

**ORDINANCE NO. 301**

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2002; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

**WHEREAS**, the City Council has identified numerous projects in the Capital Improvement Program that are addressed in the 2002 budget, and

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

**WHEREAS**, a preliminary budget has been filed with the City Clerk as required by law; now, therefore,

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** A new fund, the 136<sup>th</sup> Ave NE/NE 195<sup>th</sup> Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the 136<sup>th</sup> Ave NE/NE 195<sup>th</sup> Fund will only be used for the design, engineering, and construction associated with the re-channelization of the intersection of NE 195<sup>th</sup> and 136<sup>th</sup> Ave NE.

**Section 2.** A new fund, the SR522/195th Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the SR522/195th Fund shall be used for the design and improvements to the intersection of SR522/195th.

**Section 3.** A new fund, the School/Sports Associations Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the School/Sports Associations Fund shall be used to locate and fund regional recreation facilities.

**Section 4.** A new fund, the Neighborhood Projects Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the Neighborhood Projects Fund shall be used to plan and develop playgrounds in partnerships with neighborhood associations, schools and other agencies, where land acquisition is not necessary.

**Section 5.** The budget of the City of Woodinville, Washington for the year 2002, 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 \$34,457,853.

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

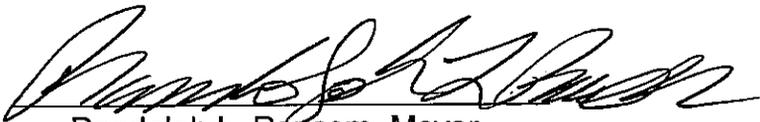
General Fund	\$ 9,814,009
Street Fund	\$ 1,077,207
Arterial Street	\$ 279,339
Contingency	\$ 284,122
Mitigation	\$ 534,856
Admission Tax	\$ 522,980
System Replacement	\$ 103,800
Park Impact Fee	\$ 100,000
Wilmot Tile Fund	\$ 20,000
Debt Service	\$ 861,410
Capital Project	\$ 1,219,229
Special Capital Project	\$ 1,284,727
Capital Street Reserve	\$ 2,178,295
Capital Surface Water Reserve	\$ 2,064,566
177th Street Construction	\$ 2,100,000
Real Property	\$ 21,160
Civic Center	\$ 2,620,897
133 <sup>rd</sup> Ave Capital Project	\$ 1,205,989
175 <sup>th</sup> /140 <sup>th</sup> Capital Project	\$ 54,265
124 <sup>th</sup> Ave Capital Project	\$ 48,605
Pedestrian Improvements Capital Project	\$ 160,235
SR202/127 <sup>th</sup> PI Capital Project	\$ 635,965
SR202/148 <sup>th</sup> Ave Capital Project	\$ 785,353
SR522/SR202 Capital Project	\$ 522,926
Little Bear Creek Lineal Park Capital Project	\$ 302,458
Woodinview Park Capital Project	\$ 113,485
Skate Park Capital Project	\$ 241,661
Stream Corridor Acquisition	\$ 230,000
Habitat Enhancements	\$ 180,000
177 <sup>th</sup> /131 <sup>st</sup> Intersection	\$ 900,000
177 <sup>th</sup> Street Corridor	\$ 1,200,000
175 <sup>th</sup> /131 <sup>st</sup> Right Turn Pocket	\$ 400,000
136 <sup>th</sup> Ave NE/NE 195 <sup>th</sup>	\$ 60,000
SR522/195 <sup>th</sup>	\$ 100,000
School/Sports Associations	\$ 45,000
Neighborhood Projects	\$ 60,000
Surface Water Management	\$ 1,293,141
Equipment Rental	\$ 197,689
Equipment Replacement	\$ 578,265
Unemployment Reserve	\$ 33,367
Affordable Housing	\$ 22,850

**Section 7.** The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

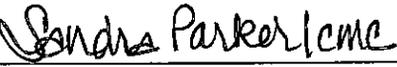
**Section 8. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 3RD DAY OF DECEMBER 2001.

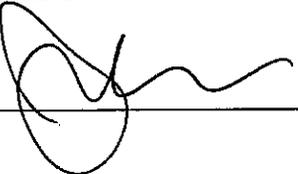
APPROVED:

  
Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

By:   
Sandra Parker/CMC  
City Clerk

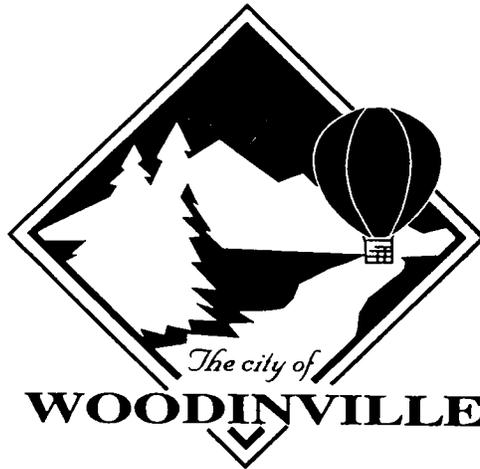
APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By: 

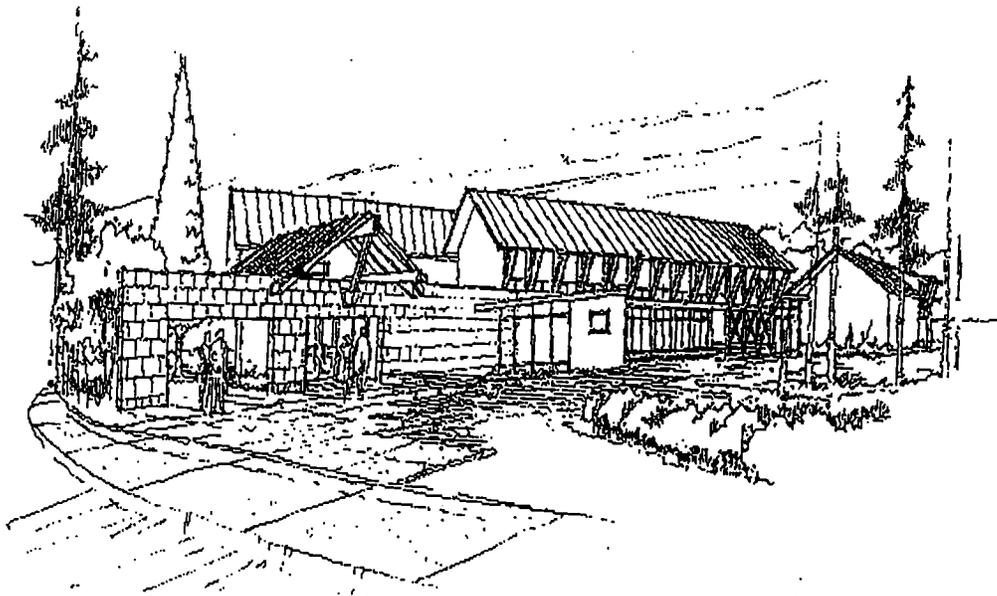
PASSED BY THE CITY COUNCIL: 12-3-2001  
PUBLISHED: 12-10-2001  
EFFECTIVE DATE: 12-15-2001  
ORDINANCE NO. 301

# FINAL BUDGET

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W A S H I N G T O N

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# *City of Woodinville*

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



## *Elected Officials*

*Scott Hageman, Mayor*  
*Carol Bogue, Deputy Mayor*  
*Chuck Price*  
*Cathy Wiederhold*  
*Robert Miller*  
*Gareth Grube*  
*Donald J. Brocha*

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Woodinville  
Washington**

For the Fiscal Year Beginning

**January 1, 2001**

*Arnold A. Thwe*

President

*Jeffrey R. Emer*

Executive Director

# City of Woodinville Boards and Commissions

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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

- Leonard McNally, Chair
- Maria Morris, Vice-Chair
- Terry DePolo
- John Janson
- Cherry Jarvis
- Gina Leonard
- Sheri Zanger

## Parks and Recreation Commission

- Liz Aspen, Chair
- Kari Powers, Vice-Chair
- Larry Chime
- Malka Fricks
- Linda Sarpy
- Bob Vogt
- Tiffany Bond

## Tree Board

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

## Advisory Groups

- Salmon Task Force
- Economic, Housing, Community Design, Land Use, and Parks and Recreation Citizens' Advisory Panels

# Readers' Guide to the Woodinville Budget

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This document describes how Woodinville plans to meet the communities' needs in 2002. Woodinville's Budget Book is not only an assembly of information required for making policy and resource decisions, it is also a resource for citizens interested in learning more about the operation of their City government.

This reader's guide has been provided to inform the reader where particular information may be found. Woodinville's 2002 Budget Book is divided into five sections: Budget Message/Overview, Revenue & Expenditure Summary, Revenue Detail, and Expenditure Detail by Fund. Summary tables and detailed financial information are available in the appendix.

## Budget Message/Overview

The introduction presents the City Manager's Budget Message, highlights Council's goals, describes the Fund Structure and Budget Process, and provides a discussion of the strategic choices and decisions made in the development of the 2002 budget.

## Revenue and Expenditure Summary

These sections provide a summary of sources and uses of revenue for the 2002 budget. Various taxes such as sales, property, utility, admission, and REET taxes are discussed. A summary of expenditures by Fund Type is provided. A list of the Manager's Recommended Capital Outlays and Capital Projects is presented.

## Revenue Detail

This section summarizes anticipated revenues in 2002 as well as revenue comparisons from previous years. Beginning fund balances and brief descriptions of the various funds are presented.

## Expenditure Detail

This section describes the function, accomplishments and goals of each department, and displays the departmental operating budgets for 2002. Position summaries and total FTE's are shown. This section also provides a five-year history of expenditures. Such data are essential for planning future Woodinville government endeavors.

## Appendix

This section provides a glossary, a list of acronyms, expenditure details, and other statistical information.

# Fund Structure

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Government accounting systems are organized and operated on a fund basis. A *fund* is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. If the definition seems cumbersome, think of each fund as a separate checking account, and each may only be used for certain types of expenditures. For example, the Surface Water Management revenue must be used for surface water issues.

## Types of Funds

The City of Woodinville currently has 41 funds that are categorized into seven types: General, Special Revenue, Debt, Capital Project, Enterprise, and Internal Service, and Trust Funds. Each type has certain implications and each is looked at in a very distinct way. Below are the seven categories with a listing of all funds within each category.

**General Fund**, sometimes referred to as current expense, accounts for all revenues and expenditures of the City which are not accounted for in other funds. It is the largest and most important accounting entity of the City. The majority of its revenue is generated from sales tax and property taxes.

**Special Revenue Funds** are used to account for the proceeds of taxes or other revenues, which must be used for specific purposes.

The City of Woodinville has eight Special Revenue Funds: the Street, Arterial, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fee, and Wilmot Tile Fund. The **Street Fund**, largely subsidized by the General Fund, is responsible for the maintenance of City streets. The **Arterial Street Fund** receives a small amount of gas tax revenue and uses it for street capital projects. The **Mitigation Fund** receives assessments from developers for specific projects. **Contingency**, as recommended by the Finance Committee, has revenue set aside for unforeseen expenses. The source of revenue for the **Admission Tax Fund** is a 5% tax on admission to certain events and revenue is pledged to park capital projects. Using General Fund transfers, the **City Hall System Replacement Fund** was established to set aside money for the replacement of the larger system components of the new City Hall, such as HVAC and the roof. The **Park Impact Fee Fund** receives assessments from new residential developers and monies will be used for the expansion of parks,

open space, and recreation facilities. The **Wilmot Tile Fund** was created to provide additional revenue for the completion of the Wilmot Park Infrastructure.

The **Debt Service Fund** was established to pay the principal and interest on City debt obligations.

**Capital Project Funds** account for the acquisition or development of capital facilities. Sources of revenues to this fund can include bond proceeds, grants, real estate excise and utility taxes and transfers of revenues from other funds. Woodinville has 26 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve, Surface Water Reserve, 177<sup>th</sup> Street Construction, Real Property Reserve, and 20 capital projects, identified in the City's Capital Improvement Program.

**Capital Project Fund** receives money from the first 1/4 percent real estate excise tax and from a transfer from the General Fund. Projects that can be funded from the first one quarter percent are less restricted than the second one quarter percent, and may be spent for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; parks recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities; river and/or waterway flood control projects.

REET I (the first .25% real estate excise tax) revenue can be spent only on projects specified in the capital facilities plan element of a comprehensive plan.

The **Special Capital Project Fund** receives money from the second one quarter percent (REET II) and may only be spent on public works projects of a local government for planning, acquisition, construction, reconstruction, repair, replacement rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

The **Street Capital Project Fund** is a reserve for major road construction projects.

The **Surface Water Capital Project Fund** is similar to the Street Capital Project Fund, but is totally funded by the Surface Water Management Fund. The Surface Water Capital Project Fund will set aside money for larger projects.

The **177<sup>th</sup> Street Construction Fund** receives all revenue from utility taxes, which are pledged to a specific street construction project.

All other **Capital Project Funds** receive revenue from any of the above sources, along with possible grants and mitigation revenue.

**Enterprise Funds** - account for operations (a) that are normally financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The City of Woodinville has one enterprise fund, the **Surface Water Management Fund**. Revenue is received through property tax assessments collected by King County.

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

The **Equipment Rental Fund** receives revenue from the operating budgets of the various funds that use equipment from the "pool". The City currently has sixteen vehicles 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 replacement of the vehicle at the end of its useful life.

The **Equipment Replacement Fund** receives money from the General Fund for the replacement of fixed assets not covered by the Rental Fund.

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

The City has one **Fiduciary Fund** for assets held by a government in a trustee or agent capacity. The **Affordable Housing Fund** was established for the purpose of providing money to affordable housing projects and it receives revenue from the general fund.

# The Budget Process

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The City of Woodinville budgets its funds in accordance with the Revised Code of Washington (RCW) 35A.33. Annual appropriated budgets are adopted for the general, special revenue, capital project, proprietary, and fiduciary funds using the modified accrual basis of accounting. Budgetary accounts are integrated in fund ledgers for all budgeted funds, but the financial statements include budgetary comparisons for annually budgeted governmental funds only. Under the modified accrual basis, revenue is recorded when susceptible to accrual (i.e. both measurable and available) and expenditures are recognized when the fund liability is incurred. No appropriation is made for depreciation or accrued leave. In addition, capital assets and principal payments on bonds are budgeted as expenditures

The financial statements for the general, special revenue, capital project, and fiduciary funds are prepared using the modified accrual basis. The Proprietary Fund follows the accrual basis where revenues are recognized when earned and expenses are recorded when incurred.

## **Procedures for Adopting the Original Budget:**

The City's budget procedures are mandated by Chapter 35A.33 RCW. The steps in the budget process are as follows:

- a. Prior to November 1, the City Manager submits a proposed budget to the City Council. This budget is based on priorities established by the Council and estimates provided by City Departments during the preceding months, and balanced with revenue estimates.
  - b. The City Council conducts public hearings on the proposed budget in October, November and December.
  - c. The Council makes its adjustments to the proposed budget and adopts, by ordinance, a final balanced budget no later than December 31.
1. Within 30 days of adoption, the final budget is available to the public.

## **Amending the Budget:**

The City Manager is authorized to transfer budgeted amounts between departments within any fund; however, any revisions that alter the total expenditures of a fund or that affect the number of authorized employee positions, the pay classification system, hours, or other conditions of employment must be approved by the City Council.

When the City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, it may do so by ordinance approved by one more than the majority after holding one public hearing.

The budget amounts shown in the financial statements are the final authorized amounts as amended during the year.

## **Budget Policies:**

1. The annual budget will be reviewed by the Council and the public at the two-digit object code level of detail, and adopted by ordinance at the final level.
2. Financial reports, including a review of budgeted expenditures and revenues, will be prepared and reported to Council on a regular basis.
3. Department heads are responsible for managing their budgets in accordance with sound management principles.
4. Ending fund balances will be budgeted each year for all operating funds.
5. The City has established a contingency reserve to provide for unanticipated expenditures of a non-recurring nature, to meet unanticipated significant revenue shortfalls and/or to meet unexpected increases in service delivery costs. The Contingency fund receives revenue from an appropriation of funds by the City Council as necessary to increase the Contingency Fund balance to the specified target level. As a long-term goal, the Contingency Fund is to be funded at a target level of ten percent of General fund expenditures.
6. Beginning balances of funds will be estimated and budgeted as a resource, but the Council will strive to meet operating expenditures including ending balances with operating revenue; including fund transfers, but excluding beginning balances.
7. The City will maintain a fully funded Equipment Replacement Fund, which will receive annually budgeted contributions from the operating expenses of departments owning the capital equipment in an amount necessary to replace the equipment at the end of its useful life.
8. The City of Woodinville will strive to meet all fiscal management objectives as described, with existing revenue sources. The City will consider the service needs within the community when establishing a property tax rate for the fiscal year.
9. A department that temporarily borrows equipment owned and predominately used by another department will pay charges to cover operating costs as well as equipment replacement. These fees will be reviewed annually as part of the budget process.
10. Major capital equipment to be used by number of department, for which there is no obvious predominant owner, will be purchased by the Equipment Rental Fund and rented to the user in the same manner described above.

## **Investment Policies:**

The City will invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demand. All investments shall conform to all Washinton statutes governing the investment of public funds. The policy is adopted by resolution and reviewed on an annual basis by the Finance Director or Finance Committee. Any modifications made to the investment policy must be approved and adopted by the City Council.

## **Debt Policies:**

1. City Council approval is required prior to the issuance of debt.
2. An analytical review shall be conducted prior to the issuance of debt.
3. The City will use the services of a bond counsel in the preparation of all bond representations.
4. The City of Woodinville will not use long-term debt to support current operations.
5. Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.
6. Short-term borrowing will only be used to facilitate generated revenue not yet received by the City.
7. Noncapital furnishings, supplies, and personnel will not be financed from bond proceeds.
8. The City will use refunding bonds when appropriate to restructure its current outstanding debt.
9. Interest, operating, and/or maintenance expenses will be capitalized only for facilities of enterprise activities and will be strictly limited to those expenses incurred prior to actual operation of the facilities.
10. The City will strive to achieve the highest possible bond rating.
11. Assessment bonds will be issued in place of general obligation bonds, when possible, to assure the greatest degree of public equity.
12. Under most circumstances, the maturity of all assessment bonds shall not exceed 15 years.
13. Revenue bonds shall be issued only when projected operating revenues are insufficient to meet the enterprise's financing needs.
14. Each enterprise fund will maintain an adequate rate structure to cover the full cost of its operations including: maintenance, depreciation, capital and debt service.
15. The City will insure that net operating revenues constitute a minimum of 1.25 times the annual debt service requirements.

**Debt Policies Continued:**

16. The City will limit the maturities of all revenue bond issues to 25 years or less.
17. General Obligation bonds will be issued with maturities of 20 years or less.
18. The voter approved general obligation debt will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City.
19. The following individual percentages of assessed valuation shall not be exceeded in any specific debt category:
  - General Purpose - 2.5%
  - Utility Debt - 5%
  - Open Space and Park Facilities - 5%
20. The total indebtedness shall not exceed 7.5% of the assessed value of the City.
21. Limited-tax general obligation bonds (councilmanic authority) will not exceed one and one-half percent of the City's current assessed property valuation.
22. All accepted alternative methods of financing shall be considered prior to the issuance of limited-tax general obligation bonds.

# Calendar for 2002 Budget

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- June 15** Department Heads receive worksheet showing expenditure history, including year-to-date, and budget instructions for department submittals of their 2002 requested budgets.
- July 6** Expenditure Estimates filed with Finance Dept. including level of service maintenance, new programs, capital equipment, FTE, Capital expenditures (greater than \$1,000, and expected to last for two or more years) will be specifically approved by the Council.
- FTEs: show existing positions and requested positions, including temporary and regular part time employees.
- Revenue forecasts for programs, or other business activity.
- July 11** Finance Dept. provides City Manager with Dept. budgets.
- July 12,13** Departments meet with Budget team.
- August 1, 2** Return to the Budget Team with revised budgets (if needed)
- September 15** **Council Workshop**  
Council reviews materials for the 2001 and 2002 Budgets; Council Workshop revisit goals, review budget process, solicitation of Council priorities/issues.
- October** Manager's Recommended Budget; Council's Budget Workshops (as needed).
- November 5** Public Hearing on Revenue Sources
- November 12** First Reading of Property Tax Ordinance
- November 19** Second Reading of Property Tax Ordinance, First Reading of Benefit/Classification Ord., First reading of Budget Ordinance; Public Hearing on Budget.
- December 3** Second Reading of 2002 Budget Ordinance.



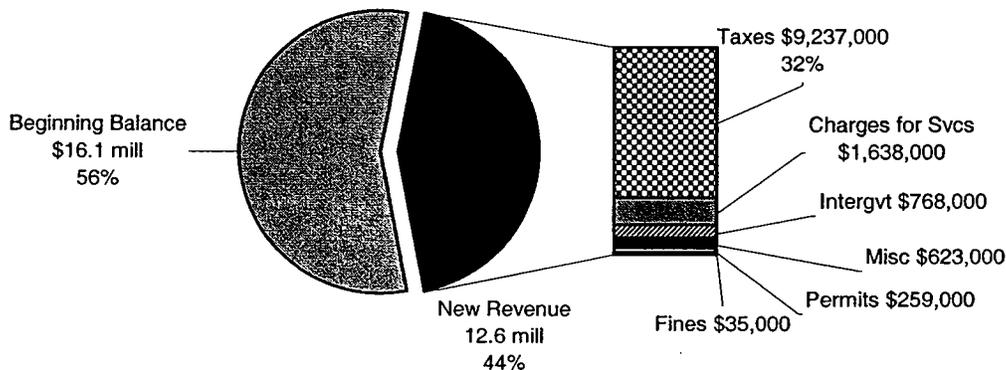
Budget  
Message/Overview

# Manager's Recommended 2002 Budget Overview

The Manager's Recommended 2002 Budget is comprised of 41 funds with a total budget of \$34.5 million. Since only 10 funds have a source of revenue other than interest income, there is a myriad of transfers (about \$5.8 million) that can be double counted as revenue and expenditures.

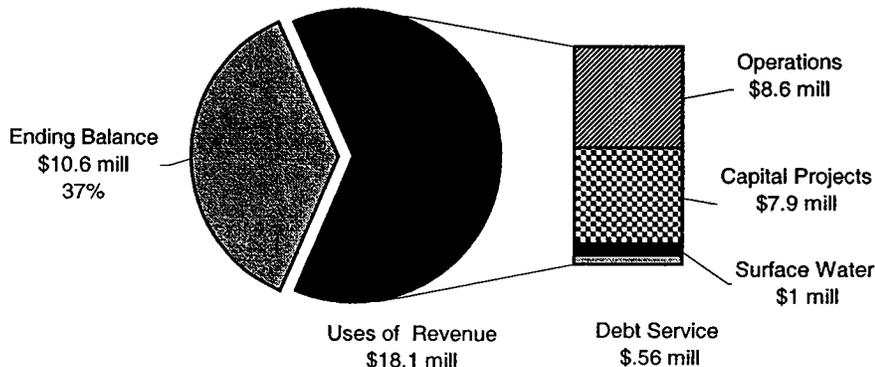
The City will begin 2002 with \$16.1 million and receive \$12.6 in "new revenue". The largest source of new revenue is taxes, at \$9.2 million, followed by charges for service, at \$1.6 million. Over half of the revenue from charges is from surface water assessments.

## Sources of Revenue: 2002 Budget



The Manager's recommended budget calls for \$18.1 million in expenditures, leaving an ending balance of \$10.6 million. The General and Street Funds represent \$9.2 million, with \$1 million for surface water operations, and the balance (\$7.9) for capital projects.

## Uses of Revenue: 2002 Budget



# Budget Message

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**TO:** City Council  
**FROM:** Pete Rose, City Manager  
**DATE:** October 31, 2001  
**SUBJECT:** 2002 Budget Message

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I herein present the City Manager's recommended budget for 2002. I hope that you and the community find in it many positive things for the citizens of Woodinville in the form of well-planned public improvements, well-placed progress, forward-looking planning processes and strong service programs. Unfortunately, the current economic situation has thrown a down-tick into revenue projections, which has required some adjustment in expectations. These can be best characterized as delays rather than denials. The financial position of Woodinville remains stable and good in the face of changes in the global, national, state and local economy.

The budget I recommend to you is a balanced budget. As required by statute, the budget outlines the programs of the City. It retains the current level of service in all departments and makes selected important improvements in service level, capital projects and major planning initiatives. This capital budget also completes or keeps all of Woodinville's multi-year projects moving along in the next annual increment of progress. These improvements foretell another active year of quality projects in Woodinville and also promise to move us further down the pathway to enhanced livability in our city.

The City Council recently went through the process to update the City goals. Staff has attempted to propose a budget that is consistent with these goals. In addition, the City Council held a budget retreat in September and outlined preferences for targeted improvements in 2002. The preferences of the Council are included in this budget. The adopted goals are included at the end of this message.

## 2001 Overview

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The City organization has benefited from an eventful but stable year. The second jewel in the crown, the new City Hall, was the centerpiece of progress for the year, but is far from the only progress. Even as the last furniture was being moved out of the old City Hall, we prepared for the future by moving in Recreation Administration and began to ready the main floor of the building for interim community center services. The panoramic view of the full property shows the entire campus to be a hotbed of public activity. The first jewel, Wilmot Gateway Park, remains enormously successful. Active recreation on the campus remains very successful. When combined with the versatility of the City Hall to sponsor public activities in addition to delivering government services, you are surrounded by signs that the vision for this civic campus is strong and will only get stronger. This success validates the vision and should encourage the City Council to continue to refine it and put the building blocks for the future in place. This civic campus is and will be an invaluable asset to the community.

A sampling of other successes is the construction of the 124<sup>th</sup> Avenue improvements, a large amount of street overlay, completion of the signal at 200<sup>th</sup> St. & Wood-Sno Road and installation of the downtown park benches. The ARCH project broke ground to help meet Woodinville's affordable housing goals. The City more than doubled open space with the addition of the Lakeside donation. By the end of the year, we should see 177<sup>th</sup> Place right turn lane completed and the second phase of the railroad bridge entry beautification project. There was another successful Sammamish Re-Leaf volunteer planting project, plus outstanding special events, and summer concerts. Other important work completed in 2001 positions the City for progress in 2002 and beyond. The northern anchor parcel has been acquired for Little Bear Creek Lineal Park and park planning has begun. An adjacent property has been acquired for the skate/bike park project, which sets up a potentially unique and beautiful design. The final parcel for the 133<sup>rd</sup> Avenue grid road has been acquired, clearing the way for 2002 construction of this valuable downtown connector. The Northshore School District will move the Sorenson School in early 2002. The first portion of the debt for the campus property was paid off in 2001 and the funds for the final phase of this acquisition are completely ready to close the sale and take possession.

For another year, staff has been stable. There has been little position turnover and the one key position vacancy has been filled with an excellent hire. This stability translates to continuing maturity in the organization foundation, consistency in remaining on vision and on task, and continuous improvement in team building. A sampling of the puzzle pieces set in place in 2001 are the customer service initiative rollout, a contracts manual, temporary/seasonal hiring procedures and pay system, an improved new employee orientation, and a hazards in the workplace training program. As noted in previous years, we are blessed with the makings of an excellent team for the long run.

## Budget by the Numbers

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The budget put before the 7-member City Council has a total all-funds budgeted amount of \$18.1 million, not including double-counted transfers. For a taste of reality, \$12.6 million is actual new revenue. The remainder is liquidated reserves for Capital Improvement Projects and debt service. This budget includes a combined General Fund (current expense) and Street Fund of \$9.2 million. Discounting transfers, rebudgets and capital outlays, general operating revenues weigh in at \$9.0 million and equal general operating expenses. This supports a proposed public service staff of 51.0 FTE. A healthy \$4.9 million is scheduled for investment in public improvements in 2002, with an additional \$1.1 being invested in study and design of future improvements, and \$1.9 million to acquire the C.O. Sorenson School buildings. Finally, debt service of \$0.56 million is budgeted for City Hall bonds.

## Budget Highlight – Capital Construction

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Much like the past two years, a healthy portion of this budget will be to construct several capital improvements. No fewer than 15 projects, at an estimated cost of \$6.8 million, will be built, acquired or completed in 2002. As well, progress such as study or design in the amount of \$1.1 million will be made to prepare for additional projects in the coming years, consistent with the Council's adopted Capital Improvement Plan. As noted in prior years, the "trick" for the City Council and staff during the year 2002 will not be getting projects to do, but rather will be avoiding the many distractions, setbacks, and shifting 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. However, the "treat" is for the community in improving the Woodinville quality of life and in the ability to demonstrate that year after year the City is able to complete capital projects to the benefit of the people.

Before we move into more descriptive portions of the budget and programs of the City, it bears repeating that the City Council should take a moment to reflect on the things that make such progress years 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. A brief listing of the capital construction projects with projected 2002 budgeted expenditures follows. A chart of these projects with proposed fund sources is shown on page 34.

Streets:	175 <sup>th</sup> St. / 131 <sup>st</sup> Ave Intersection	\$400,000
	177 <sup>th</sup> Pl. / 131 <sup>st</sup> Ave Intersection	900,000
	177 <sup>th</sup> Place Corridor: Phase I	1,200,000
	133 <sup>rd</sup> Avenue: Phase II	800,000
	City-Wide pedestrian Improvements	100,000
	SR 202/127 <sup>th</sup> Intersection Interim	375,000
Parks:	Greenbrier (ARCH) Park Land Acquisition	110,000
	Little Bear Creek Lineal Park (2)	300,000
	Skate Park (3)	240,000
	Neighborhood Playground Projects	60,000
Stewardship:	Stream Corridor Acquisition	230,000
	Habitat Enhancements	167,000
Public Facilities:	Sorenson Purchase (1)	1,933,000
TOTAL		\$6,815,000

(1) Completion of projects under construction

(2) Dependent on land availability

(3) Partly dependent on fundraising effort

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

SR 202/148 <sup>th</sup> Avenue (Hollywood)	600,000
SR 202-SR 522 Interchange (CCRP)	300,000
136 <sup>th</sup> Ave/195 <sup>th</sup> Street NE	60,000
SR 522 /195 <sup>th</sup> Street NE (Phase 1)	100,000
School / Sports Assns /City Partnerships	45,000
TOTAL	\$1,105,000

## Budget Themes

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**Sales Tax Declining Growth:** The single most noteworthy impact on the 2002 budget is lowered expectations for sales tax growth. In the growing economy and the developing sales tax base of Woodinville during its first eight-plus years, sales tax revenue growth has been robust, occasionally exceeding 10% from year to year. The five-year budget model has been able to comfortably predict 8% growth in the strong economy and with new retail businesses continually coming on line. Growth continues, but the rate of growth has declined to about 2½% from a projection of 8% with the current economic slowdown. Analysts are predicting a turnaround toward the second half of 2002. That has resulted in a similar slower growth forecast for 2002, in the neighborhood of 2½%. Since the growth line has flattened, this will have a compounding effect in 2002. This may have an effect of about \$250,000-\$300,000 in reduced expectations in 2001 and up to \$600,000 in 2002.

The decline will have a notable, but manageable impact on the 2002 budget. This budget is predicated on maintaining current service level and making forward progress in levels of service in key service areas. To do that, some assumptions in the previous budget model must be altered. The largest is to defer a \$350,000 transfer from General Fund revenue to the Civic Center Fund. This is the savings account for future property acquisitions. Another is to reduce the annual overlay program in 2002 to \$100,000. Deferring some equipment replacements saves another \$50,000. The remainder is made by temporarily holding positions vacant and reducing departmental budgets.

**Initiative 747:** The City of Woodinville has held the property tax rate at a flat \$1.60 per thousand in assessed valuation since incorporation. I-747 has qualified for the ballot and leads in current polling. This would implement a 1% limit in annual property tax growth, plus new construction and annexations. The 2002 budget is built on the assumption that I-747 will pass. Since the City has traditionally lived with whatever assessments the King County Assessor attaches to property, whether up, down or flat, it is unknown what the actual loss might be. Based on contact with the King County Assessor, it is assumed that property values will increase approximately 5-6%, which would translate to a loss of \$132,000. Increases in assessed valuations the past two years have been fairly high, which highlights the property tax controversy behind the initiative. In each of those years, the City Council moved the value of the increase over to the capital program to return this to the community in livability improvements. Should the initiative fail, Council may want to consider moving any increased revenue over to capital, presumably the Civic Center Fund. An additional effect of an I-747 passage would be the loss of the "banked" tax authority. Woodinville currently levies approximately \$0.22 less than allowed by law, but acts by ordinance to protect that capacity each year. Another, perhaps more subtle, impact of I-747 would be the bond ratings or future bond sales, limiting the City's ability to raise revenue to pay for debt service, which could send an unfavorable message to the financial community. This will

not affect current bonds, but will affect future bond sales if Woodinville is downgraded. If the initiative fails, the money can be directed toward capital projects.

**Long Range Planning:** The sign at the city limit should read “Your Future Growing Here”. The 2002 budget includes a significant investment in long range planning. Some of it is a continuation of the effort that surrounds Woodinville’s first 5-year comprehensive plan update, but 2002 is the year in which the vision and the many interlocking parts will come together. In addition to the Comprehensive Plan update, notable work will be done in the Downtown Plan, the Little Bear Creek Corridor Plan and the proposed Community Center Facilities Plan. Critical issues of building height, density, transportation modality and investments in livability are among the issues on the table. The topical long range issues of the day also include the potential location of the BrightWater wastewater treatment plant in the Grace potential annexation area, and the development of an annexation plan to begin to bring that area into the corporate limits. This is an important year for the community to “tune in” and participate in planning the future Woodinville.

**Sorenson Property Purchase and Future Community Center:** The balanced budget includes the payment of \$1.93 million for the Sorenson School when it is vacated in early 2002. At that point, the City will have full ownership of the civic campus it set out to create with the phased purchase agreement in 1999. In 2001, the City Council made excellent progress in creating the future vision of what the property will look like in the approved Civic Center Master Plan. The 2002 budget includes \$40,000 for a study of the services of a future community center facility will support the interim uses of the existing facilities to transition the City to full service delivery in a logical, intelligent and fiscally responsible way.

**Facilities:** A separate Facilities budget was created in 2001 when the City will took on increased responsibility for the new City Hall property. The Facilities Budget activities are managed by the Building Department (Permit Center). When the City takes possession of the C.O. Sorenson School, it will own more than 70,000 square feet of building space. The Facilities budget has been increased significantly to take on this responsibility. This budget assumes that approximately one-third of the new area will be actively used in 2002 and the remainder will be mothballed or leased for storage.

In 2001, a budget fund was established to set aside money to care for the new City Hall facility as system replacement and major maintenance is needed. This fund is based on a calculated annual set-aside to meet the anticipated replacements and major repairs in the year they are needed. It was recommended that this fund be fed on an annual basis as a non-negotiable part of the City budget to protect the investment in this valuable public building. Another \$50,000 increment is set aside in this budget for that purpose. It should be noted that, while the budget includes a reasonable amount for repairs of the older buildings, no money is set aside for the replacement or renovation of

the Annex and Sorenson School buildings. Financial assumptions for their replacement should be clarified by the community center facilities study.

**Fleet & Interim Storage Area:** There is a proposed two-vehicle increase in the size of the fleet. This will be a boom mower and a riding mower to support an increase in-house Public Works maintenance. Gaps in service during the growing season from the King County service contract led me to conclude that our citizens would be better served for the same or less cost to move this service in house. These gaps manifested themselves in the form of unusually high vegetation on the shoulders and tying up our small Public Works staff using inadequate equipment to clear vegetation from vision triangles.

It should be noted that all but four City vehicles are parked outside on the Sorenson property. As the City has matured from full contracting for public works maintenance to a hybrid plan (part contracted/part in-house), it has resulted in a *de facto* use of the Sorenson campus as a corporation yard. This creates minimal difficulty at this time, but will create a conflict in the out years as this property is developed to its full potential for community services. The total equipment and storage needs (including circulation area) will take up approximately 9,700 square feet with these additions to the fleet. When taken as a percentage of the campus against the Sorenson purchase price, Parks and Public Works field rolling stock, equipment and storage occupy approximately \$194,000 worth of the land and buildings. That is a small, but imperfect window into the unfunded liability of currently not having a City corporation yard.

The use of this campus for City fleet and yard purposes creates conflicts and inefficiencies with other public uses of the property. This budget proposes to temporarily consolidate these functions in the covered and fenced play area to the east of the Sorenson building, until there is a permanent City shop or until the land is converted to its planned use. A \$10,000 allocation is included in the Facilities budget for this purpose, to fund fencing, gates, screening, security and related needs.

**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 49.0 FTE to 51.0 FTE, with levels of temporary support increased in Public Works Street and Storm Maintenance to account for additional in-house mowing. The two new positions will be hired in the second quarter to help manage the revenue shortfall. There is a proposed increase of 1.0 FTE Facilities (custodial) Maintenance Worker to take care of the additional square footage coming on line and in mothball. A reclassification of the current custodial worker to a lead position (Facilities Maintenance Worker II) is also included. That position will have a lighter custodial load and will take on the systems (HVAC, elevator, etc.) maintenance contract administration, setting and handling preventive maintenance schedules, handling or coordinating minor maintenance and repairs and oversight of the new position. A 1.0 FTE increase (GIS/Sr. Programmer) is proposed for the Executive Department. This position will take over stewardship of the GIS system that has been built since 1999 by consultants and technical interns, but has grown to need professional handling. It will also do the care

and feeding of the new web site, intranet and PermitsPlus programs, which need professional updating and management. In addition, this position will handle E-Gov proposals and any bridge programming needed. Finally, this position will serve to back up the Information Technology Manager in maintaining and trouble-shooting our network/server system. A reclassification of the Traffic Engineer to City Engineer supports a minor reorganization of functional duties in the Public Works Department.

The 2002 budget includes \$5,000 for the first market check of the pay and compensation plan. This is primarily a litmus test to assure continued comparability. The positions of Code Enforcement Officer, Public Works Supervisor and Field Engineer will be reviewed in particular as potential range adjustment candidates, as well as validating the current need to the market adjustments in the Sr. Engineer and Information Systems Manager.

**Pay and Benefits:** The rates of pay and benefits are set by the City Council. This budget is balanced based on the recent pay & classification study and the pay ranges adopted in September 2000 by the City Council. To remain correctly bracketed with the comparable jurisdictions, the budget assumes the pay ranges will be adjusted for inflation by 3.5%. This is 90% of Seattle CPI-W. The CPI includes health costs, but the City pays those costs separately in its benefit package. The City continues to offer a competitive package of benefits. With the value of the health benefits added to the pay range adjustment, the pay and benefit plan has kept up with inflation. The medical plan will take a hefty 20% increase in 2002, after prior years of the AWC plan holding it in check. The dental increase is 5%. The vision plan increase is 6%.

## DEPARTMENTAL REVIEW

### REVENUES

The Woodinville economy, as it relates to the City budget, remains comparatively strong. Although less robust than previous years, sales tax continues to drive the ongoing revenue for the City general fund. The sales tax revenue picture, while not as good as some of the recent couple of double-digit increase years, remains a strength of the revenue picture. 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 5-6 percent increase in revenue, but only one percent is included in this balanced budget in the assumption that voters will approve I-747. The entire set of fees and charges was reviewed and updated with the passage of the 2000 and 2001 budgets. This included updates in development-related fees, providing for facility use fees and folding recreation program charges into the fee ordinance. Staff is proposing no fee increases other than the annual increases identified in the 2001 fee ordinance and recommends that the same set of fees be adopted once again.

## CITY COUNCIL

The City Council held two highly successful retreats in 2001, which bore fruit in completing the vision of the Civic Center Master Plan, which determined the physical layout of the property and identified development phases. Phase 1 planning is underway. This budget closes out the City Hall Fund and transfers residual equity to the Civic Center Fund. A facilities study is included in the Recreation budget to paint the picture of future services and how the existing buildings are transitioned to that vision. The September Retreat laid out a broad-brush look at 2002 budget issues and Council preferences were discussed. The proposed budget supports approximately the same level of activity as 2001. There are sufficient funds budgeted to support two retreats, some requested training, and regional involvement. Perhaps the most visible activity of the year will be the receipt and discussion of the many long-range planning issues as well as the flow and pacing of the capital budget. There are funds in the City Council and other departmental budgets to carry out these activities. The emphasis for the annual City celebration is planned to be the sister city exploration year.

## EXECUTIVE

This department will continue serving its role of planning, organizing, coordinating, and reviewing City operations, continuing to develop organizational structure, plus supporting the policy process of the City Council. This department includes one of the two new proposed positions in the budget. All computer network, web site, electronic government (E-Gov) and multi-user software costs and staffing have been consolidated into this budget for improved tracking and management. In the past two years, the City has made over the backbone of its networking, revamped its web site, created an intranet shared information structure, installed and made functional multi-user software systems, developed a functional and accurate in-house GIS system and has begun planning an E-Gov strategy. Many of these take daily updating, programming, care and feeding. The conclusion of staff is that for the City to move forward, to develop E-Gov capabilities, and to develop reliable back-up for our network system, the position is necessary. The department summary page has been printed with Information Systems in both a separate and combined format to give the Council the opportunity to see the costs and the consolidation.

The 2002 budget anticipates bringing the creation of the *City Chronicle* newsletter in-house. The Internet service will be migrated to the King County I-Net, and membership will be maintained in the multi-agency E-Gov Alliance. A community-wide service survey is included in the budget to enhance communication with our citizens.

## ADMINISTRATION

The Finance Department anticipates remaining at the same level of staffing and service for the year. The primary progress activity for the Finance Department in 2002 will be to complete the changeover of its main financial software package to a new system and to continue the good work that has been underway in systematizing and storing City records. The department will play a vital role in the new customer service program as Finance counter staff is often the first touch our citizens have with the City.

## PLANNING AND COMMUNITY DEVELOPMENT

This department anticipates another full year of managing current development requests and long-range planning. Indeed, long range planning projects will drive the work of this department in 2002. During this budget year, the Planning Department will complete the five-year review and revision of the Comprehensive Plan, the Little Bear Creek Corridor Study, the Downtown Plan and the related transit-oriented housing development (TOD) issues. The implementation of the new Shoreline Master Plan regulations is, in technical terms, "in limbo" while the parties sort out the findings of the partial invalidation of the regulations by the Shoreline hearings Board. The gap analysis and code revisions for ESA 4(d) Rule guidelines also are somewhat dependent on this outcome, and staff is forced to currently evaluate ESA impacts on a case-by-case basis. Planning staff will also need to assist in evaluation of the BrightWater EIS issues.

The Planning Commission and its Citizen Advisory Panels deserve our thanks and salute during this busy period, in which the lights of City Hall are burning for meetings most days of the week. Through the assignment of direct responsibilities, lead positions in major planning efforts and contract coordination with consultants, both Planners will be eligible for out-of-class pay consistent with our adopted Senior Planner job description. The recommended budget was put together anticipating that this pay would be necessary through 2002.

The Planning Director is the designated Emergency Manager for the City. The coming year will be focused on a Zone 1 (eastside) major planning based on the recent terrorist attacks. Required exercises will include testing our ability for anti-terrorism response, but within the context of its transference to other key elements of the plan.

## LEGAL

Closer management of requests for legal services and new agreement with the service provider have led us to propose to remain at \$150,000 this department. Activity on many fronts where legal expertise is needed leads staff to believe that all of this allocation will be used. In addition, the hearing examiner costs are budgeted in this department. The legal department will be called upon to support the Grace Annexation.

## COURT SERVICES

The new District Court contract has worked effectively in 2001. It streamlined many of the court revenue and revenue reporting requirements. A new jail contract is being negotiated with King County, and a county-wide committee is working on jail alternatives.

## 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. The proposed contract is slightly under 5% higher overall, but the actual growth is a bit larger and actual dispatched calls for service (the main cost allocator) has dropped slightly. The major crime statistics in Woodinville remain in single digits, so no special service adjustments (menu items on the contract) are proposed. The Sheriff is phasing out the D.A.R.E. program, previously given in Woodinville schools. Substitute curriculum will need to be planned by our Chief of Police Services and the schools.

## PERMIT CENTER

The Permit Center anticipates an average year of development review and inspection. The reorganization approved by the City Council in early 2000 has worked well. It has created stability, flexibility, and the ability to catch up on neglected loose ends and has developed a greater level of in-house expertise. As noted in the discussions surrounding the reorganization, changing from outsourcing to performing professional and technical work in-house also makes us vulnerable to potential staff layoffs in an economic downturn. One of the authorized inspector positions is proposed to be held vacant for the entire year. Even with the economic downturn, permit values have held steady in 2001 at \$20 million and there are significant projects in the pipeline for 2002.

The Permit Center Director also serves as facility manager for the City Hall and the Annex building. This budget will care for more than 70,000 square feet anticipated to be operated by the City in 2002, with nearly 45,000 in active use and the remainder needing care in storage or mothball. The costs were based on a facility maintenance model. Staff reviewed both a contract model and an in-house model. The in-house model is recommended for both a minimal cost advantage and a flexibility advantage.

The proposed budget anticipates contracts for all of the major systems (such as elevator, HVAC), plus some specialized maintenance (such as window cleaning, parking lot cleaning). Two FTE of facilities custodial staff are budgeted to provide custodial and minor facilities services. The supplies and major equipment are included in this budget. The landscape maintenance allocation for the new City Hall is

consolidated with other landscape maintenance contracts and is shown in the Parks budget.

## PUBLIC WORKS

**Engineering:** The City has had favorable results in the move toward more internal engineering. This effort has served 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 engineering consultant work is more directly focused to supplement staff engineering, and for specialty projects. Efforts at partnering with the City as project lead and consultants performing specific technical services have been very successful and have resulted in savings to the project budgets. To maximize the effectiveness of the engineering staff, several engineering interns assist with field and office work. Major tasks for 2002 are the continuation of project planning and management, the development of a neighborhood traffic program, management of development review, and transportation planning – CCRP, multi-modal aspects of TOD, neighborhood circulation, impact fees (planning infrastructure to meet growth needs).

**Streets:** The major change in 2001 was the effort to reduce the charges in the King County contract and perform certain small street maintenance with in-house staff. This has been very successful and citizens enjoy both a better level of service and increased responsiveness. The major emphasis is to bring forward the budgeted street CIP projects, whether planning, design or construction. This budget will also be the roll-out year for a funded neighborhood traffic management program. This program will work well in problem identification, but follow-through policy decisions are also needed to determine priorities, cost sharing and cost responsibility for funding small improvements.

**Storm Water:** The SWM budget is an enterprise fund, which is self supported by storm water revenue. This fund will have a substantial role in the implementation of ESA guidelines, to support the many street projects of the City, and will support the governance structure of WRIA watershed planning. This fund also plays a role in habitat restoration projects and Sammamish Re-Leaf. The continued incremental development of the Stormwater Master Plan will be the centerpiece of long-range effort in this area. This has also been an area of successful partnering with private sector consulting for portions of the plan.

In 2002, the Council will be reviewing the WRIA 8 Early Action Plan. The Plan is intended to provide regulatory guidance and identify capital projects in the watershed to conserve and enhance salmon habitat. The City may need to implement portions of the Early Action Plan to meet the requirements of the ESA and avoid 3<sup>rd</sup> party lawsuits.

## PARKS AND RECREATION

Parks & Recreation prepares for another very busy year. After spending each of the first five years of its existence in growth and development, the 2002 version of the Parks & Recreation Department will be consolidating gains, completing projects and concentrating on consistently excellent service delivery. This department will play an important role in supporting the City Council in taking the Civic Center master planning process to the next steps with the Community Center Facilities Study. Like the Master Plan, this study should guide decision making for years.

The department will continue to provide a broad-based offering of recreational services; less dispersed throughout the community than in the past, and planned special events. This budget anticipates a professional services contract for 4<sup>th</sup> of July event support, as the department has to balance providing top-notch special events while keeping a strong slate of recreation services in effect. More of the services that were done by staff directly from the Recreation budget are included in the 4<sup>th</sup> of July contract in the proposed budget. There are several ongoing projects to support, such as the Little Bear Creek Lineal Park planning, skate park design, acquisition of Little Bear Creek corridor parcels or easements, developing partnerships for improving fields at schools, and neighborhood playground projects. Parks staff also takes care of the facilities at Wilmot, Stonehill Meadows, Woodin Creek, Woodinville Heights and Sorenson. The park at the ARCH project is anticipated to be acquired in this budget.

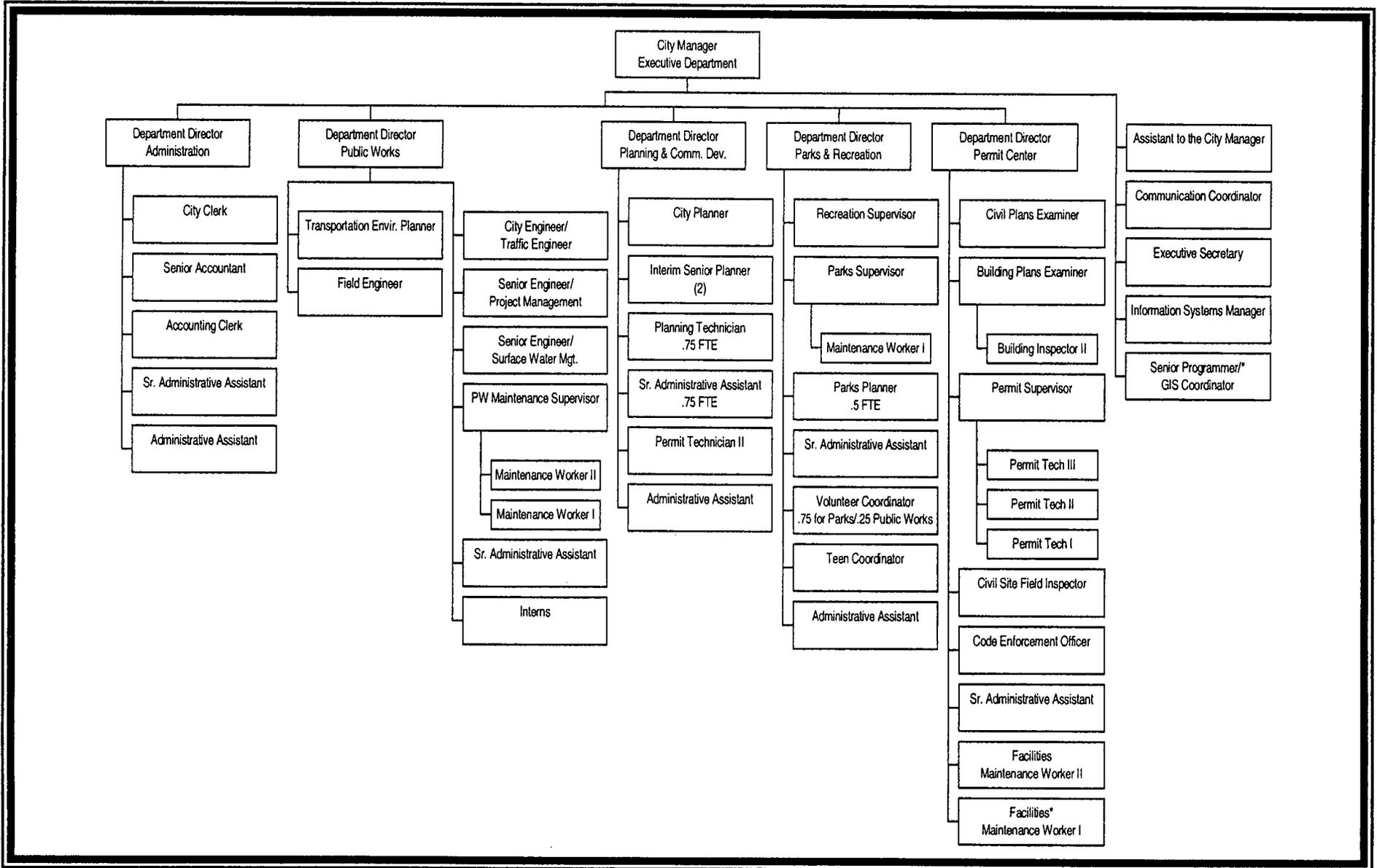
**Mini-Community Center:** Funding is included in this budget to continue mini-community Center operations. Recreation staff will use the first floor of the building, the old Council Chambers, time in the Sorenson gym and the play fields as the backbone of a community center / recreation operation, going outside these facilities only when necessary. The main emphasis in 2002 is expanding and maintaining teen and after-school programs, as a niche that surveying says is a strong need. This should give the City a good feel for what can be done on the property and should start to give the community a feel for what positive services can happen on this property.

## SUMMARY

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The City of Woodinville enters the coming year in just its ninth year of incorporation. The demand for services, transportation management, livability, affordable housing, ESA early response, and a host of other local government issues dictates that we enter at full speed, but with increasing maturity. I believe that the proposed year 2002 budget positions the City of Woodinville for continued 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 2002 is already full in volume and full in promise.

# City Organization Chart for the Year 2002



\*New positions for 2002

# Vision/Mission Statements

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## **Woodinville's Vision Statement:**

“Woodinville is a safe, friendly, family-oriented community that supports a successful balance of neighborhoods, parks, recreation, tourism, and business. We have preserved our Northwest woodland character, our open space, and our clean environment. We have enhanced our ability to move freely throughout the community by all modes of travel. Woodinville is a pleasant place in which to live, work, play, and visit, with a compact, inviting downtown that is attractive and functional.”

## **Woodinville's Mission Statement:**

As the elected representatives of Woodinville, the City Council understands that the purpose of the City is to fairly and equitably represent the interests of the citizens of Woodinville, and to carry out its lawful duties on behalf of the citizens of Woodinville.

**Council, Staff, Boards and Commissions honor our commitment to serve the Woodinville community by:**

- ❖ Providing customer service that is:

*Efficient, Personalized, Consistent, Responsive, Educational*

- ❖ Encouraging partnerships with:

*Citizens, Neighborhoods, Business Communities, Educational, Social Networks*

- ❖ Protecting and enhancing:

*Quality of Life, Public Health, Safety, Welfare, Natural & Built Environment, Spirit of Neighborhood Character*

- ❖ Balancing:

*Public Expectations and Resources, Economic well-being and Environmental Protection, Individual and Community Interests*

# Guiding Principles

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Council has developed *Guiding Principles* to guide the employees in 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.

## **Partnerships:**

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

## **Minimal Government:**

The City Council believes that the citizens of a 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 daily lives of the people it is designed to serve. This philosophy places power, trust and responsibility in the hands of the people and compels less reliance upon governmental solutions to community issues.

## **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 and either taking action or being a catalyst in marshaling response from others.

## **Following:**

In accord with the view of minimal government, the City Council recognizes that the City will often not be in the position of leadership on specific issues in 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 leading.

### **Support:**

The City Council recognizes the value of moral, political, and material support to those effectively undertaking actions in furtherance of the community vision. This can be support for city employees, civic groups, other governments 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 and distinct 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 outcomes with the least reasonable 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 general opinion of the City organization should be 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 allow flexibility in decision-making where the strict application of the rule would produce unfavorable or non-productive results.

### **Bias for action:**

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

# 2002 City Council Goals

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## **Introduction**

The following Council Goals were approved October 2001. An annual review of these goals is conducted in the fall with adoption typically occurring around the first of the following year. Below each Goal are the objectives identified by the Council. Quarterly Reports, published by the Executive Department, list the Goals and the various achievements completed toward accomplishing the Goal.

## **Goal 1: Plan, develop and implement Civic Center Master Plan, integrating the new City Hall, Sorenson and Wilmot Gateway Park**

- ◆ *Implement Phase I of the Master Plan including:*
  1. *Preserve and Enhance Open Space.*
  2. *Improve Access/Parking for Wilmot Park field users.*
  3. *Enhance and expand ability to provide community services within existing facilities.*
  4. *Prepare for future facility development.*
  
- ◆ *Conduct Community Center development feasibility study.*
  1. *Determine focus, services and location of future new facility.*
  2. *Determine logical use and services to be performed in existing buildings during interim.*

## **Goal 2: Salmon Recovery/Work collaboratively with NMFS, State, the tri-county effort 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 project specific biological assessments with a community wide focus to ensure overview & efficient processing of project review.*
- ◆ *Support efforts of City's Salmon Task Force*
  - *Information sharing role*
  - *Community education*
  - *Policy recommendations*
- ◆ *Update "bridge" strategy as needed until final 4d Rule adopted.*
- ◆ *Habitat preservation and enhancement*
  - *Complete DEA Little Bear Creek Study*
  - *Review findings of study for potential projects, partnership, and plan adjustments.*
- ◆ *Participate & support the tri-county effort, Sammamish Watershed Forum and WRIA-8*
  - *Review and participate in creation of interlocal agreements suitable to implement interim 4d Rule.*
  - *Gap analysis when 4d Rule comes out.*
  - *Review and adjust interim plan.*
  
- ◆ *Support volunteer projects that involve, educate, and develop leadership in conservation and enhancement efforts.*

### **Goal 3: Develop and Implement Comprehensive Transportation Strategy**

- ◆ *Assure thorough, broad-based public process in major transportation planning.*
  - ◆ *Receive, review transportation study*
  - ◆ *Implement transportation projects in CIP*
    - ◆ *Bring draft transportation impact fee for Council consideration*
      - *Develop transportation concurrency ordinance.*
  - ◆ *Participate in regional transportation issues*
    - *ETP*
    - *I-405 Corridor Study*
    - *Evaluate potential CCRP as regional project.*
    - *If CCRP accepted, put through City transportation planning process to evaluate City impacts.*
    - *Willows Road extension*
      - ✓ *Monitor County efforts to extend Willows*
      - ✓ *Put any proposals through transportation planning process to evaluate City, Tourist District impacts.*
    - *Enhance transportation corridors within City*
    - *Continue to evaluate opportunities for alternate downtown circulation.*
  - ◆ *Provide safe, convenient, and comfortable neighborhood access and circulation (Comp Plan Goal T-10)*
    - *Formalize neighborhood traffic planning process.*
    - *Initiate neighborhood access & circulation studies.*
    - *Assure public process, inclusive of neighborhood interest, meetings located in neighborhoods.*
    - *Develop and implement a neighborhood traffic safety program*
  - ◆ *Develop alternate modes of transportation that take into account economic diversity and move toward principles of sustainable communities*
    - *Emphasize improvement of downtown circulation*
      - ✓ *Multi-modal options, Pedestrian – friendly options*
    - *Connective linkages between modes*
    - *Transportation planning includes focus on needs of those without vehicles, those unable to drive, and those who choose not to drive.*
    - *Integrate PRO Plan trail plan into transportation projects where applicable*
    - *Evaluate potential linkages with Lakeside property, Civic Center Master Plan, LBC Parkway.*
- Participate in the development of Sound Transit service to the Woodinville area*
- ✓ *Staff support for proposed Sound Transit 195<sup>th</sup> Street project.*
- ◆ *Landscaping of transportation corridors as a design element.*

### **Goal 4: Take a positive partnership role in retaining and maintaining the existing diverse and vital economic base in the City**

- ◆ *Pursue annexation of Grace PAA*
  - *Maintain role in issues of future development and governance issues in Grace.*
- ◆ *Work with the Woodinville Chamber of Commerce and other business groups to identify partnership opportunities.*
- ◆ *Develop a downtown master plan for Woodinville*
- ◆ *Consider as part of master plan for the Sorenson site*
- ◆ *Assess status and further activities in the Tourist District Overlay Program.*
- ◆ *Develop economic development plan as identified in the Comprehensive Plan.*
- ◆ *Promote business participation in all planning efforts such as Little Bear Creek Corridor Plan.*
- ◆ *City involvement in Economic Development Commission,, East King County Convention and Visitors Bureau.*

## **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; review for needed adjustments*
  - *Tree preservation*
  - *Sign code*
  - *Master Right of Way*
  - *Street Design Standards*
- ◆ *Update Parks, Recreation and Open Space Plan to reflect recent acquisitions, the adoption of the Recreation Plan, and land acquisition strategies.*
- ◆ *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.*
  - *Facilitate feasibility review of Transit-Oriented Housing Development.*
  - *Facilitate feasibility work for Home Choice Way at WHS site.*
- ◆ *Continue planning and development of safe path ways*
- ◆ *Neighborhood Traffic Safety Programs*
- ◆ *CBD Street Plan*
  - *140<sup>th</sup> Avenue/175<sup>th</sup> St. Streetscape Plan*
- ◆ *Implement Phase 1 of the Civic Center Master Plan.*
- ◆ *Develop Little Bear Creek Corridor Plan.*

## **Goal 6: Develop and maintain status of participant and player in regionally significant issues**

- ◆ *Area transportation*
- ◆ *Review, analyze and discuss projects with interjurisdictional impact. Take positions where appropriate.*
  - *Pursue interlocal agreement to mitigate projects*
  - *Develop strategies to deal with/coordinate emerging issues with neighboring jurisdictions.*
- ◆ *Regional Waste Water issues*
  - *Maintain full involvement in Brightwater EIS process.*
- ◆ *Significant legislation*
- ◆ *Determine role and authority of Council and staff in representing the City.*
  - *Develop and maintain processes for appointment and reporting.*
- ◆ *Proactively learn about & review regionally significant issues.*
- ◆ *Develop regional partnership approach to sports field development and enhancement.*

## **Goal 7: Ensure development pays a proportionate share of the costs of the new facilities needed to serve growth**

- ◆ *Develop and implement impact fees for parks and transportation*
  - *Monitor effectiveness of parks and school fees.*

## **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.*
  - *Discuss policy aspects of higher densities. Examine "trade offs" against maintaining quality of life. Examine these policies for their contribution to help meet affordable housing targets and ESA requirements.*
- ◆ *Review permit processes to ensure current regulations and enforcement measures are adequately addressed.*
- ◆ *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.*
  - *Develop access easement strategy for Little Bear Creek Lineal Park.*

## **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*
- ◆ *Adopt level of service in facilities and parks to promote pride and community identity.*

## **Goal 10: Continue to develop and enhance communication with our citizens**

- ◆ *Continue to be active in creating a unifying social atmosphere through communications, programs and activities.*
- ◆ *Recognize and include diversity in outreach awareness activities.*
- ◆ *Develop e-government applications for Website.*
- ◆ *Radio station - continue to develop uses*
- ◆ *Continue to develop informational brochures*
- ◆ *Develop ongoing survey capabilities*
- ◆ *Support development of newsletter*
  - *Move drafting in house.*
  - *Evaluate Printing Interlocal.*
- ◆ *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*
- ◆ *Use tools such as the Recreation Guide to promote volunteerism, citizen participation in government, and Woodinville identity.*

## **Goal 11: Continue development of City organization**

- ◆ *Feedback to Council and citizens: develop periodic report*
- ◆ *Ongoing evaluation of structure*
  - *Implement Customer Service Initiative*
  - *Effective provision of services*
  - *Proper balance between contracted and in-house services*
  - *Review and implement Chamber Task Force recommendations in development review.*
- ◆ *Emergency Management Planning*
  - *Comprehensive Emergency Management Plan (CEMP)*
    - ✓ *Continue additional levels of disaster planning.*
  - *Emergency Response Manual for employees*
- ◆ *Cooperate with other agencies to assure*
  - *Most effective service delivery to citizens*
  - *Feasibility of joint facilities*
  - *Evaluate co-location options for shop/maintenance facilities.*
- ◆ *Enhance service delivery*
  - *Review effectiveness of DWLS impound ordinance*
  - *Volunteer Bike registration program*
  - *Business registration program*
  - *Evaluate and, if feasible, begin credit card use for limited business transactions.*
- ◆ *Staff/Personnel management*
  - *Develop comprehensive approach to staff/personnel management*
  - *Consolidate human resources functions*
  - *Salary/compensation study update.*
  - *Development of operating procedures to support all administrative/personnel functions.*
- ◆ *Develop satellite site operations and supporting policies for the Community Center.*

## **Goal 12: Continue development of a fiscally prudent organization**

- ◆ *Develop a 2-year budget.*
- ◆ *Upgrade financial management software.*
  - *Use financial software as long-term backbone for portability flow with other software.*
  - *Work with E-Gov coalition to develop on-line service capabilities.*
- ◆ *Review and revise debt management and other financial policies.*
- ◆ *Financing for City Hall/Sorenson to ease debt-service impact on operating budget.*
- ◆ *Maintain or improve Woodinville's "-AA" Standard and Poors bond rating.*

## **Goal 13: Build and maintain a safe community**

- ◆ *Adequate funding and staffing of code enforcement*
- ◆ *Adequate support of school resource work.*
- ◆ *Proactive support for crime prevention, such as personal, neighborhood and environmental safety.*
- ◆ *Support youth and teens and create opportunities for Woodinville youth to feel empowered and supported by their community.*
  - *Pursue construction funding for skate park.*
- ◆ *Create facilities and programs that allow Woodinville residents to congregate for cultural and civic events that support diversity and community identities.*



# Revenue/Expenditure Summaries

# Revenue Summary: Sources of Revenue for the 2002 Budget

Beginning the year with \$16.1 million, the 2002 budget has an additional \$12.6 million in revenue from new sources, and \$5.8 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

## General Fund Revenue

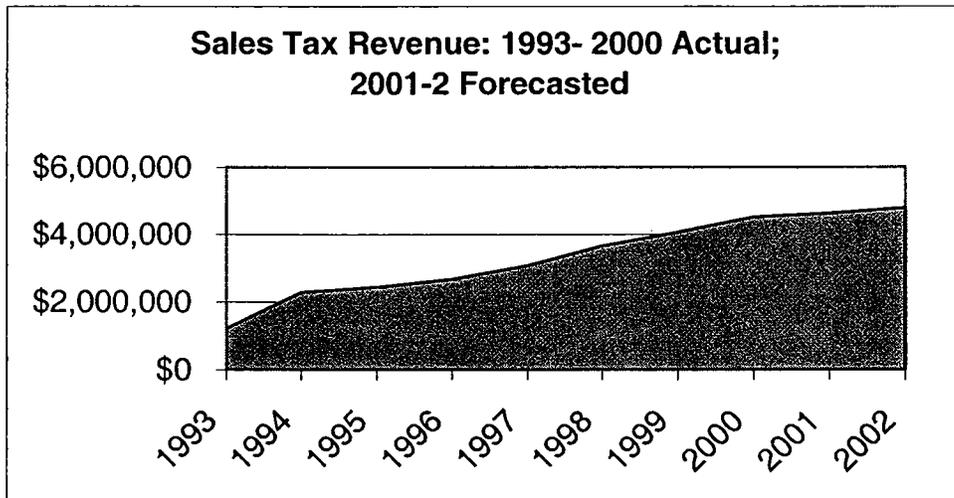
For 2002, the General Fund is forecasted to have a beginning balance of \$1.0 million and receive \$8.8 million in new revenue. A short description of the sources follows.

### **Sales Tax**

Woodinville will receive \$7.5 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 55% of all General Fund "new revenue". A 3% increase in sales tax revenue over what is currently projected for 2001 is forecasted, a trend that has slowed considerably since 2000.

57% of sales tax revenue is attributed to retail sales, 16% from construction related activities, with manufacturing, services and all other categories at about 9% each.

The following graph shows annual sales tax distributions since incorporation, and forecasts for 2001 and 2002.



## Property Tax

The City had maintained a property tax rate of approximately \$1.60 per thousand dollars of assessed value since incorporation. In 2002, the rate is \$1.51 per thousand dollars of assessed valuation. Property taxes represent about 27% of General Fund revenue. City of Woodinville property taxes represent about 11.4% of property taxes paid by Woodinville property owners.

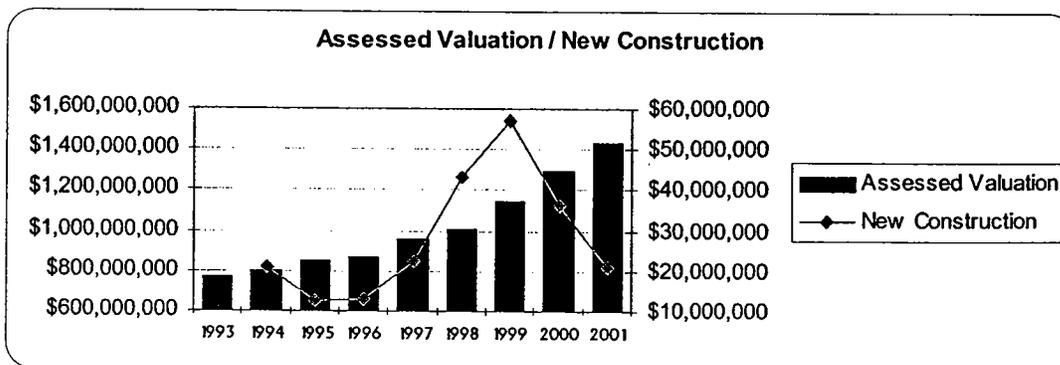
2001 and 2002 assessments for all taxing districts were as follows:

	2001 Levy Rates	2002 Levy Rates
State Schools	\$3.14502	\$2.98946
County	\$1.55218	\$1.44949
Port	\$0.19029	\$0.18956
Fire	\$0.99564	\$0.92797
Hospital	\$0.38784	\$0.35975
Library	\$0.55737	\$0.52581
EMS	\$0.24624	\$0.25000
N/S Park and Rec.	\$0.03135	\$0.05530
City	\$1.59037	\$1.51427
Northshore School Dist.	\$5.38799	\$5.02182
<b>Total</b>	<b>\$14.08429</b>	<b>\$13.28343</b>

At incorporation, the City had the ability to set a tax rate of \$2.10 per thousand dollars of assessed valuation. Although the Council never assessed the total amount that was available, the "banked capacity" was maintained to give the Council a measure of comfort should there be an emergency, or to capture an opportunity that may arise.

## Licenses & Permits

Licensing and permitting activity is anticipated to increase slightly from the level of activity expected in 2001. The City has seen a slow down in construction activity, as evidenced by the graph below.



Building permit fees, forecasted at \$147,000, are about 50% of the fees that were collected in 1998. Some of the revenue lost is from a slowdown in building activity, and a small part is from fee waivers from the construction of the affordable housing project, Greenbrier Heights.

### **Intergovernmental**

Intergovernmental revenue includes grant revenue associated with the General Fund, such as Commuter Trip Reduction grants, and recycling grants. The largest source of intergovernmental is in the form of state shared revenue, which is money distributed by the state to the cities on a per capita basis. Intergovernmental revenue is forecasted to be \$169,000 for 2002.

### **Charges for Services**

Plan check fees, recreation fees, and the overhead charges to the Surface Water Fund represent most of the revenue associated with charges for services. Charges for services provided should bring \$650,000 to the General Fund.

### **Fines & Forfeitures**

Traffic and parking fines are expected to yield about \$34,000.

### **Miscellaneous**

Interest on investments and donations from private sources, such as donations for fireworks and concert series represent nearly all of the revenue received in the miscellaneous account. There is \$148,000 forecasted in miscellaneous revenue in 2002.

### **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 eight Special Revenue Funds: the Street, Arterial Street, Contingency, Mitigation, Admission Tax Park Capital Fund, City Hall System Replacement Fund, Park Impact Fee, and Wilmot Tile Fund. The **Street Fund** will receive about \$236,000 from gas tax and licensing fees. The General Fund will subsidize the Street Fund with a transfer of \$683,000. The **Arterial Street Fund** will receive about \$62,000 from gas taxes. The **Mitigation Fund** will receive \$35,000 in interest income and mitigation, while the **Admission Tax Park Capital Fund** will receive \$206,000 in admission tax. The **Contingency Fund** will only have interest income, and the **City Hall System Replacement Fund** will receive a General Fund transfer of \$50,000. **Park Impact Fees** are thought to be \$90,000, based on estimates of construction activity expected in 2002. A brick & tile campaign estimated at \$20,000 will support the **Wilmot Tile Fund**.

## **Debt Service Fund**

Budgeted for 2002 is a General Fund debt service transfer of \$558,000 to pay for land acquisition and City Hall bonds.

Year	Principal	Interest	Total Debt Service
2002	\$220,000	\$337,790	\$557,790
2003	\$225,000	\$326,465	\$551,465
2004	\$235,000	\$314,865	\$549,865
2005	\$250,000	\$302,765	\$552,765
2006	\$265,000	\$290,265	\$555,265

## **Capital Funds**

The number of capital funds is now 26. Each capital project is identified with its own fund name and number. Some projects are carried over from the 2001 budget, and more projects are anticipated in 2002. Of the 26 funds, only 4 will receive revenue other than transfers and interest. The sources of revenue for these four funds are real estate excise taxes for two of the four, utility taxes, and a small amount of rental income.

The **Capital and Special Capital Project** funds will each receive revenue from a 1/4% real estate excise tax (REET). Woodinville has levied two 1/4% real estate excise taxes. Each 1/4% is forecasted to provide \$290,000 in revenue.

**Street and Surface Water Capital** funds will only have interest income for a revenue source, and the **Real Property Fund** will receive a small amount of revenue from the leasing of City Hall space to the Chamber of Commerce.

Woodinville established a utility tax to help with the reconstruction costs associated with **177th Street**. The tax began in June 1998, and utility tax revenue is anticipated to be about \$921,000.

## **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 2002, the City is expected to receive approximately \$810,000 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 the vehicles from the "pool". The City currently has 16 vehicles 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. Transfers to this fund will be \$48,000.

The **Equipment Replacement Fund** receives money from the General Fund to replace fixed assets not covered by the Rental Fund. Revenue to the replacement fund is transferred from the General Fund. The transfer to this fund will be \$200,000.

The **Unemployment Compensation Fund** is a reserve that is used to pay unemployment claims against the City. The fund is fully funded, and no transfers are expected in 2002.

### **Trust Funds**

The **Affordable Housing Fund** is a trust fund that was established in 2001 to set aside money for financing affordable housing. In 2002, the General Fund will transfer \$12,500 to the trust fund for future projects. The ARCH (A Regional Coalition for Housing) group has a parity program to assure that each member contributes to the collective projects among the membership. Even with the fee waiver for Greenbrier, Woodinville has been a net importer of ARCH funds.

## Expenditure Summary: Uses of Revenue for the 2002 Budget

2002 expenditures are recommended at \$9.2 million dollars for General Fund/Street operational costs, \$1.0 million in surface water operations, and \$7.9 million in capital projects. A summary of expenditures by fund type follows.

### General/Street Funds Expenditures

The General and Street Funds have \$9.2 million in operating costs, including debt service for the City Hall building and land.

Thirteen departments comprise the General Fund budget, and each is discussed in greater detail in the Expenditure Detail section of the budget. A graph of the department budgets and the Street Maintenance Fund is shown at the conclusion of this section. The Street Fund is coupled with the General Fund when considering operating costs because it is heavily subsidized by the General Fund.

### Special Revenue Funds

There are eight Special Revenue Funds: Street (maintenance), Arterial Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, and Wilmot Tile Fund.

The **Street** (maintenance) budget is \$1,076,000, the **Mitigation** Fund may transfer revenue to one or more capital projects, and the **Arterial** and **Contingency** Funds are not expected to have expenses. The **Admission Tax** **Park Capital** Fund will also transfer available money to park capital projects. The **City Hall System Replacement** fund, a fund established to replace the major system components of the new City Hall, hopefully will not have expenses for a few years, as the structural components are new, and shouldn't need to be replaced for several years. The **Park Impact Fee** fund will likely collect revenue without incurring expenses. The **Wilmot Tile** Fund will facilitate the completion of the Wilmot Park Infrastructure and is not expected to incur expenses in 2002.

### **Debt Service Fund**

The Debt Service fund will make payments for the councilmanic bonds issued to purchase the land and construct City Hall. The total debt service for the land and structure is \$557,000. Additional debt information can be found in the expenditure detail section of the budget.

### **Capital Funds**

There are 20 projects in the 2002 budget, with four projects carrying over from the prior year that are nearly completed. The remaining projects total \$7.9 million in costs. Included in the total is the \$1.9 million payment to the Northshore School District for the Sorenson building and land. The projects include street and surface water projects, parkland purchase, and the completion of the skate park design.

### **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. Surface Water fees have been used for the purchase of salmon and wetland habitat along Little Bear Creek, and the operational costs associated with surface water issues. There is \$1,015,331 in operating expenditures planned for 2002. Included are payments to King County (\$200,000) and \$311,000 in professional services.

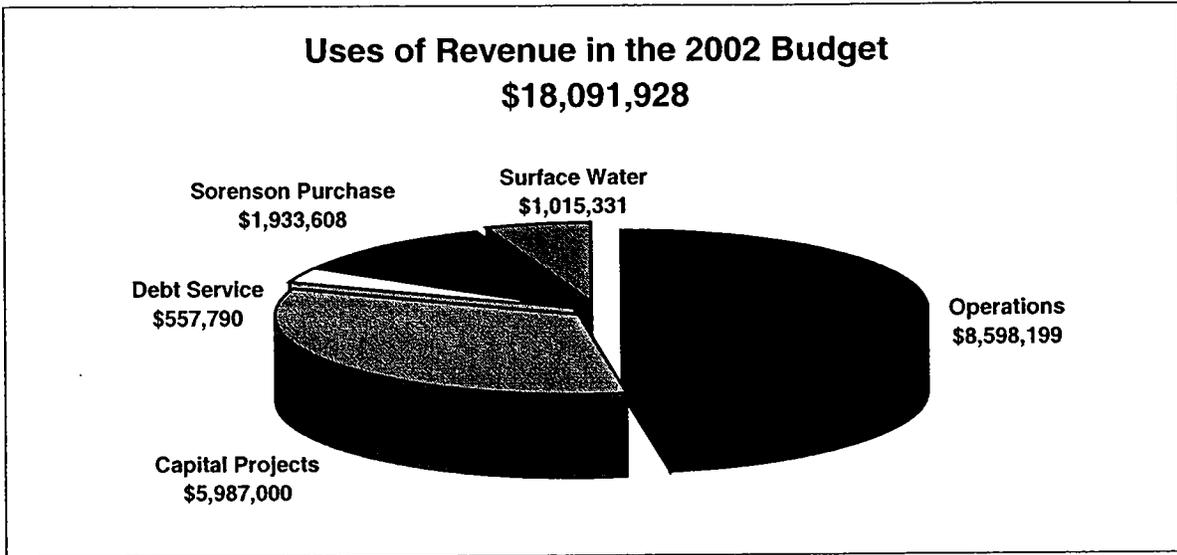
### **Internal Service Funds**

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. Expenditures for the three Internal Service Funds are budgeted at \$219,600, and included in the total operational costs for the City as shown on the pie chart on the following page.

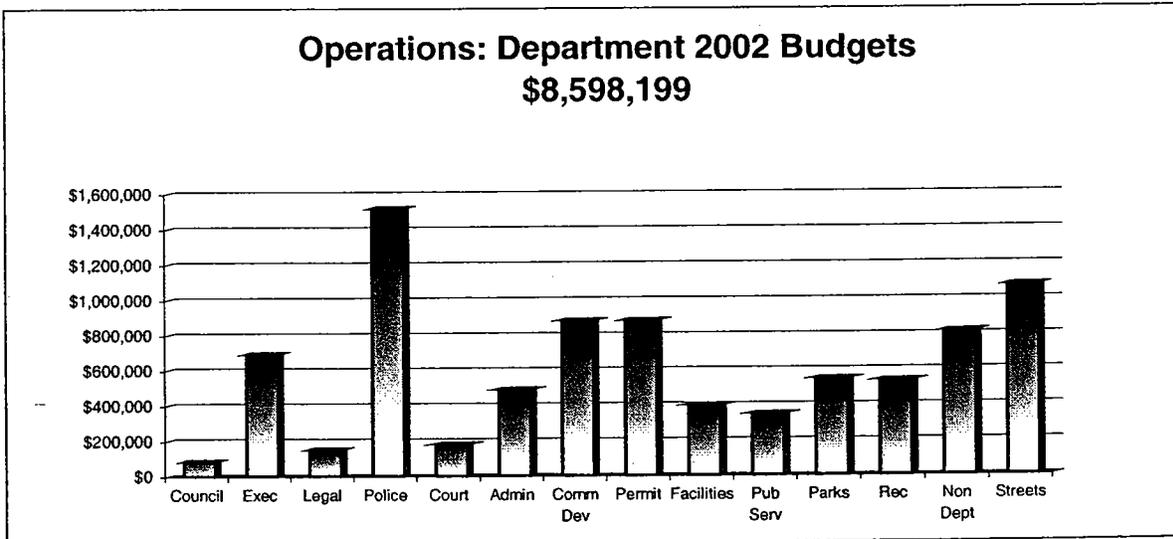
### **Trust Fund**

The Affordable Housing Fund is not anticipated to have expenditures, unless an appropriate project for funding arises.

Total expenditures for all funds are \$18.1 million dollars and below are broken into the major uses.



Total operations for all funds are \$8.6 million dollars and below are broken into departments.



**City of Woodinville  
2002 Operating Budget  
Sources and Uses All Funds**

	General	Special	Debt Service	Capital Projects	Enterprise	Internal Service	Housing	Total
<b>Beginning Balance</b>	<b>\$1,022,740</b>	<b>\$1,502,062</b>	<b>\$291,620</b>	<b>\$12,277,416</b>	<b>\$445,141</b>	<b>\$547,815</b>	<b>\$10,150</b>	<b>\$16,096,944</b>
<b>Revenue:</b>								
Taxes	\$7,530,340	\$206,000		\$1,501,000				\$9,237,340
Permits	\$258,752							\$258,752
Intergovernmental	\$168,919	\$299,342		\$300,000				\$768,261
Charges for Services	\$650,458	\$130,000			\$810,000	\$47,756		\$1,638,214
Fines	\$34,800							\$34,800
Miscellaneous	\$148,000	\$51,800	\$12,000	\$359,200	\$38,000	\$13,750	\$200	\$622,950
<b>Total Revenue</b>	<b>\$8,791,269</b>	<b>\$687,142</b>	<b>\$12,000</b>	<b>\$2,160,200</b>	<b>\$848,000</b>	<b>\$61,506</b>	<b>\$200</b>	<b>\$12,560,317</b>
Other Financing Sources		\$733,100	\$557,790	\$4,297,202		\$200,000	\$12,500	\$5,800,592
<b>Total Available</b>	<b>\$9,814,009</b>	<b>\$2,922,304</b>	<b>\$861,410</b>	<b>\$18,734,818</b>	<b>\$1,293,141</b>	<b>\$809,321</b>	<b>\$22,850</b>	<b>\$34,457,853</b>
<b>Expenditure:</b>								
Salaries and Wages	\$2,523,773	\$207,406			\$236,919			\$2,968,098
Personnel Benefits	\$586,428	\$47,657			\$49,835			\$683,920
Supplies	\$232,298	\$32,700			\$23,200	\$5,000		\$293,198
Services & Charges	\$1,899,768	\$408,584		\$805,000	\$327,690	\$14,600		\$3,455,642
Intergovernmental	\$1,927,029	\$319,000			\$211,000			\$2,457,029
Interfund	\$24,902	\$18,602			\$111,188			\$154,692
Capital Outlay	\$65,450	\$42,100		\$7,115,608	\$55,500	\$200,000		\$7,478,658
Debt Service			\$557,790					\$557,790
<b>Total Expenditures</b>	<b>\$7,259,648</b>	<b>\$1,076,049</b>	<b>\$557,790</b>	<b>\$7,920,608</b>	<b>\$1,015,331</b>	<b>\$219,600</b>	<b>\$0</b>	<b>\$18,049,027</b>
Other Financing Uses	\$1,503,390	\$145,000		\$4,152,202				\$5,800,592
<b>Ending Balance</b>	<b>\$1,050,971</b>	<b>\$1,701,255</b>	<b>\$303,620</b>	<b>\$6,662,008</b>	<b>\$277,810</b>	<b>\$589,721</b>	<b>\$22,850</b>	<b>\$10,608,235</b>

**City of Woodinville  
2002 Operating Budget  
Sources and Uses All Funds**

Funds	Total Resources			Total Appropriations		
	2002 Beginning Balance	2002 Revenues	2002 Total Sources	2002 Expenses	2002 Ending Balance	2002 Total Appropriation
<b>General Fund</b>						
General Fund Revenues	\$1,022,740	\$8,791,269	\$9,814,009			
Council				\$83,313		
Executive				\$415,355		
Information Systems				\$276,454		
Legal				\$150,000		
Law				\$1,516,287		
Court				\$180,000		
Admin				\$490,702		
Community Development				\$880,167		
Permit				\$880,422		
Facilities				\$398,323		
Public Services				\$349,562		
Parks				\$548,296		
Recreation				\$537,150		
Non-Departmental				\$2,057,007		
<b>Total General Fund</b>	<b>\$1,022,740</b>	<b>\$8,791,269</b>	<b>\$9,814,009</b>	<b>\$8,763,038</b>	<b>\$1,050,971</b>	<b>\$9,814,009</b>
<b>Special Revenue Funds</b>						
Street	\$147,265	\$929,942	\$1,077,207	\$1,076,049	\$1,158	
Arterial	\$209,039	\$70,300	\$279,339		\$279,339	
Contingency	\$272,122	\$12,000	\$284,122		\$284,122	
Mitigation	\$499,856	\$35,000	\$534,856		\$534,856	
Admission	\$312,980	\$210,000	\$522,980	\$145,000	\$377,980	
Wilmot tile	\$0	\$20,000	\$20,000		\$20,000	
System Replacement	\$50,800	\$53,000	\$103,800		\$103,800	
Park Impact Fee	\$10,000	90000	\$100,000		\$100,000	
<b>Total Special Revenue Funds</b>	<b>\$1,502,062</b>	<b>\$1,420,242</b>	<b>\$2,922,304</b>	<b>\$1,221,049</b>	<b>\$1,701,255</b>	<b>\$2,922,304</b>
<b>Total Debt Service Fund</b>	<b>\$291,620</b>	<b>\$569,790</b>	<b>\$861,410</b>	<b>\$557,790</b>	<b>\$303,620</b>	<b>\$861,410</b>
<b>Capital Project Funds</b>						
Reserve Funds	\$6,696,075	\$2,171,902	\$8,867,977	\$4,152,202	\$4,715,775	
Project Funds	\$5,581,341	\$4,285,500	\$9,866,841	\$7,920,608	\$1,946,233	
<b>Total Capital Project Funds</b>	<b>\$12,277,416</b>	<b>\$6,457,402</b>	<b>\$18,734,818</b>	<b>\$12,072,810</b>	<b>\$6,662,008</b>	<b>\$18,734,818</b>
<b>Total Enterprise Funds</b>	<b>\$445,141</b>	<b>\$848,000</b>	<b>\$1,293,141</b>	<b>\$1,015,331</b>	<b>\$277,810</b>	<b>\$1,293,141</b>
<b>Internal Service Funds</b>						
Equipment Rental	\$145,933	\$51,756	\$197,689	\$18,600	\$179,089	
Equipment Replacement	\$369,265	\$209,000	\$578,265	\$200,000	\$378,265	
Unemployment	\$32,617	\$750	\$33,367	\$1,000	\$32,367	
<b>Total Internal Service Funds</b>	<b>\$547,815</b>	<b>\$261,506</b>	<b>\$809,321</b>	<b>\$219,600</b>	<b>\$589,721</b>	<b>\$809,321</b>
<b>Trust Fund</b>						
Housing	\$10,150	\$12,700	\$22,850		\$22,850	
<b>Total Trust Funds</b>	<b>\$10,150</b>	<b>\$12,700</b>	<b>\$22,850</b>		<b>\$22,850</b>	<b>\$22,850</b>
<b>Total City Budget</b>	<b>\$16,096,944</b>	<b>\$18,360,909</b>	<b>\$34,457,853</b>	<b>\$23,849,618</b>	<b>\$10,608,235</b>	<b>\$34,457,853</b>

## City of Woodinville

Position Summary	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Accounting Clerk		1	1	1	1
Administrative Assistants	3.44	3.44	3.75	3	3
Assistant City Manager	1				
Assistant to the City Manager		1	1	1	1
Building Inspector	2	1	2	2	1
City Clerk	1	1	1	1	1
City Manager	1	1	1	1	1
City Planner	0.5	1	1	1	1
Civil Plans Examiner (Sr. Engineer)		1	1	1	1
Civil Site Field Inspector			1	1	1
Code Enforcement			1	1	1
Communications Coordinator	1	1	1	1	1
Community Dev. Director	1	1	1	1	1
Design Engineer	0.75				
Environmental Planner			0.5	0.5	0.5
Executive Secretary	1	1	1	1	1
Facilities Maintenance Worker I				1	1
Facilities Maintenance Worker II					1
Field Engineer	1	1.5	1	1	1
Finance Director	1	1	1	1	1
GIS/Sr. Programmer					1
Information Services Mgr.			1	1	1
Maintenance Supervisor	1	0.5	1	1	1
Maintenance Worker	1.4	1	1	3	3
Park Planner		0.5	0.5	0.5	0.5
Parks & Rec Director	1	1	1	1	1
Parks Maint. Supervisor			1	1	1
Permit Center Director	1	1	1	1	1
Permit Supervisor	1	1	1	1	1
Permit Technician		1	3	4	4
Planner	2	2	2	2	2
Planning Technician	1	1	0.75	0.75	0.75
Plans Examiner		1	1	1	1
Public Works Director	1	1	1	1	1
Public Works Assistant	1	0.75			
Recreation Supervisor	1	1	1	1	1
Senior Accountant	1	1	1	1	1
Senior Admin. Assistant	3.5	5	4	4.65	4.65
Senior Engineer	2.25	3	3	3	3
Technician	0.6				
Teen Coordinator			0.5	1	1
Traffic Planner		0.5	0.5	0.5	0.5
Volunteer Coordinator		0.75	1	1	1
<b>Total</b>	<b>33.44</b>	<b>38.94</b>	<b>45.50</b>	<b>49.90</b>	<b>50.90</b>

## Manager's Recommended Capital Outlays

<b>Department</b>	<b>Asset</b>	<b>Cost</b>
<b>Executive</b>	Data Switches	\$3,000
	Permits Plus Users Licenses	\$13,000
<b>Permit Center</b>	Image Mouse Plus (Records Retention)	\$5,000
	Color Laser Printer	\$2,150
	Large Copier	\$6,300
	Scanner	\$5,000
<b>Facilities</b>	Hydronic Pipe Repairs & Alterations	\$6,000
	Water Extractor	\$1,500
	Floor Machine	\$1,500
	City Equipment Storage	\$10,000
	Carpet Extractor-Cleaning of City Carpets	\$2,500
<b>Recreation</b>	Printer	\$1,200
	AED - Defibrilator for WCC	\$3,000
	Speakers - Teen Program	\$1,500
	Roll-Out Stereo	\$3,800
<b>Streets</b>	Traffic Safety @ Schools	\$4,600
	Boom Mower (50%)	\$35,000
	Asset Mgmt Software (50%)	\$2,500
<b>Surface Water</b>	Digital contour maps	\$8,000
	Boom Mower (50%)	\$35,000
	Industrial pond mower	\$10,000
	Asset Mgmt Software (50%)	\$2,500
	<b>Total</b>	<b>\$163,050</b>

# Manager's Recommended Capital Projects

<b>Project</b>	<b>Cost</b>	<b>Funding</b>
Civic Center	\$1,933,608	General Fund
133rd Street	\$800,000	REET 1; REET 2; SWM Reserve
Pedestrian Improvements	\$100,000	Street Reserve; REET 2
202/127th	\$375,000	Street Reserve
202/148th	\$600,000	Street Reserve
522/202	\$300,000	REET 1
Little Bear Creek Lineal	\$300,000	SWM Reserve
Woodinview Park	\$110,000	REET 1
Skate Park	\$240,000	REET 1; Admission Tax
Stream Corridor Acquisition	\$230,000	SWM Reserve
Habitat Improvements	\$167,000	SWM Reserve
177th/131st Intersection	\$900,000	Utility Taxes
177th Corridor	\$1,200,000	Utility Taxes
175th/131st Intersection	\$400,000	General Fund; Grants; REET 2
136thNE/NE 195th	\$60,000	REET 2
SR522/195th	\$100,000	Street Reserve
School/Sports Association	\$45,000	Admission Tax
Neighborhood Playground Project	\$60,000	Admission Tax
<b>Total</b>	<b>\$7,920,608</b>	



Revenue  
Detail – All Funds

# General Fund Revenue

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## Beginning Balance

The General Fund is forecasted to have a beginning fund balance of \$1 million.

## Taxes

The property tax rate is \$1.51 per thousand dollars of assessed value, and will provide \$2.34 million. Sales tax revenue is expected to increase, though at a smaller rate than previous years. The forecast is \$4.8 million. Retail sales continue 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 higher, but not significantly. Building activity has dropped off in the last two years.

## Intergovernmental

State-shared revenue is a small piece of General Fund revenue, and though local government assistance (in lieu of Motor Vehicle Excise Tax) has been received for 2002, future years of assistance are questionable.

## Charges for Services

Higher revenues are expected, but they are offset by expenditures. Charges to the Surface Water fund for overhead, developer-paid charges for services, and recreation fees provide most of the revenue in this category.

## Fines

A small part of General Fund revenue is generated by traffic and parking fines.

## Miscellaneous

Investment interest and sales tax interest provided by the State, annex rental charges, and donations for the fireworks display are the sources of miscellaneous revenue.

## General Fund Revenue

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	<b>\$1,832,198</b>	<b>\$2,066,293</b>	<b>\$1,022,740</b>
<b>Taxes</b>			
Property	\$2,054,047	\$2,290,000	\$2,345,000
Sales	\$4,526,796	\$5,007,000	\$4,800,000
Sales-Criminal Justice	\$215,942	\$216,418	\$219,240
Cable TV	\$58,197	\$56,000	\$72,100
Gambling	\$94,507	\$98,000	\$94,000
<b>Subtotal Taxes</b>	<b>\$6,949,489</b>	<b>\$7,667,418</b>	<b>\$7,530,340</b>
<b>Licenses &amp; Permits</b>			
Building	\$183,095	\$183,340	\$147,000
Plumbing	\$11,540	\$12,154	\$15,750
Grading	\$2,476	\$3,090	\$3,150
Demolition		\$0	\$840
Mechanical	\$12,566	\$13,493	\$14,700
Site Development	\$23,245	\$28,840	\$42,000
Right of Way Permit	\$112,636	\$25,000	\$33,600
Misc Permits & Fees	\$9,222	\$9,500	\$1,712
<b>Subtotal Licenses &amp; Permits</b>	<b>\$354,779</b>	<b>\$275,417</b>	<b>\$258,752</b>
<b>Intergovernmental</b>			
State Grants	\$30,119	\$5,150	\$5,150
Local Gov. Assistance	\$83,471	\$54,531	\$56,000
Liquor Excise Tax	\$33,493	\$33,990	\$30,000
Liquor Board Profits	\$62,204	\$64,890	\$56,400
Motor Vehicle Criminal Justice		\$0	\$12,614
Interlocal Grants	\$3,059	\$12,360	\$8,240
Miscellaneous Intergov. Revenue	\$2,644	\$2,060	\$515
<b>Subtotal Intergovernmental</b>	<b>\$214,989</b>	<b>\$172,981</b>	<b>\$168,919</b>
<b>Charges for Services</b>			
Dist/Muni Court Records	\$1,773	\$2,266	\$3,090
Sales of Publications	\$2,665	\$2,288	\$4,120
UFC Permit Fees	\$5,260	\$3,296	\$5,150
Overhead Charges (SWM)	\$96,831	\$99,736	\$99,736
Recreation Charges	\$60,718	\$96,413	\$84,000
Field Use	\$10,614	\$16,800	\$16,800
Zoning & Subdivision	\$45,779	\$27,810	\$41,200
False Alarm Responses	\$12,000	\$2,000	\$5,562
ESA Bio Review	\$0	\$50,000	\$0
Civil Eng/Life Safety/Landscape Review	\$0	\$12,325	\$68,200
Land Use Application	\$0	\$50,000	\$96,000
Plan Check Fee	\$260,119	\$221,450	\$206,000
Other Fees & Chgs	\$9,944	\$750	\$20,600
<b>Subtotal Charges for Services</b>	<b>\$505,702</b>	<b>\$585,134</b>	<b>\$650,458</b>
<b>Fines</b>			
Traffic Infraction	\$26,938	\$8,000	\$14,000
Parking Infraction	\$4,617	\$2,000	\$4,000
Miscellaneous Fines & Forfeits	\$14,550	\$2,000	\$16,800
<b>Subtotal Fines</b>	<b>\$46,106</b>	<b>\$12,000</b>	<b>\$34,800</b>
<b>Miscellaneous</b>			
Investment Interest	\$86,108	\$67,000	\$100,000
Sales Tax Interest	\$19,073	\$17,850	\$21,000
Park Facilities/Annex Rental	\$260	\$3,325	\$2,000
Donations from Private Sources	\$47,794	\$40,000	\$25,000
Other	\$1,511	\$0	\$0
<b>Subtotal Miscellaneous</b>	<b>\$154,746</b>	<b>\$128,175</b>	<b>\$148,000</b>
<b>Total General Fund Revenue</b>	<b>\$8,225,811</b>	<b>\$8,841,125</b>	<b>\$8,791,269</b>
<b>Total Available</b>	<b>\$10,058,010</b>	<b>\$10,907,417</b>	<b>\$9,814,009</b>

# Special Revenue Funds

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

- |  |   |
|--|---|
| <input type="checkbox"/> Street          | <input type="checkbox"/> Mitigation                   |
| <input type="checkbox"/> Arterial Street | <input type="checkbox"/> Admission Tax                |
| <input type="checkbox"/> Contingency     | <input type="checkbox"/> Park Impact Fees             |
| <input type="checkbox"/> Wilmot Tile     | <input type="checkbox"/> City Hall System Replacement |

## Street Fund

The Street Fund, charged with the maintenance of City streets, receives about \$237,000 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 is from the beginning fund balance and a transfer from the General Fund of \$683,000.

## 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 2002 budget, these capital projects will have their own fund. Receiving only \$62,500 from gas tax revenue, the balance of 2002 sources is from a beginning balance (\$209,000) and a small amount of interest revenue.

## Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will carry over \$272,000 from 2001, 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 (\$499,000) and interest revenue of \$35,000. 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).

## City Hall System Replacement

The System Replacement Fund for the new City Hall structure will receive a \$50,000 transfer from the General Fund. It will begin 2002 with a \$51,000 balance.

## Wilmot Tile Fund

The Wilmot Tile Fund was created to provide additional revenue for the completion of the Wilmot Park Infrastructure. A brick and tile campaign estimated at \$20,000 will support the Wilmot Tile Fund.

## Park Impact Fee

The Park Impact Fee Fund will receive assessments from new residential developers and monies will be used for the expansion of parks, open space, and recreation facilities. Park Impact Fees are thought to be \$90,000 based on estimates of construction activity expected in 2002.

**Revenue  
Special Revenue Funds**

**Street (Maintenance)**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	<b>\$425,205</b>	<b>\$18,205</b>	<b>\$147,265</b>
<b>Intergovernmental</b>			
Vehicle Licenses	\$94,121	\$92,000	\$101,970
Gas Tax	\$155,080	\$156,000	\$134,872
<b>Subtotal Intergovernmental</b>	<b>\$249,201</b>	<b>\$248,000</b>	<b>\$236,842</b>
<b>Miscellaneous</b>			
Investment Interest/Other	\$53,277	\$10,000	\$10,000
<b>Other Financing Sources</b>			
Operating Transfer In (General Fund)	\$373,000	\$1,159,614	\$683,100
<b>Total Revenue</b>	<b>\$675,478</b>	<b>\$1,417,614</b>	<b>\$929,942</b>
<b>Total Available</b>	<b>\$1,100,683</b>	<b>\$1,435,819</b>	<b>\$1,077,207</b>

**Arterial Street Fund (Construction)**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	<b>\$138,236</b>	<b>\$141,869</b>	<b>\$209,039</b>
<b>Intergovernmental</b>			
Gas Tax	\$72,510	\$73,000	\$62,500
<b>Subtotal Intergovernmental</b>	<b>\$72,510</b>	<b>\$73,000</b>	<b>\$62,500</b>
<b>Miscellaneous</b>			
Investment Interest	\$7,060	\$0	\$7,800
<b>Subtotal Miscellaneous</b>	<b>\$7,060</b>	<b>\$0</b>	<b>\$7,800</b>
<b>Total Revenue</b>	<b>\$79,570</b>	<b>\$73,000</b>	<b>\$70,300</b>
<b>Total Available</b>	<b>\$217,806</b>	<b>\$214,869</b>	<b>\$279,339</b>

**Contingency**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	<b>\$244,111</b>	<b>\$256,111</b>	<b>\$272,122</b>
<b>Miscellaneous</b>			
Investment Interest	\$15,511	\$12,500	\$12,000
<b>Contingency Fund</b>	<b>\$259,622</b>	<b>\$268,611</b>	<b>\$284,122</b>

**Revenue  
Special Revenue Funds**

**Mitigation**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$553,695	\$465,695	\$499,856
<b>Charges for Services</b> Mitigation	\$57,430	\$0	\$0
<b>Miscellaneous</b> Investment Interest	\$35,731	\$36,000	\$35,000
<b>Total Revenue</b>	<b>\$93,161</b>	<b>\$36,000</b>	<b>\$35,000</b>
<b>Total Available</b>	<b>\$646,856</b>	<b>\$501,695</b>	<b>\$534,856</b>

**Admission Tax Park Capital Fund**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$221,499	\$65,399	\$312,980
<b>Taxes</b> Admission Tax	\$205,299	\$212,000	\$206,000
<b>Miscellaneous</b> Investment Interest Donations from Private Sources	\$6,300 \$16,807	\$4,000	\$4,000
<b>Other Financing Sources</b> Residual Equity Transfer In (Woodin Creek)	\$0	\$93,527	\$0
<b>Total Revenue</b>	<b>\$228,406</b>	<b>\$309,527</b>	<b>\$210,000</b>
<b>Total Available</b>	<b>\$449,905</b>	<b>\$374,926</b>	<b>\$522,980</b>

**Wilmot Tile Fund**

	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$0
<b>Charges for Services</b> Services	\$0	\$0
<b>Miscellaneous</b> Donations	\$0	\$20,000
<b>Other Financing Sources</b> Interfund Loan	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$20,000</b>
<b>Total Available</b>	<b>\$0</b>	<b>\$20,000</b>

**Revenue  
Special Revenue Funds**

**City Hall System Replacement Fund**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$50,800</b>
<b>Miscellaneous</b>		
Investment Interest	\$0	\$3,000
<b>Other Financing Sources</b>		
Operating Transfer In (General Fund)	\$50,000	\$50,000
<b>Total Revenue</b>	<b>\$50,000</b>	<b>\$53,000</b>
<b>Total Available</b>	<b>\$50,000</b>	<b>\$103,800</b>

**Park Impact Fee Fund**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$10,000</b>
<b>Charges for Goods &amp; Services</b>		
Park Impact Fees	\$45,000	\$90,000
<b>Total Revenue</b>	<b>\$45,000</b>	<b>\$90,000</b>
<b>Total Available</b>	<b>\$45,000</b>	<b>\$100,000</b>

# Debt Service Revenue

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The City's Debt Service fund will receive a transfer from the General Fund to pay the principal and interest costs on the outstanding bond obligations.

## DEBT SERVICE FUND

	<b>2001 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	\$0	\$273,320	\$291,620
<b>Interest</b>	\$26,300	\$0	\$12,000
<b>Transfers In</b>	\$2,131,000	\$4,003,916	\$557,790
<b>Debt Service Fund</b>	<u>\$2,157,300</u>	<u>\$4,277,236</u>	<u>\$861,410</u>

# Capital Funds

## (Revenue)

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There are 26 capital funds budgeted for 2002. Capital Project Funds account for financial resources to be used for the acquisition or construction of major capital infrastructure and 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 2002 budget has each fund forecasted to receive \$290,000 from the real estate excise tax (commonly referred to as REET).

### Capital Street Reserve

The Street Reserve was established with surplus money from the General Fund. The estimated beginning balance of \$2 million should generate \$100,000 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 \$2.0 million will generate interest revenue, and no transfers from the operating fund are budgeted.

### 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 \$921,000 in utility tax revenue. The fund may also require an interfund loan of \$340,200 to complete the work planned for 2002.

### Real Property Reserve

The Real Property Reserve Fund receives money from rental agreements, and a small amount of revenue from the leasing of City Hall to the Chamber of Commerce is assumed.

**Revenue  
Capital Improvement Funds**

**Capital Project**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$1,269,901	\$691,368	\$899,229
<b>Taxes</b>			
Real Estate Excise Tax	\$306,220	\$276,000	\$290,000
<b>Miscellaneous</b>			
Investment Interest	\$70,976	\$52,000	\$30,000
<b>Other Financing Sources</b>			
Operating Transfer In	\$295,000	\$206,750	
<b>Total Revenue</b>	<u>\$672,195</u>	<u>\$534,750</u>	<u>\$320,000</u>
<b>Total Available</b>	\$1,942,096	\$1,226,118	\$1,219,229

**Special Capital Project**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$1,411,571	\$1,323,571	\$934,727
<b>Taxes</b>			
Real Estate Excise Tax	\$306,220	\$276,000	\$290,000
<b>Miscellaneous</b>			
Investment Interest	\$76,936	\$55,000	\$60,000
<b>Total Revenue</b>	<u>\$383,156</u>	<u>\$331,000</u>	<u>\$350,000</u>
<b>Total Available</b>	\$1,794,727	\$1,654,571	\$1,284,727

**Street Reserve**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$4,061,992	\$2,059,992	\$2,078,295
<b>Miscellaneous</b>			
Investment Interest	\$145,068	\$150,000	\$100,000
<b>Total Revenue</b>	<u>\$145,068</u>	<u>\$150,000</u>	<u>\$100,000</u>
<b>Total Available</b>	\$4,207,060	\$2,209,992	\$2,178,295

**Revenue  
Capital Improvement Funds**

**Surface Water Reserve**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$1,847,842	\$1,932,842	\$1,999,566
<b>Miscellaneous</b>			
Investment Interest	\$117,003	\$125,000	\$65,000
<b>Other Financing Sources</b>			
Operating Transfer In	\$0	\$368,207	
<b>Total Revenue</b>	<u>\$117,003</u>	<u>\$493,207</u>	<u>\$65,000</u>
<b>Total Available</b>	<u>\$1,964,846</u>	<u>\$2,426,049</u>	<u>\$2,064,566</u>

**Real Property Reserve**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$3,115	\$9,516	\$15,460
<b>Miscellaneous</b>			
Investment Interest	\$420	\$350	\$600
Rental Income	\$6,341	\$5,100	\$5,100
Subtotal Misc.	<u>\$6,761</u>	<u>\$5,450</u>	<u>\$5,700</u>
<b>Total Revenue</b>	<u>\$6,761</u>	<u>\$5,450</u>	<u>\$5,700</u>
<b>Total Available</b>	<u>\$9,876</u>	<u>\$14,966</u>	<u>\$21,160</u>

**177th Street Construction**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$722,664	\$1,553,664	\$768,798
<b>Taxes</b>			
Utility Tax	\$758,692	\$820,000	\$921,000
<b>Miscellaneous</b>			
Investment Interest	\$71,442	\$140,000	\$70,000
<b>Other Financing Sources</b>			
Interfund loan			\$340,202
<b>Total Revenue</b>	<u>\$830,134</u>	<u>\$960,000</u>	<u>\$1,331,202</u>
<b>Total Available</b>	<u>\$1,552,798</u>	<u>\$2,513,664</u>	<u>\$2,100,000</u>

**Revenue  
Capital Improvement Funds**

**Civic Center Reserve**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$3,056,735	\$3,190,735	\$2,592,397
<b>Miscellaneous</b>			
Investment Interest	\$154,579	\$261,842	\$28,500
<b>Other Financing Sources</b>			
Operating Transfer In (General Fund)	\$1,550,000	\$396,948	
Residual Equity Transfer in (City Hall Fund)			
<b>Total Revenue</b>	<u>\$1,704,579</u>	<u>\$658,790</u>	<u>\$28,500</u>
<b>Total Available</b>	\$4,761,314	\$3,849,525	\$2,620,897

**133rd St. C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$148,000	\$1,105,989
<b>Miscellaneous</b>			
Investment Interest	\$27,326		
<b>Other Financing Sources</b>			
Operating Transfer In (REET1)	\$618,000	\$50,000	
Operating Transfer In (REET2)		\$872,000	\$100,000
Operating Transfer In SWM Res.		\$100,000	
<b>Total Revenue</b>	<u>\$645,326</u>	<u>\$1,022,000</u>	<u>\$100,000</u>
<b>Total Available</b>	\$645,326	\$1,170,000	\$1,205,989

**175th/140th C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$200,000	\$54,265
<b>Miscellaneous</b>			
Investment Interest	\$9,718		
<b>Other Financing Sources</b>			
Operating Transfer In (Street Reserve)	\$345,000		
<b>Total Revenue</b>	<u>\$354,718</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Available</b>	\$354,718	\$200,000	\$54,265

**Revenue  
Capital Improvement Funds**

**124th Ave. C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$449,000	\$48,605
<b>Miscellaneous</b>			
Investment Interest	\$23,111		
<b>Other Financing Sources</b>			
Operating Transfer In (Street Reserve)	\$444,000	\$104,000	
<b>Total Revenue</b>	<u>\$467,111</u>	<u>\$104,000</u>	<u>\$0</u>
<b>Total Available</b>	\$467,111	\$553,000	\$48,605

**Pedestrian C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$0	\$60,235
<b>Miscellaneous</b>			
Investment Interest	\$2,418		
<b>Other Financing Sources</b>			
Operating Transfer In (Street Res.)	\$90,000	\$62,000	
Transfer In (REET 2)			\$100,000
<b>Total Revenue</b>	<u>\$92,418</u>	<u>\$62,000</u>	<u>\$100,000</u>
<b>Total Available</b>	\$92,418	\$62,000	\$160,235

**202/127th St. C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$680,000	\$635,965
<b>Miscellaneous</b>			
Investment Interest	\$44,535		
<b>Other Financing Sources</b>			
Grants		\$214,000	
Operating Transfer In (Street Res.)	\$850,000	\$105,000	
<b>Total Revenue</b>	<u>\$894,535</u>	<u>\$319,000</u>	<u>\$0</u>
<b>Total Available</b>	\$894,535	\$999,000	\$635,965

**Revenue  
Capital Improvement Funds**

**202/148th (145th)**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$522,000	\$618,353
<b>Miscellaneous</b>			
Investment Interest	\$40,435		
<b>Other Financing Sources</b>			
Operating Transfer In (Street Res.)	\$393,000		\$167,000
Operating Transfer In (REET2)	\$297,000		
<b>Total Revenue</b>	<u>\$730,435</u>	<u>\$0</u>	<u>\$167,000</u>
<b>Total Available</b>	\$730,435	\$522,000	\$785,353

**522/202 Hwy C.P.**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$250,000	\$334,926
<b>Miscellaneous</b>			
Investment Interest	\$4,926		
<b>Other Financing Sources</b>			
Operating Transfer In (REET1)	\$300,000	\$62,000	\$188,000
<b>Total Revenue</b>	<u>\$304,926</u>	<u>\$62,000</u>	<u>\$188,000</u>
<b>Total Available</b>	\$304,926	\$312,000	\$522,926

**Little Bear Creek Lineal Park**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$0	\$2,458
<b>Miscellaneous</b>			
Investment Interest	\$5,152		
<b>Other Financing Sources</b>			
Operating Transfer In (Admission Tax)	\$75,000	\$10,000	
Operating Transfer In (REET1)	\$173,533	\$15,000	
Grant			
Operating Transfer In (Open Space)	\$73,100		
Residual Equity Transfer In (Capital Construction)	\$35,367		
Operating Transfer In (SWM Reserves)			\$300,000
<b>Total Revenue</b>	<u>\$362,152</u>	<u>\$25,000</u>	<u>\$300,000</u>
<b>Total Available</b>	\$362,152	\$25,000	\$302,458

**Revenue  
Capital Improvement Funds**

**Woodinview Park**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$60,000	\$113,485
<b>Miscellaneous</b>			
Investment Interest	\$985		
<b>Other Financing Sources</b>			
Operating Transfer In (Admission Tax.)	\$60,000		
Operating Transfer In (REET1)		\$50,000	
<b>Total Revenue</b>	<u>\$60,985</u>	<u>\$50,000</u>	<u>\$0</u>
<b>Total Available</b>	\$60,985	\$110,000	\$113,485

**Skate Park**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$120,885	\$1,661
<b>Miscellaneous</b>			
Investment Interest	\$6,756		
<b>Other Financing Sources</b>			
Transfer In from Admission Tax	\$118,000	\$32,361	\$40,000
Transfer In from Acquisition of Stream Corridor		\$51,768	
Transfer In from Capital Storm Water Reserve		\$45,486	
Transfer In from REET 1			\$200,000
<b>Total Revenue</b>	<u>\$124,756</u>	<u>\$129,615</u>	<u>\$240,000</u>
<b>Total Available</b>	\$124,756	\$250,500	\$241,661

**NE 177th/131st Intersection**

	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$0
<b>Other Financing Sources</b>		
Transfer In (Utility Taxes)	\$1,430,000	\$900,000
Transfer In (Mitigation)	\$70,000	
<b>Total Revenue</b>	<u>\$1,500,000</u>	<u>\$900,000</u>
<b>Total Available</b>	\$1,500,000	\$900,000

**Revenue  
Capital Improvement Funds**

**175th/131st Right Turn Pocket**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>		
Transfer In (General Fund property tax)	\$165,000	
Transfer In (Mitigation)	\$35,000	
Transfer In (REET 2)		\$100,000
Grants WSDOT		\$300,000
<b>Total Revenue</b>	<b>\$200,000</b>	<b>\$400,000</b>
<b>Total Available</b>	<b>\$200,000</b>	<b>\$400,000</b>

**Habitat Enhancements**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$13,000</b>
<b>Other Financing Sources</b>		
Transfer In (SWM Reserve)	\$83,000	\$167,000
Grants	\$35,000	
<b>Total Revenue</b>	<b>\$118,000</b>	<b>\$167,000</b>
<b>Total Available</b>	<b>\$118,000</b>	<b>\$180,000</b>

**NE 177th St. Corridor**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>		
Transfer In (Utility Tax)	\$500,000	\$1,200,000
<b>Total Revenue</b>	<b>\$500,000</b>	<b>\$1,200,000</b>
<b>Total Available</b>	<b>\$500,000</b>	<b>\$1,200,000</b>

**Revenue  
Capital Improvement Funds**

**Acquisition of Stream Corridor**

	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Financing Sources</b>		
Transfer In (SWM Reserve)	\$175,000	\$230,000
<b>Total Revenue</b>	<b>\$175,000</b>	<b>\$230,000</b>
<b>Total Available</b>	<b>\$175,000</b>	<b>\$230,000</b>

**136th Ave NE/NE 195th St.**

	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>
<b>Other Financing Sources</b>	
Transfer In (REET 2)	\$60,000
<b>Total Revenue</b>	<b>\$60,000</b>
<b>Total Available</b>	<b>\$60,000</b>

**SR522/195th**

	<b>2002 Budget</b>
<b>Beginning Balance</b>	<b>\$0</b>
<b>Other Financing Sources</b>	
Transfer In (Capital Street Reserve)	\$100,000
<b>Total Revenue</b>	<b>\$100,000</b>
<b>Total Available</b>	<b>\$100,000</b>

**Revenue  
Capital Improvement Funds**

**School/Sports Association/City Wide Collaboration Projects**

**2002  
Budget**

**Beginning Balance**

**\$0**

**Other Financing Sources**

Transfer In (Admission Tax)

\$45,000

**Total Revenue**

**\$45,000**

**Total Available**

**\$45,000**

**Neighborhood Playground Projects**

**2002  
Budget**

**Beginning Balance**

**\$0**

**Other Financing Sources**

Transfer In (Admission Tax)

\$60,000

**Total Revenue**

**\$60,000**

**Total Available**

**\$60,000**

# Enterprise Fund

## (Revenue)

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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

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Surface Water Management is an enterprise fund that supports activities associated with all surface water areas of planning, management, 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 2002, the City forecasts \$810,000 in surface water drainage fees and \$38,000 in interest income.

**Revenue**  
**Enterprise Fund**

**Surface Water Management**

	<b>2000 Actual</b>	<b>2001 Budget</b>	<b>2002 Budget</b>
<b>Beginning Balance</b>	\$780,500	\$938,009	\$445,141
<b>Intergovernmental Grants</b>			
<b>Charges for Services</b>			
Storm Drainage Fees & Charges	\$784,391	\$800,000	\$810,000
<b>Miscellaneous</b>			
Investment Interest	\$63,050	\$45,000	\$38,000
<b>Other Financing Sources</b>			
Residual Equity Transfers-In	\$0	\$7,055	\$0
<b>Total Revenue</b>	\$847,442	\$852,055	\$848,000
<b>Total Available</b>	<u>\$1,627,942</u>	<u>\$1,790,064</u>	<u>\$1,293,141</u>

# Internal Service Funds

## (Revenue)

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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. Revenue to the Equipment Rental Fund includes a beginning balance of \$145,000 and transfers in from various departments that total \$48,000.

### 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 \$369,000, a transfer of \$200,000 from the General Fund is budgeted.

### 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 \$750 in interest revenue and begin the year with \$32,000.

**Revenue  
Internal Service Funds**

**Equipment Rental**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$101,477	\$112,332	\$145,933
<b>Miscellaneous</b>			
Investment Interest	\$6,915		\$4,000
<b>Other Financing Sources</b>			
Charges for Service	\$26,055	\$41,805	\$47,756
<b>Total Revenue</b>	<u>\$32,970</u>	<u>\$41,805</u>	<u>\$51,756</u>
<b>Total Available</b>	\$134,447	\$154,137	\$197,689

**Equipment Replacement**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$303,450	\$347,450	\$369,265
<b>Miscellaneous</b>			
Investment Interest	\$22,782		\$9,000
<b>Other Financing Sources</b>			
Operating Transfer In	\$100,000	\$200,000	\$200,000
<b>Total Revenue</b>	<u>\$122,782</u>	<u>\$200,000</u>	<u>\$209,000</u>
<b>Total Available</b>	\$426,231	\$547,450	\$578,265

**Unemployment Compensation**

	2000 Actual	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$30,769	\$31,269	\$32,617
<b>Miscellaneous</b>			
Investment Interest	\$1,953	\$1,600	\$750
<b>Total Revenue</b>	<u>\$1,953</u>	<u>\$1,600</u>	<u>\$750</u>
<b>Total Available</b>	\$32,722	\$32,869	\$33,367

# Trust Funds

## (Revenue)

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Trust Funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. The City has one trust fund: the **Affordable Housing Fund**, established to set aside money for financing affordable housing. In 2002, the General Fund will transfer \$12,500 to the Affordable Housing fund.

### Affordable Housing Trust Fund

	2001 Budget	2002 Budget
<b>Beginning Balance</b>	\$0	\$10,150
<b>Miscellaneous</b>		
Investment Interest	\$0	\$200
<b>Other Financing Sources</b>		
Transfers-In	\$10,000	\$12,500
<b>Total Revenue</b>	<u>\$10,000</u>	<u>\$12,700</u>
<b>Total Available</b>	\$10,000	\$22,850

**General Fund  
Department Budgets**

# Woodinville City Council

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City Councilmembers are dedicated to Woodinville citizens who give their time to represent community needs and vision. The diversity of the current council brings depth to the organization. Some Councilmembers have served the City of Woodinville since incorporation in 1993. Other members have served as members of the City's Planning Commission, Parks and Recreation Commission and Tree Board before joining the City Council.

## **Form of Government**

The City utilizes a Council-Manager form of government. Under this form of government, the voters elect at-large, seven part-time City Councilmembers. All seven City Council positions are elected for terms of four years. The Mayor is elected from within the City Council, to serve a two-year term. The Mayor presides at City Council meetings and represents the City at various ceremonial functions and at other community and intergovernmental meetings. This position does not exercise veto power. The Deputy Mayor is also elected from within the City Council and serves a two-year term. The Deputy Mayor presides over meetings during the absence of the Mayor. The City Council hires a City Manager to administer the daily operations of the organization.

## **City Council Roles and Responsibilities**

The City Council serves as the legislative and governing body of the City of Woodinville. The City Council establishes a vision and mission for City government. It is responsible for establishing City policies and goals to implement the vision and mission of the community.

The Council derives its powers from the laws and Constitution of the State of Washington. The City Council has the authority to adopt laws, ordinances, and resolutions as needed to conduct the business of the City, and by ordinance, may enter into contracts or intergovernmental agreements to furnish, receive services, or to provide for cooperative service delivery.

The City Council appropriates from the City Treasury the funds needed to conduct the business of the City. City staff annually submits a budget for Council review and approval. The annual budget establishes spending levels within the various City funds. The budget is one of the strongest policy-making tools adopted 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.

## **Regional Representation and Advisory Groups**

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, Eastside Transportation Partnership, A Regional Coalition for Housing (ARCH), Suburban Cities Association, and the Association of Washington Cities.

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.

## **2001 Accomplishments**

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### **Community Relations/Customer Service**

- Hosted dedication ceremony for new City Hall
- 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. Joined Olympic Pipeline Consortium.
- Mayoral and Council participation in Grand Opening events for local businesses.
- Held two Council retreats.
- Monthly "Make the Connection" at local businesses with topic of interest.
- Hosted a Legislative Forum with 1<sup>st</sup> and 45<sup>th</sup> District State Legislators.
- Held "hometown" rally for Marques Tuiasosopo and Pat Conniff
- Approved revised Customer Service Program
- Approved re-design of City web page

### **Contracts/Bids Awarded**

- Dennis R. Craig Construction: 140<sup>th</sup>/175<sup>th</sup> Curb and Gutter Replacement
- ECG Engineering: 177<sup>th</sup> Place Road Improvements
- Total Landscaping: Parks Maintenance/Landscape Agreement
- Earth Tech: SR202/127<sup>th</sup> Place NE - Design Contract Approval
- Earth Tech: NE 177<sup>th</sup> Place/NE 178<sup>th</sup> Place - Intersection Improvement Analysis
- Reid Middleton: SR202/145<sup>th</sup> Ave (Hollywood Hill) Roundabout Design
- Tydico, Inc.: 124<sup>th</sup> Ave NE Left Turn Pockets and Pedestrian Path construction

- Tydico, Inc.: 175<sup>th</sup>/140<sup>th</sup> Intersection Restoration
- West Coast Construction: NE 177<sup>th</sup> Place /131<sup>st</sup> Ave. NE Phase I Intersection Improvements
- Brunner Brothers: Formal Acceptance of Woodinville City Hall Public Improvement Project
- Greenbriar Heights (ARCH Project): Final Plat Approval
- Northshore Paving: 2000 Pavement/Overlay Project Acceptance

## Ordinances & Resolutions

- Adopted Ordinance No. 271: Garage and Yard Sale Signs
- Approved Ordinance No. 279: Parks Residential Impact Fees
- Approved Ordinance No. 280: School Impact Fees
- Approved Ordinance No. 284: Utility Tax Amendments
- Approved Ordinance No. 285: 133<sup>rd</sup> Ave NE Grid Road
- Approved Ordinance No. 287: Pay Plan for Non-Regular Employees
- Approved Ordinance No. 291: Heck Annexation Petition Approval & Second Reading
- Approved Resolution No. 190: Establish a Vendor List and Small Works Roster
- Approved Resolution No. 192: Woodinville Recreation Plan
- Approved Resolution No. 194: ESA (Interim) Response Strategy
- Approved Resolution No. 198: Formal Adoption of Civic Center Master Plan
- Approval of Resolution No. 203: Amendments to Council Procedures

## Goals for the Year 2002

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Each year the City Council reviews the city wide goals to establish a direction for city departments, commissions and boards. Accomplishments toward these goals are identified in quarterly reports.

- Plan, develop and implement a Civic Center Master Plan, integrating 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.
- Continue planning and implementation of Master Plans.

- Develop and maintain status of participation and player in regionally significant issues.
- Ensure development pays a proportionate share of the costs of the new facilities needed to serve growth.
- 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 development of City organization.
- Continue development of a fiscally prudent organization.
- Build and maintain a safe community.

## Council

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$34,800	\$34,800	\$50,700	\$51,600	\$51,600
Benefits	\$3,331	\$3,292	\$4,583	\$4,713	\$4,713
Supplies	\$4,347	\$4,030	\$5,170	\$3,200	\$2,700
Services	\$41,377	\$16,529	\$42,612	\$58,860	\$24,300
Capital Outlay	\$4,391	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$88,246</b>	<b>\$58,651</b>	<b>\$103,065</b>	<b>\$118,373</b>	<b>\$83,313</b>

# Legal Services

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The City of Woodinville contracts for legal services with Ogden, Murphy, Wallace. The attorneys with Ogden Murphy 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 law enforcement legal services, 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.

## 2001 Accomplishments

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- Developed invoice tracking system by department for monitoring legal costs.
- Provided staff training on contract insurance requirements.
- Draft agreement with property owner to vacate parcel for 133<sup>rd</sup> Avenue NE road project.
- Draft and review purchase and sales agreements for open space acquisitions.
- Advise City on settlement of City Hall construction project.
- Review and advise response to request for internal Internet Protocol (IP) addresses.

## Goals for the Year 2002

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- Continue 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.
- Monitor filtering system to manage legal matters.
- Identify and meet deadlines.
- Track and recover fees associated with new developments.

# Legal

## Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Services	\$196,142	\$67,157	\$125,111	\$150,000	\$150,000
<b>Department Total</b>	<b>\$196,142</b>	<b>\$67,157</b>	<b>\$125,111</b>	<b>\$150,000</b>	<b>\$150,000</b>

### 001 2002 Expenditure Detail

010

#### *Professional Services*

515-10-41-00

City Attorney

\$145,000

515-10-41-01

Hearing Examiner

\$5,000

\$150,000

# Executive Department

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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. Positions within the department include the City Manager, Assistant to the City Manager, Communications Coordinator, Information Systems Manager, Sr. Programmer/GIS Coordinator (proposed for 2002) and Executive Secretary.

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 (C.I.P.) 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, North Urban Human Services Alliance, A Regional Coalition for Housing (ARCH), Electronic-Government Alliance, North Wastewater Treatment Plant (Brightwater) Siting Committee, Suburban Cities Manager's and Administrators Group, Snohomish County Managers and Administrators Group, 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, news 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 Department of Community Development.

# 2001 Accomplishments

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## Community Relations/Customer Service

- Published and mailed six issues of the City Chronicle to city residents and businesses.
- State of City Address and other presentations to Woodinville Chamber of Commerce and various community service organizations.
- Coordinated the development of new customer service initiatives and standards of performance.
- Coordinated public information on move to new City Hall and dedication ceremony.
- Coordinated groundbreaking ceremony for Greenbrier Heights (ARCH) housing development.
- Developed web content and images for web site; launched new web site.
- Upgraded Customer Service Request (CSR) database. Linked to Intranet
- Coordinated monthly "Make the Connection" events with local businesses.
- Assisted Park Department with Civic Center Master Plan public outreach.
- Developed Capital Improvement Plan (CIP) public outreach campaign, including annual C.I.P. Open House.
- Supported police department in Block Watch program; neighborhood meetings.
- Maintained City's Traveler's Information Radio Station with event and community information.
- Developed project fliers and advertising to support departments in public outreach efforts.
- Developed employee incentive program for the City's Commute Trip Reduction Program.
- Hosted Bike-to-Work Day support station and other Commute Trip Reduction promotional campaigns.
- Issued general City press releases.
- Published Quarterly Reports.
- Hosted all-staff meetings, including presentation on Ethics in the Workplace.
- Coordinated elected official appearances and presentations.

## Personnel

- Developed and emphasized a strong management team and Executive Department team, inclusive of City Council.
- Developed job descriptions and pay plan for non-regular employees
- Developed hiring standards and procedures for non-regular employees
- Finalized revisions to the personnel rules. Trained managers and supervisors. Distributed to staff.
- Coordinated personnel training for managers and supervisors.
- Provided Ethics Workshop/Training for all city staff.
- Developed Hazardous Materials program; provided "Hazards in the Workplace" training to all staff; instituted maintenance program.
- Developed administrative procedures for personnel, property and equipment, and purchasing.
- Managed the hiring process for 6 regular employees, and eight non-regular employees.
- Provided two New Employee Orientation sessions.

## Project Highlights

- Lead Department for coordinating move to new City Hall.
- Developed six-year Capital Improvement Plan.
- Developed Interim ESA compliance strategy.
- Developed vendor list and small works roster.
- Developed Interlocal Agency Agreement with Northshore School District on print services.
- Developed Interlocal Agency Agreement with Snohomish County for joint efforts in the Little Bear Creek Watershed.
- Reviewed Human Services grant applications for 2002. Coordinated staff recommendation to City Council.
- Prepared and submitted grant applications for Sammamish ReLeaf for 2001/2002.
- Prepared and submitted Criminal justice grant application for 2002.
- Prepared and submitted AWC Technology grant application for 2002.
- Developed Interlocal Agency Agreement with Snohomish County for joint planning and programs in the Little Bear Creek Watershed.

- Participated in the development of the Sammamish Action Plan for salmon recovery planning along the Sammamish River
- Represented the City on boards and committees: Computer Committee.
- Municipal Employees Benefit Trust (MEBT) Committee, Salmon Task Force, Emergency Management Zone 1, Washington Cities Insurance Authority (WCIA), A Regional Coalition for Housing (ARCH), Records Management, Contracts Committee, Woodinville Chamber of Commerce, Regional Public Information Network (RPIN).

## Information Systems Management

- Transferred all existing application software from Novell onto MS NT platform.
- Installed latest versions of Antivirus software. Automated process of updating virus software.
- Managed development and launch of the City's web site and Intranet (City View).
- Redesigned and implemented new database driven Website for the City.
- Designed, developed and implemented new Intranet site.
- Installed, configured and implemented new multi-process server as the backbone of our Intranet.
- Worked with consultant and user departments to develop and implement permit-tracking software. Developed financial reports to reconcile cash receipts.
- Supported the Finance Department in selecting and negotiating contract for new financial software program.
- Supported Parks Department to select and install a database to track volunteers.
- Coordinated move of server systems and personal computers to new City Hall.
- Trained Computer Committee members on basic troubleshooting techniques to provide user support to departments.
- Developed inventory list of all computers and reconciled against the fixed asset list.
- Developed (draft) three-year electronic-government strategy.

## Goals for the Year 2002

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- Guide and support efforts to implement Phase I of the Civic Center Master Plan.
- Guide and support efforts to implement the elements of the City's proactive response to the listing of Chinook salmon as threatened under the Endangered Species Act. Update ESA response strategies as needed.
- Support efforts of the City's Salmon Task Force.
- Support protection and conservation of Woodinville's open spaces, natural resources and sensitive areas.
- Review and amend if necessary the City's Capital Improvement Plan. Support development of a funding strategy for park acquisition and construction projects.
- Pursue annexation of the Grace PAA
- Work with the Woodinville Chamber of Commerce and other business groups to identify partnership opportunities.
- Support efforts to develop a downtown master plan for Woodinville.
- Promote business participation in all planning efforts such as Little Bear Creek Corridor Plan.
- Promote business development in the community. Participate in regional economic development agencies.
- Maintain full involvement in Brightwater Environmental Impact Statement (EIS) and selection process.
- Track and respond to significant State legislation.
- Develop and maintain process for appointment and reporting on regional issues.
- Develop and use consistent graphics and type fonts for all City signs, publications, and communications. Continue to develop informational brochures.
- Create a unifying social atmosphere through communications, programs and activities. Recognize and include diversity in outreach awareness activities. Coordinate citizen recognition program.
- Support volunteer projects that involve, educate, and develop leadership in the community.
- Implement Phase I of the E-government Strategy. Develop potential e-government applications for website.

- Develop on-going survey capabilities. Continue to report progress to Council and citizens.
- Design and layout City Chronicle newsletter in-house. Evaluate printing interlocal with Northshore School District.
- Implement Customer Service Initiative. Continue to improve customer service procedures.
- Review service delivery standards. Look for opportunities to enhance services while reducing or maintaining costs.
- Develop comprehensive approach to staff/personnel management. Consolidate human resource functions. Develop operating procedures to support administrative/personnel functions.
- Conduct salary/compensation study update.
- Support, develop and install financial management software. Work with Finance Department to develop on-line service capabilities.
- Implement new permitting software into full production.
- Upgrade all PCs to Windows 2000 and servers to MS BackOffice 2000. Design and implement new security model based on Windows 2000 Advanced Server Security.
- Support crime prevention and emergency preparedness programs. Develop emergency response manual for employees. Purchase and install server at the Emergency Operations Center to create redundancy during a disaster.

## Executive

### Combined Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$213,417	\$201,201	\$274,347	\$346,675	\$382,675
Benefits	\$35,505	\$48,877	\$57,645	\$70,584	\$82,559
Supplies	\$2,477	\$3,691	\$6,047	\$9,475	\$52,250
Services	\$46,010	\$97,181	\$64,746	\$95,385	\$141,178
Intergov. Svcs	\$0	\$11,955	\$0	\$0	\$16,200
Capital Outlay	\$0	\$0	\$1,680	\$4,940	\$16,000
Interfund Payments	\$470	\$453	\$387	\$1,031	\$947
<b>Department Total</b>	<b>\$297,880</b>	<b>\$363,358</b>	<b>\$404,851</b>	<b>\$528,090</b>	<b>\$691,809</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
City Manager	1	1	1	1	1
Assistant City Manager	1				
Assistant to the City Manager		1	1	1	1
Communications Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Information Services Mgr.			1	1	1
GIS/Sr. Programmer					1
<b>Position Totals</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>

## Executive

### Division Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$213,417	\$201,201	\$274,347	\$346,675	\$276,691
Benefits	\$35,505	\$48,877	\$57,645	\$70,584	\$60,574
Supplies	\$2,477	\$3,691	\$6,047	\$9,475	\$7,600
Services	\$46,010	\$97,181	\$64,746	\$95,385	\$69,243
Intergov. Svcs	\$0	\$11,955	\$0	\$0	\$300
Capital Outlay	\$0	\$0	\$1,680	\$4,940	\$0
Interfund Payments	\$470	\$453	\$387	\$1,031	\$947
<b>Department Total</b>	<b>\$297,880</b>	<b>\$363,358</b>	<b>\$404,851</b>	<b>\$528,090</b>	<b>\$415,355</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
City Manager	1	1	1	1	1
Assistant City Manager	1				
Assistant to the City Manager		1	1	1	1
Communications Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
<b>Position Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

## Information Systems

### Division Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries					\$105,985
Benefits					\$21,985
Supplies					\$44,650
Services					\$71,935
Intergov. Svcs					\$15,900
Capital Outlay					\$16,000
Interfund Payments					\$0
<b>Department Total</b>					<b>\$276,454</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Information Services Mgr.			1	1	1
GIS/Sr. Programmer					1
<b>Position Totals</b>			<b>1</b>	<b>1</b>	<b>2</b>

# Administrative Services Department

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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 Service 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 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 and requests for public records. 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, and codification of the Woodinville Municipal Code. The department also assists with drafting ordinances, resolutions, staff reports, and proclamations.

## 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.

## 2001 Accomplishments

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### Community Relations/Customer Service

- Provided main receptionist duties with "live voice" answering main phone line.
- Coordinated requests for police assistance.
- Served as main intake for Customer Service Requests advising requestors of process of City's response.
- Receipted permit fees.
- Issued pet licenses.
- Recorded Boards and Commission information on after-hours line.
- Completed overhaul of voice mail system.
- Continual Refinement of Business Registration Program.
- Distributed Council packets and agendas for public view.
- Recorded weekly agenda information on after-hours information line.

## Personnel

- Senior Accountant recognized as Professional Finance Officer for State of WA
- Representatives served on City's Computer Committee, Records Management Team, Contracts Committee, Safety Committee (serving as chairperson), MEBT Committee, Customer Service Committee, and Investment Advisory Committee for MEBT, C.I.P. Committee, and Budget Team.

## Department Highlights

- Processed 861 purchase orders.
- Processed 40 new employees.
- Processed 1884+ checks for \$9.4 million.
- Processed 1800+ payroll and benefit checks for \$3.2 million.
- Administered 225 contracts.
- Processed 146 notary requests.
- Produced over 45 Council Packets.
- Provided support for two Council retreats.
- Published Final 2001 Budget.
- Published 2002 Manager's Recommended Budget
- Submitted 2001 Budget to GFOA for Distinguished Budget Presentation Award.
- City's Investment Policy awarded certification by WMTA
- Created the Advanced Travel Fund.
- Issued City of Woodinville Travel and Purchasing credit cards.
- Issued RFP & received resources for financial software.
- Implemented new term life insurance policy
- Implemented pretax MEBT contribution.
- Records Management
  - Developed SOP's for Disaster Preparedness and Recovery
  - Developed storage media and facilities report
  - Developed Implementation Strategy for essential records
- Relocated/reprogrammed voice mail and phone system to new City Hall
- Staff liaison to the Finance Committee
- Coordinated City's wellness program
- Organized blood drive in cooperation with Puget Sound Blood Center

## Goals for the Year 2002

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- Implement new financial software
- Seek RFP for banking services
- Records Management
  - conclude inventory of records in archive room
  - establish 1992-2001 minutes on intranet
  - consider imaging of records

## Administrative Services

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$206,708	\$226,673	\$253,512	\$330,702	\$330,702
Benefits	\$48,338	\$60,088	\$67,333	\$77,653	\$82,184
Supplies	\$5,091	\$5,611	\$7,150	\$8,150	\$7,500
Services/Intergov. Svcs	\$44,517	\$43,579	\$69,852	\$79,111	\$69,180
Capital Outlay	\$3,718	\$2,389	\$4,000	\$0	\$0
Interfund Payments	\$703	\$680	\$597	\$1,237	\$1,136
<b>Department Total</b>	<b>\$309,075</b>	<b>\$339,020</b>	<b>\$402,444</b>	<b>\$496,853</b>	<b>\$490,702</b>

Position Summary	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Finance Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
City Clerk	1	1	1	1	1
Accounting Clerk		1	1	1	1
Senior Admin Assistant	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
<b>Position Totals</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# Community Development Department

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The Department of Community Development (DCD) is one of the primary departments providing ongoing quality customer service to the Woodinville community. It is the mission of the DCD staff to achieve the community's vision for the City of Woodinville through the implementation of the goals and policies of the City's Comprehensive Plan. A primary job of the Department is the accurate and consistent application of the City's land use codes, including environmental regulations, 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, adoption and updating of the Comprehensive Plan and Master Plans for specific areas of the City. The Long Range Planning 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, the Current Planning Division activities involve the implementation of programs for design review, code compliance (land use, sign and sensitive areas), infrastructure standards, and 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.



Community Development staff review a site plan for compliance with the City's land use codes.



Technical Review Committee assists citizens in the preparation of permit application.

# 2001 Accomplishments

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## Community Relations/Customer Service

- Conducted the Arbor Day Planting Project of special trees on New City Hall Site and pruning demonstration.
- Provided technical support for design and construction of Civic Center.
- Provided Salmon Watcher 2000 Program Coordination.
- Supported the Sammamish River revegetation project (Releaf).
- Supported "Make the Connection" community outreach program.
- Supported Chamber of Commerce sponsored Permit Task Force.
- Participated in "Derby Group" community meeting and Tourist District outreach.
- Open House staff support for the Neighborhood Traffic Safety Plan.
- Prepared the Historic Preservation Ordinance and Interlocal Agreement for adoption by City Council.
- Coordinated and staffed Y2K response.
- Formed and facilitated work of nine Citizen Advisory Panels (CAPs) for the Comp Plan 5-Year Update.
- Presented landuse and planning information at the "Civics Academy."

## ■ Personnel

- Hired City Planner, planning intern and temporary planner to assist with permit review workload.
- Department Director served as Planning Director (Zoning Code and Subdivision Codes), Emergency Management Director, SEPA Official, Shoreline Administrator, Planning Commission Executive Secretary, and City Tree Official, and was a member of the Civic Center Steering Committee.
- Representatives served on Emergency Management Task Force, Customer Service Team, Computer Committee, Contracts Committee, Records Management Team, Technical Review Committee, Permit Task Force, Salmon Task Force, and Safety Committee, Eastside Housing Forum. Representatives in King County Housing Finance Committee, WRIA 8, and Staff Committee, King County Salmon Watcher Program, GMA Buildable Lands Technical Forum, County GIS User Group and Customer Service Focus Groups.
- Provided support to Planning Commission, Tree Board and Hearing Examiner.

- Coordinated the Technical Review Committee (TRC) and Design Review Programs.
- Served as City US Census Liaison.

## Project Highlights

### ■ Comprehensive Plan and Land Use Programs

- Processed 2001 Comprehensive Plan annual updates.
- Participated in Regional Planning issues and concerns.
- Continued work on the State-mandated 5-year Comprehensive Plan update process.
- Continued improvements to GIS mapping capabilities.
- Completed Multi-family Design Guidelines.
- Supported work on New Impact Fee Regulations (school, traffic and park).
- Supported work on Civic Master Plan development.
- Initiated work on a Downtown Master Plan.
- Initiated Little Bear Creek Corridor study.
- Processed Heck Annexation.
- Completed Neighborhood Business Zone designation amendments.

### ■ Urban Forest Preservation

- Arbor Day Growth Award.
- Tree City USA – 5<sup>th</sup> Year designation.
- 140<sup>th</sup>/175<sup>th</sup> Master Streetscape Plan prepared.
- Coordinated Arbor Day events and the Tree City USA Program.
- Provided education and code compliance activities.
- Drafted Forest Practice Regulations pursuant to State Law

### ■ Housing

- Approved the Final Plat for the Greenbrier Joint Housing Project.
- Completed Design Principles to address multi-family development.
- Initiated feasibility study of a transit-oriented housing development.

### ■ Emergency Management

- Conducted a EOC operations exercise with City staff.

- Responded to February 28th Regional Earthquake (including applying for FEMA grant).
- Participated in Sound Shake 2001 earthquake exercise.
- Conducted an Eastside Fuel Pipeline Emergency Response Exercise with the City of Bothell and other eastside cities Fuel Pipeline Emergency Response Plan.

## Goals for the Year 2002

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- Prepare a Downtown Master Plan.
- Complete the Comprehensive Plan – 5-year update.
- Update Shoreline Master Program per DOE Guidelines.
- Include goals and policies in the Comprehensive Plan and Shoreline Master Program pursuant to the Federal Endangered Species Act (ESA) and Tri-County Program.
- Participate in the completion of Little Bear Creek Parkway Corridor Master Plan.
- Approve the remaining phases of the Joint Affordable Housing Project (Greenbrier).
- Continue implementation of the Tourist District Master Plan.
- Continue coordination of Arbor Day events and the Tree City USA Program.
- Continue Implementation of the Design Principles.
- Continue implementation of the City's Housing Strategy Plan, Community Forestry Plan and the Historic Preservation Program.
- Continue refinement and testing of the City's emergency response and recovery capabilities.
- Continue involvement with WRIA Planning & Salmon Recovery efforts.
- Continuation of Master Street Scape Plan in the downtown.
- Review and revise zoning regulations as needed to be clear, streamlined, and efficient.

## Community Development

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$246,861	\$264,294	\$303,523	\$421,084	\$421,084
Benefits	\$62,490	\$73,468	\$75,528	\$102,982	\$109,076
Supplies	\$2,058	\$9,797	\$9,988	\$4,735	\$5,760
Services	\$82,705	\$73,434	\$99,910	\$353,618	\$337,928
Capital Outlay	\$3,865	\$1,585	\$0	\$1,200	\$0
Intergovernmental	\$4,535	\$6,632	\$6,712	\$4,900	\$4,900
Interfund Payments	\$815	\$786	\$581	\$1,598	\$1,420
<b>Department Total</b>	<b>\$403,328</b>	<b>\$429,997</b>	<b>\$496,241</b>	<b>\$890,117</b>	<b>\$880,168</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Community Dev. Director	1	1	1	1	1
City Planner	0.5	1	1	1	1
Planners	2	2	2	2	2
Planning Technician	1	1	0.75	0.75	0.75
Permit Technician				1	1
Senior Admin. Assistant				0.75	0.75
Administrative Assistants	2.44	2.44	2.75	1	1
<b>Position Totals</b>	<b>6.94</b>	<b>7.44</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>

# Court Services

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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 went 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.

## 2001 Accomplishments

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- Attended quarterly court meetings with the judges and prosecutors for all clients of North East District Court.
- Established a home monitoring detention program with the court through the Washington Association of Sheriffs and Police Chiefs.

## Goals for the Year 2002

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- Continue to monitor King County Court Services Contract.
- Continue to attend the quarterly meetings with the judges and prosecutors providing input from the City and Police.
- Provide law updates or policy changes to the Police Department when issued by the court administrator.

## Court Services

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Services	\$70,509	\$47,973	\$66,200	\$60,000	\$60,000
Intergovernmental	\$83,174	\$113,227	\$115,956	\$120,000	\$120,000
<b>Department Total</b>	<b>\$153,683</b>	<b>\$161,200</b>	<b>\$182,157</b>	<b>\$180,000</b>	<b>\$180,000</b>

# Law Enforcement

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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, Special Assault Unit (SAU), and Arson Investigation. 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 Communications Coordinator from the Executive Department supports crime prevention programs such as Operation I.D., neighborhood block watch and vacation check.



## 2001 Accomplishments

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### Community Relations

- Initiated the enforcement of the Driving While License Suspended (DWLS) ordinance adopted by Council. This ordinance strives to improved driver accountability and clear up license and insurance problems.
- Continued School Resource Program (SRO) – Officers are active SROs at Leota Junior High and Woodinville High School. DARE was taught at Wellington Elementary under contract with King County this year.
- Initiated a juvenile intervention program with the Northshore Family Services in an effort to help youth at risk.
- Continued to assist schools in establishing standardized response and tactics to all school related incidents requiring police and fire response. Assisted with the development of the school response program in King County
- Continued to survey schools to assure emergency response plans have been created.
- Continued with the Bicycle Registration Program.
- Maintained Alarm Registration Program for residential and commercial alarm users; false alarms were reduced by 50% in year 2000 and 2001.

- Hosted Crime Prevention meetings with neighborhoods and businesses.
- Published educational articles in each issue of *The City Chronicle* and local paper on crime prevention and safety.
- Coordinated public education opportunities with KCSO Deputy assigned to the Cottage Lake Community Service Center.
- Participated in regional task force for reduction in jail costs. Participated in other task forces with King County on topics such as racial profiling.
- Recognized citizens who showed support of the Community Oriented Police philosophy through acts of bravery or kindness.
- Promoted National Night Out and Crime Prevention month.
- Assisted with City's Emergency Management Plan and participated in a pipeline emergency with the City of Bothell.

## Personnel

- Replaced 2 officers who were promoted, one to a Detective position in Shoreline and the other to a Master Police Officer position in King County. Officers Joe Winters and Doug Deppa were added to Woodinville's force.
- Continued Department of Corrections monitoring program of parolees and sex offenders. Participated in or hosted community meetings in Woodinville and the King County area for sex offender release notifications.
- Continued with Officer training in IRIS computer system and implemented program with the laptops in our police vehicles. A T-1 line was installed by King County in our new City Hall allowing for faster and improved data exchange. Improved the Computer Aided Dispatch software allowing a better research tool for problem solving and crime analysis in the City.
- Obtained certification from the State Bicycle Training Course for our two new Woodinville officers.
- Provided training to all of Woodinville's Officers on interviewing and interrogation skills. All of Woodinville's Officers have attended or are scheduled to attend the nationally recognized Reid school for Interviewing and investigation.
- Provided training to several King County phase I, II, and III recruits.

## Goals for the Year 2002

- 
- Participate in emergency management planning, training and exercises.
  - Continue the School Resource Officer program and increase teaching opportunities in the school setting to all age groups.
  - Assist the Parks Dept. with after school programs. Help in developing the curriculum and instruction.

- Increase the use of bike patrol Officers throughout the City.
- Promote our programs such as House Checks for residents on vacation, bicycle registration, the False Alarm reduction program, Child Identification Kits and Block Watch.
- 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.
- Provide specialized training unique to Woodinville to Officers not normally provided by King County in the in-service program.
- Continue to improve the communication links with King County and the IRIS program.
- Continue Field Training Officer (FTO) program.
- Assist with the implementation of the response and tactics computer program for all of King County.
- Monitor and adjust the problem solving programs such as the DWLS ordinance, Bike registration, and False Alarm reduction program to assure the desired results are being realized.
- Continue to be a part of the regional problem solving team with other King County Police agencies and associations.

## Law Enforcement

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Supplies	\$2,021	\$2,190	\$811	\$2,000	\$3,535
Services	\$12,473	\$17,086	\$7,841	\$11,500	\$9,590
Intergovernmental	\$1,140,210	\$1,218,095	\$1,296,880	\$1,434,132	\$1,503,162
Capital Outlay	\$0	\$1,624	\$5,383	\$1,500	\$0
<b>Department Total</b>	<b>\$1,154,704</b>	<b>\$1,238,995</b>	<b>\$1,310,916</b>	<b>\$1,449,132</b>	<b>\$1,516,287</b>

# Public Works Department

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Public Works has continued to enhance its ability to perform in-house service deliveries in both the engineering and maintenance operation. This has been accomplished by focusing on using in-house resources more effectively to provide more responsive, cost efficient, and accountable service delivery. In both service areas, interns and private consultants were used as support to the staff, with the majority of the work being produced by City staff. The results have been a reduction in costs for services allowing more dollars to be put into capital improvement and maintenance repairs.

For 2002, Public Works plans to continue the trend of effective and efficient operations to provide good delivery of product and services. The goal will be to re-examine the department and perform some "fine tuning" to find methods to streamline operations. A minor reorganization and some reassignments are anticipated to make this happen. For example, some services provided by the Engineer's, such as sign inventory and placement, will be reassigned to the Maintenance staff. The Maintenance staff will be trained so that less staff resources are needed to examine a sign issue. Also, through the stability of the current department staff, there has been sufficient experience that decisions will be allowed without the need for a supervisor's review, saving staff resources.

Maintenance operations will continue at near the same staffing level but with the experience gained in 2001, will be looking at how to perform routine services more efficiently. Part time employee hours have increased slightly over the 2001 budget to help pick up some of the additional services that the City will be assuming from King County. The largest of these efforts will be shoulder mowing. This is a highly visual impact and one that receives a fair amount of public attention.

Private contractors will be sought for services in street sweeping and storm system vactoring. King County has been providing this services in the past but their overhead and operation costs have increased at a rate several times the cost of living. The intent is to ensure that the City receives a value for their dollars in delivery of services.

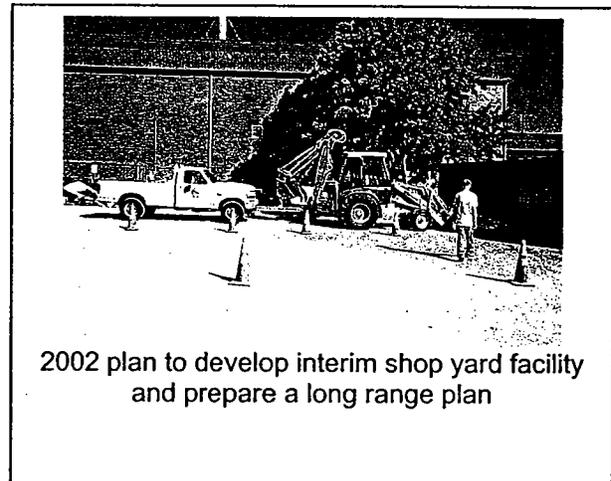
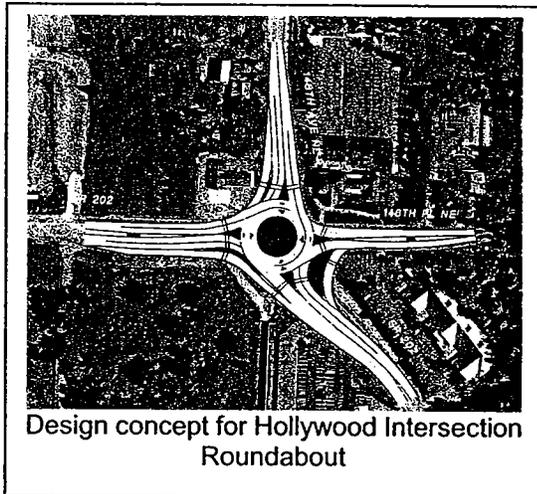
## Engineering & Administrative

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 Streets

Engineering and Administrative provides services that include 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.



## 2001 Accomplishments

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### Community Relations/Customer Service

- Held open meeting with property owners along 124<sup>th</sup> Avenue NE and Little Bear Creek Corridor regarding roadway improvements.
- Continued developing an open working relationship with Woodinville Garden Club
- Coordinated and implemented the 2001 citywide recycling program
- Continued coordinating meetings with WSDOT, King County, Snohomish County, Bothell, Kirkland and Redmond on transportation issues.
- Performed public outreach through Open Houses, direct mailing, and education programs.
- Held stakeholders meetings for Hollywood (SR 202/148<sup>th</sup>) intersection.
- Continued public speed awareness program using SAM unit and traffic counters with strong focus on residential neighborhoods.

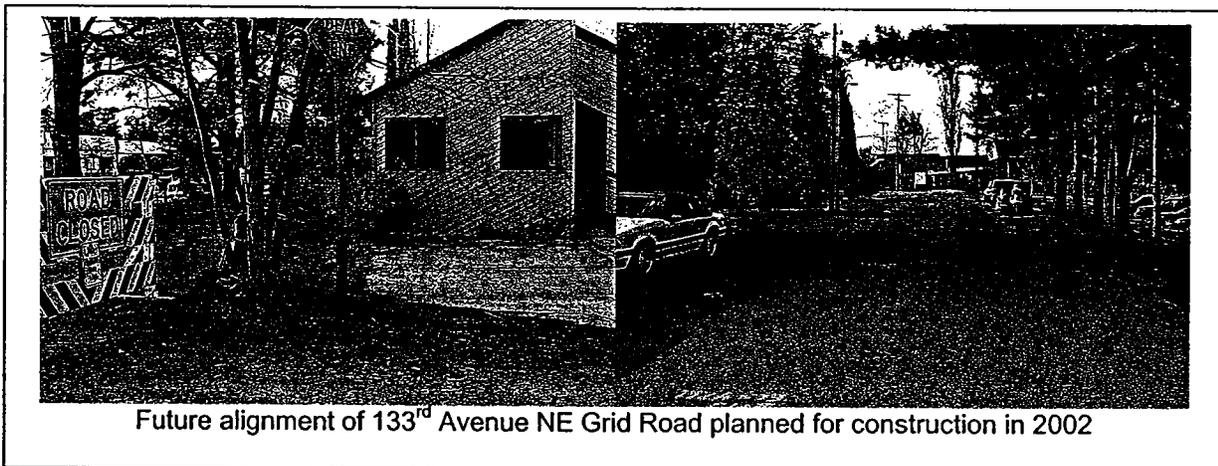
- Participated in 4 Council/City Manager “Make the Connection” to promote awareness about Hollywood Hill intersection, Capital Improvement Plan, and 175<sup>th</sup>/140<sup>th</sup> Restoration Project.
- Performed 4 public presentations at Chamber and Rotary to promote City’s efforts on transportation improvement planning.
- Held 6 Neighborhood Traffic Safety meetings.

### Personnel

- Improved intern program to fill more workable hours using College students.
- Hired part time seasonal work force.
- Transportation & Environmental Planner assumed 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, Records Management Committee, ETP, WSDOT Coordination Meeting, WSDOT Task Force, Derby Group, WSDOT/PSRC Coordination

### Project Highlights

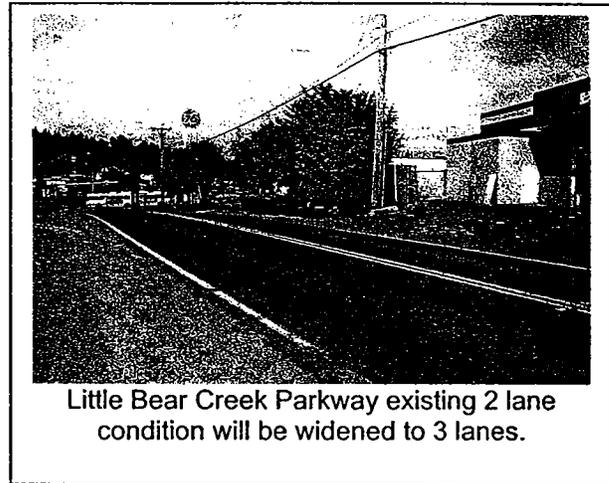
- Completed Phase I of 133<sup>rd</sup> Avenue Grid Road and successfully purchased new alignment Right of Way for Phase II. Utility work for under



grounding overhead lines was completed.

- Completed interim design for 127<sup>th</sup>/SR 202 Intersection (waiting for State Approval)
- Council selected Roundabout alternative and City hired engineering consultant to begin design for Roundabout at Hollywood intersection and applied for a construction Grant through the State.

- Completed construction and activated traffic signal on Woodville-Snohomish Road at NE 200<sup>th</sup> Street intersection.
- Completed pavement overlay of 175<sup>th</sup>/140<sup>th</sup> Intersection Improvement (2001 Goal)
- Began construction of phase I of the Little Bear Creek Parkway and SR 522 intersection improvement project.
- Began public out reach efforts for the Corridor Congestion Relief Project (CCRP)
- Completed design alignment layout and received Council's approval for Phase II 133<sup>rd</sup> Avenue Grid Road
- Completed design and begun construction of the 140<sup>th</sup> Avenue NE CBD pedestrian crossing.
- Completed pavement overlay for NE 173<sup>rd</sup> Street, 138<sup>th</sup> Avenue NE, NE 195<sup>th</sup> Street, and the 195<sup>th</sup>/132<sup>nd</sup> intersection.
- In-house traffic model created.
- Completed design and construction for 124<sup>th</sup> Avenue NE left turn pocket and pedestrian pathway improvement project.
- Began design work on Little Bear Creek Parkway corridor
- Began design work on Little Bear Creek Parkway and Mill Place intersection improvement
- Completed the base for Geographic Information System.



## Goals for the Year 2002

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- Complete design and hold Public Meeting for Little Bear Creek Parkway Corridor
- Begin acquisition of right of way easements and under grounding of utilities along entire Little Bear Creek Corridor
- Acquire additional right of way and begin construction of the west bound right turn lane on NE 175<sup>th</sup>, east of 131<sup>st</sup> Avenue NE.
- Design and begin construction Stage II of Phase I of Little Bear Creek Parkway/131<sup>st</sup> intersection (southbound left turn lanes)
- Construct interim 127<sup>th</sup>/SR 202 Intersection improvements

- Complete design for Hollywood (148<sup>th</sup>/SR 202) Intersection improvements
- Complete design and begin construction of Phase II 133<sup>rd</sup> Avenue Grid Road
- Complete design and begin construction of the Little Bear Creek/Mill Place intersection improvement
- Design and construct improvement at NE 195<sup>th</sup> Street and 136<sup>th</sup> Avenue NE intersection
- Complete Traffic Mitigation Fee Ordinance.
- Continue with Fish Barrier Removal projects along Little Bear Creek corridor.
- Continue with Habitat Planting along stream corridors
- Continue agency coordination for SR202/522 interchange under new concept and develop Memorandum with Bothell and WSDOT to share costs.

## Public Works

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$45,273	\$112,171	\$174,131	\$219,035	\$229,881
Benefits	\$10,355	\$25,721	\$37,230	\$40,408	\$50,641
Supplies	\$6,717	\$8,530	\$5,284	\$6,650	\$7,720
Services	\$291,752	\$47,927	\$24,730	\$54,744	\$48,520
Capital Outlay	\$5,807	\$11,961	\$0	\$0	\$0
Intergovernmental	\$18	\$0	\$11,853	\$12,800	\$12,800
Interfund Payments	\$153	\$283	\$559	\$6,032	\$0
<b>Department Total</b>	<b>\$360,074</b>	<b>\$206,594</b>	<b>\$253,786</b>	<b>\$339,669</b>	<b>\$349,562</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Public Works Director	0.50	0.50	0.50	0.50	0.50
Public Works Admin. City/Senior Engineer		1.00	1.45	1.45	1.45
Field Engineer			0.25	0.25	0.25
Traffic Planner			0.50	0.50	0.50
Public Works Assistant	0.80	0.50			
Senior Admin Assistant		0.50	0.50	0.50	0.50
<b>Position Totals</b>	<b>1.30</b>	<b>2.50</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>

Interns	Hours 4096	Hours 2016	Hours 2016
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# Permit Center

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The Permit Center is often the only contact the Public has with the City. Customer Service has been and will continue to be a high priority for this department. First impressions of the City are a vital part of every employee's responsibility. Our policy is to promote citizen interactions with our employees, often providing experience and help through complex code issues and development standards. To accomplish our role in developing a safe and diverse community, it is most important to provide as many alternatives as possible while maintaining code compliance that satisfies the community's goals.

During the 2002 year, the Permit Center will improve customer services by providing more defined time lines for permit application processing. The Permit Center interacts with various development review, city departments, and project designers to secure permit approvals. Improved tracking of data flowing through our City is vital to providing citizens with better information. Some of the specific goals listed below will improve and establish realistic and dependable expectations of permit delivery.

## 2001 Accomplishments

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### Community Relations/Customer Service

- Formed Permit Task Force consisting of Woodinville Chamber of Commerce and key Permit Center staff
- Started implementation of key improvements identified by the Permit Task Force
- Put into action the "How are we doing" Customer Service Program
- Authored a series of informative articles ("Ask the Building Department...") for the City's newsletter
- Active participation in City committees – Permit Task Force, Safety Committee, Technical Review Committee, Records Management Committee, Computer Committee, and Contract Committee

### Personnel

- New Code Enforcement Manual completed  
Hired Jim Scarsorie, Permit Technician I
- Worked towards high rating with Washington Survey and Rating Bureau by continuing education and certification of department employees
- Employees attended numerous seminars and classes dealing with variety of topics, including design of earthquake resistant buildings, UBC codes, emergency preparedness and response, crime prevention through environmental design,

construction lien law, load path and continuity in “engineered” wood frame buildings, and water quality

- Employees received three ICBO certifications in Accessibility Inspector/Plans Examiner and two in Plumbing Inspector.
- Employee Ron Braun received “Instructor of the Year” from the Construction Industry Training Council of Washington

## Project Highlights

- Closed TRF Pacific and released Performance Bond
- Created “Permits/Applications” section for ‘City View’
- Completed Permit Plus compositions for Building, Mechanical, Plumbing, Fire, and UFC permits
- Old Mercer Property cleaned of junk vehicles along Woodinville-Snohomish Road
- Police and Code Enforcement removal of junk vehicles along Woodinville-Snohomish Road
- Followed through with outstanding code compliance issues for all departments within the City
- Implemented Records Management Database
- Archived and microfiched 111 plans and 2,218 permit files
- Greenbrier – 50 affordable senior housing units. Permits have been issued and construction is underway.
- Greenbrier multifamily
  - East site 18 units/2 apartment complexes and one Community Center
  - South site 32 units/8 townhomes

## Goals for the Year 2002

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- Customer Service will continue to be top priority.
- Receive as standard response “excellent” ratings with “How are we doing” Customer Service Program.
- Consolidate the permit process into a single contact, linear phased, simple process. This will require re-defining and changing pre-design review. Technical Review Committee (TRC) changes should be expected. In addition, current internal tracking of information will require changes to provide single location filing of data, to provide better external and internal customer services.
- Design a city permitting process that provides input during the design phases to a greater extent than the current process. This will be a basic philosophical change in how the City interacts with permit applicants. Design review staff will be involved with projects much sooner than what traditionally occurs.
- Provide applicants with a total schedule of design review, permit review, and construction activity at the beginning stages of the TRC process. This schedule will be used to establish target dates and track required interactions for the applicant and the city.

- Improve the methods for code enforcement by adopting a maintenance code for existing buildings.
- Simplify the code enforcement program by eliminating as many hearing meetings as possible. This could include a simple citation program.
- Archiving – Maintain Records Management Database and implement digital retrieving of documents.
- Continue education and certification of department employees.
- Plan for Washington State adoption of all new construction codes, with local adoption and implementation.

## Permit Center

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$155,231	\$233,897	\$406,630	\$551,532	\$562,172
Benefits	\$37,394	\$60,289	\$97,996	\$139,341	\$133,659
Supplies	\$8,170	\$9,674	\$23,344	\$19,980	\$24,025
Services	\$380,777	\$294,774	\$110,380	\$134,210	\$130,850
Capital Outlay	\$23,957	\$21,747	\$45,009	\$7,600	\$18,450
Interfund Payments	\$7,852	\$11,134	\$11,624	\$18,990	\$11,266
<b>Department Total</b>	<b>\$613,380</b>	<b>\$631,515</b>	<b>\$694,984</b>	<b>\$871,653</b>	<b>\$880,422</b>

Position Summary	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Permit Center Director	1	1	1	1	1
Senior Engineer	0.5				
Building Inspector	2	1	2	2	1
Code Enforcement			1	1	1
Plans Examiner		1	1	1	1
Civil Plans Examiner (Sr. Engineer)		1	1	1	1
Permit Tech		1	3	3	3
Permit Supervisor	1	1	1	1	1
Civil Site Field Inspector			1	1	1
Senior Admin Assistant		2	1	0.9	0.9
<b>Position Totals</b>	<b>4.5</b>	<b>8</b>	<b>12</b>	<b>11.9</b>	<b>10.9</b>

# Facilities Department

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Full service planning and managing of Building Facilities is a new activity for the City of Woodinville. The acquisition of the Annex building introduced the City to Facilities Management and the first Facilities budget was established during the 2001 budget development cycle. As the City has built buildings and purchased properties, it must provide continuing management of these facilities and properties. It is important to maintain the community's assets.

During the Year 2002, the City will manage approximately 72,000 square feet of buildings. Exterior systems integrated to building controls are also within the scope of managed building facilities. Examples are exterior lighting, plumbing, underground storage tanks, utility connections and service lines, exterior roof extensions, and play sheds.

Our customers are the citizens, the elected officials and employees of Woodinville. The City has stepped into a new maturity from renting buildings to owning over 72,000 square feet of building area. The 2002 Facilities budget reflects the level of asset maintenance and staffing that is required to support service to the community.

## 2001 Accomplishments

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- Completed the new City Hall
- Hired new custodian and put into operation "in-house" custodial services
- Established and implemented long-term maintenance program
- Worked with the Northshore School District on common item interests using shared parking and buildings
- Assisted with move into new City Hall
- Managed the warranty service and repairs for new City Hall
- Obtained seismic assessment for Community Center
- Public work projects completed:
  - Added two additional recessed can style light fixtures over work station
  - Installed power outlet for the water fountain
  - Moved the air ducts supplying the Information Services Room
  - Modification and welding of the handrail located next to the steps outside the Sorenson building
  - Built sound wall in city council chambers
  - Lighting modification to the new City Hall

## Goals for the Year 2002

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- Provide outstanding customer service by ensuring the buildings and properties are well maintained
- Prepare service contracts for all equipment and services
- Hire additional FTE Custodian
- Perform in-house minor maintenance and repair work for City Hall, Sorenson, and Community Center buildings
- Provide oversight of contractual agreements associated with custodial services
- Manage warranty service for new City Hall
- With the purchase of the Sorenson School, contracting upgrades that may be necessary.
- Complete outstanding items and final adjustments to the new City Hall
- Contract for upgrades or changes to the Annex Building that may be necessary to continue the Recreation Program.

# Facilities

## Department Summary

	2001 Budget	2002 Budget
Salaries	\$36,000	\$67,847
Benefits	\$14,201	\$21,996
Supplies	\$17,600	\$31,915
Services	\$99,510	\$255,065
Capital Outlay	\$10,600	\$21,500
Interfund Payments	\$1,500	\$0
<b>Department Total</b>	<b>\$179,411</b>	<b>\$398,324</b>

Position Summary	Budget 2001	Budget 2002
Facilities Maintenance Worker I	1	1
Facilities Maintenance Worker II		1
<b>Position Totals</b>	<b>1</b>	<b>2</b>

# Parks and Recreation Department

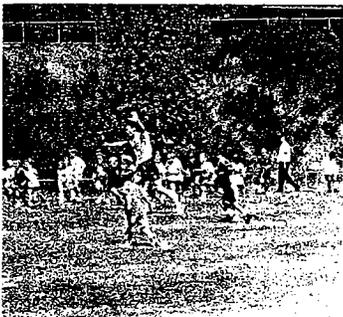
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The mission of the Woodinville Parks & Recreation Department is to enrich the quality of life for the citizens of Woodinville by promoting healthy living, civic responsibility, community involvement and stewardship of natural resources.

The Department is responsible for developing and maintaining a network of facilities and programs serving current users and accommodating future growth. In addition, the staff develops community partnerships, education, leadership, training, and volunteer programs in an effort to provide citizens with the greatest possible range of parks and recreation benefits.

In 2002, Department staff will focus on providing adequate support to the Council and Parks & Recreation Commission as they implement the Recreation Plan, the Parks, Recreation, and Open Space Plan, and the Civic Center Master Plan. Major projects include programming, feasibility, and finance strategy for the future Community Center, design of the skate park, master planning on the Little Bear Creek Lineal Park, and collaboration with the County, School District, and leagues to identify sport field projects that can be jointly improved or developed. Program operations and facility rental of the existing Community Center will be in full swing.

The staff will focus on building successful recreation programs that meet identified community needs and putting policies and procedures into place that will support the current and future Community Center operations. In light of recent polls indicating the importance of afterschool programs for preventing teen crime and reducing incidences of violence against youth, the teen program will focus on providing consistent and safe activities for youth. In addition, the staff will continue to provide an array of top quality special events that bring neighborhoods, businesses, and generations together to celebrate the unique aspects of the Woodinville community.



*Skyhawks Sports Camp*



*Girls Volleyball*



*Kindermusik*

# 2001 Accomplishments

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## Community Relations/Customer Service

- Conducted public outreach efforts that resulted in Council adoption of the Civic Center Master Plan.
- Relocated DeYoung Sunday Concerts to Civic Center Campus site and added cultural education component.
- Expanded outreach to teens through WEB page, E-Mail, school site visits, teen programs, and regular Open Mic Program.
- Increased participation in volunteer stewardship activities.
- Successfully coordinated the Fourth of July Fireworks Event, Woodinville Light Festival, and the Celebrate Woodinville Youth Art Show.
- Coordinated site selection and design consultant selection by Skatepark Taskforce.

## Personnel

- Hired Park Maintenance Worker I and AA I for Community Center.
- Staff representation on City's Computer Committee, Contracts Committee, Emergency Management Task Force, City Hall Planning Team, Civic Center Master Planning Team, Municipal Employees Trust Benefit (MEBT) Committee, Safety Committee, Records Management Team, and Customer Service Team.
- Staff trained in Hazardous Materials, Supervision, Facility Design and Maintenance, Search and Rescue, and Revenue Management.

## Project Highlights

- Second annual privately-funded Woodinville Art Walk
- Began operation of Woodinville Community Center
- Adoption of park impact fees to maintain park service levels
- Adoption of Facility Rental Policies and Procedures
- Skatepark Site Acquired and Design begun
- Designed and executed the first Emergency Shelter Drill for Disaster Relief
- Began collaborative planning with Northshore leagues, Northshore School District, and King County on field enhancement opportunities.

- Began collaboration with Northshore Senior Center for senior recreation program staffing.
- Created Memorial Donation System and Catalog
- City Hall Art Plan adopted and first city art purchased, "Moonlight Serenade", a fountain by Mark Gockel.
- Adoption of the Recreation Plan, Special Event Ordinance, and Volunteer Policies and Procedures

## Goals for the Year 2002

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### Department-wide Strategic Objectives

- Support the Council in the development of the Civic Center Master Plan through interim and long term planning and project management.
- Formalize and streamline Community Center Operations to improve customer service.
- Develop and implement Shelter Operations and train staff in tasks as part of City-wide Emergency Operations.

### Strategic Objectives for Volunteers, Sponsors and Special Events

- Enhance volunteer support of recreation programs, special events, and programs for people with disabilities.
- Increase the level of business, school, and civic sponsorships in community events.
- Promote and sustain a City Hall Concierge volunteer staff to support City Hall operations and meet Customer Service goals.
- Connect local youth with special events through Celebrate Woodinville Art Show, Teen Art Walk, and DeYoung Concert Series.

### 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 and open space in coordination with the regional ESA response.
- Continue water and power conservation programs as required.
- Continue installation of park benches along pedestrian ways.

- ❑ Create a resource land maintenance plan to address habitat areas in conjunction with new ESA regulations and policies.

## Strategic Objectives for Park Planning

- ❑ Develop conservation easement plan for recreation and habitat along Little Bear Creek.
- ❑ Finalize zoning and Comprehensive Planning changes required by Park Impact Fee Ordinance and recent acquisitions.
- ❑ Develop pool investment strategy and a menu of alternatives for future pool use at the Sorenson Pool in collaboration with current users and local aquatics providers.
- ❑ Involve Woodinville police, neighborhood residents, and the Woodinville High School students, parents, and teachers in planning the skatepark.

## Strategic Objectives for Recreation

- ❑ Implement Action Items in adopted Recreation Plan by providing programs, events, and activities based on community needs.
- ❑ Collaborate with the Northshore Senior Center to meet the increased needs of Woodinville seniors as a result of the two new senior housing projects locating in Woodinville in 2002.
- ❑ Continue ESA education and outreach in recreation programs and events.
- ❑ Seek opportunities to reduce crime and violence among school age children by offering afterschool and "School's Out" programs including recreational, cultural, and social opportunities.
- ❑ Begin "Fridays" program for Teens at Woodinville Community Center to provide a safe and positive environment for teens to meet. Expand "Teens in Government Program" to Boards, Commissions, and Council to introduce teens to local government and promote leadership.
- ❑ Expand community access to the Community Center through increased programming and facility rentals.
- ❑ Collaborate with local schools, Northshore Youth and Family Services, and King County Community Outreach Division to serve ESL and latchkey families.
- ❑ Seek partnerships and grants that increase the capacity of City resources to meet community needs.

## Parks and Recreation

### Department Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$139,948	\$206,262	\$253,950	\$435,417	\$477,812
Benefits	\$32,013	\$49,054	\$76,462	\$89,822	\$101,600
Supplies	\$13,347	\$33,707	\$38,545	\$51,933	\$48,893
Services	\$223,064	\$274,111	\$359,481	\$428,534	\$422,657
Capital Outlay	\$43,947	\$27,036	\$70,400	\$58,290	\$9,500
Intergovernmental	\$89	\$34,331	\$13,950	\$14,450	\$14,850
Interfund Payments	\$1,070	\$4,353	\$4,422	\$6,884	\$10,133
<b>Department Total</b>	<b>\$453,477</b>	<b>\$628,854</b>	<b>\$817,210</b>	<b>\$1,085,330</b>	<b>\$1,085,445</b>

Position Summary	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Parks & Rec Director	1	1	1	1	1
Recreation Supervisor	1	1	1	1	1
Park Planner		0.5	0.5	0.5	0.5
Teen Coordinator			0.5	1	1
Volunteer Coordinator		0.75	0.75	0.75	0.75
Senior Admin Assistant	1	1	1	1	1
Administrative Assistant				1	1
Parks Maint. Supervisor			1	1	1
Maintenance Worker	1	1	1	1	1
<b>Position Totals</b>	<b>4.00</b>	<b>5.25</b>	<b>6.75</b>	<b>8.25</b>	<b>8.25</b>

	Hours	Hours	Hours	Hours
Summer Intern	516	480	1406	1406
Instructors	510	850	2300	2300
Part Time Maint. Worker		650	1740	1740

# Non-Departmental

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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 such as Association of Washington Cities (AWC), Economic Development of Seattle and King County (EDC), Suburban Cities Association (SCA), and East King County Convention and Visitors Bureau (EKCCVB). The largest part of this fund is transfer for operating subsidies and reserve funds.

Parts of the Non Departmental budget have been shifted to other operational budgets. In 2001, the Facilities budget picked up the costs associated with facility maintenance, including utility costs. In the 2002 budget, the Executive budget gathered the costs associated with computer and software issues, including software maintenance for the financial, permitting, and recreational software programs. The remaining budget is of a very general nature, and the largest expenditures are transfers to the Street and Debt Service Funds.

## Non-Departmental

### Department Summary

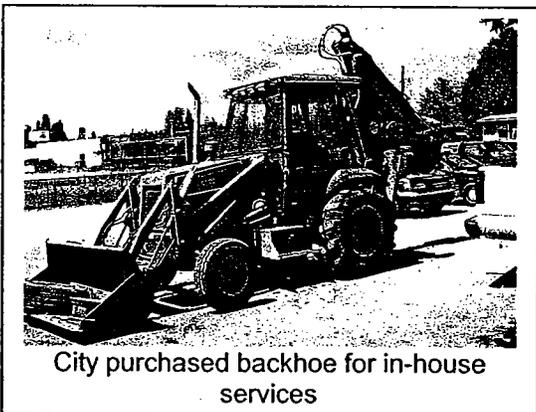
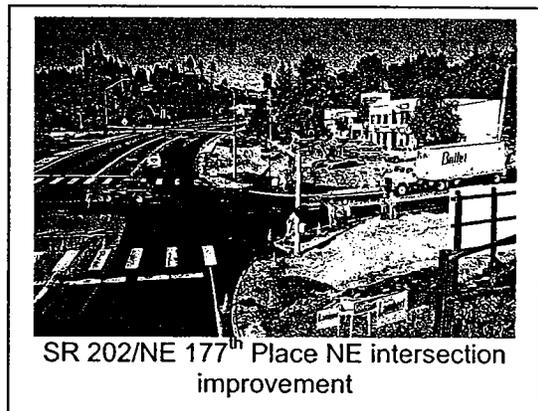
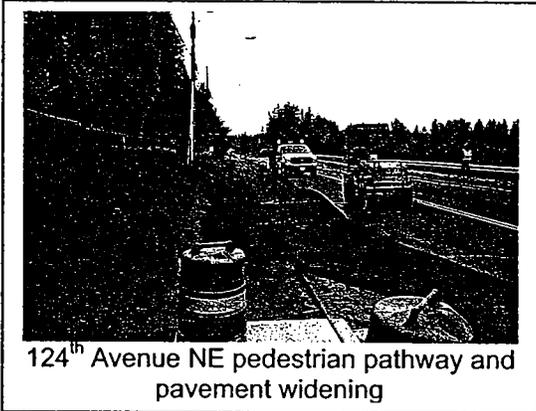
	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Supplies	\$29,919	\$31,928	\$39,094	\$53,000	\$48,000
Services	\$297,373	\$277,540	\$275,220	\$397,610	\$250,500
Capital Outlay	\$17,016	\$22,643	\$9,792	\$105,000	\$0
Intergovernmental	\$20,251	\$29,425	\$36,478	\$94,880	\$108,217
Other Financing Uses	\$1,030,118	\$4,237,420	\$2,878,000	\$2,782,038	\$1,650,290
<b>Department Total</b>	<b>\$1,394,676</b>	<b>\$4,598,956</b>	<b>\$3,238,583</b>	<b>\$3,432,528</b>	<b>\$2,057,007</b>

# Special Revenue

# Street Fund

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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 and pedestrian signals, pavement markings, roadside landscape and vegetation maintenance, and contract maintenance service coordination and management.



## 2001 Accomplishments

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### Project Highlights

- Implemented in-house maintenance services for daily operations. (2001 goal)
- Implemented small construction improvement with in-house staff.

- Redefine the role of King County services; renegotiate remaining contract (2001 goal).
- Completed design of in-house traffic model for Traffic Impact (2001 goal)
- Began development of Concurrency Ordinance (2001 Goal)
- Began review City Standards to reflect ESA and Life Safety
- Implemented a pedestrian crossing improvement at 182nd/140<sup>th</sup> Avenue N
- Performed sidewalk repair program with in-house staff. (2001 goal)
- Performed neighborhood speed awareness through the speed actuated monitor unit and neighborhood meetings. (2001 goal)
- Perform 36 in-house traffic counts using interns (2001 goal)
- Completed 2000 and 2001 Pavement Overlay
- Completed in-house design, specifications, and completed construction of 124<sup>th</sup> Avenue NE. left turn pockets and pedestrian pathway project.
- Renamed NE 177<sup>th</sup> Avenue NE to Little Bear Creek Parkway
- Began design work on Little Bear Creek Parkway Phase II (the corridor section)
- Began design work on Little Bear Creek Parkway and Mill Place intersection
- Began design work on the interim improvement for SR 202/127<sup>th</sup> intersection.
- Performed public outreach
- Performed in-house construction management on all construction improvement.
- Completed the traffic signal installation at Woodinville Snohomish and 200<sup>th</sup>

## Goals for the Year 2002

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- Assume 100% of roadside mowing with in-house services.
- Explore contract services for general specialty type services, such as street sweeping, shoulder maintenance, and pavement marking to obtain the best value.
- Adopt Traffic Impact and Concurrency Ordinances.
- Update City Standards to reflect ESA, Life Safety, and general corrections.
- Implement maintenance and operational management program.
- Update Pavement Management System
- Perform neighborhood speed awareness through the speed actuated monitor unit and neighborhood meetings.
- Perform in-house traffic counts.
- Develop interim shop yard facility
- Develop long range maintenance plan

## Streets

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$68,813	\$146,783	\$139,241	\$187,308	\$207,406
Benefits	\$15,518	\$33,084	\$29,178	\$36,043	\$47,657
Supplies	\$2,955	\$8,546	\$25,458	\$45,100	\$32,700
Services	\$342,129	\$214,295	\$379,992	\$620,562	\$408,584
Capital Outlay	\$26,047	\$28,319	\$7,545	\$101,275	\$42,100
Intergovernmental	\$289,416	\$425,550	\$514,068	\$335,000	\$319,000
Interfund Payments	\$3,958	\$4,194	\$4,125	\$6,032	\$18,602
<b>Fund Total</b>	<b>\$748,836</b>	<b>\$860,770</b>	<b>\$1,099,607</b>	<b>\$1,331,320</b>	<b>\$1,076,049</b>

<b>Position Summary</b>	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Public Works Director	0.25	0.25	0.25	0.25	0.25
Public Services Assistant	0.10				
Senior Admin Assistant		0.50	0.25	0.25	0.25
Maintenance Supervisor	0.50		0.50	0.50	0.50
City/Senior Engineer	0.50	1.00	0.75	0.75	0.75
Design Engineer	0.75				
Traffic Planner		0.50			
Field Engineer	0.50	1.00	0.50	0.50	0.50
Technician	0.60				
Maintenance Worker				1.00	1.00
<b>Position Totals</b>	<b>3.20</b>	<b>3.25</b>	<b>2.25</b>	<b>3.25</b>	<b>3.25</b>

Interns	Hours 1920	Hours 2368	Hours 2688
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### Admission Tax Park Capital Fund

#### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Capital Outlay		\$16,807			
Interfund Transfer	\$75,000	\$0	\$382,907	\$60,545	\$145,000
<b>Fund Total</b>	<b>\$75,000</b>	<b>\$16,807</b>	<b>\$382,907</b>	<b>\$60,545</b>	<b>\$145,000</b>

### Wilmot Tile Fund

#### Fund Summary

	2002 Budget
Professional Services	\$0
<b>Fund Total</b>	<b>\$0</b>

### City Hall System Replacement Fund

#### Fund Summary

	2001 Budget	2002 Budget
Capital Outlay	\$0	\$0
<b>Fund Total</b>	<b>\$0</b>	<b>\$0</b>

## Park Impact Fee Fund

### Fund Summary

	2001 Budget	2002 Budget
Other Financing Uses	\$0	\$0
<b>Fund Total</b>	<b>\$0</b>	<b>\$0</b>



# Debt Service

# Debt

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The City of Woodinville has two outstanding councilmanic (non-voted) debt issues. The first is a \$1,675,000 bond issue established in 1997 to purchase the land on which City Hall was built. The amount of debt remaining is \$1,460,000. The second is a \$4,990,000 bond issue that was established to construct a new City Hall. There is, as of December 31, 2001, \$4,790,000 remaining.

The City's debt policies allow the City to issue up to 2.5% of assessed valuation for general purposes debt, 2.5% for utility debt, 2.5% for parks and open spaces, and 1.5% of assessed valuation for councilmanic (non-voted) debt. The City of Woodinville has an assessed valuation of \$1,547,290,060. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown below.

Bond Description	Issued	Remaining
1997 Bonds	\$1,675,000	\$1,460,000
2000 Bonds	\$4,990,000	\$4,790,000

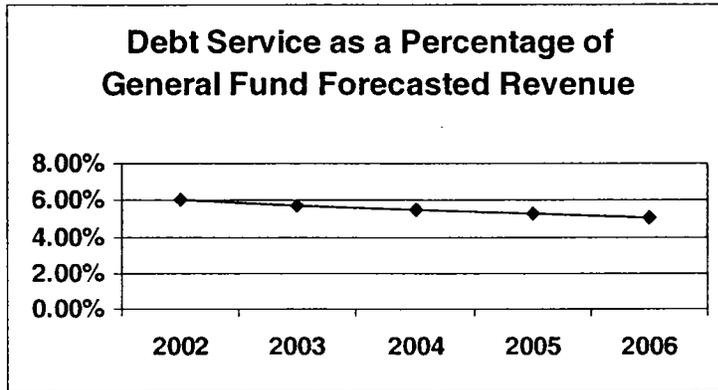
Debt Authority (With Current Assessed Values)	Authority	Remaining
General Purposes	\$38,682,252	\$32,432,252
Utility Debt	\$38,682,252	\$38,682,252
Open Space and Park Facilities	\$38,682,252	\$38,682,252
LTGO (councilmanic) *	\$23,209,351	\$16,959,351

\* Counts against General Purposes Debt Authority

## Effects of debt service payments on City operations.

The two bond sales were issued with level debt service payments. The debt service for these two issues is approximately \$558,000 per year, or 6% of operating revenue to the General Fund. The chart below graphs the ratio (by

percentage) of debt service to forecasted General Fund revenue. Debt service schedules for each outstanding issue are also shown.



**1997 Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Outstanding prior to principal pmt</b>
<b>2002</b>	\$65,000	\$78,345	\$143,345	\$1,460,000
<b>2003</b>	\$70,000	\$74,770	\$144,770	\$1,395,000
<b>2004</b>	\$70,000	\$70,920	\$140,920	\$1,325,000
<b>2005</b>	\$75,000	\$67,070	\$142,070	\$1,255,000
<b>2006</b>	\$80,000	\$63,320	\$143,320	\$1,180,000
<b>2007</b>	\$85,000	\$59,320	\$144,320	\$1,100,000
<b>2008</b>	\$100,000	\$54,985	\$154,985	\$1,015,000
<b>2009</b>	\$100,000	\$49,885	\$149,885	\$915,000
<b>2010</b>	\$100,000	\$44,685	\$144,685	\$815,000
<b>2011</b>	\$105,000	\$39,385	\$144,385	\$715,000
<b>2012</b>	\$110,000	\$33,768	\$143,768	\$610,000
<b>2013</b>	\$115,000	\$27,828	\$142,828	\$500,000
<b>2014</b>	\$120,000	\$21,560	\$141,560	\$385,000
<b>2015</b>	\$130,000	\$14,840	\$144,840	\$265,000
<b>2016</b>	\$135,000	\$7,560	\$142,560	\$135,000

**2000 Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Outstanding prior to principal pmt</b>
<b>2002</b>	\$155,000	\$259,445	\$414,445	\$4,790,000
<b>2003</b>	\$155,000	\$251,695	\$406,695	\$4,635,000
<b>2004</b>	\$165,000	\$243,945	\$408,945	\$4,480,000
<b>2005</b>	\$175,000	\$235,695	\$410,695	\$4,315,000
<b>2006</b>	\$185,000	\$226,945	\$411,945	\$4,140,000
<b>2007</b>	\$195,000	\$217,695	\$412,695	\$3,955,000
<b>2008</b>	\$205,000	\$207,945	\$412,945	\$3,760,000
<b>2009</b>	\$215,000	\$197,490	\$412,490	\$3,555,000
<b>2010</b>	\$225,000	\$186,418	\$411,418	\$3,340,000
<b>2011</b>	\$240,000	\$174,718	\$414,718	\$3,115,000
<b>2012</b>	\$255,000	\$161,998	\$416,998	\$2,875,000
<b>2013</b>	\$265,000	\$148,355	\$413,355	\$2,620,000
<b>2014</b>	\$285,000	\$133,913	\$418,913	\$2,355,000
<b>2015</b>	\$300,000	\$118,238	\$418,238	\$2,070,000
<b>2016</b>	\$305,000	\$101,738	\$406,738	\$1,770,000
<b>2017</b>	\$335,000	\$84,658	\$419,658	\$1,465,000
<b>2018</b>	\$355,000	\$65,563	\$420,563	\$1,130,000
<b>2019</b>	\$375,000	\$45,150	\$420,150	\$775,000
<b>2020</b>	\$400,000	\$23,400	\$423,400	\$400,000

## Debt Service

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Principal and interest	\$140,170	\$137,420	\$1,877,680	\$1,691,138	\$557,790
	<u>\$140,170</u>	<u>\$137,420</u>	<u>\$1,877,680</u>	<u>\$1,691,138</u>	<u>\$557,790</u>

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### DEBT SERVICE

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#### 2002 Expenditure Detail

#### Redemption of General Long Term Debt

Principal (1997 BP Property)	\$65,000	
Principal (2000 Bonds)	\$155,000	
Total Principal		\$220,000
Interest (1997 BP Property)	\$78,345	
Interest (2000 Bonds)	\$259,445	
Total Interest		<u>\$337,790</u>
<b>FUND TOTAL</b>		<u><u>\$557,790</u></u>

# Capital Project

# Capital Funds

(Expenditure)

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## Overview

The City's Capital Improvement Program (C.I.P.) begins early in the calendar year, long before the operating budget for the following year is discussed. The C.I.P. has dedicated sources of revenue, and six of these sources are identified as Capital Funds. The remaining funds are capital projects that have been identified in the Council-adopted C.I.P. The projects are selected from an evaluation process that determines the merits of each project when compared with all others nominated for the process. Unless there is General Fund revenue identified as a source of funding for a project, the C.I.P. process has a minimal effect on the operating budgets, and is folded into the final budget prior to adoption. The C.I.P. document travels down a very public path, with a variety of open houses with the citizens and meetings with the Planning Commission and City Council. The funds are described below.

## 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 2002, this fund will transfer \$388,000 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 2002, this fund will transfer \$360,000 to capital projects.

## Capital Street Reserve Fund

The **Capital Street Reserve Fund** also transfers money to street projects. In 2002, \$267,000 will be transferred out.

## Real Property Reserve Fund

The **Real Property Reserve Fund** has no expenditures anticipated.

## Surface Water Capital Reserve Fund

The **Surface Water Capital Reserve Fund** will transfer \$697,000 for capital projects.

## 177<sup>th</sup> Street Construction Fund

The **177th Street Construction Fund** was established to track revenue from the utility tax. For 2002, the fund will transfer \$2.1 million to continue work on two related capital projects.

## Capital Projects

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

- 133<sup>rd</sup> Ave. NE
- NE 175<sup>th</sup>/140<sup>th</sup>
- 124<sup>th</sup> Ave. NE
- Pedestrian Improvement Fund
- SR202/127<sup>th</sup> Pl. intersection
- 175<sup>th</sup>/131<sup>st</sup> Right Turn Pockets
- 177<sup>th</sup>/131<sup>st</sup> Intersection
- Stream Corridor Acquisition
- SR 522/195<sup>th</sup>
- 136<sup>th</sup> Ave. NE
- SR202/148<sup>th</sup> Ave. intersection project
- SR 522/SR202 interchange project
- Little Bear Creek Lineal Park
- Woodinview Park
- Skate Park
- 177<sup>th</sup> Corridor
- Habitat Enhancements
- School/Sports Associations
- Neighborhood Playground Projects
- Civic Center

## Capital Improvement

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Interfund Transfer	\$100,000	\$0	\$1,231,533	\$424,084	<b>\$388,000</b>
Interfund Loan					<b>\$340,202</b>
<b>Fund Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$1,231,533</b>	<b>\$424,084</b>	<b>\$728,202</b>

## Special Capital Improvement

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Interfund Transfer	\$375,000	\$0	\$433,000	\$872,000	<b>\$360,000</b>
<b>Fund Total</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$433,000</b>	<b>\$872,000</b>	<b>\$360,000</b>

## Capital Street Reserve

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Interfund Transfer	\$300,000	\$0	\$2,122,000	\$271,000	<b>\$267,000</b>
<b>Fund Total</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$2,122,000</b>	<b>\$271,000</b>	<b>\$267,000</b>

## Surface Water Capital Reserve

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Interfund Transfer	\$0	\$0	\$25,000	\$408,486	\$697,000
<b>Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$408,486</b>	<b>\$697,000</b>

## Real Property

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Professional Services	\$1,402	\$52,519	\$117	\$0	\$0
Land Purchase	\$0	\$0	\$0	\$0	\$0
<b>Fund Total</b>	<b>\$1,402</b>	<b>\$52,519</b>	<b>\$117</b>	<b>\$0</b>	<b>\$0</b>

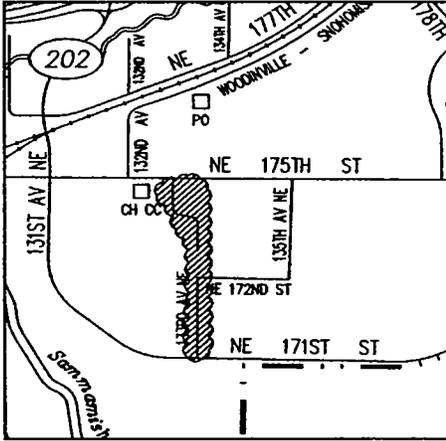
## 177th Street Construction Fund

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Interfund Transfer					\$2,100,000
Other Services	\$0	\$55,522	\$0	\$1,930,000	\$0
<b>Fund Total</b>	<b>\$0</b>	<b>\$55,522</b>	<b>\$0</b>	<b>\$1,930,000</b>	<b>\$2,100,000</b>

## 133rd Ave Capital Project

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$11,291	\$70,000	\$0
Capital Outlay	\$256,346	\$1,100,000	\$800,000
<b>Fund Total</b>	<b>\$267,637</b>	<b>\$1,170,000</b>	<b>\$800,000</b>

**Project Number:** GR-16 (Phase II)

**Estimated Completion Date:** 2002

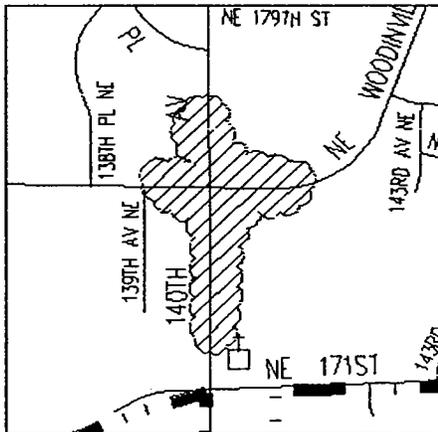
**Impact on Budget:** This project is funded from REET1, REET2, and SWM Reserves.

**Project Description:** This transportation project concerns the northern section of 133rd Avenue NE next to the new City Hall ending at 175th Street. This project includes the construction of a 24 foot wide ½ street section. Sidewalks, street lights and bike lanes are also planned.

**Justification:** This project is identified in the Comprehensive Plan as a Grid Road connection.

## 175th/140th Capital Project

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$13,165	\$20,539	\$0
Capital Outlay	\$95,788	\$179,461	\$0
<b>Fund Total</b>	<b>\$108,953</b>	<b>\$200,000</b>	<b>\$0</b>

**Project Number:** I-13 (Phase II)

**Estimated Completion Date:** 2002

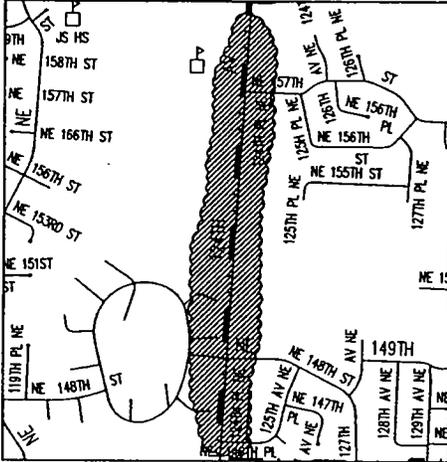
**Impact on Budget:** This project is funded from Capital Street Reserves. Some expenses incurred in 2001 may be paid in 2002.

**Project Description:** This transportation project involves resurfacing, grinding, and repairing failing pavement.

**Justification:** The existing trees have rooted under the concrete pavement and created damage.

## 124th Ave Capital Project

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$16,506	\$3,881	\$0
Capital Outlay	\$0	\$549,119	\$0
<b>Fund Total</b>	<b>\$16,506</b>	<b>\$553,000</b>	<b>\$0</b>

**Project Number:** I-10, 11/RO-17

**Estimated Completion Date:** 2002

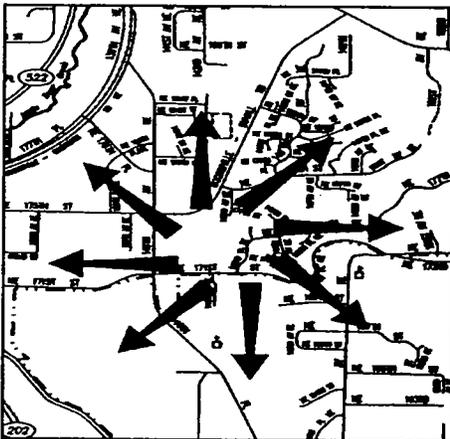
**Impact on Budget:** This project is funded from Capital Street Reserves. Some expenses incurred in 2001 may be paid in 2002.

**Project Description:** This transportation project involves widening the intersections between 146th and 160th to provide left turn lanes. A pedestrian path will also be provided along some sections of the east side.

**Justification:** This project will improve vehicle turn movements and pedestrian safety.

## Pedestrian Crossing

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$142	\$5,000	\$10,000
Capital Outlay	\$41,040	\$57,000	\$90,000
<b>Fund Total</b>	<b>\$41,182</b>	<b>\$62,000</b>	<b>\$100,000</b>

**Project Number:** Ped-2

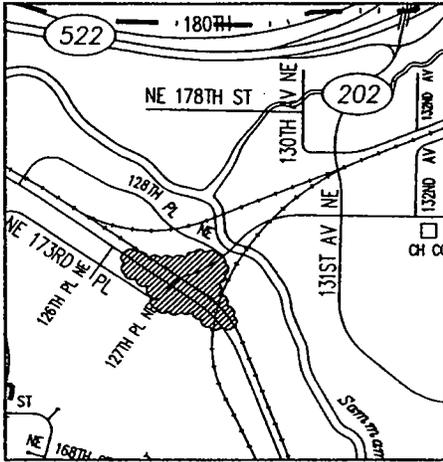
**Estimated Completion Date:** Ongoing

**Impact on Budget:** This project is funded from REET 2 and Capital Street Reserves.

**Project Description:** This is an annual program to create and improve sidewalks and asphalt trails within the public right of ways. These improvements will enhance pedestrian circulation systems throughout the City.

**Justification:** This program will improve pedestrian safety in the community.

**202/127th**  
Fund Summary



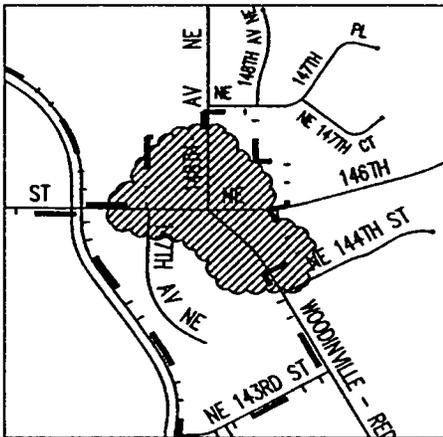
	2000 Actual	2001 Budget	2002 Budget
Services	\$155,570	\$300,000	\$0
Capital Outlay	\$0	\$699,000	\$375,000
<b>Fund Total</b>	<b>\$155,570</b>	<b>\$999,000</b>	<b>\$375,000</b>

**Project Number:** I-6  
**Estimated Completion Date:** Phase I - 2007  
 Phase II - dependent on CCRP design decision  
**Impact on Budget:** This project is funded from Capital Street Reserves.

**Project Description:** This transportation project involves intersection improvements to address congestion, safety, and grade conditions. The project will include additional vehicle lanes, new traffic signals, railroad improvements, street lightings, pedestrian and bike improvements, and signages. This is the northwest gateway.

**Justification:** This project will relieve congestion during peak hours and eliminate semi-trucks from being high centered in the intersection.

**202/148th (145th)**  
Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$72,082	\$289,000	\$0
Capital Outlay	\$0	\$200,000	\$600,000
<b>Fund Total</b>	<b>\$72,082</b>	<b>\$489,000</b>	<b>\$600,000</b>

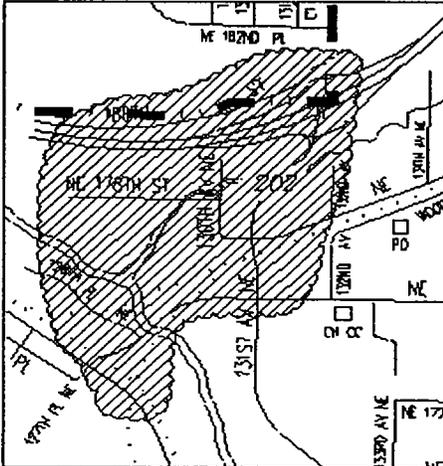
**Project Number:** I-8  
**Estimated Completion Date:** Design - 2004  
**Impact On Budget:** This project is funded from Capital Street Reserves and REET2.

**Project Description:** This transportation project involves additional vehicle lanes, pedestrian and bike lane improvements, signal and roundabout traffic device upgrades, street light installations, and signages.

**Justification:** This project will relieve congestion, increase safety, and enhance the south gateway entrance to the City.

## 522/202 (Corridor Construction Relief Program)

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$0	\$312,000	\$300,000
<b>Fund Total</b>	<b>\$0</b>	<b>\$312,000</b>	<b>\$300,000</b>

**Project Number:** RM-25

**Estimated Completion Date:** Design - 2015

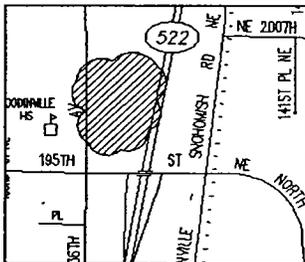
**Impact On Budget:** This project is funded from REET 1.

**Project Description:** This transportation project will improve access to the SR 522/SR 202 interchange and relieve traffic congestion in the Central Business District. This could include the reconstruction of the interchange or realignment of SR 202. The project needs to be coordinated with Bothell, WSDOT, King, and Snohomish County.

**Justification:** This project will relieve congestion in the CBD and improve the operation of the interchange.

## Little Bear Creek Lineal Park

### Fund Summary

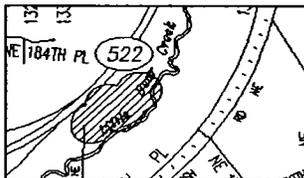


	2000 Actual	2001 Budget	2002 Budget
Services	\$14,019	\$8,000	\$100,000
Capital Outlay	\$400,825	\$0	\$200,000
Other Financing Use	\$0	\$17,000	\$0
<b>Fund Total</b>	<b>\$414,844</b>	<b>\$25,000</b>	<b>\$300,000</b>

**Project Number:** PK-3

**Estimated Completion Date:** 2005

**Impact on Budget:** This project is funded from Admission Tax, REET1, Grants, and SWM Reserves.

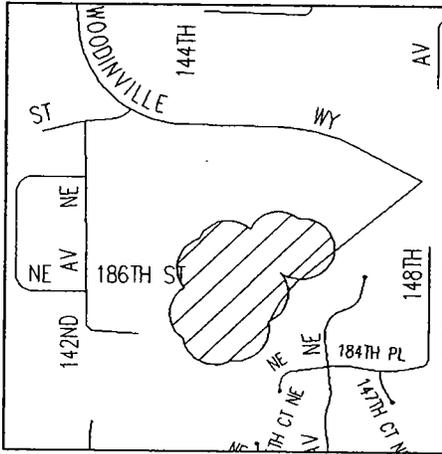


**Project Description:** This park project involves purchasing high quality parcels for purposes of providing trailheads, interpretive facilities, habitat conservation and enhancement. Acquisitions will form the cornerstones of a community wide effort to protect the most valuable Chinook salmon habitat within Woodinville.

**Justification:** This project will protect high quality habitats as described in the Little Bear Creek Corridor Plan.

## Woodinview Park

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Capital Outlay	\$0	\$110,000	\$110,000
<b>Fund Total</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$110,000</b>

**Project Number:** PK-4

**Estimated Completion Date:** 2002

**Impact on Budget:** This project is funded from REET 1 and Admission Tax.

**Project Description:** This park project involves the acquisition of a park at the ARCH Housing Site.

**Justification:** This project gives the City an opportunity to create recreation spaces in a new neighborhood.

## Skate Park

### Fund Summary



	2000 Actual	2001 Budget	2002 Budget
Services	\$5,410	\$30,000	\$65,000
Capital Outlay	\$0	\$220,500	\$175,000
<b>Fund Total</b>	<b>\$5,410</b>	<b>\$250,500</b>	<b>\$240,000</b>

**Project Number:** PK-18

**Estimated Completion Date:** 2002

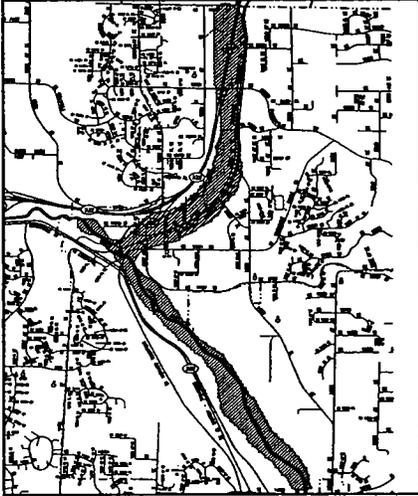
**Impact on Budget:** This project is funded from REET 1, Admission Tax, and SWM Reserves.

**Project Description:** This park project involves a acquiring and developing land for purposes of meeting the needs of Woodinville youth for skating, skateboarding, and BMX. Surface Water Reserves were used to purchase wetlands along Little Bear Creek and wetlands adjacent to the Skate Park.

**Justification:** This project is within the scope of the PRO Plan.

## Acquisition of Stream Corridor Parcel

### Fund Summary



Capital Outlay  
Other Financing Uses  
**Fund Total**

2001 Budget	2002 Budget
\$0	\$230,000
\$175,000	\$0
<b>\$175,000</b>	<b>\$230,000</b>

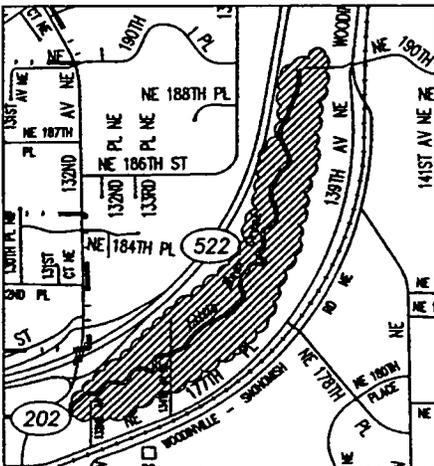
**Project Number:** SWM-8  
**Estimated Completion Date:** 2003  
**Impact on Budget:** This project is funded from SWM Reserves.

**Project Description:** This Surface Water Project involves acquisition of land or conservation easements in the Little Bear Creek Basin or Sammamish River shoreline.

**Justification:** This project meets the WRIA8 criteria and the regional funding principles adopted by the Sammamish Watershed Forum.

## Habitat Enhancements

### Fund Summary



Services  
Capital Outlay  
**Fund Total**

2001 Budget	2002 Budget
\$16,000	\$20,000
\$102,000	\$147,000
<b>\$118,000</b>	<b>\$167,000</b>

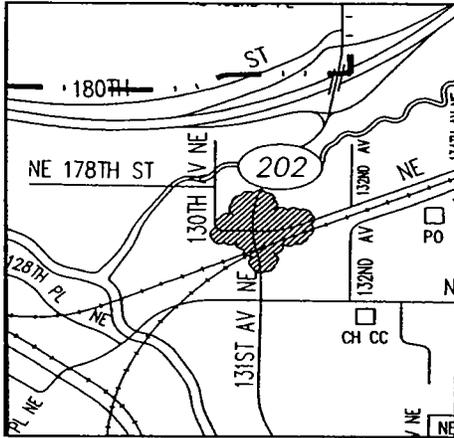
**Project Number:** SWM-9  
**Estimated Completion Date:** 2002  
**Impact on Budget:** This project is funded from grants and SWM Reserves.

**Project Description:** This surface water project involves habitat restoration along key stream corridors to enhance ecologically significant fish runs.

**Justification:** This project meets the WRIA8 criteria and the regional funding principles adopted by the Sammamish Watershed Forum.

## 177th/131st Intersection

### Fund Summary



Services  
Capital Outlay  
**Fund Total**

	2001 Budget	2002 Budget
Services	\$360,000	\$0
Capital Outlay	\$1,140,000	\$900,000
<b>Fund Total</b>	<b>\$1,500,000</b>	<b>\$900,000</b>

**Project Number:** I-16

**Estimated Completion Date:** 2003

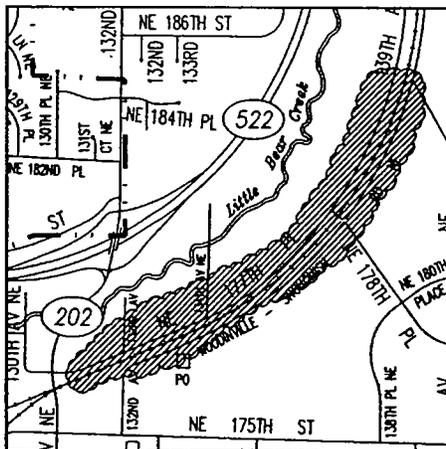
**Impact on Budget:** This project is funded from Utility Taxes and Mitigation Revenue.

**Project Description:** This transportation project involves adding additional left turn lanes to improve circulation and reduce congestion. This project will increase capacity on 177<sup>th</sup> by incorporating improvements such as street widening, pedestrian improvements, channelization, street lighting, and Gateway treatment.

**Justification:** This project addresses capacity and congestion problems in the central business district.

## 177th Street Corridor

### Fund Summary



Services  
Capital Outlay  
**Fund Total**

	2001 Budget	2002 Budget
Services	\$500,000	\$0
Capital Outlay	\$0	\$1,200,000
<b>Fund Total</b>	<b>\$500,000</b>	<b>\$1,200,000</b>

**Project Number:** RM-16

**Estimated Completion Date:** 2003

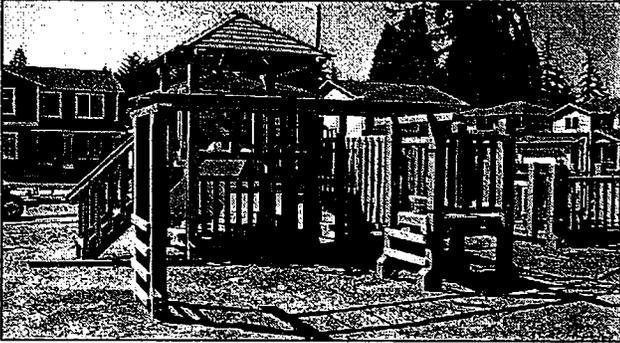
**Impact on Budget:** This project is funded from Utility Taxes.

**Project Description:** The transportation project involves widening a two lane road into a three lane arterial standard with bike lanes and sidewalks along the northern side of the road. Other improvements include storm drainage improvements, street lighting, landscaping, and habitat enhancements. A multi trail system and a signal at 178th are other possibilities.

**Justification:** This project addresses capacity and congestion problems in the central business district.

## Neighborhood Playground Projects

### Fund Summary



Services  
Capital Outlay  
**Fund Total**

<b>2002 Budget</b>
\$5,000
\$55,000
<b>\$60,000</b>

**Project Number:** PK-16

**Estimated Completion Date:** N/A

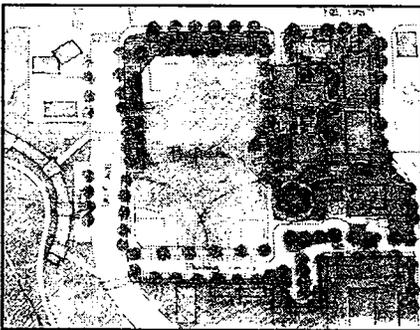
**Impact on Budget:** This project is funded from Admission Taxes.

**Project Description:** This park project involves developing existing playgrounds by creating partnerships with various organizations.

**Justification:** This project provides the opportunity to transform Woodinville's many small neighborhood sites, owned by various associations into neighborhood parks without the burden of land acquisition.

## Civic Center

### Fund Summary



Supplies  
Services  
Capital Outlay  
To Debt Svc  
**Fund Total**

	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Supplies	\$0	\$0	\$0	\$0
Services	\$6,596	\$0	\$0	\$0
Capital Outlay	\$1,601,716	\$0	\$0	\$1,933,608
To Debt Svc		\$1,571,000	\$1,516,968	\$0
<b>Fund Total</b>	<b>\$1,608,312</b>	<b>\$1,571,000</b>	<b>\$1,516,968</b>	<b>\$1,933,608</b>

**Project Number:** FAC-2

**Estimated Completion Date:** 2007

**Impact on Operating Budget:** This project is funded from General Fund Reserves.

**Project Description:** This fund was established to accommodate property purchases within the identified Civic Center footprint.

**Justification:** This project fulfills the Civic Center Master Plan of providing a downtown civic/community center campus for the citizenry of Woodinville.

# Enterprise

# Enterprise Fund

## (Surface Water Management)

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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

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Surface Water Management is an enterprise fund that supports activities associated with all surface water areas of planning, management, 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.

## 2001 Accomplishments

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- Finish inventory of the City's storm water infrastructure inventory.
- Complete system inventory, begun system analysis, and developed outline draft Surface Water Comprehensive Plan.
- Began development of in-house runoff model.
- Identify immediate maintenance problem areas.
- Began in-house maintenance of control structures.
- Took over full maintenance of all storm drainage ponds from King County.
- Identify maintenance program for fish drainage basin areas.
- Identify all runoff basin areas contributing to the City's stream system.
- Continue to develop an ESA strategy plan.
- Developed a design with Fisheries, King and Snohomish County on fish barrier along Little Bear Creek.

- Renegotiate remaining King County contract delivery and level of services.
- Performed first in-house storm drainage system repairs and enhancements
- Developed in-house ability to field monitor siltation control from construction and development sites.

## 2002 Goals

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- Complete in-house surface water analysis
- Complete development of storm water analysis model
- Complete first draft Surface Water Comprehensive Plan
- Continue development of surface water maintenance plan
- Develop and implement a contract service, private or County, to provide services for catch basin cleaning, ditch maintenance, and street sweeping.
- Identify maintenance program for fish drainage basin areas.
- Develop GIS base for surface water basin areas
- Remove fish barrier along Little Bear Creek at 132<sup>nd</sup> Avenue NE.
- Implement an environmentally safety ice control program
- Implement improved storm water maintenance operations to enhance water quality control measures.



## Surface Water Management

### Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Salaries	\$50,195	\$102,428	\$160,367	\$216,602	\$236,919
Benefits	\$11,518	\$22,646	\$30,785	\$40,119	\$49,835
Supplies	\$514	\$7,497	\$10,084	\$48,350	\$23,200
Services	\$186,101	\$82,836	\$100,875	\$348,852	\$327,690
Capital Outlay	\$57,127	\$261,213	\$72,113	\$23,025	\$55,500
Intergovernmental	\$117,345	\$196,570	\$214,829	\$209,000	\$211,000
Interfund Payments	\$100,765	\$101,003	\$100,880	\$105,768	\$111,188
Other Financing Uses	\$0	\$289,000	\$0	\$368,207	\$0
<b>Department Total</b>	<b>\$523,564</b>	<b>\$1,063,193</b>	<b>\$689,932</b>	<b>\$1,359,923</b>	<b>\$1,015,331</b>

Position Summary	Actual 1998	Actual 1999	Actual 2000	Budget 2001	Budget 2002
Public Works Director	0.25	0.25	0.25	0.25	0.25
Public Works Assistant	0.10	0.25			
Maintenance Supervisor	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	0.40			1.00	1.00
Senior Engineer (Surface Wtr)	1.25	1.00	0.80	0.80	0.80
Field Engineer	0.50	0.50	0.25	0.25	0.25
Senior Admin Assistant	1.50		0.25	0.25	0.25
Environmental Planner			0.50	0.50	0.50
Volunteer Coordinator			0.25	0.25	0.25
<b>Position Totals</b>	<b>4.50</b>	<b>2.50</b>	<b>2.80</b>	<b>3.80</b>	<b>3.80</b>

	Hours	Hours	Hours
Interns (part time)	1536	2656	2976



# Internal Service

# Internal Service Funds

## (Expenditure)

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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 will pay for all operating costs associated with City vehicles. Included are the costs of fuel, insurance, supplies, and depreciation.

### Equipment Replacement Fund

The Equipment Replacement fund will be used to pay the replacement costs of the financial software and the replacement costs of office equipment, including computers.

### Unemployment Compensation Fund

The City is self-insured for unemployment costs, and pays the charges from the Unemployment Compensation Fund. The Fund has not had many claims, but some money is budgeted each year in anticipation of the need.

**Equipment Rental**  
Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Supplies	\$3,248	\$3,038	\$6,129	\$5,000	\$5,000
Services	\$3,139	\$2,875	\$10,376	\$12,500	\$13,600
<b>Department Total</b>	<b>\$6,387</b>	<b>\$5,913</b>	<b>\$16,505</b>	<b>\$17,500</b>	<b>\$18,600</b>

**Equipment Replacement**  
Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
<b>Department Total</b>	<b>\$4,779</b>	<b>\$31,438</b>	<b>\$69,967</b>	<b>\$200,000</b>	<b>\$200,000</b>

**Unemployment**  
Fund Summary

	1998 Actual	1999 Actual	2000 Actual	2001 Budget	2002 Budget
Claims	\$2,256	\$0	\$205	\$1,000	\$1,000
<b>Department Total</b>	<b>\$2,256</b>	<b>\$0</b>	<b>\$205</b>	<b>\$1,000</b>	<b>\$1,000</b>

# Trust

# Trust Funds

## (Expenditure)

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In 2001, the City created the Affordable Housing Fund, a trust fund established to provide financing for affordable housing projects. There are no budgeted expenditures at this time.



# Appendices

## ORDINANCE NO. 301

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2002; SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

**WHEREAS**, the City Council has identified numerous projects in the Capital Improvement Program that are addressed in the 2002 budget, and

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

**WHEREAS**, a preliminary budget has been filed with the City Clerk as required by law; now, therefore,

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** A new fund, the 136<sup>th</sup> Ave NE/NE 195<sup>th</sup> Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the 136<sup>th</sup> Ave NE/NE 195<sup>th</sup> Fund will only be used for the design, engineering, and construction associated with the re-channelization of the intersection of NE 195<sup>th</sup> and 136<sup>th</sup> Ave NE.

**Section 2.** A new fund, the SR522/195th Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the SR522/195th Fund shall be used for the design and improvements to the intersection of SR522/195th.

**Section 3.** A new fund, the School/Sports Associations Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the School/Sports Associations Fund shall be used to locate and fund regional recreation facilities.

**Section 4.** A new fund, the Neighborhood Projects Fund, is hereby established with revenue and appropriations set forth in Section 6 of this ordinance. Monies in the Neighborhood Projects Fund shall be used to plan and develop playgrounds in partnerships with neighborhood associations, schools and other agencies, where land acquisition is not necessary.

**Section 5.** The budget of the City of Woodinville, Washington for the year 2002, 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 \$34,457,853.

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

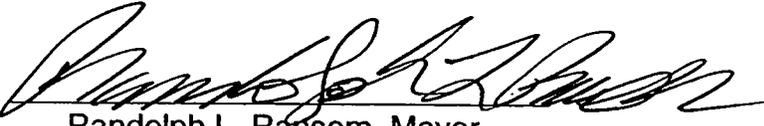
General Fund	\$ 9,814,009
Street Fund	\$ 1,077,207
Arterial Street	\$ 279,339
Contingency	\$ 284,122
Mitigation	\$ 534,856
Admission Tax	\$ 522,980
System Replacement	\$ 103,800
Park Impact Fee	\$ 100,000
Wilmot Tile Fund	\$ 20,000
Debt Service	\$ 861,410
Capital Project	\$ 1,219,229
Special Capital Project	\$ 1,284,727
Capital Street Reserve	\$ 2,178,295
Capital Surface Water Reserve	\$ 2,064,566
177th Street Construction	\$ 2,100,000
Real Property	\$ 21,160
Civic Center	\$ 2,620,897
133 <sup>rd</sup> Ave Capital Project	\$ 1,205,989
175 <sup>th</sup> /140 <sup>th</sup> Capital Project	\$ 54,265
124 <sup>th</sup> Ave Capital Project	\$ 48,605
Pedestrian Improvements Capital Project	\$ 160,235
SR202/127 <sup>th</sup> PI Capital Project	\$ 635,965
SR202/148 <sup>th</sup> Ave Capital Project	\$ 785,353
SR522/SR202 Capital Project	\$ 522,926
Little Bear Creek Lineal Park Capital Project	\$ 302,458
Woodinview Park Capital Project	\$ 113,485
Skate Park Capital Project	\$ 241,661
Stream Corridor Acquisition	\$ 230,000
Habitat Enhancements	\$ 180,000
177 <sup>th</sup> /131 <sup>st</sup> Intersection	\$ 900,000
177 <sup>th</sup> Street Corridor	\$ 1,200,000
175 <sup>th</sup> /131 <sup>st</sup> Right Turn Pocket	\$ 400,000
136 <sup>th</sup> Ave NE/NE 195 <sup>th</sup>	\$ 60,000
SR522/195 <sup>th</sup>	\$ 100,000
School/Sports Associations	\$ 45,000
Neighborhood Projects	\$ 60,000
Surface Water Management	\$ 1,293,141
Equipment Rental	\$ 197,689
Equipment Replacement	\$ 578,265
Unemployment Reserve	\$ 33,367
Affordable Housing	\$ 22,850

**Section 7.** The City Clerk is directed to transmit a certified copy of this ordinance to the Office of the Auditor of the State of Washington, Division of Municipal Corporations and to the Association of Washington Cities.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 3RD DAY OF DECEMBER 2001.

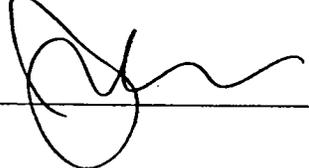
APPROVED:

  
Randolph L. Ransom, Mayor

ATTEST/AUTHENTICATED:

By:   
Sandra Parker/CMC  
City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By: 

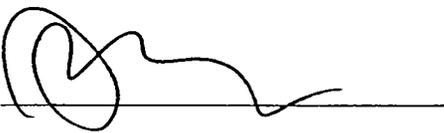
PASSED BY THE CITY COUNCIL: 12-3-2001  
PUBLISHED: 12-10-2001  
EFFECTIVE DATE: 12-15-2001  
ORDINANCE NO. 301

ATTEST/AUTHENTICATED:

By: Sandra Parker/CMC  
Sandra Parker/CMC  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: 12-3-2001  
PUBLISHED: 12-10-2001  
EFFECTIVE DATE: 12-15-2001  
ORDINANCE NO. 300

**ATTACHMENT A**  
**BENEFIT SCHEDULE**  
**Effective Date: January 1, 2002**

**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.

Vision Insurance - AWC paid by City for all employees and their spouse and dependants.

Flu Immunization – available without cost to City employees, regular and part time, who work at least 20 hours per week, provided that the immunization shall only be available without cost to the employee on the day, place and time set forth through the Wellness Program, at City Hall.

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

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

**ATTACHMENT B**  
**Classification Pay Range (Monthly)**  
**Effective Date: January 1, 2002**

Assigned Pay Range	POSITION TITLE		
	Min Step 1	Max Step 6	
A	\$2,644	\$3,437	Administrative Assistant Permit Technician I Facilities Maintenance Worker I
B	\$2,784	\$3,618	Maintenance Worker I
C C	\$2,931	\$3,809	Permit Technician II Volunteer Coordinator
D D D D D D	\$3,086	\$4,010	Administrative Assistant, Senior Accounting Clerk Executive Secretary Maintenance Worker II Permit Technician III Planning Technician Teen Coordinator
E E E	\$3,247	\$4,222	Facilities Maintenance Worker II Building Inspector I Code Enforcement Officer Engineer, Field
F	\$3,471	\$4,515	
G G G G G	\$3,714	\$4,829	Building Inspector II Civil Site Field Inspector Maintenance Supervisor – Parks Planner Planner, Park
H H H H H	\$3,954	\$5,143	Accountant, Senior Information Services Manager Maintenance Supervisor – Public Works Permit Supervisor Senior Programmer Planner, Transportation/Environmental
I I I	\$4,212	\$5,475	Building Plans Examiner Planner, Senior Recreation Supervisor
J J J J J J	\$4,485	\$5,832	City Clerk Civil Plans Examiner Communications Coordinator Engineer, Senior – Project Manager Engineer, Senior – Surface Water Engineer, Senior – Traffic
K	\$4,777	\$6,211	Planner, City
L	\$5,088	\$6,614	Assistant to the City Manager
M	\$5,418	\$7,045	City Engineer
N	\$5,770	\$7,503	
O O O O O	\$6,521	\$8,479	Director, Finance Director, Parks & Recreation Director, Permit Center Director, Planning & Community Devel. Director, Public Works

**Attachment C**  
**Non-Regular Pay Plan**  
**Effective Date: January 1, 2002**

<b>CLASSIFICATION</b>	<b>RANGE</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Recreation Aide I	AA	6.90		7.99
Intern I				
Recreation Aide II	BB	7.31		8.47
Recreation Aide III	CC	7.75		8.97
Recreation Aide IV	DD	8.22		9.51
Recreation Aide V	EE	8.71		10.08
Laborer I	FF	9.23		10.69
Office Assistant I				
Recreation Assistant I				
Recreation Assistant II	GG	9.79		11.33
Recreation Assistant III	HH	10.38		12.01
Laborer II	II	11.00		12.73
Office Assistant II				
Intern II	JJ	11.66		13.49
Laborer III				
Office Assistant III				
	KK	12.36		14.30
Recreation Assistant IV	LL	13.10		15.16
Intern III	LL			
Recreation Assistant V	MM	13.88		16.07
Planner	UU	22.13		25.62
Senior Planner	WW	24.86		28.78
Senior Engineer	XX	26.36		30.51
	YY	27.94		32.34
Aerobics Instructor	ZZ	29.61		34.28

**ORDINANCE NO. 299**

**AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2002, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON THE SEVERAL DEPARTMENTS OF SAID CITY FOR THE ENSUING YEAR AS REQUIRED BY LAW.**

**WHEREAS**, the City Council of the City of Woodinville has considered the City's anticipated financial requirements for 2002, and the amounts necessary and available to be raised by ad valorem taxes on real, personal and utility property, NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** There shall be and hereby is levied on all real, personal, and utility property, whose estimated assessed valuation is \$1,547,290,000, current taxes for the ensuing year commencing January 1, 2002, a rate to provide \$2,314,091 of regular property taxes, exclusive of new construction, an amount equal to 1% more revenue than was lawfully levied in 2001. This assessment is estimated to provide an additional \$22,911 in revenue, exclusive of new construction, which is approximately a 1% increase over the prior year.

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

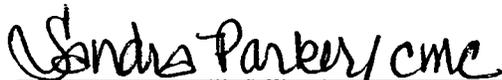
**Section 3.** Effective Date. This ordinance, or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

**ADOPTED** by the City Council of the City of Woodinville this 19th day of November, 2001.

**APPROVED:**

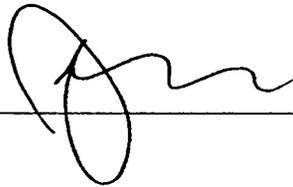
  
Randolph L. Ransom, Mayor

**ATTEST:**

  
Sandra Parker, City Clerk/CMC

**APPROVED AS TO FORM:**

OFFICE OF THE CITY ATTORNEY:

By: 

PASSED BY THE CITY COUNCIL: 11-19-2001  
PUBLISHED: 11-26-2001  
EFFECTIVE DATE: 12-1-2001  
ORDINANCE NO.299

# Miscellaneous Statistics

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## **DATE OF INCORPORATION**

March 31, 1993

## **FORM OF GOVERNMENT**

Council-City Manager

## **AREA**

5.65 Square Miles

## **REGISTERED VOTERS**

6,829 as of February 1, 2002

## **NUMBER OF BUSINESS REGISTRATION**

725

## **POPULATION<sup>1</sup>**

9,210 as of 4/2001

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<sup>1</sup>Source: Census Bureau

**CITY OF WOODINVILLE MAJOR EMPLOYERS<sup>2</sup>**

<b>Company</b>	<b>Product/Service</b>	<b>Employees</b>
Mackie Design	Manufacturer	645
Precor USA	Exercise Equipment	450
Chateau Ste. Michelle	Winery	200
Top Food & Drugs	Supermarket	200
Molbak Nursery	Wholesale/Retail nursery	190-200
Target	Department Store	150-200
Spectrum Glass	Stained Glass	195
Winsome Trading	Importing housewares	195
One-Way Plumbing	Plumbing Services	85
Foremost Packaging	Packaging Equipment	75
QFC	Supermarket	75
Redhook Ale Brewery	Brewery/Pub/Restaurant	70

**CITY OF WOODINVILLE LARGEST TAXPAYERS<sup>3</sup>**

<b>Taxpayer</b>	<b>Value</b>
Calwest Industrial Properties	\$56,641,000
Downtown Woodinville LLC	\$27,379,200
Archstone Communities Trust	\$24,000,000
Stimson Lane Wine & Spirits	\$21,710,680
Brittany Park	\$14,183,100
Woodinville Plaza	\$12,700,000
Robert Wilcoxin	\$12,350,000
The Evans Company	\$12,228,100
Woodinville Towne Center	\$11,443,500
Edgewood Apartments	\$11,228,700
Redhook Brewery	\$10,901,400

**CITY OF WOODINVILLE NEW CONSTRUCTION BUILDING PERMITS ISSUED<sup>4</sup>**

<b>Year</b>	<b>Permits Issued</b>	<b>Total Value</b>
2001	147	\$12,646,265
2000	185	\$7,497,160
1999	259	\$32,792,077
1998	231	\$42,121,239
1997	303	\$54,187,297
1996	167	\$34,954,218
1995	147	\$60,701,720

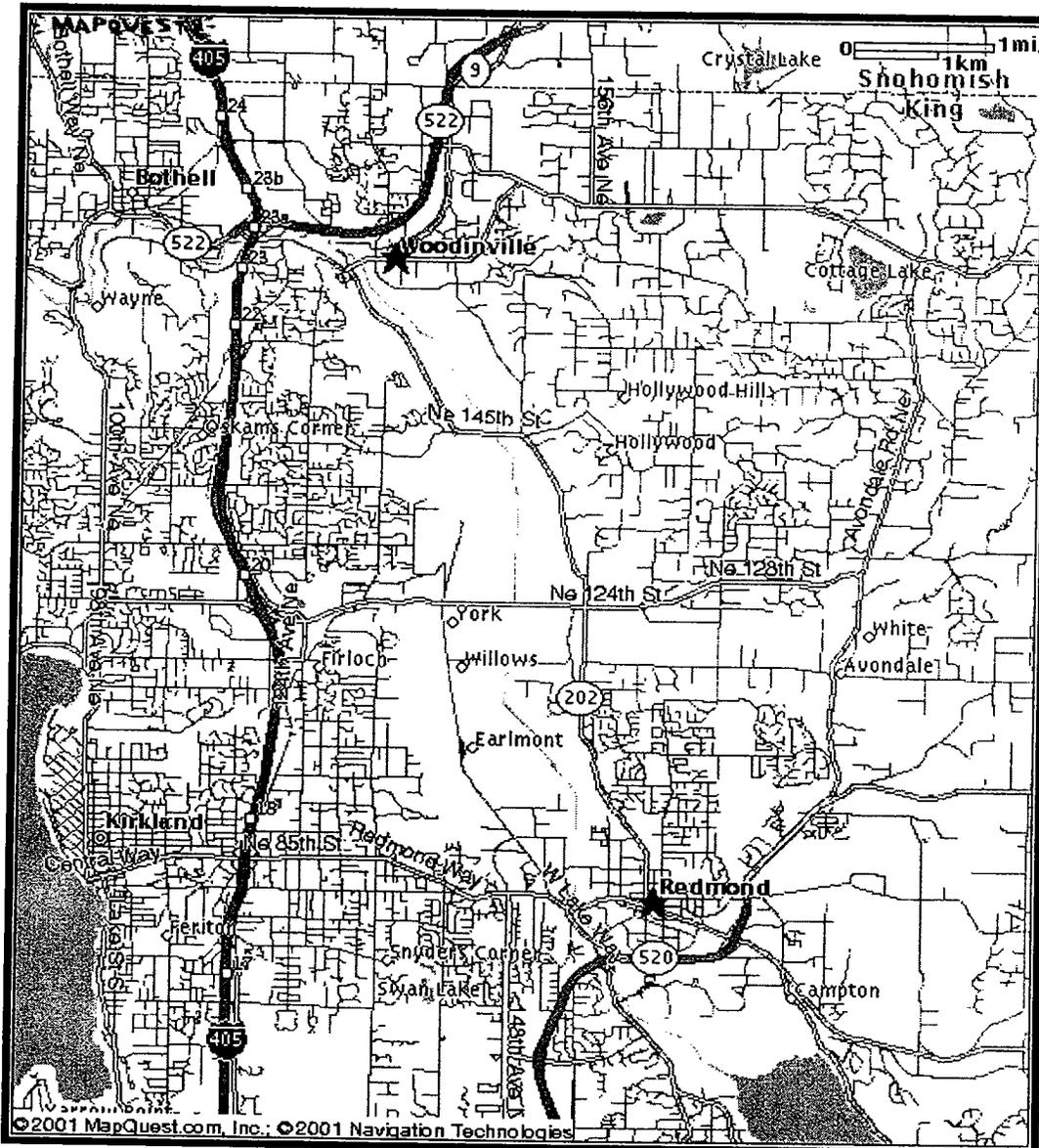
<sup>2</sup> Source: Individual employers as of May, 2000

<sup>3</sup> Source: King County Dept of Assessments, February 2002

<sup>4</sup> Source: City of Woodinville Building Dept

## LOCATION

The City is located at the northern end of the Sammamish Valley, just 20 minutes northeast of Seattle, in the technology corridor between Redmond and Bothell/Northshore. The City is situated at an important intersection of major highways: Interstate 405, and State Highways 522 and 202. Just north of the city of Redmond, east of the City of Bothell, the City lies on the King-Snohomish County border and is traversed by the Burlington-Northern – Santa Fe Railroad.



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

# GLOSSARY

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

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

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

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

**ANNUAL BUDGET** A budget applicable to a single fiscal year.

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

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

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

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

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

**BONDED DEBT** That portion of indebtedness represented by outstanding bonds.

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

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

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

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

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

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

**CAPITAL 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.

COUNCIL

001  
005

2002 Expenditure Detail

	<b>Salaries and Wages</b>		
511-60-11-00	Salaries		\$51,600
	<b>Personnel Benefits</b>		
511-60-21-00	Benefits		\$4,713
	<b>Supplies</b>		
511-60-31-31	Office/Operating Supplies		
	General	\$2,500	
	Celebrate Woodinville	\$200	
	<i>Total Supplies</i>		\$2,700
	<b>Other Services and Charges</b>		
511-60-41-00	Professional Services		
	Council Retreat Facilitator	\$6,000	
	Leadership Institute	\$500	
			\$6,500
511-60-43-00	Travel		
	AWC Conference (lodging)	\$2,500	
	Council Retreat	\$5,200	
	AWC Conference (travel/meals)	\$2,500	
	Travel to local meetings	\$1,500	
	Council meeting meals	\$2,000	
			\$13,700
511-60-44-00	Advertising		\$500
511-60-49-20	Miscellaneous		
	Sister City Membership	\$300	
			\$300
511-60-49-10	Education/Training		
	Conference Registrations	\$2,450	
	Miscellaneous Training	\$850	
			\$3,300
	<i>Total Other Services and Charges</i>		\$24,300
	<b>DEPARTMENT TOTAL</b>		<u>\$83,313</u>

**EXECUTIVE**

001  
015

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
513-10-11-00	Salaries		<b>\$276,691</b>
	<b>Personnel Benefits</b>		
513-10-21-00	Benefits		<b>\$60,574</b>
	<b>Supplies</b>		
513-10-31-31	Office/Operating Supplies		
	General	\$1,300	
	EE Recognition	\$600	
	Film & Development	\$850	
	Printer Supplies	\$650	
	Writeable CD's	\$100	
	Emergency Management	\$500	
	Plotter Paper & Ink	\$1,000	
	Miscellaneous Supplies	\$775	
			<b>\$5,775</b>
513-10-31-35	Small Tools/Minor Equipment		
	Computer Upgrades	\$925	
	Page Maker Software	\$600	
	Publisher S/W	\$300	
			<b>\$1,825</b>
	<b>Total Supplies</b>		<b>\$7,600</b>
	<b>Other Services and Charges</b>		
513-10-41-00	Professional Services		
	Records Retention	\$500	
	Temp Services	\$1,200	
	Misc Personnel Support	\$5,000	
	Comp/Class Updates	\$5,000	
	Motivational Speaker	\$500	
	Staff Training	\$1,250	
	Newsletter Printing	\$6,000	
	Community Survey	\$15,000	
	Graphic Design	\$2,500	
	Misc.	\$500	
	City Hood Celebration	\$500	
	Code Pub.	\$500	
			<b>\$38,450</b>
513-10-42-00	Communication		
	Monthly Charge	\$2,400	
	Postage	\$7,500	
	Radio	\$350	
	Pager/Cell	\$1,080	
			<b>\$11,330</b>
513-10-43-00	Travel Expense		
	Meals/Lodging/Travel	\$7,332	
	Mileage	\$543	
	Parking	\$120	
			<b>\$7,995</b>

513-10-44-00	Advertising		
	RFP for Comp/Class	\$250	
	Chamber Directory	\$1,200	
	Cityhood Celebration	\$500	
	Make the Connection	\$500	
	Chamber Newsletter	\$200	
	Misc.	\$1,000	
			\$3,650
513-10-45-00	Operating Rentals		
	Sound & Camera Equip	\$500	
			\$500
513-10-49-10	Education/Training		
	ICMA (Out of State)	\$485	
	Page Maker Training	\$150	
	AWC Conference	\$715	
	Emergency Training	\$350	
	HR	\$1,000	
	LGPI	300	
	EKCCVB	\$250	
	NW Mgmt (Out of State)	\$250	
	AWC Legis. Forum	\$180	
	ETC	\$100	
			\$3,780
513-10-49-20	Miscellaneous		
	Dues and Memberships		
	WCMA	\$200	
	ICMA	\$825	
	Rotary	\$1,000	
	WPELRA	\$150	
	3CMA	\$400	
	Chamber of Comm.	\$500	
	WSEMA	\$35	
			\$3,110
	Publications		
	Puget Sound Business Journal	\$73	
	Washington CEO	\$35	
	Comm. Briefings	\$120	
	WA Employment Law	\$150	
	Publications	\$50	
			\$428
	<i>Total Other Services and Charges</i>		<b>\$69,243</b>
513-10-51-00	<b><i>Intergovernmental</i></b>		
	MRSC	\$300	
	<i>Total Intergovernmental</i>		<b>\$300</b>
513-30-95-00	<b><i>Interfund</i></b>		
	Vehicle Use		<b>\$947</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$415,355</u></b>

**INFORMATION SYSTEMS**

001  
015

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
518-10-11-00	Salaries		<b>\$105,985</b>
	<b>Personnel Benefits</b>		
518-10-21-00	Benefits		<b>\$21,985</b>
	<b>Supplies</b>		
518-10-35-00	Small Tools/Minor Equipment		
	Upgrade Advantage	\$42,000	
	Nextel Phone	\$250	
	PC Setup for Webmaster	\$1,200	
	PC Setup for Info desk	\$1,200	
	<i>Total Supplies</i>		<b>\$44,650</b>
	<b>Other Services and Charges</b>		
518-10-41-00	Professional Services		
	Service Contracts	\$22,000	
	Permit Plus	\$20,000	
	Financial s/w support	\$8,000	
	Misc. Software Support	\$15,000	
			<b>\$65,000</b>
518-10-42-00	Communication		
	Pager/Cell	\$900	
	Web Hosting	\$450	
	Internet Access	\$750	
			<b>\$2,100</b>
518-10-43-00	Travel Expense		
	Meals/Mileage	\$110	
			<b>\$110</b>
518-10-44-00	Advertising		
	Classified Ad	\$350	
			<b>\$350</b>
518-10-48-00	Repairs and Maintenance		
	Hardware Repairs	\$2,000	
			<b>\$2,000</b>
518-10-49-10	Education/Training		
	IS classes	\$1,500	
	Web Page Dev & E-Gov	\$875	
			<b>\$2,375</b>
	<i>Total Other Services and Charges</i>		<b>\$71,935</b>
518-10-51-00	<b>Intergovernmental</b>		
	King County I-Net	\$8,400	
	E-Gov Alliance	\$7,500	
	<i>Total Intergovernmental</i>		<b>\$15,900</b>
594-18-64-00	<b>Capital Outlay</b>		
	Data Switches	\$3,000	
	Permits Plus Licenses	\$13,000	
	<i>Total Capital Outlay</i>		<b>\$16,000</b>

**DEPARTMENT TOTAL**

**\$276,454**

**ADMINISTRATIVE SERVICES**

001  
020

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
514-30-11	Salaries		<b>\$330,702</b>
	<b>Personnel Benefits</b>		
514-30-21	Benefits		<b>\$82,184</b>
	<b>Supplies</b>		
514-30-31-31	Office/Operating Supplies		
	Binding	\$500	
	Check, Vouchers, Receipts	\$2,000	
	Paper	\$1,500	
	Misc. Supplies	\$1,800	
			<b>\$5,800</b>
514-30-35-00	Small Tools/Minor Equipment		
	Miscellaneous	\$1,700	
			<b>\$1,700</b>
	<i>Total Supplies</i>		<b>\$7,500</b>
	<b>Other Services and Charges</b>		
514-30-41-00	Professional Services		
	Sales Tax Reformat	\$840	
	Minutes	\$7,200	
	Codification	\$4,000	
	Budget	\$1,500	
	Bank Fees	\$500	
	Microfiche	\$8,000	
	Audit	\$20,000	
	Wellness	\$500	
	Temp Help	\$4,000	
			<b>\$46,540</b>
514-30-42-00	Communication		
	Monthly Cell/Phone Charge	\$3,000	
			<b>\$3,000</b>
514-30-43-00	Travel		
	GFOA Conference (Out of State)	\$2,000	
	IIMC Conference (Out of State)	\$1,600	
	WFOA Conference	\$850	
	WMTA Conference	\$1,000	
	Local Workshops	\$500	
			<b>\$5,950</b>

514-30-44-00	Advertising		\$4,000
514-30-45-00	Operating Rentals		\$500
514-30-48-00	Repairs and Maintenance		\$2,000
514-30-49-10	Education/Training		
	Conference Registrations	\$1,800	
	Treasurer/Clerk Certification	\$900	
	Professional Classes	\$2,500	
			\$5,200
514-30-49-20	Miscellaneous		
	GFOA	\$250	
	MTA	\$220	
	WMTA	\$150	
	PSFOA	\$50	
	IIMC	\$50	
	WMCA	\$100	
	KCCA	\$20	
	WFOA	\$150	
	Subscriptions	\$400	
	Miscellaneous	\$600	
			\$1,990
	<i>Total Other Services and Charges</i>		\$69,180
	<i>Interfund</i>		
514-30-95-00	Operating Rentals		
	Vehicle Use	\$1,136	
	<i>Total Interfund</i>		\$1,136
	<b>DEPARTMENT TOTAL</b>		<u>\$490,702</u>

**COMMUNITY DEVELOPMENT**

001

030

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
558-60-11	Salaries		<b>\$421,084</b>
	<b>Personnel Benefits</b>		
558-60-21	Benefits		<b>\$109,076</b>
	<b>Supplies</b>		
558-60-31-31	Office/Operating Supplies		\$3,702
558-60-35-00	Small Tools/Minor Equipment		\$1,123
558-60-36-00	Miscellaneous		\$935
	<b>Total Supplies</b>		<b>\$5,760</b>
	<b>Other Services and Charges</b>		
558-60-41-00	Professional Services		
	Staff Support	\$11,000	
	Land Use Application Support	\$96,000	
	ESA Response Program	\$32,500	
	Benchmark Program, GMA	\$800	
	Buildable Lands Reporting, GMA	\$800	
	5 Yr Comp Plan/LU Code Update, GMA	\$85,000	
	Shoreline Program Update	\$6,500	
	Downtown Master Plan	\$67,000	
	Tree Inventory	\$5,500	
	Master Street Tree Plan	\$1,800	
			<b>\$306,900</b>
558-60-42-00	Communication		
	Mailings/Courier Services		\$3,100
558-60-43-00	Travel		
	Misc. parking, mileage, meals	\$433	
	ARMA	\$250	
	Pacific NW Tree Conference	\$720	
	Wetland Conference	\$350	
	Planning Commission Conference	\$200	
	Council/Planning Commission Jt. Meeting	\$70	
			<b>\$2,023</b>
558-60-44-00	Advertising		<b>\$9,700</b>

558-60-45-00	Operating Rentals		\$100
558-60-48-00	Repairs and Maintenance		\$250
558-60-49-10	Education/Training		
	Degree Program	\$2,500	
	Wetland Certification	\$2,500	
	PNW Tree Conference	\$200	
	Planning Law Conference	\$90	
	Housing Conference	\$50	
	Permits Plus	\$500	
	EDC Conference	\$100	
			\$5,940
558-60-49-20	Miscellaneous		
	APA Membership (5)	\$1,010	
	State Planning Directors Assoc.	\$50	
	ARMA Membership	\$140	
	Planning Journal	\$115	
	National Arbor Day Foundation	\$30	
	American Forest Membership	\$25	
	Society of Environmental Restoration NW	\$15	
	State Emergency Management Assoc.	\$30	
			\$1,415
558-60-49-30	Printing		
	Printing, general		\$8,500
	<i>Total Other Services and Charges</i>		<b>\$337,928</b>
	<b><i>Intergovernmental</i></b>		
558-60-51-00	Intergovernmental Professional Services		
	King County Recording Fees	\$400	
	Historical Preservation	\$4,500	
	<i>Total Intergovernmental</i>		<b>\$4,900</b>
	<b><i>Interfund</i></b>		
558-60-95-00	Operating Rentals		
	Vehicle Use	\$1,420	
	<i>Total Interfund</i>		<b>\$1,420</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$880,168</u></b>

**COURT SERVICES**

001  
040

**2002 Expenditure Detail**

***Other Services and Charges***

512-50-41-00	Professional Services	
	Attorney Services	
	Public Defense	
	<b><i>Total Other Services and Charges</i></b>	<b>\$60,000</b>

***Intergovernmental & Interfund***

512-50-51-10	Professional Services-Jail	\$78,000
512-50-51-20	Professional Services-Court	\$1,000
512-50-51-35	Professional Services-Interpreter Svcs	\$1,000
512-50-51-40	Professional Services-Prisoner Transport	\$15,000
512-50-51-50	Professional Services-Domestic	\$25,000
	<b><i>Total Intergovernmental &amp; Interfund</i></b>	<b>\$120,000</b>

**DEPARTMENTAL TOTAL**

**\$180,000**

**LAW ENFORCEMENT**

001  
050

**2002 Expenditure Detail**

	<b>Supplies</b>		
521-10-31-31	Office/Operating Supplies	\$1,035	
521-10-35-00	Small Tools/Minor Equipment	\$2,500	
	<i>Total Supplies</i>		<b>\$3,535</b>
	<b>Other Services and Charges</b>		
521-10-41-00	Professional Services		\$2,500
521-10-42-00	Communication		\$3,500
	Cell Phones/WAN Line		
	Pagers		
	(Cell phones, postage, pagers, WAN Line)		
521-10-43-00	Travel		\$520
521-10-45-00	Operating Rentals		\$500
521-10-48-00	Repairs		\$520
521-10-49-10	Education/Training		\$1,550
521-10-49-20	Miscellaneous		\$500
	<i>Total Other Services and Charges</i>		<b>\$9,590</b>
	<b>Intergovernmental &amp; Interfund</b>		
521-10-51-00	Intergovernmental Professional Services		
	Police Contract	\$1,452,438	
	Computer Lease	\$9,724	
	Special Events	\$14,500	
	Reserve \$ for Marine, Drug & Air	\$10,000	
	K-9 Reserve	\$10,000	
	Overtime Actuals Reserve	\$6,500	
	<i>Total Intergovernmental &amp; Interfund</i>		<b>\$1,503,162</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$1,516,287</u></b>

**PUBLIC WORKS**

001

060

**2002 Expenditure Detail**

**Salaries and Wages**

Salaries **\$229,881**

**Personnel Benefits**

Benefits **\$50,641**

**Supplies**

532-10-30-00	Office/Operating Supplies		
	General Office Supplies	\$1,800	
	Reproduction Supplies	\$1,000	
	Presentation (non project)	\$800	
	Project Books	\$500	
	Safety Supplies	\$120	
	Survey Supplies	\$300	
	Misc.	\$200	
			<b>\$4,720</b>
532-10-35-00	Small Tools/Minor Equipment		
	CAD Upgrades (2)	\$1,100	
	Auto CAD Light	\$550	
	Engineering Software	\$300	
	Mat Cutter	\$250	
			<b>\$2,200</b>
532-10-36-00	Miscellaneous		
	Recycling supplies		\$800
	<b>Total Supplies</b>		<b>\$7,720</b>
	<b>Other Services and Charges</b>		
532-10-41-00	Professional Services		
	Recycling Program	\$12,000	
	General On-call Grant Svcs	\$15,000	
	On-call Surveying Svcs	\$8,000	
			<b>\$35,000</b>
532-10-42-00	Communication		
	Monthly phone service	\$800	
	Cell phone charges	\$2,000	
	Community Outreach & Open House	\$1,200	
	Neighborhood Traffic Safety	\$500	
			<b>\$4,500</b>
532-10-43-00	Travel		
	Meetings, Training	\$500	
	WSDOT & ITE	\$300	
	Other travel costs	\$1,000	
			<b>\$1,800</b>

532-10-44-00	Advertising		
	Small Works/Prof. Svc Call	\$600	
	Positions	\$500	
	Special Projects	\$400	
	Public Notice (Open House)	\$400	
			\$1,900
532-10-48-00	Repairs and Maintenance		
	Computer, Plotter & Survey Equipment		\$800
532-10-49-10	Education/Training		
	APWA Conf. & Meetings	\$1,000	
	APWA Conf. & Meetings	\$300	
	APWA Training	\$800	
	Administration	\$400	
	Computer Training	\$400	
	General Training WSDOT, Fed	\$400	
	PW Project Training	\$300	
	ESA Training	\$300	
			\$3,900
532-10-49-20	Miscellaneous		
	PE License (2)	\$220	
	APWA Membership (2)	\$160	
	ASCE - Proj Mgt	\$120	
	Project Mgt Institute	\$120	
			\$620
	<i>Total Services and Charges</i>		<b>\$48,520</b>
532-10-51-00	<i>Intergovernmental</i>		
	CTR Program	\$12,800	
	<i>Total Intergovernmental</i>		<b>\$12,800</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$349,562</u></b>

**PERMIT CENTER**

001

070

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
559-20-11-00	Salaries		<b>\$562,172</b>
	<b>Personnel Benefits</b>		
559-20-21-00	Benefits		<b>\$133,659</b>
	<b>Supplies</b>		
559-20-31-31	Office/Operating Supplies		\$10,500
559-20-35-00	Small Tools/Minor Equipment		
	Miscellaneous	\$1,100	
	Engineering Reader	\$950	
	Microfich Reader (Public)	\$945	
	GIS Software Upgrades	\$2,415	
	Touch Screen Add on Kit	\$420	
	Laser Jet Printer	\$850	
	Upright Turn Form Holder	\$600	
	S/W & Hardware	\$500	
	Permit Plus Software Upgrades	\$2,415	
	Permit Plus Hardware Upgrades	\$2,830	
	Phone	\$300	
			<b>\$13,325</b>
559-20-36-00	Miscellaneous		\$200
	<i>Total Supplies</i>		<b>\$24,025</b>
	<b>Other Services and Charges</b>		
559-20-41-00	Professional Services		
	Civil Engineering & Life Safety	\$58,200	
	Landscaping review	\$10,000	
	Sound Engineer	\$4,000	
	Water/Material Testing	\$4,000	
	Microfiche	\$9,700	
	Temp Clerical	\$6,000	
	Sierra Tech Training	\$2,000	
	GIS Services	\$2,000	
	Reprographic Services	\$500	
			<b>\$96,400</b>
559-20-42-00	Communication		
	Eastside Public Safety	\$2,600	
	Monthly charges	\$3,700	
	Nextel Phone	\$500	
	Phone Tree Changes	\$1,200	
			<b>\$8,000</b>

559-20-43-00	Travel		
	WA Bldg Official Meetings	\$250	
	ICBO Conference	\$1,800	
	Permit Tech Conference	\$1,000	
	WACE	\$200	
	APWA Fall Conference	\$200	
			\$3,450
559-20-44-00	Advertising		
	Journal of Commerce	\$350	
	Woodinville Weekly	\$150	
	Seattle Times	\$750	
			\$1,250
559-20-48-00	Repairs and Maintenance		\$1,815
559-20-49-10	Education/Training		
	Conference Registrations	\$1,350	
	Miscellaneous Training	\$13,800	
	Permit Technician conference	\$300	
	NW Chapter ICBO Annual Seminar	\$700	
	Code Enforcement	\$1,000	
	Paralegal Training	\$1,000	
	Registration	\$1,000	
	APWA Fall Conference	\$300	
			\$19,450
559-20-49-20	Miscellaneous		\$485
	<i>Total Other Services and Charges</i>		<b>\$130,850</b>
	<b><i>Interfund Payments for Service</i></b>		
559-20-95-00	Vehicle Use		\$11,266
	<b><i>Capital Outlays</i></b>		
594-59-64-00	Image Mouse Plus (Records Retention)	\$5,000	
	Color Laser Printer	\$2,150	
	Large Copier	\$6,300	
	Scanner	\$5,000	
	<i>Total Capital Outlay</i>		<b>\$18,450</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$880,422</u></b>

**FACILITIES**

001

070

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
518-30-11	Salaries		<b>\$67,847</b>
	<b>Personnel Benefits</b>		
518-30-21	Benefits		<b>\$21,996</b>
	<b>Supplies</b>		
518-30-31-31	Office/Operating Supplies		<b>\$16,000</b>
518-30-35-00	Small Tools/Minor Equipment		
	Miscellaneous Tools & Equipment	\$1,300	
	12' A Frame Ladder & Extension Ladder	\$375	
	Vacuum Cleaner commercial grade, back pack	\$400	
	Vacuum Cleaner commercial grade, upright	\$900	
	Bucket & mop commercial grade	\$150	
	Custodial Cart	\$200	
	Miscellaneous dusting, washing	\$3,400	
	Door mats (all major doors)	\$1,450	
	Garbage collection bin on wheels	\$340	
	Wet Floor Cones	\$800	
	Clothing (boots, overalls, gloves, safety equip)	\$600	
	Material Handling Equipment Mover	\$400	
	Air Filters	\$1,000	
	Pool Equipment for maintenance	\$1,000	
	Waste Baskets Front Lobby	\$500	
	Lunchroom computer	\$1,600	
			<b>\$14,415</b>
518-30-36-00	Miscellaneous	\$1,500	<b>\$1,500</b>
	<i>Total Supplies</i>		<b>\$31,915</b>
	<b>Other Services and Charges</b>		
518-30-41-00	Professional Services--Maintenance Contracts		
	Boiler Maintenance Contract	\$3,100	
	Power Generator	\$1,250	
	AV Equipment	\$225	
	Fire Sprinkler System (annual)	\$350	
	Water system check valve assemblies	\$475	
	Elevator Service (twice annually)	\$525	
	Light bulb replacement (special high labor)	\$3,100	
	HVAC both units (twice annual)	\$5,000	
	Window cleaning (Twice annual-separate contract)	\$7,200	
	Fire Alarm System Annual	\$1,500	
	Fire Alarm Monitoring Company	\$1,200	
			<b>\$23,925</b>

518-30-42-00	Communication		
	Cell Phone	\$500	
	Other	\$2,440	
			\$2,940
518-30-43-00	Travel		\$300
518-30-44-00	Advertising		
	\$375 (Daily Journal & Weekly)	\$3,375	
	Seattle Times	\$500	
			\$3,875
518-30-45-00	Operating Rentals		\$2,000
518-30-47-00	Utilities		
	Water/Sewer	\$10,700	
	Electricity	\$92,250	
	Natural Gas	\$64,500	
	Solid Waste	\$7,450	
			\$174,900
518-30-48-00	Repairs and Maintenance		\$43,350
518-30-49-10	Education/Training		\$2,600
518-30-49-20	Miscellaneous		
	Uniform Fire Code Annual Permit	\$600	
	Elevator Permit Labor & Industry	\$175	
	Boiler Permit	\$400	
			\$1,175
	<i>Total Other Services and Charges</i>		<b>\$255,065</b>
	<b>Capital Outlays</b>		
594-18-64-00	Hydronic Pipe Repairs & Alterations	\$6,000	
	Water Extractor	\$1,500	
	Floor Machine	\$1,500	
	Carpet Extractor-Cleaning of City Carpets	\$2,500	
	City Equipment Storage	\$10,000	
	<i>Total Capital Outlay</i>		<b>\$21,500</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$398,324</u></b>

**PARKS**

001  
080

**2002 Expenditure Detail**

<b>Salaries and Wages</b>		
576-30-11	Salaries	<b>\$277,196</b>
<b>Personnel Benefits</b>		
576-30-21	Benefits	<b>\$64,351</b>
<b>Supplies</b>		
576-30-31-31	Office Supplies	\$1,500
576-30-31-32	Operating Supplies	
	Park Maintenance Supplies	\$5,500
	Garbage Bags	\$1,100
	Container Plants	\$1,800
	Ballfield Conditioner	\$1,020
	Hardware	\$2,900
	Swing Mats for Wilmot & Stonehill	\$1,500
	Volunteer Awards & Pins	\$500
	Volunteer Supplies	\$600
	General Supplies	\$500
		<b>\$15,420</b>
576-30-35-00	Small Tools/Minor Equipment	
	Volunteer Tools	\$300
	File Cabinet	\$600
	Misc. Small Tools	\$500
	Drafting Table	\$700
	Park Maintenance Tools	\$6,100
		<b>\$8,200</b>
576-30-36-00	Miscellaneous	
	Park Maintenance Misc. Supplies	\$1,200
	Misc. Supplies	\$1,000
		<b>\$2,200</b>
	<i>Total Supplies</i>	<b>\$27,320</b>
<b>Other Services and Charges</b>		
576-30-41-00	Professional Services	
	Park Maintenance Prof. Service	\$2,575
	Park Mechanical/Electrical	\$1,000
	Fence Repair	\$1,500
	Landscape Maintenance	\$74,850
	Wilmot Janitorial Service	\$12,000
	Sweeping Service	\$750
	Arborist Service	\$1,000
	Volunteer Recognition Dinner	\$600
	Minute Transcription	\$2,000
	Temp Service	\$1,000

	Art Walk	\$6,000	
	Microfiche Dept. Files	\$2,500	
	General Service	\$1,250	\$107,025
<b>576-30-42-00</b>	<b>Communication</b>		
	Cell. Phone/Service	\$3,000	
	Postage/Courier	\$1,500	\$4,500
<b>576-30-43-00</b>	<b>Travel</b>		
	Maint Mgmt (Out of State) BM	\$800	
	Workshops/Meetings	\$700	
	WRPA Conference LY, BM, BE, BW	\$1,600	
	Food/Beverage - Volunteers	\$1,300	
	Food/Beverage - Volunteers Dinner	\$800	\$5,200
<b>576-30-44-00</b>	<b>Advertising</b>		
	Classified Ads	\$1,000	
	Public Meetings	\$500	
	Volunteer Projects	\$250	\$1,750
<b>576-30-45-00</b>	<b>Operating Rentals</b>		
	Park Maint. Equip. Rental	\$2,000	
	Hall Rental - Volunteers	\$500	
	Woodin Cr. Sanican	\$750	
	Volunteer Projects	\$300	\$3,550
<b>576-30-47-00</b>	<b>Utility Services</b>		
	Water Service		\$31,295
<b>576-30-48-00</b>	<b>Repairs and Maintenance</b>		
	Building/Park Structures	\$3,500	
	Mowers	\$1,000	
	Small Equipment	\$500	
	Irrigation Repairs	\$1,500	
	Office Equipment	\$500	\$7,000
<b>576-30-49-10</b>	<b>Education/Training</b>		
	Maint. Mgmt (Out of State)	\$400	
	WRPA Conference -(4)	\$1,200	
	Park Maintenance Training	\$450	
	Rec Support Professionals	\$300	
	ECTC Classes	\$400	
	Volunteer Conferences	\$600	
	Training - Park Planner	\$100	
	Emergency Mgmt	\$200	\$3,650

576-30-49-20	Miscellaneous		
	NRPA/WRPA Membe	\$450	
	Photo Processing	\$300	
	Miscellaneous	\$250	
			\$1,000
576-30-49-30	Printing		
	General	\$350	
	Capital Projects	\$400	
	Volunteer Recognition Invitations	\$350	
			\$1,100
	<i>Total Other Services and Charges</i>		<b>\$166,070</b>
576-30-51-00	<b><i>Intergovernmental Professional Services</i></b>		
	Canada Goose Committee	\$1,550	
	Goose Disposal	\$500	
	King Co. Roads	\$1,500	
	King Co. Sign Shops	\$900	
	Intergovernmental Prof Svcs.	\$400	
	<i>Total Intergovernmental</i>		<b>\$4,850</b>
576-30-95-00	<b><i>Interfund Payments for Service</i></b>		
	Vehicle Use		<b>\$8,509</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$548,296</u></b>

**RECREATION PROGRAM**

001  
080

**2002 Expenditure Detail**

	<b>Salaries and Wages</b>		
574-20-11	Salaries		<b>\$200,616</b>
	<b>Personnel Benefits</b>		
574-20-21	Benefits		<b>\$37,249</b>
	<b>Supplies</b>		
574-20-31-31	Office Supplies		\$1,500
574-20-31-32	Operating Supplies		
	Teen Program	\$2,665	
	Teen Food	\$715	
	Educational Outreach	\$800	
	Recreation Programs	\$3,563	
	Recreation Programs-Food	\$680	
	Awards	\$800	
	WCC Operations	\$1,000	
	General Supplies	\$1,520	
	Special Events Supplies	\$1,300	
			<b>\$13,043</b>
574-20-35-00	Small Tools/Minor Equipment		
	Youth Sport Equipment	\$1,500	
	Publishing Software	\$800	
	Scanner	\$500	
	Teen program Equip	\$500	
	General	\$1,000	
	Adult League Equipment	\$1,000	
	Special Event A-boards	\$750	
	Special Event - General	\$230	
			<b>\$6,280</b>
574-20-36-00	Miscellaneous		
	Recreation Misc. Supplies	\$650	
	Special Events Misc. Supplies	\$100	
			<b>\$750</b>
	<b>Total Supplies</b>		<b>\$21,573</b>
	<b>Other Services and Charges</b>		
574-20-41-00	Professional Services		
	Teens Programs	\$1,700	
	Teen Volleyball	\$3,330	
	NYSA	\$14,000	
	Ski for All	\$500	
	Transportation	\$1,830	
	Instructors	\$13,000	

Cultural Art Workshops	\$3,000	
Klub Kayak	\$255	
Educational Outreach	\$1,500	
Rec Guide Design	\$4,000	
Baseball Camps	\$8,000	
Kindermusik	\$15,680	
Senior Program Coordinator	\$5,000	
ESA	\$1,500	
Sr. Center Bus Transportation	\$1,000	
Youth Art Show	\$800	
De Young Concerts	\$10,000	
Light Festival	\$15,000	
Wilmot Concerts	\$6,000	
Event Mgmt Co. - 4th of July	\$55,650	
Event Support	\$2,300	
Sound Service	\$4,000	
Facility Study	\$40,000	
		\$208,045

574-20-42-00

Communication

Miscellaneous	\$200	
Rec Guide Postage	\$5,500	
Phone Service	\$3,000	
		\$8,700

Travel

Facility Mgmt School	\$750	
WRPA Conference	\$600	
At-Risk Training	\$100	
WRPA Teen Workshops	\$150	
Booking Conference	\$400	
		\$2,000

Advertising

Recreation Advertising	\$1,000	
Summer Concerts	\$1,200	
Classified Ads	\$300	
Light Festival	\$800	
		\$3,300

Operating Rentals

Facility Rentals	\$5,847	
Teen Program Rentals	\$500	
WCC Operations	\$3,625	
Recreation Program Rentals	\$500	
Special Events/Concert Rentals	\$1,000	
Waste Management	\$2,500	
		\$13,972

	<b>Repairs and Maintenance</b>		
	WCC Equipment Repairs	\$350	
	Phone/Computer Repairs	\$500	
	Sound Equipment	\$500	
	Banner/Sign Repair	\$300	
			\$1,650
	<b>Education/Training</b>		
	Teen Conferences	\$350	
	WRPA Conference	\$600	
	Casual employee Training	\$120	
	Computer Classes	\$300	
	Facility Management (Out of State)	\$650	
	At-Risk Teen Training	\$300	
	Booking Conference	\$300	
			\$2,620
	<b>Miscellaneous</b>		
	Film Processing	\$400	
	WRPA/NRPA Memberships	\$300	
	Arts NW	\$100	
			\$800
	<b>Printing</b>		
	Recreation Guides	\$13,000	
	Concert Series	\$1,000	
	Youth Art Show	\$300	
	Misc. Events	\$700	
	Light Festival	\$500	
			\$15,500
	<i>Total Other Services and Charges</i>		<b>\$256,587</b>
574-20-51-00	<b>Intergovernmental Professional Services</b>		
	Specialized Rec. Service	\$3,000	
	4th of July Transportation-Metro	\$7,000	
	<i>Total Intergovernmental</i>		<b>\$10,000</b>
574-20-95-00	<b>Interfund Payments for Service</b>		
	Vehicle Use		<b>\$1,625</b>
594-74-64-00	<b>Capital Outlays</b>		
	Printer	\$1,200	
	AED - Defibrillator for WCC	\$3,000	
	Speakers - Teen Program	\$1,500	
	Roll-Out Stereo	\$3,800	
	<i>Total Capital Outlays</i>		<b>\$9,500</b>
	<b>DEPARTMENT TOTAL</b>		<b><u>\$537,150</u></b>

**NON DEPARTMENTAL**

001

090

**2002 Expenditure Detail**

	<b>Supplies</b>		
519-90-31-31	Office/Operating Supplies		
	General Supplies-All depts		\$38,000
519-90-35-00	Small Tools/Minor Equipment		\$10,000
	<i>Total Supplies</i>		<b>\$48,000</b>
	<b>Other Services and Charges</b>		
519-90-41-00	Professional Services		
	Service Contracts (Copiers)	\$18,000	
	Human Services Grants	\$98,000	
			\$116,000
519-90-42-00	Communication		
	Postage		\$8,000
519-90-45-00	Operating Rentals		
	Misc Room Rentals		\$500
519-90-46-00	Insurance		
	WCIA Payment		\$122,000
519-90-48-00	Repairs/Maintenance		\$4,000
	<i>Total Other Services and Charges</i>		<b>\$250,500</b>
	<b>Intergovernmental &amp; Interfund</b>		
519-90-51-00	Intergovernmental Professional Services		
	AWC	\$4,643	
	SCA	\$5,000	
	PSAPCA	\$5,562	
	ETP	\$800	
	PSRC	\$4,324	
	Liquor Profits/Excise (2%)	\$2,000	
	Voters Registration/Pamphlet	\$9,500	
	ARCH Membership	\$6,428	
	King County Economic Dev. Council	\$1,200	
	East King Co Convention & Visit	\$5,000	
	ESA/WRIA Governance	\$10,000	
	Fire District Shared Costs of Inspector	\$41,760	
	Election Costs	\$12,000	
	<i>Total Intergovernmental &amp; Interfund</i>		<b>\$108,217</b>
	<b>Transfers</b>		
597-00-00-00	Street	\$683,100	
	City Hall System Replacement	\$50,000	
	Operational Reserve	\$146,900	
	Equipment Replacement	\$200,000	
	Debt Service	\$557,790	
	Housing Trust Fund	\$12,500	
	<i>Total Transfers</i>		<b>\$1,650,290</b>

**DEPARTMENT TOTAL**

**\$2,057,007**

**STREETS**

101  
000

**2002 Expenditure Detail**

<b>Salaries and Wages</b>		
542-30-11-00	Salaries	<b>\$207,406</b>
<b>Personnel Benefits</b>		
542-30-20	Benefits	<b>\$47,657</b>
<b>Supplies</b>		
542-30-31-32	Operating Supplies	
	Materials (soil, bark, pit-run, rock)	\$7,000
	Winter street sand	\$2,400
	Mower blades, chain saw, parts	\$1,800
	Traffic counter supplies	\$1,200
	Wood, supplies	\$2,000
	Asphalt cold patch	\$4,000
	Street Paint	\$600
	ITE Reference Books	\$300
	Safety gear	\$1,000
	Nut, Bolts, Hardware, Misc	\$800
	Temporary Traffic	\$1,000
	Safety Uniforms, Boots	\$2,000
		<b>\$24,100</b>
542-30-35-00	Small Tools/Minor Equipment	
	Hand tools	\$1,800
	Traffic Control Devices	\$1,400
	Compressor Tank	\$600
	Industrial Blower	\$400
	Ladders	\$300
	Mower Deck	\$900
	Reciprical Saw	\$350
	Chop Saw Chart	\$300
	Electric Arc Welder	\$700
	Emergency Light Set	\$250
	Tool Chests	\$400
	Power Tools	\$1,200
		<b>\$8,600</b>
	<i>Total Supplies</i>	<b>\$32,700</b>
<b>Other Services and Charges</b>		
542-30-41-00	Professional Services	
	Neighborhood traffic safety	\$12,000
	Tree pruning	\$5,000
	Street landscaping services	\$42,000
	Concurrency	\$50,000
	Support professional services	\$8,000
	Contract maintenance services	\$18,000
	Eco support services	\$5,000
	Street Overlay	\$100,000
		<b>\$240,000</b>
542-30-42-00	Communication	
	Monthly phone service	\$500
	Cell phone charges	\$960
	Public notification / outreach	\$1,000
	Pager service (maint work)	\$84
		<b>\$2,544</b>

542-30-43-00	Travel		
	Training and General Travel	\$800	
	State/County training	\$400	
	Meals	\$1,000	
	Mileage	\$800	
			\$3,000
542-30-44-00	Advertising		
	Small works/professional	\$800	
	Call for bids	\$1,000	
	Personnel Ad	\$300	
			\$2,100
542-30-45-00	Operating Rentals		
	Storm Event	\$1,600	
	Misc.	\$4,000	
			\$5,600
542-30-47-00	Utility Services		
	Street light Operation	\$84,000	
	Water usage	\$1,400	
			\$85,400
542-30-48-00	Repairs and Maintenance		
	Street lighting	\$6,000	
	Equipment repair	\$4,000	
	Sidewalk/curb repair	\$40,000	
	Bus Shelter Pads	\$4,000	
	Entrance Sign enhancements	\$12,000	
			\$66,000
542-30-49-10	Education/Training		\$3,250
542-30-49-20	Miscellaneous		
	ITE Membership - Joe	\$180	
	APWA - Joe	\$110	
	PE License - Joe	\$100	
	EIT - Dan	\$50	
	American Planning Assoc Dues	\$250	
			\$690
	<i>Total Other Services and Charges</i>		<b>\$408,584</b>
	<b><i>Intergovernmental</i></b>		
542-30-51-00	King County Traffic	\$105,000	
	King County Roads	\$214,000	
	<i>Total Intergovernmental</i>		<b>\$319,000</b>
	<b><i>Interfund Payment for Service</i></b>		
542-30-95-00	Vehicle Use		<b>\$18,602</b>
	<b><i>Capital Outlay</i></b>		
542-30-64-00	Machinery and Equipment		
	Traffic Safety @ Schools	\$4,600	
	Boom Mower (50%)	\$35,000	
	Asset Mgmt Software (50%)	\$2,500	
	<i>Total Capital Outlay</i>		<b>\$42,100</b>
	<b>FUND TOTAL</b>		<b><u>\$1,076,049</u></b>

**Arterial Streets**

102  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Contingency**

103  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Mitigation**

108  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Admission Tax Park Capital**

110  
000

**2002 Expenditure Detail**

597

Transfer to School/Sports Assoc/City Collaboration  
Transfer to Neighborhood Playground  
Transfer to Skate Park

\$45,000

\$60,000

\$40,000

\$145,000

**Wilmot Tile Fund**

111  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**City Hall System Replacement**

112  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Park Impact Fee**

114  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Capital Improvement**

301  
000

**2002 Expenditure Detail**

597-00-00	Transfer to SR202/522	\$188,000	
	Transfer to Skate Park	\$200,000	
	Interfund Loan	\$340,202	
			<u>\$728,202</u>

**Special Capital Improvement**

302  
000

**2002 Expenditure Detail**

597-00-00	Transfer to 133rd Avenue NE	\$100,000	
	Transfer to 175th/131st Right Turn Pocket	\$100,000	
	Transfer to 136th Ave NE/NE 195th St.	\$60,000	
	Transfer to City Wide Pedestrian Improvement	\$100,000	
			<u>\$360,000</u>

**Capital Street Reserve**

303  
000

**2002 Expenditure Detail**

597-00-00	Transfer to SR202/145th Ave NE	\$167,000	
	Transfer to SR522/195th	\$100,000	
			<u>\$267,000</u>

**Surface Water Reserve**

304  
000

**2002 Expenditure Detail**

597-00-00	Transfer to Little Bear Lineal Park	\$300,000	
	Transfer to Stream Corridor Acquisition	\$230,000	
	Transfer to Habitat Enhancements	\$167,000	
			<u>\$697,000</u>

**177th Street Construction**

312  
000

**2002 Expenditure Detail**

597-00-00	Transfer to 131st Ave NE/ 177th	\$900,000	
	Transfer to 177th Street Corridor	\$1,200,000	
			<u>\$2,100,000</u>

**Real Property Reserve**

305  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Civic Center**

390  
000

**2002 Expenditure Detail**

	<i>Capital Outlay</i>		
594-73-61	Land	<u>\$ 1,933,608</u>	
	<b>FUND TOTAL</b>		<u><b>\$1,933,608</b></u>

**133rd Ave.**

331  
000

**2002 Expenditure Detail**

	<i>Capital Outlay</i>		
595-20-61-00	Land	\$0	
595-30-63-00	Other Improvements	<u>\$800,000</u>	
	<b>FUND TOTAL</b>		<u><b>\$800,000</b></u>

**175th/140th**

332  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**124th Ave**

333  
000

**2002 Expenditure Detail**

(no expenditures recommended)

**Pedestrian Improvement**

336  
000

**2002 Expenditure Detail**

	<b><i>Other Services and Charges</i></b>	
595-60-41-00	Professional Services	\$10,000
	<b><i>Capital Outlay</i></b>	
595-60-63-00	Other Improvements	\$90,000
	<b>FUND TOTAL</b>	<u><u>\$100,000</u></u>

**202/127th**

337  
000

**2002 Expenditure Detail**

	<b><i>Capital Outlay</i></b>	
595-20-61-00	Land	\$175,000
595-30-63-00	Other Improvements	<u>\$200,000</u>
	<b>FUND TOTAL</b>	<u><u>\$375,000</u></u>

202/148th

338  
000

2002 Expenditure Detail

	<i>Capital Outlay</i>		
595-20-61-00	Land	\$200,000	
595-30-63-00	Other Improvements	\$400,000	
	<b>FUND TOTAL</b>		<b><u>\$600,000</u></b>

522/202

339  
000

2002 Expenditure Detail

	<i>Other Services and Charges</i>		
595-10-41-00	Professional Services	\$300,000	
	<b>FUND TOTAL</b>		<b><u>\$300,000</u></b>

Little Bear Creek Lineal Park

340  
000

2002 Expenditure Detail

	<i>Other Services and Charges</i>		
594-76-41-00	Professional Services	\$100,000	
	<i>Capital Outlay</i>		
594-76-61-00	Land	\$200,000	
	<b>FUND TOTAL</b>		<b><u>\$300,000</u></b>

Woodinview Park

341  
000

2002 Expenditure Detail

	<i>Capital Outlay</i>		
594-76-61-00	Land	\$110,000	
	<b>FUND TOTAL</b>		<b><u>\$110,000</u></b>

**Skate Park**

342  
000

**2002 Expenditure Detail**

<i>Other Services and Charges</i>		
594-76-41-00	Professional Services	\$65,000
<i>Capital Outlay</i>		
594-76-63-00	Other Improvements	\$175,000
594-76-61-00	Land	\$0
		<u>\$175,000</u>
<b>FUND TOTAL</b>		<u><b>\$240,000</b></u>

**Acquisition of Stream Corridor Parcels**

345  
000

**2002 Expenditure Detail**

<i>Capital Outlay</i>		
595-70-61-00	Land	\$230,000
<b>FUND TOTAL</b>		<u><b>\$230,000</b></u>

**Habitat Enhancements**

346  
000

**2002 Expenditure Detail**

<i>Other Services and Charges</i>		
595-70-41-00	Professional Services	\$20,000
<i>Capital Outlay</i>		
595-70-63-00	Other Improvements	\$147,000
<b>FUND TOTAL</b>		<u><b>\$167,000</b></u>

**177th/131st Intersection**

347  
000

**2002 Expenditure Detail**

<i>Capital Outlay</i>		
595-30-63-00	Other Improvements	\$900,000
595-20-61-00	Land	\$0
		<u>\$900,000</u>
<b>FUND TOTAL</b>		<u><b>\$900,000</b></u>

**177th Street Corridor**

348  
000

**2002 Expenditure Detail**

	<i>Capital Outlay</i>	
595-30-63-00	Other Improvements	\$800,000
595-20-61-00	Land	\$400,000
		<u>\$1,200,000</u>
	<b>FUND TOTAL</b>	<b><u>\$1,200,000</u></b>

**175th/131st Rt Turn Pocket**

349  
000

**2002 Expenditure Detail**

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$100,000
	<i>Capital Outlay</i>	
595-30-63-00	Other Improvements	\$300,000
595-20-61-00	Land	\$0
		<u>\$300,000</u>
	<b>FUND TOTAL</b>	<b><u>\$400,000</u></b>

**136th Ave NE/NE 195th St**

350  
000

**2002 Expenditure Detail**

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$60,000
	<b>FUND TOTAL</b>	<b><u>\$60,000</u></b>

**SR 522/195th**

351  
000

**2002 Expenditure Detail**

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$100,000
	<b>FUND TOTAL</b>	<b><u>\$100,000</u></b>

**School/Sports Assoc/City Collaboration Projects**

352  
000

**2002 Expenditure Detail**

	<i>Other Services and Charges</i>	
594-79-41-00	Professional Services	\$45,000
	<b>FUND TOTAL</b>	<b><u><u>\$45,000</u></u></b>

**Neighborhood Playground Projects**

353  
000

**2002 Expenditure Detail**

	<i>Other Services and Charges</i>	
594-79-41-00	Professional Services	\$5,000
	<i>Capital Outlay</i>	
594-79-63-00	Other Improvements	\$55,000
594-79-61-00	Land	<u>\$0</u>
		\$55,000
	<b>FUND TOTAL</b>	<b><u><u>\$60,000</u></u></b>

**SURFACE WATER MANAGEMENT**

410  
000

**2002 Expenditure Detail**

<b>Salaries and Wages</b>		
531-10-11-00	Salaries	<b>\$236,919</b>
<b>Personnel Benefits</b>		
531-10-20-00	Benefits	<b>\$49,835</b>
<b>Supplies</b>		
531-10-31-31	Office/Operating Supplies	
	Office Supplies	\$600
	Plants & Materials	\$3,000
	Erosion control	\$600
	Material, erosion control, seed, rock	\$4,000
	Grates & hardware	\$1,600
	Pipe & inlets	\$2,000
	Paint, marking ribbon	\$400
	SWM/ESA reference books	\$300
	Safety gear	\$800
	Safety tee shirts	\$200
	ESA/Fish signs	\$600
	ESA Display material	\$600
	Surface Water Engr. Field Books	\$400
		<b>\$15,100</b>
531-10-35-00	Small Tools/Minor Equipment	
	Hand tools	\$2,000
	Safety Tools	\$500
	Traffic Control Devices	\$1,000
	Catch basin cleaners	\$600
	CB/MH tools	\$300
	Car Wash kits	\$400
	Inlet filters (2)	\$1,200
	Trash pump	\$600
	Misc tools	\$1,500
		<b>\$8,100</b>
	<b>Total Supplies</b>	<b>\$23,200</b>
<b>Other Services and Charges</b>		
531-10-41-00	Professional Services	
	Tree/Debris removal	\$3,000
	Woodin Creek Maintenance program	\$2,000
	Soil/water testing	\$6,000
	Water quality reports	\$5,000
	Pond Improvement Program	\$15,000
	TV Storm lines	\$10,000

	Stream Planting	\$25,000	
	Water quality upgrade program	\$15,000	
	Engineering storm support	\$15,000	
	SWM Plan/GIS	\$80,000	
	ESA/BA/HPA/NPDES II for maint project	\$25,000	
	Private maintenance services	\$80,000	
	Salmon protection/veg control program	\$30,000	
			\$311,000
531-10-42-00	Communication		
	ESA public communication program	\$500	
	ESA/Salmon education brochures	\$500	
	Public notification	\$1,200	
	Cell-phone/pager	\$960	
			\$3,160
531-10-43-00	Travel		
	General meeting and training	\$1,600	
	State/County training	\$500	
	Meals	\$500	
	Mileage	\$300	
			\$2,900
531-10-44-00	Advertising		
	Small work	\$600	
	Call for services	\$1,000	
	Personnel ad	\$300	
	Public Notices	\$1,000	
			\$2,900
531-10-45-00	Operating Rentals & Leases		
	Support Equipment		\$2,000
531-10-48-00	Repairs & Maint.		
	Stream Gauge	\$500	
	GPS	\$200	
	Rain Gauge	\$200	
			\$900
531-10-49-10	Education and Training		
	DOE SEPA /ESA classes	\$800	
	Environmental Impact Mgt	\$500	
	ESA Training	\$500	
	APWA Training	\$1,200	
	BMP/SWM Training	\$500	
	Safety Training	\$1,000	
			\$4,500

531-10-49-20	Miscellaneous		
	ASCE - Yosh	\$120	
	PE License - Yosh	\$110	
	APWA membership - Val	\$100	
			\$330
	<i>Total Other Services and Charges</i>		<b>\$327,690</b>
	<b><i>Intergovernmental</i></b>		
531-10-51-00	Professional Services		
	KC Surface Water Mgt	\$140,000	
	Drainage Maintenance - Road (w/ESA requirements)	\$60,000	
	WRIA 8	\$5,000	
	Puget Sound water studies	\$6,000	
	<i>Total Intergovernmental</i>		<b>\$211,000</b>
	<b><i>Interfund</i></b>		
531-10-95-00	Interfund Payments for Services		
	Vehicle Use	\$11,452	
	Interfund payment for services	\$99,736	
	<i>Total Interfund</i>		<b>\$111,188</b>
	<b><i>Capital Outlays</i></b>		
594-31-64-00	Machinery and Equipment		
	Digital contour maps	\$8,000	
	Boom Mower (50%)	\$35,000	
	Industrial pond mower	\$10,000	
	Asset Mgmt Software (50%)	\$2,500	
	<i>Total Capital Outlay</i>		<b>\$55,500</b>
	<b>TOTAL SURFACE WATER</b>		<b><u>\$1,015,331</u></b>

