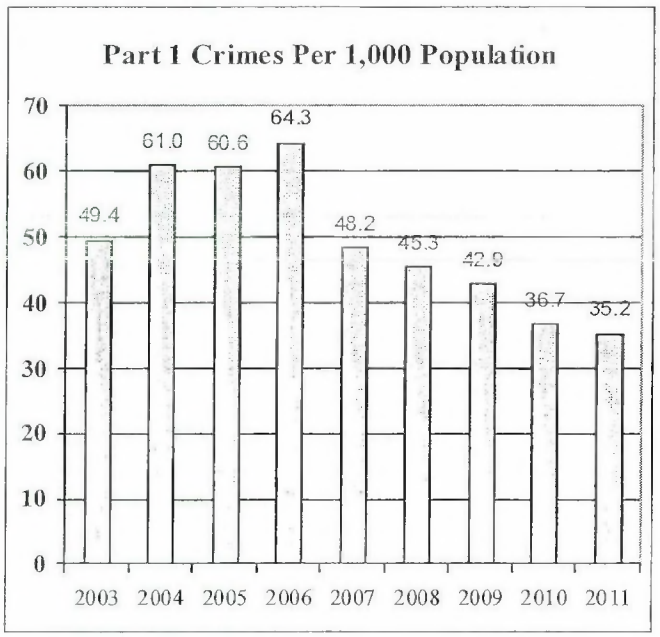
Contracting for services that used to be provided by in-house City employees have provided the projected savings with little or no negative impacts.

On a per capita basis, we serve the community with about half the number of employees we did just 7-8 years ago.

Law Enforcement

This Department includes all police-related costs, including jail costs. Expenditures are proposed at $6.35 million, which is about $286,000 or 5% more than the prior Budget, even after adding one new Patrol Officer at a cost of approximately $180,000 per year. The additional Officer should allow us to keep pace with increased calls for service and increased criminal activity.

"Calls for Service" have increased 3%-4% per year and are expected to continue at this rate through the budget cycle, which translates into a cumulative 13.3% increase over five years. To keep pace with this increase and to give ourselves a realistic chance to keep crime rates under control, this Budget adds one new patrol officer position. This will provide a total of 12 "commissioned" law enforcement personnel through our contract with the Sheriff's Office.



Although we've been able to noticeably reduce our Part I Crime Rate since 2007, we feel it should be lower and so far this year, we've experienced about an 8% increase in Part I Crimes. To address these items, the Budget also includes $55,000 to invest in some modern crime-fighting and prevention technology.

We propose to install high resolution cameras at strategic public locations to deter crimes or to assist in investigations when crimes are committed or traffic accidents occur. We do not intend to use them to issue citations or to monitor the general public. We know that these types of systems can cause concerns about privacy, so we intend to have an extensive discussion with the City Council to establish clear rules for the use of this equipment before it is deployed.

Development Services Department

This Department includes substantial expenditures to update the Comprehensive Plan and to review and simplify our development codes.

There is $200,000 allocated to update the Comprehensive Plan by June 30, 2015; a requirement of State Law. All of the data gathering and analysis will need to occur within the 2-year budget period. The proposed $200,000 is to retain specialized consultants and technicians to help us in this effort.

This Department also includes $150,000 to revise and simplify our development codes. The City Council added this as a priority to the City Work Plan. The $150,000 is intended to cover consultant and legal costs associated with this major task.

Public Works Department

Of particular note in this Budget are funds to create a digital mapping data base of the City's infrastructure. We expect this digital data base will save thousands of dollars each year in staff time or outside consultant time for daily routine tasks, and ultimately could save us thousands more each year in capital project design costs.

Also included in this budget is a new truck that will help us get more work completed and give us better ability to respond to emergencies. Currently, we have three work crews and only one frontline truck for their use. This causes regular delays and inefficient use of crew time. Having another frontline truck will allow the crews to work more efficiently and effectively, without delays or interruptions. The new truck also gives us a badly-needed third snow plow to keep our streets clear and safe in the winter.

General Government

This category includes the City Council, City Manager, and Administrative Services Departments. There are no real changes proposed in these departments with the exception of one minor position reclassification and the addition of a summer intern. Staffing levels remain essentially unchanged as workloads in these areas are still more than sufficient to support existing staff. There is a $70,000 outlay to upgrade computer security and equipment to protect our systems and give ourselves the ability to run a secondary Emergency Operations Center at the Public Works Facility during major emergencies.

Wages and Benefits

This Budget includes a Cost of Living Adjustment (COLA) for non-represented employees of 2.7%, which is equal to the increase in the Consumer Price Index for the 12-month period ended June 2012. This increase is within our financial means, keeps us competitive from a retention and recruitment standpoint, and recognizes that our employees are doing more with less.

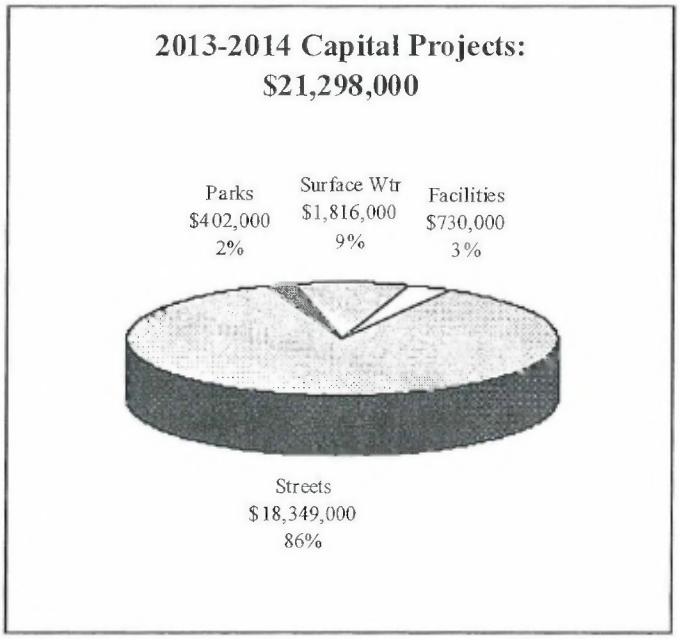
Debt Service

The City's one outstanding debt obligation, the 2005 Bonds, which refunded prior debt issued to purchase land and construct the City Hall Building, requires an annual repayment of about $530,000 per year, including principal and interest. We currently have an unpaid balance of $3,204,000, which will be paid down to $2,356,000 by the end of this two-year Budget period. The Bonds will be fully repaid in 2020.

Capital Improvement Projects

This Budget includes a very aggressive Capital Improvement Program (CIP) of $21 million for 20 projects.

This CIP Budget is about $9.2 million or 76% more than the current CIP Budget. Following are short descriptions of some of the more notable projects contained in this Budget.



SR 202 Sammamish Bridge Widening

The Budget includes $6.5 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. If the remaining easement issue across the railroad tracks is resolved as expected, this project should be under construction in Spring 2013 and be substantially complete by the end of 2013. Once completed, the project is expected to reduce morning and evening commute times through this area by 30%.

Woodinville Duvall Road Widening

We finally secured sufficient grant funds to recommend that we move this $8.9 million project forward to construction. With a little more than $5 million in grant funds, this project should be ready to begin construction in Fall 2013 and be complete by Summer 2014.

Feasibility and Access Study for Northwest Gateway Area

This Budget includes $400,000 to determine the feasibility and cost to provide improved access to the Northwest Gateway area, a 15-acre area located south of SR 522 and west of 131st Avenue SE. This study will be conducted concurrently with a study to determine whether the land use and zoning of this

area should be changed from Industrial to some type of Mixed Use/Downtown designation. This is an example of how we can strategically expand and diversify our tax base to help establish long-term financial sustainability.

Retrofit of Street Lights to Light Emitting Diodes (LEDs)
This Budget includes $250,000 to relamp about 500-700 street lights from incandescent bulbs to LEDs. This should reduce on-going energy costs by $15,000-$25,000 per year, providing a 6%-10% annual return on our money with a 10-16 year payback. The funding for this project is recommended to be taken from General Fund Reserves, which have grown to very healthy levels over the past 6 years, despite some very bad economic times. This project is an example of how we can strategically use excess General Fund Reserves to make "investments" that reduce our future operating costs.

SUMMARY
This Budget is:

1. Balanced and generates a $487,000 Operating Surplus in the General Fund;
2. Lives within our means and takes actions to address some of our longer term needs and issues;
3. Does not cannibalize our reserves to pay for daily operating costs;
4. Does not include any new taxes or tax increases;
5. Adds one new Police Officer position to keep pace with increased calls and to give us a fighting chance to keep our crime rate headed in the right direction;
6. Funds an aggressive Capital Improvement Program to reduce congestion, improve motoring safety, and to rebuild many of our aging streets; and
7. Protects our General Fund Reserves so that they can be used in future periods for high priorities.

Over the past few budgets, we had to discontinue popular programs, layoff long-term employees, and delay some capital projects. This Budget begins to emerge from those tough times and begin addressing longer term needs, issues and priorities. Once some of the major capital projects proposed in this Budget are complete, we should explore ways to effectively use our excess reserves to fund high priorities, reduce future operating costs or liabilities, or to expand and diversify our tax base for the future.

I need to emphasize that we need to continue to be cautious. Some of the economic signals are mixed and our local development projects may not progress as quickly as projected. We need to stay alert for signals of decline and be prepared to take immediate action should they re-emerge.

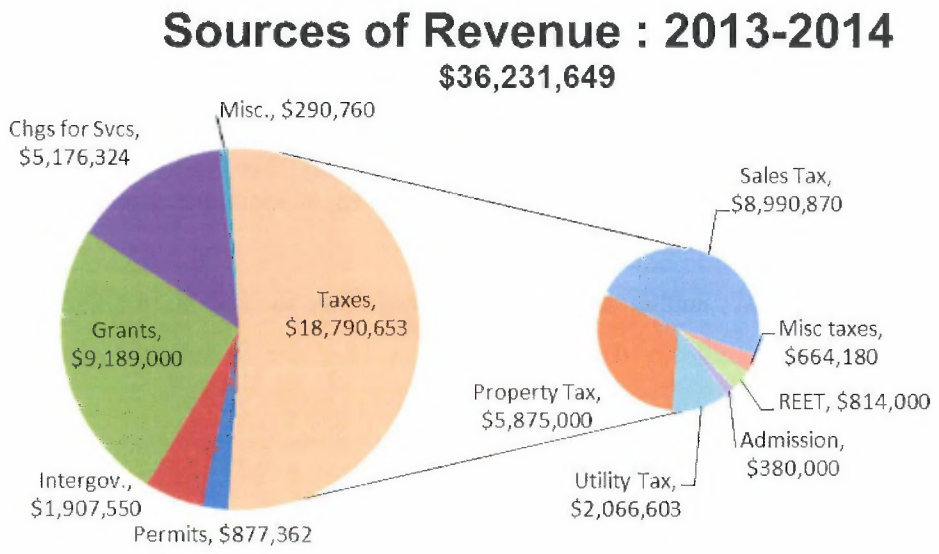
ACKNOWLEDGEMENTS
I'd like to acknowledge the efforts of Finance Director Jim Katica, Senior Accountant Blaine Fritts, Assistant to the City Manager Alexandra Sheeks, Management Analyst Zach Schmitz, and Public Works Director Tom Hansen who helped prepare this Report. Their hard work on this document helps us and the public 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,

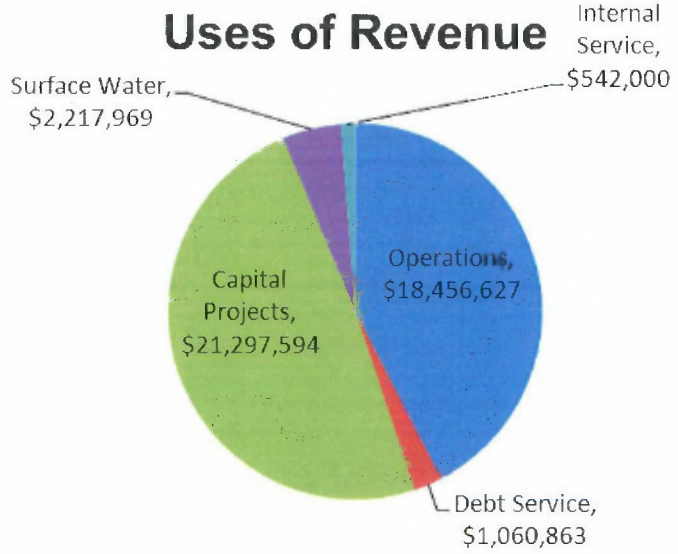
Richard A. Leahy
City Manager

2013/2014 BUDGET OVERVIEW

The 2013/2014 Biennial Budget is comprised of 24 funds totaling budget of $43.6 million. 15 funds have a source of revenue other than interest income, and the remaining funds receive interest income and transfers from other funds. The City will begin 2013 with $27 million and receive $36.2 million in "new revenue". The largest source of new revenue is taxes, at $18.8 million, followed by grant revenue, at $9.2 million for capital projects. Revenue from charges for service is comprised of permit fees, park and traffic impact fees, and surface water assessments. Investment interest, donations from various organizations, and planning and development contributions make up the bulk of miscellaneous revenues.



The Biennial Budget calls for $43.6 million in expenditures, not including transfers of $14.5 million, leaving an ending balance of $19.7 million. The General, Street, Development Services, and Parks & Recreation Special Revenue Funds have expenditures of $19.5 million (debt svc included), with $2.2 million for surface water operations, $21.3 million for capital projects, and $542,000 for internal service/community promotion. Expenditures for all funds are summarized by major uses below.



Revenue Summary

Beginning Fund Balances for all funds are anticipated to be $27 million at the start of the 2013/2014 biennium. $36.2 million is expected in revenues (taxes, charges, fees, grants etc).

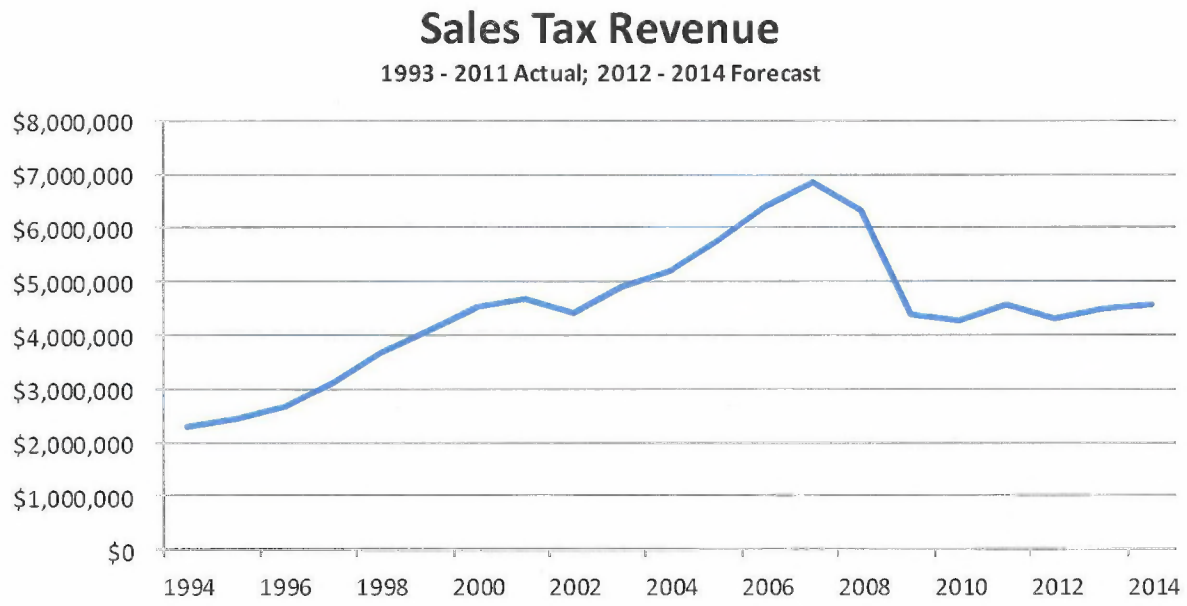
General Fund Revenue

For 2013, the General Fund is forecasted to have a beginning balance of $14.5 million and to collect $18 million in revenues. A short description of the sources follows.

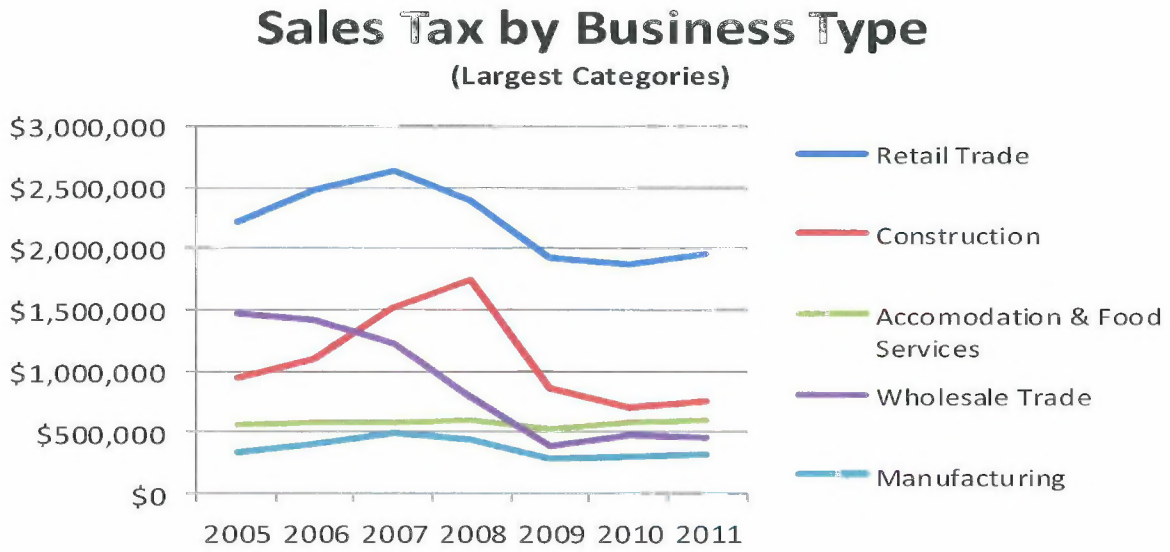
Sales Tax

Woodinville's General Fund is budgeted to collect $15.4 million in tax revenue, with the bulk coming from sales taxes, the City's largest source of revenue. At $9 million, sales tax revenue will provide 50% of all General Fund revenues. There will be only moderate increases in sales tax collections compared to 2012 collections, with retail sales continuing to provide the largest percentage of sales tax revenue. Sales tax revenues have changed dramatically over the last 5 years. The level of construction activity, the economic climate, and recent legislation have all affected Woodinville's most significant source of revenue.

The following graph shows annual sales tax collections since incorporation and the forecast for 2012 through 2014.

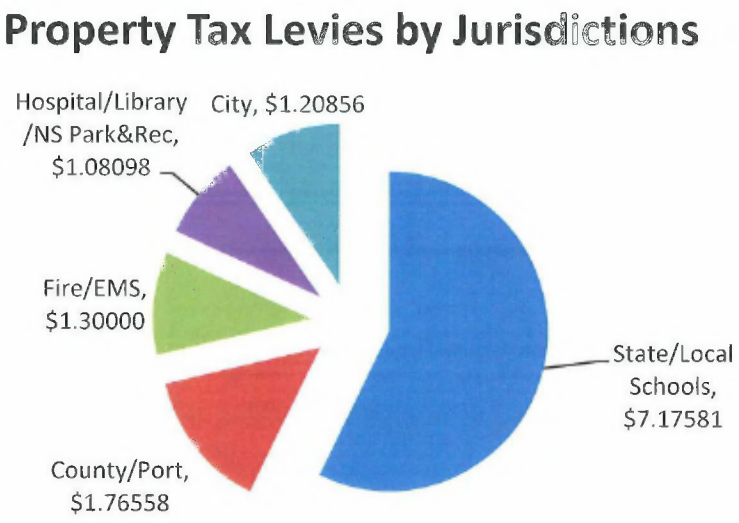


A closer look at the largest categories of sales tax providers gives a better perspective of what has happened over the last few years, and what is likely to occur over the biennium. Most significantly is the trend in the *wholesale* category. The Streamlined Sales Tax legislation will keep this category from ever returning to its previous levels. Construction activity is expected to be slow, but retail and food service will increase 3% – 5% over the biennium. As a result, sales tax revenue is expected to increase only slightly over the next two years.



Property Tax

Property Tax provides 33% of General Fund Revenues at $5.9 million. For 2012, the City's levy rate was about $1.21 per thousand dollars of assessed valuation, a little less than 10% of the entire property tax bill. The chart below shows how the $12.53 per thousand dollars of assessed value is split among various jurisdictions.



The 2013/2014 Biennial Budget anticipates property tax collections will continue to remain flat with very little additional revenue from new construction. The City has approximately $400,000 in "banked capacity", from those years that the City didn't increase property taxes to the amount available.

Licenses & Permits
Cable Television revenue (including PEG fees) is expected to be $400,000 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. The liquor excise taxes are expected to drop a bit (legislation), but liquor profits are anticipated to increase. The third largest source of revenue for the General Fund streamlined sales tax mitigation, currently forecasted at $1,060,000 for the biennium. The City Council authorized that up to 60% of utility tax revenue could be used for General Fund purposes should SST mitigation fall short of expectations through legislation or a change in business activity. Total intergovernmental revenue is forecasted to be $1.4 million for 2013/2014.

Charges for Services
Charges will amount to about $507,000 for the biennium, with $400,000 coming from the Surface Water fund for services provided. The balance is from fingerprinting, passports, pet licensing and concealed weapons permits.

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 $4,000.

Miscellaneous
Investment Interest is forecasted at $20,000 for each year, and shop income from rents and lease will provide about $110,000 per year.

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; Development Services; Parks and Recreation; Admission Tax; Strategic Budget Reserve; System Replacement; Hotel/Motel Fund; Park Impact Fees, and the Traffic Impact Fees.

The **Street** Fund will receive close to $450,000 from gas tax over the biennium. Cities receive gas tax revenue from the State, on a per capita basis.

The **Developmental Services** Fund is expected to receive revenue from permitting activity ($1.1M) and a General Fund transfer.

It is estimated that **Parks and Recreation** will generate $268,000 in field rental income.

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 a fund balance of $1.6 million.

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

The **Hotel/Motel Tax** Fund was established to promote tourism within the City and is expected to receive about $92,000 in lodging tax revenue for the biennium via a 1% lodging tax each year.

The **Park Impact Fee** Fund receives assessments from residential developers to fund the expansion of parks, open space, and recreation facilities. Based on estimates of expected construction activity, revenues are anticipated to be about $324,000 for the biennium.

The **Traffic Impact Fee** Fund is expected to receive about $25,000 in traffic impact fees.

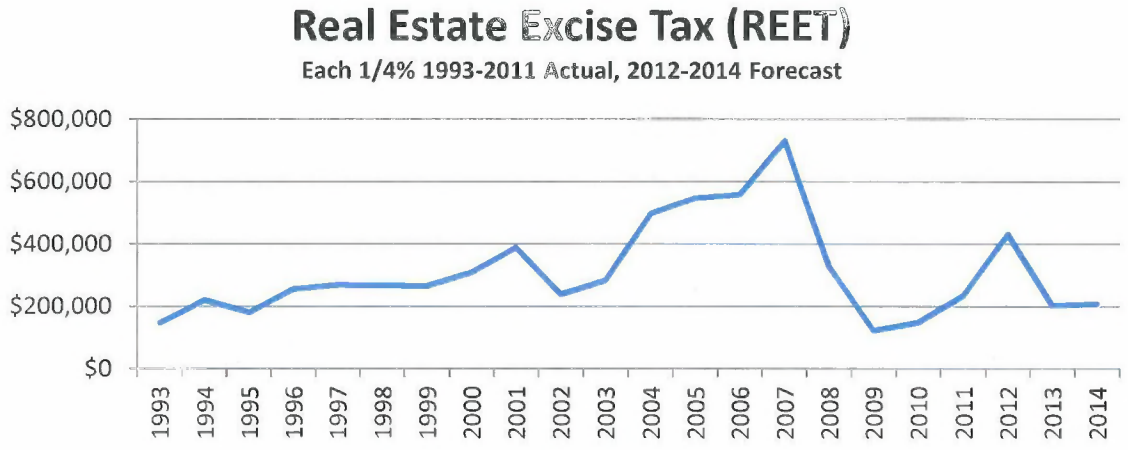
Debt Service Fund

General Fund debt service transfers of $528,287 and $532,577 are budgeted for 2013 and 2014 to pay for councilmanic bonds issued for land acquisition and City Hall construction. The final debt payment will be in 2020.

Year	Principal	Interest	Total Debt Service
2013	$413,862	$114,425	$528,287
2014	$433,606	$98,971	$532,577

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 $814,000 in revenue over the two years.

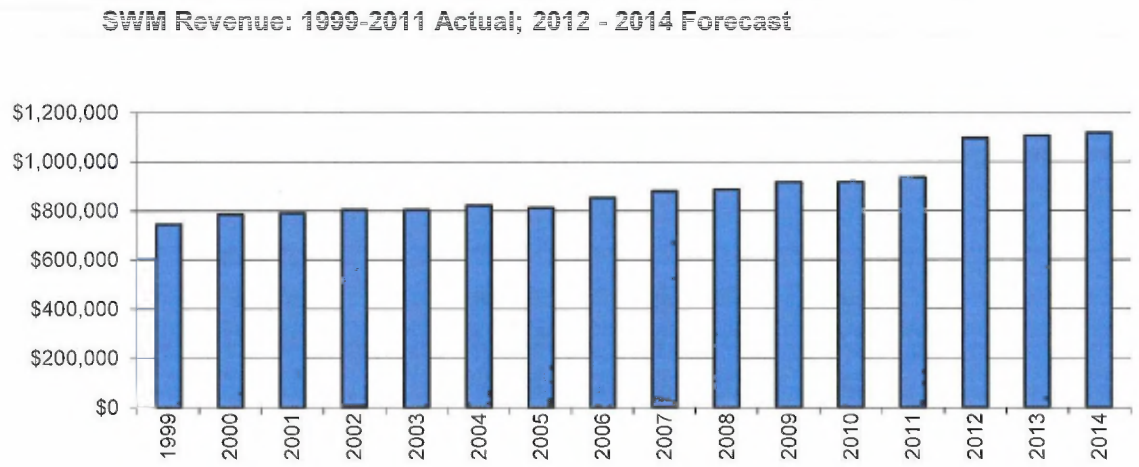


The **Utility Tax** Fund is expected to generate almost $2.1 million over the biennium. Originally established to help with the reconstruction costs associated with Little Bear Creek Parkway, the tax may now be used on street capital projects identified in the CIP and up to 60% of the revenue may be used for General Fund purposes.

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

Enterprise Funds

The **Surface Water Management** Fund and **Surface Water Capital** Fund are enterprise funds, funded with user charges, similar to a private business. Surface water assessments are collected by the County and remitted to the City. The City is expected to receive approximately $2.2 million 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. Revenues to this fund will be $193,000 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.

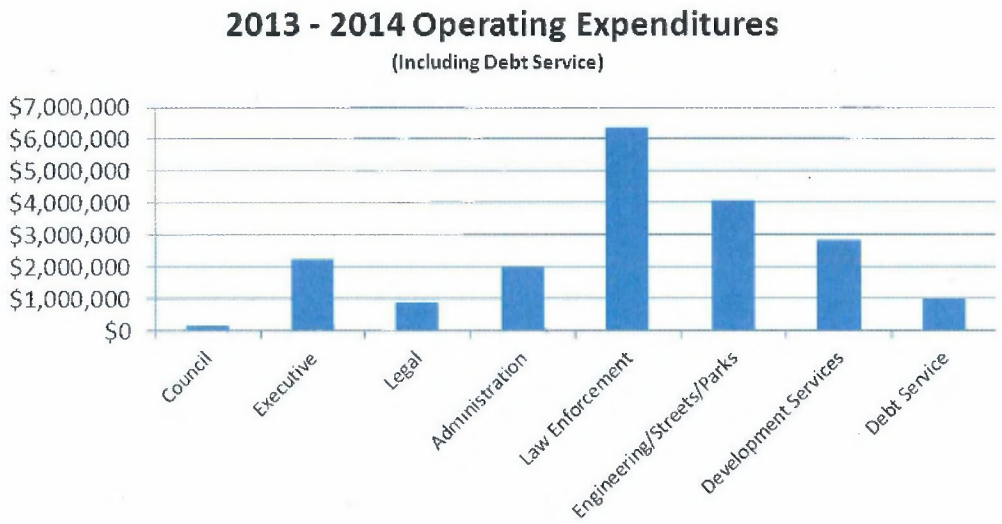
The **Unemployment Compensation** Fund is a reserve that is used to pay unemployment claims against the City. Unemployment costs are allocated to departments based on the number of employees in each department.

EXPENDITURE SUMMARY

Expenditures for all funds are recommended at $43.6 million dollars. A summary of expenditures by fund type follows.

General Operating Funds

The **General, Street, Parks & Recreation and Developmental Services** Funds have $19.5 million in operating costs, including debt service for the City Hall building and land. Seven departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of the budget. The Street, Parks & Recreation and Development Services funds are combined with the General Fund when considering operating costs because they are subsidized by the General Fund. Total operating costs for the general operating funds (including debt service) are shown below by department.



Special Revenue Funds

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

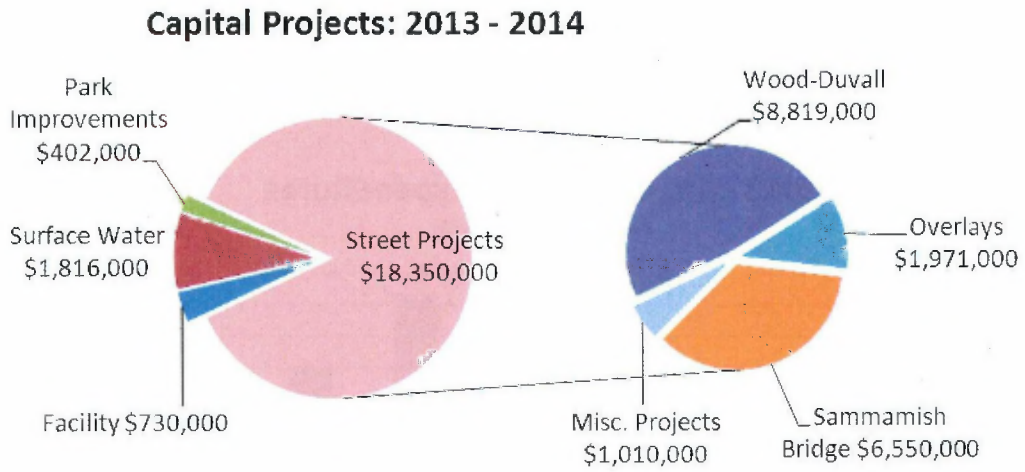
The **Street** (maintenance) budget for 2013 and 2014 is $861,000 and $819,000 respectively. The expenditures cover the routine maintenance of the City's roadways. The **Admission Tax** Fund will transfer $92,500 each year to the Park and Recreation Special Revenue fund for park purposes, and the remaining $195,000 will be set aside for the future replacement of the field turf. The **System Replacement** Fund, established to replace the major system components of City Hall, is not expected to have expenditures. There are no expenditures expected in the **Park Impact Fee** Fund. The **Parks and Recreation Special Revenue** Fund will fund the park and recreation operating expenses budgeted at $680,000 for the biennium. The **Strategic Budget Reserve** Fund, established in 2003 to provide operating revenue should an unforeseen economic event occur, is not anticipated to have expenditures in 2013 or 2014. The **Hotel/Motel** Fund is budgeted to use $178,000 to promote tourism efforts within the City. The **Traffic Impact Fee** Fund will transfer $190,000 to one or more capital projects. The **Developmental Services** Fund, which provides current and long range planning, emergency management and permitting services, has a $2.8 million budget for the biennium.

Debt Service Fund

The **Debt Service** Fund will make payments of $1 million for the councilmanic bonds. The City has $3.2 million in outstanding councilmanic bonds that were sold to purchase the land and construct City Hall.

Capital Funds

There are 20 projects in the 2013/2014 biennial budget. $21.3 million is proposed to be spent on the projects, which include street, surface water projects, parks and facilities improvements. Capital projects for the biennium are shown below.



Enterprise Fund

The **Surface Water Maintenance** Fund is Woodinville's enterprise fund that assesses fees to cover the costs of the many surface water issues that face the City each year. There are $2.2 million in operating expenditures planned for 2013 & 2014.

Internal Service Funds

There are three internal service funds: the Equipment Rental Fund, the Equipment Replacement Fund, and the Unemployment Compensation Fund. The **Equipment Rental** Fund is the City's motor vehicle pool. Departments are charged for vehicles that are assigned to their department, and the charges collect enough revenue to pay for the costs of insurance, gas, vehicle maintenance and vehicle replacement. The **Equipment Replacement** Fund pays for the replacement of all capital equipment that isn't covered by the Equipment Rental Fund. This would include servers, computers, generators and similar assets. The **Unemployment Compensation** Fund is a self-funded state-required fund to pay for unemployment claims against the City. Expenditures for the three Internal Service Funds are budgeted at $414,000 for the biennium.

Transfers

Included in the expenditures described above are transfers from the General Fund to Development Services ($1.8 million), Street Maintenance ($1.3 million), Parks and Recreation ($245,000), Debt Service ($1.1 million), and capital projects ($525,000).

CITY OF WOODINVILLE: SUMMARY OF SOURCES AND USES BY FUNCTION
Biennial Budget - January 1, 2013 to December 31, 2014

	General Government		Capital Project	Enterprise	Debt	
	Unrestricted	Restricted				
	General Fund	Special Rev, Internal Svc, Trust Funds	Capital Funds Special Rev, CIP Funds	Surface Water Funds	Debt Service Fund	Total
Fiscal Years 2013 & 2014						
Beginning Balance	$14,455,800	$4,407,681	$7,412,392	$725,993	$2,522	$27,004,388
SOURCES OF FUNDS						
Taxes	$15,414,050	$472,000	$2,904,603	$0	$0	$18,790,653
Permits	$399,507	$477,855	$0	$0	$0	$877,362
Intergovernmental	$1,435,779	$471,771	$8,263,000	$926,000	$0	$11,096,550
Chgs for Svcs	$507,000	$1,128,698	$1,316,850	$2,223,776	$0	$5,176,324
Fines	$6,000	$0	$0	$0	$0	$6,000
Miscellaneous	$271,210	$900	$12,650	$0	$0	$284,760
Estimated Revenues	$18,033,546	$2,551,224	$12,497,103	$3,149,776	$0	$36,231,649
Transfers In Non-Operating	$0	$0	$9,327,000	$640,000	$0	$9,967,000
Transfers In	$0	$3,435,000	$0	$0	$1,060,864	$4,495,864
TOTAL ESTIMATED OPERATING REVENUE	$18,033,546	$5,986,224	$21,824,103	$3,789,776	$1,060,864	$50,694,513
TOTAL SOURCES OF FUNDS	$32,489,346	$10,393,905	$38,563,495	$4,429,776	$1,063,386	$60,661,513
USES OF FUNDS						
Operations						
Council	$135,831	$0	$0	$0	$0	$135,831
Executive	$2,199,019	$0	$0	$0	$0	$2,199,019
Legal	$854,000	$0	$0	$0	$0	$854,000
Administration	$1,991,908	$0	$0	$0	$0	$1,991,908
Law Enforcement	$6,354,299	$0	$0	$0	$0	$6,354,299
Public Works	$1,719,431	$2,360,153	$0	$2,217,969	$0	$6,297,553
Developmental Svcs	$0	$2,841,985	$0	$0	$0	$2,841,985
Internal Service	$0	$414,000	$0	$0	$0	$414,000
Community Promotion	$0	$128,000	$0	$0	$0	$128,000
TOTAL OPERATIONS	$13,254,489	$5,744,138	$0	$2,217,969	$0	$21,216,596
CAPITAL PROJECTS						
Street CIP	$0	$50,000	$18,299,458	$0	$0	$18,349,458
Park CIP	$0	$0	$402,000	$0	$0	$402,000
Facilities CIP	$0	$0	$730,000	$0	$0	$730,000
Surface Water CIP	$0	$0	$0	$1,816,136	$0	$1,816,136
TOTAL CAPITAL PROJECTS	$0	$50,000	$19,431,458	$1,816,136	$0	$21,297,594
DEBT SERVICE	$0	$0	$0	$0	$1,060,863	$1,060,863
TOTAL DEBT SERVICE	$0	$0	$0	$0	$1,060,863	$1,060,863
TRANSFERS OUT						
Debt Service	$1,060,864	$0	$0	$0	$0	$1,060,864
Street	$1,255,000	$0	$0	$0	$0	$1,255,000
Development Services	$1,750,000	$0	$0	$0	$0	$1,750,000
Parks & Rec Special Revenue	$245,000	$185,000	$0	$0	$0	$430,000
Transfers Out - Operating	$4,310,864	$185,000	$0	$0	$0	$4,495,864
System Repl.	$0	$0	$0	$0	$0	$0
Equipment Replacement	$0	$0	$0	$0	$0	$0
Capital Projects	$525,000	$0	$9,302,000	$140,000	$0	$9,967,000
TRFR OUT TO NON OPERATING FUNDS	$525,000	$0	$9,302,000	$140,000	$0	$9,967,000
Total Transfers Out	$4,835,864	$185,000	$9,302,000	$140,000	$0	$14,462,864
TOTAL USES OF FUNDS	$18,090,353	$5,979,138	$28,733,458	$4,174,105	$1,060,863	$58,037,917
OPERATING MARGIN	($56,806)	$7,086	($6,909,355)	($384,329)	$1	($7,343,404)
ENDING BALANCE	$14,398,994	$4,414,767	$503,037	$341,664	$2,523	$19,660,984

The City of
WOODINVILLE
EST. 1989

2013/2014 REVENUE DETAIL

	Actual 2010	Actual 2011	Forecast 2012	Forecast 2013	Forecast 2014
GENERAL FUND:					
Taxes					
Property	$2,929,327	$2,914,121	$2,930,000	$2,932,500	$2,942,500
Sales	$4,279,441	$4,542,854	$4,300,000	$4,429,000	$4,561,870
Sales-Criminal Justice	$204,462	$221,140	$200,000	$206,000	$212,180
Miscellaneous	$218	$3,036	$0	$0	$0
Gambling	$64,380	$58,244	$65,000	$65,000	$65,000
Subtotal Taxes	**$7,477,828**	**$7,739,395**	**$7,495,000**	**$7,632,500**	**$7,781,550**
Licenses & Permits					
Cable TV	$160,623	$172,716	$180,000	$183,600	$187,272
PEG Fees/Misc.	$13,464	$20,904	$13,898	$14,176	$14,459
Subtotal Licenses & Permits	**$174,087**	**$193,620**	**$193,898**	**$197,776**	**$201,731**
Intergovernmental					
State Grants	$5,822	$8,397	$5,000	$5,000	$5,000
Streamline Sales Tax Mitigation	$545,861	$535,970	$530,000	$530,000	$530,000
Liquor Excise Tax	$52,871	$54,159	$23,000	$9,206	$35,510
Liquor Board Profits	$85,350	$76,239	$40,000	$98,311	$97,325
Law Enforcement Svcs	$19,148	$15,318	$15,000	$15,000	$15,000
Motor Vehicle Criminal Justice	$28,953	$30,060	$11,700	$12,604	$12,823
Interlocal Grants/Charges	$74,178	$48,061	$35,000	$35,000	$35,000
Subtotal Intergovernmental	**$812,183**	**$768,204**	**$659,700**	**$705,121**	**$730,658**
Charges for Services					
Dist/Muni Court Records	$22	$99	$500	$500	$500
Sales of Passports/fingerprinting	$0	$20,236	$30,000	$20,000	$20,000
Animal sheltering	$0	$0	$30,000	$30,000	$30,000
Sales of Publications	$1,080	$962	$3,000	$3,000	$3,000
Overhead Charges (SWM)	$122,000	$99,630	$102,440	$200,000	$200,000
Subtotal Charges for Services	**$123,102**	**$120,913**	**$165,940**	**$253,500**	**$253,500**
Fines					
Traffic Infraction	$454	$56	$500	$500	$500
False Alarm Responses	$250	$2,150	$4,000	$2,000	$2,000
Miscellaneous Fines & Forfeits	$4,206	$4,621	$500	$500	$500
Subtotal Fines	**$4,910**	**$6,827**	**$5,000**	**$3,000**	**$3,000**
Miscellaneous					
Investment Interest	$47,121	$29,337	$20,000	$20,000	$20,000
Sales Tax Interest	$6,342	$3,090	$2,500	$2,500	$2,500
Shop rent	$7,000	$84,210	$84,000	$88,570	$84,920
Cell tower lease	$468	$6,339	$5,940	$24,000	$24,720
Donations from Private Sources	$6,400	$4,290	$2,000	$2,000	$2,000
Insurance proceeds	$37,828	$0	$0	$0	$0
Misc.	$4,546	$14,883	$0	$0	$0
	$109,705	**$142,149**	**$114,440**	**$137,070**	**$134,140**
Total General Fund Revenue	**$8,701,815**	**$8,971,108**	**$8,633,978**	**$8,928,967**	**$9,104,579**

2013/2014 REVENUE DETAIL

	Actual 2010	Actual 2011	Forecast 2012	Forecast 2013	Forecast 2014
SPECIAL REVENUE FUNDS:					
Street Fund					
Gas Tax	$231,110	$230,851	$210,000	$226,214	$225,557
Investment Interest/Other	$247	$0	$0	$0	$0
Operating Transfer In (GF)	$453,000	$508,000	$626,390	$665,000	$590,000
	$684,357	**$738,851**	**$836,390**	**$891,214**	**$815,557**
Developmental Services					
Grant	$0	$0	$25,000	$10,000	$10,000
Building Permit	$328,533	$126,908	$61,979	$80,000	$185,000
Plumbing Permit	$15,108	$10,968	$8,066	$8,000	$8,000
Grading Permit	$277	$37	$400	$412	$412
Demolition Permit	$650	$1,337	$2,453	$2,527	$4,402
Mechanical Permit	$27,532	$26,381	$22,355	$15,000	$17,500
Site Development Permit	$150,999	$7,425	$18,000	$5,000	$69,000
Right of Way Permit	$35,216	$28,105	$30,000	$30,900	$22,850
Misc Permits & Fees	$27,505	$20,096	$14,006	$14,426	$14,426
Fire Inspection Fees	$0	$96,794	$180,000	$148,000	$149,813
Zoning & Subdivision	$130,145	$76,021	$160,000	$50,000	$50,000
Land Use Application	$550	$0	$0	$0	$2,688
Plan Check Fee	$177,285	$124,076	$105,019	$100,000	$101,100
Other Planning Fees & Charges	$17,140	$2,787	$0	$0	$450
Restricted Tree Fund	$0	$1,890	$0	$0	$0
Interest Revenue	$0	$0	$0	$0	$0
Operating Transfer In (GF)	$393,000	$513,000	$791,549	$1,000,000	$750,000
Total Developmental Services	**$1,303,940**	**$1,035,825**	**$1,393,827**	**$1,464,265**	**$1,385,640**
Parks & Rec Special Revenue					
Recreation Charges	$148,005	$0	$0	$0	$0
Field Use	$106,924	$137,284	$130,000	$132,600	$135,252
Park Facilities/Annex Rental	$51,984	$0	$0	$0	$0
Investment Interest/Other	$6,201	$820	$200	$200	$200
Operating Transfer In	$579,100	$204,500	$244,934	$130,000	$115,000
Total Parks & Rec Sp. Revenue	**$892,214**	**$342,603**	**$375,134**	**$262,800**	**$250,452**
Admission Tax					
Admission Tax	$197,201	$193,508	$190,000	$190,000	$190,000
Total Admission Tax	**$197,201**	**$193,508**	**$190,000**	**$190,000**	**$190,000**
System Replacement					
Operating Transfer In (GF)	$0	$0	$0	$0	$0
Total System Replacement	**$0**	**$0**	**$0**	**$0**	**$0**
Park Impact Fee					
Park Impact Fees	$3,175	$3,175	$6,300	$6,350	$317,500
Investment Interest	$163	$70	$70	$100	$350
Total Park Impact Fees	**$3,338**	**$3,245**	**$6,370**	**$6,450**	**$317,850**

2013/2014 REVENUE DETAIL

	Actual 2010	Actual 2011	Forecast 2012	Forecast 2013	Forecast 2014
Strategic Budget Reserve					
Operating Transfer In (GF)	$0	$0	$0	$0	$0
Total Strategic Budget Reserve	**$0**	**$0**	**$0**	**$0**	**$0**
Hotel/Motel Tax Fund					
Hotel/Motel Tax	$44,073	$48,316	$46,000	$46,000	$46,000
Investment Interest	$269	$238	$225	$250	$250
Total Hotel/Motel Tax	**$44,342**	**$48,554**	**$46,225**	**$46,250**	**$46,250**
Traffic Impact Fee Fund					
Traffic Impact Fees	$32,324	$31,288	$24,000	$10,000	$15,000
Investment Interest	$2,098	$1,430	$1,400	$100	$100
Total Traffic Impact Fee	**$34,423**	**$32,718**	**$25,400**	**$10,100**	**$15,100**
DEBT SERVICE FUND:					
Debt Service					
Operating Transfers In (GF)	$328,207	$531,207	$532,869	$528,287	$532,577
Total Debt Service	**$328,207**	**$531,207**	**$532,869**	**$528,287**	**$532,577**
CAPITAL FUNDS:					
Capital Project					
Real Estate Excise Tax	$146,000	$231,918	$429,000	$201,000	$206,000
Impact Fees	$308	$0	$0	$0	$0
Investment Interest	$3,242	$2,694	$1,000	$2,000	$2,000
Total Capital Project	**$149,550**	**$234,613**	**$430,000**	**$203,000**	**$208,000**
Special Capital Project					
Real Estate Excise Tax	$145,692	$231,918	$429,000	$201,000	$206,000
Investment Interest	$8,880	$6,594	$2,000	$4,000	$4,000
Total Special Capital Project	**$154,573**	**$238,513**	**$431,000**	**$205,000**	**$210,000**
Capital Street Reserve					
Investment Interest	$6,228	$8	$230	$0	$0
Grant	$208,794	$814	$0	$1,000,000	$4,548,000
Road & Construction Services	$877	$0	$0	$0	$968,000
Transfers In	$49,435	$1,569,181	$1,871,000	$4,116,000	$1,076,000
Total Capital Street Reserve	**$265,334**	**$1,570,003**	**$1,871,230**	**$5,116,000**	**$6,592,000**
Utility Tax Fund					
Utility Tax	$978,072	$978,329	$988,380	$1,018,031	$1,048,572
Investment Interest/Misc.	$6,515	$4,237	$0	$0	$0
Transfers In	$300,000	$0	$0	$0	$0
Total Utility Tax	**$1,284,586**	**$982,566**	**$988,380**	**$1,018,031**	**$1,048,572**

2013/2014 REVENUE DETAIL

	Actual 2010	Actual 2011	Forecast 2012	Forecast 2013	Forecast 2014
SR202/148th Ave CP					
Investment Interest	$167	$0	$0	$0	$0
State Grant	$775,822	$0	$0	$0	$0
Transfers In	$1,191,400	$0	$0	$0	$0
Total SR202/148th Ave CP	**$1,967,390**	**$0**	**$0**	**$0**	**$0**
SR522/SR202 CP					
Investment Interest	$216	$1	$0	$0	$0
Transfers In	$0	$90,000	$0	$0	$0
Total SR522/SR202 CP	**$216**	**$90,001**	**$0**	**$0**	**$0**
SR522/195th CP					
Investment Interest	$1	$2	$0	$0	$0
Transfers In	$80,100	$771,572	$133,000	$42,000	$0
Total SR522/195th CP	**$80,101**	**$771,574**	**$133,000**	**$42,000**	**$0**
Surface Water Capital Projects					
Investment Interest	$3,403	$599	$0	$0	$0
Grants	$127,344	$0	$434,000	$400,000	$466,000
Flood Levy	$0	$0	$0	$60,000	$0
Transfers In	$410,000	$42,500	$45,000	$550,000	$90,000
Total Surface Water Capital Projects	**$540,747**	**$43,099**	**$479,000**	**$1,010,000**	**$556,000**
Parks & Recreation Capital Projects					
Investment Interest	$358	$289	$0	$0	$0
Parks Levy	$28,689	$30,037	$31,886	$24,000	$0
Donation	$250	$124,951	$0	$0	$0
Grants	$1,375,504	$135,722	$0	$0	$0
Transfers In	$1,441,500	$37,000	$26,000	$300,000	$0
Total Parks & Recreation Capital Projects	**$2,846,301**	**$327,999**	**$57,886**	**$324,000**	**$0**
Facilities Capital Projects					
Interest Income	$130	$376	$0	$0	$0
Transfers In	$3,312,000	$0	$40,000	$127,000	$275,000
Total Facilities Capital Projects	**$3,312,130**	**$376**	**$40,000**	**$127,000**	**$275,000**
Samm. Bridge Repl/SR202/127th CP					
Investment Interest	$1,276	$415	$0	$0	$0
Road & Construction Services	$0	$0	$0	$0	$0
Grants	$0	$0	$140,000	$1,215,000	$1,500,000
Transfers In	$0	$68,000	$666,000	$2,426,000	$965,000
Total Samm. Bridge Repl/SR202/127th CP	**$1,276**	**$68,415**	**$806,000**	**$3,641,000**	**$2,465,000**

2013/2014 REVENUE DETAIL

	Actual 2010	Actual 2011	Forecast 2012	Forecast 2013	Forecast 2014
ENTERPRISE FUND:					
Surface Water Mgmt Fund					
Grants	$0	$0	$50,000	$0	$0
Storm Drainage Fees & Charges	$917,510	$934,832	$1,095,402	$1,106,356	$1,117,420
Investment Interest	$1,150	$347	$0	$0	$0
Total Surface Water Mgmt Fund	**$918,660**	**$935,179**	**$1,145,402**	**$1,106,356**	**$1,117,420**
INTERNAL SERVICE FUNDS:					
Equipment Rental					
Investment Interest	$1,977	$1,532	$0	$0	$0
Vehicle/Equipment Repair Chgs	$144,789	$114,533	$102,694	$96,998	$95,748
Miscellaneous	$3,989	$0	$0	$0	$0
Insurance Proceeds	$1,069	$4,830	$0	$0	$0
Total Equipment Rental	**$151,824**	**$120,895**	**$102,694**	**$96,998**	**$95,748**
Equipment Replacement					
Transfers In (GF)	$50,000	$25,000	$25,000	$0	$0
Total Equipment Replacement	**$50,000**	**$25,000**	**$25,000**	**$0**	**$0**
Unemployment					
Charges for Service	$0	$60,755	$28,600	$32,400	$32,400
Total Unemployment	**$0**	**$60,755**	**$28,600**	**$32,400**	**$32,400**
Total All Funds	**$23,912,605**	**$17,366,605**	**$18,578,385**	**$25,005,118**	**$25,353,145**

The City of
WOODINVILLE
Est. 1993

Council and Commissions

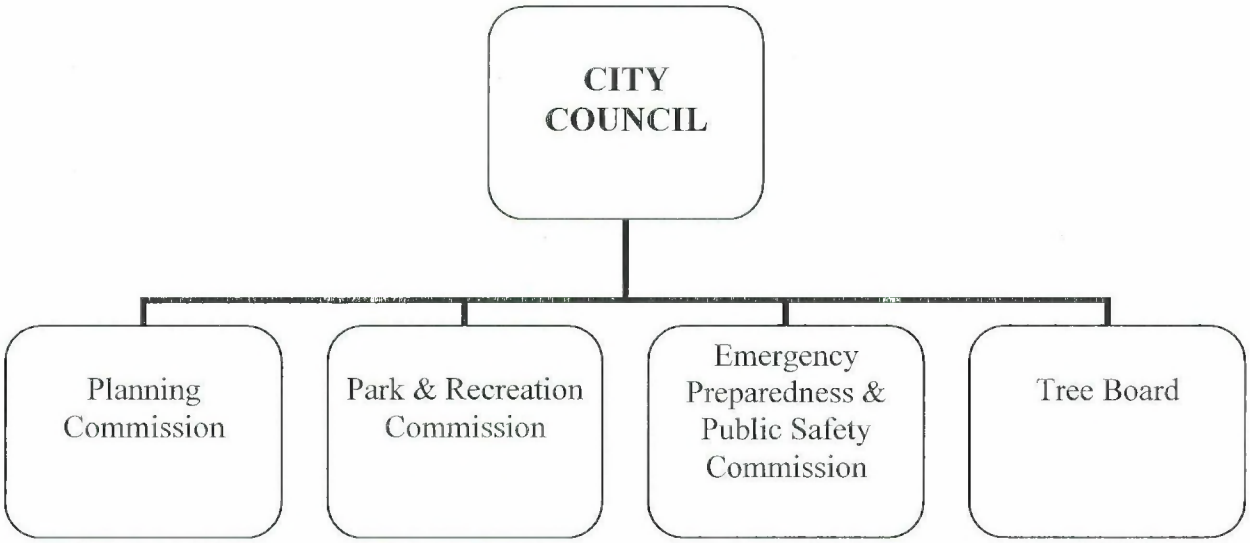
CITY COUNCIL AND COMMISSIONS

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

The City Council receives policy advice from volunteer citizen Commissions, including the Planning Commission, the 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 City Council, in accordance with the terms established for each of their respective boards.

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



CITY COUNCIL AND COMMISSIONS

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$44,400	$43,200	$51,600	$51,600	$51,600
Benefits	$4,405	$4,515	$4,978	$5,465	$5,465
Supplies	$1,733	$335	$1,750	$800	$900
Services	$9,578	$5,688	$20,600	$10,000	$10,000
Intergovernmental	$0	$0	$0	$0	$0
Interfund	$0	$0	$0	$0	$0
Capital Outlay	$0	$0	$0	$0	$0
Department Total	**$60,116**	**$53,738**	**$78,928**	**$67,865**	**$67,965**

Total 2013/2014 Biennial Budget **$135,831**

City Council

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

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

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	2010	2011	2012	2013	2014
Regular/Special Meetings	39	34	32	37	37
Reports Received	230	265	264	265	265
Ordinances	15	17	12	18	18
Resolutions	13	12	15	15	15
Agreements	28	30	18	20	20
Public Hearings	10	20	16	18	18

2013/2014 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
- Adopt ordinances and resolutions as applicable
- Appropriate monies for capital project expenditures as applicable

CITY COUNCIL

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$44,400**	**$43,200**	**$51,600**	**$51,600**	**$51,600**
Personnel Benefits	**$4,405**	**$4,515**	**$4,978**	**$5,465**	**$5,465**
Supplies	**$1,733**	**$335**	**$1,750**	**$800**	**$900**
Services & Charges					
Professional Services	$7,018	$2,979	$16,000	$5,500	$5,500
Communication	$0	$0	$0	$0	$0
Travel	$1,482	$1,318	$2,500	$3,000	$3,000
Advertising	$0	$96	$600	$0	$0
Education/Training	$1,035	$1,260	$1,000	$1,000	$1,000
Miscellaneous	$43	$35	$500	$500	$500
Total Services & Charges	**$9,578**	**$5,688**	**$20,600**	**$10,000**	**$10,000**
Intergovernmental	**$0**	**$0**	**$0**	**$0**	**$0**
Interfund	**$0**	**$0**	**$0**	**$0**	**$0**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DEPARTMENT TOTAL	**$60,116**	**$53,738**	**$78,928**	**$67,865**	**$67,965**

Planning Commission

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

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Regular/Special Meetings	20	25	21	20	20
CAP/Subcommittee Meeting	0	4	3	3	3
Reports Received	63	59	49	50	50
Master Plans Reviewed	3	1	2	1	1
Ordinances Reviewed	29	27	22	20	20
Public Hearings	10	8	7	7	7

2013/2014 Work Plan Overview

- Provide a recommendation to Council on all high-priority docket items
- Review all design review applications and provide recommendations to the Director
- Begin review of 2015 GMA major update

Parks and Recreation Commission

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Regular/Special Meetings	11	7	9	11	11
Reports Received	30	25	20	25	25
Master Plans Reviewed	2	1	2	1	1
Special Presentations	5	5	0	2	2
Public Art and Donation Proposals Reviewed	2	2	0	0	0
Capital Projects	3	3	1	3	3

2013/2014 Work Plan Overview

- Review assigned master plans/specialized plans
- Review and recommend desired changes in Park & Recreation Fees and Policies
- Review capital projects as requested
- Review updates to the Parks, Recreation, and Open Space Plan
- Review possible donations for art, park fixtures, and land
- Review plans for special events

Emergency Preparedness and Public Safety Commission

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Regular/Special Meetings	14	14	11	12	12
Reports Received	31	34	18	20	20
Master Plans Reviewed	0	0	1	0	0
Regulations Proposed	1	0	0	0	0

2013/2014 Work Plan Overview

- Review updates to the CEMP
- Review 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.

Tree Board

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Regular/Special Meetings	6	4	2	6	6
Reports Received	9	3	6	6	6
Ordinances Reviewd	6	3	2	1	1
Public Education Events	3	1	4	2	2

2013/2014 Work Plan Overview

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

The City of
WOODINVILLE

Legal Services Department

LEGAL SERVICES DEPARTMENT

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Council/Comm. Mtgs Attended	23	24	24	24	24
Ordinances Reviewed	15	17	20	15	20
Resolutions Reviewed	6	15	20	15	15
Agreements/Contracts Reviewed	78	130	110	120	120
Litigation Cases	6	4	3	4	2
Legal Retainer Services (Hours)	454	492	734	622	622

FTEs Positions Summary	
None	*Services are contracted*

2013/2014 Work Plan Overview

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

LEGAL SERVICES DEPARTMENT

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$0	$0	$0	$0	$0
Benefits	$0	$0	$0	$0	$0
Supplies	$0	$0	$0	$0	$0
Services	$341,289	$332,991	$350,500	$503,000	$351,000
Intergov. Svcs	$0	$0	$0	$0	$0
Interfund Payments	$0	$0	$0	$0	$0
Capital Outlay	$0	$0	$0	$0	$0
Department Total	$341,289	$332,991	$350,500	$503,000	$351,000

Total 2013/2014 Biennial Budget $854,000

The City of
WOODINVILLE
EST. 1992

Executive Department

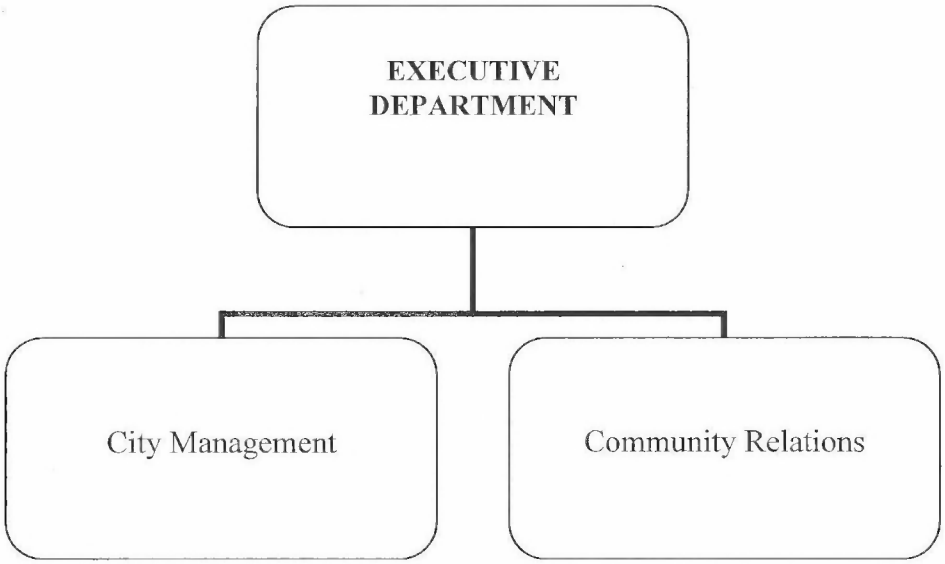
EXECUTIVE DEPARTMENT

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

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

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

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



EXECUTIVE DEPARTMENT

Department Expenditure Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$412,815	$442,392	$453,026	$491,795	$512,217
Benefits	$120,781	$140,045	$165,055	$173,813	$185,353
Supplies	$3,333	$4,247	$17,471	$11,100	$7,600
Services	$68,415	$219,780	$316,045	$269,033	$266,210
Intergov. Svcs	$350	$60,672	$134,579	$145,800	$117,410
Interfund Payments	$1,877	$9,451	$15,830	$594	$594
Capital Outlay	$0	$0	$0	$0	$17,500
Department Total	$607,571	$876,587	$1,102,007	$1,092,136	$1,106,884

Total 2013/2014 Biennial Budget **$2,199,019**

Department Position Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
City Manager	1	1	1	1	1
Assist to the City Mgr.	1	1	1	1	1
Management Analyst	1	1	1	1	1
City Clerk	1	1	1	1	1
Exec Secr/Dep City Clerk	1	1	1	1	1
	5	5	5	5	5

City Management

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

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

The Division provides Human Resources services to the organization, which includes the recruitment, hiring, training, and retention of the city's workforce and serves as the City's Emergency Management Division.

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Council/Commission Agendas	65	35	35	35	35
Council/Com. Staff Reports	250	265	265	265	265
Citizen Service Requests	150	143	148	150	150
Public Records Requests	235	138	141	150	150
Hrs. Meeting Minutes	125	92	89	90	90
Claims for Damage	10	22	9	10	10
No. Recruitments	9	9	8	8	8
Applications Screened	702	581	487	540	540
Emerg. Training Exercises	4	2	1	2	2

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

2013/2014 Work Plan Overview

- Revise the City's personnel policy manual and job descriptions
- Establish an internal project tracking/performance management system for City departments
- Complete the Downtown Decorative Streetscape Master Plan and City Gateway/Wayfinding Sign Master Plan
- Work with the City Council and community to develop a strategy for the future of the Old Woodinville Schoolhouse

CITY MANAGEMENT DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$412,815**	**$442,392**	**$453,026**	**$491,795**	**$512,217**
Personnel Benefits	**$120,781**	**$140,045**	**$165,055**	**$173,813**	**$185,353**
Supplies/Small Tools	**$3,116**	**$4,098**	**$12,471**	**$8,100**	**$7,100**
Services & Charges					
Professional Services	$10,699	$18,464	$19,811	$24,457	$24,657
Communication	$38,436	$37,069	$49,580	$53,751	$53,051
Travel Expense	$1,500	$205	$2,250	$3,500	$3,400
Advertising	$15,677	$10,587	$14,700	$22,450	$22,350
Operating Rentals	$0	$0	$0	$0	$0
Insurance	$0	$18,109	$19,429	$17,542	$18,419
Education/Training	$0	$340	$700	$850	$850
Repairs & Maint.	$0	$0	$0	$0	$0
Miscellaneous	$1,754	$3,327	$3,075	$2,833	$2,833
Printing	$0	$0	$0	$0	$0
Total Services & Charges	**$68,066**	**$88,101**	**$109,545**	**$125,383**	**$125,560**
Intergovernmental	**$350**	**$350**	**$41,929**	**$24,000**	**$25,000**
Interfund	**$965**	**$9,451**	**$15,830**	**$594**	**$594**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DIVISION TOTAL	**$606,093**	**$684,437**	**$797,856**	**$823,686**	**$855,824**

NOTES:

(2009-2010 City Management includes Community Relations and Emergency Management functions)

(2011-2014 City Management includes the Emergency Management function)

Community Relations

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Number of Human Services Grants Funded	16	13	13	13	13
Number of special events	9	2	2	2	2
Number of customer service requests	99	140	132	135	135
Number of City eNews items sent	12	18	16	20	20
Number of Press Releases Issued	52	25	26	30	30
Number of CityView newsletter issues	2	2	2	2	2

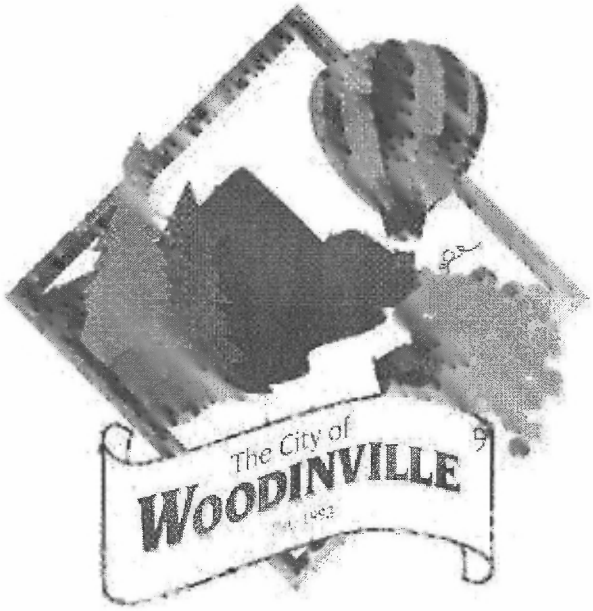
Full Time Equivalents (FTE) Position Summary					
None	0	0	0	0	0

2013/2014 Work Plan Overview

- Review the City's human services grant program to achieve the most effective and beneficial use of these discretionary funds for the Woodinville community
- Expand the use of social media tools, such as news feeds, to provide routine, critical emergency or construction information to the community
- Assist in the development of a community summer festival

COMMUNITY RELATIONS DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$0**	**$0**	**$0**	**$0**	**$0**
Personnel Benefits	**$0**	**$0**	**$0**	**$0**	**$0**
Supplies/Small Tools	**$217**	**$149**	**$5,000**	**$3,000**	**$500**
Services & Charges					
Professional Services	$349	$131,679	$199,000	$141,600	$138,600
Communication	$0	$0	$7,000	$500	$500
Advertising	$0	$0	$500	$1,000	$1,000
Miscellaneous	$0	$0	$0	$550	$550
Total Services & Charges	**$349**	**$131,679**	**$206,500**	**$143,650**	**$140,650**
Intergovernmental	**$0**	**$60,322**	**$92,650**	**$121,800**	**$92,410**
Interfund	**$912**	**$0**	**$0**	**$0**	**$0**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$17,500**
DIVISION TOTAL	**$1,478**	**$192,150**	**$304,150**	**$268,450**	**$251,060**

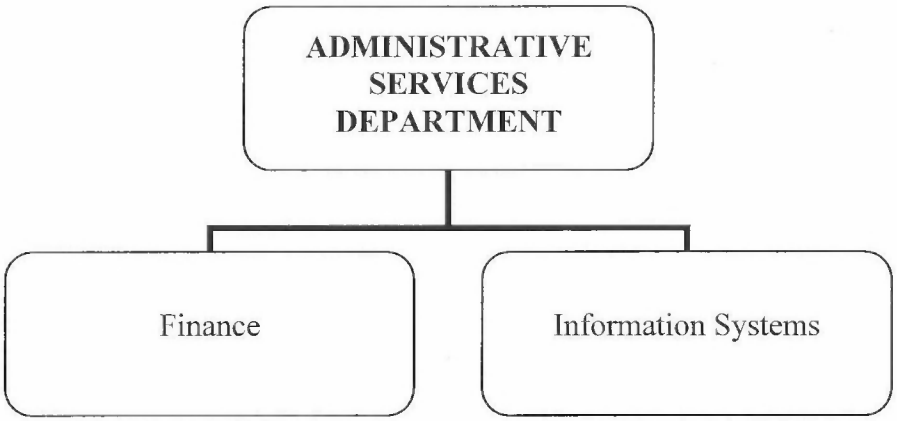

The City of
WOODINVILLE

Administrative Services Department

ADMINISTRATIVE SERVICES DEPARTMENT

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

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



ADMINISTRATIVE SERVICES DEPARTMENT

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$496,978	$491,044	$519,695	$546,551	$570,903
Benefits	$140,926	$154,962	$178,551	$199,265	$212,685
Supplies	$4,247	$8,215	$23,600	$30,000	$23,000
Services	$96,774	$144,882	$169,351	$153,616	$175,699
Intergovernmental	$16,739	$1,000	$29,700	$4,500	$4,500
Interfund Payments	$424	$13,719	$17,263	$594	$594
Capital Outlay	$0	$0	$0	$70,000	$0
Department Total	$756,088	$813,822	$938,160	$1,004,526	$987,382

Total 2013/2014 Biennial Budget **$1,991,908**

Department Position Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Finance Director	1.0	1.0	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Clerk	2.0	2.0	2.0	3.0*	3.0*
Admin Assistant	1.0	1.0	1.0	0.0*	0.0*
IS Manager	1.0	1.0	1.0	1.0	1.0
GIS Analyst	1.0	0.0	0.0	0.0	0.0
Senior Programmer	0.7	1.0	1.0	1.0	1.0
Position Totals	7.7	7.0	7.0	7.0	7.0

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

Finance

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

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

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

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Accounts Payable Checks	1,731	1,725	1,106	1,700	1,700
Payroll Checks/e-deposits	1,595	1,427	1,174	1,250	1,250
Journal Entries	260	260	146	150	150
Contracts Monitored	185	172	120	100	100
Businesses Registered	2,499	1,800	1,235	1,400	1,400
Animal Licenses Issued	118	120	67	120	120

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

2013/2014 Work Plan Overview

- Review equipment replacement funding levels and allocations
- Refine the Treasurer's Reports for readability and content
- Review the business registration process with Council
- Implement Budgeting, Accounting and Reporting Systems (BARS) account coding required by SAO
- Continue cross-training within the Finance Division

FINANCE DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$355,411**	**$349,444**	**$369,176**	**$388,439**	**$407,553**
Personnel Benefits	**$101,127**	**$113,100**	**$130,149**	**$147,937**	**$158,263**
Supplies	**$442**	**$3,126**	**$6,571**	**$3,500**	**$3,500**
Services & Charges					
Professional Services	$23,207	$18,851	$30,600	$27,450	$30,200
Communication	$1,578	$3,867	$0	$3,400	$3,500
Travel Expense	$127	$681	$2,000	$800	$800
Advertising	$94	$0	$500	$0	$0
Operating Rentals	$195	$195	$0	$0	$0
Insurance	$0	$18,109	$19,429	$17,519	$18,395
Education/Training	$80	$984	$900	$2,000	$2,000
Repairs & Maint.	$0	$0	$200	$100	$100
Miscellaneous	$340	$380	$700	$400	$400
Bank Fees	$3,154	$614	$0	$1,000	$1,000
Total Services & Charges	**$28,775**	**$43,681**	**$54,329**	**$52,669**	**$56,395**
Intergovernmental	**$0**	**$0**	**$19,429**	**$0**	**$0**
Interfund	**$424**	**$12,947**	**$12,242**	**$594**	**$594**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DIVISION TOTAL	**$486,179**	**$522,298**	**$591,896**	**$593,139**	**$626,306**

Information Systems

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

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
No. File Servers	10	10	10	12	12
No. PC's Supported	74	56	56	56	56
No. Telephones	87	73	73	73	73
IT Assistance Requests	1,024	1,025	1,028	1,000	1,000
No. Software Applications	52	53	53	52	52
No. Peripherals	29	28	28	28	28

Full Time Equivalents (FTE) Position Summary					
IS Manager	1.00	1.00	1.00	1.00	1.00
Senior Programmer	0.70	0.70	1.00	1.00	1.00
Total FTEs	1.70	1.70	2.00	2.00	2.00

2013/2014 Work Plan Overview

- Establish Emergency Operation Center (EOC) at the Public Works Maintenance Facility
- Analyze and upgrade the City's legacy phone system
- Analyze and upgrade the City's legacy email system
- Perform an Information Systems (IS) security penetration audit
- Support electronic documents and plan review implementation as part of the eGov initiative

INFORMATION SYSTEMS DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$141,567**	**$141,600**	**$150,519**	**$158,112**	**$163,350**
Personnel Benefits	**$39,799**	**$41,862**	**$48,402**	**$51,328**	**$54,422**
Supplies	**$3,805**	**$5,089**	**$17,029**	**$26,500**	**$19,500**
Services & Charges					
Professional Services	$1,161	$237	$15,000	$26,300	$40,300
Communication	$9,562	$1,470	$13,200	$6,300	$6,300
Travel Expense	$33	$156	$200	$500	$500
Advertising	$0	$0	$400	$1,000	$1,000
Operating Rentals	$0	$0	$0	$0	$0
Insurance	$0	$7,244	$7,771	$7,146	$7,504
Education/Training	$9,051	$3,870	$3,000	$4,200	$4,200
Repairs & Maint.	$64	$272	$3,000	$3,000	$3,000
Miscellaneous	$48,128	$87,952	$72,451	$52,501	$56,501
Printing	$0	$0	$0	$0	$0
Total Services & Charges	**$67,999**	**$101,201**	**$115,022**	**$100,947**	**$119,305**
Intergovernmental	**$16,739**	**$1,000**	**$10,271**	**$4,500**	**$4,500**
Interfund	**$0**	**$772**	**$5,021**	**$0**	**$0**
Capital Outlay	**$0**	**$0**	**$0**	**$70,000**	**$0**
DIVISION TOTAL	**$269,909**	**$291,524**	**$346,264**	**$411,387**	**$361,076**

The City of
WOODINVILLE

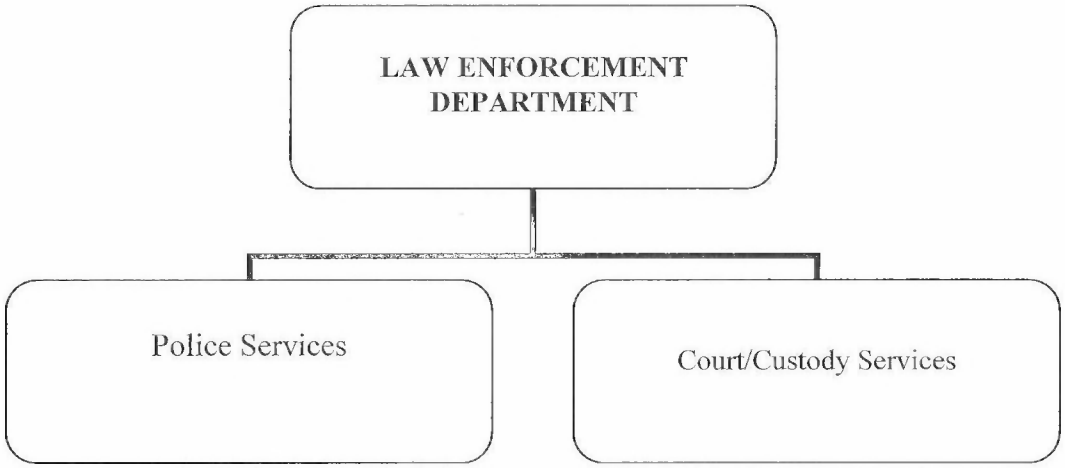
Law Enforcement Department

LAW ENFORCEMENT DEPARTMENT

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

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

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



LAW ENFORCEMENT DEPARTMENT

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$62,093	$55,469	$57,021	$60,253	$62,234
Benefits	$25,196	$29,533	$32,206	$35,564	$37,977
Supplies	$11,093	$7,774	$4,300	$25,154	$13,060
Services	$92,282	$96,194	$132,000	$121,478	$121,859
Intergovernmental	$2,730,544	$2,436,367	$2,876,332	$2,867,600	$2,954,120
Interfund	$4,451	$1,736	$0	$0	$0
Capital Outlay	$0	$0	$0	$55,000	$0
Department Total	$2,925,660	$2,627,073	$3,101,859	$3,165,048	$3,189,251

Total 2013/2014 Biennial Budget **$6,354,299**

Department Position Summary

City Staff	2010 Actual	2011 Actual	2012 Budget	2013 0	2014 Recommended
Code Enforcement	1	0	0	0	0
Police Clerk	0	1	1	1	1
Position Totals	1	1	1	1	1

Police Services Division

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
No. Commissioned Officers	11	11	11	12	12
Calls for Service	2,485	2,502	2,648	2,500	2,500
Officer Initiated Events	3,060	3,080	3,250	3,100	3,100
Part One Crimes	440	430	410	430	420
Part Two Crimes	360	350	380	350	350
Avg. Response Time (Priority)	3.48	3.25	3.15	3.00	3.00
Permits/Passports Issued	250	150	210	250	500

Full Time Equivalents (FTE) Position Summary					
Code Enforcement Officer	1.00	0.00	0.00	0.00	0.00
Police Clerk	1.00	1.00	1.00	1.00	1.00
Total FTEs	2.00	1.00	1.00	1.00	1.00

2013/2014 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
- 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
- Produce monthly Police Department Reports tracking crime trends
- Issue passports, weapons permits, fingerprints, etc.

POLICE SERVICES DIVISION

	2010 * Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	**$62,093**	**$55,469**	**$57,021**	**$60,253**	**$62,234**
Benefits	**$25,196**	**$29,533**	**$32,206**	**$35,564**	**$37,977**
Supplies	**$11,093**	**$7,774**	**$4,300**	**$25,154**	**$13,060**
Services & Charges					
Professional Services	$790	$3,036	$1,500	$6,200	$6,200
Communication	$5,150	$12,751	$6,500	$14,100	$14,300
Travel Expense	$112	$95	$1,000	$850	$500
Insurance	$0	$0	$0	$4,628	$4,859
Advertising	$25	$0	$0	$0	$0
Operating Rentals	$532	$0	$0	$0	$0
Education/Training	$339	$750	$1,000	$5,500	$5,500
Repairs & Maint.	$1,053	$0	$1,000	$500	$600
Miscellaneous	$106	$113	$250	$400	$600
Printing	$0	$0	$0	$0	$0
Total Services & Charges	**$8,106**	**$16,745**	**$11,250**	**$32,178**	**$32,559**
Intergovernmental	**$2,570,867**	**$2,289,476**	**$2,588,332**	**$2,722,000**	**$2,808,520**
Interfund	**$4,451**	**$1,736**	**$0**	**$0**	**$0**
Capital Outlay	**$0**	**$0**	**$0**	**$55,000**	**$0**
DIVISION TOTAL	**$2,681,807**	**$2,400,733**	**$2,693,109**	**$2,930,148**	**$2,954,351**

* 2010 actual expenditures includes code enforcement activities. In 2011 code enforcement activities was rolled into the Development Services Department.

Court and Custody Services

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, and housing of convicted non-felony prisoners who at the King County Jail, Snohomish County Jail, and Okanogan County Jail.

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
No. Cases Filed*	578	600	0	600	575
No. Cases Publicly Defended	101	149	100	100	100
Prisoners Booked	174	165	98	104	114
Prisoner Days in Jail	1,155	1,298	1,182	1,416	1,541
Avg. Cost Per Jail Day	$94.20	$85.09	$69.39	$72.00	$74.00
Elec. Monitoring - Prisoners	3	0	8	8	8

Full Time Equivalents (FTE) Position Summary	
None	*Services are contracted.*

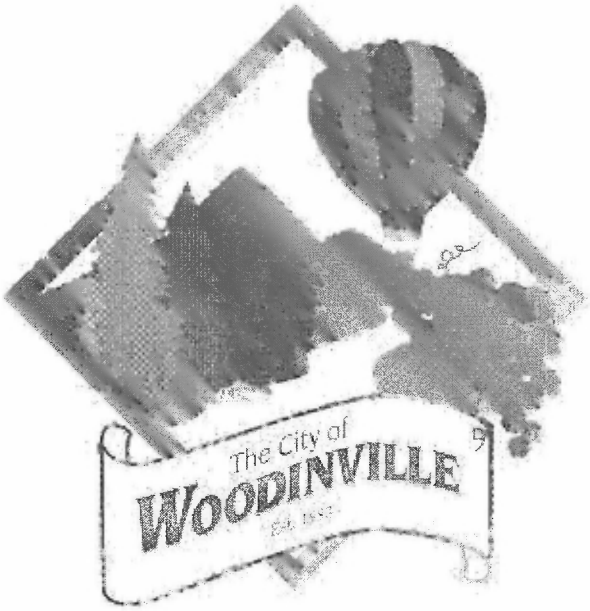
**No of Cases Filed includes infractions and criminal cases*

2013/2014 Work Plan Overview

- Improve court activity reporting system
- Continue participation in regional process to identify jail bed capacity for the future
- Continue to monitor jail costs and encourage other methods of processing and incarceration, such as video court and electronic home monitoring
- Monitor public defense contract to ensure compliance with new State Supreme Court Public Defense standards

COURT & CUSTODY SERVICES DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Services & Charges					
Professional Services	$182	$785	$0	$1,800	$1,800
Prosecution Charges	$48,564	$48,564	$52,500	$52,000	$52,000
Public Defense	$35,430	$30,100	$68,250	$35,500	$35,500
Total Services & Charges	**$84,176**	**$79,449**	**$120,750**	**$89,300**	**$89,300**
Intergovernmental					
Jail	$137,154	$139,076	$250,000	$123,000	$123,000
Court	$19,977	$4,692	$30,000	$20,000	$20,000
Domestic	$2,546	$3,123	$7,500	$2,600	$2,600
Total Intergovernmental	**$159,677**	**$146,891**	**$288,000**	**$145,600**	**$145,600**
DIVISION TOTAL	**$243,853**	**$226,340**	**$408,750**	**$234,900**	**$234,900**


The City of
WOODINVILLE

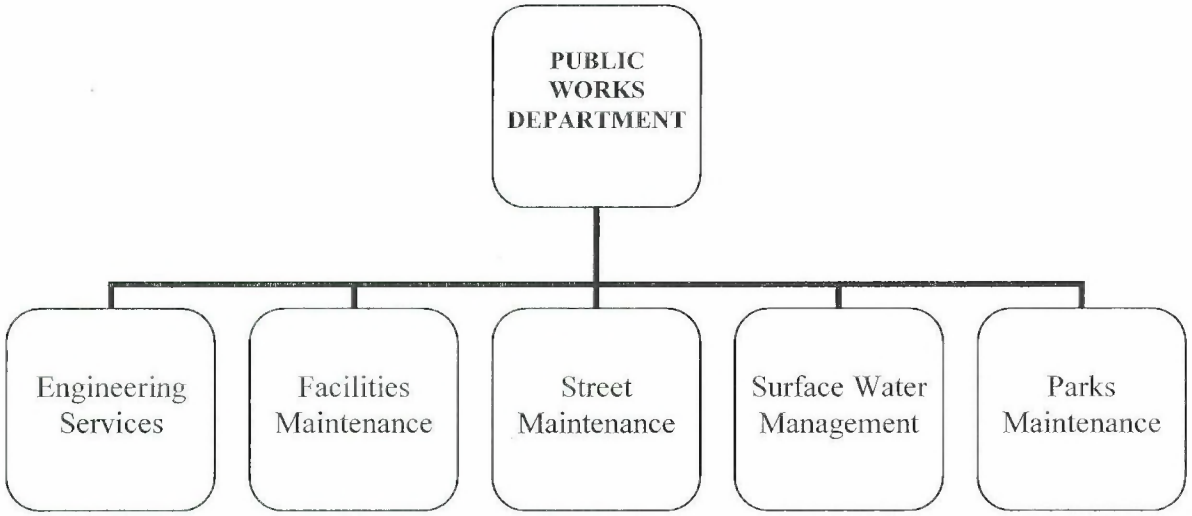
Public Works Department

PUBLIC WORKS DEPARTMENT

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

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

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



PUBLIC WORKS DEPARTMENT

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$1,107,427	$948,478	$992,798	$1,043,503	$1,083,055
Benefits	$385,807	$341,526	$386,483	$430,908	$459,850
Supplies	$226,447	$140,599	$155,416	$161,000	$154,600
Services	$766,520	$677,565	$680,439	$972,689	$949,009
Intergovernmental	$140,918	$135,444	$195,697	$122,950	$122,950
Interfund Payments	$250,780	$225,776	$178,953	$291,779	$290,260
Capital Outlay	$27,601	$91,928	$15,650	$75,000	$0
Other Financing Uses				$50,000	$90,000
Department Total	$2,905,500	$2,561,315	$2,605,435	$3,147,830	$3,149,723

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

Total 2013/2014 Biennial Budget **$6,297,553**

Department Position Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
P.W. Director	1.0	1.0	1.0	1.0	1.0
P.W. Asst. Director	1.0	1.0	1.0	1.0	1.0
Sr Admin Assistant	1.0	1.0	1.0	1.0	1.0
Senior Engineer	1.0	1.0	1.0	1.0	1.0
Engineer	1.0	1.0	1.0	1.0	1.0
Engineering Tech	1.0	1.0	1.0	1.0	1.0
Facilities I	1.0	0.0	0.0	0.0	0.0
Facilities II	1.0	0.0	0.0	0.0	0.0
Maint Supervisor	1.0	1.0	1.0	1.0	1.0
Maint Worker I	0.0	2.0	2.0	2.0	2.0
Maint Worker II	4.0	3.0	3.0	2.0	2.0
Maint Worker III	1.0	1.0	1.0	2.0	2.0
Seasonal Laborers	1.6	2.1	2.1	1.9	1.9
Position Totals	15.6	15.1	15.1	14.9	14.9

Engineering Services

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Capital Projects Designed	4	7	2	2	2
Capital Projects Constructed	4	4	6	5	5
Traffic Accidents	190	190	154	160	160
Traffic Studies	3	3	3	3	3
Development Plans Reviewed	15	15	8	10	10
ROW Permits Issues	80	85	92	80	80
Site Inspections	1,000	1,000	1,000	1,000	1,000

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

2013/2014 Work Plan Overview

- Implement the 2013-2014 Capital Improvement Project Program
- Review engineering documents/permits within 14 days of receipt, at least 80% of the time
- Implement digital video GPS system
- Update City's Infrastructure development standards
- Propose reviews to City Ordinances and standards to meet the requirements of the NPDES permits

ENGINEERING SERVICES DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$256,568**	**$246,998**	**$255,028**	**$277,095**	**$286,760**
Personnel Benefits	**$80,929**	**$82,758**	**$96,403**	**$105,664**	**$112,116**
Supplies	**$26,017**	**$21,657**	**$20,176**	**$15,050**	**$17,750**
Services & Charges					
Professional Services	$52,127	$52,096	$71,780	$107,600	$107,600
Communication	$3,037	$2,990	$3,200	$9,200	$7,800
Travel	$219	$80	$1,050	$1,550	$1,550
Advertising	$165	$1,306	$2,000	$700	$1,300
Insurance	$0	$11,590	$0	$5,398	$5,668
Repairs and Maint.	$843	$4,476	$2,550	$8,900	$2,600
Education/Training	$0	$131	$3,925	$2,500	$2,800
Miscellaneous	$930	$1,633	$500	$800	$600
Total Services & Charges	**$57,321**	**$74,301**	**$85,005**	**$136,648**	**$129,918**
Intergovernmental	**$0**	**$0**	**$15,434**	**$5,800**	**$5,800**
Interfund	**$7,352**	**$5,106**	**$11,521**	**$4,641**	**$3,121**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DIVISION TOTAL	**$428,187**	**$430,820**	**$483,567**	**$544,898**	**$555,465**

Street Maintenance

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Miles of Roadway Maintained	47	47	47	47	47
Potholes Repaired	143	90	221	125	125
Traffic Signals	21	21	21	21	21
Miles of Street Swept	1,347	1,500	168	1,500	1,500
Snow/Ice Events	1	2	1	2	2
Gallons Anti-Icer Used	250	2,300	2,230	2,200	2,200
Signs Installed/Replaced	3	94	75	80	80
Lane Lines Installed (lf)	47	47	47	47	47
Work Orders Completed	0	0	0	0	0
Street Lights	687	690	690	690	695

Full Time Equivalents (FTE) Position Summary					
Public Works Director	0.2	0.2	0.2	0.2	0.2
Asst. Public Works Director	0.2	0.2	0.2	0.2	0.2
Senior Engineer	0.1	0.1	0.1	0.1	0.1
Engineer I/Field Engineer	0.1	0.1	0.1	0.1	0.1
Engineering Technician	0.3	0.3	0.3	0.3	0.3
Senior Admin. Assistant	0.2	0.2	0.2	0.2	0.2
Maintenance Supervisor	0.4	0.4	0.4	0.4	0.4
Maintenance Worker III	0.5	0.7	0.7	0.7	0.7
Maintenance Worker II	1.7	0.5	0.5	0.5	0.5
Maintenance Worker I	0.0	1.0	1.0	1.0	1.0
Seasonal Laborers	0.4	0.4	0.4	0.4	0.4
Total FTEs	4.1	4.1	4.1	4.1	4.1

2013/2014 Work Plan Overview

- Install raised pavement markers on selected arterials in lieu of using paint striping
- Coordinate re-lamping of streetlights to LED
- Replace traffic signal light bulbs with energy-efficient LED lights
- Repair at least 6 sections of damaged sidewalk
- Construct a permanent cover for the winter sand stockpile

STREET MAINTENANCE DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$236,716**	**$217,505**	**$255,746**	**$275,950**	**$287,591**
Personnel Benefits	**$85,501**	**$79,972**	**$105,243**	**$119,119**	**$127,645**
Supplies	**$50,483**	**$56,381**	**$63,683**	**$56,600**	**$53,800**
Services & Charges					
Professional Services	$5,114	$16,833	$20,757	$63,000	$63,000
Communication	$2,281	$3,842	$2,800	$6,200	$6,300
Travel	$13	$228	$400	$400	$400
Advertising	$362	$258	$400	$400	$400
Operating Rentals	$5,312	$5,711	$9,600	$10,800	$10,800
Insurance	$0	$13,779	$0	$12,540	$13,167
Utilities Services	$148,839	$149,367	$138,000	$150,500	$135,500
Repairs & Maint.	$203	$553	$2,000	$3,000	$3,000
Education/Training	$0	$545	$1,100	$1,000	$600
Miscellaneous	$178	$573	$400	$600	$600
Total Services & Charges	**$162,302**	**$191,689**	**$175,457**	**$248,440**	**$233,767**
Intergovernmental	**$87,910**	**$92,717**	**$152,000**	**$85,900**	**$85,900**
Interfund	**$43,371**	**$54,734**	**$53,712**	**$30,169**	**$30,169**
Capital Outlay	**$17,601**	**$45,964**	**$15,650**	**$45,000**	**$0**
DIVISION TOTAL	**$683,884**	**$738,962**	**$821,491**	**$861,178**	**$818,872**

Surface Water Management

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Miles of Pipe Maintained	50	50	50	50	50
Miles of Ditch Maintained	38	38	38	38	38
No. of Catch Basins	3,260	3,260	3,261	3,261	3,262
No. Detention Ponds	20	20	20	20	20
No. Detention Vaults	12	12	12	12	12
No. Water Quality Facilities	4	6	6	6	6
Flood Events	4	3	1	2	2
Water Quality Tests	115	120	120	120	120
Work Orders Completed	0	0	0	0	0

Full Time Equivalents (FTE) Position Summary					
Public Works Director	0.30	0.30	0.30	0.30	0.30
Asst. Public Works Director	0.30	0.30	0.30	0.30	0.30
Senior Engineer	0.20	0.20	0.20	0.20	0.20
Engineer I/Field Engineer	0.10	0.10	0.10	0.10	0.10
Engineering Technician	0.30	0.30	0.30	0.30	0.30
Senior Admin. Assistant	0.30	0.30	0.30	0.30	0.30
Maintenance Supervisor	0.40	0.40	0.40	0.40	0.40
Maintenance Worker III	0.50	1.30	1.30	1.30	1.30
Maintenance Worker II	1.30	0.50	0.50	0.50	0.50
Maintenance Worker I	0.00	1.00	1.00	1.00	1.00
Total FTEs	3.70	4.70	4.70	4.70	4.70

2013/2014 Work Plan Overview

- Implement the 2013-2014 Capital Improvement Plan Stormwater Projects
- 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 MANAGEMENT

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$216,906**	**$354,364**	**$346,234**	**$354,617**	**$368,437**
Personnel Benefits	**$95,214**	**$130,508**	**$134,159**	**$152,296**	**$163,025**
Supplies	**$75,952**	**$24,170**	**$38,497**	**$43,650**	**$43,450**
Services & Charges					
Professional Services	$237,147	$77,241	$113,000	$166,600	$151,600
Communication	$11,513	$5,028	$5,000	$6,600	$6,600
Travel	$600	$174	$400	$800	$800
Advertising	$2,329	$120	$300	$1,500	$1,500
Operating Rentals	$18,148	$2,626	$9,600	$9,600	$9,600
Insurance	$0	$17,023	$0	$15,719	$16,505
Repairs & Maint.	$6,000	$0	$2,500	$1,500	$1,500
Education/Training	$4,610	$14	$700	$1,050	$1,050
Miscellaneous	$129	$386	$600	$500	$500
Total Services & Charges	**$280,476**	**$102,612**	**$132,100**	**$203,869**	**$189,655**
Intergovernmental	**$43,997**	**$37,114**	**$24,263**	**$21,100**	**$21,100**
Interfund	**$183,044**	**$155,127**	**$113,720**	**$243,385**	**$243,385**
Capital Outlay	**$10,000**	**$45,964**	**$0**	**$30,000**	**$0**
Other Financing Uses				**$50,000**	**$90,000**
DIVISION TOTAL	**$905,589**	**$849,858**	**$788,973**	**$1,098,917**	**$1,119,052**

Facilities Maintenance

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Facilities Maintained	4	4	4	4	4
Sq. Feet Facilities Maintained	77,194	77,194	93,194	93,194	93,491
Major Repairs	5	3	2	2	2
Minor Repairs	50	15	12	10	10
Work Orders Completed	100	100	80	80	80

Full Time Equivalents (FTE) Position Summary					
Facilities Maint. Wkr. II	1.00	0.00	0.00	0.00	0.00
Facilities Maint. Wkr. I	1.00	0.00	0.00	0.00	0.00
Total FTEs	2.00	0.00	0.00	0.00	0.00

2013/2014 Work Plan Overview

- Maintain City facilities
- Establish on-call contracts for other needed maintenance work
- Assist and oversee remodeling work on Public Works shop building

FACILITIES MAINTENANCE DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$118,328**	**$0**	**$0**	**$0**	**$0**
Personnel Benefits	**$39,694**	**$0**	**$0**	**$0**	**$0**
Supplies	**$21,324**	**$10,612**	**$10,000**	**$15,800**	**$11,500**
Services & Charges					
Professional Services	$18,754	$50,674	$54,100	$81,100	$81,100
Communication	$6,110	$11,531	$4,000	$12,000	$12,000
Travel	$0	$0	$0	$0	$0
Advertising	$0	$0	$0	$4,000	$1,000
Operating Rentals	$0	$0	$0	$0	$0
Insurance	$0	$3,846	$0	$10,424	$10,945
Utilities	$64,967	$74,790	$71,400	$117,300	$125,800
Repairs & Maint.	$22,286	$34,683	$25,000	$65,200	$65,200
Education/Training	$390	$0	$0	$0	$0
Miscellaneous	$252	$109	$1,350	$800	$800
Total Services & Charges	**$112,759**	**$175,633**	**$155,850**	**$290,824**	**$296,845**
Intergovernmental	**$0**	**$1,681**	**$0**	**$2,050**	**$2,050**
Interfund	**$0**	**$0**	**$0**	**$0**	**$0**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DIVISION TOTAL	**$292,105**	**$187,926**	**$165,850**	**$308,674**	**$310,395**

Parks Maintenance Division

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Capital Projects Managed	1	2	0	1	1
No. Sites Maintained	18	18	18	18	18
Acres-Developed Parkland	23	23	23	23	23
Acres-Undeveloped Parkland	76	76	76	76	76
Miles of Trails Maintained	2	2	2	2	2
Safety Field Site Inspections	60	60	60	60	60
Acres Grass Mowed (cum.)	12	8	8	8	8
Acres Syn Turf Main. (cum.)	5	5	5	5	5

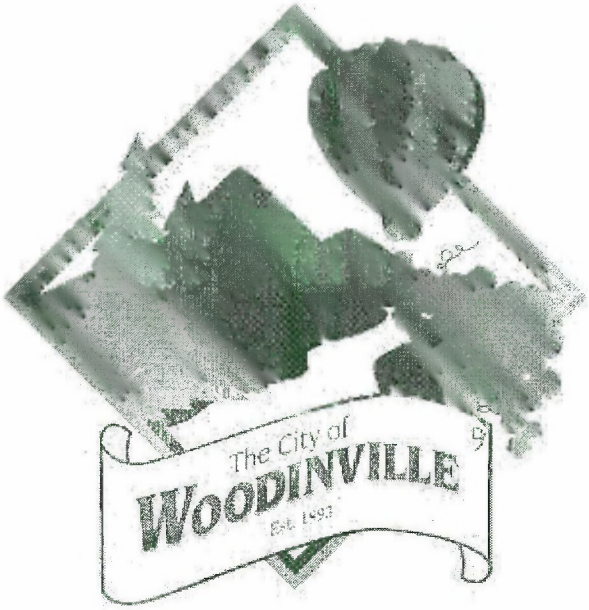
Full Time Equivalents (FTE) Position Summary					
Public Works Director	0.10	0.10	0.10	0.10	0.10
Senior Admin. Assistant	0.10	0.10	0.10	0.10	0.10
Maintenance Supervisor	0.20	0.20	0.20	0.20	0.20
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Seasonal Laborers	2.65	1.25	1.25	1.25	1.25
Total FTEs	4.05	2.45	2.45	2.65	2.65

2013/2014 Work Plan Overview

- Maintain the City's parks, landscaped areas and Woodinville Sports Field
- Manage capital projects
- Add amenities to existing park inventory through grants/volunteer projects
- Assist in effort to reduce time and costs to maintain neighborhood pocket parks

PARKS MAINTENANCE DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$278,909**	**$129,611**	**$135,790**	**$135,840**	**$140,267**
Personnel Benefits	**$84,469**	**$48,288**	**$50,678**	**$53,830**	**$57,064**
Supplies	**$52,671**	**$27,779**	**$23,060**	**$29,900**	**$28,100**
Services & Charges					
Professional Services	$38,505	$14,980	$14,776	$25,100	$29,400
Communication	$5,641	$2,200	$2,200	$3,300	$3,300
Travel	$4,110	$800	$400	$400	$800
Advertising	$1,400	$0	$0	$0	$0
Operating Rentals	$7,707	$2,900	$2,900	$3,000	$3,000
Insurance	$0	$0	$0	$20,308	$21,324
Utilities	$61,965	$85,000	$85,000	$27,800	$27,800
Repairs and Maint.	$27,039	$15,500	$15,500	$11,000	$11,000
Education/Training	$2,616	$1,600	$900	$1,250	$1,450
Miscellaneous	$1,679	$10,350	$10,350	$750	$750
Printing	$3,000	$0	$0	$0	$0
Total Services & Charges	**$153,662**	**$133,330**	**$132,026**	**$92,908**	**$98,824**
Intergovernmental	**$9,011**	**$3,932**	**$4,000**	**$8,100**	**$8,100**
Interfund	**$17,013**	**$10,809**	**$0**	**$13,585**	**$13,585**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DEPARTMENT TOTAL	**$595,735**	**$353,749**	**$345,554**	**$334,163**	**$345,939**


The City of
WOODINVILLE
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Development Services Department

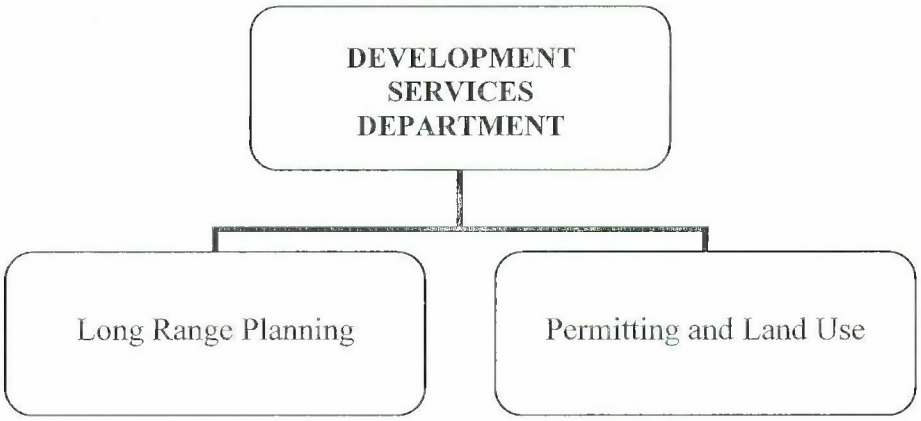
DEVELOPMENT SERVICES DEPARTMENT

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

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

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

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



DEVELOPMENT SERVICES DEPARTMENT

Department Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries	$965,605	$672,032	$674,934	$715,596	$724,246
Benefits	$307,163	$255,766	$249,651	$307,414	$324,750
Supplies	$8,496	$11,464	$20,338	$21,250	$15,550
Services	$103,197	$93,150	$115,998	$373,153	$312,060
Intergovernmental	$0	$0	$38,858	$3,900	$6,200
Interfund Payments	$8,549	$18,708	$30,246	$3,934	$3,934
Capital Outlay	$0	$0	$0	$30,000	$0
Department Total	$1,393,010	$1,051,120	$1,130,025	$1,455,246	$1,386,740

Total 2013/2014 Biennial Budget **$2,841,985**

Department Position Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Dev Svcs Director	1.0	1.0	1.0	1.0	1.0
Long Range Plan. Mgr	1.0	0.0	0.0	0.0	0.0
Permit/Land Use Svcs Mgr	1.0	0.0	0.0	0.0	0.0
Sr Admin Assistant	1.7	1.0	1.0	1.0	1.0
Trans/Env Planner*	1.0	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0	1.0
Planner	0.8	1.0	1.0	1.0	1.0
Building Plans Exam	1.0	1.0	1.0	1.0	1.0
Building Inspector II	1.0	1.0	1.0	1.0	1.0
Permit Tech II	3.0	2.0	2.0	2.0	2.0
Position Totals	12.4	9.0	9.0	9.0	9.0

*Transportation/Environmental Planner transferred from Public Works

Long Range Planning

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

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

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Major Plan Updates	1	0	0	0	2
Comp Plan Amendments	7	0	1	1	5
Development Reg Amendments	19	8	7	7	10
Commission/Board Mtgs	26	26	26	26	26
Community Meetings	4	0	1	1	5

Full Time Equivalents (FTE) Position Summary					
Dev. Services Director	0.5	0.9	0.9	0.9	0.9
Long Range Planner Mgr.	1.0	0.0	0.0	0.0	0.0
Senior Planner	1.0	0.5	0.5	0.5	0.5
Transportation Planner	0.5	0.3	0.3	0.3	0.3
Planner	0.6	0.3	0.3	0.3	0.3
Senior Admin. Assistant	0.8	1.0	1.0	1.0	1.0
Total FTEs	4.4	3.0	3.0	3.0	3.0

2013/2014 Work Plan Overview

- Begin GMA Mandated Comprehensive Plan Update
- Submit Grading Code Standards for Council consideration
- Submit the North Industrial Land Use Plan for Council consideration
- Submit proposals for the NW Gateway Plan
- Adopt Parking Strategy and Regulations
- Begin the Development Code Re-write

LONG RANGE PLANNING DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$404,095**	**$160,771**	**$159,683**	**$277,078**	**$286,220**
Personnel Benefits	**$101,772**	**$61,885**	**$54,718**	**$111,528**	**$118,816**
Supplies	**$677**	**$1,624**	**$4,791**	**$5,450**	**$5,450**
Services & Charges					
Professional Services	$12,990	$21,334	$17,877	$241,200	$191,500
Communication	$1,347	$2,605	$1,215	$2,626	$2,726
Travel Expense	$203	$123	$1,600	$500	$500
Advertising	$3,209	$2,142	$4,500	$1,000	$1,000
Insurance	$0	$6,700	$0	$6,904	$7,249
Operating Rentals	$0	$0	$0	$0	$0
Education/Training	$420	$1,259	$1,600	$0	$0
Repairs & Maint.	$0	$0	$590	$0	$0
Miscellaneous	$1,462	$1,084	$1,660	$0	$0
Printing	$5	$0	$4,725	$500	$500
Total Services & Charges	**$19,636**	**$35,247**	**$33,767**	**$252,730**	**$203,475**
Intergovernmental	**$0**	**$0**	**$7,189**	**$0**	**$0**
Interfund	**$8,549**	**$0**	**$5,735**	**$2,013**	**$2,013**
Capital Outlay	**$0**	**$0**	**$0**	**$0**	**$0**
DIVISION TOTAL	**$534,729**	**$259,527**	**$265,883**	**$648,798**	**$615,973**

Permitting and Land Use Division

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

The Division reviews and issues permits for land use applications that comply with the City's adopted regulations, including 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.

This Division also is responsible for investigating code complaints, and working with property owners and citizens to resolve code enforcement complaints.

Activity Workload Indicators					
Indicator	2010	2011	2012	2013	2014
Land Use Applications	61	50	80	40	40
Land Use Approvals	28	36	35	40	40
Permit Applications	562	637	527	500	500
Permits Issued	548	588	513	500	500
Permits Finalized	479	369	463	300	300
SEPA Determinations	12	11	15	12	12
Pre Application Meetings	14	23	31	25	25
Inspections	2,713	2,649	2,591	2,600	2,600
Code Enforcement Cases	150	129	105	100	100
Code Violations Resolved	n/a	72	145	100	100
Stop Work Notices Issued	4	2	3	2	2
Bld. Permit Valuations	$53,891,839	$10,073,818	$5,843,441	$5,000,000	$5,000,000
Full Time Equivalents (FTE) Position Summary					
Dev. Services Director	0.50	0.10	0.10	0.10	0.10
Senior Planner	0.00	0.50	0.50	0.50	0.50
Transportation Planner	0.50	0.70	0.70	0.70	0.70
Planner	0.10	0.70	0.70	0.70	0.70
Senior Admin. Assistant	0.90	0.00	0.00	0.00	0.00
Permit Services Manager	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	2.00	2.00	2.00	2.00
Total FTEs	8.00	6.00	6.00	6.00	6.00

2013/2014 Work Plan Overview

- Improve existing "Project Manager" Program to improve service and provide consistent experience
- Measure customer service by implementing customer service scorecard
- Implement property file management system
- Implement electronic permit submittal and plan review process
- Establish permit processing timelines, and develop system to meet those timelines 85% of the time
- Complete initial investigation within 2 weeks of receiving a complaint, 85% of the time
- Respond to citizens who report code violations within 2 business days from submittal 85% of the time

PERMIT & LAND USE DIVISION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Salaries and Wages	**$561,510**	**$511,261**	**$515,251**	**$438,518**	**$438,027**
Personnel Benefits	**$205,391**	**$193,881**	**$194,933**	**$195,886**	**$205,934**
Supplies	**$7,819**	**$9,840**	**$15,547**	**$15,800**	**$10,100**
Services & Charges					
Professional Services	$49,228	$14,829	$62,641	$46,400	$33,400
Communication	$3,999	$6,981	$6,944	$7,289	$7,489
Travel Expense	$65	$69	$1,500	$500	$500
Advertising	$3,401	$4,501	$6,000	$6,500	$6,500
Operating Rentals	$0	$0	$0	$0	$0
Insurance	$0	$29,518	$0	$25,234	$26,496
Education/Training	$2,565	$856	$1,500	$1,900	$1,600
Repairs & Maint.	$0	$0	$838	$0	$0
Miscellaneous	$1,633	$1,149	$2,808	$7,600	$7,600
Software Maint.	$22,670	$0	$0	$25,000	$25,000
Total Services & Charges	**$83,561**	**$57,903**	**$82,231**	**$120,423**	**$108,585**
Intergovernmental	**$0**	**$0**	**$31,669**	**$3,900**	**$6,200**
Interfund	**$0**	**$18,708**	**$24,511**	**$1,921**	**$1,921**
Capital Outlay	**$0**	**$0**	**$0**	**$30,000**	**$0**
DIVISION TOTAL	**$858,281**	**$791,593**	**$864,142**	**$806,448**	**$770,766**

The City of
WOODINVILLE

DEBT SERVICE

2013/2014 DEBT SERVICE

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+.

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, 2012, a remaining balance of $3,204,401.

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 a 2012 assessed valuation of $2,469,817,013. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown.

Debt Authority (with Current AV)	Authority	Remaining
General Purposes	$61,745,425	$58,541,024
Utility Debt	$61,745,425	$61,745,425
Open Space and Park Facilities	$61,745,425	$61,745,425
LTGO (councilmanic)*	$37,047,255	$33,842,854

*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.

2005 ADVANCED REFUNDING BOND

	Principal	Interest	Debt Service	Outstanding Prior to Principal Payment
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

DEBT SERVICE

Summary

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Beginning Balance	**$202,674**	**$2,522**	**$2,522**	**$2,522**	**$2,522**
Gen. Fund Transfer-In	$328,207	$531,207	$532,869	$528,287	$532,577
Total Available	**$530,881**	**$533,729**	**$535,391**	**$530,809**	**$535,099**
Principal	$365,203	$387,357	$403,461	$413,862	$433,606
Interest	$163,156	$143,850	$129,408	$114,425	$98,971
Total expenditures	**$528,359**	**$531,207**	**$532,869**	**$528,287**	**$532,577**
Ending Balance	**$2,522**	**$2,522**	**$2,522**	**$2,522**	**$2,522**

The City of
WOODINVILLE
EST. 1992

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 2013-2014 Capital Improvement Budget

Type of Improvement	No. of Projects	Proposed Expenditure
Street and Sidewalk Improvements	11	$18,350,000
Parks Projects	3	$402,000
Surface Water Improvements	4	$1,816,000
Facility Improvements	2	$730,000
Total All Improvements	20	$21,298,000

City of Woodinville, Washington

2013-2014 Sources and Uses (in $1,000)

Project Name	General Fund	REET 1	REET 2	Street Reserve	SWM Reserve	Mitiga-tion	Utility Tax/SST	Park Impact Fees	Traffic Impact Fees	Grants	Park Levy	Flood Control Levy	Muni. Fac.	Other Fund.	Total
CIP SOURCES															
2013 Est. Beginning Balance		$1,290	$3,245	$444	$253	$0	$1,635	$31	$165	$0	$193	$0	$410	$0	$7,666
Revenues		$411	$415		$0		$2,066	$324	$25	$9,129	$24	$60		$1,018	$13,472
Transfers In/(Out)	$525			$37	$140						-$37				$665
Total CIP Sources	**$525**	**$1,701**	**$3,660**	**$481**	**$393**	**$0**	**$3,701**	**$355**	**$190**	**$9,129**	**$180**	**$60**	**$410**	**$1,018**	**$21,803**
CIP USES															
Street Improvements															
Arterial Street Overlay Program - Wood-Duvall							$285			$500					$785
Residential Street Overlay		$30					$1,156								$1,186
Sammamish Bridge Replacement		$296	$1,998	$444			$965		$132	$2,715					$6,550
Woodinville-Duvall Rd Widening			$1,470				$1,275		$58	$5,048				$968	$8,819
City Gateway Improvements		$123	$48	$37											$208
Wayfinding Sign Construction/Installation														$50	$50
Northwest Gateway Study		$400													$400
LED Streetlight Replacement	$250														$250
2012 Overlay Program (2011-2012 CIP)			$40												$40
SR 522/195th Int Improvements (2011-2012 CIP)			$42												$42
School Safety Zones (2011-2012 CIP)							$20								$20
Street Improvements	**$250**	**$849**	**$3,598**	**$481**	**$0**	**$0**	**$3,701**	**$0**	**$190**	**$8,263**	**$0**		**$0**	**$1,018**	**$18,350**
Park Improvements															
Eastside Rail Corridor Study		$150													$150
Wilmot Gateway Improvements		$75	$62								$50		$13		$200
Greenbrier Trail (2011-2012 CIP)											$52				$52
Park Improvements	**$0**	**$225**	**$62**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$102**		**$13**	**$0**	**$402**
Surface Water Improvements															
NE 180th St/Lake Leota Water Quality		$500			$289					$866					$1,655
Misc. Stormwater Improvements					$91							$52			$143
Sammamish River Outfall Water Quality (2011-2012 CIP)					$10										$10
Chateau Reach (2011-2012 CIP)												$8			$8
Surface Water Improvements	**$0**	**$500**	**$0**	**$0**	**$390**	**$0**	**$0**	**$0**	**$0**	**$866**	**$0**	**$60**	**$0**	**$0**	**$1,816**
Facility Improvements															
Public Works Maintenance Shop	275												$55		$330
Emergency Generators		$127											$273		$400
Facility Improvements	**$275**	**$127**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$328**	**$0**	**$730**
TOTAL **CIP USES**	*$525*	$1,701	$3,660	$481	$390	$0	$3,701	$0	$190	$9,129	$102	$60	$341	$1,018	$21,298
Fund Balance	**$0**	**$0**	**$0**	**$0**	**$3**	**$0**	**$0**	**$355**	**$0**	**$0**	**$78**	**$0**	**$69**	**$0**	**$505**

REET 1 = Real Estate Excise Tax, Part 1
REET 2 = Real Estate Excise Tax, Part 2
SWM Reserve = Surface Water Management Reserve

Mitigation = Misc. mitigation Funds
"Other Funding" includes Developer Contributions and other miscellaneous funds
Unidentified Funding includes unanticipated fee increases and other sources not yet identified

Street and Sidewalk Improvements

1. Arterial Street Overlay - Woodinville-Duvall Road $785,000

Pavement overlay of Woodinville-Duvall Road between 140th Avenue NE and NE North Woodinville Way.

Project Budget:		Budget Funding Sources:	
Design/Engineering	$118,000	Grants	$500,000
Construction	$432,000	Utility Taxes	$285,000
Construction Management	$80,000		
Contingency/Other	$155,000		
Total:	$785,000	Total:	$785,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$785,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

2. Residential Street Overlay $1,186,000

Overlay of residential neighborhood streets; location to be determined.

Project Budget:		Budget Funding Sources:	
Design/Engineering	$35,000	Utility Taxes	$1,156,000
Construction	$900,000	REET 1	$30,000
Construction Management	$40,000		
Contingency/Other	$211,000		
Total:	$1,186,000	Total:	$1,186,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$1,186,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
ROW Acquisition								
Construction								

3. Sammamish Bridge Replacement — $6,550,000

Widen existing two-lane road and bridge section to provide two additional lanes, curb-gutter, sidewalks, and bike lanes for travel and queue storage. Right of Way and easements are required. Other improvements include street lighting, landscape improvements, pedestrian connectivity, and traffic signal improvements. Bid to be advertised in May 2013, construction from July 2013 - April 2014.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$1,119,000	Grants	$2,715,000
Construction	$5,348,000	REET 2	$1,998,000
Construction Management	$495,000	Utility Taxes	$965,000
Contingency/Other	$395,000	Capital Street Reserve	$444,000
		REET 1	$296,000
		Traffic Impact Fees	$132,000
Total:	$7,357,000	Total:	$6,550,000
Less Previously Spent:	$807,000		
Total 2013-2014 Budget:	$6,550,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
ROW Acquisition								
Construction								

4. Woodinville-Duvall Road Widening — $8,819,000

Widen the existing three-lane and two-lane road sections to provide additional lanes, center turn lane, curb-gutter, sidewalks, and bike lanes. Other improvements include street lighting, landscape improvements, and traffic signal improvement. Bid to be advertised in December 2013, construction from March 2014 - December 2014.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$1,167,600	Grants	$5,048,000
Construction	$7,918,400	REET 2	$1,470,000
Construction Management	$521,000	Utility Taxes	$1,275,000
Contingency/Other	$612,000	Woodinville Water Dist. Reimburse.	$968,000
		Traffic Impact Fees	$58,000
Total:	$10,219,000	Total:	$8,819,000
Less Previously Spent:	$1,400,000		
Total 2013-2014 Budget:	$8,819,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

5. City Gateway Improvements $208,000

Construction/installation of roadway entryway signs at major City "gateways" at SR522/131st Ave NE; SR522/195th Ave NE; and in the tourist district. Includes landscaping and other road beautification measures.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$10,000	REET 1	$123,000
Construction	$150,000	REET 2	$48,000
Construction Management	$0	Tree Mitigation Funds	$37,000
Contingency/Other	$48,000		
Total:	$208,000	Total:	$208,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$208,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Construction								

6. Wayfinding Sign Construction/Installation $50,000

Construction/installation of previously-designed wayfinding signs at City entryways and along tourism corridors.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$0	Hotel/Motel Tax	$50,000
Construction	$50,000		
Construction Management	$0		
Contingency/Other	$0		
Total:	$50,000	Total:	$50,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$50,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Construction								

7. Northwest Gateway Study — $400,000

Study to determine improved access and feasibility of retail/commercial redevelopment in area south of SR 522, northwest of SR 202, east of the Sammamish River.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$400,000	REET 1	$400,000
Construction	$0		
Construction Management	$0		
Contingency/Other	$0		
Total:	$400,000	Total:	$400,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$400,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								

8. LED Streetlight Replacement — $250,000

Replace the City's existing high-pressure sodium streetlights with LED lights to increase energy efficiency and lower ongoing maintenance costs.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$0	General Fund	$250,000
Construction	$250,000		
Construction Management	$0		
Contingency/Other	$0		
Total:	$250,000	Total:	$250,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$250,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								

Total 2013/2014 Street And Sidewalk Projects — $18,248,000

9. 2012 Overlay Program (2011-2012 CIP) $40,000

Overlay of Reinwood and Wellington Heights neighborhoods in 2011-2012. Remaining construction retainage to be paid in 2013.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$52,198	REET 2	$40,000
Construction	$1,422,507		
Construction Management	$57,363		
Contingency/Other	$35,725		
Total:	$1,567,793	Total:	$40,000
Less Previously Spent:	$1,527,793		
Total 2013-2014 Budget:	$40,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction	Construction completed 2012; retainage paid in 2013							

10. SR 522/195th Intersection Improvements (2011-2012 CIP) $42,000

Construction of additional travel lanes on Woodinville-Snohomish Road at NE 195th Street to improve intersection safety and provide congestion relief. Carryover from 2011-2012 CIP Budget to include remaining construction retainage. Additional savings to be used for the city gateway improvements (see Project 5).

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$18,600	REET 2	$42,000
Construction	$804,000		
Construction Management	$60,000		
Contingency/Other	$56,400		
Phase 2/Landscaping	$76,000		
Total:	$1,015,000	Total:	$42,000
Less Previously Spent:	$905,000		
Less Phase 2	$48,000		
*Less Budget Savings**	$20,000		
Total 2013-2014 Budget:	$42,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction	Construction completed 2012; remaining retainage and landscaping.							

**Project came in $20,000 under budget*

11. School Safety Zones (2011-2012 CIP) $20,000

Construction of sidewalks and/or widened shoulders where needed along 130th Avenue NE and along 168th Avenue NE. Construction completed in 2012; remaining construction retainage to be paid in 2013.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$66,000	Utility Taxes	$20,000
Construction	$342,000		
Construction Management	$30,000		
Contingency/Other	$42,000		
Total:	$480,000	Total:	$20,000
Less Previously Spent:	$460,000		
Total 2013-2014 Budget:	$20,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction	Construction completed 2012; retainage paid in 2013							

Total Street And Sidewalk Projects 2011/2012 CARRYOVER $102,000

TOTAL STREET AND SIDEWALK PROJECTS $18,350,000

Park Projects

2013/2014 PARKS PROJECTS

Project Summaries

1. Eastside Rail Corridor Study — $150,000

Preparation of preliminary design concepts and alternatives for possible use of the Eastside Rail Corridor for commuter rail, freight rail, and multi-purpose pedestrian/bicycle use. Carried over from 2011-2012 CIP Budget.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$150,000	REET 1	$150,000
Construction	$ -		
Construction Management	$ -		
Contingency/Other	$ -		
Total:	$150,000	Total:	$150,000
Less Previously Spent:	$ -		
Total 2013-2014 Budget:	$150,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

2. Wilmot Gateway Park Improvements — $200,000

The project provides permanent infrastructure to take advantage of the park's ideal setting for concerts and other events by providing permanent electrical power, a stage/gazebo structure that could function dually as a stage or larger covered gathering place for private parties; includes installing an information kiosk or other wayfinding signage as a gateway to the City from the Sammamish River Trail.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$10,000	REET 1	$75,000
Construction	$145,000	REET 2	$62,000
Construction Management	$ -	KC Parks Levy	$50,000
Contingency/Other	$45,000	Municipal Facilities Reserve	$13,000
Total:	$200,000	Total:	$200,000
Less Previously Spent:	$ -		
Total 2013-2014 Budget:	$200,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

Total 2013/2014 Parks Projects — $350,000

3. Greenbrier Trail (2011-2012 CIP) $52,000

Construction of a trail from the Greenbrier Housing Development through City-owned open space to NE Woodinville-Duvall Road. Carryover from 2011-2012 CIP Budget.

Project Budget:		2013-14 Budget Funding Sources:	
Design/Engineering	$3,100	KC Parks Levy	$52,000
Construction	$43,900		
Construction Management	$0		
Contingency/Other	$15,000		
Total:	$62,000	Total:	$52,000
Less Previously Spent:	$10,000		
Total 2013-2014 Budget:	$52,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

Total Parks Projects 2011/2012 CARRYOVER $52,000

TOTAL PARKS PROJECTS $402,000

Surface Water Improvements

2013/2014 SURFACE/STORM WATER IMPROVEMENT PROJECTS

Project Summaries

1. NE 180th Street/Lake Leota Water Quality — $1,655,000

Add curb to keep water on road and off private property. Improvements include a water quality vault with media filters to provide enhanced treatment, five LID Bioretention/Rain Gardens, a public retrofit guidance for basin residents and treatment facility performance evaluation, and overlay on adjacent roadways. Identified in the 2010 Surface Water Master Plan.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$165,878	Grants	$866,000
Construction	$1,323,245	REET 1	$500,000
Construction Management	$61,436	Stormwater Utility Funds	$289,000
Contingency/Other	$104,441		
Total:	$1,655,000	Total:	$1,655,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$1,655,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

2. Miscellaneous Stormwater Improvements — $143,000

Repair various surface water or stormwater facility systems; locations to be determined. Carried over from 2011-2012 CIP and additional funds allocated for 2013-2014.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$0	Stormwater Utility Funds	$91,000
Construction	$143,000	Flood Control Levy	$52,000
Construction Management	$0		
Contingency/Other	$0		
Total:	$143,000	Total:	$143,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$143,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting	Not yet determined							
Construction	Not yet determined							

Total 2013/2014 Surface/Storm Water Improvement Projects — $1,798,000

3. Sammamish River Outfall Water Quality Retrofit (2011-2012 CIP) $10,000

Install water filtration at existing Sammamish River Outfall. Construction completed in 2012; remaining construction retainage to be paid in 2013.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$45,000	Stormwater Utility Funds	$10,000
Construction	$203,000		
Construction Management	$21,000		
Contingency/Other	$25,000		
Total:	$294,000	Total:	$10,000
Less Previously Spent:	$284,000		
Total 2013-2014 Budget:	$10,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction	Construction completed in 2012; retainage paid in 2013							

4. Chateau Reach Erosion and Sediment Control (2011-2012 CIP) $8,000

Installation of channel erosion measures along the 15000 block of SR 202 to address a longstanding flooding problem. Carryover from 2011-2012 CIP; construction completed in 2012, remaining construction retainage to be paid in 2013.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$45,000	Flood Control Levy	$8,000
Construction	$159,512		
Construction Management	$20,000		
Contingency/Other	$25,000		
Total:	$249,512	Total:	$8,000
Less Previously Spent:	$241,512		
Total 2013-2014 Budget:	$8,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction	Construction completed in 2012; retainage paid in 2013							

Total Surface/Storm Water Improvement 2011/2012 Carryover $18,000

TOTAL SURFACE/STORM WATER IMPROVEMENT PROJECTS $1,816,000

Facility Improvements

2013/2014 FACILITIES PROJECTS

Project Summaries

1. Public Works Maintenance Shop — $330,000

Completion of remodeling work of Public Works Maintenance Facility purchased in 2010; carried over from 2011-2012 CIP and amended to include additional projects, such as exterior painting.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$0	PW Lease (Net Gains)	$275,000
Construction	$355,000	Facilities Fund	$55,000
Construction Management	$0		
Contingency/Other	$0		
Total:	$355,000	Total:	$330,000
Less Previously Spent:	$25,000		
Total 2013-2014 Budget:	$330,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting								
Construction								

2. Emergency Generator — $400,000

Move the existing under capacity generator currently serving City Hall to the Public Works Maintenance Facility and install a new generator at City Hall to operate all of the building during a power outage. City Hall's current generator only serves select applications in City Hall and is inadequate to supply power needs in an emergency. City Hall serves as the primary EOC; the Public Works Maintenance Facility serves as a secondary EOC. Previously listed in 2011-2012 as emergency generator for Carol Edwards Center; this facility no longer serves as the City's emergency shelter.

Project Budget:		**2013-14 Budget Funding Sources:**	
Design/Engineering	$0	Facilities Fund	$273,000
Construction	$400,000	REET 1	$127,000
Construction Management	$0		
Contingency/Other	$0		
Total:	$400,000	Total:	$400,000
Less Previously Spent:	$0		
Total 2013-2014 Budget:	$400,000		

Project Schedule

	2013				2014			
	Jan.-Mar	April-June	July-Sept	Oct-Dec	Jan.-Mar	April-June	July-Sept	Oct-Dec
Design/Permitting	Not yet determined							
Construction	Not yet determined							

TOTAL FACILITIES PROJECTS — $730,000

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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. Three internal service funds are budgeted: Equipment Rental Fund, Equipment Replacement Fund, and Unemployment Compensation Fund.

Equipment Rental Fund

The Equipment Rental Fund accounts for the cost of maintaining and replacing all City vehicles when needed. Revenue to the Equipment Rental Fund consists of operating payments from various departments that total $193,996 for the biennium.

The Equipment Rental Fund charges departments for all operating costs associated with City vehicles. Included are the costs of fuel, insurance, supplies, maintenance, and depreciation. Total expenditures for the budget period is $150,500

Equipment Replacement Fund

The Equipment Replacement Fund in this biennium will pay the replacement costs of financial software and the replacement costs of office equipment, including computers. The recommended budget is $198,500, which includes MS Office 8 upgrade for all workstations, MS Exchange upgrade (email), an upgrade and configuring of the domain control server, along with the replacement of outdated computers.

Unemployment Compensation Fund

The Unemployment Compensation Fund is used to pay for unemployment claims against the City. The City is self-insured for unemployment costs, and pays the charges from the Unemployment Compensation Fund, budgeted at $65,000 for the biennium.

Other Funds

Other Funds include **Admission Tax**, which will transfer $92,500 to Park operations each year, and the **Hotel/Motel Tax fund**, which will use $178,000 for tourism promotion. The **Strategic Budget Reserve** fund, established as a "rainy day" fund, is not expected to have expenditures in the 2013/2014 biennium. The **System Replacement fund**, created to fund the replacement of City Hall systems, including HVAC, carpeting, and other expenditures of a capital nature, is not expected to have expenditures in the biennium.

EQUIPMENT RENTAL

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Supplies	$19,292	$31,794	$4,694	$35,000	$35,500
Other Services	$47,406	$39,093	$46,668	$40,000	$40,000
Capital Outlay	$261	$0	$0	$0	$0
Total Expenditures	**$66,959**	**$70,888**	**$51,361**	**$75,000**	**$75,500**

EQUIPMENT REPLACEMENT

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Capital Outlay	$11,022	$410	$133,690	$113,500	$85,000
Total Expenditures	**$11,022**	**$410**	**$133,690**	**$113,500**	**$85,000**

UNEMPLOYMENT COMPENSATION

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Claims	$27,294	$60,755	$123,245	$35,000	$30,000
Total Expenditures	**$27,294**	**$60,755**	**$123,245**	**$35,000**	**$30,000**

2013/2014 INTERNAL SERVICE AND OTHER FUNDS

Admission Tax

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Transfer Out	$738,000	$92,500	$92,500	$92,500	$92,500
Total Expenditures	$738,000	$92,500	$92,500	$92,500	$92,500

SYSTEM REPLACEMENT FUND

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Total Expenditures	$0	$0	$0	$0	$0

STRATEGIC BUDGET RESERVE FUND

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Total Expenditures	$0	$0	$0	$0	$0

HOTEL/MOTEL TAX FUND

	2010 Actual	2011 Actual	2012 Budget	2013 Recommended	2014 Recommended
Expenditures					
Services	$13,788	$18,165	$80,000	$79,000	$49,000
Capital Outlay	$0	$0	$0	$50,000	$0
Total Expenditures	**$13,788**	**$18,165**	**$80,000**	**$129,000**	**$49,000**

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