

ORDINANCE NO. 354

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING A FUND, CREATING TWO FUNDS, AND ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2004, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, the City Council established the 522/202 Capital Project Fund, and

WHEREAS, the project considered in the SR202 Corridor Improvements Fund are identified in the 522/202 Fund, and

WHEREAS, the SR202 Corridor Improvements Fund is no longer needed since the project is budgeted in the 522/202 Fund, and

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

WHEREAS, the City Council has identified the need to establish a Facilities Capital Project Fund to track revenue and expenditures that are required for the City's facilities, and

WHEREAS, the Council has agreed to consider the implementation of a transient lodging tax to help fund tourism in Woodinville, and

WHEREAS, the City Council must segregate the tax revenue received from the transient lodging tax, necessitating the creation of a Hotel/Motel Tax Fund, 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, DOES ORDAIN AS FOLLOWS:

Section 1. A new fund, the Hotel/Motel Tax Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Monies in the Hotel/Motel Tax Fund will only be used for tourism promotion.

Section 2. A new fund, the Facilities Project Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Monies in the Facilities Project Fund shall be used for projects identified in the City's Capital Improvement Program for City facility projects.

Section 3. The SR202 Corridor Improvements Fund is hereby abolished, with residual equity to be transferred to the Capital Street Reserve Fund, the fund from which reserves were used for the project.

Section 4. The budget of the City of Woodinville, Washington for the year 2004, 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 \$32,828,271.

Section 5. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$10,248,567
Street Fund	\$ 805,372
Arterial Street	\$ 269,613
Contingency	\$ 279,797
Mitigation	\$ 473,050
Admission Tax	\$ 656,158
System Replacement	\$ 205,313
Park Impact Fee	\$ 27,902
Parks & Recreation Special Revenue	\$ 6,041
Strategic Budget Reserve	\$ 575,000
Hotel/Motel Tax	\$ 35,100
Debt Service	\$ 1,161,387
Capital Project	\$ 1,477,889
Special Capital Project	\$ 1,656,089
Capital Street Reserve	\$ 2,274,426
Capital Surface Water Reserve	\$ 1,437,805
Little Bear Creek Parkway	\$ 2,612,994
Real Property	\$ 35,045
Civic Center	\$ 602,312
133 rd Ave Capital Project	\$ 8,000
Pedestrian Improvements Capital Project	\$ 106,449
SR202/127 th PI Capital Project	\$ 814,531
SR202/148 th Ave Capital Project	\$ 448,465
SR522/SR202 Capital Project	\$ 2,216,000
Little Bear Creek Lineal Park Capital Project	\$ 385,600
175 th /131 st Right Turn Pocket	\$ 2,795
136 th Ave NE/NE 195 th Capital Project	\$ 100,000
SR522/195 th Capital Project	\$ 100,538
SR202 Corridor Improvements	\$ 3,000
Surface Water Capital Projects	\$ 919,095
Parks and Recreation Capital Projects	\$ 251,185
Facilities Capital Project	\$ 20,000
Surface Water Management	\$ 1,519,656

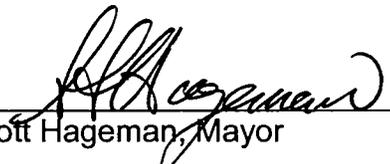
Equipment Rental	\$	341,234
Equipment Replacement	\$	682,306
Unemployment Reserve	\$	40,979
Affordable Housing	\$	28,578

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.

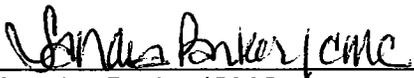
ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE FIRST DAY OF DECEMBER 2003.

APPROVED:



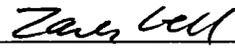
 Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

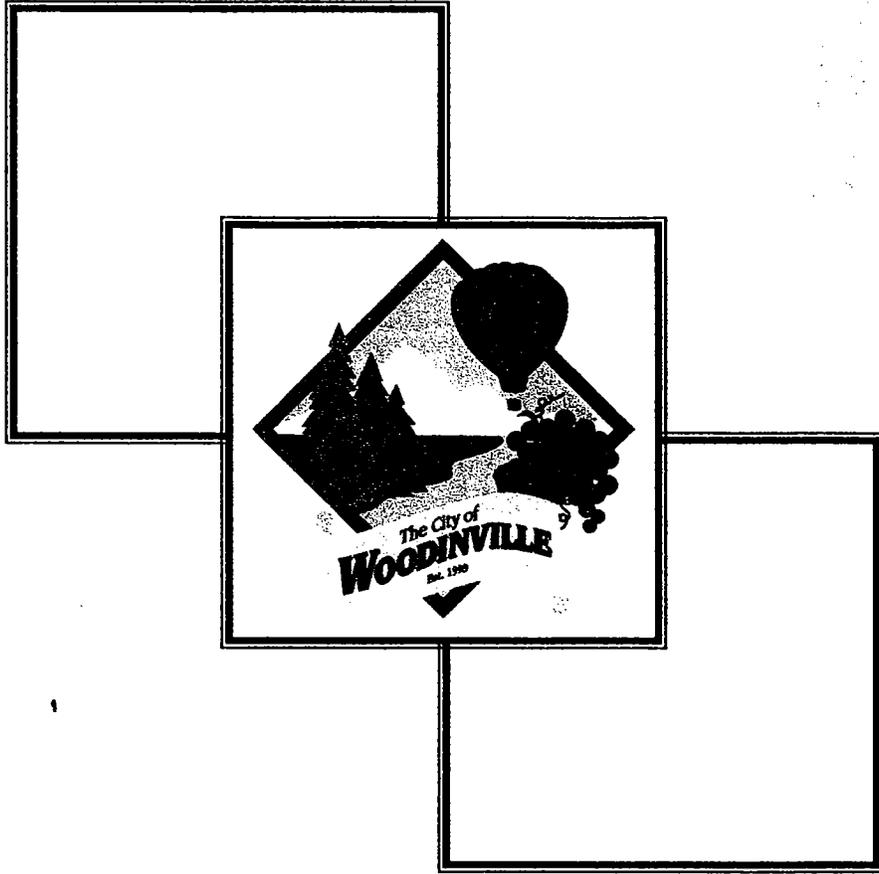
 Sandra Parker/CMC
 City Clerk

APPROVED AS TO FORM:
 OFFICE OF THE CITY ATTORNEY

By: 

 J. Zachary Lell

PASSED BY THE CITY COUNCIL: 12-1-2003
 PUBLISHED: 12-8-2003
 EFFECTIVE DATE: 12-13-2003
 ORDINANCE NO. 354



**2004 Final Budget
Woodinville, Washington**

City of Woodinville

City Council

Don Brocha, Mayor

Cathy Wiederhold, Deputy Mayor

Chuck Price

Michael Kuddleston

Scott Kageman

Robert R. Miller

Sina Leonard

Lacy Irwin, Teen Representative

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Woodinville

Washington

For the Fiscal Year Beginning

January 1, 2003

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, 2003.

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 2004 Budget Message	1
2004 Budget Overview	14
Organization Chart	16
Vision/Mission Statement	17
Guiding Principles	18
2004 Council Goals	20
Revenue and Expenditure Summaries	
Revenue Summary	26
Expenditure Summary	31
Position Summary	34
Sources and Uses of All Funds	35
Capital Outlays	37
Capital Projects	38
Revenue and Expenditure Detail	
General Fund	39
City Council	43
Legal Services	50
Executive Department	53
Administrative Services Department	67
Planning & Community Development	73
Court Services	80
Law Enforcement	83
Public Works Department	88
Permit Center/Facilities	95
Parks and Recreation Department	104
Non-Departmental	115
Special Revenue Funds	119
Street	120
Arterial Street, Contingency, Mitigation, Admission Tax, Parks & Rec Special Revenue, Park Impact Fees, City Hall System Replacement, Strategic Budget Reserve, Hotel/Motel Tax	126
Debt Service Fund	137
Capital Project Funds	143
Enterprise Fund	163
Internal Service Funds	171
Trust Fund	176
Appendices	
Map & City Facts	179
Miscellaneous Statistics	180
Policies - Budget, Investment, Debt, Purchasing	182
Capital Project Descriptions	195
Glossary	202
Acronyms	208
Ordinances	211

Woodinville City Council



**MAYOR
DON BROCHA**



**DEPUTY MAYOR
CATHY WIEDERHOLD**



**COUNCILMEMBER
CHUCK PRICE**



**COUNCILMEMBER
SCOTT HAGEMAN**



**COUNCILMEMBER
ROBERT R. MILLER**



**COUNCILMEMBER
GINA LEONARD**

City Commission and Board Members

Woodinville depends greatly on benefits from the dedication of citizens willing to serve on City-sanctioned advisory commissions. Serving on a volunteer commission provides residents with the opportunity to have their voice in their local government. Boards make recommendations to the City Council on such matters as land use (zoning) regulations, property purchases, and long range planning. The Mayor, with the approval of the City Council, makes appointments to the commissions and boards. The work of the following advisory boards assists the City Council and contributes directly to the quality of life enjoyed by Woodinville residential and corporate citizens:

Planning Commission

The Planning Commission is a seven-member board that makes recommendations to the City Council on land use matters including comprehensive planning, zoning, subdivision and design standards. Members serve staggered 4-year terms with a two term limit. The Planning Commission holds public hearings for comprehensive plan amendments, the Capital Improvement Plan and area-wide zoning.

- Terry DePolo, Chair
- Cherry Jarvis, Vice Chair
- Rohn Amegatcher
- Phil ReInick
- Mark Ramquist
- Daniel Eigenberg
- Hank Stecker
- Meredith Ryan, TeenRep

Parks & Recreation Commission

The Parks & Recreation Commission is a seven-member board that advises the City Council on the development of parks, recreation opportunities, and open space. Recommendations are based on the City's adopted Parks, Recreation and Open Space (PRO) Plan. Members serve staggered three-year terms with a 2-year term limit.

- Liz Aspen, Chair
- Kari Powers, Vice Chair
- Linda Sarpy
- Bob Vogt
- Tiffany Bond
- Kim Nunes
- Michael Knotz, Sr.
- Andy Rakestraw, Teen Rep

Tree Board

The Tree Board is a five-member board that makes recommendations to the City Council on tree preservation, planting and care. The Board assures compliance with requirements for maintaining Woodinville's "Tree City USA" designation and hosts the annual Arbor Day Celebration. Members serve staggered 3-year terms and may serve up to 2 consecutive terms. A one year interval is allowed following the 2-year limit.

- Mark Schuster, Chair
- Barbara Woods
- Barbara Stanfield
- Johan Luchsinger
- Vacant

Readers' Guide to the Woodinville Budget

This document describes how Woodinville plans to meet the communities' needs in 2004. Woodinville's Budget 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 2004 Budget 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 2004 budget.

Revenue and Expenditure Summary

These sections provide a summary of sources and uses of revenue for the 2004 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 2004 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 2004. 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 summary of the City's financial policies, a glossary, a list of acronyms, and other statistical information. Ordinances adopting the final budget, setting a property tax levy, 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 37 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 ten Special Revenue Funds: the Street, Arterial, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fee, Parks & Recreation Special Rev Fund, Strategic Budget Reserve, and the Hotel/Motel Fund. The **Street Fund**, largely subsidized by the General Fund, is responsible for the maintenance of City streets. The **Arterial Street Fund** receives a small amount of gas tax revenue and uses it for street capital projects. The **Mitigation Fund** receives assessments from developers for specific projects. **Contingency**, as recommended by the Finance Committee, has revenue set aside for unforeseen expenses. The source of revenue for the **Admission Tax Fund** is a 5% tax on admission to certain events and revenue is pledged to park capital projects. Using General Fund transfers, the **City Hall System Replacement Fund** was established to set aside money for the replacement of the larger system components of the new City Hall, such as HVAC and the roof. The **Park Impact Fee Fund** receives assessments from new residential developers and monies will be used for the expansion of parks, open space, and recreation facilities. The **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 **Hotel/Motel Fund** supports and promotes tourism within the City.

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 20 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve, Surface Water Reserve, Real Property Reserve, and 15 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.

The first .25% real estate excise tax referred to as REET I 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 nineteen 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 cash 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 an amending ordinance.

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

2004 Budget Calendar

- July 18 Department Heads receive worksheet showing expenditure history, including year-to-date, and budget instructions for department submittals of their 2004 requested budgets.
- August 15 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.
- August 19 Finance Dept. provides City Manager with Dept. budgets.
- August 25 - 29 Departments meet with Budget team.
- September 2 Return to the Budget Team with revised budgets (if needed)
- September Council Workshop
Council reviews materials for 2004 Budgets; Council Workshop revisit goals, review budget process, solicitation of Council priorities/issues.
- October 1 Manager's Recommended Budget; Council's Budget Workshops (as needed).
- November 3 Public Hearing on Revenue Sources.
- November 10 First Reading of Property Tax Ordinance.
- November 17 Second Reading of Property Tax Ordinance,
First Reading of Benefit/Classification Ordinance,
First reading of Budget Ordinance; Public Hearing on Budget.
- December 1 Second Reading of 2004 Budget Ordinance.

Budget Message/ Overview

Budget Message

TO: City Council
FROM: Pete Rose, City Manager 
DATE: October 21, 2003
SUBJECT: 2004 Budget Message –
WOODINVILLE AT A CROSSROADS

Woodinville is at a crossroads – several to be exact. These seem like strangely ominous words for a city so young and in just the eleventh year of its successful life. Yet, 2004 will bring decision tracks for the City of Woodinville that will determine the future of the City you are building; trajectories that will cast the City's path for the next generation. These are crossroads of determination – about how you finance the City, how you plan it, how you approach capital projects, how you approach economic development and how you prioritize service provision.

When sitting at a crossroads, one wants to be poised, seek opportunity and act from choice. The quandary of these crossroads is the lack of local control of some decisions that may force the City down one or another path, as well as the lack of clarity as to what lies down the path. That sets the real theme of this budget year as positioning. While you set your annual budget as the year's spending plan and the guiding priority document for 2004, your thought processes, policies and direction need to be nimble enough so that you may be proactive to opportunity and reactive to challenges. The City Manager's proposed budget is an attempt to stay the course set by the City Council in the formative years of planning and service development while positioning the City organization to change course if need be.

The budget I recommend to you is a balanced budget. As required by statute, the budget outlines the programs of the City. It is the second consecutive "hold the line" budget. It retains the current level of service in all departments with minor deletions. Improvements in service level are basically limited to staff efficacy – becoming better at what we do – improving field services with additional equipment, caring for our newest capital projects and continuation of planning initiatives. The staffing level remains essentially the same with a slight reduction in FTE and a slight increase in part-time non-regular staff. One minor reorganization is proposed. This capital budget also completes or keeps several of Woodinville's multi-year projects moving along in the next annual increment of progress. The 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.

2003 Overview

Before we discuss the major themes of the 2004 budget year, some time should be taken to recap the events and celebrate the accomplishments of 2003. In addition to the policy-setting done by City Council, as a City organization, we plan, deliver services and build projects. Since identifying planning for future Woodinville as the main theme of 2001, major planning efforts have been underway. By the end of 2003 four of the seven plans identified in 2001, the Little Bear Creek Lineal Park Plan, the Downtown / Little Bear Creek Corridor Master Plans and the Civic Center Master Plan (phase II) will be forwarded to the City Council for review. Long into the long-term planning process, these efforts will help to guide the service and capital improvement course of Woodinville for a decade or more.

Service level showed the most improvement in field service delivery. The new sweeper has been an excellent addition, doubling service level. The joint crew plan worked well for parks, streets and storm services, showing particular success in things like the planter box replacement, the pocket park work, set-up of the fenced outdoor play area, plus care and updating of landscaped medians. There is continuous improvement in the electronic services – on-line permitting, web services, E-packets, major proprietary support software and cable TV planning. Revamping of the development/permit review processes was begun, with more work to do. The volunteer program is at a low point during the current vacancy. Staffing has remained very stable with only two resignations among FTE.

Since the last budget message was delivered, the 133rd Ave. grid extension was opened, the cemetery right turn lane opened – freeing westbound traffic, downtown 175th Street was given an asphalt overlay – *in just four days*, the City took possession of Greenbrier Heights Park, the 136th roundabout/turn lanes improved the high school choke point, the first phase of Rotary Community Park was completed – an instant success. The new Mill Street signal should be activated by Thanksgiving and Council will decide in October whether to accept a unique long-term agreement for community services to be delivered in the Greenbrier community room.

Key Budget Trends

The crossroads discussion begins with identifying key trends affecting Woodinville and suggesting proper positioning for 2004. The bridge to getting to the proper priorities and positioning will be your work in strategic budgeting.

↪ **Revenue:** As noted at the retreat, City revenues are on shifting sands and on shifting bedrock. The shifting sands are those of continuing economic doldrums. The positioning for shifting sands is to hold the line and try to hang onto service levels until a growth period allows long range plans to be executed. The shifting bedrock is the changes in MVET, property tax and now the potential for changes in sales tax distribution with the proposed sourcing rule. While the objective of strategic budgeting in 2003 was an exercise, the expanded outline and looming legislative decision on the sourcing rule make it the most important operational and policy activity for the coming six months. If and when the actual impact of the sourcing rule is known, the outcome of this study must position the City of Woodinville to change course to adjust to a new financial reality. This effort is prioritized positioning should the imposition, impact, timing, implementation and mitigation become known.

↪ **Staffing:** Neither shifting sands nor shifting bedrock call for an increase in staffing level. This budget proposes a 1 FTE reduction, a minor reorganization and a minor adjustment in non-regular staffing through the creation of a new division in the Executive Department, the Community Relations division. The code enforcement program would be moved in order to separate the program from the regulatory department and to keep the efforts in the big picture. The Volunteer Coordinator position is included in this budget as a part time non-regular employee. If the sourcing rule changes the City revenue expectations, this program would be trained through the organization to a distributed model (each department gets its own volunteers). If sourcing doesn't change, the program would be re-marketed and positioned to grow volunteerism in Woodinville.

Another staffing issue is the rising tide of benefits. As your staff nears the end of its pay steps and the wage increases flatten out, the budget model shows continued notable increases in payroll costs due to benefit trends. Health benefits are in a run of double-digit increases, and the pension system is sliding down the back slope of the previously robust earnings that held the contribution rates low. The employer contribution, actuarially set, will be going from more than 1% of earnings to 5% over the next few years. This should result in a positioning discussion with the Council to determine whether to explore cost sharing options with staff or other service plans.

↪ **Long Range Planning:** The changes in the financial picture dictate that even a city as economically balanced as Woodinville should concentrate on economic development. Reason dictates that it come within the adopted plans. Proper positioning indicates that the economic development study begin in 2004. Reasonable time for completion of current long-range planning work will put this off until the second half of the year. Proper

positioning also indicates that effort to do long range planning be balanced with prioritized working of the plans in their projects and implementation strategies that can produce good results for Woodinville.

- ↪ **Service Level:** The current service level has been a planned ramp-up of services since city-hood. As noted above, positioning with the current revenue level is “hold the line”. The organization must be poised to react to the sourcing rule in terms of service level and programs. Percentage cuts in the potential amount of the sourcing rule would be of less service to the citizens than the prioritized exercise contemplated in the strategic budgeting outline which holds higher priority programs and services but may result in dropping others.

- ↪ **Capital Projects:** The City has been working its way through a prioritized CIP for several years. The long list of plans is producing additional competing capital demands, but the reserves built in early city-hood are being largely spent down (or “spoken for” in upcoming projects) for their intended purposes and annual capital revenue feeding the system is somewhat limited. Positioning for capital projects takes two forms. As “opportunities” to fund a widening variety of capital projects increase, the City Council should assure itself that the funding criteria are serving its long term priorities. With renewed interest in funding stability, some assurance should be sought that freight mobility and ease of traffic are properly served. Additionally, the Council may be more interested in looking at creative ways that some livability projects can be self-supporting. Finally, the stakes are higher on assuring that taking operationally care of what we build enhances and does not reduce overall service level.

Budget by the Numbers

This section is a recitation of key cumulative numbers. The story is told by the actual number plus, where appropriate, 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 \$29 million (-9%), not including double-counted transfers. For a taste of reality, \$13 million (13%) is actual new revenue. The remainder is liquidated reserves for Capital Improvement Projects and debt service. This budget includes a combined General Fund (current expense) and Street Fund of \$8 million (4%). Discounting transfers and rebudgets, general operating revenues weigh in at \$8.9 million and equal general operating expenses. This supports a proposed public service staff of 52.7 FTE. There are also service contracts in the amount of \$3.7 million. A healthy \$4 million is scheduled for investment in public improvements in 2004, with an additional \$2.1 million being invested in study and design of future improvements. Finally, debt service of \$0.84 million is budgeted for City Hall bonds and the final payment on the Esther Johnson property, plus \$240,000 for fleet and equipment replacement.

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 10 projects, at an estimated cost of \$5.8 million, will be built, acquired or completed in 2004. As well, progress such as study or design in the amount of \$0.6 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 2004 will not be getting projects to do, but rather will be avoiding the many distractions, setbacks, and shifting priorities that can delay work. Also, grants or additional opportunities have resulted in some re-tooling and expansion of projects (such as BNRP) that necessarily delay construction dates of some projects in exchange for a more comprehensive overall improvement. The reason for this qualifying statement is that much improvement from past years has been delayed, usually for items that are out of the City control, such as state participation, grant programs or third party agreements.

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 2004 budgeted expenditures follows. A chart of these projects with proposed fund sources is shown at the end of this section.

Streets:

Little Bear Creek Parkway (1,3)	1,100,000
522/202 (3)	2,216,000
City-Wide pedestrian Improvements (3)	44,000
SR 202/127 th Intersection (3)	805,000
136 th /195 th	100,000

Parks:

Little Bear Creek Lineal Park	385,600
Other Park Capital Projects (3)	190,000

Stewardship:

Chateau Reach (3)	400,000
Habitat Enhancements	164,000
175 th Ped Path (3)	127,000

TOTAL	\$5,531,600
-------	-------------

- (1) Completion of projects under construction
- (2) Dependent on land availability
- (3) Includes design and other professional services

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

SR 202/148 th Avenue (Hollywood)	438,000
Facilities Projects	20,000
522/195 th Street NE	100,000
TOTAL	\$558,000

DEPARTMENTAL REVIEW

REVENUES

The Woodinville economy, as it relates to its influence on the City budget, is mixed, but remains stronger than most cities. As you review the revenue detail tab, you will find some key trends. Although less robust than previous years, sales tax continues to drive the ongoing revenue for the City general fund (Current Expense). The sales tax revenue picture (\$4.8 million), while not as good as some of the recent double-digit increase years, remains a strength of the revenue picture by overall amount. The sourcing rule could change that, with a potential 20+% reduction in receipts. With the passage of I-747, the property taxes (\$2.4 million) may increase by one percent with Councilmanic authority, plus annexations and new construction when added by the Assessor. This budget is balanced without taking that one percent (app. \$24,000). The Municipal Research Services Center (MRSC) states that the one percent may be banked for future use. I will not hesitate to recommend that use in future years if the health of the City is jeopardized. The Council may review items not included in this budget to confirm agreement with this decision. A lodging tax is proposed to support the work of tourism promotion. Woodinville has tremendous latent capacity to generate tourism visits. The formation of the Tourism Task Force indicates the desire to “work” this subject in a more cohesive partnership with the private sector and Chamber of Commerce. The local 1% would produce approximately \$35,000 in revenue to support this effort. Staff is proposing no revenue-based changes to fees and charges. There may be annual increases as identified in prior fee ordinances to maintain cost capture or equity. Staff will begin discussing fees with the Finance Committee in November and the adoption process will proceed on a separate track. The transportation impact fee is also traveling a separate approval track.

CITY COUNCIL

The City Council departmental budget retains the same level of service. The primary work of the department is policy setting and organizational oversight.

The City Council held two highly successful retreats in 2003, continuing to work in the integrated framework and proper relational context for looking at City policy, planning, service and regional efforts. The second retreat produced an updated set of goals and objectives (see appendices section). The proposed budget includes funding for the City Council and other departmental budgets to carry out the identified 2004 objectives.

The Council budget continues the dropping of outside professional facilitators for retreats. This will require the City Manager to plan and facilitate them with Council. Sister City Program support is set at \$1,000 for approved Committee administrative expenses only. There is a \$3,000 allocation for any consultant work desired by the Council regarding the Brightwater project. Based on average attendance in the past five years, the travel budget assumes three Councilmembers will attend the Association of Washington Cities (AWC) annual conference and two will attend the AWC legislative conference.

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 changes in existing staff are proposed. A minor reorganization is proposed which would have the effect of creating a Community Relations division. In this division, the volunteer and code enforcement programs would be administered as a cohesive, "big picture" set of community outreach services along with the customer service report (CSR) program, newsletter, web-site and media relations. If this proposal is approved, the Code Enforcement Officer would be transferred and the Volunteer Coordinator would begin as a half-time non-regular position.

The Information Systems division remains a hotbed of activity. 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 staff is competent and the work is well-planned and performed, with this staff in much demand around city hall. 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 2004 budget anticipates continuation of the *CityView* 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 E-Gov work will include automated "back-end" integration of the permit on-line service and the final path for on-line recreation services will be determined early in the year. The City is participating in a regional service survey planning project to share survey costs on a regional basis. It is anticipated that no survey will be done in 2004, but local questions will be added to the police survey. There are also plans for a regional approach to GIS, with common protocols and a single set of ortho-photos being the next steps.

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.

A critical activity in 2004 will be preparation and oversight of the Strategic Budgeting Study, and working that effort through the Finance Committee and City Council. This will be the primary defensive structure for the City in the event that the sourcing rule is implemented and changes the revenue picture.

The changeover to the new financial software system has been completed and staff trained. Staff will continue the good work that has been underway in systematizing and storing City records. Council agenda E-Packets were created and placed on the web site in 2003. Refining the systems and exploring additional uses will occur in the 2004 budget year. 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 the Alliance rolls out these products and completes electronic "back-end" integration. Analyzing the ability of new in-house permitting and registration systems to perform more functions in the department may make 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. Staff level remains the same for the 2004 budget year, including the continuation of the FTE added in mid-year for Grace area planning and analysis of annexation. It is currently anticipated that this extra FTE will be done by the end of 2004.

The department is near completion of the Downtown/Little Bear Creek Corridor Study and the related transit-oriented housing development (TOD) issues. An economic development study is proposed to begin in the latter half of 2004, to be completed in 2005. This budget also continues the Best Available Science study for the Little Bear Creek Corridor and other sensitive areas to support the mandated update of the Critical Areas Ordinance. 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 Watershed Resources Inventory Area (WRIA) anticipates rolling out some ESA 4(d) Rule guidelines and action strategies during 2004, which may require some re-tooling of staff support. Planning staff will also need to assist in evaluation of the Brightwater EIS issues.

The Planning Commission deserves our thanks and salute for countless meetings and many hours of work on the Downtown / Little Bear Creek Master Plan.

The Planning Director is the designated Emergency Manager for the City, but any materials and training line items for this service show up in the Executive Department budget. The coming year will be focused on a Zone 1 area (north & east King County) exercise.

LEGAL

Closer management of requests for legal services and a new agreement with the service provider have led us to propose an increase of \$5,000 to \$150,000 for basic service levels in 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 (\$5,000) are budgeted in this department. The legal department or special counsel will be called upon to support a prospective Grace Annexation, related Interlocal agreements and defense of any Brightwater legal issues. The allocation for those efforts is \$18,000.

COURT SERVICES

Court and jail services will continue to be contracted in 2004. Since the District Court contract has worked effectively since 2000, it was surprising to find King County canceling it at the end of 2003. The user cities, however, invoked their court creation rights to get an extension. Terms of a new short-term agreement have been reached and a long-term agreement is being negotiated. 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. This service level is the shared supervision model. Woodinville has 8.0 FTE with only portions of precinct supervision, detective, major crimes, major accidents and crime analysis and support services as needed, for a total of 11.73 FTE.

The key changes are the rolling out of the Active Shooter and Patrol (ASAP) service and the non-lethal (Taser) program, both approved by the Council in 2003. The proposed contract is 2.3% higher overall. The major crime statistics in Woodinville remain in single digits, so no special service adjustments (menu items on the contract) are proposed. Arson investigation continues to be provided by the Sheriff on a pass-through basis in this contract. Costs per capita and as a percentage of budget compared to cities with municipal departments remain 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. If the reorganization is approved, one member of the staff would move to the Executive Department.

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. Due to systemic changes, turnaround time for a basic house permit is at its best ever. Commercial permitting has come back to average. Total permits issued in 2002 recovered from early-year doldrums to end the year at a historic high. Cross-departmental staff continue to work on efficiency, certainty and accountability improvements to improve development review and site permitting. 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 technician position is 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 remains the same in this division. Interns were moved to CIP in 2003, but one Current Expense intern is included in this budget. The City has had favorable results in the move toward more internal engineering. This effort has served to put Public Works staff close to the public and stakeholders, to maximize the amount of CIP funding going toward actual construction, and to make full use of in-house talent. The 2003 budget assumed that appropriate in-house services will be charged against CIP projects, shifting an estimated \$60,000, and the 2004 budget assumes \$65,000. 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, management of development review, and transportation planning – CIP, CCRP, multi-modal aspects of TOD, neighborhood circulation, impact fees (planning infrastructure to meet growth needs).

Streets: A staffing increase of 260 hours of a temporary Office Assistant is proposed to augment in-house staffing. The Office Assistant will assist with clerical work, as clerical staff has picked up additional work through an in-house recycling program. The increasing reliance on in-house staffing for after-hours call-back has resulted in a first-time budgeting of stand-by pay during the most obvious nine weeks of the storm season. The equipment change will be a concrete hauler to allow more in-house curb and sidewalk repairs at lower cost, and a small pickup to allow increased flexibility in crew deployment. The public should notice improved quality responsiveness and service level. Additionally, this improvement and last year's staffing increase in this and the storm water division will enable less contract reliance, and the King County contract has been reduced more than accordingly. The public is receiving its best level of basic and emergency road service since incorporation.

To stay in balance a street overlay, capitalized in the CIP in 2003, is not budgeted. Continued capitalization will be considered in the CIP process. The 175th Street project was highly successful and staff will seek similar synergistic opportunities in future years. This gave the community two or more years of overlay paving as well as providing the most efficient overlay scenario for completing the repaving of 175th Street.

One key item that was deleted to balance was neighborhood traffic improvements. The reserve to do small neighborhood projects has previously been budgeted in operations because the small neighborhood projects do not score well with the major needs of a new city in the CIP process. It should be noted that the Pedestrian Crossing CIP Fund has \$100,000 and could be tapped if a deserving project emerges. Another item that is funded at a lower level in this budget is support for the street planters.

Stormwater: The Surface Water Management (SWM) budget is an enterprise fund, which is self supported by storm water revenue. The staffing level is proposed to increase by 520 hours of temporary Office Assistant to assist in clerical work as clerical staff has picked up additional work with the in-house recycling program. This departmental budget will have the corollary allocations for the stand-by and new equipment shown in the Streets budget. The improvements to the storm system from increased sweeping, more of the service for small vactoring, ditch cleaning, inlet basin repair and storm pipe repair, which moved in-house in 2003, will continue.

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, which is preparing to issue guidelines. 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 a first draft should be reviewed by the City Council in late 2003 or early 2004.

PARKS AND RECREATION

The Parks & Recreation Department provides active and passive park services at seven locations (up from five), 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. Since the City closed the warm water pool, the Council determined it would provide warm water pool services through 2005 by way of a contract with the Northwest Center. This contract is budgeted for 2004, and the successor facility is under planning by the Parks & Recreation Service Area (PRSA) for potential policy decisions later in 2004.

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 in 2002, an allocation for \$12,000 is included in the Parks budget. One item that is not funded for the second consecutive year is the placement of the seasonal banners in the CBD.

Temporary and seasonal field staffing remains at 2003 levels to support conversion of the landscape maintenance and custodial contracts to in-house staffing. In the Community Center, staffing levels remain static. In recreation services, the long-standing situation of lack of facilities has reversed to a situation of extra capacity at the Center and presumably at Greenbrier without sufficient ability to grow programming into available space.

Parks & Recreation prepares for another very busy year. Rotary Community Park Phase 1 is on line, and the Greenbrier facility is coming on line. The trick for the department will be to manage these increased resources on a very similar budget to 2003. The positive message is that the recreation and community center services are establishing and growing the 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.

The Civic Center facilities master planning process is nearing completion. This study should guide decision making for development of services in existing facilities and determining when new facilities or upgrades are needed. Community Center interim improvements will be an important policy discussion during the plan approval and CIP processes.

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. There are several ongoing projects to support, such as the Little Bear Creek Lineal Park plan completion by Council, phase II Rotary Community Park construction, grant writing, acquisition of Little Bear Creek corridor parcels or easements, developing partnerships for improving fields at schools, and neighborhood playground projects.

FACILITIES

The Permit Center Director also serves as facility manager for City Hall and the Annex building. This budget cares for more than 70,000 square feet, with nearly 45,000 in active use and the remainder in contracted storage or mothball. The budget assumes the Johnson buildings will be locked and mothballed, and does not assume that any new shop property will need to be maintained in 2004. If opportunities occur, Council would have to send staff to the drawing board to develop cost options and payment or operations methods.

Two FTE of facilities custodial staff continue to be 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 will continue to be provided by 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). The community center facility is showing its age and there are certain items that are at risk of failure and unanticipated cost. It is assumed that this can be managed, but it should be a continued matter of concern. One item that is funded is replacement of the 30 year-old vacuum-based

thermostat system with modern electric thermostats to try to increase HVAC reliability and reduce down time.

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. In addition, there is no similar set-aside for the two restroom buildings at Wilmot Gateway or Rotary Community Parks.

KEY UNMET NEEDS

The balancing act that is key to maintaining the base level of service produces some noticeable unmet needs that would be funded in a normal year. Should the 2003 year close with a surplus over the budgeted Ending Fund Balance, the following items will be proposed for budget amendment early in the year.

- ⊙ Convert to Class recreation software to facilitate on-line registration: \$17,000
- ⊙ Remove underground storage tanks from community center property: \$20,000
- ⊙ Extend Planning Intern for second quarter to assist long-range planning: \$14,000

SUMMARY

The coming year will mark the eleventh 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 is greater than ever. It dictates that we remain fully engaged, but with increasing maturity. While the call is for caution and proper positioning, it must be remembered that Woodinville is a gifted city with comparatively strong resources. Proper management of the uncertain situation will determine how the City responds to variable outcomes. I believe that the proposed year 2004 budget positions the City of Woodinville for continued improvement and progress in achieving City goals with the ability to re-position if the sourcing rule or other exigency called for it. While there is always demand for "more" and "new" in providing local government services, the agenda for Woodinville in 2004 is full in volume and promise, but tempered by caution and concern.

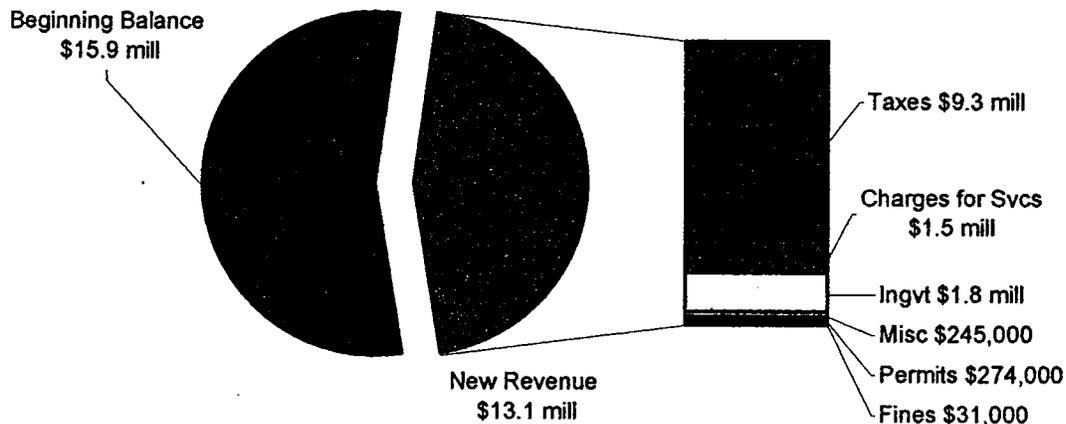
Manager's Final 2004 Budget Overview

The Manager's Recommended 2004 Budget is comprised of 37 funds with a total budget of \$32.8 million. Since only 10 funds have a source of revenue other than interest income, there is a myriad of transfers (about \$3.7 million) that can be double counted as revenue and expenditures.

The City will begin 2004 with \$15.9 million and receive \$13.1 in "new revenue".

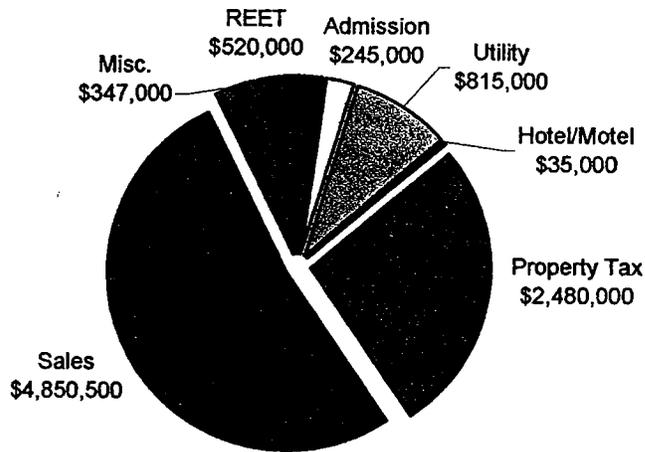
The largest source of new revenue is taxes, at \$9.3 million, followed by charges for service, at \$1.5 million. Over half of the revenue from charges is from surface water assessments. Intergovernmental revenue is typically made up of grants, liquor board profits and liquor taxes. Investment interest and donations from various organizations make up the bulk of miscellaneous revenues.

Sources of Revenue : 2004 Budget



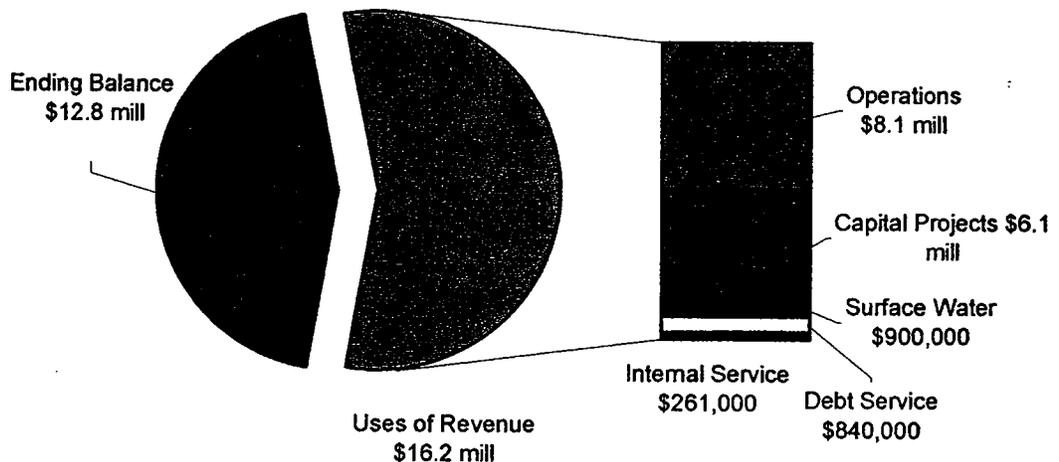
Tax revenue, the largest source of revenue, is made up of the following sources:

Sources of Tax Revenue : 2004 Budget (\$9,292,500)

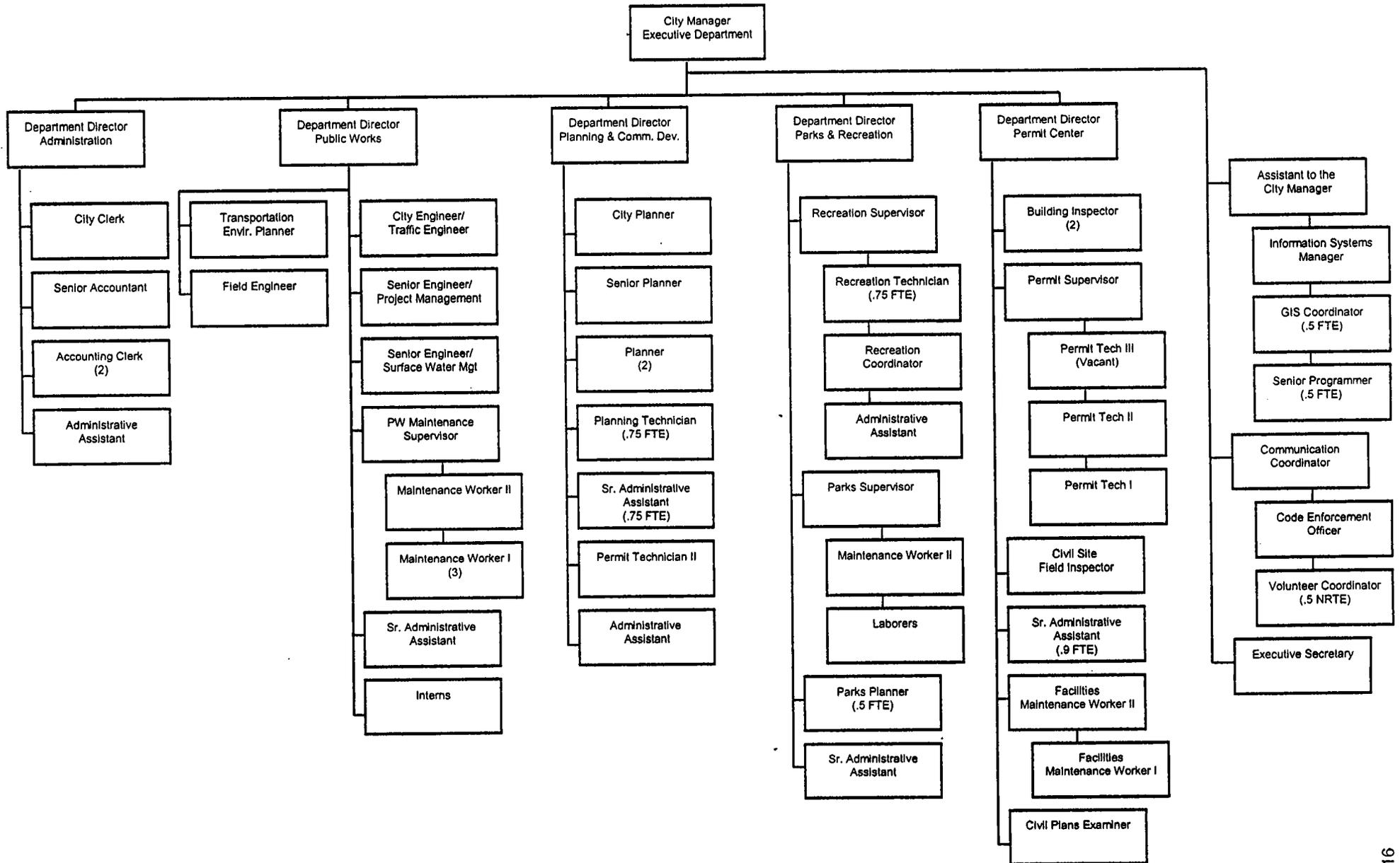


The Manager's recommended budget calls for \$16.2 million in expenditures, not including transfers of \$3.7 million, leaving an ending balance of \$12.8 million. The General and Street Funds represent \$8.9 million (debt svc included), with \$.9 million for surface water operations, and \$6.1 million for capital projects.

Uses of Revenue : 2004 Budget



City Organization Chart for the Year 2004



Vision/Mission Statement

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 City Council 2004 Goals and Objectives

Central Goal

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.

Objectives:

- ✦ Revisit Vision Statement, Mission Statement, and Guiding Principles on an annual basis. (Ongoing)
- ✦ Review Guiding Principles and include expression of commitment to employees. (2004)

Land Use Goal

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.

Objectives – Continue to plan, refine, and define the development characteristics of Woodinville through master and sub-area planning.

- ◎ Complete Downtown Little Bear Creek Master Plan (2002-2004, Community Development)
 - Re-engage citizens
 - Discuss vision, goals, and strategy before discussing implementation
 - Regulatory update.
 - Initial Implementation
- ◎ North Gateway (2004 Community Development)
 - Grace Subarea (2003-2004)
 - ◆ Grace Annexation
 - North Industrial Subarea Plan (2004-2005)
- ◎ Valley Gateway (2004-2005, Community Development)
 - Northwest Gateway
 - Valley Industrial
 - Tourist District Master Plan Update

Housing Goal

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.

Objectives –

- ⊙ Assure a variety of housing options and types are addressed in deliberations of the Downtown Master Plan (2002-2004, Community Development)
- ⊙ Continue study of Transit Oriented Housing Development for Woodinville (2002-2005, Community Development)
- ⊙ Survey citizens regarding housing needs, options and types. Fill gaps in understanding with educational information (Police Survey) (2004, Executive)

Human Services Goal

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

Objectives –

- ⊙ Conduct an assessment of service gaps left in Woodinville by King County budget reductions (2004, Executive)
- ⊙ Conduct an assessment of Woodinville's ability to meet its human service needs through traditional means of investing in providers and more creative means of direct or procured services delivered in Community Center buildings (2004, Executive, Parks & Recreation)
- ⊙ Develop a strategy for responding to changing demographics in Woodinville (2004, Executive)

Economic Development Goal

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

Objectives –

- ⊙ Assure that economic diversity and opportunity are addressed in the Downtown/Little Bear Creek Corridor Integrated Master Plan, toward creating an economically balanced community (2002-2004, Community Development)
- ⊙ Work with the Chamber of Commerce, wineries and tourism businesses through participation in Tourism Task Force to develop a common signage and mapping/guide system (2003-2004, Community Development)
- ⊙ Develop a citywide Economic Development Plan (2004-2005, Community Development)

Parks, Recreation, and Open Space Goal

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

Objectives –

- ⊙ Complete Civic Center Master Plan II (2002-2004, Parks & Recreation)
- ⊙ Present Civic Center Master Plan budget and phasing recommendations to City Council (2003, Parks & Recreation)
- ⊙ Consider interim improvements that are economically feasible and will take us toward final Civic Center Master Plan goal (2004, Parks and Recreation)
- ⊙ Continue to investigate opportunities to land bank key parcels for future planned parks & facilities (Ongoing, Parks & Recreation)
- ⊙ Provide staff support, grant applications, community liaisons, and project management for successful development of Phase II Rotary Community Park (2004, Parks & Recreation)
- ⊙ Continue promotion of public art through the Public Art Advisory Committee

Community Design Goal

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

Objectives –

- ⊙ Develop design and streetscape standards for approved Downtown/Little Bear Creek Corridor Master Plan (2004, Community Development)

Transportation Goal

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

Objectives –

- ⊙ Develop a Non-motorized Transportation Plan (2004, Public Works, Parks & Recreation)
- ⊙ Be prepared to shift priorities to move ahead on major projects if state and regional funding is approved (2004, Public Works)
- ⊙ Citywide traffic circulation planning
 - Evaluate and model CIP's to assist City Council in identifying tentative priority and schedule (2004, Public Works)

Capital Facilities Goal

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

Objectives – Note: It is assumed that the approved CIP project stages are objectives that are incorporated by reference. Year 1 projects will be submitted for budgeting and completion.

- ⊙ Ensure development pays a proportionate share of development costs
 - Complete Transportation Impact Fee Review Process (2002-2004, Public Works)
 - Annual review and update of existing impact fees (Ongoing)
- ⊙ Preliminary analysis of shop yard requirements (2004, Public Works)

Utilities Goal

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

Objectives –

- ⊙ Coordination of projects and plans with utilities (Ongoing, Public Works)
- ⊙ Franchise renegotiation/renewal (2004, Public Works)
- ⊙ Analyze potential for right of way user impact fees for reducing life of pavement (Analyze 2003, Implement 2004, Public Works)

Environment Goal

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.

Objectives –

- ⊙ Remain an active partner in the WRIA Region 8 effort to develop, fund and implement early action strategies (Ongoing, Community Development)
- ⊙ Work collaboratively through WRIA 8 with NMFS, State, tri-county and other public and private partners to develop a recovery plan for Puget Sound Chinook salmon (Ongoing, Community Development)
- ⊙ Conduct a BAS study to support environmental programs and regulations (2003-2004, Community Development, Public Works)
 - Include a Woodin Creek alternate in the Consultant RFP to continue from stream classification work now in progress (2003-2004, Community Development, Public Works)

Budget

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

Objectives –

- ⊙ Conduct a strategic budgeting review process & develop a strategic budgeting plan (2004, Finance)
- ⊙ Analyze and develop a response strategy to streamlined sales tax initiative (2003-2004, Finance)
- ⊙ Finish work to establish a rainy day fund and general usage policies (2002-2003, Finance)
- ⊙ Review and bring to City Council a report using a biennial budget (2004, Finance)

Operations

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

Objectives –

- ⊙ Review effectiveness, development and enhancement of communications with citizens. (Ongoing, Executive)
 - Proactively tell positive City story
 - Fully plan Government Access Channel television project prior to implementation
- ⊙ Determine how to facilitate meaningful interaction among our citizens (2004, Executive)
 - Examine methods to have quicker, lower maintenance, high-contact interactions with citizens
 - Increase Council member availability during evenings and weekends – being present where people are; fixed times
 - Use surveys and other methods to determine levels of citizen understanding of City programs and projects (Ongoing, Executive)
 - ◆ Develop “Council Corner” rotating column in City Newsletter
 - ◆ Continue to develop multi-lingual options and outreach (i.e. brochures, web, recordings, language banks)
- ⊙ Continuous improvement of Emergency Management capabilities (Ongoing, Emergency Manager)
 - Review CEMP implementation, identifying gaps and prioritizing filling of gaps (2004, Emergency Manager & Deputy Mgr)
 - ◆ Conduct Zone 1 exercise to develop policy group understanding and skills (2004, Emergency Manager)
- ⊙ Support sustainable growth of Community Center Operations within the budget and service level prioritization process

Regulatory

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

Objectives –

- ⊙ State mandated GMA Comprehensive Plan/Land Use Regulations Update, Aquifer Protection, Critical Area Update; Best Available Science. (2004, Community Development)
- ⊙ Examine feasibility of disguised cell towers (2004, Community Development)
- ⊙ Review options to have compatibility with adjacent jurisdictions (Ongoing, Community Development)
- ⊙ Sign Code: Develop sign code update program and study options with Planning Commission and City Council, including (2004, Community Development)
 - Billboard
 - Way finding
 - Tasting Room Signs
 - Neighborhood Business Zone
- ⊙ Segregate portions of code enforcement that are incompatible with Hearings Examiner model and develop ordinance to direct appeal to court system (2004, Permit Center)

Regional/Interlocal

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

Objectives –

- ⊙ Brightwater Regional Wastewater Facility Proposal.
 - Remain active and involved through the entire EIS and siting process. Explore all reasonable opportunities for Woodinville to have a seat at the table in all phases of the proposed project (Ongoing, Executive)
 - If plant is sited in Grace, be actively involved in process to determine impact and area mitigation (Ongoing, Executive)
- ⊙ Be an active participant in the PRSA study to resolve area aquatics needs (2004, Parks & Recreation)
- ⊙ Be an active participant in response to jail, court, and solid waste service provision issues (2004, Executive)
- ⊙ Be active in the development of partnership options to meet the service gap in playing fields (Ongoing, Parks & Recreation)
- ⊙ When sited, examine the capability of the Brightwater plant and conveyance area mitigation to help meet the field service gap in the Northshore area (2003-2005, Parks & Recreation)

Revenue/Expenditure Summaries

Revenue Summary

(Sources of Revenue for the 2004 Budget)

Beginning the year with \$15.9 million, the 2004 budget has an additional \$13.1 million in revenue from new sources, and \$3.7 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

General Fund Revenue

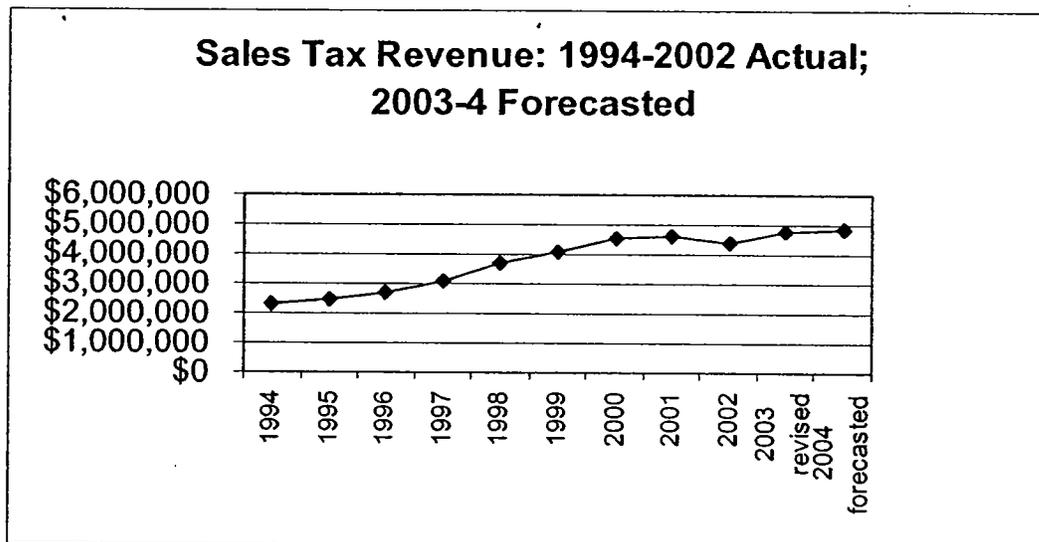
For 2004, the General Fund is forecasted to have a beginning balance of \$1.5 million and receive \$8.8 million in new revenue. A short description of the sources follows.

Sales Tax

Woodinville's General Fund will receive \$7.7 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 56% of all General Fund "new revenue". A 2% increase in sales tax revenue over what is currently projected for 2004 is forecasted, a very modest increase over 2003.

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 and 2004.



Property Tax

The City had a property tax rate of approximately \$1.60 per thousand dollars of assessed value upon incorporation. In 2004, the rate is \$1.40 per thousand dollars of assessed valuation. Property taxes represent 29% of General Fund revenue. The City of Woodinville receives 12% of the total tax that is assessed by all jurisdictions.

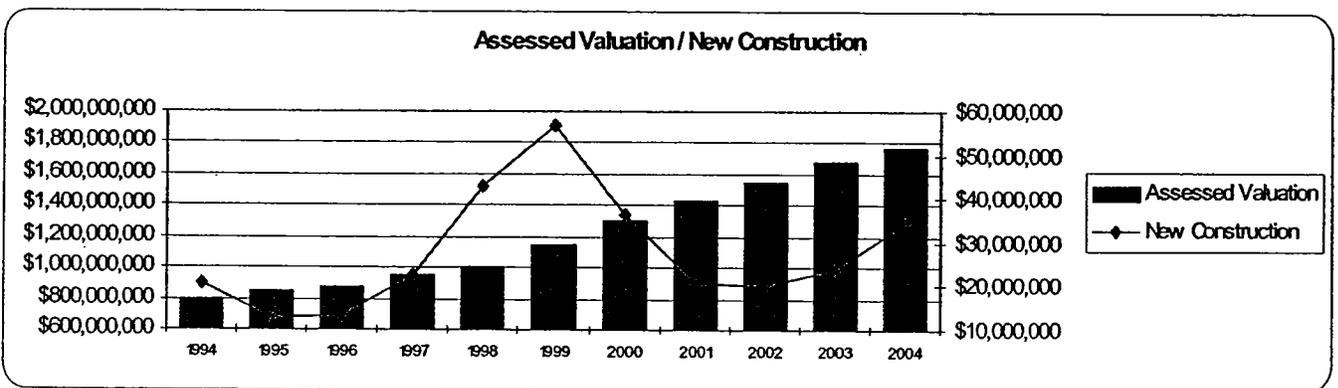
2003 and 2004 assessments for all taxing districts were as follows:

	2003 Levy Rates	2004 Levy Rates
State Schools	\$2.89680	\$2.75678
County	\$1.34948	\$1.43146
Port	\$0.25895	\$0.25402
Fire	\$0.80864	\$0.79326
Hospital	\$0.34082	\$0.34227
Library	\$0.54568	\$0.53653
EMS	\$0.24143	\$0.23717
N/S Park and Rec.	\$0.05309	\$0.05228
City	\$1.45667	\$1.40173
Northshore School Dist.	\$4.88234	\$4.69319
Total	\$12.83390	\$12.49869

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. The banked capacity is approximately \$325,000.

Licenses & Permits

Licensing and permitting activity is anticipated to increase from the level of activity expected in 2003. The City had experienced a slow down in construction activity in 2001 and 2002, but 2003 improved, as evidenced by the graph below. New construction for 2004 is measured from June of 2002 to June 2003.



Intergovernmental

Intergovernmental revenue includes grant revenue associated with the General Fund, such as recycling grants. A large 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 \$176,000 for 2004.

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 \$499,000 to the General Fund.

Fines & Forfeitures

Traffic and parking fines are expected to yield about \$31,000.

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. For 2004, there is a \$69,000 in revenue from the cable franchise to purchase cablecasting equipment. This is a one-time source of funds. There is \$118,000 forecasted in miscellaneous revenue in 2004.

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 ten Special Revenue Funds: the Street, Arterial Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fee, Parks and Recreation Special Revenue, Strategic Budget Reserve, and the Hotel/Motel 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 \$670,000. The **Arterial Street Fund** will receive about \$61,000 from gas taxes and a \$10,000 transfer from the Mitigation Fund. The **Mitigation Fund** will receive \$20,000 in mitigation fees, while the **Admission Tax Park Capital Fund** will receive \$245,000 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 conservative estimates of construction activity expected in 2004. A General Fund transfer for scholarship will support the **Parks and Recreation Special Revenue Fund** with \$1,500. The **Strategic Budget Reserve Fund** will receive a \$100,000 transfer from the General Fund. The **Hotel/Motel Fund** will receive about \$35,000 in lodging tax revenue.

Debt Service Fund

Budgeted for 2004 is a General Fund debt service transfer of \$549,865 to pay for land acquisition and City Hall bonds, and a Civic Center transfer of \$291,096 for a payment on the Johnson property.

Councilmanic Bonds (City Hall building and land)

Year	Principal	Interest	Total Debt Service
2004	\$235,000	\$314,865	\$549,865
2005	\$250,000	\$302,765	\$552,765
2006	\$265,000	\$290,265	\$555,265

Johnson Property

2004	\$283,333	\$7,763	\$291,096
------	-----------	---------	-----------

Capital Funds

The number of capital funds is now 20. Each capital project is identified with its own fund name and number. Some projects are carried over from the 2003 budget. Of the 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 \$260,000 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 **Little Bear Creek Parkway**. The tax began in June 1998, and utility tax revenue is anticipated to be about \$815,000.

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 2004, the City is expected to receive approximately \$830,000 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". 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 \$98,000.

The **Equipment Replacement Fund** receives money from the General Fund to replace fixed assets not covered by the Rental Fund. Revenue to the replacement fund is transferred from the General Fund. The transfer to this fund will be \$100,000.

The **Unemployment Compensation Fund** is a reserve that is used to pay unemployment claims against the City. The fund will receive a \$14,000 transfer in anticipation of claims.

Trust Funds

The **Affordable Housing Fund** is a trust fund that was established in 2001 to set aside money for financing affordable housing. In 2004, 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 2004 Budget)

2004 expenditures are recommended at \$8.7 million dollars for General Fund/Street operational costs, \$0.9 million in surface water operations, and \$6.1 million in capital projects. A summary of expenditures by fund type follows.

General/Street Funds Expenditures

The General and Street Funds have \$8.7 million in operating costs, including debt service for the City Hall building and land, and transfers to Equipment Replacement, Unemployment Compensation, Housing Trust, Operational Reserve, and Parks and Recreation Special Revenue. Not included are the combined reserve transfers of \$150,000 to the System Replacement, and Strategic Budget Funds.

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 ten Special Revenue Funds: Street (maintenance), Arterial Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, Park and Recreation Special Revenue, Hotel/Motel, and the Strategic Budget Reserve.

The **Street** (maintenance) budget is \$781,000, and covers the routine care and maintenance of the City's roadways. 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 Street** Fund will expend \$10,000 in professional services and the **Contingency** Fund is not expected to have expenses. The **Admission Tax Park Capital** Fund will also transfer \$345,000 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 transfer \$5,600 to the Little Bear Creek Lineal Park project. 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 2004. The **Hotel/Motel** Fund is budgeted to use \$35,000 to promote tourism efforts within the City.

Debt Service Fund

The Debt Service fund will make payments for the councilmanic bonds and a property purchase contract. The City has \$5.8 million in outstanding councilmanic bonds, and the debt service on these bonds for 2004 will be \$549,865. 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 \$291,096.

Capital Funds

There are 15 project funds in the 2004 budget. Of the \$6.1 million, \$4.9 million are carried over from the 2003 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 \$892,000 in operating expenditures planned for 2004 and a \$600,000 transfer to the Surface Water Reserve Fund for future capital projects.

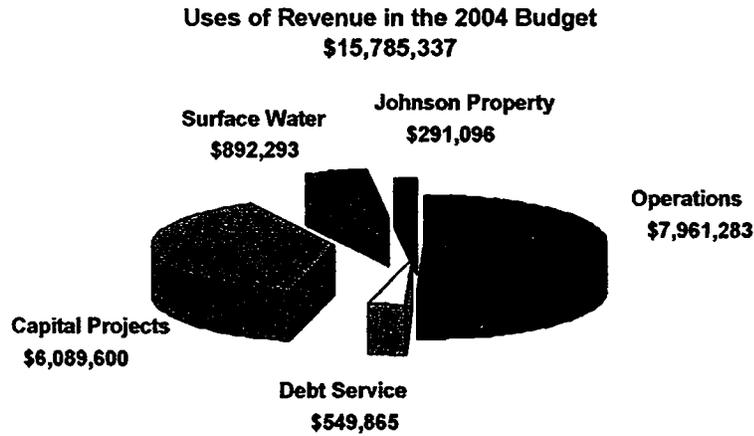
Internal Service Funds

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 \$261,000.

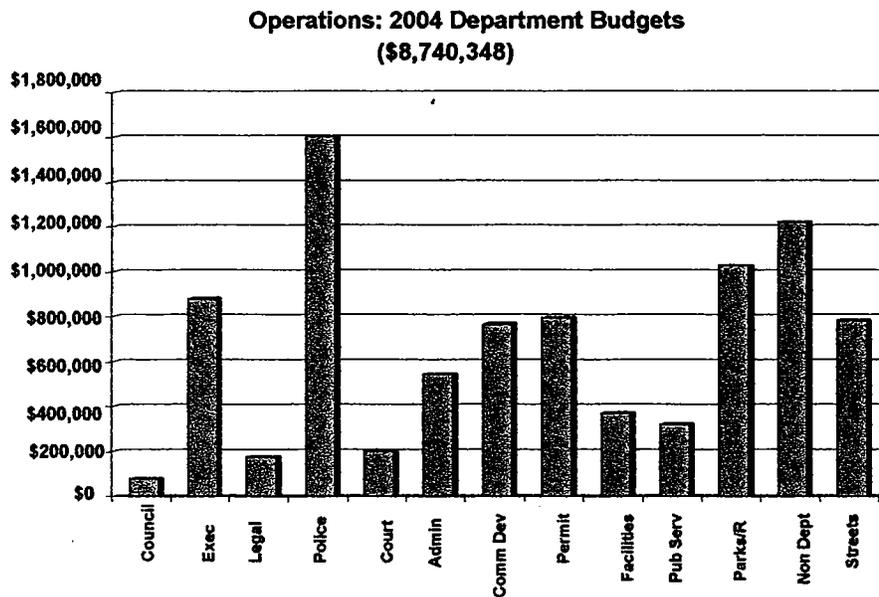
Trust Fund

The Affordable Housing Fund is budgeted at \$28,000. Expenditures represent Woodinville's investment in affordable housing.

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



Total operating costs for the General and Street Funds are \$8.7 million dollars and shown below by department.



City of Woodinville Position Summary

Title	Actual 1999	Actual 2000	Actual 2001	Actual 2002	Budget 2003	Actual 2003	Budget 2004
Accounting Clerk	1	1	1	1	2	2	2
Administrative Assistants	3.44	3.75	3	3	3	3	3
Assistant to the City Manager	1	1	1	1	1	1	1
Building Inspector	1	2	2	1	2	2	2
Building Plans Examiner	1	1	1	1			
City Clerk	1	1	1	1	1	1	1
City Manager	1	1	1	1	1	1	1
City Planner	1	1	1	1	1	1	1
Civil Plans Examiner (Sr. Engineer)	1	1	1	1	1	1	1
Civil Site Field Inspector		1	1	1	1	1	1
Code Enforcement		1	1	1	1	1	1
Communications Coordinator	1	1	1	1	1	1	1
Community Dev. Director	1	1	1	1	1	1	1
Environmental Planner		0.5	0.5	0.5	0.5	0.5	0.5
Executive Secretary	1	1	1	1	1	1	1
Facilities Maintenance Worker I			1	1	1	1	1
Facilities Maintenance Worker II				1	1	1	1
Field Engineer	1.5	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1	1
GIS Coordinator				0.5	0.5	0.5	0.5
Information Services Mgr.		1	1	1	1	1	1
Maintenance Supervisor	0.5	1	1	1	1	1	1
Maintenance Worker	1	1	3	3	5	5	5
Park Planner	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Parks & Rec Director	1	1	1	1	1	1	1
Parks Maint. Supervisor		1	1	1	1	1	1
Permit Center Director	1	1	1	1	1	1	1
Permit Supervisor	1	1	1	1	1	1	1
Permit Technician	1	3	4	4	3	3	3
Planner	2	2	2	2	2	2	2
Planning Technician	1	0.75	0.75	0.75	0.75	0.75	0.75
Public Works Director	1	1	1	1	1	1	1
Public Works Assistant	0.75						
Recreation Coordinator		0.5	1	1	1	1	1
Recreation Program Technician					0.75	0.75	0.75
Recreation Supervisor	1	1	1	1	1	1	1
Senior Accountant	1	1	1	1	1	1	1
Senior Admin. Assistant	5	4	4.65	4.65	3.65	3.65	3.65
Senior Engineer	3	3	3	3	3	3	3
Senior Planner						1	1
Senior Programmer				0.5	0.5	0.5	0.5
Traffic Planner	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Volunteer Coordinator	0.75	1	1	1	1	1	
Total	38.94	45.50	49.90	50.90	52.65	53.65	52.65

**CITY OF WOODINVILLE
2004 BUDGET
SOURCES AND USES ALL FUNDS (By Department)**

Funds	Total Resources			Total Appropriations		
	2004 Beginning Balance	2004 Revenues	2004 Total Sources	2004 Expenses	2004 Ending Balance	2004 Total Appropriation
General Fund						
General Fund Revenues	\$1,473,707	\$8,774,860	\$10,248,567			
Council				\$76,013		
Executive				\$527,648		
Information Systems				\$246,058		
Community Services				\$103,292		
Legal				\$173,000		
Law				\$1,600,696		
Court				\$197,000		
Admin				\$541,363		
Community Development				\$764,583		
Permit				\$794,817		
Facilities				\$368,765		
Public Services				\$318,104		
Parks				\$543,766		
Recreation				\$482,082		
Non-Departmental				\$2,041,739		
Total General Fund	\$1,473,707	\$8,774,860	\$10,248,567	\$8,778,926	\$1,469,641	\$10,248,567
Special Revenue Funds						
Street	\$1,372	\$804,000	\$805,372	\$781,422	\$23,950	
Arterial	\$198,613	\$71,000	\$269,613	\$10,000	\$259,613	
Contingency	\$277,797	\$2,000	\$279,797	\$0	\$279,797	
Mitigation	\$450,050	\$23,000	\$473,050	\$10,000	\$463,050	
Admission Tax	\$408,158	\$248,000	\$656,158	\$345,000	\$311,158	
Parks & Rec Special Rev.	\$3,041	\$3,000	\$6,041	\$5,000	\$1,041	
System Replacement	\$153,913	\$51,400	\$205,313	\$0	\$205,313	
Park Impact Fee	\$7,902	\$20,000	\$27,902	\$5,600	\$22,302	
Strategic Budget Reserve	\$475,000	\$100,000	\$575,000	\$0	\$575,000	
Hotel/Motel Tax	\$0	\$35,100	\$35,100	\$35,000	\$100	
Total Special Revenue Funds	\$1,975,846	\$1,357,500	\$3,333,346	\$1,192,022	\$2,141,324	\$3,333,346
Total Debt Service Fund	\$312,426	\$848,961	\$1,161,387	\$840,961	\$320,426	\$1,161,387
Capital Project Funds						
Reserve Funds	\$6,291,766	\$1,191,800	\$7,483,566	\$1,050,596	\$6,432,970	
Project Funds	\$4,340,052	\$3,648,600	\$7,988,652	\$6,339,600	\$1,649,052	
Total Capital Project Funds	\$10,631,818	\$4,840,400	\$15,472,218	\$7,390,196	\$8,082,022	\$15,472,218
Total Enterprise Funds	\$682,656	\$837,000	\$1,519,656	\$1,499,650	\$20,006	\$1,519,656
Internal Service Funds						
Equipment Rental	\$241,021	\$100,213	\$341,234	\$40,745	\$300,489	
Equipment Replacement	\$573,306	\$109,000	\$682,306	\$200,000	\$482,306	
Unemployment	\$26,779	\$14,200	\$40,979	\$20,000	\$20,979	
Total Internal Service Funds	\$841,106	\$223,413	\$1,064,519	\$260,745	\$803,774	\$1,064,519
Trust Fund						
Housing	\$15,878	\$12,700	\$28,578	\$28,000	\$578	
Total Trust Funds	\$15,878	\$12,700	\$28,578	\$28,000	\$578	\$28,578
Total City Budget	\$15,933,437	\$16,894,834	\$32,828,271	\$19,990,500	\$12,837,771	\$32,828,271

**CITY OF WOODINVILLE
2004 OPERATING BUDGET
SOURCES AND USES ALL FUNDS (By Category)**

	General	Special	Debt Service	Capital Projects	Enterprise	Internal Service	Housing	Total
Beginning Balance	\$1,473,707	\$1,975,846	\$312,426	\$10,631,818	\$682,656	\$841,106	\$15,878	\$15,933,437
Revenue:								
Taxes	\$7,677,900	\$280,000		\$1,335,000				\$9,292,900
Permits	\$273,500							\$273,500
Intergovernmental	\$175,824	\$194,000		\$1,417,500				\$1,787,324
Charges for Services	\$498,636	\$40,000		\$40,000	\$830,000	\$97,713		\$1,506,349
Fines	\$31,000							\$31,000
Miscellaneous	\$118,000	\$12,000	\$8,000	\$87,800	\$7,000	\$11,700	\$200	\$244,700
Total Revenue	\$8,774,860	\$526,000	\$8,000	\$2,880,300	\$837,000	\$109,413	\$200	\$13,135,773
Other Sources		\$831,500	\$840,961	\$1,960,100		\$114,000	\$12,500	\$3,759,061
Total Available	\$10,248,567	\$3,333,346	\$1,161,387	\$15,472,218	\$1,519,656	\$1,064,519	\$28,578	\$32,828,271
Expenditure:								
Salaries and Wages	\$2,904,315	\$291,586			\$310,448			\$3,506,349
Personnel Benefits	\$678,263	\$72,459			\$77,506			\$828,228
Supplies	\$141,630	\$33,500			\$48,800	\$13,200		\$237,130
Services & Charges	\$1,420,217	\$143,265		\$2,132,000	\$168,784	\$47,545		\$3,911,811
Intergovernmental	\$1,920,680	\$224,274			\$143,500		\$28,000	\$2,316,454
Interfund	\$33,106	\$28,839			\$139,612			\$201,557
Capital Outlay	\$82,850	\$37,500		\$3,957,600	\$11,000	\$200,000		\$4,288,950
Debt Service			\$840,961					\$840,961
Total Expenditures	\$7,181,061	\$831,423	\$840,961	\$6,089,600	\$899,650	\$260,745	\$28,000	\$16,131,440
Other Uses	\$1,597,865	\$360,600		\$1,300,596	\$600,000			\$3,859,061
Ending Balance	\$1,469,641	\$2,141,323	\$320,426	\$8,082,022	\$20,006	\$803,774	\$578	\$12,837,771

Changes in Fund Balances

The fund balances proposed in the 2004 budget are fiscally prudent. No major fund has a change that exceeds 10%. The surface water enterprise fund may appear to exceed that amount, but \$600,000 is being shifted from the operating fund to a capital reserve fund that is used to finance future surface water capital projects. The capital projects funds may in the aggregate exceed the 10% amount, but that is anticipated, as all capital projects are budgeted for the current year, and it is expected that each, with the exception of the reserve funds, will spend the entire amount budgeted for that particular project.

Manager's Recommended Capital Outlays

Department	Asset	Cost
Executive	Cable Casting Equipment	\$69,000
Police	Cordless Radar Gun	\$1,850
Parks	Public Art Program	\$12,000
Streets	Concrete Hauler/Trailer	\$3,000
	Small Pickup	\$8,000
	Trans Planner Computer Upgrade	\$1,500
SWM	Small Pickup	\$8,000
	Concrete Hauler/Trailer	\$3,000
Total		\$106,350

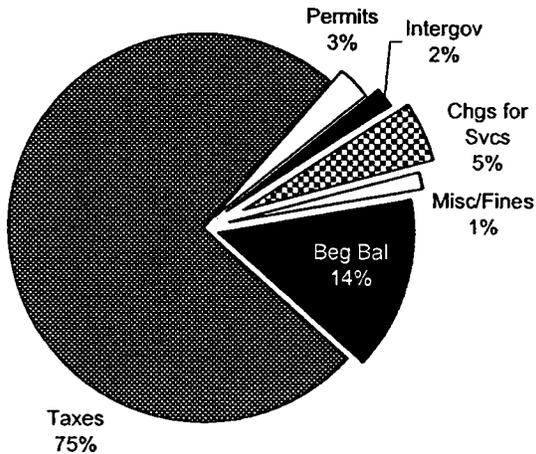
Manager's Recommended Capital Projects

Project	Cost	Funding
Little Bear Creek Parkway	\$1,100,000	Utility Taxes
Pedestrian Improvement	\$44,000	Reet2, Street Reserve
SR202/127th	\$805,000	Mitigation, Street Reserve
SR202/148th	\$438,000	Mitigation , Street Reserve
SR522/202	\$2,216,000	Grants, REET1, Utility Tax
Little Bear Lineal Park	\$385,600	Admission Tax, Grant, Impact Fees
136th NE/NE 195th	\$100,000	REET2
SR522/195th	\$100,000	Street Reserve
Parks Capital Project Fund		
Boat Launch	\$45,000	Admission Tax
School/Sports Assoc	\$45,000	Admission Tax
Land Banking	\$100,000	REET1
Surface Water Capital Projects		
Chateau Reach	\$400,000	Surface Water Reserve
175th Ped Path	\$127,000	Surface Water Reserve
Habitat Enhancements	\$164,000	Surface Water Reserve
Facilities Capital Projects	\$20,000	REET1
Total	\$6,089,600	

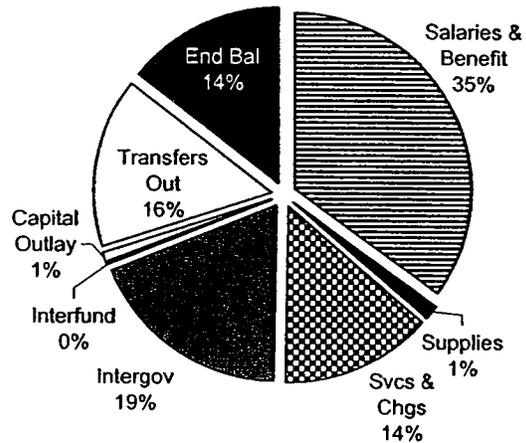
**General Fund
Revenue/Department Budgets**

General Fund Summary 2004

Sources of Revenue: General Fund



Uses/Expenditure: General Fund



<i>General Fund</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$2,303,142	\$2,113,385	\$1,473,707
<i>Revenue</i>			
<i>Taxes</i>	\$7,090,921	\$7,630,030	\$7,677,900
<i>Permits</i>	\$364,267	\$341,413	\$273,500
<i>Intergovernmental</i>	\$288,538	\$162,829	\$175,824
<i>Charges for Services</i>	\$564,698	\$570,231	\$498,636
<i>Fines</i>	\$51,927	\$41,587	\$31,000
<i>Miscellaneous</i>	\$95,245	\$97,191	\$118,000
<i>Total Revenue</i>	\$8,405,596	\$8,843,282	\$8,774,860
<i>Transfers In</i>	\$0	\$0	\$0
<i>Total Available</i>	\$10,708,738	\$10,956,667	\$10,248,567
<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$2,487,402	\$2,715,962	\$2,904,315
<i>Personnel Benefits</i>	\$509,887	\$588,892	\$678,263
<i>Supplies</i>	\$135,140	\$167,534	\$141,630
<i>Other Services and Charges</i>	\$1,542,545	\$1,178,678	\$1,420,217
<i>Intergovernmental</i>	\$1,682,321	\$1,692,626	\$1,920,680
<i>Interfund</i>	\$24,972	\$24,832	\$33,106
<i>Capital Outlay</i>	\$82,932	\$41,718	\$82,850
<i>Total Expenditures</i>	\$6,465,199	\$6,410,242	\$7,181,061
<i>Transfers Out</i>	\$2,130,154	\$1,724,465	\$1,597,865
<i>Ending Balance</i>	\$2,113,385	\$2,821,960	\$1,469,641

General Fund Revenue

Beginning Balance

The General Fund (GF) is forecasted to have a beginning fund balance of \$1.5 million.

Taxes

Property taxes are the General Fund's second largest source of revenue, representing 29% of new revenue anticipated for 2004. Property taxes are forecasted to increase by 1%, plus new construction. Assessed valuations are increasing at about 8% per year, giving the City a rate of \$1.40 per thousand dollars of assessed value. This will provide the GF with \$2.48 million. The City's General Fund receives about 12% of the total property tax assessments levied on Woodinville real property. All other taxing entities comprise the remaining 88%. For 2004, the total tax levied for real property is \$12.50, with the City receiving \$1.40 per thousand dollars of assessed valuation.

Sales tax revenue is the City's largest source of revenue, providing 56% of all new General Fund revenue (\$4,850,500). Sales tax revenue showed an increase during 2003, rebounding slightly from the shortfall experienced in 2002. Future increases to sales tax revenue are expected to be in the 2½% to 3½% range, with much of the increase coming from construction activity. Retail sales continue to provide the largest percentage of sales tax revenue, followed by construction and manufacturing.

Other tax revenues include sales tax for criminal justice purposes, cable television franchise fees, and gambling taxes. The sales tax for criminal justice tax is distributed by the State to King County and King County cities on a per capita basis. Cable television and gambling taxes provide about \$160,000 per year.

Licenses and Permits

Permitting activity has also shown signs of recovery. There are a few projects that will begin development in 2004, and permitting activity is expected to increase. The City is forecasting a 19% increase in permit revenue, which equates to 3% of GF revenue. The majority of the construction activity is anticipated to be single family homes.

Intergovernmental

State-shared revenue has decreased considerably over the past few years from the loss of motor vehicle excise taxes and fewer grant opportunities. The City will receive about \$175,000 in Intergovernmental revenue. The majority of the revenue will come from liquor profits and liquor excise taxes distributed on a per capita basis, and a recycling grant.

Charges for Services

Charges for services are expected to increase slightly in 2004. Increases will be dependant on the building activity that is projected for the coming year. Charges to the Surface Water fund for overhead and recreation fees provide most of the remaining 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. Interest rates continue to be at historic lows, and will not contribute significantly to GF operating revenue. There is forecasted to be a one-time-only miscellaneous payment of \$69,000 to the GF for cablecasting equipment.

General Fund Revenue

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$2,303,143	\$2,113,384	\$1,473,707
Taxes			
Property	\$2,355,056	\$2,395,357	\$2,480,000
Sales	\$4,409,895	\$4,895,239	\$4,850,500
Sales-Criminal Justice	\$175,752	\$178,696	\$185,000
Cable TV	\$80,552	\$81,555	\$82,400
Gambling	\$69,666	\$79,183	\$80,000
Subtotal Taxes	\$7,090,921	\$7,630,030	\$7,677,900
Licenses & Permits			
Building	\$222,263	\$179,732	\$188,000
Plumbing	\$21,876	\$16,319	\$16,000
Grading	\$13,680	\$910	\$1,000
Demolition	\$980	\$631	\$500
Mechanical	\$23,309	\$22,328	\$16,000
Site Development	\$56,717	\$71,184	\$30,000
Right of Way Permit	\$21,625	\$29,541	\$21,000
Misc Permits & Fees	\$3,817	\$20,768	\$1,000
Subtotal Licenses & Permits	\$364,267	\$341,413	\$273,500
Intergovernmental			
State Grants	\$18,666	\$18,244	\$13,000
Liquor Excise Tax	\$32,398	\$33,612	\$35,800
Liquor Board Profits	\$50,365	\$58,954	\$59,400
Motor Vehicle Criminal Justice	\$19,328	\$22,349	\$18,824
Interlocal Grants	\$33,604	\$29,670	\$48,800
Miscellaneous Intergov. Revenue	\$28,125	\$0	\$0
Subtotal Intergovernmental	\$238,538	\$162,829	\$175,824
Charges for Services			
Dist/Muni Court Records	\$1,984	\$743	\$1,000
Sales of Publications	\$3,513	\$1,343	\$1,000
UFC Permit Fees	\$5,090	\$4,947	\$3,500
Overhead Charges (SWM)	\$99,736	\$99,736	\$99,736
Recreation Charges	\$67,139	\$74,095	\$100,000
Field Use	\$26,256	\$22,946	\$18,000
Zoning & Subdivision	\$27,788	\$46,965	\$42,000
Civil Eng/Life Safety/Landscape Review	\$0	\$0	\$13,400
Land Use Application	\$36,709	\$23,770	\$20,000
Plan Check Fee	\$282,691	\$288,456	\$200,000
Other Fees & Chgs	\$13,791	\$7,230	\$0
Subtotal Charges for Services	\$564,697	\$570,231	\$498,636
Fines			
Traffic Infraction	\$19,090	\$18,273	\$14,000
Parking Infraction	\$4,841	\$4,750	\$3,000
False Alarm Responses	\$16,200	\$7,700	\$6,000
Miscellaneous Fines & Forfeits	\$11,796	\$10,865	\$8,000
Subtotal Fines	\$51,927	\$41,587	\$31,000
Miscellaneous			
Investment Interest	\$47,391	\$31,861	\$20,000
Sales Tax Interest	\$14,331	\$10,840	\$12,000
Park Facilities/Annex Rental	\$12,511	\$4,038	\$2,000
Donations from Private Sources	\$20,850	\$17,708	\$15,000
Insurance Proceeds	\$0	\$32,500	\$0
Other	\$162	\$245	\$69,000
Subtotal Miscellaneous	\$95,245	\$97,191	\$118,000
Total General Fund Revenue	\$8,405,595	\$8,843,282	\$8,774,860
Total Available	\$10,708,738	\$10,956,665	\$10,248,567

Woodinville City Council

Woodinville's Form of Government

The City of Woodinville incorporated as a code city under Washington State laws with a Council-Manager form of government. The elective officers are seven council members, each of whom had been a registered voter and resident of the city for a period of at least one year preceding their election. Members are elected at-large; not by districts. All positions are non-partisan. Councilmembers serve staggered four-year terms, with elections held in every odd-numbered year. The Mayor and Deputy Mayor are selected among all Councilmembers to serve in those positions for two years. The Mayor cannot veto Council decisions, but acts as the chairperson and the City's official host.

City Council Responsibilities

The Council sets the tone of the City's policy development and service delivery in accordance with its adopted Guiding Principles. The City Council is the legislative branch of city government. The City Council sets public policy in two major ways: by enacting ordinances during the year, and by establishing budgetary (taxing and spending) policies. Council duties also include defining the functions, powers and duties of city officers and employees.

The City Council sets policies and goals to attain the community's vision and mission for Woodinville City government. Such policies include:

- ◆ Council procedures
- ◆ Taxes
- ◆ Levels of service, staffing levels and compensation plan
- ◆ Adopts the Comprehensive Plan and other guiding documents

The City Council appropriates from the City Treasury the funds needed to conduct the business of the City. Such actions include:

- ◆ Adoption of the annual budget which sets spending levels with various City funds
- ◆ Award of contracts
- ◆ Fiscal oversight of expenditures

The City Council hires a City Manager who is responsible for implementing City policy. The City Manager provides overall administration for the City organization in accordance with the policies and directives established by the Council, assists Council by preparing policy alternatives, provides administrative support and direction to departments, prepares and executes the annual budget and coordinates the City's public information program.

Members of the following volunteer commissions are appointed by the City Council:

- ◆ Planning Commission
- ◆ Parks & Recreation Commission
- ◆ Tree Board
- ◆ Landmarks Commission

2003 Accomplishments

Personnel

- ◆ Serve on Council Committees
 - Finance Committee: Deputy Mayor Carol Bogue, Councilmember Don Brocha, Councilmember Chuck Price
 - Public Works Committee: Councilmembers Gareth Grube, Robert Miller and Chuck Price
 - Tourism Task Force: Councilmembers Don Brocha and Chuck Price (Cathy Wiederhold/Alternate)
 - Downtown-Little Bear Creek Corridor Master Plan: Mayor Scott Hageman and Councilmembers Don Brocha
 - Skate/BMX Park: Councilmember Cathy Wiederhold

- ◆ Serve as liaisons to City boards and commissions
 - Planning Commission: Councilmember Don Brocha
 - Parks & Recreation Commission: Councilmember Cathy Wiederhold
 - Tree Board: Deputy Mayor Carol Bogue

- ◆ Serve on local and regional committees
 - Eastside Transportation Partnership: Deputy Mayor Carol Bogue, Councilmember Chuck Price
 - A Regional Coalition for Housing: Mayor Scott Hageman, Councilmember Robert Miller, Councilmember Cathy Wiederhold (alternate)
 - Fire District Joint Policy Board: Councilmember Robert Miller
 - Northshore Parks & Recreation Service Area: Councilmember Robert Miller
 - Watershed Resource Inventory Area (WRIA8): Councilmembers Gareth Grube and Cathy Wiederhold
 - Suburban Cities Association/North Region: Mayor Scott Hageman
 - Northend Mayors: Mayor Scott Hageman

- ◆ Serve as liaisons to other agencies
 - Northshore School District/City of Bothell/City of Kenmore/City of Woodinville: Mayor Scott Hageman, Councilmember Cathy Wiederhold
 - Woodinville Water District: Councilmember Gareth Grube

- ◆ Appointed the following commission and board members
 - Planning Commission: Hank Stecker (appointment)
 - Planning Commission: Cherry Jarvis and Dan Eigenberg (reappointments)
 - Parks & Recreation Commission: Bob Vogt and Tiffany Bond (reappointments)
 - Parks & Recreation Commission: Michael Knotz and Kim Nunes
 - Tree Board: Barbara Stanfield (reappointment)
 - Tree Board: Johan Luchsinger and Daniel Cary (appointments)
 - Council TeenRep: Lacy Irwin

Community Relations

- ◆ Participated in civic and special events including the 10th Anniversary Celebration, Rotary Community Park Ground Breaking and Grand Opening, 136th Ave. Roundabout Opening, 4th of July Fireworks Celebration, Arbor Day
- ◆ Participated in six "Make the Connection" events to highlight city projects such as the proposed Downtown-Little Bear Creek Corridor Master Plan, the 2004 Budget and Rotary Community Park
- ◆ Participated in business Ground Breaking and Grand Opening events including: Cruise Holidays, All Star Fitness, First Mutual, Compass Relocation, Waste-Management Cascade Recycling Facility, Doug Fox Travel
- ◆ Participated in community events including the All Fools Day Parade, Kokanee Elementary School Arbor Day planting, Jock-N-Jill Fun Run/Art Walk, Timbercrest Junior High School Project night
- ◆ Recognized Council Teen Representative Michael Allen
- ◆ Honored Spirit of Woodinville Award recipients: University of Washington students for Tree Inventory Project

Ordinances/Resolutions/Proclamations

- ◆ Ordinance No. 335: Tree Preservation Zoning Code Amendments
- ◆ Ordinance No. 336: Street Vacation: Tanglin Ridge/Phase 1
- ◆ Ordinance No. 337: 2003 Budget Amendments
- ◆ Ordinance No. 338: Neighborhood Business Zone – Antenna Zoning Code Amendment
- ◆ Ordinance No. 339: 2004-09 Capital Improvement Plan (CIP)
- ◆ Ordinance No. 340: Sprinkler Protection for Indoor Pyrotechnics Display use
- ◆ Ordinance No. 341: Amend 2003 Benefits/Classification
- ◆ Ordinance No. 342: Brown Annexation
- ◆ Ordinance No. 343: Vituilli Annexation
- ◆ Ordinance No. 344: Amend Employee MEBT Plan (IRS Federal Tax Code)
- ◆ Ordinance No. 345: Amend Park Regulations
- ◆ Resolution No. 241: 2003 Revised City Fees
- ◆ Resolution No. 242: Set Hearing Date for Street Vacation: Tanglin Ridge
- ◆ Resolution No. 243: Declaration of Surplus Property- Admin. Vehicle
- ◆ Resolution No. 244: Designate Clyde West as Sole Source Vendor for Street Sweeper
- ◆ Resolution No. 245: Call for Election: Brown Annexation
- ◆ Resolution No. 246: Call for Election: Vitulli Annexation
- ◆ Resolution No. 247: Public Art Committee Amendments
- ◆ Resolution No. 248: Establish City Wellness Program
- ◆ Resolution No. 249: 2003 Revised City Fees
- ◆ Resolution No. 250: Brightwater Policy Statement
- ◆ Resolution No. 251: Support of King County Parks Levy
- ◆ Resolution No. 253: Amend Purchasing Policies to Allow Sole Source Purchases
- ◆ Resolution No. 254: 2004-2009 Transportation Improvement Program (TIP)

Conducted the following Public Hearings & Public Meetings

- ◆ Street Vacation: Tanglin Ridge Phase I
- ◆ 2004 – 2009 Transportation Improvement Plan
- ◆ Public Meeting: King County Four-Year Parks Levy Proposal

Project Acceptance/Award of Bid

- ◆ Award of Bid: 136th Ave. Roundabout
- ◆ Award of Bid: 2003 Pavement Overlay to Watson Asphalt Paving
- ◆ Award of Bid: Rotary Community Park/Phase 1

- ◆ Project Acceptance: Moon Construction Co. for masonry repair of Old Woodinville School
- ◆ Project Acceptance: 124th Avenue NE Left Turn Pocket; Pedestrian Improvement
- ◆ Project Acceptance: 2001 Pavement Overlay

Other Legislative Actions

- ◆ Approved Land and Water Conservation Grant Agreement for the Development of Rotary Community Park
- ◆ Approved 2003 Planning Commission, Parks & Recreation Commission and Tree Board Work Plans
- ◆ Approved Capital Improvement Plan (CIP) Calendar
- ◆ Approval of the Regional Disaster Plan
- ◆ Approve Capital Outlay Purchase for Radar Unit for Police Department
- ◆ Contract Agreement: Transpo Group for Transportation Model Updates
- ◆ Approval of Interlocal Agreement: Statewide Mutual Aid and Mobilization Plan
- ◆ Demonstration of WFLSD 2003 American LaFrance Tiller Truck
- ◆ Approval Capital Outlay Purchase for GIS Software
- ◆ Approval Interlocal Agreement: Waterfowl Management
- ◆ Approved Teen Representative Standards for Participation
- ◆ Introduction of new Police Chief Kent Baxter and farewell to Chief Ken Wardstrom
- ◆ Purchase of Street Sweeper from Clyde West, Inc.
- ◆ Approval of the Small Works Roster
- ◆ Formal Adoption of 2003 City Council Goals

2004 Goals

- ◆ Formal adoption of 2004 City Council Goals and Objectives
- ◆ Adopt Downtown-Little Bear Creek Corridor Master Plan
- ◆ Remain active participants in regional issues including
 - Brightwater Wastewater Facility
 - Jail Services
 - E-Government Alliance
 - Endangered Species Act
 - Affordable Housing
 - Parks & Recreation Service Area Aquatics Study
 - Tourism/Economic Development
 - Transportation
- ◆ Complete Civic Center Master Plan Phase II

- ◆ Adopt 2005-2010 Capital Improvement Plan
- ◆ Analyze and develop a response strategy to the streamlined sales tax initiative
- ◆ Enhance citizen communications creating meaningful interaction through use of the City's communications and outreach programs such as
 - Cable television (Channel 21)
 - City publications
 - Multi-lingual capabilities
- ◆ Enhance the City's emergency response capabilities
 - Adopt Weapons of Mass Destruction Annex to the City's Comprehensive Emergency Management Plan
 - Adopt updates to the City's Comprehensive Emergency Management Plan
- ◆ Adopt necessary Comprehensive Plan, regulations and zoning map amendments

**Council
Department Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$50,700	\$51,600	\$51,600	\$51,600	\$51,600
Benefits	\$4,583	\$4,712	\$4,733	\$4,914	\$5,233
Supplies	\$5,170	\$3,833	\$1,959	\$1,187	\$2,200
Services	\$42,612	\$28,004	\$16,916	\$21,704	\$16,980
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Department Total	\$103,065	\$88,149	\$75,208	\$79,405	\$76,013

COUNCIL

001
005

2004 Expenditure Detail

	Salaries and Wages		
511-60-11-00	Salaries		\$51,600
	Personnel Benefits		
511-60-21-00	Benefits		\$5,233
	Supplies		
511-60-31-31	Office/Operating Supplies		
	General	\$2,000	
	Celebrate Woodinville	\$200	
	<i>Total Supplies</i>		\$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 - 3	\$1,200	
	Council Retreats	\$5,700	
	AWC Legislative Action Conf - 2	\$700	
	Council Meeting Meals	\$750	
	Legislative Forum Dinner	\$800	
	Legislative Action Conf (banquet)	\$1,350	
	Fire Liason	\$100	
	Northend Mayors Meeting	\$150	
	Event Representation,	\$200	
	Anniversary Cake	\$250	
			\$11,200
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	\$600	
	Chamber Luncheon	\$180	
	Miscellaneous Training	\$500	
			\$1,280
	<i>Total Other Services & Charges</i>		\$16,980
	DEPARTMENT TOTAL		<u>\$76,013</u>

Legal

The City of Woodinville contracts for legal services with Ogden Murphy Wallace, P.L.L.C. The attorneys of Ogden Murphy Wallace perform legal services for all legal matters as assigned or referred by the City, except those for which WCIA assigns legal counsel. The budget for legal services comprises attorney and staff time for various services including the following: misdemeanor criminal prosecution; preparation and/or review of ordinances, resolutions, contracts and other agreements to which the City is a party; acquisition, dedication, and vacation of real property interests; legal services in connection with bond issues; attendance at council meetings; advisory meetings with City staff, both in person and telephonically; and occasional representation of the City in the superior and appellate courts.

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.

2003 Accomplishments

- ◆ Negotiated agreement with King County for reimbursement of staff time for Brightwater review without waiving any rights under SEPA.
- ◆ Provided comments on Brightwater DEIS, and drafted resolution regarding adequacy of Brightwater FEIS.
- ◆ Advised City regarding annexation strategy.
- ◆ Drafted memorandum to planning staff regarding possible creation of park blocks.
- ◆ Advise and respond to letters expressing concern over City's critical areas ordinance.
- ◆ Continue to work with staff on options for traffic impact fee ordinance.
- ◆ Advise City staff on proper treatment of development applications.
- ◆ Provide initial draft of ordinances for street sweeping and vegetation maintenance.
- ◆ Streamline contract review process and revise contract templates.
- ◆ Acquire right-of-way from cemetery.
- ◆ Advise parks staff on issues relating to skate park construction.
- ◆ Advise parks staff regarding use of Greenbrier Community Center.
- ◆ Advise executive department on personnel issues.
- ◆ Draft proposed revisions to code enforcement procedures.
- ◆ Negotiate franchise for Northshore School District wide area network.
- ◆ Facilitate settlement of retainage claim involving Tydico, Inc.

- ◆ Negotiate covenants for conveyance of storm water with public works staff.
- ◆ Advise City on acquisition of Georgian Heights trail easement.
- ◆ Advise City on matters related to extent of shoreline jurisdiction.

2004 Goals

- ◆ Make the City's transition to the new City Attorney as seamless as possible.
- ◆ Implement dual point of contact for questions to the City Attorney where all questions related to labor or employment matters are routed directly to Karen Sutherland, and all other questions are routed to Zach Lell.
- ◆ Encourage use of internal resources to reduce use of the City Attorney for routine legal matters.
- ◆ Work to identify patterns that will allow the City and OMW to manage legal work proactively.
- ◆ Monitor filtering system to manage legal matters.
- ◆ Have City staff identify realistic deadlines for all projects assigned to the City Attorney, then strive to meet those deadlines.
- ◆ Work toward more electronic review of contracts including electronic signature on approved as to form line, and electronic review of other documents and legal issues as well.
- ◆ Advise planning staff regarding creation of park blocks as part of downtown master plan.
- ◆ Advise City staff on strategy and legal issues regarding possible Grace annexation.
- ◆ Protect City's interests regarding siting of Brightwater treatment plant. Specifically, review Brightwater FEIS for adequacy and challenge Brightwater FEIS if found to be inadequate.
- ◆ Work with planning staff on update of critical areas ordinance based upon best available science.
- ◆ Work with planning staff on review of sign code.
- ◆ Clarify legal aspects of traffic impact fee ordinance being considered by City Council.
- ◆ Work with public works staff on proposed street sweeping and vegetation maintenance ordinances.
- ◆ Advise parks and recreation staff on best means to promote safety while maintaining immunity at skate park.
- ◆ Work with code enforcement officer to implement proposed revisions to code enforcement scheme.
- ◆ Advise City on options for obtaining court services.

Legal
Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$125,111	\$126,081	\$162,618	\$129,591	\$173,000
Department Total	\$125,111	\$126,081	\$162,618	\$129,591	\$173,000

2004 Expenditure Detail

Professional Services

City Attorney	\$150,000
Other Legal Services	\$18,000
Hearing Examiner	\$5,000
	<hr/>

\$173,000

Executive Department

The Executive Department provides the overall administration and management of the City according to the mission, policies and guidelines adopted by the Woodinville City Council. The Executive Department translates city-wide planning efforts into a cohesive strategy and promotes continuous improvement in service delivery. Maintaining community and intergovernmental relations and communications with the public is a major activity of the department. Through education and outreach programs, the Executive Department informs the public's understanding of government and keeps the community informed about City policies, programs and activities.

The Executive Department is directly responsible for three operational programs: human resources, information systems, and public relations. The Executive Department is committed to providing results oriented, practical, and creative approaches when implementing the Council's initiatives and vision for the City of Woodinville. This budget proposes that Executive Department become responsible for the volunteer and code enforcement programs as a consolidated approach to community relations.

- ◆ **Community/Employee relations**
 - City Newsletter, news releases, advertising, flyers, web-page development and community involvement projects and events
 - Customer Service Request management
 - Civic events
 - Employee orientation and staff meetings
- ◆ **Information systems**
 - Computer hardware installation and support
 - Software program development, installation and support
 - Geographical Information Systems (GIS) development and support
 - Coordination of on-line service development via E-Government Alliance
 - Web page and Intranet administration
 - Telephony
- ◆ **Human Resources**
 - Recruit and retain high quality employees
 - Develop and implement personnel policies that support current state and federal requirements
 - Establish compensation and benefit levels
- ◆ **Oversight of law enforcement, legal and court services**

- Negotiate and implement police services, city attorney, and court services contracts
- ♦ **Capital Planning**
 - Coordinate City's capital improvement plan
- ♦ **Human Services program**
 - Coordinate development, review, award and oversight of program

2003 Accomplishments

Personnel

Positions within the department include the City Manager, Assistant to the City Manager, Communications Coordinator, Executive Secretary, Information Systems Administrator, Senior Programmer, and GIS Coordinator.

- ♦ Managed work study program allowing university students to work in government office
- ♦ Serve as lead for Customer Service Team, Capital Improvement Plan, Computer Committee and Human Services Review Team
- ♦ Provide representation to:
 - City Committees: Customer Service Team, Budget Review Team, Capital Improvement Plan Team, Employee's Committee, Wellness Committee and Safety Committee
- ♦ Union Petition – responded to Teamster's petition to represent Woodinville employees
- ♦ WCIA Personnel Audit - received satisfactory audit rating from risk pool site visit with no required corrections

Department/Project Highlights

- ♦ 2004-2009 Capital Improvement Plan (CIP) – coordinated public outreach and adoption of the six-year CIP
- ♦ Computer network infrastructure – upgrade city desktop pc's and servers to Windows XP, system and application upgrades provide secure, reliable, access to information and services.
- ♦ Computer network security – implement new firewall and Windows 2000 advanced security model. Protect city network systems from major virus and worm attacks
- ♦ Computer training – coordinate in-house training opportunities for Windows Office Suite products (Word, Excel, Outlook)
- ♦ Emergency operations – installed redundant server at Emergency Operations Center (EOC) to secure electronic data off-site; initiated development of information technology standard operating procedures; supported City's emergency management organization through training exercises; policy development and terrorism annex development; installed base station and

- antenna for direct contact with King County EOC; council funded stocking of emergency shelter supplies and training
- ♦ GIS - provide technical support for collecting and analyzing permit data for King County Buildable Lands report, Grace Annexation, and best available science review; support E-Gov Alliance initiatives to develop area wide addressing standards and regional orthophoto project
- ♦ Human services grant application – coordinated application review and recommended funding levels for 2004
- ♦ Electronic government - technical support to launch over-the-counter plumbing and mechanical permits via public website; technical support to initiate on-line recreation registration and reservations; technical support to feature economic development information via public web. City Manager co-presenter at ICMA national conference
- ♦ Paperless packet – technical support to post Council agendas and staff reports on public web site
- ♦ Skate park web cam - research and implement video streaming of skate park over public website

Community/Employee Relations

- ♦ 10th Anniversary Celebration – coordinated Open House and “Birthday Party” as part of Celebrate Woodinville
- ♦ Block Watch (crime prevention) presentation to Greenbrier Heights Senior Housing
- ♦ Conducted new employee orientation and hosted 3 All Staff Meetings
- ♦ Coordinated 2003 Woodinville Civics Academy
- ♦ Coordinated City Council “Make the Connection” outreach program
- ♦ Design, layout and publication of six City newsletters
- ♦ Enhanced public website with:
 - Standards, Ordinances and Resolution
 - Council E-Packets
 - Additional fire permits
 - Interactive Capital Improvement Plan map
- ♦ Managed marketing for Cityhood Celebration, Arbor Day, 4th of July Fireworks Celebration, Summer Concert Series, Sammamish ReLeaf and Light Festival
- ♦ New employee communications tool launched: City Manager’s Employee “E-Communique”
- ♦ Published 2003 Mid Year Report
- ♦ Support Woodinville Sister Cities Association

2004 Goals

Community/Employee Relations

- ◆ Enhance community relations functions:
 - Seek creative ways to enhance communication with citizenry through website, publications, stakeholders meeting and other means
 - Cablecasting – following Council approval, activate government access cable channel 21 to inform citizens about their government and community and garner community interest in programming
 - Conduct neighborhood meetings for City Showcase
 - Support crime prevention program
 - Enhance neighborhood relations with code enforcement education
- ◆ Gauge citizenry interest on housing and human service needs
- ◆ Support event marketing and advertising
- ◆ Coordinate 11th Anniversary Celebration

Information systems

- ◆ Develop standard data sets – design and implement the foundation for the City's long-term GIS program; coordinate LIDR and orthophoto coverage of city limits for updated land features and building locations; implement newly developed E-Gov Alliance area wide addressing standard
- ◆ Electronic Government – reduce staff workload and improve productivity by connecting Mybuildingpermits.com directly to PermitsPlus database; coordinate conversion of recreation software and implementation of electronic registration/reservation system through Myparksandrec.com; support economic development web portal displaying available business sites, vacant buildings, and demographic information
- ◆ Enhance emergency preparedness and business continuity – test redundant server at EOC, and finalize standard operating procedures for emergency preparedness and test.; create a common/current operating picture for managing emergency response
- ◆ Explore wireless applications - develop a pilot program for PDA application for accessing city network system from the field
- ◆ Maintenance Management/Inventory Control – implement program for recording and accessing parks maintenance daily reports; explore opportunities to use the program for streets and facilities
- ◆ Training – offer in-house training opportunities on Microsoft Office Suite products to improve staff productivity; establish and implement training on Office 2003 products prior to implementation; enhance Help-Desk functions

Human Resources

- ◆ Education and Training - finalize Hiring Guidelines manual for managers and supervisors and Employee Handbook; establish and implement annual training program for managers and supervisors

Oversight of law enforcement, legal and court services

- ◆ Monitor service contracts and look for opportunities to improve level of service while maintaining costs

Capital Planning

- ◆ Identify new capital projects - incorporate new projects from the Downtown/Little Bear Creek Master Plan and Non-motorized Transportation Plan into the capital improvement planning process
- ◆ Prioritize projects – use transportation model and draft WRIA8 Salmon Conservation Plan to recommend top priority projects to the City Council
- ◆ Public Outreach – explore creative means to engage public in capital planning process

Human Services program

- ◆ Assess service gaps – understand gaps left in Woodinville by federal, state and county reductions
- ◆ Respond to community needs – identify and implement human service programs/services using City facilities
- ◆ Host Community Summit II to strengthen network with local human and community service providers

Executive Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$274,347	\$324,485	\$382,311	\$430,315	\$520,128
Benefits	\$57,645	\$63,940	\$71,300	\$82,603	\$107,486
Supplies	\$6,047	\$8,224	\$21,363	\$27,763	\$12,050
Services	\$64,746	\$74,474	\$120,043	\$75,796	\$113,650
Intergov. Svcs	\$0	\$0	\$16,666	\$25,868	\$47,000
Capital Outlay	\$1,680	\$939	\$16,184	\$14,977	\$69,000
Interfund Payments	\$387	\$1,031	\$947	\$1,857	\$7,684
Department Total	\$404,851	\$473,093	\$628,814	\$659,179	\$876,998

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
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	1
GIS Coordinator	0	0	0.5	0.5	0.5
Senior Programmer	0	0	0.5	0.5	0.5
Code Enforcement	0	0	0	0	1
Position Totals	5	5	6	6	7

Volunteer Coordinator

1040 hours

**Executive
Division Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$274,347	\$324,485	\$285,239	\$304,941	\$326,920
Benefits	\$57,645	\$63,940	\$53,319	\$57,085	\$66,742
Supplies	\$6,047	\$8,224	\$4,498	\$3,008	\$3,000
Services	\$64,746	\$74,474	\$57,291	\$39,775	\$52,810
Intergov. Svcs	\$0	\$0	\$360	\$350	\$5,600
Capital Outlay	\$1,680	\$939	\$0	\$8,711	\$69,000
Interfund Payments	\$387	\$1,031	\$947	\$1,857	\$3,576
Department Total	\$404,851	\$473,093	\$401,654	\$415,727	\$527,648

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	2004 Budget
City Manager	1	1	1	1	1
Assistant to the City Manager	1	1	1	1	1
Information Services Mgr.	1	1	0	0	0
Communications Coordinator	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Position Totals	5	5	4	4	4

**Information Systems
Division Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries			\$97,072	\$125,374	\$128,667
Benefits			\$17,981	\$25,518	\$27,266
Supplies			\$16,865	\$24,755	\$6,250
Services			\$62,752	\$36,021	\$42,475
Intergov. Svcs			\$16,306	\$25,518	\$41,400
Capital Outlay			\$16,184	\$6,266	\$0
Interfund Payments			\$0	\$0	\$0
Department Total			\$227,160	\$243,452	\$246,058

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Information Services Mgr.			1	1	1
GIS Coordinator			0.5	0.5	0.5
Senior Programmer			0.5	0.5	0.5
Position Totals			2	2	2

**Community Relations
Division Summary**

	2004 Budget
Salaries	\$64,541
Benefits	\$13,478
Supplies	\$2,800
Services	\$18,365
Intergov. Svcs	\$0
Capital Outlay	\$0
Interfund Payments	\$4,108
Department Total	\$103,292

	Budget 2004
Position Summary	
Code Enforcement	1
Position Totals	1
Volunteer Coordinator	1040 Hours

EXECUTIVE

001
015

2004 Expenditure Detail

	Salaries and Wages		
513-10-11-00	Salaries		\$326,920
	Personnel Benefits		
513-10-21-00	Benefits		\$66,742
	Supplies		
513-10-31-31	Office/Operating Supplies		
	General	\$750	
	EE Recognition	\$600	
	Film & Development	\$350	
	Printer Supplies	\$300	
	Promotional Items for Cable TV	\$250	
	Emergency Management	\$500	
			\$2,750
513-10-35-00	Small Tools/Minor Equipment		
	Channel 21	\$250	
			\$250
	Total Supplies		\$3,000
	Other Services and Charges		
513-10-41-00	Professional Services		
	Misc Personnel Support	\$2,500	
	Cablecasting: Install/Train	\$15,000	
	Newsletter Printing	\$6,600	
	Graphic Design/Printing	\$2,000	
	11th Anniversary Celebration	\$500	
	Code Pub.	\$350	
			\$26,950
513-10-42-00	Communication		
	Monthly Charge	\$1,200	
	Postage	\$7,500	
	Radio	\$350	
	Pager/Cell	\$1,600	
			\$10,650
513-10-43-00	Travel Expense		
	Meals/Lodging/Travel	\$4,000	
	Mileage	\$715	
	Parking	\$50	
			\$4,765
513-10-44-00	Advertising		
	Chamber Directory	\$1,200	
	11th Anniversary Celebration	\$500	
	Misc.	\$1,000	
			\$2,700
513-10-44-00	Operating Rentals	\$350	\$350

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	\$600	
	AWC Legis. Action Conference	\$200	
	Software Training - Marie	\$150	
	Software Training - Linda	\$200	
	WCMA (Out of State)	\$250	
			\$3,565
513-10-49-20	Miscellaneous		
	Dues and Memberships		
	WCMA	\$240	
	ICMA	\$900	
	Rotary	\$1,000	
	WPELRA	\$200	
	3CMA	\$400	
	Chamber of Comm.	\$575	
	WSEMA	\$35	
	WATOA	\$65	
	Award Entry Fees (Savvy)	\$100	
	Puget Sound Business Journal	\$80	
	Washington CEO	\$35	
	WA Employment Law	\$200	
			\$3,830
	<i>Total Other Services and Charges</i>		\$52,810
513-10-51-00	Intergovernmental		
	MRSC	\$600	
	Regional Survey	\$5,000	
	<i>Total Intergovernmental</i>		\$5,600
513-30-95-00	Interfund		
	Vehicle Use		\$3,576
594-13-64-00	Capital Outlay		
	Cable Casting Equipment	\$69,000	
	<i>Total Capital Outlay</i>		\$69,000
	DEPARTMENT TOTAL		<u>\$527,648</u>

INFORMATION SYSTEMS

001
015

2004 Expenditure Detail

	Salaries and Wages		
518-10-11-00	Salaries		\$128,667
	Personnel Benefits		
518-10-21-00	Benefits		\$27,266
	Supplies		
518-10-31-31	Office Supplies		
	Plotter Paper and Ink	\$900	
	Color printer cartridges	\$400	
	Misc	\$200	
			\$1,500
518-10-35-00	Small Tools/ Minor Equipment		
	PC/Server Hardware	\$2,500	
	PC/Server Software	\$1,500	
	PDA	\$750	
			\$4,750
	<i>Total Supplies</i>		\$6,250
	Other Services and Charges		
518-10-41-00	Professional Services		
	Data purchases		\$2,500
518-10-42-00	Communication		
	Pager/Cell	\$1,800	
	Web Hosting	\$540	
			\$2,340
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	\$1,000	
			\$1,000
518-10-49-10	Education/Training		
	IS Administrator	\$2,100	
	GIS Coordinator	\$875	
	Sr. Programmer	\$500	
			\$3,475

518-10-49-20	Misc.		
	Maintenance Fees (EDEN)	\$15,000	
	Maintenance Fees (GIS)	\$5,600	
	Maintenance Fees (Permits Plus)	\$8,800	
	Maintenance Fees (Safari)	\$3,300	
			\$32,700
	<i>Total Other Services and Charges</i>		\$42,475
518-10-51-00	<i>Intergovernmental</i>		
	King County I-Net	\$9,000	
	E-Gov Alliance	\$8,800	
	License fees Informed Desk	\$1,100	
	License fees-MBP.com	\$2,500	
	Backend integration-MBP.com	\$10,000	
	Misc (listserve, orthophotos)	\$10,000	
	<i>Total Intergovernmental</i>		\$41,400
	DEPARTMENT TOTAL		<u>\$246,058</u>

COMMUNITY RELATIONS

001
015

2004 Expenditure Detail

Salaries and Wages		
557-20-11-00	Salaries	\$64,541
Personnel Benefits		
557-20-21-00	Benefits	\$13,478
Supplies		
557-20-31-31	Office/Operating Supplies	
	Code Enforcement Supplies	\$1,000
	Office Supplies	\$1,400
		\$2,400
557-20-35-00	Small Tools/Minor Equipment	
	Volunteer tools	\$150
	Code Enforcement Small Tools	\$250
		\$400
	<i>Total Supplies</i>	\$2,800
Other Services and Charges		
557-20-41-00	Professional Services	
	Code Enforcement Abatement Fund	\$7,500
	Court Filing Fees	\$3,500
	Design	\$300
		\$11,300
557-20-42-00	Communication	
	Postage	\$1,500
	Pager/Cell	\$600
		\$2,100
557-20-43-00	Travel Expense	
	WACE (Code Enforcement Officer)	\$350
	Volunteer work	\$300
	Food/Beverage for volunteers	\$660
		\$1,310
557-20-44-00	Advertising	
	Misc. Advertising	\$400
		\$400
557-20-49-10	Education/Training	
	Misc. Training	\$300
	Code Enforcement	\$1,000
		\$1,300
557-20-49-20	Miscellaneous	
	AACE (Code Enforcement Officer)	\$60
	WACE (Code Enforcement Officer)	\$45
	Printing	\$1,850
		\$1,955
	<i>Total Other Services and Charges</i>	\$18,365
Interfund		
557-20-95-00	Vehicle Use	\$4,108
DEPARTMENT TOTAL		<u>\$103,292</u>

Administrative Services Department

The Administrative Services Department provides the overall financial and administration services that support all City departments. The Department is comprised of the following functions:

Administration

Administrative Services staff provide front line customer service for phone and walk-in customers. Common customer interaction includes issuing pet licenses, administering the vehicle impound fee, and general receipting. Staff is responsible for main reception to City Hall and support of the Volunteer Concierge program with volunteer training and assistance. This function supports the City's Wellness Program and Safety Committee.

City Clerk's Office

The City Clerk's Office is responsible for maintaining municipal records, processing requests for public records and claims for damages, ordinance codification, preparing City Council agendas and minutes, contract management, legislative tracking, and notarial services.

The City Clerk prepares Council ePackets for posting to the City's website, coordinates the posting of legal notices and manages the intake of Requests for Proposals/Qualifications.

Financial Services

Financial management support services include cash collections and depository activities and the investment of all City funds. Accounting support services include general ledger maintenance, accounts receivable, accounts payable, payroll and financial records keeping, reporting and analysis. Accounting personnel also maintain perpetual inventory records for all city owned fixed assets and manage the City's Business Registration Program.

The Financial Services department also has key responsibilities in generating the Recommended and Final City budgets, and in preparing the Annual Financial Report for the City. Other financial related reports are issued for management decision making and for external reporting purposes, including quarterly reports of revenue and expenditures and materials for public hearings on revenue and the City's budget.

2003 Accomplishments

Personnel

Positions within the Department include the Finance Director, Senior Accountant, City Clerk, two Accounting Clerks and an Administrative Assistant.

- ◆ Serve as lead of Safety Committee including Department Director as liaison
 - Updated written program for Ergonomics
 - Coordinated Respiratory Program testing and training

- Coordinated training and vaccination for Exposure Control program
- Organized annual hearing tests for employees
- Maintains Material Safety Data Sheet (MSDS) notebooks
- Coordinated Asbestos Awareness employee training
- Assisted with improving Accident Review Board policies
- ◆ Serve as lead of Wellness Committee
 - Coordinated Route 66 Municipal Games through Association of Washington Cities (AWC) program
 - Coordinated "5 Weeks to Healthy Eating" employee program
 - Hosted "Beat The Bug" flu/pneumonia vaccination event
 - Coordinated AWC "Feel Like a Million" wellness campaign
 - Coordinated Employee Health Fair
- ◆ Serve as lead for Records Management Team
 - Continued to maintain Records Management Program
 - Participated in training sessions
 - Developed Records Management Team charter and purpose
 - Submitted local records grant to Washington State
- ◆ Serve as Eastside Cities Training Consortium (ECTC) Registrar
- ◆ City Clerk obtained First Sustaining Level of Master Municipal Clerk Academy
- ◆ City Clerk elected as Washington Municipal Clerks Association (WMCA) President-Elect
- ◆ Finance Director serves as Investment Committee member for Washington Cities Insurance Authority (WCIA) and Investment Advisory Committee for Municipal Employees Benefit Trust
- ◆ Review budgets for Governmental Finance Officers Association
- ◆ Provide representation to:
 - City Committees: Wellness Committee, Customer Service Team, Employees Committee, Safety Committee, Computer Committee, Records Management Team, Contract Committee
 - Other Associations: Washington Municipal Clerks Association

Department/Project Highlights

- ◆ *Municipal Court/Jail Services:* Staff lead for municipal court & jail issues
- ◆ *Sourcing Rule:* Staff lead for monitoring the progress of "sourcing legislation"
- ◆ *2003 Final Budget:* Completed and distributed final 2003 Budget; received Government Finance Officers Association (GFOA) Distinguished Budget Award
- ◆ *Records Retention:* Microfiched 12 boxes (19,000+ individual records) of Finance Division records
- ◆ *2004 Recommended Budget:* Prepared, assembled and distributed budget document; supported public education of the budget process through city newsletter, Civics Academy and budget survey

- ◆ *Eden Financial Software Implementation:* Implemented Inforum Gold requisitioning and payroll program; provided employee training; implemented computerized receipting
- ◆ *Rainy Day Fund and Usage Policy:* Presented to Council Finance Committee
- ◆ *ePackets:* Presented decision package to Council and coordinated with the Executive Department to post Council Agendas and staff reports on the City's public website
- ◆ *Ordinances and Resolutions On-Line:* Coordinated with the Executive Department to post City ordinances and resolutions on the City's public website

Community/Employee Relations

- ◆ Serve as main point of contact for City Hall and assist customer with information needs
- ◆ Administer the Business Registration Program
- ◆ Serve as lead for Safety and Wellness Committees and Records Management Team

2004 Year's Goals

- ◆ Hotel/Motel Tax:
 - Implement a hotel/motel tax for funding tourism promotion
- ◆ Safety Committee:
 - Improve safety training records of employees and Safety Manual
 - Improve the safety processes and forms on City View
- ◆ Wellness Committee:
 - Facilitate an environment that supports healthy lifestyles, with a goal to reduce sick leave days
- ◆ Records Management Team:
 - Continue with inventory
 - Complete M:\drive conversion
- ◆ Recommend a Court services strategy to City Council
- ◆ Develop a Strategic Budgeting Strategy
- ◆ Work to inform State and local officials of the detriments of the "sourcing rule" for Woodinville
- ◆ Review and possibly implement a biennial budget

Administrative Services Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$253,512	\$305,053	\$331,538	\$354,163	\$375,788
Benefits	\$67,333	\$71,158	\$76,712	\$87,610	\$101,682
Supplies	\$7,150	\$6,242	\$5,909	\$5,807	\$7,500
Services/Intergov. Svcs	\$69,852	\$49,659	\$45,756	\$53,740	\$56,190
Capital Outlay	\$4,000	\$2,842	\$0	\$0	\$0
Interfund Payments	\$597	\$1,237	\$1,136	\$105	\$202
Department Total	\$402,444	\$436,190	\$461,051	\$501,425	\$541,363

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
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	2	2
Senior Admin Assistant	1	1	1	0	0
Administrative Assistant	1	1	1	1	1
Position Totals	6	6	6	6	6

ADMINISTRATIVE SERVICES

001
020

2004 Expenditure Detail

	Salaries and Wages		
514-30-11	Salaries		\$375,788
	Personnel Benefits		
514-30-21	Benefits		\$101,682
	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
	Total Supplies		\$7,500
	Other Services and Charges		
514-30-41-00	Professional Services		
	Sales Tax Reformat	\$500	
	Minutes	\$7,200	
	Codification	\$4,000	
	Bank Fees	\$500	
	Microfiche	\$4,500	
	Audit	\$21,000	
	Wellness	\$500	
			\$38,200
514-30-42-00	Communication		
	Monthly Cell/Phone Charge	\$1,000	
			\$1,000
514-30-43-00	Travel		
	GFOA or EDEN Conf. (Out of State-1)	\$1,800	
	WFOA Conference	\$1,000	
	WMTA Conference	\$1,000	
	WMCA	\$300	
	Local Workshops	\$500	
			\$4,600

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>		\$56,190
	<i>Interfund</i>		
514-30-95-00	Operating Rentals		
	Vehicle Use	\$202	
	<i>Total Interfund</i>		\$202
	DEPARTMENT TOTAL		<u>\$541,363</u>

Community Development

The Department of Community Development (DCD) achieves 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 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, Citizen Advisory Panels (CAP), Hearing Examiner and Emergency Management programs as well as the consultants who support these programs, and the ten-member DCD Staff.

2003 Accomplishments

Personnel

- ◆ Senior Planner vacancy filled
- ◆ Planning Intern hired to assist with Downtown Little Bear Creek Master Plan
- ◆ Planner hired to focus on the Grace Master Plan/Annexation
- ◆ Department Director served as Planning Director (Zoning Code and Subdivision Codes), Emergency Management Director, SEPA Official, Shoreline Administrator, Planning Commission Executive Secretary, and City Tree Official
- ◆ 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
- ◆ Planning Technician completed Wetlands Certification course at UW
- ◆ Provide representation to:
 - *City Committees:* Emergency Management Task Force, Customer Service Team, Computer Committee, Contracts Committee, Records Management Team, Employee Committee, Human Services Review Team, Management Team, Technical Review Committee, Permit Task Force, Salmon Task Force, Safety Committee

- *Other Associations:* WRIA 8 Regional Planning Team, King County Salmon Watchers, GMA Buildable Lands Technical Forum, County GIS User Group, Regional Disaster Plan Terrorism Annex Work Team, Regional Hazard Mitigation Task Force, and Zone 1 Emergency Managers

Project/Department Highlights

- ◆ Continued review of Draft Downtown-Little Bear Creek Master Plan document by Planning Commission and public
- ◆ Data GIS Mapping of Tree Inventory completed
- ◆ Neighborhood Business Zoning Code Amendment to Planning Commission and City Council
- ◆ GMA 2001-2002 Buildable Lands Report completed and submitted to King County
- ◆ Participated in review and comment of Brightwater Draft Environmental Impact Statement (DEIS) letter
- ◆ Presented to city staff "What Does Community Development Do?" employee training
- ◆ Interviewed and recommended Best Available Science Sensitive Areas Ordinance Consultant
- ◆ Welcomed new and returning Tree Board members
- ◆ Welcomed new and returning Planning Commissioners
- ◆ Recommended consultant contract for Best Available Science (Sensitive Areas Ordinance) to Council for approval
- ◆ Risk Assessment Training
- ◆ Participated in A Regional Coalition for Housing (ARCH) staff review of proposed affordable housing projects
- ◆ Planning Commission reviewed and recommended adoption of the 2003 Annual Docket of Comprehensive Plan, Zoning Code, and Zoning Map Amendments
- ◆ Presented Tree Tribute Program to Council for adoption
- ◆ Interviewed and selected consultant for Economic Analysis of the Downtown-LBCC Master Plan

Emergency Management

- ◆ Participated in 3-day federal government Homeland Security exercise, TOPOFF II
- ◆ Homeland Security Policy Group Tabletop Exercise with Council
- ◆ Obtained a \$10,100 Homeland Security Grant to update the City's Comprehensive Emergency Management Plan (CEMP) and develop a Weapon's of Mass Destruction & Terrorism Annex to the Plan
- ◆ Obtained Homeland Security Grant to complete Comprehensive Emergency Management Plan update and Weapons of Mass Destruction (WMD)/Terrorism Annex

Public Outreach/Education

- ◆ Sponsored Wedge neighborhood meeting
- ◆ Supported the Sammamish River restoration project (ReLeaf)
- ◆ Facilitated and organized 2003 Arbor Day City Hall planting
- ◆ Provided Salmon Watcher 2003 Program Coordination
- ◆ Open House staff support for the Neighborhood Traffic Safety Plan
- ◆ Participated in 'Make the Connection' for outreach on the proposed Downtown-LBCC Master Plan

2004 Goals

- ◆ Complete Downtown/Little Bear Creek Corridor Master Plan
 - Re-engage Citizen in process
 - Support City Council discussions of vision, goals and strategy
 - Regulatory Update
 - Initiate implementation
- ◆ Initiate Valley Gateway Master Plan Program
- ◆ Initiate Tourist District Master Plan Update
- ◆ Complete Grace Master Plan
 - Initiate Grace Annexation Process
 - Initiate North Industrial Master Plan Program

Housing Goal

- ◆ Assure a variety of housing options and types are addressed in deliberations of the DTMP
- ◆ Continue study of Transit Oriented Housing Development for Woodinville

Economic Development Goal

- ◆ Assure that economic diversity and opportunity are addressed in the Downtown/Little Bear Creek Corridor Integrated Master Plan, toward creating an economically balanced community
- ◆ Work with the Chamber of Commerce, wineries and tourism businesses through participation in TTF to develop a common signage and mapping/guide system
- ◆ Develop a citywide Economic Development Plan

Community Design Goal

- ◆ Develop design and streetscape standards for approved Downtown-Little Bear Creek Corridor Master Plan

Environmental Goal

- ◆ Remain an active partner in the WRIA Region 8 effort to develop, fund and implement early action strategies
- ◆ Work collaboratively through WRIA 8 with NMFS, State, tri-county and other public and private partners to develop a recovery plan for Puget Sound Chinook salmon
- ◆ Conduct a BAS study to support environmental programs and regulations

Operations Goal

- ◆ Review effectiveness, development and enhancement of communications with citizens.
- ◆ Continuous improvement of Emergency Management capabilities
- ◆ Review CEMP implementation, identifying gaps and prioritizing filling of gaps
- ◆ Participate Zone 1 exercise

Regulatory Goal

- ◆ State mandated GMA Comprehensive Plan/Land Use Regulations Update, Aquifer Protection, Critical Area Update and Best Available Science (B.A.S.)
- ◆ Examine feasibility of disguised cell towers
- ◆ Review options to have compatibility with adjacent jurisdictions

- ◆ Develop sign code update program and study options for Billboard, Wayfinding, Tasting Signs and Neighborhood zone

Regional/Interlocal

- ◆ Brightwater Regional Wastewater Facility Proposal ongoing review
- ◆ Remain active and involved through the entire Brightwater Environmental Impact Statement (EIS) and siting process. Explore all reasonable opportunities for Woodinville to have a seat at the table in all phases of the proposed project
- ◆ If plant is sited in Grace, be actively involved in process to determine impact and area mitigation

**Community Development
Department Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$303,523	\$400,795	\$430,812	\$475,776	\$514,534
Benefits	\$75,528	\$92,509	\$93,882	\$107,730	\$128,679
Supplies	\$9,988	\$5,238	\$6,003	\$5,897	\$4,445
Services	\$99,910	\$98,680	\$228,075	\$115,878	\$115,478
Capital Outlay	\$0	\$4,792	\$0	\$0	\$0
Intergovernmental	\$6,712	\$3,412	\$197	\$160	\$300
Interfund Payments	\$581	\$1,598	\$1,420	\$596	\$1,147
Department Total	\$496,241	\$607,025	\$760,389	\$706,037	\$764,583

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Community Dev. Director	1	1	1	1	1
City Planner	1	1	1	1	1
Senior Planner	0	0	0	0	1
Planners	2	2	2	2	2
Planning Technician	0.75	0.75	0.75	0.75	0.75
Permit Technician	0	1	1	1	1
Senior Admin. Assistant	0	0.75	0.75	0.75	0.75
Administrative Assistants	2.75	1	1	1	1
Position Totals	7.50	7.50	7.50	7.50	8.50

Intern

344

COMMUNITY DEVELOPMENT

001
030

2004 Expenditure Detail

Salaries and Wages		
558-60-11	Salaries	\$514,534
Personnel Benefits		
558-60-21	Benefits	\$128,679
Supplies		
558-60-31-31	Office/Operating Supplies	\$3,745
558-60-35-00	Small Tools/Minor Equipment	\$450
558-60-36-00	Miscellaneous	\$250
	<i>Total Supplies</i>	\$4,445
Other Services and Charges		
Professional Services		
558-60-41-00	Staff Support	\$4,500
558-60-41-00	Microfiche	\$3,375
558-60-41-02	Land Use Application Support	\$24,000
558-60-41-03	5 Yr Comp Plan/LU Code Update, GMA	\$15,000
	Aquifer Protection	
	Critical Area Update	
	B.A.S.	
558-60-41-10	Economic Dev. Study	\$25,000
558-60-41-11	Grace Master Plan/Annex	\$17,000
558-60-41-13	Downtown/LBC Master Plan	\$6,800
		\$95,675
558-60-42-00	Communication	
	Mailings/Courier Services	\$1,500
558-60-43-00	Travel	
	Misc. parking, mileage, meals	\$325
	Planning Directors Conference	\$400
	Wetland Conference	\$300
	Planning Commission Retreat	\$100
	Emergency Management Conference	\$100
	N/W Tree Conf.	\$300
	Chamber Meetings	\$288
		\$1,813
558-60-44-00	Advertising	\$7,200
558-60-45-00	Operating Rentals	\$100
558-60-48-00	Repairs and Maintenance	\$250

558-60-49-10	Education/Training		
	ECTC/Professional Classes	\$1,575	
	WCPDA Conf.	\$150	
	EDC Conf.	\$100	
	First Aid/CPR training	\$150	
			\$1,975
558-60-49-20	Miscellaneous		
	APA Membership (7)	\$1,750	
	State Planning Directors Assoc.	\$50	
	Planning Association	\$100	
	ARMA Membership	\$140	
	State Emergency Management Assoc.	\$50	
	National Arbor Day Foundation	\$25	
	American Forest Membership	\$25	
	Society of Environmental Restoration NW	\$25	
			\$2,165
558-60-49-30	Printing		
	Printing, general	\$4,800	
	<i>Total Other Services and Charges</i>		\$115,478
	<i>Intergovernmental</i>		
558-60-51-00	Intergovernmental Professional Services		
	King County Recording Fees	\$300	
	<i>Total Intergovernmental</i>		\$300
	<i>Interfund</i>		
558-60-95-00	Operating Rentals		
	Vehicle Use	\$1,147	
	<i>Total Interfund</i>		\$1,147
	DEPARTMENT TOTAL		<u>\$764,583</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

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$66,200	\$80,302	\$76,900	\$89,873	\$65,000
Intergovernmental	\$115,956	\$113,451	\$209,844	\$92,035	\$132,000
Department Total	\$182,157	\$193,753	\$286,744	\$181,908	\$197,000

COURT SERVICES

001
040

2004 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	\$90,000	
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>		\$132,000

DEPARTMENTAL TOTAL **\$197,000**

Law Enforcement

General Fund

Law enforcement services for the City of Woodinville residents is provided by a contract with the King County Sheriff's Office (KCSO) and includes reactive patrol functions and specialized services such as:

- ◆ Major Accident Response and Reconstruction (MARR)
- ◆ Fraud Investigation Unit
- ◆ Major Crimes
- ◆ K-9
- ◆ Burglary/Larceny Detectives
- ◆ Hostage Negotiations
- ◆ Tactical Unit
- ◆ Special Assault Unit (SAU)
- ◆ Arson Investigation (contracted with DDES)

The City's police contract model is a Shared Supervision Model. Woodinville's Police Chief is responsible for the administration of the contract and supervision of the dedicated officers. The Police Sergeant of Operations is primarily responsible for patrol operations. Six patrol officers assigned to Woodinville provide 24-hour, 7-day/week coverage and are assisted by KCSO deputies as needed.

The department plans and coordinates security and traffic control for two city-sponsored events: 4th of July Fireworks Celebration and Light Festival. The same support is also provided for Celebrate Woodinville, a community event managed by the Woodinville Chamber of Commerce. Special event permit applications are routed through the Police Chief to the Special Events Program Coordinator.

The City's crime prevention program, including Operation Identification and Block Watch, are promoted and coordinated by the City's Communications Coordinator (Executive Department).

The department supports the City's emergency preparedness efforts and is currently assisting the Emergency Management Division with development of a Weapons of Mass Destruction (WMD) annex to the City's Comprehensive Emergency Management Plan.

2003 Accomplishments

Personnel

- ◆ Recognized Police Chief Ken Wardstrom on his promotion to Captain
- ◆ Participated in an interview and selection process that resulted in Sgt. Kent Baxter being promoted from Operations Sergeant to Police Chief
- ◆ Participated in an interview and selection process that resulted in Sgt. Scott Strathy being selected as Sergeant of Operations

- ◆ Supported traffic control and security for Celebrate Woodinville, 4th of July Fireworks and Rotary Community Park Grand Opening events
- ◆ Trained Sgt. Scott Strathy and Officer Coulson Young in the State Bicycle Training course making 7 of the 8 officers certified Bike Officers
- ◆ Trained 2 King County Sheriff Office recruits through the Field Training Officer program

Program Highlights

- ◆ Began Active Shooter and Patrol Program (ASAP) program to provide an immediate response to a person who is actively killing others
- ◆ Maintained alarm registration program that has resulted in 50% reduction of false alarms and \$7,000 cost savings since its 1999 inception
- ◆ Maintained Bicycle Registration program that was integrated into a county-wide database
- ◆ Secured grant to purchase an additional cordless radar gun (100% grant backed) through a Washington State Traffic Safety Commission (WSTSC) to support neighborhood traffic safety program
- ◆ Secured grant to purchase 3 Intoximeters (PBTs) through a Washington State Traffic Safety Commission (WSTSC) (100% grant backed)
- ◆ Supported the City's Human Services program by participating on the review team
- ◆ Supported the City's Special Events Permit program by participating on the review team
- ◆ Supported the City's Emergency Management program by participating in training exercises and development of procedures
- ◆ Enforced automobile impoundment for Driving With License Suspended (DWLS) resulting in less number of offenders
- ◆ Continued officer training for Department of Corrections parolee and sex offender monitoring program to ensure probation requirements are met
- ◆ Non-lethal (Taser) program approved by Council

Public Outreach/Education

- ◆ Identify topics for newsletter publications for "Police Corner"
- ◆ Identify topics for Woodinville High School newsletter
- ◆ Continue the School Resource Officer (SRO) program at Woodinville High, Leota Jr. High, and Timbercrest Jr. High schools. Officer Joe Winters works at Woodinville High, Officer Tracy Owen works at Leota Jr. High, and Officer Deppa works at Timbercrest Jr. High schools. Officer Joe Winters received a nice letter from Principal Vicky Puckett and both Vice Principals for doing an exemplary job.
- ◆ Conducted "Party Patrol" at the end of school year to enforce underage drinking laws and reduce the number injury accidents related to drinking
- ◆ Conducted "Back to School" patrol emphasis at schools to enforce speeding in school zone laws and remind drivers and pedestrians the importance of traffic safety in school zones
- ◆ Participate in the Driving Under the Influence (DUI) simulation with the Woodinville Fire & Life Safety District to demonstrate to high school students the dangers of drinking and driving

2004 Goals

In support of the City's Council's Operations and Regulatory Goals to enhance the service level for Woodinville residents, the following goals are anticipated for next year:

- ◆ Continue School Resource Program to remain a positive influence on Woodinville youth
- ◆ Continue use of bicycle patrol to strengthen Community Policing Strategies and connect on a personal level with citizens
- ◆ Continue support of community policing philosophies and encourage partnerships, problem-solving and crime prevention and engage citizenry in the following:
 - House (Vacation) Check program
 - False Alarm and Alarm public education
 - Child Identification Kits
 - Block Watch/Operation Identification program
 - Bicycle Registration program
- ◆ Participate with City of Shoreline, City of Kenmore and KCSO in the 2004 Citizens Academy and provide instruction
- ◆ Increase safety enforcement around school zones
- ◆ Collaborate with King County in implementation of Managing Patrol Performance (MPP) computer program that aids in establishing performance forecasts and calculates problem-solving time for Officers
- ◆ Continue to improve the communications link with King County and the Information Reporting Investigation System (IRIS) program allowing access to current crime trend data, crime bulletins and repeat call data
- ◆ Continue the Field Training Officer (FTO) program in Woodinville utilizing expertise and experience of City Officers to train new recruits for KCSO
- ◆ Enhance police presence with the business community through participation in community events, personalized contact and crime investigation follow up

**Law Enforcement
Department Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Supplies	\$811	\$3,361	\$1,991	\$9,329	\$3,790
Services	\$7,841	\$7,733	\$6,615	\$7,666	\$12,150
Intergovernmental	\$1,296,880	\$1,355,744	\$1,407,918	\$1,438,409	\$1,582,906
Capital Outlay	\$5,383	\$0	\$1,769	\$1,821	\$1,850
Department Total	\$1,310,916	\$1,366,839	\$1,418,293	\$1,457,225	\$1,600,696

LAW ENFORCEMENT

001
050

2004 Expenditure Detail

Supplies			
521-10-31-31	Office/Operating Supplies	\$965	
521-10-35-00	Small Tools/Minor Equipment	\$2,325	
521-10-36-00	Misc.	\$500	
	<i>Total Supplies</i>		\$3,790
 Other Services and Charges			
521-10-41-00	Professional Services		\$2,350
521-10-42-00	Communication		\$4,800
	Cell Phones/WAN Line		
	Pagers		
	(Cell phones, postage, pagers, WAN Line)		
521-10-43-00	Travel		\$900
521-10-45-00	Operating Rentals		\$470
521-10-48-00	Repairs		\$490
521-10-49-10	Education/Training		\$2,000
521-10-49-20	Miscellaneous		\$1,140
	<i>Total Other Services and Charges</i>		\$12,150
 Intergovernmental & Interfund			
521-10-51-00	Intergovernmental Professional Services		
	Police Contract	\$1,537,106	
	Special Events	\$14,500	
	Reserve \$ for Marine, Drug & Air	\$10,000	
	K-9 Reserve	\$10,000	
	Overtime Actuals Reserve	\$11,300	
	<i>Total Intergovernmental & Interfund</i>		\$1,582,906
 Capital Outlays			
594-21-64-00	Cordless Radar Gun	\$1,850	
	<i>Total Capital Outlays</i>		\$1,850
 DEPARTMENT TOTAL			 <u>\$1,600,696</u>

Public Works – Engineering

Engineering is a division of the Public Works Department that provides services in the area of transportation, environmental planning, capital improvements within the public right of way, and administration for all divisions of Public Works. The other divisions of Public Works include Surface Water Management, Street Fund, and Capital Improvements. The primary functions of the Engineering division are:

- ◆ Administration
 - Contract administration
 - Budget management
 - Personnel
- ◆ Engineering
 - In-house design
 - CIP and non-CIP studies and analysis
 - Inter-department support services
- ◆ Transportation system planning
 - Short and Long range systems planning
 - Traffic modeling
 - Inter-agency coordination
- ◆ Capital Project Management
 - Seek funding opportunities
 - Design and construction management
- ◆ Environmental long range planning and inter-agency coordination
 - Code review and modification
 - Support enforcement
- ◆ Utility and Railroad coordination
 - Right-of-way permitting review
 - Contact and coordination with CIPs
 - Mitigation management
 - City Standards enforcement
- ◆ Recycling programs coordination and management
 - Spring and Fall collection events
 - Spring woody debris chipping event
 - Education and promotions
- ◆ Maintenance and Operations planning
 - Short and long range strategies (i.e. Shop Facility, budgeting)
 - Needs Studies (i.e. equipment, labor force, LOS)
 - Special events traffic planning and management

2003 Accomplishments

Personnel

Positions within the Department that support engineering functions include the Public Works Director, City Engineer, Senior Engineer/Project Manager, Field Engineer, Transportation/Environmental Planner, and Senior Administrative Assistant.

- ◆ Hired two full time Maintenance Workers.
- ◆ Hired three Seasonal Maintenance Workers to provide services in landscaping, routine maintenance, special projects, and assistance to the Parks Department for special tasks.
- ◆ Continued the Engineering Intern program.

- Three interns funded through Capital Improvement Plan (CIP) dollars to assist with design and construction.
- Two interns funded under Streets and Surface Water to provide support to staff.
- ♦ Hired a Temporary Administrative Assistant for support of the Recycling program.
- ♦ Senior Administrative Assistant modeled the recycling program to take in-house from contracted services.
- ♦ Provided representation on the following:
 - *City Committees:* Emergency Management Task Force, Computer Committee, Customer Service Team, Wellness Committee, Contract Committee, Employee Safety Committee, Public Works Committee, Employees' Committee, Records Management Committee, Salmon Task Force, City's Special Events Committees, Technical Review Committee (TRC).
 - *Regional Committees:* Eastside Transportation Partnership, WSDOT eastside coordination group, Derby Group, Chamber of Commerce Board of Directors, SeaShore Transportation Forum, Puget Sound Regional Council (PRSC) Regional Technical Forum.

Project Highlights

- ♦ Completed design and constructed the 136th Roundabout and 195th improvements. This included a ¼ mile of new road alignment, right turn lane on 195th and 136th, on street parking, and a gravel pave trail (CIP Project No. I-15).
- ♦ Performed the pavement overlay of NE 175th Street in the downtown area. All work was performed during the night with no disruption to the businesses (CIP Project No. I-14 & GR-16).
- ♦ Completed project closeout of 133rd Avenue NE and a traffic signal warrant review for 171st intersection (CIP Project No. GR 16).
- ♦ Completed construction of the improvements for the Little Bear Creek/Mill Place intersection and traffic signal improvements. Received an easement from the north property owner allowing for improved operations of the signal by allowing the closure of a conflicting private access (CIP Project No. RM-16C).
- ♦ Completed construction of the 175th/Cemetery west bound right turn pocket (CIP Project No. I-14).
- ♦ Began design work for Phase II of the Little Bear Creek Parkway/SR 202 north leg (CIP Project No. RO-27B).
- ♦ Assumed lead for Sound Transit's proposed improvement on the SR 522 eastbound off ramp at SR 202 (CIP Project No. RO-27).
- ♦ Received funding allocation approval from the Transportation Improvement Board for \$4.6 million for the Bottle Neck Relief Project (SR 202/Trestle) and began design in late 2003 (CIP Project No. RO-27A).
- ♦ Continued to work with Sound Transit on the SR 522/195th off ramp improvements (CIP Project No. RM-15A).
- ♦ Received approval from Burlington Northern Sante Fe (BNSF) for the requested 132nd Avenue NE at grade crossing (CIP Project No. RM-16B).
- ♦ Continued to coordinate with WSDOT on the 127th/SR 202 intersection. Channelization has been approved and pending final approval. Anticipating construction in 2004 (CIP Project No. I-6).

- ◆ Coordinated and received a tentative approval with a private property owner for the installation of a water quality and siltation control system for the Chateau Reach (CIP Project No. SWM-13).
- ◆ Completed design and began construction on the Kingsgate storm pipe system (trunkline) rehabilitation (CIP Project No. SWM-19).
- ◆ Sought an easement for the 132nd fish barrier removal but was unable to secure (CIP Project No. SWM-12).

Public Outreach

- ◆ Coordinated Spring and Fall recycling collection events.
- ◆ Coordinated joint public education events with Woodinville Water District with promotional material and supplies for recycling including compost bins.
- ◆ Coordinated the Volunteer Appreciation Evening event.
- ◆ Participated in neighborhood traffic safety meetings including Reinwood Division 1, Kingsgate and Lake Leota.
- ◆ Held meeting with the PTA regarding traffic concerns and project coordination for the 136th/195th Road improvement project.
- ◆ Represented City with the Chamber of Commerce by attending board meetings, attending functions, making presentations on Capital Project and other traffic related items, and coordination for support on City project efforts.
- ◆ Held Open House on 2003 Pavement Overlay.
- ◆ Public Works Director was guest speaker at Community Colleges on Public Works and local government operations.

Department Highlights

- ◆ Removed planter boxes along NE 175th Street and installed concrete pads and tub clusters. This was planned to be completed over a three year period but was completed in a one year period.
- ◆ Traffic Impact Fee model and a method for determining fees tentatively approved by the Planning Commission and is in review by the City Council.
- ◆ Began update of the City's non-motorized plan which includes coordinated efforts from Community Development and Parks Departments and respective commissions.
- ◆ Constructed open space area for Community Center along frontage of 133rd Avenue NE.
- ◆ Completed habitat planting along stream corridors.
- ◆ Assisted Parks Department with construction of 133rd Avenue NE Pocket Park.
- ◆ Incorporated the Downtown Master Plan land use into the transportation model.
- ◆ Modeled recycling programs using in-house staff (vs. contracted services); resulting in more services with less cost.

2004 Goals

Capital Projects

- ◆ Complete design for Bottle Neck Relief Project (BNRP) trestle phase project (CIP Project No. RO-27A).
- ◆ Begin design for improvement for NE 175th/SR 202 intersection (CIP Project No. I-14).
- ◆ Begin design for the 132nd Avenue NE at grade crossing (CIP Project No. 16B).
- ◆ Begin construction of the 127th/SR 202 interim traffic signal improvement (CIP Project No. I-6).
- ◆ Complete construction of the Check Ride access for the LBCP/Mill Place signal project (CIP Project No. 16C).
- ◆ Complete landscaping phase for the 136th/195th road improvement (CIP Project No. I-15).
- ◆ Coordinate with Washington State Department of Transportation (WSDOT) and Sound Transit for improvement opportunities for the on and off ramp at State Route 522/195th interchange (CIP Project No. RM-15A).
- ◆ Begin utility under grounding work along Little Bear Creek Parkway (CIP Project No. RM-16A).
- ◆ Continue to work with community stakeholders for the Hollywood Hill Roundabout and seek funding opportunities (CIP Project No. I-8).
- ◆ Construct storm and pedestrian improvement along NE 175th (west of 159th Avenue NE) (CIP Project No. SWM-14).
- ◆ Seek opportunities for stream corridor protection acquisition along Little Bear Creek corridor (CIP Project No. SWM-8).
- ◆ Complete design, secure easements, and implement initial siltation improvement for the Chateau Reach basin (CIP Project No. SWM-13).

Non-Capital Projects

- ◆ Adopt traffic impact fee ordinance to provide for new develop traffic capacity mitigations.
- ◆ Continue habitat planting along stream corridors.
- ◆ Perform a transportation model analysis for the 6-Year Transportation Improvement Plan (TIP).

Public Services
Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$174,131	\$210,969	\$224,292	\$200,796	\$186,551
Benefits	\$37,230	\$40,124	\$42,096	\$50,397	\$52,068
Supplies	\$5,284	\$7,906	\$3,921	\$18,581	\$7,830
Services	\$24,730	\$37,373	\$41,279	\$29,489	\$57,168
Capital Outlay	\$0	\$0	\$0		\$0
Intergovernmental	\$11,853	\$8,982	\$6,848	\$3,000	\$12,800
Interfund Payments	\$559	\$0	\$0	\$876	\$1,687
Department Total	\$253,787	\$305,354	\$318,436	\$303,139	\$318,104

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Public Works Director	0.50	0.50	0.50	0.50	0.50
City/Senior Engineer	1.45	1.45	1.45	1.45	1.45
Field Engineer	0.25	0.25	0.25	0.25	0.25
Traffic Planner	0.50	0.50	0.50	0.50	0.50
Senior Admin Assistant	0.50	0.50	0.50	0.50	0.50
Position Totals	3.20	3.20	3.20	3.20	3.20

	Hours	Hours	Hours	Hours	Hours
Interns	4096	2016	2016	0	1164

PUBLIC WORKS

001
060

2004 Expenditure Detail

Salaries and Wages

Salaries **\$186,551**

Personnel Benefits

Benefits **\$52,068**

Supplies

532-10-31-31 Office/Operating Supplies

General Office Supplies	\$900
Records Management	\$200
Toners and Inks	\$600
Reproduction Paper	\$300
Presentation (non project)	\$300
Calendars/Schedules	\$150
Business Cards	\$100
Project Books	\$100
Safety Supplies	\$220
Survey Supplies	\$100
Misc.	\$150
	\$3,120

532-10-35-00 Small Tools/Minor Equipment

Stamps - Review/Approval	\$100
Tools & Carrier	\$180
Engineering Software (SIDRA)	\$800
Computer Eq (Mouse)	\$80
AutoCAD updates	\$2,000
AutoCAD Lite (2)	\$950
Engineering/Survey Tools	\$300
532-10-35-02 Recycling Supplies	\$300
	\$4,710
<i>Total Supplies</i>	\$7,830

Other Services and Charges

532-10-41-02 Prof Svcs-Recycling

Recycling Program	\$45,148
	\$45,148

532-10-42-00 Communication

Monthly phone service	\$800
Emergency radio	\$240
Cell phone charges	\$2,000
Community Outreach & Open House	\$480
Neighborhood Traffic Safety	\$380
	\$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>		\$57,168
	<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	\$1,687	
	<i>Total Interfund</i>		\$1,687
			<u>\$318,104</u>

Permit Center

The primary objective of the Woodinville Permit Center is to protect the public's life, health, safety and welfare as it relates to standard construction practices. The Department responds to the changes in state and federal codes by adopting regulations and processes and providing staff training. The Permit Center is comprised of the following functions:

- ◆ Permit Review, Processing and Inspection
 - Administrative support for permit intake, review and issuance
 - Building construction and civil site inspection
 - Fire Marshal services including fire code compliance for plan review
 - Technical Review Committee (TRC) program
- ◆ Code Enforcement
 - Nuisance and code complaint investigation
 - Code violation enforcement and abatement
- ◆ Facility Management
 - Contracts administration for facilities related work
 - Building repair for City Hall and Community Center

2003 Accomplishments

Personnel.

- ◆ Hired a Building Inspector II
- ◆ Building, Mechanical, and Plumbing Inspector was officially appointed to a national committee as committee member for the International Plumbing Code Council
- ◆ Recertification to the 2000 IBC/IRC and the 1997 UBC Plans Examiner Renewal - Building Inspector II
- ◆ Building Inspector Certification - Code Enforcement Officer
- ◆ Asbestos Worker Recertification - Facilities I and Facilities II Workers
- ◆ Construction Site Erosion and Sediment Control Lead WSDOT Certification - Civil Plans Examiner and Civil Site Inspector
- ◆ Washington State Traffic Control Certified Flagger - Civil Site Inspector
- ◆ Developed asbestos standard operating procedures
- ◆ Provide representation to:
 - *City Committees:* Computer Committee, Contract Committee, Customer Service Team, Employee's Committee, Safety Committee, Records Management Team, Technical Review Committee, and Wellness Committee
 - *Other Associations:* E-Government Alliance for MyBuildingPermit.com program

Project/Department Highlights

Permitting

- ◆ Issued permits and conducted inspections for: Waste Management Recycle Facility, First Woodinville (Allstar Fitness/Home Court), Nobo Business Park, Greenbrier Multifamily, and Rotary Community Park
- ◆ Prepared equipment and supply inventory
- ◆ Hosted MyBuilding Permit.com Business Practices Committee
- ◆ Participated with other cities in E-Gov Alliance to establish permit process for the City's customers on MyBuildingPermit.com
- ◆ Plumbing 17% and Mechanical 16% permits issued on line
- ◆ Initiated formation of Mutual Information Sharing System
- ◆ Prepared over 6,000 permits for archiving
- ◆ Participated in review and comment of Brightwater Draft Environmental Impact Statement (DEIS) letter
- ◆ Lead department for City's Technical Review Committee (TRC) program
- ◆ Drafted new departmental guidelines for Records Management

Code Enforcement

- ◆ Modified enforcement process for all complaints and code enforcement issues to be coordinated by the Code Enforcement Officer
- ◆ Complaints logged in PermitsPlus tracking system instead of Customer Service Request database
- ◆ Updated Code Enforcement Manual
- ◆ Provided staff training on complaint process
- ◆ Drafted new regulations to streamline enforcement program to allow for issuance of civil infractions, nuisance and junk vehicle abatement and enforcement

Facilities

- ◆ Provide many facilities repairs and equipment services
- ◆ Rebuilt the HVAC unit on Sorenson pool building
- ◆ Remodeled "A" Building and bathroom resulted from water damage
- ◆ Completed three asbestos abatement contracts
- ◆ Installed bird nest proofing at City Hall east entry
- ◆ Supported closure of Sorenson Pool in conjunction with end of YMCA lease

Public Outreach/Education

- ◆ Coordinated Technical Review Committees providing a forum for private and public development to interface with City government prior to formal permit application
- ◆ Public outreach to businesses and citizens regarding sign regulations

2004 Goals

- ◆ Continue as an active member of mybuilding permit.com, expanding on-line information and better access to government regulations, services, code interpretations, “how to project details” permits applications and issuance
- ◆ Adopt the new series of Washington State construction codes. Target goal, adopt codes with minimal local changes. Standardize local changes to agree with “my building.com” alliance agreement supporting common code for the East Side
- ◆ Participate in creating a system where core development permit documents are centrally filed, managed and archived
- ◆ Technical Review Committee management where “No Surprises” is achieved
- ◆ Provide a single resource and point of contact to City development services
- ◆ Permit processing from beginning to end is a seamless process where individual department actions are combined to a single purpose of development review, and approval
- ◆ Customer service is the key aspect underlying all new process for pre-design review, project review, and permit issuance
- ◆ Shorten all permit processing turn around times and target processing times published at the permit counter
- ◆ Study the possible impacts and benefits of providing local Septic Design review and inspection
- ◆ Study the possible impacts and benefits to providing local multi-city electrical inspections
- ◆ Archiving - Maintain records management database

**Permit Center
Division Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$406,630	\$512,946	\$531,978	\$534,712	\$586,754
Benefits	\$97,996	\$111,681	\$106,655	\$113,815	\$122,970
Supplies	\$23,344	\$15,799	\$13,859	\$17,325	\$6,800
Services	\$110,380	\$35,184	\$28,693	\$39,259	\$66,206
Capital Outlay	\$45,009	\$1,703	\$10,985	\$0	\$0
Interfund Payments	\$11,624	\$18,990	\$11,266	\$11,266	\$12,087
Department Total	\$694,983	\$696,303	\$703,436	\$716,377	\$794,817

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Permit Center Director	1	1	1	1	1
Building Inspector	2	2	1	2	2
Code Enforcement	1	1	1	1	0
Building Plans Examiner	1	1	1	0	0
Civil Plans Examiner (Sr Eng)	1	1	1	1	1
Permit Tech	3	3	3	2	2
Permit Supervisor	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1
Senior Admin Assistant	1	0.9	0.9	0.9	0.9
Position Totals	12	11.9	10.9	9.9	8.9

**Facilities
Division Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries		\$32,955	\$65,560	\$80,453	\$84,682
Benefits		\$9,750	\$18,098	\$24,261	\$28,633
Supplies		\$14,860	\$22,769	\$16,761	\$22,050
Services		\$79,846	\$309,884	\$191,874	\$233,400
Capital Outlay		\$2,252	\$0	\$0	\$0
Interfund Payments		\$0	\$0	\$0	\$0
Department Total		\$139,663	\$416,311	\$313,349	\$368,765

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Facilities Maintenance Worker I	0	1	1	1	1
Facilities Maintenance Worker II	0	0	1	1	1
Position Totals	0	1	2	2	2

PERMIT CENTER

001

070

2004 Expenditure Detail

	Salaries and Wages		
559-20-11-00	Salaries		\$586,754
	Personnel Benefits		
559-20-21-00	Benefits		\$122,970
	Supplies		
559-20-31-31	Office/Operating Supplies		
	File folders (TRC Program)	\$500	
	File folders (Permits)	\$500	
	Office/Operating Supplies - other	\$3,500	
			\$4,500
559-20-35-00	Small Tools/Minor Equipment		
	Stamps	\$600	
	Miscellaneous	\$1,500	
			\$2,100
559-20-36-00	Miscellaneous		\$200
	<i>Total Supplies</i>		\$6,800
	Other Services and Charges		
559-20-41-00	Professional Services		
	Civil Engineering & Life Safety	\$13,400	
	Landscaping Review	\$6,300	
	Sound Engineer	\$750	
	Water/Material Testing	\$750	
	Microfiche	\$18,500	
	Reprographic Services	\$800	
	Support of Building Official Group E Gov	\$3,000	
			\$43,500
559-20-42-00	Communication		
	Eastside Public Safety	\$2,100	
	AT&T monthly charges	\$500	
	Nextel (wireless)	\$1,250	
	Phone Tree Changes	\$800	
	Verizon office monthly charges	\$2,800	
	Cost of E-gov on line service	\$1,000	
			\$8,450
559-20-43-00	Travel		
	WA Bldg Official Meetings Permit Center Dir.	\$200	
	ICBO Conference (Out of State.)	\$1,500	
	Permit Tech Conference (Permit Supervisor)	\$500	
			\$2,200

559-20-44-00	Advertising		
	Journal of Commerce	\$185	
	Woodinville Weekly	\$180	
	Seattle Times	\$800	
			\$1,165
559-20-48-00	Repairs and Maintenance		
	Miscellaneous	\$600	
			\$600
559-20-49-10	Education/Training		
	Conference Registrations	\$1,350	
	Permit Technician conference	\$310	
	NW Chapter ICBO Annual Seminar	\$1,250	
	APWA Fall Conference (Civil Plans Ex.)	\$500	
	AWC Construction Erosion Cert.	\$310	
	Plans Examiner Re-certification	\$50	
	CBO Certified Building Official certification	\$450	
	Plumbing Insp. Re-certification	\$50	
	Plans Examiner Certification	\$695	
	Plans Examiner Test	\$195	
	Customer Service Training	\$350	
	Classes for completion of AA degree	\$900	
	Building Codes I classes	\$300	
	Building Codes II classes	\$300	
	DOE Drain Manual	\$300	
	Blue Print Reading classes	\$250	
	Power Point Training	\$300	
	Miscellaneous Training	\$1,250	
			\$9,110
559-20-49-20	Miscellaneous		
	APWA (Civil Plans Examiner)	\$98	
	Association of Permit Technicians	\$80	
	ICBO membership dues (Permit Director)	\$88	
	PE Registration 2 year renewal (Civil Plans Ex.)	\$120	
	WABO membership dues (all staff)	\$50	
	NW Chapter of ICBO Membership	\$15	
	On line Bank Fees	\$530	
	Miscellaneous	\$200	
			\$1,181
	<i>Total Other Services and Charges</i>		\$66,206
	<i>Interfund Payments for Service</i>		
559-20-95-00	Vehicle Use		\$12,087
	DEPARTMENT TOTAL		<u>\$794,817</u>

FACILITIES

001
070

2004 Expenditure Detail

Salaries and Wages		
518-30-11	Salaries	\$84,682
Personnel Benefits		
518-30-21	Benefits	\$28,633
Supplies		
518-30-31-31	Office/Operating Supplies	\$19,000
518-30-35-00	Small Tools/Minor Equipment	
	Miscellaneous Tools & Equipment	\$1,000
	Door mats (all major doors)	\$100
	Clothing (boots, overalls, gloves, safety equip)	\$450
		\$1,550
518-30-36-00	Miscellaneous	\$1,500
	<i>Total Supplies</i>	\$22,050
Other Services and Charges		
518-30-41-00	Professional Services-Maintenance Contracts	
	Power Generator	\$1,250
	Fire Sprinkler and Alarm System (annual)	\$6,000
	Water system check valve assemblies	\$500
	Elevator Service (twice annually)	\$1,500
	HVAC Maintenance WCC BLD.	\$5,000
	Thermostat Replacement WCC BLD.	\$3,000
	HVAC Maintenance City Hall	\$4,000
	Fire extinguisher maintenance	\$800
	Fire Alarm Monitoring Company	\$1,700
	Asbestos Testing	\$400
		\$24,150
518-30-42-00	Communication	
	Fire Alarm/Elevator Lines	\$2,700
	Nextel Wireless monthly charges	\$1,500
		\$4,200
518-30-43-00	Travel	\$300
518-30-44-00	Advertising (Bids)	
	\$375 (Daily Journal & Weekly)	\$500
	Seattle Times	\$200
		\$700
518-30-45-00	Operating Rentals	\$1,000

518-30-47-00	Utilities		
	Water/Sewer	\$10,700	
	Electricity	\$87,000	
	Natural Gas	\$51,000	
	Solid Waste	\$10,000	
			\$158,700
518-30-48-00	Repairs and Maintenance		
	Plumber	\$11,300	
	Electrical	\$9,800	
	General Contractor	\$8,600	
	HVAC City Hall/WCC	\$10,500	
	Custodial Equipment Repair	\$800	
	Lamp replacement	\$1,500	
			\$42,500
518-30-49-10	Education/Training		
	Custodial and Maintenance classes	\$500	
			\$500
518-30-49-20	Miscellaneous		
	Uniform Fire Code Annual Permit	\$700	
	Elevator Permit Labor & Industry	\$250	
	Boiler Permit	\$400	
			\$1,350
	<i>Total Other Services and Charges</i>		\$233,400
	DEPARTMENT TOTAL		<u>\$368,765</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 City's Parks, Recreation, and Open Space Plan and Five Year Recreation Plan, the parks and recreation staff develops and maintains a network of outstanding 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.

- ◆ Manages the City's involvement in major events, including Woodinville Family Fourth of July, Woodinville Light Festival, Cityhood Celebration (part of Celebrate Woodinville), and the Summer Concerts Series
- ◆ Creates and implements recreation programs, events, and activities for varied ages, interests, and abilities
- ◆ Plans, develops, operates, and maintains all city-owned park and open space properties
- ◆ Coordinates special events permitting process for groups and individuals promoting events within Woodinville
- ◆ Assists developers and citizens through the technical review process, reviews projects for park impacts, and administers park impact fees.
- ◆ Reserves and rents city rooms, spaces, park facilities and equipment for use by the community
- ◆ Engages the community in parks and event volunteer projects by providing venues, opportunities, challenges, and rewards

2003 Accomplishments

Positions in the Parks and Recreation Department for 2003 include Director, Recreation Supervisor, Recreation Coordinator, Recreation Technician, Parks Maintenance Supervisor, Maintenance Worker II, Laborers, Parks Planner, Senior Administrative Assistant, and Administrative Assistant.

Personnel

- ◆ Hired Recreation Technician to provide stability to special event support and partnership school programs
- ◆ Hired new sports instructor
- ◆ Developed and implemented Recreation Internship Program in collaboration with Western Washington University and received 400 hours of summer recreation assistance
- ◆ Enhanced recreation services with expansion of duties of Teen Coordinator position
- ◆ Provide representation on the following city committees
 - Human Service Review Panel
 - E-Government Planning Team

- E Government Project Team
- Human Service Review Panel
- Customer Service Team
- Wellness Committee
- Contracts Committee
- Safety Committee
- Employees Committee
- Accident Review Board
- Technical Review Committee
- Special Events Permit Committee (Lead)
- ◆ Participate in local/regional committees
 - King County Resource Managers Committee
 - Metropolitan Seattle Waterfowl Management Committee
 - Parks & Recreation Service Area (PRSA) Aquatics Study Committee
- ◆ Hired 4 non-regular employees for park maintenance duties
- ◆ Received training in Post Earthquake Building Assessment from Washington State Emergency Management Division

Project/Department Highlights

Parks

- ◆ Developed customer based Special Event review to assist customers with application and permits
- ◆ Project Management, Grand Opening, and Startup Operations of Rotary Community Park Phase I, including the event plaza, restroom, skate/BMX park, climbing boulder, and restrooms
- ◆ Launched the first meetings of the Public Art Advisory Committee
- ◆ Overall program enrollment up 46% compared to 2002
- ◆ Assisted the City Council in negotiating with neighboring cities to avoid closure of the Northshore Pool
- ◆ Negotiated Use of Greenbrier Community Center and accepted maintenance and operations of Greenbrier Park as a new city park
- ◆ Obtained official name for Derby Creek (Tributary 90) from the Department of Natural Resources
- ◆ Installation of 133rd Avenue landscaping at new pocket park
- ◆ Renovated Wilmot Gateway Park Traffic Island with seasonal plantings
- ◆ Completed the Little Bear Creek Linear Park Master Plan
- ◆ Developed the interim WCC Master Plan
- ◆ Reviewed Parks, Recreation, and Open Space concepts for Brightwater Draft Environmental Impact Statement (DEIS)
- ◆ Reviewed web based video for park facilities
- ◆ Sought opportunities for land banking and reviewed potential acquisitions

- ◆ Participated as member city in the development of the Northshore Parks and Recreation Service Area's Aquatic Needs Study
- ◆ Collaborated with the Public Works Department to develop draft Non-Motorized Transportation concepts

Recreation

- ◆ Comprehensive implementation of TeenRep program including youth member appointments to City Council, Parks & Recreation and Planning Commissions, and the Public Art Advisory Committee
- ◆ Renovated the Covered Play area in conjunction with the Public Works staff and volunteers from the Woodinville Farmer's Market
- ◆ Offered Emergency Preparedness and Shelter in Place Workshop in cooperation with Woodinville Fire and Life Safety District, Northshore School District and PTA
- ◆ Amended Recreation Scholarship Program, expanding eligibility to allow non-residents to access programs targeting "at risk youth"
- ◆ Doubled the participation in Woodinville Teen Open Mic music events with record crowds of 172 in June and 174 in September respectively
- ◆ Exceeded Projected Revenue Goals for 2003 in program fees, facility rental, field rentals, and park shelter rentals
- ◆ Restructured summer camps to increase revenue to City resulting in a 30% increase over estimated revenues
- ◆ Installed new basketball systems in Woodinville Community Center (WCC) gymnasium
- ◆ Managed and coordinated event planning for the annual Fourth of July Fireworks Celebration, Summer Concert Series, Sammamish ReLeaf and Light Festival

Community Outreach/Education

- ◆ Hosted Woodinville Community Center Open House in conjunction with Celebrate Woodinville
 - Hosted Community Art Show with over 300 entries, up from 180 in 2002
- ◆ Completed goal of having three Woodinville Community Center staff certified in American Red Cross training in Emergency Shelter Management
- ◆ Rotary Community Park Phase I Grand Opening
- ◆ Obtained three year volunteer commitment and \$90,000 in pledged funding from Woodinville Rotary Club for Rotary Community Park
- ◆ Obtained volunteer commitment and project leadership from Volunteers for Outdoor Washington for trail work on Rotary Community Park
- ◆ Hosted workshops and Commission meetings on Little Bear Creek Linear Park, Civic Center Master Plan, Rotary Community Park, and Non-Motorized Transportation Plan
- ◆ Maintained Teen Information, including Skate/BMX park, on city's public website
- ◆ Published three Recreation ("Rec") Guides for distribution to homes in 98072 and 98077 zip codes and posted document to public website

- ◆ Supported Special Olympics Track Team with competition in Regionals which placed eighth
- ◆ Launched Birthday Party Package rental at WCC
- ◆ Supported coordination of Battle of the Bands competition with Northshore YMCA
- ◆ Supported Public Art Advisory Committee teen concert fundraiser at Rotary Community Park

2004 Goals

- ◆ Increase Woodinville Community Center programming and rentals while increasing revenue by 10%
- ◆ Develop Marketing Plan to better promote recreation programs and services
- ◆ Transition from current registration software to regional E-gov system for seamless web registration among eastside cities and their recreation customers through MyParksAndRecreation.com
- ◆ Establish consistency in volunteer support of recreation programs to supplement staffing
- ◆ Investigate options to address higher need/subsidy programs (e.g. teens, specialized recreation and ESL) while meeting projected revenue goals
- ◆ Develop Integrated Pest Management Strategy for Park maintenance operations
- ◆ Update the Parks Recreation and Open Space Plan
- ◆ Begin needs assessment and outreach and Survey at Greenbrier Community Center
- ◆ Pilot efforts to meet human resource need using city staff, facilities, and resources as an alternative to funding regional providers
- ◆ Complete Civic Center Master Plan Phase II
- ◆ Complete Little Bear Creek Linear Park Master Plan
- ◆ Continue to promote the public art program with support from Public Art Advisory Committee

Parks and Recreation Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$253,950	\$421,115	\$469,312	\$523,147	\$584,278
Benefits	\$76,462	\$86,402	\$96,413	\$112,353	\$131,511
Supplies	\$38,545	\$51,078	\$35,154	\$42,107	\$48,965
Services	\$359,481	\$292,842	\$275,015	\$155,998	\$222,995
Capital Outlay	\$70,400	\$52,367	\$5,731	\$24,920	\$12,000
Intergovernmental	\$13,950	\$10,953	\$11,852	\$17,543	\$15,800
Interfund Payments	\$4,422	\$6,885	\$10,134	\$10,132	\$10,299
Department Total	\$817,210	\$921,642	\$903,611	\$886,200	\$1,025,848

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
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	1
Volunteer Coordinator	0.75	0.75	0.75	0.75	0
Senior Admin Assistant	1	1	1	1	1
Recreation Program Tech	0	0	0	0.75	0.75
Administrative Assistant	0	1	1	1	1
Parks Maint. Supervisor	1	1	1	1	1
Maintenance Worker II	0	0	0	1	1
Maintenance Worker I	1	1	1	0	0
Position Totals	6.75	8.25	8.25	9.00	8.25

	Hours	Hours	Hours	Hours	Hours
Summer Intern	480	1406	1406	0	0
Instructors/Office Help	850	2300	2300	3108	3108
Seasonals (Parks)	650	1740	1740	5510	5510

PARKS

001
080

2004 Expenditure Detail

	Salaries and Wages		
576-30-11	Salaries		\$337,931
	Personnel Benefits		
576-30-21	Benefits		\$79,722
	Supplies		
576-30-31-31	Office Supplies		\$700
576-30-31-32	Operating Supplies		
	Park Maintenance Supplies	\$8,510	
	Toilet Paper	\$1,450	
	Garbage Bags	\$1,120	
	Hardware	\$1,700	
	Fertilizer	\$5,010	
	Herbicide	\$1,000	
	Annuals Plants	\$1,750	
	Turf Lime	\$1,050	
	Admin General Supplies	\$650	
			\$22,240
576-30-35-00	Small Tools/Minor Equipment		
	Park Maintenance Tools	\$4,300	
	Misc. Small Tools	\$800	
			\$5,100
576-30-36-00	Miscellaneous		
	Mutt Mitts	\$1,475	
	Misc. Supplies	\$500	
			\$1,975
	<i>Total Supplies</i>		\$30,015
	Other Services and Charges		
576-30-41-00	Professional Services		
	Tree Removal/Arbor Care	\$4,000	
	Minute Transcription	\$2,000	
	Microfiche Dept. Files	\$500	
	Art Walk	\$2,000	
	Park Maintenance Prof. Service	\$1,450	
	Graphic Design Work	\$600	
	Landscape Maintenance	\$1,000	
	Property Research	\$500	
	General Service	\$2,000	
			\$14,050
576-30-42-00	Communication		
	Cell. Phone/Service	\$4,500	
	Nextel Plan	\$600	
	Postage/Courier	\$500	
			\$5,600

576-30-43-00	Travel		
	Workshops/Meetings	\$250	
	WRPA Conference	\$1,500	
	Food/Beverage - Public Meetings	\$200	
			\$1,950
576-30-44-00	Advertising		
	Classified Ads	\$800	
	Art Walk - call for artist	\$200	
	Public Meetings	\$500	
	Misc.	\$200	
			\$1,700
576-30-45-00	Operating Rentals		
	Park Maint. Equip. Rental	\$1,000	
	Woodin Cr. Sanican	\$200	
	Water (Maint. Office)	\$200	
			\$1,400
576-30-47-00	Utility Services		
	Water/Sewer Service		\$27,800
576-30-48-00	Repairs and Maintenance		
	Building/Park Structures	\$4,500	
	Mowers	\$750	
	Art Repair	\$2,000	
	Office Equipment	\$300	
			\$7,550
576-30-49-10	Education/Training		
	WRPA Conference	\$900	
	Park Maintenance Training	\$550	
	Misc. Training	\$550	
			\$2,000
576-30-49-20	Miscellaneous		
	WRPA Memberships (LY & BM)	\$250	
	Photo Processing	\$100	
	Miscellaneous	\$150	
			\$500
576-30-49-30	Printing		
	General	\$500	
	Capital Projects	\$400	
	Planning Documents	\$3,000	
	Art Walk Brochure	\$1,200	\$5,100
	<i>Total Other Services and Charges</i>		\$67,650

576-30-51-00	Intergovernmental Professional Services		
	Canada Goose Committee/Disp.	\$3,300	
	King Co. Roads	\$3,000	
	King Co. Sign Shops	\$1,500	
	Total Intergovernmental		\$7,800
594-76-64-00	Capital Outlay		
	Public Art Program	\$12,000	
	Total Capital Outlay		\$12,000
576-30-95-00	Interfund Payments for Service		
	Vehicle Use		\$8,648
	DEPARTMENT TOTAL		<u>\$543,766</u>

RECREATION PROGRAM

001

080

2004 Expenditure Detail

	Salaries and Wages		
574-20-11-00	Salaries		\$246,347
	Personnel Benefits		
574-20-21-00	Benefits		\$51,789
	Supplies		
574-20-31-31	Office Supplies		\$1,500
574-20-31-32	Operating Supplies		
	Teen Program	\$1,317	
	Youth	\$2,303	
	Adult	\$1,580	
	Misc. & New Programs	\$900	
	Fundraising & Food/Beverage Sales	\$400	
	Special Rec	\$650	
	WCC Operations	\$1,000	
	General Supplies	\$500	
	Special Events Supplies	\$1,500	
			\$10,150
574-20-35-00	Small Tools/Minor Equipment		
	Youth Sport Equipment	\$1,000	
	Adult Sport Equipment	\$400	
	Stacking Chairs /Rack	\$1,350	
	Teen program Equip	\$150	
	Emergency Shelter Supplies	\$1,800	
	General	\$1,000	
	Special Event - General	\$200	
	Bike Racks	\$750	
			\$6,650
574-20-36-00	Miscellaneous		
	Recreation Misc. Supplies	\$450	
	Special Events Misc. Supplies	\$200	
			\$650
	Total Supplies		\$18,950
	Other Services and Charges		
574-20-41-00	Professional Services		
	Misc. Instructors	\$8,000	
	Misc.	\$700	
	Sound Servcie	\$7,000	
	WCC Improvements	\$3,000	
	Senior Prog. Coord.	\$5,000	
	Rec Guide design	\$4,000	
	Community Art Show	\$500	

574-20-41-01		Teens Programs	\$6,640	
574-20-41-02		Youth Programs	\$35,520	
574-20-41-03		Adult Programs	\$5,700	
574-20-41-04		Summer Concerts	\$5,000	
574-20-41-05		Light Festival	\$7,000	
574-20-41-06		4th of July	\$18,000	
574-20-41-07		Specialized recreation	\$850	
				\$106,910
574-20-42-00	Communication			
		Miscellaneous	\$200	
		Rec Guide Postage	\$5,500	
		Phone Service	\$4,160	
				\$9,860
574-20-43-00	Travel			
		WRPA	\$270	
		Risk Management	\$50	
		Special Olympics	\$180	\$500
574-20-44-00	Advertising			
		Recreation Advertising	\$500	
		Summer Concerts	\$400	
		4th of July	\$500	
		Classified Ads	\$600	
		Light Festival	\$600	
				\$2,600
574-20-45-00	Operating Rentals			
		Facility Rentals	\$1,465	
		Program Rentals	\$810	
		WCC Operations	\$1,000	
		Special Events/Concert Rentals	\$5,300	
		Waste Management	\$2,000	
		NW Cascade Port-O-Lets	\$4,000	
				\$14,575
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	
		Risk Management	\$250	
		Personnel	\$200	
		Misc.	\$100	
				\$800
574-20-49-20	Miscellaneous			
		Subscriptions/Memberships	\$500	
		WRPA/NRPA Memberships	\$300	
574-20-49-21		Bank Fees	\$1,000	
				\$1,800

574-20-49-30	Printing		
	Recreation Guides	\$13,000	
	Concert Series	\$650	
	Community Art Show	\$300	
	Misc. Events	\$900	
	WCC Letterhead	\$200	
	4th of July	\$1,000	
	Light Festival	\$600	
			\$16,650
	<i>Total Other Services and Charges</i>		\$155,345
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		\$1,651
	DEPARTMENT TOTAL		<u>\$482,082</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

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries/Benefits				\$70,208	\$0
Supplies	\$39,094	\$43,053	\$22,212	\$22,779	\$26,000
Services	\$275,220	\$366,110	\$230,818	\$267,810	\$288,000
Capital Outlay	\$9,792	\$40,463	\$48,263	\$0	\$0
Intergovernmental	\$36,478	\$96,639	\$105,896	\$115,611	\$129,874
Other Financing Uses	\$2,878,000	\$2,515,777	\$2,130,154	\$1,724,465	\$1,597,865
Department Total	\$3,238,584	\$3,062,042	\$2,537,343	\$2,200,873	\$2,041,739

NON DEPARTMENTAL

001
090

2004 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
	<i>Total Supplies</i>	\$26,000
Other Services and Charges		
519-90-41-00	Professional Services	
	Service Contracts (Copiers)	\$25,000
	Human Services Grants	\$98,000
	Misc. Personnel Charges	\$2,500
		\$125,500
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	\$150,000
519-90-48-00	Repairs/Maintenance	\$4,000
	<i>Total Other Services and Charges</i>	\$288,000
Intergovernmental & Interfund		
519-90-51-00	Intergovernmental Professional Services	
	AWC	\$5,031
	SCA	\$5,000
	PSCAA	\$5,519
	ETP	\$800
	PSRC	\$4,324
	Liquor Profits/Excise (2%)	\$2,000
	Voters Registration/Pamphlet	\$9,500
	ARCH Membership	\$6,500
	N/S pool subsidy	\$25,000
	Promotion	\$5,000
	Fire District Shared Costs of Inspector	\$45,000
	Election Costs	\$10,000
	King County Economic Dev. Council	\$1,200
	Misc.	\$5,000
	<i>Total Intergovernmental & Interfund</i>	\$129,874

Transfers		
597-00-00-00	Street	\$670,000
	City Hall System Replacement	\$50,000
	Operational Reserve	\$100,000
	Strategic Budget Reserve Fund	\$100,000
	Park & Rec Special Rev Fund	\$1,500
	Equipment Replacement	\$100,000
	Debt Service	\$549,865
	Unemployment Compensation	\$14,000
	Housing Trust Fund	\$12,500
	Total Transfers	\$1,597,865

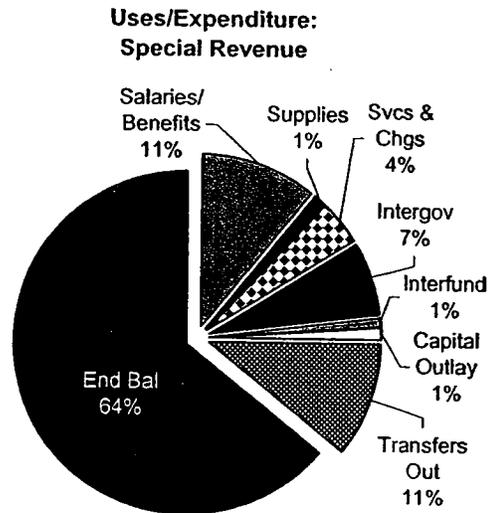
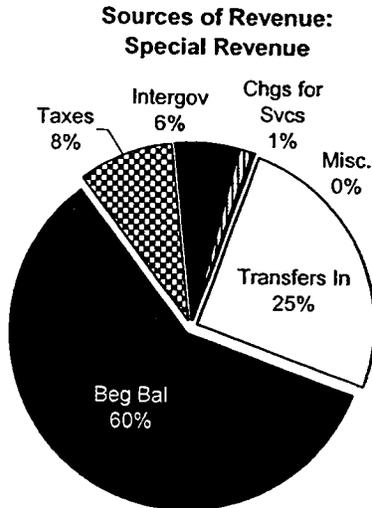
DEPARTMENT TOTAL

\$2,041,739

Special Revenue Funds

Special Revenue Funds Summary

2004



<i>Special Revenue</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$1,368,563	\$1,515,384	\$1,975,846
<i>Revenue</i>			
<i>Taxes</i>	\$232,134	\$246,208	\$280,000
<i>Intergovernmental</i>	\$319,243	\$198,984	\$194,000
<i>Charges for Services</i>	\$27,450	\$181,832	\$40,000
<i>Miscellaneous</i>	\$169,257	\$25,252	\$12,000
<i>Total Revenue</i>	\$748,084	\$652,276	\$526,000
<i>Transfers In</i>	\$711,900	\$1,050,657	\$831,500
<i>Total Available</i>	\$2,828,547	\$3,218,317	\$3,333,346

<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$235,994	\$241,612	\$291,586
<i>Personnel Benefits</i>	\$46,578	\$63,749	\$72,459
<i>Supplies</i>	\$33,911	\$22,700	\$33,500
<i>Other Services and Charges</i>	\$183,527	\$140,408	\$143,265
<i>Intergovernmental</i>	\$356,117	\$174,109	\$224,274
<i>Interfund</i>	\$18,602	\$26,041	\$28,839
<i>Capital Outlay</i>	\$108,565	\$28,203	\$37,500
<i>Total Expenditures</i>	\$983,293	\$696,822	\$831,423
<i>Transfers Out</i>	\$329,870	\$255,008	\$360,600
<i>Ending Balance</i>	\$1,515,384	\$2,266,487	\$2,141,323

Street Fund

(Special Revenue)

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 \$670,000 in 2004.

Street Fund is a division of the Public Works Department that provides services in the area of transportation related engineering and roads maintenance and operations. The primary functions of this division are:

- ◆ Engineering
 - Traffic safety
 - Signal operations
 - Operational review and studies
 - Neighborhood traffic safety/Speed Awareness Monitor Program
 - Average Daily Count (ADT) administration
- ◆ Capital Improvements (non-CIP)
 - Pavement and concrete pedestrian improvements
 - Special projects (i.e. planters, landscape, other departments support)
- ◆ Maintenance and Operations
 - Road maintenance
 - Sign and signal repair and maintenance
 - Street sweeping
 - Vegetation control
 - Pavement markings

2003 Accomplishments

Personnel

The following positions support the functions of the Street Fund: Public Works Maintenance Supervisor, Maintenance Worker II, and three Maintenance Worker I.

- ◆ Hired two full time Maintenance Workers (Shared with Stormwater Maintenance)
- ◆ Hired three Seasonal Maintenance Workers to provide services in landscaping, routine maintenance, special projects, and assistance to the Parks Department for special tasks
- ◆ Maintenance and advance operation training on the street sweeper
- ◆ Environmental Training for performance of street maintenance operations

Project Highlights

- ◆ Completed NE 175th Street planter replacement program
- ◆ Began roadside landscaping enhancement program reducing maintenance costs
- ◆ Completed 2003 Pavement overlay along NE 175th Street
- ◆ Supported development of pocket park on 133rd Ave. NE and fenced play area at Community Center.

Public Outreach

- ◆ Attended neighborhood safety meetings

Department Highlights

- ◆ Performed speed awareness program using the speed awareness monitor (SAM) placement throughout neighborhoods and arterial road system
- ◆ Purchased street sweeper and began in-house street sweeping
- ◆ Performed in-house traffic counts; current ADT map posted to City website
- ◆ Performed concrete sidewalk repair program using in-house staff

2004 Goals

In support of the City Council's Operations goal, the following goals are anticipated for next year:

Non-Capital Projects

- ◆ Make excellent selections for seasonal Maintenance Workers
- ◆ Improve department filing system
- ◆ Continue in-house shoulder dressing program
- ◆ Continue to improve efficiency of street sweeping program
- ◆ Continue to perform in-house sidewalk repair program
- ◆ Continue to perform roadside mowing with in-house staff
- ◆ Seek opportunities develop low maintenance improvement for roadside landscaping

**Streets
Department Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$139,241	\$188,189	\$235,994	\$241,612	\$291,586
Benefits	\$29,178	\$41,649	\$46,578	\$63,749	\$72,459
Supplies	\$25,458	\$40,311	\$33,911	\$22,700	\$33,500
Services	\$379,992	\$502,514	\$182,177	\$108,916	\$118,265
Capital Outlay	\$7,545	\$37,189	\$94,314	\$28,203	\$12,500
Intergovernmental	\$514,068	\$338,171	\$356,117	\$174,109	\$224,274
Interfund Payments	\$4,125	\$6,032	\$18,602	\$26,041	\$28,839
Fund Total	\$1,099,607	\$1,154,055	\$967,693	\$665,330	\$781,422

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Public Works Director	0.25	0.25	0.25	0.25	0.25
Senior Admin Assistant	0.25	0.25	0.25	0.25	0.25
Maintenance Supervisor	0.50	0.50	0.50	0.50	0.50
City/Senior Engineer	0.75	0.75	0.75	0.75	0.75
Field Engineer	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	0.00	1.00	1.00	2.00	2.00
Position Totals	2.25	3.25	3.25	4.25	4.25

	Hours	Hours	Hours	Hours	Hours
Interns	1920	2368	2688	2688	2688
Office Assistant					260

STREETS

101
000

2004 Expenditure Detail

	Salaries and Wages		
542-30-11-00	Salaries		\$291,586
	Personnel Benefits		
542-30-20	Benefits		\$72,459
	Supplies		
542-30-31-32	Operating Supplies		
	Downtown Planters -soil, plants, etc. twice per year	\$800	
	Signs	\$500	
	Traffic Counter Supplies	\$200	
	General office supplies	\$200	
	Materials (soil, bark, pit-run, rock)	\$8,000	
	Concrete	\$4,000	
	Winter street sand/de-icer	\$3,000	
	Mower blades, chain saw, parts	\$1,250	
	Wood, supplies	\$2,000	
	Asphalt cold patch & hot mix	\$5,000	
	Street Paint	\$600	
	Safety gear	\$1,000	
	Nut, Bolts, Hardware, Misc	\$750	
	Temporary Traffic	\$500	
	Safety Uniforms, Boots	\$1,700	
			\$29,500
542-30-35-00	Small Tools/Minor Equipment		
	Hand tools	\$1,450	
	Traffic control devices	\$500	
	Weed cutter	\$800	
	Power Tools	\$1,250	
			\$4,000
	Total Supplies		\$33,500
	Other Services and Charges		
542-30-41-00	Professional Services		
	Tree pruning/removal	\$1,000	
	Debris Disposal (dirt,conc,asph)	\$3,000	
	Contract Maintenance Services	\$2,500	
	Transportation Model Support	\$3,600	
	Eco support services	\$1,000	
			\$11,100
542-30-42-00	Communication		
	Standby Pager	\$100	
	Monthly phone service	\$500	
	Cell phone charges	\$2,300	
	Public notification / outreach	\$800	
			\$3,700

542-30-43-00	Travel		
	Training and General Travel	\$800	
	State/County training	\$400	
	Visum User Mtg- Corvallis, OR	\$500	
	Meals	\$700	
	Mileage	\$500	
			\$2,900
542-30-44-00	Advertising		
	Small works/professional	\$400	
	Call for bids	\$500	
	Personnel Ad	\$150	
			\$1,050
542-30-45-00	Operating Rentals		
	Misc.	\$4,000	
			\$4,000
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	\$1,000	
	Equipment repair	\$2,000	
	Entrance repair	\$500	
			\$3,500
542-30-49-10	Education/Training		
	APWA - training	\$600	
	Maintenace Conference	\$600	
	Visum User Meeting	\$500	
	General Traffic	\$375	
	Construction practices	\$250	
	Roadway Safety Features	\$400	
	OSHA Training and Certification	\$250	
	Traffic Training	\$300	
	Asphalt/Road surfacing/Patching	\$200	
	Gen. Maintenance & Operation	\$100	
			\$3,575
542-30-49-20	Miscellaneous		
	ITE Membership - Joe, Patrick	\$180	
	APWA - Joe	\$110	
	PE License - Joe	\$100	
	EIT - Dan	\$50	
			\$440
	<i>Total Other Services and Charges</i>		\$118,265

	<i>Intergovernmental</i>		
542-30-51-00	King County Traffic	\$79,774	
	King County Roads	\$144,500	
	<i>Total Intergovernmental</i>		\$224,274
	<i>Interfund Payment for Service</i>		
542-30-95-00	Vehicle Use		\$28,839
	<i>Capital Outlay</i>		
594-42-64-00	Machinery and Equipment		
	Concrete Hauler/Trailer	\$3,000	
	Small Pickup	\$8,000	
	Trans Planner Computer Upgrade	\$1,500	
	<i>Total Capital Outlay</i>		\$12,500
	<i>FUND TOTAL</i>		<u>\$781,422</u>

Special Revenue Funds

In addition to the Street Fund, Woodinville has nine Special Revenue Funds to account for the proceeds of specific revenue sources legally restricted to expenditures for specific purposes. They are:

- Arterial Street
- Contingency
- Parks and Rec. Special Revenue
- Strategic Budget Reserve
- Hotel/Motel Tax
- Mitigation
- Admission Tax
- Park Impact Fees
- 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 2004 budget, the Arterial Fund will receive \$61,000 from gas tax revenue and a transfer of \$10,000 from the Mitigation Fund. The balance of 2004 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 is a \$10,000 expenditure expected in the 2004 budget as professional services for study/design review of Woodinville/Duvall Road choke points as potential discrete future CIP projects.

Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will carry \$278,000 from 2003, and earn \$2,000 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 \$20,000. Other sources are the beginning balance (\$450,000) and interest revenue of \$3,000. 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 \$245,000 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 2004 with a \$154,000 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 2004.

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 2004. The Park Impact Fee fund is a source of revenue for identified capital projects. A transfer of \$5,600 to the LBC Park Fund is expected in 2004.

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 \$100,000 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.

Hotel/Motel Tax

The Hotel/Motel Tax Fund was established to promote tourism within the City. Revenue of \$35,000 is anticipated via a 1% tax. Expenditures are also budgeted at \$35,000.

**Special Revenue Funds
Revenue**

**Street
(Maintenance)**

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$147,377	\$99,910	\$1,372
Intergovernmental			
Grants	\$37,600	\$890	\$0
Vehicle Licenses	\$83,179	\$2,003	\$0
Gas Tax	\$136,460	\$133,616	\$133,000
Subtotal Intergovernmental	\$257,239	\$136,509	\$133,000
Miscellaneous			
Investment Interest/Other	\$2,586	\$1,059	\$1,000
Other Financing Sources			
Operating Transfer In (General Fund)	\$660,400	\$429,000	\$670,000
Total Revenue	\$920,225	\$566,568	\$804,000
Total Available	\$1,067,602	\$666,478	\$805,372

**Arterial Street Fund
(Construction)**

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$84,548	\$138,613	\$198,613
Intergovernmental			
Gas Tax	\$62,004	\$62,475	\$61,000
Subtotal Intergovernmental	\$62,004	\$62,475	\$61,000
Miscellaneous			
Contributions (Developer imp)	\$0	\$0	\$0
Investment Interest	\$1,980	\$2,203	\$0
Subtotal Miscellaneous	\$1,980	\$2,203	\$0
Other Financing Sources			
Transfer In (Mitigation)	\$0	\$67,065	\$10,000
Subtotal Other Financing	\$0	\$67,065	\$10,000
Total Revenue	\$63,984	\$131,743	\$71,000
Total Available	\$148,532	\$270,356	\$269,613

Contingency

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$270,862	\$275,797	\$277,797
Miscellaneous			
Investment Interest	\$4,934	\$3,259	\$2,000
Total Revenue	\$4,934	\$3,259	\$2,000
Total Available	\$275,796	\$279,056	\$279,797

**Special Revenue Funds
Revenue**

Mitigation

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$488,134	\$447,050	\$450,050
Charges for Services			
Mitigation	\$135,045	\$63,660	\$20,000
Miscellaneous			
Investment Interest	\$8,741	\$4,928	\$3,000
Total Revenue	\$143,786	\$68,589	\$23,000
Total Available	\$631,920	\$515,639	\$473,050

Admission Tax Park Capital Fund

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$322,073	\$424,158	\$408,158
Taxes			
Admission Tax	\$232,134	\$246,208	\$245,000
Miscellaneous			
Investment Interest	\$7,283	\$6,110	\$3,000
Donations from Private Sources	\$0	\$0	\$0
Other Financing Sources			
Residual Equity Transfer In	\$0	\$3,092	\$0
Total Revenue	\$239,417	\$255,410	\$248,000
Total Available	\$561,490	\$679,568	\$656,158

**Parks and Recreation
Special Revenue Fund**

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$0	\$5,041	\$3,041
Miscellaneous			
Donations	\$1,123	\$2,012	\$1,500
Investment Interest	\$89	\$129	\$0
Subtotal Miscellaneous	\$1,212	\$2,141	\$1,500
Other Financing Sources			
Operating Transfer In (General Fund)	\$1,500	\$1,500	\$1,500
Total Revenue	\$2,712	\$3,641	\$3,000
Total Available	\$2,712	\$8,682	\$6,041

**Special Revenue Funds
Revenue**

City Hall System Replacement Fund

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$50,838	\$102,513	\$153,913
Miscellaneous			
Investment Interest	\$1,676	\$1,743	\$1,400
Other Financing Sources			
Operating Transfer In (General Fund)	\$50,000	\$50,000	\$50,000
Total Revenue	\$51,676	\$51,743	\$51,400
Total Available	\$102,514	\$154,256	\$205,313

Park Impact Fee Fund

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$3,608	\$22,302	\$7,902
Charges for Goods & Services			
Park Impact Fees	\$30,532	\$118,172	\$20,000
Miscellaneous			
Investment Interest	\$162	\$370	\$0
Total Revenue	\$30,694	\$118,542	\$20,000
Total Available	\$34,302	\$140,844	\$27,902

Strategic Budget Reserve Fund

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$0	\$0	\$475,000
Other Financing Sources			
Operating Transfer In (General Fund)	\$0	\$500,000	\$100,000
Miscellaneous			
Investment Interest	\$0	\$3,439	\$0
Total Revenue	\$0	\$503,439	\$100,000
Total Available	\$0	\$503,439	\$575,000

**Special Revenue Funds
Revenue**

Hotel/Motel Tax

	2004 Budget
Beginning Balance	\$0
Taxes	
Hotel/Motel tax	\$35,000
Miscellaneous	
Investment Interest	\$100
Total Revenue	\$35,100
Total Available	\$35,100

**Special Revenue Funds
Expenditure**

**Arterial Streets
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services/Intergov. Svcs	\$45,354	\$0	\$0	\$31,077	\$10,000
Capital Outlay	\$30,913	\$0	\$9,919	\$0	\$0
Other Financing Uses	\$0	\$189,998	\$0	\$0	\$0
Fund Total	\$76,267	\$189,998	\$9,919	\$31,077	\$10,000

**Contingency
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 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**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Mitigation Refund	\$0	\$0	\$15,593	\$0	\$0
Other Financing Uses	\$124,000	\$237,689	\$169,277	\$105,608	\$10,000
Fund Total	\$124,000	\$237,689	\$184,870	\$105,608	\$10,000

**Special Revenue Funds
Expenditure**

**Admission Tax Park Capital Fund
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Other Financing Uses	\$382,907	\$60,545	\$137,332	\$135,000	\$345,000
Fund Total	\$382,907	\$60,545	\$137,332	\$135,000	\$345,000

**Parks & Rec Special Revenue
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Professional Services	\$0	\$280	\$1,350	\$415	\$5,000
Fund Total	\$0	\$280	\$1,350	\$415	\$5,000

**City Hall System Replacement Fund
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 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**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Other Financing Uses	\$0	\$0	\$12,000	\$14,400	\$5,600
Fund Total	\$0	\$0	\$12,000	\$14,400	\$5,600

**Strategic Budget Reserve
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Other Financing Uses	\$0	\$0	\$0	\$0	\$0
Fund Total	\$0	\$0	\$0	\$0	\$0

**Hotel/Motel Tax
Fund Summary**

	2004 Budget
Services	\$10,000
Capital Outlay	\$25,000
Fund Total	\$35,000

Arterial Streets

102
000

2004 Expenditure Detail

595-10-41-00

Professional Services

\$10,000

\$10,000

Contingency

103
000

2004 Expenditure Detail

(no expenditures recommended)

Mitigation

108
000

2004 Expenditure Detail

597

Transfer to Arterial Street

\$10,000

\$10,000

Admission Tax Park Capital

110
000

2004 Expenditure Detail

597

Transfer to Boat Launch
Transfer to Parks CP (Boat Launch)
Transfer to Neighborhood Playground
Transfer to LBC

\$0

\$45,000

\$0

\$300,000

\$345,000

Parks & Rec Special Revenue

111
000

2004 Expenditure Detail

576-61-41-00

Professional Services

\$5,000

\$5,000

City Hall System Replacement

112
000

2004 Expenditure Detail

(no expenditures recommended)

Strategic Budget Reserve

113
000

2004 Expenditure Detail

(no expenditures recommended)

Park Impact Fee

114
000

2004 Expenditure Detail

Transfer to LBC

\$5,600

Hotel/Motel

115
000

2004 Expenditure Detail

557-30-41-00
594-57-64-00

Tourism Services
Machinery & Equipment

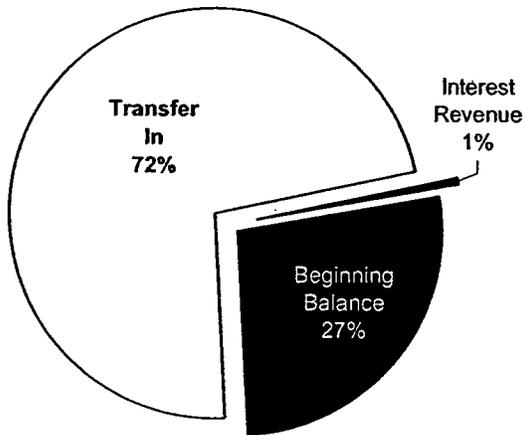
\$10,000
\$25,000

\$35,000

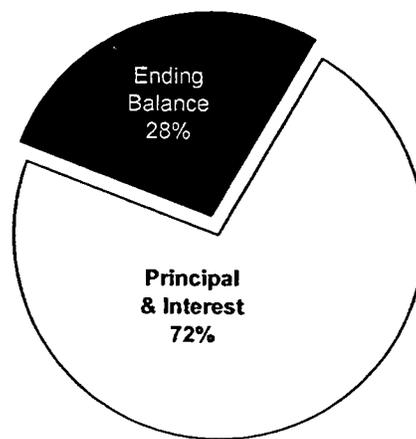
Debt Service Fund

Debt Service Fund Summary 2004

**Sources of Revenue:
Debt Service**



**Uses/Expenditure:
Debt Service**



<i>Debt Service</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$293,175	\$304,426	\$312,426
<i>Revenue</i>			
<i>Interest Revenue</i>	\$11,251	\$7,283	\$8,000
<i>Total Revenue</i>	\$11,251	\$7,283	\$8,000
<i>Transfers In</i>	\$557,790	\$850,325	\$840,961
<i>Total Available</i>	\$862,216	\$1,162,034	\$1,161,387
 <i>Expenditure</i>			
<i>Principal & Interest</i>	\$557,790	\$850,325	\$840,961
<i>Total Expenditures</i>	\$557,790	\$850,325	\$840,961
<i>Ending Balance</i>	\$304,426	\$311,709	\$320,426

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 2004 Johnson property payment.

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$293,175	\$304,426	\$312,426
Interest	\$11,251	\$7,562	\$8,000
Transfers In	\$557,790	\$850,325	\$840,961
Total Revenue	\$569,041	\$857,887	\$848,961
Total Available	\$862,216	\$1,162,313	\$1,161,387

The City of Woodinville has two outstanding councilmanic (non-voted) debt issues. The first is a \$1,675,000 bond issued in 1997 to purchase the land on which City Hall was built. The amount of debt remaining is \$1,325,000. The second is a \$4,990,000 bond issue that was established to construct a new City Hall. There is, as of December 31, 2003, \$4,480,000 remaining.

The City also purchased a piece of property, the Johnson property, and executed a purchase and sale agreement to acquire the property. The terms of the agreement called for a payment at closing and two successive annual payments. The last payment of \$283,333 plus accrued interest will be made in February 2004.

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 \$1,769,187,072. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown below.

Debt Description	Issued	Remaining
1997 Bonds	\$1,675,000	\$1,325,000
2000 Bonds	\$4,990,000	\$4,480,000
2002 Purchase and Sale Agreement	\$850,000	\$283,333

Debt Authority

(With Current Assessed Values)

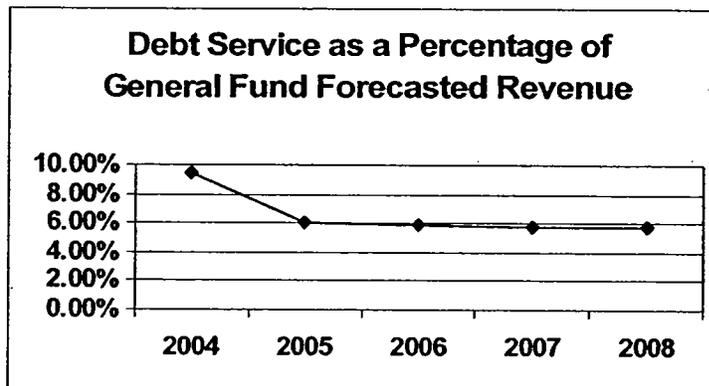
	Authority	Remaining
General Purposes	\$44,229,677	\$38,141,344
Utility Debt	\$44,229,677	\$44,229,677
Open Space and Park Facilities	\$44,229,677	\$44,229,677
LTGO (councilmanic) *	\$26,537,806	\$20,732,806

* 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. The graph also includes the final payment for the Johnson property. Revenue necessary to pay off the Purchase and Sale agreement was set aside in a separate fund. There are no effects on City operations for the Johnson property acquisition because the City used surplus revenue in 2002 to establish a property acquisition fund.

The debt service on the councilmanic bonds is paid from the General Fund, The City recognizes the obligation and budgets debt service as a first dollar obligation. No additional councilmanic bonds are anticipated at this time, so the debt ratio will remain at 6%, a workable percentage.



1997 Bonds

	Principal	Interest	Debt Service	Outstanding prior to principal pmt
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
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
Expenditure**

**Debt Service
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Principal and Interest	\$1,877,680	\$2,070,308	\$557,790	\$850,325	\$840,961
Fund Total	\$1,877,680	\$2,070,308	\$557,790	\$850,325	\$840,961

201

DEBT SERVICE

000

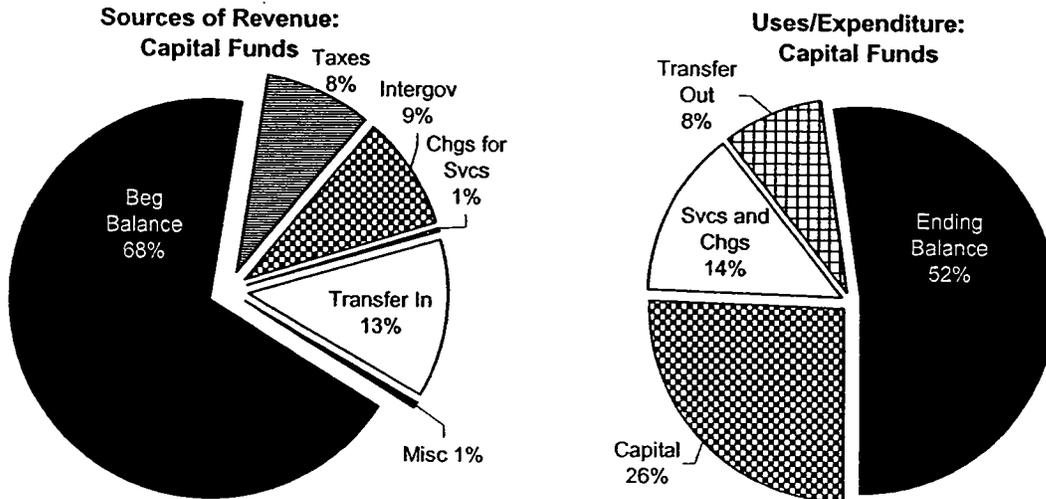
2004 Expenditure Detail

Redemption of General Long Term Debt

Principal (1997 BP Property)	\$70,000	
Principal (2000 Bonds)	\$165,000	
Principal (Johnson Property)	\$283,333	
Total Principal		\$518,333
Interest (1997 BP Property)	\$70,920	
Interest (2000 Bonds)	\$243,945	
Interest (Johnson Property)	\$7,763	
Total Interest		\$322,628
FUND TOTAL		\$840,961

Capital Project Funds

Capital Funds Summary 2004



<i>Capital Funds</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$14,000,939	\$12,312,907	\$10,631,818
<i>Revenue</i>			
<i>Taxes</i>	\$1,252,795	\$1,395,595	\$1,335,000
<i>Intergovernmental</i>	\$94,440	\$471,526	\$1,417,500
<i>Charges for Services</i>	\$0	\$0	\$40,000
<i>Miscellaneous</i>	\$253,369	\$181,348	\$87,800
<i>Total Revenue</i>	\$1,600,604	\$2,048,469	\$2,880,300
<i>Transfers In</i>	\$3,649,431	\$5,179,157	\$1,960,100
<i>Total Available</i>	\$19,250,974	\$19,540,533	\$15,472,218
<i>Expenditure</i>			
<i>Other Services and Charges</i>	\$668,465	\$455,064	\$2,132,000
<i>Capital Outlay</i>	\$3,582,412	\$2,564,408	\$3,957,600
<i>Total Expenditures</i>	\$4,250,877	\$3,019,472	\$6,089,600
<i>Transfers Out</i>	\$2,687,190	\$5,218,166	\$1,300,596
<i>Ending Balance</i>	\$12,312,907	\$11,302,895	\$8,082,022

Capital Funds

There are 20 capital funds budgeted for 2004. 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.

Effects of the Capital Improvement Program (C.I.P.) on the City's Operating Budget

The City has identified sources of revenue outside of operating revenue for capital programs. These dedicated revenue streams, along with surplus revenue in reserve funds, comprise the funding for nearly all capital projects and programs. The only exception would be the transfer of unanticipated beginning balances from the General Fund to one or more reserve funds or capital projects. Since these transfers are not anticipated at the time the operating budget is developed, there is effectively no impact on the operating budget. Examples of dedicated revenue include real estate excise taxes, utility taxes, impact fees, admission taxes, and mitigation fees. Since the C.I.P. is a prioritized list of projects, interrupted revenue streams would cause a shifting in the "funding line", above which projects are funded and below which wait for the next funding cycle. 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 2004 budget has each fund forecasted to receive \$260,000 from the real estate excise tax (commonly referred to as REET).

The Capital Projects Fund begins 2004 with \$1.2 million, receive \$272,000 in real estate excise taxes and interest, and transfer \$759,500 to three projects. Transfers budgeted for 2004 are to the Facilities Capital Project (\$20,000) Parks Capital Project (\$100,000) and the 522/202 Fund (\$639,500). Descriptions of the projects can be found in the Capital Improvement Program.

The Special Capital Projects Fund will begin the year with \$1.4 million and receive \$274,000 in REET and interest. No expenditures are planned at this time.

Capital Street Reserve

The Street Reserve was established with surplus money from the General Fund. The estimated beginning balance of \$2.2 million should generate \$20,000 in interest revenue. No expenditures are planned at this time.

Surface Water Reserve

The Surface Water Reserve was established with surplus money from the Surface Water Management fund. The fund will have a beginning balance of \$820,000 and will generate \$17,000 interest revenue, and receive a \$600,000 transfer from the surface water operating fund. There are no transfers from the Surface Water Reserve Fund in 2004. The surface water projects identified in the budget will have beginning balances that will cover the expenditures.

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. There are no expenditures anticipated in 2004.

There are 15 project funds budgeted for 2004 (listed below). Each has a source of revenue, usually from one of the reserve funds, the General Fund, Mitigation fund, or the Admission Tax Fund. The Little Bear Parkway Fund is supported by utility taxes. A description of each project can be found in the Capital Improvement Program.

- ◆ 133rd Ave. NE
- ◆ Pedestrian Improvement
- ◆ SR202/127th Pl. Intersection
- ◆ Civic Center
- ◆ 136th Ave NE/NE 195th
- ◆ SR202 Corridor Improvements
- ◆ Facilities Capital Projects
- ◆ SR202/148th
- ◆ SR522/SR202 Interchange
- ◆ Little Bear Creek Lineal Park
- ◆ Little Bear Creek Parkway
- ◆ Surface Water Capital
- ◆ Parks and Recreation Capital Projects
- ◆ 175th/131st Right Turn Pocket
- ◆ SR522/195th

**Capital Funds
Revenue**

Capital Project

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$988,338	\$899,246	\$1,205,889
Taxes			
Real Estate Excise Tax	\$236,729	\$281,811	\$260,000
Miscellaneous			
Investment Interest	\$18,079	\$11,675	\$12,000
Other Financing Sources			
Operating Transfer In	\$0	\$495,643	\$0
Total Revenue	\$254,808	\$789,129	\$272,000
Total Available	\$1,243,146	\$1,688,375	\$1,477,889

Special Capital Project

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$1,031,152	\$1,105,465	\$1,382,089
Taxes			
Real Estate Excise Tax	\$236,729	\$281,805	\$260,000
Miscellaneous			
Investment Interest	\$19,587	\$14,518	\$14,000
Other Financing Sources			
Transfer In	\$0	\$854,989	\$0
Total Revenue	\$256,316	\$1,151,312	\$274,000
Total Available	\$1,287,468	\$2,256,777	\$1,656,089

Street Reserve

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$2,140,623	\$1,920,065	\$2,254,426
Miscellaneous			
Investment Interest	\$59,329	\$27,440	\$20,000
Intergovernmental			
Interlocal Grant	\$0	\$15,042	\$0
Other Financing Sources			
Residual Equity Transfer In 124th	\$0	\$87,042	\$0
Residual Equity Transfer In 170th/140th	\$0	\$232,319	\$0
Operating Transfer In	\$0	\$361,111	\$0
Total Revenue	\$59,329	\$722,953	\$20,000
Total Available	\$2,199,952	\$2,643,018	\$2,274,426

**Capital Funds
Revenue**

Surface Water Reserve

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$2,068,488	\$1,403,805	\$820,805
Miscellaneous			
Investment Interest	\$32,317	\$16,570	\$17,000
Other Financing Sources			
Operating Transfer In	\$0	\$0	\$600,000
Total Revenue	\$32,317	\$16,570	\$617,000
Total Available	\$2,100,805	\$1,420,375	\$1,437,805

Real Property Reserve

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$17,924	\$24,395	\$29,745
Miscellaneous			
Investment Interest	\$383	\$324	\$200
Rental Income	\$6,087	\$6,087	\$5,100
Subtotal Misc.	\$6,470	\$6,411	\$5,300
Total Revenue	\$6,470	\$6,411	\$5,300
Total Available	\$24,394	\$30,806	\$35,045

Little Bear Creek Parkway (RM16 A,B,C)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$743,256	\$353,699	\$1,781,994
Taxes			
Utility Tax	\$779,337	\$831,979	\$815,000
Miscellaneous			
Investment Interest	\$15,506	\$17,843	\$16,000
Other Financing Sources			
Residual equity transfer in (177th/131st)	\$0	\$840,082	\$0
Residual equity transfer in (177th Corridor)	\$0	\$428	\$0
Transfer In	\$0	\$2,685	\$0
Construction Services	\$0	\$64,786	\$0
Total Revenue	\$794,843	\$1,757,803	\$831,000
Total Available	\$1,538,099	\$2,111,502	\$2,612,994

**Capital Funds
Revenue**

Civic Center Reserve

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$2,292,269	\$792,316	\$598,812
Miscellaneous			
Investment Interest	\$13,838	\$6,611	\$3,500
Other Financing Sources			
Operating Transfer In (General Fund)	\$647,964	\$100,000	\$0
Residual Equity Transfer in (City Hall Fund)	\$0	\$0	\$0
Total Revenue	\$661,802	\$106,611	\$3,500
Total Available	\$2,954,071	\$898,927	\$602,312

133rd St. C.P. (GR-16)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$1,152,317	\$909,989	\$8,000
Miscellaneous			
Investment Interest	\$20,246	\$8,061	\$0
Total Revenue	\$20,246	\$8,061	\$0
Total Available	\$1,172,563	\$918,049	\$8,000

Pedestrian C.P. (PED-1)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$115,779	\$204,449	\$106,449
Miscellaneous			
Investment Interest	\$2,424	\$2,156	\$0
Other Financing Sources			
Operating Transfer In (Street Res.)	\$0	\$0	\$0
Transfer In (REET 2)	\$100,000	\$0	\$0
Total Revenue	\$102,424	\$2,156	\$0
Total Available	\$218,203	\$206,605	\$106,449

**Capital Funds
Revenue**

202/127th St. C.P. (I-6)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$832,107	\$794,721	\$774,531
Miscellaneous			
Investment Interest	\$14,699	\$9,334	\$0
Other Financing Sources			
Mitigation	\$0	\$0	\$40,000
Operating Transfer In	\$0	\$14,631	\$0
Total Revenue	\$14,699	\$23,965	\$40,000
Total Available	\$846,806	\$818,686	\$814,531

202/148th (Hollywood) (I-8)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$679,176	\$799,611	\$448,465
Miscellaneous			
Investment Interest	\$12,661	\$8,523	\$0
Other Financing Sources			
Operating Transfer In (Street Res.)	\$159,887	\$0	\$0
Operating Transfer In (Mitigation)	\$7,113	\$4,947	\$0
Total Revenue	\$179,661	\$13,469	\$0
Total Available	\$858,837	\$813,081	\$448,465

**522/202 Hwy C.P.
(RO27 A,B,C - BNRP) (RM25 - CCRP)**

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$342,107	\$525,643	\$6,500
Miscellaneous			
Investment Interest	\$7,234	\$4,881	\$0
Other Financing Sources			
Grants	\$0	\$0	\$1,320,000
Operating Transfer In (REET1)	\$143,900	\$0	\$639,500
Transfer in Utility tax	\$0	\$0	\$250,000
Transfer in Mitigation	\$44,100	\$0	\$0
Total Revenue	\$195,234	\$4,881	\$2,209,500
Total Available	\$537,341	\$530,524	\$2,216,000

**Capital Funds
Revenue**

Little Bear Creek Lineal Park (PK-18)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$8,032	\$234,647	\$0
Miscellaneous			
Investment Interest	\$2,683	\$3,956	\$0
Donations	\$0	\$25,000	\$0
Other	\$0	\$1,293	\$0
Other Financing Sources			
Operating Transfer In (Admission Tax)	\$0	\$135,000	\$300,000
Operating Transfer In (REET1)	\$0	\$375,000	\$0
Grant	\$0	\$391,698	\$80,000
Residual Equity Transfer In (Skate Park)	\$0	\$185,558	\$0
Operating Transfer In (Impact Fees)	\$300,000	\$14,400	\$5,600
Operating Transfer In (Woodinview)	\$0	\$26,414	\$0
Total Revenue	\$302,683	\$1,158,319	\$385,600
Total Available	\$310,715	\$1,392,967	\$385,600

175th/131st Right Turn Pocket (I-14)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$186,708	\$215,795	\$2,795
Miscellaneous			
Investment Interest	\$3,835	\$950	\$0
Other Financing Sources			
Transfer In (General Fund prop tax via REET 1)	\$0	\$75,670	\$0
Transfer In (Mitigation)	\$77,997	\$2,823	\$0
Transfer In (REET 2)	\$22,003	\$0	\$0
Total Revenue	\$103,835	\$79,444	\$0
Total Available	\$290,543	\$295,239	\$2,795

136th Ave NE/NE 195th St. (I-15)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$0	\$46,635	\$100,000
Miscellaneous			
Investment Interest	\$336	\$920	\$0
Other Financing Sources			
Transfer In (REET 2)	\$60,000	\$846,365	\$0
Developer contributions	\$0	\$6,999	\$0
Total Revenue	\$60,336	\$854,283	\$0
Total Available	\$60,336	\$900,919	\$100,000

**Capital Funds
Revenue**

SR522/195th (RM-15A)

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$0	\$100,538	\$100,538
Miscellaneous			
Investment Interest	\$538	\$1,233	\$0
Other Financing Sources			
Transfer In (Mitigation)	\$0	\$13,456	\$0
Total Revenue	\$100,538	\$14,689	\$0
Total Available	\$100,538	\$115,227	\$100,538

SR202 Corridor Improvements

	2003 Actual	2004 Budget
Beginning Balance	\$0	\$3,000
Miscellaneous		
Investment Interest	\$5	\$0
Other Financing Sources		
Transfer In (Street Reserve)	\$1,000	\$0
Contributions (Bothell and WSDOT)	\$0	\$0
Total Revenue	\$1,005	\$0
Total Available	\$1,005	\$3,000

Surface Water Capital Projects (SWM-9,13,14)

	2003 Actual	2004 Budget
Beginning Balance	\$0	\$901,595
Miscellaneous		
Investment Interest	\$1,039	\$0
Other Financing Sources		
Transfer In (Surface Water Reserve)	\$2,290	\$0
Grants	\$0	\$17,500
Residual Equity Transfer In (Habitat/Acquis)	\$401,221	\$0
Total Revenue	\$404,550	\$17,500
Total Available	\$404,550	\$919,095

**Capital Funds
Revenue**

Parks and Recreation Capital Projects (PK-10,17,21)

	2003 Actual	2004 Budget
Beginning Balance	\$0	\$106,185
Miscellaneous		
Investment Interest	\$276	\$0
Other Financing Sources		
Transfer In (School/Sports)	\$45,732	\$0
Transfer In (Neighborhood Projects)	\$60,353	\$0
Transfer In (REET 1)	\$0	\$100,000
Transfer In (Admission Tax)	\$0	\$45,000
Total Revenue	\$106,360	\$145,000
Total Available	\$106,360	\$251,185

Facilities Capital Projects (FAC-2)

	2004 Budget
Beginning Balance	\$0
Other Financing Sources	
Transfer In (REET 1)	\$20,000
Total Revenue	\$20,000
Total Available	\$20,000

**Capital Funds
Expenditure**

**Capital Improvement
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Interfund Transfer	\$1,231,533	\$445,739	\$343,900	\$450,670	\$759,500
Fund Total	\$1,231,533	\$445,739	\$343,900	\$450,670	\$759,500

**Special Capital Improvement
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Interfund Transfer	\$433,000	\$872,000	\$182,003	\$846,365	\$0
Fund Total	\$433,000	\$872,000	\$182,003	\$846,365	\$0

**Capital Street Reserve
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Interfund Transfer	\$2,122,000	\$167,000	\$279,887	\$1,000	\$0
Fund Total	\$2,122,000	\$167,000	\$279,887	\$1,000	\$0

**Surface Water Capital Reserve
Fund Summary**

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Interfund Transfer	\$25,000	\$325,486	\$697,000	\$2,290	\$0
Fund Total	\$25,000	\$325,486	\$697,000	\$2,290	\$0

**Capital Funds
Expenditure**

Real Property

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Professional Services	\$117	(\$1,500)	\$0	\$0	\$0
Land Purchase	\$0	\$0	\$0	\$0	\$0
Fund Total	\$117	(\$1,500)	\$0	\$0	\$0

Little Bear Creek Parkway (RM16 A,B,C)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Interfund Transfer	\$0	\$0	\$1,184,400	\$0	\$250,000
Other Services	\$0	\$1,660,000	\$0	\$110,743	\$180,000
Capital Outlay	\$0	\$0	\$0	\$286,925	\$920,000
	\$0	\$1,660,000	\$1,184,400	\$397,668	\$1,350,000

133rd Ave Capital Project (GR-16)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$11,291	\$22,654	\$23,367	\$12,163	\$0
Capital Outlay	\$256,346	\$245,326	\$239,208	\$71,276	\$0
Transfer Out	\$0	\$0	\$0	\$754,989	\$0
	\$267,637	\$267,980	\$262,575	\$838,428	\$0

Pedestrian Crossing (PED-1)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$142	\$0	\$1,350	\$0	\$6,000
Capital Outlay	\$41,040	\$98	\$12,403	\$0	\$38,000
Transfer Out	\$0	\$0	\$0	\$100,000	\$0
	\$41,182	\$98	\$13,753	\$100,000	\$44,000

**Capital Funds
Expenditure**

202/127th (I-6)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$155,570	\$44,708	\$52,085	\$14,292	\$70,000
Capital Outlay	\$0	\$0	\$0	\$0	\$735,000
	\$155,570	\$44,708	\$52,085	\$14,292	\$805,000

202/148th (Hollywood) (I-8)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$72,082	\$7,598	\$57,729	\$2,181	\$438,000
Capital Outlay	\$0	\$0	\$1,496	\$0	\$0
Transfer Out	\$0	\$0	\$0	\$361,111	\$0
	\$72,082	\$7,598	\$59,225	\$363,292	\$438,000

522/202 (RO27 A,B,C - BNRP) (RM25 - CCRP)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$0	\$37,924	\$11,698	\$11,390	\$1,216,000
Capital Outlay	\$0	\$0	\$0	\$0	\$1,000,000
Transfer Out	\$0	\$0	\$0	\$495,643	\$0
	\$0	\$37,924	\$11,698	\$507,033	\$2,216,000

Little Bear Creek Lineal Park (PK-18)

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$14,019	\$2,486	\$76,068	\$193,264	\$10,000
Capital Outlay	\$400,825	\$0	\$0	\$1,068,077	\$375,600
Other Financing Uses	\$0	\$17,000	\$0	\$0	\$0
	\$414,844	\$19,486	\$76,068	\$1,261,341	\$385,600

**Capital Funds
Expenditure**

175th/131st Right Turn Pocket (I-14)

Fund Summary

	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Services	\$15,662	\$13,056	\$22,042	\$0
Capital Outlay	\$0	\$61,692	\$272,499	\$0
	\$15,662	\$74,748	\$294,541	\$0

136th Ave NE/NE 195th St (I-15)

Fund Summary

	2002 Actual	2003 Actual	2004 Budget
Services	\$13,701	\$73,918	\$0
Capital Outlay	\$0	\$635,399	\$100,000
	\$13,701	\$709,317	\$100,000

SR 522/195th (RM-15A)

Fund Summary

	2002 Actual	2003 Actual	2004 Budget
Services	\$0	\$1,500	\$100,000
Capital Outlay	\$0	\$0	\$0
	\$0	\$1,500	\$100,000

Civic Center

Fund Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Supplies	\$0	\$0	\$0	\$0	\$0
Services	\$0	\$9,790	\$3,058	\$1,644	\$0
Capital Outlay	\$0	\$0	\$2,158,698	\$0	\$0
To Debt Svc	\$1,571,000	\$1,516,968	\$0	\$298,860	\$291,096
	\$1,571,000	\$1,526,758	\$2,161,756	\$300,504	\$291,096

**Capital Funds
Expenditure**

SR202 Corridor Improvements

Fund Summary

Services
Capital Outlay

2003 Actual	2004 Budget
\$237	\$0
\$0	\$0
\$237	\$0

Parks Capital Project Fund (PK-10,17,21)

Fund Summary

Services
Capital Outlay

2004 Budget
\$45,000
\$145,000
\$190,000

Surface Water Capital Project Fund (SWM-9,13,14)

Fund Summary

Services
Capital Outlay

2003 Actual	2004 Budget
\$8,086	\$47,000
\$153,531	\$644,000
\$161,618	\$691,000

Facilities Capital Project Fund (FAC-2)

Fund Summary

Services
Capital Outlay

2004 Budget
\$20,000
\$0
\$20,000

Capital Improvement

301
000

2004 Expenditure Detail

597-00-00

Transfer to Facilities CP
Transfer to Park CP
Transfer to 522/202

\$20,000
\$100,000
\$639,500

FUND TOTAL

\$759,500

Special Capital Improvement

302
000

2004 Expenditure Detail

597-00-00

Other Financing Uses

\$0

FUND TOTAL

\$0

Capital Street Reserve

303
000

2004 Expenditure Detail

597-00-00

Other Financing Uses

\$0

FUND TOTAL

\$0

Surface Water Reserve

304
000

2004 Expenditure Detail

597-00-00

Other Financing Uses

\$0

FUND TOTAL

\$0

Little Bear Creek Parkway (RM 16 A,B,C)

312
000

2004 Expenditure Detail

594-10-41-00	Professional Services	
594-10-41-10	SR202/190th (RM-16A)	\$0
594-10-41-20	132nd RR Cross. (RM16B)	\$180,000
594-10-41-30	Mill Place RR Cross(RM-16C)	\$0
594-10-63-00	Other Improvements	
594-10-63-10	SR202/190th (RM-16A)	\$800,000
594-10-63-20	132nd RR Cross. (RM16B)	\$120,000
594-10-63-30	Mill Place RR Cross(RM-16C)	\$0
	Transfer to 522/202	\$250,000
	FUND TOTAL	<u>\$1,350,000</u>

Real Property Reserve

305
000

2004 Expenditure Detail

(no expenditures recommended)

Civic Center

390
000

2004 Expenditure Detail

597-00-00	Transfer to Debt Service - Johnson Property	\$291,096
	FUND TOTAL	<u>\$291,096</u>

133rd Ave. (GR-16)

331
000

2004 Expenditure Detail

597-00-00-00	Other Financing Uses	\$0
	FUND TOTAL	<u>\$0</u>

Pedestrian Improvement (PED-1)

336
000

2004 Expenditure Detail

Other Services and Charges		
595-60-41-00	Professional Services	\$6,000
Capital Outlay		
595-60-63-00	Other Improvements	\$38,000
FUND TOTAL		<u><u>\$44,000</u></u>

202/127th (I-6)

337
000

2004 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	\$70,000
Capital Outlay		
595-30-63-00	Other Improvements	\$735,000
FUND TOTAL		<u><u>\$805,000</u></u>

202/148th (I-8)

338
000

2004 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	\$438,000
FUND TOTAL		<u><u>\$438,000</u></u>

522/202

339
000

2004 Expenditure Detail

Other Services and Charges		
595-10-41-00	Professional Services	
595-10-41-10	BNRP P1 (RO-27A)	\$900,000
595-10-41-20	BNRP P2 (RO-27B)	\$250,000
595-10-41-30	BNRP P3 (RO-27C)	\$40,000
595-10-41-40	RM25	\$26,000
Capital Outlay		
595-30-63-00	Other Improvements	
595-30-63-10	BNRP P1 (RO-27A)	\$0
595-30-63-20	BNRP P2 (RO-27B)	\$1,000,000
595-30-63-30	BNRP P3 (RO-27C)	\$0
FUND TOTAL		<u><u>\$2,216,000</u></u>

Little Bear Creek Lineal Park (PK-18)

340
000

2004 Expenditure Detail

	Other Services and Charges	
594-76-41-00	Professional Services	\$10,000
	Capital Outlay	
594-76-63-00	Improvements	\$375,600
	FUND TOTAL	<u><u>\$385,600</u></u>

175th/131st Rt Turn Pocket (I-14)

349
000

2004 Expenditure Detail

FUND TOTAL	<u><u>\$0</u></u>
-------------------	-------------------

136th Ave NE/NE 195th St (I-15)

350
000

2004 Expenditure Detail

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

SR 522/195th (RM15A)

351
000

2004 Expenditure Detail

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

SR202 Corridor Improvements

355
000

2004 Expenditure Detail

FUND TOTAL

\$0

Parks Capital Project Fund

354
000

2004 Expenditure Detail

Other Services and Charges

Professional Services

354-594-76-41-10	School/Sports Assoc (PK-10)	\$0
354-594-76-41-20	Neighborhood Playground	\$0
354-594-76-41-30	Boat Launch (PK-17)	\$45,000

Capital Outlay

Other Improvements

354-594-76-63-10	School/Sports Assoc (PK-10)	\$45,000
354-594-76-63-20	Neighborhood Playground	\$0
354-594-76-63-30	Boat Launch (PK-17)	\$0
354-594-76-63-40	Land Banking (PK-21)	\$100,000

FUND TOTAL

\$190,000

Surface Water Capital Projects

357
000

2004 Expenditure Detail

Other Services and Charges

Professional Services

594-79-41-00	Trunkline	\$0
594-79-41-10	Chateau Reach (SWM-13)	\$40,000
594-79-41-20	175th Ped Path (SWM-14)	\$7,000
594-79-41-30	Habitat Enhancements (SWM-9)	\$0

Capital Outlay

Other Improvements

594-79-63-00	Trunkline	\$0
594-79-63-10	Chateau Reach (SWM-13)	\$360,000
594-79-63-20	175th Ped Path (SWM-14)	\$120,000
594-79-63-30	Habitat Enhancements (SWM-9)	\$164,000

FUND TOTAL

\$691,000

Facilities Capital Projects (FAC-2)

358
000

2004 Expenditure Detail

Other Services and Charges

594-95-41-00	Professional Services	\$20,000
--------------	-----------------------	----------

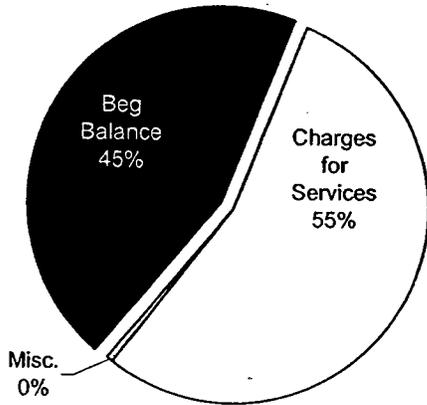
FUND TOTAL

\$20,000

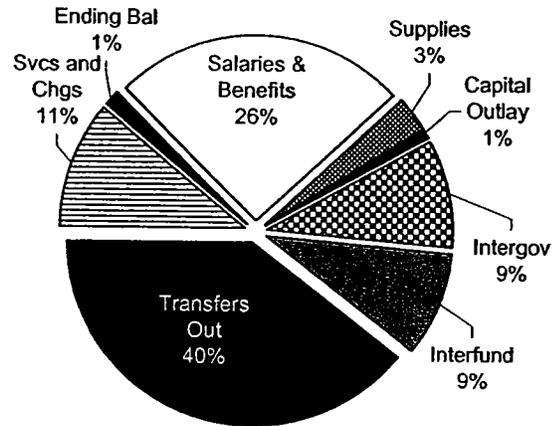
Enterprise Fund

Enterprise Fund Summary 2004

Sources of Revenue: Surface Water



Uses/Expenditure: Surface Water



<i>Surface Water</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$691,546	\$740,840	\$682,656
<i>Revenue</i>			
<i>Charges for Services</i>	\$803,283	\$803,369	\$830,000
<i>Intergovernmental</i>	\$0	\$14,000	\$0
<i>Miscellaneous</i>	\$65,145	\$7,789	\$7,000
<i>Total Revenue</i>	\$868,428	\$825,158	\$837,000
<i>Transfers In</i>	\$0	\$0	\$0
<i>Total Available</i>	\$1,559,974	\$1,565,998	\$1,519,656
<i>Expenditure</i>			
<i>Salaries & Wages</i>	\$274,500	\$276,867	\$310,448
<i>Personnel Benefits</i>	\$50,927	\$66,995	\$77,506
<i>Supplies</i>	\$26,046	\$17,369	\$48,800
<i>Other Services and Charges</i>	\$154,270	\$46,978	\$168,784
<i>Intergovernmental</i>	\$131,604	\$119,898	\$143,500
<i>Interfund</i>	\$111,188	\$136,130	\$139,612
<i>Capital Outlay</i>	\$70,598	\$163,753	\$11,000
<i>Total Expenditures</i>	\$819,134	\$827,990	\$899,650
<i>Transfers Out</i>	\$0	\$0	\$600,000
<i>Ending Balance</i>	\$740,840	\$738,008	\$20,006

Surface Water Management

(Enterprise Fund)

Enterprise funds are established for government activities that are financed and operated in a manner similar to a private business. The costs of providing goods and services to the public are financed through user charges. The City of Woodinville has one Enterprise Fund – the Surface Water 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 2004, the City forecasts \$830,000 in surface water drainage fees and \$7,000 in interest income.

Surface Water Management is a division of the Public Works Department that provides services in the area of surface water quality, protection, and control. This division is funded by an enterprise fund that is dedicated to a single function and is similar to a private business. Services provided by this division include:

- ◆ Engineering
 - Planning for water quality and quantity
 - Environmental protection and enhancement
 - Operational review and studies
- ◆ Capital Improvements (minor non-CIP type)
 - Habitat enhancement
 - Water quality and quality improvements
 - Special projects
- ◆ Maintenance and Operations
 - Open and closed system maintenance and repair
 - Detention and retention system repair and maintenance
 - Street sweeping
 - Vegetation control

2003 Accomplishments

Personnel

The Surface Water Management fund supports the following positions in the Public Works Department: Senior Engineer/Surface Water Management and maintenance workers (permanent and seasonal).

- ◆ Hired two full time Maintenance Workers (Shared with Streets Division)
- ◆ Hired three Seasonal Maintenance Workers to provide services in pond vegetation control, routine maintenance, special projects, and assist the Parks department in water quality and habitat enhancement projects.
- ◆ Training in Best Management Practices in maintenance of drainage conveyance systems
- ◆ Training in construction practices around sensitive areas

Public Outreach

- ◆ Attended regional Surface Water Management meetings
- ◆ Representative on Salmon Task Force
- ◆ Attended neighbor meetings related to surface water and habitat issues
- ◆ Coordinated public information on West Nile Virus

Department Highlights

- ◆ Purchase street sweeper and began in-house street sweeping at nearly double the contracted level of service
- ◆ Performed in-house maintenance of ponds (Included modeling of a goat/vegetation control program)
- ◆ Performed system repair program using in-house staff
- ◆ Completed the Kingsgate Trunkline Rehabilitation Project that involved root cutting, cleaning, and lining of approximately 700 lf of 21-inch and 300 lf of 18-inch storm drainage pipe in the Kingsgate neighborhood to resolve a flooding problem at the intersection of NE 148th Street and 127th Avenue NE (CIP Project No. SWM 19)

2004 Goals

In support of the City Council's Environmental, Operations and Regulatory Goals, the following surface water (non-capital) projects are anticipated in the next year.

- ◆ Hire three seasonal Maintenance Workers
- ◆ Hire an intern to assist with office duties to improve department filing system
- ◆ Continue in-house ditch cleaning program
- ◆ Continue to improve efficiency of street sweeping program
- ◆ Continue to perform in-house catch basin repair program
- ◆ Continue to perform roadside ditch mowing with in-house staff
- ◆ Seek opportunities to develop low maintenance improvements
- ◆ Perform planting for habitat enhancements including Sammamish ReLeaf
- ◆ Seek funding opportunities for water quality and habitat enhancement improvements
- ◆ Adopt the City's first Surface Water Comp plan

**Surface Water Mgmt
Revenue**

Surface Water Management

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$691,546	\$740,840	\$682,656
Intergovernmental Grants	\$52,805	\$14,000	\$0
Charges for Services Storm Drainage Fees & Charges	\$803,283	\$803,369	\$830,000
Miscellaneous Investment Interest	\$12,340	\$7,789	\$7,000
Other Financing Sources Residual Equity Transfers-In	\$0	\$0	\$0
Total Revenue	\$868,427	\$825,158	\$837,000
Total Available	\$1,559,973	\$1,565,998	\$1,519,656

Surface Water Management Department Summary

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Salaries	\$160,367	\$223,064	\$274,500	\$276,867	\$310,448
Benefits	\$30,785	\$43,673	\$50,927	\$66,995	\$77,506
Supplies	\$10,084	\$47,205	\$26,046	\$17,369	\$48,800
Services	\$100,875	\$101,337	\$154,270	\$46,978	\$168,784
Capital Outlay	\$72,113	\$17,620	\$70,598	\$163,753	\$11,000
Intergovernmental	\$214,829	\$196,864	\$131,604	\$119,898	\$143,500
Interfund Payments	\$100,880	\$105,768	\$111,188	\$136,130	\$139,612
Other Financing Uses	\$0	\$368,207	\$0	\$0	\$600,000
Department Total	\$689,932	\$1,103,739	\$819,133	\$827,990	\$1,499,650

Position Summary	Actual 2000	Actual 2001	Actual 2002	Actual 2003	Budget 2004
Public Works Director	0.25	0.25	0.25	0.25	0.25
Maintenance Supervisor	0.50	0.50	0.50	0.50	0.50
Maintenance Worker	0.00	1.00	1.00	2.00	2.00
Senior Engineer (SWM)	0.80	0.80	0.80	0.80	0.80
Field Engineer	0.25	0.25	0.25	0.25	0.25
Senior Admin Assistant	0.25	0.25	0.25	0.25	0.25
Environmental Planner	0.50	0.50	0.50	0.50	0.50
Volunteer Coordinator	0.25	0.25	0.25	0.25	0.00
Position Totals	2.80	3.80	3.80	4.80	4.55

	Hours	Hours	Hours	Hours	Hours
Interns (part time)	1536	2656	2976	2976	2976
Office Assistant					520

SURFACE WATER MANAGEMENT

410
000

2004 Expenditure Detail

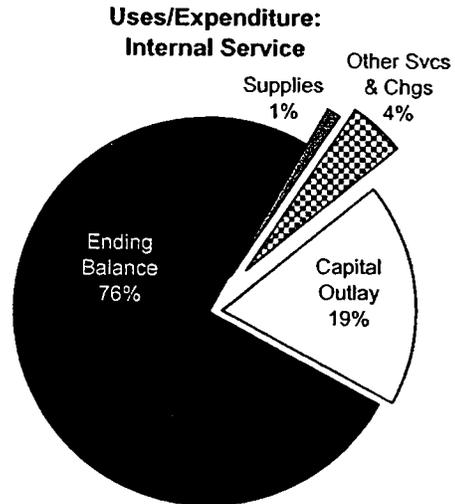
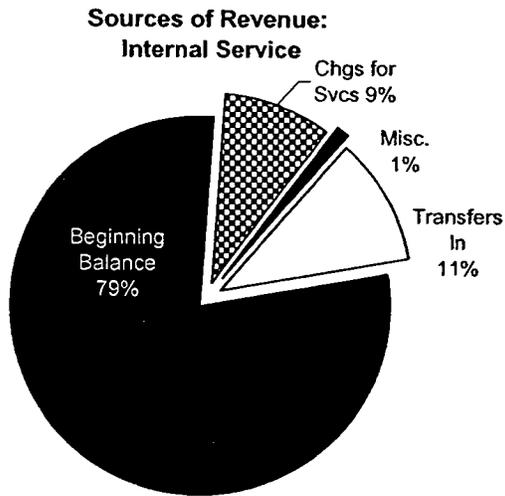
	Salaries and Wages		
531-10-11-00	Salaries		\$310,448
	Personnel Benefits		
531-10-20-00	Benefits		\$77,506
	Supplies		
531-10-31-31	Office/Operating Supplies		
	Office Supplies	\$600	
	Plants & Materials	\$5,000	
	Spill control	\$600	
	Material, erosion control, seed, rock	\$7,000	
531-10-31-33	Stream Planting	\$8,000	
	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 Uniforms/Boots	\$300	
	ESA/Fish signs	\$600	
	ESA Display material	\$600	
			\$32,000
531-10-35-00	Small Tools/Minor Equipment		
	Hand tools	\$2,000	
	Safety Tools	\$500	
	Traffic Control Devices	\$1,000	
	Software Maintenance Fee	\$5,000	
	Catch basin cleaners	\$600	
	CB/MH tools	\$300	
	Car Wash kits	\$400	
	Inlet filters (5)	\$3,500	
	Lockers	\$2,000	
	Misc tools	\$1,500	
			\$16,800
	Total Supplies		\$48,800
	Other Services and Charges		
531-10-41-00	Professional Services		
	Regional WQ Facility Maintenance	\$2,000	
	Tree/Debris/Vegetation Disposal	\$2,000	
	Soil/water testing	\$6,000	
	Pond Improvement Program	\$2,000	
	TV Storm lines	\$10,000	
531-10-41-02	Stream Planting	\$17,000	
	Earth Corp (Re-leaf Site Maintenance)	\$17,714	
	Engineering storm support, SWM/GIS	\$40,000	
	Private maintenance services Vactoring	\$40,000	
	Salmon protection/veg control program	\$8,000	
			\$144,714

531-10-42-00	Communication		
	ESA public communication program	\$500	
	ESA/Salmon education brochures	\$500	
	Public notification	\$1,200	
	Cell-phone/pager	\$2,250	
			\$4,450
531-10-43-00	Travel		
	General meeting and training	\$1,200	
	Environmental training	\$800	
	State/County training	\$1,200	
	Meals	\$800	
	Mileage	\$500	
			\$4,500
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.		
	Equipment Repair	\$500	
	GPS	\$300	
	Water Quality Unit	\$600	
			\$1,400
531-10-49-10	Education and Training		
	DOE SEPA /ESA classes	\$800	
	Sweeper Training	\$100	
	Environmental Impact Mgt	\$500	
	ESA Training	\$1,200	
	APWA Training	\$500	
	BMP/SWM Training	\$500	
	Safety Training	\$1,000	
			\$4,600
531-10-49-20	Miscellaneous		
	APWA membership - Yosh	\$120	
	APWA membership - Val	\$100	
			\$220
	<i>Total Other Services and Charges</i>		\$168,784

	Intergovernmental		
531-10-51-00	Professional Services		
	KC Surface Water Mgt	\$30,500	
	Kingsgate CB Replacement	\$10,000	
	145th Place NE Groundwater Collection System	\$15,000	
	NE 145th Street Ditch Improvement (JB Sod)	\$20,000	
	SR202/Spieker Type 2 Structure	\$10,000	
	Drainage Maintenance - Road (w/ESA Req)	\$47,000	
	WRIA 8	\$5,000	
	Puget Sound water studies	\$6,000	
	<i>Total Intergovernmental</i>		\$143,500
	Interfund		
531-10-95-00	Interfund Payments for Services		
	Vehicle Use	\$39,876	
	Interfund payment for services	\$99,736	
	<i>Total Interfund</i>		\$139,612
	Transfer		
	Transfer to SWM Reserve		\$600,000
	Capital Outlays		
594-31-64-00	Machinery and Equipment		
	Small Pickup	\$8,000	
	Concrete Hauler/Trailer	\$3,000	
	<i>Total Capital Outlay</i>		\$11,000
	TOTAL SURFACE WATER		<u>\$1,499,650</u>

Internal Service Funds

Internal Service Funds Summary 2004



<i>Internal Service</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$726,509	\$892,639	\$841,106
<i>Revenue</i>			
<i>Charges for Services</i>	\$54,957	\$87,267	\$97,713
<i>Miscellaneous</i>	\$16,424	\$11,182	\$11,700
<i>Total Revenue</i>	\$71,381	\$98,449	\$109,413
<i>Sale of Assets</i>	\$0	\$701	\$0
<i>Insurance Proceeds</i>	\$0	\$1,046	\$0
<i>Transfers In</i>	\$200,000	\$80,000	\$114,000
<i>Total Available</i>	\$997,890	\$1,072,835	\$1,064,519
 <i>Expenditure</i>			
<i>Supplies</i>	\$10,568	\$13,840	\$13,200
<i>Other Services and Charges</i>	\$17,431	\$35,188	\$47,545
<i>Capital Outlay</i>	\$77,252	\$132,962	\$200,000
<i>Total Expenditures</i>	\$105,251	\$181,990	\$260,745
<i>Ending Balance</i>	\$892,639	\$890,845	\$803,774

Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City. Three Internal Service Funds are budgeted: Equipment Rental Fund, Equipment Replacement Fund, and Unemployment Compensation Fund.

Equipment Rental Fund

The Equipment Rental Fund accounts for the cost of maintaining and replacing all City vehicles when needed. Revenue to the Equipment Rental Fund includes a beginning balance of \$241,000 and transfers in from various departments that total \$97,700.

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 \$573,000, a transfer of \$100,000 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 will begin the year with \$26,000 and receive an operating transfer from the General Fund to cover anticipated unemployment claims. The City is self-insured for unemployment costs, and pays the charges from the Unemployment Compensation Fund.

**Internal Service Funds
Revenue**

Equipment Rental

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$143,821	\$174,854	\$241,021
Miscellaneous			
Investment Interest	\$3,247	\$2,767	\$2,500
Other Financing Sources			
Charges for Service	\$54,957	\$87,267	\$97,713
Sale of Fixed Assets	\$0	\$701	\$0
Insurance Proceeds	\$0	\$1,046	\$0
Total Revenue	\$58,204	\$91,781	\$100,213
Total Available	\$202,025	\$266,636	\$341,234

Equipment Replacement

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$548,985	\$684,306	\$573,306
Miscellaneous			
Investment Interest	\$12,573	\$8,073	\$9,000
Other Financing Sources			
Operating Transfer In	\$200,000	\$80,000	\$100,000
Total Revenue	\$212,573	\$88,073	\$109,000
Total Available	\$761,558	\$772,379	\$682,306

Unemployment Compensation

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$33,703	\$33,479	\$26,779
Miscellaneous			
Investment Interest	\$604	\$342	\$200
Other Financing Sources			
Operating Transfer In	\$0	\$0	\$14,000
Total Revenue	\$604	\$342	\$14,200
Total Available	\$34,307	\$33,821	\$40,979

**Internal Service Funds
Expenditure**

Equipment Rental

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Supplies	\$6,129	\$6,839	\$10,568	\$13,840	\$13,200
Services	\$10,376	\$14,321	\$16,603	\$25,194	\$27,545
Capital Outlay	\$0	\$0	\$0	\$15,191	\$0
Department Total	\$16,505	\$21,160	\$27,171	\$54,225	\$40,745

Equipment Replacement

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Capital Outlay	\$69,967	\$25,827	\$77,252	\$117,771	\$200,000
Department Total	\$69,967	\$25,827	\$77,252	\$117,771	\$200,000

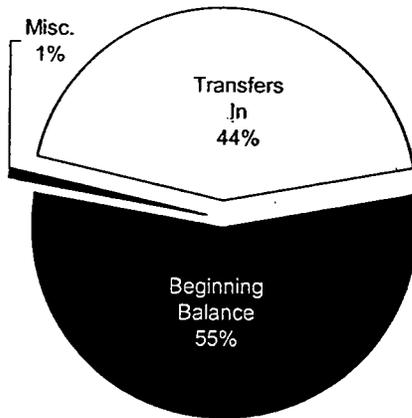
Unemployment Compensation

	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Budget
Claims	\$205	\$209	\$828	\$9,994	\$20,000
Department Total	\$205	\$209	\$828	\$9,994	\$20,000

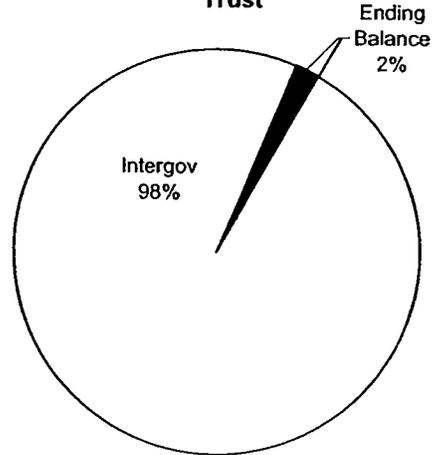
Trust Fund .

Trust Summary 2004

**Sources of Revenue:
Trust**



**Uses/Expenditure:
Trust**



<i>Internal Service</i>	2002 Actual	2003 Actual	2004 Budget
<i>Beginning Balance</i>	\$10,205	\$23,078	\$15,878
<i>Revenue</i>			
<i>Charges for Services</i>	\$0	\$0	\$0
<i>Miscellaneous</i>	\$373	\$290	\$200
<i>Total Revenue</i>	\$373	\$290	\$200
<i>Transfers In</i>	\$12,500	\$37,500	\$12,500
<i>Total Available</i>	\$23,078	\$60,868	\$28,578
 <i>Expenditure</i>			
<i>Intergovernmental</i>	\$0	\$30,000	\$28,000
<i>Total Expenditures</i>	\$0	\$30,000	\$28,000
<i>Ending Balance</i>	\$23,078	\$30,868	\$578

Affordable Housing

(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 2004, 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. Woodinville's investment for 2004 is budgeted at \$28,000.

Affordable Housing Trust Fund

	2002 Actual	2003 Actual	2004 Budget
Beginning Balance	\$10,204	\$23,078	\$15,878
Miscellaneous Investment Interest	\$373	\$290	\$200
Other Financing Sources Transfers-In	\$12,500	\$37,500	\$12,500
Total Revenue	\$12,873	\$37,790	\$12,700
Total Available	\$23,077	\$60,868	\$28,578

**Trust Fund
Expenditure**

Affordable Housing

	2003 Actual	2004 Budget
Intergovernmental	\$30,000	\$28,000
Department Total	\$30,000	\$28,000

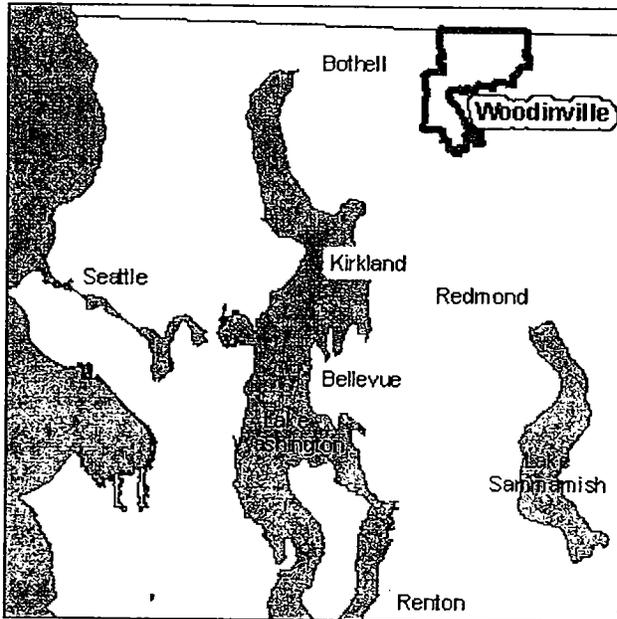
Affordable Housing

2004 Expenditure Detail

622		
Intergovernmental		
Intergovernmental Services	\$28,000	
Fund Total		<u><u>\$28,000</u></u>

Appendices

The City of Woodinville Country Living, City Style



Incorporated:	March 31, 1993
Population:	9,809
Registered Voters:	5,882
Land Area:	5.65 sq miles
Elevation:	36-500 feet
Retail Sales Tax:	8.8%
City Employees:	52.65 (FTE)
School District:	Northshore
Business Registration:	870

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, and by lodging at Willows Lodge. The world-famous Molbak's Nursery and green house is also located in Woodinville.

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	9,809 as of April 2003
REGISTERED VOTERS	5,882 as of December 2003
PRESIDENTIAL ELECTION OF 2000	4,488 voted
NUMBER OF BUSINESS REGISTRATION	870
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
MEDIAN 2000 HOUSEHOLD INCOME (within 98072 zip code)*	\$97,178
MEDIAN HOME VALUE PRICE (within 98072 zip code)*	\$283,547
MEDIAN HOME PURCHASE PRICE (within 98072 zip code)*	\$280,000

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
Stimson Lane Ltd.	294	Winery
W.A. Botting	289	Mechanical Contractor
Molbak's	249	Nursery & Specialty Retailer
Target	200	Retail
Bensussen Deutsch & Associates	188	Wholesale Promotional Merchandise
TOP Food & Drug	169	Retail Grocery Store
Loud Technologies Inc.	150	Professional Audio Equipment Manufacturer
Red Robin International	110	Restaurant
Universal/Land Construction Co.	105	General Contractor

CITY OF WOODINVILLE LARGEST PROPERTY 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
2003	182	\$24,754,602
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

² Source: City of Woodinville Administration Dept

³ Source: King County Dept of Assessments, February 2003

⁴ Source: City of Woodinville Building Dept

Policies

Budget

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

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.

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.

ADMINISTRATIVE PROCEDURES

 <p>The City of WOODINVILLE</p>	FINANCE
	Policy Number: 5.01
	Policy Title: Purchasing Policies
Effective Date: September 14, 2001	

PURCHASING POLICIES

I. General Requirements

1. Department heads shall assure that appropriations are sufficient to acquire the goods or services.
2. City employees shall strive to obtain the most cost-effective prices for the City, and shall consider all aspects of purchasing in acquisition decisions.
3. Purchases, which exceed \$250, will require a completed requisition.
4. Employees are encouraged to obtain price quotes from more than one vendor whenever practical. For purchases of materials, supplies, and equipment, which exceed \$500, a minimum of three quotes shall be obtained, unless the items are from a sole source vendor.
5. All purchases that involve multiple departments should have the approval of all participating departments.
6. With approval of the City Manager, an open purchase order (open account) of up to \$3,000 may be authorized to selected vendors. Receipts shall be obtained and shall be submitted with the proper BARS account number to the finance department within one day of the purchase.
7. With approval of the City Manager, a credit card for selected vendors and uses may be authorized and exempted from completing the requisition and purchase order form prior to the purchase, provided the receipts for said purchases are submitted to the finance department the next business day.
8. With prior approval of the department head, an employee may personally pay for an approved purchase, and then seek reimbursement through an expense voucher.
9. All invoices received pursuant to this policy shall be approved for payment by the affected department head(s), or their designee, on either the invoice itself or on the City voucher.
10. For major purchases, the finance department shall review the purchase order for reasonableness of purchase. Questions may be directed to the department head

ADMINISTRATIVE PROCEDURES

or City Manager. The City Manager will decide all unresolved issues, and may choose to take any proposed purchase for goods or services to Council for discussion and/or approval pursuant to RCW 35A.13.080.

11. Purchases that would result in line item cost overruns will be allowed if a line item within the same department has funds available to cover the expense, and a budget amendment is approved by the City Manager. The department head must fill out the prescribed form, and submit to the Finance Department. Expenditures requested in excess of a department's adopted budget must be approved by the City Manager. Expenditures in excess of an adopted fund amount will be approved by the City Council by an amending Ordinance.
12. A Petty Cash fund shall be established for the control and use of petty cash for minor purchases for the city.
13. Competitive bidding requirements may be waived by the governing body of the municipality for:
 - a. Purchases that are clearly and legitimately limited to a single source of supply;
 - b. Purchases involving special facilities or market conditions;
 - c. Purchases in the event of an emergency;
 - d. Purchases of insurance or bonds; and
 - e. Public works in the event of an emergency.

In the event the material, equipment, supplies, or services are available from only one supplier, written documentation demonstrating the appropriateness of sole source procurement shall be submitted to and approved by the City Manager. When the total expected cost exceeds five thousand (\$5,000), the City Attorney will also approve sole source justifications. Except in the event of an emergency, the contract and the basis for the exception from competitive procurement must be recorded and open to public inspection immediately after its award.

If an emergency exists, the person or persons designated by the City Council to act in the event of an emergency may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

For purposes of this section "emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

ADMINISTRATIVE PROCEDURES

II. Special Requirements: Public Works Improvements

1. All projects require approval of the City Manager.
2. All projects, except those performed under an interlocal agreement, require a purchase order and a contract.
3. Projects exceeding the following limits must be competitively bid in accordance with the procedures prescribed by RCW 35.23.352:
 - a. \$45,000 - for projects requiring multiple crafts or trades.
 - b. \$30,000 - for single craft projects or those involving signalization or street lighting.
4. Projects, which exceed \$20,000, require Council to award bid.
5. Small works roster procedures. The following small works roster procedures are established for use by the City of Woodinville pursuant to RCW 35.23.352 and chapter 39.04 RCW.
 - a. Cost. The City of Woodinville need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Two Hundred Thousand Dollars (\$200,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the City of Woodinville may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process
 - b. Number of Rosters. The City of Woodinville may create a single general small works roster, or may create a small works roster for different specialties or categories of anticipated work. Said small works rosters may make distinctions between contractors based upon different geographic areas served by the contractor.
 - c. Contractors on Small Works Roster(s). The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate

ADMINISTRATIVE PROCEDURES

matters on file with the City of Woodinville as a condition of being placed on a roster or rosters.

- d. **Publication.** At least once a year, the City of Woodinville shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The City of Woodinville may require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the City of Woodinville and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.
- e. **Telephone or Written Quotations.** The City of Woodinville shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911, as follows:
 - i. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.
 - ii. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

If the estimated cost of the work is from one hundred thousand dollars to two hundred thousand dollars, the City of Woodinville may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The City of Woodinville has the sole option of determining whether this notice to the remaining contractors is made by:

ADMINISTRATIVE PROCEDURES

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - mailing a notice to these contractors; or
 - sending a notice to these contractors by facsimile or other electronic means.
- iii. For purposes of this resolution, "equitably distribute" means that the City of Woodinville may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the City of Woodinville representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - iv. A written record shall be made by the City of Woodinville representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.
 - v. At least once every year a list of the contracts awarded under that process is to be furnished to the City Council and made available to the general public. The list shall contain the name of the contractor or vendor awarded the contract, the amount of the contract, a brief description of the type of work performed or items purchased under the contract, and the date it was awarded. The list shall also state the location where the bid quotations for these contracts are available for public inspection.
6. Determining Lowest Responsible Bidder. The City of Woodinville shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City of Woodinville may call for new bids. In addition to price, the City of Woodinville shall take into account the following:
- a) The ability, capacity, and skill of the bidder to perform the contract;
 - b) Whether the bidder can perform the contract within the time specified by the City of Woodinville;
 - c) The quality of the bidder's performance of previous contracts or services;
 - d) The previous and existing compliance by the bidder with laws relating to the contract or services.
7. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars, the City

ADMINISTRATIVE PROCEDURES

may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). For limited public works project, the City will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 43.19.1911(9). After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the City may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the City shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The City shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

8. Award. The City Manager or his designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the City Council. However, for public works projects under \$20,000, the City Manager shall have the authority to award public works contracts. The City Council shall award all public works contracts over \$20,000.

9. Projects performed pursuant to an interlocal agreement are exempt from bidding requirements and do not require a separate contract (RCW 39.34), but are subject to the limits established by the agreement. Requests for discretionary services, which exceed \$500, must be executed by the Department Director.

III. Special Requirements: Purchases of Supplies, Materials, and Equipment

1. Requisition forms are not required for purchases, which do not exceed \$250.
2. Completed requisitions, approved by the department director are required for purchases which exceed \$250.
3. Purchases of supplies, materials and equipment, which do not exceed \$500, may be made by authorized employees as designated by the department head.
4. Purchases between \$500 and \$7,500 require a minimum of three quotes, unless items are from a sole source vendor (RCW 35.23.352(9)), or the vendor has a contract with the Office of State Procurement (RCW 39.34.030). Purchases between \$500 and \$7,500 require approval of the department director, and a properly executed requisition approved by the City Manager. The City of Woodinville is not required to use informal or formal sealed bidding procedures or the procedures set forth in this resolution for the purchase of any materials, supplies, or equipment where the cost of same will not exceed \$7,500. The

ADMINISTRATIVE PROCEDURES

City of Woodinville will attempt to obtain the lowest practical price for such goods and services.

5. Purchases, which exceed \$7,500 require competitive bid unless the Vendor List is used (RCW 39.04.190).
6. Purchases between \$7,500 and \$15,000 off the Vendor List require a minimum of three quotes, and a purchase order signed by the department director and City Manager.
7. Purchases of materials, supplies, and equipment, which exceed \$15,000, must be bid competitively per RCW 35.23.352.
8. Purchases, which exceed \$20,000, require Council to award bid.
9. The City of Woodinville is not required to use informal or formal sealed bidding procedures or the procedures set forth in these policies for the purchase of any materials, supplies of equipment where the cost of same will not exceed \$200,000 from vendors on the Office of State Procurement List (RCW 39.34).
10. Lease with an Option to Purchase: Competitive bidding is not required if the estimated cost does not exceed \$7,500 subject to debt limits (RCW 35.42.210).
11. Open purchase orders are issued on a periodic basis through the finance department. The open purchase order shall be valid for the length of time, single purchase limit, and cumulative amount specified on the purchase order.
12. Purchase of materials, supplies or equipment not connected to a public works project in an amount between \$7,500 and \$15,000. The following purchasing procedures are established for use by the City of Woodinville pursuant to RCW 39.04.190:
 - a. Publication Of Notice. At least twice a year, the City of Woodinville shall publish, in the City's official newspaper, notice of the existence of a roster(s) of vendors for materials, supplies, and equipment, and shall solicit names of vendors for the roster.
 - b. Telephone Quotations. The City of Woodinville shall use the following process to obtain telephone quotations from vendors for the purchase of materials, supplies, or equipment:
 - i. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
 - ii. A City of Woodinville representative shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone solicitation quotations from the vendors for the required materials, supplies, or equipment;
 - iii. The City of Woodinville representative shall not share telephone quotation from one vendor with other vendors solicited for the bid on the materials, supplies, or equipment;

ADMINISTRATIVE PROCEDURES

- iv. A written record shall be made by the City of Woodinville representative of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
 - v. The City of Woodinville representative shall present to the City Manager all telephone quotations and a recommendation for award of the contract to the lowest responsible bidder.
- c. Determining the Lowest Responsible Bidder. The City of Woodinville shall purchase the materials, supplies or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City of Woodinville may call for new bids. The City of Woodinville, in determining the lowest responsible bidder may take the following factors, in addition to price, into account:
 - i. any preferences provided by law to Washington products and vendors;
 - ii. the quality of the materials, supplies, and equipment to the City's specifications;
 - iii. the conformity of the materials, supplies, and equipment to the City's specifications;
 - iv. the purposes for which the materials, supplies, or equipment are required;
 - v. the times for delivery of the materials, supplies, or equipment;
 - vi. the character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
 - vii. such other information as may have a bearing on the decision to purchase the materials, supplies, or equipment.
- d. Award. The City Manager shall review the quotations and the recommendation by city staff and award the contract to the lowest responsible bidder. A written record of each vendor's quotations shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
- e. Posting. A list of all contracts awarded under these procedures shall be posted at the City of Woodinville main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

ADMINISTRATIVE PROCEDURES

IV. Special Requirements: Contracts for Professional Services other than Architecture and Engineering.

1. All contracts for services require approval of the City Manager, but are not required to seek competitive bids, except for provision of an official newspaper which must be called for annually (RCW 35.23.352(7)).
2. Contracts for services, which do not exceed \$500, require a purchase order signed by the Department Director and approved by the City Manager.
3. Contracts for services between \$500 and \$2,500 require a purchase order signed by the City Manager and a Service Agreement signed by the Department Director.
4. Contracts for services between \$2,500 and \$20,000 require a purchase order and professional services contract, signed by the City Manager.
5. Contracts for services, which exceed \$20,000, require a purchase order signed by the City Manager and a contract approved by the City Council.
6. Contracts for services should not exceed two years except for on-going services that are not task-specific may exceed two years but tasks, when identified, will be individually approved by the Department Director and authorized by the City Manager.
7. On-going contracts for services may be renewed in one-year increments, provided that there is a review of the contract form and requirements, the fee schedule remains competitive and the quality of services remains competitive. A new contract will be required after five years.

V. Special Requirements for Architecture and Engineering Services

1. All contracts for architecture and engineering services require approval of the City Manager.
2. All professional architecture and engineering services, except those performed under an interlocal agency agreement require a purchase order and a contract.
3. Contracts for services, which do not exceed \$500, require a purchase order signed by the Department Director and approved by the City Manager.
4. Contracts for services between \$500 and \$2,500 require a purchase order signed by the City Manager and a Service Agreement signed by the Department Director.
5. Contracts for services between \$2,500 and \$20,000 require a purchase order and professional services contract, signed by the City Manager.
6. Contracts for services, which exceed \$20,000, require a purchase order signed by the City Manager and a contract approved by the City Council.

ADMINISTRATIVE PROCEDURES

7. Services performed pursuant to an interlocal agreement are exempt from bidding requirements and do not require a separate contract (RCW 39.34). Requests for discretionary services, which exceed \$500, must be executed by the Department Director.
8. Procurement of architecture and engineering services shall be in accordance with RCW 39.80.010-060. The statute requires advance publication of the requirement for architecture and engineering services (RCW 39.80.030). This requirement may be met by reviewing the Statement of Qualifications (SOQ) submitted by firms in response to the City's annual publication, or by requesting proposals (RFP) from qualified firms.
 - a. A department needing architecture or engineering services shall evaluate the SOQ's and/or RFP's and shall conduct discussions with one or more firms regarding the project.
 - b. The department shall establish selection criteria, and based on the criteria select the firm "most highly qualified" to provide the service. After the most qualified firm has been chosen, the department may negotiate a contract for the service at a price which the department determines is fair and reasonable, considering the estimated value of the services, as well as the scope and complexity of the project (RCW 39.80.040).
 - c. If a satisfactory contract cannot be negotiated, the department shall formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm (RCW 39.80.050).
 - d. If the department chooses to negotiate with only one firm off the SOQ list, a memo outlining the selection criteria and reasons for only considering one firm shall be forwarded to the City Manager and placed in the project file.
9. If the City declares an emergency, the requirements of Chapter 39.80 RCW may be waived.

Capital Project Descriptions

SR522/202 (RO-27A, B, C)

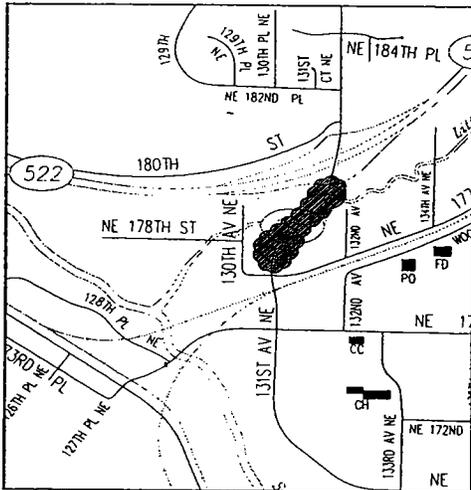
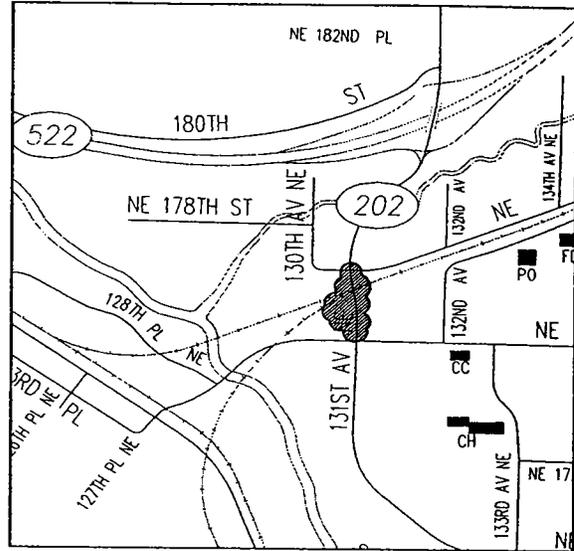
BNRP Phase 1 - Replace RR Trestle (RO-27A)

Project Description: This project is the first phase to improve access to the SR 522/SR202 interchange. This phase includes widening of the south leg of the LBCP/SR202 intersection and replacing the railroad trestle.

Justification: Highest impact to travel in the CBD area.

Funding: Utility Taxes, Grants

2004 Budgeted Expenditure: \$900,000



BNRP - Phase 2 SR202/NE177th North leg (RO-27B)

Project Description: This project is the second phase to improve access to the SR 522/SR202 interchange. This phase includes widening of the north leg of the LBCP/SR202 intersection.

Justification: Highest impact to travel in the CBD area.

Funding: Utility Taxes, Grant

2004 Budgeted Expenditure: \$1,250,000

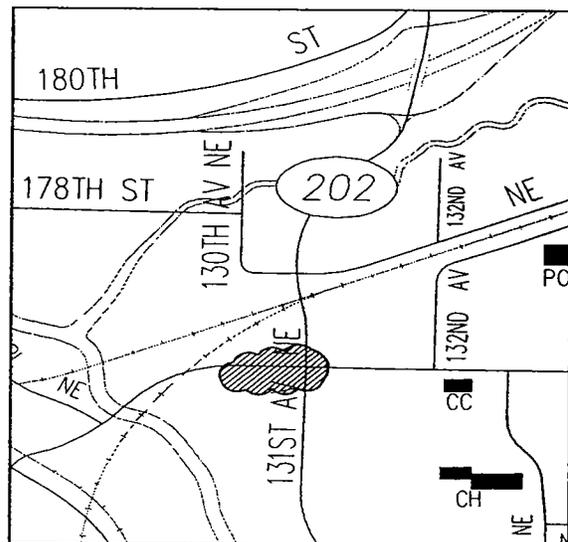
BNRP - Phase 3 SR202/175th South leg (RO-27C)

Project Description: This project is the third phase to improve access to the SR 522/SR202 interchange. This phase includes widening of the north and west leg of SR202/175th south intersection.

Justification: Highest impact to travel in the CBD area.

Funding: Utility Taxes, Beg Fund Balance

2004 Budgeted Expenditure: \$40,000



Capital Project Descriptions

Parks Capital Project Fund (PK-10, 17, 21)

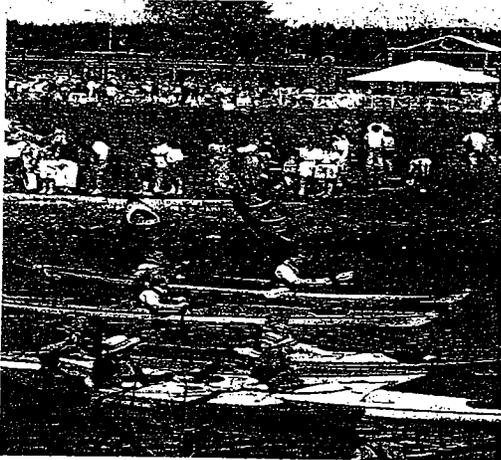
Sports Field Acquisition (PK-10)

Project Description: This Park project involves locating and funding regional recreation facilities in cooperation with King County, Snohomish County, Northshore School District, various neighboring cities, and non-profit organizations.

Justification: This project meets PRO Plan requirements which directs the City to work in collaboration with others. Regional sport facilities are cost effective and are more likely to have enhanced infrastructure.

Funding: Admission Taxes, Beg Fund Balance

2004 Budgeted Expenditure: \$45,000



Boat Launch (PK-17)

Project Description: This park project creates improved public access for non-motorized boating, restores native habitat, and provides interpretive facilities.

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

Funding: Admission Taxes

2004 Budgeted Expenditure: \$45,000

Land Banking (PK-21)

Project Description: This park project involves acquiring or having the option to acquire open spaces for wildlife/habitat conservancy or recreation outside of the Little Bear Creek Corridor.

Justification: Lack of open space and development pressure limiting opportunities to develop future parks and open space facilities.

Funding: REET1

2004 Budgeted Expenditure: \$100,000



Capital Project Descriptions

Surface Water Capital Project Fund (SWM-9, 13, 14)

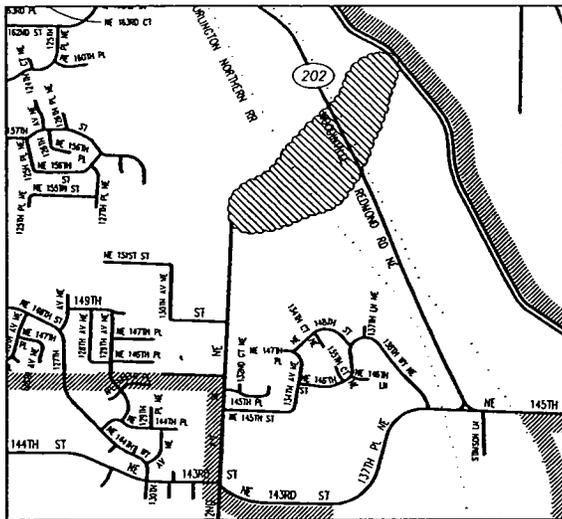
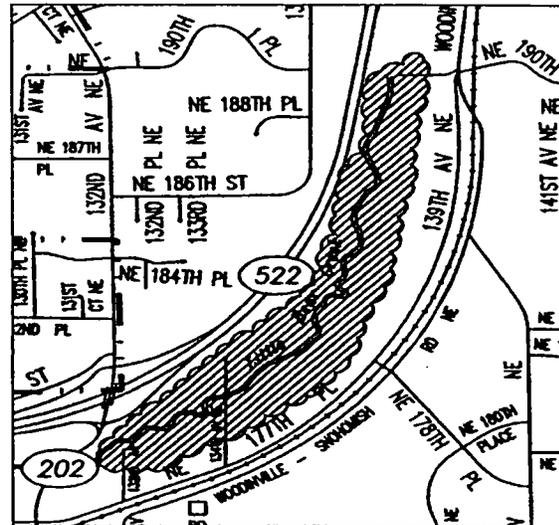
Habitat Enhancements (SWM-9)

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

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

Funding: Grants, SWM Reserves

2004 Budgeted Expenditure: \$164,000



Chateau Reach Erosion Control (SWM-13)

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.

Funding: Surface Water Reserves

2004 Budgeted Expenditure: \$400,000

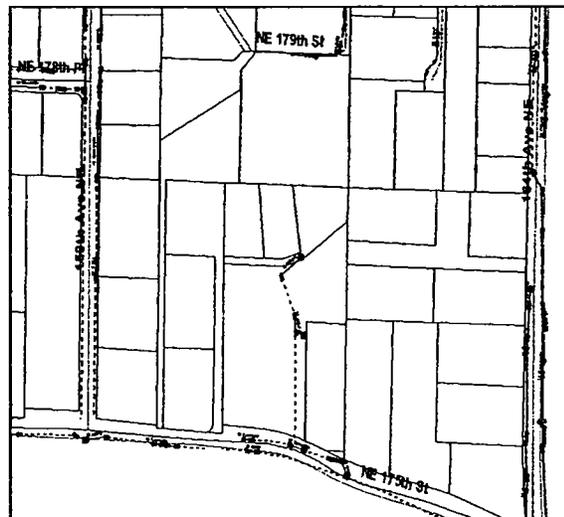
NE 175th Street Storm Drainage (SWM-14)

Project Description: This surface water project involves replacing approx. 1,600 linear feet of open ditch with a closed pipe drainage system on the south side of NE 175th St (between 159th ave. & 164th ave.) and constructing a 6 foot gravel pedestrain path on top of a proposed drainage system.

Justification: Open ditches and eroding ditch banks have caused maintenance problems.

— **Funding:** Surface Water Reserves

2004 Budgeted Expenditure: \$127,000



Capital Project Descriptions

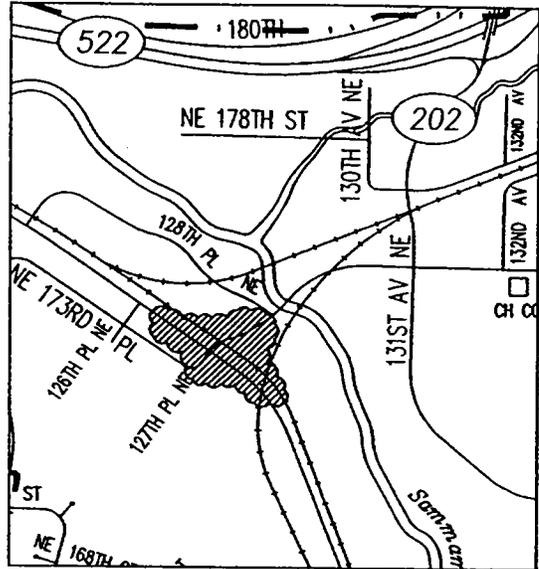
202/127th (I-6)

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

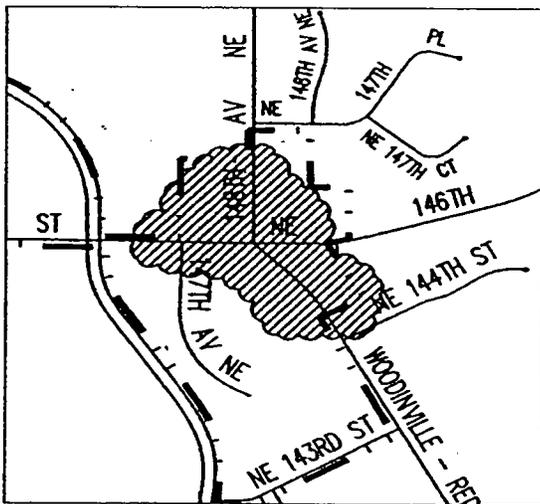
Justification: This project will relieve congestion during peak hours and eliminate semi-trucks from being high centered in the intersection.

Funding: Mitigation, Capital Street Reserves, Beg Fund Balance

2004 Budgeted Expenditure: \$805,000



202/148th (145th) (I-8)



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

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

Funding: Capital Street Reserves, REET2, Beg Fund Balance

2004 Budgeted Expenditure: \$438,000

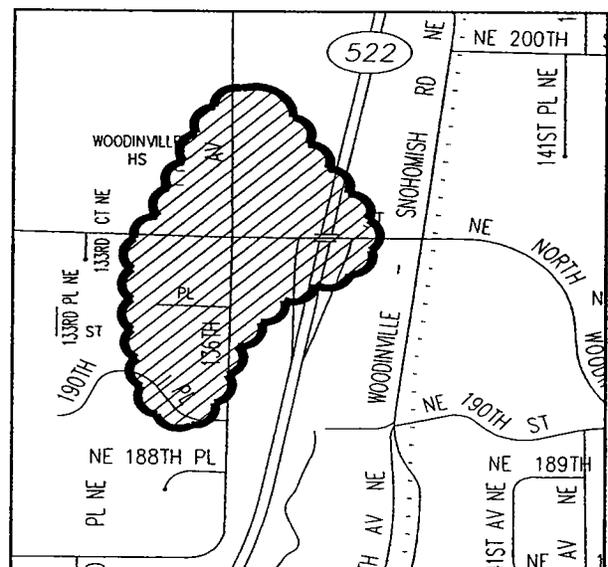
136th Ave NE/NE 195th St (I-15)

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.

Funding: REET 2

2004 Budgeted Expenditure: \$100,000



Capital Project Descriptions

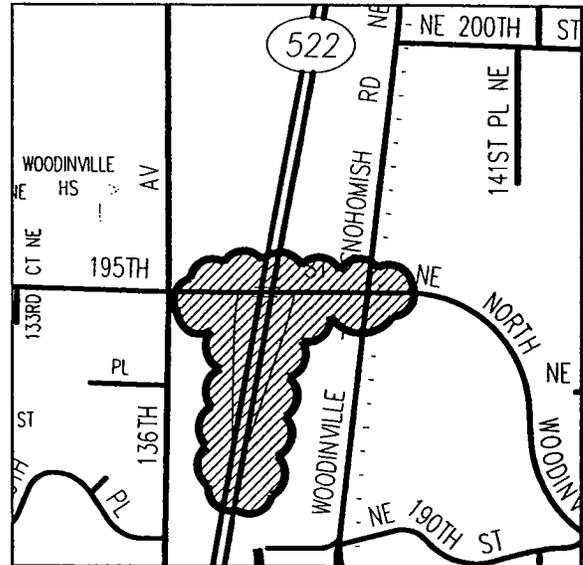
SR 522/195th (RM15-A)

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.

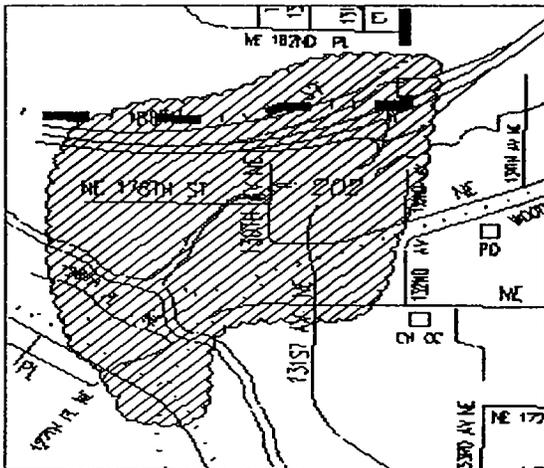
Justification: This project will reduce congestion and improve the LOS between SR522 & Woodinville downtown.

Funding: Capital Street Reserves

2004 Budgeted Expenditure: \$100,000



522/202 (Corridor Construction Relief Program) (RM-25)



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

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

Funding: REET1, Beg Fund Balance

2004 Budgeted Expenditure: \$26,000

Rotary Community Park (PK-18)

Project Description: This parks project will provide interpretive facilities, salmon viewing platforms, and wetland boardwalks and paths adjacent to LBC. The property includes a skate park, events plaza, picnic tables, art wall and climbing boulder.

Justification: This project complies with the PRO Plan.

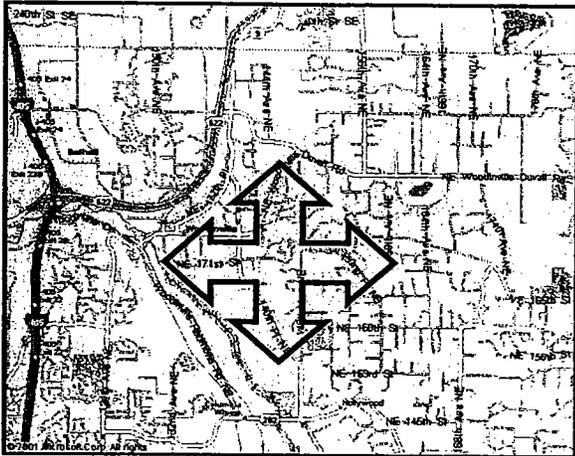
Funding: Admission Tax, REET1, Grants, SWM Reserves

2004 Budgeted Expenditure: \$385,600



Capital Project Descriptions

Facilities Capital Project Fund (FAC-3)



Project Description: This facilities project is the base of operation for Public Works and Parks maintenance. The site is necessary for the storage of equipment and materials, a staging area, equipment servicing, and employee facilities.

Justification: The City has transitioned from outsource services to in-house. Equipment and material have been purchased and are stored at an interim site at the Community Center and on vacant land throughout the City.

Funding: REET1

2004 Budgeted Expenditure: \$20,000

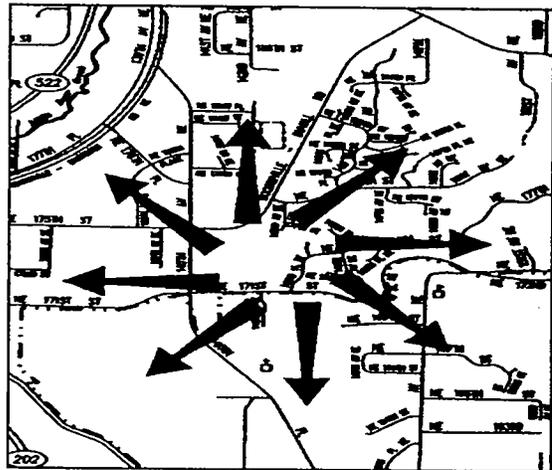
Pedestrian Crossing (PED-1)

Project Description: This is an annual program to install pedestrian crossing enhancement at key pedestrian traffic areas or high safety concern areas throughout the City. Improvement could include signage, lighting, signal, warning systems, and pavement markings.

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

Funding: REET2, Capital Street Reserves

2004 Budgeted Expenditure: \$44,000



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 PROJECT FUNDS Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds)

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.

DEBT SERVICE FUND A fund used to account for the accumulation of resources for, and the payment of general long term debt principal and interest.

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.

ENTERPRISE FUND An accounting entity which the City uses to record and report transactions for its business-type activities. All expenditures must be supported by income dedicated to the fund. The most common enterprise funds are utility funds.

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 FUND The General Fund accounts for revenues and expenditures associated with ordinary City operations that are not required to be accounted for in another fund. Individual departments within the Current General account for expenditures incurred to provide various general-purpose municipal services.

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.

INTERNAL SERVICE FUND An accounting entity which the City uses to record and report transactions for goods and services provided by one department to other City departments on a cost reimbursement basis.

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.

SPECIAL REVENUE FUNDS Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

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.

TRUST FUND

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

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

Acronyms

<u>APA</u>	American Planning Association
<u>APWA</u>	American Public Works Association
<u>ARCH</u>	Regional Coalition for Housing
<u>ARMA</u>	Association of Records Management Archives
<u>ASCE</u>	Associated Society of Civil Engineers
<u>AWC</u>	Association of Washington Cities
<u>CAD</u>	Computer Aided Drafting
<u>CAPs</u>	Citizen Advisory Panels
<u>CAR</u>	Customer Action Request
<u>CCWF</u>	centennial Clean Water Fund
<u>CIP</u>	Capital Improvement Program
<u>CTR</u>	Commuter 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>PFP</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

ORDINANCE NO. 354

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, ABOLISHING A FUND, CREATING TWO FUNDS, AND ADOPTING A BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEAR 2004, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

WHEREAS, the City Council established the 522/202 Capital Project Fund, and

WHEREAS, the project considered in the SR202 Corridor Improvements Fund are identified in the 522/202 Fund, and

WHEREAS, the SR202 Corridor Improvements Fund is no longer needed since the project is budgeted in the 522/202 Fund, and

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

WHEREAS, the City Council has identified the need to establish a Facilities Capital Project Fund to track revenue and expenditures that are required for the City's facilities, and

WHEREAS, the Council has agreed to consider the implementation of a transient lodging tax to help fund tourism in Woodinville, and

WHEREAS, the City Council must segregate the tax revenue received from the transient lodging tax, necessitating the creation of a Hotel/Motel Tax Fund, 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, DOES ORDAIN AS FOLLOWS:

Section 1. A new fund, the Hotel/Motel Tax Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Monies in the Hotel/Motel Tax Fund will only be used for tourism promotion.

Section 2. A new fund, the Facilities Project Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Monies in the Facilities Project Fund shall be used for projects identified in the City's Capital Improvement Program for City facility projects.

Section 3. The SR202 Corridor Improvements Fund is hereby abolished, with residual equity to be transferred to the Capital Street Reserve Fund, the fund from which reserves were used for the project.

Section 4. The budget of the City of Woodinville, Washington for the year 2004, 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 \$32,828,271.

Section 5. The totals of estimated revenues and appropriations for each separate fund, as set forth herein, are:

General Fund	\$10,248,567
Street Fund	\$ 805,372
Arterial Street	\$ 269,613
Contingency	\$ 279,797
Mitigation	\$ 473,050
Admission Tax	\$ 656,158
System Replacement	\$ 205,313
Park Impact Fee	\$ 27,902
Parks & Recreation Special Revenue	\$ 6,041
Strategic Budget Reserve	\$ 575,000
Hotel/Motel Tax	\$ 35,100
Debt Service	\$ 1,161,387
Capital Project	\$ 1,477,889
Special Capital Project	\$ 1,656,089
Capital Street Reserve	\$ 2,274,426
Capital Surface Water Reserve	\$ 1,437,805
Little Bear Creek Parkway	\$ 2,612,994
Real Property	\$ 35,045
Civic Center	\$ 602,312
133 rd Ave Capital Project	\$ 8,000
Pedestrian Improvements Capital Project	\$ 106,449
SR202/127 th PI Capital Project	\$ 814,531
SR202/148 th Ave Capital Project	\$ 448,465
SR522/SR202 Capital Project	\$ 2,216,000
Little Bear Creek Lineal Park Capital Project	\$ 385,600
175 th /131 st Right Turn Pocket	\$ 2,795
136 th Ave NE/NE 195 th Capital Project	\$ 100,000
SR522/195 th Capital Project	\$ 100,538
SR202 Corridor Improvements	\$ 3,000
Surface Water Capital Projects	\$ 919,095
Parks and Recreation Capital Projects	\$ 251,185
Facilities Capital Project	\$ 20,000
Surface Water Management	\$ 1,519,656

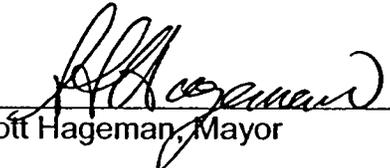
Equipment Rental	\$	341,234
Equipment Replacement	\$	682,306
Unemployment Reserve	\$	40,979
Affordable Housing	\$	28,578

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.

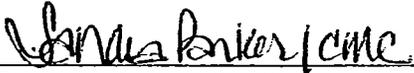
ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE FIRST DAY OF DECEMBER 2003.

APPROVED:



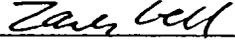
 Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 

 Sandra Parker/CMC
 City Clerk

APPROVED AS TO FORM:
 OFFICE OF THE CITY ATTORNEY

By: 

 J. Zachary Lell

PASSED BY THE CITY COUNCIL: 12-1-2003
 PUBLISHED: 12-8-2003
 EFFECTIVE DATE: 12-13-2003
 ORDINANCE NO. 354

ORDINANCE NO. 352

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2004, 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 2004, 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, DOES ORDAIN AS FOLLOWS:

Section 1. There shall be and hereby is levied on all real, personal, and utility property, whose estimated assessed valuation is \$1,774,479,308, current taxes for the ensuing year commencing January 1, 2004, a rate to provide \$2,480,000 of regular property taxes, including new construction. This assessment is estimated to provide an additional \$49,000 in revenue, including revenue from new construction, which is approximately a 0% 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 17th day of November, 2003.

APPROVED:



Scott Hageman,
Mayor

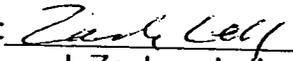
ATTEST:



Sandra Parker,
City Clerk/CMC

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY:

By: 

J. Zachary Lell
City Attorney

PASSED BY THE CITY COUNCIL: 11-17-2003
PUBLISHED: 11-24-2003
EFFECTIVE DATE: 11-29-2003
ORDINANCE NO. 352

ORDINANCE NO. 353

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NOS. 333 AND 341, EFFECTIVE JANUARY 1, 2004, 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 2003; and

WHEREAS, the City Council amended Ordinance No. 333 to allow the personal use of a computer during lunch and break periods; 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 Nos. 333 and 341 relating to pay ranges and employee benefits are hereby repealed effective January 1, 2004.

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).

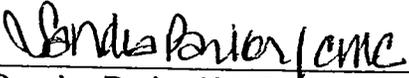
Section 3. The effective date for payment of salary steps, ranges and benefits established by Attachments A, B and C shall be January 1, 2004 and shall continue until amended by action of the City Council.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS FIRST DAY OF DECEMBER 2003.



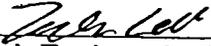
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By: 
Sandra Parker/CMC
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: 
J. Zachary Lell

PASSED BY THE CITY COUNCIL: 12-1-2003
PUBLISHED: 12-8-2003
EFFECTIVE DATE: 12-13-2003
ORDINANCE NO. 353

ATTACHMENT A to Ord. 353

BENEFIT SCHEDULE

Effective Date: January 1, 2004

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.

The City shall furnish a computer for staff for non City business use during lunch or rest periods. Procedures and policies for use of the computer will be established in an Administrative Procedure. The computer and use of the computer shall be considered a benefit of employment.

Attachment B to Ord. No. 353

City of Woodinville

Classification Pay Range

Effective Date: January 1, 2004

Assigned Pay Range	Min Step 1	Max Step 6	Position Title
A A A A	2,701	3,512	Administrative Assistant Permit Technician I Facilities Maintenance Worker I Recreation Program Technician
B	2,844	3,697	Maintenance Worker I
C C	2,995	3,891	Permit Technician II Volunteer Coordinator
D D D D D D	3,152	4,095	Administrative Assistant, Senior Accounting Clerk Executive Secretary Maintenance Worker II Permit Technician III Planning Technician
E E E E	3,318	4,314	Facilities Maintenance Worker II Building Inspector I Code Enforcement Officer Maintenance Worker III
F	3,547	4,613	Recreation Coordinator
G G G G G	3,793	4,934	Building Inspector II Civil Site Field Inspector Maintenance Supervisor – Parks Planner Planner, Park
H H H H H H	4,040	5,254	Accountant, Senior Field Engineer Information Services Manager Permit Supervisor Senior Programmer GIS Coordinator Planner, Transportation/Environmental
I I I I	4,303	5,593	Building Plans Examiner Maintenance Supervisor – Public Works Planner, Senior Recreation Supervisor
J J J J J J	4,581	5,958	City Clerk Civil Plans Examiner Communications Coordinator Engineer, Senior – Project Manager Engineer, Senior – Surface Water Engineer, Senior – Traffic
K	4,880	6,346	Planner, City
L	5,198	6,758	Assistant to the City Manager
M	5,535	7,197	City Engineer
N	5,893	7,665	
O O O O O	6,662	8,663	Director, Finance Director, Parks & Recreation Director, Permit Center Director, Planning & Community Devel. Director, Public Works

Attachment C to Ord. No. 353

Non-Regular Pay Plan

Effective Date: January 1, 2004

CLASSIFICATION	RANGE	Min	Mid	Max
Recreation Aide I	AA	7.16		8.29
Intern I				
Recreation Aide II	BB	7.59		8.79
Recreation Aide III	CC	8.04		9.31
Recreation Aide IV	DD	8.53		9.87
Recreation Aide V	EE	9.04		10.46
Laborer I	FF	9.58		11.09
Office Assistant I				
Recreation Assistant I				
Recreation Assistant II	GG	10.16		11.76
Recreation Assistant III	HH	10.77		12.46
Laborer II	II	11.41		13.21
Office Assistant II				
Intern II	JJ	12.10		14.00
Laborer III				
Office Assistant III				
	KK	12.82		14.84
Recreation Assistant IV	LL	13.59		15.73
Intern III				
Recreation Assistant V	MM	14.41		16.68
Program Coordinator				
Planner	UU	22.96		26.58
Senior Planner	WW	25.80		29.87
Senior Engineer	XX	27.35		31.66
	YY	28.99		33.56
Aerobics Instructor	ZZ	30.73		35.57