

ORDINANCE NO. 245

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2000; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, the City Council has identified numerous projects in the Capital Improvement Program are addressed in the 2000 budget, and

WHEREAS, to clearly segregate the projects and ensure accountability it is necessary to establish a fund for each of the capital projects

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 budget of the City of Woodinville, Washington for the year 2000, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$41,484,929.

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

General Fund	\$8,836,268
Street Fund	\$1,312,132
Arterial Street	\$ 136,326
Contingency	\$ 256,303
Mitigation	\$ 560,947
Admission Tax	\$ 421,904
Debt Service	\$2,131,000
Capital Project	\$1,858,761
Special Capital Project	\$1,704,578
Capital Street Reserve	\$4,184,938
Capital Surface Water Reserve	\$2,716,511
Capital Construction	\$ 60,093
177th Street Construction	\$1,034,889
Real Property	\$ 1,390
Civic Center	\$3,937,568
City Hall Fund	\$5,454,000
133 rd Ave Capital Project	\$ 618,000
175 th /140 th Capital Project	\$ 345,000
124 th Ave Capital Project	\$ 444,000

Wood-Sno.Rd/200 th Capital Project	\$ 400,000
Stream Corridor Planting Capital Project	\$ 50,000
Pedestrian Crossing Capital Project	\$ 90,000
SR202/127 th PI Capital Project	\$ 850,000
SR202/148 th Ave Capital Project	\$ 690,000
SR522/SR202 Capital Project	\$ 300,000
Little Bear Creek Lineal Park Capital Project	\$ 75,000
Woodinview Park Capital Project	\$ 60,000
Open Space Acquisition Capital Project	\$ 100,000
Skate Park Capital Project	\$ 118,000
Woodin Creek Capital Project	\$ 90,000
Surface Water Management	\$2,063,839
Equipment Rental	\$ 131,546
Equipment Replacement	\$ 419,855
Unemployment Reserve	\$ 32,081

Section 3. The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

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

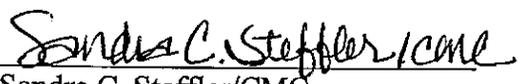
ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13TH DAY OF DECEMBER, 1999.

APPROVED:



 Donald J. Brocha, Mayor

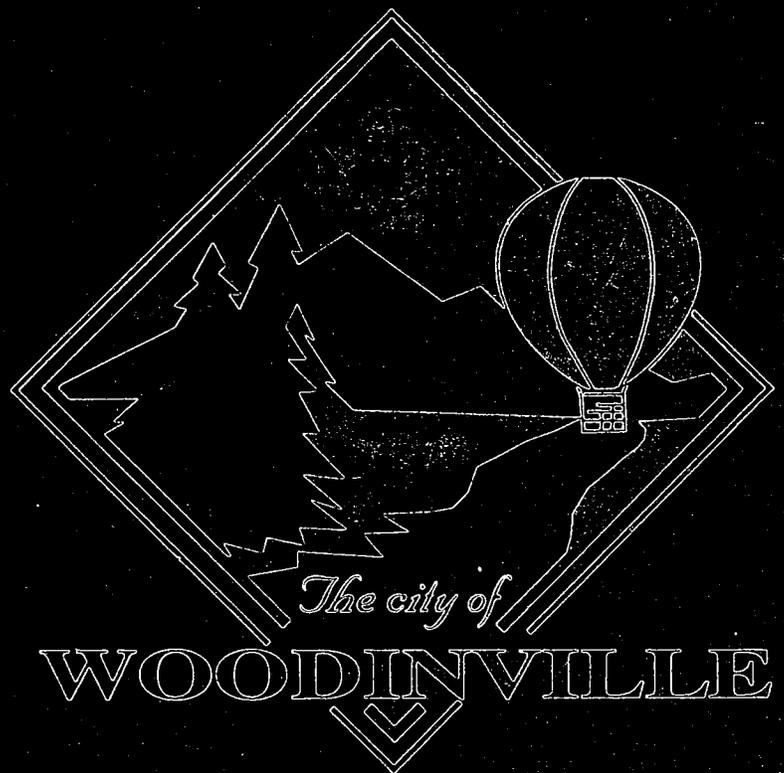
ATTEST/AUTHENTICATED:

By: 
 Sandra C. Steffler/CMC
 City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

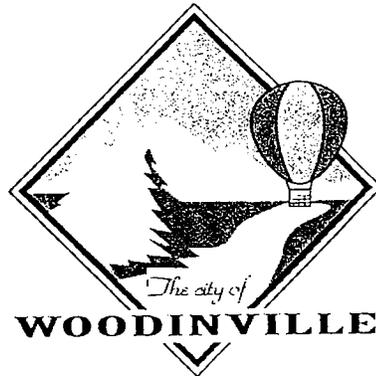
By: 

FILED WITH THE CITY CLERK: 12.14.99
PASSED BY THE CITY COUNCIL: 12.13.99
PUBLISHED: 12.20.99
EFFECTIVE DATE: 12.25.99
ORDINANCE NO. 245



2000
FINAL BUDGET

City of Woodinville



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

Elected Officials

*Randy Ransom, Mayor
Marsha Engel, Deputy Mayor
Barbara Solberg
Carol Bogue
Scott Hageman
Robert Miller
Donald J. Brocha*

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Budget

Message/Overview

Budget Message

TO: City Council
FROM: Pete Rose, City Manager
DATE: October 29, 1999
SUBJECT: 2000 Budget Message

I herein present the 2000 Final Budget. The budget presented is a balanced budget. It both retains the current level of service and makes selected important improvements. These improvements foretell the most active year of capital improvements in the relatively short history of Woodinville and also promise to provide the pathway to enhanced livability in our city.

Concurrent with this budget process, the City Council is went through the process and adopted an updated set of City goals. Staff has attempted to propose a budget that is consistent with the goals. To the extent possible, the goals should drive the annual budget process. The adopted goals follow this message.

1999 Overview

An annual overview often discusses changes and highlights with varying degrees of "punch." In Woodinville it will be hard to overstate the case for both in 1999 and for the coming year. The past year has seen significant changes in the organization by way of growth and position turnover. Fully sixty percent of the staff are new employees as compared to this time last year. A new City Manager, Public Works Director and other key members of the staff have been added. The City has hired many good staff and they are blending well with existing staff, many of whom have been with the City of Woodinville for most of its incorporated history. We are blessed with the makings of an excellent team for the long run. There is one key place where there has not been turnover. Three City Council positions finish their terms this year, and the incumbent members are welcomed back unopposed. This is one measure of confidence of the community in the direction of the City. This should provide continuity, stability and team building in our governing body that will prosper during this exciting period for Woodinville.

One jewel in the crown, Wilmot Gateway Park, was opened and is very successful. The City Hall project has grown from a consensus to build in February to a full design by the end of the year. The acquisition of the Sorenson School property was consummated during the same period

and opens the way for an outstanding future civic/community center campus and public anchor to the downtown. A sampling of other successes are the Wilmot pedestrian signal, revamping of the 131st Avenue/175th Street intersection, the traffic signal interconnect being installed at this time, the Sammamish Re-Leaf volunteer planting project, outstanding special events, and summer concerts. Internally, the new Sierra permit software has been initiated, the proposed business registration program nears roll-out, a master right-of-way ordinance, new street design regulations and a new set of tree preservation regulations was adopted. Externally, the ESA Salmon listing has begun to overlay changes on the City in many ways.

Budget by the Numbers

The budget put before the 7-member City Council has a total all-funds budgeted amount of \$40.7 million. For a taste of reality, \$10.8 million is actual new revenue and \$4.99 million is new bonds (\$15.79 million total). The remainder is double-counted transfers and liquidated reserves for Capital Improvement Projects. This budget includes a combined General Fund (current expense) and Street Fund of \$8.6 million. Discounting transfers and capital outlays, general operating revenues weigh in at \$8.1 million and exceed general operating expenses, which are \$6.9 million. This supports a proposed public service staff of 42.25 FTE. A healthy \$8.8 million is proposed to be invested in public improvements in 2000, with an additional \$1.8 being invested in study and design of future improvements.

Budget Highlight – Capital Construction

The cornerstone of this budget will be to construct a long and ambitious list of capital improvements. No fewer than 12 projects, at an estimated cost of \$8.8 million, are charted to be done in 2000. As well, progress will be made to prepare for additional projects in the coming years, consistent with the Council's adopted Capital Improvement Plan. The "trick" for the City Council and staff during the year 2000 will not be getting projects to do, but rather will be avoiding the many distractions, setbacks, and shirking priorities that can delay work. The reason for this qualifying statement is that so much improvement is planned overall, and so much is proposed to be completed by in-house staff that it will not take much in the way of change to derail the plan. Therefore, the City Council should consider it carefully and be certain of its priorities for these projects.

Before we move into more descriptive portions of the budget and programs of the City, the City Council should take a moment to reflect on the things that make such a year possible. First, the City Council has carefully set up appropriate revenue streams to help support effective capital improvements in Woodinville. Second, the City Council has carefully set aside reserves in its formative years, rather than building a large and complex organization, in the knowledge that improvements are needed. Third, the City has put itself in a position, where appropriate, to leverage state and federal money to combine with local revenues to accomplish great things for

Woodinville. Finally the City Council has developed a capital improvement plan that has nurtured several projects through planning to the point they are ready for construction.

The capital improvement projects show an excellent balance between street improvements, park/livability improvements, environmental stewardship and public facilities. The most visible project will be the construction of the new City Hall. Although the \$5.25 million project will not be completed in 2000, the project should proceed quickly from groundbreaking in the spring to an enclosed building the end of the year. A brief listing of the capital construction projects with projected 2000 budgeted expenditures follows. A chart of these projects with proposed fund sources is shown on page 21.

Streets:	140 th Ave/175 th Intersection (1)	\$345,000
	124 th Avenue: Phase 1 (1)	444,000
	133 rd Avenue: Phase I	618,000
	Wood-Sno/200 th Intersection	400,000
Parks:	Woodinville Park	60,000
	Skate Park (2)	118,000
	Open Space Acquisition (2)	100,000
	Woodin Creek Park	90,000
Stewardship:	Little Bear Creek Lineal Park (2)	75,000
	Stream Plantings	50,000
Public Facilities:	City Hall	4,990,000
	Sorenson Purchase	1,571,000
	TOTAL	\$8,861,000

(1) Projects delayed by ESA listing: biological assessment

(2) Dependent on land availability

Additional capital projects in the works for study, design and property acquisition are:

SR 202/127 th Avenue	\$850,000
SR 202/148 th Avenue	690,000
SR 202-SR 522 Interchange	300,000
TOTAL	\$1,840,000

Budget Themes

Environmental Species Act – Salmon Listing: The required and anticipated responses to the ESA listing have generated some recommended changes in the budget from 1999. First, there are additional costs related to some of the City's capital construction projects due to expanded storm water requirements. There are also allocations for Early Action Plan efforts, holding up Woodinville's commitment to the tri-county effort. There are also personnel costs related to assigning additional environmental duties to the half-time Transportation Planner, making the position a Transportation/Environmental Planner. Also of note are some additional public education costs to foster community responsibility and buy-in.

Initiative 695: The City will lose \$182,000 in Motor Vehicle Excise Tax (MVET) if this initiative passes. The budget has been balanced assuming that the initiative will pass and this revenue will not be available. However, other revenues are comparatively strong, enabling Woodinville to make adjustments without dropping levels of service. We have taken a conservative approach to many portions of the budget in order to manage the potential loss. Although \$45,000 of the loss is MVET distributions to support criminal justice assistance programs, the law enforcement budget has been put together at approximately the same cost as 1999 and offering the same basic and elective services. The remaining MVET money is direct distributions for transportation programs. We have been able to hold the same level of service in street programs, as well as a \$1.2 million transfer from general fund to Streets. Therefore, the impact will be felt in terms of additional transfer to capital projects. Conversely, if the initiative fails, the money can be directed toward capital projects.

City Hall Construction and Sorenson Property Purchase: The budget is balanced, including the full debt service for these projects, with the exception of the \$1.9 million final payment for Sorenson, which will be due in two to four years when the school is vacated. This budget has been balanced including \$750,000 transfer to the Civic Center Fund as savings or this payment. Additionally, there is a \$40,000 allocation for a Sorenson public process and master plan. This process and master plan will highlight City activities for many years to come. It will be a major focus of the year 2000. The budget assumes that \$4.99 million in councilmanic bonds will be issued for the City Hall project. Payments due on the Sorenson project will be made in cash from savings in the Civic Center Fund.

Personnel: Staffing levels for the organization are set by the City Council. There are limited adjustments proposed for personnel. The overall staffing level increases from 38.9 FTE to 42.25 FTE, with similar levels of temporary support as in 1999. There is a proposed conversion of contracted information technology service to one position. This is an effort to convert network and web site support from 20 to 40 hours a week at approximately the same cost. This is dependent on a competitive industry giving us a suitable employee at public sector wages. In the Building Department, a fulltime Code Enforcement Officer is proposed to enable the City to

keep up with citizen action requests, regulatory code compliance and follow-up from fire inspections. In Community Development, it is proposed that the 0.69 FTE Administrative Assistant be increased to 0.75. In Public Works, it is proposed to add 7,552 hours of intern work to support the engineers in the planning and construction workload. This can save up to \$400,000 from CIP reserves earmarked to go to consultants.

Also in Public Works a minor reorganization is proposed to adjust to the structure recommended by the new Public Works Director. Also, as described above, the part-time Transportation Planner is proposed to become a full-time Transportation/Environmental Planner. This position will coordinate ESA response for the Public Works Department and will be supported in the Storm Water Management Fund. The highly successful Volunteer Coordinator position is proposed to be increased from 0.75 FTE to a full FTE, for purposes of coordinating targeted volunteer work for ESA habitat plantings, ugly pond work, and the like. This increase is also proposed to be supported by the Storm Water Fund. The full-time Public Works Assistant position is proposed to be dropped, although we must watch to assure the professional staff is not unnecessarily burdened during the year by related clerical duties. A full time Parks Maintenance worker position is also proposed to handle the new facilities for the City. The landscape maintenance contract is proposed to be reduced by \$40,000 to account for duties which can be brought in-house with the hire of this position.

Pay and Benefits: The rates of pay and benefits are set by the City Council. This budget is balanced based on up to a five percent increase. It is recommended that the pay grid be moved 3 percent for a cost-of-living increase and that an across-the-board merit increase be granted in the amount of 2 percent. The 1999 budget and City Manager's work plan called for a pay and classification study. The RFP for that work is currently on the street. The 2000 budget sets aside an amount for adjustments that may be recommended by the study and approved by the City Council. The City continues to offer a competitive package of benefits. The benefit cost increases are very manageable due to the downward adjustment in employer PERS contributions in 1999 and an against-the-trend increase of only two percent in the medical program. The dental increase is 6%.

Fleet: There is a proposed four-vehicle increase in the size of the fleet. The increase in FTE in 1999 many times taxed our ability to provide vehicles for staff. Also, the proposed addition of two field positions and the use of interns to support the Public Works operations calls for the addition of vehicles. The proposed additions will also help us to reorganize and balance the fleet by adding a 4 x 4 Jeep Cherokee, a ¾ ton pickup, and two small pickups. All purchases will be from the state price agreements.

REVENUES

The Woodinville economy, as it relates to the budget, remains strong. Robust sales tax drives the ongoing revenue for the City general fund. The sale tax revenue picture, while not quite as good as the past couple of double-digit increase years, is excellent and makes up for other problems. The property tax rate is once-again proposed to be held at the current rate of \$1.60 per thousand of assessed value. Re-assessments have provided for a nine percent increase in revenue. The Finance Committee has proposed that this be plowed into needed capital improvements, and the budget is balanced, including a transfer to street reserves in the amount of \$275,000. The entire set of fees and charges has been reviewed and updated, with the addition of recreation programs to a fee resolution. This will give the City assurance that users are paying for directly received benefits for the period immediately following a possible passage of I-695.

DEPARTMENTAL REVIEW

CITY COUNCIL

The City Council held two highly successful retreats, which bore immediate fruit in the City Hall, Sorenson, and long-term goal processes. The proposed budget supports approximately the same level of activity as 1999. The pay increase voted in 1997 takes effect this year for those positions that begin new terms in 2000. There are sufficient funds budgeted to support two retreats, some requested training, and regional involvement.

EXECUTIVE

This department will continue serving its role of planning, organizing, coordinating, and reviewing City operations. Three members of the team are still in their first year, and 2000 is viewed with much anticipation as this group reaches full speed. The Executive Department proposes to add one FTE for Information Technology Management, as described above. The Executive Department has taken on coordination of the CIP and Salmon Task Force.

ADMINISTRATION

During 1999, the Finance Department upgraded its payroll software and coordinated the upgrade of the voice-mail software to Y2K-compliant products. The Finance Department is preparing to roll out the proposed business registration program in 2000. Several staff positions were filled and the team is now complete.

PLANNING AND COMMUNITY DEVELOPMENT

This department anticipates another full year of managing current development requests and long-range planning. During this budget year, the Planning Department will begin gearing up for the five-year review and revision of the Comprehensive Plan. With the Planning Commission, the department is currently working through Industrial Landscape Design regulations. Year

2000 will place some responsibilities on Planning as we look at Council goals in economic development, downtown planning, and Sorenson Master Planning.

The Planning Director is the designated Emergency Manager for the City. The coming year will be focused on implementing and exercising the plan being upgraded and reformatted in 1999.

LEGAL

Closer management of requests for legal services and new agreement with the service provider have led us to propose a \$100,000 decrease in this department. The new contract will be our first with incentives for both sides managing costs by some being within the new retainer system and some outside of the retainer.

COURT SERVICES

A new District Court contract will take effect on January 1. It will streamline many of the court revenue and revenue reporting requirements. The costs of the court system to the City will reduce slightly, as will the revenue. The major gain is the shifting of much of the accounting and reporting responsibility to the District Court, which will be a welcome break for our Finance Department.

LAW ENFORCEMENT

Police services continue under a contract with the King County Sheriff. The same level of service as is currently received is proposed to continue. A new agreement is being put into place for the coming year. The proposed budget is approximately the same amount as 1999.

PERMIT CENTER

The Permit Center anticipates another robust year of development review and inspection. The City Hall and Woodinville projects will add to the plan review and inspection burden. The Director also serves as facility manager for the City Hall, and this will be the first full year for as Building Manager of this aging facility. The proposed Code Enforcement Officer will be managed from this department.

PUBLIC WORKS

The proposed budget moves toward more internal engineering. This effort is proposed to put Public Works staff close to the public and stakeholders, to maximize the amount of CIP funding going toward actual construction, and to make full use of in-house talent. The amount of engineering consultant work is proposed to be reduced to work-in-progress, to supplement staff engineering, and for specialty projects. To maximize the effectiveness of the engineering staff, funding has been added for several engineering interns to assist with field and office work. Because the City has-- in a difficult technical market-- been able to put together a stable of four seasoned engineers with one engineer-in-training, it is proposed that basic level engineering, basic Public Works planning, and basic project management be handled in-house. By the same

token, flexibility exists to reach out into the consultant market to fill in gaps in a timely manner, with a budget amendment to liquidate CIP reserves on a project basis.

A major task for 2000 is the conversion of the traffic model into a transportation plan that can be useful in the transportation portions of the CIP. An allocation of \$60,000 is included to bring the traffic modeling in-house. Another critical task in the face of shifting ESA requirements, is the ongoing storm water planning process. This department also will manage a large menu of street improvement planning and construction projects.

PARKS AND RECREATION

Parks & Recreation prepares for a very busy year. This department will play an important role in supporting the City Council in the Sorenson master planning process. The department will continue to provide a broad-based offering of recreational services, dispersed throughout the community without a home facility, and planned special events. Pursuant to City Council direction, a plan and evaluation of recreational services is on the 2000 agenda. There are several construction projects to support, as outlined above, plus a full year of taking care of the new facilities at Wilmot, Stonehill Meadows, and Sorenson.

SUMMARY

The City of Woodinville enters the new century in just its seventh year of incorporation. The demand for services, transportation management, livability, affordable housing, ESA early response, and a host of other local government issues demand that we enter the new century at full speed. I believe that the proposed year 2000 budget positions the City of Woodinville for unprecedented improvement and progress in achieving City goals. While there is always demand for "more" and "new" in providing local government services, the agenda for Woodinville in 2000 is already full. I believe that a major trajectory for the 2000 budget year will be consolidating and improving on what we already do. While some budgets call out for bold new initiatives, the measure of success at the City of Woodinville in 2000 will be in producing on what we have already planned to do.

Council Goals and Objectives

Goal 1:

Plan, develop, and implement a Civic Center master plan including the new City Hall, Sorenson and Wilmot Gateway Park.

- Construction of City Hall takes into account how it interacts with the “campus.”
- Conduct needs planning process for Sorenson property.
 - Include all stakeholders in general, public process.
 - Involve and gain support for the entire community.
 - Evaluate for capability to implement portions of existing master plans and for consistency with them.
 - Connective bike and pedestrians connection through campus.

Goal 2:

Salmon Recovery: Work collaboratively with NMFS, State of Washington, and other public and private partners to develop a recovery plan for Puget Sound Chinook Salmon.

- Implement the elements of the City’s proactive response to the listing of Chinook salmon as a threatened species under the ESA (City Resolution No. 167).
- Develop a community wide biological assessment to ensure overview & efficient processing of project review.
- Support efforts of City’s Salmon Task Force.
 - Information sharing role
 - Community education
 - Policy recommendations
- Habitat preservation and enhancement.

Goal 3:

Develop and implement Comprehensive Transportation Strategy.

- Receive, review transportation study.
- Implement transportation projects in CIP.
- Consider transportation impact fee.
- Participate in regional transportation issues.
 - ETP
 - I-405 Corridor Study
 - SR202 Corridor Study
 - Willows Road extension
 - Enhance transportation corridors within City
- Provide safe, convenient, and comfortable neighborhood access and circulation (Comp Plan Goal T-10).
- Integrate PRO Plan trail plan into transportation projects where applicable.
- Initiate neighborhood access & circulation studies.
- Develop and implement a neighborhood traffic safety program.

Goal 4:

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

- Work with the Woodinville Chamber of Commerce and other business groups to identify partnership opportunities.
- Develop a downtown plan for Woodinville.
- Consider as part of master plan for the Sorenson site.
- Continue to implement the Tourist District Overlay Program.
- Develop economic development plan as identified in the Comprehensive Plan.

Goal 5:

Continue planning and implementation of Master Plans.

- Comprehensive Plan 5-Year Update.
- 5-year implementation strategies for Parks, Recreation & Open Space Plan.
- Implement major regulatory plans.
 - Tree preservation
 - Sign code
 - Master Right of Way
 - Street Design Standards
- Develop a funding strategy for park acquisition and development that includes grant funds, impact fees, bond issues and other funding mechanisms.
- Continue to give consistent and creative priority to the affordable housing goal and ARCH projects.
- Determine the long-term goals for providing recreation and develop an interim strategy that matches the above 5-year plan.
- Continue planning and development of safe pathways.
- Neighborhood Traffic Safety Programs.
- CBD Street Plan.

Goal 6:

Develop and maintain status of participant and player in regionally significant issues.

- Area transportation.
- Pursue interlocal agreements to mitigate projects with interjurisdictional impact.
- Third sewer plant.
- Significant legislation.
- Determine role and authority of Council and staff in representing the City.

Goal 7:

Ensure development pays a proportionate share of the costs of the new facilities needed to serve growth. (Capital Facilities/Comp. Plan Goal #5)

- Develop and implement impact fees for parks and transportation.

Goal 8:

Protect and conserve Woodinville's open spaces, natural resources and sensitive areas.

- Review the land use design and zoning to allow flexibility in development that encourages higher densities, mixed uses and innovative approaches.
- Review permit processes to ensure current regulations and enforcement measures are adequately projected.
- Complete the Stormwater Comprehensive Plan.
- Identify important habitat and develop a land acquisition strategy.
- Identify key habitat parcels and purchase or protect through conservation easements, zoning requirements, etc.

Goal 9:

Promote an image of a visually cohesive community to residents and visitors.

- Develop a prototype entry sign plan with guidelines for Woodinville's primary gateways.
- Work with King Co. Metro and Woodinville Chamber of Commerce to provide transit shelters at key locations.
- Develop and use consistent graphics and type fonts for all City of Woodinville signs, publications, communications, etc.
- Develop design guidelines for multi-family development.

Goal 10:

Continue to develop and enhance communication with our citizens.

- Enhancement and redesign of web-site.
- Radio station - continue to develop uses.
- Continue to develop informational brochures.
- Develop ongoing survey capabilities.
- Support development of newsletter.
- Develop recruitment and database of leaders/volunteers for boards, commissions, committees, service projects, events.
- Continuous improvement of customer service procedures.
- Look for opportunities for citizens to reach City.

Goal 11:

Continue development of City organization.

- Manage planning and transition of City services to new City Hall.
- Feedback to Council and citizens: develop periodic report.
- Ongoing evaluation of structure.
 - Effective provision of services
 - Proper balance between contracted and in-house services
- Emergency Management Planning.
 - Year 2000
 - Comprehensive Emergency Management Plan (CEMP)
 - Emergency Response Manual for employees
- Cooperate with other agencies to assure.
 - Most effective service delivery to citizens
 - Feasibility of joint facilities
- Enhance service delivery.
 - Review feasibility of DWLS impound ordinance
 - Bike registration program
 - Business registration program
- Staff/Personnel management.
 - Consolidate human resources functions
 - Salary/compensation study
 - Development of operating procedures to support all administrative/personnel functions.

Goal 12:

Continue development of a fiscally prudent organization

- Development of a 2-year budget.
- Upgrade financial management software.
- Review and revise debt management policies.
- Financing for City Hall/Sorenson to ease debt-service impact on operating budget.
- Maintain or improve Woodinville's "A+" Standard and Poors bonding.

Goal 13:

Public Safety: Build and maintain a safe community.

- Adequate funding and staffing of code enforcement.
- Adequate support of school resource work.

Revenue/Expenditure Summaries

Revenue Summary: Sources of Revenue for the 2000 Budget

Beginning the year with \$17.9 million, the 2000 budget has an additional \$10.8 million in revenue from new sources, \$4.99 million in councilmanic bond proceeds and about \$8.3 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

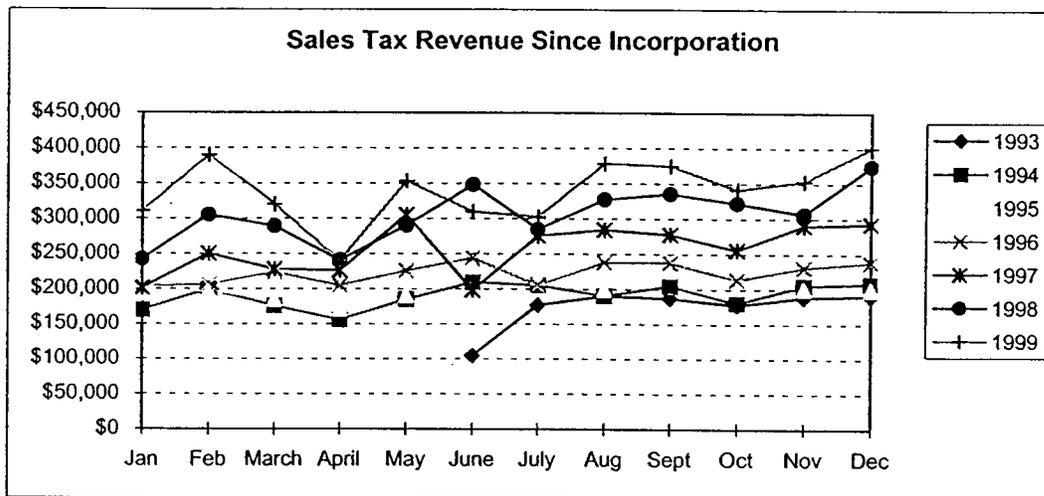
General Fund Revenue

For 2000, the General Fund is forecasted to have a beginning balance of \$1.8 million and receive about \$7.8 million in new revenue. A short description of the sources follows.

Sales Tax

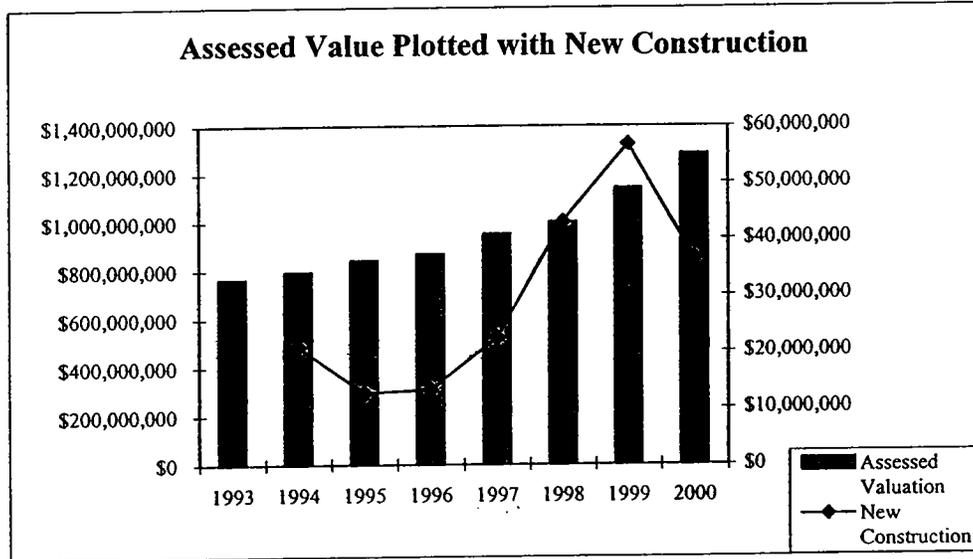
Woodinville will receive \$6.7 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 55% of all General Fund "new revenue". Sales tax revenue has been consistently strong, with increases of 15% and 19% in 1997 and 1998. For 1999, we will have a 9% increase over the previous year, and the forecast for 2000 provides for an 8% increase over the current year. The significant increases in 1997 and 1998 were attributed to the development of the TRF site, and the increased retail trade that it has brought to Woodinville. The City has also benefited from a robust construction trade, with nearly 18% of sales tax revenue coming from construction related activities. Retail trade continues to generate over 50% of sales tax revenue.

The following graph shows monthly sales tax distributions since incorporation.



Property Tax

The City has maintained a property tax rate of approximately \$1.60 per thousand dollars of assessed value. With an assessed valuation of about \$1.3 billion, the City has the authority to raise the rate to about \$2.02 per thousand dollars of assessed value. A graph showing increases in assessed valuation contrasted with the valuation of new construction is shown below.



2000 assessments for all taxing districts are as follows:

2000

State School	\$3.30278
County	\$1.68951
Port	\$0.21585
Fire	\$1.0759
Hospital	\$0.40685
Library	\$0.58651
EMS	\$0.27299
N/S Park and Rec.	\$0.02694
City	\$1.60
Northshore School Dist.	\$5.46423
Total	\$14.64156

Licenses & Permits

Licensing and permitting activity is anticipated to increase slightly from the level of activity expected in 1999.

Intergovernmental

Intergovernmental revenue includes grant revenue associated with the General Fund, but the largest source of intergovernmental is state shared revenue, which is money distributed by the state to the cities on a per capita basis. Included are revenue from liquor sales and a portion of motor vehicle excise tax. With the passage of I-695, the City will lose a portion of state distributed revenue, which will decrease General Fund state shared revenue by about \$185,000.

Charges for Services

Plan checking fees, recreation fees, and the overhead charges to the Surface Water Fund represent most of the revenue associated with charges for services.

Fines & Forfeitures

With the new district court contract in place, our revenue will fall off in distributions from the district court, but our expenses will also drop.

Miscellaneous

Interest on investments and donations from private sources (for example, the fireworks donations) represent nearly all of the revenue received in the miscellaneous account.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of taxes or other revenues, which must be used for specific purposes. The City of Woodinville has five Special Revenue Funds: the Street, Arterial Street, Contingency, Mitigation, and the Admission Tax Park Capital Fund. The **Street Fund** will receive about \$251,000 from gas tax and licensing fees, with \$941,000 in transfers from the General Fund, a small amount of interest income, and the balance of revenue from the expected beginning fund balance (\$110,000). The **Arterial Street Fund** will receive about \$75,000 from gas tax. The **Mitigation** and **Contingency Funds** will receive only interest income from the beginning balances. The **Admission Tax Park Capital Fund** will receive about \$206,000 in admission tax.

Debt Service Fund

Budgeted for 2000 are transfers from the General Fund and the Civic Center Fund to pay principal and interest costs on the existing councilmanic bonds and the debt obligation from the purchase of the ballfields. There will also be a transfer in anticipation of the debt service costs for the new City Hall. This will be considered as our debt service reserve requirement. The City has no unlimited General Obligation bonds outstanding.

Capital Funds

There are 23 capital funds, with 14 to be established in the budget ordinance. The 14 funds represent each of the new capital projects proposed for 2000. The funds are subsidized from reserve funds, admission taxes, grants, to a small extent, and bond proceeds from the sale of councilmanic bonds for the construction of City Hall.

The Capital and Special Capital Project funds will each receive revenue from a 1/4% real estate excise tax (REET). Woodinville has levied two 1/4% real estate excise taxes. Each 1/4% should yield \$263,000 in revenue. Despite the changing real estate environment, the revenue stream has been fairly constant.

Woodinville established a utility tax to help with the reconstruction costs associated with 177th Street. The tax began in June 1998, and will sunset with the completion of the project and payments for all outstanding costs, including debt service. Utility tax revenue is anticipated to be about \$450,000.

Enterprise Funds

The City of Woodinville has one enterprise fund, the **Surface Water Management Fund**. Enterprise funds are different from other funds in that operational costs are recovered through user charges, very much like a private business. Surface water assessments, collected by the County and remitted to the City are identical to King County rates. In 2000, the City is expected to receive approximately \$785,000 in surface water assessments.

Internal Service Funds

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

The **Equipment Rental Fund** receives revenue from the operating budgets of the various departments that use equipment from the "pool". The City currently has four trucks, two vans, and one automobile in the Equipment Rental Fund. Rates are charged to the operating funds to cover the costs of gas, repairs, and for the replacement of the vehicle at the end of its useful life. In the 2000 budget, the number of vehicles will be increased by four.

The **Equipment Replacement Fund** receives money from the General Fund to replace fixed assets not covered by the Rental Fund. Revenue to the replacement fund is transferred from the General Fund.

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

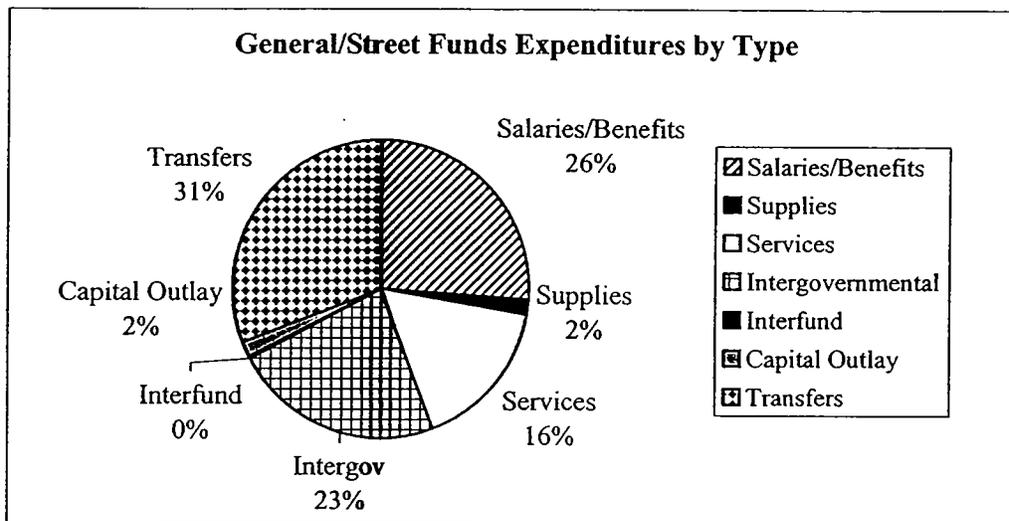
Expenditure Summary: Uses of Revenue for the 2000 Budget

2000 expenditures are recommended at \$7.8 million dollars for all operational costs and \$10.8 million in capital projects. A summary of expenditures by fund type follows.

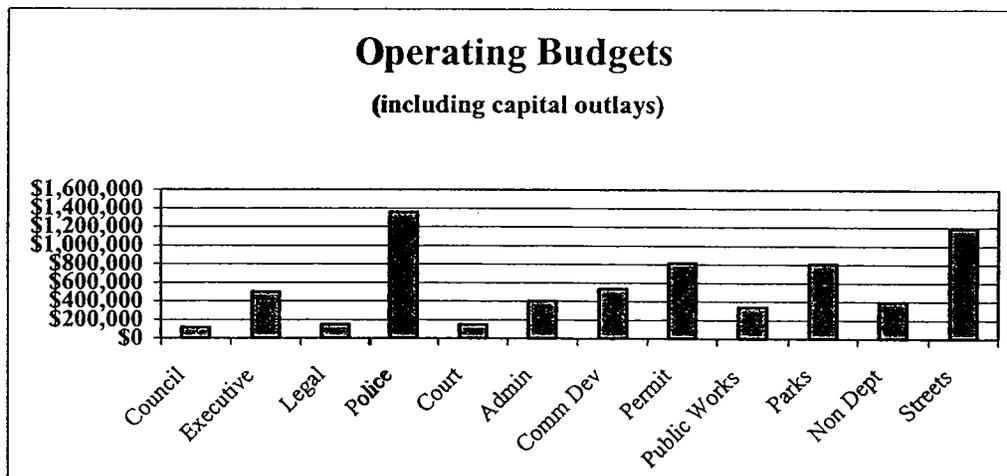
General Fund Expenditures

The General Fund has \$6.9 million in operating costs, a transfer of \$941,000 to the Street Fund for an operational subsidy, and \$171,550 in capital outlay requests.

Eleven departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of the budget. The following graph separates General Fund expenses into types: salaries and benefits, intergovernmental and interfund, capital outlay, transfers, supplies, and services.



A graph of the department budgets that represent the Operating Funds (General Fund and Street maintenance) is shown below.



The largest department budget, at \$3.24 million, is the Non Departmental budget, with \$2.9 million transferring to other funds. Included in the transfers is \$941,000 for street maintenance, \$750,000 budgeted for future debt payment on Sorenson property debt, and \$560,000 for debt service.

Special Revenue Funds

The Street (maintenance) budget is \$1.2 million. Because the Street Fund is so heavily subsidized by the General Fund (about 80%), it is often included when discussing "operating costs". The Arterial Street Fund has been the fund used for street construction projects, but with the numerous projects slated for 2000, separate funds are established in the 2000 budget for accounting purposes. The Mitigation Fund will transfer revenue to a capital project, and the Contingency Fund is not expected to have expenses. The Admission Tax Park Capital Fund will transfer money to five park projects.

Debt Service Fund

The Debt Service fund will make payments for the Sorenson purchase and the debt service on our councilmanic bonds that were sold to purchase the land on which City Hall will be built.

Capital Funds

There are 23 Capital Funds in the 2000 budget: one for each project, 5 reserve funds, and 2 largely inactive funds. The reserve funds will transfer revenue to the project funds to finance the C.I.P. projects. The Civic Center Fund will be making a debt service payment for the purchase of Sorenson and the City Hall Fund will pay for the costs of designing and constructing City Hall. The other C.I.P. projects that will be addressed in the 2000 budget include: 177th Street, 133rd Ave., 175th/140th, 124th Ave, Wood/Sno/200th, Stream Corridor Planting, Pedestrian Crossing, 202/127th, 202/148th, 522/202, Little Bear Creek Lineal Park, Woodinview Park, Open Space, Skate Park, and Woodin Creek.

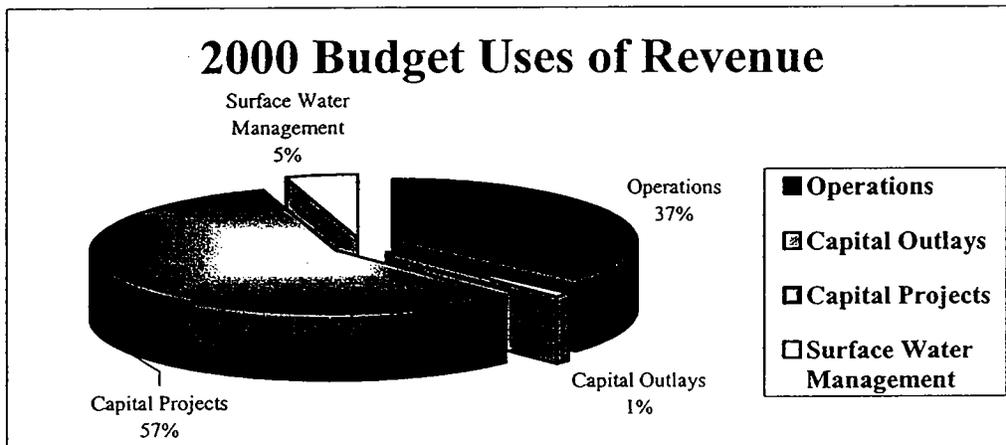
Enterprise Fund

The Surface Water Maintenance Fund is Woodinville's enterprise fund that assesses fees to cover the costs of the many surface water issues that face the City each year. In 2000, the Surface Water fund will incur additional expenses to cover the anticipated effects of the Endangered Species Act.

Internal Service Funds

The three internal service funds are used for equipment rental, equipment replacement, and a self-funded unemployment compensation fund. Expenses for the rental fund include the costs of insurance, gas, and vehicle maintenance. The replacement fund pays the costs of capital equipment replacement.

Total expenditures for all funds is \$18.8 million dollars and shown below broken into the major uses.



Revenue
Detail – All Funds

General Fund Revenue

Beginning Balance

The General Fund is forecasted to have a beginning fund balance of \$1.8 million.

Taxes

The property tax rate is expected to remain at \$1.60 per thousand dollars of assessed value, and will provide \$2.0 million, with new construction estimated at \$36 million for 2000. Sales tax revenue has increased steadily and is forecasted at \$4.3 million. Retail sales continues to provide the largest percentage of sales tax revenue. Gambling and Cable TV franchise fees are expected to remain fairly stable.

Licenses and Permits

Permitting activity is anticipated to be a bit lower, but not significantly. Revenue is slightly less because some of the activity, such as City Hall construction and Woodinview, will not have the same permitting revenue that would have been available under normal circumstances.

Intergovernmental

Grant money and revenue distributed by the state on a per capita basis is expected to be lower, as a result of Initiative 695.

Charges for Services

Slightly lower than 1999, most of the revenue is generated from plan check fees and charges to the Surface Water fund for overhead costs.

Fines

Only a fraction of General Fund revenue is generated by traffic and parking fines.

Miscellaneous

Investment interest, estimated at about 5.5%, sales tax interest provided by the State, and donations for the fireworks display are the sources of miscellaneous revenue.

General Fund Revenue

	1999 Budget	1999 Year End Actual	2000 Budget
Beginning Balance	\$2,863,558	\$2,882,251	\$1,831,028
Taxes			
Property	\$1,828,000	\$1,825,507	\$2,050,000
Sales	\$4,000,000	\$4,073,529	\$4,320,000
Sales-Criminal Justice	\$180,000	\$194,934	\$190,000
Cable TV	\$60,000	\$54,620	\$58,000
Gambling	\$70,000	\$81,043	\$70,000
Subtotal Taxes	\$6,138,000	\$6,229,633	\$6,688,000
Licenses & Permits			
Building	\$240,000	\$228,648	\$241,500
Plumbing	\$24,000	\$17,663	\$16,000
Mechanical	\$18,000	\$20,569	\$18,000
Site Development	\$18,000	\$32,955	\$18,000
Right of Way Permit	\$20,000	\$38,015	\$22,000
Misc Permits & Fees	\$5,300	\$3,521	\$5,000
Subtotal Licenses & Permits	\$325,300	\$341,371	\$320,500
Intergovernmental			
State Grants	\$40,000	\$51,114	\$40,000
Camper Excise	\$3,000	\$3,039	
MVET	\$132,000	\$139,693	\$33,000
Liquor Excise Tax	\$30,600	\$32,002	\$33,000
Liquor Board Profits	\$61,000	\$54,402	\$65,000
Motor Vehicle Crime Justice	\$53,000	\$50,447	
Interlocal Grants	\$12,000	\$23,385	\$12,000
Miscellaneous Intergov. Revenue	\$500	\$6,713	\$3,000
Subtotal Intergovernmental	\$332,100	\$360,795	\$186,000
Charges for Services			
Dist/Muni Court Records	\$0		\$800
Sales of Publications	\$3,000	\$2,769	\$3,000
UFC Permit Fees	\$6,000	\$3,390	\$6,000
Overhead Charges (SWM)	\$96,831	\$96,831	\$96,831
Recreation Charges	\$93,000	\$84,250	\$80,000
Zoning & Subdivision	\$50,000	\$32,146	\$40,000
Plan Check Fee	\$280,000	\$266,899	\$265,000
Other Planning Fees & Chgs	\$1,000	\$11,784	\$1,000
Subtotal Charges for Services	\$529,831	\$498,069	\$492,631
Fines			
Traffic Infraction	\$18,000	\$31,738	\$8,000
Parking Infraction	\$4,000	\$4,088	\$1,000
Miscellaneous Fines & Forfeits	\$5,000	\$13,664	\$2,000
Subtotal Fines	\$27,000	\$49,490	\$11,000
Miscellaneous			
Investment Interest	\$150,000	\$143,173	\$90,000
Sales Tax Interest	\$13,000	\$15,999	\$14,000
Donations from Private Sources	\$12,000	\$27,872	\$16,000
Other		\$7,507	\$0
Subtotal Miscellaneous	\$175,000	\$194,551	\$120,000
Total General Fund Revenue	\$7,527,231	\$7,673,909	\$7,818,131
Total Available	\$10,390,789	\$10,556,160	\$9,649,159

Special Revenue Funds

Woodinville has five Special Revenue Funds to account for the proceeds of revenue sources legally restricted to expenditures for specific purposes. They are:

- Street
- Arterial Street
- Contingency
- Mitigation
- Admission Tax

Street Fund

The Street Fund, charged with the maintenance of City streets, receives about \$250,000 from State Shared revenue, gas tax and vehicle licensing fees that are distributed on a per capita basis. The balance of sources for the Street Fund are from the beginning fund balance (\$422,939) and a transfer from the General Fund of \$941,000.

Arterial Street Fund

The Arterial Street Fund was established to account for the capital projects associated with Woodinville streets and identified in the Capital Improvement Program. In the 2000 budget, these capital projects will have their own fund. Receiving only \$75,300 from gas tax revenue, the balance of 2000 sources is from a beginning balance (\$128,800).

Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will carry over \$244,000 from 1999, and earn \$12,000 in interest income.

Mitigation Fund

The Mitigation Fund receives revenue from developers who are asked to share in the anticipated improvement costs that their particular project may have on City infrastructure. Presently, we are unsure of any developments that may impact the infrastructure, so the only sources of revenue at this time are the beginning balance (\$553,000) and interest revenue of \$26,000. Revenue for anticipated projects stays in the Mitigation Fund until the time the project is completed. At that time, the needed money is transferred to the fund charged with the construction project.

Admission Tax Fund

The Admission Tax Fund, created for parks capital projects, will receive \$206,000 in revenue from the 5% tax on admission to events (primarily from the theater at this time). The fund is also anticipated to earn about \$4,000 in interest revenue and begin the year with \$221,000.

**Revenue
Special Revenue Funds**

Street (Maintenance)

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$622,813	\$833,026	\$422,939
Intergovernmental			
Vehicle Licenses	\$90,000	\$93,251	\$90,000
Gas Tax	\$158,800	\$155,924	\$161,000
Subtotal Intergovernmental	<u>\$248,800</u>	<u>\$249,175</u>	<u>\$251,000</u>
Miscellaneous			
Investment Interest/Other	\$30,000	\$201,518	\$10,000
Non-Revenues			
Operating Transfer In (General Fund)	\$370,000		\$941,000
Total Revenue	<u>\$648,800</u>	<u>\$450,693</u>	<u>\$1,202,000</u>
Total Available	<u>\$1,271,613</u>	<u>\$1,283,719</u>	<u>\$1,624,939</u>

Arterial Street Fund (Construction)

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$170,658	\$590,368	\$128,808
Intergovernmental			
Grants		\$39,388	
Gas Tax	\$74,000	\$72,899	\$75,300
Subtotal Intergovernmental	<u>\$74,000</u>	<u>\$112,287</u>	<u>\$75,300</u>
Miscellaneous			
Contributions (Developer improvements)			
Investment Interest	\$10,000	\$19,075	\$0
Subtotal Miscellaneous	<u>\$10,000</u>	<u>\$19,075</u>	<u>\$0</u>
Other Financing Sources			
Transfer In (Mitigation)		\$15,959	
Transfer In (General Fund)	\$950,000		
Subtotal Other Financing	<u>\$950,000</u>	<u>\$15,959</u>	
Total Revenue	<u>\$1,034,000</u>	<u>\$147,321</u>	<u>\$75,300</u>
Total Available	<u>\$1,204,658</u>	<u>\$737,689</u>	<u>\$204,108</u>

**Revenue
Special Revenue Funds**

Contingency

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$233,515	\$232,303	\$244,111
Miscellaneous Investment Interest	\$12,000	\$11,809	\$12,000
Contingency Fund	\$245,515	\$244,112	\$256,111

Mitigation

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$499,128	\$501,948	\$553,695
Charges for Services Mitigation	\$0	\$41,958	\$0
Miscellaneous Investment Interest	\$25,000	\$25,748	\$26,000
Total Revenue Mitigation Fund	\$25,000	\$67,706	\$26,000
	\$524,128	\$569,654	\$579,695

Admission Tax Park Capital Fund

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$70,500	\$24,711	\$221,499
Taxes Admission Tax	\$200,000	\$207,264	\$206,000
Miscellaneous Investment Interest	\$13,000	\$6,332	\$4,000
Total Revenue	\$213,000	\$213,596	\$210,000
Total Available	\$283,500	\$238,307	\$431,499

Debt Service

The City's Debt Service fund will receive a transfer from the General Fund to pay the principle and interest costs on the outstanding bond obligation, and the anticipated debt service costs from the bonds required to build City Hall. Additionally, the Civic Center Fund will transfer the principal and interest payments required for the Sorenson purchase.

DEBT SERVICE FUND

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$0	\$0	\$0
Other Financing Sources			
Transfers In	\$137,420	\$137,420	\$2,131,000
Debt Service Fund	\$137,420	\$137,420	\$2,131,000

Capital Funds

There are currently 23 capital funds budgeted for 2000. Capital Project Funds account for financial resources to be used for the acquisition or construction of major capital facilities.

Capital Projects/ Special Capital Projects

The Capital Projects and Special Capital Projects each receive tax revenue of 1/4 of 1% of the sale price of real property transactions that occur in the City. Although sales of property have been relatively stable, occasionally a large parcel or commercial transaction will sell, and each fund will benefit by an amount that was not expected. Forecasts are made based on the assumption that these events will not take place.

The 2000 budget has each fund forecasted to receive \$263,000 from the real estate excise tax (commonly referred to as REET).

Street Reserve

The Street Reserve was established with surplus money from the General Fund. The estimated beginning balance of \$4 million should generate \$140,000 in interest revenue.

Surface Water Reserve

The Surface Water Reserve was established with surplus money from the Surface Water Management fund. Similar to the Street Reserve, the beginning balance of \$1.8 million should generate \$75,000 in interest revenue. The fund will also receive a transfer from the Surface Water operating fund.

177th Street Construction

The 177th Street Construction fund receives utility tax revenue from the recently imposed taxes on natural gas, electricity, telephone and solid waste utilities. The forecast anticipates \$450,000 in utility tax revenue and \$20,000 in interest income.

Real Property Reserve

The Real Property Reserve Fund receives money from rental agreements for City property. In 2000, it is expected to receive revenue from the leasing of space to the Chamber of Commerce.

Civic Center

The Civic Center fund, established to set money aside for a future City Hall/Civic Center, has received all of its revenue from General Fund transfers. With a newly created City Hall fund, the Civic Center fund will now be used only for Civic Center debt service purposes. With annual debt service obligations for the Sorenson purchase, the Civic Center will receive \$750,000 from the General Fund to help with the future payment required when the Sorenson building is vacated.

City Hall

The City Hall fund will be used to pay the costs associated with the design and construction of City Hall. It received a fund transfer from the General Fund (\$750,000) in 1999, and will receive the proceeds from the bond sale (\$4.9 million) in the 2000 budget year.

Capital Construction

The Capital Construction Fund was used to finance the construction of Wilmot Park and the Woodinville Valley Trail. No revenue is anticipated for 2000.

There are 14 additional project funds budgeted for 2000. Each has a source of revenue, but most is from the reserve funds. The project descriptions are in the adopted Capital Improvement Program, and the sources of funding for each project is shown in the spreadsheets that follow.

- | | |
|---|---|
| ☐ 133 rd Ave. NE | ☐ SR202/148 th Ave. intersection project |
| ☐ NE 175 th /140 th improvement project | ☐ SR 522/SR202 interchange project |
| ☐ 124 th Ave. NE | ☐ Little Bear Creek Lineal Park |
| ☐ Woodinville-Snohomish Rd/200 th | ☐ Woodinview Park |
| ☐ Stream Corridor Planting | ☐ Open Space Acquisition |
| ☐ Pedestrian Crossing | ☐ Skate Park |
| ☐ SR202/127 th Pl. intersection | ☐ Woodin Creek |

**Revenue
Capital Improvement Funds**

CAPITAL PROJECT

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$907,395	\$950,761	\$1,269,901
Taxes			
Real Estate Excise Tax	\$250,000	\$263,662	\$263,000
Miscellaneous			
Investment Interest	\$50,000	\$55,478	\$50,000
Other Financing Sources			
Operating Transfer In			\$295,000
Total Revenue	\$300,000	\$319,140	\$608,000
Total Available	<u>\$1,207,395</u>	<u>\$1,269,901</u>	<u>\$1,877,901</u>

SPECIAL CAPITAL PROJECT

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$1,100,135	\$1,085,578	\$1,411,571
Taxes			
Real Estate Excise Tax	\$250,000	\$263,662	\$263,000
Miscellaneous			
Investment Interest	\$50,000	\$62,331	\$50,000
Total Revenue	\$300,000	\$325,993	\$313,000
Total Available	<u>\$1,400,135</u>	<u>\$1,411,571</u>	<u>\$1,724,571</u>

CAPITAL STREET RESERVE

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$2,638,288	\$2,949,938	\$4,061,992
Miscellaneous			
Investment Interest	\$140,000	\$162,054	\$140,000
Other Financing Sources			
Operating Transfer In		\$950,000	
Total Revenue	\$140,000	\$1,112,054	\$140,000
Total Available	<u>\$2,778,288</u>	<u>\$4,061,992</u>	<u>\$4,201,992</u>

**Revenue
Capital Improvement Funds**

SURFACE WATER RESERVE

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$1,466,547	\$1,477,511	\$1,847,842
Miscellaneous Investment Interest	\$75,000	\$81,331	\$75,000
Other Financing Sources Operating Transfer In	\$289,000	\$289,000	\$0
Total Revenue	\$364,000	\$370,331	\$75,000
Total Available	\$1,830,547	\$1,847,842	\$1,922,842

177th STREET CONSTRUCTION FUND

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$200,000	\$179,889	\$722,664
Utility Tax	\$350,000	\$500,759	\$450,000
Investment Interest	\$12,000	\$22,539	\$20,000
Misc.		\$75,000	
Total Revenue	\$362,000	\$598,298	\$470,000
Total Available	\$562,000	\$778,187	\$1,192,664

CAPITAL CONSTRUCTION

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$250,000	\$55,313	\$108,696
Intergovernmental Grants		\$149,889	
Miscellaneous Investment Interest		\$4,689	
Other Financing Sources Other Financing Sources		\$2,535	
Total Revenue		\$7,224	\$0
Total Available		\$62,537	\$108,696

**Revenue
Capital Improvement Funds**

REAL PROPERTY RESERVE

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$45,032	\$44,987	\$3,115
Miscellaneous			
Investment Interest	\$1,470	\$2,089	\$0
Rental Income	\$6,000	\$4,358	\$0
Subtotal Misc.	\$7,470	\$6,447	\$0
Other Financing Sources			
Operating Transfer In			
Total Revenue	\$7,470	\$6,447	\$0
Total Available	\$52,502	\$51,434	\$3,115

CIVIC CENTER FUND

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$2,183,781	\$2,186,568	\$3,060,946
Miscellaneous			
Investment Interest	\$150,000	\$178,479	\$166,000
Other Financing Sources			
Operating Transfer In	\$2,300,000	\$2,300,000	\$750,000
Total Revenue	\$2,450,000	\$2,478,479	\$916,000
Total Available	\$4,633,781	\$4,665,047	\$3,976,946

CITY HALL CONSTRUCTION

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$0	\$0	\$478,615
Miscellaneous			
Investment Interest	\$0	\$7,613	\$0
Other Financing Sources			
Bond Proceeds			\$4,999,000
Operating Transfer In	\$750,000	\$750,000	
Total Revenue	\$750,000	\$757,613	\$4,999,000
Total Available	\$750,000	\$757,613	\$5,477,615

**Revenue
Capital Improvement Funds**

133rd STREET C.P.

	2000 Budget
Beginning Balance	\$0
Miscellaneous Investment Interest	\$0
Other Financing Sources Operating Transfer In (REET1)	\$618,000
Total Revenue	<u>\$618,000</u>
Total Available	\$618,000

175th STREET C.P.

	2000 Budget
Beginning Balance	\$0
Other Financing Sources Operating Transfer In (Street Reserve)	\$345,000
Total Revenue	<u>\$345,000</u>
Total Available	\$345,000

124th STREET C.P.

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Street Reserve)	\$444,000
Total Revenue	<u>\$444,000</u>
Total Available	\$444,000

**Revenue
Capital Improvement Funds**

WOOD/SNO RD. C.P.

	2000 Budget
Beginning Balance	\$0
Other Financing Sources	
Operating Transfer In (Mitigation)	\$264,000
Operating Transfer In (REET 2)	\$136,000
Total Revenue	\$400,000
Total Available	<u>\$400,000</u>

STREAM CORRIDOR PLANTING C.P.

	2000 Budget
Beginning Balance	\$0
Grants	\$25,000
Operating Transfer In (SWM Res.)	\$25,000
Total Revenue	\$50,000
Total Available	<u>\$50,000</u>

PEDESTRIAN CROSSING C.P.

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Street Res.)	\$90,000
Total Revenue	\$90,000
Total Available	<u>\$90,000</u>

**Revenue
Capital Improvement Funds**

202/127th STREETS C.P.

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Street Res.)	\$850,000
Total Revenue	<u>\$850,000</u>
Total Available	\$850,000

202/148th

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Street Res.)	\$393,000
Operating Transfer In (REET2)	\$297,000
Total Revenue	<u>\$690,000</u>
Total Available	\$690,000

522/202 HWY C.P.

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (REET1)	\$300,000
Total Revenue	<u>\$300,000</u>
Total Available	\$300,000

LITTLE BEAR CREEK LINEAL PARK

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Admission Tax)	\$75,000
Total Revenue	<u>\$75,000</u>
Total Available	\$75,000

**Revenue
Capital Improvement Funds**

WOODINVIEW PARK

	2000 Budget
Beginning Balance	\$0
Operating Transfer In (Admission Tax.)	\$60,000
Total Revenue	\$60,000
Total Available	<u>\$60,000</u>

OPEN SPACE ACQUISITION

	2000 Budget
Beginning Balance	\$0
Transfer In (Residual Equity from Cap. Construction)	\$60,093
Transfer In (Admission Tax)	\$39,907
Total Revenue	\$100,000
Total Available	<u>\$100,000</u>

SKATE PARK

	2000 Budget
Beginning Balance	\$0
Transfer In from Admission Tax	\$118,000
Total Revenue	\$118,000
Total Available	<u>\$118,000</u>

WOODIN CREEK

	2000 Budget
Beginning Balance	\$0
Transfer In from Admission Tax	\$90,000
Total Revenue	\$90,000
Total Available	<u>\$90,000</u>

Enterprise Fund

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

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

Surface water assessments are determined by the degree of surface water runoffs. This is based on the percentage of impervious surfaces and total acreage of a particular parcel. The utility assessments are collected by the County and remitted to the City on a monthly basis. In 2000, the City forecasts \$785,000 in surface water drainage fees and \$42,000 in interest income, with a beginning balance of \$1.1 million.

**Revenue
Enterprise Fund**

SURFACE WATER MANAGEMENT

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$787,171	\$749,122	\$1,087,170
Intergovernmental Grants		\$609,413	
Charges for Services			
Storm Drainage Fees & Charges	\$785,000	\$744,758	\$785,000
Miscellaneous			
Investment Interest	\$25,000	\$47,070	\$42,000
Total Revenue	\$810,000	\$1,401,241	\$827,000
Total Available	<u>\$1,597,171</u>	<u>\$2,150,363</u>	<u>\$1,914,170</u>

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City. Three Internal Service Funds are budgeted.

- Equipment Rental Fund
- Equipment Replacement Fund
- Unemployment Compensation Fund

Equipment Rental Fund

The Equipment Rental Fund accounts for the cost of maintaining and replacing all City vehicles when needed. The beginning balance of \$101,477 in 2000, coupled with department charges of \$26,055 and interest income represents all revenue to the fund.

Equipment Replacement Fund

The amount budgeted in this account varies from year to year based on capital expenditures scheduled. Starting with a beginning balance of \$304,855, a transfer of \$100,000 from the General Fund and interest income of \$15,000 is budgeted for 2000.

Unemployment Compensation Fund

The Unemployment Compensation Fund is used to pay for unemployment claims against the City, which is covered through investment income revenue. The fund is anticipated to earn \$1,400 in interest revenue and begin the year with \$30,681.

**Revenue
Internal Service Funds**

EQUIPMENT RENTAL

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$71,752	\$76,586	\$101,477
Miscellaneous Investment Interest	\$3,500	\$4,635	\$4,000
Other Financing Sources Charges for Service	\$26,055	\$26,055	\$26,055
Total Revenue	<u>\$29,555</u>	<u>\$30,690</u>	<u>\$30,055</u>
Total Available	<u>\$101,307</u>	<u>\$107,276</u>	<u>\$131,532</u>

EQUIPMENT REPLACEMENT

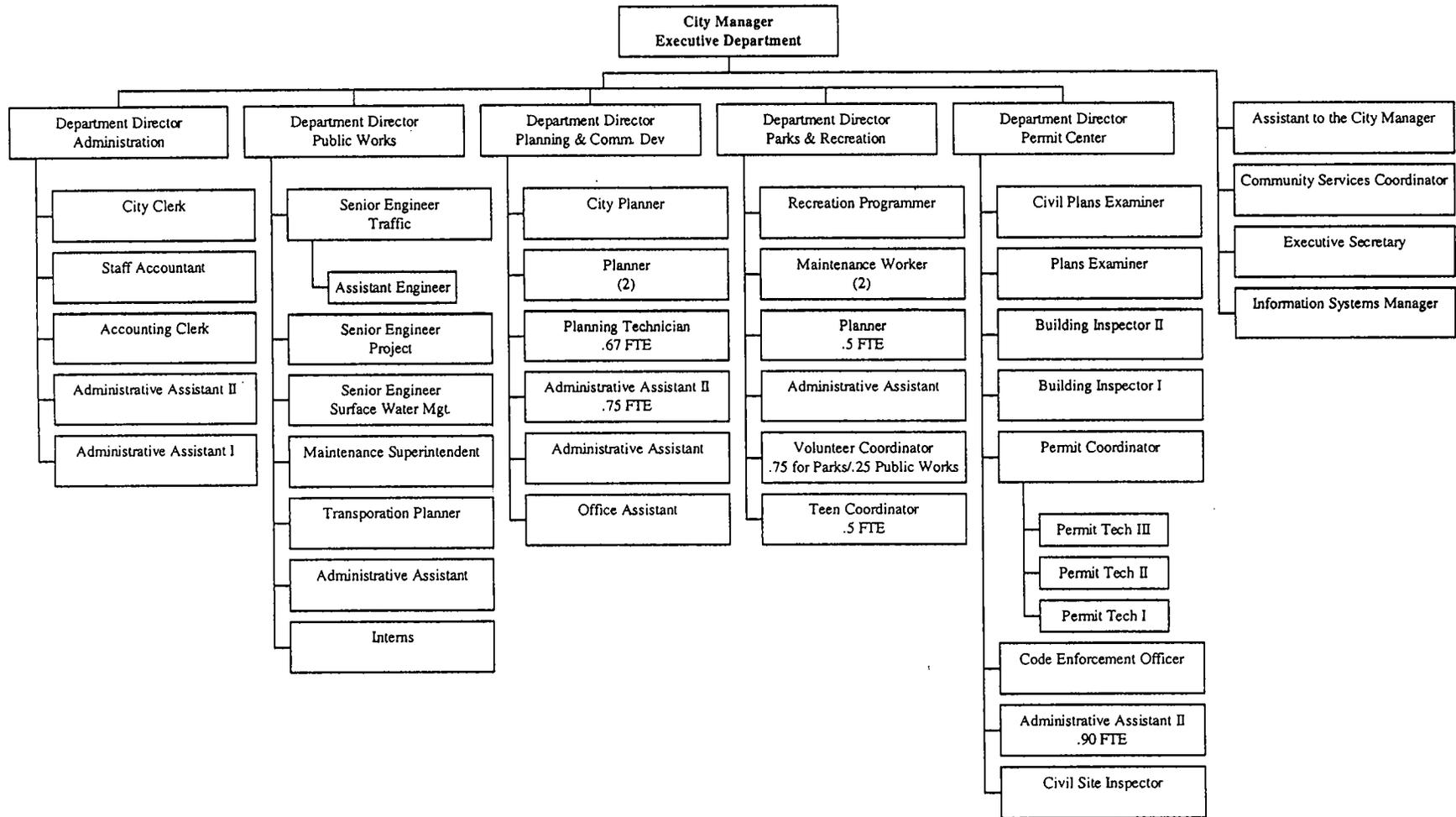
	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$218,055	\$220,855	\$304,855
Miscellaneous Investment Interest	\$10,000	\$14,032	\$15,000
Other Financing Sources Operating Transfer In	\$100,000	\$100,000	100,000
Total Revenue	<u>\$110,000</u>	<u>\$114,032</u>	<u>\$115,000</u>
Total Available	<u>\$328,055</u>	<u>\$334,887</u>	<u>\$419,855</u>

UNEMPLOYMENT COMPENSATION

	1999 Budget	1999 Actual	2000 Budget
Beginning Balance	\$26,477	\$29,281	\$30,681
Miscellaneous Investment Interest	\$1,500	\$1,488	\$1,400
Other Financing Sources Operating Transfer In			
Unemployment Fund	<u>\$27,977</u>	<u>\$30,769</u>	<u>\$32,081</u>

Expenditure Detail

City Organization Chart for the Year 2000



General Fund

Woodinville City Council

Woodinville functions under the Council-Manager form of government. All legislative and policy-making powers are vested in the City Council. The Council employs a professionally trained City Manager to carry out policies set by Council and provide day-to-day management of City operations. The City Council is comprised of seven members who elect a Mayor and Deputy Mayor among themselves. The Mayor's responsibilities are primarily to preside at Council meetings, act as head of the City for ceremonial purposes and during military emergencies. The Mayor votes as a councilmember and does not have any veto power. Woodinville Councilmembers serve 4-year terms.

The budget is one of the strongest policy-making tools implemented by the City Council. Once the budget is adopted, councilmembers are responsible for monitoring program progress through periodic reports from staff and from the community.

The Woodinville City Council appoints members to the City's advisory boards and commissions including the Planning Commission, Tree Board and Parks and Recreation Commission. These members serve in an advisory role. Councilmembers serve as liaisons to these boards and commissions and to other entities such as the Northshore School District, Woodinville Fire and Life Safety District and the Woodinville Water District.

Policy decisions and legislative actions are guided by the Council's Guiding Principles, which include creativity, partnerships, minimal government, leadership, effectiveness, friendliness, and common sense.

Legislative Forum, May 1999
Legislators receive tour of Wilmot Gateway Park



(Pictured left to right)
City Manager Pete Rose
City Councilmember Barbara Solberg
Rep. Laura Ruderman, 45th District
Mayor Randy Ransom
Rep. Jeanne Edwards, 1st District



Paddles-N-Parks Kayak Tour with U.S. Congressman Jay Inslee

1999 Accomplishments

Community Relations/Customer Service

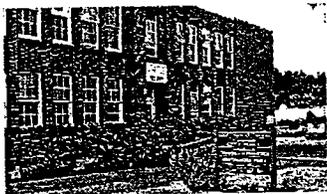
- █ Selected Pete Rose for City Manager's position
- █ Held two Council retreats.
- █ Initiated "Mayor Is In" program. The Mayor is available each Thursday at lunch hour to meet with the public.
- █ Monthly Meet & Greet at local businesses with topic of interest
- █ Hosted a Legislative Forum with 1st and 45th District State Legislators
- █ Presented American Planning Association 1999 HUD Secretary's Opportunity and Empowerment Awarded to A Regional Coalition for Housing (ARCH)
- █ Appointed Gareth Grube and Cherry Jarvis to second terms of Planning Commission
- █ Appointed Sheryl Oppen and Ann Rhoads to the Tree Board.
- █ Council web page created
- █ Improved Council information in *The City Chronicle*
- █ Presentations to various community organizations including the Northshore Senior Center
- █ Active involvement with safety issues of existing Olympic Pipeline in Woodinville and proposed Cross Cascade Pipeline.
- █ Formed Salmon Task Force comprised of City staff and chaired by Councilmember Solberg. The mission of the Task Force is to manage an effective City response to the federal endangered species listings and the regional need for protection and enhancement of salmon habitat.
- █ Regional participation in Eastside Transportation Partnership (ETP), Watershed Resource Inventory Area (WRIA-8), A Regional Coalition for Housing (ARCH), Fire District Joint Policy Board, and Northshore Parks and Recreation Service Area.
- █ Mayoral and Council participation in Grand Opening events for local businesses.

Contracts/Bids Awarded

- █ The Rise Group – Project Management for new City Hall facility construction
- █ Lewis Architects – New City Hall Design
- █ Purchase of Sorenson property from the Northshore School District
- █ Demolition bid for new City Hall site.

Ordinances & Resolutions

- Adopted Fireworks **Ban**
- Adopted 1999 **Comprehensive** Plan Amendments
- Adopted 2000-2005 **Capital** Improvement Program
- Adopted Master **Right-of-Way** Ordinance
- Adopted Backyard **Sanctuary** Program
- Adopted **Transportation** Infrastructure Standards and Specifications
- Adopted Code **Enforcement** Program
- Adopted Private to **Public** Street Standards
- Adopted 2000-2005 **Transportation** Improvement Program
- Adopted Tree **Preservation** and Public Tree Care regulations
- Adopted **Endangered** Species Act (ESA) Strategy
- Adopted **Telecommunications** ordinance
- Formal acceptance **of** 133rd Avenue improvements
- Woodinview site **formally** selected for affordable housing
- Adopted revised **Travel** Policies



Civic Center Master Plan

Goals for the Year 2000

- Plan, develop and **implement** a Civic Center Master Plan including the new City Hall, Sorenson property **and** Wilmot Gateway Park
- Work **collaboratively** with public and private partners to develop a recovery plan for Puget Sound Chinook Salmon.
- Develop and **implement** a Comprehensive Transportation Strategy
- Take a positive **partnership** role in retaining and maintaining the existing diverse and vital economic base in **the** City of Woodinville
- Maintain strong **regional** presence in areas of transportation, legislation and interlocal interaction
- Continue planning **and** implementation of Master Plans.
- Protect and **conserve** Woodinville's open spaces, natural resources and sensitive areas.
- Promote an image **of** a visually cohesive community to residents and visitors.
- Continue to develop **and** enhance communication with our citizens.
- Continue develop**ment** of City organization.
- Continue develop**ment** of a fiscally prudent organization.
- Build and maintain **a** safe community.

Council

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$34,800	\$34,800	\$34,800	\$34,800	\$51,600
Benefits	\$1,451	\$12,804	\$3,331	\$3,292	\$4,138
Supplies	\$391	\$1,641	\$4,347	\$4,030	\$2,500
Services	\$21,117	\$55,225	\$41,377	\$16,529	\$62,500
Capital Outlay	\$0	\$0	\$4,391	\$0	\$0
Department Total	\$57,759	\$104,469	\$88,246	\$58,651	\$120,738

COUNCIL

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2000 Expenditure Detail

	<i>Salaries and Wages</i>		
511-60-11	Salaries		\$ 51,600
	<i>Personnel Benefits</i>		
511-60-21	Benefits		\$ 4,138
	<i>Supplies</i>		
511-60-31-31	Office/Operating Supplies		
	General		\$ 2,500
	<i>Other Services and Charges</i>		
511-60-41-00	Professional Services		
	Council Retreat Facilitator	\$ 6,000	
	Master Plan Sorenson	40,000	
	Leadership Institute	500	
		<u>46,500</u>	
			46,500
511-60-43-00	Travel		
	AWC Conference (lodging)	\$ 3,500	
	Council Retreat	5,200	
	AWC Conference (travel/meals)	2,500	
	Travel to local meetings	1,500	
		<u>12,700</u>	
			12,700
511-60-49-10	Education/Training		
	Conference Registrations	\$ 2,450	
	Miscellaneous Training	850	
		<u>3,300</u>	
			3,300
	<i>Total Other Services and Charges</i>		<u>\$ 62,500</u>

DEPARTMENT TOTAL

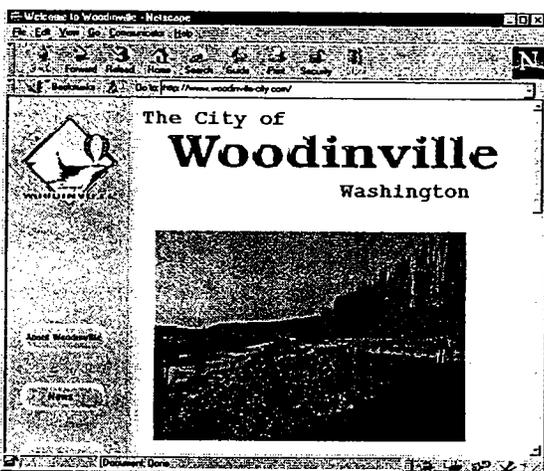
\$120,738

Executive Department

The Executive Department provides strategic direction of all City affairs; ensures prudent management of all City resources and stewardship of all funds; protects the public trust and strives to deliver necessary services and approved activities; executes and enforces all ordinances and State statutes within the City; and prepares and presents comprehensive plans for the present and future development of the City.

The Executive Department is responsible to the Council for proper administration of all affairs of the City. Related responsibilities include providing quality and cost-effective human resource management, oversight and management of legal and court services, integrating the various management planning and implementation activities such as the Six-Year Capital Improvement Plan and translating them into a cohesive strategy for the City. The Executive Department participates with the City's numerous regional partners, including the King County Police Oversight Committee, Watershed Resource Inventory Area-8, Sammamish Forum, North Urban Human Services Alliance, A Regional Coalition for Housing, Snohomish County, neighboring cities and others to coordinate a City response to regional initiatives.

In addition to the administration of City affairs, the Executive Department is directly responsible for managing the City's overall image through public outreach and public information efforts including the City Newsletter, press releases, flyers, web-page development and community involvement projects. The Executive Department provides a variety of other services to the City and our citizens. These functions include Information and Telecommunication Services, Risk Management, Personnel (Human Resources) and Emergency Management, which is coordinated with the Planning and Police Departments.



The City's web page averages 10,000 hits per month. Web page redevelopment is slated for the Year 2000 to make it more interactive for users.

1999 Accomplishments

Community Relations/Customer Service

- Coordinated watershed tour of Little and Big Bear Creeks.
- Coordinated City's welcome of Congressman Inslee's flotilla.
- Mailed City newsletter (*The City Chronicle*) to city residents and businesses six times per year.
- Broadened City exposure and serviceability through web page development
- Coordinated monthly "Meet and Greet" events with local businesses.
- Coordinated Year 2000 preparedness public education campaign through City's web page, hosted Resource Fair and Practical Preparedness Brochure.
- Coordinated development of City's Emergency Management Plan.
- Conducted two neighborhood Block Watch Meetings and advise current Block Watch Captains of crime incidents in neighborhoods.
- Maintained City's Traveler's Information Radio Station with event and community information.
- Hosted Northshore School District teacher for "Job Shadow" program.
- Developed Capital Improvement Plan (CIP) public outreach campaign.
- Issued general City press releases.
- Maintained Customer Action Request (CAR) database.
- Developed project fliers for distribution to stakeholders (Woodinville-Duvall Road project)
- Served as Commute Trip Reduction (CTR) Program Manager and Employee Transportation Coordinator.

Personnel

- Hired and developed Executive Department staff team.
- Developed and emphasized a strong management team and Executive Department team, inclusive of City Council.
- Hosted four on-site Staff Development programs.
- Provided anti-illegal discrimination and sexual harassment prevention training.
- Review and revised Personnel rules.
- Adopted Employee Hiring Procedures and Orientation Checklists.
- Developed Employee Recognition Plan.
- Represented the City on boards and committees:
 - Computer Committee
 - Municipal Employees Benefit Trust (MEBT) Committee
 - Salmon Task Force
 - Emergency Management
 - Washington Cities Insurance Authority (WCIA)
 - A Regional Coalition for Housing (ARCH)
 - Records Management
 - Contracts Committee
 - Woodinville Chamber of Commerce

Project Highlights

- Reviewed and update of short and long-term goals at September Council Retreat.
- Coordinated 1999 CIP process. Completed post-mortem and approval of process for future years
- Coordinated Year 2000 (Y2K) Preparedness and Readiness efforts.
- Coordinated Emergency Management Plan updates, staff preparedness training and public education.
- Coordinated adoption of an ordinance to ban Fireworks in Woodinville.
- Coordinated City's response to the listing of Chinook salmon as a "threatened" species.
- Direct the Planning Team to oversee planning and construction of the new City Hall facility.
- Coordinate process to locate and acquire property for future civic/community center
- Develop memorandum of understanding for legal services
- Coordinate review, revision, negotiation and approval of District Court, Police and Fire service agreements.
- Worked with Finance Committee to quantify selection criteria for Human Services funding.
- Coordinated watershed tour of Little and Big Bear Creeks.
- Drafted Code Enforcement ordinance.

Goals for the Year 2000

- Provide appropriate leadership, support and staff coordination of major City Council planning and policy initiatives
- Provide appropriate leadership, support and staff coordination to respond to the listing of Chinook salmon as a "threatened" species
- Oversee completion of the new City Hall design and construction
- Conduct Master Planning process for Sorenson Site
- Review of pay and classification system
- Expand staff development training
- Review internal and external delivery systems
- Develop a solid set of purchasing policies, resulting in the adoption of a Citywide-purchasing manual
- Review the effectiveness of the Memorandum of Understanding for legal services
- Identify areas for performance measures in all contract reviews
- Evaluate clarity of scope, service delivery effectiveness and cost-effectiveness of King county service contracts
- Help the City develop a "flow" or "pace" to annual improvements which show ongoing measurable progress to citizens and businesses.

Executive

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$138,831	\$211,010	\$213,417	\$201,201	\$272,820
Benefits	\$29,030	\$43,452	\$35,505	\$48,877	\$62,663
Supplies	\$559	\$2,578	\$2,477	\$3,691	\$7,900
Services	\$13,191	\$100,845	\$46,010	\$97,181	\$174,890
Intergov. Svcs				\$11,955	\$12,800
Capital Outlay	\$4,482	\$9,379	\$0	\$0	\$2,500
Interfund Payments	\$300	\$442	\$470	\$453	\$597
Department Total	\$186,393	\$367,707	\$297,880	\$363,358	\$534,170

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
City Manager	1	1	1	1	1
Assistant City Manager			1		
Assistant to the City Manager	1	1		1	1
Community Services Coordinator	1	1	1	1	1
Information Systems Tech					1
Executive Secretary		1	1	1	1
Position Totals	3	4	4	4	5

EXECUTIVE

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2000 Expenditure Detail

Salaries and Wages

513-10-11-00	Salaries		\$272,820
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Personnel Benefits

513-10-20	Benefits		\$62,663
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Supplies

513-10-31-31	Office/Operating Supplies		
	Special paper	\$150	
	EE Recognition	\$500	
	CTR Promotions	\$125	
	Film	\$350	
	Film Development	\$500	
	Media Day	\$200	
	Computer Manuals	\$200	
	Resource Books	\$200	
	General	\$775	
			\$3,000

513-10-31-35	Small Tools/Minor Equipment		
	35MM Camera	\$200	
	Software Upgrade	\$1,100	
	Computer Upgrades	\$1,200	
	City Hall Groundbreaking	\$1,000	
	IS Mgr Workstation	\$1,000	
	Color Printer	\$400	
			\$4,900

<i>Total Supplies</i>			\$7,900
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Other Services and Charges

513-10-41-00	Professional Services		
	Newsletter Writing	\$16,000	
	Newsletter Printing	\$12,000	
	City Svcs. Guide Prep.	\$3,500	
	Web Page Develop.	\$15,000	
	Photo Event Pubs.	\$2,500	
	Personnel Services	\$55,000	
	Records Retention	\$5,000	
	Temp Services	\$2,500	
	Compensation Study	\$30,000	
			\$141,500

513-10-42-00	Communication		
	4 cell phones x \$350	\$1,400	
	4 pagers x \$60	\$240	
	5 phones x 200/mo.	\$2,400	
	Postage	\$7,000	
			\$9,640
513-10-43-00	Travel Expense		
	Meals	\$800	
	Mileage	\$750	
	Lodging	\$2,300	
	Travel-AK	\$500	
			\$4,350
513-10-44-00	Advertising		
	Community Directory	\$700	
	Meet & Greet	\$2,000	
	City Hall	\$2,000	
	Meetings	\$250	
	C of C Newsletter	\$200	
	Leaders	\$500	
	HR	\$500	
			\$6,150
513-10-45-00	Operating Rentals		
	Groundbreaking	\$500	
			\$500
513-10-48-00	Repairs and Maintenance		
	Equipment	\$1,000	
			\$1,000
513-10-49-10	Education/Training		
	3CMA	\$250	
	Web Design	\$100	
	Customer Service	\$100	
	Emergency Prep.	\$200	
	Leadership Inst.	\$850	
	Info. Tech.	\$1,000	
	Eastside Trg. Cons.	\$800	
	AWC Legislative	\$85	
	WCMA Spring	\$350	
	AWC Annual	\$250	
	AWC Pre-Conf.	\$100	
	ICMA	\$600	
	LGPI	\$250	
	NW Mgt. Sem.	\$250	
	WCMA Summer	\$250	
	UW Extension	\$1,200	
	Computer Training	\$365	
			\$7,000

513-10-49-20	Miscellaneous		
	Dues and Memberships		
	WCMA (2)	\$400	
	ICMA	\$550	
	3CMA	\$350	
	Rotary	\$1,400	
	Chamber of Comm.	\$450	
			\$3,150
	Publications		
	Comm. Briefings	\$120	
	Nat'l. Weekly	\$250	
	Civic Comm.	\$130	
	H.R.	\$100	
			\$600
	Miscellaneous		
	Misc.	\$1,000	
			\$1,000
	<i>Total Other Services and Charges</i>		\$174,890
513-10-51-00	<i>Intergovernmental</i>		
	CTR Program	\$12,800	
	<i>Total Intergovernmental</i>		\$12,800
513-30-95-00	<i>Interfund</i>		
	Operating Rentals		
	Vehicle Use	\$597	
	<i>Total Interfund</i>		\$597
	<i>Capital Outlay</i>		
	New Computer	\$2,500	
	<i>Total Capital Outlay</i>		\$2,500
	<i>DEPARTMENT TOTAL</i>		<u><u>\$534,170</u></u>

Legal Services

The City of Woodinville contracts for legal services with Ogden, Murphy, and Wallace. The attorneys with Ogden, Murphy, and Wallace perform legal services for all legal matters as assigned or referred by the City. The budget for legal services includes attorney and staff time for specific services including preparation of ordinances and resolutions, drafting and review of all contracts or agreements to which the City is a party, acquisition of real property interests, and legal services in connection with bond issues.

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

1999 Accomplishments

- City Attorney attended Management Team meetings following Council Study Sessions.
- Executive Department implemented scheduled appointment procedures.
- Attorney provided legal guidance for Year 2000 issues.
- Initiated 24-hour response time to written requests
- Initiated new fee structure to reduce costs and increase accountability

Goals for the Year 2000

- Establish central point of contact for questions to the City Attorney
- Encourage use of internal resources to reduce use of the City Attorney for routine legal matters.
- Work to identify goals and issues and manage legal work proactively.
- Initiate a filtering system to manage legal matters.
- Identify and meet deadlines.
- Track and recover fees associated with new developments.
- Establish separate invoice account numbers for each City Department.
- Use internal City resources effectively.

Legal

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Services	\$75,138	\$142,201	\$196,142	\$67,157	\$150,000
Department Total	\$75,138	\$142,201	\$196,142	\$67,157	\$150,000

LEGAL SERVICES

2000 Expenditure Detail

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Professional Services

515-10-40

\$ 150,000

\$ 150,000

Law Enforcement

Law enforcement for the City of Woodinville is provided by contract with the King County Sheriff's Office. Contracted services include reactive patrol functions as well as support and specialized services such as Major Accident Reconstruction Response (MARR), Fraud Unit, Major Crimes, Canine (K-9), Burglary/Larceny Detectives, Hostage Negotiations, Tactical Unit, and Special Assault Unit (SAU). The City's contract further provides contingency funding for marine, drug lab or air support situations as well as support for City sponsored special events.

Currently 6 patrol officers and 2 Sergeants are assigned to Woodinville providing 24-hour, 7-day/week coverage. King County Deputies assigned in and around the Woodinville area provide supplemental support. Administrative duties are the responsibility of the Chief of Police Ken Wardstrom and Sgt. Kent Baxter handles operations. The Community Services Coordinator from the Executive Department supports crime prevention programs such as Operation I.D., neighborhood block watch and vacation check.



Woodinville currently has 3 officers certified from the State's Bicycle Training Course. Two more officers will be trained in the coming year. Officer Tracy Owen shows off one the City's bicycles.



1999 Accomplishments

Community Relations

- Continued School Resource Program (SRO) – Officers Nick Rozsnafszky, Christy Marsalisi, Stan Seo and Sgt. Kent Baxter are active SROs at Leota Junior High and Woodinville High School. DARE is still being taught at Wellington Elementary under contract with King County.
- Assisted schools in establishing standardized response and tactics to all school related incidents requiring police and fire response.
- Surveyed schools to assure emergency response plans have been created.
- Coordinated two citizen's academies.
- Implemented Alarm Registration Program for residential and commercial alarm users
- Implemented False Alarm Education Campaign that has resulted in a 40% false alarm reduction.
- Hosted Crime Prevention meetings with neighborhoods and businesses (Hawthorne Condominiums, Cascade Bank).
- Provided Crime Prevention brochure rack in City Hall lobby.
- Published educational articles in each issue of *The City Chronicle*.
- Coordinated public education opportunities with KCSO Deputy assigned to the Cottage Lake Community Service Center.
- Participated in the annual DUI Simulation Drill at Woodinville High School. Chief served on panel discussion.
- Completed Citizen's Community Survey in cooperation with the King County Sheriff's Office. The results reflected the high caliber performance of our Officers and Staff. Woodinville led all other Contract Cities and Un-Incorporated King County in most of the categories that included the feeling of security, Quality of response, prevention of crime, and apprehension of offenders.
- Recognized citizens who showed support of the Community Oriented Police philosophy through acts of bravery or kindness.
- Promoted National Night Out in which 3 neighborhoods participated.



Officer Marsalisi joined Woodinville in 1999.

Personnel

- Replaced 3 officers who were promoted to supervisory positions.
- Conducted Officer training in Department of Corrections monitoring program of parolees and sex offenders.
- Attended a national crime prevention seminar and gained valuable resource materials
- Conducted Officer training in IRIS computer system and implemented program with laptops in police vehicles.
- Obtained certification from the State Bicycle Training Course for two Woodinville officers.
- Provided training to nine (9) King County recruits.

Goals for the Year 2000

- Continue the School Resource Officer program.
- Increase in the number of bike patrol Officers.
- Continue promoting programs such as House Checks for residents on vacation, the False Alarm reduction program, Child Identification Kits and Block Watch.
- Implement a bicycle registration program for children and parents in Woodinville that will aid in the recovery/return of stolen or lost bikes to the proper owners.
- Continue to be involved in the King County Sheriff's Citizen's Academy by providing instructors and coordinator.
- Increase traffic safety enforcement around the school zones and provide a safe environment for the students and citizens within the City.
- Work closely with King County implementing the Managing Patrol Performance (MPP) computer program that aids in establishing performance forecasts and calculating problem solving time for the Officers in the City.
- Continue to improve the communication links with King County and the IRIS program.
- Continue Field Training Officer (FTO) program.

Law Enforcement

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Supplies	\$1,794	\$2,384	\$2,021	\$2,190	\$4,080
Services	\$5,167	\$8,664	\$12,473	\$17,086	\$19,000
Intergovernmental	\$914,047	\$958,696	\$1,140,210	\$1,218,095	\$1,331,955
Capital Outlay	\$9,106	\$4,103	\$0	\$1,624	\$5,200
Department Total	\$930,114	\$973,846	\$1,154,704	\$1,238,995	\$1,360,235

LAW ENFORCEMENT

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050

2000 Expenditure Detail

	<i>Supplies</i>		
521-10-31-31	Office/Operating Supplies	\$2,000	
521-10-35-00	Small Tools/Minor Equipment	\$1,560	
521-10-36-00	Misc.	\$520	
	<i>Total Supplies</i>		\$4,080
	<i>Other Services and Charges</i>		
521-10-41-00	Professional Services		
	Computer Service		
	Other Maintenance	\$3,000	
			\$3,000
521-10-42-00	Communication		
	Cell Phones/WAN Line		
	Pagers		
	Printing		\$10,000
521-10-43-00	Travel		\$1,500
521-10-45-00	Operating Rentals		\$1,000
521-10-49-10	Education/Training		
	Crime Prevention		\$2,500
521-10-49-20	Misc.		\$1,000
	<i>Total Other Services and Charges</i>		\$19,000
	<i>Intergovernmental & Interfund</i>		
521-10-51-00	Intergovernmental Professional Services		
	Police Contract	\$1,218,870	
	Computer Lease	\$11,000	
	Special Events	\$14,000	
	Reserve \$ for Marine, Drug & Air	\$12,000	
	COLA & Service Cost Increase	\$70,085	
	Mandatory and Technical Adds	\$6,000	
	<i>Total Intergovernmental & Interfund</i>		\$1,331,955
	<i>Capital Outlays</i>		
594-21-64-00	Machinery and Equipment		\$5,200

DEPARTMENT TOTAL

\$ 1,360,235

Court Services

The City of Woodinville does not operate a municipal court. The City is one of seventeen cities in King County that receive court services by way of interlocal agreements with the King County District Court. The City has been under agreement with King County since August of 1994 to provide trial court and detention services for all juvenile offense cases and all adult felony cases. A new contract will go into effect on January 1, 2000.

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

1999 Accomplishments

- Complete negotiations for Court Services contract with King County
- Successfully reduced costs for prosecuting attorney services

Goals for the Year 2000

- Continue to monitor King County Court Services Contract
- Evaluate a “home monitor” option to reduce jail cost services to the City

Court Services

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Services	\$97,571	\$99,231	\$70,509	\$47,973	\$80,000
Intergovernmental	\$62,629	\$102,166	\$83,174	\$113,227	\$70,000
Department Total	\$160,200	\$201,397	\$153,683	\$161,200	\$150,000

COURT SERVICES

001

040

2000 Expenditure Detail

Other Services and Charges

512-50-41-00	Professional Services	
	Attorney Services	
	Public Defense	
	Total Other Services and Charges	\$80,000

Intergovernmental & Interfund

512-50-51-10	Professional Services-Jail	\$10,000
512-50-51-20	Professional Services-Court	\$20,000
512-50-51-35	Professional Services-Intrepretor Services	\$2,000
512-50-51-40	Professional Services-Prisoner Transport	\$14,000
512-50-51-50	Professional Services-Domestic	\$24,000
	Total Intergovernmental & Interfund	\$70,000

DEPARTMENTAL TOTAL

\$150,000

Administrative Services Department

Administrative Services provides general administration, and the functions of the City Clerk, and Treasury.

Administration:

Administration includes responsive public reception for City Hall, contract/mail processing, invoice/legislative tracking, and claims for damages. Customer Action Requests are processed through this Division. Some of the services provided include distribution of accident reporting forms, mail-in voter registration and general City information. Notarial services, requests for public records and pet licensing are offered.

City Clerk's Division:

The City Clerk's Division is responsible for the maintenance of all essential, historical and official public records for the City. The actions and decisions of the City Council are documented in official minutes of Council proceedings. Responsibilities include the preparation of Council meeting packets, legal noticing requirements, codification of the Woodinville Municipal Code and drafting ordinances and resolutions.

Financial Services Division:

The Financial Services Division provides service support for both internal and external customers. The Division is accountable for the preparation and administration of the City's annual operating budget and financial statements. Cash/investment management, purchasing, payroll, accounts payable and receivable are accomplished within this Division.

1999 Accomplishments

Community Relations/Customer Service

- Provides main receptionist duties with "live voice" answering main phone line.
- Coordinates requests for police assistance.
- Serves as main intake for Customer Action Requests advising requestors of process of City's response.
- Receipts permit fees.
- Issues pet licenses.
- Coordinated the successful installation of an Y2K compliant voice mail system that provides callers with comprehensive options and information.
- Began work on Business License Registration Program.
- Responsible for distribution of Council packets and agendas for public view.
- Records weekly agenda information on after-hours information line.

Personnel

- Hired Accounting Clerk; promoted Office Assistant to Administrative Assistant II and hired Administrative Assistant I.
- City Clerk serves as Records Management Team Chair.
- City Clerk appointed to Washington Municipal Clerks Association (WMCA) Board of Directors
- Representatives serve on City's Computer Committee, Contracts Committee and Municipal Employees Benefit Trust (MEBT) committee.

Project Highlights

- Coordinated the successful installation of an Y2K compliant payroll system.
- Processed 670 purchase orders.
- Processed 28 new employees.
- Processed 1300+ checks for \$4.1 million.
- Processed 1100+ payroll checks for \$1.5 million.
- Administered 110 contracts
- Processed 51 notary requests
- Processed 32 requests for public information.
- Prepared 11 Special Meeting notices.
- Responsible for intake of over 300 Customer Action Requests (CARs).
- Produced over 65 Council Packets.
- Provided support for two Council retreats.
- Assisted with contract negotiations and purchase of Sorenson property.

Goals for the Year 2000

- Develop Request For Proposals (RFP) for Financial Software
- Implement business registration program
- Develop Request For Proposal (RFP) for underwriting bond issue
- Seek higher bond rating for Woodinville
- Issue bonds for construction of City Hall
- Formalize records retention policy



The Administrative Services Department receives over 75 phone calls each day and logs in over 300 Customer Action Requests each year.

Administrative Services

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$166,959	\$183,386	\$206,708	\$226,673	\$253,512
Benefits	\$40,412	\$42,978	\$48,338	\$60,088	\$67,333
Supplies	\$3,164	\$4,722	\$5,091	\$5,611	\$7,150
Services/Intergov. Svcs	\$35,078	\$40,665	\$44,517	\$43,579	\$69,852
Capital Outlay	\$3,078	\$5,230	\$3,718	\$2,389	\$4,000
Interfund Payments	\$1,500	\$885	\$703	\$680	\$597
Department Total	\$250,191	\$277,865	\$309,075	\$339,020	\$402,444

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Finance Director		1	1	1	1
City Clerk/Treasurer	1				
Staff Accountant	1	1	1	1	1
City Clerk		1	1	1	1
Deputy City Clerk	1				
Accounting Clerk				1	1
Administrative Assistants	2	2	1	1	2
Office Assistant			1	1	
Position Totals	5	5	5	6	6

ADMINISTRATIVE SERVICES

001

020

2000 Expenditure Detail

Salaries and Wages

514-30-11	Salaries		\$ 253,512
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Personnel Benefits

514-30-21	Benefits		\$ 67,333
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Supplies

514-30-31-31	Office/Operating Supplies		
	Business cards	\$100	
	Minute Paper	\$500	
	Receipts	\$300	
	Checks	\$800	
	Paper	\$1,000	
	RCW's	\$250	
	Misc. Supplies	\$1,000	
			\$3,950

514-30-35-00	Small Tools/Minor Equipment		
	Cover for printer	\$600	
	Printer	\$800	
	Monitors	\$800	
	Chairs (2)	\$500	
	Misc	\$500	
			\$3,200

	<i>Total Supplies</i>		\$7,150
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Other Services and Charges

514-30-41-00	Professional Services		
	Temporary Help	\$2,500	
	Hearing Examiner	\$3,500	
	Code Updates	\$6,000	
	Bank Service	\$400	
	Wellness Program	\$500	
	Microfiche records	\$5,000	
	Minutes	\$3,500	
	Sales Tax Reformat	\$840	
	Budget Printing (2)	\$10,000	
	Audit	\$18,000	
			\$50,240

514-30-42-00	Communication		
	Monthly Phone Charge	\$ 3,100	
	Cellular phone	\$150	
	800 Mghtz	\$336	
	Pager	\$36	
			\$3,622

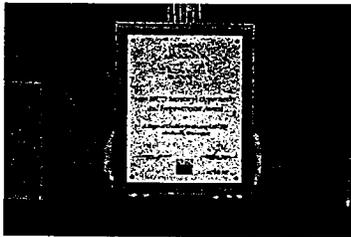
514-30-43-00	Travel		
	Treasurers Conference	\$500	
	Clerks Conference	\$600	
	WFOA	\$600	
	Travel to Local Workshops	\$250	
	Travel to Out of State Conference (1)	\$800	
			\$2,750
514-30-44-00	Advertising		
	Agenda/Ordinances/Misc		\$6,000
514-30-45-00	Operating Rentals		
	Storage (offsite)		\$2,000
514-30-48-00	Repairs and Maintenance		\$500
514-30-49-10	Education/Training		
	Conference Registrations	\$2,000	
	Computer Classes	\$500	
	Clerk's PDI	\$600	
	Misc Training	\$500	
			\$3,600
514-30-49-20	Miscellaneous		
	GFOA	\$140	
	MTA US &C	\$150	
	WMTA	\$50	
	PSFOA	\$50	
	IIMC	\$100	
	WMCA	\$100	
	KCCA	\$50	
	Miscellaneous	\$500	
			\$1,140
	<i>Total Other Services and Charges</i>		\$69,852
	<i>Interfund</i>		
514-30-95-00	Operating Rentals		
	Vehicle Use		\$597
	<i>Total Interfund</i>		
	<i>Capital Outlay</i>		
594-14-64-00	Machinery and Equipment		
	Unibind for large packets	\$4,000	
	<i>Total Capital Outlays</i>		\$4,000
	DEPARTMENT TOTAL		<u><u>\$402,444</u></u>

Planning & Community Development Department

The Department of Community Development (DCD) is one of the primary departments providing ongoing quality customer service to the Woodinville community while focusing on implementing the goals and policies of the City's Comprehensive Plan. It is the mission of the DCD Staff to provide pleasant, competent service to all and to carry out the goals and policies of the City Council and the Comprehensive Plan in order to help achieve the citizen's vision for the City of Woodinville. A primary job of the Department is the accurate and consistent application of the City's land use codes, such as SEPA (environmental), Zoning Code, Subdivision Code, Shoreline Master Plan, Tree Regulations and Design Principles. The Department facilitates the development permitting process providing interface between the public and private sectors through the administration of various Citizen Advisory Panels (CAPs) and the Technical Review Committee (TRC).

PLANNING & ADMINISTRATIVE

The Community Development Department is divided into three divisions: Long-range Planning; Current Planning; and Administration. Long-range Planning efforts focus primarily on the development and adoption of the Comprehensive Plan and Master Plans for specific areas of the City. The division also drafts amendments to the land use codes to implement the Comprehensive Plan in compliance with the State Growth Management Act. In addition to processing land use applications and building permits, Current Planning Division activities involve the implementation of programs for design review, sign code compliance, and the new (1999) tree regulations. The Administration Division coordinates and administers the Planning Commission, Tree Board, Hearing Examiner, Emergency Management programs, the consultants who support these programs, and the eight member DCD Staff.



The City of Woodinville received the 1999 HUD Secretary's Opportunity and Empowerment Award for A Regional Coalition for Housing (ARCH).

1999 Accomplishments

Community Relations/Customer Service

- Arbor Day Planting Project at Sammamish River Trail pedestrian bridge
- Sign Code Information Brochure
- User-friendly Land Use Codes
- Family Emergency Preparedness presentations
- Participate in Regional Planning issues and concerns
- Hosted Short Course on Local Planning

Personnel

- Promoted 3 staff members; hired Office Assistant and hired replacement for City Planner.
- Director serves as Disaster Coordinator, SEPA Official, Shoreline Administrator, and City Tree Official and is member of New City Hall Planning Team.
- Representatives serve on Emergency Management Task Force, Computer Committee, Contracts Committee, Records Management Team, Technical Review Committee, and Safety Committee.
- City Planner Dana Jenkins, with assistance from Administrative Assistant II Charleine Sell, provides support to Planning Commission.
- Planner Rebecca Perkins provides support to Tree Board.
- Administrative Assistant Janet Groak provides support to Hearing Examiners.
- Planning Technician Debra Crawford represents Department at ESA and WIRA meetings.
- Planner Nathan Pate coordinates the Technical Review Committee and Design Review Programs.
- Planners Nathan Pate and Rebecca Perkins received Planning & Community Development certificates from the University of Washington.

Project Highlights

- **Comprehensive Plan and Land Use Programs**
 - 1999 Comprehensive Plan and Zoning Code house-keeping updates
 - Sign Code Enforcement – Phase II implemented
 - Historical Preservation Program initiated
 - Telecommunications ordinance prepared and presented to City Council.
 - Geographic Information System (GIS) mapping brought in-house
 - Growth Management Act (GMA) Buildable Lands Program compliance
 - Industrial Design Guidelines drafted
- **Urban Forest Preservation**
 - Community Forestry Regulations adopted
 - Arbor Day Growth Award
 - Tree City USA – Third (3rd) Year designation

• **Housing**

- City received American Planning Association 1999 HUD Secretary's Opportunity and Empowerment Award for A Regional Coalition for Housing program.

• **Emergency Management**

- Year 2000 (Y2K) Contingency Plan completed
- Facilitated two Y2K Table Top exercises with City Council and electeds and staff from Woodinville Fire and Life Safety District, Woodinville Water District and Northshore School District.
- Coordinated contract for development of Hazard Identification and Vulnerability Analysis.

Goals for the Year 2000

- Continued technical support for design and construction of the New City Hall.
- Technical support for the development of the Civic Center (Sorenson) Master Plan.
- Development of land use regulations and procedures to comply with ESA 4(d) Rule.
- Minor departmental expansion of FTE (.69 to .75) and staff assignments to respond to added permit review workload brought about by the state-wide Salmon Recovery Program.
- Initiate the State-mandated 5-year Comprehensive Plan update process which will support other planning and capitol improvement programs.
- Final design and construction of the Joint Affordable Housing Project.
- Continued inter-departmental implementation of the Tourist District Master Plan.
- Coordination of Arbor Day events and the Tree City USA Program.
- Expansion of the Design Principle to address multi-family development.
- Further implementation of the City's Housing Strategy Plan, Community Forestry Plan and the Historic Preservation Program.
- Refinement and testing of the City's emergency response and recovery capabilities.
- Completion of Industrial Design Guidelines



Councilmember Brocha stands with a representative from the State Department of Natural Resources for the City's designation as a Tree City USA.

Community Development

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$230,029	\$258,444	\$246,861	\$264,294	\$305,562
Benefits	\$57,642	\$65,398	\$62,490	\$73,468	\$82,995
Supplies	\$4,845	\$3,483	\$2,058	\$9,797	\$12,340
Services	\$199,590	\$142,821	\$82,705	\$73,434	\$138,705
Capital Outlay	\$13,768	\$13,259	\$3,865	\$1,585	\$1,500
Intergovernmental	\$1,780	\$6,425	\$4,535	\$6,632	\$7,291
Interfund Payments	\$600	\$885	\$815	\$786	\$690
Department Total	\$508,254	\$490,715	\$403,328	\$429,997	\$549,083

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Community Dev. Director	1	1	1	1	1
City Planner	1	1	0.5	1	1
Planners	2	2	2	2	2
Planning Technician	1	1	1	1	1
Permit Coordinator					
Permit Clerk					
Administrative Assistants	1.5	1.98	2.44	2.44	2.75
Position Totals	6.5	6.98	6.94	7.44	7.75

COMMUNITY DEVELOPMENT

001

030

2000 Expenditure Detail

	<i>Salaries and Wages</i>		
558-60-11	Salaries		\$305,562
	<i>Personnel Benefits</i>		
558-60-21	Benefits		\$82,995
	<i>Supplies</i>		
558-60-31-31	Office/Operating Supplies		\$2,150
558-60-35-00	Small Tools/Minor Equipment		\$8,585
558-60-36-00	Miscellaneous		\$1,605
	<i>Total Supplies</i>		\$12,340
	<i>Other Services and Charges</i>		
558-60-41-00	Professional Services		
	ESA - Bio review codes/apps.	\$45,000	
	Planning Staff support	\$32,000	
	Admin back-up/minutes	\$5,500	
	Arborist	\$5,500	
	Design Review	\$5,600	
	Landscape Design Review	\$4,500	
	Comprehensive Plan update	\$1,400	
	GIS Services	\$1,200	
	Historical Buildings Designations	\$4,500	
	Ped Bridge/Trail Arbor Day Project	\$1,200	
			\$106,400
558-60-42-00	Communication		
	Mailings/Courier Services		\$6,000
558-60-43-00	Travel		
	State Planning Director Conference	\$160	
	State APA/PAW Conference	\$660	
	AWC Planning Director Assoc.	\$100	
	Pacific NW Tree Conference	\$330	
	Misc. parking, mileage & meals	\$500	
	Coffee for boards & commission	\$200	
	Planning Commission conference	\$400	
			\$2,350
558-60-44-00	Advertising		\$7,000

558-60-45-00	Operating Rentals		\$200
558-60-48-00	Repairs and Maintenance		\$400
558-60-49-10	Education/Training		
	Degree Program	\$2,100	
	ARC View (GIS)	\$2,000	
	WCPDA Conference	\$100	
	Computer Classes	\$600	
	Customer Service	\$200	
	ESA	\$600	
	Sierra	\$2,000	
			\$7,600
558-60-49-20	Miscellaneous		
	ARMA membership	\$130	
	PAW membership (PC)	\$220	
	State Planning Directors Assoc.	\$50	
	Hortus West	\$15	
	GMA Hearings Board Decissions	\$85	
	Tree City USA/National Arbor Day	\$30	
	APA memberships (4)	\$1,100	
	Planning Journal	\$125	
			\$1,755
558-60-49-30	Printing		\$7,000
	<i>Total Other Services and Charges</i>		\$138,705
	<i>Intergovernmental</i>		
558-60-51-00	Intergovernmental Professional Services		
	King County Recording Fees	\$900	
	ARCH membership	\$6,391	
	<i>Total Intergovernmental</i>		\$7,291
	<i>Interfund</i>		
558-60-95-00	Operating Rentals		
	Vehicle Use		\$690
	<i>Total Interfund</i>		\$690
	<i>Capital Outlay</i>		
594-58-64-00	Machinery and Equipment		
	GIS software upgrade	\$1,500	
	<i>Total Capital Outlays</i>		\$1,500
	<i>DEPARTMENT TOTAL</i>		<u>\$ 549,083</u>

Permit Center

The City of Woodinville's Permit Center provides basic life safety to Woodinville citizens by reviewing and inspecting development projects, new and remodeled building structures and street improvements. The Permit Center has been designed to manage regulation of development within the City and to provide total integration of site development, building design, construction review and inspection.

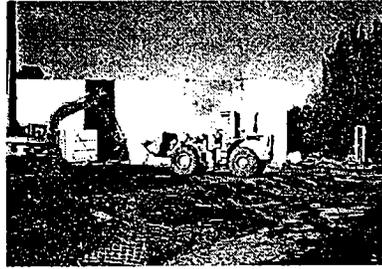
In addition to this core function, the year 2000 will be the first full year the Permit Center shall be responsible for facility maintenance and liaison in the Project Management Team for development of the new City Hall.

The majority of the 2000 budget closely matches the costs and levels of service within the 1999 budget, however, the recent listing of salmon as a threatened species has required the Permit Center to re-evaluate the cost of service and our ability to deliver services. It is expected that the Endangered Species Act (ESA) will affect the level, or intensity, of plan review and field inspection. This initial ESA enforcement (plan review and field inspection) has been included in the 2000 budget.

We continue our goal to provide efficient service to the citizens of Woodinville. During the 2000 budget year, the staff will develop a process whereby frequent permit applicants who request plumbing and mechanical permits will be able to apply by mail. This will require new operating and accounting procedures. The new plan is designed to significantly reduce the number of trips to City Hall, reducing vehicle use of streets and hours of contractor time. This is the first phase of a long-term plan to facilitate permit application via internet access.

When changes are made to regulations at the Federal, State and local level or the level of involvement in administering specific codes is increased (whether it be street design standards, surface water management, building design, code enforcement, ESA, etc.), this will have an affect on the Permit Center's operation and budget. The anticipated changes are reflected in the budget, from supplies to education to professional services.

Staff takes pride in their work and recognizes the benefit of continued education and certification in their field. It requires teamwork to allow this training to occur, as the class subjects are numerous and varied. The result provides well-trained, qualified employees dedicated to providing the best service to the Citizens of Woodinville.



1999 Accomplishments

Community Relations/Customer Service

- Implemented improved voice mail system that allows users to obtain detailed inspection information.
- Director serves as City contact for construction project of new City Hall.
- Director participated in November "Meet and Greet" to answer questions regarding construction of new City Hall.
- Implemented new permit tracking software (Sierra) which provides a more comprehensive database of information for parcels.

Personnel

- Hired and trained six new employees.
- Permit Center employees received training in the following areas: 1999 Surface Water Design Manual, analysis of 1997 Uniform Building Code (UBC) and 2000 IBC Nonstructural provisions, Pre/Post Earthquake Damage Assessment Training, the Front-Line Permit Counter, OSHA record keeping, Basic 101 Endangered Species Act, code enforcement, leadership training, organization, municipal liability training, Sierra Permit Tracking (software application training), plumbing, wood engineering and mechanical.
- Director serves as Facilities Manager for the current City Hall building.
- Staff representatives serve on the City's Records Management Team, Technical Review Committee, Computer Committee, Safety Committee, Contracts Committee, and Emergency Management Task Force.

Project Highlights/Permit Activities

- Processed 158 building permits, 79 fire permits, 8 grading permits, 170 mechanical permits, 121 right-of-way permits, 132 plumbing permits, 21 site development permits, 55 sign permits and 8 tank removal permits.
- Developed appropriate sections of the City's Emergency Management plan relating to damage assessment.
- Maintained fleet management of Permit Center vehicles.
- Processed asbestos removal and tank removal for new City Hall.



Permit Center Inspectors were responsible for construction inspections at Wilmot Gateway Park

Goals for the Year 2000

- Provide total integration of site development, building design, construction review and inspection.
- Increase intensity of plan review and field inspection for initial ESA enforcement.
- Ensure compliance with Federal, State and local regulations and any amendments thereto.
- Provide in-kind contributions to low cost housing, new City Hall and new Fire Station.
- Improve customer service by processing plumbing and mechanical applications via mail.
- Continue educational training on multiple topics (i.e., ESA, fire, mechanical, plumbing, surface water management, emergency management, and analysis of new building, plumbing,).
- Establish facility maintenance management.
- Implement emergency management procedures.
- Continue coordination with Construction Management Team on new City Hall.
- Continue effective involvement on committees.

Permit Center

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$187,322	\$186,711	\$155,231	\$233,897	\$444,626
Benefits	\$44,447	\$45,297	\$37,394	\$60,289	\$116,468
Supplies	\$9,484	\$7,053	\$8,170	\$9,674	\$28,505
Services	\$342,112	\$402,850	\$380,777	\$294,774	\$166,150
Capital Outlay	\$36,778	\$26,796	\$23,957	\$21,747	\$51,450
Interfund Payments	\$4,800	\$6,974	\$7,852	\$11,134	\$11,419
Department Total	\$624,943	\$675,682	\$613,380	\$631,515	\$818,618

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Adopted 2000
Permit Center Director		1.00	1.00	1.00	1.00
Building Official	1.00				
Senior Engineer	0.50	0.50	0.50		
Building Inspector	2.00	2.00	2.00	1.00	2.00
Code Enforcement					1.00
Plans Examiner				1.00	1.00
Civil Plans Examiner (Sr. Engineer)				1.00	1.00
Permit Tech				1.00	3.00
Permit Coordinator			1.00	1.00	1.00
Civil Field Examiner	1.00	1.00			1.00
Administrative Assistant	0.34			2.00	1.00
Position Totals	4.84	4.50	4.50	8.00	12.00

PERMIT CENTER

001
070

2000 Expenditure Detail

	<i>Salaries and Wages</i>		
559-20-11	Salaries		\$444,626
	<i>Personnel Benefits</i>		
559-20-21	Benefits		\$116,468
	<i>Supplies</i>		
559-20-31-31	Office/Operating Supplies		\$12,765
559-20-35-00	Small Tools/Minor Equipment		\$15,540
559-20-36-00	Miscellaneous		\$200
	<i>Total Supplies</i>		\$28,505
	<i>Other Services and Charges</i>		
559-20-41-00	Professional Services		
	Civil Eng. & Life Safety		
	Woodinview		
	Sound Engineer		
	Water/Mat. Testing		
			\$130,000
559-20-42-00	Communication		
	Two phones for Code Enf. Program	\$900	
	Monthly charges	\$3,700	
			\$4,000
559-20-43-00	Travel		
	WA Bldg Official meetings		
	Nat'l Fire Academy		
	Nat'l ICBO Conference		
	Inspector Seminar		
			\$4,600
559-20-44-00	Advertising	\$6,800	
559-20-48-00	Repairs and Maintenance	\$1,750	
559-20-49-10	Education/Training	\$18,750	
559-20-49-20	Miscellaneous	\$250	
	<i>Total Other Services and Charges</i>		\$27,550
			\$166,150
	<i>Interfund Payments for Service</i>		
559-20-95-00	Operating Rentals		\$11,419
	<i>Capital Outlays</i>		
	Vehicle (Jeep 4x4)		\$22,000
	Truck (small)		\$15,000
	Computer		\$7,850
	2 way radio		\$6,600
594-59-64-00	<i>Total Capital Outlay</i>		\$51,450

DEPARTMENT TOTAL

\$818,618

Public Works Department

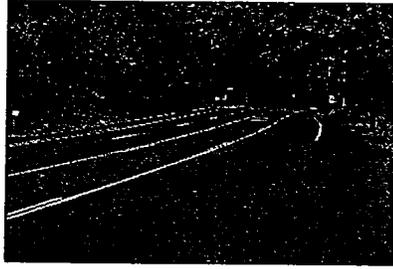
In 2000, the Public Works goal is to improve customer response and service delivery. To achieve this, the department is developing a Customer and Project Response (CPR) team. The CPR team will include all Public Works staff members and will consist of cross training and improved internal communication and coordination so that we can provide prompt and efficient response to public contacts. In addition to these improvements, staff will be performing more in-house services and working with consultants on a team level in an effort to keep close to the project, maintain good control of the outcome, and have the ability to respond quickly to needs and changes. The outcome is expected to have staff working closer with the public, providing more economical services, gaining higher levels of experience with the community on their needs, investing more expenditure dollars into capital improvements rather than studies and design through outside service providers. The bottom line is better public communication, involvement, and service. In 1999, this program was just beginning to take shape and the results were positive to support that this goal can be achieved.

Engineering & Administrative

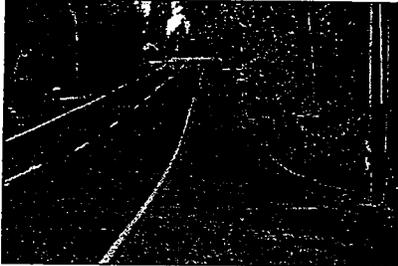
The Public Works Department provides services in the areas of transportation and environmental planning, public and private development design review, City standards compliance, maintenance and operation of transportation, surface water drainage, water quality, and other infrastructure within the public right-of-ways. The department is comprised of four funds:

- Engineering & Administrative
- Streets
- Surface Water
- Arterial

Engineering and Administrative provides services that includes management and administrative services for the department, engineering support for other internal departments, public and private study and design review, contract preparation and management, capital project study and design, short and long range planning, preparation and management of the 6-year Capital Improvement Plan and Transportation Improvement Plan, customer outreach and education, records keeping, data management, and emergency response.



Woodinville-Duvall Road Improvements



156th Avenue Bike Lane Improvement

1999 Accomplishments

Community Relations/Customer Service

- Executed design study contract and held public Open House for 127th/SR 202 Intersection improvement project
- Executed design study contract and held public Open House for 148th/SR202 Intersection improvement project
- Coordinated and implemented the 1999 citywide recycle collection event.
- Established communication and coordination with Redmond, Bothell, Kenmore King County, Snohomish County, and Washington State Department of Transportation (WDOT) regarding regional transportation issues.
- Performed public outreach through Open Houses, direct mailing, variable message signs and education program.
- Held stakeholder meetings with business representatives along 144th Ave NE to resolve parking issues.
- Hosted annual Public Works Open House.
- Stormwater survey in *The City Chronicle*
- Stormwater pond beautification program



127th/SR 202 Intersection Improvements are slated for the Year 2000

Personnel

- Hired and developed entire Public Works staff team.
- Public Works Coordinator responsible for City's Fleet Management Program
- Traffic Engineer and Transportation Planner assuming Commute Trip Reduction (CTR) program management duties.
- Provide representative to City's Emergency Management Task Force, I-405 Corridor Steering Committee, Salmon Task Force, Computer Committee and Contracts Committee

Project Highlights

- Development of the 6-Year Capital Improvement Program and Transportation Improvement Program project listing
- Assisted with preparation and adoption of Master Right-of-way ordinance
- Completed and adopted the Private Street Acceptance Ordinance
- Adopted the Transportation Infrastructure Standards and Specifications
- Created standard Public Works Specifications contract.
- Completed City aerial photograph.
- Creation of Facility and Transportation Citizens Advisory Committee through Planning Commission.
- Installed 131st pedestrian traffic signal for Wilmot Gateway Park visitors.
- Completed base Traffic model
- Completed Woodinville-Duvall Road widening project (152nd to 160th)

Goals for the Year 2000

- Complete design for 127th/SR 202 Intersection improvements
- Complete design for 148th/SR 202 Intersection improvements
- Perform construction phase of 175th/140th Intersection improvements
- Hold annual Public Works Open House
- Review and validate, or invalidate, current Capital Improvement Projects
- Design and construct the Woodinville-Snohomish/200th Street traffic signal (in-house)
- Design and construct phase I of the 133rd Avenue NE grid road (in-house)
- Study, design, and construct pedestrian crossing improvements at high pedestrian traffic areas (in-house)
- Design and construct first phase of 124th Avenue NE left turn lanes and pedestrian path. Second phase expected to be performed in 2001. (in-house)
- Review options with Council on traffic mitigation.
- Complete Fish Barrier Removal projects.

Public Works

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$37,243	\$60,462	\$45,273	\$112,171	\$209,511
Benefits	\$9,811	\$14,607	\$10,355	\$25,721	\$45,423
Supplies	\$2,859	\$3,904	\$6,717	\$8,530	\$7,200
Services	\$34,738	\$90,565	\$291,752	\$47,927	\$80,445
Capital Outlay	\$4,104	\$10,137	\$5,807	\$11,961	\$0
Intergovernmental	\$1,574	\$3,751	\$18	\$0	\$0
Interfund Payments	\$1,500	\$750	\$153	\$283	\$249
Department Total	\$91,829	\$184,176	\$360,074	\$206,594	\$342,828

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Public Works Director		0.50	0.50	0.50	0.50
Public Works Admin.	0.25				
Senior Engineer				1.00	1.45
Asst. Engineer					0.25
Traffic Planner					0.50
Public Works Assistant	1.00	1.00	0.80	0.50	
Administrative Assistant				0.50	0.50
Position Totals	1.25	1.50	1.30	2.50	3.20

	Number	Hrs. Ea.	Total Hours
Interns	4	1024	4096

PUBLIC WORKS

001
060

2000 Expenditure Detail

Salaries and Wages

Salaries \$209,511

Personnel Benefits

Benefits \$45,423

Supplies

532-10-30

Office/Operating Supplies

General office supplies \$1,800
Reproduction supplies \$600
Presentation (non project) \$400
Project books, tracking system, filing \$800
Survey supplies \$600
Batteries, film, field books \$300

\$4,500

532-10-35-00

Small Tools/Minor Equipment

FAX/Scanner machine \$450
Pagers (4) \$500
Cell-phone (1) \$200
Software 750

\$1,900

532-10-36-00

Miscellaneous

Recycling supplies \$800
Total Supplies \$7,200

Other Services and Charges

532-10-41-00

Professional Services

Recycling Program \$20,000
Records Management \$8,000
General on-call support \$30,000

\$58,000

532-10-42-00

Communication

Monthly phone service \$1,000
Cell phone charges \$1,800
Pager service \$720
Community outreach & open house \$1,500
Neighborhood traffic safety \$400
ESA flyers \$300

\$5,720

532-10-43-00	Travel		
	Meetings, Training	\$500	
	WSDOT & ITE meetings/training	\$300	
	Meals	\$685	
	Mileage	\$480	
			\$1,965
532-10-44-00	Advertising		
	Small works/professional service call	\$1,800	
	Positions	\$600	
	Special projects	\$2,400	
	Public Notice (Open House)	\$500	
			\$5,300
532-10-45-00	Operating Rentals		
	Field data collection equipment		\$1,200
532-10-48-00	Repairs and Maintenance		
	Computer, OCE, plotter & survey equipment		\$2,000
532-10-49-10	Education/Training		
	APWA conference & meetings		
	APWA training		
	Admin		
	Computer training		
	General training WSDOT, Fed, open		
	APWA conference & meetings		
	Project Management Ed @ UW		
	PW Project Training		
	ESA Training		
			\$5,600
532-10-49-20	Miscellaneous		
	PE License - Mick	\$ 100	
	PE License - Andrew	\$ 100	
	APWA membership - Mick	\$ 80	
	APWA membership - Andrew	\$ 80	
	National Society of Professional Engineers - Andrew	\$ 180	
	Project Mgt Institue - Andrew	\$ 120	
			\$660
	<i>Total Services and Charges</i>		\$80,445
532-10-95-00	<i>Interfund</i>		
	Operating Rentals		
	Vehicle use		\$249
	DEPARTMENT TOTAL		<u><u>\$342,828</u></u>

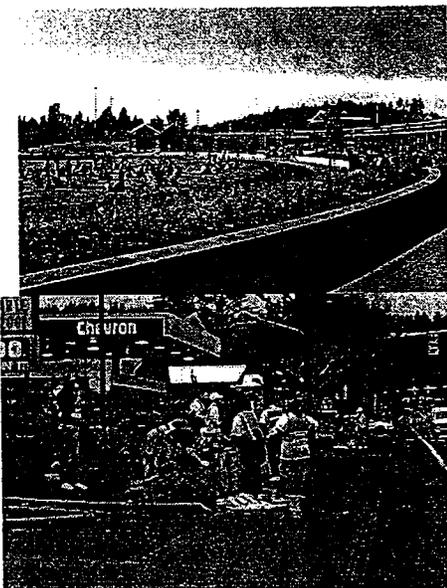
Parks and Recreation Department

The mission of the Woodinville Parks & Recreation Department is to enrich the quality of life for all citizens of Woodinville by promoting healthy living, civic responsibility, community involvement and stewardship of natural resources. Through implementation of the adopted Parks, Recreation, and Open Space Plan, we will develop and maintain a network of facilities and programs serving current users and planning for future generations. Through community partnerships, education, leadership, training, and volunteer programs, we will deliver high quality services that providing our citizens with the greatest possible range of parks and recreation benefits.

The opening of Wilmot Gateway Park in 1999 demonstrated the determination of the Woodinville community to preserve open space, sponsor community events and activities that involve citizens of all ages and abilities, promote fitness and health, and sustain the unique quality of life enjoyed by our citizens. Year 2000 will again be a pivotal year.

In 2000, Department staff will be concentrating on providing adequate support to the Council and Parks & Recreation Commission as they develop long-term plans and policies for future recreation facilities such as the proposed Civic Center site, satellite sites and special purpose facilities such as the skateboard park.

Wilmot Gateway Park opened in May 1999 and was host to the Sunday Concert Series.



Partnership with local businesses on beautification of street planter boxes along NE 175th St

1999 Accomplishments

Community Relations/Customer Service

- Opening of Wilmot Gateway Park.
- Fourth of July Fireworks Show
- Expansion of DeYoung Concerts.
- Expansion of teen activities, trips, and programs.
- Launched Woodinville Volunteer Corps.
- Salmon Education and Outreach Project Launched
- Concert Series at Wilmot Park
- Coordinated over 400 volunteers for October Sammamish Releaf Planting Project
- Woodinville Light Festival
- Partnership with Sammamish Valley Grange and Northshore Senior Center
- Predominate presence on the City's web page.
- Partnership with local businesses for planter box project.

Personnel

- Hired Volunteer Coordinator and Teen Coordinator
- Staff representation on City's Computer Committee, Contracts Committee, Emergency Management Task Force, City Hall Planning Team and Municipal Employees Trust Benefit (MEBT) Committee

Project Highlights

- Woodinville Art Walk
- Little Bear Creek Habitat Plan
- Naming of Waterways Resolution.
- Phase II Wilmot playground installation.
- Signage and Landscaping Plan for De Young Park.
- Master Plan for Woodin Creek Park.
- Skatepark planning begins.

Goals for the Year 2000

Department Strategic Objectives

- Create a Five-Year Recreation Plan identifying recreation facilities, policies, expenditures and revenue.
- Build partnerships with other entities to support City objectives and realize multiple benefits.
- Improve customer service through streamlined administrative procedures.

- Create an effective response to ESA through education and outreach.

Strategic Objectives for Volunteers, Sponsors and Special Events

- Enhance volunteer opportunities.
- Increase the level of business, school, and civic sponsorships in community events.

Strategic Objectives for Park Maintenance and Operations

- Maintain parks at the highest levels to prolong facility life spans and increase enjoyment by park visitors.
- Implement new strategies, procedures, and best management practices to protect salmon habitat.

Strategic Objectives for Park Planning

- Participate in community planning for the recently purchased Civic Center site.
- Acquire key open space for recreation and habitat.
- Implement new strategies, procedures, and best management practices to protect salmon habitat.



The Parks & Recreation Department will continue public outreach efforts on ESA issues.

Parks and Recreation

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$31,893	\$97,369	\$139,948	\$206,262	\$253,950
Benefits	\$6,902	\$22,107	\$32,013	\$49,054	\$76,462
Supplies	\$1,496	\$10,924	\$13,347	\$33,707	\$38,545
Services	\$135,893	\$210,822	\$223,064	\$274,111	\$359,481
Capital Outlay	\$67,202	\$26,055	\$43,947	\$27,036	\$70,400
Intergovernmental	\$217	\$15,526	\$89	\$34,331	\$13,950
Interfund Payments	\$200	\$380	\$1,070	\$4,353	\$4,422
Department Total	\$243,803	\$383,184	\$453,477	\$628,854	\$817,210

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Parks & Rec Director			1.0	1.0	1.0
Public Services Assistant	0.7	1.0			
Recreational Programmer Planner		0.5	1.0	1.0	1.0
Volunteer Coordinator				0.5	0.5
Administrative Assistant		1.0	1.0	0.75	0.75
Maintenance Worker			1.0	1.0	1.0
Position Totals	0.7	2.5	4.0	5.3	6.25

	Hours	Hours
Summer Intern	516	480
P/Instructors	510	850
Part Time Maint. Worker		650

PARKS AND RECREATION

001
080

2000 Expenditure Detail

	<i>Salaries and Wages</i>		
576-30-11	Salaries		\$253,950
	<i>Personnel Benefits</i>		
576-30-21	Benefits		\$76,462
	<i>Supplies</i>		
576-30-31-31	Office Supplies		\$4,000
576-30-31-32	Operating Supplies		
	Arts/Crafts/Camps Rec. Programs	\$5,000	
	Special Events	\$2,600	
	Misc. Supplies	\$250	
	Safety Gear	\$750	
	Janitorial Supplies	\$3,900	
	Ballfield Maint. Supplies	\$11,225	
			\$23,725
576-30-35-00	Small Tools/Minor Equipment		
	Office Equipment	\$500	
	Park Furniture	\$500	
	Rec. Programs	\$500	
	Ballfield tools	\$3,900	
	Trash Cans	\$2,000	
	Misc.	\$1,000	
			\$8,400
576-30-36-00	Miscellaneous		\$2,420
	<i>Total Supplies</i>		\$38,545
	<i>Other Services and Charges</i>		
576-30-41-00	Professional Services		
	Celebrate Woodinville	\$500	
	Ballyard Rec. Program	\$8,000	
	DeYoung Concerts	\$13,000	
	Discovery Works Theater	\$4,000	
	Education Outreach	\$12,000	
	Fireworks Show	\$20,000	
	Graphic Design and Photography	\$6,000	
	Kindermusik	\$24,000	
	Light Festival	\$10,000	

Misc. Instructors	\$23,000
Sound equipment	\$3,500
Minutes transcription	\$1,800
Soccer Classes	\$20,000
Ski For All	\$2,500
Temp. Services - Office Backup	\$6,000
Volleyball	\$8,000
Wilmot Concerts	\$8,000
Mail Services	\$4,500
Solid Waste services	\$6,800
Event Support Services	\$13,000
Additional Teen Programs	\$5,037

Landscape Maintenance Service

Existing Facilities

Wilmot Gateway Park	\$21,850
Woodin Creek Park	\$3,681
Woodinville Heights Park	\$5,146
DeYoung Park	\$2,715
Woodinville Valley Trail	\$195

New Facilities

Sorenson Ballfields	\$5,800
Stonehill Playground	\$1,200
Open Space	\$3,500
City Hall	\$3,487

Goose Control Service	\$9,600
Janitorial Service	\$13,320
Irrigation Maintenance	\$5,000
Arborist Service	\$5,000
Miscellaneous	\$1,000

\$281,131

576-30-42-00

Communication

Charges	\$3,800
Cell. Phone/Service	\$400
Fireworks Notification	\$400
Mobile Phones	\$350
Postage for Rec. Guides	\$5,600
General Postage	\$2,800

\$13,350

576-30-43-00

Travel

Meetings	\$100
Plant Inspections	\$200
Playground Cert.	\$50
Recreation Miscellaneous	\$200
Training Travel Expense	\$300
WRPA	\$300
Volunteer Recognition	\$500

\$1,650

576-30-44-00	Advertising		
	Classified Ads	\$800	
	Fireworks Show	\$1,000	
	Light Festival	\$500	
	Public Meetings	\$1,500	
	Recreation Programs	\$1,000	
	Summer Concerts	\$1,200	
	Volunteer Projects	\$500	
			\$6,500
576-30-45-00	Operating Rentals		
	Misc. Facility Rentals	\$3,000	
	Equipment Rental	\$5,000	
	Fireworks Show	\$2,000	
	Light Festival	\$500	
			\$10,500
576-30-47-00	Utility Services		
	Utility Services For Parks		\$14,000
576-30-48-00	Repairs and Maintenance		
	Equipment Maint.	\$500	
	Goose Destruction	\$500	
	Graffiti	\$450	
	Hard Surface Maint.	\$200	
	Landscape Repair	\$4,500	
	Light Replacement	\$250	
	Material (soil, gravel, sand, etc)	\$3,000	
	Office Equipment	\$1,000	
	Paint/Stain/Preservative	\$250	
	Sign Replacement	\$1,000	
			\$11,650
576-30-49-10	Education/Training		
	ASLA - Membership		
	ASLA Conferences		
	Computer Training		
	ESA		
	ESA Landscape BMP Training		
	ESA Volunteer Outreach		
	Playground Cert.		
	Volunteer Management Training		
	WRPA		
			\$5,450

576-30-49-20	Miscellaneous		
	ASLA Membership	\$150	
	NRPA/WRPA Memberships	\$1,100	
	Photo Processing	\$300	
	Miscellaneous	\$300	
			\$1,850
576-30-49-30	Printing		
	DeYoung Concerts	\$300	
	Fireworks Show	\$1,500	
	Miscellaneous Flyers	\$2,000	
	Light Festival	\$800	
	CIP Projects/Maps	\$500	
	Rec Guides	\$8,000	
	Wilmot Concerts	\$300	
			\$13,400
	<i>Total Other Services and Charges</i>		\$359,481
576-30-51-00	<i>Intergovernmental Professional Services</i>		
	Goose Committee	\$1,300	
	Goose Disposal	\$500	
	King Co. Roads	\$2,500	
	King Co. Signs	\$2,650	
	Metro - 4th	\$7,000	
	<i>Total Intergovernmental</i>		\$13,950
576-30-95-00	<i>Interfund Payments for Service</i>		
	Vehicle Use		\$4,422
594-76-64-00	<i>Capital Outlays</i>		
	Truck (3/4 ton)	\$18,000	
	Truck (small)	\$15,000	
	Ballfield	\$22,700	
	Park Signs	\$3,700	
	Benches	\$8,000	
	Holiday Lights	\$3,000	
	<i>Total Capital Outlays</i>		\$70,400
	<i>DEPARTMENT TOTAL</i>		<u><u>\$817,210</u></u>

Non-Departmental

The Non-Department Account is used for those expenditures that are not clearly associated with any one department, or are of a general nature. Examples of goods and services that benefit all city departments would include general office supplies, postage and maintenance contracts. This fund pays for the costs of human services grants, general liability insurance provided by Washington Cities Insurance Authority (WCIA), and intergovernmental costs. The largest part of this fund is transfer for operating subsidies and reserve funds.

Non-Departmental

Department Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Supplies	\$14,388	\$25,855	\$29,919	\$31,928	\$40,000
Services	\$261,917	\$316,521	\$297,373	\$277,540	\$295,576
Capital Outlay	\$37,041	\$41,303	\$17,016	\$22,643	\$30,000
Intergovernmental	\$36,989	\$31,309	\$20,251	\$29,425	\$30,925
Other Financing Uses	\$1,992,834	\$2,952,680	\$1,030,118	\$4,237,420	\$2,846,000
Department Total	\$2,343,169	\$3,367,667	\$1,394,676	\$4,598,956	\$3,242,501

NON DEPARTMENTAL

001

090

2000 Expenditure Detail

Supplies

519-90-31-31	Office/Operating Supplies General Supplies-All depts	\$35,000
519-90-35-00	Small Tools/Minor Equipment	\$5,000
	<i>Total Supplies</i>	\$40,000

Other Services and Charges

519-90-41-00	Professional Services	
	Service Contracts (Computer Server Only)	\$6,000
	Service Contracts (Copier)	\$12,000
	Human Services Grants	\$92,000
	Janitorial	\$25,000
	Eden Support	\$5,000
	GIS Services	\$8,500
	Sierra Support	\$4,976
	Computer Support	\$8,000
	Computer Systems Developmt	\$6,000
	Internet Access & Web Page	\$8,000
	E-Mail	\$3,600
		\$179,076
519-90-42-00	Communication Postage	\$20,000
519-90-45-00	Operating Rentals Misc Room Rentals	\$1,500
		\$1,500
519-90-46-00	Insurance WCIA Payment	\$65,000
519-90-47-00	Utilities	\$30,000
	<i>Total Other Services and Charges</i>	\$295,576

Intergovernmental & Interfund

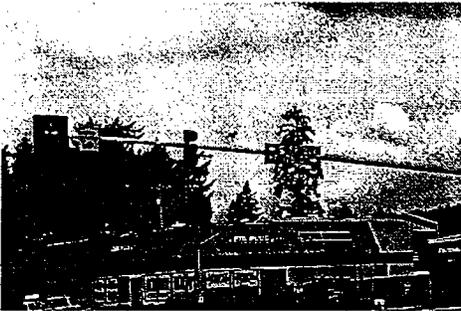
519-90-51-00	Intergovernmental Professional Services	
	AWC	\$4,863
	SCA	\$3,848
	PSAPCA	\$4,606
	ETP	\$550
	PSRC	\$4,348
	Liquor Profits/Excise (2%)	\$1,625
	Voters Pamphlet	\$600
	ARCH Housing Trust Fund	\$5,485
	Election Costs	\$5,000
	<i>Total Intergovernmental & Interfund</i>	\$30,925

<i>Capital Outlay</i>		
594-19-64-00	Machinery and Equipment	
	City Hall Improvements	\$30,000
	<i>Total Capital Outlays</i>	\$30,000
 <i>Transfers</i>		
	Street	\$941,000
	Civic Center Reserve	\$750,000
	Operational Reserve	\$200,000
	Equipment Replacement	\$100,000
	Debt Service	\$560,000
	Capital Projects	\$295,000
	 <i>Total Transfers</i>	 \$2,846,000
	 DEPARTMENT TOTAL	 <u>\$3,242,501</u>

Special Revenue

Street Fund

The Street fund provides services in transportation related engineering and roads maintenance and operations. These include neighborhood safety programs, traffic data management, road preservation, street lighting, traffic & pedestrian signals, pavement markings, roadside landscape & vegetation maintenance, and maintenance service contract coordination and management.



Video vehicle detection system installed at 175th/131st

1999 Accomplishments

Project Highlights

- Completed Woodinville-Duvall road improvement project. Accelerated 10-day pavement schedule to be completed in 3 days. Construction management was performed with in-house staffing.
- Performed in-house design, specifications, and construction management on all 1999 construction improvements except Woodinville-Duvall Road.
- Designed and implemented, repaired and paved 175th/131st Intersection without impact to local businesses and daytime traffic. Project came in under budget.
- Designed and implemented the 131st/Wilmot Park pedestrian traffic signal. Project was designed in-house and construction came in under budget.
- Installed video vehicle detection system at 175th/131st Intersection.
- Installed lighted pedestrian push button on 175th at City Hall to review safety innovation system.
- Reviewed and implemented a Spread Spectrum traffic signal interconnection along NE 175th Street. Spread Spectrum came in under 35% of approved budget and allowed installation without impact to traffic on NE 175th.
- Completed Citywide Traffic Model through CH2M Hill.
- Executed roadside maintenance contract with Total Landscape.

Goals for the Year 2000

- Explore privatization of some areas of maintenance services.
- Evaluate and perform pavement overlay program for 2000.
- Establish level of services for roadside maintenance using contract and in-house staffing.
- Prepare in-house traffic model and prepare traffic plan.
- Identify future transportation capital projects.
- Develop neighborhood traffic safety program.
- Improve ability to provide emergency traffic control abilities.
- Review and revise street landscape service contract.
- Identify and repair sidewalk problems.
- Provide ability to perform in-house traffic counts for prompt traffic analysis



Neighborhood Traffic Safety Program to be implemented in 2000

Streets

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$99,606	\$114,990	\$68,813	\$146,783	\$132,606
Benefits	\$22,519	\$27,109	\$15,518	\$33,084	\$24,452
Supplies	\$5,106	\$3,346	\$2,955	\$8,546	\$22,100
Services	\$113,398	\$129,035	\$342,129	\$214,295	\$297,933
Capital Outlay	\$0	\$0	\$26,047	\$28,319	\$52,000
Intergovernmental	\$309,211	\$339,415	\$289,416	\$425,550	\$661,000
Interfund Payments	\$1,650	\$4,500	\$3,958	\$4,194	\$4,150
Fund Total	\$551,490	\$618,394	\$748,836	\$860,770	\$1,194,241

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Public Works Director	0.25	0.25	0.25	0.25	0.25
Public Services Assistant			0.10		
Administrative Assistant				0.50	0.25
Maintenance Superintendent			0.50		0.50
Senior Engineer/Engineer	1.25	1.25		1.00	0.75
Design Engineer			0.75		
Traffic Engineer			0.50		
Traffic Planner				0.50	
Assistant Engineer			0.50	1.00	0.50
Technician			0.60		
Public Works Coordinator	0.45	0.45			
Position Totals	1.95	1.95	3.20	3.25	2.25

	Number	Hrs. Ea.	Total Hours
Interns	2	960	1920

STREETS

101
000

2000 Expenditure Detail

<i>Salaries and Wages</i>		
542-30-11-00	Salaries	\$132,606
<i>Personnel Benefits</i>		
542-30-20	Benefits	\$24,452
<i>Supplies</i>		
542-30-31-32	Operating Supplies	
	General Office Supply	\$600
	Materials (soil, bark, pit-run, rock)	\$3,600
	Winter street sand	\$2,400
	Mower blades, chain saw, equipment parts, weed line	\$800
	Traffic counter supplies	\$1,600
	Wood, supplies	\$1,200
	Asphalt cold patch	\$1,600
	Street Paint	\$500
	ITE Reference Books	\$1,000
	Safety gear (gloves, hardhats, vests, ear plugs, paddles...)	\$1,000
	Safety tee shirts	\$200
	4th of July Event supplies	\$2,000
	All Fools Day event	\$1,000
		\$17,500
542-30-35-00	Small Tools/Minor Equipment	
	Hand tools	\$600
	Traffic Control Devices	\$2,000
	Small mower	\$400
	Weed cutters	\$600
	Hand held radios (2)	\$1,000
		\$4,600
542-30-36-00	General Miscellaneous	
	<i>Total Supplies</i>	\$22,100
<i>Other Services and Charges</i>		
542-30-41-00	Professional Services	
	Neighborhood traffic safety	\$25,000
	Tree pruning	\$8,000
	Street landscaping services	\$38,000
	Vehicle Miles Travels	\$60,000
	Support professional services	\$20,000
	Snow removal service backup	\$24,000
	ESA support services	\$30,000
		\$205,000

542-30-42-00	Communication		
	Cell phone charges	\$600	
	Public notification / outreach	\$1,600	
	Pager service	\$160	
			\$2,360
542-30-43-00	Travel		
	Training and General Travel	\$900	
	State/County training	\$300	
	Meals	\$1,140	
	Mileage	\$795	
			\$3,135
542-30-44-00	Advertising		
	Small works/professional	\$1,000	
	Call for bids	\$800	
	Personnel Ad	\$300	
			\$2,100
542-30-45-00	Operating Rentals		
	Grinder/mulcher	\$2,400	
	Vegetation removal equipment	\$2,000	
	Misc.	\$4,000	
			\$8,400
542-30-47-00	Utility Services		
	Street light Operation	\$64,000	
	Water usage	\$800	
			\$64,800
542-30-48-00	Repairs and Maintenance		
	Street lighting	\$6,000	
	Equipment repair	\$1,600	
			\$7,600
542-30-49-10	Education/Training		
	Safety Training		
	ESA Training		
	APWA - Privatization		
	Maintenace Conference		
	Advance Highway Capacity Analysis		
	MUTCD Revision		
	Construction Inspection		
	Fundamentals of Traffic Engineering		
	Roadway Safety Features		

	CAD training		
	OSHA Training and Certification		
	Thesis		
	ITE Conference		
	Traffic Training		
	Transped Classes		
	Continued Education		
	TRB Access Management		
	TRB Planning Conference		
	GIS @ UW		
	TRB Planning Conference		\$3,938
542-30-49-20	Miscellaneous		
	ITE Membership - Joe	\$200	
	PE License - Joe	\$100	
	EIT - Dan	\$50	
	American Planning Assoc dues	\$250	
			\$600
	<i>Total Other Services and Charges</i>		\$297,933
	<i>Intergovernmental</i>		
	Sidewalk/curb repair	\$50,000	
	2000 Pavement overlay	\$150,000	
	Entrance Sign enhancements	\$20,000	
	King County Traffic	\$105,000	
	King County Roads	\$336,000	
			\$661,000
	<i>Total Intergovernmental</i>		\$661,000
	<i>Interfund Payment for Service</i>		\$4,150
	<i>Capital Outlay</i>		
542-30-64-00	Machinery and Equipment		
	New street lighting	\$6,000	
	Neighborhood traffic safety	\$40,000	
	Traffic Counters	\$6,000	
	<i>Total Capital Outlay</i>		\$52,000
	FUND TOTAL		<u><u>\$1,194,241</u></u>

Arterial Street Fund

The Arterial Streets Fund supports all of the costs identified with the development, planning, design, property acquisition, and construction of identified transportation capital improvement projects. The costs associated with the implementation of these projects are funded under the Public Works and Street funds. The 1999 accomplishments and 2000 projections are shown under these other funds.

Arterial Streets

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Services/Intergov. Svcs	\$97,111	\$271,148	\$560,181	\$321,957	\$0
Capital Outlay	\$320,175	\$374,905	\$634,408	\$286,924	\$0
Fund Total	\$417,286	\$646,053	\$1,194,589	\$608,881	\$0

Special Revenue Funds

(Expenditure)

In addition to the Street and Arterial Street funds, there are three (3) other Special Revenue funds: the Contingency, Mitigation, and Admission Tax Park Capital funds.

Contingency Fund

The Contingency Fund was established by the Council as a fund to be used for unspecified expenses and as a reserve for unforeseen needs. Although there are no anticipated expenditures in this fund at this time, Council may designate appropriate expenditures during the budget year.

Mitigation Fund

The Mitigation Fund receives mitigation payments from developers for shared costs of improvements. In the year the project begins, the money received as mitigation payments is transferred to the appropriate construction fund to pay the shared costs of the project. The Mitigation Fund will transfer money for one project in 2000.

Admission Tax Fund

The Admission Tax fund was established in 1997 and receives money from admission taxes, largely from the downtown cinema. Proceeds will be used for projects identified in the Capital Improvement Plan (CIP).

Contingency

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Services	\$0	\$1,000	\$0	\$0	\$0
Other Financing Uses			\$235,000	\$0	\$0
Fund Total	\$0	\$1,000	\$0	\$0	\$0

Mitigation

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Interfund Transfer	\$0	\$66,391	\$394,270	\$15,959	\$264,000
Fund Total	\$0	\$66,391	\$394,270	\$15,959	\$264,000

Admission Tax Park Capital Fund

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Capital Outlay				\$16,807	
Interfund Transfer	\$0	\$0	\$75,000	\$0	\$382,907
Fund Total	\$0	\$0	\$75,000	\$16,807	\$382,907

MITIGATION

108
000

2000 Expenditure Detail

Transfer to Wood/Sno. Rd. 264,000

FUND TOTAL \$264,000

CONTINGENCY

103
000

2000 Expenditure Detail

(no expenditures recommended)

ARTERIAL STREETS

102
000

2000 Expenditure Detail

(no expenditures recommended)

ADMISSION TAX PARK CAPITAL

110
000

2000 Expenditure Detail

<i>Transfer to Little Bear Cr. Lineal Park</i>	\$75,000
<i>Transfer to Skate Park</i>	\$118,000
<i>Transfer to Woodinview</i>	\$60,000
<i>Transfer to Woodin Creek</i>	\$90,000
<i>Transfer to Open Space</i>	\$39,907
	<u><u>\$382,907</u></u>

Debt Service

Debt Service**Fund Summary**

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Principal and interest	\$421,975	\$45,085	\$140,170	\$137,420	\$1,710,670
Fund Total	\$421,975	\$45,085	\$140,170	\$137,420	\$1,710,670

DEBT SERVICE**2000 Expenditure Detail***Redemption of General Long Term Debt*

Debt Service Brittany Park Property	\$139,670
Debt Service School District Property	\$1,571,000

FUND TOTAL**\$1,710,670**

Capital Project

Capital Funds

(Expenditure)

Capital Project Fund

Capital costs that can be funded from the first one quarter percent include 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 2000, this fund will transfer \$918,000 to C.I.P. projects.

Special Capital Projects

The **Special Capital Projects** may spend funds only on public works projects of a local government for planning, acquisition, construction, reconstruction, replacement, 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. In 2000, this fund will transfer \$433,000 to capital projects

Capital Street Reserve Fund

The **Capital Street Reserve Fund** also transfers money to street projects. In 2000, \$2.1 million will transfer out.

Real Property Reserve Fund

The **Real Property Reserve Fund** has been used for the demolition of buildings on the City Hall site. For 2000, no expenditures are anticipated.

Surface Water Capital Reserve Fund

The **Surface Water Capital Reserve Fund** has money transferred from the surface water operating budgets to seed the future capital projects associated with surface water issue, in 2000, it will transfer \$25,000 for stream planting.

Civic Center Fund

The **Civic Center Fund** will help to pay the costs of purchasing Sorenson.

177th Street Construction Fund

The **177th Street Construction Fund** was established to account for the revenue from the recently imposed utility tax and to track project costs for the reconstruction of 177th St. For 2000, the fund will not incur expenses.

City Hall Fund

The **City Hall Fund** will be used to pay for the costs of constructing a new City Hall.

Capital Projects

The various capital projects are more clearly identified in the C.I.P.

- ◀ 133rd Ave. NE
- ◀ NE 175th/140th improvement project
- ◀ 124th Ave. NE
- ◀ Woodinville-Snohomish Rd/200th
- ◀ Stream Corridor Planting
- ◀ Pedestrian Crossing
- ◀ SR202/127th Pl. intersection
- ◀ SR202/148th Ave. intersection project
- ◀ SR 522/SR202 interchange project
- ◀ Little Bear Creek Lineal Park
- ◀ Woodinview Park
- ◀ Open Space Acquisition
- ◀ Skate Park
- ◀ Woodin Creek

Capital Improvement

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Interfund Transfer	\$0	\$1,104,000	\$100,000	\$0	\$918,000
Fund Total	\$0	\$1,104,000	\$100,000	\$0	\$918,000

Special Capital Improvement

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Interfund Transfer	\$0	\$0	\$375,000	\$0	\$433,000
Fund Total	\$0	\$0	\$375,000	\$0	\$433,000

Capital Street Reserve

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Interfund Transfer	\$0	\$0	\$300,000	\$0	\$2,122,000
Fund Total	\$0	\$0	\$300,000	\$0	\$2,122,000

Real Property

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Professional Services	\$0	\$10,875	\$1,402	\$52,519	\$0
Land Purchase	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$10,875	\$1,402	\$52,519	\$0

Surface Water Capital Reserve

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Transfer to Capital Project	\$0	\$0	\$0	\$0	\$25,000
Fund Total	\$0	\$0	\$0	\$0	\$25,000

Civic Center

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Supplies	\$0	\$0	\$0	\$0	\$0
Services	\$0	\$0	\$0	\$6,596	\$0
Capital Outlay	\$0	\$0	\$0	\$1,601,716	\$0
Transfer to Debt Service					\$1,571,000
Fund Total	\$0	\$0	\$0	\$1,608,312	\$1,571,000

177th Street Construction Fund

Fund Summary

	1998 Actual	1999 Actual	2000 Budget
Other Services	\$0	\$55,522	\$0
Fund Total	\$0	\$55,522	\$0

Capital Construction

Fund Summary

	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Services	\$0	\$163,942	\$38,384	
Capital Outlay	\$137,557	\$2,134,292	\$66,345	
Residual Transfer				\$60,093
Fund Total	\$137,557	\$2,298,234	\$104,729	\$60,093

City Hall

Fund Summary

	1999 Actual	2000 Budget
Services	\$278,998	\$1,790,000
Capital Outlay	\$0	\$3,200,000
Fund Total	\$278,998	\$4,990,000

133rd Ave Capital Project

Fund Summary

Services
Capital Outlay
Fund Total

2000
Budget
\$16,000
\$602,000
\$618,000

175th/140th Capital Project

Fund Summary

Services
Capital Outlay
Fund Total

2000
Budget
\$30,000
\$315,000
\$345,000

124th Ave Capital Project

Fund Summary

Services
Capital Outlay
Fund Total

2000
Budget
\$40,000
\$404,000
\$444,000

Wood/Sno. Rd.
Fund Summary

Services
Capital Outlay
Fund Total

**2000
Budget**
\$100,000
\$300,000
\$400,000

Stream Corridor Planting Project
Fund Summary

Capital Outlay
Fund Total

**2000
Budget**
\$50,000
\$50,000

Pedestrian Crossing
Fund Summary

Services
Capital Outlay
Fund Total

**2000
Budget**
\$10,000
\$80,000
\$90,000

202/127th
Fund Summary

Services
Capital Outlay
Fund Total

2000 Budget
\$350,000
\$500,000
<u>\$850,000</u>

202/148th
Fund Summary

Services
Capital Outlay
Fund Total

2000 Budget
\$300,000
\$390,000
<u>\$690,000</u>

522/202
Fund Summary

Services
Fund Total

2000 Budget
\$300,000
<u>\$300,000</u>

Little Bear Creek Lineal Park
Fund Summary

	2000 Budget
Services	\$40,000
Capital Outlay	\$35,000
Fund Total	<u>\$75,000</u>

Woodinview Park
Fund Summary

	2000 Budget
Capital Outlay	\$60,000
Fund Total	<u>\$60,000</u>

Open Space
Fund Summary

	2000 Budget
Capital Outlay	\$100,000
Fund Total	<u>\$100,000</u>

Skate Park
Fund Summary

	2000 Budget
Services	\$8,000
Capital Outlay	<u>\$110,000</u>
Fund Total	<u>\$118,000</u>

Woodin Creek Park
Fund Summary

	2000 Budget
Capital Outlay	<u>\$90,000</u>
Fund Total	<u>\$90,000</u>

CAPITAL IMPROVEMENT

301

000

2000 Expenditure Detail

<i>Transfer to 133rd</i>	\$618,000
<i>Transfer to 522/202</i>	\$300,000

\$918,000

302

000

SPECIAL CAPITAL IMPROVEMENT

2000 Expenditure Detail

<i>Transfer to Wood/Sno Rd.</i>	\$136,000
<i>Transfer to 202/148th</i>	\$297,000

\$433,000

CAPITAL STREET RESERVE

303

000

2000 Expenditure Detail

<i>Transfer to 175th/140th</i>	\$345,000
<i>Transfer to 124th</i>	\$444,000
<i>Transfer to Ped</i>	\$90,000
<i>Transfer to 202/127th</i>	\$850,000
<i>Transfer to 202/148th</i>	\$393,000

\$2,122,000

SURFACE WATER CAPITAL RESERVE

304

000

2000 Expenditure Detail

<i>Transfer to Stream Corridor Planting</i>	\$25,000
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\$25,000

REAL PROPERTY RESERVE

305

000

2000 Expenditure Detail

(no expenditures recommended)

177th Street Construction

312
000

2000 Expenditure Detail

(no expenditures recommended)

Civic Center

390
000

2000 Expenditure Detail

Transfer to Debt Service

\$ 1,571,000

FUND TOTAL

\$1,571,000

City Hall

380
000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00 Professional Services

\$1,790,000.00

Capital Outlay

594-14-64-00

\$3,200,000.00

FUND TOTAL

\$4,990,000

133rd Ave.

331
000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00	Professional Services	\$16,000
--------------	-----------------------	----------

Capital Outlay

594-14-61-00	Land	\$10,000
594-14-63-00	Other Improvements	\$592,000
		<u>\$ 602,000</u>

FUND TOTAL

\$618,000

175th/140th

332
000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00	Professional Services	\$30,000
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Capital Outlay

594-14-63-00	Other Improvements	\$315,000
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FUND TOTAL

\$345,000

124th Ave

333
000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00	Professional Services	\$40,000
--------------	-----------------------	----------

Capital Outlay

594-14-63-00	Other Improvements	\$404,000
--------------	--------------------	-----------

FUND TOTAL

\$444,000

202/127th

337

000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00 Professional Services \$350,000

Capital Outlay

594-14-61-00 Land \$500,000

FUND TOTAL

\$850,000

202/148th

338

000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00 Professional Services \$300,000

Capital Outlay

594-14-61-00 Land \$390,000

FUND TOTAL

\$690,000

522/202

339

000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00 Professional Services \$300,000

Capital Outlay

594-14-63-00 Other Improvements

FUND TOTAL

\$300,000

Little Bear Creek Lineal Park

340			
000		2000 Expenditure Detail	
		<i>Other Services and Charges</i>	
514-30-41-00	Professional Services		\$40,000
		<i>Capital Outlay</i>	
594-14-61-00	Land		\$35,000
	FUND TOTAL		<u><u>\$75,000</u></u>

Woodinview Park

341	Woodinview Park		
000		2000 Expenditure Detail	
		<i>Other Services and Charges</i>	
514-30-41-00	Professional Services		
		<i>Capital Outlay</i>	
594-14-61-00	Other Improvements		\$60,000
	FUND TOTAL		<u><u>\$60,000</u></u>

Open Space

346	Open Space		
000		2000 Expenditure Detail	
		<i>Other Services and Charges</i>	
514-30-41-00	Professional Services		
		<i>Capital Outlay</i>	
594-14-61-00	Land		\$100,000
	FUND TOTAL		<u><u>\$100,000</u></u>

Skate Park

342
000

2000 Expenditure Detail

Other Services and Charges

514-30-41-00	Professional Services	\$8,000
--------------	-----------------------	---------

Capital Outlay

594-14-63-00	Other Improvements	\$65,000
594-14-61-00	Land	\$45,000
		<u>\$110,000</u>

FUND TOTAL

\$118,000

Woodin Creek

343
000

2000 Expenditure Detail

Capital Outlay

594-14-63-00	Other Improvements	\$90,000
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FUND TOTAL

\$90,000

Capital Construction

310
000

2000 Expenditure Detail

Transfer

Residual Equity Transfer to Open Space	\$60,093
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FUND TOTAL

\$60,093

Enterprise

Enterprise Fund

(Expenditure)

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

Surface Water Management Fund

Surface Water Management is an enterprise fund that supports activities associated with all surface water areas of planning, management, and maintenance and operations. This includes streams, rivers, open ponds, wetlands, drainage systems, and watersheds. The department deals with protection, enhancement and education of water quality, fish and wildlife habitat in stream corridor areas, aquatic plants, and critical areas. The department also deals with maintenance and operation of the storm system conveyance, detention, and retention systems. The purpose of the Surface Water Management fund is to promote public health and safety by controlling the quality and quantity of surface water runoff, maintaining and enhancing the natural drainage system and protecting the public during major floods.

1999 Accomplishments

- Hired Senior Engineer in Surface Water
- Created topographical base map for stormwater inventory
- Began inventory of drainage system
- Performed customer outreach to identify drainage problems
- Worked cooperatively with Parks Department on elementary and middle school education program
- Developed Salmon Task Force public education program
- Sammamish River vegetation enhancement
- Ugly Pond planting in Lake Leota
- Inspected and performed maintenance on all detention systems

Goals for the Year 2000

- Development of first phases of Surface Water Comprehensive Plan (pending approval by Council in 1999)
- Performance of Biological Assessments of current capital projects schedule for 2000
- Completion of stormwater inventory
- Creation of stormwater basin and infrastructure inventory geographical base map
- Develop Best Management Practices for system maintenance
- Create a maintenance operation plan
- Begin Endangered Species Act training and preliminary strategy plan
- Explore privatization of some maintenance services



The Public Works Department supports the "Ugly Pond" program which helps beautify existing detention facilities.

Surface Water Management

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Salaries	\$56,582	\$57,850	\$50,195	\$102,428	\$173,067
Benefits	\$12,507	\$13,488	\$11,518	\$22,646	\$34,473
Supplies	\$3,559	\$959	\$514	\$7,497	\$14,900
Services	\$28,437	\$73,203	\$186,101	\$82,836	\$483,940
Capital Outlay	\$19,160	\$297,030	\$57,127	\$261,213	\$3,000
Intergovernmental	\$182,136	\$312,589	\$117,345	\$196,570	\$376,000
Interfund Payments	\$61,720	\$90,536	\$100,765	\$101,003	\$100,663
Other Financing Uses	\$150,000	\$0	\$0	\$289,000	\$400,000
Department Total	\$514,101	\$845,655	\$523,564	\$1,063,193	\$1,586,043

Position Summary	Actual 1996	Actual 1997	Actual 1998	Actual 1999	Proposed 2000
Public Works Director			0.25	0.25	0.25
Public Services Administrator	0.25	0.25			
Public Works Assistant	0.3		0.10	0.25	
Maintenance Superintendent			0.50		
Public Works Coordinator	0.45	0.45		0.5	0.5
Utility Laborer			0.40		
Senior Engineer/Engineer	0.25	0.75	0.25		
Surface Water Engineer			1.00	1	0.8
Assistant Engineer			0.50	0.5	0.25
Admin Assistant			1.50		0.25
Environmental Planner					0.5
Volunteer Coordinator					0.25
Position Totals	1.25	1.45	4.50	2.50	2.80

	No. of Interns	Hours (ea.)
Interns (part time)	6	256

SURFACE WATER MANAGEMENT

410
000

2000 Expenditure Detail

	<i>Salaries and Wages</i>		
531-10-11-00	Salaries		\$173,067
531-10-20	<i>Personnel Benefits</i>		
	Benefits		\$34,473
	<i>Supplies</i>		
531-10-31-31	Office/Operating Supplies		
	Office Supplies	\$600	
	Plants & Materials	\$2,400	
	Erosion control	\$600	
	Grates & hardware	\$800	
	Paint, marking ribbon	\$200	
	SWM/ESA reference books	\$800	
	Safety gear	\$1,000	
	Safety tee shirts	\$200	
	ESA/Fish signs	\$600	
	ESA Display material	\$800	
	Design Software upgrade - 1/2 with Engr	\$750	
			\$8,750
531-10-35-00	Small Tools/Minor Equipment		
	Hand tools	\$400	
	Safety Tools	\$1,000	
	Traffic Control Devices	\$1,000	
	Planimeter	\$600	
	Catch basin cleaners	\$500	
	CB/MH puller	\$150	
	Power rake	\$500	
	Hand held radios (2)	\$1,000	
	Misc tools	\$1,000	
			\$6,150
	<i>Total Supplies</i>		\$14,900
	<i>Other Services and Charges</i>		
531-10-41-00	Professional Services		
	Tree/Debris removal	\$4,000	
	Woodin Creek Maintenance program	\$1,000	
	Soil/water testing	\$5,000	
	Water quality reports	\$5,000	
	Ugly Pond program	\$12,000	
	TV Storm lines	\$8,000	

	Water quality upgrade program	\$30,000	
	On call general storm support	\$25,000	
	SWM Plan/Mapping	\$277,000	
	ESA/BA/HPA/NPDES II for maintenance project	\$30,000	
	Private vactoring service	\$30,000	
	Salmon protection/vegetation control program	\$25,000	
			\$452,000
531-10-42-00	Communication		
	ESA public communication program	\$16,000	
	ESA/Salmon education signs	\$3,000	
	Public notification	\$1,200	
	Cell-phone	\$600	
	Pager	\$160	
			\$20,960
531-10-43-00	Travel		
	General meeting and training	\$1,200	
	State/County training	\$300	
	Meals	\$400	
	Mileage	\$280	
			\$2,180
531-10-44-00	Advertising		
	Small work	\$500	
	Call for services	\$1,200	
	Personnel ad	\$300	
	Public Notices	\$1,000	
			\$3,000
531-10-45-00	Operating Rentals & Leases		
531-10-48-00	Repairs & Maint.		
	Stream Gauge	\$500	
	Rain Gauge	\$200	
			\$700
531-10-49-10	Education and Training		
	DOE SEPA /ESA classes		
	Environmental Impact Mgt		
	ESA Training		
	APWA Privatization		
	BMP/SWM Training		
	Safety Training		
			\$4,900

531-10-49-20	Miscellaneous		
	PE License - Yosh	\$100	
	APWA membership - Val	\$100	
			\$200
	<i>Total Other Services and Charges</i>		\$483,940
531-10-49-20	<i>Intergovernmental</i>		
	Professional Services		
	KC Surface Water Mgt	\$250,000	
	Drainage Maintenance - Road (w/ESA requirements)	\$100,000	
	Sammamish Forum	\$10,000	
	Puget Sound water studies	\$6,000	
	ESA study groups	\$10,000	
	<i>Total Intergovernmental</i>		\$376,000
	<i>Interfund</i>		
531-10-51-00	Interfund Payments for Services		
	Vehicle Use	\$3,832	
	Interfund payment for services	\$96,831	
			\$100,663
	<i>Transfer</i>		
	Transfer to SWM Reserve		\$400,000
	<i>Capital Outlays</i>		
	Brush Cutter	\$3,000	
	Machinery and Equipment	\$3,000	
	TOTAL SURFACE WATER		<u>\$1,586,043</u>

Internal Service

Equipment Rental

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Supplies	\$2,784	\$3,007	\$3,248	\$3,038	\$3,500
Services	\$3,316	\$3,183	\$3,139	\$2,875	\$7,200
Department Total	\$6,100	\$6,190	\$6,387	\$5,913	\$10,700

Equipment Replacement

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
	\$0	\$9,959	\$4,779	\$31,438	\$62,500
Department Total	\$0	\$9,959	\$4,779	\$31,438	\$62,500

Unemployment

Fund Summary

	1996 Actual	1997 Actual	1998 Actual	1999 Actual	2000 Budget
Claims	\$468	\$620	\$2,256	\$0	\$1,000
Department Total	\$468	\$620	\$2,256	\$0	\$1,000

EQUIPMENT RENTAL

501
000

2000 Expenditure Detail

Supplies
548-60-31-32 Operating Supplies \$ 3,500

Other Services and Charges
548-60-42-00 Communication \$700
548-60-46-00 Insurance \$500
548-60-48-00 Repairs & Maintenance \$6,000
 Total Other Services \$7,200

FUND TOTAL \$ 10,700

EQUIPMENT REPLACEMENT

503
000

2000 Expenditure Detail

Capital Outlay
594-18-64-00 Machinery and Equipment \$62,500

FUND TOTAL \$ 62,500

UNEMPLOYMENT COMPENSATION

505
000

2000 Expenditure Detail

517-78-00-00 *Other Services and Charges*
 Unemployment Claims \$1,000

FUND TOTAL \$ 1,000

Appendices

City Council Guiding Principles

COUNCIL

In carrying out its duties, the City Council recognizes that it sets the tone for the city organization. That tone is designed to be captured by the title and descriptions of each guiding principle shown below. The City Council realizes that its role is best carried out when done with a keen sense of responsibility to and interaction with the citizens it represents. The City Council acts as the legislative arm of Woodinville's municipal government. The Council, through its own efforts, and those of the citizens, boards, commissions, and staff, creates and adopts ordinances and resolutions that establish the laws and policies to govern the City. The general powers and duties of the Council are provided by 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.

Council has developed Guiding Principles to guide political and administrative decision making and to set the tone for the conduct of civic affairs. The Guiding Principles are as follows:

Creativity

The City Council values creativity and innovation in problem solving and therefore encourages the taking of well considered risks. The City will strive to establish means by which these values can be rewarded when effectively applied. The City will always be mindful that "well-considered" means thoughtfully calculated risks, appropriately taken as stewards of public resources.

Partnerships

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

Minimal Government

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

As Woodinville matures as a City and develops its regulatory environment, the City Council will ensure that any movement away from this approach is based on fairness, quality of life, safety and proper stewardship of the environment.

Leadership

The City Council recognizes that, as the governing body of the general purpose local government for Woodinville, it is in a unique position to identify community issues that warrant a response in either taking action or being a catalyst in marshalling response from others. The City Council also recognizes that exercising leadership can mean finding balance in such things as legislating for the greater public good, recognizing minority interests, valuing diversity, and exercising responsible government. The City Council recognizes that part of leadership is providing appropriate tools for participation.

City Council Guiding Principles...cont'd

Following

Where it is appropriate, necessary, and important to lead, the City Council will carefully exercise its responsibility to lead. In other areas, the City will balance leadership with the call to support, partner or to collectively create more than can be created alone. The City Council recognizes that the City will not always be in the position of leadership on specific issues involving Woodinville. The Council also recognizes that those who do assume leadership positions must know that other organizations and institutions, including the City, will not compete for leadership and will provide encouragement and support for the actions of those

Support

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

Connected

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

Effectiveness

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

Friendliness

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

Common Sense

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

Bias for Action

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

City of Woodinville Boards and Commissions

Boards and Commissions are designed to give citizens a voice in their government. Participation provides a way for citizens to directly participate in reviewing policy issues and recommending actions to the City Council that directly shape the quality of life Woodinville enjoys.

Each board/commission has a staff member who acts as a liaison between the board/commission and the Executive Department. The staff liaison is responsible for coordinating the group's recruitment and forwarding names to the City Council for appointment.

Planning Commission

- | | |
|-------------------------------|----------------|
| █ Gareth Grube, Chair | █ Gina Leonard |
| █ Leonard McNally, Vice-Chair | █ John Janson |
| █ Cherry Jarvis | █ Terry DePolo |
| █ Maria Morris | |

Parks and Recreation Commission

- | | |
|---------------------------|-----------------|
| █ Cathy Wiederhold, Chair | █ Malka Fricks |
| █ Liz Aspen, Vice-Chair | █ Carol Schmidt |
| █ Linda Sarpy | █ Kari Powers |
| █ Larry Chime | |

Tree Board

- | | |
|------------------------|---------------|
| █ Mark Schuster, Chair | █ Bret Wilson |
| █ Barbara Stanfield | █ Ann Rhoades |
| █ Sheryl Oppen | |

Advisory Groups

- █ Facilities and Transportation advisory panel
- █ Salmon Task Force

ORDINANCE NO. 245

AN ORDINANCE OF THE CITY OF WOODINVILLE,
WASHINGTON, ADOPTING A BUDGET FOR THE CITY OF
WOODINVILLE, WASHINGTON, FOR THE YEAR 2000; SETTING
FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, the City Council has identified numerous projects in the Capital Improvement Program are addressed in the 2000 budget, and

WHEREAS, to clearly segregate the projects and ensure accountability it is necessary to establish a fund for each of the capital projects

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 budget of the City of Woodinville, Washington for the year 2000, a copy of which is on file in the Office of the City Clerk, is hereby adopted by this reference, in the aggregate total of estimated revenues and appropriations for all funds combined of \$41,484,929.

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

General Fund	\$8,836,268
Street Fund	\$1,312,132
Arterial Street	\$ 136,326
Contingency	\$ 256,303
Mitigation	\$ 560,947
Admission Tax	\$ 421,904
Debt Service	\$2,131,000
Capital Project	\$1,858,761
Special Capital Project	\$1,704,578
Capital Street Reserve	\$4,184,938
Capital Surface Water Reserve	\$2,716,511
Capital Construction	\$ 60,093
177th Street Construction	\$1,034,889
Real Property	\$ 1,390
Civic Center	\$3,937,568
City Hall Fund	\$5,454,000
133 rd Ave Capital Project	\$ 618,000
175 th /140 th Capital Project	\$ 345,000
124 th Ave Capital Project	\$ 444,000

Wood-Sno.Rd/200 th Capital Project	\$ 400,000
Stream Corridor Planting Capital Project	\$ 50,000
Pedestrian Crossing Capital Project	\$ 90,000
SR202/127 th Pl Capital Project	\$ 850,000
SR202/148 th Ave Capital Project	\$ 690,000
SR522/SR202 Capital Project	\$ 300,000
Little Bear Creek Lineal Park Capital Project	\$ 75,000
Woodinview Park Capital Project	\$ 60,000
Open Space Acquisition Capital Project	\$ 100,000
Skate Park Capital Project	\$ 118,000
Woodin Creek Capital Project	\$ 90,000
Surface Water Management	\$2,063,839
Equipment Rental	\$ 131,546
Equipment Replacement	\$ 419,855
Unemployment Reserve	\$ 32,081

Section 3. The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 13TH DAY OF DECEMBER, 1999.

APPROVED:



 Donald J. Brocha, Mayor

ATTEST/AUTHENTICATED:

By: 
 Sandra C. Steffler/CMC
 City Clerk

ORDINANCE NO. 246

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 199, ADOPTING A BENEFIT AND CLASSIFICATION PAY RANGE FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted a pay, benefit and classification structure for the 1999 budget; and

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

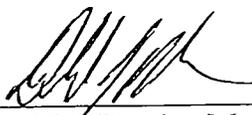
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. That Ordinance No. 221 relating to pay ranges and employee benefits is hereby repealed.

Section 2. The City Council hereby adopts the Employee Benefit Plan attached as Exhibit A, and the classification pay range attached as Exhibit B.

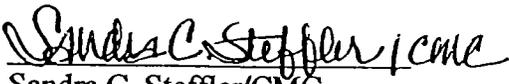
Section 3. The effective date for payment of salary steps, ranges and benefits established by Exhibits A and B shall be January 1, 2000 and shall continue until amended by action of the City Council.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 13th DAY OF DECEMBER 1999.



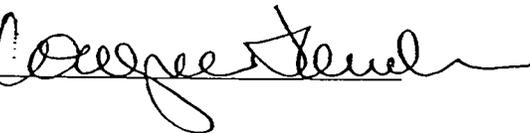
Donald J. Brocha, Mayor

ATTEST/AUTHENTICATED:

By: 
Sandra C. Steffler/CMC
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: 

FILED WITH THE CITY CLERK: 12-14-99
PASSED BY THE CITY COUNCIL: 12-13-99
PUBLISHED: 12-20-99
EFFECTIVE DATE: 12-25-99
ORDINANCE NO. 246

EXHIBIT A

BENEFIT SCHEDULE Effective Date: January 1, 2000

EMPLOYEE BENEFITS - Paid by City

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

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

Dental - AWC Plan A 100% Employee and Dependent Coverage

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

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

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

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

City of Woodinville
Classification Schedule
 Effective January 2000

	<u>Monthly</u>
Grade I	\$ 1,700 to \$ 2,341
Administrative Assistant I	
Maintenance Worker	
Office Assistant	
Volunteer Coordinator	
Permit Clerk	
Grade II	\$ 2,218 to \$ 3,055
Administrative Assistant II	
Accounting Clerk	
Engineering Technician	
Executive Secretary	
Permit Technician	
Planning Technician	
Grade III	\$ 2,894 to \$ 3,986
Assistant Engineer	
Assistant to the City Manager	
Building Inspector	
Community Services Coordinator	
Deputy City Clerk	
Engineering Assistant	
Maintenance Superintendent	
Permit Coordinator	
Planner	
Plans Examiner	
Public Works Assistant	
Recreation Programmer	
Staff Accountant	
Code Enforcement Officer	
Grade IV	\$ 3,776 to \$ 5,202
Building Official	
City Clerk	
City Planner	
Senior Engineer	
Information Systems Manager	
Grade V	\$ 4,927 to \$ 6,788
Department Director	

ORDINANCE NO. 253

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 246, ADOPTING A BENEFIT AND CLASSIFICATION PAY RANGE FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted a pay, benefit and classification structure for the 1999 budget; and

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

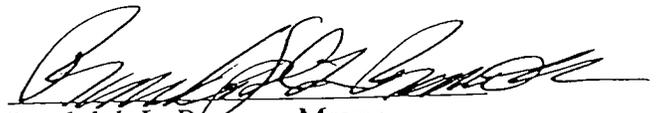
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. That Ordinance No. 246 relating to pay ranges and employee benefits is hereby repealed.

Section 2. The City Council hereby adopts the Employee Benefit Plan attached as Attachment A, and the classification pay range attached as Attachment B.

Section 3. The effective date for payment of salary steps, ranges and benefits established by Attachments A and B shall be February 21, 2000 and shall continue until amended by action of the City Council.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 14th DAY OF FEBRUARY 2000.


Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

By: Sandra C. Steffler/CMC
Sandra C. Steffler/CMC
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: Wagner

FILED WITH THE CITY CLERK:	2.14.00
PASSED BY THE CITY COUNCIL:	2.14.00
PUBLISHED:	2.21.00
EFFECTIVE DATE:	2.24.00
ORDINANCE NO. 253	

EXHIBIT A

BENEFIT SCHEDULE
Effective Date: February 1, 2000

EMPLOYEE BENEFITS - Paid by City

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

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

Dental - AWC Plan A 100% Employee and Dependent Coverage

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

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

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

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

City of Woodinville
Classification Schedule
 Effective February 2000

	Monthly
Grade I	\$ 1,700 to \$ 2,341
<ul style="list-style-type: none"> Administrative Assistant I Maintenance Worker Office Assistant Volunteer Coordinator Permit Tech I Teen Coordinator 	
Grade II	\$ 2,218 to \$ 3,055
<ul style="list-style-type: none"> Administrative Assistant II Accounting Clerk Engineering Technician Executive Secretary Permit Tech II Permit Tech III Planning Technician 	
Grade III	\$ 2,894 to \$ 3,986
<ul style="list-style-type: none"> Assistant Engineer Assistant to the City Manager Building Inspector I Building Inspector II Building Plans Examiner (non-engineer) Civil Plans Examiner (non-engineer) Civil Site Field Inspector Community Services Coordinator Deputy City Clerk Engineering Assistant Maintenance Superintendent Permit Coordinator Planner Plans Examiner Public Works Assistant Recreation Programmer Staff Accountant Code Enforcement Officer 	
Grade IV	\$ 3,776 to \$ 5,202
<ul style="list-style-type: none"> Building Plans Examiner (engineer) Building Official City Clerk City Planner Civil Plans Examiner (engineer) Senior Engineer Information Systems Manager 	
Grade V	\$ 4,927 to \$ 6,788
<ul style="list-style-type: none"> Department Director 	

GLOSSARY

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

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

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

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

ANNUAL BUDGET A budget applicable to a single fiscal year.

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

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

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

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

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

BONDED DEBT That portion of indebtedness represented by outstanding bonds.

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

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

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

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

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

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

CAPITAL OUTLAYS Fixed assets which have a value of \$500 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

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

CASH BASIS A basis of accounting under which transactions are recognized only when cash is received or disbursed.

COLLECTIVE BARGAINING AGREEMENT A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

COUNCILMANIC BONDS Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5% of the assessed valuation.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

ENTITLEMENT The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

EXPENDITURES Decreases in net current assets.

EXPENSES Decreases in net total assets.

FIDUCIARY FUND TYPE The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FISCAL POLICY A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

FIXED ASSETS Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property.

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

FUND BALANCE The excess of the assets of a fund over its liabilities, reserves, and carryover.

GENERAL OBLIGATION (G.O.) BONDS Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GOAL A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

IMPACT FEES Fees assessed to developers to help mitigate costs associated with the impact of growth and development.

INDIRECT COST A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

INTERFUND TRANSFERS The movement of moneys between funds of the same governmental entity.

INTERGOVERNMENTAL REVENUE Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

INTERNAL SERVICE CHARGES The charges to user departments for internal services provided by another government agency, such as equipment pools.

LEVY (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LID BONDS Local Improvement District bonds which financed specific improvements to certain properties where the property owners are assessed an amount to service the principal and interest payments. The City is not directly responsible for the debt but is obligated to the extent that it is required to establish a guaranty fund to guaranty payments.

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE The upkeep of physical properties in condition for use or occupancy.

MISSION STATEMENT A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

MODIFIED ACCRUAL BASIS The modified accrual basis of accounting is used in governmental funds (general, special revenue, debt service, and capital project funds), and in expendable trust and agency funds. Under it, revenues and other financial resource increments are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are generally recognized when they are incurred (bring forth a liability). The City budgets all funds on the modified accrual basis.

OBJECT An expenditure classification applied to the type of item purchased or the service obtained.

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

OBLIGATIONS Amounts which a government may be required legally to meet out of its resources.

OPERATING BUDGET Plans of current expenditures and the proposed means of financing them.

OPERATING EXPENSES The cost for personnel, materials and equipment required for a department to function.

OPERATING REVENUE Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES Governmental fund operating transfers-out. Such amounts are classified separately from revenues.

OVERHEAD All costs other than direct costs.

OVERLAPPING DEBT The proportionate share of the debts of other local governments located wholly or in part within the limits of the reporting government which must be borne by property within each government.

PERFORMANCE INDICATORS Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

PERFORMANCE MEASURE Data collected to determine how effective or efficient a program is in achieving its objectives.

POLICY A principle or course of action chosen to guide decision making.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

REVENUE Sources of income financing the operations of government.

REVENUE BONDS Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

SPECIAL ASSESSMENT A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

TAX LEVY The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

UNRESERVED FUND BALANCE The portion of fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USER FEES The payment of a fee for direct receipt of a public service by the party who benefits from the services.

ACRONYMS

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

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

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