

ORDINANCE NO. 167

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 1997; AMENDING THE TITLE OF L.T.G.O. LINE OF CREDIT NOTE FUND 1994 TO DEBT SERVICE FUND; SETTING FORTH THE ESTIMATED REVENUES AND 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 Fund previously named the L.T.G.O. Line of Credit Note Fund, 1994, established to pay the debt service costs from a short term note used to for the purchase of Jerry Wilmot Green Gateway Park land, is hereby renamed the Debt Service Fund, established to pay debt service costs associated with the purchase of real property known as the Leisure Care property.

Section 2. The budget of the City of Woodinville, Washington for the year 1997, a copy of which is on file in the Office of the City Clerk/Treasurer, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$23,252,162.

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

General Fund	\$7,653,720
Street Fund	\$1,141,600
Arterial Street	\$2,196,400
Contingency	\$ 445,500
Debt Service	\$ 225,000
Capital Project	\$1,678,000
Special Capital Project	\$ 993,500
Capital Street Reserve	\$2,766,000
Capital Surface Water Reserve	\$1,311,000
Capital Construction Fund	\$ 808,100
Real Property	\$1,650,000
Mitigation	\$ 383,000
Surface Water Management	\$1,186,000
Equipment Rental	\$ 55,342
Equipment Replacement	\$ 198,000
Unemployment Reserve	\$ 29,000
Wilmot Trust	\$ 532,000

Section 3. The 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.

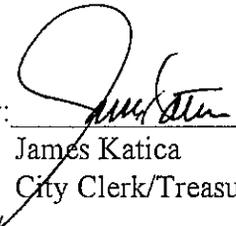
Section 4. Effective date. This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 9TH DAY OF DECEMBER, 1996.

APPROVED:


Robert R. Miller, Mayor

ATTEST/AUTHENTICATED:

By: 
James Katica
City Clerk/Treasurer

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 

FILED WITH THE CITY CLERK: December 10, 1996
PASSED BY THE CITY COUNCIL: December 9, 1996
PUBLISHED: December 16, 1996
EFFECTIVE DATE: December 21, 1996
ORDINANCE NO. 167

City of Woodinville

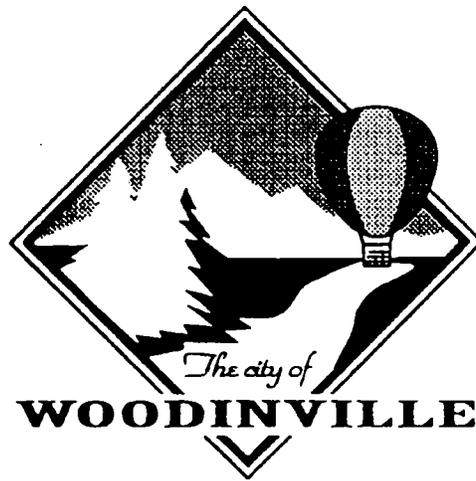


*“Citizens, business and local government;
a community commitment to our future.”*

1997
Manager’s Recommended Budget

CITY OF WOODINVILLE

Incorporated March 31, 1993
Population 9,940



ELECTED OFFICIALS

Robert R. Miller, Mayor

Don Brocha, Deputy Mayor

Lucy DeYoung

Marsha Engel

Scott Hageman

Art Saulness

Barbara Solberg

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MEMORANDUM

TO: Mayor and Council
FROM: City Manager 
DATE: October 2, 1996
RE: 1997 Proposed Budget

Introduction

In 1996, a number of milestones were achieved in Woodinville's young history from the opening of our first neighborhood park, to addressing traffic at one of our most problem intersections, to the adoption of the City's Comprehensive Plan.

The 1997 proposed budget before the Council builds on our past accomplishments and is designed to address both service needs that have emerged this past year and goals outlined by the Council.

The Coming Year

One of the major new directions for 1997 is the recommendation to establish a Park and Recreation department. In the last two years, the City has been carefully building the base for parks and recreation; from the Comprehensive Plan, to our Recreational Service contracts to our recent park opening. In 1997, we will have the major undertaking of the Wilmot Park centered around completion of its fund-raiser and the park construction itself.

Council is currently in the process of appointing the City's first Park and Recreation Commission which will greatly assist the City, Council, and staff in guiding our activities, and programs. The establishment of the Commission also marks a continued progress for community involvement in their City.

Police Services

1996 also witnessed the evolution of Police Services for our community from Precinct based patrols to a City tailored police program. This past year, the police administration focused on establishing a smooth transition for the new service model. The 1997 budget includes the addition of a Field Sgt. position that will be responsible for the day to day coordination of the officers, their supervision and case management of issues.

This adjustment also will address a gap in our ability to successfully implement the Community Policing model here in Woodinville. Presently, supervision is accomplished by our Police Administrator and sometimes from the precinct. This arrangement has not allowed our Police Administrator to fully develop, implement and manage a more detailed policing program for our community. Much of next years work program is centered around further defining and developing the City's community policing program including active feedback and prevention activity.

Permit Development Center

The Permit Center was newly created in May/June of this year with several specific objectives: continuous coordination of permits, provide a single contact for all permits, prioritize permits, improve the plan review process, among others.

In the short time since the Permit Center was established, it has substantially met these original goals. 1997 will be a year of refinement and evaluation of the operation.

In addition, several important work programs are planned for 1997 including the development of a "How To" Library for our residents and businesses, and the development of a recovery plan for disaster preparedness which is a very crucial element in the City emergency operation plan and one with substantial importance to our community.

Public Services

For Public Services, 1997 will see a focus on capital improvement projects. The project list is long and includes: the 140th and Wood-Duv. Rd. reconstruction improvements; Overlay of Wood-Duv. from 161st Ave. to 167th Ave.; seal coat of west half of the Lake Leota loop; and the 195th St. and 130/132nd Ave. walk ways, to highlight some of the planned improvements.

Additionally, several major goals/programs are scheduled for next year including the development of new Street and Construction Standards, establishing a Mitigation Fee program, explore and work with Metro on a local circulation bus system, and strengthen our "on-call" emergency response for public work services, among others. A junior engineer position is being recommended to assist in both processing private development projects and in assisting with City capital works projects.

Planning

As noted earlier, 1996 represents a milestone in our City's history with the adoption of the City's first locally established Comprehensive Plan. Much hard work by the entire community has lead to the creation of a Plan that we can all take great pride in and which will also be our road map ahead as we strive to achieve our Community Vision.

1996 was marked by many projects; the new downtown commercial development project, in particular the design features, has been centered most in the work of the department along with the work on the implementation regulations for our newly adopted Comprehensive Plan.

Next year looks to be a very active year with too many projects to cover in detail here but I want to highlight four in particular. The first two are the Downtown Master Plan/Economic Development Action Plan.

Woodinville is at an important point in time to establish policy, and influence the critical role that downtown will play in our community. The Comprehensive Plan is the beginning point for this and it focuses on a number of downtown details along with the choices facing our community with respect to economic development activity.

The Downtown Plan will importantly be the vehicle by which we can address the Comprehensive Plan along with Council's goal of developing a viable downtown center, a gathering place for our community.

Also, there are a number of planning projects that continue over from 1996, importantly the Sign Code update and compliance program, and housing efforts and programs.

Administration

The Administration Department achieved some key milestones in 1996, of note was the publication of the City's first Municipal Code book. This was a very important project for the department and for the City as a whole as this is the foundation for much of our work within the City.

A carry over project for 1997 will be the department's focus and work on a Records Retention program that is designed to comply with State Law of which the Clerk's department is the lead.

Also on a congratulatory note, the Administration Department has began a comprehensive quarterly report that highlights department activities and is a model reporting format for the City.

As a final note, I want to highlight two other areas that are fundamentally important to the City as we continue to develop: That of our fiscal management and our communications efforts with our citizens and businesses.

We have accomplished the achievements outlined here and detailed more extensively in the department budgets along with the previous years records within the framework of prudent fiscal management and within the City's established budget and policies.

This year, we have published bi-monthly issues of the City Chronicle, maintained a City project 24-hour hotline, initiated work on improving our Customer Service Programs, and increased communication on City programs, activities and meetings to the general public.

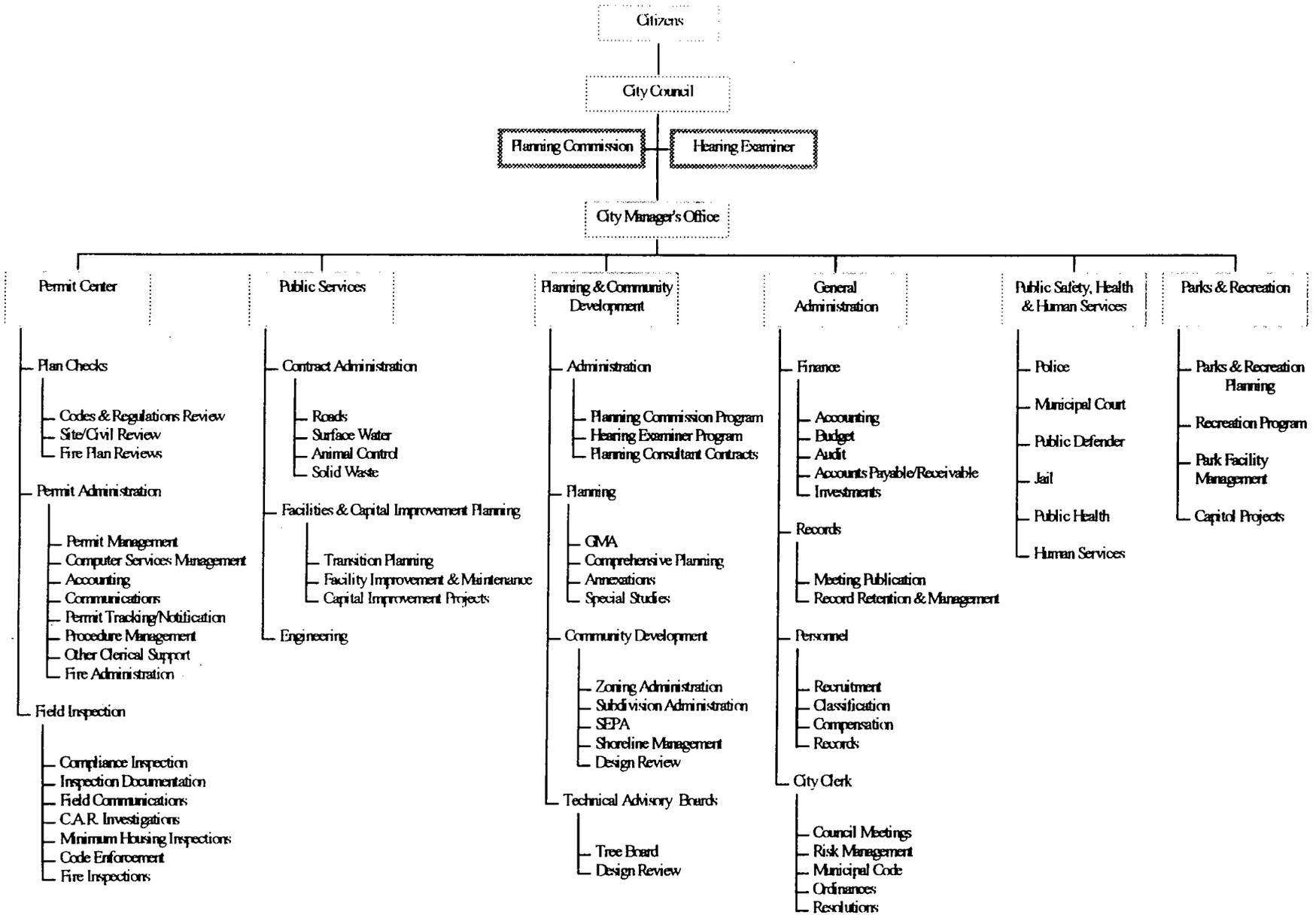
Goals for 1997 feature development of a crime prevention manual for our residents and businesses, further development of a City communications program and the evaluation/development of a City web-page along with other featured programs.

Summary

The 1997 Proposed Budget continues and builds on the progress achieved in 1996, strives towards the goals established by the Council, maintains the financial strengths of the City, yet addresses many of our outstanding service issues for 1997.

A budget is developed by many of our staff and, in particular, a large thanks goes to Jim Katica who leads this important effort.

City of Woodinville Organizational Chart

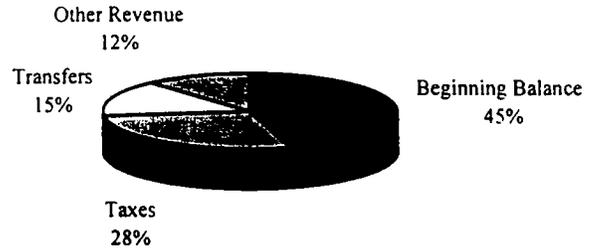


Fund Summaries
of
Revenue and Expenditures

Revenue Summary

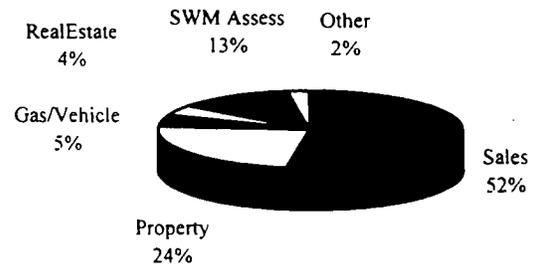
Woodinville is expected to begin 1997 with about 9.7 million dollars. Approximately 5.75 million dollars are in the Capital Reserve Funds, and the General Fund begins 1997 with about 1.8 million dollars. As shown in the graph to the right, the beginning balances and tax revenue comprises 73% of all sources of revenue.

Sources of Revenue: All Funds



Actual "new" revenue is forecasted to be approximately 8.4 million dollars, with 5.9 million from taxes. As will be discussed more closely in the section of the budget dealing with revenue, over half of all tax dollars are generated from sales tax. The tax sources for all funds is shown in the pie chart to the right.

Tax Sources: All Funds



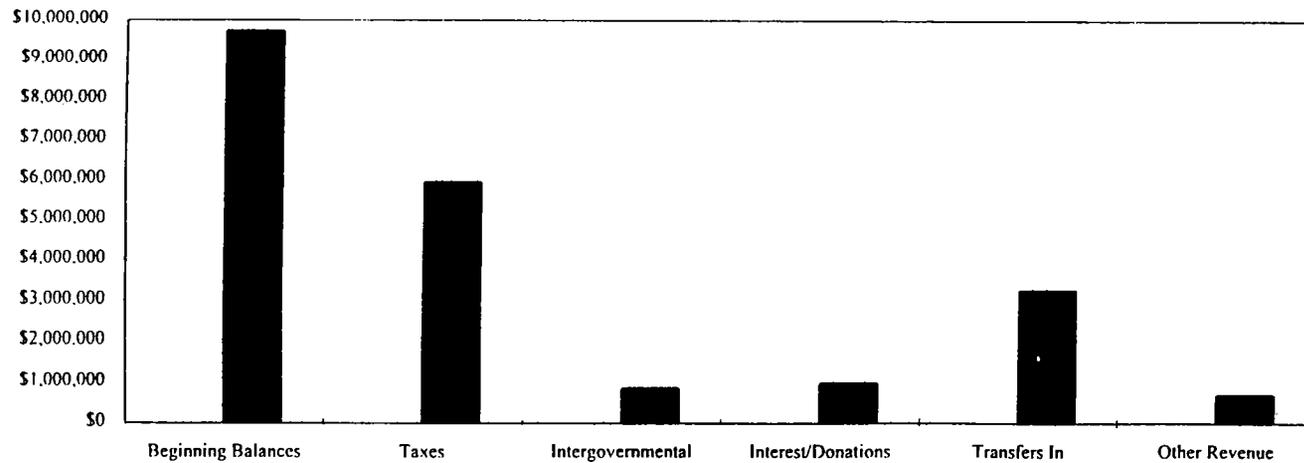
The second largest "source" of revenue is actually transfers from one fund to another. Nearly 3.3 million dollars will be transferred among the funds. The General Fund will transfer to the Street and Arterial Street Funds to pay for maintenance and construction, and revenue collected from the real estate excise taxes will be transferred to help with the construction of Wilmot Park.

Although total revenue available for all funds exceeds 21.4 million dollars, 61% of this amount is either beginning balances or transfers from another fund.

On the following page, a summary of sources by fund type is shown graphically and numerically.

Sources	General	Special Revenue	Debt Service	Capital Funds	Enterprise	Internal Service	Trust	Totals
Beginning Balance	\$1,812,085	\$1,528,500		\$5,753,500	\$420,000	\$184,000	\$30,000	\$9,728,085
Taxes	\$4,633,600	\$309,500		\$240,000	\$750,000			\$5,933,100
Licenses/Permits	\$333,800							\$333,800
Intergovernmental	\$281,199	\$573,000						\$854,199
Charges for Services	\$259,200	\$20,000				\$18,342		\$297,542
Fines	\$48,000							\$48,000
Miscellaneous/Interest	\$72,400	\$57,500		\$304,500	\$16,000	\$10,000	\$502,000	\$962,400
Subtotal Revenue	\$5,628,199	\$960,000		\$544,500	\$766,000	\$28,342	\$502,000	\$8,429,041
Transfers-In	\$86,036	\$1,678,000	\$225,000	\$1,198,600		\$70,000		\$3,257,636
Total Available	\$7,526,320	\$4,166,500	\$225,000	\$7,496,600	\$1,186,000	\$282,342	\$532,000	\$21,414,762

Sources of Revenue: All Funds



Expenditure Summary

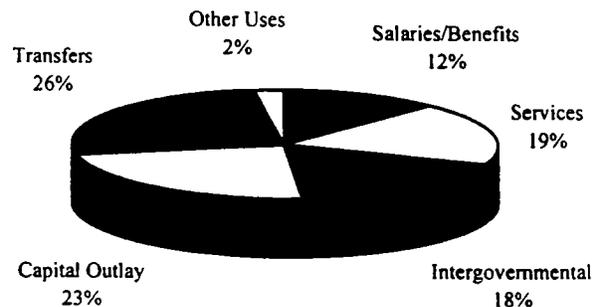
Uses of funds are budgeted at about 12.6 million dollars. The largest category of uses is transfers, which are comprised of General Fund transfers to subsidized and reserve funds, and \$750,000 in real estate excise taxes that are to be transferred to the Capital Construction fund for Wilmot Park.

Capital Outlays are budgeted at 2.9 million dollars, with over half for street construction projects. More detailed information regarding specific expenditures is given in the section of the budget devoted to expenditures and details.

The pie chart to the right shows all uses for all funds. On the following page is a summary of uses by fund type.

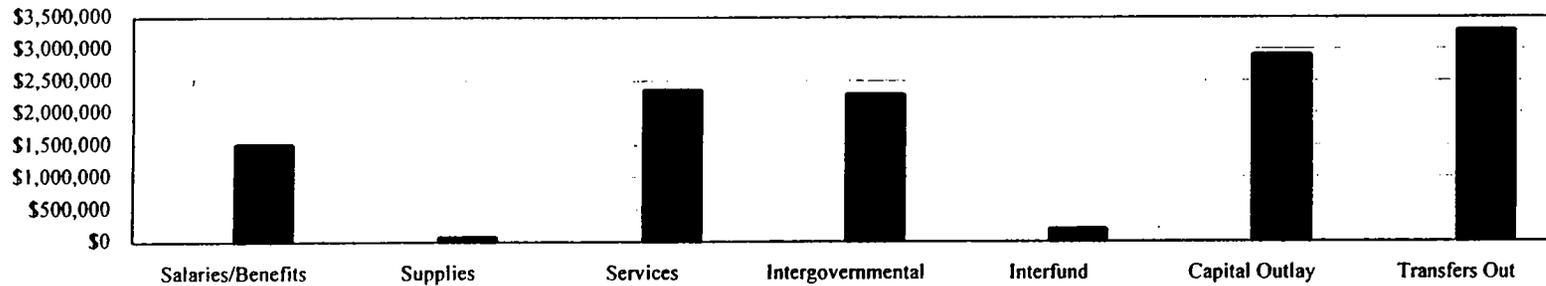
Ending balances are budgeted at 8.7 million dollars, almost one million less than at the beginning of the year. With nearly three million dollars in capital outlay for 1997, the budgeted ending balances should finance capital projects for the near future, though General Fund reserve transfers are unlikely after 1997.

Uses of Revenue: All Funds



Uses	General	Special Revenue	Debt Service	Capital Funds	Enterprise Fund	Internal Service	Totals
Salaries/Benefits	\$1,272,279	\$155,106			\$92,168		\$1,519,553
Supplies	\$59,491	\$9,550			\$4,050	\$3,000	\$76,091
Services	\$1,693,105	\$502,365		\$45,600	\$114,035	\$4,500	\$2,359,605
Intergovernmental	\$1,364,133	\$566,000			\$350,850	\$10,000	\$2,290,983
Interfund	\$9,342	\$104,500			\$90,536		\$204,378
Capital Outlay	\$186,110	\$1,547,000	\$225,000	\$750,000	\$209,500	\$2,000	\$2,919,610
Transfers Out	\$2,486,600	\$60,000		\$750,000			\$3,296,600
Total Uses	\$7,071,060	\$2,944,521	\$225,000	\$1,545,600	\$861,139	\$19,500	\$12,666,820

Uses of Revenue: All Funds



Budgeted Ending Balances

General	\$455,260
Street	\$146,579
Arterial	\$306,900
Contingency	\$445,500
Mitigation	\$323,000
Debt Service	\$0
Capital Projects	\$1,273,000
Special Cap.	\$588,500
Cap Street	\$2,766,000
Cap Storm	\$1,311,000
Cap Construct.	\$12,500
SWM	\$324,861
Equip. Rental	\$47,842
Equip Replacement	\$196,000
Unemployment	\$19,000
Wilmot Trust	\$532,000
Totals	\$8,747,942

Revenue Detail

General Fund Revenue

General Fund 1997 revenue is budgeted at \$7,526,000. This includes a beginning balance of 1,812,000, a transfer payment of \$86,000, and \$5,628,000 of "new" revenue. For purposes of this discussion, we will refer to General Fund "new" revenue as General Fund revenue, and the other sources, beginning balances and transfers in as "other sources". The pie chart to the right (P-1), shows the three components that provide all sources of General Fund money.

General Fund revenue includes taxes, intergovernmental, charges for services, fines/forfeitures, and interest income (see graph P-2 for a pie chart perspective). A closer look at the components of General Fund revenue follows.

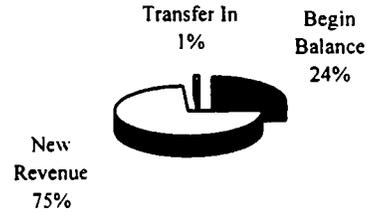
Tax Revenue

Tax revenue comprises 82% of revenue, with sales tax and property tax providing the largest source taxes for the General Fund (P-3). Of the two, sales taxes provide the city with 53% of revenue and represent the largest source of revenue to the General Fund.

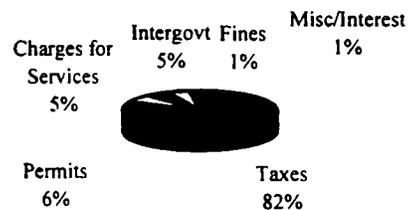
Sales Tax

For 1997, sales tax revenue is forecasted at 2.97 million dollars. Sales tax dollars comes from retail sales that occur in Woodinville, and several other categories (distinguished by SIC codes), including manufacturing, construction, and services. Approximately 53% of sales tax revenue to Woodinville is forecasted to come from retail sales. The second largest forecasted percentage of sales tax revenue is construction, as Woodinville not only supports a large construction industry, but the City is anticipating additional revenue from the construction of the TRF project in downtown.

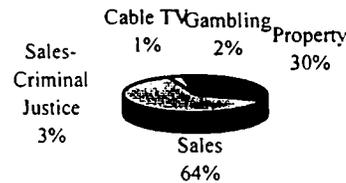
Sources of General Fund Revenue P-1



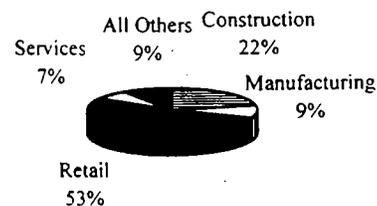
General Fund New Revenue P-2



General Fund Tax Revenue P-3



Sales Tax by Type (SIC) P-4



Property Tax

Property Tax is the second largest source of revenue to the General Fund, representing approximately 25% of new revenue each year. Property taxes are based on the assessed value of properties, and Woodinville has seen a steady increase in assessed valuation, due to construction activity.

During 1993, the City received the County's portion of road taxes. At the end of 1993, Woodinville adopted its first property tax ordinance, which supplanted the County's consolidated road tax. Though the tax rate could have been levied at \$2.10 per thousand dollars of assessed valuation (AV) and yielded \$1.67 million, the first ordinance set the rate at \$1.60, to yield \$1.27 million. In subsequent years, the City has been entitled to 106% (often referred to as "the 106% rule") of the amount eligible the first full year after incorporation. Chart C-1 shows the tax revenue that could be levied, compared to the amount that has been levied for the last three years. Woodinville property tax is forecasted 1.397 million dollars, approximately \$1.60 per thousand dollars of assessed valuation. Council has the authority to levy to \$2.11 per thousand dollars of assessed valuation, which would yield .

Woodinville's rate of \$1.60 per thousand of assessed value is only about 10% of the property taxes associated with property in the City limits.

There are ten taxing entities, and Table T-1 shows each entity at their 1996 tax levy rates.

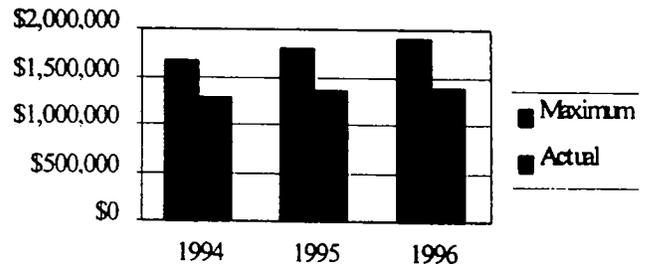
Other Tax Revenue

The City receives tax revenue from three other sources: Criminal Justice sales tax, Cable TV Franchise tax, and Gambling Taxes.

Criminal Justice Sales Tax is a countywide tax collected by King County and distributed to cities on a per capita basis. With county sales tax revenue strong in recent years, we are forecasting \$142,000 from this source. Cable TV has seen a slight increase over the last three years, and Gambling tax revenue, subjected to annual scrutiny by the state legislature, is largely from pull tabs and punchboards.

Property Tax Levy: Actual versus Maximum

C-1



Jurisdiction

1996

T-1

State School	\$3.49966
County	\$2.20943
Port	\$0.29211
Fire	\$1.19849
Hospital	\$0.4464
Library	\$0.6225
EMS	\$0.24987
N/S Park and Rec.	\$0.03609
City	\$1.5756
Northshore School Dist.	\$5.72743

Total

\$15.85758

Licenses and Permits

Licenses and Permits is the second largest category of General Fund revenue, after taxes. Though the category is called licenses and permits, the revenue is derived mainly from building, plumbing, and related construction permits. With the anticipated construction of the TRF project in downtown, the City is forecasting approximately \$334,000 in permits for 1997.

Intergovernmental Revenue

Intergovernmental revenue includes money distributed from the state to cities on a per capita basis, and grants applied for by the City. These dollars are also referred to as "state shared" revenue, and with the incorporation of several new cities, the state shared revenue is distributed to more entities, causing a slight decrease in the 1997 forecast.

Charges for Service

Plan check, zoning and subdivision fees comprise most of the Charges for Service. These are developers fees that are charged to offset the costs associated with the service provided.

Fines and Forfeitures

Fines and forfeitures include not only traffic and parking infractions, but all of the fees that are collected by Northeast District Court in administering our judicial system.

Miscellaneous

Interest income is the largest facet of miscellaneous income. The General Fund receives interest (estimated at approximately 5.3% for 1997) from investment of cash and also investment accrued by the state from holding sales tax revenue, which is distributed monthly. Contributions, such as those received for the fireworks program are also categorized as miscellaneous revenue.

Other Financing Sources

Also called "nonrevenue", because it is a transfer of dollars from one fund to another, Other Financing Sources represents the overhead costs allocated to the Surface Water fund. The overhead is based on allocating the costs of Legislative, Executive, Legal, Administration, and Non Departmental operating costs with the number of employees in each department.

Summary

General fund revenue (taxes, permits, intergovernmental, charges for service Fines, and miscellaneous) may also be considered as operating revenue: revenue from the operations of City government. Operating revenue is forecasted to be 16% greater than the 1996 budget, as our revenue estimates have increased from continued growth in sales tax revenue and permitting activity. Revised estimates are used in the new projections for 1996 year end, and these carry forward to 1997 in the beginning balance estimated at \$1.8 million dollars.

Our forecast is optimistic, reflecting the trends of local businesses and future construction activity. With the construction industry subject to financial markets outside our purview, we cannot be sure that the level of activity will continue at the same rate as we have experienced over the last three years. The City will continue to monitor business activity and report any variations from expectations.

General Fund

GENERAL FUND

	1996 Budget	Year End Estimate	1997 Budget
Taxes			
Property	\$ 1,376,000	\$1,376,000.0	\$1,396,600.0
Sales	\$ 2,450,000	\$2,700,000.0	\$2,970,000.0
Sales-Criminal Justice	\$ 125,000	\$139,200.0	\$142,000.0
Cable TV	\$ 45,000	\$48,000.0	\$50,000.0
Gambling	\$ 75,000	\$65,000.0	\$75,000.0
Subtotal Taxes	\$ 4,071,000	\$ 4,328,200	\$ 4,633,600
Licenses & Permits			
Building	\$ 110,000	\$ 214,000	\$ 217,000
Plumbing	\$ 8,000	\$ 9,000	\$ 25,000
Grading	\$ 4,000	\$ 4,000	\$ 3,000
Demolition		\$ 765	\$ -
Mechanical	\$ 7,000	\$ 13,000	\$ 25,000
Fire Alarm	\$ 3,000	\$ 3,000	\$ 3,000
Sprinkler	\$ 4,000	\$ 4,000	\$ 4,000
Site Development	\$ 48,000	\$ 139,000	\$ 35,000
Animal	\$ 400	\$ 800	\$ 800
Right of Way Permit	\$ 13,000	\$ 20,000	\$ 20,000
Misc Permits & Fees	\$ 1,000	\$ 1,000	\$ 1,000
Subtotal Licenses & Permits	\$ 198,400	\$ 408,565	\$ 333,800
Intergovernmental			
State Grants	\$ 43,000	\$ 43,000	\$ 30,000
Camper Excise	\$ 2,800	\$ 2,800	\$ 2,883
MVET	\$ 111,800	\$ 125,000	\$ 116,000
Liquor Excise Tax	\$ 27,000	\$ 28,000	\$ 27,335
Liquor Board Profits	\$ 48,000	\$ 50,000	\$ 52,781
Motor Vehicle Crime Justice	\$ 38,994	\$ 40,000	\$ 42,200
Interlocal Grants	\$ 8,300	\$ 8,300	\$ 10,000
Miscellaneous Intergov. Revenue	\$ -	\$ 300	\$ -
Subtotal Intergovernmental	\$ 279,894	\$ 297,400	\$ 281,199
Charges for Services			
Dist/Muni Court Records		\$ 600	\$ 600
Sales of Publications	\$ 2,500	\$ 2,500	\$ 2,500
UFC Permit Fees	\$ 6,000	\$ 6,000	\$ 6,000
Zoning & Subdivision	\$ 30,000	\$ 50,000	\$ 50,000
Plan Check Fee	\$ 173,000	\$ 200,000	\$ 200,000
Other Planning Fees & Chgs	\$ 500	\$ 100	\$ 100
Subtotal Charges for Services	\$ 212,000	\$ 259,200	\$ 259,200
Fines			
Traffic Infraction	\$ 30,000	\$ 30,000	\$ 30,000
Parking Infraction	\$ 4,200	\$ 6,000	\$ 6,000
Miscellaneous Fines & Forfeits	\$ 5,000	\$ 11,000	\$ 11,000
Other		\$ 1,000	\$ 1,000
Subtotal Fines	\$ 39,200	\$ 48,000	\$ 48,000
Miscellaneous			
Investment Interest	\$ 60,000	\$ 100,000	\$ 50,000
Sales Tax Interest	\$ 7,000	\$ 10,000	\$ 10,000
Donations from Private Sources	\$ 2,000	\$ 12,000	\$ 12,000
Other	\$ 200	\$ 300	\$ 400
Subtotal Miscellaneous	\$ 69,200	\$ 122,300	\$ 72,400
Other Financing Sources			
Operating Transfer In	\$ 59,920	\$ 59,920	\$ 86,036
Subtotal Other Financing Sources	\$ 59,920	\$ 59,920	\$ 86,036
GENERAL FUND REVENUE	\$ 4,929,614	\$ 5,523,585	\$ 5,714,235

Special Revenue Funds

There are four funds that comprise the Special Revenue Funds: Street, Arterial Street, Contingency, and Mitigation. Each fund has a special purpose.

Street Fund

The Street Fund provides funding for the maintenance of Woodinville streets. The fund was "seeded" with property tax revenue from the consolidated road tax in 1993, and now receives a General Fund subsidy to cover the cost of operations. As shown on the graph to the right, *Intergovernmental Revenue*, from per capita gas tax and vehicle licensing collected by the state and transmitted to cities on a per capita basis, comprises only 21%, or \$238,500, of the revenue needed to support our street maintenance program. With the beginning balance diminishing since the initial "seeding" in 1993, the General Fund will play a larger role in future budgets.

Arterial Street

The Arterial Street Fund, providing the funding for street construction projects, is heavily dependent on grants and transfers from the General and Mitigation funds. The per capita gas tax of \$71,000 is the only state funding outside of grants that the City can expect. The grant revenue, local share and mitigation money is project specific. In 1997, the Arterial Street fund is anticipating grants of \$474,000 (ISTEA), \$85,500 (HES) and \$13,500 (TIA). The transfers to the fund include \$1,088,000 from the General Fund and \$60,000 from the Mitigation Fund.

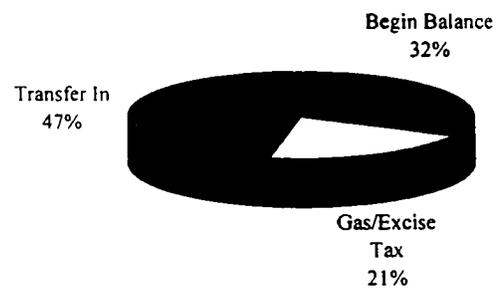
Contingency Fund

The Contingency Fund was established to set money aside for unspecified projects, including neighborhood safety programs, and as a source of funds for unforeseen expenses. Revenue to the fund is from interest income only.

Mitigation Fund

The Mitigation Fund receives revenue from developer contributions to defined projects and from interest on money received until needed for the projects.

Sources of Revenue: Street Fund



Special Revenue Funds

STREET FUND

	1996 Budget	Year End Estimate	1997 Budget
Taxes			
Diverted County Road Tax	\$ 500	0	0
Intergovernmental			
Vehicle Licences	\$ 85,000	\$ 80,000	\$ 85,000
Gas Tax	\$ 142,100	\$ 149,000	\$ 153,500
Subtotal Intergovernmental	\$ 227,100	\$ 229,000	\$ 238,500
Miscellaneous			
Investment Interest	\$ 10,000	\$ 34,000	\$ 10,000
Other Misc	\$ 500		
Subtotal Miscellaneous	\$ 10,500	\$ 34,000	\$ 10,000
Non-Revenues			
Operating Transfer In	\$ 250,000	\$ 250,000	\$ 530,000
Street Fund	\$ 487,600	\$ 513,000	\$ 778,500

ARTERIAL STREET FUND

	1996 Budget	Year End Estimate	1997 Budget
Intergovernmental			
Indirect Federal Grants	\$ 446,000	\$ 400,000	\$ 573,000
MVFT-City Street	\$ 100,000	\$ -	
Gas Tax	\$ 69,500	\$ 69,500	\$ 71,000
Subtotal Intergovernmental	\$ 615,500	\$ 469,500	\$ 644,000
Miscellaneous			
Investment Interest	\$ 10,000	\$ 21,000	\$ 10,000
Other Misc	\$ 500		
Subtotal Miscellaneous	\$ 10,500	\$ 21,000	\$ 10,000
Other Financing Sources			
Operating Transfer In	\$ 527,400	\$ 527,400	\$ 1,148,000
Arterial Street Fund	\$ 1,153,400	\$ 1,017,900	\$ 1,802,000

Special Revenue Funds

CONTINGENCY

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous Investment Interest	\$ 25,000	\$ 25,000	\$ 22,500
Contingency Fund	\$ 25,000	\$ 25,000	\$ 22,500

MITIGATION

	1996 Budget	Year End Estimate	1997 Budget
Charges for Services Mitigation		\$ 200,000	\$ 20,000
Miscellaneous Investment Interest	\$ 5,000	\$ 14,000	\$ 15,000
Mitigation Fund	\$ 5,000	\$ 214,000	\$ 35,000

Debt Service Fund

The Debt Service Fund was previously called the LTGO Note Fund, and was used to pay the debt service costs associated with the short term financing strategy used to purchase the Wilmot Park property. With the property paid in full, the Debt Service Fund is budgeted for 1997 to pay the debt service costs of a councilmanic bond to purchase real property.

The Debt Service Fund receives revenue directly from a General Fund transfer, and pays the principle and interest costs to the financing institution. The estimated debt service cost represents the costs of financing approximately \$1,650,000 at a rate of approximately 5.8%, carried at level debt service for ten years.

DEBT SERVICE FUND

	1996 Budget	Year End Estimate	1997 Budget
Other Financing Sources			
Transfers In	\$420,000	\$ 422,032	\$ 225,000

Capital Funds

The City has five capital funds: the Capital Projects Fund, Special Capital Project Fund, Capital Street Reserve, Capital Storm Water, and Capital Construction.

Capital Projects Fund

The Capital Projects Fund has received revenue from a 1/4% real estate excise tax and General Fund transfers to build it to its current balance. Annually, we forecast approximately \$120,000 in tax revenue, and the balance from interest income. Since the tax is earned when real property is sold, the revenue received fluctuates considerably (see graph).

The Special Capital Projects Fund

The Special Capital Projects Fund receives no General Fund transfer, and is entirely funded from the "second one quarter percent" of real estate excise tax, and interest revenue.

Capital Street Reserve

The Capital Street Reserve receives a General Fund transfer and interest income for its revenue sources. For 1997, the General Fund will be transferring \$400,000 for capital projects specified in the Capital Improvement Program.

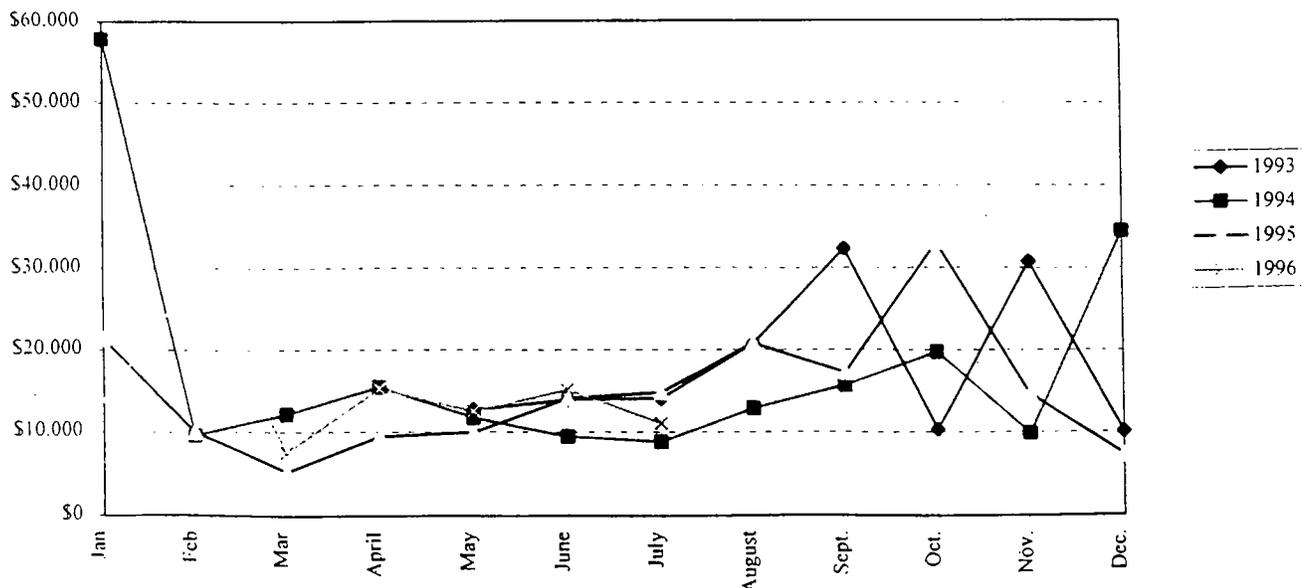
Capital Storm Water

The Surface Water (enterprise) fund has transferred money to seed the future capital projects associated with surface water issues. For 1997, revenue is from investments.

Capital Construction Fund

The Capital Construction Fund is used for accounting for large projects. In 1997, the Fund will receive money from the General Fund (\$48,600), and from the Capital Projects funds (\$750,000) for work associated with the Wilmot Park and to a lesser extent, the trails project.

Real Estate Excise Tax



Capital Improvement Funds

CAPITAL PROJECT

	1996 Budget	Year End Estimate	1997 Budget
Taxes			
Real Estate Excise Tax	\$ 150,000	\$ 190,000	\$ 120,000
Miscellaneous			
Investment Interest	\$ 65,000	\$ 65,000	\$ 77,000
Other Financing Sources			
Operating Transfer In	\$ 100,000	\$ 100,000	
Capital Project Fund	\$ 315,000	\$ 355,000	\$ 197,000

SPECIAL CAPITAL PROJECT

	1996 Budget	Year End Estimate	1997 Budget
Taxes			
Real Estate Excise Tax	\$ 150,000	\$ 190,000	\$ 120,000
Miscellaneous			
Investment Interest	\$ 32,000	\$ 38,000	\$ 42,500
Special Capital Project Fund	\$ 182,000	\$ 228,000	\$ 162,500

Capital Improvement Funds

CAPITAL STREET RESERVE

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Investment Interest	\$ 84,000	\$ 84,000	\$ 119,000
Other Financing Sources			
Operating Transfer In	\$ 700,000	\$ 700,000	\$ 400,000
Capital Street Reserve	<u>\$ 784,000</u>	<u>\$ 784,000</u>	<u>\$ 519,000</u>

CAPITAL STORM WATER RESERVE

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Investment Interest	\$ 46,000	\$ 46,000	\$ 66,000
Other Financing Sources			
Operating Transfer In	\$ 150,000	\$ 150,000	
Capital Storm Water Reserve Fund	<u>\$ 196,000</u>	<u>\$ 196,000</u>	<u>\$ 66,000</u>

CAPITAL CONSTRUCTION

	1996 Budget	Year End Estimate	1997 Budget
Other Financing Sources			
Operating Transfer In	\$ 95,000	\$ 95,000	\$ 798,600
Capital Construction Fund	<u>\$ 95,000</u>	<u>\$ 95,000</u>	<u>\$ 798,600</u>

Surface Water Management

The Surface Water Management Fund is Woodinville's only fund that is classified as an enterprise fund. Enterprise funds account for operations that are normally financed in a manner similar to private businesses, where the intent is to finance the costs of providing the service primarily through charges.

Assessments are collected by King County and remitted to the City.

SURFACE WATER MANAGEMENT

	1996 Budget	Year End Estimate	1997 Budget
Charges for Services			
Storm Drainage Fees & Charges	\$ 750,000	\$ 740,000	\$ 750,000
Miscellaneous			
Investment Interest	\$ 20,000	\$ 20,000	\$ 16,000
Intergovernmental Revenue			
Interlocal Grants	\$ -	\$ 6,958	\$ -
Surface Water Management	\$ 770,000	\$ 766,958	\$ 766,000

Internal Service Funds

There are three Internal Service Funds: Equipment Rental, Equipment Replacement, and Unemployment Compensation. They receive all revenue, other than investment interest, from other funds.

The Equipment Rental Fund is used to account for the costs of City vehicles. Departments that use vehicles are charged an annual fee that covers the operating expenses (fuel, insurance, servicing) and depreciation. The City currently has five vehicles.

The Equipment Replacement Fund was established so that City equipment, other than the vehicles cover by the Equipment Rental Fund, can be replaced when the equipment has outlived its useful life.

Unemployment Compensation Fund is a self insured pool to handle unemployment claims. Revenue is a transfer from the Non Departmental account in the General Fund.

Internal Service Funds

EQUIPMENT RENTAL

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Investment Interest	\$ 2,500	\$2,500	\$2,000
Other Financing Sources			
Operating Transfer In	\$ 12,350	\$12,350	\$18,342
Equipment Rental Fund Balance	\$ 14,850	\$ 14,850	\$ 20,342

EQUIPMENT REPLACEMENT

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Investment Interest	\$ 4,000	\$4,000	\$7,000
Other Financing Sources			
Operating Transfer In	\$ 45,000	\$45,000	\$60,000
Equipment Replacement Fund	\$ 49,000	\$ 49,000	\$ 67,000

UNEMPLOYMENT COMPENSATION FUND

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Investment Interest	\$915	\$950	\$1,000
Other Financing Sources			
Operating Transfer In	\$0	\$0	\$10,000
Unemployment Fund	\$915	\$950	\$11,000

Trust Funds

The Wilmot Trust Fund was established in 1996 to serve as a trust for donations to the Wilmot Gateway Park. Revenue is received from donations and from the sale of bricks and tiles.

WILMOT TRUST FUND

	1996 Budget	Year End Estimate	1997 Budget
Miscellaneous			
Contributions	\$250,000	\$30,000	\$500,000
Investment Interest	\$0	\$400	\$2,000
 Wilmot Trust Fund	 <u>\$ 250,000</u>	 <u>\$ 30,400</u>	 <u>\$ 502,000</u>

Expenditure
Detail

Council

The City Council acts as the legislative arm of Woodinville's municipal government. The Council adopts ordinances and resolutions that establish the laws and policies to govern the city. The general powers and duties of the Council are provided the RCW Chapter 35.24.

In addition to the work done as a member of the Council, many councilmembers serve on committees or as Woodinville representatives to other agencies.

CITY OF WOODINVILLE
Manager's Recommended Budget

Council

Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$34,800	\$34,800	\$34,800	\$34,800
Benefits	1,756	1,752	1,752	1,752
Supplies	367	1,300	500	600
Services	7,156	11,500	20,070	30,500
Department Total	\$44,079	\$49,352	\$57,122	\$67,652

COUNCIL

1997 Expenditure Detail

Salaries and Wages

Salaries		\$	34,800
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Personnel Benefits

Benefits		\$	1,752
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Supplies

Office/Operating Supplies			
General		\$	600

Other Services and Charges

Professional Services			
Council Retreat	\$	6,000	
Other Consulting		12,000	
Leadership Institute		500	
		<u> </u>	18,500

Communication			
Monthly Phone Charges			1,200

Travel			
AWC Conference (lodging)	\$	3,500	
AWC Conference (travel/meals)		2,500	
Travel to local meetings		1,500	
		<u> </u>	7,500

Education/Training			
Conference Registrations	\$	2,450	
Miscellaneous Training		850	
		<u> </u>	3,300

<i>Total Other Services and Charges</i>		\$	<u>30,500</u>
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DEPARTMENT TOTAL

	\$	<u>67,652</u>
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CITY OF WOODINVILLE
 Manager's Recommended Budget

Legal
 Department Summary

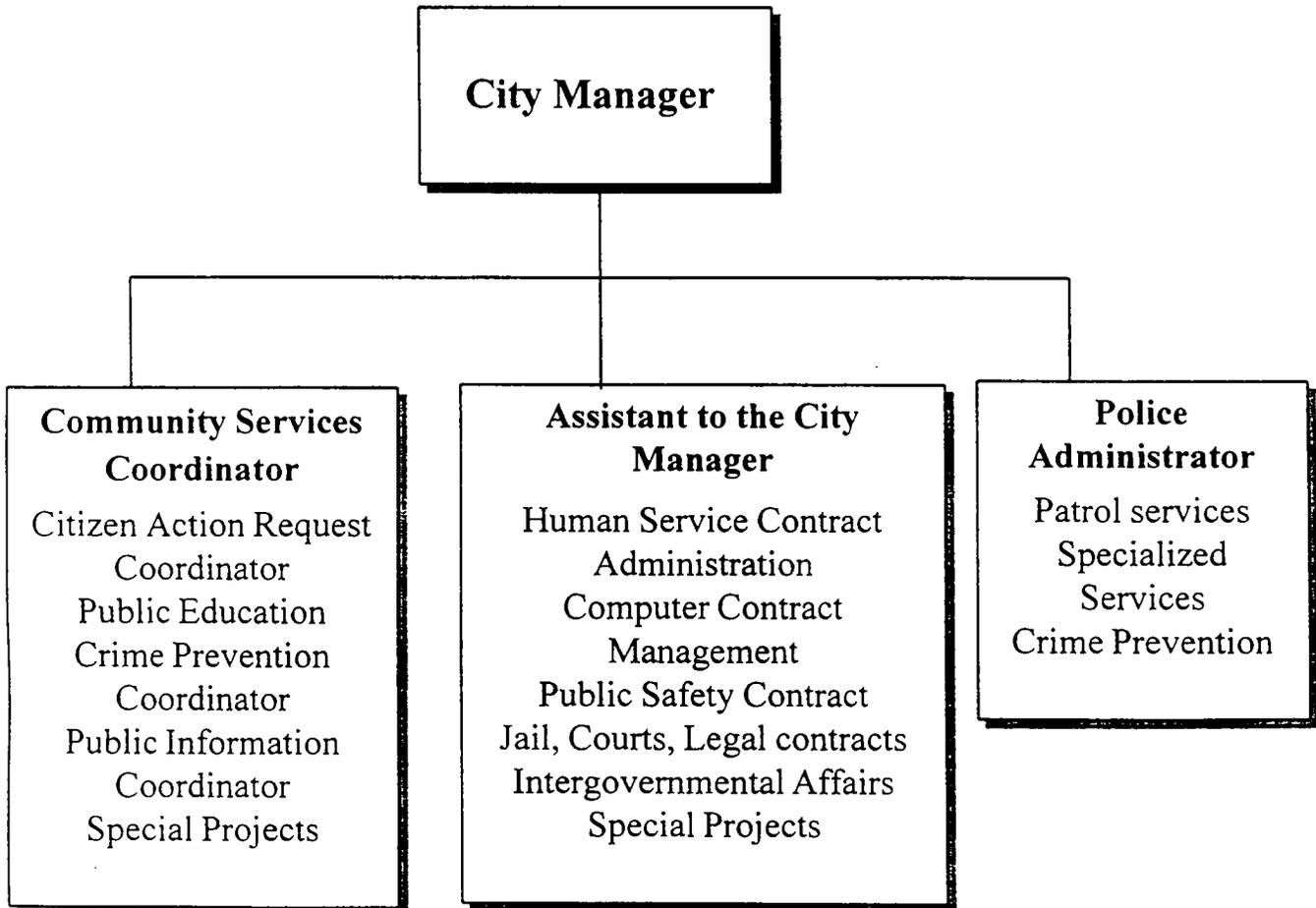
	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Services	\$94,195	\$133,168	\$140,000	\$120,000
Department Total	\$94,195	\$133,168	\$140,000	\$120,000

Expenditure Detail

Other Services and Charges

City Attorney services	<u><u>\$ 120,000</u></u>
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Executive Department



Executive

In addition to the overall administration of the City, the Executive Department also is directly responsible for all courts services, human services, cable franchising, intergovernmental relations, regional issues, legislative tracking and computer administration. A new position of Executive Secretary is recommended to facilitate the work within the Executive Department. This addition would alleviate some of the periodic overload front office /clerk operations.

1996 Accomplishments

- Developed and implemented 1996 human service contracts, granting out approximately \$58,000 to support the human service providers serving city residents
- Through the newly created Community Services Coordinator, developed complimentary public information campaigns for various capital improvement projects
- Maintained an updated city project hotline, which citizens can call to obtain current information about projects, 24 hours a day
- Prepared open house informational meetings for capital improvement projects
- Published bi-monthly issues of the City Chronicle, with enhanced graphics
- Assisted Public Services and Police in Neighborhood Safety Program
- Monitored Citizen Action Request System, conducting random follow-up with citizens. Also will further develop procedures to assure consistencies

- Established and chaired a Customer Service Committee to implement ideas formulated at a facilitated city meeting
- Provided dial-in capabilities for outside consultants and staff to access the City's network in a secure manner
- Implemented City-customized Block Watch.
- Provided a public information component to the Community Center proposal.
- Implemented City-customized Apartment Watch, Night Watch and Business Watch crime prevention programs.
- Completed franchise negotiations for cable television
- Provided external E-mail services for staff
- Provided web-browsing capabilities for staff from their desks
- Provided mediation services in an effort to gain voluntary compliance on code compliance issues

1997 Goals

- Evaluate and possibly develop a city web-page
- Evaluate and possibly implement a structure/program for city/neighborhood communications
- Develop a code enforcement procedures manual
- Develop a customer service manual
- Develop a crime prevention manual

CITY OF WOODINVILLE
 Manager's Recommended Budget

Executive

Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$70,700	\$113,404	\$150,632	\$192,997
Benefits	14,449	22,688	36,699	48,742
Supplies	200	850	500	1,000
Services	6,280	6,958	12,884	19,600
Capital Outlay	0	0	5,300	0
Interfund Payments	0	0	300	442
Department Total	\$91,629	\$143,900	\$206,315	\$262,781

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
City Manager	1	1	1	1
Assistant to the City Manager	0	1	1	1
Community Services Coordinator	0	0	1	1
Executive Secretary	0	0	0	1
Position Totals	1	2	3	4

EXECUTIVE

1997 Expenditure Detail

Salaries and Wages

Salaries	\$	192,997
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Personnel Benefits

Benefits	\$	48,742
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Supplies

Office/Operating Supplies		
General	\$	800
Clip Art	\$	200
		<u>1,000</u>
	\$	1,000

Other Services and Charges

Professional Services		
CAR Development	\$	4,000
Other Consulting		<u>4,000</u>
	\$	8,000
Communication	\$	2,500
Travel Expense	\$	4,000
Operating Rentals	\$	100
Education/Training		
Classes & conferences, AWC,3cma,etc	\$	3,000
Miscellaneous		
Dues-WACE,ICMA,3CMA,		
WCMA	\$	1,000
Publications		<u>1,000</u>
	\$	2,000
<i>Total Other Services and Charges</i>	\$	<u>19,600</u>

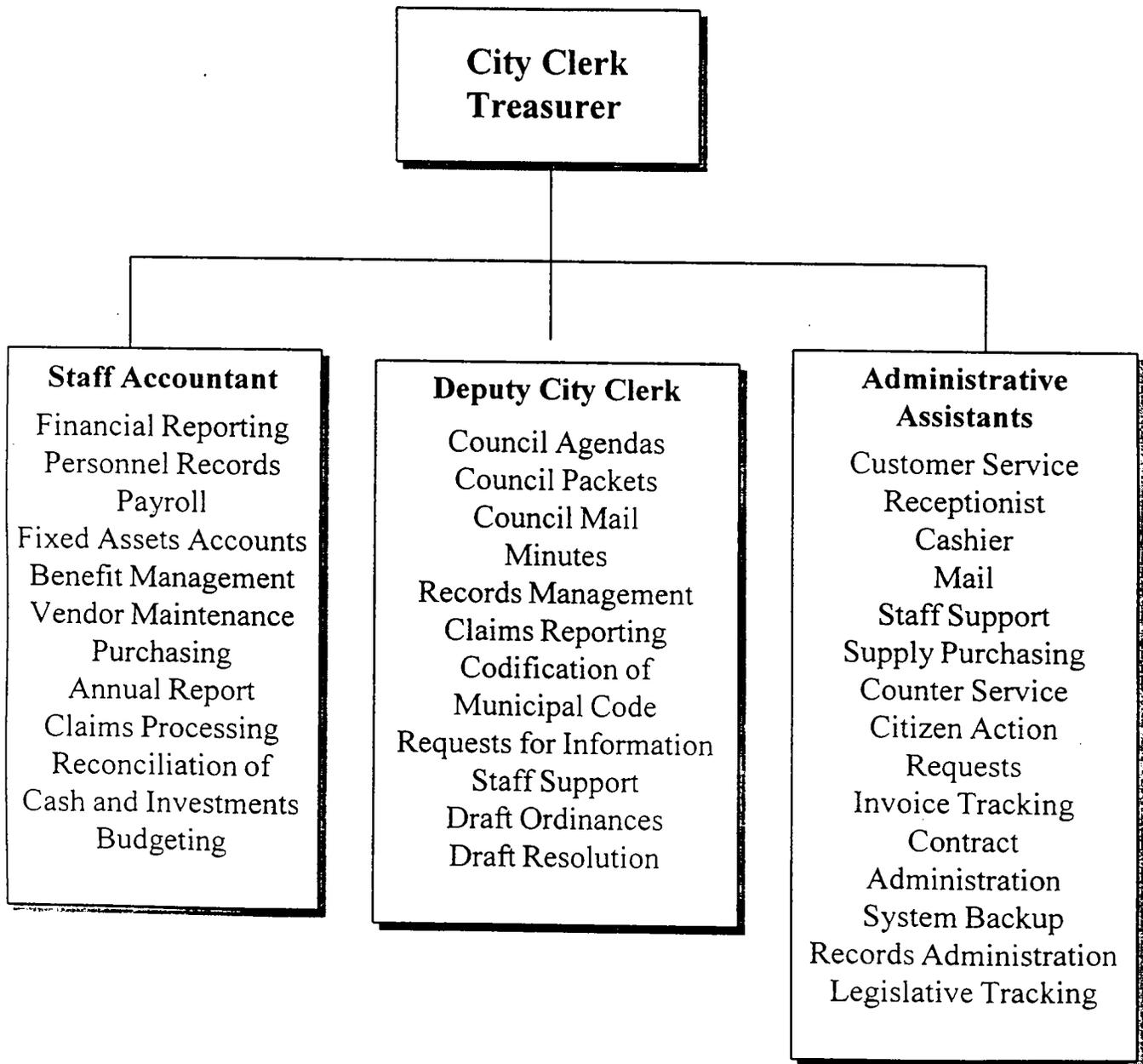
Interfund Payments for Service

Operating Rentals	\$	442
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DEPARTMENT TOTAL

<u>\$</u>	<u>262,781</u>
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Department of Administrative Services



Administration

The Administrative Department includes: Financial Services, City Clerk/Records Management, and Administrative Services.

The Finance Division provides the City with financial information which includes: cash management, annual financial report preparation, payroll, accounts payable, accounts receivable, fixed asset management, monthly and quarterly financial reporting, and investment management. Finance is also responsible for maintaining personnel records.

The Finance Division is responsible for coordinating the preparation publication and administration of the City's annual operating budget.

The City of Woodinville is Category 1, code city. that utilizes (for all funds) the Budgeting, Accounting, Reporting System (BARS) for counties and cities in the State of Washington as prescribed by the State Auditor's Office. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent.

The City Clerk's Division is responsible for the official and historical records of the City by recording the actions and decisions of the City's legislative body. The Division is also accountable for the maintenance of all official public records.

Individual functions include the preparation of packets for City Council meetings, publishing agendas and minutes, serving as an information source for all official proceedings relating to Council actions, advertising legal notices, ordinances, resolutions, and contracts. The Division provides a wide range of information to Elected Officials, members of the public, City staff, news media and other governmental agencies. The City Clerk's Division also processes Claims for

Damages, codifies the Woodinville Municipal Code, and performs notarial services. Archival and destruction of official public records are functions performed within this division. The City Clerk ensures that all legal requirements are met for the Open Public Meetings Act and public hearings.

The Administrative Services provides reception and telephone services, cashier duties, processing of the incoming and outgoing mail, and purchasing and distribution of general office supplies.

The Administrative Division is also responsible for contract administration, computer system backup, legislative tracking and invoice tracking for all departments. We also receive Citizen Action Requests and route them to the appropriate department for resolution.

1996 Accomplishments

- Published the Woodinville Municipal Code
- Formed a Records Retention Subcommittee
- Began a comprehensive quarterly report of Administrative activities
- City Clerk attained Certified Municipal Clerk (CMC) status
- Attended Disaster Management Class

1997 Goals

- Extend Records Retention procedures to all departments
- Provide financing strategies for the Capital Improvement Program
- Institute a business registration program
- Update Purchasing, Debt, and Personnel policies

CITY OF WOODINVILLE
 Manager's Recommended Budget

Administration
 Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$153,551	\$142,345	\$169,298	\$199,200
Benefits	36,114	35,682	48,681	59,324
Supplies	2,622	2,659	3,200	3,350
Services	19,024	30,395	33,305	50,154
Capital Outlay	0	1,017	10,775	6,800
Interfund Payments	1,500	1,500	1,500	885
Department Total	\$212,811	\$213,598	\$266,759	\$319,713

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
City Clerk/Treasurer	1	1	1	1
Staff Accountant	0	1	1	1
Deputy City Clerk	0	1	1	1
Accounting Clerk	1	0	0	1
Administrative Assistants	3.2	1.6	2	2
Position Totals	5.2	4.6	5	6

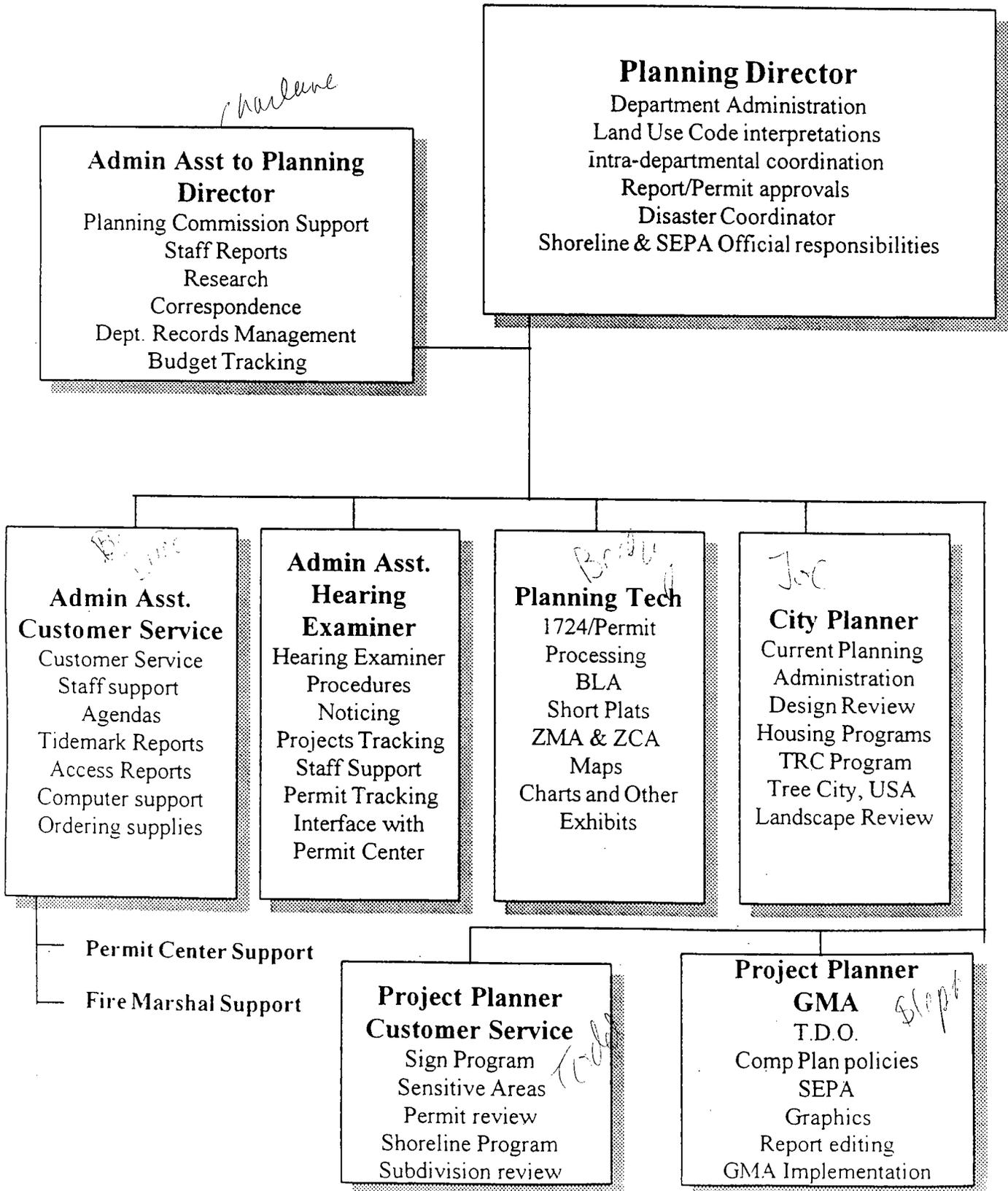
ADMINISTRATION

1997 Expenditure Detail

<i>Salaries and Wages</i>	
Salaries	\$ 199,200
<i>Personnel Benefits</i>	
Benefits	\$ 59,324
<i>Supplies</i>	
Office/Operating Supplies	
General Supplies	\$ 1,500
Notebooks for Budget	75
Business Cards	150
Minute Books	275
	<hr/>
	\$ 2,000
Small Tools/Minor Equipment	
Paper Cutter	\$ 150
Punch	200
Miscellaneous Equipment	1,000
	<hr/>
	1,350
	<hr/>
<i>Total Supplies</i>	\$ 3,350
<i>Other Services and Charges</i>	
Professional Services	
Temporary Help	\$ 1,200
Hearing Examiner	3,750
Code Updates	4,000
Bank Service	1,500
Minutes	3,200
Sales Tax Reformat	1,200
Budget Printing	2,500
Audit	13,000
	<hr/>
	\$ 30,350
Communication	
Monthly Phone Charge	3,360
Travel	
Treasurers Conference	\$790
Clerks Conference	900
WFOA	400
Travel to Local Workshops	160
PD III	250
	<hr/>
	2,500
Advertising	
Agenda/Ordinances/Misc	5,500
Operating Rentals	
Pager	\$ 84
Storage	960
	<hr/>
	1,044
Repairs and Maintenance	500

Education/Training		
Conference Registrations	\$ 2,100	
Computer Classes	780	
Clerk's PDIII	520	
Misc Training	<u>500</u>	3,900
Miscellaneous		
WMTA/MTA Dues	\$ 180	
WMCA/IIMC/KCCA Dues	240	
ESUG	25	
Other Dues/etc.	<u>2,555</u>	3,000
<i>Total Other Services and Charges</i>		<u>\$ 50,154</u>
 <i>Intergovernmental & Interfund</i>		
Operating Rentals		
Vehicle Use		885
<i>Total Intergovernmental & Interfund</i>		<u>\$ 885</u>
 <i>Capital Outlay</i>		
Machinery and Equipment		
Computer Upgrades	\$ 6,800	
<i>Total Capital Outlays</i>		<u>\$ 6,800</u>
 DEPARTMENT TOTAL		 <u><u>\$ 319,713</u></u>

Department of Planning and Community Development



Planning & Community Development

The Planning and Community Development Department (P&CD) is one of the primary departments providing ongoing customer service to the Woodinville community while focusing on implementing the goals and policies of the Comprehensive Plan. Another primary job is to accurately and consistently apply the land use codes, such as SEPA (environmental), Zoning Code, Subdivision Code, Shoreline Master Plan, and Design Principles. Every development project that takes place in the City first goes through a Planning Department environmental and technical review to assure compliance with these land use codes as well as the Comprehensive Plan. The Department facilitates the development permitting process to provide interface between the public and private sectors through the administration of various ad hoc committees and the Technical Review Committee (TRC). It is the mission of the Planning and Community Development Staff to provide pleasant, competent service to all and to carry out the goals and policies of the Comprehensive Plan in order to help achieve the citizen's vision for the City.

Staff activity is divided into three divisions: Long-range Planning; Current Planning; and Administration. Long-range Planning efforts focus primarily on the development and adoption of Master Plans for specific areas of the City and amendments to the land use codes to implement the new Comprehensive Plan. In addition to processing land use applications and building permits,

Current Planning Division activities involve the implementation of programs for Design Review, Tree Board and Sign Code Compliance programs. Current Planning is also responsible for compliance with the State mandated regulatory reform measures pursuant to ESHB 1724. The Administration coordinates and administers the Planning Commission, Community Center and Hearing Examiner Programs, the consultants who supported these programs and the 8 member Department Staff.

The following is a list and brief description of the documents the P&CD Staff work with on a daily basis to accomplish the City's Vision: Comprehensive Plan, Zoning Code, Subdivision Code, Shoreline Management Master Plan, Program and Regulations, Environmental Protection Regulations, Design Principles

1996 Accomplishments

- Completion and adoption of the City's new Comprehensive Plan
- Development of the ESHB 1724 compliance code
- Completion of Permit Processing Improvement Task Force Program
- Establishment of the Sign Code Compliance Program
- Completed the second phase of design review was for TRF-Pacific's proposed 440,000 square foot retail development
- Held a successful Arbor Day event on April 27th

1997 Goals

- Continue with the development and implementation of the Tourist District Master Plan and applicable zoning code/map amendments to implement the Tourist District Overlay Program
- Develop a Downtown Master Plan in collaboration with City departments
- Develop an Economic Development Action Plan
- Develop and implement a Housing Strategy Plan
- Participate in a joint City - ARCH - King County affordable housing project on the County's once proposed solid waste transfer site
- Develop design standards for the new General Commercial Zone and industrial & multi-family developments
- Bring a successful conclusion to the Sign Code Update & Compliance Program with the assistance of the Sign Citizen Advisory Panel (CAP), design consultant and planning consultant
- Finish the review and update the land use codes for consistency with the new Comprehensive Plan (1997 Housekeeping Code Update - annual code update)
- Develop a Street Tree Plan and revise Zoning Code landscaping

standards in conjunction with Public Services

- Update the Emergency Operation Plan and annexes per FEMA and State revised standards

CITY OF WOODINVILLE
 Manager's Recommended Budget

Community Development

Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$111,029	\$208,714	\$235,328	\$257,315
Benefits	25,500	49,062	65,334	72,535
Supplies	2,904	3,794	6,391	6,451
Services	237,802	259,204	245,580	225,372
Capital Outlay	418	7,042	7,050	17,700
Intergovernmental	0	4,484	5,860	6,209
Interfund Payments	0	3,600	600	885
Department Total	\$377,653	\$535,900	\$566,143	\$586,467

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Community Dev. Director	1	1	1	1
City Planner	1	1	1	1
Planners	0	1.75	2	2
Planning Technician	0	1	1	1
Permit Coordinator	0.5	0	0	0
Permit Clerk	0.25	0	0	0
Administrative Assistants	0	1.5	1.5	1.98
Position Totals	2.75	6.25	6.5	6.98

COMMUNITY DEVELOPMENT

1997 Expenditure Detail

Salaries and Wages

Salaries	\$	257,315
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Personnel Benefits

Benefits	\$	72,535
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Supplies

<i>Office/Operating Supplies</i>		
Misc Supplies	2,116	
	\$	2,116
<i>Small Tools/Minor Equipment</i>		
Assessor's Map/disc	280	
File Cabinet	485	
Dept Surge Protectors	1600	
Small Bookshelves	450	
Chairs (three)	360	
Minor Office Equipment	35	
		3,210
<i>Miscellaneous</i>		
Film processing	\$ 160	
Arbor Day	\$ 465	
Books	\$ 300	
Videos	\$ 200	
		1,125
<i>Total Supplies</i>	\$	6,451

Other Services and Charges

<i>Professional Services</i>		
Planning Staff Support	\$ 27,200	
Economic Development	10,500	
Administrative Backup	13,640	
Sign Code Compliance	9,200	
Downtown Master Plan	80,000	
Design Principle, expanded	6,000	
GIS/IRMS	20,000	
Design Review	7,500	
UGA/PAA	7,300	
		\$ 181,340
<i>Communication</i>		
Mailings and Courier Service	\$ 4,200	
Phone	\$ 5,040	
		9,240
<i>Travel</i>		
APA Conference	\$ 1,000	
Misc Mileage	240	
PAW Conference	525	
EOP Conference	390	
Misc Parking/ Meals	1,275	
ARMA	180	
		3,610
<i>Advertising</i>		
Png Com Up & Coming Sch	\$ 1,200	
GMA Hearings	2,500	
Application Notices	9,600	
		13,300

Operating Rentals		
Arbor Day Supplies	\$	70
		70
Education/Training		
Degree Program	\$	2,100
Computer classes		1,200
CAD (ARC/CAD & FMS/ARC)		2,400
EOP Shelter Operations		100
ARC Info User Conference		180
Planning Commission Training		770
Toastmasters		75
ICBO Fire Code Certification		50
APA Conference		2,020
WCPDA Conference		240
Emergency Mgmt Seminar		150
WSEMA Conference		110
Plng Dept Conference		250
		9,645
Miscellaneous		
ARMA Membership	\$	120
Digital Mylar		165
PAW Dues		220
APA Dues		1,056
Plng Commission Subscriptions		406
		1,967
Printing		
Zoning Maps	\$	600
Assessors Reduction Map		250
Zoning Code		1,000
Comp Plan colored maps		150
Comp Plan		3,000
Shoreline Plan		500
TDO Plan		500
Subdivision Code		200
		6,200
<i>Total Other Services and Charges</i>	\$	225,372

Intergovernmental & Interfund

Intergovernmental Professional Services		
Recording Fees	\$	984
ARCH		5,225
		\$ 6,209
Operating Rentals		
Vehicle Use		885
<i>Total Intergovernmental & Interfund</i>	\$	7,094

Capital Outlay

Machinery and Equipment		
Computer Upgrades	\$	10,200
Emergency Generator		5,000
Emergency Storage Cont		2,500
<i>Total Capital Outlays</i>	\$	17,700

DEPARTMENT TOTAL

\$ 586,467

Courts

The area of courts includes the following services: public defense, municipal court, prosecuting attorney, jail, prisoner transport, and domestic violence court-based advocate.

All of these services have been contracted out. and will continue to be contracted through 1997.

The King County Department of Adult Detention is seeking a 20% increase in its jail fees for 1997 over the 1996 rates. With no anticipated reduction in bookings or length of stay, this means a 20% increase in jail costs for 1997 for the City. These fees will be affected by the County budget process, and final figures will be released in November.

Due to negotiations with the Cities, the King County District Court cannot raise its filing fees greater than 6%, which is the increase anticipated in Woodinville.

1996 Accomplishments

- Re-established court-based domestic violence advocacy services
- Provided public defense services to an average of 7 defendants per month
- Written approximately 65 tickets per month which are filed at Northeast District Court
- Booked approximately 10 prisoners into the Jail per month, each of whom stays approximately 5 days in custody

1997 Goals

- Oversee and monitor King County Department of Adult Detention jail fees for 1997
- Evaluate both public defense and prosecution service contracts

never as high

Jail increases

*- More beds & reduce overcrowding
160 prisoners in office 76*

RJC = 896 beds

OF all costs, 73% picked up by KC.

- health care costs increase.

- would have been

AUG 24%

- likely to see increase For 1998.

increases.

→ why are costs going up - legal why a

CITY OF WOODINVILLE
Manager's Recommended Budget

Court Services

Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Supplies	\$0	\$0	\$3,000	\$2,000
Services	47,514	79,819	89,500	95,000
Intergovernmental	29,943	72,855	94,200	123,000
Department Total	\$77,457	\$152,674	\$186,700	\$220,000

COURT SERVICES

1997 Expenditure Detail

Supplies

Office Supplies \$ 2,000

Other Services and Charges

Professional Services \$ 95,000

Intergovernmental & Interfund

Professional Services-Jail \$ 56,000

Professional Services-Court 32,000

Professional Services-Intergovernmental 4,000

Professional Services-Prisoner 21,000

Professional Services-Domestic 10,000 - Don't w.

Total Intergovernmental & Interfund

\$ 123,000

DEPARTMENT TOTAL

\$ 220,000

- Anger management
- Domestic Violence

Police Services

The City contracts for police services with King County, and after successfully negotiating a contract for services a revised police contract was implemented in 1996. This single change resulted in numerous other changes, each of which has taken time and energy to manage and implement and each of which enhances the overall services enjoyed by residents of the City.

1996 Accomplishments

- Created a clear identification of City Police Officers
- Increased local authority and control through establishment of Police Manager position, and increased communication with Precinct
- Increased budget control and predictability within the City
- Police Manager participated in FEMA disaster training session in Washington
- Coordinated and administer a successful Ride-Along Program with students from Woodinville High School
- Establishment of a bicycle patrol program for the day and swing shift officers
- Enhancement of the Block Watch program in the neighborhoods, and Business Watch in downtown, including creation of customized publications meeting the City's needs

- Enhancement of the Night Watch program, including customized publications
- Established two-way computer communication between City Hall and the Precinct.

1997 Goals

- Further strengthen Victim Call Back Program.
- Develop a Community Policing Handbook, addressing the specific needs and priorities of Woodinville
- In conjunction with an existing King County effort, develop program goals and indicators to better measure the quality of services received
- Establish a method to monitor both crime, and more important, the public's perception of crime
- Further develop crime prevention programs

CITY OF WOODINVILLE
 Manager's Recommended Budget

Law Enforcement
 Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Supplies	\$0	\$850	\$7,700	\$4,600
Services	0	912	17,900	31,730
Intergovernmental	813,265	751,920	957,510	1,171,282
Capital Outlay	0	0	15,000	8,000
Department Total	\$813,265	\$753,682	\$998,110	\$1,215,612

LAW ENFORCEMENT

1997 Expenditure Detail

Supplies

Office/Operating Supplies		
Office	\$	3,600
Small Tools/Minor Equipment		
Phone & Pager Batteries		1,000
<i>Total Supplies</i>	<u>\$</u>	<u>4,600</u>

Other Services and Charges

Professional Services		
Computer Service	\$ 5,000	
Other Maintenance	<u>3,000</u>	
	\$	8,000
Communication		
Cell Phones		
Pagers		
Cell Phone Batteries		
Printing	<u>\$ 4,000</u>	
		12,730
Travel	<u>\$2,000</u>	
		2,000
Operating Rentals	<u>\$ 1,000</u>	
		1,000
Education/Training		
Crime Prevention	\$ 4,000	
Community Policing	<u>4,000</u>	
		8,000
<i>Total Other Services and Charges</i>	<u>\$</u>	<u>31,730</u>

Intergovernmental & Interfund

Intergovernmental Professional Services		
Police Contract	\$ 867,305	
Sergeant (Additional)	105,264	
MARR	5,713	
Computer Lease	1,000	
Uniform Overage	2,000	
1996 Year end Adjustment	50,000	
Reserve \$ for overtime	130,000	
Reserve \$ for Marine, Drug & Air	<u>10,000</u>	
<i>Total Intergovernmental & Interfund</i>	<u>\$</u>	<u>1,171,282</u>

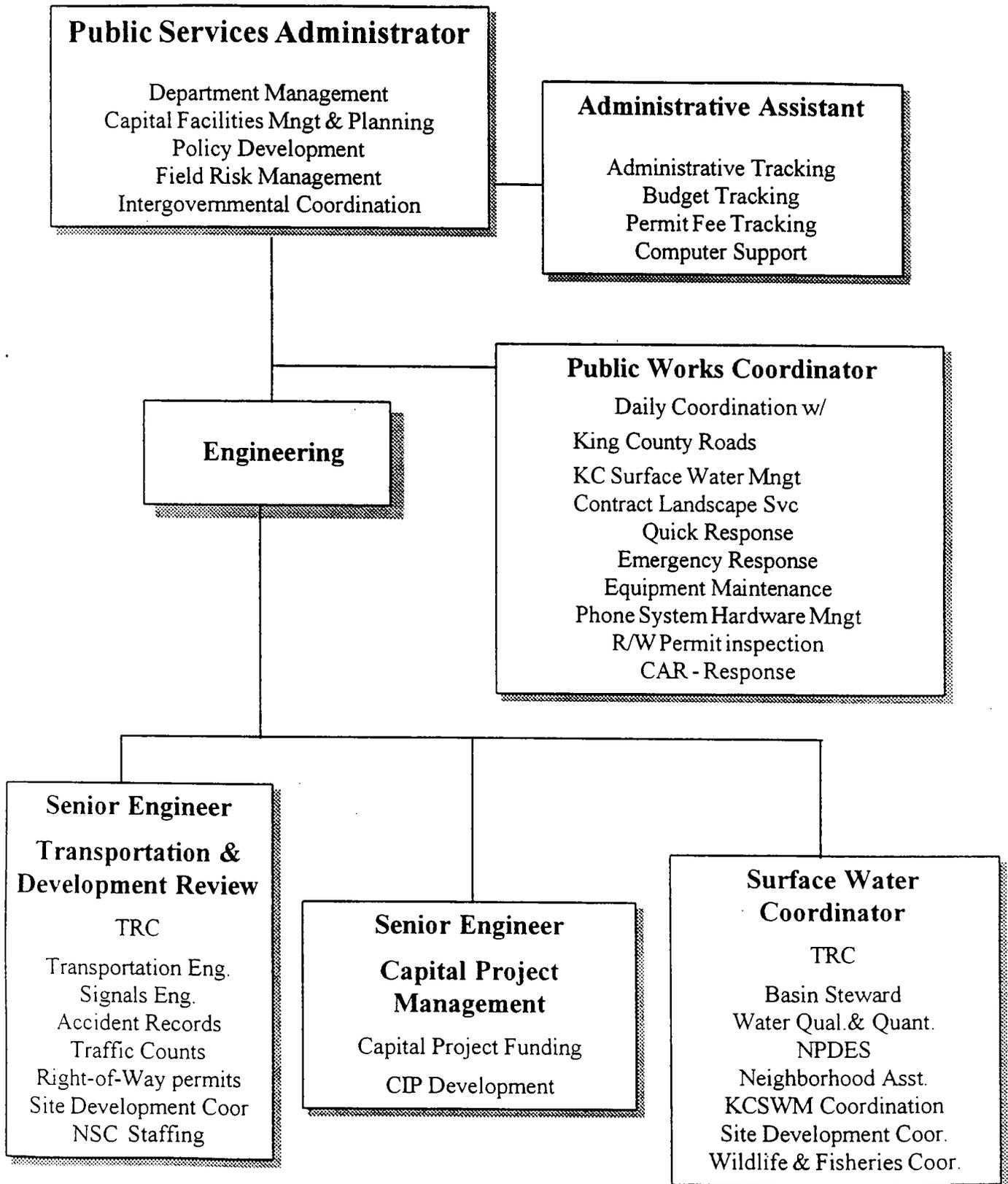
Capital Outlays

Machinery and Equipment		
Two laptops	<u>\$</u>	<u>8,000</u>

DEPARTMENT TOTAL

\$ 1,215,612

Department of Public Services



Public Services

The Public Services Department provides six major areas of service to the City: 1) Administration/Management; 2) Parks and Recreation; 3) Transportation and Development Review; 4) Capital Project Management; 5) Surface Water Management; and 6) Public Works Contract Services Coordination. Most of these areas of service have their own budget fund with some of them overlapping into several different funds. Discussion of each area of service provided by the Public Services Department are identified in each Budget Fund narrative. Next year, Parks and Recreation is being proposed as a separate department.

All of these six functions have several common aspects that are part of the City's goals:

1. Provide good customer service
2. Try to respond to all Citizen Action Requests (CARs) within one working day, at a maximum two working days. (January to June '96 responded to 203 CARs)
3. Provide timely response to plan reviews and request.
4. Help and assist customers through the process.
5. Treat customers and fellow employees with respect and empathy.

PUBLIC SERVICES (General Fund Account)

This particular portion of the general fund is for the administrative and management function of the Public Services Department. This function provides for the department

management, capital facilities management, budgeting, development of the CIP, policy development, administration of service contracts, the expenses of consultant contracts that may not be assigned to either the street or surface water management fund and management of those consulting contracts, field risk management, and intergovernmental coordination. The department also manages data management (i.e. traffic accident reports, CAR tracking, mitigation payments, etc.), approval and of all of the Public Services Department expenditures, developing utility and street use franchises, writing of professional services contracts, public communication, drafting of staff reports, and ordinances.

1996 Accomplishments

- Developed an in-house Tidemark users manual
- Completed Transportation, Utilities, and Capital Facilities element of the Comprehensive Plan
- Hired a Capital Projects Manager
- Negotiated an interlocal agreement with the City of Bothell for the construction of the pedestrian/bicycle path along NE 130th/132nd.
- Identified, applied for, and obtained two ISTEA grants, and a HES grant for improvements at two locations for a total of \$585,500
- Negotiated and administered consulting service contracts for review and analysis of the Trib 087 by-pass.
- Review of the TRF - Pacific Environmental Impact Statement in regards to transportation and storm drainage impacts.

- Development of the City's draft Six Year CIP.
- Development of a data base program to track traffic accident data, and organize and coordinate the 1996 traffic counts for the City.
- Coordination with and review of METRO's North Creek Diversion force main, and Washington Natural Gas high-pressure gas main along NE 145th/143rd.
- Adoption of Ordinance No. 147 amending the Grid Road Ordinance which included a public hearing, Council field visits, and numerous meetings.
- Administration of wind and flood damage reimbursements by FEMA and FHWA including funding for two mitigation projects.
- Negotiated eight contracts with peer review consultants, and with "Yoh" and "Waldron" for placement services.
- Developed franchise with Metricom for the attachment of 900mhz radios to City street poles
- Spring Solid Waste Collection and Yard Waste Events.
- Negotiated amendment to King County Roads Service contract to include provisions for emergency response by King County employees directly to Woodinville. Provide emergency response assistance to King Co. crews during several flooding and windstorm events.
- Development of new Street and Construction Standards.
- Apply for any and all grants that become available for projects that are identified within the CIP or meet the City's goals and plans.
- Hire an entry level engineer to fulfill Comp. Plan Goal T-3.11, Transportation System Inventory Program, manage the Pavement Management System, and provide CAD drafting services for the City.
- Development of a Transportation Mitigation Fee Program.
- Negotiate Interlocal Agreement with King County and Bothell for the exchange of transportation mitigation fees.
- Develop a local circulator bus system program with METRO.
- Update City codes and standards to be consistent with Comprehensive Plan.
- Adopt the Downtown Street and Pedestrian/Bicycle Path Overlay District Ordinance.
- Develop and obtain contracts with a minimum of three construction contractors to provide "on call" emergency response for public works services.
- Continue communications with the City of Bothell and/or the North Shore School District regarding the possibility of a joint maintenance facility.
- Evaluation of King County service contracts and alternatives.

1997 Goals

- Development of a Pavement Management System to evaluate and prioritize preservation treatments to City streets.

CITY OF WOODINVILLE
Manager's Recommended Budget

Public Services
Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$66,753	\$62,627	\$37,839	\$55,613
Benefits	13,671	13,231	11,575	16,051
Supplies	1,390	9,522	6,600	7,000
Services	29,327	29,499	60,950	78,400
Capital Outlay	0	5,802	4,500	12,300
Intergovernmental	864	9,205	23,334	6,500
Interfund Payments	3,600	3,600	1,500	750
Department Total	\$115,605	\$133,486	\$146,298	\$176,614

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Public Services Admin.	0.50	0.25	0.25	0.50
Senior Engineer	0	0.50	0	0
Public Services Assistant	1	0	0	0
Administrative Assistant	0	1	1	1
Position Totals	1.50	1.75	1.25	1.50

PUBLIC SERVICES

1997 Expenditure Detail

Salaries and Wages

Salaries	\$	55,613
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Personnel Benefits

Benefits	\$	16,051
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Supplies

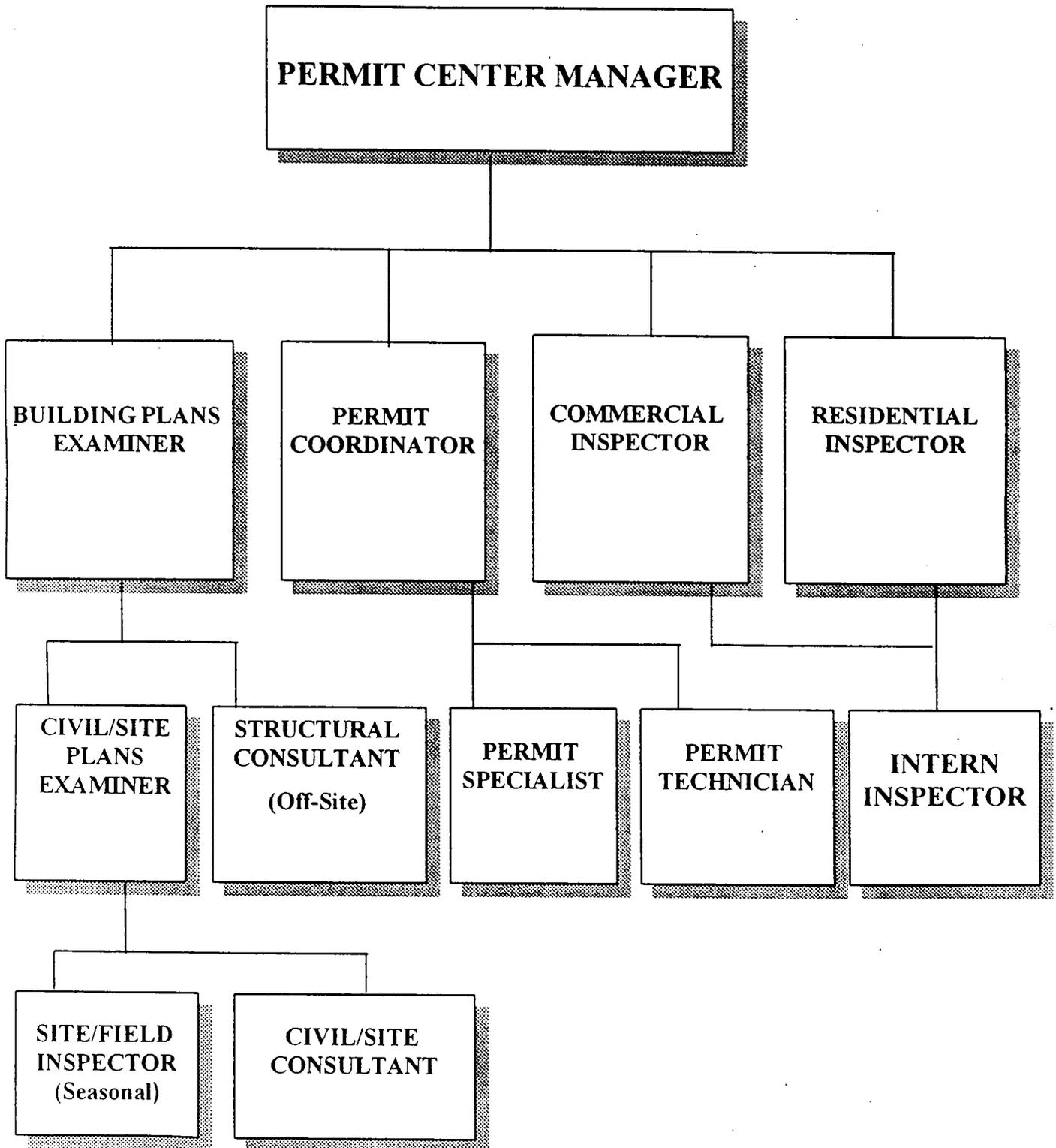
<i>Office/Operating Supplies</i>		
Office	\$	2,500
Operating		1,200
Janitorial Supplies		500
		4,200
	\$	4,200
<i>Small Tools/Minor Equipment</i>		
Turning Template	\$	1,000
Software		500
Miscellaneous Equipment		1,000
		2,500
		2,500
<i>Miscellaneous</i>		
		300
<i>Total Supplies.</i>	\$	7,000

Other Services and Charges

<i>Professional Services</i>		
Pavement Management System	\$	22,000
Spring Collection Event		13,000
Yard Waste Event		8,200
Street Standards		10,000
Turning Counts		500
On Call Services		10,000
		63,700
	\$	63,700
<i>Communication</i>		
Monthly Phone Charge	\$	1,200
		1,200
		1,200
<i>Travel</i>		
APWA	\$	900.00
ITE		150
WSRA		300
Meals		1,000
Mileage		250
		2,600
		2,600
<i>Advertising</i>		
Professional	\$	1,500
Positions		500
Special Projects		500
		2,500
		2,500
<i>Operating Rentals</i>		
Computer	\$	2,200
Pager		300
		2,500
		2,500
<i>Repairs and Maintenance</i>		
Computer Repairs	\$	1,500
		1,500
		1,500

Education/Training			
APWA	\$	1,200	
ITE		300	
WSRA		<u>1,000</u>	
			2,500
Miscellaneous			
Licenses	\$	360	
APWA		525	
ITE		200	
ASCE		200	
Miscellaneous		<u>115</u>	
			1,400
Printing			<u>500</u>
<i>Total Other Services and Charges</i>	\$		<u>78,400</u>
<i>Intergovernmental & Interfund</i>			
Intergovernmental Professional Services			
Metro (CTR)	\$		6,500
Operating Rentals	\$		750
<i>Capital Outlays</i>			
Machinery and Equipment			
PC and Operating Software Upgrades	\$	6,600	
Pipe Locator		1,500	
Pavement Mgmt System Hardware and Software		3,000	
File Cabinet and Desk		<u>1,200</u>	
<i>Total Capital Outlays</i>	\$		<u>12,300</u>
DEPARTMENT TOTAL			<u><u>\$ 176,614</u></u>

Permit Processing Center



Building Permit Center

The Building Permit Center is a department created in 1996 to provide permit management, expedited review times, and with direct contact to department staff.

New processes, procedures, and permit management tools implemented during 1996 will be evaluated in 1997. More emphasis will be placed on community outreach by providing easier contacts, flexible hours, and better information. The overall objective is to develop better relationships between the community and the City.

1996 Accomplishments

- Established the Permit Center
- Team Management of Permits
- Plan Review by City Staff
- Technical Review Committees meetings were improved 1996
- Expedited Major Permit Processing
- Established a Quick Review process for projects under \$25,000 in value

1997 Goals

- Recovery planning for disaster preparedness
- Develop a "How To" library
- Institute flexible permit center hours
- Evaluate new permit tracking software
- Design and implement a Code Enforcement Program
- Implement a Records Management Program.

CITY OF WOODINVILLE
 Manager's Recommended Budget

Building and Permitting

Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$55,600	\$122,390	\$194,258	\$181,582
Benefits	14,253	30,503	43,049	39,626
Supplies	3,338	2,554	16,645	12,010
Services	108,036	168,344	205,880	382,106
Capital Outlay	0	15,399	31,150	62,600
Interfund Payments	2,350	2,350	4,800	6,000
Department Total	\$183,577	\$341,540	\$495,782	\$683,924

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Public Services Administrator	0	0	0	0
Building Official	1	1	1	1
Senior Engineer	0	0.5	0.5	0.5
Building Inspector	0	1	2	2
Permit Coordinator	0.5	0	0	0
Permit Clerk	0.25	1	1	1
Administrative Assistant	0	0.34	0.34	0
Position Totals	1.75	3.84	4.84	4.5

BUILDING

1997 Expenditure Detail

Salaries and Wages

Salaries	\$	181,582
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Personnel Benefits

Benefits	\$	39,626
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Supplies

Office/Operating Supplies		
Office	\$ 3,800	
Operating	3,855	
		\$ 7,655
Small Tools/Minor Equipment		
Phone & Pager Batteries		4,105
Miscellaneous		250
<i>Total Supplies</i>	\$	12,010

Other Services and Charges

Professional Services		
Office Staff	\$ 296,543	
Plan Review & Inspections	25,000	
Structural Engineering	20,000	
Special-Fire/Mechanical	5,067	
Special Tests	1,160	
Mileage Field Inspections	2,480	
		\$ 350,250
Communication		
Monthly Phone Service	\$ 4,900	
Two additional phone lines	1,584	
Extra Long Distance	578	
Radio Access (four radios)	960	
		8,022
Travel		
WA Bldg Official Meetings	\$ 525	
Nat'l Fire Academy	1,300	
Nat'l ICBO Conference	1,855	
Inspector Seminar	825	
		4,505
Advertising		1,200
Operating Rentals		2,975
Repairs and Maintenance		475
Education/Training		
College Courses (UW) (six)	\$ 7,770	
College Courses (two)	544	
ICBO Classes (eleven)	900	
ICBO Seminar (four)	900	
Certification class (one)	395	
Computer Training (six classes)	1,700	
		12,209
Miscellaneous		2,470
<i>Total Other Services and Charges</i>	\$	382,106

Interfund Payments for Service

Operating Rentals	\$	6,000
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Capital Outlays

Machinery and Equipment

Lateral File	\$	600
2 800 Meghz radios		4,300
computer/software		5,500
Portable Printer		500
Computer Upgrades		1,200
Engineering S/W		5,500
Permit Tracking S/W		45,000

62,600

DEPARTMENT TOTAL

\$ 683,924

- Woodinville Heights Volunteer Planting Project (September 28)
- Woodinville Fourth of July attended by 20,000 happy fans
- Celebrate Woodinville coordinated
- Staff represent eastside cities in drafting Field and Stream Bond
- Field and Stream bond projects are selected and approved with CAP assistance
- YMCA contract expanded to offer more teen and senior activities
- Consultant selected for Woodinville Trail Project
- Staff participate in Tourism Partnership Project
- Transfer of Waterford Park (to be completed in 1996)
- Adopt-A-Road Program expanded to include five new road segments
- Chamber of Commerce newsletter features "City News"
- Parks Commission selected, honored, and oriented
- Institute Summer Sports Training Camps
- Begin master plan for Waterford Park/Trib 87
- Host recreation "summit conference" to coordinate providers in Woodinville area.
- Assist Wilmot Park Committee in meeting \$650,000 goal for funding
- Expand Adopt-A-Road Program to include parks and open space (Adopt-A-Spot)
- Expand Fourth of July Fireworks to include more activities for children and a larger fireworks display
- Continue planning for neighborhood park developments

1997 Goals

- Assist Parks and Recreation Commission in creating public interest and involvement in parks and recreation planning
- Conduct bidding and contract negotiations for construction of Wilmot Park
- Conduct bidding and construction of Woodinville Valley Trail
- Assist Parks Commission in drafting PRO Plan for Council adoption (including park regulation, property acquisition guidelines, and maintenance standards)

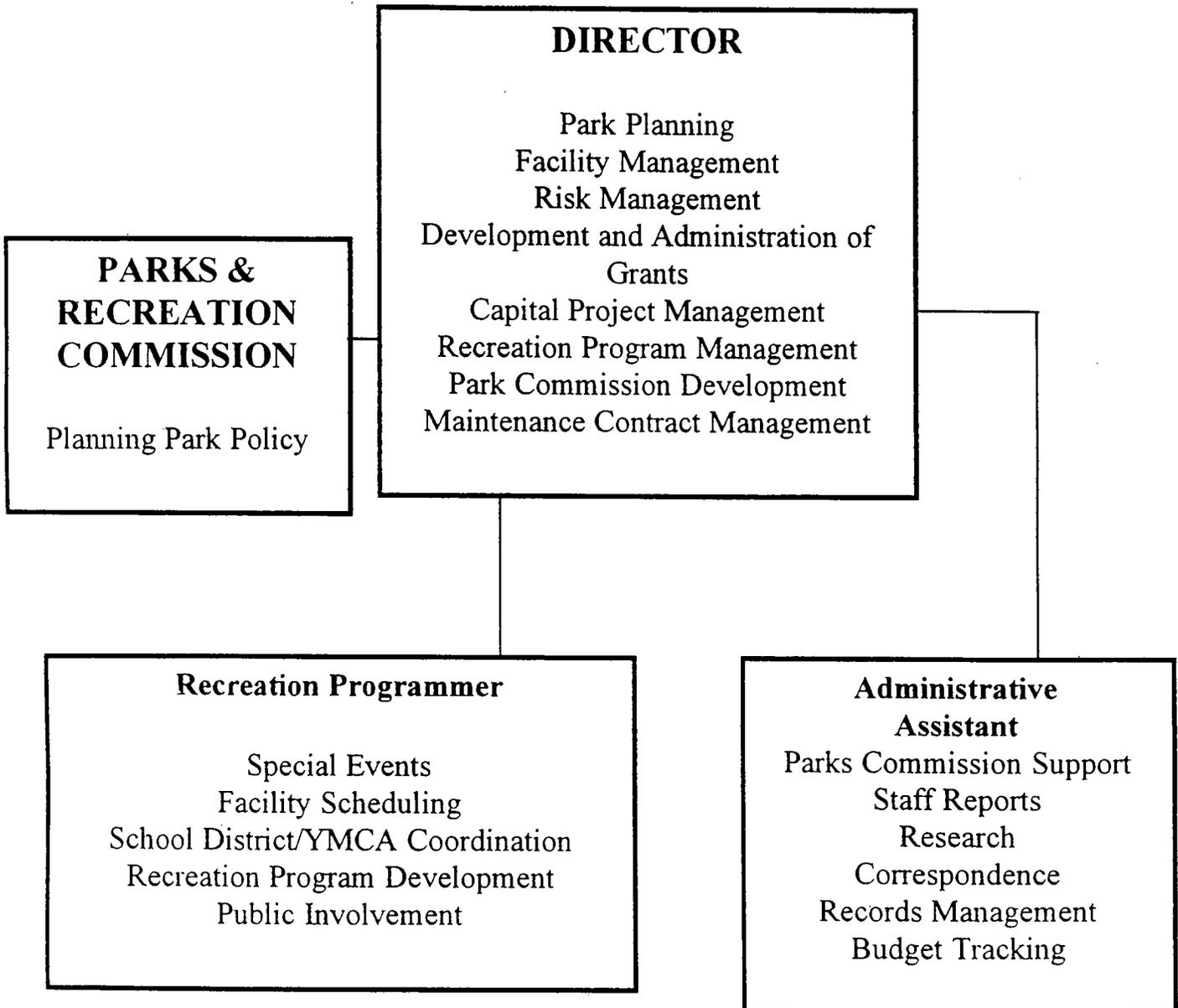
CITY OF WOODINVILLE
 Manager's Recommended Budget

Parks and Recreation
 Department Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$0	\$18,664	\$31,750	\$84,725
Benefits	0	4,196	9,287	28,017
Supplies	0	174	1,900	4,495
Services	0	71,603	163,215	318,443
Capital Outlay	0	7,022	114,600	23,710
Intergovernmental	0	0	14,500	35,000
Interfund Payments	0	0	200	380
Department Total	\$0	\$101,659	\$335,452	\$494,770

Position Summary	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Public Services Assistant	0	0.4	0.7	1
Public Works Coordinator	0	0	0.1	0.1
Recreational Programmer	0	0	0	0.5
Administrative Assistant	0	0	0	1
Maintenance Worker	0	0.1	0	0
Position Totals	0	0.5	0.8	2.6

Parks and Recreation Administration



Parks and Recreation

Parks and Recreation is responsible for meeting the public need for parks, recreation, and open space within the City of Woodinville. The staff is responsible for the purchase, design, construction, maintenance, risk management, and programming of City recreation facilities. The parks and recreation staff is also responsible for collaborating with schools, neighboring jurisdictions, and other entities to increase the opportunities for parks, recreation, and open space for Woodinville citizens through partnerships and interlocal agreements. Each year the Department prepares the budget in four major areas of responsibility: 1) **Parks and Recreation Planning**, 2) **Recreation Programs**, 3) **Park Facility Management**, and 4) **Capital Construction**.

1) **Parks and Recreation Planning** takes place through on-going needs assessment and public involvement. The Parks and Recreation staff is responsible for advising the Manager and Council about community needs and will assist the Parks and Recreation Commission in seeking public involvement. The staff collects data and involves the public in the planning process. In addition, the staff is responsible for drafting the Parks, Recreation, and Open Space Plan which provides tools for evaluation of proposed acquisitions, maintenance standards, and park regulations. The staff completes applications for grant programs to supplement park funding, submits the yearly Parks and Recreation budget, and participates in drafting the Capital Improvement Plan in order to meet the

Council's parks and recreation goals and objectives.

2) The **Recreation Program** includes contractual services, special events, and public involvement. The parks and recreation staff is responsible for monitoring service contracts and ensuring that City dollars are well spent, that the programs are meeting needs, and that the public is satisfied with the programs. The City coordinates several large City-wide events including Woodinville Fourth of July Fireworks and Celebrate Woodinville.

3) **Park Facility Management** is responsible for facilities as they are completed or transferred into the City parks and recreation system. Park maintenance and operations, risk management, and safety inspections are duties in this area. The staff also seeks to procure sites for proposed programs through leases, contracts, or shared facilities.

4) **Capital Construction** involves the acquisition of land, engineering, estimates, bidding, and construction management of parks construction projects.

1996 Accomplishments

- Wilmot Park Finance Plan Adopted
- Wilmot Fundraising Campaign raised over \$150,000
- Wilmot Park rated #3 in the state in competitive grant program (funding likely)
- Woodinville Heights Park Opening
- Park and Recreation CAP finishes Comp Plan

PARKS AND RECREATION

1997 Expenditure Detail

Salaries and Wages

Salaries	\$	84,725
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Personnel Benefits

Benefits	\$	28,017
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Supplies

<i>Office Supplies</i>		
Business Cards (three)	\$	150
Film/developing		450
Maps		175
		775
	\$	775
<i>Operating Supplies</i>		
Slide Trays (two)	\$	100
Desk Set Up (two)		90
General Supplies		575
		765
	\$	765
<i>Small Tools/Minor Equipment</i>		
Calculator (two)	\$	30
Tools		175
Misc Park Maintenance Tools		500
Desks (two)		300
File Cabinets (two)		300
Chairs (two)		300
Bookcases (two)		450
		2,055
	\$	2,055
<i>Miscellaneous</i>		
Commission	\$	400
Equipment		500
		900
	\$	900
<i>Total Supplies</i>	\$	4,495

Other Services and Charges

<i>Professional Services</i>		
PRO Plan	\$	45,000
Parks & Landscape Design		18,000
Waterford-Trib 87 Master Plan		55,000
Fireworks		15,000
Celebrate Woodinville		2,500
Tree Lighting		2,500
Concert Series		12,000
Northshore YMCA		60,000
Recreation Summit/Partnerships		7,800
Sports Camps		10,000
Woodinville Heights Maint		6,000
Waterford Maintenance		11,000
Wilmot Maint		2,300
Feasibility/Property Research		23,000
		270,100
	\$	270,100
<i>Communication</i>		
Monthly Phone Service	\$	1,300
		1,300
	\$	1,300

Travel			
	Mileage/Meals	\$	75
	Meals		150
	Executive Forum		383
			<u>608</u>
Advertising		\$	608
	Recreation Ads	\$	4,500
	Construction/Consultant Bids		2,800
	Signs		4,300
			<u>11,600</u>
Utility Services		\$	11,600
	Water-Wdnvl Heights	\$	1,200
			<u>1,200</u>
Operating Rentals		\$	1,200
	Maintenance rentals	\$	3,400
	Tents, equipment-special events		8,400
			<u>11,800</u>
Repairs and Maintenance		\$	11,800
	Misc (vandalism, fences, etc)	\$	5,400
			<u>5,400</u>
Education/Training		\$	5,400
	Cascade Mgmt	\$	995
	Staff Development		1,500
	NW Maintenance Mgmt		490
	WRPA Executive Forum		300
			<u>3,285</u>
Miscellaneous		\$	3,285
	Placques, awards, recognition, etc	\$	500
	Dues, NRPA, WPRPA		375
	Parks & Rec Publications		275
			<u>1,150</u>
Printing		\$	1,150
		\$	12,000
			<u>12,000</u>
	<i>Total Other Services and Charges</i>	\$	<u>318,443</u>

Intergovernmental & Interfund

Intergovernmental Professional Services			
	Gym Jams (King County)	\$	20,000
	Acquisition Services		15,000
			<u>35,000</u>
		\$	35,000

Interfund Payments for Service

Operating Rentals		\$	380
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Capital Outlays

Machinery and Equipment			
	Computer Upgrades (two)	\$	660
	New Computer Station		4,800
	Wdnvl Heights Irrigation		6,200
	Street Banners		6,500
	Play Surface Upgrade/Dedication		3,500
	Edger		350
	Mobile Water Pump		1,700
			<u>23,710</u>
	<i>Total Capital Outlays</i>	\$	<u>23,710</u>

DEPARTMENT TOTAL

\$ 494,770

Non Departmental

The Non Departmental Account is used for those expenditures that are not clearly associated with any one department, or are of a general nature.

Examples of goods and services that benefit all departments would include general office supplies, postage and maintenance contracts. Non departmental also pays the costs of human service grants to agencies that provide services to Woodinville citizens, and general liability insurance provided by Washington Cities Insurance Authority.

The largest expenditures associated with non departmental are the fund transfers for street maintenance and construction, park development and construction, debt service, and reserve transfers. For 1997, this represents \$2,463,600.

CITY OF WOODINVILLE
 Manager's Recommended Budget

Non-Departmental
 Department Summary

	1994	1995	1996	1997
	Actual	Actual	Budget	Recommended
Supplies	\$12,348	\$20,879	\$17,985	\$17,985
Services	73,623	189,442	256,775	341,800
Capital Outlay	46,974	61,869	79,500	55,000
Intergovernmental	72,783	68,093	25,247	22,142
Debt Service	239,080	4,814	0	0
Other Financing Uses	978,000	1,560,409	2,080,000	2,486,600
Department Total	\$1,422,808	\$1,905,506	\$2,459,507	\$2,923,527

NON DEPARTMENTAL

1997 Expenditure Detail

Supplies

Office/Operating Supplies			
General Supplies-All depts	\$	15,000	
Fax Toner		510	
Copier Toner		1,000	
Air Filters		275	
			\$ 16,785
Small Tools/Minor Equipment			
Misc Equipment			600
Miscellaneous			
Information Brochures, etc			600
<i>Total Supplies</i>			\$ 17,985

Other Services and Charges

Professional Services			
ORC and Other Consulting	\$	12,000	
Newsletter Writing		10,800	
Newsletter Printing		21,000	
Service Contracts (Computer)		20,000	
Service Contracts (Copier)		8,000	
Human Services Grants		70,000	
Computer Maintenance		19,000	
Eden Support		4,000	
Computer Systems Developmt		5,000	
Chamber of Commerce Tourism		55,000	
City Web Page		18,900	
Internet Labor		3,000	
External E Mail		1,600	
			\$ 248,300
Communication			
Postage	\$	15,000	
Internet		1,000	
			16,000
Operating Rentals			
Room Lease	\$	48,000	
Misc Room Rentals		1,500	
			49,500
Insurance			
WCIA Payment			28,000
<i>Total Other Services and Charges</i>			341,800

Intergovernmental & Interfund

Intergovernmental Professional Services			
AWC	\$	4,465.00	
SCA		2,634	
PSAPCA		3,593	
ETP		500	
PSRC		4,000	
Liquor Profits/Excise (2%)		1,650	
Voters Pamphlet		300	
Election Costs		5,000	
<i>Total Intergovernmental & Interfund</i>			\$ 22,142

Capital Outlay

Machinery and Equipment		
City Hall Improvements	\$	18,000
✓ Copier		20,000
Scanner		3,000
✓ Color Laser Printer		5,000
Gateway Server		4,000
✓ CD ROM Drives		5,000
<i>Total Capital Outlays</i>		<u>55,000</u>

Transfers

Arterial Street	\$1,088,000	
Street	\$530,000	
Capital Construction (Wilmot Park/Trails)	\$48,600	
Operational Reserve	\$125,000	
Equipment Replacement	\$60,000	
Unemployment	\$10,000	
Capital Street Reserve	\$400,000	
Debt Service	\$225,000	
<i>Total Transfers</i>		<u>2,486,600</u>

DEPARTMENT TOTAL

\$ 2,923,527

Street Fund

The Street Fund supports the efforts of the City to operate and maintain its street system. Associated with these functions, the Public Services Department continues to move forward to improve the way citizens are able to move in and around Woodinville safely and on a clean and esthetics pleasing roadway system. This is provided by the following:

1. Projects and studies to relieve traffic congestion.
2. Improve traffic flow with capital projects.
3. Pavement Preservation Program using overlays, seal coat, patching, and crack sealing.
4. Development of database systems for traffic accident records and traffic counts.
5. Install/replace signs, pavement markings, and other devices to improve safety/traffic flow.
6. Manage landscaping maintenance for city rights-of-way.
7. Snow removal program.
8. Day-to-day coordination with maintenance contract providers.
9. Right-of-way utilities coordination and permits.
10. Review of development impacts on our transportation system.
11. Commute Trip Reduction administration.
12. Project management of parking and transportation for 4th of July.
13. Adopt a Street Program.

This fund supports the efforts of our Traffic Engineer to address transportation and safety issues, and

partially funds our Public Works Coordinator and summer temporary help to maintain our transportation system. The expense of contracted services for landscaping maintenance, pavement preservation, and traffic signals and street light operation and maintenance are part of this fund.

1996 ACCOMPLISHMENTS

- 132nd Ave. NE/143rd Pl NE - rechannelization.
- Installed street lighting along Woodinville - Duvall Road to improve safety.
- Provided project management of parking and transportation for the Fourth of July Fireworks event.
- Worked with WSDOT to install new directional signing on SR 522 and SR 202.
- Kingswood neighborhood asphalt overlay project and public notification program.
- Developed a snow removal priority program.
- Replaced and repaired the pavers along NE 175th Street.
- Reviewed and inspected 60 right-of-way permits for the invasion of the streets by utility providers and/or contractors.
- Identified and negotiated transportation mitigation for TRF - Pacific's proposed 440,000 square foot retail development.

- Coordinated with Burlington RR and Utilities and Transportation Commission for a new railroad crossing between NE 177th Pl and the Woodinville - Snohomish Rd.
- Negotiated an interlocal agreement with WSDOT for the collection of mitigation fees for state facilities impacted by projects within Woodinville.
- Reviewed and assisted 80 development projects with potential impacts to the City's transportation system.
- Coordinated two promotional events with the City's Commute Trip Reduction affected employers.
- Hanley Short Plat Safety improvements - Installed speed humps, signing and channelization on NE 149th Street to improve safety.
- Seal coat west half of Lake Leota loop.
- Installation of additional street lights (possible corridors - NE 173rd Street & 124th Ave.).
- Pruning of street trees.

1997 GOALS

- Overlay of NE 175th Street from 131st to 140th
- Overlay of the Woodinville - Duvall Rd from 161st Ave. to 167th Ave. adding paved shoulder on south side (existing paved shoulder on north side).
- Seal coat of Wood - Sno Rd from NE 175th to 140th Ave. (if TRF - Pacific improvements are complete)
- Seal coat of 139th Ave NE from NE 181st St. to 140th Ave.

CITY OF WOODINVILLE
 Manager's Recommended Budget

Streets
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$39,458	\$46,134	\$93,299	\$124,089
Benefits	9,234	10,346	23,305	31,017
Supplies	2,684	2,028	4,890	9,550
Services	66,630	85,527	203,185	224,865
Capital Outlay	9,177	0	8,600	35,000
Intergovernmental	343,113	295,058	501,000	566,000
Interfund Payments	1,650	1,650	1,650	4,500
Other Financing Uses	310,000	0	0	0
Fund Total	\$781,946	\$440,743	\$835,929	\$995,021

	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Position Summary				
Public Services Administrator	0.25	0.25	0.25	0.25
Public Services Assistant	0.5	0.3	0	0
Senior Engineer/Engineer	0	0	1.25	1.25
Public Works Coordinator	0	0	0.45	0.45
Maintenance Worker	0.25	0.45	0	0
Temporary Summer Help	0	0	0	0.5
Position Totals	1	1	1.95	2.45

STREETS

1997 Expenditure Detail

<i>Salaries and Wages</i>		\$	124,089
<i>Personnel Benefits</i>			
	Benefits	\$	30,302
	Uniforms		400
	<i>Total Personnel Benefits</i>	<u> </u>	\$ 31,017
<i>Supplies</i>			
	Office/Operating Supplies		
	Batteries, film	\$	75
	Gloves		75
	Sand, Concrete		200
	General Supplies		3,150
	Signs		3,000
	Cones		500
	Barricades		750
		<u> </u>	\$ 7,750
	Small Tools		
	General tools		1,300
	Miscellaneous		
	General Miscellaneous		500
	<i>Total Supplies</i>	<u> </u>	\$ 9,550
<i>Other Services and Charges</i>			
	Professional Services		
	Overlay	\$	130,500
	Tree Pruning		5,000
	Street landscape Maintenance		20,000
	Enhanced Street Sweeping		5,000
		<u> </u>	\$ 160,500
	Communication		
	Radios Access	\$	240
	Cellular Phone		450
	Door hangers/Notifications		450
	Telephone		1,500
		<u> </u>	\$ 2,640
	Travel		
	Milage	\$	25
	Meals		100
	Conferences 2 @ \$ 250		500
		<u> </u>	\$ 625
	Advertising		
	Bid Advertising		\$ 2,450
	Operating Rentals & Leases		
	Super Rents	\$	2,500
	Alpine Rental		2,500
		<u> </u>	\$ 5,000
	Utility Services		
	Street Light Operation	\$	48,000
	Water usage		450
		<u> </u>	\$ 48,450
	Repairs and Maintenance		
	Street light repair	\$	3,500
	Equipment repair		500
		<u> </u>	\$ 4,000

Education/Training			
	Road and Street Maint. Conference	\$	500
	Level III Signs & Markings		500
			<u>500</u>
		\$	1,000
Miscellaneous			
	Printing	\$	200
	<i>Total Other Services and Charges</i>	\$	<u>224,865</u>
<i>Intergovernmental and Interfund</i>			
Intergovernmental Professional Services			
	Seal Coat	\$	40,000
	King County Road Contract		526,000
	<i>Total Intergovernmental and Interfund</i>	\$	<u>566,000</u>
<i>Capital Outlay</i>			
	New Street Lights	\$	35,000
<i>Interfund Payment for Service</i>			
	Vehicle	\$	4,500
FUND TOTAL			
		\$	<u><u>995,021</u></u>

Arterial Street

The Arterial Street Fund supports all of the cost associated with the development, planning, design, obtaining of rights-of-way, and construction of street improvement projects. The Public Services Department pursues any and all grants that become available to support construction of projects that have been identified within the City's Capital Improvement Program.

1996 ACCOMPLISHMENTS

- Woodinville - Duvall Road/168th Ave. NE. Provided added capacity and improved traffic operation and safety.
- Woodinville Duvall Road/156th Ave. NE - Design completed with developer funding a portion of improvements. Waiting for developer to start.
- NE 195th Street Pedestrian/Bicycle Project
- SR 202/127th Pl. Intersection Improvements - Design Report
- Preliminary engineering of 140th/Woodinville - Duvall Rd reconstruction with public involvement
- Started program to develop a Transportation Impact Fee Mitigation Payment Program

1997 GOALS

- Design and construction of left turn pockets to add capacity, improve

traffic operations and safety at the following intersections:

1. Woodinville - Duvall Road/160th Avenue NE
 2. Woodinville - Duvall Road/152nd Avenue NE
- 140th Ave. NE/Woodinville - Duvall Rd. reconstruct roadway, address tree root problems, extensive public involvement program. Lowering of manhole lid at McDonalds and possible work to reduce/eliminate flooding on 140th using City SWM funds. Preliminary engineering under-way
 - 195th/164th Emergency Gate - Provide emergency vehicle access to the Wellington Elementary School Campus. Preliminary engineering under-way
 - SR 202/127th Place Intersection Improvements - Design Report. This project will ultimately provide a signalized intersection, capacity improvements, and improved accessibility for large trucks and buses. Consultant selection to occur in late fall of '96
 - 130th/132nd Pedestrian/Bicycle Facility. Partnership with Bothell for the construction of a pathway from SR 522 to NE 195th Street
 - Partner with King County to perform preliminary engineering and environmental review for the future widening of 124th Ave

CITY OF WOODINVILLE
 Manager's Recommended Budget

Arterial Streets
 Fund Summary

	1994	1995	1996	1997
	Actual	Actual	Budget	Recommended
Services	\$138,183	\$85,667	\$291,500	\$277,500
Intergovernmental	0	0	0	100,000
Capital Outlay	133,317	11,482	1,120,000	1,512,000
Fund Total	\$271,500	\$97,149	\$1,411,500	\$1,889,500

ARTERIAL STREETS

1997 Expenditure Detail

Other Services and Charges

Professional Services

Wdnl-Duval 160th Intersectn	\$ 75,000
SR202/127th Intersection	60,000
Left Turn Pockets	75,000
Wdnl-Duval/140th Reconstr	7,500
Mitigation Pmt Program	30,000
Intersection Design Report	25,000
	272,500

Advertising

\$ 272,500
5,000

Total Other Services and Charges

\$ 277,500

Intergovernmental & Interfund

Intergovernmental Professional Services

124th ave. P.E. and Environmental

\$ 100,000

Capital Outlay

Other Improvements

Wdnl-Duval 160th Intersectn	\$ 200,000
SR202/127th Intersection	313,500
Guardrails: NE 173rd/143rd	85,500
Left Turn Pockets	250,000
Wdnl-Duval/140th Reconstr	550,000
195th/164th Emergency Gate	13,000
130th/132nd Walkway	100,000
	1,512,000

Total Capital Outlay

\$ 1,512,000

FUND TOTAL

\$ 1,889,500

Contingency

The Contingency Fund was established by the Council as a fund to be used for unspecified expenses and as a reserve for unforeseen needs. Although there is not anticipated expenditures in this fund at this time, Council may so designate appropriate expenditures during the budget year.

Mitigation

The City of Woodinville receives mitigation payments from developers for shared costs of improvements. In the year the projects begins, the money received as mitigation payments is transferred to the appropriate construction fund, to pay the shared costs of the project.

There are not any construction projects budgeted to use mitigation money in 1997, so the balance will carry forward to 1998.

CITY OF WOODINVILLE
 Manager's Recommended Budget

Contingency
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Services	\$0	\$0	\$38,000	\$0
Fund Total	\$0	\$0	\$38,000	\$0

Mitigation
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Interfund Transfer	\$14,185	0	\$119,200	\$60,000
Fund Total	\$14,185	\$0	\$119,200	\$60,000

MITIGATION

1997 Expenditure Detail

<i>Interfund Payments for Service</i>	
Transfer Out to Arterial Street Fund	<u> \$ 60,000</u>
FUND TOTAL	<u><u> \$60,000</u></u>

CITY OF WOODINVILLE
Manager's Recommended Budget

Debt Service
Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Debt Service	\$0	\$40,000	\$420,000	\$225,000
Fund Total	\$0	\$40,000	\$420,000	\$225,000

DEBT SERVICE

1997 Expenditure Detail

Redemption of General Long Term Debt

Debt Service Principal \$129,300

Interest Costs

Debt Service Interest \$95,700

FUND TOTAL

\$225,000

Capital Project Funds

The City has five capital funds: the Capital Project Fund, Special Project Fund, Capital Street Reserve, Capital Storm Water, and Capital Construction.

The **Capital Project Fund** has received revenue from a 1/4% Real Estate Excise Tax and General Fund transfers to build it to its current balance.

Capital Projects that can be funded from the first one quarter percent are less restricted than the second one quarter percent, and may be spent for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities; river and/or waterway flood control projects. Maintenance expenditures are allowable. In 1997 the fund will be transfer money to the Capital Construction Fund for the construction of Jerry Wilmot Park.

The **Special Capital Projects Fund** receives no General Fund Transfer, and is entirely funded from the "second one quarter percent", and interest revenue. The funds may only be spent on public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and

road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

The **Capital Street Reserve Fund** transfers money to the Arterial Street Fund for street construction projects. In 1997 this represents \$1,348,000.

The **Capital Storm Water Reserve Fund** has transferred money to seed the future capital projects associated with surface water issue.

The **Capital Construction Fund** is used for accounting for large projects. In 1997, the Fund will receive money from the General Fund (\$48,600), and from the Capital Projects Funds (\$750,000) for work associated with the Wilmot Park and to a lesser extent, the trails project.

CITY OF WOODINVILLE
 Manager's Recommended Budget

Capital Improvement

Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Other Financing Uses	\$0	\$0	\$0	\$375,000
Fund Total	\$0	\$0	\$0	\$375,000

Special Capital Improvement

Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Other Financing Uses	\$0	\$0	\$0	\$375,000
Fund Total	\$0	\$0	\$0	\$375,000

CAPITAL IMPROVEMENT

1997 Expenditure Detail

<i>Interfund Payments for Service</i>	
Transfer Out To Parks Construction Fund	<u>\$ 375,000</u>
FUND TOTAL	<u><u>\$ 375,000</u></u>

SPECIAL CAPITAL IMPROVEMENT

1997 Expenditure Detail

<i>Interfund Payments for Service</i>	
Transfer Out To Parks Construction Fund	<u>\$ 375,000</u>
FUND TOTAL	<u><u>\$ 375,000</u></u>

CITY OF WOODINVILLE
 Manager's Recommended Budget

Capital Street Reserve
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Interfund Transfer	\$0	\$0	\$0	\$0
Department Total	\$0	\$0	\$0	\$0

Capital Storm Water Reserve
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Capital Outlay	\$0	\$0	\$950,000	\$0
Department Total	\$0	\$0	\$950,000	\$0

Capital Construction
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Services	\$1,664,932	\$0	\$95,000	\$45,600
Capital Outlays	0	0	0	750,000
Interfund	0	0	0	
Other Financing Uses	0	466,302	0	
Department Total	\$1,664,932	\$466,302	\$95,000	\$795,600

CAPITAL STREET RESERVE

1997 Expenditure Detail

(no expenditures budgeted)

CAPITAL STORM WATER RESERVE

1997 Expenditure Detail

(no expenditures budgeted)

CAPITAL CONSTRUCTION

1997 Expenditure Detail

Other Services and Charges

Professional Services

Construction Mgmt.

Wood. Valley Trail \$10,600

Wilmot \$20,000

Wilmot Fundraising \$15,000

\$45,600

Capital Outlays

Other Improvements

\$750,000

FUND TOTAL

795,600

Surface Water Management

The Surface Water Management Fund is an enterprise fund which supports all activities associated with our storm water utility. An enterprise fund means that it is an independent operating fund, which has its own source of revenue (utility fees) which must be balanced against its own expenses.

This fund supports the effort provided by our Surface Water Coordinator in providing the following:

1. Review, oversight, and variance review for site development storm water issues.
2. Addressing water quality, flooding, and fisheries issues with citizens and businesses.
3. Staff representation for the Sammamish Basin Forum.
4. Storm Water educational programs.
5. Coordination with King county and other agencies regarding local and regional storm water issues.

This fund partially supports the efforts of our Public Works Coordinator and temporary summer help in addressing maintenance, operation, and response to storm drainage issues. The expenses for storm water capital improvements, contracted services to maintain the City's storm system, inspect privately owned storm water detention and water quality treatment systems, the cost of utility billing, and Woodinville's overhead cost are included in this fund.

1996 Accomplishments

- Flood Hazard Zone mitigation ordinance. This enabled citizens to obtain flood insurance and allowed the City to become a member of FEMA
- Adopted the King County surface water design manual with updates through 1995
- Created an outline of SWM program elements and program direction for the future
- Served as a member of the Sammamish Team at Surface Water Management.
- Retrofit or upgraded several facilities including Reinwood II south pond, Little Bear Creek Drainage improvement and the CBD south bypass
- Coordinated with King County to reduce flooding of Trib 090 at Hollywood Hills.
- Reviewed and approved the City's first water quality variance.
- Compiled information on surface water regulation to be handed out at Technical Review Committee meetings.
- Met with school groups to teach the importance of stream ecosystem, and the impact of human activities on streams and storm drainage. Helped the students complete two projects

along Trib 087. Began steps to begin an "adopt a stream" program.

- Worked with King County SWM to organize a planting at the mouth of Little Bear Creek.

- Involve neighborhoods with SWM's UGLY pond program to enhance the look and effectiveness of detention ponds along Woodinville - Duvall Rd.

1997 Goals

- Present an overview of the Source Control Program to Council.
- Coordinate the design and finalize the site plan with King County SWM on the artificial wetland adjacent to Wilmot Gateway Park.
- Complete materials testing on the SR202 water quality treatment facility.
- Develop a program of inspecting systems that have been given a correction notice.
- Begin an inventory of all of our storm drainage pipes and facilities throughout the City.
- Lower the manhole cover, in front of McDonalds on 140th, and possibly improvements to reduce/eliminate flooding in this area.
- Adopt Best Management Program Manual per PSWQA
- Coordinate with other agencies with the Sammamish Basin
- SR202 water quality treatment facility site investigation and design

CITY OF WOODINVILLE
 Manager's Recommended Budget

Surface Water Management
 Fund Summary

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Salaries	\$39,458	\$40,645	\$56,261	\$73,706
Benefits	9,235	9,687	14,908	18,462
Supplies	1,068	1,589	4,875	4,050
Services	1,319	15,559	176,935	114,035
Capital Outlay	8,696	2,869	275,000	209,500
Intergovernmental	114,116	128,144	252,000	350,850
Interfund Payments	1,650	1,650	61,720	90,536
Other Financing Uses	512,600	533,798	150,000	0
Department Total	\$688,142	\$733,941	\$991,699	\$861,139

	Actual 1994	Actual 1995	Actual 1996	Proposed 1997
Position Summary				
Public Services Administrator	0.25	0.25	0.25	0.25
Public Services Assistant	0.5	0.3	0.3	0
Senior Engineer/Engineer			0.25	0.75
Public Works Coordinator	0	0	0.45	0.45
Maintenance Worker	0.25	0.45	0	0
Position Totals	1	1	1.25	1.45

SURFACE WATER MANAGEMENT

1997 Expenditure Detail

Salaries and Wages \$73,706

Personnel Benefits

\$ 18,462

Supplies

Office/Operating Supplies

Business Cards/Forms	\$ 250
Maps	500
Gas	100
Film/Developing	200
Paper for OSE	500
Misc	450
	<hr/>

\$ 2,000

Small Tools/Minor Equipment

Slide Trays	\$ 150
Small Testing Equipment	450
Catch Basin Repair Tools	350
Tool Chest	450
Ladder	400
	<hr/>

\$ 1,800

Miscellaneous

\$ 250

Total Supplies

\$ 4,050

Other Services and Charges

Professional Services

Tree/Debris Removal	\$ 4,000
Soil/Water Samples	5,000
Mapping/GIS	4,500
Landscape Design of R/D Ponds	7,500
SR202 Site Design/Investigate	35,000
King County Property Transfer	20,000
On Call Services	10,000
Water Quality Reports	15,000
	<hr/>

\$ 101,000

Communication

Flyers	\$ 350
Education material/door hangers	\$ 1,300
Miscellaneous	\$ 350
Phone	\$ 1,500
Radio Access	\$ 240
	<hr/>

\$ 3,740

Travel

Conferences	\$550
SWM Meetings	45
	<hr/>

\$ 595

Advertising

Bid Ads	\$ 1,500
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Operating Rentals

Pager	\$ 350
Rentals	1,000
	<hr/>

\$ 1,350

Repairs and Maintenance

Small Tools	\$ 500
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Office Equipment	1,500	
Education/Training		\$ 2,000
Public Education & Programs	\$ 2,500	
Storm Sewer CAD Design	1,000	
	<u> </u>	
Miscellaneous		\$ 3,500
Total Other Services and Charges		<u>\$ 350</u>
		<u>\$ 114,035</u>
 <i>Intergovernmental & Interfund</i>		
Intergovernmental Professional Services		
County Drainage Services		\$ 350,850
Interfund Payments for Services		
Vehicle Use	\$ 4,500	
General Funds Overhead	86,036	
	<u> </u>	
Transfer Out To Arterial Street Fund		\$ 90,536
Total Intergovernmental & Interfund		<u>\$ 60,000</u>
		<u>\$ 441,386</u>
 <i>Capital Outlay</i>		
Other Improvements		
R/D Pond Improvements	\$ 50,000	
140th Ave Flooding	50,000	
140th Ave Manhole Correction	25,000	
Trib 090 Improvements	62,500	
	<u> </u>	
		\$ 187,500
Machinery and Equipment		
Radio Purchase	\$ 2,000	
Office Equipment	1,000	
Software	1,000	
Water Supplies	18,000	
	<u> </u>	
		<u>\$ 22,000</u>
 DEPARTMENT TOTAL		 <u><u>\$ 861,139</u></u>

Internal Service Funds

The City of Woodinville has three Internal Service Funds: the Equipment Rental Fund, Equipment Replacement Fund, and the Unemployment Compensation Fund.

The Equipment Rental Fund is used to pay for the operating costs of the vehicles (currently five) and to set aside enough money for their replacement at the end of their serviceable lives.

The Equipment Replacement Fund is a “sinking” fund that will be used to replace all other capital equipment, other than vehicles, when it becomes necessary to do so.

The Unemployment Compensation Fund has been set up to pay for unemployment claims against the City.

CITY OF WOODINVILLE
 Manager's Recommended Budget

<p>Equipment Rental Fund Summary</p>

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Supplies	\$1,434	\$2,055	\$2,500	\$3,000
Services	791	6,027	2,620	4,500
Department Total	\$2,225	\$8,082	\$5,120	\$7,500

<p>Equipment Replacement Fund Summary</p>
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	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Department Total	\$0	\$0	\$0	\$2,000
Department Total	\$0	\$0	\$0	\$2,000

<p>Unemployment Fund Summary</p>

	1994 Actual	1995 Actual	1996 Budget	1997 Recommended
Claims	\$0	\$6	\$468	\$10,000
Department Total	\$0	\$6	\$468	\$10,000

EQUIPMENT RENTAL

1997 Expenditure Detail

Vehicle & Public Works Equipment

Supplies

Operating Supplies	\$	3,000
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Other Services and Charges

Communication	\$800
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Insurance	\$600
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Repairs & Maintenance	<u>\$3,100</u>
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<i>Total Other Services</i>	<u>\$4,500</u>
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FUND TOTAL

\$ 7,500

EQUIPMENT REPLACEMENT

1997 Expenditure Detail

Capital Outlay

Machinery and Equipment

\$2,000

UNEMPLOYMENT COMPENSATION

1997 Expenditure Detail

<i>Unemployment Claims</i>

\$10,000

Wilmot Trust

The Wilmot Trust Fund was established in 1996 to receive donations for the Wilmot Gateway Park project. Since money received in the Trust may only be used for Wilmot Park purposes, money will only be transferred to the Capital Construction Fund at such time the money would be needed for the construction of the Park.

There are no anticipated transfers from the Wilmot Trust Fund to the Capital Construction Fund for the 1997 budget. If funds become available and are needed to further construction, a budget amendment would be prepared.