

ORDINANCE NO. 334

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING CERTAIN FUNDS, ESTABLISHING THREE FUNDS, AND ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2003, 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 2003 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, the Council has requested that a fund be established to provide a reserve should operating revenues decline unexpectedly and the establishment of the Strategic Budget Reserve Fund will provide a beginning opportunity to set aside reserves for that purpose, and

WHEREAS, two capital projects have been completed, and will incur no further expenditures, and are recommended to be abolished, and

WHEREAS, the residual equity in the abolished funds should be returned to the fund that was the source of revenue for the projects, and

WHEREAS, three funds are being abolished to simplify the accounting of the expenditures and revenues, with the residual equity returning to the source of funding for the funds, 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 SR202 Corridor Improvement Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the SR202 Corridor Improvement Fund will only be used for the design, engineering, and construction associated with the re-channelization of the intersection of NE 175th Street to NE 182nd Street.

Section 2. A new fund, the Chateau Reach Erosion Control Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the Chateau Reach Erosion Control Fund shall be used for the installation of channel erosion measures to protect the downstream drainage system and the Sammamish River.

Section 3. A new fund, the Boat Launch Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the Boat Launch Fund shall be used to create improved public access for non-motorized boat launch in Wilmot Park.

Section 4. A new fund, the Strategic Budget Reserve Fund is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the strategic Budget Reserve Fund shall only be used to continue core service levels in operating budgets. Policies for the fund will be reviewed by the Finance Committee and adopted by the City Council.

Section 5. The 177th /131st Intersection Fund and the 177th Street Corridor Fund are hereby abolished, with residual equities from both funds to be transferred to the 177th Street Construction Fund. The 177th Street Construction Fund will be renamed the Little Bear Creek Parkway Fund, to coincide with the renaming of the street.

Section 6. The Skate Park Fund is hereby abolished, with residual equity to be transferred to the Little Bear Creek Lineal Park Fund.

Section 7. The 175th / 140th and the 124th Ave Capital Project Funds are hereby abolished, with the residual equities to be transferred to the Street Reserve Fund, the fund from which reserves were used for the construction of the projects.

Section 8. The budget of the City of Woodinville, Washington for the year 2003, 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 \$32,406,962.

Section 9. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$ 9,672,070
Street Fund	\$ 831,504
Arterial Street	\$ 199,038
Contingency	\$ 280,862
Mitigation	\$ 428,974
Admission Tax	\$ 676,941
System Replacement	\$ 154,338
Park Impact Fee	\$ 21,908
Parks & Recreation Special Revenue	\$ 12,273
Strategic Budget Reserve	\$ 200,000
Debt Service	\$ 1,167,800

Capital Project	\$ 1,127,748
Special Capital Project	\$ 1,234,149
Capital Street Reserve	\$ 1,940,736
Capital Surface Water Reserve	\$ 1,736,488
Little Bear Creek Parkway	\$ 1,608,417
Real Property	\$ 28,724
Civic Center	\$ 800,477
133 rd Ave Capital Project	\$ 911,317
175 th /140 th Capital Project	\$ 231,662
124 th Ave Capital Project	\$ 86,450
Pedestrian Improvements Capital Project	\$ 174,279
SR202/127 th PI Capital Project	\$ 803,107
SR202/148 th Ave Capital Project	\$ 696,676
SR522/SR202 Capital Project	\$ 486,197
Little Bear Creek Lineal Park Capital Project	\$ 1,297,119
Woodinview Park Capital Project	\$ 174,114
Skate Park Capital Project	\$ 144,661
Stream Corridor Acquisition	\$ 230,000
Habitat Enhancements	\$ 164,425
177 th /131 st Intersection	\$ 496,698
177 th Street Corridor	\$ 463
175 th /131 st Right Turn Pocket	\$ 360,000
136 th Ave NE/NE 195 th	\$ 290,000
SR522/195 th	\$ 370,000
School/Sports Associations	\$ 45,000
Neighborhood Projects	\$ 90,000
SR202 Corridor Improvements	\$ 80,000
Chateau Reach Erosion Control	\$ 600,000
Boat Launch	\$ 45,000
Surface Water Management	\$ 1,378,940
Equipment Rental	\$ 272,645
Equipment Replacement	\$ 785,985
Unemployment Reserve	\$ 33,953
Affordable Housing	\$ 35,824

Section 6. 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 7. 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 2ND DAY OF DECEMBER 2002.

APPROVED:

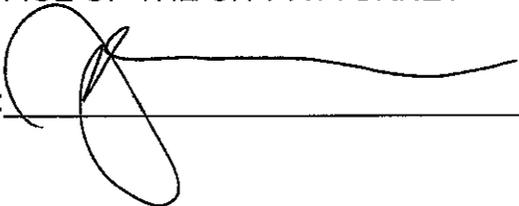


Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: _____
Sandra Parker/CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: _____

PASSED BY THE CITY COUNCIL: 12-2-2002
PUBLISHED: 12-9-2002
EFFECTIVE DATE: 12-14-2002
ORDINANCE NO. 334

2003 Final Budget Woodinville, Washington





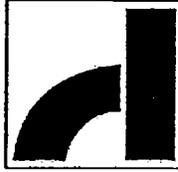
City of Woodinville

*"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 R. Miller
Gareth Grube
Don Brocha



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Woodinville
Washington**

For the Fiscal Year Beginning
January 1, 2002

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Woodinville, Washington** for its annual budget for the fiscal year beginning **January 1, 2002**.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

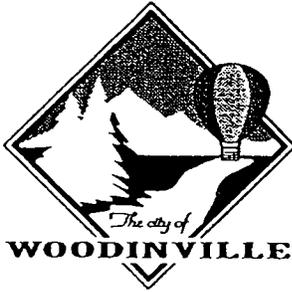


Table of Contents

Woodinville City Council	i
City of Woodinville Boards & Commissions	ii
Readers' Guide to the Woodinville Budget	iii
Fund Structure	iv
Budget Process	vii
Budget Message/Overview		
City Manager's 2003 Budget Message	1
2003 Budget Overview	17
Organization Chart	19
Vision/Mission Statement	20
Guiding Principles	21
2003 Council Goals	23
Revenue and Expenditure Summaries		
Revenue Summary	25
Expenditure Summary	30
Position Summary	33
Sources and Uses of All Funds	34
Capital Outlays	36
Capital Projects	37
Revenue and Expenditure Detail		
General Fund	38
City Council	41
Legal Services	45
Executive Department	47
Administrative Services Department	57
Planning & Community Development	62
Court Services	67
Law Enforcement	70
Public Works Department	74
Permit Center	79
Facilities	85
Parks and Recreation Department	89
Non-Departmental	98
Special Revenue Funds	101
Street	102
Arterial Street, Contingency, Mitigation, Admission Tax, Parks & Rec Special Revenue, Park Impact Fees, City Hall System Replacement, Strategic Budget Reserve	108
Debt Service Fund	119
Capital Project Funds	123
Enterprise Fund	158
Internal Service Funds	166
Trust Fund	171
Appendices		
Map & City Facts	173
Miscellaneous Statistics	174
Policies - Budget, Investment, Debt	176
Acronyms	179
Glossary	182
Ordinances	188

Woodinville City Council



MAYOR SCOTT HAGEMAN



DEPUTY MAYOR CAROL BOGUE



**COUNCILMEMBER
CHUCK PRICE**



**COUNCILMEMBER
CATHY WIEDERHOLD**



**COUNCILMEMBER
ROBERT R. MILLER**



**COUNCILMEMBER
GARETH GRUBE**



**COUNCILMEMBER
DON BROCHA**

Boards and Commissions

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

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

Planning Commission

- | | |
|--------------------------|--------------------|
| ■ Terry DePolo, Chair | ■ Rohn Amegatcher |
| ■ Cherry Jarvis, V-Chair | ■ Phil Relnick |
| ■ John Janson | ■ Daniel Eigenberg |
| ■ Mark Ramquist | |

Parks and Recreation Commission

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

Tree Board

- | | |
|------------------------|---------------------|
| ■ Mark Schuster, Chair | ■ Barbara Stanfield |
| ■ Sheryl Oppen | ■ Bret Wilson |
| ■ Barbara Woods | |

Advisory Groups

- Facilities and Transportation advisory panel
- Salmon Task Force

Readers' Guide to the Woodinville Budget

This document describes how Woodinville plans to meet the communities' needs in 2003. 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 2003 Budget Book is divided into four sections: Budget Message/Overview, Revenue & Expenditure Summary, Revenue & Expenditure Detail, and 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 2003 budget.

Revenue and Expenditure Summary

These sections provide a summary of sources and uses of revenue for the 2003 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 and Expenditure Detail by Fund Type

This section summarizes anticipated revenues in 2003 as well as revenue comparisons from previous years. Beginning fund balances and brief descriptions of the various funds are presented.

This section also describes the function, accomplishments and goals of each department, and displays the departmental operating budgets for 2003. 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, and other statistical information. Ordinances adopting the final budget and the benefit/classification pay range are also included.

Fund Structure

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 45 funds that are categorized into seven types: General, Special Revenue, Debt, Capital Project, Enterprise, 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 nine Special Revenue Funds: the Street, Arterial, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fee, Parks & Recreation Special Rev Fund, and the Strategic Budget Reserve. 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 **Parks & Recreation Special Revenue Fund** was created to account for revenue for Parks and Recreation purposes. The **Strategic Budget Reserve Fund** was established to protect the City against unforeseen economic downturns and is subsidized by the General Fund.

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 29 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve, Surface Water Reserve, Little Bear Creek Parkway Fund, Real Property Reserve, and 23 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 **Little Bear Creek Parkway 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 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

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.
- d. 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.

2003 Budget Calendar

- June 14** Department Heads receive worksheet showing expenditure history, including year-to-date, and budget instructions for department submittals of their 2003 requested budgets.
- July 12** 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 19** Finance Dept. provides City Manager with Dept. budgets.
- July 23- 25** Departments meet with Budget team.
- August 1, 2** Return to the Budget Team with revised budgets (if needed)
- September 14** **Council Workshop**
Council reviews materials for 2003 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 4** Public Hearing on Revenue Sources
- November 12** First Reading of Property Tax Ordinance
- November 18** Second Reading of Property Tax Ordinance,
First Reading of Benefit/Classification Ordinance,
First reading of Budget Ordinance; Public Hearing on Budget.
- December 2** Second Reading of 2003 Budget Ordinance.

Budget Message/Overview

Budget Message

TO: City Council
FROM: Pete Rose, City Manager
DATE: October 21, 2002
SUBJECT: 2003 Budget Message

I herein present the City Manager's recommended budget for 2003. 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 for the second consecutive budget, the current economic situation has caused us to revise our revenue projections as consistent with your mid-year budget amendment. This has required some adjustment in expectations. A year ago, I characterized these as delays rather than denials, but the combination of the economic downturn and the multi-faceted challenges to local government revenues call for a cautious approach to our long-term planning of projects and service levels for the community. With that note of caution, the financial position of Woodinville remains stable and good in the face of changes in the global, national, state and local economy, and quite good when compared to that of many other cities.

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 planning initiatives. The service level improvements are attached to either outside contract conversions or revenue-based programs. This capital budget also completes or keeps several 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 went through the process in the spring to place City plans and programs in a broad relational context that we called Woodinville's "solar system", in the face of major planning processes underway at the time. This effort foreshadows the fall process to update the City goals. That process will be largely settled at the upcoming Fall Retreat. Staff has attempted to propose a budget that is consistent with existing

goals and planning efforts, but it should be noted that this delivery of the budget precedes final goal decisions that may suggest some alterations to this budget document. In addition, the City Council has been studying a series of major budget issues in September and October to outline trajectories for targeted changes or improvements in 2003. Areas discussed have been long-term revenue expectations, setting operational caps and a "rainy day" fund, the role of information technology in City operations, the evolution of in-house maintenance services, the serviceability of the Sorenson Pool, Community Center planning and special events. These discussions have been broad and general rather than asking preferences of the Council. The outcome of these discussions may also trigger desire by Council to make other changes to the proposed budget. The adopted 2003 goals are included at the end of this section.

2002 Overview

The City organization has benefited from an eventful and very busy year involving planning, doing and reacting. Previous budget messages have talked about development of the jewels in the crown, Wilmot Gateway Park and the new City Hall. The "planning" portion of the year included master planning toward the next two jewels in the crown, a future community center and the Little Bear Creek Lineal Park. It is far from the only planning progress, as the Comprehensive Plan update was completed, as were the 175th St./144th Ave. Streetscape Master Plan, and the latest CIP and TIP. Still in progress are the Civic Center, Downtown and Little Bear Creek Corridor Master Plans.

The "doing" has included another successful pavement overlay, completion of the 177th Street left turn lane and the soon-to-be-completed 133rd Avenue grid road. There are also construction contracts on 177th Pl./Mill Place intersection improvements and the Cemetery Right Turn Lane. These projects hold the promise of improved traffic circulation in downtown Woodinville.

The "reacting" took two forms. First, a seismic study drove the closure of the old Woodinville School and a move of the Community Center to the old Sorenson School. That move has actually shown the promise of a better package of venues for an interim Community Center, but it disrupted the stability of service delivery and the development of programs. 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. The other form of reaction has been to regional initiatives. King County has cancelled both the jail and court contracts and has selected the Grace potential annexation area as the preferred site for the Brightwater regional wastewater plant. These have taken significant amounts of executive and administrative effort to follow and react, sapping focus and effort at the top of the organization.

A sampling of other successes is the approval of the skate/BMX park plan, the successful bidding and contracting of the Little Bear Creek Parkway/Mill Place intersection improvement, the acquisition of the Johnson property to add to the Civic Center, the completion of the Little Bear Creek Parkway design, and the coordinated in-house effort to move the Community Center operations.

For another year, staff has been stable. There has been little position turnover with two resignations in the regular staff. One key position vacancy has been filled with an excellent hire and the other is being held open during the economic downturn. This staff stability translates to continuing maturity in the organization foundation, consistency in remaining on vision and on task, and continuous improvement in team building. The major effort in staff development in 2002 has been the continued evolution of in-house Public Works and Parks field services. Equipment such as the dump truck, de-icer, backhoe and slope mower have improved versatility, responsiveness and in some cases, service level. Rented equipment for such things as shoulder dressing and sidewalk repair allowed staff to try other services for cost

comparison and reduced reliance on the King County contract. As noted in previous years, we are blessed with the makings of an excellent team for the long run.

Key Budget Trends

The most important trends affecting the 2003 budget will not be shown in the programs, but it will drive an important long-term discussion. Staff costs are becoming a larger percentage of the budget; a trend unanticipated at the time the new pay plan was adopted in 2000. Voter-approved initiatives, legislative actions and incorporated Woodinville's first economic downturn have changed long-term revenue expectations, changes to which the City has been adjusting. The economic downturn has "pinched" elastic revenues such as retail sales tax and permit receipts. Finally, the three-year demise of the sales tax equalization program and the devolution of King County service level have brought a level of instability to local government finance that has created a "buzz" at the legislature to re-tool revenue distribution options and formulas. Woodinville has been substantially insulated from this by its strong retail sales tax position and by the fact that as a new city, it is still ramping up and determining long-term service level. The current discussions about a cumulative operating costs cap and a rainy day fund are a positive response. It is recommended that 2003 also include both strategic budget planning discussions to help determine long-term service levels and priorities, plus a discussion of service provision performance standards to assure the City is getting appropriate "bang for the buck".

Budget by the Numbers

In previous years, this section has been a recitation of key cumulative numbers, but this year, the story is more completely told by the addition of parenthetical percentages to show the change from the prior year. The budget put before the 7-member City Council has a total all-funds budgeted amount of \$32.4 million (-6.6%), not including double-counted transfers. For a taste of reality, \$11.5 million (-8.7%) is actual new revenue. This budget includes a combined General Fund (current expense) and Street Fund of \$7.7 million (-16.3%). Discounting transfers and rebudgets, general operating revenues weigh in at \$8.4 million and equal general operating expenses. This supports a proposed public service staff of 52.65 FTE. A healthy \$4 million is scheduled for investment in public improvements in 2003, with an additional \$2.2 being invested in study and design of future improvements, and \$0.3 million next payment to acquire the Johnson property. Finally, debt service of \$0.56 million is budgeted for City Hall bonds.

Budget Highlight – Capital Construction

Much like the past two years, a healthy portion of this budget will be to construct or to prepare to construct several capital improvements. No fewer than 15 projects, at an estimated cost of \$4 million, will be built, acquired or completed in 2003. As well, progress such as study or design in the amount of \$2.2 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 2003 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 much improvement from the past two years has been delayed, usually for items that are out of the City control, such as the undergrounding of utilities or third party agreements. 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.

The 2002 "year of planning" is harbinger of another 2003 budget trend for Council to consider – the re-vamping of capital facilities programs. The Streetscape, Lineal Park, Downtown, Little Bear Creek and Civic Center Master Plans all anticipate public improvements that are not in the 2002 version of the 6-year CIP and TIP. Therefore, Council, Commissions and staff should expect to devote significant effort to re-tool the 2003 versions of the CIP and TIP. There will be more projects in the mill competing for the same pool of funds. By having completed plans, the City should be better placed for grant programs, particularly if voters approve Referendum 51.

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 2003 budgeted expenditures follows.

Streets:	175 th St. / 131 st Rt. Turn Pocket	\$360,000
	124 th Ave	6,000
	177 th Place Corridor: Phase I	1,200,000
	133 rd Avenue: Phase	400,000
	City-Wide pedestrian Improvements	80,000
	SR 202/127 th Intersection Interim	362,460
	SR202/148 th	438,500
	SR522/202	250,000
	136 th NE/NE 195 th	290,000
	SR202 Corridor Improvements	80,000
Parks:	Little Bear Creek Lineal Park	1,297,119
	Non-Motorized Boat Launch	45,000
	Neighborhood Playground Projects	60,000

Stewardship:	Stream Corridor Acquisition	230,000
	Habitat Enhancements	147,000
	Chateau Reach Erosion Control	600,000
	TOTAL	\$6,156,079

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. Few new cities have accomplished as much in the first few years as Woodinville. 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.

Budget Themes

Revenue Projection: Projected Current Expense revenues are only slightly more than 2002, a reflection of the local economy and restrictions placed on sources from initiatives and legislative actions. The Pacific Northwest is experiencing the highest rate of unemployment in the USA, and there has been a dampening effect on spending. Area-wide, housing starts are down even though mortgage rates are at their lowest in decades. Bucking the trend, Woodinville is processing a good amount of housing permits. In Woodinville, commercial project permitting has been very slow. Two large commercial projects (Waste Management, Woodinville Athletic Club) will help permit revenues to hold their own in 2003.

To come into balance with the lower projected revenues, two assumptions from the previous budget changed. It is proposed that the annual overlay program be capitalized in 2003, transferring a \$100,000 demand to the CIP. Another change is to charge professional services given by staff to plan, design and manage CIP projects against those projects. This is actually a shift back from the practice prior to 1999. It is assumed that \$50,000 - \$60,000 in staff time will be charged against CIP projects. By comparison, the professional services contracted for project management of the 156th Avenue project in 1998-99 were approximately \$125,000, which demonstrates the economy of the in-house process. Two positions in the Permit Center will be held vacant while waiting for economic activity to pick up. The first line of defense for spikes in permit activity will be overtime, until a trend can be seen. The remaining alterations

to come into balance due to declining revenue projections at the same time personnel costs have increased; have been tactical reductions in departmental budgets.

Sales Tax Declining Growth: The single most noteworthy impact on the 2003 budget is the same as identified in 2002 -- lowered expectations for sales tax growth. Even with lower expectations projected for 2002, a mid-year budget amendment was needed because of underperforming revenue projections in excess of \$300,000. Since the growth line has flattened, this will have a compounding effect in 2003 and future years. By current forecast, sales tax receipts dropped back to year 2000 levels and will begin to grow again from that point at a slower rate than in the past. This is not without benefits, as it is teaching Woodinville how to plan for economic cycles. The decline will have a notable, but manageable impact on the 2003 budget, but the revised trend line forecasts shortfalls to be overcome in future years. Since sales tax is such a budget driver in Woodinville, this budget is predicated on maintaining current service level and making forward progress in levels of service only in contract conversions or revenue-based service areas.

Initiative 776: Washington has become an initiative state. This has had an effect on local government revenue. Initiatives represent the will of the people and local governments will need to adjust to those that are passed. There is another initiative on the ballot in November 2002, Initiative 776. If it passes, it will reduce approximately \$90,000 in vehicle licensing shared revenue that goes toward street maintenance. As with prior initiatives that qualify for the ballot, this budget is balanced assuming that I-776 will pass. The cumulative effect on the city budget or successful initiatives to date is approximately \$500,000. This is another reason the City Council should consider a strategic budgeting exercise in 2003.

Long Range Planning: The 2002 budget included a significant investment in long range planning. This new city exuberance was admittedly hard on staff and resulted in some difficulty in keeping up. There is only one plan included in the 2003 budget, the first of the additional sub-area plans called out in the Comp Plan update, the North Gateway Plan. Some continuation of the 2002 effort in the Downtown Plan, the Little Bear Creek Corridor Plan and the Civic Center Master Plan will take staff and policy time. Critical issues of building height, density, transportation modality, development/sensitive area interface and investments in livability are likely to spill over into 2003, but no additional consultant services are budgeted. As noted elsewhere, this planning effort will evolve into a revamping of the capital budget in the CIP process.

Pools. Pools, Pools: An active issue is the future of the Sorenson Pool, which has given the City several signals it is beyond its useful service life without significant investment. Council response has been to schedule the pool for closure at the end of the YMCA contract in December of 2003, with direction to staff to identify alternatives for the users benefiting from the service. This comes against a backdrop of King County divesting itself of service at Forward Thrust pools in incorporated areas. By County statistics, Woodinville residents use the two Forward Thrust pools in Bothell and Redmond. Other agencies and user groups have identified Woodinville as a potential funder of "fair share" plans to keep these pools in operation, and that is an active issue for the City Council. The balanced budget does not include any funding for capital upgrades of the Sorenson Pool in 2003, although the facilities maintenance budget is

prepared to handle some reasonable difficulties. The balanced budget also does not include any funding for a King County Forward Thrust pool. If there is a "bail-out" partnership for the sinking County community pools, the only certain place in the budget to pay for it is liquidation of capital reserves, reduction of contingency, or reduction in other budgeted programs in favor of pools.

Facilities: The overall Facilities budget amount is slightly less than 2002 as we learn to care for facilities as an owner. The only new facilities coming on line in 2003 will be Park 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). The Facilities budget was increased significantly when the City took possession of the C.O. Sorenson School, early in 2002. The City now owns more than 70,000 square feet of building space. The 2003 budget assumes that approximately two-thirds of the new area will be actively programmed. The remainder is currently leased for storage to the Northshore School District. The Old Woodinville School is cleaned out and will be mothballed.

Fleet & Interim Storage Area: There is a proposed three-vehicle increase in the size of the fleet. This will be a street sweeper, a steel drum roller and a pick-up 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 annually reduced levels of sweeping service and receipt of unnecessary service for the privately contracted scheduled landscaping.

It should be noted that all but four City vehicles are parked outside on the Community Center 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 11,600 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 \$232,000 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. It should also be noted that the 4,100 square feet of the indoor storage used in the understory bunkers does not disrupt the Community Center services going on above them.

The use of this campus for City fleet and yard purposes creates conflicts and inefficiencies with other public uses of the property. These functions were temporarily consolidated in a fenced yard immediately west of the "C" building on the Community Center property. This minimizes conflict with other uses except when entering or exiting the property.

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

maintenance, shoulder dressing, pavement management and street sweeping. The amount of temporary and seasonal hiring also increases to pilot a conversion of Parks landscaping and custodial contracts to in-house staff at an estimated savings of \$14,000, savings that is charted to grow over time.

The 2003 budget includes adjustments for the first market check of the pay and compensation plan. Those adjustments will be brought forth as a separate agenda item in November.

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 1.4%. 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 15% increase in 2003, the second large increase in a row. The dental increase is 11%. The 90% CPI-W is usually a decent factor to keep the medical costs fairly equivalent, but each of the past two years have resulted in additional costs in the pay plan. This year, it is \$68,500 higher than the "break-even" point.

A rarely discussed benefit is worker's compensation. The City had an injury to a seasonal worker in 2001. Payments into the program are affected by claim history. The costs for 2003 have increased by \$16,500.

DEPARTMENTAL REVIEW

REVENUES

The Woodinville economy, as it relates to its influence on the City budget, is mixed, but remains stronger than most cities. 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 double-digit increase years, remains a strength of the revenue picture by overall amount. With the passage of I-747, the property taxes will increase by one percent, plus annexations and new construction when added by the Assessor. 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 minimal changes to fees other than the annual increases identified in the 2001 fee ordinance. Staff will begin discussing fees with the Finance Committee in November and the adoption process will proceed on a separate track.

CITY COUNCIL

The City Council departmental budget holds the same level of service, with selected proposed reductions that reduce the total below the 2002 budget. The primary work of the department is policy setting and organizational oversight.

The City Council held two highly successful retreats in 2002. The first retreat set an integrated framework for looking at City policy, particularly setting in proper relational context the major planning efforts of 2002. The second retreat translated these efforts into a new coordinated set of City goals that will bear fruit in objectives to complete the vision of City planning processes. There are funds in the City Council and other departmental budgets to carry out these activities.

Adjustments made to the Council departmental budget to come into overall balance were dropping the outside professional facilitator for 2003 retreats. This will require the City Manager to plan and facilitate them with Council. Also, the \$4,000 Sister City funding level set in mid-year adjustments is reduced to \$1,000 for Committee administrative expenses only. The City has received a letter from the Mayor of Seto, Japan that his City is not prepared at this time to propose a Sister City relationship with Woodinville. The remaining allocation will give the Sister City Committee sufficient funding to continue exploring the subject and forming a private non-profit committee, but it does not provide any funding to host a visit. It seems inappropriate to increase service level for this purpose at the same time operating departments are taking line-item reductions. There is a \$3,000 allocation for any consultant work desired by the Council regarding the Brightwater project. A major event for the City Council in 2003 will be presiding over the 10th anniversary commemoration of cityhood.

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. No staffing changes are anticipated. The two new partial positions for computer network, web site, electronic government (E-Gov) and in-house GIS system are retained in this budget. Many of these systems take daily updating, programming, care and feeding. The new staff members have been instant successes in work product and as additions to the City family. 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 2003 budget anticipates continuation of the *City View* newsletter in-house, the continuation of Internet service on the King County I-Net, and membership will be maintained in the multi-agency E-Gov Alliance. The City is participating in a regional service survey planning project to share survey costs on a regional basis, but it is anticipated that no survey will be done in 2003.

ADMINISTRATION

The Finance Department anticipates remaining at the same level of staffing and service for the year, as it provides its main functions of financial management, contract management, purchasing management, and municipal clerk functions.

The primary progress activity for the Finance Department in 2002 was the changeover of its main financial software package to a new system. Time scheduling from the software vendor will find staff completing that conversion in 2003. Staff will continue the good work that has been underway in systematizing and storing City records. The department will play a vital function in analyzing how its role will change in E-Gov receipt of permits and registrations on line, as well as analyzing the ability of new in-house permitting and registration systems to perform more functions in the department, making Finance more of a review and auditing department.

PLANNING AND COMMUNITY DEVELOPMENT

This department will continue its mission of current planning for development review, long range planning for future land use, and staff support for the Planning Commission and Tree Board.

The department anticipates is on the downswing of the intensive period of long-range planning. Woodinville was the first to submit a Comp Plan update to the state. During the 2002 budget year, the Planning Department also completed the 140th/175th Streetscape Plan. It nears completion of the Little Bear Creek Corridor Study, the Downtown Plan and the related transit-oriented housing development (TOD) issues. One new sub-area plan, for the North Gateway area, is included in the Professional Services budget. The budget also includes professional services to support the code revision portions of the Comp Plan update.

The budget includes services to combine with the Storm Fund on a programmatic EIS project for the Little Bear Creek Corridor area. This will help solidify the requirements for the protection and development of this constrained and sensitive area. The implementation of the new Shoreline Master Plan regulations remains, 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 for work on the Comprehensive Plan. With the reduction of major planning efforts, contract staff will be eliminated by early 2003, and one Interim Senior Planner will drop back to the Planner job description.

The Planning Director is the designated Emergency Manager for the City. The coming year will be focused on a major planning exercise called Top-Off coordinated by the

Department of Justice (US DOJ) and including the Puget Sound and Chicago metro areas. Required exercises will include testing our ability for weather emergency 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 a prospective Grace Annexation and defense of any Brightwater legal issues.

COURT SERVICES

Court and jail services will continue to be contracted in 2003. The new District Court contract has worked effectively since 2000, and it was surprising to find King County canceling it at the end of 2003. A new agreement is being negotiated, but staff is also looking at other contracting options to discuss with Council during 2003. New jail contracts were negotiated with King County and Yakima County. A countywide cities committee is working on future municipal misdemeanor jail alternatives within King County.

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 3% higher overall. The major crime statistics in Woodinville remain in single digits, so no special service adjustments (menu items on the contract) are proposed. Costs per capita and as a percentage of budget compared to cities with municipal departments are much lower.

PERMIT CENTER

The Building Department will continue its mission in development review/inspection, nuisance code enforcement and facilities management at approximately the same level of service, with a slight reduction in the Permit Center

The Permit Center anticipates an average year of development review and inspection. The level of platting and house permitting activity indicates it will be busier than usual in the housing sector. Commercial permitting has been slack with the economy, but two large projects will keep the inspection demand high. 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. The vacant inspector and technician positions are proposed to be held vacant for the entire year as a hedge against the economy. Any mid-year vacancies will be evaluated for filling or outside contracting based on the economic conditions and permit demand at the time.

PUBLIC WORKS

The Public Works Department will continue at the same level of service and staffing with exceptions described below in Streets and Stormwater. In those areas, there will be a continuation of transitioning field services from King County to in-house service provision.

Engineering: The current level of staffing and interns remain in this division. 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. One unintended consequence of this is that the in-house costs of study, design and project management have not been charged against the professional services of the CIP projects as they would if they were consultants. The 2003 budget assumes that appropriate in-house services will be charged against CIP projects, shifting an estimated \$60,000. This is still much smaller than outside project management costs. To maximize the effectiveness of the engineering staff, several engineering interns will continue to assist with field and office work. Major tasks for 2003 are the continuation of project planning and management, the continued 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: A staff increase of one (1) FTE is proposed to cover King County and landscaping contract conversions to in-house staffing. The premier change will be the acquisition of a street sweeper and provision of this service. The public should notice an immediate improvement in responsiveness and service level. The remainder of square-cut patching and shoulder maintenance will be brought in-house, as will the remaining contracted work on traffic control, sign placement and replacement. Additionally, the staffing increase in this and the storm water division enable less contract reliance in emergency situations (sanding, plowing, de-icing). The public is already receiving its best level of emergency road service since incorporation.

It is proposed that the street overlay be capitalized in the CIP in 2003 instead of paid from operating funds. Continued capitalization should be considered in the 2003 CIP process. The seeds of this idea come as much from opportunity as from necessity. The 175th Street/Cemetery Right Turn Lane project will come in well under budget. This will enable the paving phase of the project to extend further east on 175th Street than originally anticipated. The 124th Avenue Project and the 175th/140th Avenue Project will close out under budget. These savings can be combined to allow the City bid an

alternate on the 175th/Cemetery project that will allow the City to overlay 175th Street from 131st Avenue to the new pavement at 139th Avenue. This will give the community two or more years of overlay paving as well as providing the most efficient overlay scenario for completing 175th Street, which has had segments paved in three of the past four years.

Storm Water: The SWM budget is an enterprise fund, which is self supported by storm water revenue. The staffing level is proposed to increase by one (1) FTE to accommodate contract conversions. In addition to the benefit to the storm system from increased sweeping, more of the service for small vactoring, ditch cleaning, inlet basin repair and storm pipe repair will move in-house.

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 plan nears completion and will be reviewed by the City Council in 2003

In 2003, 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 3rd party lawsuits.

PARKS AND RECREATION

The Parks & Recreation Department provides active and passive park services at five locations, support for community events and provides a variety of recreational and community center services primarily out of the community center property on the civic center campus. The City became owner of a warm water pool by virtue of taking possession of the second phase of the Sorenson purchase in February and the Council determined to provide warm water pool services through 2003 by way of a contract with the Northshore YMCA.

This department also provides staff support to the Parks & Recreation Commission. The Commission serves as the City Arts Commission. Pursuant to mid-year direction by the City Council, an allocation for \$12,996 is included in the Parks budget.

Field staffing will increase by 3,290 hours in temporary and seasonal staff to support conversion of the landscape maintenance and custodial contracts to in-house staffing. In the Community Center, one employee performing part-time office help, instructing classes and supporting special events has been converted to a .75 FTE to avoid "perma-temps" legal issues. This has the added benefit of allowing the Community Center to stay open more hours and will enable the addition of 480 instructor hours, the costs of which are covered by additional program revenues.

Parks & Recreation prepares for another very busy year. The 2002 version of the Parks & Recreation Department was anticipated for consolidating gains, completing projects and concentrating on consistently excellent service delivery. Instead, the year was dominated by the need to move the Community Center from the Old Woodinville School to the former Sorenson buildings due to seismic concerns. This has been both a disruptive and a positive experience, as the staff and services experienced another unstable year, but also came to see increased promise for a solid and stable core of services provided out of the new (to the City) buildings. The recreation and community center services need a period of stability to establish and grow this slate of core services, to enable the City to analyze and anticipate program and revenue continuity, and to plan and identify the "niche" City-sponsored services will fill in an area that has a crazy-quilt of providers and gaps left over from pre-incorporation days.

Two new facilities are anticipated to come on line in 2003. It is anticipated that the public park at the Greenbrier Heights subdivision will be turned over to the City during the year. It is also anticipated that the Skate/BMX Park will be constructed in 2003 and will require some maintenance and custodial service in the restrooms. These services are anticipated in the budget.

This department will play an important role in supporting the City Council and Parks & Recreation Commission in completing the Civic Center facilities master planning process. 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 continuing the 2002 mid-course correction that dropped a professional services contract for 4th of July event support after one year and now guides the event with a combined staff/community volunteer structure.

There are several ongoing projects to support, such as the Little Bear Creek Lineal Park planning, skate/BMX park construction, grant writing, acquisition of Little Bear Creek corridor parcels or easements, developing partnerships for improving fields at schools, and neighborhood playground projects.

Mini-Community Center: Funding is included in this budget to continue mini-community Center operations. Recreation staff will use Community Center buildings A, C & D. Building B remains obligated to storage lease with Northshore School District. The main emphasis in 2003 is maintaining teen and after-school programs, a niche that surveying says is a strong need, and building some revenue programs that were identified by the consultant in the ongoing Civic Center Master Plan study. 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.

FACILITIES

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, with nearly 45,000 in active use and the remainder needing care in storage or mothball.

Two FTE of facilities custodial staff are budgeted to provide custodial and minor facilities services. The supplies and minor equipment are included in this budget. The landscape maintenance for the new City Hall has been consolidated with other landscape maintenance contracts in the Parks budget and is part of the conversion to in-house staffing in the Parks budget. 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).

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 Old Woodinville School and Community Center buildings.

SUMMARY

The coming year will mark the tenth year of incorporation for the City of Woodinville. 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. Proper flow and pacing of work will become watchwords for a core staff that has grown with the City. I believe that the proposed year 2003 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 2003 is already full in volume and full in promise.

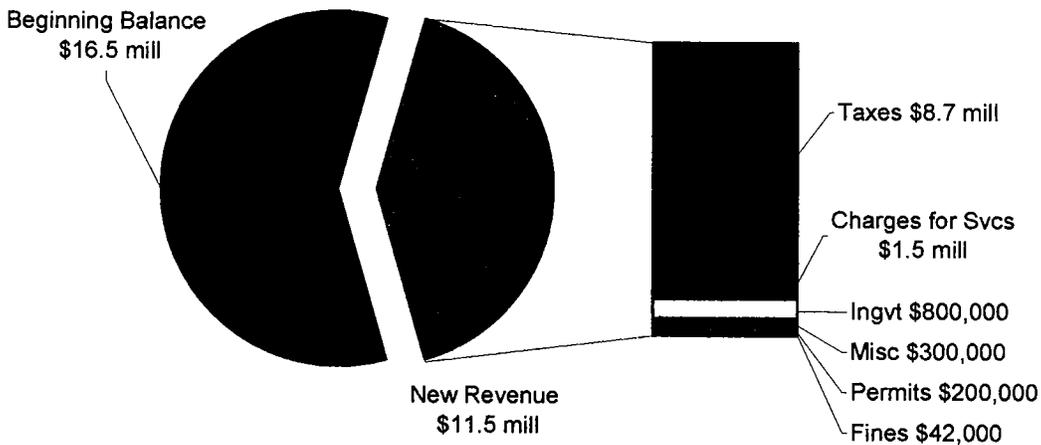
Manager's Recommended 2003 Budget Overview

The Manager's Recommended 2003 Budget is comprised of 45 funds with a total budget of \$32.4 million. Since only 10 funds have a source of revenue other than interest income, there is a myriad of transfers (about \$4.4 million) that can be double counted as revenue and expenditures.

The City will begin 2003 with \$16.5 million and receive \$11.5 in "new revenue".

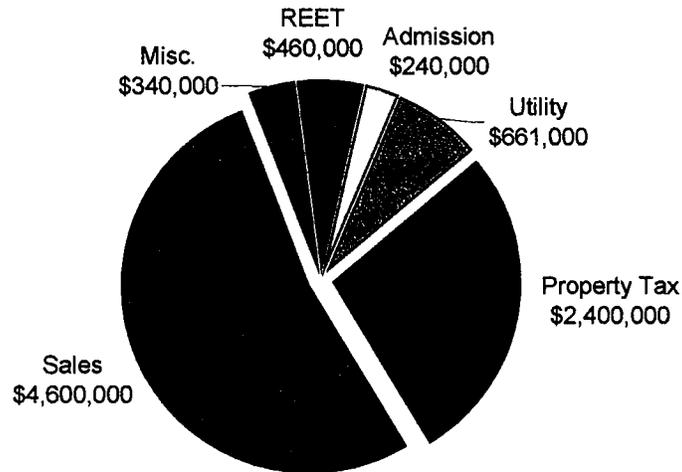
The largest source of new revenue is taxes, at \$8.7 million, followed by charges for service, at \$1.5 million. Over half of the revenue from charges is from surface water assessments. Intergovernmental revenue is typically made up of grants, liquor board profits and liquor taxes. Investment interest and donations from various organizations make up the bulk of miscellaneous revenues.

Sources of Revenue : 2003 Budget



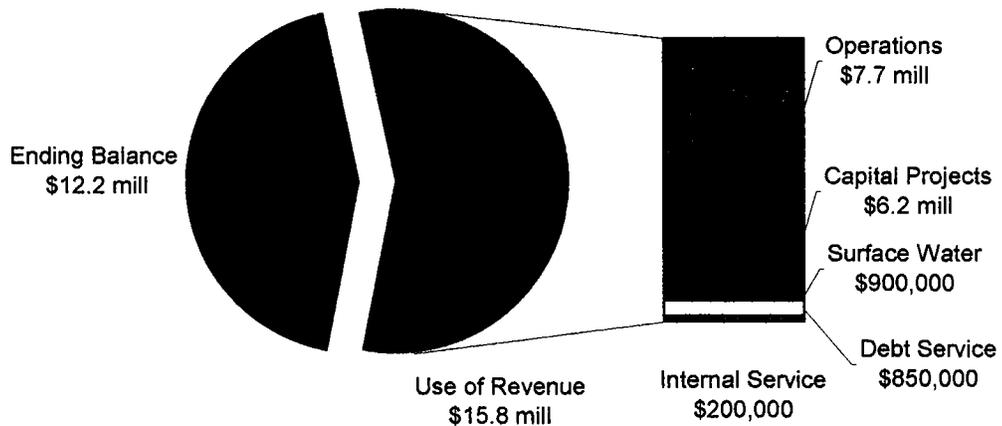
Tax revenue, the largest source of revenue, is made up of the following sources:

Sources of Tax Revenue : 2003 Budget (\$8.7 mill)

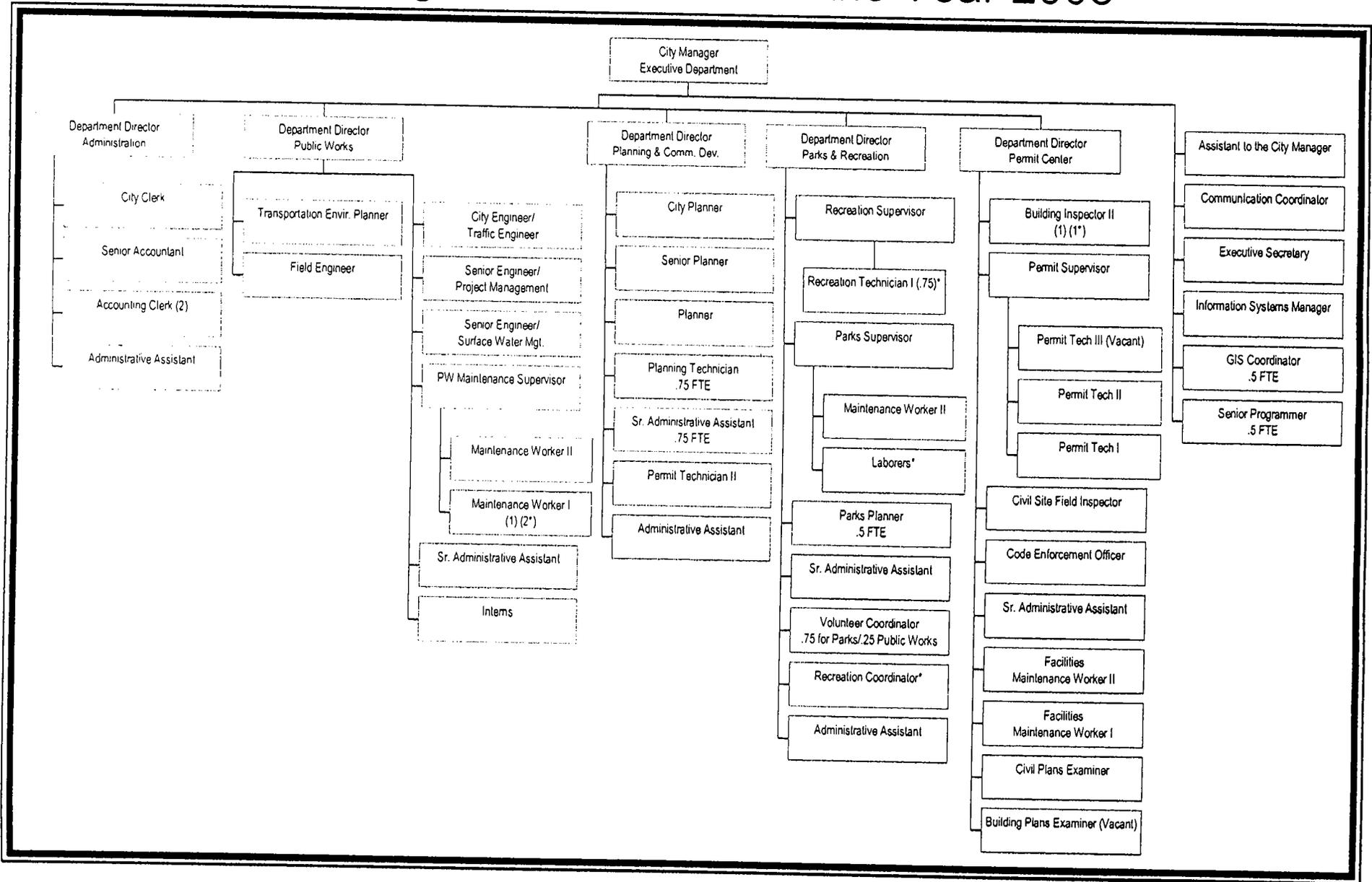


The Manager's recommended budget calls for \$15.8 million in expenditures, not including transfers of \$4.4 million, leaving an ending balance of \$12.2 million. The General and Street Funds represent \$7.7 million, with \$0.9 million for surface water operations, and \$6.2 for capital projects.

Uses of Revenue : 2003 Budget



City Organization Chart for the Year 2003



*New positions for 2003

Vision/Mission Statements

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

Council has developed *Guiding Principles* to guide the employees in decision making and to set the tone for the conduct of civic affairs.

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.

City of Woodinville

2003 Goals and Objectives

"Establish goals for the City that rest firmly on the foundation of the Comprehensive Plan, that support the City's Vision and Mission Statements, and that are implemented using the City's Guiding Principles"

Land Use

Establish land use patterns and guide population growth in a manner that maintains or improves Woodinville's quality of life, environmental attributes, and northwest woodland character.

Housing

Preserve existing housing and neighborhoods, and provide a diversity of housing types that promotes housing opportunities for all economic segments of the City's population.

Human Services

Promote a variety of human services that reflect and respond to human needs of the community.

Economic Development

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

Parks, Recreation, and Open Space

To provide quality parks, open space, plus adequate and enriching recreational activities for Woodinville's citizens and visitors.

Community Design

Promote a visually cohesive community that preserves and enhances the Northwest Woodland character, the heritage of Woodinville, and creates a pedestrian friendly environment in its community design.

Transportation

Establish and maintain a transportation system that supports the land use plan and incorporates transportation/land use linkages.

Capital Facilities

Enhances the quality of life in Woodinville through the planned and coordinated provision of public and private capital facilities.

Utilities

Enhance the efficiency and quality of service from public and private utility providers through the coordination of utility, land use, and transportation planning.

Environment

Create a community that reduces waste stream, promotes energy conservation, preserves and enhances aquatic and wildlife habitat, protects and improves water quality, and protects the public from natural hazards.

Budget

Support the programs and services of Woodinville with well-conceived budget policies.

Operations

Continue to define, improve, and enhance the operational and service-level environment of Woodinville.

Regulatory

Continue to define, improve, and enhance the regulatory environment of Woodinville.

Regional/Interlocal

Maintain an active posture on regional issues affecting Woodinville and represent the interests of Woodinville of agency interactions and services within Woodinville.

Revenue/Expenditure Summaries

Revenue Summary: Sources of Revenue for the 2003 Budget

Beginning the year with \$16.5 million, the 2003 budget has an additional \$11.5 million in revenue from new sources, and \$4.4 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

General Fund Revenue

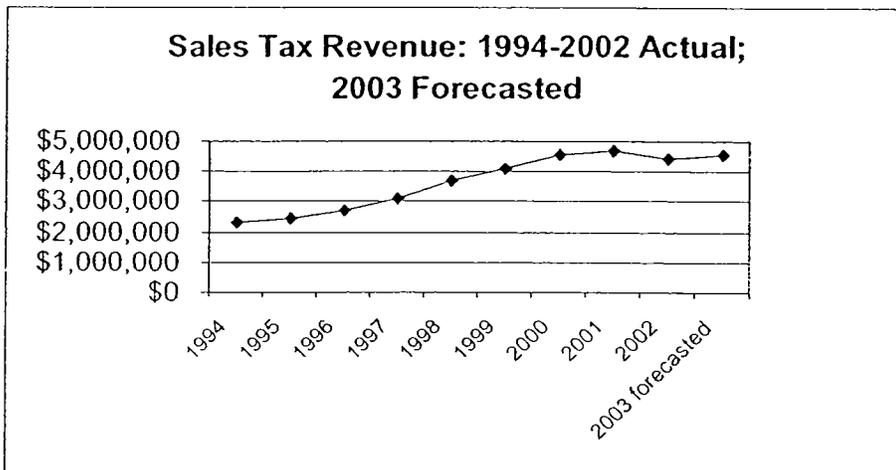
For 2003, the General Fund is forecasted to have a beginning balance of \$1.4 million and receive \$8.3 million in new revenue. A short description of the sources follows.

Sales Tax

Woodinville's General Fund will receive \$7.3 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 55% of all General Fund "new revenue". A 2% increase in sales tax revenue over what is currently projected for 2002 is forecasted, a very modest increase over 2002.

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 the forecast for 2003.



Property Tax

The City had a property tax rate of approximately \$1.60 per thousand dollars of assessed value upon incorporation. In 2003, the rate is \$1.45 per thousand dollars of assessed valuation. Property taxes represent 27% of General Fund revenue. The City of Woodinville receives 11.3% of the total tax that is assessed by all jurisdictions.

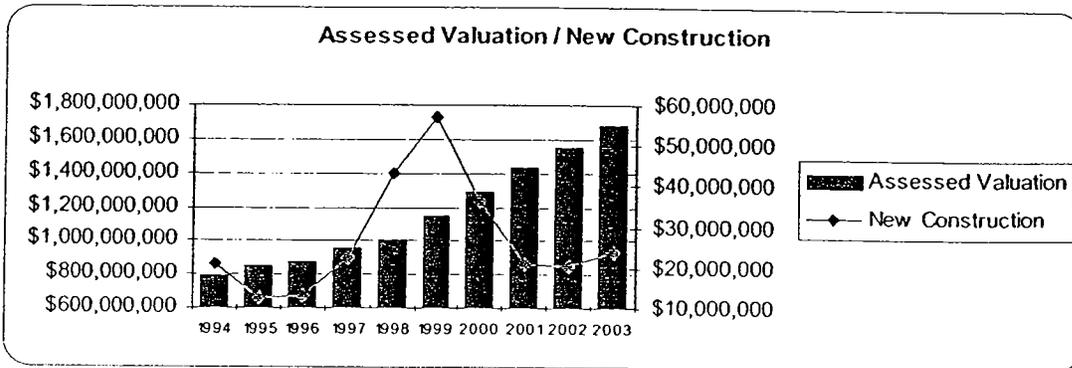
2002 and 2003 assessments for all taxing districts were as follows:

	2002 Levy Rates	2003 Levy Rates
State Schools	\$2.98946	\$2.89680
County	\$1.44949	\$1.34948
Port	\$0.18956	\$0.25895
Fire	\$0.92797	\$0.80864
Hospital	\$0.35975	\$0.34082
Library	\$0.52581	\$0.54568
EMS	\$0.25000	\$0.24143
N/S Park and Rec.	\$0.05530	\$0.05309
City	\$1.51427	\$1.45667
Northshore School Dist.	\$5.02182	\$4.88234
Total	\$13.28343	\$12.8339

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 decrease slightly from the level of activity expected in 2002. The City has seen a slow down in construction activity, as evidenced by the graph below.



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 revenue 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 \$109,000 for 2003. The City received \$56,000 in 2002 from Local Governmental Assistance to buffer the loss of Motor Vehicle Excise Tax. In 2003, there will be nothing.

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 \$515,000 to the General Fund.

Fines & Forfeitures

Traffic and parking fines are expected to yield about \$42,000.

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 \$88,000 forecasted in miscellaneous revenue in 2003.

Special Revenue Funds

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

The City of Woodinville has nine Special Revenue Funds: the Street, Arterial Street, Contingency, Mitigation, Admission Tax Park Capital Fund, City Hall System Replacement Fund, Park Impact Fee, and Parks and Recreation Special Revenue Fund. The **Street Fund** will receive about \$133,000 from gas tax and licensing fees. The General Fund will subsidize the Street Fund with a transfer of \$597,000. The **Arterial Street Fund** will receive about \$62,000 from gas taxes. The **Mitigation Fund** will receive \$55,000 in interest income and mitigation, while the **Admission Tax Park Capital Fund** will receive \$240,000 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 \$20,000, based on estimates of construction activity expected in 2003. A brick & tile campaign and a General Fund transfer for scholarship will support the **Parks and Recreation Special Revenue Fund** with \$6,500. The **Strategic Budget Reserve Fund** will receive a \$200,000 transfer from the General Fund.

Debt Service Fund

Budgeted for 2003 is a General Fund debt service transfer of \$551,465 to pay for land acquisition and City Hall bonds, and a Civic Center transfer of \$298,860 for a payment on the Johnson property.

Councilmanic Bonds (City Hall building and land)

Year	Principal	Interest	Total Debt Service
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

Johnson Property

2003	\$283,333	\$15,527	\$298,860
2004	\$283,333	\$7,763	\$291,096

Capital Funds

The number of capital funds is now 29. Each capital project is identified with its own fund name and number. Some projects are carried over from the 2002 budget, and three more projects are anticipated in 2003. Of the 29 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 \$230,000 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 Sorensen 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 \$661,000.

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 2003, the City is expected to receive approximately \$820,000 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 \$87,267.

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 \$80,000.

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 2003.

Trust Funds

The **Affordable Housing Fund** is a trust fund that was established in 2001 to set aside money for financing affordable housing. In 2003, 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 2003 Budget

2003 expenditures are recommended at \$7.7 million dollars for General Fund/Street operational costs, \$0.9 million in surface water operations, and \$6.2 million in capital projects. A summary of expenditures by fund type follows.

General/Street Funds Expenditures

The General and Street Funds have \$7.7 million in operating costs, exclusive of 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 subsidized by the General Fund.

Special Revenue Funds

There are nine Special Revenue Funds: Street (maintenance), Arterial Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, Park and Recreation Special Revenue Fund, and the Strategic Budget Reserve.

The **Street** (maintenance) budget is \$831,000, and covers the routine care and maintenance of the City's roadways. In past years, the Street fund budgeted for annual street overlays, but in 2003, that expenditure is anticipated to be done in conjunction with capital projects, and the City has budgeted to use capital funding sources for the overlay. The **Mitigation** Fund, which receives revenue from developments for specific projects, may transfer revenue to one or more capital projects, depending on the timing of the project. The **Arterial** and **Contingency** Funds are not expected to have expenses. The **Admission Tax Park Capital** Fund will also transfer \$260,000 to park capital projects, primarily the Little Bear Creek Lineal Park project. The **City Hall System Replacement** fund, established to replace the major system components of the new City Hall, should 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 **Park and Recreation Special Revenue** Fund will use about \$5,000 for the inscription of bricks and tile, and recreation scholarships. The **Strategic Budget Reserve**, established in 2003 to provide operating revenue should an unforeseen economic event occur, is not anticipated to have expenditures in 2003.

Debt Service Fund

The Debt Service fund will make payments for the councilmanic bonds and a property purchase contract. The City has \$6.25 million in outstanding councilmanic bonds, and the debt service on these bonds for 2003 will be \$551,465. The bonds were sold to purchase the land and construct City Hall. The City also has a purchase and sale agreement for a parcel of land on 175th St., referred to as the Johnson property. The debt service on the Johnson property is \$298,860.

Capital Funds

There are 23 projects in the 2003 budget, and three of them are new projects. Of the \$6.2 million, all but \$1.9 million are carried over from the 2002 budget. The projects include street and surface water projects and lineal park development.

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 \$884,000 in operating expenditures planned for 2003, including a street sweeping program using a newly purchased sweeper.

Internal Service Funds

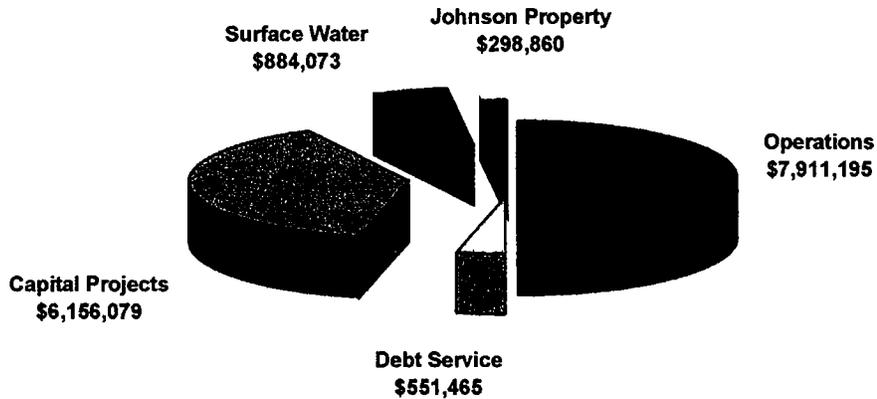
There are three internal service funds: the **Equipment Rental Fund**, the **Equipment Replacement Fund**, and the **Unemployment Compensation Fund**. The Equipment Rental fund is the equity's motor vehicle pools. Departments are charged for vehicles that are assigned to their department, and the charges collect enough revenue to pay for the costs of insurance, gas, and vehicle maintenance and vehicle replacement. The Equipment Replacement Fund pays for the replacement of all capital; equipment that isn't covered by the Equipment Rental Fund. This would include servers, computers, generators and similar assets. The Unemployment Compensation fund is a self-funded state-required fund to pay for unemployment claims against the City. Expenditures for the three Internal Service Funds are budgeted at \$225,100.

Trust Fund

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

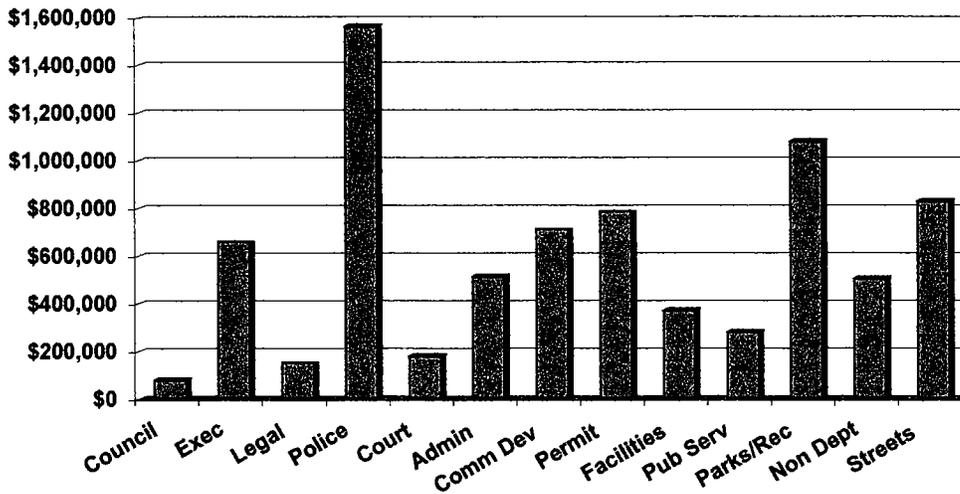
Total expenditures for all funds are \$15.8 million dollars and below are broken into the major uses.

**Uses of Revenue in the 2003 Budget
\$15,801,672**



Total operating costs for the General and Street Funds are \$7.7 million dollars and shown below by department.

**Operations: 2003 Department Budgets
(\$7,695,096)**



City of Woodinville Position Summary

Title	Actual 1998	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Accounting Clerk		1	1	1	1	2
Administrative Assistants	3.44	3.44	3.75	3	3	3
Assistant City Manager	1					
Assistant to the City Manager		1	1	1	1	1
Building Inspector	2	1	2	2	1	2
Building Plans Examiner		1	1	1	1	
City Clerk	1	1	1	1	1	1
City Manager	1	1	1	1	1	1
City Planner	0.5	1	1	1	1	1
Civil Plans Examiner (Sr. Engineer)		1	1	1	1	1
Civil Site Field Inspector			1	1	1	1
Code Enforcement			1	1	1	1
Communications Coordinator	1	1	1	1	1	1
Community Dev. Director	1	1	1	1	1	1
Design Engineer	0.75					
Environmental Planner			0.5	0.5	0.5	0.5
Executive Secretary	1	1	1	1	1	1
Facilities Maintenance Worker I				1	1	1
Facilities Maintenance Worker II					1	1
Field Engineer	1	1.5	1	1	1	1
Finance Director	1	1	1	1	1	1
GIS Coordinator					0.50	0.50
Information Services Mgr.			1	1	1	1
Maintenance Supervisor	1	0.5	1	1	1	1
Maintenance Worker	1.4	1	1	3	3	5
Park Planner		0.5	0.5	0.5	0.5	0.5
Parks & Rec Director	1	1	1	1	1	1
Parks Maint. Supervisor			1	1	1	1
Permit Center Director	1	1	1	1	1	1
Permit Supervisor	1	1	1	1	1	1
Permit Technician		1	3	4	4	3
Planner	2	2	2	2	2	2
Planning Technician	1	1	0.75	0.75	0.75	0.75
Public Works Director	1	1	1	1	1	1
Public Works Assistant	1	0.75				
Recreation Assistant 1						0.75
Recreation Supervisor	1	1	1	1	1	1
Senior Accountant	1	1	1	1	1	1
Senior Admin. Assistant	3.5	5	4	4.65	4.65	3.65
Senior Engineer	2.25	3	3	3	3	3
Senior Programmer					0.50	0.50
Technician	0.6					
Recreation Coordinator			0.5	1	1	1
Traffic Planner		0.5	0.5	0.5	0.5	0.5
Volunteer Coordinator		0.75	1	1	1	1
Total	33.44	38.94	45.50	49.90	50.90	52.65

**CITY OF WOODINVILLE
2003 BUDGET
SOURCES AND USES ALL FUNDS (By Department)**

Funds	Total Resources			Total Appropriations		
	2003 Beginning Balance	2003 Revenues	2003 Total Sources	2003 Expenses	2003 Ending Balance	2003 Total Appropriation
General Fund						
General Fund Revenues	\$1,351,454	\$8,320,616	\$9,672,070			
Council				\$76,416		
Executive				\$416,601		
Information Systems				\$249,041		
Legal				\$150,000		
Law				\$1,563,942		
Court				\$177,000		
Admin				\$510,910		
Community Development				\$711,976		
Permit				\$784,551		
Facilities				\$336,370		
Public Services				\$279,450		
Parks				\$593,372		
Recreation				\$486,256		
Non-Departmental				\$2,017,315		
Total General Fund	\$1,351,454	\$8,320,616	\$9,672,070	\$8,353,200	\$1,318,870	\$9,672,070
Special Revenue Funds						
Street	\$99,424	\$732,080	\$831,504	\$831,421	\$83	
Arterial	\$135,929	\$63,109	\$199,038		\$199,038	
Contingency	\$275,862	\$5,000	\$280,862		\$280,862	
Mitigation	\$373,974	\$55,000	\$428,974		\$428,974	
Admission	\$431,441	\$245,500	\$676,941	\$260,000	\$416,941	
Parks & Rec Special Rev.	\$5,773	\$6,500	\$12,273	\$5,000	\$7,273	
System Replacement	\$102,538	\$51,800	\$154,338		\$154,338	
Park Impact Fee	\$1,708	\$20,200	\$21,908		\$21,908	
Strategic Budget Reserve	\$0	\$200,000	\$200,000		\$200,000	
Total Special Revenue Funds	\$1,426,649	\$1,379,189	\$2,805,838	\$1,096,421	\$1,709,417	\$2,805,838
Total Debt Service Fund	\$305,475	\$862,325	\$1,167,800	\$850,325	\$317,475	\$1,167,800
Capital Project Funds						
Reserve Funds	\$5,493,445	\$574,400	\$6,067,845	\$1,658,292	\$4,409,553	
Project Funds	\$6,400,948	\$3,785,114	\$10,186,062	\$7,096,761	\$3,089,301	
Total Capital Project Funds	\$11,894,393	\$4,359,514	\$16,253,907	\$8,755,053	\$7,498,854	\$16,253,907
Total Enterprise Funds	\$553,940	\$825,000	\$1,378,940	\$886,185	\$492,755	\$1,378,940
Internal Service Funds						
Equipment Rental	\$182,378	\$90,267	\$272,645	\$24,100	\$248,545	
Equipment Replacement	\$695,985	\$90,000	\$785,985	\$200,000	\$585,985	
Unemployment	\$33,323	\$630	\$33,953	\$1,000	\$32,953	
Total Internal Service Funds	\$911,686	\$180,897	\$1,092,583	\$225,100	\$867,483	\$1,092,583
Trust Fund						
Housing	\$23,024	\$12,800	\$35,824		\$35,824	
Total Trust Funds	\$23,024	\$12,800	\$35,824		\$35,824	\$35,824
Total City Budget	\$16,466,621	\$15,940,341	\$32,406,962	\$20,166,284	\$12,240,678	\$32,406,962

**CITY OF WOODINVILLE
2003 OPERATING BUDGET
SOURCES AND USES ALL FUNDS (By Category)**

	General	Special	Debt Service	Capital Projects	Enterprise	Internal Service	Housing	Total
Beginning Balance	\$1,351,454	\$1,426,649	\$305,475	\$11,894,393	\$553,940	\$911,686	\$23,024	\$16,466,621
Revenue:								
Taxes	\$7,342,030	\$240,000		\$1,121,000				\$8,703,030
Permits	\$224,500							\$224,500
Intergovernmental	\$109,000	\$194,989		\$475,000				\$778,989
Charges for Services	\$515,086	\$70,000			\$820,000	\$87,267		\$1,492,353
Fines	\$42,000							\$42,000
Miscellaneous	\$88,000	\$25,700	\$12,000	\$203,400	\$5,000	\$13,630	\$300	\$348,030
Total Revenue	\$8,320,616	\$530,689	\$12,000	\$1,799,400	\$825,000	\$100,897	\$300	\$11,588,902
Other Financing Sources		\$848,500	\$850,325	\$2,560,114		\$80,000	\$12,500	\$4,351,439
Total Available	\$9,672,070	\$2,805,838	\$1,167,800	\$16,253,907	\$1,378,940	\$1,092,583	\$35,824	\$32,406,962
Expenditure:								
Salaries and Wages	\$2,672,497	\$237,900			\$295,920			\$3,206,317
Personnel Benefits	\$636,930	\$69,061			\$75,105			\$781,096
Supplies	\$195,264	\$27,600			\$32,000	\$7,000		\$261,864
Services & Charges	\$1,345,550	\$168,520		\$2,305,960	\$188,030	\$18,100		\$4,026,160
Intergovernmental	\$1,851,316	\$257,000			\$128,500			\$2,236,816
Interfund	\$24,832	\$26,041			\$136,130			\$187,003
Capital Outlay	\$34,346	\$50,300		\$3,850,119	\$30,500	\$200,000		\$4,165,265
Debt Service			\$850,325					\$850,325
Total Expenditures	\$6,760,735	\$836,422	\$850,325	\$6,156,079	\$886,185	\$225,100	\$0	\$15,714,846
Other Financing Uses	\$1,592,465	\$260,000		\$2,598,974				\$4,451,439
Ending Balance	\$1,318,870	\$1,709,416	\$317,475	\$7,498,854	\$492,755	\$867,483	\$35,824	\$12,240,678

Manager's Recommended Capital Outlays

Department	Asset	Cost
Executive	Base Station and Antenna	\$8,500
Information Systems	Back Up Switch	\$2,500
Permit Center	Base Radio Station	\$2,500
Parks	Cleaning Stations	\$2,250
	Public Art Program	\$12,996
Recreation	Basketball Hoops	\$5,600
Streets	Steel Drum Roller (50%)	\$7,500
	Gas Jackhammer (50%)	\$1,850
	Asphalt Cutter (50%)	\$1,150
	Jumping Jack Compactor (50%)	\$1,800
	Crew Cab Truck (50%)	\$15,000
	Auto -Turn Software	\$2,000
	Traffic Safety	\$20,000
	Traffic Analysis Software - counts	\$1,000
Surface Water	Steel Drum Roller (50%)	\$7,500
	Gas Jackhammer (50%)	\$1,850
	Crew Cab Truck (50%)	\$15,000
	Computer (SWM)	\$2,000
	Weather Station Software	\$1,200
	Asphalt Cutter (50%)	\$1,150
	Jumping Jack Compactor (50%)	\$1,800
Total		\$115,146

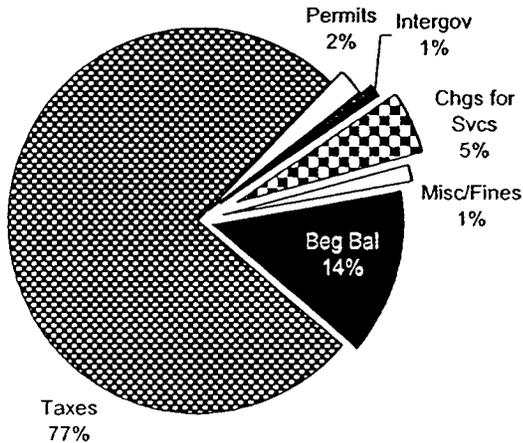
Manager's Recommended Capital Projects

Project	Cost
Transportation	
Little Bear Lineal Parkway	\$1,200,000
133rd Avenue	\$400,000
124th Avenue	\$6,000
Pedestrian Improvement	\$80,000
SR202/127th	\$362,460
SR202/148th	\$438,500
SR522/202	\$250,000
175th/131st Rt Turn Pocket	\$360,000
136th NE/NE 195th	\$290,000
SR522/195th	\$370,000
SR202 Corridor Improvements	\$80,000
Total Transportation	\$3,836,960
Parks	
Little Bear Lineal Park	\$1,297,119
Boat Launch	\$45,000
Total Parks	\$1,342,119
Surface Water	
Chateau Reach Erosion Control	\$600,000
Habitat Improvements	\$147,000
Stream Corridor Acquisition	\$230,000
Total Surface Water	\$977,000
Grand Total	\$6,156,079

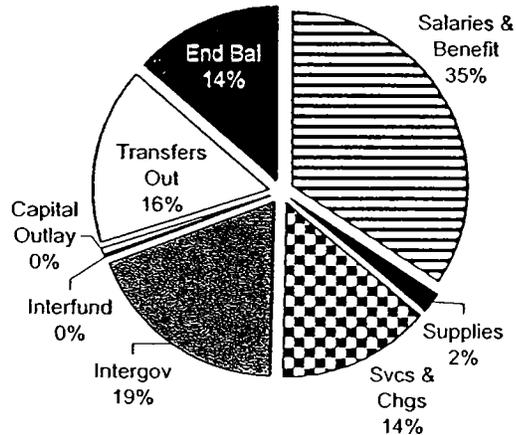
**General Fund
Revenue/Department Budgets**

General Fund Summary 2003

Sources of Revenue: General Fund



Uses/Expenditure: General Fund



	2001 Actual	2002 Actual	2003 Budget
General Fund			
<i>Beginning Balance</i>	\$2,066,292	\$2,303,142	\$1,351,454
<i>Revenue</i>			
<i>Taxes</i>	\$7,279,073	\$7,090,921	\$7,342,030
<i>Permits</i>	\$257,880	\$364,267	\$224,500
<i>Intergovernmental</i>	\$197,032	\$238,538	\$109,000
<i>Charges for Services</i>	\$446,754	\$564,698	\$515,086
<i>Fines</i>	\$46,777	\$51,927	\$42,000
<i>Miscellaneous</i>	\$177,504	\$95,245	\$88,000
<i>Total Revenue</i>	\$8,405,021	\$8,405,596	\$8,320,616
<i>Transfers In</i>	\$247,964	\$0	\$0
<i>Total Available</i>	\$10,719,276	\$10,708,738	\$9,672,070
<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$2,259,919	\$2,487,402	\$2,672,497
<i>Personnel Benefits</i>	\$480,278	\$509,887	\$636,930
<i>Supplies</i>	\$159,593	\$135,140	\$195,264
<i>Other Services and Charges</i>	\$1,276,282	\$1,542,545	\$1,345,550
<i>Intergovernmental</i>	\$1,589,188	\$1,682,321	\$1,851,316
<i>Interfund</i>	\$29,741	\$24,972	\$24,832
<i>Capital Outlay</i>	\$105,356	\$82,932	\$34,347
<i>Total Expenditures</i>	\$5,900,357	\$6,465,199	\$6,760,736
<i>Transfers Out</i>	\$2,515,777	\$2,130,154	\$1,592,465
<i>Ending Balance</i>	\$2,303,142	\$2,113,385	\$1,318,869

General Fund Revenue

Beginning Balance

The General Fund is forecasted to have a beginning fund balance of \$1.4 million.

Taxes

The property tax rate is estimated at \$1.45 per thousand dollars of assessed value, and will provide \$2.4 million. Sales tax revenue is expected to increase only slightly, and provide \$4.6 million. Retail sales continue to provide the largest percentage of sales tax revenue, followed by construction and manufacturing. Gambling and Cable TV franchise fees are expected to remain fairly stable.

Licenses and Permits

Permitting activity is anticipated to be relatively flat, as the Pacific Northwest continues with an uncertain economy. Building activity has remained fairly steady in the last two years.

Intergovernmental

State-shared revenue is a small piece of General Fund revenue, providing revenue to cities on a per capita basis. In 2003, Woodinville will no longer receive MVET replacement funding, which was \$56,000 in 2002.

Charges for Services

Charges for services are expected to remain stable in 2003. Increases would be 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

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$2,066,293	\$2,303,143	\$1,351,454
Taxes			
Property	\$2,269,307	\$2,355,056	\$2,431,410
Sales	\$4,653,685	\$4,409,895	\$4,570,620
Sales-Criminal Justice	\$192,936	\$175,752	\$180,000
Cable TV	\$78,989	\$80,552	\$80,000
Gambling	\$84,156	\$69,666	\$80,000
Subtotal Taxes	\$7,279,073	\$7,090,921	\$7,342,030
Licenses & Permits			
Building	\$130,241	\$222,263	\$140,000
Plumbing	\$11,707	\$21,876	\$8,000
Grading	\$1,779	\$13,680	\$5,000
Demolition	\$1,174	\$980	\$500
Mechanical	\$15,561	\$23,309	\$14,000
Site Development	\$50,541	\$56,717	\$40,000
Right of Way Permit	\$45,687	\$21,625	\$16,000
Misc Permits & Fees	\$1,191	\$3,817	\$1,000
Subtotal Licenses & Permits	\$257,880	\$364,267	\$224,500
Intergovernmental			
State Grants	\$6,851	\$18,666	\$6,000
Local Gov. Assistance	\$54,531	\$56,052	\$0
Liquor Excise Tax	\$32,056	\$32,398	\$32,000
Liquor Board Profits	\$51,462	\$50,365	\$45,000
Motor Vehicle Criminal Justice	\$21,749	\$19,328	\$18,000
Interlocal Grants	\$28,822	\$33,604	\$8,000
Miscellaneous Intergov. Revenue	\$1,562	\$28,125	\$0
Subtotal Intergovernmental	\$197,032	\$238,538	\$109,000
Charges for Services			
Dist/Muni Court Records	\$2,359	\$1,984	\$600
Sales of Publications	\$3,669	\$3,513	\$4,000
UFC Permit Fees	\$4,865	\$5,090	\$4,000
Overhead Charges (SWM)	\$99,736	\$99,736	\$99,736
Recreation Charges	\$49,365	\$67,139	\$100,000
Field Use	\$21,410	\$26,256	\$23,000
Zoning & Subdivision	\$61,935	\$27,788	\$41,200
ESA Bio Review	\$1,480	\$0	\$0
Civil Eng/Life Safety/Landscape Review	\$1,606	\$0	\$18,750
Land Use Application	\$22,967	\$36,709	\$13,800
Plan Check Fee	\$168,353	\$282,691	\$200,000
Other Fees & Chgs	\$9,011	\$13,791	\$10,000
Subtotal Charges for Services	\$446,754	\$564,697	\$515,086
Fines			
Traffic Infraction	\$18,630	\$19,090	\$18,000
Parking Infraction	\$4,776	\$4,841	\$4,000
False Alarm Responses	\$11,850	\$16,200	\$10,000
Miscellaneous Fines & Forfeits	\$11,521	\$11,796	\$10,000
Subtotal Fines	\$46,777	\$51,927	\$42,000
Miscellaneous			
Investment Interest	\$118,013	\$47,391	\$50,000
Sales Tax Interest	\$20,498	\$14,331	\$20,000
Park Facilities/Annex Rental	\$23	\$12,511	\$1,000
Donations from Private Sources	\$38,282	\$20,850	\$17,000
Other	\$688	\$162	\$0
Subtotal Miscellaneous	\$177,504	\$95,245	\$88,000
Other Financing Sources			
Residual Equity Transfer In	\$247,964	\$0	\$0
Subtotal Other Financing Sources	\$247,964	\$0	\$0
Total General Fund Revenue	\$8,652,984	\$8,405,595	\$8,320,616
Total Available	\$10,719,277	\$10,708,738	\$9,672,070

Woodinville City Council

City Councilmembers are dedicated 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 previously 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, or 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.

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.

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 Commissions serve in an advisory role to the Council. 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 the Woodinville Water District, Eastside Transportation Partnership (ETP), A Regional Coalition for Housing (ARCH), Suburban Cities Association (SCA), and the Association of Washington Cities (AWC).

2002 Accomplishments

Community Relations/Customer Service

- 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 1st and 45th District State Legislators.
- Held "hometown" rally for Woodinville High School Baseball team.
- Dedicated Japanese maple from the Selg Family.

Goals for the Year 2003

- Plan, develop and implement a Civic Center Master Plan, integrating the new City Hall, Sorenson property and Wilmot Gateway Park.
- 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**

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$34,800	\$50,700	\$51,600	\$51,600	\$51,600
Benefits	\$3,292	\$4,583	\$4,712	\$4,733	\$4,966
Supplies	\$4,030	\$5,170	\$3,833	\$1,959	\$2,200
Services	\$16,529	\$42,612	\$28,004	\$16,916	\$17,650
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Department Total	\$58,651	\$103,065	\$88,149	\$75,208	\$76,416

COUNCIL

001

005

2003 Expenditure Detail

	Salaries and Wages		
511-60-11-00	Salaries		\$51,600
	Personnel Benefits		
511-60-21-00	Benefits		\$4,966
	Supplies		
511-60-31-31	Office/Operating Supplies		
	General	\$2,000	
	Celebrate Woodinville	\$200	
	Total Supplies		\$2,200
	Other Services and Charges		
511-60-41-00	Professional Services		
	Brightwater consultant	\$3,000	
			\$3,000
511-60-43-00	Travel		
	AWC Conference (lodging)	\$850	
	Council Retreat (lodging/meals)	\$5,200	
	AWC Conference (travel/meals)	\$1,200	
	Travel to local meetings	\$1,500	
	Council meeting meals	\$750	
	Legislative Forum Dinner	\$800	
	Legislative Action Conf (joint cities)	\$250	
	Chamber Luncheons	\$180	
	10th Anniversary Cake	\$250	
			\$10,980
511-60-44-00	Advertising		\$500
511-60-49-20	Miscellaneous		
	Sister City Program	\$1,000	
			\$1,000
511-60-49-10	Education/Training		
	Conference Registration	\$1,320	
	Miscellaneous Training	\$850	
			\$2,170
	Total Other Services & Charges		\$17,650
	DEPARTMENT TOTAL		<u>\$76,416</u>

Legal Services

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.

Legal**Department Summary**

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services	\$67,157	\$125,111	\$126,081	\$162,618	\$150,000
Department Total	\$67,157	\$125,111	\$126,081	\$162,618	\$150,000

001
010**2003 Expenditure Detail***Professional Services*

515-10-41-00	City Attorney	\$145,000		
515-10-41-01	Hearing Examiner	\$5,000		
				<u>\$150,000</u>

Executive Department

The Executive Department provides strategic direction of all City affairs; ensures prudent management of all City resources and stewardship of all funds; protects the public trust and strives to deliver necessary services and approved activities. Positions within the department include the City Manager, Assistant to the City Manager, Communications Coordinator, Executive Secretary, Information Systems Manager, Senior Programmer, and GIS Coordinator.

The Executive Department is responsible to the Council for proper administration of all affairs of the City. Related responsibilities include oversight and management of law enforcement, legal and court services, and human services coordination. The Executive Department also integrates various management planning and implementation activities such as the Six-Year Capital Improvement Plan (C.I.P.) and translates city-wide planning efforts into a cohesive strategy.

In addition, the Executive Department is directly responsible for three operational programs: human resources, information systems, and public relations. Human resource responsibilities include developing personnel policies, establishing compensation and benefit levels, and recruiting and retaining high quality employees. The information systems division oversees the City's computer, telephony and geographic information systems (GIS) programs and assets. The Communications Coordinator is directly responsible for managing the City's overall image through public outreach and public information efforts including the City Newsletter, news releases, advertising, flyers, web-page maintenance and community involvement projects and events.

2002 Accomplishments

Community Relations/Customer Service/Public Information

- Brought design and layout of city newsletter in-house.
- Transfer of all web page and intranet content management from consultant to staff.
- Supported City's Emergency Preparedness campaign through public education, staff training exercises and participation in emergency management networks.
- Coordinated "Quality of Life" resident opinion survey.
- Coordinated community outreach efforts.
- Coordinated Sister City Program decision process to Council.
- City Council Support.
- Developed Community & Media Relations Policy; provided training to employees, Council and volunteer board members.
- Supported Customer Service Team with Action Items.

Personnel

- Coordinated Labor Market Survey.
- Recruited and filled Senior Programmer and GIS Coordinator positions.
- Coordinated personnel training for managers and supervisors.
- Developed administrative procedures for personnel, property and equipment, and purchasing.
- Provided two New Employee Orientation sessions to familiarize with city policies and procedures.

Project Highlights

- Coordinated, negotiated and assisted with major contracts.
- Developed 2003-08 Six-Year Capital Improvement Plan (C.I.P.).

Information Systems Management

- Roll-out of PermitsPlus, Safari.
- Upgrading all desktop work stations to MS Windows 2000.
- Setup of Computer Training Room (Derby Room).
- Migration of Internet Service Provider (ISP) services (Internet Access and Internet Mail) from NWLink to King County I-Net allowing for faster information download.
- Successful installation and configuration of our new Cisco Firewall.
- Launched "Regulations" page to public website posting City ordinances, resolutions, and standards.
- Draft Emergency SOPS.

Goals for the Year 2003

- Coordinate City's 10th Anniversary Celebration in conjunction with Celebrate Woodinville.
- Coordinate and support citizen engagement initiatives through Make the Connection program, Civics Academy, Sister City Program and other opportunities.
- Develop Crisis Communications Plan and provide staff training.
- Pursue annexation of the Grace PAA.
- Work with the Woodinville Chamber of Commerce and other business groups to identify partnership opportunities.
- 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.

- Create a unifying social atmosphere through communications, programs and activities. Recognize and include diversity in outreach awareness activities.
- Support volunteer projects that involve, educate, and develop leadership in the community.
- Implement Phase II of the E-government Strategy. Develop potential e-government applications for website.
- 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.
- Support, develop and install financial management software. Work with Finance Department to develop on-line service capabilities.
- Support crime prevention and emergency preparedness programs.
- Develop emergency operations for computers and telephones.

Information Systems

- Create and publish a City Wide GIS data mode.
- Create or update and maintain an official digital city map representing street rights of way and centerlines.
- Create or update and maintain an official digital city map representing all Woodinville tax parcels records, boundary adjustments and subdivisions.
- Create hydrographic detail and annotation for all Woodinville area streams, wetlands and riparian corridors.
- Provide GIS coordination and support for City services.
- Develop and launch on-line building permit application.
- Form cross department teams to develop web based applications.
- Install, configure and launch Eden Systems upgrade.
- Consolidate data structure on SQL platform.
- Organize and consolidate production files.
- Support policies and procedures for automated data entry.
- Develop emergency preparedness and disaster recovery plans.
- Develop maintenance manual for routine maintenance procedures and checklist desktop computers and telephone peripherals.
- Develop and implement computer resource use policy.
- Cross train IS Division staff on network systems.

Executive

Combined Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$201,201	\$274,347	\$324,485	\$382,311	\$422,692
Benefits	\$48,877	\$57,645	\$63,940	\$71,300	\$92,190
Supplies	\$3,691	\$6,047	\$8,224	\$21,363	\$41,851
Services	\$97,181	\$64,746	\$74,474	\$120,043	\$78,952
Intergov. Svcs	\$11,955	\$0	\$0	\$16,666	\$17,100
Capital Outlay	\$0	\$1,680	\$939	\$16,184	\$11,000
Interfund Payments	\$453	\$387	\$1,031	\$947	\$1,857
Department Total	\$363,358	\$404,851	\$473,093	\$628,814	\$665,642

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Communications Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Information Services Mgr.		1	1	1	1
GIS Coordinator				0.5	0.5
Senior Programmer				0.5	0.5
Position Totals	4	5	5	6	6

Executive**Division Summary**

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$201,201	\$274,347	\$324,485	\$285,239	\$299,100
Benefits	\$48,877	\$57,645	\$63,940	\$53,319	\$65,203
Supplies	\$3,691	\$6,047	\$8,224	\$4,498	\$3,750
Services	\$97,181	\$64,746	\$74,474	\$57,291	\$37,592
Intergov. Svcs	\$11,955	\$0	\$0	\$360	\$600
Capital Outlay	\$0	\$1,680	\$939	\$0	\$8,500
Interfund Payments	\$453	\$387	\$1,031	\$947	\$1,857
Department Total	\$363,358	\$404,851	\$473,093	\$401,654	\$416,601

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Information Services Mgr.		1	1		
Communications Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Position Totals	4	5	5	4	4

Information Systems

Division Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries				\$97,072	\$123,592
Benefits				\$17,981	\$26,988
Supplies				\$16,865	\$38,101
Services				\$62,752	\$41,360
Intergov. Svcs				\$16,306	\$16,500
Capital Outlay				\$16,184	\$2,500
Interfund Payments				\$0	\$0
Department Total				\$227,160	\$249,041

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Information Services Mgr.				1	1
GIS Coordinator				0.5	0.5
Senior Programmer				0.5	0.5
Position Totals				2	2

EXECUTIVE

001
015

2003 Expenditure Detail

	Salaries and Wages		
513-10-11-00	Salaries		\$299,100
	Personnel Benefits		
513-10-21-00	Benefits		\$65,203
	Supplies		
513-10-31-31	Office/Operating Supplies		
	General	\$1,300	
	EE Recognition	\$600	
	Film & Development	\$450	
	Printer Supplies	\$300	
	Emergency Management	\$500	
			\$3,150
513-10-35-00	Small Tools/Minor Equipment		
	Software for Web or Newsletter	\$600	
			\$600
	<i>Total Supplies</i>		\$3,750
	Other Services and Charges		
513-10-41-00	Professional Services		
	Newsletter Printing	\$6,000	
	Graphic Design	\$2,500	
	10th Anniversary Celebration	\$500	
	Code Pub.	\$500	
			\$9,500
513-10-42-00	Communication		
	Monthly Charge	\$2,400	
	Postage	\$7,500	
	Radio	\$350	
	Pager/Cell	\$1,080	
			\$11,330
513-10-43-00	Travel Expense		
	Meals/Lodging/Travel	\$7,332	
	Mileage	\$200	
	Parking	\$120	
			\$7,652
513-10-44-00	Advertising		
	Chamber Directory	\$1,200	
	10th Anniversary Celebration	\$500	
	Misc. (CIP, Sister City, Civics Academy)	\$1,000	
			\$2,700

513-10-49-10	Education/Training		
	AWC Conference	\$715	
	ICMA (Out of State)	\$550	
	Emergency Training	\$350	
	LGPI	\$300	
	N/W Mgmt (Out of State)	\$250	
	Advanced Degree Class - Deborah	\$200	
	AWC Legis. Action Conference	\$180	
	Software Training - Marie	\$150	
	Software Training - Linda	\$100	
			\$2,795
513-10-49-20	Miscellaneous		
	Dues and Memberships		
	WCMA	\$200	
	ICMA	\$885	
	Rotary	\$1,000	
	WPELRA	\$150	
	3CMA	\$350	
	Chamber of Comm.	\$575	
	WSEMA	\$35	
	WATOA	\$50	
	Award Entry Fees (Savvy)	\$100	
	Publications		
	Puget Sound Business Journal	\$75	
	Washington CEO	\$45	
	WA Employment Law	\$150	
			\$3,615
	<i>Total Other Services and Charges</i>		\$37,592
513-10-51-00	Intergovernmental		
	MRSC	\$600	
	<i>Total Intergovernmental</i>		\$600
513-30-95-00	Interfund		
	Vehicle Use		\$1,857
594-13-64-00	Capital Outlay		
	Base Station and antenna	\$8,500	
	<i>Total Capital Outlay</i>		\$8,500
	DEPARTMENT TOTAL		<u>\$416,601</u>

INFORMATION SYSTEMS

001

015

2003 Expenditure Detail

	Salaries and Wages		
518-10-11-00	Salaries		\$123,592
	Personnel Benefits		
518-10-21-00	Benefits		\$26,988
	Supplies		
518-10-31-31	Office Supplies		
	Plotter Paper and Ink	\$1,200	
	Misc.	\$200	
			\$1,400
518-10-35-00	Small Tools/ Minor Equipment		
	User Licenses		
	GIS	\$10,751	
	MS Project	\$1,200	
	Safari	\$3,000	
	Personal Computer/GIS Workstation	\$1,800	
	PC Hardware Upgrades	\$8,000	
	Server Upgrades	\$3,800	
	Misc Software	\$1,500	
	Thin client computers for Council Chambers	\$6,650	
			\$36,701
	Total Supplies		\$38,101
	Other Services and Charges		
518-10-41-00	Professional Services		
	Maintenance Fees		
	Eden	\$14,000	
	GIS	\$9,300	
	Permits Plus	\$8,500	
	Safari	\$3,000	
			\$34,800
518-10-42-00	Communication		
	Pager/Cell	\$900	
	Web Hosting	\$450	
			\$1,350
518-10-43-00	Travel Expense		
	Meals/Mileage	\$110	
			\$110
518-10-44-00	Advertising		
	Classified Ad	\$350	
			\$350
518-10-48-00	Repairs and Maintenance		
	Hardware Repairs	\$2,000	
			\$2,000

518-10-49-10	Education/Training		
	IS Administrator	\$1,000	
	GIS Coordinator	\$875	
	Sr. Programmer	\$875	
			\$2,750
	<i>Total Other Services and Charges</i>		\$41,360
518-10-51-00	Intergovernmental		
	King County I-Net	\$9,000	
	E-Gov Alliance	\$7,500	
	<i>Total Intergovernmental</i>		\$16,500
594-18-64-00	Capital Outlay		
	Back-up switch	\$2,500	
	<i>Total Capital Outlay</i>		\$2,500
	DEPARTMENT TOTAL		<u>\$249,041</u>

Administrative Services Department

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

Administration

Administration includes responsive public reception for City Hall, contract/mail processing, invoice/legislative tracking, and claims for damages. Customer 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 also 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 division 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.

2002 Accomplishments

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.
- Received permit fees.
- Issued pet licenses.
- Recorded Boards and Commission information on after-hours line.
- Continued Refinement of Business Registration Program.
- Distributed Council packets and agendas for public view.
- Recorded weekly agenda information on after-hours information line.

Personnel

- Finance Director serving as GFOA Budget Reviewer.
- City clerk nominated as Vice President of Washington Municipal Clerks Association.
- 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 21 new employees.
- Processed 1884+ checks for \$9.4 million.
- Processed 2035+ payroll and benefit checks for \$3.6 million.
- Administered 225 contracts.
- Processed 146 notary requests.
- Produced over 45 Council Packets.
- Provided support for two Council retreats.
- 2002 Budget received Distinguished Budget Presentation Award from GFOA (Second Year).
- Published 2003 Manager's Recommended Budget.
- Staff lead for jail contract with Renton and Yakima.
- Began credit card acceptance program.
- Began implementation of PERS 3.
- Records Management
 - Developed SOP's for Disaster Preparedness and Recovery.
 - Developed storage media and facilities report.
 - Developed Implementation Strategy for essential records.
- Staff liaison to the Finance Committee, Investment Advisory Committee.
- Spearheaded Safety Committee.
- Coordinated City's wellness program.
 - Organized blood drive in cooperation with Puget Sound Blood Center.
 - Organized HealthCheck Plus Program in cooperation with the Association of Washington Cities.
 - Coordinated flu shots in partnership with Visiting Nurse Services.

Goals for the Year 2003

- Implement new financial software program
- Create tracking system for traffic mitigation payments
- Enhance Legislative Tracking Database
- Develop Claims Tracking Database
- Update Public Disclosure Database
- Complete M: Drive Conversion
- District Court Negotiations

Administrative Services

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$226,673	\$253,512	\$305,053	\$331,538	\$353,230
Benefits	\$60,088	\$67,333	\$71,158	\$76,712	\$91,194
Supplies	\$5,611	\$7,150	\$6,242	\$5,909	\$7,500
Services/Intergov. Svcs	\$43,579	\$69,852	\$49,659	\$45,756	\$58,880
Capital Outlay	\$2,389	\$4,000	\$2,842	\$0	\$0
Interfund Payments	\$680	\$597	\$1,237	\$1,136	\$105
Department Total	\$339,020	\$402,444	\$436,190	\$461,051	\$510,910

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
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	2
Senior Admin Assistant	1	1	1	1	0
Administrative Assistant	1	1	1	1	1
Position Totals	6	6	6	6	6

ADMINISTRATIVE SERVICES

001
020

2003 Expenditure Detail

	Salaries and Wages		
514-30-11	Salaries		\$353,230
	Personnel Benefits		
514-30-21	Benefits		\$91,194
	Supplies		
514-30-31-31	Office/Operating Supplies		
	Binding	\$500	
	Check, Vouchers, Receipts	\$2,000	
	Paper	\$1,500	
	Misc. Supplies	\$1,800	
			\$5,800
514-30-35-00	Small Tools/Minor Equipment		
	Miscellaneous	\$1,700	
			\$1,700
	<i>Total Supplies</i>		\$7,500
	Other Services and Charges		
514-30-41-00	Professional Services		
	Sales Tax Reformat	\$840	
	Minutes	\$7,200	
	Codification	\$4,000	
	Bank Fees	\$500	
	Microfiche	\$4,500	
	Audit	\$20,000	
	Wellness	\$500	
			\$37,540
514-30-42-00	Communication		
	Monthly Cell/Phone Charge	\$3,000	
			\$3,000
514-30-43-00	Travel		
	GFOA/MTA Conf. (Out of State-2)	\$3,600	
	WFOA Conference	\$850	
	WMTA Conference	\$1,000	
	Local Workshops	\$500	
			\$5,950

514-30-44-00	Advertising		\$4,000
514-30-45-00	Operating Rentals		\$200
514-30-48-00	Repairs and Maintenance		\$1,000
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>		\$58,880
	<i>Interfund</i>		
514-30-95-00	Operating Rentals		
	Vehicle Use	\$105	
	<i>Total Interfund</i>		\$105
	DEPARTMENT TOTAL		<u>\$510,910</u>

Community Development Department

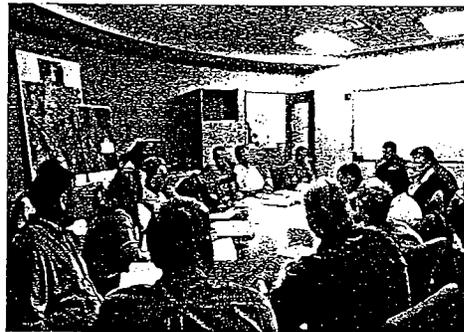
The Department of Community Development (DCD) is one of the primary departments providing ongoing quality customer service to the Woodinville community. It is the mission of the DCD staff to achieve the community's vision for the City of Woodinville through the implementation of the goals and policies 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 and 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 and Emergency Management programs as well as 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.

2002 Accomplishments

- Supported the Sammamish River restoration project (Releaf).
- Supported "Make the Connection" community outreach program.
- Participated in "Derby Group" community meetings and Tourist District outreach.
- Open House staff support for the Neighborhood Traffic Safety Plan.
- Staff and Planning Commission formed and facilitated the completion work of nine Citizen Advisory Panels (CAPs) for the Comp Plan 5-Year Update.
- Participated in ARCH Staff review of proposed affordable housing projects.
- Successfully recruited four new Planning Commissioners.
- Successfully recruited new Tree Board member.
- Supported and brought forward to City Council a Heritage Tree Nomination as recommended by the Tree Board.
- Facilitated Parks & Recreation and Public Works Departments' participation in Tree Board activities.
- 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.
- Prepared Draft Downtown and Little Bear Creek Corridor Master Plan.
- Processed Olsson Annexation.
- Conducted an EOC operations exercise with City staff.
- Participated in Sound Shake 2002 earthquake exercise.
- Coordinated the adoption of the *Regional Disaster Plan for Public and Private Organization in King County*.

Goals for the Year 2003

- Implement Downtown Master Plan.
- Implement the Little Bear Creek Master Plan.
- Include goals and policies in the Comprehensive Plan and Shoreline Master Program pursuant to the Federal Endangered Species Act (ESA) and Tri-County Program.
- Continue coordination of Arbor Day events, Tree City USA Program, and Heritage Tree Program, and Street Tree Inventory Program.
- Continue Implementation of the Design Principles.
- Continue implementation of the City's Housing Strategy Plan, Community Forestry Plan, Master Streetscape Planning and the Historic Preservation Program.
- Continue refinement and testing of the City's emergency response and recovery capabilities.
- Review and revise zoning regulations as needed to be clear, streamlined, and efficient.
- Implementation of ESA Strategy.
- Continue coordination of the Salmon Water Program.
- Continue participation in WRIA 8 regional planning.

Community Development

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$264,294	\$303,523	\$400,795	\$430,812	\$442,895
Benefits	\$73,468	\$75,528	\$92,509	\$93,882	\$110,323
Supplies	\$9,797	\$9,988	\$5,238	\$6,003	\$5,840
Services	\$73,434	\$99,910	\$98,680	\$228,075	\$150,323
Capital Outlay	\$1,585	\$0	\$4,792	\$0	\$0
Intergovernmental	\$6,632	\$6,712	\$3,412	\$197	\$2,000
Interfund Payments	\$786	\$581	\$1,598	\$1,420	\$596
Department Total	\$429,997	\$496,241	\$607,025	\$760,389	\$711,976

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Community Dev. Director	1	1	1	1	1
City Planner	1	1	1	1	1
Planners	2	2	2	2	2
Planning Technician	1	0.75	0.75	0.75	0.75
Permit Technician			1	1	1
Senior Admin. Assistant			0.75	0.75	0.75
Administrative Assistants	2.44	2.75	1	1	1
Position Totals	7.44	7.50	7.50	7.50	7.50

COMMUNITY DEVELOPMENT

001
030

2003 Expenditure Detail

	Salaries and Wages		
558-60-11	Salaries		\$442,895
	Personnel Benefits		
558-60-21	Benefits		\$110,323
	Supplies		
558-60-31-31	Office/Operating Supplies		\$3,815
558-60-35-00	Small Tools/Minor Equipment		\$1,155
558-60-36-00	Miscellaneous		\$870
	<i>Total Supplies</i>		\$5,840
	Other Services and Charges		
	Professional Services		
558-60-41-00	Staff Support	\$4,000	
558-60-41-01	ESA Response Program	\$32,500	
558-60-41-02	Land Use Application Support	\$19,500	
558-60-41-03	5 Yr Comp Plan/LU Code Update, GMA	\$48,560	
	Aquifer Protection		
	Critical Area Update		
	B.A.S.		
558-60-41-10	NW Gateway Master Plan	\$18,000	
			\$122,560
558-60-42-00	Communication		
	Mailings/Courier Services		\$3,200
558-60-43-00	Travel		
	Misc. parking, mileage, meals	\$685	
	ARMA	\$250	
	Planning Directors Conference	\$425	
	Wetland Conference	\$350	
	Planning Commission Conference	\$200	
	Council/Commission Jt. Meetings	\$100	
			\$2,010
558-60-44-00	Advertising		\$10,000
558-60-45-00	Operating Rentals		\$100
558-60-48-00	Repairs and Maintenance		\$250

558-60-49-10	Education/Training		
	Tuition/Degree Program	\$3,358	
	ECTC/Professional Classes	\$1,800	
	Planning Directors Conference	\$125	
	EDC Conference	\$100	
			\$5,383
558-60-49-20	Miscellaneous		
	APA Membership (5)	\$1,410	
	State Planning Directors Assoc.	\$50	
	ARMA Membership	\$140	
	State Emergency Management Assoc.	\$50	
	National Arbor Day Foundation	\$30	
	American Forest Membership	\$25	
	Society of Environmental Restoration NW	\$15	
			\$1,720
558-60-49-30	Printing		
	Printing, general	\$5,100	
	<i>Total Other Services and Charges</i>		\$150,323
	<i>Intergovernmental</i>		
558-60-51-00	Intergovernmental Professional Services		
	Historical Preservation	\$1,500	
	King County Recording Fees	\$500	
	<i>Total Intergovernmental</i>		\$2,000
	<i>Interfund</i>		
558-60-95-00	Operating Rentals		
	Vehicle Use	\$596	
	<i>Total Interfund</i>		\$596
	DEPARTMENT TOTAL		<u>\$711,976</u>

Court Services

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

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.

Court Services
 Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services	\$47,973	\$66,200	\$80,302	\$76,900	\$65,000
Intergovernmental	\$113,227	\$115,956	\$113,451	\$209,844	\$112,000
Department Total	\$161,200	\$182,157	\$193,753	\$286,744	\$177,000

COURT SERVICES

001
040

2003 Expenditure Detail

Other Services and Charges

512-50-41-00	Professional Services	
	Attorney Services	
	Public Defense	
	<i>Total Other Services and Charges</i>	\$65,000

Intergovernmental & Interfund

512-50-51-10	Professional Services-Jail	\$70,000
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
	<i>Total Intergovernmental & Interfund</i>	\$112,000

DEPARTMENTAL TOTAL

\$177,000

Law Enforcement

Law enforcement for the City of Woodinville is provided by contract with the King County Sheriff's Office. Contracted services include reactive patrol functions as well as support and specialized services such as Major Accident Reconstruction Response (MARR), Fraud Unit, Major Crimes, Canine (K-9), Burglary/Larceny Detectives, Hostage Negotiations, Tactical Unit, 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 Field Operations are handled by Sgt. Kent Baxter. The Communications Coordinator from the Executive Department supports crime prevention programs such as Operation I.D., neighborhood block watch and vacation check.



2002 Accomplishments

Community Relations

- First full year enforcing Driving While License Suspended (DWLS) ordinance. Improved driver accountability and cleared up license and insurance problems for over 90 suspended drivers so far.
- Continued School Resource Program (SRO) – Officers are active SROs at Leota Junior High and Woodinville High School.
- Continued to assist schools in establishing standardized response and tactics to all school related incidents requiring police and fire response.
- Continued to survey schools to assure emergency response plans have been created. Provided King County with plans for regional response computer program.
- Bicycle Registration Program.
- Maintained Alarm Registration Program for residential and commercial alarm users; false alarms continue to be reduced by 50% since the program began.
- 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 the annual DUI Simulation Drill at Woodinville High School. Sgt. Baxter served on panel discussion.
- Promoted National Night Out and Crime Prevention month.
- Assisted with City's Emergency Management Plan and participated on-going exercises on a regional basis.
- Provided a combined Citizen's Academy with the Cities of Shoreline, and Kenmore.

Personnel

- Selected 1 officer to fill a vacant position that was created by transfer of an existing Officer.
- Continued Department of Corrections monitoring program of parolees and sex offenders.
- Conducted Officer training in IRIS computer system and implemented program with laptops in police vehicles.
- Obtained certification from the State Bicycle Training Course for two Woodinville Officers bringing us up to six bike-qualified Officers.
- Provided training to several King County recruits.
- Provided the "Reid Interview" training to all Woodinville Officers.

Goals for the Year 2003

- Continue the School Resource Officer program.
- Increase the use of bike patrol Officers throughout the City.
- Continue promoting all existing programs such as House Checks for residents on vacation, bicycle registration, the False Alarm reduction program, Child Identification Kits, Block Watch, Project Home Safe, Party Patrol, Child safety classes, and victim call back. Add new programs where needed.
- Increase traffic safety enforcement around the school zones and provide a safe environment for the students and citizens within the City.
- Work closely with King County implementing the Managing Patrol Performance (MPP) computer program that aids in establishing performance forecasts and calculating problem solving time for the Officers in the City.
- Continue to improve the communication links with King County and the IRIS program.
- Continue Field Training Officer (FTO) program.
- Provide a yearly citizen's academy for residents.
- Work closely with King County to improve the MAPPS program assuring any response to schools and apartment complexes will be done with the most updated information available.

Law Enforcement

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Supplies	\$2,190	\$811	\$3,361	\$1,991	\$3,290
Services	\$17,086	\$7,841	\$7,733	\$6,615	\$10,010
Intergovernmental	\$1,218,095	\$1,296,880	\$1,355,744	\$1,407,918	\$1,550,642
Capital Outlay	\$1,624	\$5,383	\$0	\$1,769	\$0
Department Total	\$1,238,995	\$1,310,916	\$1,366,839	\$1,418,293	\$1,563,942

LAW ENFORCEMENT

001
050

2003 Expenditure Detail

Supplies		
521-10-31-31	Office/Operating Supplies	\$965
521-10-35-00	Small Tools/Minor Equipment	\$2,325
	<i>Total Supplies</i>	\$3,290
 Other Services and Charges		
521-10-41-00	Professional Services	\$2,350
521-10-42-00	Communication	\$3,300
	Cell Phones/WAN Line	
	Pagers	
	(Cell phones, postage, pagers, WAN Line)	
521-10-43-00	Travel	\$490
521-10-45-00	Operating Rentals	\$470
521-10-48-00	Repairs	\$490
521-10-49-10	Education/Training	\$1,450
521-10-49-20	Miscellaneous	\$1,460
	<i>Total Other Services and Charges</i>	\$10,010
 Intergovernmental & Interfund		
521-10-51-00	Intergovernmental Professional Services	
	Police Contract	\$1,499,502
	Computer Replacement	\$9,640
	Special Events	\$14,500
	Reserve \$ for Marine, Drug & Air	\$10,000
	K-9 Reserve	\$10,000
	Overtime Actuals Reserve	\$7,000
	<i>Total Intergovernmental & Interfund</i>	\$1,550,642

DEPARTMENT TOTAL

\$1,563,942

Public Works Department

The focus for Public Works in the 2003 budget is to increase the in-house capabilities in maintenance operations within a budget that is less than the actual expenditures for 1999 and to maintain or improve the level of services delivery from past years. Engineering made the outsource transition to in-house in 2000/2001 and plan to continue in this mode in 2003.

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.

2002 Accomplishments

Community Relations/Customer Service

- Held six open meetings with residents on Neighborhood traffic safety concerns.
- Coordinated with Woodinville Garden Club to begin planter replacement to trio tub arrangements along NE 175th Street.
- Coordinated with King County and implemented the 2002 spring tree chipping event.
- Coordinated and implemented the 2002 citywide recycling program.
- Continued coordinating meetings with WSDOT, King County, Snohomish County, Bothell, and Redmond.
- Held stakeholders meetings with Hollywood (SR 202/138th) Roundabout intersection project.
- Participated as a member of the Derby Group (Tourist District).
- Participated as the City's represented Board member for the Woodinville Chamber of Commerce.

Personnel

- Continued to use intern for engineering services.
- Hired additional seasonal employees to model landscape and road maintenance programs.
- 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 design, secured easements, and begun construction on Phase II of the 133rd Avenue NE Grid Road.
- Completed construction of the SR 202/Little Bear Creek Parkway Phase I – Stage I intersection improvements.
- Completed design and begun construction of the NE 175th (Cemetery) westbound right turn extension project.
- Completed the 2002 Pavement Overlay program.
- Completed the 124th Avenue NE roadway improvement project.
- Completed the final phase of the 140th/175th Avenue NE intersection improvements.
- Completed pedestrian crossing at 140th Avenue NE/NE 182nd Street.
- Completed design, acquired easement, and begun construction of the Little Bear Creek Parkway/Mill Place signal and intersection improvements.
- Complete fish barrier removal/enhancement project on Little Bear Creek at NE 205th Street.

Goals for the Year 2003

- Begin acquisition of right of way easements along Little Bear Creek Parkway.
- Study and possible design signal improvements at 133rd Avenue NE/171st Avenue NE intersection.
- Begin construction of 127th/SR 202 interim traffic signal improvements.
- Complete construction of Cemetery/NE 175th Street westbound right turn lane.
- Develop and implement a 2003 pavement overlay.
- Adopt Traffic Mitigation 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.
- Begin study for SR202 corridor from SR522-SR520.

Public Works
Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$112,171	\$174,131	\$210,969	\$224,292	\$188,168
Benefits	\$25,721	\$37,230	\$40,124	\$42,096	\$48,766
Supplies	\$8,530	\$5,284	\$7,906	\$3,921	\$4,820
Services	\$47,927	\$24,730	\$37,373	\$41,279	\$24,020
Capital Outlay	\$11,961	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$11,853	\$8,982	\$6,848	\$12,800
Interfund Payments	\$283	\$559	\$0	\$0	\$876
Department Total	\$206,594	\$253,786	\$305,354	\$318,436	\$279,450

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
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	1.45
Field Engineer		0.25	0.25	0.25	0.25
Traffic Planner		0.50	0.50	0.50	0.50
Public Works Assistant	0.50				
Senior Admin Assistant	0.50	0.50	0.50	0.50	0.50
Position Totals	2.50	3.20	3.20	3.20	3.20

Interns	Hours 4096	Hours 2016	Hours 2016	Hours 0
---------	---------------	---------------	---------------	------------

PUBLIC WORKS

001
060

2003 Expenditure Detail

Salaries and Wages

Salaries **\$188,168**

Personnel Benefits

Benefits **\$48,766**

Supplies

532-10-31-31	Office/Operating Supplies		
	General Office Supplies	\$800	
	Reproduction Supplies	\$800	
	Presentation (non project)	\$600	
	Project Books	\$300	
	Safety Supplies	\$120	
	Survey Supplies	\$300	
	Misc.	\$200	
			\$3,120
532-10-35-00	Small Tools/Minor Equipment		
	Auto CAD Light	\$600	
	Engineering Software	\$400	
	Engineering/Survey Tools	\$400	
			\$1,400
532-10-36-00	Miscellaneous		
	Recycling supplies		\$300
	<i>Total Supplies</i>		\$4,820
	Other Services and Charges		
532-10-41-00	Professional Services		
	Recycling Program	\$12,000	
			\$12,000
532-10-42-00	Communication		
	Monthly phone service	\$800	
	Cell phone charges	\$2,000	
	Community Outreach & Open House	\$600	
	Neighborhood Traffic Safety	\$500	
			\$3,900
532-10-43-00	Travel		
	Meetings, Training	\$500	
	WSDOT & ITE meetings/training	\$300	
	Other travel costs	\$800	
			\$1,600

532-10-44-00	Advertising		
	Small Works/Prof. Svc Call	\$600	
	Positions	\$400	
	Special Projects	\$400	
	Public Notice (Open House)	\$400	
			\$1,800
532-10-48-00	Repairs and Maintenance		
	Computer, Plotter & Survey Equipment		\$800
532-10-49-10	Education/Training		
	APWA Conf. & Meetings	\$1,100	
	APWA Training	\$400	
	Administration	\$400	
	Computer Training	\$400	
	General Training WSDOT, Fed	\$400	
	PW Project Training	\$300	
	ESA Training	\$300	
			\$3,300
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>		\$24,020
	<i>Intergovernmental</i>		
532-10-51-00	CTR Program	\$12,800	
	<i>Total Intergovernmental</i>		\$12,800
	<i>Interfund</i>		
531-10-95-00	Interfund Payments for Services		
	Vehicle Use	\$876	
	<i>Total Interfund</i>		\$876
			<u>\$279,450</u>

Permit Center

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$233,897	\$406,630	\$512,946	\$531,978	\$551,844
Benefits	\$60,289	\$97,996	\$111,681	\$106,655	\$127,421
Supplies	\$9,674	\$23,344	\$15,799	\$13,859	\$22,605
Services	\$294,774	\$110,380	\$35,184	\$28,693	\$68,915
Capital Outlay	\$21,747	\$45,009	\$1,703	\$10,985	\$2,500
Interfund Payments	\$11,134	\$11,624	\$18,990	\$11,266	\$11,266
Department Total	\$631,515	\$694,984	\$696,302	\$703,436	\$784,551

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Permit Center Director	1	1	1	1	1
Senior Engineer					
Building Inspector	1	2	2	1	2
Code Enforcement		1	1	1	1
Building Plans Examiner	1	1	1	1	
Civil Plans Examiner (Sr. Eng)	1	1	1	1	1
Permit Tech	1	3	3	3	2
Permit Supervisor	1	1	1	1	1
Civil Site Field Inspector		1	1	1	1
Senior Admin Assistant	2	1	0.9	0.9	0.9
Position Totals	8	12	11.9	10.9	9.9

PERMIT CENTER

001
070

2003 Expenditure Detail

	Salaries and Wages		
559-20-11-00	Salaries		\$551,844
	Personnel Benefits		
559-20-21-00	Benefits		\$127,421
	Supplies		
559-20-31-31	Office/Operating Supplies		
	File folders (TRC Program)	\$975	
	File folders (Permits)	\$975	
	Office/Operating Supplies - other	\$11,560	
	Code Enforcement Supplies	\$1,500	
			\$15,010
559-20-35-00	Small Tools/Minor Equipment		
	Tape recorder (TRC Program)	\$300	
	Storage cabinet (fireproof) (records mgmt)	\$575	
	Four drawer file cabinet	\$975	
	Microfiche Reader (front counter)	\$945	
	Stamps	\$600	
	Code Enforcement supplies (screw gun, hammer, ladder, boots, uniforms, hand tools)	\$1,450	
	Digital camera	\$550	
	Amber light bar for vehicle	\$500	
	Miscellaneous	\$1,500	
			\$7,395
559-20-36-00	Miscellaneous		\$200
	<i>Total Supplies</i>		\$22,605
	Other Services and Charges		
559-20-41-00	Professional Services		
	Civil Engineering & Life Safety	\$12,750	
	Landscaping Review	\$6,000	
	Sound Engineer	\$700	
	Water/Material Testing	\$700	
	Microfiche	\$9,700	
	Digital Photos	\$1,000	
	Temp Clerical	\$2,000	
	Reprographic Services	\$800	
	Code Enforcement Abatement Fund	\$5,000	
	Court Filing Fees	\$5,000	
			\$43,650

559-20-42-00	Communication		
	Eastside Public Safety	\$2,600	
	AT&T monthly charges	\$1,700	
	Nextel (wireless)	\$800	
	Phone Tree Changes	\$650	
	Verizon office monthly charges	\$3,300	
			\$9,050
559-20-43-00	Travel		
	WA Bldg Official Meetings Permit Center Dir.	\$250	
	ICBO Conference (Permit Center Dir.)	\$1,800	
	Permit Tech Conference (Permit Supervisor)	\$1,000	
	WACE (Code Enforcement Officer)	\$300	
	APWA Fall Conference (Civil Plans Examiner)	\$200	
			\$3,550
559-20-44-00	Advertising		
	Journal of Commerce	\$175	
	Woodinville Weekly	\$175	
	Seattle Times	\$775	
			\$1,125
559-20-48-00	Repairs and Maintenance		
	Sharp Copier	\$750	
	Miscellaneous	\$300	
			\$1,050
559-20-49-10	Education/Training		
	Conference Registrations	\$1,500	
	Permit Technician conference (Permit Supervisor)	\$300	
	NW Chapter ICBO Annual Seminar (Plans Ex., Bldg Insp., Permit Director)	\$825	
	APWA Fall Conference (Civil Plans Ex.)	\$500	
	Code Enforcement	\$1,000	
	APWA Fall Conference	\$300	
	AWC Construction Erosion & Sedimentation Control Certification	\$500	
	Plans Examiner Re-certification	\$50	
	CBO Certified Building Official certification	\$450	
	Plumbing Insp. Re-certification	\$50	
	Plans Examiner Certification	\$695	
	Plans Examiner Test	\$140	
	Customer Service Training	\$250	
	Building Codes I classes	\$300	
	Building Codes II classes	\$300	
	DOE Drain Manual Western Washington training	\$300	
	Blue Print Reading classes	\$250	

	Power Point Training	\$250	
	Sr. AA classes	\$300	
	Miscellaneous training	\$1,615	
			\$9,875
559-20-49-20	Miscellaneous		
	American Association of Code Enforcement membership dues (Code Enforcement Officer)	\$45	
	American Public Works Association membership dues (Civil Plans Examiner)	\$95	
	Association of Permit Technicians membership dues (Permit Supervisor and Permit Technicians)	\$75	
	ICBO membership dues (Permit Director)	\$85	
	Washington Association of Building Officials membership dues (all staff)	\$50	
	Washington Association of Code Enforcement membership dues (Code Enforcement Officer)	\$45	
	Western Washington ICBO membership dues (Plans Examiner)	\$20	
	Miscellaneous	\$200	
			\$615
	<i>Total Other Services and Charges</i>		\$68,915
	<i>Interfund Payments for Service</i>		
559-20-95-00	Vehicle Use		\$11,266
	<i>Capital Outlays</i>		
594-59-64-00	Base Radio Station	\$2,500	
	<i>Total Capital Outlay</i>		\$2,500
	DEPARTMENT TOTAL		<u>\$784,551</u>

Facilities Department

During the Year 2003, 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.

2002 Accomplishments

- ❑ Old Woodinville School House declared unsafe by Building Official.
- ❑ Gas leaks in Sorenson repaired.
- ❑ Decommissioned Old Woodinville Schoolhouse boiler/steam system.
- ❑ Renovation of Sorenson Elementary to Community Center.
- ❑ Assisted Parks Department and Chamber of Commerce with move to Sorenson.
- ❑ Completed repair of the outside masonry veneer damage and of the beams that (provide support to the first and second floor surface of the old Woodinville Schoolhouse FEMA grant).
- ❑ Transitioned new City Hall from warranty to maintenance/repair contracts.
- ❑ Increased service maintenance level by additional 5,000 square feet (approximate).
- ❑ Increased service maintenance level with addition of Sorenson swimming pool.
- ❑ Multiple repair work to Sorenson swimming pool.
- ❑ Reduced operating expenditure by 10%.

Goals for the Year 2003

- ❑ Provide outstanding customer service by ensuring the buildings and properties are well maintained.
- ❑ Prepare service contracts for all equipment and services.
- ❑ 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.
- ❑ Contract for upgrades or changes to the Annex Building that may be necessary to continue the Recreation Program.

Facilities

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries			\$32,955	\$65,560	\$78,720
Benefits			\$9,750	\$18,098	\$25,689
Supplies			\$14,860	\$22,769	\$25,850
Services			\$79,846	\$309,884	\$206,111
Capital Outlay			\$2,252	\$0	\$0
Interfund Payments			\$0	\$0	\$0
Department Total			\$139,663	\$416,311	\$336,370

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Facilities Maintenance Worker I			1	1	1
Facilities Maintenance Worker II				1	1
Position Totals			1	2	2

FACILITIES

001

070

2003 Expenditure Detail

	Salaries and Wages		
518-30-11	Salaries		\$78,720
	Personnel Benefits		
518-30-21	Benefits		\$25,689
	Supplies		
518-30-31-31	Office/Operating Supplies		\$17,500
518-30-35-00	Small Tools/Minor Equipment		
	Miscellaneous Tools & Equipment	\$1,300	
	12' A Frame Ladder & Extension Ladder	\$375	
	Vacuum Cleaner commercial grade, upright	\$450	
	DDC software upgrade	\$975	
	DDC Modem	\$150	
	Miscellaneous dusting, washing	\$1,000	
	Door mats (all major doors)	\$500	
	Wet Floor Cones	\$200	
	Clothing (boots, overalls, gloves, safety equip)	\$200	
	Material Handling Equipment Mover	\$400	
	Pool Equipment for maintenance	\$1,000	
	Waste Baskets Front Lobby	\$100	
	Fire Extinguisher Replacement	\$200	
			\$6,850
518-30-36-00	Miscellaneous		\$1,500
	<i>Total Supplies</i>		\$25,850
	Other Services and Charges		
518-30-41-00	Professional Services-Maintenance Contracts		
	Power Generator	\$1,200	
	AV Equipment	\$500	
	Fire Sprinkler System (annual) 2 bldgs	\$1,500	
	Water system check valve assemblies 2 bldgs	\$480	
	Lockwork (rekeying as needed)	\$2,250	
	Elevator Service/Maintenance	\$1,350	
	Light bulb replacement (special high labor)	\$3,100	
	HVAC Maintenance	\$4,000	
	Window cleaning (Twice annual-separate contract)	\$2,500	
	Fire Alarm System Annual Maintenance	\$4,500	
	Fire Alarm Monitoring Company	\$1,500	
	Sorenson Compressor Maintenance	\$300	
	DDC Annual Maintenance	\$5,766	
	Fire Extinguisher Maintenance	\$700	
	DDC Monitoring	\$600	
			\$30,246

518-30-42-00	Communication		
	Verizon office monthly charges	\$600	
	Nextel Wireless monthly charges existing	\$1,440	
	Installation of new line	\$100	
	Nextel Wireless monthly charges new phone	\$800	
	New cell phone	\$200	
	Phone Move	\$400	
			\$3,540
518-30-43-00	Travel		\$300
518-30-44-00	Advertising (Bids)		
	\$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	\$4,280	
	Electricity	\$62,244	
	Natural Gas	\$32,156	
	Solid Waste	\$8,650	
			\$107,330
518-30-48-00	Repairs and Maintenance		
	Plumber	\$11,300	
	HVAC	\$14,800	
	Electrical	\$13,600	
	General Contractor	\$15,500	
			\$55,200
518-30-49-10	Education/Training		\$2,600
518-30-49-20	Miscellaneous		
	Uniform Fire Code Annual Permit	\$750	
	Elevator Permit Labor & Industry	\$120	
	Boiler Permit	\$150	
			\$1,020
	<i>Total Other Services and Charges</i>		\$206,111
	DEPARTMENT TOTAL		<u>\$336,370</u>

Parks and Recreation

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.

Using the vision created in the Council's Parks, Recreation, and Open Space Plan and Five Year Recreation Plan, the parks and recreation staff develops and maintains a network of facilities and programs serving current users and accommodating future growth. In addition, the staff works to develop community partnerships, education, leadership, training, and volunteer programs in an effort to provide citizens with the greatest possible range of parks and recreation benefits.

2002 Accomplishments

Parks Division

- Coordinated review of over 16 special event permit applications
- Reduced water usage for fields and parks through irrigation management.
- Coordinated Woodinville Art Walk Program, with installations in Wilmot Park, Woodin Creek Park, and DeYoung Park.
- Developed Sorenson Pool status report for Commission and Council Review.
- Created a City Gift and Donation Program and published a catalog with information on process and products.
- Participated in regional efforts to manage waterfowl impacts through an Interlocal Agreement with local municipalities and the U.S. Department of Wildlife.
- Hosted the Volunteer Appreciation Dinner, attended by over 150 City volunteers.

Recreation Division

- Planned and executed the City's Seventh Annual Woodinville Family Fourth of July Celebration.
- Created the "Passport to the World" cultural awareness event in conjunction with Celebrate Woodinville and the proposed Sister City program.
- Created Skate/BMX Park web page.
- Launched an expanded senior program through a facility partnership with the Northshore Senior Center.
- Produced and published the seasonal Park and Recreation Guide for distribution to Woodinville area residents.
- Doubled participation in popular adult fitness programs and retained key contractor and instructors for development of on-going Community Center programs.
- Coordinated the implementation of a new software tracking system for recreation program registration.

Project Highlights

- Completed park master plan and conceptual design of the Skate/BMX Park.
- Completed the Conceptual Plan for Little Bear Creek Lineal Park and coordinated the merging of this plan with the draft Downtown Plan.
Applied for and was ranked No. 3 project in the state in competitive program to receive \$475,000 in federal funds for the Skate/BMX Park.
- Launched the Volunteer Concierge Program in conjunction with the Customer Service Team to provide a welcoming and informative front desk volunteer at City Hall.
- Prepared analysis of functionality of the Old Woodinville School for future Community Center service delivery.
- Complete review of Skate/BMX Phase of Little Bear Creek Park and prepared for bids and construction.
- Completed mandatory requirements of Washington Cities Insurance Authority Risk Management Audit.

Goals for the Year 2003

- Maintain the quality of special events while transitioning them to community management.
- Establish viable and sustainable Community Center operations.
- Maintain levels of service in existing and new park facilities.
- Use collaboration and teamwork in problem solving.
- Make the most efficient use of scarce resources.

Parks and Recreation

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$206,262	\$253,950	\$421,115	\$469,312	\$583,347
Benefits	\$49,054	\$76,462	\$86,402	\$96,413	\$136,381
Supplies	\$33,707	\$38,545	\$51,078	\$35,154	\$55,308
Services	\$274,111	\$359,481	\$292,842	\$275,015	\$250,013
Capital Outlay	\$27,036	\$70,400	\$52,367	\$5,731	\$20,846
Intergovernmental	\$34,331	\$13,950	\$10,953	\$11,852	\$23,600
Interfund Payments	\$4,353	\$4,422	\$6,885	\$10,134	\$10,133
Department Total	\$628,854	\$817,210	\$921,643	\$903,611	\$1,079,629

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
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	0.5
Recreation Coordinator		0.5	1	1	1
Volunteer Coordinator	0.75	0.75	0.75	0.75	0.75
Senior Admin Assistant	1	1	1	1	1
Recreation Assistant I					0.75
Administrative Assistant			1	1	1
Parks Maint. Supervisor		1	1	1	1
Maintenance Worker II					1
Maintenance Worker I	1	1	1	1	0
Position Totals	5.25	6.75	8.25	8.25	9.00

	Hours	Hours	Hours	Hours	Hours
Summer Intern	1026	480	1406	1406	
Instructors/Monitors/Office Help		850	2300	2300	3108
Seasonals (Parks)		650	1740	1740	5510

PARKS

001

080

2003 Expenditure Detail

	Salaries and Wages		
576-30-11	Salaries		\$350,100
	Personnel Benefits		
576-30-21	Benefits		\$84,639
	Supplies		
576-30-31-31	Office Supplies		\$700
576-30-31-32	Operating Supplies		
	Park Maintenance Supplies	\$5,054	
	Garbage Bags	\$1,120	
	Container Plants	\$1,650	
	Ballfield Conditioner	\$676	
	Hardware	\$2,450	
	Volunteer Awards & Pins	\$300	
	Volunteer Supplies	\$600	
	Landscaping/Janitorial Supplies	\$15,825	
	General Supplies	\$700	
			\$28,375
576-30-35-00	Small Tools/Minor Equipment		
	Volunteer Tools	\$300	
	Misc. Small Tools	\$500	
	Landscaping/Janitorial Tools	\$900	
	Park Maintenance Tools	\$5,600	
			\$7,300
576-30-36-00	Miscellaneous		
	Park Maintenance Misc. Supplies	\$1,860	
	Misc. Supplies	\$1,000	
			\$2,860
	Total Supplies		\$39,235
	Other Services and Charges		
576-30-41-00	Professional Services		
	Park Maintenance Prof. Service	\$2,800	
	Park Mechanical/Electrical	\$1,000	
	Fence Repair	\$1,500	
	Landscape Maintenance	\$6,000	
	Green Disposable Fees	\$750	
	Arborist Service	\$1,000	
	Volunteer Recognition Dinner	\$300	
	Minute Transcription	\$2,000	
	Art Walk	\$4,000	
	Microfiche Dept. Files	\$800	
	General Service	\$1,250	
			\$21,400

576-30-42-00	Communication		
	Cell. Phone/Service	\$4,000	
	Nextel Plan	\$600	
	Postage/Courier	\$500	
			\$5,100
576-30-43-00	Travel		
	Workshops/Meetings	\$300	
	WRPA Conference (LY, BM, BE)	\$1,200	
	Food/Beverage - Public Meetings	\$100	
	Food/Beverage - Volunteers	\$700	
	Food/Beverage - Volunteers Dinner	\$400	
			\$2,700
576-30-44-00	Advertising		
	Classified Ads	\$500	
	Art Walk - call for artist	\$300	
	Public Meetings	\$500	
	Volunteer Thank-You	\$250	
			\$1,550
576-30-45-00	Operating Rentals		
	Park Maint. Equip. Rental	\$1,500	
	Woodin Cr. Sanican	\$400	
	Volunteer Projects	\$300	
			\$2,200
576-30-47-00	Utility Services		
	Water/Sewer Service		\$30,000
576-30-48-00	Repairs and Maintenance		
	Building/Park Structures	\$2,750	
	Mowers	\$750	
	Small Equipment	\$500	
	Arbor/tile work	\$7,393	
	Irrigation Repairs	\$750	
	Office Equipment	\$500	
			\$12,643
576-30-49-10	Education/Training		
	WRPA Conference (LY, BM, BE)	\$900	
	Park Maintenance Training	\$450	
	ECTC Classes	\$400	
	Landscape Training	\$700	
	Misc. Training	\$250	
			\$2,700

576-30-49-20	Miscellaneous		
	WRPA Memberships (LY & BM)	\$300	
	Photo Processing	\$100	
	Miscellaneous	\$250	
			\$650
576-30-49-30	Printing		
	General	\$350	
	Capital Projects	\$400	
	Volunteer Recognition Invitations	\$350	
			\$1,100
	<i>Total Other Services and Charges</i>		\$80,043
576-30-51-00	<i>Intergovernmental Professional Services</i>		
	Canada Goose Committee/Disp.	\$3,450	
	King Co. Roads	\$11,000	
	King Co. Sign Shops	\$750	
	Intergovernmental Prof Svcs.	\$400	
	<i>Total Intergovernmental</i>		\$15,600
594-76-64-00	<i>Capital Outlay</i>		
	Cleaning Stations	\$2,250	
	Public Art Program	\$12,996	
	<i>Total Capital Outlay</i>		\$15,246
576-30-95-00	<i>Interfund Payments for Service</i>		
	Vehicle Use		\$8,509
	<i>DEPARTMENT TOTAL</i>		<u>\$593,372</u>

RECREATION PROGRAM

001

080

2003 Expenditure Detail

	Salaries and Wages		
574-20-11-00	Salaries		\$233,247
	Personnel Benefits		
574-20-21-00	Benefits		\$51,742
	Supplies		
574-20-31-31	Office Supplies		\$1,500
574-20-31-32	Operating Supplies		
	Teen Program	\$1,805	
	Youth	\$3,498	
	Adult	\$1,000	
	Special Rec	\$740	
	WCC Operations	\$750	
	General Supplies	\$500	
	Special Events Supplies	\$1,000	
			\$9,293
574-20-35-00	Small Tools/Minor Equipment		
	Youth Sport Equipment	\$1,500	
	Adult League Equipment	\$500	
	Stacking Chairs/Rack	\$1,500	
	Teen program Equip	\$150	
	General	\$700	
	Special Event - General	\$280	
			\$4,630
574-20-36-00	Miscellaneous		
	Recreation Misc. Supplies	\$450	
	Special Events Misc. Supplies	\$200	
			\$650
	<i>Total Supplies</i>		\$16,073
	Other Services and Charges		
	Professional Services		
574-20-41-00	Other Prof Svcs	16,900	
574-20-41-01	Teens Programs	\$8,600	
574-20-41-02	Youth Programs	\$48,240	
574-20-41-03	Adult Programs	\$10,380	
574-20-41-04	De Young Concerts	\$5,000	
574-20-41-05	Light Festival	\$5,000	
574-20-41-06	4th of July	16,200	
574-20-41-07	Special Recreation	\$13,000	
			\$123,320

574-20-42-00	Communication			
		Miscellaneous	\$200	
		Rec Guide Postage	\$5,500	
		4th of July	\$500	
		Phone Service	\$3,500	
				\$9,700
574-20-43-00	Travel			
		Facility Mgmt School	\$250	
		Special Olympics Coach	\$250	
				\$500
574-20-44-00	Advertising			
		Recreation Advertising	\$500	
		Summer Concerts	\$800	
		4th of July	\$1,000	
		Classified Ads	\$300	
		Light Festival	\$800	
				\$3,400
574-20-45-00	Operating Rentals			
		Facility Rentals	\$2,000	
		Teen Program Rentals	\$300	
		WCC Operations	\$2,100	
		Recreation Program Rentals	\$500	
		Special Events/Concert Rentals	\$3,800	
		Waste Management	\$4,000	
				\$12,700
574-20-48-00	Repairs and Maintenance			
		WCC Equipment Repairs	\$350	
		Phone/Computer Repairs	\$500	
		Sound Equipment	\$500	
		Banner/Sign Repair	\$300	
				\$1,650
574-20-49-10	Education/Training			
		WRPA Conference	\$250	
		Facility Management (Out of State)	\$550	
				\$800
574-20-49-20	Miscellaneous			
		Film Processing	\$500	
		WRPA/NRPA Memberships	\$300	
				\$800

574-20-49-30	Printing		
	Recreation Guides	\$13,000	
	Concert Series	\$800	
	Youth Art Show	\$300	
	Misc. Events	\$900	
	WCC Letterhead	\$300	
	4th of July	\$1,300	
	Light Festival	\$500	
			\$17,100
	<i>Total Other Services and Charges</i>		\$169,970
574-20-51-00	<i>Intergovernmental Professional Services</i>		
	Specialized Rec. Service	\$1,000	
	4th of July Transportation-Metro	\$7,000	
	<i>Total Intergovernmental</i>		\$8,000
574-20-95-00	<i>Interfund Payments for Service</i>		
	Vehicle Use		\$1,625
594-74-64-00	<i>Capital Outlays</i>		
	Basketball Hoops	\$5,600	
	<i>Total Capital Outlays</i>		\$5,600
	DEPARTMENT TOTAL		<u>\$486,257</u>

Non-Departmental

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

Non-Departmental

Department Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Supplies	\$31,928	\$39,094	\$43,053	\$22,212	\$26,000
Services	\$277,540	\$275,220	\$366,110	\$230,818	\$265,676
Capital Outlay	\$22,643	\$9,792	\$40,463	\$48,263	\$0
Intergovernmental	\$29,425	\$36,478	\$96,639	\$105,896	\$133,174
Other Financing Uses	\$4,237,420	\$2,878,000	\$2,515,777	\$2,130,154	\$1,592,465
Department Total	\$4,598,956	\$3,238,583	\$3,062,042	\$2,537,343	\$2,017,315

NON DEPARTMENTAL

001

090

2003 Expenditure Detail

Supplies

519-90-31-31	Office/Operating Supplies	
	General Supplies-All depts	\$22,000
519-90-35-00	Small Tools/Minor Equipment	\$4,000
	Total Supplies	\$26,000

Other Services and Charges

519-90-41-00	Professional Services	
	Service Contracts (Copiers)	\$22,000
	Human Services Grants	\$98,000
		\$120,000
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	\$133,176
519-90-48-00	Repairs/Maintenance	\$4,000
	Total Other Services and Charges	\$265,676

Intergovernmental & Interfund

519-90-51-00	Intergovernmental Professional Services	
	AWC	\$4,643
	SCA	\$5,000
	PSAPCA	\$5,519
	ETP	\$800
	PSRC	\$4,324
	Liquor Profits/Excise (2%)	\$2,000
	Voters Registration/Pamphlet	\$9,500
	ARCH Membership	\$6,428
	N/S pool subsidy	\$25,000
	PRSA study	\$10,000
	King County Economic Dev. Council	\$1,200
	East King Co Convention & Visit	\$5,000
	Fire District Shared Costs of Inspector	\$41,760
	Election Costs	\$12,000
	Total Intergovernmental & Interfund	\$133,174

Transfers

597-00-00-00	Street	\$597,000
	City Hall System Replacement	\$50,000
	Operational Reserve	\$100,000
	Strategic Budget Reserve Fund	\$200,000
	Park & Rec Special Rev Fund	\$1,500
	Equipment Replacement	\$80,000
	Debt Service	\$551,465
	Housing Trust Fund	\$12,500
	Total Transfers	\$1,592,465

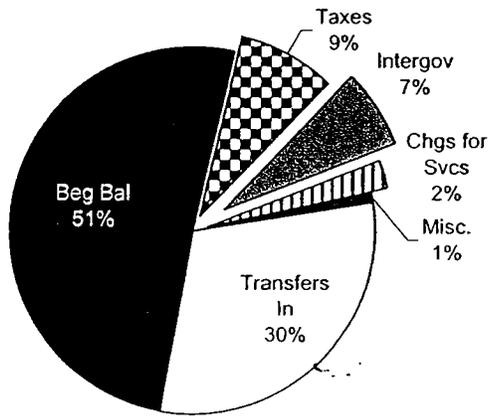
DEPARTMENT TOTAL

\$2,017,315

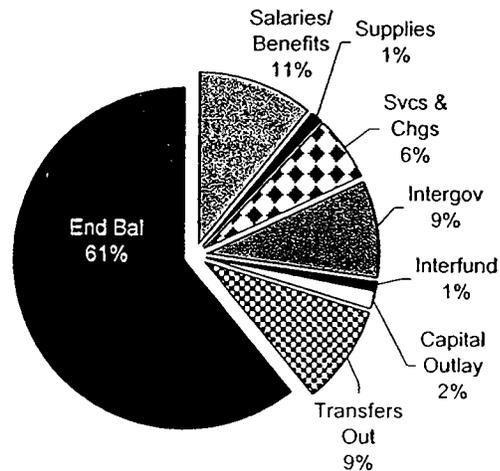
Special Revenue

Special Revenue Funds Summary 2003

**Sources of Revenue:
Special Revenue**



**Uses/Expenditure:
Special Revenue**

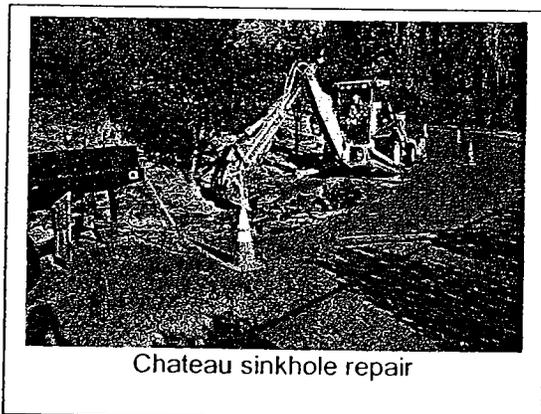
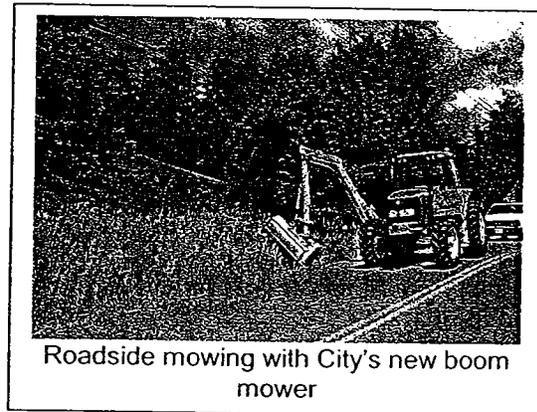
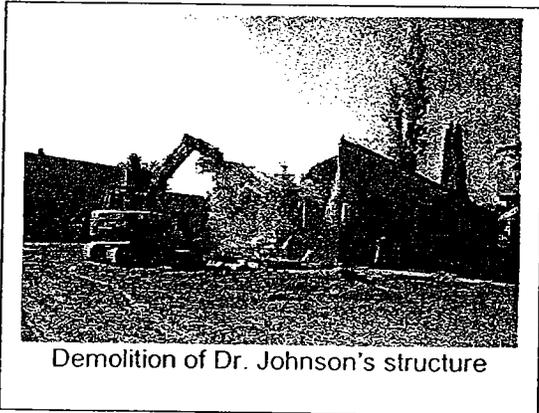


<i>Special Revenue</i>	2001 Actual	2002 Actual	2003 Budget
<i>Beginning Balance</i>	\$992,091	\$1,368,563	\$1,426,649
<i>Revenue</i>			
<i>Taxes</i>	\$214,341	\$232,134	\$240,000
<i>Intergovernmental</i>	\$358,725	\$319,243	\$194,989
<i>Charges for Services</i>	\$184,376	\$27,450	\$70,000
<i>Miscellaneous</i>	(\$5,158)	\$169,257	\$25,700
<i>Total Revenue</i>	\$752,284	\$748,084	\$530,689
<i>Transfers In</i>	\$1,266,756	\$711,900	\$848,500
<i>Total Available</i>	\$3,011,131	\$2,828,547	\$2,805,838
<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$188,190	\$235,994	\$237,900
<i>Personnel Benefits</i>	\$41,649	\$46,578	\$69,061
<i>Supplies</i>	\$40,311	\$33,911	\$27,600
<i>Other Services and Charges</i>	\$502,794	\$183,527	\$168,520
<i>Intergovernmental</i>	\$338,171	\$356,117	\$257,000
<i>Interfund</i>	\$6,032	\$18,602	\$26,041
<i>Capital Outlay</i>	\$37,189	\$108,565	\$50,300
<i>Total Expenditures</i>	\$1,154,336	\$983,293	\$836,422
<i>Transfers Out</i>	\$488,232	\$329,870	\$260,000
<i>Ending Balance</i>	\$1,368,563	\$1,515,384	\$1,709,416

Street Fund

The Street Fund, charged with the maintenance of City streets, will receive about \$133,000 from State Shared gas tax revenue. The majority of Street Fund revenue comes from a General Fund subsidy, which is anticipated to be \$597,000 in 2003. The passage of Initiative 776 will cause the fund to lose approximately \$90,000 in licensing fee revenue.

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.



2002 Accomplishments

Project Highlights

- Finish inventory of the City's storm water infrastructure inventory.
- Purchased boom mower and assumed 100% of roadside mowing with in-house services.
- Performed a pilot program for roadside landscape services and converted to in-house from contract.
- Completed Traffic Impact Fee Ordinance and held Public Hearing.
- Implement maintenance and operational management program.
- Completed 2002 Pavement Overlay.
- Performed neighborhood speed awareness through the speed actuated monitor unit and neighborhood meetings.
- Performed in-house traffic counts.
- Set up interim shop yard facility.
- Develop long range maintenance plan.
- Continued to increase in-house maintenance services for daily maintenance operations.
- Implemented construction improvement with in-house staff.
- Continued to redefine the role of King County maintenance services; renegotiate remaining contract.
- Implemented proactive ice control operations.
- Developed planter box removal program and constructed 6 concrete pads and placed 8 sets of planter tub sets.
- Performed sidewalk and curb repair program with in-house staff.
- Constructed pedestrian asphalt trail for Woodinville High School.
- Constructed handrail at City Hall/Brittany Park.
- Performed demolition of Dr. Johnson's house.
- Performed removal of cover area at Sorenson site.
- Installed traffic control modifications at Community Center under parking area.
- Perform 38 in-house traffic counts using interns.

Goals for the Year 2003

- Hire two additional full time maintenance workers to replace contracted services except for specialty and emergency support services.
- Perform all roadside landscaping services in-house.
- Implement an in-house shoulder dressing program.
- Implement an in-house pavement square patching program.
- Continue with roadside mowing program in-house.
- Replace 175th Planter boxes with tub sets.
- Perform concrete sidewalk repair program.

**Special Revenue Fund
Expenditure**

Streets
Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$146,783	\$139,241	\$188,189	\$235,994	\$237,900
Benefits	\$33,084	\$29,178	\$41,649	\$46,578	\$69,060
Supplies	\$8,546	\$25,458	\$40,311	\$33,911	\$27,600
Services	\$214,295	\$379,992	\$502,514	\$182,177	\$163,520
Capital Outlay	\$28,319	\$7,545	\$37,189	\$94,314	\$50,300
Intergovernmental	\$425,550	\$514,068	\$338,171	\$356,117	\$257,000
Interfund Payments	\$4,194	\$4,125	\$6,032	\$18,602	\$26,041
Fund Total	\$860,770	\$1,099,607	\$1,154,055	\$967,693	\$831,421

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Public Works Director	0.25	0.25	0.25	0.25	0.25
Public Services Assistant					
Senior Admin Assistant	0.50	0.25	0.25	0.25	0.25
Maintenance Supervisor		0.50	0.50	0.50	0.50
City/Senior Engineer	1.00	0.75	0.75	0.75	0.75
Design Engineer					
Traffic Engineer					
Traffic Planner	0.50				
Field Engineer	1.00	0.50	0.50	0.50	0.50
Technician					
Maintenance Worker			1.00	1.00	2.00
Public Works Coordinator					
Position Totals	3.25	2.25	3.25	3.25	4.25

Interns	Hours 1920	Hours 2368	Hours 2688	Hours 2688
---------	---------------	---------------	---------------	---------------

STREETS

101
000

2003 Expenditure Detail

	Salaries and Wages		
542-30-11-00	Salaries		\$237,900
	Personnel Benefits		
542-30-20	Benefits		\$69,060
	Supplies		
542-30-31-32	Operating Supplies		
	General office supplies	\$200	
	Materials (soil, bark, pit-run, rock)	\$6,500	
	Concrete	\$2,500	
	Winter street sand/de-icer	\$3,000	
	Mower blades, chain saw, parts	\$500	
	Wood, supplies	\$1,600	
	Asphalt cold patch	\$3,000	
	Street Paint	\$600	
	ITE Reference Books	\$300	
	Safety gear	\$1,000	
	Nut, Bolts, Hardware, Misc	\$800	
	Temporary Traffic	\$500	
	Safety Uniforms, Boots	\$1,000	
			\$21,500
542-30-35-00	Small Tools/Minor Equipment		
	Traffic software (LOS inter)	\$600	
	Hand tools	\$1,700	
	Traffic control devices	\$1,500	
	Weed cutter	\$800	
	Power Tools	\$1,500	
			\$6,100
	<i>Total Supplies</i>		\$27,600
	Other Services and Charges		
542-30-41-00	Professional Services		
	Neighborhood traffic safety	\$5,000	
	Tree pruning	\$1,000	
	Street landscaping services	\$2,000	
	Concurrency support	\$8,000	
	Support professional services	\$4,000	
	Traffic Calming	\$4,000	
	Eco support services	\$2,000	
			\$26,000
542-30-42-00	Communication		
	Monthly phone service	\$500	
	Cell phone charges	\$2,000	
	Public notification / outreach	\$1,000	
			\$3,500

542-30-43-00	Travel		
	Training and General Travel	\$800	
	State/County training	\$400	
	Meals	\$1,000	
	Mileage	\$700	
			\$2,900
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		
	Grader (shoulder program)	\$10,000	
	Veg removal equipment	\$1,000	
	Misc.	\$5,000	
			\$16,000
542-30-47-00	Utility Services		
	Street light operation	\$86,500	
	Water usage	\$1,500	
			\$88,000
542-30-48-00	Repairs and Maintenance		
	Street lighting	\$6,000	
	Equipment repair	\$2,200	
	Sidewalk/curb repair	\$8,000	
	Entrance sign repair	\$4,000	
			\$20,200
542-30-49-10	Education/Training		
	APWA - training	\$600	
	Maintenance Conference	\$600	
	General Traffic	\$250	
	MUTCD Revision	\$200	
	Construction practices	\$300	
	Roadway Safety Features	\$400	
	CAD training	\$200	
	OSHA Training and Certification	\$250	
	ITE Conference	\$300	
	Traffic Training	\$300	
	Transped Classes	\$200	
	Enviro/NPDES/SWM	\$300	
	Asphalt/Road surfacing/Patching	\$200	
	Gen. Maintenance & Operation	\$100	
			\$4,200

542-30-49-20	Miscellaneous		
	ITE Membership - Joe	\$180	
	APWA - Joe	\$110	
	PE License - Joe	\$100	
	EIT - Dan	\$50	
	ITE Membership - Patrick	\$180	
			\$620
	<i>Total Other Services and Charges</i>		\$163,520
	<i>Intergovernmental</i>		
542-30-51-00	King County Traffic	\$94,000	
	King County Roads	\$163,000	
	<i>Total Intergovernmental</i>		\$257,000
	<i>Interfund Payment for Service</i>		
542-30-95-00	Vehicle Use		\$26,041
	<i>Capital Outlay</i>		
594-42-64-00	Machinery and Equipment		
	Steel drum roller (50%)	\$7,500	
	Gas jackhammer (50%)	\$1,850	
	Asphalt cutter (50%)	\$1,150	
	Jumping jack compactor (50%)	\$1,800	
	Crew cab truck (50%)	\$15,000	
	Auto-Turn Software	\$2,000	
	Traffic safety	\$20,000	
	Traffic analysis software - counts	\$1,000	
	<i>Total Capital Outlay</i>		\$50,300
	<i>FUND TOTAL</i>		<u>\$831,421</u>

Special Revenue Funds

In addition to the Street Fund, 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"/> Arterial Street | <input type="checkbox"/> Mitigation |
| <input type="checkbox"/> Contingency | <input type="checkbox"/> Admission Tax |
| <input type="checkbox"/> Parks and Rec. Special Revenue | <input type="checkbox"/> Park Impact Fees |
| <input type="checkbox"/> Strategic Budget Reserve | <input type="checkbox"/> City Hall System Replacement |

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 2003 budget, the Arterial Fund will receive only \$62,000 from gas tax revenue; the balance of 2003 sources is from a beginning balance and a small amount of interest revenue.

The Arterial Street Fund supports the costs of capital improvement costs associated with the development, planning, design, property acquisition, and construction of identified transportation capital improvement projects. There are no expenditures expected in the 2003 budget.

Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will carry over \$276,000 from 2002, and earn \$5,000 in interest income.

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

Mitigation Fund

The Mitigation Fund receives revenue from developers who are asked to share in the anticipated improvement costs that their particular project may have on City infrastructure. Unsure of any developments that may impact the infrastructure, mitigation revenue is conservatively estimated at \$50,000. Other sources are the beginning balance (\$374,000)

and interest revenue of \$5,000. Revenue for anticipated projects stays in the Mitigation Fund until the time the project becomes active. At that time, the needed money is transferred to the construction fund.

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

Admission Tax Fund

The Admission Tax Fund, created for parks capital projects, will receive \$240,000 in revenue from the 5% tax on admissions.

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

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 2003 with a \$102,000 balance.

The System Replacement Fund is used to replace or repair the larger components of the new City Hall. There are no expenditures anticipated for 2003.

Parks and Recreation Special Revenue

The Fund was created to account for revenue for Parks and Recreation purposes. Revenue is from the sale of bricks and tiles at Wilmot Park and contributions from several sources. The General Fund has transferred \$1,500 for the scholarship fund.

The Parks and Recreation Fund provides funding for low-income scholarship programs and unspecified capital purposes.

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 \$20,000 based on estimates of construction activity expected in 2003. The Park Impact Fee fund is a source of revenue for identified capital projects. No expenditures are expected in 2003.

Strategic Budget Reserve

The Strategic Budget Reserve Fund was established as a buffer against unanticipated and unexpected economic shortfalls that could affect normal operations. The Strategic Budget Reserve Fund will receive a \$200,000 transfer from the General Fund.

Because of the nature of this fund, there are no expected expenditures at this time, however Council may designate appropriate expenditures during the budget year.

**Special Revenue Funds
Revenue**

**Street
(Maintenance)**

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$1,075	\$147,377	\$99,424
Intergovernmental			
Grants	\$66,896	\$37,600	\$0
Vehicle Licenses	\$91,165	\$83,179	\$0
Gas Tax	\$140,517	\$136,460	\$132,880
Subtotal Intergovernmental	\$298,577	\$257,239	\$132,880
Miscellaneous			
Investment Interest/Other	\$11,240	\$2,586	\$2,200
Other Financing Sources			
Operating Transfer In (General Fund)	\$990,539	\$660,400	\$597,000
Total Revenue	\$1,300,357	\$920,225	\$732,080
Total Available	\$1,301,432	\$1,067,602	\$831,504

**Arterial Street Fund
(Construction)**

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$141,539	\$84,548	\$135,929
Intergovernmental			
Gas Tax	\$60,148	\$62,004	\$62,109
Subtotal Intergovernmental	\$60,148	\$62,004	\$62,109
Miscellaneous			
Contributions (Developer imp)	(\$66,391)	\$0	\$0
Investment Interest	\$6,561	\$1,980	\$1,000
Subtotal Miscellaneous	(\$59,830)	\$1,980	\$1,000
Other Financing Sources			
Transfer In (Mitigation)	\$132,689	\$0	\$0
Subtotal Other Financing	\$132,689	\$0	\$0
Total Revenue	\$133,007	\$63,984	\$63,109
Total Available	\$274,546	\$148,532	\$199,038

Contingency

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$259,622	\$270,862	\$275,862
Miscellaneous			
Investment Interest	\$11,240	\$4,934	\$5,000
Total Revenue	\$11,240	\$4,934	\$5,000
Total Available	\$270,862	\$275,796	\$280,862

**Special Revenue Funds
Revenue**

Mitigation

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$522,856	\$488,134	\$373,974
Charges for Services			
Mitigation	\$180,784	\$135,045	\$50,000
Miscellaneous			
Investment Interest	\$22,183	\$8,741	\$5,000
Total Revenue	\$202,967	\$143,786	\$55,000
Total Available	\$725,823	\$631,920	\$428,974

Admission Tax Park Capital Fund

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$66,998	\$322,073	\$431,441
Taxes			
Admission Tax	\$214,341	\$232,134	\$240,000
Miscellaneous			
Investment Interest	\$7,752	\$7,283	\$5,500
Donations from Private Sources	\$0	\$0	\$0
Other Financing Sources			
Residual Equity Transfer In (Woodin Creek)	\$93,527	\$0	\$0
Total Revenue	\$315,620	\$239,417	\$245,500
Total Available	\$382,618	\$561,490	\$676,941

**Parks and Recreation
Special Revenue Fund**

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$0	\$5,773
Miscellaneous			
Donations	\$1,400	\$1,123	\$5,000
Investment Interest	\$3	\$89	\$0
Subtotal Miscellaneous	\$1,403	\$1,212	\$5,000
Other Financing Sources			
Operating Transfer In (General Fund)	\$0	\$1,500	\$1,500
Interfund Loan	\$0	\$0	\$0
Total Revenue	\$1,403	\$2,712	\$6,500
Total Available	\$1,403	\$2,712	\$12,273

**Special Revenue Funds
Revenue**

City Hall System Replacement Fund

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$50,838	\$102,538
Miscellaneous			
Investment Interest	\$838	\$1,676	\$1,800
Other Financing Sources			
Operating Transfer In (General Fund)	\$50,000	\$50,000	\$50,000
Total Revenue	\$50,838	\$51,676	\$51,800
Total Available	\$50,838	\$102,514	\$154,338

Park Impact Fee Fund

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$3,608	\$1,708
Charges for Goods & Services			
Park Impact Fees	\$3,592	\$30,532	\$20,000
Miscellaneous			
Investment Interest	\$16	\$162	\$200
Total Revenue	\$3,608	\$30,694	\$20,200
Total Available	\$3,608	\$34,302	\$21,908

Strategic Budget Reserve Fund

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$0	\$0
Other Financing Sources			
Operating Transfer In (General Fund)	\$0	\$0	\$200,000
Total Revenue	\$0	\$0	\$200,000
Total Available	\$0	\$0	\$200,000

**Special Revenue Funds
Expenditure**

Arterial Streets

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services/Intergov. Svcs	\$321,957	\$45,354	\$0	\$0	\$0
Capital Outlay	\$286,924	\$30,913	\$0	\$9,919	\$0
Other Financing Uses	\$0	\$0	\$189,998	\$0	\$0
Fund Total	\$608,881	\$76,267	\$189,998	\$9,919	\$0

Contingency

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$0	\$0	\$0	\$0

Mitigation

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Mitigation Refund	\$0	\$0	\$0	\$15,593	\$0
Other Financing Uses	\$15,959	\$124,000	\$237,689	\$169,277	\$0
Fund Total	\$15,959	\$124,000	\$237,689	\$184,870	\$0

**Special Revenue Funds
Expenditure**

Admission Tax Park Capital Fund

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Capital Outlay	\$16,807	\$0	\$0	\$0	\$0
Other Financing Uses	\$0	\$382,907	\$60,545	\$137,332	\$260,000
Fund Total	\$16,807	\$382,907	\$60,545	\$137,332	\$260,000

Parks & Rec Special Revenue

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Professional Services	\$0	\$0	\$280	\$1,350	\$5,000
Fund Total	\$0	\$0	\$280	\$1,350	\$5,000

City Hall System Replacement Fund

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$0	\$0	\$0	\$0

**Special Revenue Funds
Expenditure**

Park Impact Fee Fund

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Other Financing Uses	\$0	\$0	\$0	\$12,000	\$0
Fund Total	\$0	\$0	\$0	\$12,000	\$0

Strategic Budget Reserve

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$0	\$0	\$0	\$0

Arterial Streets

102
000

2003 Expenditure Detail

(no expenditures recommended)

Contingency

103
000

2003 Expenditure Detail

(no expenditures recommended)

Mitigation

108
000

2003 Expenditure Detail

(no expenditures recommended)

Admission Tax Park Capital

110
000

2003 Expenditure Detail

597	Transfer to Boat Launch	\$45,000	
	Transfer to Woodinview	\$60,000	
	Transfer to Neighborhood Playground	\$55,000	
	Transfer to LBC	\$100,000	
			<u>\$260,000</u>

111
000

Parks & Rec Special Revenue

2003 Expenditure Detail

576.61.41.00

Professional Services

\$5,000

\$5,000

112
000

City Hall System Replacement

2003 Expenditure Detail

(no expenditures recommended)

113
000

Strategic Budget Reserve

2003 Expenditure Detail

(no expenditures recommended)

114
000

Park Impact Fee

2003 Expenditure Detail

(no expenditures recommended)

Debt Service

Debt

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, and a transfer from the Civic Center Fund for the 2003 Johnson property payment.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$279,620	\$293,175	\$305,475
Interest	\$13,554	\$11,251	\$12,000
Transfers In	\$2,070,308	\$557,790	\$850,325
Total Available	\$2,363,483	\$862,216	\$1,167,800

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 \$1,395,000. 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, \$4,635,000 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 \$1,676,822,636. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown below.

Bond Description	Issued	Remaining
1997 Bonds	\$1,675,000	\$1,395,000
2000 Bonds	\$4,990,000	\$4,635,000

Debt Authority

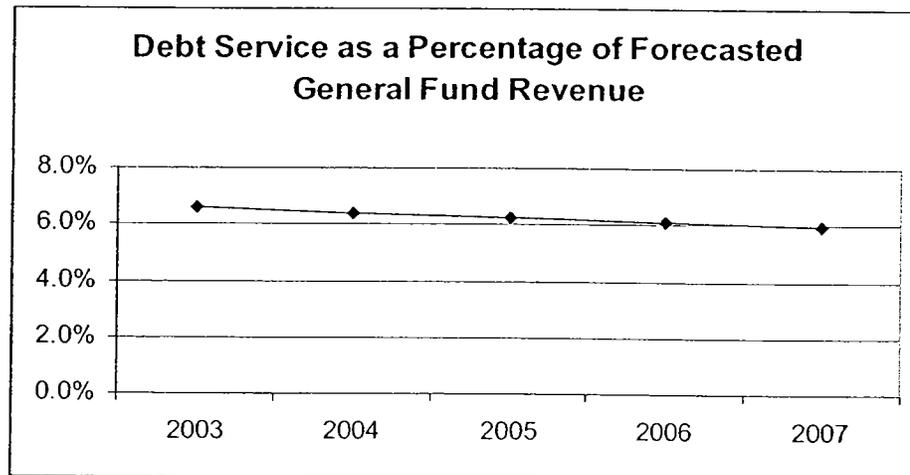
(With Current Assessed Values)

	Authority	Remaining
General Purposes	\$41,920,565	\$35,890,565
Utility Debt	\$41,920,565	\$41,920,565
Open Space and Park Facilities	\$41,920,565	\$41,920,565
LTGO (councilmanic) *	\$25,152,339	\$19,122,339

* 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

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

2000 Bonds

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

Debt Service
Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Principal and Interest	\$137,420	\$1,877,680	\$2,070,308	\$557,790	\$850,325
Fund Total	\$137,420	\$1,877,680	\$2,070,308	\$557,790	\$850,325

201

DEBT SERVICE

000

2003 Expenditure Detail

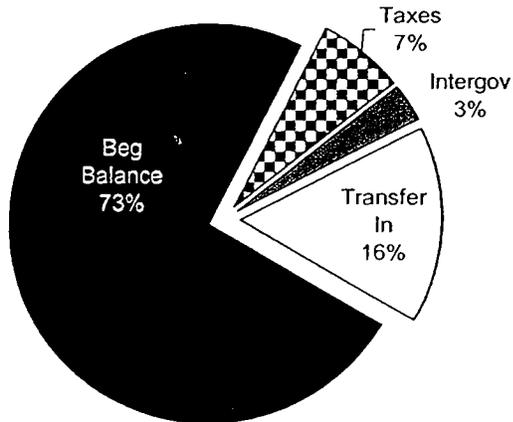
Redemption of General Long Term Debt

Principal (1997 BP Property)	\$70,000	
Principal (2000 Bonds)	\$155,000	
Principal (Johnson Property)	\$283,333	
Total Principal		\$508,333
Interest (1997 BP Property)	\$74,770	
Interest (2000 Bonds)	\$251,695	
Interest (Johnson Property)	\$15,527	
Total Interest		\$341,992
FUND TOTAL		\$850,325

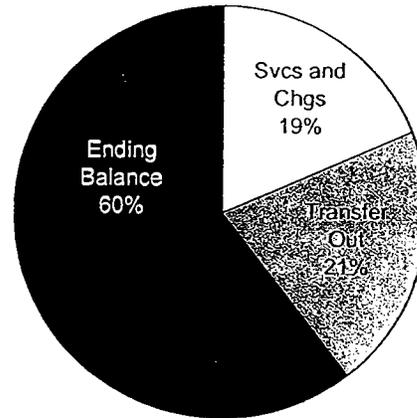
Capital Project

Capital Funds Summary 2003

Sources of Revenue:
Capital Funds



Uses/Expenditure:
Capital Funds



<i>Capital Funds</i>	2001 Actual	2002 Actual	2003 Budget
<i>Beginning Balance</i>	\$13,805,244	\$14,000,939	\$11,894,394
<i>Revenue</i>			
<i>Taxes</i>	\$1,560,034	\$1,252,795	\$1,121,000
<i>Intergovernmental</i>	\$72,500	\$94,440	\$475,000
<i>Miscellaneous</i>	\$720,387	\$253,369	\$203,400
<i>Total Revenue</i>	\$2,352,921	\$1,600,604	\$1,799,400
<i>Transfers In</i>	\$4,856,457	\$3,649,431	\$2,560,114
<i>Total Available</i>	\$21,014,623	\$19,250,974	\$16,253,908
<i>Expenditure</i>			
<i>Other Services and Charges</i>	\$589,405	\$668,465	\$2,305,960
<i>Capital Outlay</i>	\$1,245,086	\$3,582,411	\$3,850,119
<i>Total Expenditures</i>	\$1,834,491	\$4,250,876	\$6,156,079
<i>Transfers Out</i>	\$5,179,193	\$2,687,190	\$2,598,974
<i>Ending Balance</i>	\$14,000,939	\$12,312,908	\$7,498,855

Capital Funds

Overview

There are 29 capital funds budgeted for 2003. Capital Project Funds account for financial resources to be used for the acquisition or construction of major capital infrastructure and facilities.

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 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 2003 budget has each fund forecasted to receive \$230,000 from the real estate excise tax (commonly referred to as REET).

Capital Projects

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 2003, this fund will transfer \$488,000 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 2003, this fund will transfer \$510,000 to capital projects.

Capital Street Reserve

The Street Reserve was established with surplus money from the General Fund. The estimated beginning balance of \$1.9 million should generate \$40,000 in interest revenue.

The Street Reserve also transfers money to street projects. In 2003, \$60,000 will be transferred out.

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.

The Real Property Reserve Fund has no expenditures anticipated.

Surface Water Reserve

The Surface Water Reserve was established with surplus money from the Surface Water Management fund. Similar to the Street Reserve, the beginning balance of \$1.7 million will generate interest revenue, and no transfers from the operating fund are budgeted.

The Surface Water Capital Reserve Fund will transfer \$600,000 for capital projects.

Little Bear Creek Parkway

The Little Bear Creek Parkway fund receives utility tax revenue from the recently imposed taxes on natural gas, electricity, telephone and solid waste utilities. The forecast anticipates \$661,000 in utility tax revenue.

The Little Bear Creek Parkway Fund was established to track revenue from the utility tax. For 2003 the fund will also track the uses of the utility taxes. This will include the 177th Street corridor and intersection projects.

Impact on Budget

In 2003, a beginning balance of \$6.4 mill and revenues of \$3.1 mill are budgeted for all the Capital Projects. Approximately \$6.2 mill are budgeted in capital outlay expenditures allocated among transportation, park, surface water, and facility projects. All sources of revenue are from dedicated revenue streams set aside specifically for capital projects.

Occasionally, a portion of the General Fund operating surplus revenues are transferred into various projects, however, no transfers are budgeted for 2003. The only operating budget impact is the transfer of \$551,465 from the General Fund to the Debt Service Fund to pay for two councilmanic bonds sold to purchase the City Hall site and to construct the City Hall facility. The following table summarizes the Budgeted 2003 CIP financial impacts:

2003 Budget - Capital Projects

Capital Projects 2003	Transportation Projects	Park Projects	SWM Projects	Facility Projects	2003 Projects
Budgeted Beg Bal	\$4,497,534	\$715,512	\$394,425	\$793,477	\$6,400,948
Revenue					
Utility Tax Revenue	\$661,000				\$661,000
Grant Revenue	\$60,000	\$475,000			\$535,000
Interest Revenue	\$22,000			\$7,000	\$29,000
Transfers In:					
REET Fund	\$623,292	\$375,000			\$998,292
Street Reserves	\$60,000				\$60,000
Admission Fund		\$260,000			\$260,000
SWM Reserves			\$600,000		\$600,000
Total Revenue	\$1,426,292	\$1,110,000	\$600,000	\$7,000	\$3,143,292
Total Available	\$5,923,826	\$1,825,512	\$994,425	\$800,477	\$9,544,240
Expenditure					
Capital Outlay	\$3,756,960	\$1,422,119	\$977,000		\$6,156,079
Transfers Out:					
Purchase & Sale				\$298,860	\$298,860
Total Expenditure	\$3,756,960	\$1,422,119	\$977,000	\$298,860	\$6,454,939
Budgeted End Bal	\$2,166,866	\$403,393	\$17,425	\$501,617	\$3,089,301

Capital Projects - The capital projects are more clearly identified in the C.I.P.

- 133rd Ave. NE
- NE 175th/140th
- Chateau Reach
- Pedestrian Improvement Fund
- SR202/127th Pl. Intersection
- 175th/131st Right Turn Pocket
- 177th/131st Intersection
- Stream Corridor Acquisition
- SR 522/195th
- 136th Ave. NE
- 124th Ave. NE
- Little Bear Creek Parkway
- SR202/148th Ave. Intersection Project
- SR 522/SR202 Interchange Project
- Little Bear Creek Lineal Park
- Woodinview Park
- Boat Launch
- SR202 Corridor
- Habitat Enhancements
- School/Sports Associations
- Neighborhood Playground Projects
- Civic Center
- Skate Park
- 177th Corridor

**Capital Funds
Revenue**

Capital Project

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$710,563	\$988,338	\$878,748
Taxes			
Real Estate Excise Tax	\$386,859	\$236,729	\$230,000
Miscellaneous			
Investment Interest	\$34,535	\$18,079	\$19,000
Other Financing Sources			
Operating Transfer In	\$206,750	\$0	\$0
Residual Equity Transfer In	\$95,370	\$0	\$0
Total Revenue	\$723,514	\$254,808	\$249,000
Total Available	\$1,434,077	\$1,243,146	\$1,127,748

Special Capital Project

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$1,361,727	\$1,031,152	\$984,149
Taxes			
Real Estate Excise Tax	\$386,859	\$236,729	\$230,000
Miscellaneous			
Investment Interest	\$59,196	\$19,587	\$20,000
Other Financing Sources			
Residual Equity Transfer In	\$95,370	\$0	\$0
Total Revenue	\$541,425	\$256,316	\$250,000
Total Available	\$1,903,152	\$1,287,468	\$1,234,149

Street Reserve

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$2,085,060	\$2,140,623	\$1,900,736
Miscellaneous			
Investment Interest	\$89,366	\$59,329	\$40,000
Other Financing Sources			
Operating Transfer In	\$133,197	\$0	\$0
Total Revenue	\$222,563	\$59,329	\$40,000
Total Available	\$2,307,623	\$2,199,952	\$1,940,736

**Capital Funds
Revenue**

Surface Water Reserve

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$1,939,846	\$2,068,488	\$1,706,488
Miscellaneous			
Investment Interest	\$85,922	\$32,317	\$30,000
Other Financing Sources			
Operating Transfer In	\$368,207	\$0	\$0
Total Revenue	\$454,129	\$32,317	\$30,000
Total Available	\$2,393,974	\$2,100,805	\$1,736,488

Real Property Reserve

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$9,760	\$17,924	\$23,324
Miscellaneous			
Investment Interest	\$577	\$383	\$300
Rental Income	\$6,087	\$6,087	\$5,100
Subtotal Misc.	\$6,665	\$6,470	\$5,400
Total Revenue	\$6,665	\$6,470	\$5,400
Total Available	\$16,424	\$24,394	\$28,724

Little Bear Creek Parkway

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$1,552,798	\$743,256	\$436,256
Taxes			
Utility Tax	\$786,316	\$779,337	\$661,000
Miscellaneous			
Investment Interest	\$64,142	\$15,506	\$14,000
Other Financing Sources			
Interfund loan	\$0	\$0	\$0
Residual equity transfer in (I77th/131 intersection)	\$0	\$0	\$496,698
Residual equity transfer in (I77th Corridor)	\$0	\$0	\$463
Total Revenue	\$850,458	\$794,843	\$1,172,161
Total Available	\$2,403,256	\$1,538,099	\$1,608,417

**Capital Funds
Revenue**

Civic Center Reserve

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$3,190,314	\$2,292,269	\$793,477
Miscellaneous			
Investment Interest	\$231,766	\$13,838	\$7,000
Other Financing Sources			
Operating Transfer In (General Fund)	\$396,948	\$647,964	\$0
Residual Equity Transfer in (City Hall Fund)			
Total Revenue	\$628,714	\$661,802	\$7,000
Total Available	\$3,819,027	\$2,954,071	\$800,477

133rd St. C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$377,689	\$1,152,317	\$911,317
Miscellaneous			
Investment Interest	\$20,607	\$20,246	\$0
Other Financing Sources			
Operating Transfer In (REET1)	\$50,000	\$0	\$0
Operating Transfer In (REET2)	\$872,000	\$0	\$0
Operating Transfer In SWM Res.	\$100,000	\$0	\$0
Total Revenue	\$1,042,607	\$20,246	\$0
Total Available	\$1,420,297	\$1,172,563	\$911,317

175th/140th C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$245,765	\$228,162	\$231,662
Miscellaneous			
Investment Interest	\$9,770	\$4,157	\$0
Other Financing Sources			
Operating Transfer In (Street Reserve)	\$0	\$0	\$0
Total Revenue	\$9,770	\$4,157	\$0
Total Available	\$255,535	\$232,319	\$231,662

**Capital Funds
Revenue**

124th Ave. C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$450,605	\$108,260	\$86,450
Miscellaneous			
Investment Interest	\$17,618	\$1,004	\$0
Other Financing Sources			
Operating Transfer In (Street Reserve)	\$0	\$20,000	\$0
TIB Grant	\$0	\$92,190	\$0
Total Revenue	\$17,618	\$113,194	\$0
Total Available	\$468,223	\$221,454	\$86,450

Pedestrian C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$51,235	\$115,779	\$174,279
Miscellaneous			
Investment Interest	\$2,641	\$2,424	\$0
Other Financing Sources			
Operating Transfer In (Street Res.)	\$62,000	\$0	\$0
Transfer In (REET 2)	\$0	\$100,000	\$0
Total Revenue	\$64,641	\$102,424	\$0
Total Available	\$115,876	\$218,203	\$174,279

202/127th St. C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$738,965	\$832,107	\$795,107
Miscellaneous			
Investment Interest	\$32,850	\$14,699	\$8,000
Other Financing Sources			
Grants	\$0	\$0	\$0
Mitigation	\$0	\$0	\$0
Operating Transfer In (Street Res.)	\$105,000	\$0	\$0
Total Revenue	\$137,850	\$14,699	\$8,000
Total Available	\$876,815	\$846,806	\$803,107

**Capital Funds
Revenue**

202/148th (145th)

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$658,353	\$679,176	\$656,676
Miscellaneous			
Investment Interest	\$28,420	\$12,661	\$0
Other Financing Sources			
Operating Transfer In (Street Res.)	\$0	\$159,887	\$40,000
Operating Transfer In (Mitigation)	\$0	\$7,113	\$0
Total Revenue	\$28,420	\$179,661	\$40,000
Total Available	\$686,773	\$858,837	\$696,676

522/202 Hwy C.P.

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$304,926	\$342,107	\$486,197
Miscellaneous			
Investment Interest	\$13,105	\$7,234	\$0
Other Financing Sources			
Operating Transfer In (REET1)	\$62,000	\$143,900	\$0
Transfer in Mitigation	\$0	\$44,100	\$0
Total Revenue	\$75,105	\$195,234	\$0
Total Available	\$380,031	\$537,341	\$486,197

Little Bear Creek Lineal Park

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	(\$52,692)	\$8,032	\$202,458
Miscellaneous			
Investment Interest	\$210	\$2,683	\$0
Other Financing Sources			
Operating Transfer In (Admission Tax)	\$10,000	\$0	\$100,000
Operating Transfer In (REET1)	\$15,000	\$0	\$375,000
Grant	\$55,000	\$0	\$475,000
Residual Equity Transfer In (Skate Park)	\$0	\$0	\$144,661
Operating Transfer In (SWM Reserves)	\$0	\$300,000	\$0
Total Revenue	\$80,210	\$302,683	\$1,094,661
Total Available	\$27,518	\$310,715	\$1,297,119

**Capital Funds
Revenue**

Woodinview Park

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$60,985	\$114,114	\$114,114
Miscellaneous			
Investment Interest	\$3,129	\$2,079	\$0
Other Financing Sources			
Operating Transfer In (Admission Tax.)	\$0	\$0	\$60,000
Operating Transfer In (REET1)	\$50,000	\$0	\$0
Total Revenue	\$53,129	\$2,079	\$60,000
Total Available	\$114,114	\$116,193	\$174,114

Skate Park

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$119,346	\$31,307	\$144,661
Miscellaneous			
Investment Interest	\$3,279	\$1,555	\$0
Other Financing Sources			
Transfer In from Admission Tax	\$32,361	\$28,000	\$0
Transfer In from Acquisition of Stream Corridor	\$51,768	\$0	\$0
Transfer In from Capital Storm Water Reserve	\$45,486	\$0	\$0
Transfer In from REET 1	\$0	\$200,000	\$0
Transfer In from Park Impact	\$0	\$12,000	\$0
Total Revenue	\$132,894	\$241,555	\$0
Total Available	\$252,240	\$272,862	\$144,661

NE 177th/131st Intersection

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$785,431	\$496,698
Miscellaneous			
Investment Interest	\$10,307	\$10,636	\$0
Donations from Private Sources	\$1,253	\$0	\$0
Other Financing Sources			
Transfer In (Utility Taxes)	\$1,370,000	\$900,000	\$0
Transfer In (Mitigation)	\$70,000	\$40,067	\$0
Total Revenue	\$1,451,560	\$950,703	\$0
Total Available	\$1,451,560	\$1,736,134	\$496,698

**Capital Funds
Revenue**

175th/131st Right Turn Pocket

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$186,708	\$246,708
Miscellaneous			
Investment Interest	\$2,371	\$3,835	\$0
Other Financing Sources			
Transfer In (General Fund property tax via REET 1)	\$165,000	\$0	\$113,292
Transfer In (Mitigation)	\$35,000	\$77,997	\$0
Transfer In (REET 2)	\$0	\$22,003	\$0
Grants WSDOT	\$0	\$0	\$0
Total Revenue	\$202,371	\$103,835	\$113,292
Total Available	\$202,371	\$290,543	\$360,000

Habitat Enhancements

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$14,925	\$164,425
Miscellaneous			
Investment Interest	\$425	\$1,195	\$0
Other Financing Sources			
Transfer In (SWM Reserve)	\$0	\$167,000	\$0
Grants	\$17,500	\$2,250	\$0
Total Revenue	\$17,925	\$170,445	\$0
Total Available	\$17,925	\$185,370	\$164,425

NE 177th St. Corridor

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$120,463	\$463
Miscellaneous			
Investment Interest	\$2,811	\$1,118	\$0
Other Financing Sources			
Transfer In (Utility Tax)	\$290,000	\$284,400	\$0
Total Revenue	\$292,811	\$285,518	\$0
Total Available	\$292,811	\$405,981	\$463

**Capital Funds
Revenue**

Acquisition of Stream Corridor

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$0	\$230,000
Miscellaneous			
Investment Interest	\$0	\$1,237	\$0
Other Financing Sources			
Transfer In (SWM Reserve)	\$175,000	\$230,000	\$0
Total Revenue	\$175,000	\$231,237	\$0
Total Available	\$175,000	\$231,237	\$230,000

136th Ave NE/NE 195th St.

	2002 Actual	2003 Budget
Beginning Balance	\$0	\$50,000
Miscellaneous		
Investment Interest	\$336	\$0
Other Financing Sources		
Transfer In (REET 2)	\$60,000	\$240,000
Total Revenue	\$60,336	\$240,000
Total Available	\$60,336	\$290,000

SR522/195th

	2002 Actual	2003 Budget
Beginning Balance	\$0	\$100,000
Miscellaneous		
Investment Interest	\$538	\$0
Other Financing Sources		
Transfer In (Capital Street Reserve)	\$100,000	\$0
Transfer In (REET2)	\$0	\$270,000
Total Revenue	\$100,538	\$270,000
Total Available	\$100,538	\$370,000

Capital Funds
Revenue

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

	2002 Actual	2003 Budget
Beginning Balance	\$0	\$45,000
Miscellaneous Investment Interest	\$315	\$0
Other Financing Sources Transfer In (Admission Tax)	\$45,000	\$0
Total Revenue	<u>\$45,315</u>	<u>\$0</u>
Total Available	\$45,315	\$45,000

Neighborhood Playground Projects

	2002 Actual	2003 Budget
Beginning Balance	\$0	\$35,000
Miscellaneous Investment Interest	\$291	\$0
Other Financing Sources Transfer In (Admission Tax)	\$60,000	\$55,000
Total Revenue	<u>\$60,291</u>	<u>\$55,000</u>
Total Available	\$60,291	\$90,000

SR202 Corridor Improvements

	2003 Budget
Beginning Balance	\$0
Other Financing Sources Transfer In (Street Reserve)	\$20,000
Contributions (Bothell and WSDOT)	\$60,000
Total Revenue	<u>\$80,000</u>
Total Available	\$80,000

**Capital Funds
Revenue**

Chateau Reach Erosion Control

	2003 Budget
Beginning Balance	\$0
Other Financing Sources	
Transfer In (Surface Water Reserve)	\$600,000
Total Revenue	<u>\$600,000</u>
Total Available	<u>\$600,000</u>

Boat Launch

	2003 Budget
Beginning Balance	\$0
Other Financing Sources	
Transfer In (Admission Tax)	\$45,000
Total Revenue	<u>\$45,000</u>
Total Available	<u>\$45,000</u>

**Capital Funds
Expenditure**

Capital Improvement

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Interfund Transfer	\$0	\$1,231,533	\$445,739	\$343,900	\$488,292
Interfund Loan				\$0	\$0
Fund Total	\$0	\$1,231,533	\$445,739	\$343,900	\$488,292

Special Capital Improvement

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Interfund Transfer	\$0	\$433,000	\$872,000	\$182,003	\$510,000
Fund Total	\$0	\$433,000	\$872,000	\$182,003	\$510,000

Capital Street Reserve

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Interfund Transfer	\$0	\$2,122,000	\$167,000	\$279,887	\$60,000
Fund Total	\$0	\$2,122,000	\$167,000	\$279,887	\$60,000

**Capital Funds
Expenditure**

Surface Water Capital Reserve

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Interfund Transfer	\$0	\$25,000	\$325,486	\$697,000	\$600,000
Fund Total	\$0	\$25,000	\$325,486	\$697,000	\$600,000

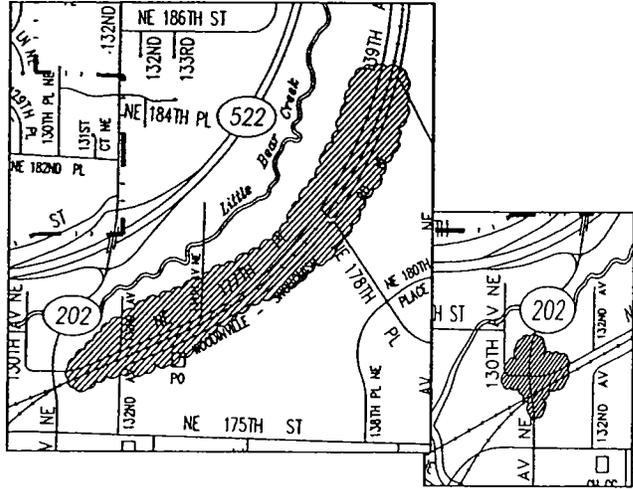
Real Property

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Professional Services	\$52,519	\$117	(\$1,500)	\$0	\$0
Land Purchase	\$0	\$0	\$0	\$0	\$0
Fund Total	\$52,519	\$117	(\$1,500)	\$0	\$0

**Capital Funds
Expenditure**

Little Bear Creek Parkway
Fund Summary



Interfund Transfer
Other Services
Capital Outlay

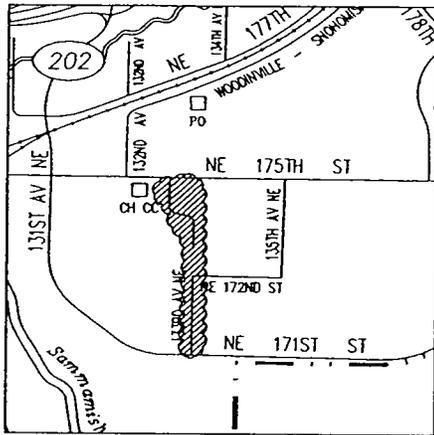
	2001 Actual	2002 Actual	2003 Budget
Interfund Transfer	\$0	\$1,184,400	\$0
Other Services	\$1,660,000	\$0	\$200,000
Capital Outlay	\$0	\$0	\$1,000,000
Total	\$1,660,000	\$1,184,400	\$1,200,000

Project Number: RM-16
Estimated Completion Date: 2003
Impact on Budget: This project is funded from Utility Taxes.

Project Description: This transportation project involves widening an existing two-lane road with a two way left turn lane, curb-gutter, bicycle lane, and sidewalk. Other improvements include street lighting, landscape improvements, pedestrian connectivity, and traffic signal improvements.

Justification: This project is expected to provide an alternate route for the CBD area to help relieve congestion along this corridor.

133rd Ave Capital Project
Fund Summary



Services
Capital Outlay

	2001 Actual	2002 Actual	2003 Budget
Services	\$22,654	\$23,367	\$50,000
Capital Outlay	\$245,326	\$239,208	\$350,000
Total	\$267,980	\$262,575	\$400,000

Project Number: GR-16 (Phase II)
Estimated Completion Date: 2003
Impact on Budget: This project is funded from REET1, REET2, and SWM Reserves.

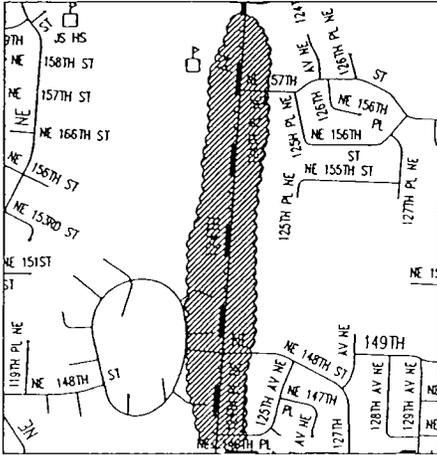
Project Description: This transportation project concerns the northern section of 133rd Avenue NE next to the new City Hall ending at 175th Street. This project includes the construction of a 24 foot wide 1/2 street section. Sidewalks, street lights and bike lanes are also planned.

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

Capital Funds
Expenditure

124th Ave Capital Project

Fund Summary



Services
Capital Outlay

2001 Actual	2002 Actual	2003 Budget
\$19,593	\$8,117	\$0
\$340,369	\$126,295	\$6,000
\$359,963	\$134,412	\$6,000

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

Estimated Completion Date: 2003

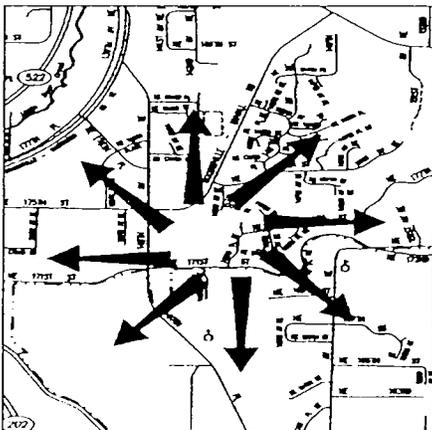
Impact on Budget: This project is funded from Capital Street Reserves.

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



Services
Capital Outlay

2001 Actual	2002 Actual	2003 Budget
\$0	\$1,350	\$10,000
\$98	\$12,403	\$70,000
\$98	\$13,753	\$80,000

Project Number: Ped-2

Estimated Completion Date: Ongoing

Impact on Budget: This project is funded from REET2 and Capital Street Reserves.

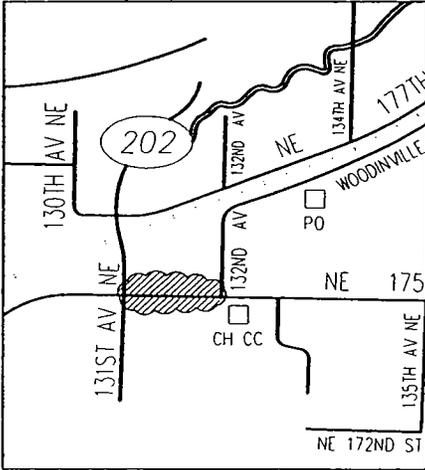
Project Description: This is an annual program to create and improve sidewalks and asphalt trails within the public right of ways. These improvements will enhance pedestrian circulation systems throughout the City.

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

**Capital Funds
Expenditure**

175th/131st Right Turn Pocket

Fund Summary



Services
Capital Outlay

	2001 Actual	2002 Actual	2003 Budget
Services	\$15,662	\$13,056	\$50,000
Capital Outlay	\$0	\$61,692	\$310,000
	\$15,662	\$74,748	\$360,000

Project Number: I-14

Estimated Completion Date: 2003

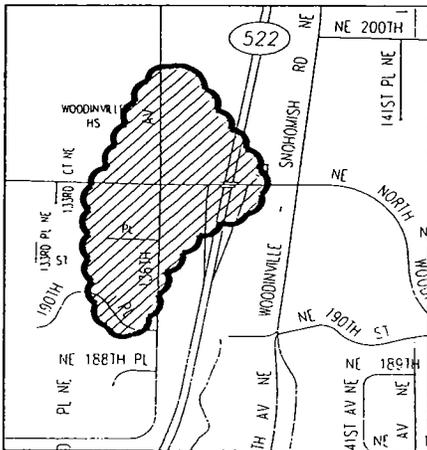
Impact on Budget: This project is funded from Utility Taxes and Mitigation Revenue.

Project Description: This transportation project extends and lengthens the existing westbound right turn pocket. The project will require an additional right of way from the cemetery.

Justification: This project will increase capacity at the intersection of 175th/131st and relieve congestion in the central business district.

136th Ave NE/NE 195th St

Fund Summary



Services
Capital Outlay

	2002 Actual	2003 Budget
Services	\$13,701	\$290,000
Capital Outlay	\$0	\$0
	\$13,701	\$290,000

Project Number: I-15

Estimated Completion Date: 2003

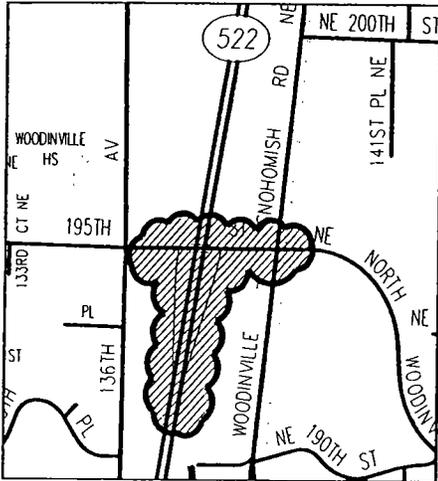
Impact On Budget: This project is funded from REET 2.

Project Description: This transportation project involves revising the channelization at NE 195th St. Westbound to 136th Ave NE Northbound to reduce blocking and vehicle queuing.

Justification: This project will reduce congestion and improve operations at the intersection adjacent to WHS and the Skate Park.

**Capital Funds
Expenditure**

SR 522/195th
Fund Summary



Services
Capital Outlay

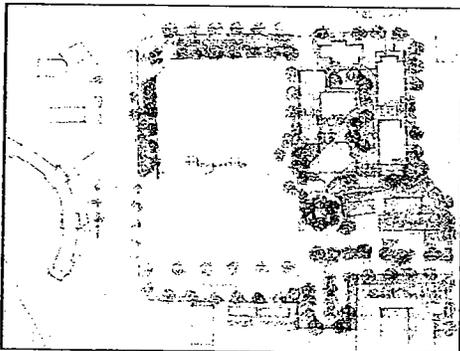
	2002 Actual	2003 Budget
Services	\$0	\$370,000
Capital Outlay	\$0	\$0
	\$0	\$370,000

Project Number: RM15-A
Estimated Completion Date: 2010
Impact on Budget: This project is funded from Capital Street Reserves.

Project Description: This transportation project involves improving capacity and safety for the two south side ramps of SR 522. Improvements include possible widening of 195th, improvements to the Wood/Sno intersection, and additional lanes.

Justification: This project will reduce congestion and improve the LOS between SR522 & Woodinville downtown.

Civic Center
Fund Summary



Supplies
Services
Capital Outlay
To Debt Svc

	2001 Actual	2002 Actual	2003 Budget
Supplies	\$0	\$0	\$0
Services	\$9,790	\$3,058	\$0
Capital Outlay	\$0	\$2,158,698	\$0
To Debt Svc	\$1,516,968	\$0	\$298,860
	\$1,526,758	\$2,161,756	\$298,860

Project Number: FAC-2
Estimated Completion Date: 2007
Impact on Budget: This project is funded through General Fund Reserves.

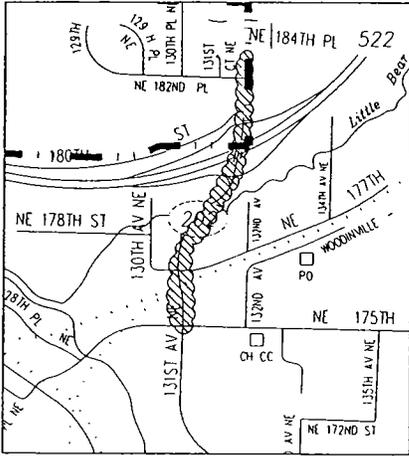
Project Description: This fund was established to accommodate property purchases within the identified Civic Center footprint.

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

Capital Funds
Expenditure

SR202 Corridor Improvements

Fund Summary



Services
Capital Outlay

2003 Budget
\$20,000
\$60,000
\$80,000

Project Number: RO-27

Estimated Completion Date: 2017

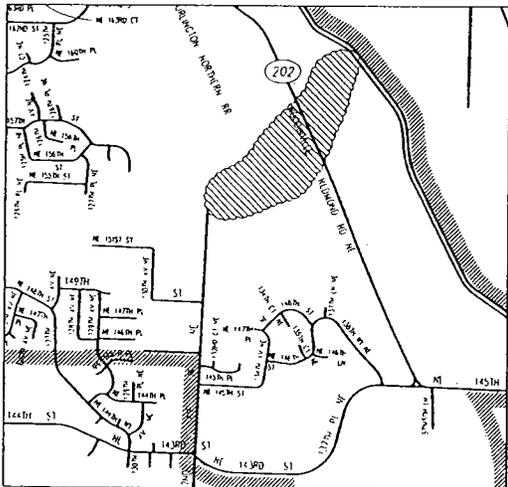
Impact on Budget: This project is funded through Capital Street Reserves and Interlocal Contributions.

Project Description: This transportation project involves widening existing roadway and providing re-channelization of existing lanes, curb-gutter-sidewalks and bicycle lanes. Signal analysis and operational studies will be included, to revise channelization, improve travel time reliability and level of service. Other improvements will include street lighting, landscape improvements, pedestrian connectivity, and traffic signal improvements.

Justification: Existing channelization does not fully utilize the existing roadway capacity of SR 202.

Chateau Reach Erosion Control

Fund Summary



Services
Capital Outlay

2003 Budget
\$200,000
\$400,000
\$600,000

Project Number: SWM-13

Estimated Completion Date: 2004

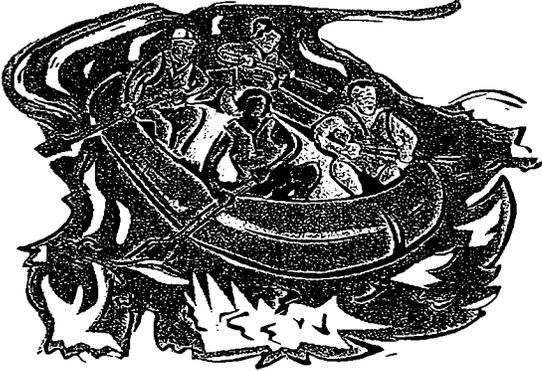
Impact on Budget: This project is funded through Surface Water Reserves.

Project Description: This surface water project involves installation of channel erosion measures and possibly a silt control pond to protect reach from deterioration and the impact to the downstream drainage system and the Sammamish River.

Justification: Heavy erosion is occurring causing heavy silt laden runoffs.

Capital Funds
Expenditure

Boat Launch
Fund Summary



Services
Capital Outlay

2003 Budget
\$45,000
\$0
<hr/>
\$45,000

Project Number: PK-17
Estimated Completion Date: 2003
Impact on Operating Budget: This project is funded through Admission Taxes.

Project Description: Create improved public access for non-motorized boating, restore native habitat, and provide interpretive facilities.

Justification: This project supports tourism and quality of life. It is also a component of the PRO Plan.

**Capital Funds
Expenditure**

The following CIP projects have Residual Equity Transfers only:

Skate Park

	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services	\$5,410	\$7,651	\$87,303	\$0
Capital Outlay	\$0	\$213,283	\$0	\$0
Residual Equity				\$144,661
Fund Total	\$5,410	\$220,934	\$87,303	\$144,661

177th/131st Intersection

	2001 Actual	2002 Actual	2003 Budget
Services	\$226,527	\$134,958	\$0
Capital Outlay	\$439,602	\$761,094	\$0
Residual Equity			\$496,698
Fund Total	\$666,129	\$896,052	\$496,698

177th Corridor

	2001 Actual	2002 Actual	2003 Budget
Services	\$172,348	\$184,031	\$0
Capital Outlay	\$0	\$221,524	\$0
Residual Equity			\$463
Fund Total	\$172,348	\$405,555	\$463

The following CIP projects do not have any budgeted expenditures for the year 2003:

175th/140th

	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Services	\$13,165	\$20,964	\$0	\$0
Capital Outlay	\$95,788	\$6,409	\$0	\$0
Fund Total	\$108,953	\$27,373	\$0	\$0

Woodinview Park

	2002 Actual	2003 Budget
Capital Outlay	\$0	\$0
Fund Total	\$0	\$0

Neighborhood Playground Projects

	2002 Actual	2003 Budget
Services	\$488	\$0
Capital Outlay	\$0	\$0
Fund Total	\$488	\$0

School/Sports Assoc/City Collaboration Proj

	2002 Actual	2003 Budget
Services	\$0	\$0
Capital Outlay	\$0	\$0
Fund Total	\$0	\$0

Capital Improvement

301
000

2003 Expenditure Detail

597-00-00	<i>Transfer to RT Pocket</i>	\$113,292	
	<i>Transfer to Skate Park</i>	\$375,000	
	FUND TOTAL		<u><u>\$488,292</u></u>

Special Capital Improvement

302
000

2003 Expenditure Detail

597-00-00	<i>Transfer to 522/195th</i>	\$270,000	
	<i>Transfer to 136th Ave NE/NE 195th St.</i>	\$240,000	
	FUND TOTAL		<u><u>\$510,000</u></u>

Capital Street Reserve

303
000

2003 Expenditure Detail

597-00-00	<i>Transfer to SR202/145th Ave NE</i>	\$40,000	
	<i>Transfer to SR202/175th-182nd Ave NE</i>	\$20,000	
	FUND TOTAL		<u><u>\$60,000</u></u>

Surface Water Reserve

304
000

2003 Expenditure Detail

597-00-00	<i>Transfer to Chateau Reach</i>	\$600,000	
	FUND TOTAL		<u><u>\$600,000</u></u>

Little Bear Creek Parkway

312
000

2003 Expenditure Detail

594-10-41-00	Professional Services (Intersection)	\$100,000
594-10-41-00	Professional Services (Corridor)	\$100,000
594-10-63-00	Other Improvements (Intersection)	\$500,000
594-10-63-00	Other Improvements (Corridor)	\$500,000

FUND TOTAL

\$1,200,000

Real Property Reserve

305
000

2003 Expenditure Detail

(no expenditures recommended)

Civic Center

390
000

2003 Expenditure Detail

597-00-00	<i>Transfer to Debt Service - Johnson Property</i>	\$298,860
-----------	--	-----------

FUND TOTAL

\$298,860

133rd Ave.

331
000

2003 Expenditure Detail

<i>Other Services and Charges</i>		
595-10-41-00	Professional Services	\$50,000
<i>Capital Outlay</i>		
595-20-61-00	Land	\$0
595-30-63-00	Other Improvements	\$350,000

FUND TOTAL

\$400,000

175th/140th

332
000

2003 Expenditure Detail

	Other Services and Charges	
595-10-41-00	Professional Services	\$0
	Capital Outlay	
595-20-61-00	Land	\$0
595-30-63-00	Other Improvements	\$0
	FUND TOTAL	<u><u>\$0</u></u>

124th Ave

333
000

2003 Expenditure Detail

	Other Services and Charges	
595-10-41-00	Professional Services	\$0
	Capital Outlay	
595-30-63-00	Other Improvements	\$6,000
595-20-61-00	Land	\$0
	FUND TOTAL	<u><u>\$6,000</u></u>

Pedestrian Improvement

336
000

2003 Expenditure Detail

	Other Services and Charges	
595-60-41-00	Professional Services	\$10,000
	Capital Outlay	
595-60-63-00	Other Improvements	\$70,000
	FUND TOTAL	<u><u>\$80,000</u></u>

202/127th

337
000

2003 Expenditure Detail

	Other Services and Charges	
595-10-41-00	Professional Services	\$62,460
	Capital Outlay	
595-20-61-00	Land	\$0
595-30-63-00	Other Improvements	\$300,000
	FUND TOTAL	<u><u>\$362,460</u></u>

202/148th

338
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$338,500
	<i>Capital Outlay</i>	
595-20-61-00	Land	\$0
595-30-63-00	Other Improvements	\$100,000
	FUND TOTAL	<u>\$438,500</u>

522/202

339
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$250,000
	<i>Capital Outlay</i>	
595-30-63-00	Other Improvements	\$0
	FUND TOTAL	<u>\$250,000</u>

Little Bear Creek Lineal Park

340
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
594-76-41-00	Professional Services	\$300,000
	<i>Capital Outlay</i>	
594-76-63-00	Improvements	\$997,119
	FUND TOTAL	<u>\$1,297,119</u>

Woodinview Park

341
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
594-76-41-00	Professional Services	\$0
	<i>Capital Outlay</i>	
594-76-61-00	Land	\$0
	FUND TOTAL	<u>\$0</u>

Skate Park

342
000

2003 Expenditure Detail

<i>Other Services and Charges</i>		
594-76-41-00	Professional Services	\$0
<i>Capital Outlay</i>		
594-76-63-00	Other Improvements	\$0
594-76-61-00	Land	\$0
<i>Other Financing Uses</i>		
587-00-00-00	Residual equity transfer	\$144,661
FUND TOTAL		<u>\$144,661</u>

Acquisition of Stream Corridor Parcels

345
000

2003 Expenditure Detail

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

Habitat Enhancements

346
000

2003 Expenditure Detail

<i>Other Services and Charges</i>		
595-70-41-00	Professional Services	\$120,000
<i>Capital Outlay</i>		
595-70-63-00	Other Improvements	\$27,000
FUND TOTAL		<u>\$147,000</u>

177th/131st Intersection

347
000

2003 Expenditure Detail

<i>Capital Outlay</i>		
595-30-63-00	Other Improvements	\$0
595-20-61-00	Land	\$0
<i>Other Financing Uses</i>		
587-00-00-00	Residual equity transfer	\$496,698
FUND TOTAL		<u>\$496,698</u>

177th Street Corridor

348
000

2003 Expenditure Detail

Capital Outlay		
595-30-63-00	Other Improvements	\$0
595-20-61-00	Land	\$0
Other Financing Uses		
587-00-00-00	Residual equity transfer	\$463
FUND TOTAL		<u><u>\$463</u></u>

175th/131st Rt Turn Pocket

349
000

2003 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	\$50,000
Capital Outlay		
595-30-63-00	Other Improvements	\$310,000
595-20-61-00	Land	\$0
FUND TOTAL		<u><u>\$360,000</u></u>

136th Ave NE/NE 195th St

350
000

2003 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	\$290,000
FUND TOTAL		<u><u>\$290,000</u></u>

SR 522/195th

351
000

2003 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	\$370,000
Capital Outlay		
595-30-63-00	Other Improvements	\$0
595-20-61-00	Land	\$0
FUND TOTAL		<u><u>\$370,000</u></u>

School/Sports Assoc/City Collaboration Projects

352
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
594-79-41-00	Professional Services	\$0
	FUND TOTAL	<u><u>\$0</u></u>

Neighborhood Playground Projects

353
000

2003 Expenditure Detail

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

SR202 Corridor Improvements

355
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
595-10-41-00	Professional Services	\$20,000
	<i>Capital Outlay</i>	
595-30-63-00	Other Improvements	\$60,000
	FUND TOTAL	<u><u>\$80,000</u></u>

Chateau Reach Erosion Control

357
000

2003 Expenditure Detail

	<i>Other Services and Charges</i>	
594-79-41-00	Professional Services	\$200,000
	<i>Capital Outlay</i>	
594-79-63-00	Other Improvements	\$400,000
	FUND TOTAL	<u><u>\$600,000</u></u>

Boat Launch

359
000

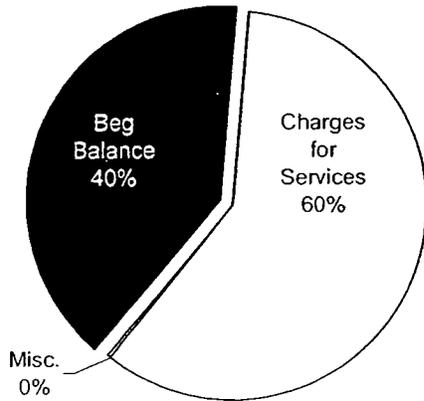
2003 Expenditure Detail

	<i>Other Services and Charges</i>	
594-79-41-00	Professional Services	\$45,000
	<i>Capital Outlay</i>	
594-79-63-00	Other Improvements	\$0
	FUND TOTAL	<u><u>\$45,000</u></u>

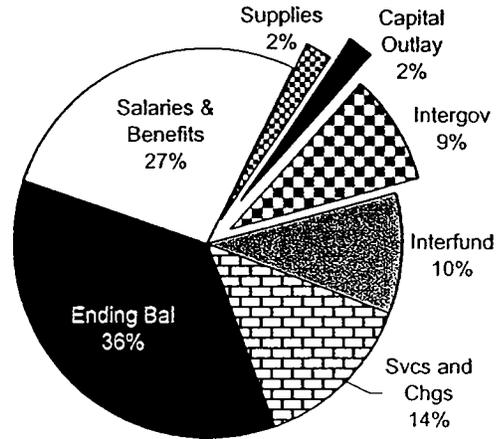
Enterprise

Enterprise Fund Summary 2003

Sources of Revenue: Surface Water



Uses/Expenditure: Surface Water



	2001 Actual	2002 Actual	2003 Budget
Surface Water			
<i>Beginning Balance</i>	\$938,010	\$691,546	\$553,940
<i>Revenue</i>			
<i>Charges for Services</i>	\$790,427	\$803,283	\$820,000
<i>Miscellaneous</i>	\$59,793	\$65,145	\$5,000
<i>Total Revenue</i>	\$850,220	\$868,428	\$825,000
<i>Transfers In</i>	\$7,055	\$0	\$0
<i>Total Available</i>	\$1,795,285	\$1,559,974	\$1,378,940
<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$223,064	\$274,500	\$295,920
<i>Personnel Benefits</i>	\$43,673	\$50,927	\$75,104
<i>Supplies</i>	\$47,205	\$26,046	\$32,000
<i>Other Services and Charges</i>	\$101,337	\$154,270	\$188,030
<i>Intergovernmental</i>	\$196,864	\$131,604	\$128,500
<i>Interfund</i>	\$105,768	\$111,188	\$136,130
<i>Capital Outlay</i>	\$17,620	\$70,598	\$30,500
<i>Total Expenditures</i>	\$735,532	\$819,134	\$886,184
<i>Transfers Out</i>	\$368,207	\$0	\$0
<i>Ending Balance</i>	\$691,546	\$740,840	\$492,756

Enterprise Fund

(Surface Water Management)

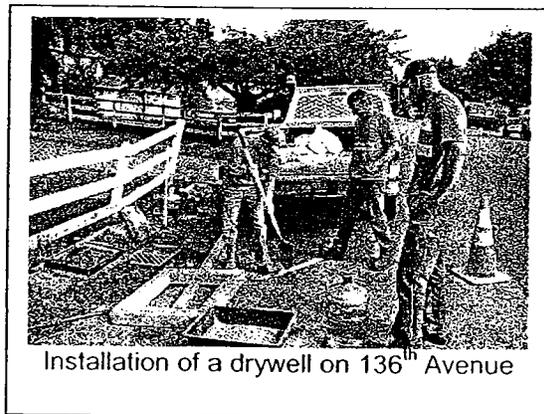
Enterprise funds are established for government activities that are financed and operated in a manner similar to a private business. The costs of providing goods and services to the public are financed through user charges. The City of Woodinville has one Enterprise Fund – the Surface Water Management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

Surface Water Management is an enterprise fund that supports activities associated with all surface water areas of planning, management, 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 2003, the City forecasts \$820,000 in surface water drainage fees and \$5,000 in interest income.

2002 Accomplishments

- Completed surface water analysis.
- Completed development of storm water system model.
- Completed layout draft of the Surface Water Management Plan.
- Identify immediate maintenance problem areas.
- Installed infiltration drainage system at Community Center.
- Removed fish barrier with coordination with Snohomish County on Little Bear Creek at NE 205th.
- Completed analysis of Chateau Reach basin and begun preliminary design.
- Completed 2002 Sammamish Relief planting.
- Renegotiate remaining King County contract delivery and level of services.



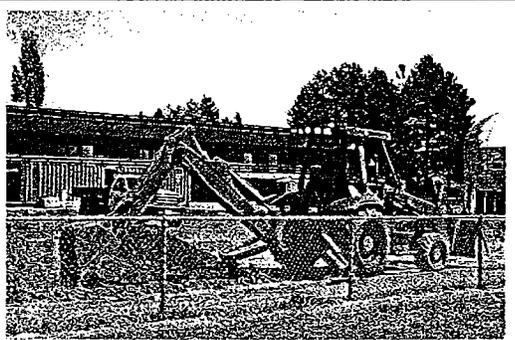
- Performed first in-house storm drainage system repairs and enhancements.
- Implemented an environmentally safety ice control program.
- Implemented improved storm water maintenance operations to enhance water quality.

Goals for the Year 2003

- Purchase street sweeper and implement in-house program.
- Remove fish barrier along Little Bear Creek at 132nd Avenue NE.
- Submit draft Surface Water Comprehensive Plan to DOE.
- Continue development of surface water maintenance plan.
- Develop and implement a contract service, private or County, to provide services for catch basin cleaning, and ditch maintenance.
- Construct drainage improvements along NE 175th Street @ 164th Avenue NE.
- Implement maintenance program for fish drainage basin areas.
- Pilot a work release program for low level maintenance on ditch and debris removal.



2002 Sammamish Relief

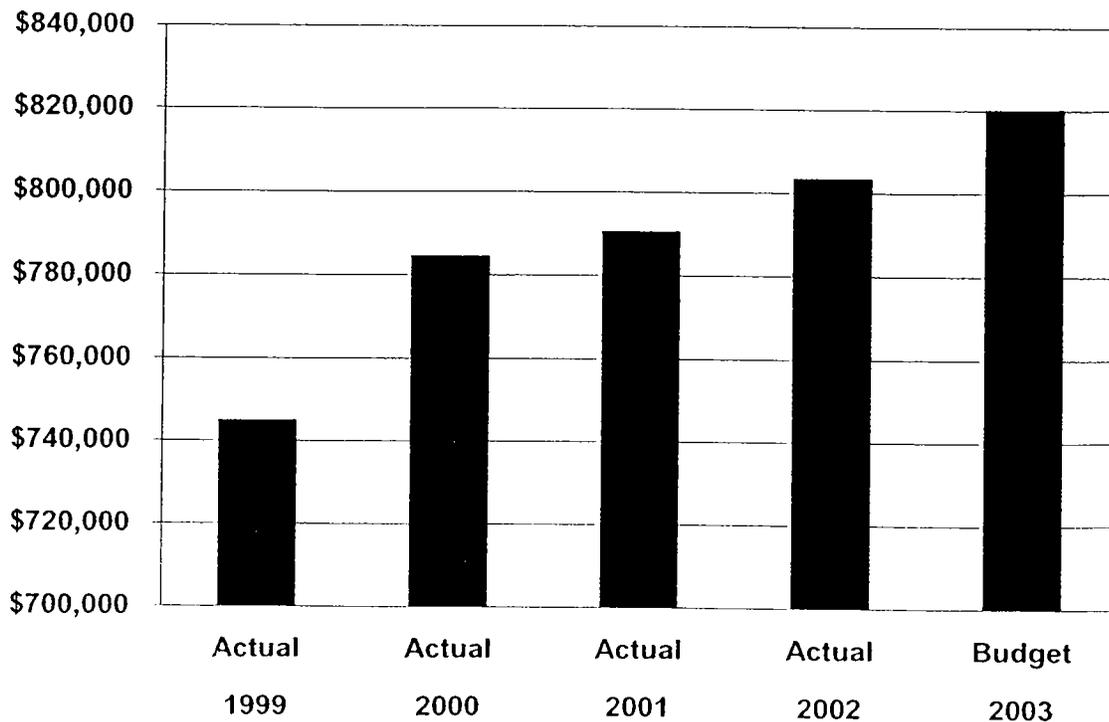


City crew installing infiltration system at
Community Center

Surface Water Management

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$938,010	\$691,546	\$553,940
Intergovernmental Grants	\$23,677	\$52,805	\$0
Charges for Services			
Storm Drainage Fees & Charges	\$790,427	\$803,283	\$820,000
Miscellaneous			
Investment Interest	\$36,116	\$12,340	\$5,000
Other Financing Sources			
Residual Equity Transfers-In	\$7,055	\$0	\$0
Total Revenue	\$857,275	\$868,427	\$825,000
Total Available	\$1,795,285	\$1,559,973	\$1,378,940

Storm Drainage Fees & Charges



Surface Water Management

Fund Summary

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Salaries	\$102,428	\$160,367	\$223,064	\$274,500	\$295,920
Benefits	\$22,646	\$30,785	\$43,673	\$50,927	\$75,104
Supplies	\$7,497	\$10,084	\$47,205	\$26,046	\$32,000
Services	\$82,836	\$100,875	\$101,337	\$154,270	\$188,030
Capital Outlay	\$261,213	\$72,113	\$17,620	\$70,598	\$30,500
Intergovernmental	\$196,570	\$214,829	\$196,864	\$131,604	\$128,500
Interfund Payments	\$101,003	\$100,880	\$105,768	\$111,188	\$136,130
Other Financing Uses	\$289,000	\$0	\$368,207	\$0	\$0
Department Total	\$1,063,193	\$689,932	\$1,103,739	\$819,133	\$886,185

Position Summary	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003
Public Works Director	0.25	0.25	0.25	0.25	0.25
Public Works Assistant	0.25				
Maintenance Supervisor	0.50	0.50	0.50	0.50	0.50
Maintenance Worker			1.00	1.00	2.00
Senior Engineer (Surface Wtr)	1.00	0.80	0.80	0.80	0.80
Field Engineer	0.50	0.25	0.25	0.25	0.25
Senior Admin Assistant		0.25	0.25	0.25	0.25
Environmental Planner		0.50	0.50	0.50	0.50
Volunteer Coordinator		0.25	0.25	0.25	0.25
Position Totals	2.50	2.80	3.80	3.80	4.80

	Hours	Hours	Hours	Hours
Interns (part time)	1536	2656	2976	2976

SURFACE WATER MANAGEMENT

410

000

2003 Expenditure Detail

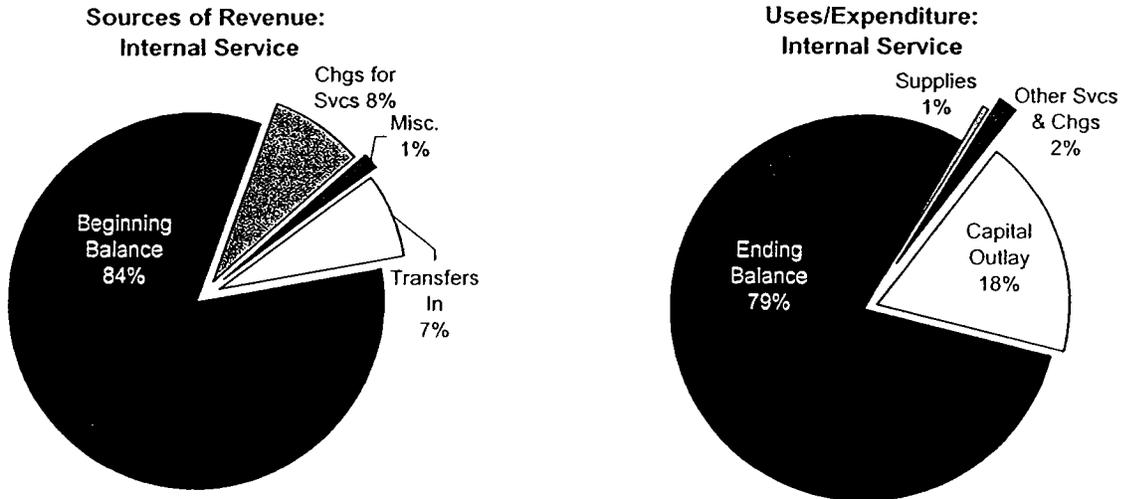
Salaries and Wages		
531-10-11-00	Salaries	\$295,920
Personnel Benefits		
531-10-20-00	Benefits	\$75,104
Supplies		
531-10-31-31	Office/Operating Supplies	
	Office Supplies	\$600
	Plants & Materials	\$5,000
	Spill control	\$600
	Material, erosion control, seed, rock	\$7,000
	Grates & hardware	\$1,600
	Pipe & inlets	\$2,000
	Paint, marking ribbon	\$400
	Sweeper broom, skids, etc	\$4,000
	SWM/ESA reference books	\$500
	Safety gear	\$800
	Safety tee shirts	\$200
	ESA/Fish signs	\$600
	ESA Display material	\$600
		\$23,900
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
		\$8,100
	<i>Total Supplies</i>	\$32,000
Other Services and Charges		
531-10-41-00	Professional Services	
	Woodin Creek Maintenance program	\$2,000
	Soil/water testing	\$6,000
	Pond Improvement Program	\$2,000
	TV Storm lines	\$10,000
	Stream Planting	\$25,000
	ESA Response Program	\$32,500
	Engineering storm support, SWM/GIS	\$40,000
	Private maintenance services Vactoring	\$40,000
	Salmon protection/veg control program	\$8,000
		\$165,500

531-10-42-00	Communication		
	ESA public communication program	\$500	
	ESA/Salmon education brochures	\$500	
	Public notification	\$1,200	
	Cell-phone/pager	\$1,500	
			\$3,700
531-10-43-00	Travel		
	General meeting and training	\$1,600	
	Sweeper training (Out of state)	\$1,200	
	State/County training	\$500	
	Meals	\$500	
	Mileage	\$300	
			\$4,100
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		\$6,000
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	
	Sweeper Training	\$100	
	Environmental Impact Mgt	\$500	
	ESA Training	\$500	
	APWA Training	\$1,200	
	BMP/SWM Training	\$500	
	Safety Training	\$1,000	
			\$4,600
531-10-49-20	Miscellaneous		
	ASCE - Yosh	\$120	
	PE License - Yosh	\$110	
	APWA membership - Val	\$100	
			\$330
	<i>Total Other Services and Charges</i>		\$188,030

	<i>Intergovernmental</i>		
531-10-51-00	Professional Services		
	KC Surface Water Mgt	\$30,500	
	Bothell Decanting	\$12,000	
	Drainage Maintenance - Road (w/ESA requirements)	\$75,000	
	WRIA 8	\$5,000	
	Puget Sound water studies	\$6,000	
	<i>Total Intergovernmental</i>		\$128,500
	<i>Interfund</i>		
531-10-95-00	Interfund Payments for Services		
	Vehicle Use	\$36,394	
	Interfund payment for services	\$99,736	
	<i>Total Interfund</i>		\$136,130
	<i>Capital Outlays</i>		
594-31-64-00	Machinery and Equipment		
	Steel Drum Roller (50%)	\$7,500	
	Gas Jackhammer (50%)	\$1,850	
	Crew cab pickup (50%)	\$15,000	
	Computer (SWM)	\$2,000	
	Weather Station Software	\$1,200	
	Asphalt cutter (50%)	\$1,150	
	Jumping jack compactor (50%)	\$1,800	
	<i>Total Capital Outlay</i>		\$30,500
	TOTAL SURFACE WATER		<u>\$886,185</u>

Internal Service

Internal Service Funds Summary 2003



<i>Internal Service</i>	2001 Actual	2002 Actual	2003 Budget
<i>Beginning Balance</i>	\$506,410	\$726,509	\$911,686
<i>Revenue</i>			
<i>Charges for Services</i>	\$41,805	\$54,957	\$87,267
<i>Miscellaneous</i>	\$25,490	\$16,424	\$13,630
<i>Total Revenue</i>	\$67,295	\$71,381	\$100,897
<i>Transfers In</i>	\$200,000	\$200,000	\$80,000
<i>Total Available</i>	\$773,705	\$997,890	\$1,092,583
<i>Expenditure</i>			
<i>Supplies</i>	\$6,839	\$10,568	\$7,000
<i>Other Services and Charges</i>	\$14,530	\$17,431	\$18,100
<i>Capital Outlay</i>	\$25,827	\$77,252	\$200,000
<i>Total Expenditures</i>	\$47,196	\$105,251	\$225,100
<i>Ending Balance</i>	\$726,509	\$892,639	\$867,483

Internal Service Funds

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

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

Equipment Rental Fund

The Equipment Rental Fund accounts for the cost of maintaining and replacing all City vehicles when needed. Revenue to the Equipment Rental Fund includes a beginning balance of \$182,000 and transfers in from various departments that total \$87,000.

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 amount budgeted in this account varies from year to year based on capital expenditures scheduled. Starting with a beginning balance of \$696,000, a transfer of \$80,000 from the General Fund is budgeted.

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 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 \$630 in interest revenue and begin the year with \$33,000.

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.

**Internal Service Funds
Revenue**

Equipment Rental

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$117,628	\$143,821	\$182,378
Miscellaneous			
Investment Interest	\$5,547	\$3,247	\$3,000
Other Financing Sources			
Charges for Service	\$41,805	\$54,957	\$87,267
Total Revenue	\$47,352	\$58,204	\$90,267
Total Available	\$164,980	\$202,025	\$272,645

Equipment Replacement

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$356,265	\$548,985	\$695,985
Miscellaneous			
Investment Interest	\$18,547	\$12,573	\$10,000
Other Financing Sources			
Operating Transfer In	\$200,000	\$200,000	\$80,000
Total Revenue	\$218,547	\$212,573	\$90,000
Total Available	\$574,812	\$761,558	\$785,985

Unemployment Compensation

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$32,517	\$33,703	\$33,323
Miscellaneous			
Investment Interest	\$1,396	\$604	\$630
Total Revenue	\$1,396	\$604	\$630
Total Available	\$33,913	\$34,307	\$33,953

**Internal Service Funds
Expenditure**

Equipment Rental

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Supplies	\$3,038	\$6,129	\$6,839	\$10,568	\$7,000
Services	\$2,875	\$10,376	\$14,321	\$16,603	\$17,100
Department Total	\$5,913	\$16,505	\$21,160	\$27,171	\$24,100

Equipment Replacement

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Capital Outlay	\$31,438	\$69,967	\$25,827	\$77,252	\$200,000
Department Total	\$31,438	\$69,967	\$25,827	\$77,252	\$200,000

Unemployment Compensation

	1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Budget
Claims	\$0	\$205	\$209	\$828	\$1,000
Department Total	\$0	\$205	\$209	\$828	\$1,000

EQUIPMENT RENTAL

501
000

2003 Expenditure Detail

Supplies

548-60-31-32 Operating Supplies \$7,000

Other Services and Charges

548-60-46-00 Insurance \$2,100
548-60-48-00 Repairs & Maintenance \$15,000
 Total Other Services \$17,100

FUND TOTAL \$24,100

EQUIPMENT REPLACEMENT

503
000

2003 Expenditure Detail

Capital Outlay

594-18-64-00 Machinery and Equipment \$200,000

FUND TOTAL \$200,000

UNEMPLOYMENT COMPENSATION

505
000

2003 Expenditure Detail

Other Services and Charges

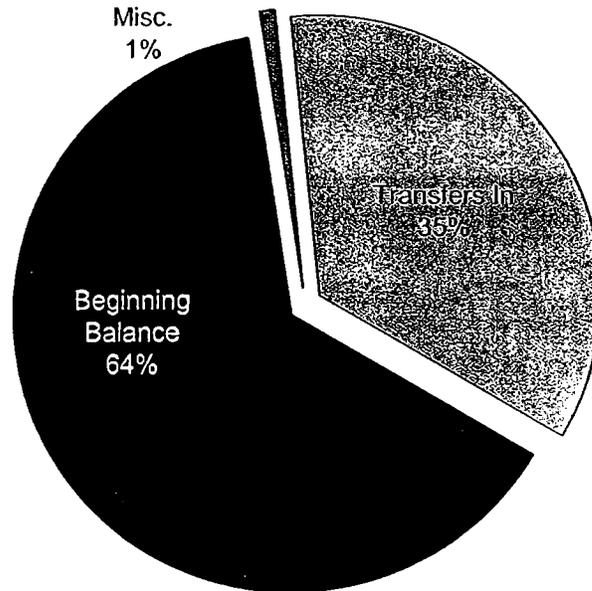
517-78-00-00 Unemployment Claims \$1,000

FUND TOTAL \$1,000

Trust

Trust Summary 2003

Sources of Revenue: Affordable Housing Fund



<i>Housing Fund</i>	2001 Actual	2002 Actual	2003 Budget
<i>Beginning Balance</i>	\$0	\$10,204	\$23,024
<i>Revenue</i>			
<i>Miscellaneous</i>	\$204	\$373	\$300
<i>Total Revenue</i>	\$204	\$373	\$300
<i>Transfers In</i>	\$10,000	\$12,500	\$12,500
<i>Total Available</i>	\$10,204	\$23,077	\$35,824
<i>Expenditure</i>			
<i>Total Expenditures</i>	\$0	\$0	\$0
<i>Ending Balance</i>	\$10,204	\$23,077	\$35,824

Trust Fund

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 2003, the General Fund will transfer \$12,500 to the Affordable Housing fund.

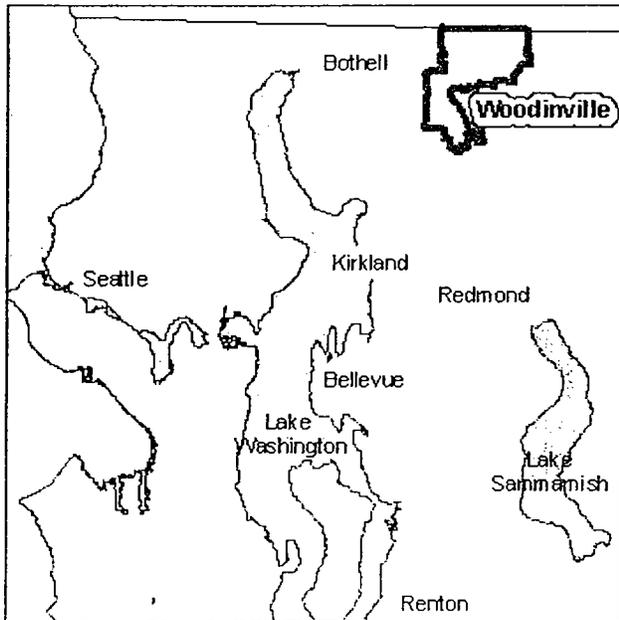
In 2001, the City created the Affordable Housing Fund, a trust fund established to provide financing for affordable housing projects. There are no budgeted expenditures at this time.

Affordable Housing Trust Fund

	2001 Actual	2002 Actual	2003 Budget
Beginning Balance	\$0	\$10,204	\$23,024
Miscellaneous			
Investment Interest	\$204	\$373	\$300
Other Financing Sources			
Transfers-In	\$10,000	\$12,500	\$12,500
Total Revenue	<u>\$10,204</u>	<u>\$12,873</u>	<u>\$12,800</u>
Total Available	\$10,204	\$23,077	\$35,824

Appendices

The City of Woodinville Country Living, City Style



Incorporated:	March 31, 1993
Population:	9,250
Registered Voters:	6,829
Land Area:	5.65 sq miles
Elevation:	36-500 feet
Retail Sales Tax:	8.8%
City Employees:	52.65 (FTE)
School District:	Northshore Dist
Business Registration	787

Twenty miles northeast of Seattle, at the northern end of the Sammamish Valley, City of Woodinville residents enjoy the rural charm of wooded residential areas and horse trails, along with a thriving downtown business center. The City is strategically situated offering convenient access to several major highways: Interstate 405, State Route 522 and State Route 202.

Woodinville has a Council/Manager form of government. Each of the seven City Council members are elected by the people to staggered four-year terms. The Mayor is elected from within the Council. Several advisory boards, commissions, and the City Manager support the City Council. The City Manager is appointed by Council and serves as the professional manager of the organization.

The City provides various services including planning, permitting, street maintenance, storm water, construction, parks & recreation and general administrative services. The King County Sheriff's Office and the Woodinville Fire & Life Safety District provides police & fire protection and the Woodinville Water District provides water & sewer services.

The City's tourist district is home to world-class wineries: Chateau Ste Michelle, Columbia, DeLille Cellars and Silver Lake. Wine tasting and tours can be complimented by excellent dining at the Barking Frog and the Herb farm restaurants, at the Willows Lodge Hotel. The world-famous Molbak's Nursery and green house is also located here.

Each spring, Celebrate Woodinville, a community event, is host to the All Fools Day Parade, Basset Bash & Brigade and the City's anniversary celebration of incorporation. The Fourth of July Fireworks Extravaganza and the Light Festival are also popular events.

Miscellaneous Statistics

DATE OF INCORPORATION	March 31, 1993
FORM OF GOVERNMENT	Council-City Manager
AREA	5.66 Square Miles
POPULATION (within city limit) ¹	9,215 as of June 2002
REGISTERED VOTERS	6,829 as of February 2002
PRESIDENTIAL ELECTION OF 2000	4,488 voted
NUMBER OF BUSINESS REGISTRATION	787
LEGISLATIVE DISTRICT	45 th
SCHOOL DISTRICT	Northshore
RETAIL SALES TAX	8.8%
CITY EMPLOYEES (FTE)	52.65
ELEVATION	36-500 feet above sea level
LATITUDE	47 degrees 45 minutes
LONGITUDE	122 degrees 09 minutes
POPULATION (within 98072 zip code)*	37,923
HOUSEHOLDS (within 98072 zip code)*	12,721
MEDIAN 2000 HOUSEHOLD INCOME (within 98072 zip code)*	\$97,178
MEDIAN HOME PURCHASE PRICE (within 98072 zip code)*	\$374,950

¹Source: Census Bureau

*Provided by Woodinville Chamber of Commerce

CITY OF WOODINVILLE LARGEST EMPLOYERS²

Company	Number of Employees	Product/Service
Woodinville Lumber, Inc.	360	Wholesale Lumber Sales
Mackie Design	359	Professional Audio Equipment Manufacturer
Hos Bros. Construction, Inc.	320	General Contractor
Chateau Ste. Michelle	249	Winery
Molbak's	249	Nursery & Specialty Retailer
W.A. Botting	249	Mechanical Contractor
Bensussen Deutsch & Associates	188	Wholesale Promotional Merchandise
TOP Food & Drug	182	Retail Grocery Store
Target	150	Retail
Red Robin International	110	Restaurant

CITY OF WOODINVILLE LARGEST TAXPAYERS³

Taxpayer	Value
Calwest Industrial Properties	\$62,331,300
Downtown Woodinville LLC	\$43,714,000
Stimson Lane Wine & Spirits	\$25,499,357
Redhook Brewery	\$16,496,909
Underwood LLC	\$12,407,600
Target Corporation	\$10,789,898
PSE – Electric/Gas	\$10,479,489
Security Capital Industrial	\$9,164,600
Mackie Holdings LLC	\$8,437,300
Molbak's Family Ltd Partnership	\$7,884,834
Verizon Northwest Inc.	\$7,041,367
Greenbaum Associates	\$6,119,548
Columbia Winery	\$5,196,048

CITY OF WOODINVILLE NEW CONSTRUCTION BUILDING PERMITS ISSUED⁴

Year	Permits Issued	Total Value
2002	187	\$17,859,941
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

² Source: City of Woodinville Administration Dept

³ Source: King County Dept of Assessments, February 2003

⁴ Source: City of Woodinville Building Dept

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 Washington 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.
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 – 2.5%
 - Open Space and Park Facilities – 2.5%
20. The total indebtedness shall not exceed 7.5% of the assessed value of the City.

Debt Policies (Continued)

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.

ACRONYMS

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

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

- WCPDA** Washington Cities Planning Directors Association
- WFOA** Washington Finance Officers Association
- WMCA** Washington Municipal Clerks Association
- WMTA** Washington Municipal Treasurer's Association
- WRPA** Washington Recreation and Parks Association
- WSEMA** Washington State Emergency Management Association
- WSRA** 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 \$1,000 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.

ORDINANCE NO. 334

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING CERTAIN FUNDS, ESTABLISHING THREE FUNDS, AND ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2003, 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 2003 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, the Council has requested that a fund be established to provide a reserve should operating revenues decline unexpectedly and the establishment of the Strategic Budget Reserve Fund will provide a beginning opportunity to set aside reserves for that purpose, and

WHEREAS, two capital projects have been completed, and will incur no further expenditures, and are recommended to be abolished, and

WHEREAS, the residual equity in the abolished funds should be returned to the fund that was the source of revenue for the projects, and

WHEREAS, three funds are being abolished to simplify the accounting of the expenditures and revenues, with the residual equity returning to the source of funding for the funds, 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 SR202 Corridor Improvement Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the SR202 Corridor Improvement Fund will only be used for the design, engineering, and construction associated with the re-channelization of the intersection of NE 175th Street to NE 182nd Street.

Section 2. A new fund, the Chateau Reach Erosion Control Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the Chateau Reach Erosion Control Fund shall be used for the installation of channel erosion measures to protect the downstream drainage system and the Sammamish River.

Section 3. A new fund, the Boat Launch Fund, is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the Boat Launch Fund shall be used to create improved public access for non-motorized boat launch in Wilmot Park.

Section 4. A new fund, the Strategic Budget Reserve Fund is hereby established with revenue and appropriations set forth in Section 9 of this ordinance. Monies in the strategic Budget Reserve Fund shall only be used to continue core service levels in operating budgets. Policies for the fund will be reviewed by the Finance Committee and adopted by the City Council.

Section 5. The 177th /131st Intersection Fund and the 177th Street Corridor Fund are hereby abolished, with residual equities from both funds to be transferred to the 177th Street Construction Fund. The 177th Street Construction Fund will be renamed the Little Bear Creek Parkway Fund, to coincide with the renaming of the street.

Section 6. The Skate Park Fund is hereby abolished, with residual equity to be transferred to the Little Bear Creek Lineal Park Fund.

Section 7. The 175th / 140th and the 124th Ave Capital Project Funds are hereby abolished, with the residual equities to be transferred to the Street Reserve Fund, the fund from which reserves were used for the construction of the projects.

Section 8. The budget of the City of Woodinville, Washington for the year 2003, 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 \$32,406,962.

Section 9. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$ 9,672,070
Street Fund	\$ 831,504
Arterial Street	\$ 199,038
Contingency	\$ 280,862
Mitigation	\$ 428,974
Admission Tax	\$ 676,941
System Replacement	\$ 154,338
Park Impact Fee	\$ 21,908
Parks & Recreation Special Revenue	\$ 12,273
Strategic Budget Reserve	\$ 200,000
Debt Service	\$ 1,167,800

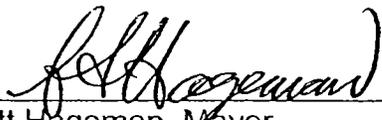
Capital Project	\$ 1,127,748
Special Capital Project	\$ 1,234,149
Capital Street Reserve	\$ 1,940,736
Capital Surface Water Reserve	\$ 1,736,488
Little Bear Creek Parkway	\$ 1,608,417
Real Property	\$ 28,724
Civic Center	\$ 800,477
133 rd Ave Capital Project	\$ 911,317
175 th /140 th Capital Project	\$ 231,662
124 th Ave Capital Project	\$ 86,450
Pedestrian Improvements Capital Project	\$ 174,279
SR202/127 th PI Capital Project	\$ 803,107
SR202/148 th Ave Capital Project	\$ 696,676
SR522/SR202 Capital Project	\$ 486,197
Little Bear Creek Lineal Park Capital Project	\$ 1,297,119
Woodinview Park Capital Project	\$ 174,114
Skate Park Capital Project	\$ 144,661
Stream Corridor Acquisition	\$ 230,000
Habitat Enhancements	\$ 164,425
177 th /131 st Intersection	\$ 496,698
177 th Street Corridor	\$ 463
175 th /131 st Right Turn Pocket	\$ 360,000
136 th Ave NE/NE 195 th	\$ 290,000
SR522/195 th	\$ 370,000
School/Sports Associations	\$ 45,000
Neighborhood Projects	\$ 90,000
SR202 Corridor Improvements	\$ 80,000
Chateau Reach Erosion Control	\$ 600,000
Boat Launch	\$ 45,000
Surface Water Management	\$ 1,378,940
Equipment Rental	\$ 272,645
Equipment Replacement	\$ 785,985
Unemployment Reserve	\$ 33,953
Affordable Housing	\$ 35,824

Section 6. 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 7. Effective date. This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

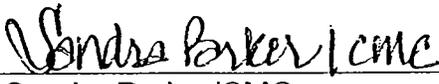
ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 2ND DAY OF DECEMBER 2002.

APPROVED:



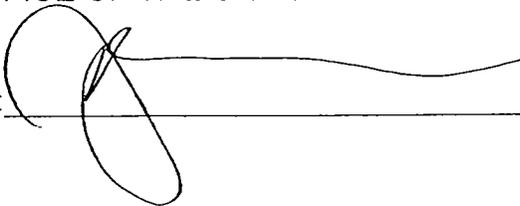
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

Sandra Parker/CMC
City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: 

PASSED BY THE CITY COUNCIL: 12-2-2002
PUBLISHED: 12-9-2002
EFFECTIVE DATE: 12-14-2002
ORDINANCE NO. 334

ORDINANCE NO. 333

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 331, EFFECTIVE JANUARY 1, 2003, ADOPTING BENEFIT AND CLASSIFICATION PAY RANGES FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted a revised pay, benefit and classification structure for the 2002 budget that became effective as of September 1, 2002; and

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

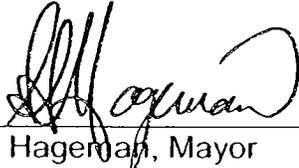
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. That Ordinance No. 331 relating to pay ranges and employee benefits is hereby repealed, effective January 1, 2003.

Section 2. The City Council hereby adopts the Employee Benefit Plan (Attachment A), the classification pay range (Attachment B), and the Non-Regular Pay Plan (Attachment C).

Section 3. The effective date for payment of salary steps, ranges and benefits established by Attachments A, B and C shall be January 1, 2003 and shall continue until amended by action of the City Council.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 2nd DAY OF DECEMBER 2002.



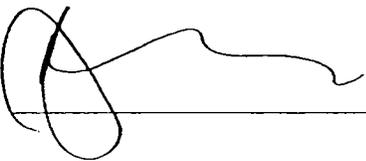
Scott Hagerman, Mayor

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: 12-2-2002
PUBLISHED: 12-9-2002
EFFECTIVE DATE: 12-14-2002
ORDINANCE NO. 333

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

City of Woodinville

Classification Pay Range

Effective Date: January 1, 2003

Assigned Pay Range	POSITION TITLE		
	Min Step 1	Max Step 6	
A A A A	2,680	3,484	Administrative Assistant Permit Technician I Facilities Maintenance Worker I Recreation Program Technician
B	2,822	3,667	Maintenance Worker I
C C	2,971	3,860	Permit Technician II Volunteer Coordinator
D D D D D D	3,127	4,064	Administrative Assistant, Senior Accounting Clerk Executive Secretary Maintenance Worker I Permit Technician III Planning Technician
E E E	3,291	4,279	Facilities Maintenance Worker II Building Inspector I Code Enforcement Officer
F	3,518	4,576	Recreation Coordinator
G G G G G	3,764	4,895	Building Inspector II Civil Site Field Inspector Maintenance Supervisor – Parks Planner Planner, Park
H H H H H H	4,007	5,213	Accountant, Senior Field Engineer Information Services Manager Permit Supervisor Senior Programmer Planner, Transportation/Environmental
I I I I	4,269	5,549	Building Plans Examiner Maintenance Supervisor – Public Works Planner, Senior Recreation Supervisor
J J J J J J	4,546	5,911	City Clerk Civil Plans Examiner Communications Coordinator Engineer, Senior – Project Manager Engineer, Senior – Surface Water Engineer, Senior – Traffic
K	4,842	6,295	Planner, City
L	5,156	6,704	Assistant to the City Manager
M	5,491	7,140	City Engineer
N	5,847	7,604	
O O O O O	6,609	8,593	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, 2003

CLASSIFICATION	RANGE	Min	Mid	Max
Recreation Aide I	AA	7.01		8.11
Intern I				
Recreation Aide II	BB	7.43		8.60
Recreation Aide III	CC	7.88		9.12
Recreation Aide IV	DD	8.35		9.67
Recreation Aide V	EE	8.85		10.24
Laborer I	FF	9.38		10.86
Office Assistant I				
Recreation Assistant I				
Recreation Assistant II	GG	9.94		11.51
Recreation Assistant III	HH	10.54		12.20
Laborer II	II	11.17		12.93
Office Assistant II				
Intern II	JJ	11.84		13.71
Laborer III				
Office Assistant III				
	KK	12.55		14.53
Recreation Assistant IV	LL	13.31		15.40
Intern III	LL			
Recreation Assistant V	MM	14.11		16.33
Planner	UU	22.48		26.03
Senior Planner	WW	25.26		29.24
Senior Engineer	XX	26.78		31.00
	YY	28.38		32.86
Aerobics Instructor	ZZ	30.09		34.83

ORDINANCE NO. 332

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2003, 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 2003, 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 \$1,676,822,636, current taxes for the ensuing year commencing January 1, 2003, a rate to provide \$2,431,000 of regular property taxes, including new construction. This assessment is estimated to provide an additional \$23,713 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 18TH day of November, 2002.

APPROVED:



Scott Hageman, Mayor

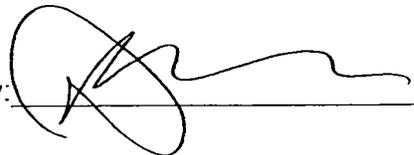
ATTEST:



Sandra Parker, City Clerk/CMC

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY:

By: 

PASSED BY THE CITY COUNCIL: 11-18-2002
PUBLISHED: 11-25-2002
EFFECTIVE DATE: 11-30-2002
ORDINANCE NO. 332