

## ORDINANCE NO. 378

### AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, CREATING THREE FUNDS, AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2005 AND 2006, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

**WHEREAS**, the City Council established transportation impact fees through the adoption of Ordinance No. 356 to ensure that new development pay a proportional cost of the new facilities and services necessary to support development, and

**WHEREAS**, Ordinance No. 356 requires that a fund be established to account for the impact fees collected, and

**WHEREAS**, the Capital Improvement Program has identified the need for smaller capital projects to meet the immediate needs of neighborhoods, and

**WHEREAS**, the Small Neighborhood Capital Projects Fund will account separately for the parks projects and public works projects to be financed by separate funding sources, and

**WHEREAS**, the City Council has identified the need to establish a Grid Road Project Fund to track revenue and expenditures that are set forth in the City's Capital Improvement Program, 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 Transportation Impact Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue collected in the Transportation Impact Fund will be used for system improvements that are fully funded in the Six-Year Capital Improvement Program adopted within the current year's budget.

**Section 2.** A new fund, the Small Neighborhood Action Projects Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue in the Small Neighborhood Action Project Fund shall be used for small parks and traffic neighborhood projects.

**Section 3.** A new fund, the Grid Road Project Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue in the Grid Road Project Fund shall be used for grid road development and construction projects identified in the Capital Improvement Plan.

**Section 4.** The biennial budget of the City of Woodinville, Washington for the years 2005 and 2006, 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 \$67,008,538.

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

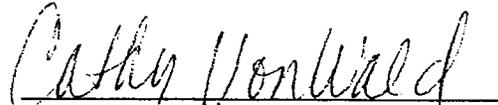
General Fund	\$24,363,347
Street Fund	\$ 1,664,906
Arterial Street	\$ 788,734
Contingency	\$ 573,012
Mitigation	\$ 673,710
Admission Tax	\$ 1,037,536
System Replacement	\$ 516,712
Park Impact Fee	\$ 1,023,687
Parks & Recreation Special Revenue	\$ 56,774
Strategic Budget Reserve	\$ 2,336,878
Hotel/Motel Tax	\$ 75,800
Traffic Impact Fees	\$ 600,000
Debt Service	\$ 1,742,006
Capital Project	\$ 2,581,409
Special Capital Project	\$ 3,910,824
Capital Street Reserve	\$ 5,606,590
Capital Surface Water Reserve	\$ 3,564,671
Little Bear Creek Parkway	\$ 4,092,103
Real Property	\$ 117,913
Civic Center	\$ 318,153
Pedestrian Improvements Capital Project	\$ 79,409
SR202/127 <sup>th</sup> PI Capital Project	\$ 785,469
SR202/148 <sup>th</sup> Ave Capital Project	\$ 298,028
SR522/SR202 Capital Project	\$ 2,525,183
Grid Roads	\$ 500,000
Small Neighborhood Action Projects	\$ 400,000
Little Bear Creek Lineal Park Capital Project	\$ 790,801
SR522/195 <sup>th</sup> Capital Project	\$ 266,055
Surface Water Capital Projects	\$ 631,053
Parks and Recreation Capital Projects	\$ 214,321
Facilities Capital Project	\$ 565,000
Surface Water Management	\$ 1,802,510
Equipment Rental	\$ 876,119
Equipment Replacement	\$ 1,510,215
Unemployment Reserve	\$ 72,954
Affordable Housing	\$ 46,656

**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.

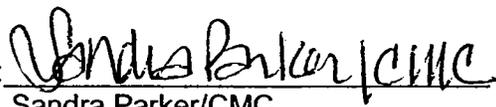
**Section 7. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6<sup>TH</sup> DAY OF DECEMBER 2004.

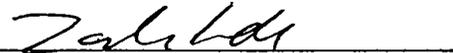
APPROVED:

  
Don Brocha, Mayor  
Deputy

ATTEST/AUTHENTICATED:

By:   
Sandra Parker/CMC  
City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By: 

PASSED BY THE CITY COUNCIL: 12-6-2004  
PUBLISHED: 12-13-2004  
EFFECTIVE DATE: 12-18-2004  
ORDINANCE NO. 378

## Attachment B

Summary	Reduced from Travel	Reduced from Education
Council	\$5,000	\$0
Exec	\$1,000	\$350
IS	\$60	\$500
Admin	\$1,000	\$1,000
Planning	\$700	\$326
Pubic Services (Engineering)	\$1,000	\$1,800
Facilities	\$100	\$600
Permit	\$770	\$5,038
Recreation	\$400	\$1,055
Parks	\$750	\$1,000
Streets	\$600	\$850
SWM	\$1,700	\$1,600
<b>Total Reductions</b>	<b>\$13,080</b>	<b>\$14,119</b>

**Travel and Education Requests**

		<b>Request 2005</b>	
		<b>Travel</b>	<b>Education</b>
<b>Council</b>		\$11,975	\$1,350
	Amended	<b>\$6,975</b>	<b>\$1,350</b>
<b>Exec</b>		\$4,370	\$3,200
	Amended	<b>\$3,370</b>	<b>\$2,850</b>
<b>IS</b>		\$110	\$3,150
	Amended	<b>\$50</b>	<b>\$2,650</b>
<b>Comm Relations</b>		\$1,400	\$1,500
<b>Admin</b>		\$4,800	\$4,700
	Amended	<b>\$3,800</b>	<b>\$3,700</b>
<b>Planning</b>		\$1,699	\$2,326
	Amended	<b>\$999</b>	<b>\$2,000</b>
<b>Police</b>		\$900	\$2,000
<b>Pubic Services (Engineering)</b>		\$1,600	\$3,300
	Amended	<b>\$600</b>	<b>\$1,500</b>
<b>Facilities</b>		\$300	\$3,100
	Amended	<b>\$200</b>	<b>\$2,500</b>
<b>Permit</b>		\$2,270	\$9,038
	Amended	<b>\$1,500</b>	<b>\$4,000</b>
<b>Recreation</b>		\$900	\$1,855
	Amended	<b>\$500</b>	<b>\$800</b>
<b>Parks</b>		\$2,250	\$2,500
	Amended	<b>\$1,500</b>	<b>\$1,500</b>
<b>Streets</b>		\$1,400	\$2,450
	Amended	<b>\$800</b>	<b>\$1,600</b>
<b>SWM</b>		\$2,000	\$3,600
	Amended	<b>\$300</b>	<b>\$2,000</b>

*City of Woodinville*  
*2005-2006*  
*Biennial Budget*

*Elected Officials*

*Don Brocha, Mayor*  
*Cathy VonWald, Deputy Mayor*  
*Chuck Price*  
*Michael Huddleston*  
*Scott Hageman*  
*Robert Miller*  
*Gina Leonard*

*“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, 2004**

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, 2004.

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.

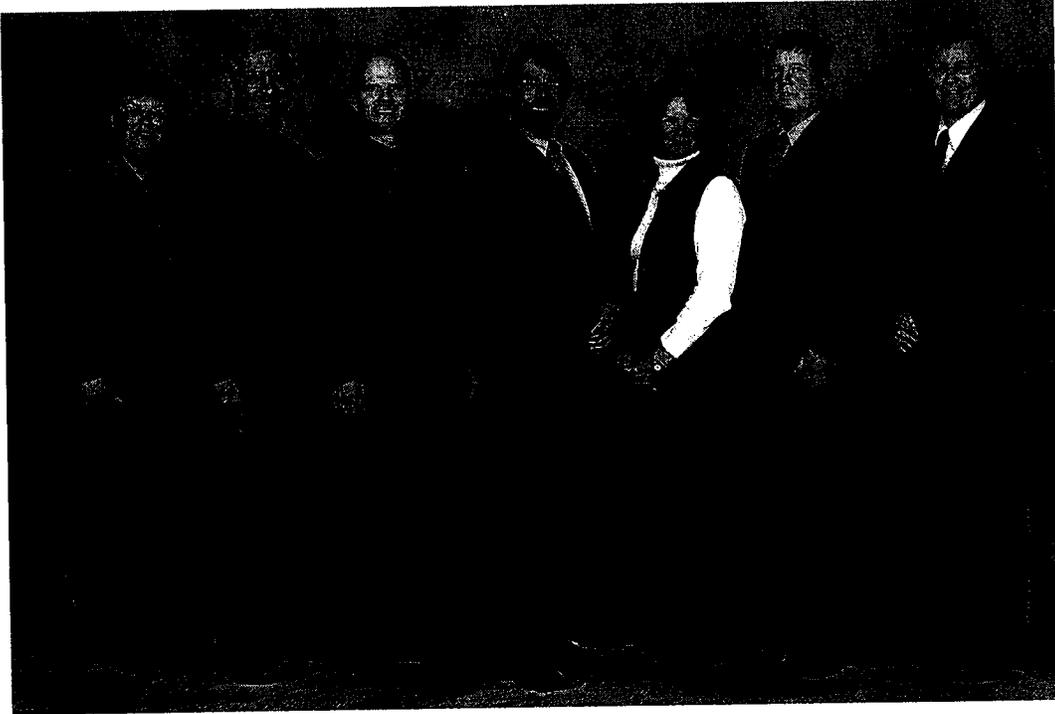
This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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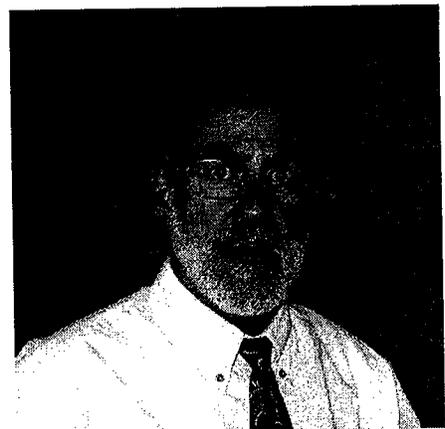
# Woodinville City Council



*From left to right: Gina Leonard, Robert R. Miller, Scott Hageman, Mayor Don Brocha, Deputy Mayor Cathy VonWald, Michael Huddleston, Chuck Price  
(Not shown, Teen Representative Meredith Ryan)*

## **Woodinville's Vision Statement**

*" Woodinville is a safe, friendly, family-oriented community that supports a successful balance of neighborhoods, parks and 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."*



*Pete Rose, City Manager*

# Readers' Guide to the Woodinville Budget

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This document describes how Woodinville plans to meet the communities' needs in 2005-06. 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 2005-06 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 2005-06 budget. An organization chart is also presented.

## **Revenue and Expenditure Summary**

These sections provide a summary of sources and uses of revenue for the 2005-06 biennial budget. Various taxes such as sales, property, utility, admission, and REET taxes are discussed. A summary of expenditures by Fund Type is provided. A table summarizing all funds by department and category types is shown along with a list of the Manager's Recommended Capital Outlays and Capital Projects.

## **Revenue and Expenditure Detail by Fund Type**

This section summarizes anticipated revenues and expenditures in 2005-06 as well as 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 2005-06. Position summaries and total FTE's are shown. 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 approving the benefit/classification pay range, setting the property tax levy, and adopting the final budget are also included.

# Fund Structure

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Government accounting systems are organized and operated on a fund basis. A *fund* is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations or restrictions. 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 36 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 eleven 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, Hotel/Motel, and the Traffic Impact Fee 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 which is used 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. Used for the expansion of parks, open space, and recreation facilities, the **Park Impact Fee Fund** receives assessments from new residential developers. The **Parks & Recreation Special Revenue Fund** was created to account for revenue for Parks and Recreation purposes. To protect the City against unforeseen economic downturns, the **Strategic Budget Reserve Fund** was established and is subsidized by the General Fund. The **Hotel/Motel Fund** supports and promotes tourism within the City. **Traffic Impact Fees** ensure that new development pays a proportionate share of the costs related to growth impacts.

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 taxes, utility taxes and transfers of revenues from other funds. Woodinville has 18 Capital Project Funds: the Capital Project Fund, Special Capital Project Fund, Capital Street Reserve, Surface Water Reserve, Real Property Reserve, and 13 capital projects, identified in the City's Capital Improvement Program.

**Capital Project Fund** receives money from the first ¼ percent (.25%) real estate excise tax and a transfer from the General Fund. Projects that can be funded from the first ¼ percent are less restricted than the second ¼ 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 ¼ percent 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 ¼ 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, mitigation, and traffic impact fee 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". 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.

## Fund Balance

Fund Balance refers to the cash resources available to a particular fund. All funds have a beginning balance. As the year progresses, it increases with the inflow of revenues and decreases with the outflow of expenditures. An excess fund balance can be used for one time expenses or to replenish reserves and an unplanned negative balance can indicate financial adversity. Fund Balances are budgeted by estimating cash resources available in the budget year.

Changes in fund balances proposed for 2005-2006 are fiscally prudent. The Operating Funds (General & Street), the Special Revenue Funds combined, and the Debt Service Fund do not have a change exceeding 10%. The Capital Project Funds 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. The change in fund balance for the Surface Water Fund exceeds 10%, primarily due to an increase in an interfund payment to the General Fund for overhead services and a one time capital purchase expense. The Internal Service Funds and the Trust Fund also exceeds 10%. These funds are supported largely by the General Fund and the balances are controlled.

# The Budget Process

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The City of Woodinville budgets its funds in accordance with the Revised Code of Washington (RCW) 35A.33. Annual appropriated budgets are adopted for the General, Debt Service, Special Revenue, Capital Project, Proprietary, and Fiduciary funds using the cash basis of accounting versus the modified accrual basis. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements.

Under the cash basis, revenues are recognized when cash is received and expenditures are recognized when paid. 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.

The financial statements for the General, Debt Service, Special Revenue, Capital Project, Proprietary, and Fiduciary funds are also prepared using the cash basis. No appropriation is made for depreciation or accrued leave. In addition, capital assets and principal payments on bonds are budgeted as expenditures.

## **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 to be greater than the adopted appropriated amount 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.

# 2005-2006 Budget Calendar

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- June 3 Department Heads receive worksheet showing expenditure history, including year-to-date, and budget instructions for department submittals of their 2005-2006 requested budgets.
- July 9 Expenditure Estimates filed with Finance Dept. including level of service, maintenance, new programs, capital equipment and FTE. Capital expenditures (greater than \$5,000, and expected to last for two or more years) will be specifically approved by the Council.
- FTEs: show existing positions and requested positions, including temporary and regular part time employees.
- Revenue forecasts for programs or other business activity.
- July 16 Finance Department provides City Manager with department budgets.
- July 19 - 23 Departments meet with Budget team.
- July 26 Return to the Budget Team with revised budgets (if needed).
- September Council Workshop  
Council reviews materials for 2005-06 Budgets; Council Workshop revisit goals, review budget process, solicitation of Council priorities/issues.
- Sept/Oct Manager's Recommended Budget; Council's Budget Workshops (as needed).
- November 1 Public Hearing on Revenue Sources.
- November 8 First Reading of Property Tax Ordinance.
- November 15 Second Reading of Property Tax Ordinance,  
First Reading of Benefit/Classification Ordinance,  
First Reading of 2005-06 Budget Ordinance; Public Hearing on Budget.
- December 6 Second Reading of 2005-06 Budget Ordinance.

# Budget Message/Overview

# Budget Message

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**TO:** City Council

**FROM:** Pete Rose, City Manager 

**DATE:** October 15, 2004

**SUBJECT:** 2005-06 Biennial Budget Message –  
Down Payment on the Future –  
A Step in the Right Direction

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As the City of Woodinville prepares to enter its first biennial budget, the budget interests of the City Council are moving on the continuum of thinking and acting with an eye more toward the future than on the past. The outcome of the recent Council goal retreat and the current CIP approval process indicate growing interest in shaping Woodinville's future. Although there is much more planning and decision making to be done, the budget transmitted herein makes a down payment on creating the compelling future now being designed by the City Council.

Last year's budget theme was "Woodinville at a Crossroads". The budget message spoke of issues within and outside the Council's control. Within your control was a series of master planning efforts. By the end of 2004, all but the Downtown/Little Bear Creek Corridor Master Plan will have been completed, and that plan will be nearing adoption. Outside your control were mainly financial issues such as proposed initiatives, the Streamlined Sales Tax/Sourcing Rule, and recent changes in long-standing municipal revenue sources that place the revenue side of the budget on "shifting bedrock". Continued delays on our key choke point projects have added another issue out of City control – outside agency approval on state route and railroad projects is holding up funded transportation improvements for long periods of time.

A noticeable shift for the Council is an increased focus on those things the Council can control and in relating them to creating or executing a compelling vision for future Woodinville. This proposed budget reflects such a changing focus in a number of ways. Yet, I repeat the point from the 2004 Message that the 2005-06 budget 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.

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 third consecutive "hold the line" operating budget since the mid-year reductions in 2002. It retains the current level of service in all

departments with minor alterations. Improvements in service level are basically limited to staff efficiency, improving field services, caring for our newest capital projects and continuation of planning initiatives. The operations budget has less than the usual complement of capital outlay due to the need to replace the City's dump truck and the Council's decision to increase capital expenses threshold from \$1,000 to \$5,000. The staffing level remains essentially the same with a slight increase in FTE limited to increasing hours for existing funded positions and a slight increase in part-time non-regular staff. The capital improvement budget also completes or keeps several of Woodinville's multi-year projects moving along in the next annual increment of progress. The new CIP approach positions the City to get more done in the earlier years and enables more small projects to be distributed out into the neighborhoods. With the approval of the CIP, you begin the next phase in changing the physical appearance of the civic campus to that of future Woodinville. By mid-2005, you should have the design in place to assist decisions as to the schedule and financing of continued improvements.

This budget also includes proposed funding for a refining level of planning that will take you further down the road to defining future Woodinville. The entire plate of planning and 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.

## ***2005-06 Overview***

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Before we discuss the major themes of the coming biennial budget, some time should be taken to recap the events and celebrate the accomplishments of 2004. 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 2004, all of those plans except the Downtown / Little Bear Creek Corridor Master Plan will be adopted. Field services have become stronger, routine and stable. You have a solid field crew with a surprisingly broad range of capabilities. The housing market has recovered in Woodinville and the land development and permitting services are working at full speed to keep up with service demand. This year has been the largest ever in permit issuance, land use planning applications and the largest Comp Plan/Zone Code update docket, mainly due to private applications. Improvement in electronic services – on-line permitting automated integration (3<sup>rd</sup> party vendor information fed directly into our permit software system) was completed, the new E-Gov commercial property web site came on line and the Skate/BMX Park web cameras were installed and immediately became the top "hit" location on your web site. The volunteer program has recovered and is operating well, with this year's current volunteer hours already exceeding 2003 totals. Staffing has remained very stable with only two resignations and replacements among FTE.

Since the last budget message was delivered, the next phase of Rotary Community Park has been built, the new Mill Street signal project was completed, the 136<sup>th</sup> Avenue street project was landscaped and your staff responded in three days time to bring services into the Little Bear Creek Linear Park site used for Tent City 4. You took possession of the

Johnson property this year, and by year's end the buildings should be down. This is less construction than recent years. One project has been held up by outside agency approval and one project has been delayed by rejecting the first bid to exceed the engineer's estimate in several years.

## ***Key Budget Trends***

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The downpayment discussion begins by identifying key trends affecting Woodinville and suggesting proper positioning for 2005-06. The bridge to getting to the proper priorities and positioning will be your work in strategic budgeting, the additional planning on the docket and CIP planning and execution.

- ☛ **Revenue:** Revenue represents your ability to plan, deliver services and make capital improvements. The revenue picture, under the current rules, has stabilized and is positive. Retail sales tax, the driver of flexibility in your budget, has recovered and is on an upward trend, appearing to be on a long term 2 – 2 ½% growth trend. This budget proposes to take the 1% increase in property tax to provide revenue for capital projects. Fees and charges related to property development and permitting are currently strong. The park and transportation impact fees are projected to be robust due to planned housing starts in the pipeline. This does not include any estimate for capital funding from the large commercial projects as their turning into actual projects is unpredictable and fee dedication to capital projects makes it easy to recalibrate the CIP in the following year once the payment is assured.

As noted in the 2004 Message, this is only half the picture. City revenue trending is still at risk due to the ongoing impasse over the potential for changes in sales tax distribution with the proposed sourcing rule. As well, political reports indicate another effort at a property tax rollback. While the property tax reduction effort is a "maybe", word coming out of the recent cities committee on sales tax sourcing indicates this will occur at some point with full and permanent mitigation for negatively impacted cities is a pipe dream. This makes the oft-delayed strategic budget priority objective an essential project for the Finance Committee in 2005. 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. Continued funding for the legislative effort to protect Woodinville's interests is included in this budget.

- ☛ **Staffing:** The volunteer program has been successfully re-established and the half-time Volunteer Coordinator has done an outstanding job. This position is proposed for increase to 70% and to be moved to regular, benefited staff. The position is now used almost exclusively as a program coordinator with limited field "hands-on" time, and it is believed the position will be right-sized at 70%. The positions of Senior Programmer and GIS Coordinator are also proposed to increase from 50% to 70%. These are already regular benefited positions. These positions

are highly effective in the organization and are overwhelmed in a positive way with service demand by internal customers. Unless there is a sea change in funding priorities or a paradigm shift away from use of information technology, 70% is likely a brief stopping point on the growth of these positions to full time. The other noteworthy change is an increased allocation of \$13,000 for non-regular hours in the Recreation Division. Further explanation for the Recreation change will be offered in Long Range Planning below.

Another staffing issue is the rising tide of benefit costs. 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 taking a year off in a run of double-digit increases, but the AWC Benefit Trust advises to forecast 15% increases in the coming years. We have convened a benefits committee that is doing excellent work in understanding the components of total compensation. The committee is working toward a proposal in early 2005 that will be forwarded to the Finance Committee for review and recommendation. The increase of 6% in this year's medical plan is proposed to be covered under the current arrangement of 100% for staff and 90% for dependents. 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 two years ago to about 5% in the second year of the budget. Woodinville and other cities should pressure the legislature to adopt policies to manage the pension system to dampen these broad fluctuations and resist siphoning off market earnings to other programs.

The pay plan since 1999 has been based on 90% of Seattle CPI-W plus the current funding level of benefit. For 2005, the pay plan has been adjusted by a 2.25% COLA increase and that amount is assumed for 2006.

- ☛ **Long Range Planning:** There are several funded long-range planning efforts included in this budget. The warning bells in the financial picture dictate that even a city as economically balanced with commercial, industrial and retail as Woodinville should concentrate on economic development. An economic development study was projected to begin in 2004 and be completed in 2005. The length of Downtown/Little Bear Creek Plan deliberations, the large annual docket and the tent city made it a casualty of lost time. The study is funded at \$50,000 in 2005. The strategic vision plan process, discussed at retreat, is funded for consulting support at \$50,000. These plans should be done early and simultaneously to feed information to each other. An additional \$50,000 is included for Downtown/Little Bear Creek Plan implementation studies. Other sub-area planning, including the Tourist District Master Plan update and some industrial area planning, is included in the biennial budget as primarily staff effort with minor allocations for outside support. The economic development and strategic vision planning will form a backdrop for all planning efforts. With this much continued long range planning on the horizon, Council should give an indication early in the budget deliberations whether these are a "go", so scoping and consultant selection can get underway and facilitate quick returns in 2005.

A final planning effort that is recommended is a business plan for the Community Center. With indications of a Council trajectory to get the field, parking and interim building improvements underway, professional assistance to develop a "game plan" for services in the buildings when they begin to resemble a multi-purpose center and look less like renovated classrooms. The Civic Center Master Plan study phase indicated that certain services can provide steady, positive revenue (with proper marketing and pricing) and others will be forever subsidized by either profitable programs or general funds of the City. It is time for a proper professional study to call out the possibilities and concerns for development of your community center. \$25,000 is included in the 2005 budget for this purpose. This too would profit by an early indication of Council preference for scoping and commencing its work early in 2005 to dovetail with the CIP mid-2005 decisions to determine how much of the Civic Center improvements to advance fund and which things to do.

- ↪ **Service Level:** The current service level since incorporation has been a planned ramp-up of services and/or conversion of contracted services to in-house services for quality and control. 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 should revenue take a dramatic decrease. Across-the-board percentage cuts in the reaction to the sourcing rule would be of less value 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. Any sourcing rule implementation has been promised to have advance preparation time, so it should be possible to plan service reductions or backfill a partial year with the strategic budget reserve until planned reductions could be devised and implemented.
  
- ↪ **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 (which was the unspoken sub-theme of this year's CIP process), 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 annual CIP process showed the Council may be more interested in looking at creative ways to fund livability projects. Comparatively flat revenue growth means the stakes are higher on assuring that what we build enhances operations and does not reduce overall service level. A final overview point is that some funded City capital improvement projects continue to be plagued by lack of approval by outside oversight or partners, such as WSDOT or BNRR. This indicates the City may need to be more aggressive in the future in using legislative persuasion to improve cooperation.

With that introduction, there should be good visible evidence in 2005-06 that capital change is taking place. Two phases of BNRP will be bid and underway.

The long-awaited 127<sup>th</sup> Avenue signal/channelization project should be underway in early 2005, and the east leg of the Little Bear Creek Parkway should be under construction. The Johnson property buildings will be demolished by early 2005, some small CIP projects completed and your first SNAP projects will be installed.

A plan execution item is the Parks & Recreation objective to identify areas where future parks and open space are needed to preserve livability. This is to support the land banking CIP project. An allocation of \$10,000 is included to provide intern assistance to the staff in matching GIS data such as buildable lands and resource areas plus assessor information to likely areas.

## ***Budget by the Numbers***

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This section is a recitation of key cumulative numbers. The story is told by the actual number plus, where appropriate, parenthetical numbers to show 2005 and 2006 separately. The budget put before the 7-member City Council has a total all-funds budgeted amount of \$67 million (\$37; \$30), including double-counted transfers. For a taste of reality, \$27 million (\$14; \$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 \$20.8 million (\$10.4; \$10.4). Discounting transfers and rebudgets, general operating revenues weigh in at \$19.4 million (\$9.6; \$9.8) and equal general operating expenses. This supports a proposed public service staff of 54.75 FTE. A healthy \$10.2 million (\$8.4; \$1.8) is scheduled for investment in public improvements in 2005/2006. Finally, debt service of \$1.1 million is budgeted for City Hall bonds, plus \$241,000 for fleet and equipment replacement for each year.

## ***DEPARTMENTAL REVIEW***

### **REVENUES**

The Woodinville economy, as it relates to its influence on the City budget, 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 at \$10.4 million (\$5.1; \$5.3), 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, property taxes, forecasted at \$5.2 million for 2005/2006 (\$2.6; \$2.6), may increase by one percent with Councilmanic authority, plus annexations and new construction when added by the Assessor. This budget is balanced, including that one percent (app. \$25,000), to enable funding for special programs as explained above. The Municipal Research Services Center (MRSC) states that the one percent may also be banked for future use, however banked capacity is always at risk of future citizen initiatives. The lodging tax is continued to support the good start in the work of community 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% annually produces approximately \$36,000 in revenue to support this effort, although the 2005 budget has less in order to pay back advance funding of projects while the tax collection comes on line. Staff is proposing no revenue-based changes to fees and charges in 2005, but may return in the late 2005 reconciliation process to propose changes in the development/permitting fees and charges to capture the proposed changes of a multi-city effort to equalize fees and make the process self-sustaining. There may be annual increases, as identified in prior fee ordinances, to maintain cost capture or equity (such as fire plan review and inspection fees). Staff will begin discussing fees with the Finance Committee in November and the adoption process will proceed on a separate track. The schools, parks and transportation impact fees are reviewed on 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 2004, the first to prepare for the difficult policy decision-making for the Downtown/Little Bear Creek Master Plan and to begin to develop the dynamics of working together as a Council with two new members. The second retreat was a broad-based discussion of issues and improvement trajectories that is in the process of producing an updated set of goals and objectives (see appendices section) with an overt eye on the future and productivity. The proposed budget includes funding for the City Council and other departmental budgets to carry out the identified 2005 objectives.

The Council budget includes funding for an outside professional facilitator for one retreat should that be desired. This will require the City Manager to plan and facilitate the other with Council. Sister City Program support is set at \$250 and \$500 for the two years respectively for approved Committee administrative expenses only, although there is currently a proposal before Council for a friendship city. Based on best 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

Maintaining communications with the public and intergovernmental relations is a major activity of the Executive department. Moving the volunteer and code enforcement programs into a single community relations division in 2004 provides an opportunity to focus on public education, community participation, and regional partnerships in 2005. Key outreach efforts in 2005 will include educating the community about the City’s newly adopted codes and regulations such as the sign code, noise regulation, and proposed property maintenance requirements.

The 2005 budget proposes reclassifying the Volunteer Coordinator position as a regular part-time (.70) FTE. The volunteer program has proven successful under new management, with citizen participation in Woodinville government up 25% over all of 2003.

Community relations extend beyond the borders of Woodinville. The division continues to seek opportunities to partner with other agencies to leverage limited funds. In 2003, the City received funds for cable television equipment from Comcast. Discussion of launching cable television, even in a limited form, was delayed in 2004 due to Tent City and other immediate needs. With a tighter fiscal future looming ahead, staff plans to present Council with options for funding cable television in partnership with other area cities.

The Information Systems Division includes database programming, telecommunications, hardware and software computer installation and support and Geographic Information Systems (GIS). The City, like most organizations, is using technology to drive productivity and improve customer service. The Council's decision in 2002 to partner with area cities in the regional E-Gov Alliance continues to pay dividends. Using the Internet, Woodinville customers can now apply for and purchase over-the-counter building permits and check the status of any building permit. On-line inspection requests will be available next year. In early 2005, the City will launch on-line recreation registrations. Later in the year, the regional recreation portal will be connected allowing citizens one-stop shopping at seven area cities. This should increase Woodinville's recreation customer base. In 2002, the City Council approved a regular part-time (.5 FTE) Senior Programmer position to develop and support on-line services. The 2005 proposed budget seeks to increase the Senior Programmer position to .7 FTE to meet this need.

There is a growing need to manage, enhance and further grow the City's e-government services. Since hiring a .5 FTE GIS Coordinator in 2002, City employee use of GIS software has increased from 1% to 25%. In the last 12 months, the GIS Coordinator has responded to approximately 325 help desk requests for software assistance, installation, or technical advice, and an additional 108 requests for map production or spatial analysis in support of city-wide departmental work products. The increasing number of requests leaves little time for long-term projects needed to lay the ground work for the future of the City's GIS program. The 2005 budget proposes increasing the GIS Coordinator position to .7 FTE.

## **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.

As was the case in 2004, the department will be actively involved with the Streamlined Sales Tax Agreement to ensure that the impacts to Woodinville are considered, should the legislation move forward. With the implementation of a traffic impact fee ordinance, the Administration Department will develop procedures to ensure proper tracking of payments. In addition, staff will be learning the financial data transfer capabilities of the new Class recreation software, purchased for on-line registration, so the process can be seamless.

The year 2004 was record-breaking in numbers of public records requests. Staff will continue shepherding the public records and archiving processes. Council agenda E-

packets will be assisted by the purchase of a scanner for the second floor mail room. Training and cross-training in finance and administration processes will be vital for 2005, in light of the new program responsibilities and new demands for service.

## **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 2005-06 budget year, including the continuation of the FTE added in mid-year 2003 for Grace area planning and analysis of annexation. Demand for additional long-range planning efforts will keep that position busy as Grace planning comes to an end (but annexation is considered).

In addition to a busy planning year, several items referenced above have consultant support proposed: Downtown/Little Bear Creek Corridor Study implementation planning (\$50,000), the economic development study (\$50,000) and the Strategic Vision Plan study (\$50,000) are all supported by outside resources to help complete them in a timely manner. Council and the Planning Commission should expect that this may take extra effort on their part, but is an excellent "down payment" on Woodinville's future. The implementation of the new Shoreline Master Plan regulations remains uncertain while the parties sort out the findings of the partial invalidation of the regulations by the Shoreline Hearings Board. This work is funded for outside assistance in 2006. 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 in 2005. Planning staff will also need to assist in evaluation of the Brightwater permitting efforts, but this work will be reimbursed by King County.

The Planning Commission deserves our thanks and salute for countless meetings and many hours of work on the 2004 Annual Comprehensive Plan Docket. This may result in additional work coming toward the Council in 2005.

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**

The year 2004 has proven that demand for legal services is not always predictable in the financial plan. Yet the immediate and intense demand brought on by Tent City issues is not anticipated to be repeated in 2005-06. Prudence has led us to propose an increase in basic legal services by \$5,000 to \$150,000 for basic level of service 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 land use legal issues (such as billboard amortization). The allocation for those efforts is \$18,000.

## **COURT SERVICES**

Court and jail services will continue to be contracted in 2005-06. The new District Court contract will reduce revenue gained by the City but provide a stable court system. A new long-term agreement is being negotiated with King County. Staff is also looking at other contracting options to discuss with Council during 2005. 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 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, which includes a higher level of City-supported training in exchange for the benefits provided by those programs. The proposed contract is approximately 5% higher overall. The main variables in contract cost are dispatched calls for service, the average cost of an officer (guild contract settlements), and the "extras" requested by the user city. 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 investigation and facilities management at approximately the same level of service. The Permit Center anticipates a robust 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 taking two-four weeks. Commercial permitting has come back to average. Total permits issued in 2003 ended the year in a historic high of 991 permits, and it appears that 2004 will eclipse that number. Cross-departmental staff continue to work on efficiency, certainty and accountability to improve development review and site permitting, but cross-department "hand-offs" need improvement in communication and customer service. The

vacant technician position, authorized by the Council in mid-2004, is budgeted to continue in 2005-06. 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.

**Engineering:** There are no changes proposed in current level of staffing for regular employees in 2005-06. Interns will continue to be used for support services to the technical staff for construction, design, studies, data collection, and graphic presentation. Both full-time staff and interns working on CIP projects will be charged against the CIP budget. Internal engineering services have shown favorable results in performing small to mid-sized projects, studies and designs. 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 2005-06 budget assumes that appropriate in-house services will be charged against CIP projects, shifting an estimated \$100,000 in each year. This is anticipated to be less than half the cost over 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 2005 are the continuation of project planning and management, management of development review, and transportation planning of our "alphabet soup" projects – CIP, BNRP, DTMP, LBCP, SR 202/127<sup>th</sup>, plus the Hollywood Roundabout, multi-modal aspects of TOD, and neighborhood circulation. Traffic Concurrency follows on the heels of the transportation impact fee, and will be a major effort leading to the adoption of an ordinance.

**Streets:** The public is receiving its best level of basic and emergency road service since incorporation. Essential services are expected to remain at the same service levels. There will be a focus, through the use of a temporary office assistant, to develop an asset management program to include sign inventory, road maintenance and repair work. The only anticipated capital equipment purchase in 2005 is for a 5-yard dump truck to replace the existing truck that has reached the end of its operational life and needs costly repairs, well beyond its value, to return it to safe operating status. This is a critical piece of equipment for daily and emergency operations such as snow plowing, de-icing, storm debris removal and sanding. Some additional small equipment is proposed for 2006. The public should notice continuing improvement in quality responsiveness and service level due to the increased experience, training and capability of the staff and breadth of service enabled by the equipment the Council has funded over the years.

In 2005, the Pavement Management System will be updated. This was last done in 1997. The most needy roads have been resurfaced through 2003 and a new look is needed due to the unpredictability of use, especially on our collectors and arterials. This updated system will provide a long range projection of needs and costs, which will feed the CIP overlay process. The new system will be maintained and updated in-house.

One key item kept in the operating budget, with a small allocation, is neighborhood traffic improvements. The reserve to do small neighborhood projects has previously been budgeted in operations because the small neighborhood projects did not score well with the major needs of a new city in the CIP process. In the 2005 CIP, a Small Neighborhood Area Project (SNAP) program was created and funded at \$100,000 that could be tapped if a deserving project emerges. In 2005, Public Works Committee/staff proposal(s) can front-load some improvement work to show the public the potential of the program. This can happen while the SNAP promotion, application, selection and construction process plays out.

**Stormwater:** The Surface Water Management (SWM) budget is an enterprise fund, which is self supported by the storm water utility tax. No staffing increase is proposed in the 2005-06 budget. Essential services are expected to remain at current levels. This departmental budget will have the corollary allocations for half the new equipment shown in each year of 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. The Woodinville landscape is characterized by hillsides draining into the Sammamish Valley. This year pro-active measures will commence in an effort to control siltation migration along drainage ditches and reaches to reduce maintenance and water quality concerns.

The Stormwater Fund will have a substantial role in the implementation of ESA guidelines, to support the many street projects planned for 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 early 2005.

## **PARKS AND RECREATION**

The Parks & Recreation Department operates and maintains 100 acres of active and passive park facilities, coordinates community events, and provides a variety of recreational, social, and cultural activities from its primary service location at the Woodinville Community Center on the civic campus.

This department also provides staff support to the Parks & Recreation Commission and, through it, to the Public Art Advisory Committee. These two committees are respectively charged with advising the City Council on parks open space and recreation matters and promoting and encouraging the development of the arts. In 2004, the staff assisted the Commission and Council in the development of three major policy documents; the Little Bear Creek Linear Park Plan, the Civic Center Master Plan Phase II Feasibility Study, and the Non Motorized Transportation Plan. As adopted plans, these documents will guide the 2005 work plan for the Department in acquisition and development of habitat and open

space along Little Bear Creek, in the evolution of the Civic Center, and in the development of trails. Likewise, the update of the city's Parks, Recreation, and Open Space Plan, expected in early 2005, will highlight opportunities to land bank and provide neighborhood parks, viewpoints and trails.

Staffing levels are scheduled to remain at 2004 levels in both the Parks and Recreation Divisions of the Department. In the Recreation Division, the staff will continue to build core programs and increase the use of the Community Center commensurate with the available resources. In the Parks Division, the challenge will be to keep the existing high level of park maintenance in light of increased costs and added facilities and master plan implementation.

Following the successful completion of the neighborhood playground phase of construction at Rotary Community Park in 2004, the staff will oversee the third and final stage of park construction in 2005. The trail system through the woods features habitat restoration and interpretive facilities that are scheduled to be built using largely volunteer labor. Given that program, the staff anticipates a year with multiple public outreach efforts and volunteer projects. The staff and Parks & Recreation Commission stand ready to do their part in the SNAP improvement process.

The Civic Center facilities master planning process is complete, allowing the staff to turn its attention to implementation. The challenge for 2005 will focus on coordination, project planning, acquisition, demolition, and renovation, while continuing to offer a high level of customer service to the many sports teams, non-profit organizations, seniors, teens, and families already using the ball fields and buildings. Construction level design drawings, paired with a marketing and operational study, will allow the Council to look at alternatives for moving forward on the physical plant and provide needed information for funding and operating the facility as it evolves. The business plan study, proposed in the budget, will enable the City Council to make decisions that make sense for the planning and delivery of programs, services and rentals in the upgraded facilities.

The department will continue to participate in regional efforts to shape Brightwater mitigation in replacing lost recreation opportunities and enhancing active recreation. It will also work with other agencies to help the various City and County councils determine the future of aquatics within the Northshore Parks and Recreation Service Area. As these regional efforts evolve, the staff will bring recommendations on how Woodinville can best meet City objectives within the framework of the regional goals.

The Woodinville Parks and Recreation Department is proud to be a small but powerful driver for enhancing and maintaining the quality of life in Woodinville as envisioned by the City Council. The Department looks forward to participating in, and adding value to, the economic development study, the Downtown Plan, and other citywide programs and continuing its efforts to develop and maintain a first rate comprehensive park and recreation system.

## **FACILITIES**

The Permit Center Director also serves as facility manager for the City Hall and the Annex building. This budget supports 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 demolished no later than early 2005 and this department will oversee the contract process. This budget does not assume that any new shop property will need to be maintained in 2005-06, but that Community Center interim improvements may include safety and efficiency projects in the current shop area if the design study shows that function can remain for a number of years.

Two FTE of facilities custodial staff continue to be budgeted to provide custodial and minor facilities services. This level of staffing is at the maximum of its reach. Any additional service area created by interim improvements will need to consider custodial services. Providing facility oversight and custodial services for off-hour rentals is already a patchwork affair. The supplies and minor equipment needed to care for the facilities are included in this budget, as are three annual needs contracts so on-call services for plumbing, electrical and general repairs are available. The landscape maintenance for the City Hall will continue to be substantially 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. If the Council goes ahead with interim improvements in these buildings, it is assumed that some of the work will include needed improvements to the water and HVAC systems.

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 (Non-Departmental) for that purpose. This coming year, some of the painted or sealed surfaces, showing water damage, will be recovered with a long-lasting product. 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.

## **NON-DEPARTMENTAL**

This city-wide operating department is overseen by the Finance Director with the exception of the Operational Reserve (City Manager) and human service grant allocations. This budget has a large bottom line (\$2.1 million and \$2.05 million respectively), but the large share of the allocation takes the form of transfers to other funds to operate the City (approx. \$1.6 million each year). Funding levels for both Current Expense expenditures and transfers remain very stable.

## SUMMARY

The coming year will mark the twelfth 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 uncertain situations, such as revenue questions, will determine how the City responds to variable outcomes. I believe that the proposed 2005-06 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 calls for it. The new CIP and Council goals, currently under consideration, call for placing more improvement on the street in the short term. The agenda for Woodinville in 2005-06 is full in volume and promise, tempered by caution and concern, and the 2005-06 budget contains the focus and flexibility to deliver. It is an honor for the staff to serve the City of Woodinville.

# 2005/2006 Budget Overview

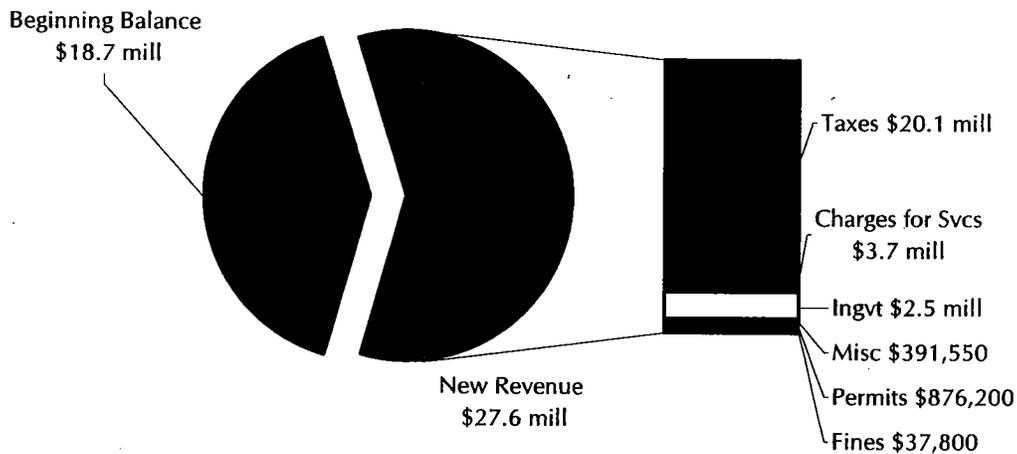
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The 2005/2006 Biennial Budget is comprised of 36 funds with a total budget of \$67 million. Since only 12 funds have a source of revenue other than interest income, there are numerous transfers (about \$7 million) that can be double counted as revenue and expenditures.

The City will begin 2005 with \$18.7 million and receive \$27.6 in "new revenue".

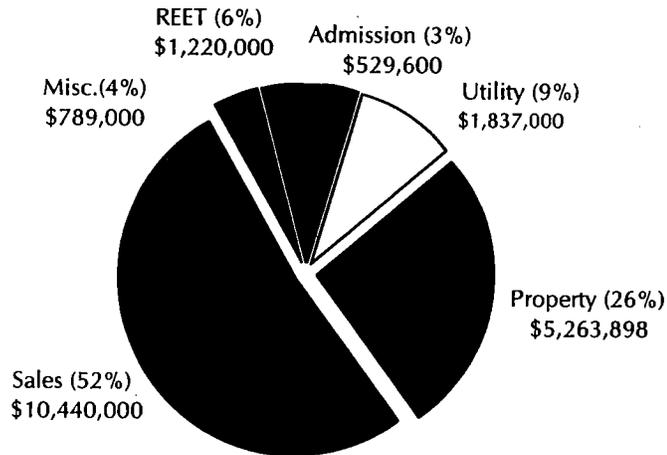
The largest source of new revenue is taxes, at \$20.1 million, followed by charges for service, at \$3.7 million. Half of the revenue from charges is from surface water assessments. Intergovernmental revenue is typically made up of grants, liquor board profits and liquor taxes. Investment interest and donations from various organizations make up the bulk of miscellaneous revenues.

## Sources of Revenue: 2005 & 2006 Budgets



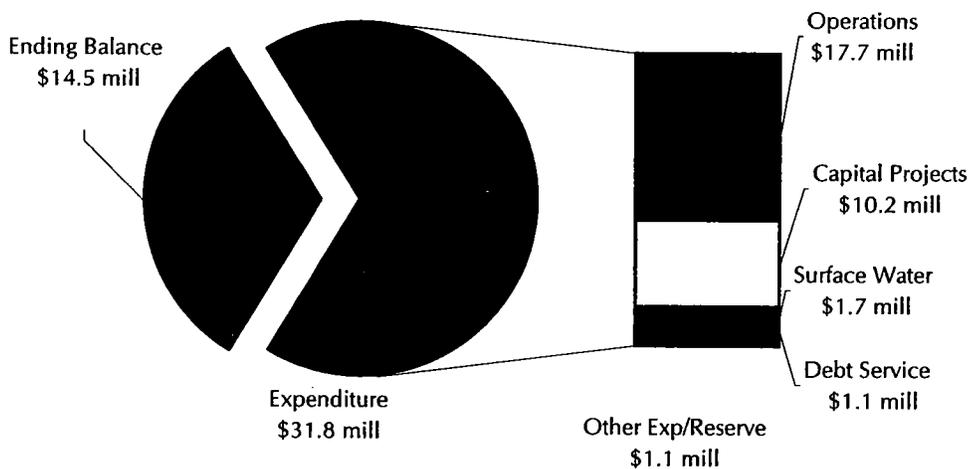
Tax revenue, the largest source of revenue, is made up of the following sources:

### Sources of Tax Revenue 2005 & 2006 Budgets (\$20,079,498)

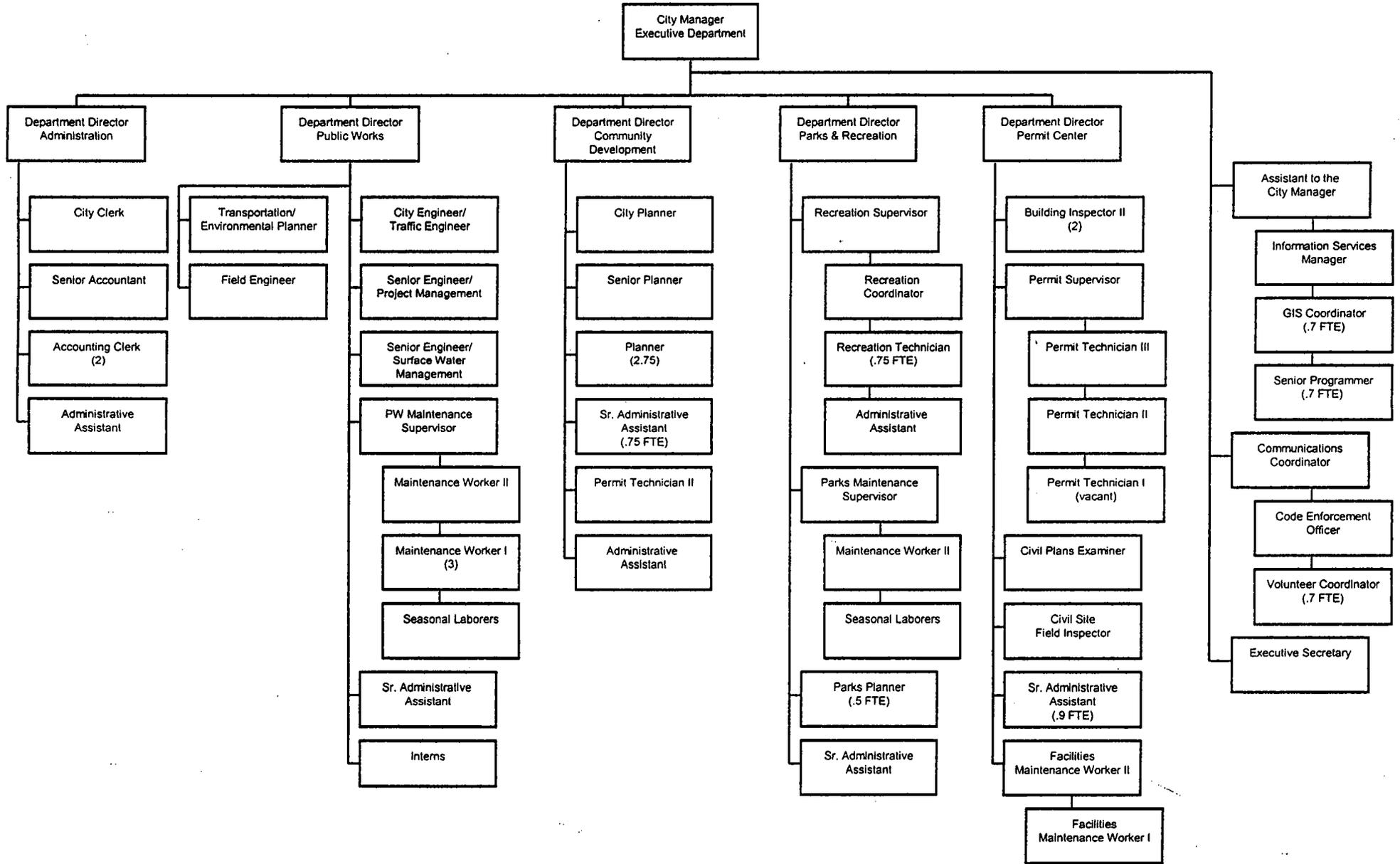


The 2005/2006 Biennial Budget calls for \$31.8 million in expenditures, not including transfers of \$6.9 million, leaving an ending balance of \$14.5 million. The General and Street Funds represent \$18.8 million (debt svc included), with \$1.7 million for surface water operations, and \$10.2 million for capital projects.

### Uses of Revenue: 2005 & 2006 Budgets



# City Organization Chart for the Years 2005-2006



# Vision/Mission Statement

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

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

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

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

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

- ❖ **Providing customer service that is:**

Efficient, Personalized, Consistent, Responsive, Educational

- ❖ **Encouraging partnerships with:**

Citizens, Neighborhoods, Business Communities, Educational, Social Networks

- ❖ **Protecting and enhancing:**

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

- ❖ **Balancing:**

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

# Guiding Principles

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The City 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

## 2005-2006 Goals & Objectives

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### 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.
- ☞ Review Guiding Principles and include expression of commitment to staff.

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

- A. Adopt Downtown Little Bear Creek Master Plan** (Community Development)
  - 1. Regulatory update (2005)
  - 2. Initial Implementation (2005)
    - a. Conduct implementation studies as directed by City Council
    - b. Conduct a downtown parking study (2005)
- B. Complete City-wide Strategic Visioning Plan** (Community Development)
  - 1. Consultant Selection (January, 2005)
  - 2. Plan Development (April, 2005)
  - 3. Plan Adoption (September, 2005)
- C. Complete an Economic Development Study** (Community Development)
  - 1. Assure economic development study and strategic visioning plan are coordinated
  - 2. Assure other anticipated sub-area plans are considered, especially Tourist District Plan Update
- D. North Gateway Subarea/Master Planning** (Community Development)
  - 1. Grace Annexation: Determine whether to proceed with any sections of Grace (2005)
  - 2. North Industrial Subarea Plan (2006)
- E. Valley Gateway Subarea/Master Planning** (Community Development)
  - 1. Tourist District Master Plan Update (2005)

- a. Coordinate work plan with Tourism Task Force and task group with participation
- 2. Northwest Gateway (2006)
- 3. Valley Industrial (2007)

## **II. 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.**

- A. Assure a variety of housing options and types are addressed in deliberations of the Downtown Master Plan** (Community Development, 2005)
- B. Continue study of Transit Oriented Housing Development for Woodinville** (Community Development, 2005)
  - 1. Analyze impacts on Downtown-LBC Corridor Master Plan elements
  - 2. Compare against alternatives to achieve affordable housing (Planning Commission)
- C. Review conditional/temporary use permitting process for homeless encampment/temporary housing** (Community Development & Executive, 2005)
  - 1. Develop new criteria for permit process
  - 2. Participate with ARCH in short-term preparation and long-term effort

## **III. Human Services Goal**

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

- A. Conduct an assessment of service gaps left in Woodinville by King County and Seattle budget reductions** (Executive, Parks & Recreation & City Council, 2005)
  - 1. Remain plugged into regional decision-making that may impact area service provision (Ongoing)
    - a. Explore interest in sub-regional options as regional safety net weakens (Ongoing)
    - b. Mayor to send letter of concern to ARCH cities (2005)
- B. 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** (Executive & Parks & Recreation, 2005)
  - 1. Report on first year outcome of City-based English As Second Language (ESL) program (Parks & Recreation, 2005)
  - 2. Evaluate potential, cost effective, in-house or contracted human services that could be offered at Community Center (Parks & Recreation & Executive, 2005)
  - 3. Include Human Service delivery analysis of Tent City 4 to determine if other needs exist (Executive, 2005)

#### **IV. Economic Development Goal**

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

- A. Assure that economic diversity and opportunity are addressed in the Downtown/Little Bear Creek Corridor Master Plan, toward creating an economically balanced community (Community Development, 2005)**
- B. Continue to collaborate with the Tourism Task Force (Community Development & Executive, ongoing)**
- C. Develop Downtown linkage – cooperate with Tourist District Master Plan and Tourism Task Force to make sure economic development goals are closely coordinated so areas give each other customers**
- D. Review options to secure economic development assistance via employee, shared employee, consultant or public agency, such as the Seattle/King County Economic Development Council and Puget Sound Regional Council**
- E. Continue to evaluate multi-agency opportunities such as Redmond Tourism Initiative**
- F. Complete an Economic Development Study (Community Development)**
  - 1. Coordinate with Strategic Visioning Plan
  - 2. Coordinate with Tourist District Master Plan update

#### **V. Parks, Recreation, and Open Space Goal**

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

- A. Study and design Civic Center parking, field and interim improvements identified as priorities by CIP process (Parks & Recreation)**
  - 1. Consultant/designer under contract by end of 2004
    - a. Design input and policy decisions to Council (July, 2005)
  - 2. Financing draft plan to City Council (May, 2005)
- B. Continue to investigate opportunities to land bank key parcels for future planned parks & facilities (Parks & Recreation, ongoing)**
  - 1. Recommend types of property and areas of need as implementation task of PRO Plan (2005)
  - 2. Staff and agent analyze key GIS, critical area data and agency comprehensive plans to inform this process (Public Works, Parks & Recreation & Executive)
    - a. Work with property acquisition specialist to acquire available parcels
  - 3. Assist the Council in developing neighborhood land banking opportunities.
  - 4. Identify system deficiencies
    - a. Analyze key parcels
    - b. Improve pedestrian circulation
    - c. Provide views
    - d. Increase neighborhood parks
    - e. Protect open space

- f. Preserve neighborhood character
- C. Formalize Small Neighborhood Action (Parks) Project (SNAP) Program (Parks & Recreation)**
  - 1. Develop neighborhood application & Commission recommendation process
  - 2. Coordinate public outreach for park SNAP projects
- D. Assist the Council in implementing the DTLBCMP Park Elements (Parks & Recreation)**
  - 1. Review zoning and ordinance changes needed to realize Council vision
  - 2. Collaborate with Community Development Department to draft potential development incentive packages
  - 3. Study methods for reducing the City's share of investment in the park elements
  - 4. Explore "festival street" concept
- E. Assist the Council in expanding the use of the Woodinville Community Center through development and implementation of a Business Plan (Parks & Recreation)**
  - 1. Coordinate Business Plan with Interim Improvements for Sustainable Growth
  - 2. Expand teen offerings
  - 3. Improve Outdoor Basketball Court
  - 4. Create Facility Rental Marketing Tools to Support Interim Improvements
- F. Coordination implementation of online registration through E-Gov system for Myparksandrec.com (Parks and Recreation & Executive)**
- G. Continue promotion of public art through the Public Art Advisory Committee**

## **VI. 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.

- A. Develop, design and streetscape standards for approved Downtown/Little Bear Creek Corridor Master Plan (Community Development, 2005)**

## **VII. Transportation Goal**

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

- A. Adopt a Non-Motorized Transportation Plan (Public Works & Parks & Recreation, 2005)**
  - 1. Review and identify funding strategy
  - 2. Develop early-action, quick turnaround, small projects to connect areas
- B. Evaluate Citywide traffic circulation planning**
  - 1. Develop new Concurrency Ordinance (Public Works, 2005)

2. Evaluate and model CIPs to assist City Council in identifying tentative priority and schedule (Public Works, 2005)
3. Review feasibility of AM peak modeling to help identify potential relief projects in selected areas
4. Continue to develop use of modeling to educate public and to assist in project priority selection

### **VIII. Capital Facilities Goal**

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

- A. Develop a review of Capital Improvement Plan (CIP) methodology for City Council discussion and direction (Executive, January 2005)**
- B. Develop a set of criteria for investment in downtown grid roads (Executive & Public Works, January 2005)**
- C. Review potential funding CIP streams and borrowing opportunities to give City Council its options to incur non-voted and voted debt to achieve capital projects (Executive & Administrative Services, May 2005)**
- D. Analyze Utility Tax flexibility as a CIP funding source and determine whether utilization should sunset with current projects, should be expanded to city-wide capital, should be used as a fund source for debt service or should be used for operating costs (Executive & Administrative Services, May 2005)**
- E. Review existing CIP Projects and analyze current trends in construction pricing. Re-evaluate currently funded and proposed projects to update project cost estimates (Executive, Public Works, & Parks & Recreation, March 2005)**

### **IX. 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.**

- A. Participate in the Woodinville Water District Comprehensive Plan process. Analyze opportunities and threats to City policy trajectories (Public Works, 2005)**
- B. Analyze potential for right of way user impact fees for reducing life of pavement (Public Works, Analyze 2005, Implement 2006)**

### **X. 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.**

- A. Remain an active partner in the WRIA Region 8 effort to develop, fund and implement early action strategies (Community Development & City Council, Ongoing)**

- B. 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** (Community Development, Ongoing)
  - 1. Work with Council, Commissions and Salmon Task Force to review and respond to the WRIA 8 Draft Salmon Conservation Plan. (Community Development, Public Works & Executive)
  - 2. Evaluate current mapping of Critical Aquifer Recharge Areas (CARA) in Woodinville and determine need for additional study and mapping, including identification of any fuel storage tanks (Community Development & Public Works)
    - a. Consider policy to ban fuel storage tanks in CARAs

## **XI. Budget**

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

- A. Conduct a strategic budgeting review process & develop a strategic budgeting plan** (Administrative Services/Finance, 2005)
  - 1. Use study to inform on sustainability of overall staffing levels
- B. Analyze and develop a response strategy to streamlined sales tax initiative** (Administrative Services/Finance, 2005-2006)
- C. Conduct an analysis of new City structures constructed since incorporation and determine whether there is an unfunded liability for system repair and replacement**
- D. Conduct an analysis of the Equipment Replacement Fund and the replacement set-aside methodology to determine whether replacement is properly reserved and funded**
- E. Conduct an analysis of inter-fund charges and overhead to make sure that capital, enterprise and other funds are fairly compensating the Current Expense Fund for services received**
- F. Conduct a financial analysis of future pay and benefit projected costs, highlighting significant trends, and bring a comprehensive assessment to the City Council of a Total Compensation approach to employee compensation** (Executive & Administrative Services, June, 2005)
- G. Prepare a briefing for the Finance Committee and City Council on the 2006 changes in public sector accounting requirements, including any recommended adjustments to the biennial budget, and other areas** (Administrative Services, June, 2005)

## **XII. Operations**

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

- A. Conduct study of development services departments to identify systemic changes and improvements and to inform about right staffing levels** (Executive, 2005)

1. Analyze option of enterprise fund for Permit Center
- B. Review effectiveness, development and enhancement of communications with citizens** (Executive)
  1. Proactively tell positive City story; address topical community issues through communications programs (Ongoing)
  2. Develop Government Access Channel television Implementation Plan (2005)
- C. Continue to facilitate meaningful interaction among our citizens** (Executive, Ongoing)
  1. Examine methods to have quicker, lower maintenance, high-contact interactions with citizens
  2. Increase Council and Commission member participation in city and community events and public outreach
  3. Launch simple electronic distribution of City information (e-alerts)
- D. Use surveys and other methods to determine levels of citizen understanding of City programs and projects** (Executive, Ongoing)
  1. Review options for statistically valid surveys including means other than telephone due to refusals and diminishing number of land lines (Executive, Ongoing)
  2. Continue to develop multi-lingual options and outreach (i.e. brochures, web, recordings, language banks)
- E. Continuous improvement of Emergency Management capabilities** (Emergency Manager, Ongoing)
  1. Participate in King County Region 6 Emergency Management Exercise
- F. Support sustainable growth of Community Center Operations within the budget and service level prioritization process**
- G. Implement IT Strategic Plan** (Executive, 2005)
  1. Discuss and prioritize IT Strategic Plan initiatives
    - a. Determine in-house vs. out-sourced solutions
  2. Develop and adopt a program to coordinate information storage and maintenance between departments
  3. Develop and adopt a decision-making process for technology acquisition and oversight
    - a. Evaluate the impact of technology purchases on existing operations and maintenance
    - b. Establish defined performance measures and post-implementation review
    - c. Review business practices to justify IT purchases to avoid costly customization
  4. Finalize and test emergency operations procedures
  5. Continue to enforce hardware, software and data standards and naming conventions
  6. Continue to identify and eliminate redundant databases and processes

7. Consider a separate replacement fund for server and network infrastructure during the bi-annual budget review to ensure that upgrades continue to be a planned process rather than a reactive event

### **XIII. Regulatory**

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

- A. Conduct study of Development Services to determine best practices and best staffing configuration** (Executive, 2005)
- B. Examine feasibility of disguised cell towers** (Community Development)
- C. Review options to have compatibility with adjacent jurisdictions** (Community Development, Ongoing)
- D. Sign Code: Develop sign code update program and study options with Planning Commission and City Council, including:** (Community Development)
  1. Billboard Amortization: Further analysis and fiscal analysis
  2. A-Board Signs: Analyze options for use; present report to City Council (2005)
  3. Complete review of subdivision signs in Right-of-Way

### **XIV. Regional/Interlocal**

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

- A. Brightwater Regional Wastewater Facility** (Executive, Parks & Recreation & Community Development)
  1. Permit review and mitigation plan
- B. Be an active participant in the Parks & Recreation Service Area study to resolve area aquatics needs** (Parks & Recreation)
- C. Be an active participant in response to jail, court, and solid waste service provision issues** (Executive, Police & Administrative Services, Ongoing)
- D. Be active in the development of partnership options to meet the service gap in playing fields** (Parks & Recreation, Ongoing)



# Revenue and Expenditure Summaries

# Revenue Summary

(Sources of Revenue for the 2005 & 2006 Biennial Budget)

Beginning the year with \$18.7 million, the 2005 - 2006 budget has an additional \$27.6 million in revenue from new sources, and \$7 million in money being transferred from one fund to another. A summary of revenue by fund type follows.

## General Fund Revenue

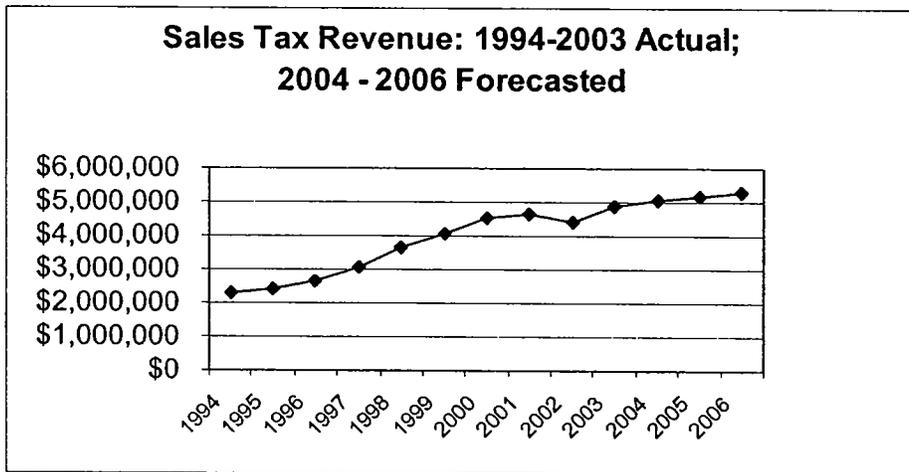
For 2005/2006, the General Fund is forecasted to have a beginning balance of \$2.6 million and receive \$19.1 million in new revenue. A short description of the sources follows.

### Sales Tax

Woodinville's General Fund will receive \$16.4 million in tax revenue, with the bulk coming from sales taxes. Sales tax revenue will provide 55% of all General Fund "new revenue". 2.5% increases in sales tax revenue over what is currently projected for 2004 is forecasted for both 2005 and 2006.

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 2004, 2005, and 2006.



### Property Tax

The City set a property tax rate of \$1.60 per thousand dollars of assessed value in 1994. In 2004, the rate is \$1.40 per thousand dollars of assessed valuation. Property taxes represent 27% of General Fund revenue. The City of Woodinville receives 12% of the total property tax that is assessed by all jurisdictions.

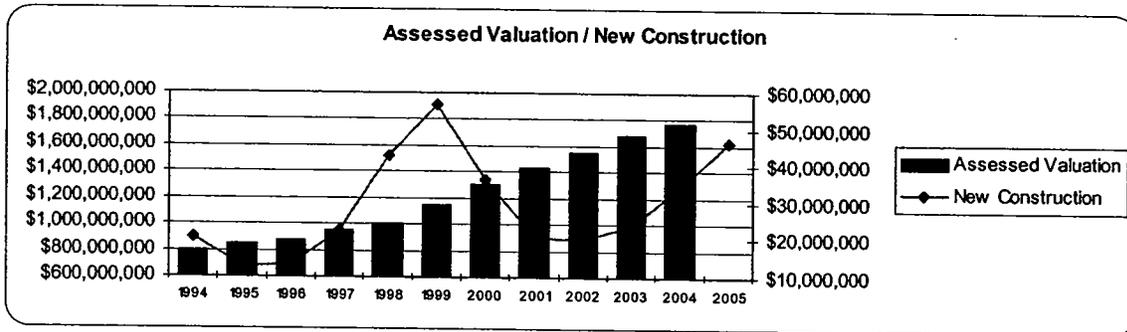
2004 and 2005 assessments for all taxing districts are as follows:

	2004 Levy Rates	2005 Levy Rates
State Schools	\$2.75678	\$2.68951
County	\$1.43146	\$1.38229
Port	\$0.25402	\$0.25321
Fire	\$0.79326	\$1.00000
Hospital	\$0.34227	\$0.58794
Library	\$0.53653	\$0.53255
EMS	\$0.23717	\$0.23182
N/S Park and Rec.	\$0.05228	\$0.04378
City	\$1.40173	\$1.36800
Northshore School Dist.	\$4.69319	\$4.34235
<b>Total</b>	<b>\$12.49869</b>	<b>\$12.43145</b>

The City Manager's Recommended Budget proposes a 1% increase in property taxes, and any additional revenue from new construction. 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 annual value is approximately \$300,000. There is no expectation to request any revenue from the banked capacity at this time.

### Licenses & Permits

Licensing and permitting activity has improved, due to a strong housing market. New construction as measured from June 2003 to June 2004 was the second largest increase in assessed valuation since incorporation.



### 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 \$409,000 for the 2005/2006 budget cycle.

### **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 \$1,264,380 to the General Fund.

### **Fines & Forfeitures**

Traffic and parking fines are expected to yield about \$37,800.

### **Miscellaneous**

Interest on investments and donations from private sources, represent nearly all of the revenue received in the miscellaneous account. In 2005 and 2006, the City is expected to receive \$123,000 in miscellaneous income.

### **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 eleven Special Revenue Funds: the Street, Arterial Street, Contingency, Mitigation, Admission Tax, City Hall System Replacement, Park Impact Fees, Traffic Impact Fees, Parks and Recreation Special Revenue, Strategic Budget Reserve, and the Hotel/Motel Fund. The **Street Fund** will receive about \$288,000 from gas tax and licensing fees over the two year period. The General Fund will subsidize the Street Fund with transfers of \$678,143 and \$666,898. The **Arterial Street Fund** will receive about \$135,000 from gas taxes. The **Mitigation Fund** will receive \$3,000 in interest income. The **Admission Tax Park Capital Fund** will receive \$529,000 in admission tax, with most of the revenue coming from the theater complex. Admission tax revenue has increased slightly each year. The **Contingency Fund** will only have interest income, and the **City Hall System Replacement Fund** will receive a General Fund transfer of \$50,000 each year. **Park Impact Fees** are thought to be \$70,000 per year, based on conservative estimates of construction activity expected in 2005 and 2006. The **Traffic Impact Fee Fund** is expected to receive about \$200,000 in traffic impact fees each year. A General Fund transfer for scholarship/public art will support the **Parks and Recreation Special Revenue Fund** with \$16,500. The **Strategic Budget Reserve Fund** will receive a \$100,000 transfer each year from the General Fund. The **Hotel/Motel Fund** will receive about \$36,000 in lodging tax revenue in both 2005 and 2006.

### **Debt Service Fund**

General Fund debt service transfers of \$552,765 and \$555,265 are budgeted for 2005 and 2006 to pay for land acquisition and City Hall bonds.

Councilmanic Bonds (City Hall building and land)			<b>Total Debt</b>
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Service</b>
<b>2005</b>	\$250,000	\$302,765	\$552,765
<b>2006</b>	\$265,000	\$290,265	\$555,265

## Capital Funds

The number of capital funds is now 18. Each capital project is identified with its own fund name and number. Some projects are carried over from the 2004 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 \$610,000 in revenue over the two years.

**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 space in the Woodinville Community Center 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 \$907,000, and 930,000 for 2005 and 2006.

## 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 are collected by the County and remitted to the City. The City is expected to receive approximately \$830,000 in surface water assessments for each year.

## 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 \$105,000 for each year.

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 \$28,000 transfer each year 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 2005 & 2006, the General Fund will transfer \$28,000 to the trust fund for future projects. The A Regional Coalition for Housing (ARCH) 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 2005 & 2006 Biennial Budget)

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2005/2006 expenditures are recommended at \$18.8 million dollars for General Fund/Street operational costs, \$1.7 million in surface water operations, and \$10.2 million in capital projects. A summary of expenditures by fund type follows.

### General/Street Funds Expenditures

The **General** and **Street** Funds have \$18.8 million in operating costs, including debt service for the City Hall building and land, excluding transfers to Equipment Replacement (\$200,000), Unemployment Compensation (\$56,000), Housing Trust (\$25,000), System Replacement (\$100,000), Strategic Budget Reserve (\$200,000), and Parks and Recreation Special Revenue (\$33,000).

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

The **Street** (maintenance) budget for 2005 and 2006 is \$839,000 and \$809,000 respectively. The expenditures cover the routine care and maintenance of the City's roadways and the half share purchase of a dump truck in 2005. 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 and the **Contingency** Fund are not expected to have expenses. The **Admission Tax Park Capital** Fund will transfer \$300,000 to the Little Bear Creek Lineal Park project in 2005 and \$70,000 to the Park Capital Projects Fund in 2006. Additionally, \$150,000 will be set aside in 2006 as a restricted fund balance for the purpose of park land acquisition. The **City Hall System Replacement** Fund, established to replace the major system components of the new City Hall, may have expenses for the upkeep of City Hall because the exterior of the building may require staining to extend the life of the structure. The expenditures required haven't been identified at this time. The **Park Impact Fee** Fund will transfer \$144,000 in 2005 and \$250,000 in 2006 to support the Little Bear Creek Lineal Park project and the Small Neighborhood Action Projects (SNAP). The **Park and Recreation Special Revenue** Fund will use about \$5,000 each year for the inscription of bricks, tiles and recreation scholarships. In addition, another \$15,000 is budgeted for public art purchases. The **Strategic Budget Reserve** Fund, established in 2003 to provide operating revenue should an unforeseen economic event occur, is not anticipated to have expenditures in 2005 or 2006. The **Hotel/Motel** Fund is budgeted to use \$36,000 each year to promote tourism efforts within the City. The **Traffic Impact Fee** Fund may transfer revenue to one or more specified transportation service areas.

### **Debt Service Fund**

The **Debt Service Fund** will make payments for the councilmanic bonds. The City has \$5.6 million in outstanding councilmanic bonds, and the debt service on these bonds will be \$1.1 million over the two years. The bonds were sold to purchase the land and construct City Hall.

### **Capital Funds**

There are 13 project funds in the 2005 and 2006 biennial budget. \$10.2 million is proposed to be spent on the projects, with some projects being carried over from the 2004 budget. The projects include street and surface water projects and 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 \$1.7 million in operating expenditures planned for 2005 & 2006, including a half share purchase of a dump truck.

### **Internal Service Funds**

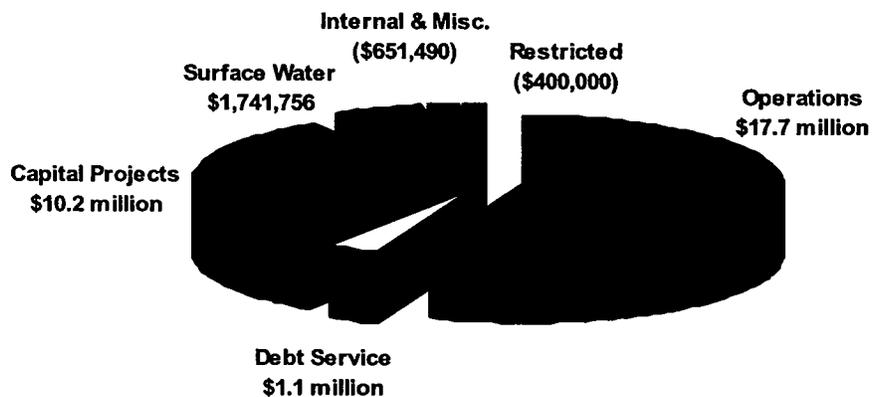
There are three internal service funds: the **Equipment Rental Fund**, the **Equipment Replacement Fund**, and the **Unemployment Compensation Fund**. The **Equipment Rental Fund** is the City's motor vehicle pool. Departments are charged for vehicles that are assigned to their department, and the charges 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 \$537,000 for 2005 and 2006.

### **Trust Fund**

The **Affordable Housing Fund** is budgeted at \$42,000 for 2005 and 2006. Expenditures represent Woodinville's investment in affordable housing.

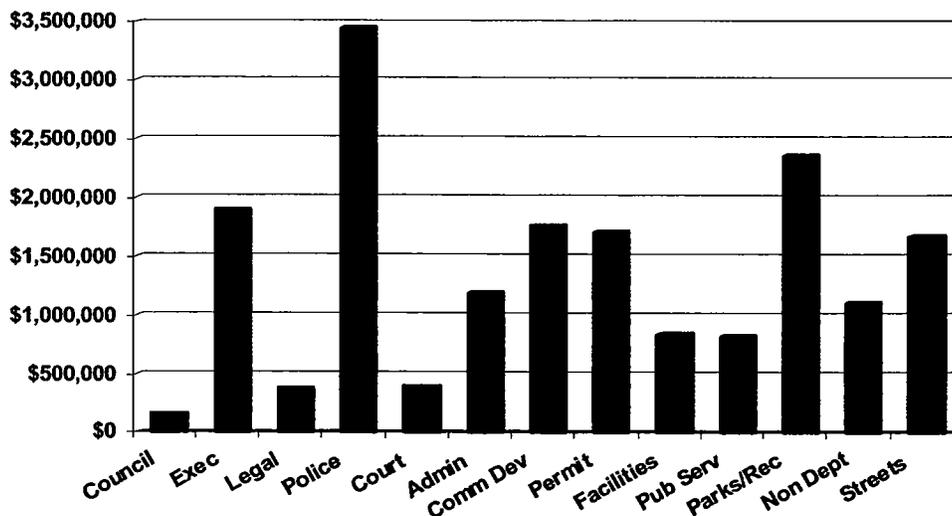
Major expenditures for all funds are \$31.8 million dollars and below are broken into the major uses depicted in the graph on the next page.

**Uses of Revenue in the 2005 & 2006 Budget  
\$31,806,282**



Total operating costs for the General and Street Funds are \$17.7 million dollars and shown below by department.

**General Fund Operations: 2005/2006 Department Budgets  
(\$17,747,108)**



## City of Woodinville Position Summary

Title	Actual 2002	Actual 2003	Actual 2004	Budget 2005	Budget 2006
Accounting Clerk	1	2	2	2	2
Administrative Assistants	3	3	4	3	3
Assistant to the City Manager	1	1	1	1	1
Building Inspector	1	2	2	2	2
Building Plans Examiner	1	0	0	0	0
City Clerk	1	1	1	1	1
City Manager	1	1	1	1	1
City Engineer	0	1	1	1	1
City Planner	1	1	1	1	1
Civil Plans Examiner (Sr. Eng)	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1
Code Enforcement	1	1	1	1	1
Communications Coordinator	1	1	1	1	1
Community Dev. Director	1	1	1	1	1
Executive Secretary	1	1	1	1	1
Facilities Maintenance Worker I	1	1	1	1	1
Facilities Maintenance Worker II	1	1	1	1	1
Field Engineer	1	1	1	1	1
Finance Director	1	1	1	1	1
GIS Coordinator	0.5	0.5	0.5	0.7	0.7
Information Services Mgr.	1	1	1	1	1
Maintenance Supervisor	1	1	1	1	1
Maintenance Worker I	2	4	4	3	3
Maintenance Worker II	1	1	1	2	2
Park Planner	0.5	0.5	0.5	0.5	0.5
Parks & Rec Director	1	1	1	1	1
Parks Maint. Supervisor	1	1	1	1	1
Permit Center Director	1	1	1	1	1
Permit Supervisor	1	1	1	1	1
Permit Technician I	1	1	0	1	1
Permit Technician II	1	1	2	1	1
Permit Technician II (Com Dev)	1	1	1	1	1
Permit Technician III	1	0	0	1	1
Planner	2	2	2	2.75	2.75
Planning Technician	0.75	0.75	0.75	0	0
Public Works Director	1	1	1	1	1
Recreation Coordinator	1	1	1	1	1
Recreation Program Technician	0	0.75	0.75	0.75	0.75
Recreation Supervisor	1	1	1	1	1
Senior Accountant	1	1	1	1	1
Senior Admin. Assistant	4.65	3.65	3.65	3.65	3.65
Senior Engineer	3	2	2	2	2
Senior Planner	0	1	1	1	1
Senior Programmer	0.5	0.5	0.5	0.7	0.7
Transport/Env Planner	1	1	1	1	1
Volunteer Coordinator	1	1	0	0.7	0.7
<b>Total</b>	<b>50.90</b>	<b>53.65</b>	<b>53.65</b>	<b>54.75</b>	<b>54.75</b>

**City of Woodinville 2005 Budget  
Sources and Uses All Funds (By Department)**

	2005 Beg Bal	2005 Revenues	2005 Sources	2005 Expenses	2005 Ending Bal
<b>General Fund</b>					
General Fund Revenues	\$2,642,449	\$9,450,188	\$12,092,637		
Council				\$73,829	
Executive				\$502,599	
Information Systems				\$294,541	
Community Services				\$113,169	
Legal				\$180,000	
Law				\$1,682,813	
Court				\$212,500	
Administrative/Finance				\$580,485	
Community Development				\$910,342	
Permit				\$821,182	
Facilities				\$394,973	
Public Services				\$379,673	
Parks				\$583,328	
Recreation				\$569,725	
Non-Departmental				\$2,204,858	
<b>Total General Fund</b>	<b>\$2,642,449</b>	<b>\$9,450,188</b>	<b>\$12,092,637</b>	<b>\$9,504,017</b>	<b>\$2,588,620</b>
<b>Special Revenue Funds</b>					
Street	\$23,926	\$821,225	\$845,151	\$839,539	\$5,612
Arterial	\$293,779	\$66,431	\$360,210	\$0	\$360,210
Contingency	\$281,956	\$3,000	\$284,956	\$0	\$284,956
Mitigation	\$381,155	\$3,800	\$384,955	\$100,000	\$284,955
Admission Tax	\$268,168	\$264,600	\$532,768	\$300,000	\$232,768
Parks & Rec Special Rev.	\$10,387	\$18,500	\$28,887	\$20,000	\$8,887
System Replacement	\$205,856	\$51,650	\$257,506	\$50,000	\$207,506
Park Impact Fee	\$472,844	\$73,500	\$546,344	\$144,000	\$402,344
Strategic Budget Reserve	\$1,009,439	\$106,000	\$1,115,439	\$0	\$1,115,439
Hotel/Motel Tax	\$2,900	\$35,000	\$37,900	\$36,000	\$1,900
Traffic Impact Fee	\$0	\$200,000	\$200,000	\$0	\$200,000
<b>Total Special Revenue Funds</b>	<b>\$2,950,410</b>	<b>\$1,643,706</b>	<b>\$4,594,116</b>	<b>\$1,489,539</b>	<b>\$3,104,577</b>
<b>Total Debt Service Fund</b>	<b>\$313,988</b>	<b>\$554,765</b>	<b>\$868,753</b>	<b>\$552,765</b>	<b>\$315,988</b>
<b>Capital Project Funds</b>					
Reserve Funds	\$8,135,704	\$675,500	\$8,811,204	\$2,536,500	\$6,274,704
Project Funds	\$3,524,588	\$5,342,500	\$8,867,088	\$8,396,000	\$471,088
<b>Total Capital Project Funds</b>	<b>\$11,660,292</b>	<b>\$6,018,000</b>	<b>\$17,678,292</b>	<b>\$10,932,500</b>	<b>\$6,745,792</b>
<b>Total Enterprise Funds</b>	<b>\$85,412</b>	<b>\$837,000</b>	<b>\$922,412</b>	<b>\$878,814</b>	<b>\$43,598</b>
<b>Internal Service Funds</b>					
Equipment Rental	\$297,464	\$107,084	\$404,548	\$40,745	\$363,803
Equipment Replacement	\$692,807	\$108,200	\$801,007	\$200,000	\$601,007
Unemployment	\$8,027	\$28,300	\$36,327	\$28,000	\$8,327
<b>Total Internal Service Funds</b>	<b>\$998,298</b>	<b>\$243,584</b>	<b>\$1,241,882</b>	<b>\$268,745</b>	<b>\$973,137</b>
<b>Trust Fund</b>					
Housing	\$18,578	\$12,500	\$31,078	\$28,000	\$3,078
<b>Total Trust Funds</b>	<b>\$18,578</b>	<b>\$12,500</b>	<b>\$31,078</b>	<b>\$28,000</b>	<b>\$3,078</b>
<b>Total City Budget</b>	<b>\$18,669,427</b>	<b>\$18,759,743</b>	<b>\$37,429,170</b>	<b>\$23,654,380</b>	<b>\$13,774,790</b>

**City of Woodinville 2006 Budget  
Sources and Uses All Funds (By Department)**

	2006 Beg Bal	2006 Revenues	2006 Sources	2006 Expenses	2006 Ending Bal
<b>General Fund</b>					
General Fund Revenues	\$2,588,620	\$9,682,090	\$12,270,710		
Council				\$72,055	
Executive				\$494,493	
Information Systems				\$341,709	
Community Services				\$126,399	
Legal				\$185,000	
Law				\$1,764,990	
Court				\$212,500	
Administrative/Finance				\$600,839	
Community Development				\$847,386	
Permit				\$865,202	
Facilities				\$415,910	
Public Services				\$398,920	
Parks				\$593,951	
Recreation				\$569,449	
Non-Departmental				\$2,208,048	
<b>Total General Fund</b>	<b>\$2,588,620</b>	<b>\$9,682,090</b>	<b>\$12,270,710</b>	<b>\$9,696,851</b>	<b>\$2,573,859</b>
<b>Special Revenue Funds</b>					
Street	\$5,612	\$814,144	\$819,756	\$809,026	\$10,730
Arterial	\$360,210	\$68,314	\$428,524	\$0	\$428,524
Contingency	\$284,956	\$3,100	\$288,056	\$0	\$288,056
Mitigation	\$284,955	\$3,800	\$288,755	\$0	\$288,755
Admission Tax	\$232,768	\$272,000	\$504,768	\$220,000	\$284,768
Parks & Rec Special Rev.	\$8,887	\$19,000	\$27,887	\$20,000	\$7,887
System Replacement	\$207,506	\$51,700	\$259,206	\$50,000	\$209,206
Park Impact Fee	\$402,344	\$75,000	\$477,344	\$250,000	\$227,344
Strategic Budget Reserve	\$1,115,439	\$106,000	\$1,221,439	\$0	\$1,221,439
Hotel/Motel Tax	\$1,900	\$36,000	\$37,900	\$36,000	\$1,900
Traffic Impact Fee	\$200,000	\$200,000	\$400,000	\$0	\$400,000
<b>Total Special Revenue Funds</b>	<b>\$3,104,577</b>	<b>\$1,649,058</b>	<b>\$4,753,635</b>	<b>\$1,385,026</b>	<b>\$3,368,609</b>
<b>Total Debt Service Fund</b>	<b>\$315,988</b>	<b>\$557,265</b>	<b>\$873,253</b>	<b>\$555,265</b>	<b>\$317,988</b>
<b>Capital Project Funds</b>					
Reserve Funds	\$6,274,704	\$695,500	\$6,970,204	\$747,900	\$6,222,304
Project Funds	\$471,088	\$2,127,400	\$2,598,488	\$1,761,900	\$836,588
<b>Total Capital Project Funds</b>	<b>\$6,745,792</b>	<b>\$2,822,900</b>	<b>\$9,568,692</b>	<b>\$2,509,800</b>	<b>\$7,058,892</b>
<b>Total Enterprise Funds</b>	<b>\$43,598</b>	<b>\$836,500</b>	<b>\$880,098</b>	<b>\$867,742</b>	<b>\$12,356</b>
<b>Internal Service Funds</b>					
Equipment Rental	\$363,803	\$107,770	\$471,573	\$40,745	\$430,828
Equipment Replacement	\$601,007	\$108,200	\$709,207	\$200,000	\$509,207
Unemployment	\$8,327	\$28,300	\$36,627	\$28,000	\$8,627
<b>Total Internal Service Funds</b>	<b>\$973,137</b>	<b>\$244,270</b>	<b>\$1,217,407</b>	<b>\$268,745</b>	<b>\$948,662</b>
<b>Trust Fund</b>					
Housing	\$3,078	\$12,500	\$15,578	\$14,000	\$1,578
<b>Total Trust Funds</b>	<b>\$3,078</b>	<b>\$12,500</b>	<b>\$15,578</b>	<b>\$14,000</b>	<b>\$1,578</b>
<b>Total City Budget</b>	<b>\$13,774,790</b>	<b>\$15,804,583</b>	<b>\$29,579,373</b>	<b>\$15,297,429</b>	<b>\$14,281,944</b>

## City of Woodinville 2005-2006 Budget Summary by Fund Type

<b>General Fund</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$2,303,142	\$2,113,385	\$2,821,961	\$2,642,449	\$2,588,620
Revenue					
Taxes	\$7,090,921	\$7,630,030	\$8,035,196	\$8,095,898	\$8,326,000
Permits	\$364,267	\$341,413	\$526,681	\$438,100	\$438,100
Intergovernmental	\$238,538	\$162,829	\$225,645	\$204,100	\$204,900
Charges for Services	\$564,698	\$570,231	\$659,821	\$632,190	\$632,190
Fines	\$51,927	\$41,587	\$33,030	\$18,900	\$18,900
Miscellaneous	\$95,245	\$97,191	\$95,102	\$61,000	\$62,000
Total Revenue	\$8,405,596	\$8,843,282	\$9,575,474	\$9,450,188	\$9,682,090
Total Available	\$10,708,738	\$10,956,667	\$12,397,435	\$12,092,637	\$12,270,710
Expenditure					
Salaries & Wages	\$2,487,402	\$2,715,962	\$2,816,580	\$3,077,464	\$3,185,265
Personnel Benefits	\$509,887	\$588,892	\$670,488	\$818,442	\$966,327
Supplies	\$135,140	\$167,534	\$152,145	\$179,424	\$163,478
Other Svcs & Charges	\$1,542,545	\$1,178,678	\$1,221,755	\$1,644,183	\$1,524,466
Intergovernmental	\$1,682,321	\$1,692,626	\$1,791,077	\$1,987,323	\$2,068,545
Interfund	\$24,972	\$24,832	\$28,998	\$29,271	\$29,607
Capital Outlay	\$82,932	\$41,718	\$44,433	\$5,000	\$5,000
Total Expenditures	\$6,465,199	\$6,410,242	\$6,725,476	\$7,741,108	\$7,942,688
Transfers Out	\$2,130,154	\$1,724,465	\$1,929,365	\$1,762,908	\$1,754,163
Ending Balance	\$2,113,385	\$2,821,961	\$3,742,594	\$2,588,620	\$2,573,859

<b>Special Revenue</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$1,368,563	\$1,515,384	\$2,266,487	\$2,950,409	\$3,104,577
Revenue					
Taxes	\$232,134	\$246,208	\$256,653	\$295,600	\$305,000
Intergovernmental	\$319,243	\$198,984	\$214,670	\$208,513	\$214,560
Charges for Services	\$27,450	\$181,832	\$363,228	\$271,000	\$272,000
Miscellaneous	\$169,257	\$25,252	\$50,716	\$23,950	\$24,100
Total Revenue	\$748,084	\$652,276	\$885,267	\$799,063	\$815,660
Transfers In	\$711,900	\$1,050,657	\$1,257,462	\$844,643	\$833,398
Total Available	\$2,828,547	\$3,218,317	\$4,409,216	\$4,594,115	\$4,753,635
Expenditure					
Salaries & Wages	\$235,994	\$241,612	\$273,909	\$295,903	\$307,319
Personnel Benefits	\$46,578	\$63,749	\$76,683	\$83,664	\$99,229
Supplies	\$33,911	\$22,700	\$23,716	\$32,400	\$36,400
Other Svcs & Charges	\$183,527	\$140,408	\$162,413	\$247,799	\$220,119
Intergovernmental	\$356,117	\$174,109	\$286,140	\$199,774	\$198,174
Interfund	\$18,602	\$26,041	\$28,839	\$30,999	\$31,284
Capital Outlay	\$108,565	\$28,203	\$16,971	\$55,000	\$22,500
Total Expenditures	\$983,293	\$696,822	\$868,671	\$945,539	\$915,025
Restricted	\$0	\$0	\$0	\$0	\$150,000
Transfers Out	\$329,870	\$255,008	\$615,317	\$544,000	\$320,000
Ending Balance	\$1,515,384	\$2,266,487	\$2,925,229	\$3,104,577	\$3,368,609

## City of Woodinville 2005-2006 Budget Summary by Fund Type

<b>Capital Funds</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$14,000,939	\$12,312,907	\$11,302,895	\$11,660,292	\$6,745,792
Revenue					
Taxes	\$1,252,795	\$1,395,595	\$1,899,522	\$1,507,000	\$1,550,000
Permits	\$0	\$0	\$0	\$0	\$0
Intergovernmental	\$94,440	\$471,526	\$221,656	\$1,577,000	\$120,000
Charges for Services	\$0	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$253,369	\$181,348	\$209,231	\$103,500	\$85,000
Total Revenue	\$1,600,604	\$2,048,469	\$2,330,409	\$3,187,500	\$1,755,000
Transfers In	\$3,649,431	\$5,179,157	\$2,178,893	\$2,830,500	\$1,067,900
Total Available	\$19,250,974	\$19,540,533	\$15,812,197	\$17,678,292	\$9,568,692
Expenditure					
Salaries & Wages	\$0	\$0	\$0	\$0	\$0
Personnel Benefits	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$974	\$0	\$0
Other Svcs & Charges	\$668,465	\$455,064	\$882,176	\$1,549,000	\$510,000
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$3,582,412	\$2,564,408	\$1,071,992	\$6,847,000	\$1,251,900
Total Expenditures	\$4,250,877	\$3,019,472	\$1,955,142	\$8,396,000	\$1,761,900
Restricted	\$0	\$0	\$0	\$250,000	\$0
Transfers Out/Residual	\$2,687,190	\$5,218,166	\$1,291,810	\$2,286,500	\$747,900
Ending Balance	\$12,312,907	\$11,302,895	\$12,565,244	\$6,745,792	\$7,058,892

<b>Surface Water</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$691,546	\$740,840	\$738,008	\$85,412	\$43,598
Revenue					
Taxes	\$0	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$803,283	\$803,369	\$822,337	\$832,000	\$834,000
Intergovernmental	\$0	\$14,000	\$8,854	\$0	\$0
Fines	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$65,145	\$7,789	\$6,425	\$5,000	\$2,500
Total Revenue	\$868,428	\$825,158	\$837,616	\$837,000	\$836,500
Transfers In	\$0	\$0	\$0	\$0	\$0
Total Available	\$1,559,974	\$1,565,998	\$1,575,624	\$922,412	\$880,098
Expenditure					
Salaries & Wages	\$274,500	\$276,867	\$301,149	\$295,361	\$307,318
Personnel Benefits	\$50,927	\$66,995	\$79,190	\$89,418	\$106,169
Supplies	\$26,046	\$17,369	\$23,432	\$41,300	\$38,056
Other Svcs & Charges	\$154,270	\$46,978	\$63,141	\$121,590	\$121,130
Intergovernmental	\$131,604	\$119,898	\$241,570	\$130,142	\$133,500
Interfund	\$111,188	\$136,130	\$139,612	\$161,003	\$161,569
Capital Outlay	\$70,598	\$163,753	\$9,281	\$40,000	\$0
Total Expenditures	\$819,134	\$827,990	\$857,374	\$878,814	\$867,742
Restricted	\$0	\$0	\$0	\$0	\$0
Transfers Out	\$0	\$0	\$600,000	\$0	\$0
Ending Balance	\$740,840	\$738,008	\$118,250	\$43,598	\$12,356

## City of Woodinville 2005-2006 Budget Summary by Fund Type

<b>Debt Service</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$293,175	\$304,426	\$311,709	\$313,988	\$315,988
Revenue					
Interest Revenue	\$11,251	\$7,283	\$3,785	\$2,000	\$2,000
Total Revenue	\$11,251	\$7,283	\$3,785	\$2,000	\$2,000
Transfers In	\$557,790	\$850,325	\$840,961	\$552,765	\$555,265
Total Available	\$862,216	\$1,162,034	\$1,156,455	\$868,753	\$873,253
Expenditure					
Principal & Interest	\$557,790	\$850,325	\$840,962	\$552,765	\$555,265
Total Expenditures	\$557,790	\$850,325	\$840,962	\$552,765	\$555,265
Ending Balance	\$304,426	\$311,709	\$315,493	\$315,988	\$317,988

<b>Internal Service</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$726,509	\$892,639	\$890,845	\$998,298	\$973,137
Revenue					
Charges for Services	\$54,957	\$87,267	\$97,713	\$105,084	\$106,270
Miscellaneous	\$16,424	\$12,228	\$14,936	\$10,500	\$10,000
Total Revenue	\$71,381	\$99,495	\$112,649	\$115,584	\$116,270
Sale of Assets	\$0	\$701	\$0	\$0	\$0
Transfers In	\$200,000	\$80,000	\$114,000	\$128,000	\$128,000
Total Available	\$997,890	\$1,072,835	\$1,117,494	\$1,241,882	\$1,217,407
Expenditure					
Supplies	\$10,568	\$13,840	\$20,183	\$21,200	\$21,200
Other Svcs & Charges	\$17,431	\$35,188	\$28,823	\$47,545	\$47,545
Capital Outlay	\$77,252	\$132,962	\$80,030	\$200,000	\$200,000
Total Expenditures	\$105,251	\$181,990	\$129,035	\$268,745	\$268,745
Ending Balance	\$892,639	\$890,845	\$988,459	\$973,137	\$948,662

<b>Trust</b>	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Beginning Balance	\$10,205	\$23,078	\$30,868	\$18,578	\$3,078
Revenue					
Miscellaneous	\$373	\$290	\$320	\$0	\$0
Total Revenue	\$373	\$290	\$320	\$0	\$0
Transfers In	\$12,500	\$37,500	\$12,500	\$12,500	\$12,500
Total Available	\$23,078	\$60,868	\$43,688	\$31,078	\$15,578
Expenditure					
Intergovernmental	\$0	\$30,000	\$25,000	\$28,000	\$14,000
Total Expenditures	\$0	\$30,000	\$25,000	\$28,000	\$14,000
Ending Balance	\$23,078	\$30,868	\$18,688	\$3,078	\$1,578

# City Manager's Recommended Capital Outlay

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Department	Asset	2005 Budget	2006 Budget
Executive (I.S.)	Key Scan Upgrade	\$5,000	\$0
Parks	Public Art Program	\$15,000	\$15,000
Recreation	Stage	\$0	\$5,000
Streets	Sander	\$0	\$7,500
	Dump Truck (1/2 share)	\$40,000	\$0
SWM	Dump Truck (1/2 share)	\$40,000	\$0
<b>Total</b>		<b>\$100,000</b>	<b>\$27,500</b>

# City Manager's Recommended Capital Projects

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Project	2005 Budget	2006 Budget	Funding
Little Bear Creek Parkway	\$2,740,000	\$474,000	Utility Taxes
Pedestrian Improvement	\$50,000	\$0	REET 2, Street Reserve
SR202/127th	\$780,000	\$0	Mitigation, Street Reserve
SR202/148th	\$50,000	\$50,000	Mitigation, Street Reserve
SR522/202	\$2,405,000	\$120,000	Grants, REET 1, Utility Tax
Grid Roads	\$200,000	\$300,000	REET 2, Street Reserve
Small Neighborhood Action Projects (SNAP)	\$200,000	\$200,000	Park Impact, Street Reserve
SR522/195th	\$157,000	\$50,000	Street Reserve, Mitigation
Little Bear Lineal Park	\$589,000	\$200,000	Admission Tax, Impact Fees, REET 1
Parks Capital Project Fund	\$50,000	\$70,000	REET 1, Admission Tax
Surface Water Capital Projects	\$583,000	\$47,900	Surface Water Assessments
Civic Center (Property Acquisition)	\$317,000	\$0	General Fund
Facilities Capital Projects	\$275,000	\$250,000	REET 2
<b>Total</b>	<b>\$8,396,000</b>	<b>\$1,761,900</b>	



## Revenue and Expenditure Detail

# General Fund Revenue

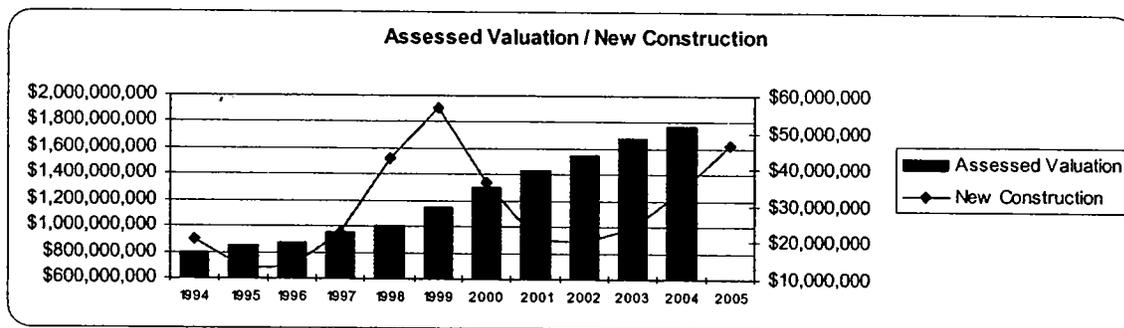
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## Beginning Balance

The General Fund (GF) is forecasted to have a beginning fund balance of \$2.6 million in 2005 and \$2.5 million in 2006.

## Taxes

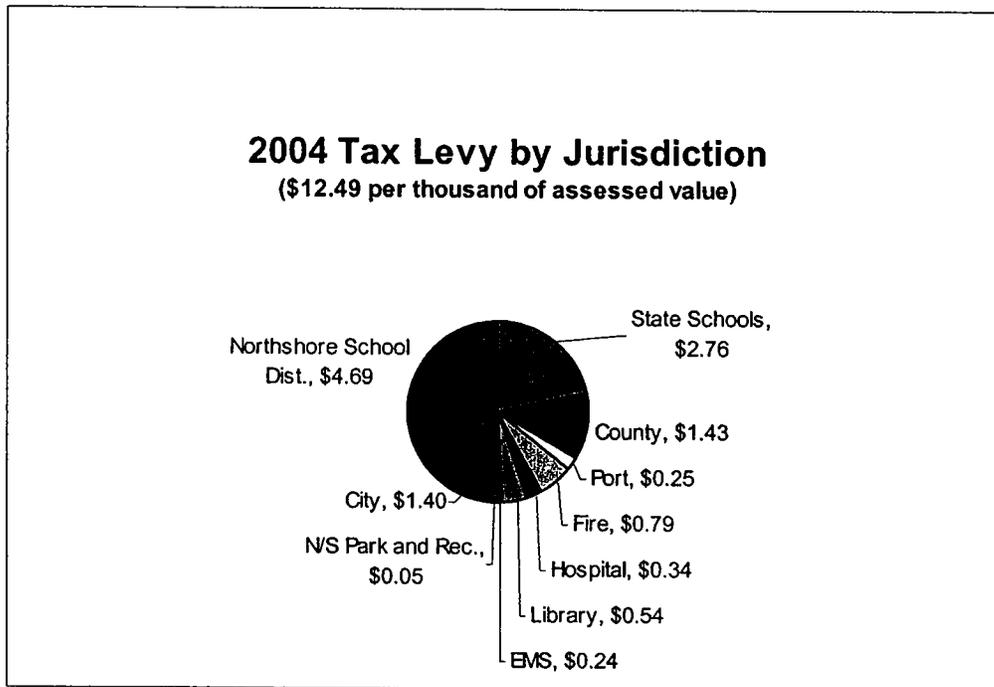
The second largest source of General Fund revenue is property taxes. Woodinville's property tax rate is \$1.40 per thousand dollars of assessed valuation. With increases in assessed valuation, the rate will likely decrease to around \$1.37 per thousand dollars of assessed valuation.



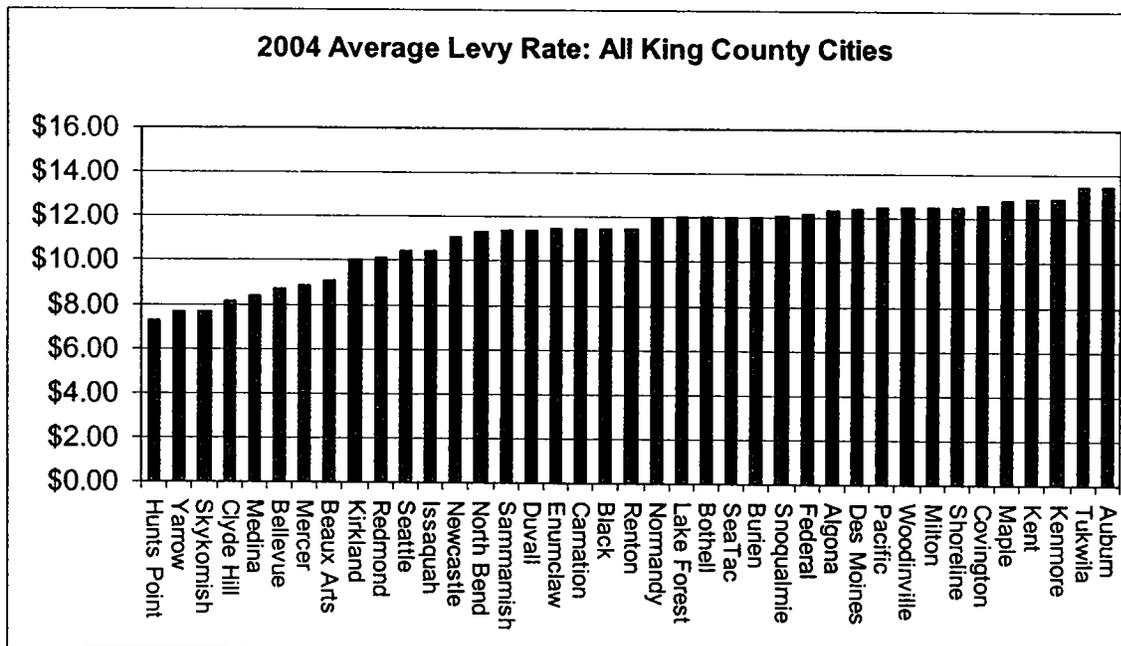
The City Manager's budget is recommending a 1% increase in property taxes. This increase would generate \$25,000 in revenue and add approximately \$4.24 annually to a property valued at \$300,000. There is \$350,000 in unused levy capacity that is not being considered in the Manager's Recommended budget.

The new construction for 2005 is \$46 million, an amount that, since incorporation, is second only to the new construction assessed for the 1999 budget. In 1999, a large major piece of downtown Woodinville construction (TRF) came onto the tax rolls.

The tax levy rate for all jurisdictions was \$12.49 in 2004, and the next graph shows all of the taxing districts and their levy rates.

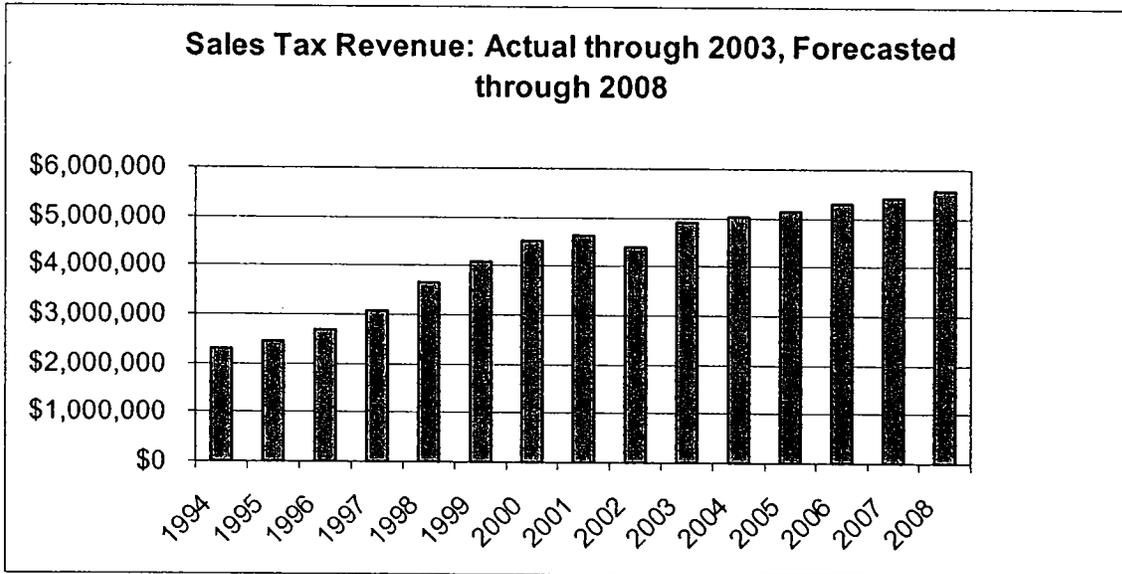


The next bar chart compares all King County cities by levy rate.



Sales tax revenue is the City's largest source of revenue, providing 56% of all new General Fund revenue ( $\$5,155,000$  in 2005 &  $\$5,285,000$  in 2006). 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. The next graph shows actual revenue through 2003, and forecasts revenue through 2008.



A concern to the City of Woodinville is the Streamlined Sales Tax Agreement (SST). Many states are trying to become “compliant” with the agreement to leverage Internet and mail order taxing legislation with Congress. The “sourcing” component of SST will change State laws that govern the way that sales tax revenue is credited to communities. Currently, if a taxable sale occurs in Woodinville, the City receives the tax revenue from that transaction. Under the proposal from the Department of Revenue (DOR), sales tax would accrue to the location where the goods are delivered. DOR’s desire to implement sourcing is driven by a strong desire to capture sales tax revenue from Internet and mail order sales. The State estimates that \$600 million would be gained.

Although many stores are of a “cash & carry” basis, Woodinville is unique because several of its top sales tax producers deliver their goods to other jurisdictions. The Department of Revenue (DOR) has finally realized that Woodinville will not only lose when sourcing occurs, but will be one of the largest losers as a percentage of sales tax revenue, and even larger as a percentage of General Fund (GF) revenue. Woodinville staff has estimated a loss of nearly \$1.2 million, but DOR has determined that this number may be reduced by \$350,000 to account for goods “sourced” into Woodinville from other jurisdictions.

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 cities on a per capita basis. Cable television and gambling taxes provide about \$170,000 per year.

## Licenses and Permits

Woodinville's construction activity in the residential sector has been strong. With interest rates having been at historical lows, there was some thought that as interest rates inched upwards, activity would slow. This has not been the case in Woodinville, and residential construction has been growing. This has resulted in estimates of \$46 million in new construction being added to the property tax role for 2005. Permitting revenue was strong through the third quarter and a solid fourth quarter is expected. Every indication shows that the 2004 forecast, amended earlier in the year, will be reached. Site development fees and right of way permits will exceed forecasts.

## 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 \$204,000 in Intergovernmental revenue for 2005 and 2006. 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 in 2005/6 and revenues are estimated at \$632,000. 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

Fines and forfeitures have been steady with \$31,000 estimated for 2004. However, the new King County court contract effective January 1, 2005, has resulted in a decrease of collected shared revenue for the City and only \$18,900 is anticipated for both 2005 and 2006.

## 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.

## General Fund Revenue

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$2,113,384</b>	<b>\$2,821,961</b>	<b>\$2,642,449</b>	<b>\$2,588,620</b>
<b>Taxes</b>				
Property	\$2,395,357	\$2,466,715	\$2,583,898	\$2,680,000
Sales	\$4,895,239	\$5,205,442	\$5,155,000	\$5,285,000
Sales-Criminal Justice	\$178,696	\$194,597	\$188,000	\$190,000
Cable TV	\$81,555	\$90,670	\$87,000	\$88,000
Gambling	\$79,183	\$77,771	\$82,000	\$83,000
<b>Subtotal Taxes</b>	<b>\$7,630,030</b>	<b>\$8,035,196</b>	<b>\$8,095,898</b>	<b>\$8,326,000</b>
<b>Licenses &amp; Permits</b>				
Building	\$179,732	\$390,743	\$325,000	\$325,000
Plumbing	\$16,319	\$34,719	\$25,000	\$25,000
Grading	\$910	\$3,915	\$3,000	\$3,000
Demolition	\$631	\$915	\$600	\$600
Mechanical	\$22,328	\$38,268	\$30,000	\$30,000
Site Development	\$71,184	\$29,468	\$30,000	\$30,000
Right of Way Permit	\$29,541	\$15,524	\$16,000	\$16,000
Misc Permits & Fees	\$20,768	\$13,129	\$8,500	\$8,500
<b>Subtotal Licenses &amp; Permits</b>	<b>\$341,413</b>	<b>\$526,681</b>	<b>\$438,100</b>	<b>\$438,100</b>
<b>Intergovernmental</b>				
Federal Grants	\$0	\$10,100	\$0	\$0
State Grants	\$18,244	\$26,150	\$25,000	\$25,000
Liquor Excise Tax	\$33,612	\$38,366	\$39,800	\$40,000
Liquor Board Profits	\$58,954	\$71,839	\$75,400	\$76,000
Motor Vehicle Criminal Justice	\$22,349	\$21,521	\$20,000	\$20,000
Interlocal Grants	\$29,670	\$41,452	\$43,900	\$43,900
Miscellaneous Intergov. Revenue	\$0	\$16,217	\$0	\$0
<b>Subtotal Intergovernmental</b>	<b>\$162,829</b>	<b>\$225,645</b>	<b>\$204,100</b>	<b>\$204,900</b>
<b>Charges for Services</b>				
Dist/Muni Court Records	\$743	\$1,433	\$1,000	\$1,000
Sales of Publications	\$1,343	\$4,477	\$3,000	\$3,000
UFC Permit Fees	\$4,947	\$5,989	\$3,500	\$3,500
Overhead Charges (SWM)	\$99,736	\$99,736	\$116,190	\$116,190
Recreation Charges	\$74,095	\$70,138	\$80,000	\$80,000
Field Use	\$22,946	\$11,704	\$2,500	\$2,500
Zoning & Subdivision	\$46,965	\$87,756	\$65,000	\$65,000
Land Use Application	\$23,770	\$50,020	\$35,000	\$35,000
Plan Check Fee	\$288,456	\$324,977	\$325,000	\$325,000
Other Fees & Chgs	\$7,230	\$3,591	\$1,000	\$1,000
<b>Subtotal Charges for Services</b>	<b>\$570,231</b>	<b>\$659,821</b>	<b>\$632,190</b>	<b>\$632,190</b>
<b>Fines</b>				
Traffic Infraction	\$18,273	\$15,491	\$7,900	\$7,900
Parking Infraction	\$4,750	\$2,249	\$800	\$800
False Alarm Responses	\$7,700	\$7,850	\$6,000	\$6,000
Miscellaneous Fines & Forfeits	\$10,865	\$7,440	\$4,200	\$4,200
<b>Subtotal Fines</b>	<b>\$41,587</b>	<b>\$33,030</b>	<b>\$18,900</b>	<b>\$18,900</b>
<b>Miscellaneous</b>				
Investment Interest	\$31,861	\$52,923	\$32,000	\$33,000
Sales Tax Interest	\$10,840	\$7,907	\$8,000	\$8,000
Park Facilities/Annex Rental	\$4,038	\$9,623	\$6,000	\$6,000
Donations from Private Sources	\$17,708	\$20,476	\$15,000	\$15,000
Insurance Proceeds	\$32,500	\$2,462	\$0	\$0
Other	\$245	\$1,710	\$0	\$0
<b>Subtotal Miscellaneous</b>	<b>\$97,191</b>	<b>\$95,102</b>	<b>\$61,000</b>	<b>\$62,000</b>
<b>Total General Fund Revenue</b>	<b>\$8,843,282</b>	<b>\$9,575,474</b>	<b>\$9,450,188</b>	<b>\$9,682,090</b>
<b>Total Available</b>	<b>\$10,956,665</b>	<b>\$12,397,434</b>	<b>\$12,092,637</b>	<b>\$12,270,710</b>

# Woodinville City Council

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## 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

## 2004 Accomplishments

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### Member Highlights

- Serve on Council Committees
  - Finance Committee: Mayor Don Brocha, Councilmembers Chuck Price and Gina Leonard
  - Public Works Committee: Councilmembers Gina Leonard, Robert Miller and Chuck Price
  - Tourism Task Force: Mayor Don Brocha, Deputy Mayor Cathy VonWald and Councilmember Chuck Price
  - Lodging Tax Advisory Committee: Councilmember Scott Hageman
- Serve as liaisons to City boards and commissions
  - Planning Commission: Councilmember Gina Leonard
  - Parks & Recreation Commission: Deputy Mayor Cathy VonWald
  - Tree Board: Councilmember Michael Huddleston
- Serve on local and regional committees
  - Eastside Transportation Partnership: Mayor Don Brocha, Councilmember Chuck Price
  - A Regional Coalition for Housing: Councilmember Scott Hageman, Councilmember Robert Miller, Deputy Mayor Cathy VonWald (alternate)
  - Northshore Parks & Recreation Service Area: Councilmember Robert Miller
  - Watershed Resource Inventory Area (WRIA8): Deputy Mayor Cathy VonWald
  - Suburban Cities Association/North Region: Deputy Mayor Cathy VonWald
  - North-end Mayors Group: Mayor Don Brocha
  - SeaShore: Councilmember Chuck Price and PWKS Director Mick Monken
- Serve as liaisons to other agencies
  - Northshore School District/City of Bothell/City of Kenmore/City of Woodinville: Deputy Mayor Cathy VonWald, Councilmember Scott Hageman
  - Woodinville Water District: Councilmember Scott Hageman
  - Fire District Liaison: Deputy Mayor Cathy VonWald, Councilmember Scott Hageman
- Appointed the following commission and board members or teen representative
  - Council TeenRep: Meredith Ryan
  - Planning Commissioners: Norm Maddox, Les Rubstello, Shirley Martin and Michael Corning
- Held Retreats
  - Spring Retreat held in March in LaConner, WA
  - Fall Retreat held in September in Bothell, WA

### Community Relations

- Participated in civic and special events including the 11<sup>th</sup> Anniversary Celebration, City Showcase, Arbor/Earth Day, Rotary Community Park Phase II Opening, 4<sup>th</sup> of July Fireworks Celebration, Tent City4 restoration project, and Sammamish ReLeaf
- Gave public recognition to City Teen Representatives, Little Bear Creek volunteers, Woodinville Wranglers Special Olympic Team, King County Councilmember Kathy

- Lambert, Underhill's Furniture, Fourth of July Sponsors & Volunteers, and Spirit of Woodinville Award recipients
- Participated in outreach programs including "Make the Connection," City Showcase, Greenbrier Community Center, Art Unveiling at DeYoung Park, volunteer recognition events
- Participated in business Ground Breaking and Grand Opening events including: Creekside Gardens, Waste Management "Rebuilding Together," Flipside Coffeehouse, Northshore Performing Arts Center, Sign-A-Rama, Pennsylvania Woodworks, Woodinville Lumber
- Participated in community events including the All Fools Day Parade, Jock-N-Jill Fun Run, Country Slough Run
- Proclaimed April 23, 2004 as Carol Edwards Day in Woodinville

### **Ordinances/Resolutions/Proclamations**

- Ordinance No. 357: Revised Council Rules of Procedure
- Ordinance No. 358: Approved ROW Vacation for Portion of NE 175<sup>th</sup> Street
- Ordinance No. 359: Approved Partial Day Docking for Exempt Employees Policy
- Ordinance No. 361: Approved 2004 Budget Amendments
- Ordinance No. 362: Established Biennial Budget Process
- Ordinance No. 363: Established Street Sweeping Services & Fees
- Ordinance No. 364: Established Hotel/Motel Tax
- Ordinance No. 365: Adoption of 2005-2010 Capital Improvement Plan
- Ordinance No. 366: Adoption of the International Building Codes
- Ordinance No. 367: Corrections to Code Enforcement Chapter (WMC 1.08)
- Ordinance No. 368: 2004 Sign Code Amendments defining regulations for off-premises mall signs in the Neighborhood Business zone and clarifying Wayfinding Sign program
- Ordinance No. 369: Authorized City Manager to enter into an Agreement with SHARE/WHEEL and local church for the establishment of a homeless encampment on future park property, and setting terms and conditions for the use
- Ordinance No. 370: Amended No. 369 and provides for the interim amendment of Woodinville Municipal Code 21.32.110
- Ordinance No. 371: Reaffirmed City Manager Authority to Negotiate Agreement to allow homeless encampment including an extension of the contractual use of land
- Ordinance No. 372: Amended No. 369, authorizing City Manager to amend Temporary Property Use Agreement for Tent City4
- Resolution No. 264: Named Councilmember Bob Miller to the Board of Directors of the Northshore Parks & Recreation Service Area
- Resolution No. 265: Established 2004 City Fees
- Resolution No. 266: Set Public Hearing Date for Vacation of ROW for NE 175<sup>th</sup> Street
- Resolution No. 267: Approved Comprehensive Emergency Management Plan – 2004 Amendments
- Resolution No. 268: Recognized Scott Hageman as Mayor (2002-2004)
- Resolution No. 269: Adopted the Weapons of Mass Destruction and Terrorism Annex to the Comprehensive Emergency Management Plan
- Resolution No. 270: Revisions to Purchasing Policy
- Resolution No. 271: Approved Wayfinding Sign Program

- Resolution No. 272: Adoption of the Little Bear Creek Linear Park Master Plan
- Resolution No. 275: Adopted Amended Woodinville Fire & Life Safety District Fees
- Resolution No. 276: Approved 2005-2010 Transportation Improvement Plan
- Resolution No. 277: Interfund Loan for Tourism Promotion
- Resolution No. 278: Adopted Commute Trip Reduction Incentives
- Resolution No. 279: Adopted Fixed Asset Policy
- Resolution No. 280: Rejected Bottleneck Relief Project Phase II Bids
- Resolution No. 281: Established Park Safety Net Fund through Northwest Parks Foundation
- Resolution No. 282: Set Public Hearing Date to Consider Right-of-Way Vacation for Sirkin Property

### **Public Hearings & Public Meetings**

- Right-of-Way Street Vacation: NE 175<sup>th</sup> Street
- Voter Ratification of Property Tax Levy (public meeting)
- 2005-2010 Transportation Improvement Plan
- Joint meeting with Redmond City Council (special meeting)
- Joint meeting with the Planning Commission to discuss Civic Center Master Plan
- Tent City4 emergency Ordinance No's: 369, 370 and 371
- Right-of-Way Street Vacation: Sirkin Property

### **Project Acceptance/Award of Bid or Contract**

- Kingsgate Trunkline Rehabilitation Project
- Bid Award: 136<sup>th</sup>/ Roundabout Landscape & Irrigation to West Coast Construction
- Bid Award: BNRP Trestle Replacement Design with Perteet Engineering
- Award of Construction Contract to Wyser Construction for Rotary Community Park
- Award of Construction Contract for 134<sup>th</sup> Avenue Culvert Replacement civil design services to Chinook Engineering
- Approved Contract with Perteet Engineering for Sound Transit Additional Service
- Approved Contract for 2005 - 2006 King County District Court Services

### **Other Legislative Actions**

- Oaths of Office Administered to: Cathy Wiederhold (now VonWald), Scott Hageman and Gina Leonard
  - Don Brocha elected as Mayor
  - Cathy Wiederhold elected as Deputy Mayor
- Brightwater Waste Water Treatment Plant
  - Received Brightwater Odor Control presentation
  - Requested the City Attorney to file a Statement of Appeal challenging the sufficiency of the Brightwater Final Environmental Impact Statement (FEIS)
  - Approved the Memorandum of Understanding (MOU) with KC outlining the principles for addressing mitigation for the Brightwater project, authorized the City Manager to sign it, and authority the City Attorney to withdraw the City's FEIS Appeal
- Tent City 4
  - Held special meeting to adopt emergency ordinances to allow the City Manager to enter into an Agreement with SHARE/WHEEL and Northshore United Church

- of Christ to allow for the establishment of a homeless encampment on future park property
- Held public hearings required after enactment of emergency ordinances and adopted findings of fact
- Proposed Downtown-Little Bear Creek Corridor Master Plan (DTLBCC MP)
  - Dedicated Study Session discussion on building heights, density/floor area ration, impacts of residential density and transportation/traffic modeling, cost benefit analysis
- Established a Lodging Tax Advisory Committee
- Approved the Jail Administration Interlocal Agreement and Mayor selected as City's representative to the Jail Oversight Assembly; Deputy Mayor as alternate
- Approved Chamber of Commerce Lease Renewal Agreement
- Approved the ARCH 2004 Work Program, Budget & Housing Trust Fund
- Conducted interviews for Council Position No. 3 and elected Michael Huddleston to serve in the unexpired term
  - Councilmember Huddleston sworn in by City Clerk Sandra Parker
- Purchased Speed Awareness Monitor (SAM Unit)
- Approved MOU with BNSF for Construction of the 132<sup>nd</sup> Avenue NE Rail Crossing
- Endorsed Woodinville Citizens Corp Council
- Received Legislative Briefing from Representative Nixon
- Accepted 2004 Community Opinion Phone Survey Results
- Discussed I-864 Impacts
- Approved Transit-Oriented Housing Development (TOHD) Work Team to draft preliminary development agreement for the scope of the project
- Final Plat Approval: Sonoma Place
- Appointed City Manager as the City's Association of Washington Cities voting delegate
- Authorized City Manager to execute Interlocal Agreement with WSDOT for BNRP Phase II/NB Lane Widening & Sound Transit Flyer Stops
- Public Art approvals: 3-D wood carving, purchase Midnight Salmon and Woodinville Garden Club donation for bronze sculpture at DeYoung Park
- Approved capital outlay purchase for computer scanner
- Approval of the ARCH Housing Trust Fund expenditure, recommendation of \$7,500 for Redmond Summerwood project

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**Council  
Department Summary**

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$51,600	\$51,600	\$50,700	\$51,600	\$51,600
Benefits	\$4,733	\$4,914	\$5,061	\$5,454	\$5,830
Supplies	\$1,959	\$1,187	\$1,757	\$2,200	\$2,200
Services	\$16,916	\$21,704	\$19,412	\$11,575	\$12,425
Intergovernmental	\$0	\$0	\$0	\$3,000	\$0
<b>Department Total</b>	<b>\$75,208</b>	<b>\$79,405</b>	<b>\$76,930</b>	<b>\$73,829</b>	<b>\$72,055</b>

COUNCIL

001		Expenditure Detail	
005		2005	2006
	<b>Salaries and Wages</b>		
511.60.11.00	Salaries	\$51,600	\$51,600
	<b>Personnel Benefits</b>		
511.60.21.00	Benefits	\$5,454	\$5,830
	<b>Supplies</b>		
511.60.31.31	Office/Operating Supplies		
	General	\$2,000	\$2,000
	Celebrate Woodinville	\$200	\$200
	<b>Total Supplies</b>	<b>\$2,200</b>	<b>\$2,200</b>
	<b>Other Services and Charges</b>		
511.60.41.00	Professional Services		
	Misc.	\$2,500	\$2,500
		<b>\$2,500</b>	<b>\$2,500</b>
511.60.43.00	Travel		
	AWC Conference - 3	\$1,200	\$1,200
	Council Retreats	\$1,000	\$1,000
	AWC Legislative Action Conf - 2	\$700	\$1,200
	Council Meeting Meals	\$750	\$750
	Legislative Forum Dinner	\$1,000	\$1,000
	Legislative Action Conf (partial reimburse)	\$1,600	\$1,700
	Fire Liason	\$125	\$125
	Northend Mayors Meeting	\$150	\$150
	Event Representation	\$200	\$200
	Anniversary Cake	\$250	\$250
		<b>\$6,975</b>	<b>\$7,575</b>
511.60.44.00	Advertising	\$500	\$500
511.60.49.20	Miscellaneous		
	Sister City Program	\$250	\$500
		<b>\$250</b>	<b>\$500</b>
511.60.49.10	Education/Training		
	Conference Registration	\$600	\$600
	Chamber Luncheon	\$250	\$250
	Miscellaneous Training	\$500	\$500
		<b>\$1,350</b>	<b>\$1,350</b>
	<b>Total Other Services &amp; Charges</b>	<b>\$11,575</b>	<b>\$12,425</b>
511.60.51.00	<b>Intergovernmental</b>		
	Sourcing	\$3,000	\$0
	<b>DEPARTMENT TOTAL</b>	<b>\$73,829</b>	<b>\$72,055</b>

## Legal

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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.

## 2004 Accomplishments

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- Successful transition from previous City Attorney
- Represented City in administrative litigation with King County regarding Brightwater EIS
- Represented City in administrative litigation with Costco and negotiated settlement agreement
- Advised City and drafted emergency legislation regarding Tent City4
- Successfully defended City in Woodinville Business Center #1 litigation
- Advised and prepared staff for Tent City4 TUP/SEPA hearing
- Advised staff regarding traffic impact fee ordinance
- Advised staff and assisted in revision and adoption of International Uniform Code ordinance
- Advised staff and revised street sweeping ordinance draft
- Advised staff and assisted with sign code update
- Advised staff regarding Draughn rezone/Comprehensive Plan amendment application
- Advised Public Works and Parks Departments regarding numerous public contracting issues
- Revised and negotiated Interlocal Agreement with Sound Transit
- Advise executive department on personnel issues (Karen Sutherland)
- Assist with revision of WMC code enforcement procedures
- Advised staff regarding PSE franchise

- Advised staff and drafted levy lid lift legislation (I-864)

## 2005 Goals

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- Facilitate legal resource efficiency by encouraging staff questions before/during City Council meetings
- Encourage legal review of documents prior to third party execution
- Successful representation of City during Molitor property acquisition process
- Encourage staff to identify realistic deadlines for legal projects
- Reduce redundancy of attorney advice by sending written legal opinions where practicable
- Advise staff and draft development agreement for low-income housing project
- Successful defense of City in threatened traffic impact fee litigation
- Successful representation of City and dismissal of Woodinville Business Center #1 litigation

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## Legal Department Summary

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Services	\$162,618	\$129,591	\$190,463	\$180,000	\$185,000
<b>Department Total</b>	<b>\$162,618</b>	<b>\$129,591</b>	<b>\$190,463</b>	<b>\$180,000</b>	<b>\$185,000</b>

001 010	Professional Services	Expenditure Detail	
		2005	2006
515.10.41.00	City Attorney	\$155,000	\$160,000
515.10.41.00	Code Enforcement Abatement	\$10,000	\$10,000
515.10.41.01	Hearing Examiner	\$5,000	\$5,000
515.10.41.02	Other Legal Services	\$10,000	\$10,000
	<b>Total</b>	<b>\$180,000</b>	<b>\$185,000</b>

# Executive Department

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The Executive Department, under direction of the City Manager, is responsible for the implementation of City Council policies, state and federal laws/mandates, and coordination and oversight of all municipal activities. This department is the direct link between City Council, legal counsel, the public, and other departments. The Executive Department has the responsibility to ensure that information is communicated to the public effectively through a variety of mediums.

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. The Executive Department translates city-wide planning efforts into a cohesive strategy and promotes continuous improvement in service delivery. The City Manager's Office administratively manages three operational divisions: human resources, information systems, and community relations.

## City Manager's Office

- Negotiate and implement police and fire services, city attorney, and court services contracts
- Coordinate development, review, award, and oversight of Human Services program
- Coordinate City's capital improvement plan
- Responsible for emergency management planning, training and interagency coordination

## Human Resources

- Recruit and retain high quality employees; new employee orientation
- Develop and implement personnel policies that support current state and federal requirements
- Establish compensation and benefit levels

## Community Relations

- Communications/Public Information/Media Relations Programs
- Customer Service Request management
- Code Enforcement Program
- Volunteer Program
- Employee communications and training
- Community and civic events and outreach

## 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 delivery via E-Government Alliance
- Web page and Intranet administration
- Telecommunications

### **Executive Department Positions**

#### **City Manager's Office:**

City Manager  
Assistant to the City Manager  
Executive Secretary

#### **Community Relations:**

Communications Coordinator  
Code Enforcement Officer  
Volunteer Coordinator

#### **Information Systems:**

Information Services Manager  
GIS Coordinator  
Senior Programmer

# 2004 Accomplishments

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## Staff Highlights

- Managed work study program allowing university students to work in government office.
- Code Enforcement Officer completed 40-hour Crime Prevention training course.
- Provided representation on the following:
  - *City Committees:* Budget Review Team, Capital Improvement Plan Team (Lead), Human Services Review Team (Lead), Employee's Committee, Wellness Committee, Safety Committee, and Customer Service Team (Lead).
  - *Regional Committees:* WCIA Board of Directors, Greater Woodinville Chamber of Commerce (Board of Directors), E-CityGov Alliance (Board of Directors), Eastside Human Services Consortium, E-CityGov Alliance GIS Workgroup, A Regional Coalition for Housing (Board of Directors).

## Department/Project Highlights

- **Capital Improvement Plan:** 2005-2010 Capital Improvement Plan (CIP) – Coordinated public outreach and adoption of the six-year CIP; prepared cost-benefit analysis for Garden Way extension; established cost-benefit analysis template; negotiated Puget Sound Energy franchise agreement for natural gas and electric service; applied for Sammamish ReLeaf Grant.
- **Emergency Management:** 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.
- **Human Services Program:** Coordinated grant application review and recommended funding levels for 2004.
- **Human Resources:** Coordinated on-call human resources consultant RFP and selection; performed job audits as requested; established Personal Leave policy for exempt employees; coordinated in-house training for supervisors; formed benefits committee to evaluate health care benefits and recommended alternatives for containing costs; prepared for negotiations with Teamsters Local 117.
- **Law enforcement, legal and court services:** Negotiated contract for indigent defense interviewer – improved level of services and reporting; coordinated prosecuting attorney RFP and selection.
- **Tent City 4 Relocation:** Served as lead department coordinating legislative and operational control of the relocation of the homeless encampment to undeveloped, future park property.

## Information Services

### Operations/Applications/Geographical Information Systems (GIS)

- **Operations:**
  - Computer network infrastructure – Set up teen room computers and secure access to the Internet; Upgrade server and desk top computers to Office 2003; Inventory and surplus unused equipment.
  - Computer network security – Implement new firewall and Windows 2000 advanced security model; Test, purchase, and install anti-spam software; Expand tape back-ups to include end of month, quarter and year; Cross-train IS staff.
  - Skate park web cam – Coordinate skate park web cam contracts, vendor relations, and installation. Launch live video of skate park via the public web.
  - 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.
  - Telephony – Coordinate successful migration for phone service. First year savings approximately \$10,000; Established 911 service at Community Center.
- **Applications:**
  - 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.
  - Management Information Sharing System – Provide alternatives and technical support for attaching electronic files to permit applications.
  - CityView – Program and launch “tip-of-the-day” feature in Cityview; Research and program CityView search feature.
- **Geographical Information System (GIS):** Acquire spatial data relating to land use, parcel boundary changes, roads, and utilities; Provide timely and visually informative maps to assist policy makers; Train City staff to access GIS information; Complete GIS strategic plan.
- **Develop Standard Data Sets:** 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.

## Community Relations

### Communications/Public Information/Media Relations

- **Community Events/Outreach:** Coordinated 11<sup>th</sup> Anniversary Celebration, City Showcase education outreach campaign, Make the Connection Council outreach program, citizen opinion survey; and Family Resource Fair.
- **Public Information:** Designed layout and publication of six City newsletters; published News Releases; managed public information for Tent City 4.
- **City Event Marketing:** Managed marketing for Cityhood Celebration, Arbor Day, 4th of July Fireworks Celebration, Summer Concert Series, Sammamish ReLeaf and Light Festival.
- **Employee Relations:** Launched City Manager’s Employee “E-Communique” employee communications tool; hosted 3 staff rallies providing employee service recognition.

- **Community Relations:** Supported Woodinville Sister Cities Association and the recently formed Woodinville Citizens Corps.

#### *Code Enforcement Program*

- Served as primary point of contact regarding Tent City4 establishment, responsible for inspecting site for compliance with terms and conditions of contractual agreement.
- Presented study session discussion on proposed property maintenance regulations to City Council; will return for policy discussion in the fall. Held Stakeholders meeting to gather public input to proposed codes.
- Conducted over 100 complaint investigations.
- Presented junk vehicle code amendment to City Council; receiving approval.
- Finalized Code Enforcement Manual, internal document defining the complaint investigation process. Completed staff training.
- Developed educational brochures on code enforcement program and junk vehicle abatement; made available at city events.
- Coordinated Tent City4 pre-planning with Woodinville Alliance Church.
- Lead staff on developing Temporary Use Permit (TUP) criteria for homeless encampments.
- Provided building inspection service assistance to Permit Center.

#### *Volunteer Program*

- 25% increase of volunteer hours in 2004 from 2003; logging over 3,500 volunteer hours:
  - Earth Day (first ever) event – 136 hours (April '04)
  - Rotary Community Park – 169 hours (May '04)
  - Fourth of July Fireworks Show – 277.50 hours (July '04)
  - Sammamish ReLeaf – 315 hours (Oct '04)
- Re-launched Sammamish River Stewards (formerly Plant Squad) for monthly restoration.
- Presented Volunteer Policy & Procedure Manual to clarify coverage inclusive of appointed volunteers. Received Council approval.
- Sponsorships of volunteer food supplies totaling \$1,850 in value.

## 2005-2006 Goals

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### Human Resources

- Finalize Hiring Guidelines manual for managers and supervisors and Employee Handbook; Establish and implement annual training requirements for managers and supervisors; Finalize negotiations and Council approval for first contract with Teamster Local 117; Adopt and implement changes to the employee's benefit package.

## 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

- Support Council efforts to enhance the livability of Woodinville through capital planning; Evaluate the annual capital planning process; Establish/confirm evaluation criteria; Incorporate changes in the 2006-2011 CIP.

## 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.

## Community Relations (Communications, Code Enforcement, Volunteer)

- Launch Cable Television station if adequate funding is approved by Council in 2005-2006 budget.
- Support public website redesign if plan and adequate funding is approved by Council in 2005-2006.
- Increase event management for 4<sup>th</sup> of July Fireworks Celebration, including increase sponsorship recruitment.
- Launch simple "E-News" email notification system for subscribers.
- Coordinate "Annual Report" if appropriated in 2005-2006 budget.
- Enhance Civics Academy (2005) to include elected/appointed officials as presenters.
- Draft internal Crisis Communications Plan.
- Implement Safe Buildings Code (property maintenance) if adopted.
- Strengthen public education efforts for regulations, code enforcement, property maintenance, crime prevention and emergency preparedness.
- Support new ordinance review.
- Implement business inspections/business registration improvements.
- Grow volunteer programs: Concierge volunteers to 10; Sammamish River Stewards to a core group of 15 volunteers.
- Develop relationships/contact with local service groups, retirement homes and schools.
- Conduct 4 quarterly volunteer appreciation events.
- Develop relationships/familiarity with existing volunteers.
- Goal of 5,000 volunteer hours/year.

## Information systems

### *Operations/Applications/Geographical Information Systems (GIS)*

- **Operations:**
  - Computer network infrastructure – Evaluated enterprise management software, PDA's for field staff and voice over IP (Internet Protocol).
  - Computer network security – Completed emergency operations procedures; completed orientation training for all departments on the redundant server.
  - Training – Continued in-house training opportunities on Microsoft Office Suite products to improve staff productivity; established and implemented training on

Office 2003 products prior to implementation; continued to enhance Help-Desk functions.

- **Applications:**
  - Electronic Government – Reduced staff workload and improved productivity by offering permit inspection request and permit status checks to customers via MBP.com; coordinated and implemented park registration/reservation system through public web.
  - Work Order Job Costing – Evaluated alternatives and made recommendations; provided project leadership and coordination with in-house staff.
  - Public Web – Provided project leadership for web site redesign; evaluated effectiveness of web site organization and design; recommended and implemented changes to website organization and design.
  - Cablecasting – Provided technical support to activate the City’s cablecasting channel if adequate funding is approved by Council in 2005-06.
- **Geographical Information System (GIS):** Selected meta data standard; made GIS data and resource index available via the public web using E-gov Alliance web server; identified and completed at least one collaborative projects with public safety personnel.

## Executive Department Summary

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$382,311	\$430,315	\$508,993	\$565,250	\$587,707
Benefits	\$71,300	\$82,603	\$110,464	\$137,274	\$162,302
Supplies	\$21,363	\$27,763	\$11,284	\$18,300	\$16,475
Services	\$120,043	\$75,796	\$122,972	\$147,125	\$158,165
Intergov. Svcs	\$16,666	\$25,868	\$20,138	\$29,600	\$30,100
Capital Outlay	\$16,184	\$14,977	\$22,863	\$5,000	\$0
Interfund Payments	\$947	\$1,857	\$7,684	\$7,760	\$7,853
<b>Department Total</b>	<b>\$628,814</b>	<b>\$659,179</b>	<b>\$804,398</b>	<b>\$910,309</b>	<b>\$962,602</b>

Position Summary	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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	0.5	0.5	0.5	0.6	0.6
Senior Programmer	0.5	0.5	0.5	0.7	0.7
Volunteer Coordinator	0	0	0	0.7	0.7
Code Enforcement	0	0	1	1	1
<b>Position Totals</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>8</b>

Volunteer Coordinator 1040 hours 0 hours 0 hours

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**Executive  
Division Summary**

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$285,239	\$304,941	\$315,597	\$337,189	\$347,656
Benefits	\$53,319	\$57,085	\$63,677	\$75,986	\$89,437
Supplies	\$4,498	\$3,008	\$2,127	\$5,600	\$3,475
Services	\$57,291	\$39,775	\$35,539	\$79,615	\$49,675
Intergov. Svcs	\$360	\$350	\$350	\$600	\$600
Capital Outlay	\$0	\$8,711	\$3,536	\$0	\$0
Interfund Payments	\$947	\$1,857	\$3,576	\$3,610	\$3,651
<b>Department Total</b>	<b>\$401,654</b>	<b>\$415,727</b>	<b>\$424,402</b>	<b>\$502,599</b>	<b>\$494,493</b>

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<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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
<b>Position Totals</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

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## Information Systems Division Summary

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$97,072	\$125,374	\$129,381	\$150,419	\$158,097
Benefits	\$17,981	\$25,518	\$32,737	\$40,252	\$47,592
Supplies	\$16,865	\$24,755	\$7,013	\$9,950	\$10,300
Services	\$62,752	\$36,021	\$85,113	\$59,920	\$96,220
Intergov. Svcs	\$16,306	\$25,518	\$19,788	\$29,000	\$29,500
Capital Outlay	\$16,184	\$6,266	\$19,327	\$5,000	\$0
Interfund Payments	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$227,160</b>	<b>\$243,452</b>	<b>\$293,360</b>	<b>\$294,541</b>	<b>\$341,709</b>

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<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
Information Services Mgr.	1	1	1	1	1
GIS Coordinator	0.5	0.5	0.5	0.6	0.6
Senior Programmer	0.5	0.5	0.5	0.7	0.7
<b>Position Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.3</b>	<b>2.3</b>

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**Community Relations  
Division Summary**

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	2004 Actual	2005 Budget	2006 Budget
Salaries	\$64,015	\$77,643	\$81,954
Benefits	\$14,050	\$21,036	\$25,273
Supplies	\$2,144	\$2,750	\$2,700
Services	\$2,320	\$7,590	\$12,270
Interfund Payments	\$4,108	\$4,150	\$4,202
<b>Department Total</b>	<b>\$86,636</b>	<b>\$113,169</b>	<b>\$126,399</b>

<b>Position Summary</b>	Actual 2004	2005 Budget	2006 Budget
Code Enforcement	1	1	1
Volunteer Coordinator	0	0.7	0.7
<b>Position Totals</b>	<b>1</b>	<b>1.7</b>	<b>1.7</b>

Volunteer Coordinator 1040 hrs

EXECUTIVE

		Expenditure Detail	
		2005	2006
001			
015			
	<b>Salaries and Wages</b>		
513.10.11.00	Salaries	\$337,189	\$347,656
	<b>Personnel Benefits</b>		
513.10.21.00	Benefits	\$75,986	\$89,437
	<b>Supplies</b>		
513.10.31.31	Office/Operating Supplies		
	General	\$1,050	\$1,600
	EE Recognition	\$600	\$600
	Film & Development	\$50	\$25
	Printer Supplies	\$300	\$300
	Promotional Items for Cable	\$250	\$0
	Banners	\$200	\$200
	Emergency Kits	\$2,900	\$500
		<b>\$5,350</b>	<b>\$3,225</b>
513.10.35.00	Small Tools/Minor Equipment		
	Channel 21	\$250	\$0
	Display boards/stands	\$0	\$250
		<b>\$250</b>	<b>\$250</b>
	<b>Total Supplies</b>	<b>\$5,600</b>	<b>\$3,475</b>
	<b>Other Services and Charges</b>		
513.10.41.00	Professional Services		
	Misc Personnel Support	\$5,000	\$7,500
	Development Svcs Study	\$35,000	\$0
	Cable Franchise Renewal	\$5,000	\$0
	Opinion Survey	\$0	\$6,500
	Newsletter Printing	\$7,000	\$7,500
	Graphic Design/Printing	\$2,000	\$2,100
	Anniversary Celebration	\$750	\$750
	Code Pub.	\$375	\$375
		<b>\$55,125</b>	<b>\$24,725</b>
513.10.42.00	Communication		
	Monthly Charge	\$1,200	\$1,200
	Postage	\$8,000	\$8,000
	Radio	\$700	\$700
	Cell	\$1,200	\$1,200
	Cell	\$720	\$750
		<b>\$11,820</b>	<b>\$11,850</b>
513.10.43.00	Travel Expense		
	State of City	\$115	\$115
	Leg Action Conf	\$515	\$525
	NW Mngt Seminar	\$490	\$520
	Council retreat	\$0	\$0
	LGPI	\$410	\$410

	AWC Annual Conf.	\$490	\$525
	ICMA Annual Conf.	\$1,200	\$1,275
	Rotary Auction	\$100	\$100
	Misc.	\$0	\$0
	Parking	\$50	\$50
		<b>\$3,370</b>	<b>\$3,520</b>
<b>513.10.44.00</b>	<b>Advertising</b>		
	Chamber Directory	\$600	\$600
	Anniversary Celebration	\$500	\$700
	Misc.	\$1,500	\$1,400
		<b>\$2,600</b>	<b>\$2,700</b>
<b>513.10.49.10</b>	<b>Education/Training</b>		
	AWC Conference	\$600	\$600
	ICMA (Out of State)	\$450	\$450
	LGPI	\$400	\$450
	N/W Mgmt (Out of State)	\$250	\$250
	Advanced Degree Class	\$600	\$600
	AWC Legis. Action Conference	\$200	\$200
	Software Training	\$350	\$350
	Cable TV training	\$0	\$100
		<b>\$2,850</b>	<b>\$3,000</b>
<b>513.10.49.20</b>	<b>Miscellaneous</b>		
	WCMA	\$240	\$240
	ICMA	\$925	\$950
	WPELRA	\$200	\$200
	3CMA	\$400	\$400
	Chamber of Comm.	\$605	\$605
	WSEMA	\$50	\$50
	WATOA	\$65	\$70
	Rotary Dues	\$1,250	\$1,250
	Puget Sound Business Journal	\$80	\$80
	Washington CEO	\$35	\$35
		<b>\$3,850</b>	<b>\$3,880</b>
	<b>Total Other Services and Charges</b>	<b>\$79,615</b>	<b>\$49,675</b>
<b>513.10.51.00</b>	<b>Intergovernmental</b>		
	MRSC	\$600	\$600
	<b>Total Intergovernmental</b>	<b>\$600</b>	<b>\$600</b>
<b>513.10.95.00</b>	<b>Interfund</b>		
	Vehicle Use	\$3,610	\$3,651
	<b>DEPARTMENT TOTAL</b>	<b>\$502,599</b>	<b>\$494,493</b>

INFORMATION SYSTEMS

001		Expenditure Detail	
015		2005	2006
	<b>Salaries and Wages</b>		
518.10.11.00	Salaries	\$150,419	\$158,097
	<b>Personnel Benefits</b>		
518.10.21.00	Benefits	\$40,252	\$47,592
	<b>Supplies</b>		
518.10.31.31	Office Supplies		
	Data purchases	\$2,500	\$2,500
	Plotter Paper and Ink	\$1,000	\$1,200
	Color printer cartridges	\$500	\$600
	Misc	\$200	\$250
		<b>\$4,200</b>	<b>\$4,550</b>
518.10.35.00	Small Tools/ Minor Equipment		
	PC/Server Hardware	\$2,500	\$2,500
	PC/Server Software	\$1,500	\$1,500
	Phones	\$1,000	\$1,000
	Misc (PDA, DVD Burner/Reader, etc)	\$750	\$750
		<b>\$5,750</b>	<b>\$5,750</b>
	<b>Total Supplies</b>	<b>\$9,950</b>	<b>\$10,300</b>
	<b>Other Services and Charges</b>		
518.10.41.00	Professional Services		
	Web design (graphics) consultant	\$0	\$15,000
	Class implementation	\$1,250	\$0
	Phone support	\$1,500	\$1,500
	Misc professional services	\$3,500	\$3,500
		<b>\$6,250</b>	<b>\$20,000</b>
518.10.42.00	Communication		
	Pager/Cell	\$1,800	\$1,800
	Web Hosting	\$1,200	\$1,200
	Shipping	\$120	\$120
		<b>\$3,120</b>	<b>\$3,120</b>
518.10.43.00	Travel Expense		
	Meals/Mileage	\$50	\$50
		<b>\$50</b>	<b>\$50</b>
518.10.44.00	Advertising		
	Classified Ad	\$350	\$350
		<b>\$350</b>	<b>\$350</b>

518.10.48.00	Repairs and Maintenance		
	Hardware Repairs	\$1,200	\$1,200
		<b>\$1,200</b>	<b>\$1,200</b>
518.10.49.10	Education/Training		
	IS Administrator	\$1,250	\$1,250
	GIS Coordinator	\$1,250	\$1,250
	Sr. Programmer	\$150	\$150
		<b>\$2,650</b>	<b>\$2,650</b>
518.10.49.20	Misc.		
	Microsoft License Assurance	\$0	\$30,000
	Maintenance Fees (EDEN)	\$17,500	\$19,500
	Maintenance Fees (GIS)	\$5,600	\$5,600
	Maintenance Fees (Permits Plus)	\$10,000	\$10,750
	License Fees (Permits Plus)	\$5,000	\$0
	Maintenance Fees (Class)	\$3,300	\$3,000
	McAfee	\$2,400	\$0
	Volunteerworks, Citygreen, pagemaker,	\$2,500	\$0
		<b>\$46,300</b>	<b>\$68,850</b>
	<b>Total Other Services and Charges</b>	<b>\$59,920</b>	<b>\$96,220</b>
518.10.51.00	<b>Intergovernmental</b>		
	King County I-Net	\$9,000	\$9,000
	E-Gov Alliance	\$9,500	\$10,000
	NW property.com	\$3,000	\$3,000
	License fees-MBP.com	\$2,500	\$2,500
	Misc (listserv, orthophotos)	\$5,000	\$5,000
	<b>Total Intergovernmental</b>	<b>\$29,000</b>	<b>\$29,500</b>
594.18.64.00	<b>Capital Outlay</b>		
	Key scan system	\$5,000	\$0
	<b>Total Capital Outlay</b>	<b>\$5,000</b>	<b>\$0</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$294,541</b>	<b>\$341,709</b>

COMMUNITY RELATIONS

001		Expenditure Detail	
015		2005	2006
	<b>Salaries and Wages</b>		
557.20.11.00	Salaries	\$77,643	\$81,954
	<b>Personnel Benefits</b>		
557.20.21.00	Benefits	\$21,036	\$25,273
	<b>Supplies</b>		
557.20.31.31	Office/Operating Supplies		
	Code Enforcement Supplies	\$1,000	\$1,200
	Office Supplies	\$1,100	\$1,100
		<b>\$2,100</b>	<b>\$2,300</b>
557.20.35.00	Small Tools/Minor Equipment		
	Volunteer tools	\$150	\$150
	Code Enforcement Small Tools	\$500	\$250
		<b>\$650</b>	<b>\$400</b>
	<b>Total Supplies</b>	<b>\$2,750</b>	<b>\$2,700</b>
	<b>Other Services and Charges</b>		
557.20.41.00	Professional Services		
	Cablecasting: Install/Train (proj mgt)	\$0	\$5,000
	Design	\$300	\$300
		<b>\$300</b>	<b>\$5,300</b>
557.20.42.00	Communication		
	Postage	\$1,000	\$1,000
	Pager/Cell	\$720	\$750
		<b>\$1,720</b>	<b>\$1,750</b>
557.20.43.00	Travel Expense		
	WACE (Code Enforcement Officer)	\$500	\$350
	Volunteer work	\$200	\$200
	Food/Beverage for volunteers	\$700	\$700
		<b>\$1,400</b>	<b>\$1,250</b>
557.20.44.00	Advertising		
	Misc. Advertising	\$400	\$400
		<b>\$400</b>	<b>\$400</b>
557.20.45.00	Operating Rentals		
	Facilities (for meetings)	\$100	\$100

557.20.49.10	Education/Training		
	Misc. Training (Volunteer Coordinator)	\$300	\$300
	Code Enforcement/Crime Prevention/Emg.	\$1,200	\$1,000
		<b>\$1,500</b>	<b>\$1,300</b>
557.20.49.20	Miscellaneous		
	AACE Dues (Code Enforcement Officer)	\$60	\$60
	WACE Dues (Code Enforcement Officer)	\$50	\$50
	WSCP A Dues (Code Enforcement Officer)	\$60	\$60
	Miscellaneous (Volunteer Works Tech Support)	\$2,000	\$2,000
		<b>\$2,170</b>	<b>\$2,170</b>
	<b>Total Other Services and Charges</b>	<b>\$7,590</b>	<b>\$12,270</b>
	<i>Interfund</i>		
557.20.95.00	Vehicle Use	\$4,150	\$4,202
	<b>DEPARTMENT TOTAL</b>	<b>\$113,169</b>	<b>\$126,399</b>

# Administrative Services Department

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

## 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.

### **Administrative Services Department Positions:**

#### **Financial Services Division:**

Finance Director/Department Director  
Senior Accountant  
Accounting Clerk (2)

#### **City Clerk's Division:**

City Clerk

#### **Administrative Services:**

Administrative Assistant

## 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, support voter registration and elections, 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.

## Administration

Administrative Services staff provide front line customer service for phone and walk-in customers. Common customer interaction includes issuing pet licenses 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.

## 2004 Accomplishments

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### **Staff Highlights**

- Serve as Eastside Cities Training Consortium (ECTC) Registrar.
- City Clerk served as Washington Municipal Clerks Association (WMCA) President.
- Finance Director serves as Investment Committee member for Washington Cities Insurance Authority (WCIA) and is on the Investment Advisory Committee for Municipal Employees Benefit Trust.
- Provide representation to:
  - City Committees: Wellness Committee, Customer Service Team, Employees Committee, Safety Committee, Computer Committee, Records Management Team, Contract Committee, MEBT 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".
- 2004 Final Budget: Completed and distributed 2004 Final Budget; received Government Finance Officers Association (GFOA) Distinguished Budget Award.
- Records Retention: Microfiched 12 boxes (19,000+ individual records) of Finance Division records.
- 2005-2006 Recommended Biennial Budget: Prepared, assembled and distributed budget document; supported public education of the budget process through city newsletter.
- Eden Financial Software Implementation: Implemented Inforum Gold Accounts Receivable.
- Strategic Budget and Reserve Policy: Presented to Council and Finance Committee.
- 2004 Annual Financial Statement: Prepared and completed as required by the State.
- Annual Audit: Liaison to the State Auditor.

### **Financial Services Highlights**

- Presented proposed Hotel/Motel Tax program to the City Council; implemented program.
- Presented Biennial Budget process to the City Council; implemented program.
- Administered the Business Registration Program.
- Presented Fixed Asset Policy to the City Council.

### **City Clerk Division Highlights**

- Served as lead for Records Management Team and coordinated citywide efforts to maintain Records Management Program.
- Processed over 220 Request for Public Records; 25% related to Tent City4 requests.

## Administrative Services Highlights

- Serve as main point of contact for City Hall and assist customer with information needs.
- Serve as a member of the Safety Committee including Department Director as liaison.
  - Updated written program for Fall Protection Plan.
  - Coordinated Fall Protection training.
  - Composed an audio PowerPoint presentation for Asbestos Awareness employee training.
  - Assisted in developing a matrix for recordkeeping of training requirements for employees.
- Serve as Chairperson of Wellness Committee.
  - Negotiated Corporate Membership with Allstar Fitness.
  - Organized Heart Healthy Pancake Breakfast with free blood pressure checks.
  - Held two Brown Bag Lunch Cinemas which brought employees together to view health/humor videos.
  - Organized the Municipalympic Games through the Association of Washington Cities (AWC) with 21 employees participating.
  - Composed & distributed premier edition of the Wellness Newsletter.
  - Completed all necessary components for AWC's Wellness Program Incentive (financial assistance).
  - Coordinated the "Colorful Choices" Fall Wellness Campaign through AWC.
  - Organized HealthCheck Plus, a personalized wellness program for employees.
  - Organized Fall Blood Drive.
  - Organized "De-Stress for 'Da Holidays in December," a month long campaign featuring activities aimed at helping employees relieve stress.

## 2005 - 2006 Goals

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- Safety Committee:
  - Improve safety training records of employees and Safety Manual.
  - Improve the safety processes and forms on City View.
  - Review Safety Manual.
- Wellness Committee:
  - Facilitate an environment that supports healthy lifestyles, with a goal to reduce sick leave days.
- Records Management Team will continue its efforts with inventory.
- *Minutes On-Line*: Coordinate with the Executive department to post City Council minutes on the City's public website.
- Develop a Strategic Budgeting Strategy.
- Work to inform State and local officials of the detriments of the "sourcing rule" for Woodinville.
- Implement Inforum Gold Fixed Asset Program.
- Ensure accountability of Traffic Impact Fees.
- Work toward the integration of data from Class Software System.
- City Clerk to obtain Second Sustaining Level of Master Municipal Clerk Academy.
- Continue to improve the level of service to our citizens and staff.
- To increase staff expertise and abilities through workshops and training.
- Provide policy and management assistance to all City Departments.

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## Administrative Services Department Summary

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$331,538	\$354,163	\$376,130	\$386,111	\$396,799
Benefits	\$76,712	\$87,610	\$98,856	\$116,779	\$136,543
Supplies	\$5,909	\$5,807	\$4,701	\$12,500	\$7,500
Services/Intergov. Svcs	\$45,756	\$53,740	\$51,807	\$64,890	\$59,790
Capital Outlay	\$0	\$0	\$3,000	\$0	\$0
Interfund Payments	\$1,136	\$105	\$202	\$204	\$207
<b>Department Total</b>	<b>\$461,051</b>	<b>\$501,425</b>	<b>\$534,696</b>	<b>\$580,485</b>	<b>\$600,839</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
Finance Director	1	1	1	1	1
Senior Accountant	1	1	1	1	1
City Clerk	1	1	1	1	1
Accounting Clerk	1	2	2	2	2
Senior Admin Assistant	1	0	0	0	0
Administrative Assistant	1	1	1	1	1
<b>Position Totals</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

**ADMINISTRATIVE SERVICES**

001 020		Expenditure Detail	
		2005	2006
	<b>Salaries and Wages</b>		
514.30.11	Salaries	<b>\$386,111</b>	<b>\$396,799</b>
	<b>Personnel Benefits</b>		
514.30.21	Benefits	<b>\$116,779</b>	<b>\$136,543</b>
	<b>Supplies</b>		
514.30.31.31	Office/Operating Supplies		
	Binding	\$500	\$500
	Check, Vouchers, Receipts	\$2,000	\$2,000
	Paper	\$1,500	\$1,500
	Misc. Supplies	\$1,800	\$1,800
		<b>\$5,800</b>	<b>\$5,800</b>
514.30.35.00	Small Tools/Minor Equipment		
	Scanner	\$2,500	\$0
	Computer for scanner	\$2,500	\$0
	Miscellaneous	\$1,700	\$1,700
		<b>\$6,700</b>	<b>\$1,700</b>
	<b>Total Supplies</b>	<b>\$12,500</b>	<b>\$7,500</b>
	<b>Other Services and Charges</b>		
514.30.41.00	Professional Services		
	Minutes	\$7,200	\$7,200
	Codification	\$4,000	\$4,000
	Bank Fees	\$500	\$500
	Microfiche/record retention	\$4,500	\$4,500
	Audit	\$25,000	\$24,700
	Asset valuation	\$6,000	\$0
	Wellness	\$500	\$500
	Misc./Budget	\$1,000	\$2,000
		<b>\$48,700</b>	<b>\$43,400</b>
514.30.42.00	Communication		
	Monthly Cell/Phone Charge	\$1,200	\$1,200

514.30.43.00	Travel		
	GFOA or EDEN Conf. (Out of State)	\$1,000	\$1,000
	WFOA Conference	\$1,000	\$1,000
	WMTA Conference	\$1,000	\$1,000
	WMCA	\$300	\$300
	Local Workshops	\$500	\$500
		<b>\$3,800</b>	<b>\$3,800</b>
514.30.44.00	Advertising	<b>\$4,800</b>	<b>\$5,000</b>
514.30.45.00	Operating Rentals	<b>\$200</b>	<b>\$200</b>
514.30.48.00	Repairs and Maintenance	<b>\$500</b>	<b>\$500</b>
514.30.49.10	Education/Training		
	Conference Registrations	\$1,800	\$1,800
	Treasurer/Clerk Certification	\$900	\$900
	Professional Classes	\$1,000	\$1,000
		<b>\$3,700</b>	<b>\$3,700</b>
514.30.49.20	Miscellaneous		
	GFOA	\$250	\$250
	MTA	\$220	\$220
	WMTA	\$150	\$150
	PSFOA	\$50	\$50
	IIMC	\$50	\$50
	WMCA	\$100	\$100
	KCCA	\$20	\$20
	WFOA	\$150	\$150
	Subscriptions	\$400	\$400
	Miscellaneous	\$600	\$600
		<b>\$1,990</b>	<b>\$1,990</b>
	<b>Total Other Services and Charges</b>	<b>\$64,890</b>	<b>\$59,790</b>
	<b>Interfund</b>		
514.30.95.00	Operating Rentals		
	Vehicle Use	<b>\$204</b>	<b>\$207</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$580,485</b>	<b>\$600,839</b>

# Community Development Department

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The Department of Community Development (CDD) 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.

## Community Development Department Positions

### **Administrative Division:**

CDD Department Director  
Senior Administrative Assistant  
Administrative Assistant

### **Long Range Planning:**

City Planner  
Senior Planner  
Planner

### **Current Planning:**

Planner (2)  
Permit Technician II

## Long Range Planning Division

**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.

## Current Planning Division

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.

## Administrative Division

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 nine-member DCD Staff.

# 2004 Accomplishments

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## Staff Highlights

- Senior Planner vacancy filled.
- 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, Hearing Examiner, and Best Available Science Citizens Advisory Panel (BAS CAP).

- Coordinated the Design Review Programs.
- Served as City U.S. Census Liaison.
- Permit Technician job audit (reclassification for Environmental Specialist).
- 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, and Benefits Committee.
  - *Other Associations:* WRIA 8 Regional Planning Team, King County Salmon Watchers, GMA Buildable Lands Technical Forum, County GIS User Group, Regional Disaster Plan Committee, 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 the City Council and public.
- Neighborhood Business Zoning Code Amendment to Planning Commission and City Council.
- Participated in review and comment of Brightwater Architecture and Landscape Designs.
- Recommended Best Available Science Critical Areas Ordinance.
- Welcomed and trained new Tree Board members.
- Welcomed and trained new Planning Commissioners.
- Planning Commission reviewed and recommended adoption of the 2004 Annual Docket of Comprehensive Plan, Zoning Code, and Zoning Map Amendments.
- Interviewed and selected consultant for Economic Plan.
- Developed Sign Code Update Program for Billboard, Wayfinding, and Neighborhood Business Zone signs.

### **Emergency Management**

- Participated in Region 6 Tabletop exercise.
- Updated the City's Comprehensive Emergency Management Plan (CEMP) and developed a Weapon's of Mass Destruction & Terrorism Annex to the Plan; both adopted by the City Council.
- Regional Hazard Mitigation Plan accepted by Federal and State Emergency Management agencies.

### **Public Outreach/Education**

- Supported City Showcase Program.
- Supported the Sammamish "ReLeaf" River restoration project.
- Facilitated and organized 2004 Arbor Day Heritage Tree Grove planting.
- Provided Salmon Watcher 2004 Program Coordination.
- Participated in 'Make the Connection' for outreach on the proposed Downtown-LBCC Master Plan.

## 2005-2006 Goals

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### **Long Range Planning Division**

- Complete Downtown/Little Bear Creek Corridor Master Plan Code Amendments.
- Initiate Valley Gateway Master Plan Program.
- Initiate Tourist District Master Plan Update.
- Initiate Grace Annexation Process.
- Complete study for the design of the Transit Oriented Housing Development for downtown Woodinville.
- Work with the Chamber of Commerce, wineries and tourism businesses through participation on the Tourist Task Force.
- Develop a citywide Economic Development Plan.
- Develop, design and streetscape standards for approved Downtown-Little Bear Creek Corridor Master Plan.
- Brightwater Regional Wastewater Facility Proposal ongoing review.
- Remain active and involved through the entire Brightwater mitigation process.
- Cell Tower regulations and standards update.

### **Current Range Planning Division**

- 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.
- Develop sign code update program and study options for Billboard, and Neighborhood Identification signs.

### **Administrative Division**

- 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 Region 6 exercise.

## Community Development Department Summary

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$430,812	\$475,776	\$501,891	\$532,558	\$553,250
Benefits	\$93,882	\$107,730	\$125,515	\$152,054	\$180,919
Supplies	\$6,003	\$5,897	\$4,247	\$4,585	\$4,725
Services	\$228,075	\$115,878	\$84,227	\$219,887	\$107,221
Intergovernmental	\$197	\$160	\$0	\$100	\$100
Interfund Payments	\$1,420	\$596	\$1,147	\$1,158	\$1,171
<b>Department Total</b>	<b>\$760,389</b>	<b>\$706,037</b>	<b>\$717,026</b>	<b>\$910,342</b>	<b>\$847,386</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
Community Dev. Director	1	1	1	1	1
City Planner	1	1	1	1	1
Senior Planner	0	0	1	1	1
Planners	2	2	2	2.75	2.75
Planning Technician	0.75	0.75	0.75	0	0
Permit Technician	1	1	1	1	1
Senior Admin. Assistant	0.75	0.75	0.75	0.75	0.75
Administrative Assistant	1	1	1	1	1
<b>Position Totals</b>	<b>7.50</b>	<b>7.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>
Intern			344	344	344

**COMMUNITY DEVELOPMENT**

001 030		Expenditure Detail	
		2005	2006
	<b>Salaries and Wages</b>		
558.60.11	Salaries	\$532,558	\$553,250
	<b>Personnel Benefits</b>		
558.60.21	Benefits	\$152,054	\$180,919
	<b>Supplies</b>		
558.60.31.31	Office/Operating Supplies	\$3,860	\$3,975
558.60.35.00	Small Tools/Minor Equipment	\$465	\$480
558.60.36.00	Miscellaneous	\$260	\$270
	<b>Total Supplies</b>	<b>\$4,585</b>	<b>\$4,725</b>
	<b>Other Services and Charges</b>		
	Professional Services		
558.60.41.00	Staff Support	\$4,635	\$4,775
558.60.41.00	Microfiche	\$3,475	\$3,580
558.60.41.02	Land Use Application Support	\$24,700	\$25,500
558.60.41.04	Shoreline Master Plan Update	\$0	\$43,000
558.60.41.12	Economic Dev. Study	\$50,000	\$0
558.60.41.13	DT/LBC Master Plan Code/Design Standards	\$10,000	\$7,000
558.60.41.14	North Industrial Master Plan	\$5,000	\$0
558.60.41.15	Valley Gateway Corridor Plan	\$0	\$5,000
558.60.41.16	Tourist District Plan Update	\$5,000	\$0
558.60.41.17	Strategic Vision Plan	\$50,000	\$0
558.60.41.18	DTMP Implementation Studies	\$50,000	\$0
		<b>\$202,810</b>	<b>\$88,855</b>
558.60.42.00	Communication		
	Monthly phone service	\$1,500	\$1,545
	Emergency radio (Eastside Public Safety)	\$693	\$712
	Cell phone/pager charges	\$217	\$223
	Mailings/Courier Services	\$100	\$103
		<b>\$2,510</b>	<b>\$2,583</b>
558.60.43.00	Travel		
	Misc. parking, mileage, meals	\$224	\$224
	Planning Directors Conference	\$200	\$200
	Wetland Conference	\$100	\$100
	Planning Commission Retreat	\$125	\$125

	Emergency Management Conference	\$50	\$50
	N/W Tree Conf.	\$200	\$200
	Chamber Meetings	\$100	\$100
		<b>\$999</b>	<b>\$999</b>
558.60.44.00	Advertising	<b>\$4,000</b>	<b>\$5,000</b>
558.60.45.00	Operating Rentals	<b>\$125</b>	<b>\$125</b>
558.60.48.00	Repairs and Maintenance	<b>\$257</b>	<b>\$265</b>
558.60.49.10	Education/Training		
	ECTC/Professional	\$992	\$992
	Homeland Security	\$250	\$250
	WCPDA Conf.	\$155	\$155
	Wetland Conf.	\$300	\$300
	NW Tree Conf.	\$200	\$200
	EDC Conf.	\$103	\$103
		<b>\$2,000</b>	<b>\$2,000</b>
558.60.49.20	Miscellaneous		
	APA Membership	\$1,800	\$1,856
	State Planning Directors Assoc.	\$52	\$54
	Planning Association	\$103	\$106
	ARMA Membership	\$145	\$149
	State Emergency Management Assoc.	\$52	\$54
	National Arbor Day Foundation	\$30	\$30
	American Forest Membership	\$30	\$30
	Society of Environmental Restoration NW	\$25	\$25
		<b>\$2,237</b>	<b>\$2,304</b>
558.60.49.30	Printing		
	Printing, general	<b>\$4,950</b>	<b>\$5,090</b>
	<b>Total Other Services and Charges</b>	<b>\$219,887</b>	<b>\$107,221</b>
	<b>Intergovernmental</b>		
558.60.51.00	Intergovernmental Professional Services		
	King County Recording Fees	\$100	\$100
	<b>Total Intergovernmental</b>	<b>\$100</b>	<b>\$100</b>
	<b>Interfund</b>		
558.60.95.00	Operating Rentals		
	Vehicle Use	\$1,158	\$1,171
	<b>Total Interfund</b>	<b>\$1,158</b>	<b>\$1,171</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$910,342</b>	<b>\$847,386</b>

## Court Services

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The City of Woodinville does not operate a municipal court. The City is one of seventeen cities in King County that receive court services by way of interlocal agreements with the King County District Court. The City has been under agreement with King County since August of 1994 to provide trial court and detention services for all juvenile offense cases and all adult felony cases. In 2004, the City entered into a two year contract extension with King County to continue to provide court services through 2006.

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.

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**Court Services**  
**Department Summary**

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Services	\$76,900	\$89,873	\$74,490	<b>\$80,500</b>	<b>\$80,500</b>
Intergovernmental	\$209,844	\$92,035	\$83,770	<b>\$132,000</b>	<b>\$132,000</b>
<b>Department Total</b>	<b>\$286,744</b>	<b>\$181,908</b>	<b>\$158,260</b>	<b>\$212,500</b>	<b>\$212,500</b>

**COURT SERVICES**

001

040

		<b>Expenditure Detail</b>	
		<b>2005</b>	<b>2006</b>
<i><b>Other Services and Charges</b></i>			
512.50.41.10	Prosecution Services	\$60,000	\$60,000
512.50.41.20	Public Defense	\$20,500	\$20,500
	<i><b>Total Other Services and Charges</b></i>	<b>\$80,500</b>	<b>\$80,500</b>
<i><b>Intergovernmental &amp; Interfund</b></i>			
512.50.51.10	Intergovernmental-Jail	\$90,000	\$90,000
512.50.51.20	Intergovernmental-Court	\$1,000	\$1,000
512.50.51.35	Intergovernmental-Interpreter Svcs	\$1,000	\$1,000
512.50.51.40	Intergovernmental-Prisoner Transport	\$15,000	\$15,000
512.50.51.50	Intergovernmental-Domestic	\$25,000	\$25,000
	<i><b>Total Intergovernmental &amp; Interfund</b></i>	<b>\$132,000</b>	<b>\$132,000</b>
<i><b>DEPARTMENTAL TOTAL</b></i>		<b>\$212,500</b>	<b>\$212,500</b>

## Law Enforcement

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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)

<b>Woodinville Police Positions</b>
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Chief of Police Services Sgt. of Patrol Operations Patrol Officers (6)
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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: 4<sup>th</sup> 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 Community Relations Division (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.

## 2004 Accomplishments

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### **Staff Highlights**

- Supported traffic control and security for Celebrate Woodinville and 4<sup>th</sup> of July Fireworks events.
- Trained 6 King County Sheriff Office recruits through the Field Training Officer program.

### **Program Highlights**

- Continued 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.
- 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.

### **Public Outreach/Education**

- Assisted with information gathering on tent cities; managed police public relations issues regarding public safety issues; coordinated routine site inspections of Tent City 4 when established in city limits.
- Initiated commercial burglary education and crime prevention campaign in response to crimes committed against local businesses.
- 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.

## 2005-2006 Goals

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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 2005 & 2006 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.

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## Law Enforcement Department Summary

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Supplies	\$1,991	\$9,329	\$7,585	\$5,790	\$5,790
Services	\$6,615	\$7,666	\$6,961	\$12,150	\$12,150
Intergovernmental	\$1,407,918	\$1,438,409	\$1,536,089	\$1,664,873	\$1,747,050
Capital Outlay	\$1,769	\$1,821	\$1,935	\$0	\$0
<b>Department Total</b>	<b>\$1,418,293</b>	<b>\$1,457,225</b>	<b>\$1,552,569</b>	<b>\$1,682,813</b>	<b>\$1,764,990</b>

**LAW ENFORCEMENT**

001  
050

		<b>Expenditure Detail</b>	
		<b>2005</b>	<b>2006</b>
	<b><i>Supplies</i></b>		
521.10.31.31	Office/Operating Supplies	\$965	\$965
521.10.35.00	Small Tools/Minor Equipment		
	Misc. tools/equipment	\$2,325	\$2,325
	Radar guns	\$2,000	\$2,000
		<b>\$4,325</b>	<b>\$4,325</b>
521.10.36.00	Misc.	\$500	\$500
	<b><i>Total Supplies</i></b>	<b>\$5,790</b>	<b>\$5,790</b>
	<b><i>Other Services and Charges</i></b>		
521.10.41.00	Professional Services	\$2,350	\$2,350
521.10.42.00	Communication	\$4,800	\$4,800
521.10.43.00	Travel	\$900	\$900
521.10.45.00	Operating Rentals	\$470	\$470
521.10.48.00	Repairs	\$490	\$490
521.10.49.10	Education/Training	\$2,000	\$2,000
521.10.49.20	Miscellaneous	\$1,140	\$1,140
	<b><i>Total Other Services &amp; Charges</i></b>	<b>\$12,150</b>	<b>\$12,150</b>
	<b><i>Intergovernmental &amp; Interfund</i></b>		
521.10.51.00	Intergovernmental Services		
	Police Contract	\$1,612,341	\$1,693,358
	Computer Replacement	\$5,592	\$5,592
	Special Events	\$15,000	\$15,500
	Reserve \$ for Marine, Drug & Air	\$10,300	\$10,600
	K-9 Reserve	\$10,000	\$10,000
	Overtime Actuals Reserve	\$11,640	\$12,000
	<b><i>Total Intergov &amp; Interfund</i></b>	<b>\$1,664,873</b>	<b>\$1,747,050</b>
	<b><i>DEPARTMENT TOTAL</i></b>	<b><u>\$1,682,813</u></b>	<b><u>\$1,764,990</u></b>

# Public Works - Engineering

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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 Capital Improvement Projects
  - Mitigation management
  - City Standards enforcement
- ♦ Recycling programs coordination and management
  - Spring and Fall collection events
  - Spring wood 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, Level of Service)
  - Special events traffic planning and management

## **Public Works, Streets, SWM Positions**

### **Administration:**

Public Works Director  
Senior Administrative Assistant

### **Engineering, Utility & RR Coordination:**

City Engineer  
Field Engineer  
Interns

### **Transportation Planning:**

Transportation Planner

### **Capital Project Management:**

Senior Engineer/Project Manager

### **Surface Water Management:**

Senior Engineer

### **Maintenance & Operations**

Maintenance Supervisor  
Maintenance Worker II  
Maintenance Worker I (3)  
Seasonal Maintenance Workers (Based upon  
hours/funding, average 7-10/year)

## 2004 Accomplishments

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### Staff Highlights

- Hired a replacement Project Manager.
- Hired four 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 performed recycling program in-house.
- 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).
  - *Other Associations:* 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.

### Department/Project Highlights

- Continued support of planter tub clusters along NE 175<sup>th</sup> Street with excellent results.
- Traffic Impact Fee model and a method for determining fees approved by the City Council.
- Supported development of the City's Non-Motorized Transportation Plan which includes coordinated efforts from Community Development and Parks & Recreation Departments and respective commissions.
- Completed habitat planting along stream corridors.
- Incorporated the Downtown-Little Bear Creek Master Plan land use into the transportation model and demonstrated model to City Council.
- Continued recycling programs using in-house staff (vs. contracted services); resulting in more services with less cost.

### Capital Projects

- Completed design for North Leg of the Bottle Neck Relief Project (BNRP) project (CIP Project No. RO-27A).
- Began concept design for improvement for NE 175<sup>th</sup>/SR 202 intersection (CIP Project No. I-14).
- Completed construction of the Check Ride access for the LBCP/Mill Place signal project (CIP Project No. 16C).
- Completed landscaping phase for the 136<sup>th</sup>/195<sup>th</sup> road improvement (CIP Project No. I-15).

- Coordinating with Washington State Department of Transportation (WSDOT) and Sound Transit for improvement opportunities for the on and off ramp at State Route 522/195<sup>th</sup> interchange (CIP Project No. RM-15A).
- Began design work for the State Route 522/195<sup>th</sup> off ramp (CIP Project No. RM-15A).
- Performed coordination work with PSE for utility under grounding work along Little Bear Creek Parkway (CIP Project No. RM-16A).
- Continued to work with community stakeholders for the Hollywood Hill Roundabout and seek funding opportunities. Completed new design concepts with in-house engineers (CIP Project No. I-8).
- Constructed storm and pedestrian improvement along NE 175<sup>th</sup> (west of 159<sup>th</sup> Avenue NE) (CIP Project No. SWM-14).
- Completed design, secured easements, and planned construction for storm water improvements for the Garden Reach drainage basin in association with LBCP flooding condition (CIP Project No. 16C).
- Began design work for Woodin Creek siltation control pond at Reinwood Division 1 (CIP No. SWM-16).
- Received Safety Grant and completed installation of flashing light pedestrian improvement at 195/136<sup>th</sup> intersection by WHS (CIP Project No. PED 1).
- Completed design concept layout with estimates for the Garden Way and NE 178<sup>th</sup> Street Grid Road.
- Completed upgrade project for the North Woodinville Way (195<sup>th</sup>) rail road crossing.

#### *Non-Capital Projects*

- Adopted traffic impact fee ordinance to provide for new development traffic capacity mitigations.
- Continued habitat planting along stream corridors.
- Performed a transportation model analysis for the 6-Year Transportation Improvement Plan (TIP).
- Completed traffic model for DTMP with alternatives for "build of 6 Year CIP only in downtown area" for analysis of impacts for DTMP.
- Implemented improvement to provide sanitation, power, water and access for temporary homeless encampment.
- Contracted, layout, and implementation of Wayfinding signs program.
- Assisted in the development of the Non-motorized plan.
- Developed and implemented a Development Review process and program.
- Developed and had adopted the Street Sweeping Ordinance.

#### **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.
- Held open house for BNRP Trestle Replacement project.
- Held open house for BNRP North Leg project.
- Held open house for Traffic Impact fee.
- Participated in neighborhood traffic safety meetings including Reinwood Division 1, Kingsgate, Winchester, and Lake Leota.
- Represented City with the Chamber of Commerce, attending functions, making presentations on Capital Projects and other traffic related items, and coordination for support on City project efforts.

- Public Works Director was guest speaker at Community Colleges on Public Works and local government operations.

## 2005-2006 Goals

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- Begin design for the 132<sup>nd</sup> Avenue NE at grade crossing (CIP Project No. 16B).
- Begin construction of the 127<sup>th</sup>/SR 202 interim traffic signal improvement (CIP Project No. I-6).
- Perform construction work with Puget Sound Energy (PSE) for utility under grounding work along Little Bear Creek Parkway.
- Seek opportunities for stream corridor protection acquisition along Little Bear Creek corridor (CIP Project No. SWM-8). Support restoration work of Phase II Rotary Community Park.
- Begin construction of Little Bear Creek Corridor roadway improvement for the east leg. (CIP Project No. RM-16A).
- Complete design and construction of the north leg of BNRP (CIP Project No. RM-15).
- Pursue efforts with Redmond, King County, Kirkland, TIB, WSDOT for consideration of a Route Jurisdictional Transfer (RJT) for SR 202 or other methods to improve local control.
- Execute MOU with BNSF for the 132<sup>nd</sup> Avenue at grade crossing.
- Complete design and begin construction phase of the BNRP Trestle Replacement project.
- Seek partnership with residential community for SNAP projects.
- Work with Feds on consolidation of Fed allocated dollars to 124<sup>th</sup> Avenue for possible pedestrian safety improvements.
- Coordinate with Woodinville Water District for a pavement overlay project for 124<sup>th</sup> Avenue NE from 160<sup>th</sup> to NE 175<sup>th</sup> Street.
- Construction siltation control system for Woodin Creek.
- Prepare and adopt Transportation Concurrency Ordinance.

**Public Services  
Department Summary**

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$224,292	\$200,796	\$187,815	\$245,501	\$253,948
Benefits	\$42,096	\$50,397	\$50,607	\$60,519	\$71,533
Supplies	\$3,921	\$18,581	\$16,219	\$5,150	\$4,700
Services	\$41,279	\$29,489	\$26,351	\$54,000	\$54,217
Capital Outlay	\$0	\$0	\$9,660	\$0	\$0
Intergovernmental	\$6,848	\$3,000	\$4,261	\$12,800	\$12,800
Interfund Payments	\$0	\$876	\$1,687	\$1,703	\$1,722
<b>Department Total</b>	<b>\$318,436</b>	<b>\$303,139</b>	<b>\$296,600</b>	<b>\$379,673</b>	<b>\$398,920</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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
<b>Position Totals</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>	<b>3.20</b>

	Hours 2016	Hours	Hours	Hours	Hours
Interns	2016	0	1164	1164	1164

**PUBLIC WORKS**

001		Expenditure Detail	
060		2005	2006
	<b>Salaries and Wages</b>		
532.10.11.00	Salaries	<b>\$245,501</b>	<b>\$253,948</b>
	<b>Personnel Benefits</b>		
532.10.21.00	Benefits	<b>\$60,519</b>	<b>\$71,533</b>
	<b>Supplies</b>		
532.10.31.31	Office/Operating Supplies		
	General Office Supplies	<b>\$3,020</b>	<b>\$2,800</b>
532.10.35.00	Small Tools/Minor Equipment		
	SIDRA Update	\$300	\$400
	AutoCAD Lite update	\$1,000	\$1,000
	Misc. Engineering/Survey Tools	\$530	\$200
532.10.35.02	Recycling Supplies	\$300	\$300
	<b>Total Supplies</b>	<b>\$2,130</b>	<b>\$1,900</b>
		<b>\$5,150</b>	<b>\$4,700</b>
	<b>Other Services and Charges</b>		
532.10.41.02	Prof Svcs-Recycling		
	Recycling Program	<b>\$45,000</b>	<b>\$45,000</b>
532.10.42.00	Communication		
	Monthly phone service	\$840	\$882
	Emergency radio	\$240	\$240
	Cell phone charges	\$2,100	\$2,205
	Community Outreach & Open House	\$350	\$350
	Neighborhood Traffic Safety	\$300	\$300
		<b>\$3,830</b>	<b>\$3,977</b>
532.10.43.00	Travel		
	Meetings, Training	\$300	\$300
	WSDOT & ITE meetings/training	\$300	\$300
		<b>\$600</b>	<b>\$600</b>
532.10.44.00	Advertising		
	Small Works/Prof. Svc Call	\$650	\$700
	Positions	\$400	\$400
	Special Projects	\$400	\$400
	Public Notice (Open House)	\$250	\$250
		<b>\$1,700</b>	<b>\$1,750</b>
532.10.48.00	Repairs and Maintenance		
	Computer, Plotter & Survey Equipment	<b>\$600</b>	<b>\$600</b>

532.10.49.10	Education/Training		
	APWA Conf. & Meetings	\$1,200	\$1,200
	APWA Training	\$300	\$300
		<b>\$1,500</b>	<b>\$1,500</b>
532.10.49.20	Miscellaneous		
	PE License (2)	\$240	\$240
	API Certificatinon (1)	\$250	\$250
	APWA Membership (2)	\$160	\$180
	Project Mgt Institute	\$120	\$120
		<b>\$770</b>	<b>\$790</b>
	<b>Total Services and Charges</b>	<b>\$54,000</b>	<b>\$54,217</b>
	<b>Intergovernmental</b>		
532.10.51.00	CTR Program	\$12,800	\$12,800
	<b>Total Intergovernmental</b>	<b>\$12,800</b>	<b>\$12,800</b>
	<b>Interfund</b>		
532.10.95.00	Interfund Payments for Services		
	Vehicle Use	\$1,703	\$1,722
	<b>Total Interfund</b>	<b>\$1,703</b>	<b>\$1,722</b>
		<b>\$379,673</b>	<b>\$398,920</b>

# Permit Center

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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 and public education. Customer Service and safety have been and will continue to be a high priority for this department and the subject of continuous improvement efforts. First impressions of the City are a vital part of every employee's responsibility. Our policy is to promote citizen interactions with our Department, often providing experience and help through complex code issues and development standards.

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.
  - Mutual Information Sharing System (MISS).
- ♦ **Administration**
  - Contract administration for permit review and inspection.
  - Maintain departmental standard operating procedures.
  - Records management.
  - Participation on city, regional, and national committees.
- ♦ **Facility Management**
  - Provides maintenance and building repair for City buildings, including custodial services (70,000 square feet of structures, with 45,000 square feet in active use).
  - Hazardous materials handling and management.
  - Contract administration and management for facilities related work, including building alterations and building systems.

## **Permit Center Positions**

Permit Center Director (Building Official)

### **Permit Review & Inspection:**

Permit Supervisor

Building Inspector II (2)

Civil Plans Examiner

Civil Site Field Inspector

Permit Technician III

Permit Technician II

Permit Technician I

### **Facilities Management:**

Facilities Maint. Worker II

Facilities Maint. Worker I

### **Administration:**

Senior Administrative Assistant

## 2004 Accomplishments

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### Staff Highlights

- Recertification to the 2003 IBC/IRC codes - Building Inspector II.
- International Code Council Recertifications : Mechanical Inspector, Uniform Fire Code Inspector, Fire Inspector II, Residential Combination Inspector, Plumbing Inspector, Plumbing Inspector UPC, Mechanical Inspector, Building Plans Examiner, Building Plans Examiner UBC, Accessibility Inspector/Plans Examiner, and Combination Dwelling Inspector (Uniform Codes) – Building Inspector II.
- ICC Electrical Inspector certification – Building Inspector II.
- Professional Engineers License renewal.
- Asbestos Worker Refresher Training Certificate - Facilities I and Facilities II Workers.
- Permit Center staff attended numerous classes and seminars on a wide-variety of topics, including the 2002 National Electrical Code, Fundamentals of Construction Contracts, International Building Codes, International Residential Codes, Clean Water and Stormwater, Regulations of Wetlands, Urban Street Design, Public Records and Open Meetings, and Emergency Preparedness classes.
- Developed Mutual Information Sharing System standard operating procedures.
- Provide representation to:
  - *City Committees:* Accident Board (Chair), Benefits Committee, Computer Committee, Contract Committee, Customer Service Team, Employee's Committee, Mutual Information Sharing System Committee (Chair), Records Management Team, Safety Committee (Chair), Technical Review Committee (Chair), and Wellness Committee, Permits Plus User Group Committee.
  - *Other Associations:* E-Government Alliance, MyBuildingPermit.com, International Plumbing Code Council, Washington Association of Building Officials, International Code Council, Association of Permit Technicians, Associated General Contractors of Washington, International Association of Electrical Inspectors.

### Project/Department Highlights

#### *Permitting*

- City of Woodinville 8-lot subdivision selected for 2005 "Street of Dreams."
- Brightwater permit review.
- Inspection Highlights as of mid October:
  - Conducted 3,240 Building Inspections (building, sign, mechanical, plumbing, and demolition).
  - Conducted 873 Civil Site Inspections (site development, right-of-way, clear and grade, and site visits).
- Plan Review Highlights as of mid October:
  - Completed 977 building construction plan reviews.
  - Completed 93 civil plan reviews.

- Projects approved: Nolan Woods, Casswood Estates, The Creekside Phase II, Sonoma Place, City Rotary Community Park Site Development, Sirkin Property, Interbay Foods, Tanglin Ridge, Millers Ridge, Turnbow short plat, and Woodinville Lumber.
- 911 permits issued as of October, 2004.
- Processed 15 decisions (Building Official Decisions, Interpretations, and Deviations).
- Eastside Building Officials worked jointly to create uniform code language for the new International Codes; City Council adopted - Ordinance #366.
- Active member of MyBuildingPermit.com, expanding on-line information and better access to government regulations, services, and code interpretations.
- Plumbing 6% and Mechanical 19% permits issued on line as of end of September.
- Permit processing times published for the public at the Permit counter.
- Participated in creating a system where core development permit documents are centrally and simultaneously reviewed – Mutual Information Sharing System (MISS).
- Reduced backlog of permits to be archived by two years.
- Lead department for City's Mutual Information Sharing System (MISS) and Technical Review Committee (TRC) program.

### **Facilities**

- Johnson building was purchased and is scheduled for demolition before the end of year 2004.
- Maintenance and custodial services for 70,000 square feet of structures, with 45,000 square feet in active use.
- Completed remodel of Woodinville Community Center Men's Building A restroom (after extensive water damage).
- Removal of two oil tanks between Woodinville Community Center building and Annex (Old Woodinville School) building.
- Installed energy saving light devices in seven meeting rooms.
- Installed new locks at Woodinville Community Center and Johnson buildings.
- Implemented new HVAC, generator, fire and alarm testing contracts.
- Worked additional 40 hours to prepare for annual City Hall Open House.
- Provide many facilities repairs and equipment services.

### **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.

## **2005-2006 Goals**

- 
- Continue as an active member of MyBuildingPermit.com, expanding on-line information and better access to government regulations, services, code interpretations, "how to project details", permit applications and issuance.
  - Participation in multi-city fee project. Determine whether enterprise proposal should be made.

- Enhance communications in Technical Review Committee to achieve “No Surprises” goal.
- Review proposed land development regulations in the Technical Review Committee for consistency with other regulations and impacts.
- Provide the single resource and point of contact to City development services.
- Process permits from beginning to end as a seamless process where individual department actions are combined to a single purpose of development review and approval.
- Customer service and customer service improvement are key aspects underlying all new process for pre-design review, project review, and permit issuance.
- Permits to be processed in an efficient and timely manner.
- 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.
- Continue to keep public buildings in a clean and safe manner.
- Complete Phase One improvements to the WCC building to improve Public Works usage of the property, focusing on increasing usability of the WCC bunker areas, as well as improving the corporation yard.
- New domestic water supply system in WCC buildings currently in use.
- Repair heating and cooling system for the “A” building.
- Training and education to facilitate re-certifications for hazardous materials handling and management and for systems and contract management.
- Archiving - Maintain records management database.

**Permit Center  
Division Summary**

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$531,978	\$534,712	\$544,513	\$593,027	\$612,759
Benefits	\$106,655	\$113,815	\$121,571	\$158,990	\$187,424
Supplies	\$13,859	\$17,325	\$6,911	\$9,004	\$7,213
Services	\$28,693	\$39,259	\$40,374	\$52,103	\$49,651
Capital Outlay	\$10,985	\$0	\$0	\$0	\$0
Interfund Payments	\$11,266	\$11,266	\$7,979	\$8,058	\$8,154
<b>Department Total</b>	<b>\$703,436</b>	<b>\$716,377</b>	<b>\$721,348</b>	<b>\$821,182</b>	<b>\$865,202</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
Permit Center Director	1	1	1	1	1
Building Inspector	1	2	2	2	2
Code Enforcement	1	1	0	0	0
Building Plans Examiner	1	0	0	0	0
Civil Plans Examiner (Sr Eng)	1	1	1	1	1
Permit Tech	3	2	2	3	3
Permit Supervisor	1	1	1	1	1
Civil Site Field Inspector	1	1	1	1	1
Admin Assistant	0	0	1 (mid year)	0	0
Senior Admin Assistant	0.9	0.9	0.9	0.9	0.9
<b>Position Totals</b>	<b>10.9</b>	<b>9.9</b>	<b>9.9</b>	<b>9.9</b>	<b>9.9</b>

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**Facilities  
Division Summary**

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$65,560	\$80,453	\$85,103	\$90,104	\$95,328
Benefits	\$18,098	\$24,261	\$28,164	\$32,421	\$38,516
Supplies	\$22,769	\$16,761	\$14,858	\$23,360	\$22,840
Services	\$309,884	\$191,874	\$208,461	\$249,088	\$259,227
Capital Outlay	\$0	\$0	\$4,975	\$0	\$0
Interfund Payments	\$0	\$0	\$0	\$0	\$0
<b>Department Total</b>	<b>\$416,311</b>	<b>\$313,349</b>	<b>\$341,561</b>	<b>\$394,973</b>	<b>\$415,910</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
Facilities Maint. Worker I	1	1	1	1	1
Facilities Maint. Worker II	1	1	1	1	1
<b>Position Totals</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

PERMIT CENTER

001		Expenditure Detail	
070		2005	2006
	<b>Salaries and Wages</b>		
559.20.11.00	Salaries	\$593,027	\$612,759
	<b>Personnel Benefits</b>		
559.20.21.00	Benefits	\$158,990	\$187,424
	<b>Supplies</b>		
559.20.31.31	Office/Operating Supplies		
	File folders (TRC Program)	\$515	\$530
	Office/Operating Supplies - other	\$4,120	\$4,244
		<b>\$4,635</b>	<b>\$4,774</b>
559.20.35.00	Small Tools/Minor Equipment		
	Stamps	\$618	\$636
	Laser printer	\$2,000	\$0
	Miscellaneous	\$1,545	\$1,591
		<b>\$4,163</b>	<b>\$2,227</b>
559.20.36.00	Miscellaneous	\$206	\$212
	<b>Total Supplies</b>	<b>\$9,004</b>	<b>\$7,213</b>
	<b>Other Services and Charges</b>		
559.20.41.00	Professional Services		
	Civil Engineering & Life Safety	\$13,800	\$14,215
	Landscaping Review	\$6,500	\$6,700
	Sound Engineer	\$773	\$796
	Water/Material Testing	\$773	\$796
	Microfiche	\$7,000	\$2,772
	Reprographic Services	\$824	\$848
	Support of Building Official Group E Gov	\$3,090	\$3,182
		<b>\$32,760</b>	<b>\$29,309</b>
559.20.42.00	Communication		
	Eastside Public Safety	\$2,165	\$2,230
	AT&T monthly charges	\$515	\$530
	Nextel (wireless)	\$3,500	\$3,605
	Phone Tree Changes	\$1,200	\$1,236
	Verizon office monthly charges	\$2,885	\$2,972
	New Desk Phones (3)	\$450	\$950
		<b>\$10,715</b>	<b>\$11,523</b>

559.20.43.00	Travel		
	WA Bldg Official Meetings Permit Center Dir.	\$210	\$210
	ICBO Conference (Out of State)	\$1,000	\$1,000
	Permit Tech Conference (Permit Supervisor)	\$290	\$290
		<b>\$1,500</b>	<b>\$1,500</b>
559.20.44.00	Advertising		
	Journal of Commerce	\$190	\$195
	Woodinville Weekly	\$185	\$190
	Seattle Times	\$825	\$850
		<b>\$1,200</b>	<b>\$1,235</b>
559.20.48.00	Repairs and Maintenance		
	Miscellaneous	\$618	\$636
		<b>\$618</b>	<b>\$636</b>
559.20.49.10	Education/Training		
	Conference Registrations	\$800	\$800
	AWC Construction Erosion Cert.	\$310	\$310
	Re-certifications	\$802	\$802
	Customer Service Training	\$350	\$350
	Miscellaneous Training	\$1,738	\$1,738
		<b>\$4,000</b>	<b>\$4,000</b>
559.20.49.20	Miscellaneous		
	APWA (Civil Plans Examiner)	\$100	\$100
	Association of Permit Technicians	\$140	\$140
	ICBO membership dues (Permit Director)	\$100	\$100
	PE Registration 2 year renewal (Civil Plans Ex.)	\$0	\$120
	WABO membership dues (all staff)	\$55	\$55
	NW Chapter of ICBO Membership	\$15	\$15
	International Code Council Membership	\$100	\$100
559.20.49.21	Bank	\$600	\$618
	Miscellaneous	\$200	\$200
		<b>\$1,310</b>	<b>\$1,448</b>
	<b>Total Other Services and Charges</b>	<b>\$52,103</b>	<b>\$49,651</b>
	<b>Interfund Payments for Service</b>		
559.20.95.00	Vehicle Use	\$8,058	\$8,154
	<b>DEPARTMENT TOTAL</b>	<b>\$821,182</b>	<b>\$865,202</b>

**FACILITIES**

001		<b>Expenditure Detail</b>	
070		<b>2005</b>	<b>2006</b>
	<b>Salaries and Wages</b>		
518.30.11	Salaries	<b>\$90,104</b>	<b>\$95,328</b>
	<b>Personnel Benefits</b>		
518.30.21	Benefits	<b>\$32,421</b>	<b>\$38,516</b>
	<b>Supplies</b>		
518.30.31.31	Office/Operating Supplies	<b>\$19,000</b>	<b>\$19,000</b>
518.30.35.00	Small Tools/Minor Equipment		
	Miscellaneous Tools & Equipment	\$1,200	\$1,240
	Door mats (all major doors)	\$200	\$240
	Clothing (boots, gloves, safety equip)	\$1,160	\$500
		<b>\$2,560</b>	<b>\$1,980</b>
518.30.36.00	Miscellaneous	<b>\$1,800</b>	<b>\$1,860</b>
	<b>Total Supplies</b>	<b>\$23,360</b>	<b>\$22,840</b>
	<b>Other Services and Charges</b>		
518.30.41.00	Professional Services-Maintenance Contracts		
	Power Generator	\$1,700	\$1,800
	Fire Sprinkler and Alarm System (annual)	\$6,000	\$6,000
	Water system check valve assemblies	\$600	\$660
	Elevator Service (twice annually)	\$1,800	\$1,900
	HVAC Maintenance WCC BLD.	\$5,100	\$5,300
	Thermostat Replacement WCC BLD.	\$3,300	\$3,400
	HVAC Maintenance City Hall	\$4,100	\$4,200
	Fire extinguisher maintenance	\$825	\$850
	Fire Alarm Monitoring Company	\$1,750	\$1,800
		<b>\$25,175</b>	<b>\$25,910</b>
518.30.42.00	Communication		
	Fire Alarm/Elevator Lines	\$3,100	\$3,500
	Nextel Wireless monthly charges	\$1,700	\$1,900
		<b>\$4,800</b>	<b>\$5,400</b>
518.30.43.00	Travel	<b>\$200</b>	<b>\$200</b>
518.30.44.00	Advertising (Bids)		
	Newspapers	\$721	\$732
		<b>\$721</b>	<b>\$732</b>

518.30.45.00	Operating Rentals		<b>\$1,000</b>	<b>\$1,000</b>
	Utilities			
518.30.47.00	Solid Waste		\$18,000	\$18,000
	Electricity			
518.30.47.11		City Hall	\$54,000	\$56,000
518.30.47.21		Sorenson	\$38,000	\$40,000
518.30.47.31		Annex/Johnson	\$2,500	\$2,500
	Water/Sewer			
518.30.47.12		City Hall	\$4,800	\$4,850
518.30.47.22		Sorenson	\$3,500	\$3,600
518.30.47.32		Annex/Johnson	\$2,800	\$3,000
	Natural Gas			
518.30.47.20		Sorenson	\$38,000	\$42,000
			<b>\$161,600</b>	<b>\$169,950</b>
518.30.48.00	Repairs and Maintenance			
	Plumber		\$11,600	\$11,900
	Electrical		\$10,000	\$10,300
	General Contractor		\$17,000	\$16,500
	HVAC City Hall/WCC		\$10,800	\$11,100
	Custodial Equipment Repair		\$800	\$800
	Lamp replacement		\$1,500	\$1,500
			<b>\$51,700</b>	<b>\$52,100</b>
518.30.49.10	Education/Training			
	UW Facility Management Classes (Spring)		\$2,150	\$2,150
	Custodial and Maintenance classes		\$350	\$350
			<b>\$2,500</b>	<b>\$2,500</b>
518.30.49.20	Miscellaneous			
	Uniform Fire Code Annual Permit		\$720	\$740
	Elevator Permit Labor & Industry		\$260	\$270
	Boiler Permit		\$412	\$425
			<b>\$1,392</b>	<b>\$1,435</b>
	<b>Total Other Services and Charges</b>		<b>\$249,088</b>	<b>\$259,227</b>
	<b>DEPARTMENT TOTAL</b>		<b>\$394,973</b>	<b>\$415,910</b>

# Parks and Recreation Department

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The mission of the Woodinville Parks & Recreation Department is to enrich the quality of life for the citizens of Woodinville by promoting healthy living, civic responsibility, recreational opportunities, 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 citizens 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.

## City Event Management

- ♦ Manage the City's major community events, including Woodinville Family Fourth of July, Woodinville Light Festival, Cityhood Celebration (part of Celebrate Woodinville), and the Summer Concerts Series.
- ♦ Coordinate special events permitting process and individuals developing non-City events within Woodinville.

## Recreation Programming

- ♦ Create and implement recreation programs, events, and activities for varied ages, interests, and abilities in response to community interest and emergent trends.

## Parks Maintenance

- ♦ Plan, develop, operate, and maintain all City-owned park and open space properties.

## Park Planning

- ♦ Assist developers and citizens through the technical review process, review projects for park impacts, and administers park impact fees.
- ♦ Design landscape plans and provides assistance for City Capital Improvement Projects.

## Community Center Operations

- ♦ Operate Woodinville Community Center including the reservation of City rooms, spaces, parks and fields.

## Public Art Program

- ♦ Manage the Public Art Program.
- ♦ Coordinate and support the Parks and Recreation Commission and Public Arts Advisory Committee.
- ♦ Coordinate the Wilmot Park Brick & Tile Sales Program.

### Parks & Recreation Department Position

P&R Department Director

#### **Parks Division:**

Parks Maintenance Supervisor  
Parks Maintenance Worker I  
Senior Administrative Assistant  
Park Planner (.5 FTE)  
Seasonal Maintenance Workers (based upon hours/funding, average 5/year)

#### **Recreation Division:**

Recreation Supervisor  
Recreation Coordinator  
Administrative Assistant  
Recreation Program Technician

Temporary Recreation Staff  
Recreation Assistant I and II  
Youth Sports Instructor  
ESL Instructor

## **Facility Rental & Reservations**

- ♦ Coordinate reservations and rentals city facilities, sports fields and equipment for use by the community.

## **Public Outreach.**

- ♦ Engages the community in parks, recreation and event volunteer projects by providing venues, opportunities, challenges, and rewards.

# 2004 Accomplishments

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## **Staff Highlights**

- Hired recreation staff to support expanded programs and WCC operations.
  - Recreation Assistant II to replace former staff, Recreation Assistant I to support expanded programs and operations, Youth Sports Instructor to replace former staff, English as a Second Language Instructor to launch first in-house Human Service program provision by the City, Recreation Assistant II to support new Toddler Time programming and operations.
- Developed and implemented new ESL Program serving adult minority population.
- Completed goal of having three Woodinville Community Center staff certified in American Red Cross training in Emergency Shelter Management.
- Enhanced recreation services in Special needs programming in response to program growth.
- Hosted Woodinville High School ASL concert resulting in largest attendance (325+) ever at a single Community Center event.
- Hired 5 non-regular employees for park maintenance duties.
- Received training in Post Earthquake Building Assessment from Washington State Emergency Management Division.
- Received various training such as: First Aid, Noxious Weed Identification, Blood Borne Pathogens, Meth. Training, Computer Training and Athletic Field Institute.
- Provided representation to:
  - *City Committees:* Special Events Permit Review Committee (Lead), Human Service Review Panel, E-Government Planning/Project Team, E-Government Implementation Team, Class Software Implementation Team, Employee Benefits Committee, Computer Committee, Municipal Employee Benefit Trust, Customer Service Team, Wellness Committee, Contracts Committee, Records Management Team, Safety Committee, Employees Committee, Accident Review Board, Technical Review Committee.
  - *Other Associations:* King County Resource Managers Committee, E-Government Alliance Project, Planning and Implementation Team Committees, Metropolitan Seattle Waterfowl Management Committee, Parks & Recreation Service Area (PRSA) Aquatics Study Committee, Seattle/King County Parks and Recreation Directors, Assisted Washington State Interagency Committee for Outdoor Recreation with technical review of statewide park grant proposals.
- Attended Washington Recreation and Parks Association (WRPA) conferences.

## **Project/Department Highlights**

### *Parks Division*

- **Rotary Community Park**
  - Project Management, Grand Opening, and Startup Operations of Rotary Community Park Phase II, including the picnic shelter, the playground, and the enlarged lawn area.
  - Assisted IT in placing webcams in Rotary Community Park.
  - Received grants totaling \$50,000 for volunteer activities and habitat restoration.
  - Coordinated playground installation by volunteers.
- **Public Art Program**
  - Implemented the Public Arts Advisory Committee.
  - Began the "Artist of the Month" Program, a component of the Rotating Art Program.
  - Coordinated two Public Arts Fund Benefit Concerts at Rotary Community Park.
- **Master Planning**
  - Completed the Little Bear Creek Linear Park Master Plan, received City Council approval.
  - Completed the Civic Center Master Plan Feasibility Study, received City Council approval.
  - Reviewed Parks, Recreation, and Open Space concepts for Brightwater Active Recreation Mitigation.
  - Updated the Parks Recreation and Open Space Plan to be forwarded to the City Council in 2005.
  - Sought opportunities for land banking and reviewed potential acquisitions.
  - Collaborated with the Public Works Department in developing a Non-Motorized Transportation Plan for Commission and Council review.
- **Other Highlights**
  - Assisted other departments in responding to the siting of a Tent City 4 on future park land.
  - Participated as member city in the development of the Northshore Parks and Recreation Service Area's Aquatic Needs Study.
  - Continued sales and engraving of bricks and tiles at Wilmot Gateway Park.
  - Renovated the Courtyard Plaza at Woodinville Community Center with the assistance of the Public Works field crew.
  - Relocated "Flowering Structure" artwork to 175<sup>th</sup> Street near Old Woodinville School.
  - Assisted Farmer's Market with the installation of new pathway in front of Old Woodinville School.
  - Collaborated with other departments on the planning and implementing of Sammamish ReLeaf.
  - Coordinated various volunteer projects including native restoration and trail clearing projects at Rotary Community Park.

- Provided design and oversight to scout projects such as art installation at DeYoung Park and walking path and benches at Community Center Courtyard.
- Assisted Community Development Department with the design, purchasing of materials, and site management of the Arbor Day project.
- Improved visibility into Woodin Creek Park.
- Replanted flower pots at Wilmot Gateway Park and City Hall.
- Provided support to City sponsored events such as Celebrate Woodinville, Arbor Day, Fourth of July, Summer Concert Series, Public Art Benefit Concerts, Sammamish ReLeaf, and Light Festival.

### *Recreation Division*

- Coordinated the second full year of TeenRep program including youth member appointments to City Council, Parks & Recreation and Planning Commissions, and the Public Arts Advisory Committee.
- Sustained growth in Specialized Recreation Programs. Twenty (20) athletes competing in fall sports season, increase of 25% from 2003.
- Completed networking of four computer stations for use in the Teen Lounge, including new Computer Use Policy approval.
- Launch of new Toddler Time programs with program growth of over 500% (7 to 40).
- Successful expansion of summer (City-staffed) X-camp programs from 4 camps in 2003 to 6 in 2004.
- Expanded summer sports camps from 6 in 2003 to 8 in 2004.
- Successful launch of ESL Program as first Human Service program provision offered in-house.
- Introduced new "School's Out!" Programs targeting non-student day, vacations and holidays.
- Continued success of Woodinville Open Mic with the largest September kick-off show ever (140+).
- Sustained growth in Birthday Party Package program to an average of 3-5 monthly.
- Doubled the participation in Woodinville Teen Open Mic music events with record crowds of 172 in June and 174 in September.
- 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.
- Managed and coordinated event planning for the annual Fourth of July Fireworks Celebration, Summer Concert Series, and Light Festival.

### **Community Outreach/Education**

- Hosted Woodinville Community Center Open House and Community Art Show in conjunction with Celebrate Woodinville.
  - Over 270 art entries received.

- Hosted Hispanic/Latino community forum/outreach meeting leading to the development of an in-house ESL Program launch in late-summer 2004.
- Volunteer Projects for Rotary Community Park Phase III trail building.
- Received \$35,000 of a \$90,000 pledged donation from the Woodinville Rotary Club for Rotary Community Park.
- Hosted workshops and Commission meetings on Civic Center Master Plan Feasibility Study, Little Bear Creek Linear Park Plan, and Non-Motorized Transportation Plan.
- Maintained Teen Information, including Skate/BMX park, on city's public website.
- Published three Recreation 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 resulted in 14 athletes attending the State Games resulting in 8 Gold, 11 Silver and 4 Bronze Medals.
- Launched Birthday Party Package rental at WCC.
- Supported Public Art Advisory Committee teen concert fundraiser at Rotary Community Park raising over \$500 for public art.

## 2005-2006 Goals

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- Sustain current program quality.
- Sustain increase in Woodinville Community Center program participation and rentals while increasing total revenue by 10%.
- Provide a smooth transition from current in-house registration/reservation system (RecWare) to new software system (Class) to meet the direction of the E-Gov Alliance.
- Implement regional online portal "eConnect" to allow seamless online registration among all E-Gov Alliance cities and recreation customers from throughout the region through MyParksAndRecreation.com.
- Standardize training of new Youth Programs employees via common manual and orientation.
- Introduce an ongoing successful evening teen program monthly other than Open Mic.
- Expand current Teen Lounge operations through community support, donations, and key volunteers.
- Modify current Open Mic format to better involve and invest teens and bands in the scheduling of monthly events and determine options, costs and interest to expand event.
- Expand Specialized Recreation Programs to include programming outside of the typical Special Olympics sports season schedule.
- Stabilize School's Out! Program enrollment to foster consistency in programming.
- Increase ESL Program enrollment from 5 to 8 per class and determine options for introducing intermediate level class by year end.
- Expand Toddler Time programs to additional demand.

- Establish a comprehensive basketball curriculum in Tikes Sports programs.
- Establish new Family Programs to meet the need of new families accessing Toddler Time programming to retain family participation throughout WCC programs.
- 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.
- Finalize revisions to the Parks Recreation and Open Space Plan and print for distribution.
- Begin needs assessment and outreach and survey at Greenbrier Community Center.
- Expand efforts to meet human resource need using city staff, facilities, and resources as an alternative to funding regional providers.
- Utilize Northwest Parks Foundation Safety Net to procure private donations for park funding.
- Continue to promote the public art program with support from Public Arts Advisory Committee. Purchase additional art pieces.
- Continue the Wilmot Gateway Park brick and tile sales program.
- Expand Public Arts Advisory Committee efforts to including performing arts.

## Parks and Recreation Department Summary

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$469,312	\$523,147	\$561,436	\$613,312	\$633,875
Benefits	\$96,413	\$112,353	\$130,250	\$154,952	\$183,259
Supplies	\$35,154	\$42,107	\$63,712	\$72,535	\$66,035
Services	\$275,015	\$155,998	\$150,655	\$287,865	\$251,130
Capital Outlay	\$5,731	\$24,920	\$5,000	\$0	\$5,000
Intergovernmental	\$11,852	\$17,543	\$9,715	\$14,000	\$13,600
Interfund Payments	\$10,134	\$10,132	\$10,299	\$10,389	\$10,501
<b>Department Total</b>	<b>\$903,611</b>	<b>\$886,200</b>	<b>\$931,067</b>	<b>\$1,153,053</b>	<b>\$1,163,399</b>

Position Summary	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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	1	1	1	1	1
Volunteer Coordinator	0.75	0.75	0	0	0
Senior Admin Assistant	1	1	1	1	1
Recreation Program Tech	0	0.75	0.75	0.75	0.75
Administrative Assistant	1	1	1	1	1
Parks Maint. Supervisor	1	1	1	1	1
Maintenance Worker II	0	1	1	1	1
Maintenance Worker I	1	0	0	0	0
<b>Position Totals</b>	<b>8.25</b>	<b>9.00</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>

	Hours	Hours	Hours	Hours	Hours
Intern	1406	0	0	0	0
Instructors/Office Help	2300	3108	3108	4037	4037
Seasonals (Parks)	1740	5510	5510	5510	5510

PARKS

001			
080		Expenditure Detail	
		2005	2006
	<b>Salaries and Wages</b>		
576.30.11	Salaries	\$345,720	\$354,638
	<b>Personnel Benefits</b>		
576.30.21	Benefits	\$87,190	\$102,712
	<b>Supplies</b>		
576.30.31.31	Office Supplies	\$700	\$750
576.30.31.32	Operating Supplies		
	Park Maintenance Supplies	\$16,275	\$18,000
	Playchips at Wilmot	\$1,500	\$0
	Park Bench at Greenbrier	\$1,000	\$0
	Toilet Paper	\$1,495	\$1,540
	Garbage Bags	\$1,155	\$1,200
	Hardware	\$1,800	\$1,850
	Fertilizer	\$3,000	\$3,150
	Herbicide	\$500	\$750
	Annuals Plants	\$2,700	\$2,780
	Turf Lime	\$1,080	\$1,115
	Admin General Supplies	\$650	\$670
		<b>\$31,155</b>	<b>\$31,055</b>
576.30.35.00	Small Tools/Minor Equipment		
	Park Maintenance Tools	\$6,100	\$4,565
	Net fence	\$3,000	\$0
	Storage Shed for Ballfields	\$800	\$0
	Honda Mower	\$975	\$0
	Misc. Small Tools	\$500	\$520
		<b>\$11,375</b>	<b>\$5,085</b>
576.30.36.00	Miscellaneous		
	Mutt Mitts	\$1,500	\$1,550
	Misc. Supplies	\$500	\$500
		<b>\$2,000</b>	<b>\$2,050</b>
	<b>Total Supplies</b>	<b>\$45,230</b>	<b>\$38,940</b>
	<b>Other Services and Charges</b>		
576.30.41.00	Professional Services		
	Tree Removal/Arbor Care	\$2,000	\$2,500

	Minute Transcription	\$2,100	\$2,100
	Microfiche Dept. Files	\$500	\$500
	Art Program	\$2,400	\$2,400
	Bark Mulch Blow-In	\$2,100	\$3,000
	Park Maintenance Prof. Service	\$1,500	\$1,550
	Graphic Design Work	\$700	\$700
	Routine & On-Call Landscape Maintenance	\$5,000	\$5,000
	Property Research	\$11,500	\$1,500
	General Service	\$2,000	\$2,000
		<b>\$29,800</b>	<b>\$21,250</b>
<b>576.30.42.00</b>	<b>Communication</b>		
	Cell. Phone/Service (vehicles)	\$240	\$0
	Nextel Plan	\$4,200	\$4,300
	Verizon - 911 & Irrigation lines	\$1,600	\$1,820
	Office Phone Use	\$850	\$900
	Postage/Courier	\$250	\$300
		<b>\$7,140</b>	<b>\$7,320</b>
<b>576.30.43.00</b>	<b>Travel</b>		
	Workshops/Meetings	\$250	\$250
	WRPA Conference	\$750	\$750
	Washington Arts Alliance Conference	\$100	\$100
	Food/Beverage - Grand Openings/Ground Breaking	\$200	\$200
	Food/Beverage - Public Meetings	\$200	\$200
		<b>\$1,500</b>	<b>\$1,500</b>
<b>576.30.44.00</b>	<b>Advertising</b>		
	Classified Ads	\$500	\$500
	Art Walk - call for artist	\$300	\$300
	Public Meetings	\$300	\$300
	Misc.	\$200	\$200
		<b>\$1,300</b>	<b>\$1,300</b>
<b>576.30.45.00</b>	<b>Operating Rentals</b>		
	Park Maint. Equip. Rental	\$1,100	\$1,150
	Woodin Cr. Sanican	\$300	\$325
	Water (Maint. Office)	\$225	\$250
		<b>\$1,625</b>	<b>\$1,725</b>
<b>576.30.47.00</b>	<b>Utility Services</b>		
	Water/Sewer Service	\$32,000	\$34,000
	Electrical - RCP	\$1,600	\$1,650
		<b>\$33,600</b>	<b>\$35,650</b>

576.30.48.00	Repairs and Maintenance		
	Building/Park Structures	\$5,000	\$5,000
	Play Surfacing Replacement at Wilmot	\$1,500	\$0
	Mowers	\$800	\$800
	Art Repair	\$2,000	\$2,000
	Office Equipment	\$300	\$300
		<b>\$9,600</b>	<b>\$8,100</b>
576.30.49.10	Education/Training		
	WRPA Conference	\$700	\$700
	Washington Arts Alliance Conference	\$0	\$0
	Park Maintenance Training	\$600	\$600
	Misc. Training	\$200	\$200
		<b>\$1,500</b>	<b>\$1,500</b>
576.30.49.20	Miscellaneous		
	WRPA Memberships	\$250	\$250
	Photo Processing	\$50	\$50
	Med. Check Ups, Shots, Hearing Tests	\$500	\$500
	Miscellaneous	\$200	\$200
		<b>\$1,000</b>	<b>\$1,000</b>
576.30.49.30	Printing		
	General	\$500	\$500
	Capital Projects	\$400	\$400
	Planning Documents	\$1,000	\$1,000
	Art Program	\$1,500	\$1,500
		<b>\$3,400</b>	<b>\$3,400</b>
	<b>Total Other Services and Charges</b>	<b>\$90,465</b>	<b>\$82,745</b>
576.30.51.00	<b>Intergovernmental Professional Services</b>		
	Canada Goose Committee/Disp.	\$3,000	\$3,100
	King Co. Roads	\$1,250	\$1,250
	KC Solid Waste	\$750	\$750
	King Co. Sign Shops	\$1,000	\$1,000
	<b>Total Intergovernmental</b>	<b>\$6,000</b>	<b>\$6,100</b>
576.30.95.00	<b>Interfund Payments for Service</b>		
	Vehicle Use	\$8,724	\$8,817
	<b>DEPARTMENT TOTAL</b>	<b>\$583,328</b>	<b>\$593,951</b>

**RECREATION**

001  
080

		<b>Expenditure Detail</b>	
		<b>2005</b>	<b>2006</b>
	<b>Salaries and Wages</b>		
574.20.11.00	Salaries	<b>\$267,593</b>	<b>\$279,237</b>
	<b>Personnel Benefits</b>		
574.20.21.00	Benefits	<b>\$67,763</b>	<b>\$80,548</b>
	<b>Supplies</b>		
574.20.31.31	Office Supplies	<b>\$2,000</b>	<b>\$2,000</b>
574.20.31.32	Operating Supplies		
	Teen Program	\$1,356	\$1,397
	Youth	\$2,372	\$2,443
	Adult	\$1,627	\$1,675
	Rental Supplies	\$500	\$340
	Misc. & New Programs	\$900	\$900
	Fundraising	\$400	\$400
	Special Rec	\$650	\$650
	Emergency Shelter Supplies	\$1,500	\$1,500
	WCC Operations	\$1,500	\$1,500
	General Supplies	\$1,000	\$1,000
	Special Events Supplies	\$1,800	\$1,500
		<b>\$13,605</b>	<b>\$13,305</b>
574.20.35.00	Small Tools/Minor Equipment		
	Youth Sport Equipment	\$2,500	\$1,800
	Adult Sport Equipment	\$400	\$400
	Rental Equipment	\$2,800	\$3,340
	Teen program Equip	\$300	\$300
	Emergency Shelter Supplies	\$0	\$400
	General	\$1,000	\$1,000
	Fields (bases/mound/soccer goal)	\$1,300	\$1,800
	Staging Panel Cart	\$650	\$0
	WCC/Field Signs	\$450	\$450
	Special Event	\$1,850	\$1,850
		<b>\$11,250</b>	<b>\$11,340</b>
574.20.36.00	Miscellaneous		
	Recreation Misc. Supplies	<b>\$450</b>	<b>\$450</b>
	<b>Total Supplies</b>	<b>\$27,305</b>	<b>\$27,095</b>

**Other Services and Charges**

<b>574.20.41.00</b>	<b>Professional Services</b>		
	Misc. Instructors	\$8,000	\$8,000
	Misc.	\$700	\$700
	Sound Service	\$6,000	\$5,000
	WCC Improvements (painting)	\$2,000	\$0
	Senior Prog. Coord.	\$10,000	\$10,000
	Rec Guide design	\$4,000	\$3,500
	Community Art Show	\$500	\$500
<b>574.20.41.01</b>	Teens Programs	\$7,200	\$7,200
<b>574.20.41.02</b>	Youth Programs	\$48,000	\$48,000
<b>574.20.41.03</b>	Adult Programs	\$7,000	\$7,000
<b>574.20.41.04</b>	Summer Concerts	\$5,000	\$5,000
<b>574.20.41.05</b>	Light Festival	\$5,000	\$5,000
<b>574.20.41.06</b>	4th of July Pyro	\$18,000	\$18,000
<b>574.20.41.07</b>	Specialized recreation	\$850	\$850
<b>574.20.41.08</b>	Comm. Center Business Plan	\$25,000	\$0
		<b>\$147,250</b>	<b>\$118,750</b>
<b>574.20.42.00</b>	<b>Communication</b>		
	Miscellaneous	\$200	\$200
	Rec Guide Postage	\$5,500	\$5,500
	Phone Service	\$4,580	\$4,580
		<b>\$10,280</b>	<b>\$10,280</b>
<b>574.20.43.00</b>	<b>Travel</b>		
	WRPA	\$200	\$200
	Risk Management	\$100	\$100
	Special Olympics	\$200	\$200
		<b>\$500</b>	<b>\$500</b>
<b>574.20.44.00</b>	<b>Advertising</b>		
	Recreation Advertising	\$500	\$500
	Summer Concerts	\$400	\$400
	4th of July	\$500	\$500
	Classified Ads	\$600	\$600
	Light Festival	\$600	\$600
		<b>\$2,600</b>	<b>\$2,600</b>
<b>574.20.45.00</b>	<b>Operating Rentals</b>		
	Facility Rentals	\$1,000	\$1,000
	Program Rentals	\$500	\$500
	WCC Operations	\$1,500	\$1,000
	Special Events/Concert Rentals	\$5,500	\$5,000

	Waste Management	\$2,060	\$2,121
	Portable Toilets	\$4,120	\$4,243
		<b>\$14,680</b>	<b>\$13,864</b>
574.20.48.00	<b>Repairs and Maintenance</b>		
	WCC Equipment Repairs	\$400	\$500
	Phone/Computer Repairs	\$250	\$250
	Sound Equipment	\$250	\$250
	Miscellaneous	\$300	\$300
	Banner/Sign Repair	\$300	\$300
		<b>\$1,500</b>	<b>\$1,600</b>
574.20.49.10	<b>Education/Training</b>		
	WRPA Conference	\$200	\$200
	Class	\$200	\$200
	Facility Management	\$200	\$200
	Personnel	\$50	\$50
	Misc.	\$150	\$150
		<b>\$800</b>	<b>\$800</b>
574.20.49.20	<b>Miscellaneous</b>		
	Subscriptions/Memberships	\$400	\$400
	Personnel (hep B /hearing/etc.)	\$500	\$500
	WRPA/NRPA Memberships	\$300	\$300
		<b>\$1,200</b>	<b>\$1,200</b>
574.20.49.21	<b>Bank Fees</b>	<b>\$1,800</b>	<b>\$1,800</b>
574.20.49.30	<b>Printing</b>		
	Recreation Guides	\$13,390	\$13,791
	Concert Series	\$600	\$600
	Community Art Show	\$300	\$300
	Misc. Events	\$900	\$900
	4th of July	\$1,000	\$800
	Light Festival	\$600	\$600
		<b>\$16,790</b>	<b>\$16,991</b>
	<b>Total Other Services and Charges</b>	<b>\$197,400</b>	<b>\$168,385</b>
574.20.51.00	<b>Intergovernmental Professional Services</b>		
	Specialized Rec. Service	\$1,000	\$500
	4th of July Transportation-Metro	\$7,000	\$7,000
	<b>Total Intergovernmental</b>	<b>\$8,000</b>	<b>\$7,500</b>
574.20.95.00	<b>Interfund Payments for Service</b>		
	Vehicle Use	\$1,666	\$1,684
594.74.64.00	<b>Capital Outlays</b>		
	Staging	\$0	\$5,000
	<b>Total Capital Outlays</b>	<b>\$0</b>	<b>\$5,000</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$569,726</b>	<b>\$569,449</b>

## Non-Departmental

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The Non-Department Account is used for those expenditures that are not clearly associated with any one department, or are of a general nature. Examples of goods and services that benefit all city departments would include general office supplies, postage and copier maintenance contracts. This fund also 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), Suburban Cities Association (SCA), an operating subsidy for the Northshore pool, and the shared cost of a fire inspector. The largest expenditures in this fund are transfers for operating subsidies and reserve funds. The two largest transfers are to the Street Fund for maintenance (\$1,371,000) and the Debt Service Fund (\$1,108,000) for debt service on two outstanding councilmanic bonds.

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## Non-Departmental Department Summary

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	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries/Benefits	\$0	\$70,208	\$0	\$0	\$0
Supplies	\$22,212	\$22,779	\$20,870	\$26,000	\$26,000
Services	\$230,818	\$267,810	\$245,583	\$285,000	\$294,990
Capital Outlay	\$48,263	\$0	\$0	\$0	\$0
Intergovernmental	\$105,896	\$115,611	\$134,104	\$130,950	\$132,895
Other Financing Uses	\$2,130,154	\$1,724,465	\$1,929,365	\$1,762,908	\$1,754,163
<b>Department Total</b>	<b>\$2,537,343</b>	<b>\$2,200,873</b>	<b>\$2,329,922</b>	<b>\$2,204,858</b>	<b>\$2,208,048</b>

**NON DEPARTMENTAL**

001		<b>Expenditure Detail</b>	
090		<b>2005</b>	<b>2006</b>
	<b>Supplies</b>		
519.90.31.31	Office/Operating Supplies		
	General Supplies-All depts	\$22,000	\$22,000
519.90.35.00	Small Tools/Minor Equipment	\$4,000	\$4,000
	<b>Total Supplies</b>	<b>\$26,000</b>	<b>\$26,000</b>
	<b>Other Services and Charges</b>		
519.90.41.00	Professional Services		
	Service Contracts (Copiers)	\$18,000	\$18,500
	Human Services Grants	\$98,000	\$98,000
	Misc.	\$2,500	\$2,500
		<b>\$118,500</b>	<b>\$119,000</b>
519.90.42.00	Communication		
	Postage	\$8,500	\$8,800
519.90.45.00	Operating Rentals		
	Room Rentals/Postage Machine	\$2,500	\$2,600
519.90.46.00	Insurance		
	WCIA Payment	\$151,500	\$160,590
519.90.48.00	Repairs/Maintenance	\$4,000	\$4,000
	<b>Total Other Services &amp; Charges</b>	<b>\$285,000</b>	<b>\$294,990</b>
	<b>Intergovernmental</b>		
519.90.51.00	Intergovernmental		
	AWC	\$5,115	\$5,400
	SCA	\$5,000	\$5,000
	PSCAA	\$5,752	\$6,000
	ETP	\$800	\$800
	PSRC	\$4,733	\$4,970
	Liquor Profits/Excise (2%)	\$2,350	\$2,400
	Voters Registration/Pamphlet	\$9,500	\$9,500
	ARCH Membership	\$6,500	\$6,500
	N/S pool subsidy	\$25,000	\$25,000
	Promotion	\$5,000	\$5,000

	Fire District Shared Costs of Inspector	\$45,000	\$46,125
	Election Costs	\$10,000	\$10,000
	King County Economic Dev. Council	\$1,200	\$1,200
	Misc.	\$5,000	\$5,000
	<b>Total Intergovernmental</b>	<b>\$130,950</b>	<b>\$132,895</b>
	<b>Transfers</b>		
597.00.00.00	Street	\$678,143	\$666,898
	Transfer to CIP projects	\$125,000	\$125,000
	City Hall System Replacement	\$50,000	\$50,000
	Operational Reserve	\$100,000	\$100,000
	Strategic Budget Reserve Fund	\$100,000	\$100,000
	Park & Rec Special Rev Fund	\$16,500	\$16,500
	Equipment Replacement	\$100,000	\$100,000
	Debt Service	\$552,765	\$555,265
	Unemployment Compensation	\$28,000	\$28,000
	Housing Trust Fund	\$12,500	\$12,500
	<b>Total Transfers</b>	<b>\$1,762,908</b>	<b>\$1,754,163</b>
	<b>DEPARTMENT TOTAL</b>	<b>\$2,204,858</b>	<b>\$2,208,048</b>



# Special Revenue Funds

## Special Revenue Fund – Street Fund

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The Street Fund, charged with the maintenance of City streets, will receive about \$142,000 from State Shared gas tax revenue for 2005 and \$146,000 for 2006. The majority of Street Fund revenue comes from a General Fund subsidy, which is anticipated to be \$678,143 in 2005 and \$666,898 in 2006.

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

## 2004 Accomplishments

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### Staff Highlights

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

- Hired four 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.
- Performed emergency services for a major wind storm and snow event.

## **Project Highlights**

- Installed Wayfinding Gateway and Directional signs.
- Continue roadside landscaping enhancement program reducing maintenance costs.
- Provide support services to the Parks Department at Community Center and Rotary Park site.
- Assisted Parks with construction of WCC plaza space.
- Regaveled 25% of all shoulder areas.
- Performed major pavement repairs to NE 171<sup>st</sup> Street.
- Performed sidewalk repairs along 175<sup>th</sup> Street.
- Assisted in upgrade of the NE Woodinville Way railroad crossing.

## **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.
- Performed in-house traffic counts; current ADT map posted to City website.
- Performed concrete sidewalk repair program using in-house staff.

# 2005-2006 Goals

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## **Non-Capital Projects**

- Make excellent selections for seasonal Maintenance Workers.
- Implement 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

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$235,994	\$241,612	\$273,909	\$295,903	\$307,319
Benefits	\$46,578	\$63,749	\$76,683	\$83,664	\$99,229
Supplies	\$33,911	\$22,700	\$23,716	\$32,400	\$36,400
Services	\$182,177	\$108,916	\$139,530	\$156,799	\$129,119
Capital Outlay	\$94,314	\$28,203	\$16,971	\$40,000	\$7,500
Intergovernmental	\$356,117	\$174,109	\$286,140	\$199,774	\$198,174
Interfund Payments	\$18,602	\$26,041	\$28,839	\$30,999	\$31,284
<b>Fund Total</b>	<b>\$967,693</b>	<b>\$665,330</b>	<b>\$845,788</b>	<b>\$839,539</b>	<b>\$809,026</b>

<b>Position Summary</b>	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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	1.00	2.00	2.00	2.00	2.00
<b>Position Totals</b>	<b>3.25</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

	Hours	Hours	Hours	Hours	Hours
Interns	2688	2688	2688	2688	2688
Office Assistant	0	0	260	260	260

**STREETS**

101 000		<b>Expenditure Detail</b>	
		<b>2005</b>	<b>2006</b>
	<b>Salaries and Wages</b>		
542.30.11.00	Salaries	<b>\$295,903</b>	<b>\$307,319</b>
	<b>Personnel Benefits</b>		
542.30.21.00	Benefits	<b>\$83,664</b>	<b>\$99,229</b>
	<b>Supplies</b>		
542.30.31.31	Office/Operating Supplies		
	Downtown Planters -soil, plants	\$800	\$800
	Signs	\$500	\$500
	Traffic Counter Supplies	\$200	\$200
	General office supplies	\$200	\$200
	Materials (soil, bark, pit-run, rock)	\$8,000	\$8,000
	Concrete	\$4,000	\$4,000
	Winter street sand/de-icer	\$3,000	\$3,000
	Mower blades, chain saw, parts	\$1,250	\$1,250
	Wood, supplies	\$2,000	\$2,000
	Asphalt cold patch & hot mix	\$5,000	\$5,000
	Street Paint	\$600	\$600
	Safety gear	\$1,000	\$1,000
	Nut, Bolts, Hardware, Misc	\$750	\$750
	Temporary Traffic	\$500	\$500
	Wayfinding signs	\$600	\$600
	Safety Uniforms, Boots	\$1,700	\$1,700
		<b>\$30,100</b>	<b>\$30,100</b>
542.30.35.00	Small Tools/Minor Equipment		
	Plow for F450	\$0	\$3,000
	Hand tools	\$500	\$1,000
	Traffic control devices	\$400	\$500
	Weed cutter	\$400	\$800
	Power Tools	\$1,000	\$1,000
		<b>\$2,300</b>	<b>\$6,300</b>
	<b>Total Supplies</b>	<b>\$32,400</b>	<b>\$36,400</b>
	<b>Other Services and Charges</b>		
542.30.41.00	Professional Services		
	Tree pruning/removal	\$2,000	\$3,000
	Debris Disposal (dirt,conc,asph)	\$2,550	\$3,000
	Contract Maintenance Services	\$2,500	\$2,500
	Transportation Model Support	\$7,000	\$8,000
	Pavement Rating -PMS	\$35,000	\$0
	Neighborhood Traffic Safety	\$2,500	\$2,500
		<b>\$51,550</b>	<b>\$19,000</b>

542.30.42.00	Communication		
	Standby Pager	\$100	\$100
	Monthly phone service	\$500	\$500
	Cell phone charges	\$2,300	\$2,300
	Public notification / outreach	\$800	\$800
		<b>\$3,700</b>	<b>\$3,700</b>
542.30.43.00	Travel		
	Training and General Travel	\$200	\$200
	State/County training	\$200	\$200
	PTV User Mtg- Portland, OR	\$150	\$150
	Meals	\$50	\$50
	Mileage	\$200	\$200
		<b>\$800</b>	<b>\$800</b>
542.30.44.00	Advertising		
	Small works/professional	\$400	\$400
	Call for bids	\$500	\$500
	Personnel Ad	\$150	\$150
		<b>\$1,050</b>	<b>\$1,050</b>
542.30.45.00	Operating Rentals		
	Misc.	\$2,000	\$2,000
		<b>\$2,000</b>	<b>\$2,000</b>
542.30.47.00	Utility Services		
	Street light operation	\$90,825	\$95,366
	Water usage	\$1,574	\$1,653
		<b>\$92,399</b>	<b>\$97,019</b>
542.30.48.00	Repairs and Maintenance		
	Street lighting	\$1,000	\$1,000
	Equipment repair	\$2,000	\$2,000
	Entrance repair	\$250	\$500
		<b>\$3,250</b>	<b>\$3,500</b>
542.30.49.10	Education/Training		
	APWA - training	\$300	\$300
	Maintenance Conference	\$150	\$150
	Construction practices	\$250	\$250
	Roadway Safety Features	\$200	\$200
	OSHA Training and Certification	\$250	\$250
	Traffic Training	\$150	\$150
	Asphalt/Road surfacing/Patching	\$200	\$200
	Gen. Maintenance & Operation	\$100	\$100
		<b>\$1,600</b>	<b>\$1,600</b>

542.30.49.20	Miscellaneous		
	ITE Membership	\$180	\$180
	APWA	\$120	\$120
	PE License	\$100	\$100
	EIT	\$50	\$50
	<b>Total Other Svcs and Charges</b>	<b>\$450</b>	<b>\$450</b>
		<b>\$156,799</b>	<b>\$129,119</b>
	<b><i>Intergovernmental</i></b>		
542.30.51.10	King County Traffic	\$79,774	\$79,774
542.30.51.20	King County Roads	\$120,000	\$118,400
	<b>Total Intergovernmental</b>	<b>\$199,774</b>	<b>\$198,174</b>
	<b><i>Interfund Payment for Service</i></b>		
542.30.95.00	Vehicle Use	\$30,999	\$31,284
	<b><i>Capital Outlay</i></b>		
594.42.64.00	Machinery and Equipment		
	3 yd sander	\$0	\$7,500
	5 yd Dump Truck w/plow & sander	\$40,000	\$0
	<b>Total Capital Outlay</b>	<b>\$40,000</b>	<b>\$7,500</b>
	<b>FUND TOTAL</b>	<b>\$839,539</b>	<b>\$809,026</b>

# Special Revenue Funds - Others

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In addition to the Street Fund, Woodinville has ten 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
- Traffic Impact Fee

## 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 2005/6 budget, the Arterial Fund will receive \$66,431/\$68,314 from gas tax revenue. The balance of 2005 and 2006 sources are from beginning balance and a small amount of interest revenue.

The Arterial Street Fund supports the costs of capital improvement costs associated with the development, planning, design, property acquisition, and construction of identified transportation capital improvement projects. There are no expenditures budgeted for 2005 and 2006.

## Contingency Fund

Established to handle any unforeseen expenses, the Contingency Fund will begin 2005 with \$281,956 and earn \$3,000 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. With the passage of the Traffic Impact Fee Ordinance, payment from developers for shared costs of improvements that was a source of revenue to the Mitigation Fund will now be revenue to the Traffic Impact Fee Fund.

The Mitigation Fund will begin the year with \$381,155 and receive interest revenue of \$3,800. Revenue for anticipated projects stays in the Mitigation Fund until the time the project becomes active. 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 \$260,000 in revenue from the 5% tax on admissions in 2005 and \$269,000 in 2006. The Admission Tax Fund will transfer \$300,000 to the Little Bear Creek Lineal Park project in 2005 and \$70,000 to the Park Capital Projects Fund in 2006.

In addition, an undesignated restricted reserve for \$150,000 is set aside for land banking purposes in 2006. 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 in 2005 and 2006. It begins 2005 with a balance of \$205,856. The System Replacement Fund is used to replace or repair the larger components of City Hall. There are repairs budgeted for refinishing the wood on the exterior of City Hall anticipated for 2005/2006.

## 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 will transfer \$15,000 for public art purchases and \$1,500 for scholarships. The Parks and Recreation Fund provide 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 \$71,000/\$72,000 based on estimates of construction activity expected in 2005/6. The Park Impact Fee fund is a source of revenue for identified capital projects. A transfer of \$194,000 to the LBC Park Fund is expected for the biennium and a transfer of \$200,000 to the SNAP Capital Project is also expected for the biennium.

## 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 for both 2005 and 2006. 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 \$36,000 is anticipated via a 1% tax. Expenditures are also budgeted at \$36,000.

## Traffic Impact Fee

Traffic impact fees were established by the City Council in September 2004, and will take effect on January 1, 2005. The Capital Improvement Plan anticipates that \$200,000 per year will be generated by the impact fees.

*Special Revenue Funds  
Revenue and Expenditure*

**Street  
(Maintenance)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$99,910</b>	<b>\$1,148</b>	<b>\$23,926</b>	<b>\$5,612</b>
<b>Revenue</b>				
Grants	\$890	\$10,564	\$0	\$0
Vehicle Licenses	\$2,003	\$0	\$0	\$0
Gas Tax	\$133,616	\$139,078	\$142,082	\$146,246
Investment Interest/Other	\$1,059	\$7,816	\$1,000	\$1,000
<b>Other Financing Sources</b>				
Operating Transfer In (General Fund)	\$429,000	\$694,500	\$678,143	\$666,898
<b>Total Revenue</b>	<b>\$566,568</b>	<b>\$851,958</b>	<b>\$821,225</b>	<b>\$814,144</b>
<b>Total Available</b>	<b>\$666,478</b>	<b>\$853,105</b>	<b>\$845,151</b>	<b>\$819,756</b>

\*Expenditures are shown separate

**Arterial Street Fund  
(Construction)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$138,613</b>	<b>\$239,279</b>	<b>\$293,779</b>	<b>\$360,210</b>
<b>Revenue</b>				
Gas Tax	\$62,475	\$65,028	\$66,431	\$68,314
Investment Interest	\$2,203	\$3,652	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Mitigation)	\$67,065	\$4,462	\$0	\$0
<b>Total Revenue</b>	<b>\$131,743</b>	<b>\$73,142</b>	<b>\$66,431</b>	<b>\$68,314</b>
<b>Total Available</b>	<b>\$270,356</b>	<b>\$312,421</b>	<b>\$360,210</b>	<b>\$428,524</b>
<b>Expenditures</b>				
Services/Intergov. Svcs	\$31,077	\$17,470	\$0	\$0
<b>Total Expenditures</b>	<b>\$31,077</b>	<b>\$17,470</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$239,279</b>	<b>\$294,952</b>	<b>\$360,210</b>	<b>\$428,524</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Contingency**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	\$275,797	\$279,056	\$281,956	\$284,956
<b>Revenue</b>				
Investment Interest	\$3,259	\$3,732	\$3,000	\$3,100
<b>Total Revenue</b>	<b>\$3,259</b>	<b>\$3,732</b>	<b>\$3,000</b>	<b>\$3,100</b>
<b>Total Available</b>	<b>\$279,056</b>	<b>\$282,788</b>	<b>\$284,956</b>	<b>\$288,056</b>
<b>Expenditures</b>				
Operating Transfer Out	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$279,056</b>	<b>\$282,788</b>	<b>\$284,956</b>	<b>\$288,056</b>

**Mitigation**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	\$447,050	\$410,031	\$381,155	\$284,955
<b>Revenue</b>				
Mitigation Charges for Svcs	\$63,660	\$64,298	\$0	\$0
Investment Interest	\$4,928	\$5,420	\$3,800	\$3,800
<b>Total Revenue</b>	<b>\$68,589</b>	<b>\$69,718</b>	<b>\$3,800</b>	<b>\$3,800</b>
<b>Total Available</b>	<b>\$515,639</b>	<b>\$479,749</b>	<b>\$384,955</b>	<b>\$288,755</b>
<b>Expenditures</b>				
Mitigation Refund	\$0	\$32,676	\$0	\$0
Transfer to CIP	\$105,608	\$42,641	\$100,000	\$0
<b>Total Expenditures</b>	<b>\$105,608</b>	<b>\$75,317</b>	<b>\$100,000</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$410,031</b>	<b>\$404,432</b>	<b>\$284,955</b>	<b>\$288,755</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Admission Tax Park Capital Fund**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$424,158</b>	<b>\$544,568</b>	<b>\$268,168</b>	<b>\$232,768</b>
<b>Revenue</b>				
Admission Tax	\$246,208	\$253,168	\$260,600	\$269,000
Investment Interest	\$6,110	\$6,187	\$4,000	\$3,000
<b>Other Financing Sources</b>				
Residual Equity Transfer In	\$3,092	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$255,410</b>	<b>\$259,355</b>	<b>\$264,600</b>	<b>\$272,000</b>
<b>Total Available</b>	<b>\$679,568</b>	<b>\$803,923</b>	<b>\$532,768</b>	<b>\$504,768</b>
<b>Expenditure</b>				
Restricted Reserve	\$0	\$0	\$0	\$150,000
Transfer to CIP	\$135,000	\$534,400	\$300,000	\$70,000
<b>Total Expenditure</b>	<b>\$135,000</b>	<b>\$534,400</b>	<b>\$300,000</b>	<b>\$220,000</b>
<b>Ending Balance</b>	<b>\$544,568</b>	<b>\$269,523</b>	<b>\$232,768</b>	<b>\$284,768</b>

**Parks and Recreation  
Special Revenue Fund**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$5,041</b>	<b>\$8,267</b>	<b>\$10,387</b>	<b>\$8,887</b>
<b>Revenue</b>				
Donations	\$2,012	\$5,566	\$2,000	\$2,500
Investment Interest	\$129	\$198	\$0	\$0
<b>Other Financing Sources</b>				
Operating Transfer In (General Fund)	\$1,500	\$8,500	\$16,500	\$16,500
<b>Total Revenue</b>	<b>\$3,641</b>	<b>\$14,264</b>	<b>\$18,500</b>	<b>\$19,000</b>
<b>Total Available</b>	<b>\$8,682</b>	<b>\$22,531</b>	<b>\$28,887</b>	<b>\$27,887</b>
<b>Expenditures</b>				
Professional Services	\$415	\$1,028	\$5,000	\$5,000
Scholarship Fund Supplies	\$0	\$387	\$0	\$0
Capital Outlay	\$0	\$0	\$15,000	\$15,000
<b>Total Expenditure</b>	<b>\$415</b>	<b>\$1,415</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Ending Balance</b>	<b>\$8,267</b>	<b>\$21,116</b>	<b>\$8,887</b>	<b>\$7,887</b>

*Special Revenue Funds  
Revenue and Expenditure*

**City Hall System Replacement Fund**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$102,513</b>	<b>\$154,256</b>	<b>\$205,856</b>	<b>\$207,506</b>
<b>Revenue</b>				
Investment Interest	\$1,743	\$2,516	\$1,650	\$1,700
<b>Other Financing Sources</b>				
Operating Transfer In (General Fund)	\$50,000	\$50,000	\$50,000	\$50,000
<b>Total Revenue</b>	<b>\$51,743</b>	<b>\$52,516</b>	<b>\$51,650</b>	<b>\$51,700</b>
<b>Total Available</b>	<b>\$154,256</b>	<b>\$206,772</b>	<b>\$257,506</b>	<b>\$259,206</b>
<b>Expenditures</b>				
Professional Services	\$0	\$0	\$50,000	\$50,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Ending Balance</b>	<b>\$154,256</b>	<b>\$206,772</b>	<b>\$207,506</b>	<b>\$209,206</b>

**Park Impact Fee Fund**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$22,302</b>	<b>\$126,444</b>	<b>\$472,844</b>	<b>\$402,344</b>
<b>Revenue</b>				
Park Impact Fees	\$118,172	\$298,930	\$71,000	\$72,000
Investment Interest	\$370	\$4,356	\$2,500	\$3,000
<b>Total Revenue</b>	<b>\$118,542</b>	<b>\$303,286</b>	<b>\$73,500</b>	<b>\$75,000</b>
<b>Total Available</b>	<b>\$140,844</b>	<b>\$429,729</b>	<b>\$546,344</b>	<b>\$477,344</b>
<b>Expenditures</b>				
Transfer to CIP	\$14,400	\$5,600	\$144,000	\$250,000
<b>Total Expenditures</b>	<b>\$14,400</b>	<b>\$5,600</b>	<b>\$144,000</b>	<b>\$250,000</b>
<b>Ending Balance</b>	<b>\$126,444</b>	<b>\$424,129</b>	<b>\$402,344</b>	<b>\$227,344</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Strategic Budget Reserve Fund**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$503,439</b>	<b>\$1,009,439</b>	<b>\$1,115,439</b>
<b>Revenue</b>				
Investment Interest	\$3,439	\$11,266	\$6,000	\$6,000
<b>Other Financing Sources</b>				
Operating Transfer In (General Fund)	\$500,000	\$500,000	\$100,000	\$100,000
<b>Total Revenue</b>	<b>\$503,439</b>	<b>\$511,266</b>	<b>\$106,000</b>	<b>\$106,000</b>
<b>Total Available</b>	<b>\$503,439</b>	<b>\$1,014,705</b>	<b>\$1,115,439</b>	<b>\$1,221,439</b>
<b>Expenditures</b>				
Other Financing Uses	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$503,439</b>	<b>\$1,014,705</b>	<b>\$1,115,439</b>	<b>\$1,221,439</b>

**Hotel/Motel Tax**

	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$2,900</b>	<b>\$1,900</b>
<b>Revenue</b>			
Hotel/Motel Tax	\$3,485	\$35,000	\$36,000
Investment Interest	\$6	\$0	\$0
<b>Total Revenue</b>	<b>\$3,492</b>	<b>\$35,000</b>	<b>\$36,000</b>
<b>Interfund Loan Cash (GF)</b>	<b>\$3,998</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$7,490</b>	<b>\$37,900</b>	<b>\$37,900</b>
<b>Expenditures</b>			
Services	\$3,998	\$36,000	\$36,000
<b>Total Expenditures</b>	<b>\$3,998</b>	<b>\$36,000</b>	<b>\$36,000</b>
<b>Interfund Loan Payable (GF)</b>	<b>\$3,998</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>-\$506</b>	<b>\$1,900</b>	<b>\$1,900</b>

*Special Revenue Funds  
Revenue and Expenditure*

**Traffic Impact Fee Fund**

	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Revenue</b>		
Traffic Impact Fee	\$200,000	\$200,000
Investment Interest	\$0	\$0
<b>Total Revenue</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Available</b>	<b>\$200,000</b>	<b>\$400,000</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$200,000</b>	<b>\$400,000</b>

**Arterial Streets  
Expenditure Detail**

102  
000

(no expenditures recommended)

**Contingency  
Expenditure Detail**

103  
000

(no expenditures recommended)

**Mitigation  
Expenditure Detail**

108  
000

		<u>2005</u>	<u>2006</u>
597	Transfer to SR522/195th	\$100,000	\$0
		<u>\$100,000</u>	<u>\$0</u>

**Admission Tax Park Capital  
Expenditure Detail**

110  
000

		<u>2005</u>	<u>2006</u>
597	Transfer to LBC	\$300,000	\$0
	Transfer to Parks CP	\$0	\$70,000
	Restrict for Land Bank	\$0	\$150,000
		<u>\$300,000</u>	<u>\$220,000</u>

**Parks & Rec Special Revenue  
Expenditure Detail**

111  
000

		<u>2005</u>	<u>2006</u>
576.61.41.00	Professional Services	\$5,000	\$5,000
594.76.64.00	Capital Outlay	\$15,000	\$15,000
		<u>\$20,000</u>	<u>\$20,000</u>

**City Hall System Replacement**  
Expenditure Detail

112  
000

518.20.41.00 Professional Services

2005	2006
\$50,000	\$50,000
<b>\$50,000</b>	<b>\$50,000</b>

**Strategic Budget Reserve**  
Expenditure Detail

113  
000

(no expenditures recommended)

**Park Impact Fee**  
Expenditure Detail

114  
000

597 Transfer to LBC Lineal  
Transfer to SNAP

2005	2006
\$44,000	\$150,000
\$100,000	\$100,000
<b>\$144,000</b>	<b>\$250,000</b>

**Hotel/Motel**  
Expenditure Detail

115  
000

557.30.41.00 Tourism Services

2005	2006
\$36,000	\$36,000
<b>\$36,000</b>	<b>\$36,000</b>

**Traffic Impact Fee**  
Expenditure Detail

116  
000

(no expenditures recommended)

## Debt Funds

# Debt Service Fund

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.

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$304,426</b>	<b>\$311,988</b>	<b>\$313,988</b>	<b>\$315,988</b>
<b>Revenue</b>				
Investment Interest	\$7,562	\$3,785	\$2,000	\$2,000
<b>Other Financing Sources</b>				
Transfers In	\$850,325	\$840,961	\$552,765	\$555,265
<b>Total Revenue</b>	<b>\$857,887</b>	<b>\$844,746</b>	<b>\$554,765</b>	<b>\$557,265</b>
<b>Total Available</b>	<b>\$1,162,313</b>	<b>\$1,156,734</b>	<b>\$868,753</b>	<b>\$873,253</b>
<b>Expenditures</b>				
Principal and Interest	\$850,325	\$840,962	\$552,765	\$555,265
<b>Ending Balance</b>	<b>\$311,988</b>	<b>\$315,772</b>	<b>\$315,988</b>	<b>\$317,988</b>

	<b>Expenditure Detail</b>	
	<b>2005</b>	<b>2006</b>
<b>Redemption of General Long Term Debt</b>		
Principal (1997 BP Property)	\$75,000	\$80,000
Principal (2000 Bonds)	\$175,000	\$185,000
<b>Total Principal</b>	<b>\$250,000</b>	<b>\$265,000</b>
Interest (1997 BP Property)	\$67,070	\$63,320
Interest (2000 Bonds)	\$235,695	\$226,945
<b>Total Interest</b>	<b>\$302,765</b>	<b>\$290,265</b>
<b>FUND TOTAL</b>	<b>\$552,765</b>	<b>\$555,265</b>

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 \$1,255,000. The second is a \$4,990,000 bond issue that was established to construct a new City Hall. There is, as of December 31, 2004, \$4,315,000 remaining.

The City's debt policies allow the City to issue up to 2.5% of assessed valuation for general purposes debt, 2.5% for utility debt, 2.5% for parks and open spaces, and 1.5% of assessed valuation for councilmanic (non-voted) debt. The City of Woodinville has an assessed valuation of \$1,891,695,658. Tables showing issued debt, remaining debt, capacity and remaining capacity are shown below.

Debt Description	Issued	Remaining
1997 Bonds	\$1,675,000	\$1,255,000
2000 Bonds	\$4,990,000	\$4,315,000

**Debt Authority**

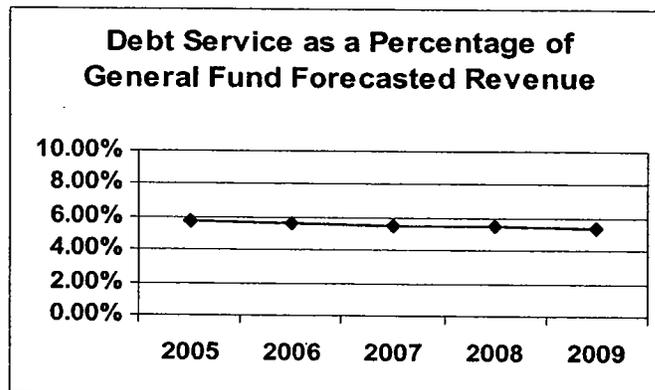
(With Current Assessed Values)

	Authority	Remaining
General Purposes	\$47,292,391	\$41,722,391
Utility Debt	\$47,292,391	\$47,292,391
Open Space and Park Facilities	\$47,292,391	\$47,292,391
LTGO (councilmanic) *	\$28,375,435	\$22,805,435

\* 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 \$555,000 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 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.



**1997 Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Outstanding Prior to Principal Pmt</b>
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
<b>Total</b>	<b>\$1,255,000</b>	<b>\$484,205</b>	<b>\$1,739,205</b>	

**2000 Bonds**

	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Outstanding Prior to Principal Pmt</b>
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
<b>Total</b>	<b>\$4,315,000</b>	<b>\$2,329,915</b>	<b>\$6,644,915</b>	



# Capital Project Funds

# Capital Funds

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There are 18 capital funds budgeted for 2005 and 2006. 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 2005/6 budget has each fund forecasted to receive \$300,000/\$310,000 from the real estate excise tax (commonly referred to as REET).

The Capital Project Fund begins 2005 with \$1.3 million, receives \$300,000 in real estate excise taxes and interest, and transfers \$620,000 to three projects. Transfers budgeted for 2005 are to the LBC Linear Park Project (\$200,000) the 522/202 Capital Project (\$370,000) and the Parks and Recreation Capital Project Fund (\$50,000). In addition, an undesignated restricted reserve for

\$250,000 is set aside for land banking purposes. Descriptions of the projects can be found in the Capital Improvement Program. In 2006, one transfer of \$50,000 to the LBC Linear Park is budgeted.

The Special Capital Projects Fund will begin the year with \$1.8 million and receive \$315,000 in REET and interest. Transfers budgeted for 2005 are to the 522/202 Capital Project (\$300,000) the Grid Road Capital Project (\$200,000) and the Facilities Project Fund (\$275,000). In 2006, one transfer of \$250,000 to the Facilities Project Fund is budgeted.

## Capital Street Reserve

The Street Reserve was established with surplus money from the General Fund. The estimated beginning balance of \$2.9 million should generate \$26,000 in interest revenue. Transfers budgeted for 2005 are to the 522/202 Capital Project (\$150,000) the SNAP Capital Project (\$100,000) and the SR522/195<sup>th</sup> Capital Project (100,000). Transfers budgeted for 2006 are to the Grid Road Capital Project (\$300,000) and to the SNAP Capital Project (\$100,000).

## 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 \$2 million and will generate \$14,000 interest revenue. Transfers to the Surface Water Capital Project Fund of \$541,500 in 2005 and \$47,900 in 2006 are budgeted.

## 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 2005/6.

There are 13 project funds budgeted for 2005/6 (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.

- ◆ Little Bear Creek Parkway
- ◆ Civic Center
- ◆ SR202/127<sup>th</sup> Pl. Intersection
- ◆ Pedestrian Improvement
- ◆ SR202/148<sup>th</sup>
- ◆ SR522/SR202 Interchange
- ◆ Grid Roads
- ◆ SNAP
- ◆ Little Bear Creek Lineal Park
- ◆ SR522/195<sup>th</sup>
- ◆ Surface Water Capital
- ◆ Parks and Recreation Capital Projects
- ◆ Facilities Capital Projects

*Capital Funds  
Revenue and Expenditure*

**Capital Project**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$899,246</b>	<b>\$1,237,705</b>	<b>\$1,251,205</b>	<b>\$694,205</b>
<b>Revenue</b>				
Real Estate Excise Tax	\$281,811	\$495,452	\$300,000	\$310,000
Investment Interest	\$11,675	\$18,025	\$13,000	\$13,000
<b>Other Financing Sources</b>				
Operating Transfer In (522/202)	\$495,643	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$789,129</b>	<b>\$513,477</b>	<b>\$313,000</b>	<b>\$323,000</b>
<b>Total Available</b>	<b>\$1,688,375</b>	<b>\$1,751,182</b>	<b>\$1,564,205</b>	<b>\$1,017,205</b>
<b>Expenditure</b>				
Restricted Reserve	\$0	\$0	\$250,000	\$0
Transfer to CIP	\$450,670	\$539,500	\$620,000	\$50,000
<b>Total Expenditure</b>	<b>\$450,670</b>	<b>\$539,500</b>	<b>\$870,000</b>	<b>\$50,000</b>
<b>Ending Balance</b>	<b>\$1,237,705</b>	<b>\$1,211,682</b>	<b>\$694,205</b>	<b>\$967,205</b>

**Special Capital Project**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$1,105,465</b>	<b>\$1,410,412</b>	<b>\$1,865,412</b>	<b>\$1,405,412</b>
<b>Revenue</b>				
Real Estate Excise Tax	\$281,805	\$495,452	\$300,000	\$310,000
Investment Interest	\$14,518	\$22,946	\$15,000	\$15,000
<b>Other Financing Sources</b>				
Residual Equity In (133rd)	\$0	\$73,065	\$0	\$0
Residual Equity In (136th/195th)	\$0	\$55,192	\$0	\$0
Transfer In (133rd)	\$754,989	\$0	\$0	\$0
Transfer In (Pedestrian Crossing)	\$100,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,151,312</b>	<b>\$646,655</b>	<b>\$315,000</b>	<b>\$325,000</b>
<b>Total Available</b>	<b>\$2,256,777</b>	<b>\$2,057,067</b>	<b>\$2,180,412</b>	<b>\$1,730,412</b>
<b>Expenditure</b>				
Transfer to CIP	\$846,365	\$0	\$775,000	\$250,000
<b>Total Expenditure</b>	<b>\$846,365</b>	<b>\$0</b>	<b>\$775,000</b>	<b>\$250,000</b>
<b>Ending Balance</b>	<b>\$1,410,412</b>	<b>\$2,057,067</b>	<b>\$1,405,412</b>	<b>\$1,480,412</b>

*Capital Funds  
Revenue and Expenditure*

**Capital Street Reserve**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$1,920,065</b>	<b>\$2,642,018</b>	<b>\$2,939,295</b>	<b>\$2,615,295</b>
<b>Revenue</b>				
Investment Interest	\$27,440	\$36,953	\$26,000	\$26,000
Interlocal Grant	\$15,042	\$0	\$0	\$0
<b>Other Financing Sources</b>				
Residual Equity (124th Ave)	\$87,042	\$0	\$0	\$0
Residual Equity (SR202 Corridor)	\$0	\$775	\$0	\$0
Residual Equity (170th/140th)	\$232,319	\$0	\$0	\$0
Operating Transfer In (202/148th)	\$361,111	\$271,277	\$0	\$0
<b>Total Revenue</b>	<b>\$722,953</b>	<b>\$309,005</b>	<b>\$26,000</b>	<b>\$26,000</b>
<b>Total Available</b>	<b>\$2,643,018</b>	<b>\$2,951,023</b>	<b>\$2,965,295</b>	<b>\$2,641,295</b>
<b>Expenditure</b>				
Transfer to CIP	\$1,000	\$0	\$350,000	\$400,000
<b>Total Expenditure</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$350,000</b>	<b>\$400,000</b>
<b>Ending Balance</b>	<b>\$2,642,018</b>	<b>\$2,951,023</b>	<b>\$2,615,295</b>	<b>\$2,241,295</b>

**Surface Water Reserve**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$1,403,805</b>	<b>\$1,418,085</b>	<b>\$2,032,085</b>	<b>\$1,504,585</b>
<b>Revenue</b>				
Investment Interest	\$16,570	\$22,142	\$14,000	\$14,000
<b>Other Financing Sources</b>				
Operating Transfer In (SWM)	\$0	\$600,000	\$0	\$0
<b>Total Revenue</b>	<b>\$16,570</b>	<b>\$622,142</b>	<b>\$14,000</b>	<b>\$14,000</b>
<b>Total Available</b>	<b>\$1,420,375</b>	<b>\$2,040,228</b>	<b>\$2,046,085</b>	<b>\$1,518,585</b>
<b>Expenditure</b>				
Transfer to CIP	\$2,290	\$0	\$541,500	\$47,900
<b>Total Expenditure</b>	<b>\$2,290</b>	<b>\$0</b>	<b>\$541,500</b>	<b>\$47,900</b>
<b>Ending Balance</b>	<b>\$1,418,085</b>	<b>\$2,040,228</b>	<b>\$1,504,585</b>	<b>\$1,470,685</b>

*Capital Funds  
Revenue and Expenditure*

**Real Property Reserve**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$24,395</b>	<b>\$30,806</b>	<b>\$47,706</b>	<b>\$55,206</b>
<b>Revenue</b>				
Investment Interest	\$324	\$607	\$500	\$500
Rental Income	\$6,087	\$16,011	\$7,000	\$7,000
Miscellaneous	\$0	\$3,000	\$0	\$0
<b>Total Revenue</b>	<b>\$6,411</b>	<b>\$19,618</b>	<b>\$7,500</b>	<b>\$7,500</b>
<b>Total Available</b>	<b>\$30,806</b>	<b>\$50,425</b>	<b>\$55,206</b>	<b>\$62,706</b>
<b>Expenditure</b>				
Professional Services	\$0	\$0	\$0	\$0
<b>Total Expenditure</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$30,806</b>	<b>\$50,425</b>	<b>\$55,206</b>	<b>\$62,706</b>

**Little Bear Creek Parkway (RM16-A)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$353,699</b>	<b>\$1,713,833</b>	<b>\$2,029,051</b>	<b>\$208,051</b>
<b>Revenue</b>				
Utility Tax	\$831,979	\$908,618	\$907,000	\$930,000
Investment Interest	\$17,843	\$28,464	\$12,000	\$6,000
<b>Other Financing Sources</b>				
Residual equity (I77th/131st)	\$840,082	\$0	\$0	\$0
Residual equity (I77th Corridor)	\$428	\$0	\$0	\$0
Operating Transfer In (Mitigation)	\$2,685	\$5,532	\$0	\$0
Construction Services	\$64,786	\$146,700	\$0	\$0
<b>Total Revenue</b>	<b>\$1,757,803</b>	<b>\$1,089,314</b>	<b>\$919,000</b>	<b>\$936,000</b>
<b>Total Available</b>	<b>\$2,111,502</b>	<b>\$2,803,147</b>	<b>\$2,948,051</b>	<b>\$1,144,051</b>
<b>Expenditure</b>				
Other Services	\$110,743	\$100,764	\$40,000	\$20,000
Capital Outlay	\$286,925	\$117,936	\$2,700,000	\$454,000
<b>Total Expenditures</b>	<b>\$397,668</b>	<b>\$218,700</b>	<b>\$2,740,000</b>	<b>\$474,000</b>
<b>Ending Balance</b>	<b>\$1,713,833</b>	<b>\$2,584,447</b>	<b>\$208,051</b>	<b>\$670,051</b>

*Capital Funds  
Revenue and Expenditure*

**Civic Center Reserve (FAC-2C)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$792,316</b>	<b>\$598,423</b>	<b>\$312,077</b>	<b>\$77</b>
<b>Revenue</b>				
Investment Interest	\$6,611	\$5,064	\$5,000	\$1,000
<b>Other Financing Sources</b>				
Transfer In (GF)	\$100,000	\$0	\$0	\$0
Residual Equity (175th/131st RTP)	\$0	\$904	\$0	\$0
<b>Total Revenue</b>	<b>\$106,611</b>	<b>\$5,968</b>	<b>\$5,000</b>	<b>\$1,000</b>
<b>Total Available</b>	<b>\$898,927</b>	<b>\$604,391</b>	<b>\$317,077</b>	<b>\$1,077</b>
<b>Expenditures</b>				
Services	\$1,644	\$12,228	\$17,000	\$0
Capital Outlay	\$0	\$0	\$300,000	\$0
To Debt Svc	\$298,860	\$291,096	\$0	\$0
<b>Total Expenditure</b>	<b>\$300,504</b>	<b>\$303,324</b>	<b>\$317,000</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$598,423</b>	<b>\$301,067</b>	<b>\$77</b>	<b>\$1,077</b>

**Pedestrian C.P. (PED-3)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$204,449</b>	<b>\$106,605</b>	<b>\$63,705</b>	<b>\$14,705</b>
<b>Revenue</b>				
Investment Interest	\$2,156	\$1,396	\$1,000	\$0
<b>Total Revenue</b>	<b>\$2,156</b>	<b>\$1,396</b>	<b>\$1,000</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$206,605</b>	<b>\$108,000</b>	<b>\$64,705</b>	<b>\$14,705</b>
<b>Expenditure</b>				
Services	\$0	\$1,816	\$50,000	\$0
Capital Outlay	\$0	\$11,259	\$0	\$0
Transfer Out	\$100,000	\$0	\$0	\$0
<b>Total Expenditure</b>	<b>\$100,000</b>	<b>\$13,075</b>	<b>\$50,000</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$106,605</b>	<b>\$94,926</b>	<b>\$14,705</b>	<b>\$14,705</b>

*Capital Funds  
Revenue and Expenditure*

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

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$794,721</b>	<b>\$804,393</b>	<b>\$777,734</b>	<b>\$2,734</b>
<b>Revenue</b>				
Investment Interest	\$9,334	\$10,513	\$5,000	\$0
<b>Other Financing Sources</b>				
Operating Transfer In (Mitigation)	\$14,631	\$2,045	\$0	\$0
<b>Total Revenue</b>	<b>\$23,965</b>	<b>\$12,558</b>	<b>\$5,000</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$818,686</b>	<b>\$816,951</b>	<b>\$782,734</b>	<b>\$2,734</b>
<b>Expenditure</b>				
Services	\$14,292	\$41,051	\$20,000	\$0
Capital Outlay	\$0	\$0	\$760,000	\$0
<b>Total Expenditure</b>	<b>\$14,292</b>	<b>\$41,051</b>	<b>\$780,000</b>	<b>\$0</b>
<b>Ending Balance</b>	<b>\$804,394</b>	<b>\$775,901</b>	<b>\$2,734</b>	<b>\$2,734</b>

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

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$799,611</b>	<b>\$449,789</b>	<b>\$167,764</b>	<b>\$122,764</b>
<b>Revenue</b>				
Investment Interest	\$8,523	\$4,223	\$5,000	\$2,500
<b>Other Financing Sources</b>				
Transfer In (Mitigation)	\$4,947	\$1,103	\$0	\$0
<b>Total Revenue</b>	<b>\$13,469</b>	<b>\$5,326</b>	<b>\$5,000</b>	<b>\$2,500</b>
<b>Total Available</b>	<b>\$813,081</b>	<b>\$455,115</b>	<b>\$172,764</b>	<b>\$125,264</b>
<b>Expenditure</b>				
Supplies	\$0	\$974	\$0	\$0
Services	\$2,181	\$17,965	\$50,000	\$50,000
Transfer Out	\$361,111	\$271,277	\$0	\$0
<b>Total Expenditure</b>	<b>\$363,292</b>	<b>\$290,216</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Ending Fund Balance</b>	<b>\$449,789</b>	<b>\$164,900</b>	<b>\$122,764</b>	<b>\$75,264</b>

*Capital Funds*  
*Revenue and Expenditure*

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

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$525,643</b>	<b>\$23,491</b>	<b>\$8,091</b>	<b>\$91</b>
<b>Revenue</b>				
Investment Interest	\$4,881	\$1,365	\$0	\$0
Grants	\$0	\$0	\$1,577,000	\$120,000
<b>Other Financing Sources</b>				
Transfer In (REET2)	\$0	\$0	\$300,000	\$0
Transfer In (REET1)	\$0	\$539,500	\$370,000	\$0
Transfer In (Street Reserve)	\$0	\$0	\$150,000	\$0
Transfer In (Mitigation)	\$0	\$6,315	\$0	\$0
<b>Total Revenue</b>	<b>\$4,881</b>	<b>\$547,181</b>	<b>\$2,397,000</b>	<b>\$120,000</b>
<b>Total Available</b>	<b>\$530,524</b>	<b>\$570,672</b>	<b>\$2,405,091</b>	<b>\$120,091</b>
<b>Expenditure</b>				
Services	\$11,390	\$486,314	\$605,000	\$120,000
Capital Outlay	\$0	\$48	\$1,800,000	\$0
Transfer Out	\$495,643	\$0	\$0	\$0
<b>Total Expenditure</b>	<b>\$507,033</b>	<b>\$486,362</b>	<b>\$2,405,000</b>	<b>\$120,000</b>
<b>Ending Balance</b>	<b>\$23,491</b>	<b>\$84,310</b>	<b>\$91</b>	<b>\$91</b>

*Capital Funds  
Revenue and Expenditure*

**Little Bear Creek Lineal Park (PK-18)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$234,647</b>	<b>\$131,626</b>	<b>\$45,901</b>	<b>\$901</b>
<b>Revenue</b>				
Investment Interest	\$3,956	\$2,103	\$0	\$0
Donations- Misc	\$25,000	\$30,000	\$0	\$0
Other	\$1,293	\$0	\$0	\$0
Interlocal Grant	\$0	\$46,695	\$0	\$0
Federal Grant	\$391,698	\$18,761	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Admission Tax)	\$135,000	\$534,400	\$300,000	\$0
Transfer In (Parks & Rec CIP)	\$0	\$60,000	\$0	\$0
Transfer In (REET1)	\$375,000	\$0	\$200,000	\$50,000
Transfer In (Park Impact Fees)	\$14,400	\$5,600	\$44,000	\$150,000
Transfer In (Woodinview)	\$26,414	\$0	\$0	\$0
Residual Equity (Skate Park)	\$185,558	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$1,158,319</b>	<b>\$697,559</b>	<b>\$544,000</b>	<b>\$200,000</b>
<b>Total Available</b>	<b>\$1,392,967</b>	<b>\$829,184</b>	<b>\$589,901</b>	<b>\$200,901</b>
<b>Expenditure</b>				
Services	\$193,264	\$69,800	\$200,000	\$50,000
Capital Outlay	\$1,068,077	\$629,606	\$389,000	\$150,000
<b>Total Expenditure</b>	<b>\$1,261,341</b>	<b>\$699,405</b>	<b>\$589,000</b>	<b>\$200,000</b>
<b>Ending Balance</b>	<b>\$131,626</b>	<b>\$129,779</b>	<b>\$901</b>	<b>\$901</b>

*Capital Funds*  
*Revenue and Expenditure*

**SR522/195th (RM-15A)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$100,538</b>	<b>\$113,727</b>	<b>\$11,527</b>	<b>\$54,527</b>
<b>Revenue</b>				
Investment Interest	\$1,233	\$1,066	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Capital Street Reserve)	\$0	\$0	\$100,000	\$0
Transfer In (Mitigation)	\$13,456	\$22,542	\$100,000	\$0
<b>Total Revenue</b>	<b>\$14,689</b>	<b>\$23,608</b>	<b>\$200,000</b>	<b>\$0</b>
<b>Total Available</b>	<b>\$115,227</b>	<b>\$137,335</b>	<b>\$211,527</b>	<b>\$54,527</b>
<b>Expenditure</b>				
Services	\$1,500	\$78,370	\$157,000	\$50,000
Capital Outlay	\$0	\$9,715	\$0	\$0
<b>Total Expenditure</b>	<b>\$1,500</b>	<b>\$88,085</b>	<b>\$157,000</b>	<b>\$50,000</b>
<b>Ending Balance</b>	<b>\$113,727</b>	<b>\$49,250</b>	<b>\$54,527</b>	<b>\$4,527</b>

**Surface Water Capital Projects (SWM-9A/B,13,20)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$242,933</b>	<b>\$41,577</b>	<b>\$77</b>
<b>Revenue</b>				
Investment Interest	\$1,039	\$1,841	\$0	\$0
Grants	\$0	\$0	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (Surface Water Reserve)	\$2,290	\$0	\$541,500	\$47,900
Residual Equity In (Habitat/Acq.)	\$401,221	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$404,550</b>	<b>\$1,841</b>	<b>\$541,500</b>	<b>\$47,900</b>
<b>Total Available</b>	<b>\$404,550</b>	<b>\$244,773</b>	<b>\$583,077</b>	<b>\$47,977</b>
Services	\$8,086	\$44,205	\$35,000	\$0
Capital Outlay	\$153,531	\$177,753	\$548,000	\$47,900
<b>Total Expenditure</b>	<b>\$161,618</b>	<b>\$221,958</b>	<b>\$583,000</b>	<b>\$47,900</b>
<b>Ending Balance</b>	<b>\$242,933</b>	<b>\$22,815</b>	<b>\$77</b>	<b>\$77</b>

*Capital Funds  
Revenue and Expenditure*

**Parks and Recreation Capital Projects (PK-17, 22)**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$106,360</b>	<b>\$47,160</b>	<b>\$47,160</b>
<b>Revenue</b>				
Investment Interest	\$276	\$1,065	\$0	\$0
<b>Other Financing Sources</b>				
Transfer In (School/Sports)	\$45,732	\$0	\$0	\$0
Transfer In (Neighborhood Projects)	\$60,353	\$0	\$0	\$0
Transfer In (REET 1)	\$0	\$0	\$50,000	\$0
Transfer In (Admission Tax)	\$0	\$0	\$0	\$70,000
<b>Total Revenue</b>	<b>\$106,360</b>	<b>\$1,065</b>	<b>\$50,000</b>	<b>\$70,000</b>
<b>Total Available</b>	<b>\$106,360</b>	<b>\$107,426</b>	<b>\$97,160</b>	<b>\$117,160</b>
<b>Expenditure</b>				
Services	\$0	\$0	\$50,000	\$70,000
Transfer to CIP	\$0	\$60,000	\$0	\$0
<b>Total Expenditure</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$50,000</b>	<b>\$70,000</b>
<b>Ending Balance</b>	<b>\$106,360</b>	<b>\$47,426</b>	<b>\$47,160</b>	<b>\$47,160</b>

**Facilities Capital Projects (FAC-2)**

	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>Revenue</b>			
<b>Other Financing Sources</b>			
Transfer In (REET 2)	\$0	\$275,000	\$250,000
Transfer In (REET 1)	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$250,000</b>
<b>Total Available</b>	<b>\$0</b>	<b>\$295,000</b>	<b>\$270,000</b>
<b>Expenditure</b>			
Services	\$0	\$75,000	\$100,000
Capital Outlay	\$0	\$200,000	\$150,000
<b>Total Expenditure</b>	<b>\$0</b>	<b>\$275,000</b>	<b>\$250,000</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$20,000</b>

*Capital Funds  
Revenue and Expenditure*

**Grid Roads (GR-2)**

	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenue</b>		
<b>Other Financing Sources</b>		
Transfer In (REET 2)	\$200,000	\$0
Transfer In (Street Reserve)	\$0	\$300,000
<b>Total Revenue</b>	<b>\$200,000</b>	<b>\$300,000</b>
<b>Total Available</b>	<b>\$200,000</b>	<b>\$300,000</b>
<b>Expenditure</b>		
Services	\$200,000	\$0
Capital Outlay	\$0	\$300,000
<b>Total Expenditure</b>	<b>\$200,000</b>	<b>\$300,000</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$0</b>

**SNAP Projects (PW/PKS)**

	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$0</b>	<b>\$0</b>
<b>Revenue</b>		
<b>Other Financing Sources</b>		
Transfer In (Park Impact Fees)	\$100,000	\$100,000
Transfer In (Street Reserve)	\$100,000	\$100,000
<b>Total Revenue</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Total Available</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Expenditure</b>		
Services	\$50,000	\$50,000
Capital Outlay	\$150,000	\$150,000
<b>Total Expenditure</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Ending Balance</b>	<b>\$0</b>	<b>\$0</b>

### Capital Improvement

301

000

#### Expenditure Detail

	<u>2005</u>	<u>2006</u>
597.00.00		
Transfer to LBC Linear Park	\$200,000	\$50,000
Transfer to 522/202 CP	\$370,000	\$0
Restricted Reserve	\$250,000	\$0
Transfer to Central Park CP	\$50,000	\$0
<b>FUND TOTAL</b>	<b><u>\$870,000</u></b>	<b><u>\$50,000</u></b>

### Special Capital Improvement

302

000

#### Expenditure Detail

	<u>2005</u>	<u>2006</u>
597.00.00		
Transfer to 522/202 CP	\$300,000	\$0
Transfer to Grid Rd. CP	\$200,000	\$0
Transfer to Facilities CP	\$275,000	\$250,000
<b>FUND TOTAL</b>	<b><u>\$775,000</u></b>	<b><u>\$250,000</u></b>

### Capital Street Reserve

303

000

#### Expenditure Detail

	<u>2005</u>	<u>2006</u>
597.00.00		
Transfer to Grid Rd. CP	\$0	\$300,000
Transfer to 522/202 CP	\$150,000	\$0
Transfer to SNAP-PW	\$100,000	\$100,000
Transfer to SR522/195th	\$100,000	\$0
<b>FUND TOTAL</b>	<b><u>\$350,000</u></b>	<b><u>\$400,000</u></b>

### Surface Water Reserve

	<b>304</b>			
	<b>000</b>	<b>Expenditure Detail</b>	<b>2005</b>	<b>2006</b>
597.00.00		Transfer to Surface Water CP	\$541,500	\$47,900
		<b>FUND TOTAL</b>	<b>\$541,500</b>	<b>\$47,900</b>

### Little Bear Creek Parkway (RM 16-A)

	<b>312</b>			
	<b>000</b>	<b>Expenditure Detail</b>	<b>2005</b>	<b>2006</b>
		<b>Other Services and Charges</b>		
594.10.41.10		SR202/190th (RM-16A)	\$40,000	\$20,000
		<b>Capital Outlay</b>		
594.10.63.10		SR202/190th (RM-16A)	\$2,700,000	\$454,000
		<b>FUND TOTAL</b>	<b>\$2,740,000</b>	<b>\$474,000</b>

### Real Property Reserve

	<b>305</b>			
	<b>000</b>	<b>Expenditure Detail</b>		
		(no expenditures recommended)		

### Civic Center (FAC-2C)

	<b>390</b>			
	<b>000</b>	<b>Expenditure Detail</b>	<b>2005</b>	<b>2006</b>
		<b>Other Services and Charges</b>		
539.90.41.00		Professional Services	\$17,000	\$0
		<b>Capital Outlay</b>		
594.73.61.00		Land	\$300,000	\$0
		<b>FUND TOTAL</b>	<b>\$317,000</b>	<b>\$0</b>

**Pedestrian Improvement (PED-3)**

336				
000		<b>Expenditure Detail</b>		
			<u>2005</u>	<u>2006</u>
		<b>Other Services and Charges</b>		
595.60.41.00		Professional Services	\$50,000	\$0
		<b>Capital Outlay</b>		
595.60.63.00		Other Improvements	\$0	\$0
		<b>FUND TOTAL</b>	<u><u>\$50,000</u></u>	<u><u>\$0</u></u>

**202/127th (I-6)**

337				
000		<b>Expenditure Detail</b>		
			<u>2005</u>	<u>2006</u>
		<b>Other Services and Charges</b>		
595.10.41.00		Professional Services	\$20,000	\$0
		<b>Capital Outlay</b>		
595.30.63.00		Other Improvements	\$760,000	\$0
		<b>FUND TOTAL</b>	<u><u>\$780,000</u></u>	<u><u>\$0</u></u>

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

338				
000		<b>Expenditure Detail</b>		
			<u>2005</u>	<u>2006</u>
		<b>Other Services and Charges</b>		
595.10.41.00		Professional Services	\$50,000	\$50,000
		<b>FUND TOTAL</b>	<u><u>\$50,000</u></u>	<u><u>\$50,000</u></u>

**522/202**

339  
000

**Expenditure Detail**

			<u>2005</u>	<u>2006</u>
<b>Other Services and Charges</b>				
595.10.41.10	Professional Services	BNRP P1 (RO-27A)	\$600,000	\$100,000
595.10.41.30	Professional Services	BNRP P3 (RO-27C)	\$5,000	\$20,000
<b>Capital Outlay</b>				
595.30.63.20	Other Improvements	BNRP P2 (RO-27B)	\$1,800,000	\$0
<b>FUND TOTAL</b>			<b><u>\$2,405,000</u></b>	<b><u>\$120,000</u></b>

**Little Bear Creek Lineal Park (PK-18)**

340  
000

**Expenditure Detail**

			<u>2005</u>	<u>2006</u>
<b>Other Services and Charges</b>				
594.76.41.00	Professional Services		\$200,000	\$50,000
<b>Capital Outlay</b>				
594.76.63.00	Improvements		\$389,000	\$150,000
<b>FUND TOTAL</b>			<b><u>\$589,000</u></b>	<b><u>\$200,000</u></b>

**SR 522/195th (RM15-A)**

351  
000

**Expenditure Detail**

			<u>2005</u>	<u>2006</u>
<b>Other Services and Charges</b>				
Professional Services				
595.10.41.00	Interchange		\$57,000	\$0
595.10.41.10	Intersection		\$100,000	\$50,000
<b>FUND TOTAL</b>			<b><u>\$157,000</u></b>	<b><u>\$50,000</u></b>

### Parks Capital Project Fund

354 000	Expenditure Detail	2005	2006
	<b>Other Services and Charges</b>		
	Professional Services		
594.76.41.30	Boat Launch (PK-17)	\$0	\$70,000
594.76.41.40	Central Park (PK-22)	\$50,000	\$0
	<b>FUND TOTAL</b>	<b>\$50,000</b>	<b>\$70,000</b>

### Surface Water Capital Projects

357 000	Expenditure Detail	2005	2006
	<b>Other Services and Charges</b>		
	Professional Services		
594.79.41.11	Woodin Creek Sedimentation (SWM-20)	\$15,000	\$0
594.79.41.20	Chateau Reach (SWM-13)	\$10,000	\$0
594.79.41.30	Habitat Enhancements (SWM-9A/B)	\$10,000	\$0
	<b>Capital Outlay</b>		
	Other Improvements		
594.79.63.11	Woodin Creek Sedimentation (SWM-20)	\$185,000	\$0
594.79.63.20	Chateau Reach (SWM-13)	\$250,000	\$47,900
594.79.63.30	Habitat Enhancements (SWM-9A/B)	\$113,000	\$0
	<b>FUND TOTAL</b>	<b>\$583,000</b>	<b>\$47,900</b>

### Facilities Capital Projects (FAC-2)

358						
	000	Expenditure Detail		<u>2005</u>	<u>2006</u>	
		<b>Other Services and Charges</b>				
594.95.41.00		Community Center		\$75,000	\$100,000	
		<b>Capital Outlay</b>				
594.95.63.00		Community Center		\$200,000	\$150,000	
FUND TOTAL				<u>\$275,000</u>	<u>\$250,000</u>	

### Grid Roads (GR-2)

356						
	000	Expenditure Detail		<u>2005</u>	<u>2006</u>	
		<b>Other Services and Charges</b>				
595.10.41.00		Professional Services		\$200,000	\$0	
		<b>Capital Outlay</b>				
595.30.61.00		Land		\$0	\$300,000	
FUND TOTAL				<u>\$200,000</u>	<u>\$300,000</u>	

### SNAP Projects (PW/PKS)

360						
	000	Expenditure Detail		<u>2005</u>	<u>2006</u>	
		<b>Other Services and Charges</b>				
		Professional Services				
595.10.41.10		Parks Projects		\$25,000	\$25,000	
595.10.41.20		Public Works Projects		\$25,000	\$25,000	
		<b>Capital Outlay</b>				
		Other Improvements				
595.30.63.10		Parks Projects		\$75,000	\$75,000	
595.30.63.20		Public Works Projects		\$75,000	\$75,000	
FUND TOTAL				<u>\$200,000</u>	<u>\$200,000</u>	

# Transportation Projects

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## **522/202 BNRP Phase 1 - Replace RR Trestle (RO-27A)**

This project is the first phase to improve access to the SR522/SR202 interchange. This phase includes widening of the south leg of the LBCP/SR202 intersection and replacing the railroad trestle.

2005 Budgeted Expenditure: \$600,000

2006 Budgeted Expenditure: \$100,000

Primary Funding: Grant, REET1, Utility Tax

## **522/202 BNRP - Phase 2 SR202/NE177th North leg (RO-27B)**

This project is the second phase to improve access to the SR522/SR202 interchange. This phase includes widening of the north leg of the LBCP/SR202 intersection.

2005 Budgeted Expenditure: \$1,800,000

Primary Funding: Grant, REET1, Utility Tax

## **522/202 BNRP - Phase 3 SR202/175th South leg (RO-27C)**

This project is the third phase to improve access to the SR522/SR202 interchange. This phase includes widening of the east and west leg of SR202/175th south intersection.

2005 Budgeted Expenditure: \$5,000

2006 Budgeted Expenditure: \$20,000

Primary Funding: Grant, REET1, Utility Tax

## **Little Bear Creek Parkway 139th Ave to NE 190<sup>th</sup> (RM-16A)**

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

2005 Budgeted Expenditure: \$2,740,000

2006 Budgeted Expenditure: \$474,000

Primary Funding: Utility Tax

## **202/127<sup>th</sup> (I-6)**

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.

2005 Budgeted Expenditure: \$780,000

Primary Funding: Mitigation, Street Reserves

# Transportation Projects continued.....

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## **202/148<sup>th</sup> (I-8)**

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

2005 Budgeted Expenditure: \$50,000

2006 Budgeted Expenditure: \$50,000

Primary Funding: Mitigation, Street Reserves

## **522/195<sup>th</sup> (RM15-A)**

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.

2005 Budgeted Expenditure: \$157,000

2006 Budgeted Expenditure: \$50,000

Primary Funding: Street Reserves, Mitigation

## **Grid Roads (GR-2)**

This project involves construction of a new grid road to connect NE 171<sup>st</sup> to NE Street 175<sup>th</sup> Street to improve circulation in the central business district and new 2/3 lane grid road, pedestrian improvements, and bike lanes.

2005 Budgeted Expenditure: \$200,000

2006 Budgeted Expenditure: \$300,000

Primary Funding: REET 2, Street Reserves

*For more information, please look at the 2005-2010 CIP Document.*

# Surface Water, Parks, Facilities Projects

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## **Habitat Enhancements (SWM-9 A/B)**

This surface water project involves habitat restoration along key stream corridors to enhance ecologically significant fish runs. It also supports culvert removal projects at 134<sup>th</sup> Ave NE & 132<sup>nd</sup> Ave NE.

2005 Budgeted Expenditure: \$123,000

Primary Funding: Surface Water Reserves

## **Chateau Reach Erosion Control (SWM-13)**

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.

2005 Budgeted Expenditure: \$260,000

2006 Budgeted Expenditure: \$47,900

Primary Funding: Surface Water Reserves

## **Woodin Creek Sedimentation (SWM-20)**

This surface water project evaluates alternatives to provide a sediment collection facility for the main stem of Woodin Creek. Alternative 1: Install an in-line sediment facility in the 24-inch pipe south of Albertson building. Alternative 2: Reroute Woodin Creek through Reinwood detention pond and redesign pond to function as a sedimentation pond.

2005 Budgeted Expenditure: \$200,000

Primary Funding: Surface Water Reserves

## **Boat Launch (PK-17)**

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

2006 Budgeted Expenditure: \$70,000

Primary Funding: Admission Tax

## **Little Bear Creek Park/Rotary Park (PK-18)**

This parks project provides for 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.

2005 Budgeted Expenditure: \$589,000

2006 Budgeted Expenditure: \$200,000

Primary Funding: Admission Tax, Impact Fees, REET 1

## Surface Water, Parks, Facilities Projects cont..

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### **Central Park (PK-22)**

This park project evaluates park design, location, alignment and parking needs. It will attempt to acquire open space in the downtown area to provide active and passive recreation and enhance the strong visual and non-motorized link connecting Wilmot Park, the Civic Campus and the proposed extension of Garden Way.

2005 Budgeted Expenditure: \$50,000

Primary Funding: REET 1

### **SNAP Projects (PW/PKS)**

This project includes a variety of project improvements under \$50k for parks & public right-of-ways. Potential could include neighborhood parks, field enhancements, trails, medians, traffic circles, small channelization, minor widening, non-motorized improvements, and lighting. Project cost would be between \$2.5k min. to \$50k max.

2005 Budgeted Expenditure: \$200,000

2006 Budgeted Expenditure: \$200,000

Primary Funding: Park Impact, Street Reserves

### **Civic Center (FAC-2C)**

This project is primarily property acquisition funds set aside for the future Civic Center Campus.

2005 Budgeted Expenditure: \$317,000

Primary Funding: General Fund

### **Facilities Capital Projects (FAC-2)**

This project makes interim improvements to the Community Center until such time as the Council wishes to go forward with a new Community Center.

2005 Budgeted Expenditure: \$275,000

2006 Budgeted Expenditure: \$250,000

Primary Funding: REET 2

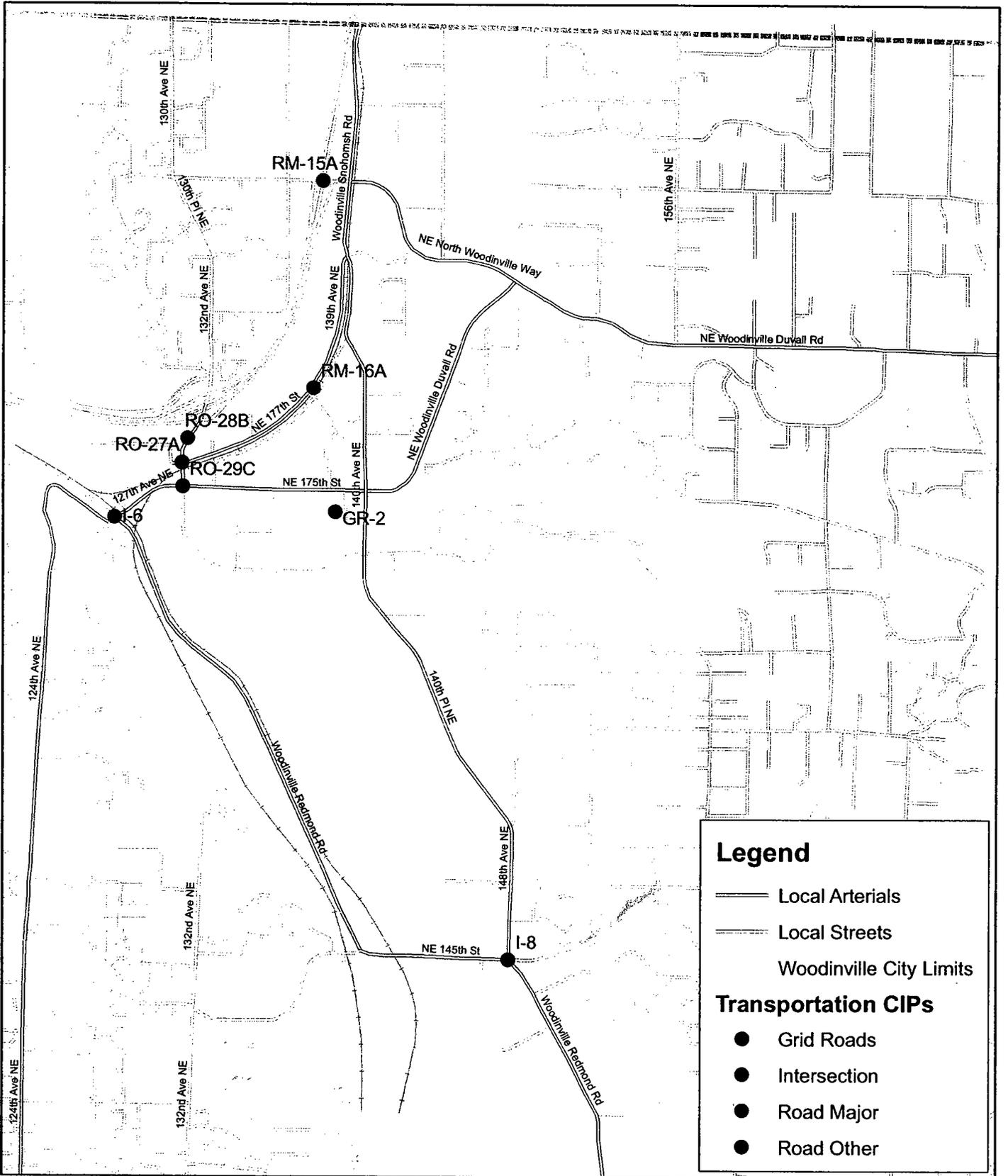
### **Pedestrian Crossing (PED-3)**

This project provides pedestrian cycling trails in the tourist district adjacent to the 145<sup>th</sup> St. Bridge from Sammamish River to the Hollywood School intersection. Partnerships with the Derby Group, the Little League, and various developers provide financial and in-kind support.

2005 Budgeted Expenditure: \$50,000

Primary Funding: REET 2, Street Reserves

*For more information, please look at the 2005-2010 CIP Documet.*



**Legend**

-  Local Arterials
-  Local Streets
-  Woodinville City Limits

**Transportation CIPs**

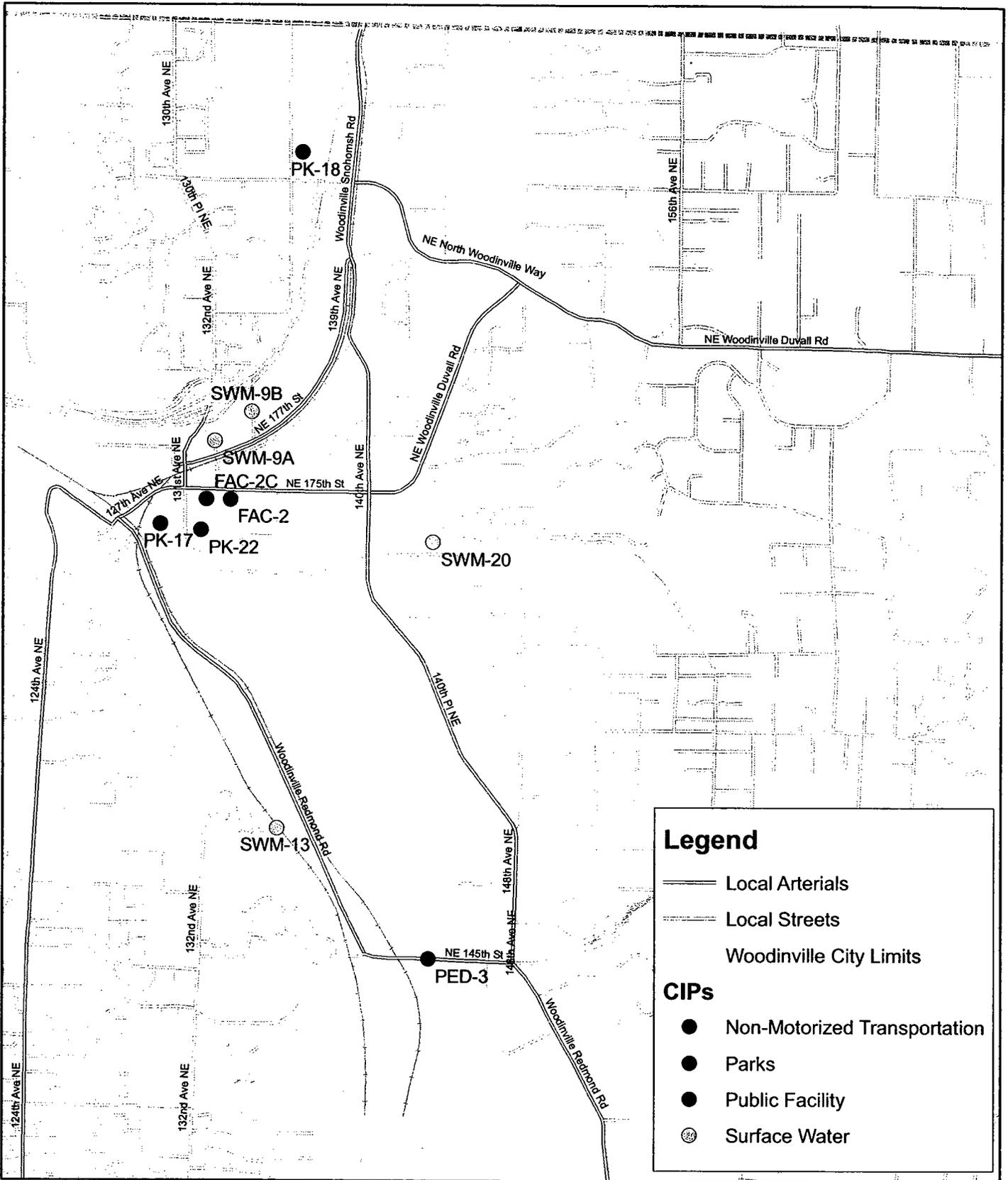
-  Grid Roads
-  Intersection
-  Road Major
-  Road Other



**Transportation Projects 2005-2006 City of Woodinville**

February 2005





**Surface Water, Parks,  
& Facilities Projects 2005-2006**

**City of Woodinville**

February 2005



# Enterprise Fund

# Surface Water Management

## (Enterprise Fund)

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Enterprise funds are established for government activities that are financed and operated in a manner similar to a private business. The costs of providing goods and services to the public are financed through user charges. The City of Woodinville has one Enterprise Fund – the Surface Water 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 2005, the City forecasts \$832,000 in surface water drainage fees and \$5,000 in interest income. The 2006 forecast is \$834,000 in fees and \$5,000 in interest.

Surface Water Management is a division of the Public Works Department that provides services in the area of surface water quality, protection, and control. 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). 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

## 2004 Accomplishments

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### Staff Highlights

- Hired four 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

- Continued development of in-house street sweeping at over 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 NE 175<sup>th</sup> Pedestrian and Water Conveyance improvement project (CIP Project No. SWM 19).
- Performed cleaning of Woodin Creek.
- Performed vegetation removal planting along Little Bear Creek as part of a Tent City4 volunteer project.
- Performed maintenance of past Sammamish ReLeaf projects.

## 2005-2006 Goals

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- Hire four 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.
- Perform planting for habitat enhancements including Sammamish ReLeaf.
- Seek funding opportunities for water quality and habitat enhancement improvements.
- Construction Garden Reach storm conveyance system (LBCP).
- Complete draft Surface Water Management Plan.

*Surface Water Mgmt  
Revenue*

**Surface Water Management**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$740,840</b>	<b>\$738,008</b>	<b>\$85,412</b>	<b>\$43,598</b>
<b>Revenue</b>				
Grants	\$14,000	\$8,854	\$0	\$0
Storm Drainage Fees & Charges	\$803,369	\$822,337	\$832,000	\$834,000
Investment Interest	\$7,789	\$6,425	\$5,000	\$2,500
<b>Total Revenue</b>	<b>\$825,158</b>	<b>\$837,616</b>	<b>\$837,000</b>	<b>\$836,500</b>
<b>Total Available</b>	<b>\$1,565,998</b>	<b>\$1,575,624</b>	<b>\$922,412</b>	<b>\$880,098</b>

\* Expenditures are shown separate

## Surface Water Management Department Summary

	2002 Actual	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries	\$274,500	\$276,867	\$301,149	\$295,361	\$307,318
Benefits	\$50,927	\$66,995	\$79,190	\$89,418	\$106,169
Supplies	\$26,046	\$17,369	\$23,432	\$41,300	\$38,056
Services	\$154,270	\$46,978	\$63,141	\$121,590	\$121,130
Capital Outlay	\$70,598	\$163,753	\$9,281	\$40,000	\$0
Intergovernmental	\$131,604	\$119,898	\$241,570	\$130,142	\$133,500
Interfund Payments	\$111,188	\$136,130	\$139,612	\$161,003	\$161,569
Transfer to SWM Reserve	\$0	\$0	\$600,000	\$0	\$0
<b>Department Total</b>	<b>\$819,133</b>	<b>\$827,990</b>	<b>\$1,457,374</b>	<b>\$878,814</b>	<b>\$867,742</b>

Position Summary	Actual 2002	Actual 2003	Actual 2004	2005 Budget	2006 Budget
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	1.00	2.00	2.00	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
GIS Coordinator	0.00	0.00	0.00	0.10	0.10
Volunteer Coordinator	0.25	0.25	0.00	0.00	0.00
<b>Position Totals</b>	<b>3.80</b>	<b>4.80</b>	<b>4.55</b>	<b>4.65</b>	<b>4.65</b>

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

**SURFACE WATER MANAGEMENT**

410 000		<b>Expenditure Detail</b>	
		<b>2005</b>	<b>2006</b>
	<b>Salaries and Wages</b>		
531-10-11-00	Salaries	<b>\$295,361</b>	<b>\$307,318</b>
	<b>Personnel Benefits</b>		
531-10-21-00	Benefits	<b>\$89,418</b>	<b>\$106,169</b>
	<b>Supplies</b>		
531-10-31-31	Office/Operating Supplies		
	Office Supplies	\$600	\$600
	Plants & Materials	\$4,000	\$3,756
	Spill control	\$600	\$600
	Material, erosion control, seed, rock	\$7,000	\$7,000
531-10-31-33	Stream Planting	\$8,000	\$8,000
	Grates & hardware	\$1,600	\$1,600
	Pipe & inlets	\$2,000	\$2,000
	Paint, marking ribbon	\$400	\$400
	Sweeper broom,skids, etc	\$3,000	\$3,000
	SWM/ESA reference books	\$500	\$500
	Safety gear	\$800	\$800
	Safety Uniforms/Boots	\$300	\$300
	ESA/Fish signs	\$600	\$600
	ESA Display material	\$600	\$600
		<b>\$30,000</b>	<b>\$29,756</b>
531-10-35-00	Small Tools/Minor Equipment		
	Hand tools	\$2,000	\$1,500
	Safety Tools	\$500	\$500
	Traffic Control Devices	\$1,000	\$1,000
	Software Maintenance Fee	\$5,000	\$500
	Catch basin cleaners	\$600	\$600
	CB/MH tools	\$300	\$300
	Car Wash kits	\$400	\$400
	Inlet filters (5)	\$0	\$2,500
	Misc tools	\$1,500	\$1,000
		<b>\$11,300</b>	<b>\$8,300</b>
	<b>Total Supplies</b>	<b>\$41,300</b>	<b>\$38,056</b>

**Other Services and Charges**

531-10-41-00	Professional Services		
	Regional WQ Facility Maintenance	\$2,000	\$2,000
	Tree/Debris/Vegetation Disposal	\$2,000	\$2,000
	Soil/water testing	\$6,000	\$6,000
	Pond Improvement Program	\$2,000	\$1,000
	TV Storm lines	\$8,500	\$8,500
531-10-41-02	Stream Planting	\$17,000	\$17,000
	Earth Corp (Re-leaf Site Maintenance)	\$19,000	\$19,000
	ESA Response (Compliance Program)	\$12,000	\$12,360
	Engineering storm support, SWM/GIS	\$30,000	\$30,000
	Private maintenance services Vactoring	\$5,000	\$5,300
	Salmon protection/veg control program	\$4,000	\$4,000
		<b>\$107,500</b>	<b>\$107,160</b>
531-10-42-00	Communication		
	ESA public communication program	\$500	\$500
	ESA/Salmon education brochures	\$500	\$500
	Public notification	\$1,200	\$1,200
	Cell-phone/pager	\$2,250	\$2,250
		<b>\$4,450</b>	<b>\$4,450</b>
531-10-43-00	Travel		
	General meeting and training	\$300	\$300
		<b>\$300</b>	<b>\$300</b>
531-10-44-00	Advertising		
	Small works	\$300	\$300
	Call for services	\$500	\$500
	Personnel ad	\$300	\$300
	Public Notices	\$800	\$800
		<b>\$1,900</b>	<b>\$1,900</b>
531-10-45-00	Operating Rentals & Leases		
	Support Equipment	\$4,000	\$4,000
531-10-48-00	Repairs & Maint.		
	Equipment Repair	\$500	\$500
	GPS	\$300	\$300
	Water Quality Unit	\$300	\$300
		<b>\$1,100</b>	<b>\$1,100</b>
531-10-49-10	Education and Training		
	DOE SEPA /ESA classes	\$300	\$300

	Sweeper Training	\$100	\$100
	Environmental Impact Mgt	\$500	\$500
	ESA Training	\$600	\$600
	Safety Training	\$500	\$500
		<b>\$2,000</b>	<b>\$2,000</b>
<b>531-10-49-20</b>	Miscellaneous		
	PE License	\$120	\$0
	APWA membership	\$220	\$220
		<b>\$340</b>	<b>\$220</b>
	<b>Total Other Services and Charges</b>	<b>\$121,590</b>	<b>\$121,130</b>
	<b>Intergovernmental</b>		
<b>531-10-51-00</b>	Professional Services		
	KC Surface Water Mgt	\$40,000	\$40,000
	SR202/Spieker Ditch Maintenance	\$6,642	\$5,000
	Drainage Maintenance - Road (w/ESA Req)	\$65,000	\$70,000
	Lake Stewardship Program	\$7,500	\$7,500
	WRIA 8	\$5,000	\$5,000
	Puget Sound water studies	\$6,000	\$6,000
	<b>Total Intergovernmental</b>	<b>\$130,142</b>	<b>\$133,500</b>
	<b>Interfund</b>		
	Interfund Payments for Services		
<b>531-10-95-00</b>	Vehicle Use	\$44,813	\$45,379
<b>531-10-99-00</b>	Interfund payment for services	\$116,190	\$116,190
	<b>Total Interfund</b>	<b>\$161,003</b>	<b>\$161,569</b>
	<b>Capital Outlays</b>		
<b>594-31-64-00</b>	Machinery and Equipment		
	5 Cubic Yard Dump Truck	\$40,000	\$0
	<b>Total Capital Outlay</b>	<b>\$40,000</b>	<b>\$0</b>
	<b>TOTAL SURFACE WATER</b>	<b>\$878,814</b>	<b>\$867,742</b>



## Internal Service Funds

# Internal Service Funds

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Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments of the City. Three Internal Service Funds are budgeted: Equipment Rental Fund, Equipment Replacement Fund, 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 \$297,464 and transfers in from various departments that total \$105,084 for 2005 and \$106,270 for 2006.

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 \$692,807, a transfer of \$100,000 from the General Fund is budgeted for both 2005 and 2006.

The Equipment Replacement Fund will be used to pay the replacement costs of 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 \$8,027 and receive an operating transfer of \$28,000 for both 2005 and 2006 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 and Expenditure*

### Equipment Rental

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$174,854</b>	<b>\$226,251</b>	<b>\$297,464</b>	<b>\$363,802</b>
<b>Revenue</b>				
Investment Interest	\$2,767	\$3,889	\$2,000	\$1,500
<b>Other Financing Sources</b>				
Charges for Service	\$87,267	\$97,713	\$105,084	\$106,270
Sale of Fixed Assets	\$701	\$0	\$0	\$0
Insurance Proceeds	\$1,046	\$1,489	\$0	\$0
<b>Total Revenue</b>	<b>\$91,781</b>	<b>\$103,091</b>	<b>\$107,084</b>	<b>\$107,770</b>
<b>Total Available</b>	<b>\$266,636</b>	<b>\$329,341</b>	<b>\$404,547</b>	<b>\$471,572</b>
<b>Expenditures</b>				
Supplies	\$13,840	\$20,183	\$21,200	\$21,200
Services	\$11,355	\$12,234	\$19,545	\$19,545
Capital Outlay	\$15,191	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$40,385</b>	<b>\$32,416</b>	<b>\$40,745</b>	<b>\$40,745</b>
<b>Ending Balance</b>	<b>\$226,251</b>	<b>\$296,925</b>	<b>\$363,802</b>	<b>\$430,827</b>

### Equipment Replacement

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$684,306</b>	<b>\$654,607</b>	<b>\$692,807</b>	<b>\$601,007</b>
<b>Revenue</b>				
Investment Interest	\$8,073	\$9,288	\$8,200	\$8,200
<b>Other Financing Sources</b>				
Operating Transfer In	\$80,000	\$100,000	\$100,000	\$100,000
<b>Total Revenue</b>	<b>\$88,073</b>	<b>\$109,288</b>	<b>\$108,200</b>	<b>\$108,200</b>
<b>Total Available</b>	<b>\$772,379</b>	<b>\$763,895</b>	<b>\$801,007</b>	<b>\$709,207</b>
<b>Expenditure</b>				
Capital Outlay	\$117,771	\$80,030	\$200,000	\$200,000
<b>Total Expenditure</b>	<b>\$117,771</b>	<b>\$80,030</b>	<b>\$200,000</b>	<b>\$200,000</b>
<b>Ending Balance</b>	<b>\$654,607</b>	<b>\$683,866</b>	<b>\$601,007</b>	<b>\$509,207</b>

*Internal Service Funds  
Revenue and Expenditure*

**Unemployment Compensation**

	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$33,479</b>	<b>\$23,827</b>	<b>\$8,027</b>	<b>\$8,327</b>
<b>Revenue</b>				
Investment Interest	\$342	\$270	\$300	\$300
<b>Other Financing Sources</b>				
Operating Transfer In	\$0	\$14,000	\$28,000	\$28,000
<b>Total Revenue</b>	<b>\$342</b>	<b>\$14,270</b>	<b>\$28,300</b>	<b>\$28,300</b>
<b>Total Available</b>	<b>\$33,821</b>	<b>\$38,097</b>	<b>\$36,327</b>	<b>\$36,627</b>
<b>Expenditure</b>				
Claims	\$9,994	\$16,589	\$28,000	\$28,000
<b>Total Expenditure</b>	<b>\$9,994</b>	<b>\$16,589</b>	<b>\$28,000</b>	<b>\$28,000</b>
<b>Ending Balance</b>	<b>\$23,827</b>	<b>\$21,508</b>	<b>\$8,327</b>	<b>\$8,627</b>

### EQUIPMENT RENTAL

501 000		Expenditure Detail	2005	2006
		<i>Supplies</i>		
548-60-31-32		Operating Supplies - Fuel	\$20,000	\$20,000
548-60-31-33		Misc. Operating Supplies	\$1,200	\$1,200
		<i>Other Services and Charges</i>		
548-60-46-00		Insurance	\$4,545	\$4,545
548-60-48-00		Repairs & Maintenance	\$15,000	\$15,000
		<b>FUND TOTAL</b>	<b>\$40,745</b>	<b>\$40,745</b>

### EQUIPMENT REPLACEMENT

503 000		Expenditure Detail	2005	2006
		<i>Capital Outlay</i>		
594-18-64-00		Machinery and Equipment	\$200,000	\$200,000
		<b>FUND TOTAL</b>	<b>\$200,000</b>	<b>\$200,000</b>

### UNEMPLOYMENT COMPENSATION

505 000		Expenditure Detail	2005	2006
		<i>Other Services and Charges</i>		
517-78-00-00		Unemployment Claims	\$28,000	\$28,000
		<b>FUND TOTAL</b>	<b>\$28,000</b>	<b>\$28,000</b>

Trust Fund

# 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 2005 and 2006, 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 2005 is budgeted at \$28,000 and \$14,000 for 2006.

## Affordable Housing Trust Fund

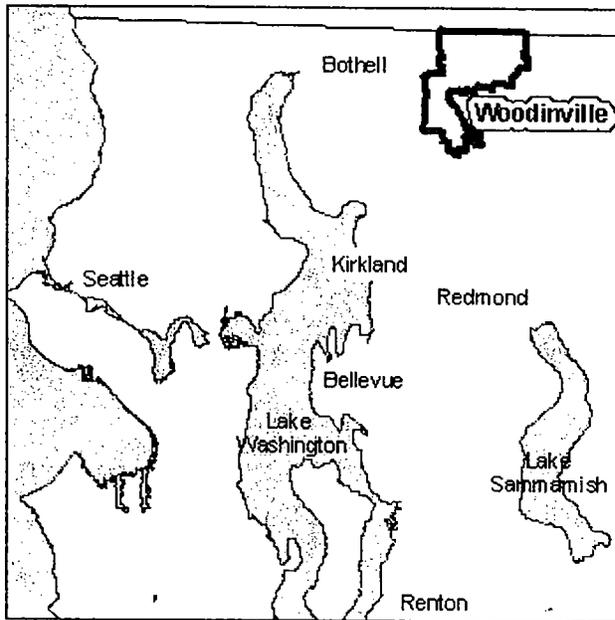
	2003 Actual	2004 Actual	2005 Budget	2006 Budget
<b>Beginning Balance</b>	<b>\$23,078</b>	<b>\$30,868</b>	<b>\$18,578</b>	<b>\$3,078</b>
<b>Revenue</b>				
Investment Interest	\$290	\$320	\$0	\$0
<b>Other Financing Sources</b>				
Transfers-In	\$37,500	\$12,500	\$12,500	\$12,500
<b>Total Revenue</b>	<b>\$37,790</b>	<b>\$12,820</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>Total Available</b>	<b>\$60,868</b>	<b>\$43,688</b>	<b>\$31,078</b>	<b>\$15,578</b>
<b>Expenditure</b>				
Intergovernmental Service	\$30,000	\$25,000	\$28,000	\$14,000
<b>Total Expenditure</b>	<b>\$30,000</b>	<b>\$25,000</b>	<b>\$28,000</b>	<b>\$14,000</b>
<b>Ending Balance</b>	<b>\$30,868</b>	<b>\$18,688</b>	<b>\$3,078</b>	<b>\$1,578</b>



# Appendices

# The City of Woodinville

## Country Living, City Style



Incorporated:	March 31, 1993
Population:	9,915 as of April 2004
Registered Voters:	6,282
Land Area:	5.65 sq miles
Elevation:	50 feet above sea level
Retail Sales Tax:	8.8%
City Employees:	54.75 (FTE)
School District:	Northshore
Business Registration:	697

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	5.65 Square Miles
POPULATION (within city limit) <sup>1</sup>	9,915 as of April 2004
REGISTERED VOTERS	6,282 as of November 2004
PRESIDENTIAL ELECTION OF 2004	5,119 voted
NUMBER OF BUSINESS REGISTRATION	697
LEGISLATIVE DISTRICT	45 <sup>th</sup>
SCHOOL DISTRICT	Northshore
RETAIL SALES TAX	8.8%
CITY EMPLOYEES (FTE)	54.75
ELEVATION	50 feet above sea level
LATITUDE	47 degrees 45 minutes
LONGITUDE	122 degrees 09 minutes

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

\*Provided by Woodinville Chamber of Commerce

CITY OF WOODINVILLE LARGEST EMPLOYERS<sup>2</sup>

Company	Number of Employees	Product/Service
St Michelle Wine Estates	587	Winery
Woodinville Lumber & Truss Inc.	360	Wholesale Lumber Sales
W.A. Botting Company	289	Mechanical Contractor
Molbak's	249	Nursery & Specialty Retailer
Target	200	Retail
Bensussen Deutsch & Associates	179	Wholesale Promotional Merchandise
TOP Food & Drug	161	Retail Grocery Store
Loud Technologies Inc.	150	Professional Audio Equipment Manufacturer
Sunrise Identity, Inc.	141	Apparel, Manufacturing, & Product Sourcing
Willows Lodge	115	Hotel, Restaurant, & Spa
Red Robin International	110	Restaurant

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

Taxpayer	Value
Calwest Industrial Properties	\$64,703,200
Downtown Woodinville LLC	\$42,816,900
Stimson Lane Wine & Spirits	\$28,009,758
Archstone Communities Trust	\$25,333,000
Redhook Ale Brewery	\$16,476,298
Brittany Park	\$16,166,699
Target Corporation	\$12,712,019
Underwood LLC	\$12,336,400
Security Capital Industrial	\$10,839,400
PSE – Electric/Gas	\$10,601,803
Molbak's Family Ltd Partnership	\$9,733,635
Mackie Holdings LLC	\$7,462,700

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

Year	Permits Issued	Total Value
2004	294	\$54,193,632
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

<sup>2</sup> Source: City of Woodinville Administration Dept

<sup>3</sup> Source: King County Dept of Assessments, February 2005

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

# Policies

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## Budget Policy

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.

## Debt Policy

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.

## **Investment Policy - Summarized**

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.

## **Fixed Asset Policy**

### **I Statutory Authority**

The State of Washington, through its Office of the State Auditor, requires a reporting and accounting system for local governments. (RCW 43.09.200)

### **II Purpose**

The purpose of a fixed asset policy and inventory system is to provide stewardship over the City's resources through control and accountability of its fixed assets.

### **III Policy**

It is the policy of the City to maintain accountability over all tangible fixed assets acquired by the City through purchase, donation, capital lease, and construction having a life exceeding one year with a cost of \$5,000 or more. Assets include land, improvements, buildings, equipment, improvements that add to the existing useful life of the asset, and capital leases. The straight line method of depreciation will be used for depreciable assets.

The Finance Director shall maintain the asset records, which will be verified by a physical inventory at least once a year. Fixed assets will be valued at cost including all ancillary charges necessary to place the asset in its intended location and condition for use. Donations will be valued at fair market value or estimated cost.

Small and attractive assets are those that are partially at risk or vulnerable to loss and cost less than \$5,000. These items shall be tracked due to their sensitivity to theft and carried on the property records of the City of Woodinville. (i.e. radios, cell phones, power tools, small tools, fax machines, cameras, etc...).

Equipment with a cost of \$5,000 or more will be identified in a separate schedule as part of the annual budget. Equipment purchases with a cost of \$5,000 not shown in the schedule of capital equipment will be approved by the Council prior to purchase. Capital equipment will

be replaced at the end of the asset's life by the Equipment Rental Fund or Equipment Replacement Fund.

#### IV Identifying and Recording Capital Assets

The Finance Department and the departments purchasing the capital equipment shall ensure that all capital equipment purchases, including small and attractive assets, will be properly identified. The Finance Director shall be responsible for instituting procedures for identifying and recording capital assets.

##### Disposition of (Surplus) Assets

The disposal of City assets shall follow the guidelines adopted by the City Council for the disposition of City assets. The Finance Director shall institute procedures for the disposition of capital assets, including small and attractive assets, that are consistent with the policies adopted by Council. The procedures shall include the reporting of asset transfers and the modification of assets.

##### Lost or Stolen Property

When an item in the fixed asset system has disappeared and all efforts have failed to recover it, the controlling department shall notify the Finance Director, City Manager, Police Department and Council.

#### V Procedures for Physical Inventory

The Finance Director will establish procedures for the physical inventory of all assets covered by this policy. A physical inventory will be conducted annually by all departments of all assets under their control to verify the existence and condition of all items. At least every three years, an inventory will be performed by an outside agency.

## ADMINISTRATIVE PROCEDURES

	FINANCE
	<b>Policy Number: 5.01</b>
	<b>Policy Title: Purchasing Policies</b>
<b>Effective Date: September 14, 2001</b>	

### 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 or City Manager. The City Manager will decide all unresolved issues, and may choose to take any proposed purchase for goods

## ADMINISTRATIVE PROCEDURES

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

## ADMINISTRATIVE PROCEDURES

- 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:
    - Publishing notice in a legal newspaper in general circulation in the area where the work is to be done;

## ADMINISTRATIVE PROCEDURES

- 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 may award such a contract using the limited public works process provided

## ADMINISTRATIVE PROCEDURES

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

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where the cost of same will not exceed \$7,500. The 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;

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- 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.

## ADMINISTRATIVE PROCEDURES

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.
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.

# Glossary

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**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.

**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

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

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

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

## ORDINANCE NO. 378

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, CREATING THREE FUNDS, AND ADOPTING A BIENNIAL BUDGET FOR THE CITY OF WOODINVILLE, WASHINGTON, FOR THE YEARS 2005 AND 2006, SETTING FORTH THE ESTIMATED REVENUES AND APPROPRIATIONS.

**WHEREAS**, the City Council established transportation impact fees through the adoption of Ordinance No. 356 to ensure that new development pay a proportional cost of the new facilities and services necessary to support development, and

**WHEREAS**, Ordinance No. 356 requires that a fund be established to account for the impact fees collected, and

**WHEREAS**, the Capital Improvement Program has identified the need for smaller capital projects to meet the immediate needs of neighborhoods, and

**WHEREAS**, the Small Neighborhood Capital Projects Fund will account separately for the parks projects and public works projects to be financed by separate funding sources, and

**WHEREAS**, the City Council has identified the need to establish a Grid Road Project Fund to track revenue and expenditures that are set forth in the City's Capital Improvement Program, 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 Transportation Impact Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue collected in the Transportation Impact Fund will be used for system improvements that are fully funded in the Six-Year Capital Improvement Program adopted within the current year's budget.

**Section 2.** A new fund, the Small Neighborhood Action Projects Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue in the Small Neighborhood Action Project Fund shall be used for small parks and traffic neighborhood projects.

**Section 3.** A new fund, the Grid Road Project Fund, is hereby established with revenue and appropriations set forth in Section 5 of this ordinance. Revenue in the Grid Road Project Fund shall be used for grid road development and construction projects identified in the Capital Improvement Plan.

**Section 4.** The biennial budget of the City of Woodinville, Washington for the years 2005 and 2006, 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 \$67,008,538.

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

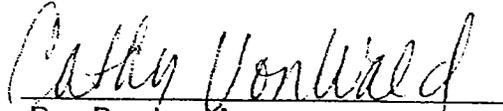
General Fund	\$24,363,347
Street Fund	\$ 1,664,906
Arterial Street	\$ 788,734
Contingency	\$ 573,012
Mitigation	\$ 673,710
Admission Tax	\$ 1,037,536
System Replacement	\$ 516,712
Park Impact Fee	\$ 1,023,687
Parks & Recreation Special Revenue	\$ 56,774
Strategic Budget Reserve	\$ 2,336,878
Hotel/Motel Tax	\$ 75,800
Traffic Impact Fees	\$ 600,000
Debt Service	\$ 1,742,006
Capital Project	\$ 2,581,409
Special Capital Project	\$ 3,910,824
Capital Street Reserve	\$ 5,606,590
Capital Surface Water Reserve	\$ 3,564,671
Little Bear Creek Parkway	\$ 4,092,103
Real Property	\$ 117,913
Civic Center	\$ 318,153
Pedestrian Improvements Capital Project	\$ 79,409
SR202/127 <sup>th</sup> PI Capital Project	\$ 785,469
SR202/148 <sup>th</sup> Ave Capital Project	\$ 298,028
SR522/SR202 Capital Project	\$ 2,525,183
Grid Roads	\$ 500,000
Small Neighborhood Action Projects	\$ 400,000
Little Bear Creek Lineal Park Capital Project	\$ 790,801
SR522/195 <sup>th</sup> Capital Project	\$ 266,055
Surface Water Capital Projects	\$ 631,053
Parks and Recreation Capital Projects	\$ 214,321
Facilities Capital Project	\$ 565,000
Surface Water Management	\$ 1,802,510
Equipment Rental	\$ 876,119
Equipment Replacement	\$ 1,510,215
Unemployment Reserve	\$ 72,954
Affordable Housing	\$ 46,656

**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.

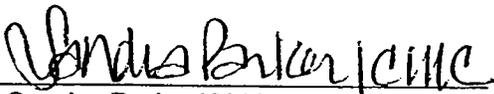
**Section 7. Effective date.** This ordinance shall be effective five (5) days after publication of an approved summary consisting of the title to this ordinance.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 6<sup>TH</sup> DAY OF DECEMBER 2004.

APPROVED:

  
Don-Brocha, Mayor  
Deputy

ATTEST/AUTHENTICATED:

By:   
Sandra Parker/CMC  
City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By: 

PASSED BY THE CITY COUNCIL: 12-6-2004  
PUBLISHED: 12-13-2004  
EFFECTIVE DATE: 12-18-2004  
ORDINANCE NO. 378

ORDINANCE NO. 376

AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, LEVYING THE GENERAL TAXES FOR THE CITY OF WOODINVILLE FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2005, 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 met and considered its budget for the calendar year 2005; and

**WHEREAS**, the City Council of the City of Woodinville after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Woodinville requires a regular levy in the amount of \$2,583,898, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest; and

**WHEREAS**, in accordance with RCW 84.55.0101, the City Council of the City of Woodinville has determined that a substantial need exists for a 1% increase in the 2005 City property tax levy to fund essential park, recreation, City facility and street capital improvements identified in adopted City plans and policies:

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

**Section 1.** Be it ordained by the City Council of the City of Woodinville that an increase in the regular property tax levy is hereby authorized for the 2005 levy in the amount of \$24,800, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and any additional amounts resulting from any annexations that have occurred and refunds made.

**Section 2.** The City Council of the City of Woodinville resolves that the \$24,800 increase in the regular property tax levy for the 2005 levy, which is a percentage increase of 1% from the previous year, shall be appropriated for the

purpose of funding critical projects identified in the Capital Improvement Program.

**Section 3.** 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 4.** 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.

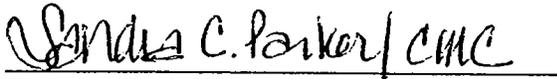
**ADOPTED** by the City Council of the City of Woodinville this 29<sup>th</sup> day of November, 2004.

**APPROVED:**



Don Brocha  
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: 11-29-2004**

**PUBLISHED: 12-6-2004**

**EFFECTIVE DATE: 12-11-2004**

**ORDINANCE NO. 376**

## ORDINANCE NO. 377

### **AN ORDINANCE OF THE CITY OF WOODINVILLE, WASHINGTON, REPEALING ORDINANCE NO. 353, EFFECTIVE JANUARY 1, 2005, ADOPTING BENEFIT AND CLASSIFICATION PAY RANGES FOR CITY EMPLOYEES AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, state law requires that staffing levels, employee salaries, employee benefits and job classifications be reviewed annually by the City Council in the budget process, and requires City Council approval of changes; and

WHEREAS, the City Council adopted a benefit and classification schedule in Ordinance No. 353 that took effect on January 1, 2004; and

WHEREAS, the 2005/2006 city budget includes wage adjustments to various city employee job classifications, with minor pay range adjustments for cost-of-living increments capped at 90% of the State of Washington consumer price index for regular employees; 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; and

WHEREAS, salary adjustments in the City Manager's proposed 2005/2006 city general fund budget increase 6.8% or less, including the proposed addition of only 1.1 FTE; and

WHEREAS, factors driving the significant increases in benefit cost are influenced by state and national policy, and marketplace dynamics beyond the control of the City of Woodinville; and

WHEREAS, the Washington State Public Employees' Retirement System (PERS) lowered the employer contribution rate from 7.5% in June, 1999 to the current rate of 1.18% due to market investment gains; and

WHEREAS, the Washington State Public Employees' Retirement System has increased the employer contribution rate from 1.18% to 5.08% effective July 1, 2005 due to normalized investment returns; and

WHEREAS, the increased contribution rates have caused the City funded employee benefit costs to increase by \$64,660 in 2005; and

WHEREAS, the increased premium costs for employee medical plan coverage have caused the 2005 General Fund budget to increase by \$23,200; and

WHEREAS, the City Council is concerned that future salary adjustments, PERS contribution rates, and medical premium cost increases could out pace the growth of General Fund revenues; and

WHEREAS, the City Council intends to fund a staff and services study in 2005 to ensure appropriate staffing and service levels and long-term sustainability; and

WHEREAS, the City Council has directed staff to recommend alternatives for the continuation of a benefits package that will attract and retain the highest quality employees while maintaining a sustainable level of City expenditures for employee benefits using a total compensation approach:

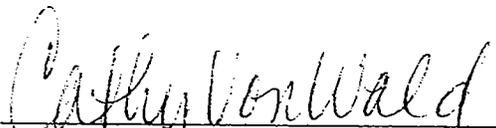
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. That Ordinance No. 353 relating to pay ranges and employee benefits is hereby repealed, effective January 1, 2005.

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 shall be January 1, 2005 and shall continue until amended by action of the City Council.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 6<sup>th</sup> DAY OF DECEMBER 2004.**

  
Cathy VonWald  
Duff Broche, Mayor  
Deputy

ATTEST/AUTHENTICATED:

By:   
Sandra Parker/CMC  
City Clerk

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

By: 

PASSED BY THE CITY COUNCIL: 12.6.2004  
PUBLISHED: 12.30.2004  
EFFECTIVE DATE: 12.25.2004  
ORDINANCE NO. 377

**BENEFIT SCHEDULE**

**Effective Date: January 1, 2005**

**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, and subject to the availability of flu vaccine.

**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 Attachment 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 Policy. The computer and use of the computer shall be considered a benefit of employment.

**Classification Pay Range:  
Effective Date: January 1, 2005**

Assigned Pay Range	Min Step 1	Max Step 6	<i>Position Title</i>
A A A A	2,762	3,591	Administrative Assistant Permit Technician I Facilities Maintenance Worker I Recreation Program Technician
B	2,908	3,780	Maintenance Worker I
C C	3,062	3,979	Permit Technician II Volunteer Coordinator
D D D D D D	3,223	4,188	Administrative Assistant, Senior Accounting Clerk Executive Secretary Maintenance Worker II Permit Technician III Planning Technician
E E E E	3,393	4,411	Facilities Maintenance Worker II Building Inspector I Code Enforcement Officer Maintenance Worker III
F	3,627	4,716	Recreation Coordinator
G G G G G	3,879	5,045	Building Inspector II Civil Site Field Inspector Maintenance Supervisor – Parks Planner Planner, Park
H H H H H H	4,130	5,372	Accountant, Senior Field Engineer Information Services Manager Permit Supervisor Senior Programmer Planner, Transportation/Environmental
I I I I	4,400	5,719	Building Plans Examiner Maintenance Supervisor – Public Works Planner, Senior Recreation Supervisor
J J J J J J	4,684	6,092	City Clerk Civil Plans Examiner Communications Coordinator Engineer, Senior – Project Manager Engineer, Senior – Surface Water Engineer, Senior – Traffic
K	4,990	6,489	Planner, City
L	5,315	6,910	Assistant to the City Manager
M	5,660	7,359	City Engineer
N	6,026	7,837	
O O O O O	6,812	8,858	Director, Finance Director, Parks & Recreation Director, Permit Center Director, Planning & Community Devel. Director, Public Works

Non-Regular Pay Plan  
 Effective Date: January 1, 2005

Attachment C

<b>CLASSIFICATION</b>	<b>RANGE</b>	<b>Min</b>	<b>Mid</b>	<b>Max</b>
Intern I / Recreation Aide I	AA	7.35		8.51
Recreation Aide II	BB	7.79		9.02
Recreation Aide III	CC	8.26		9.56
Recreation Aide IV	DD	8.75		10.13
Recreation Aide V	EE	9.28		10.74
Laborer I Office Assistant I Recreation Assistant I	FF	9.84		11.39
Recreation Assistant II	GG	10.43		12.07
Recreation Assistant III	HH	11.05		12.79
Laborer II Office Assistant II	II	11.71		13.56
Intern II Laborer III Office Assistant III	JJ	12.42		14.38
	KK	13.16		15.24
Recreation Assistant IV Intern III	LL	13.95		16.15
Recreation Assistant V Program Coordinator	MM	14.79		17.12
	NN	15.68		18.15
	OO	16.62		19.24
	PP	17.61		20.39
	QQ	18.67		21.61
	RR	19.79		22.91
	SS	20.98		24.29
	TT	22.24		25.74
Planner	UU	23.57		27.29
	VV	24.99		28.93
Senior Planner	WW	26.49		30.66
Senior Engineer	XX	28.08		32.50
	YY	29.76		34.45
Aerobics Instructor	ZZ	31.55		36.52