

# *Celebrating 100 years*



Biennial Budget  
City of Bothell, Washington

2009-2010



City of Bothell™

**CITY OF BOTHELL**  
**PROPOSED BIENNIAL BUDGET**  
**2009-2010**

PREPARED BY THE CITY OF BOTHELL  
FINANCE DEPARTMENT  
18305 – 101<sup>st</sup> Avenue NE  
Bothell, WA 98011  
[www.ci.bothell.wa.us](http://www.ci.bothell.wa.us)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bothell  
Washington**

For the Biennium Beginning

**January 1, 2007**

President

Executive Director

## City of Bothell Elected Officials



Joshua Freed



Deputy Mayor  
Sandy Guinn



Del Spivey



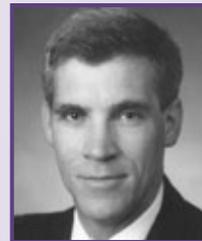
**MAYOR**  
Mark Lamb



Tris Samberg



Bill Evans



Patrick Ewing

### EXECUTIVE STAFF

City Manager  
Deputy City Manager  
Asst City Manager/Econ Dev Mgr  
Finance Director  
Human Resources Director  
City Attorney  
Community Development Director  
Fire Chief  
Police Chief  
Public Works Director

Robert S. Stowe  
Steve Anderson  
Terrie Battuello  
Tami Schackman  
Jamie Marsden  
Joe Beck  
Bill Wiselogle  
Warren Burns  
Forrest Conover  
Doug Jacobsen

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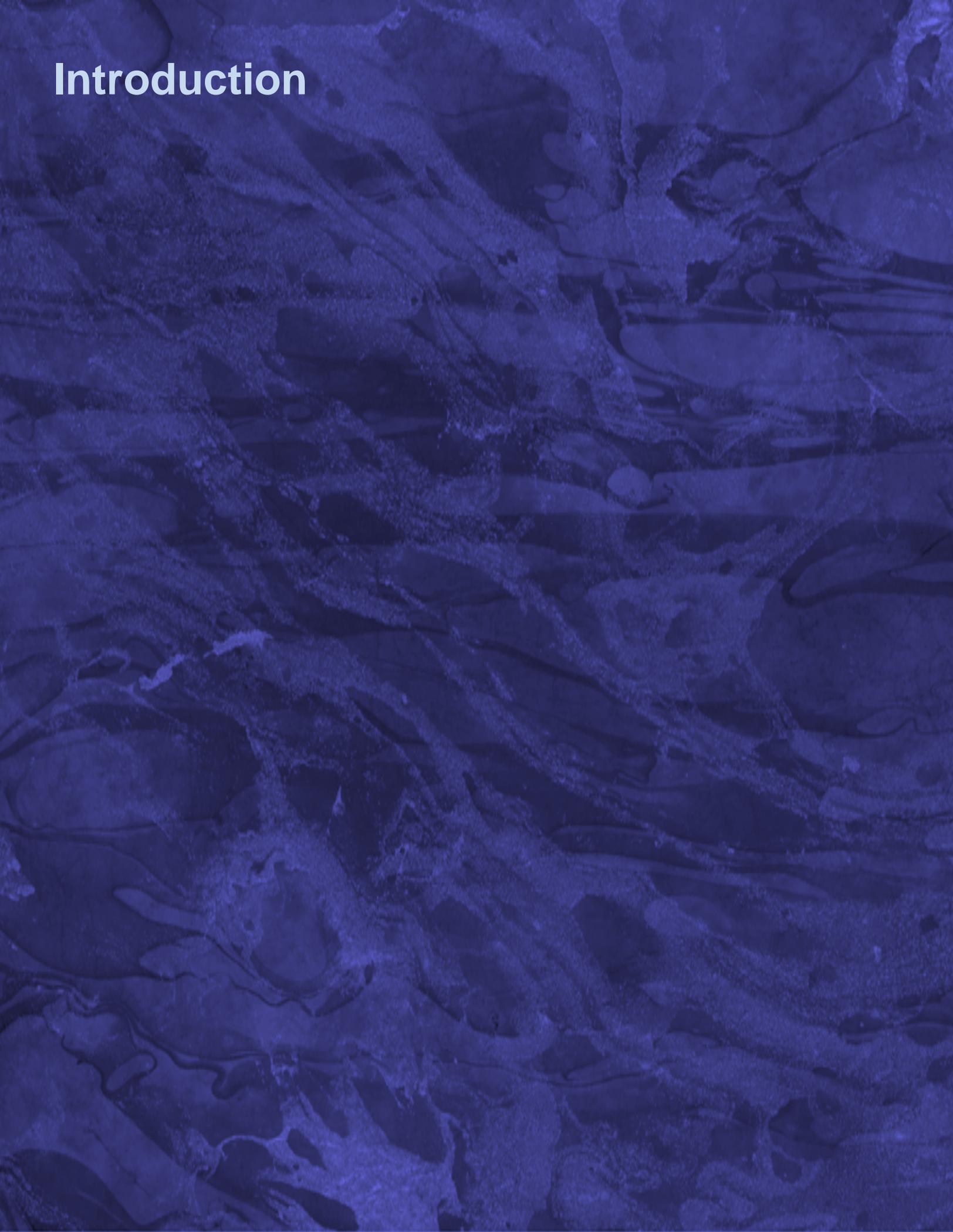
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# Introduction



October 13, 2008

**Honorable Mayor and City Council  
City of Bothell, Washington**

I am pleased to submit the 2009-2010 Biennial Budget. This budget supports the very same themes established in the current budget by providing better service, significant capital investments, and no increase to the City's Property Tax Levy.

This budget presents the overall plan for allocating City resources to a variety of programs. These resources are necessary to protect the community's physical security, enhance the quality of life, and also provide for significant capital investments back into the community to enjoy and use for generations to come. This budget defines and sets in motion capital investments and service levels that create a lasting and positive legacy for our community.

In the face of escalating expenses, a slow and uncertain economy, and increasing demand for services, the City of Bothell's 2009-2010 Budget is balanced without using any of the City's reserves. In this challenging fiscal environment, many other jurisdictions have been forced to reduce or eliminate services. It is no accident that Bothell has positioned itself to respond to various financial and service demand challenges. We are continuing the practice established in 2006 of aligning our on-going and one-time expenses with our on-going and one-time revenues. This assures that we do not live beyond our means and are positioned strategically to ride out tough economic times.

The City has established a great track record in terms of: its financial and resource management with no increase in the City property tax levy included in the current biennium or in the 2009-2010 biennium; an award winning Capital Facilities Plan; increased services; and, seven years without a financial audit finding from the State Auditor's Office. We have many accomplishments to be proud of in Bothell, and we have an exciting future ahead. City management has exercised fiscal discipline and used creativity, innovation, along with a strong commitment to efficiency to maintain, and in many cases, increase our service-levels to not only preserve but also further enhance Bothell as a premier place to live, work and raise a family.

I have developed this budget based upon Council's Budget Focus Areas and Desired Outcomes, and the City's second Council-adopted Capital Facilities Plan. In addition, I evaluated the responses received from a 2008 citizen survey to further understand and incorporate community needs and service priorities into the budget.

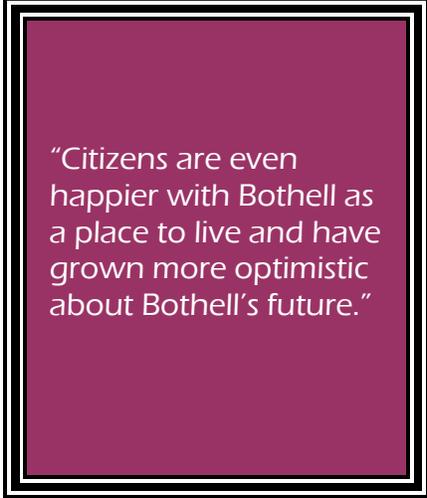


"It is no accident that Bothell has positioned itself to respond to various financial and service demand challenges."

The statistically valid survey results reveal that, of those 400 citizens polled, 92 percent report that Bothell is either a "good" or "excellent" place to live. In addition, 75.1 percent of the respondents think that the City is "headed in the right direction." The majority of the respondents also reported that the City provides the right amount of services (86.4 percent) and the right amount of information (71.8 percent). The majority of citizen respondents who had contact with the Police and Fire Departments rated their experience as excellent. Overall, the current results when compared to a 2004 survey show that citizens are even happier with Bothell as a place to live and have grown more optimistic about Bothell's future.

With this citizen feedback, we have benchmarked citizen needs and priorities to strategically allocate our resources and deliver the high level of service Bothell citizens expect.

Readers are encouraged to review the Budget Focus Areas and Desired Outcomes, as well as the Departments' individual work programs and performance measurements, to gain a clearer understanding of the services the City will provide in 2009-2010.



*"Citizens are even happier with Bothell as a place to live and have grown more optimistic about Bothell's future."*

## Budget Process

The City recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds, wisely manage municipal finances, and plan adequate funding for services and facilities desired and needed by the public.

Washington State law requires the City to adopt a balanced budget. Appropriations are therefore limited to the total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the 2007-2008 fiscal biennium. In addition, State law requires the Finance Director provide quarterly revenue and expenditure budget updates to the City Council. The Financial Policies and Goals used to develop the City's 2009-2010 Budget are detailed in Appendix "B."

On July 30, 2008 City Department Directors were asked to submit budget requests in recognition of the City Budget Focus Areas and Desired Outcomes along with recognition of the limited revenue growth for the ensuing biennium. The preliminary budget requests from each director were compiled and submitted to the City Manager for review in September.

During the months of September and October, the City Manager, together with the department directors, worked to refine and, in most cases, reduce expenditure requests for the budget in recognition of Budget Focus Areas and Desired Outcomes, service demands, citizen survey results, and the City's long-term financial forecast.

Preliminary department expenditure requests within the General Fund (the City's main operating fund) exceeded projected revenues. During the budget development process, non-personnel expenditure requests within the General Fund were reduced by \$5,139,764. Also contained in the initial department requests were an additional 25.25 Full Time Equivalent (FTE) staff positions (\$3,118,263) that are not included in the 2009-2010 Budget.

I am pleased to report that as part of this budget, City Staff have identified or have already implemented approximately \$345,000 in cost-savings. Appendix C includes a listing of these recent efficiencies and cost containment efforts made by City Staff. In addition, staff was able to save Bothell citizens \$530,000 over the next nine years by refinancing the City's 1997 Voted General Obligation Bond.

It is prudent to approach the 2009-2010 biennium and future budget processes with caution. This budget continues the practice established during the last biennium of doubling the General Fund operating reserve to 20 percent of biennial General Fund operating expenditures, resulting in an operating reserve of \$ 7.3 million.

*"This budget continues the practice established during the last biennium of doubling the General Fund operating reserve to 20 percent of biennial General Fund operating expenditures."*

Washington State law allows the City to increase its property tax levy up to one percent. This increase of property tax would generate approximately \$83,500 per year in additional compounding revenue for the City if enacted by the Council.

Because of the City's stable financial position and the current economy's impact on our citizens, the State allowed **property tax levy increase of one percent is not included** in the proposed 2009-2010 Budget. The Council could consider a levy increase of up to one percent if additional service level is desired now or as part of the 2009-2010 mid-biennium review to be held in October-November 2009.

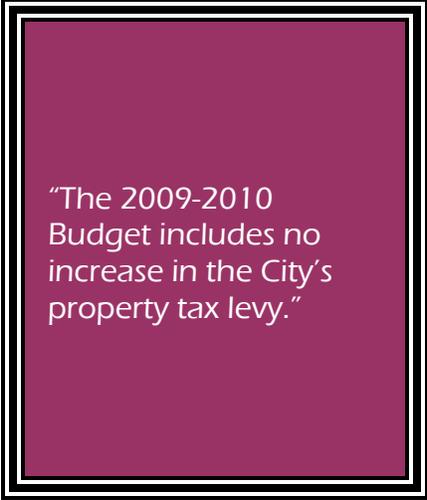
In the midst of the Nation's current state of economic uncertainty, Bothell is fortunate to have positioned itself fiscally so staff can continue to provide citizens a high level of service. This has been accomplished through Council policy leadership and City management's commitment to long-term strategic financial planning, innovation, creativity, as well as staff's dedication to effectiveness and efficiency in the workplace.

The 2009-2010 Budget provides for improved service in public safety, development services, parks, storm drainage utilities, administration, and capital investments - the latter being in accordance with the Council-adopted Capital Facilities Plan.

## General Fund Major Revenues

General Fund revenues are forecasted to exceed \$77.7 million during the 2009-2010 biennium, or 41 percent of citywide revenues. As a result of the slowing national economy, and the subsequent lowering of local economists' taxable retail sales projections, the City's actual General Fund revenues for 2007-2008 are expected to be approximately \$71,481,350 - six percent less than budgeted and 8.7 percent less than the 2009-2010 forecast.

The General Fund relies on three major revenue streams to fund services for its citizens: sales tax; property tax; and utility tax. In 2009-2010, these revenue streams are expected to make up 75 percent of all General Fund revenues.



*"The 2009-2010 Budget includes no increase in the City's property tax levy."*

### **Sales Tax**

The Puget Sound Economic Forecaster<sup>1</sup> projects taxable retail sales to increase 4.1 percent in 2009 and 6.1 percent in 2010. Conversely, 2008 is expected to increase 1.5 percent. We project Bothell's sales tax receipts to increase in-line with regional expectations. Bothell sales tax projections also include one-half of known 2009-2010 commercial-retail growth and new population projection based on single and multi-family residential permitting.

### **Property Tax**

The 2009-2010 Budget includes no increase in the City's property tax levy. Property tax revenue derived from new construction and State-assessed property (inter-county utilities) is expected to add an additional \$150,000-\$189,000 to the City's property tax receipts in both 2009 and 2010.

### **Utility Tax**

2009-2010 General Fund utility tax revenues are projected to exceed 2007-2008 revenues by nearly \$2,874,900, or 20 percent. This sizeable increase is supported by new construction, along with historical usage trends, and expected rate increases in both City and non-city owned utilities. Utility tax from new construction is estimated to account for \$578,300, or 20 percent of the projected increase.

Additional detail on the City's revenue sources, including assumptions, historical data, charts, and graphs, is included in the Revenue Section.

1 - The Puget Sound Economic Forecaster is a quarterly newsletter published by Conway Pedersen Economics, Inc., and is a highly regarded by the local finance community for reliable economic forecasting in the Puget Sound Region.

## General Fund Major Expenses

General Fund expenditures (excluding interfund loans) are anticipated to be \$77 million or 37.4 percent of citywide expenditures. As stated previously in the Revenue Section, due to the slowing national economy, and the subsequent lowering of local economist's taxable retail sales projections, the City's actual 2007-2008 General Fund spending was curtailed to remain in line with revenue forecasts. Therefore, the actual expenditure target for the 2007-2008 biennium is \$71,972,716, which is 6 percent less than budgeted and 7 percent less than the 2009-2010 forecast.

The two main General Fund expenditure categories are: 1) personnel and, 2) maintenance and operating (M&O) expenses.

### **Personnel Expenditures**

General Fund personnel costs (salaries, overtime, and benefits) make up nearly 77 percent of overall General Fund spending and account for \$59,203,116 in the 2009-2010 Budget. Personnel expenditures are increasing 18.1 percent over 2007-2008 budgeted personnel costs. Budgeted overtime in 2009-2010 increased only \$45,717 or 2.8 percent. The lion's share of this increase in personnel costs is due to salary/merit step and cost-of-living increases, along with pension contributions and health insurance premiums.

*"Budgeted overtime in 2009-2010 increased only \$45,717 or 2.8 percent."*

### **Maintenance & Operating Expenditures**

General Fund Maintenance & Operating (M&O) expenditures included in the 2009-2010 Budget amount to \$13,471,965 and make up 17.5 percent of the overall General Fund budget. M&O expenditures are decreasing 4.4 percent compared to the previous biennium budget. As a result of necessary staff additions (presented and described in the Personnel Update section on page 6), M&O expenditures (professional services) were reduced. M&O savings also resulted from staff implemented efficiencies.

## City Utility Rates

The City's three utilities (Water, Sewer, and Storm Drain) are separate enterprise funds that are fully supported through user fees. The following utility rate increases are necessary in the 2009-2010 biennium:

Water Utility - No rate increase is required in 2009 or 2010.

Sewer Utility- King County is increasing the amount they charge the City for sewer treatment by 14 percent in 2009. A City "pass-through" rate increase of 5 percent is

therefore necessary to offset King County's rate increase. No sewer rate increase is needed in 2010.

Storm Drainage Utility - A 42 percent increase is needed in 2009 to offset cost increases related to the National Pollutant Discharge Elimination System (NPDES) phase II requirements (one Water Quality Inspector funded through a grant in 2008, permits and consultant fees). The 2009-2010 Budget also provides for several capital projects intended to reduce flooding that occurred as a result of the December 2007 rainfall storms. A 42 percent increase amounts annually to an additional \$32.50 per residence. No Storm Drainage increase is needed in 2010.

## Personnel Update

As in any service-based business, our greatest asset, as well as our greatest expense, is employee costs. To meet the goals of the City, this budget requires twelve new full-time equivalent (FTE) positions with only six that have a fiscal impact on the City's General Fund. These six FTE additions have an \$872,680 impact on the General Fund's 2009-2010 biennium personnel costs.

*"As in any service-based business, our greatest asset, as well as our greatest expense, is employee costs."*

The 2009-2010 Budget includes additional staff in the areas of public safety, development services, recreation and park maintenance, as well as capital investment projects, utilities, and office administration. Four and one-half positions have a dedicated revenue source or generate sufficient revenue to fund the cost of the position. Listed below by category is a brief description of each new position.

### **Public Safety Regular Positions - General Fund**

- **One Police Records Specialist**
- **One Fire Senior Office Specialist - Training**

The Police Records Specialist is needed to decrease the Officer-per-Records Specialist ratio, and to provide front counter operations on Sundays. This is the first increase in Records Specialist staffing since 1999.

The Fire Senior Office Specialist is to be assigned to the Fire Department's Training Division and is needed to replace the administrative support previously provided by the Training Consortium (Bothell Fire and EMS, Shoreline Fire Department, and Northshore Fire Department) that was dissolved in 2007.

### **Development Services Regular Positions - General Fund**

- **One Administrative Assistant**
- **One Information Services Application Analyst**

The Administrative Assistant position is needed to support permitting database administrative duties. This position will be responsible for all reports relating to development activity and the Development Services Initiative (DSI), and provide interdepartmental coordination of DSI-related activities.

The Application Analyst position is needed to fully support the DSI technological needs. This position is key to successful implementation of new permitting software. This position funding is backfilled by new funding for an existing Public Safety Application Analyst position provided by King County.

In addition to the new staff positions identified in the Development Services category, the budget reinstates the 2007-2008 \$100,000 appropriation for process improvements, fee study, and/or additional staff or contract support to assist the City with development services issues and projects. These funds are appropriated in the Executive Department's professional services budget to be used, if necessary, to further improve Development Services.



*"The Application Analyst position is needed to fully support the DSI technological needs."*

#### **Parks and Recreation - General Fund**

- **One Parks Maintenance Worker (2010)**
- **One Recreation Assistant (part-time)**

The Parks Maintenance Worker position (2010) is needed to meet service needs associated with the additional parks and trails coming online, together with increasing and diverse usage of the City's sports fields.

The Recreation Assistant position is needed to continue to provide support for all community events. It would also allow for a concentrated effort into obtaining sponsorships/donations to assist in managing the North Creek Schoolhouse, and assist in developing fee-based outdoor recreation programs, including a day camp which will be offered in 2010. These duties have been performed by a Seasonal Recreation Assistant for the past two bienniums. Making the position regular part-time provides staff with time during the winter months to seek corporate sponsorships in order to help fund City community events. New sponsorships are expected offset the increased costs associated with increasing the seasonal position to a regular part-time position.

#### **Capital Investment Project Term Positions - General Fund (Funded by Capital Projects)**

- **One Civil Engineer**
- **One Senior Civil Engineer**
- **One Senior Office Specialist**

The Civil Engineer position is needed to provide support to the capital group by researching and updating state, federal, and other grant agency requirements. It will also develop standards, checklists for environmental standardized internal design and construction administration and inspection processes. The position will allow each of the project managers, engineers, and inspectors to be more efficient.

The Senior Civil Engineer position is needed to provide a high level of experience necessary to work under the Downtown Capital Programs Manager, as well as to assume project manager responsibilities for the other various high profile and complex projects in the downtown area.

The Senior Office Specialist position in the capital group is needed to meet the increased record-keeping and filing needs associated with the various capital projects. Without additional administrative staff, construction inspectors and project engineers will have to perform these duties.

*“The Water Quality Technician/Inspector position is needed to fulfill National Pollutant Discharge Elimination System (NPDES) requirements.”*

All positions identified in this category are fully funded by the capital projects included in the 2009-2010 Budget and previously identified in the Council-adopted Capital Facilities Plan (CFP).

These positions are considered to be “project-term”, meaning that when capital investment projects are completed, and their services are no longer required, or revenue sources associated with any of the above positions are projected to be insufficient, service is concluded. This approach utilizes a mix of consultant staff and in-house project-term staff to deliver the most cost effective method to efficiently complete the City’s capital investment program.

Project-term positions are reevaluated prior to the adoption of CFP updates and biennial budgets. The City’s current active capital projects support both existing and proposed project-term staffing. These positions will continue to be reevaluated and adjusted up or down as needed to best meet the City’s capital program needs.

### **Utilities Regular Positions - Water, Sewer, and Storm Drain Funds**

- **One Water Quality Technician/Inspector**
- **One Office Specialist (part-time)**

The Water Quality Technician/Inspector position is needed to fulfill National Pollutant Discharge Elimination System (NPDES) requirements. The position’s primary role would be to inspect City and privately owned storm water facilities, providing notice of maintenance required to ensure that these facilities are fully operational. This position was grant funded in 2008.

The part-time Office Specialist position at the Central Shop is needed to maintain the ever-increasing administrative functions that are needed at the Public Works shop.

### Office Administration Positions - General Fund

- **One Human Resources Technician (Payroll)**
- **One Senior Office Specialist**

The Human Resources Technician (Payroll) position is needed to help the Department realize greater efficiencies in areas such as automated position budgeting, better reports for personnel management and collective bargaining, and more efficient payroll processing. This position would also provide backup payroll support for the City's only payroll staff member.

The Senior Office Specialist position is needed to perform the escalating administrative functions in the Office of the City Manager. Currently, the professional staff is performing many of their own administrative duties, which is an inefficient use of executive time and City resources.

In addition to the regular and project term positions described above, the 2009-2010 Budget also utilizes five limited-term positions to accomplish specific tasks during the ensuing biennium, and reclassification of an Information Systems Technician to an Information Services Application Analyst.

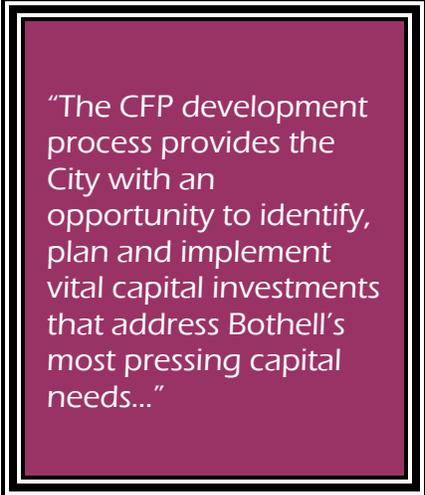
### **Positions to Be Reevaluated During Mid-Biennium Review**

Initial department position requests totaled 42.25 new full-time equivalent (FTE) personnel. All of the positions initially proposed have merit and were worthy of consideration. However, cost containment and prudent financial decisions were necessary resulting in only the above positions being included in the proposed budget at this time.

I have asked the City Attorney to examine the Legal Department's current mix of outside legal services with those provided internally and to determine if "more can be done with less" through the use of additional in-house staff for less complex legal matters rather than incurring much higher consultant costs. During the mid-biennium budget review in late 2009, I also intend to further evaluate the Council's goal of enhancing Parks and Recreation Services through the creation of a Parks Director position as identified in the Parks, Recreation, and Open Space Action Program (PROSAP) or possibly by other means. The 2009-2010 Budget takes a step in this direction by proposing the addition of recreation staff (see personnel discussion above).

### **Capital Investments**

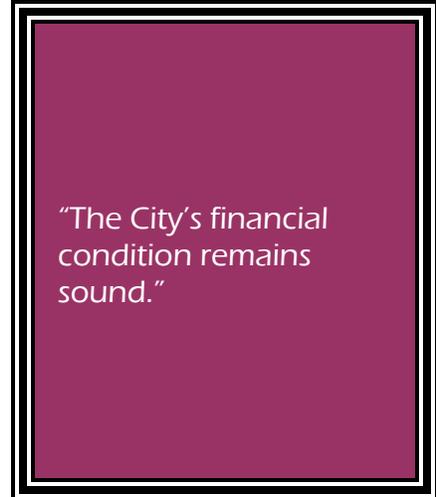
The 2009-2010 Budget implements the first phase of the City's 2009-2015 Council-adopted Capital Facilities Plan (CFP). The CFP development process provides the City



*"The CFP development process provides the City with an opportunity to identify, plan and implement vital capital investments that address Bothell's most pressing capital needs..."*

with an opportunity to identify, plan and implement vital capital investments that address Bothell’s most pressing capital needs such as land acquisition, facility, park, transportation, and utility systems. It should be noted that the CFP is a seven-year planning document, while the budget actually appropriates funding for the projects.

The 2009-2010 Budget includes \$84,129,440 in adopted CFP capital investments. Due to project timing changes, not all 2008-2009 CFP projects are included in the 2009-2010 budget. A listing of the 2009-2010 CFP projects, along with an explanation of variances between the CFP and the 2009-2010 budget is provided in Appendix D. Charts itemizing all citywide capital spending are provided in the Expenditure section of the budget.

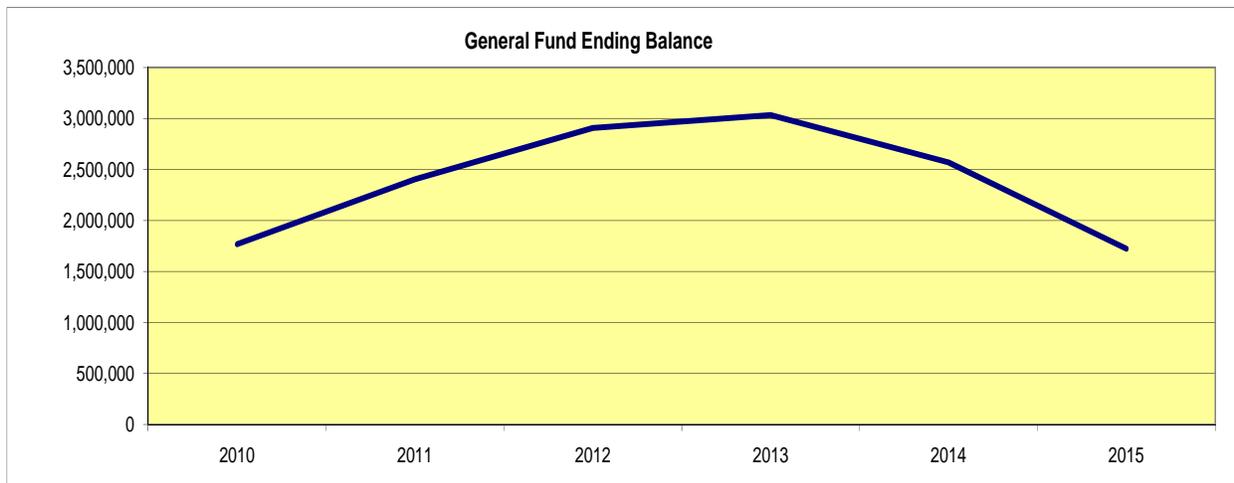


Funding for 2009-2010 CFP projects is derived from Real Estate Excise Tax (REET), one-time General Fund revenue transfers, utility user fees, mitigation fees, grants, and private donations/contributions.

## Our Financial Condition

The City’s financial condition remains sound. General Fund revenues (barring any future unknowns) are forecasted to exceed expenditure needs through 2014 as represented in the graph below.

The following graph presents estimated year-end undesignated/unrestricted fund balance figures for 2009 through 2015.



Designated fund balances (monies set aside for a “rainy day”, emergencies, or other specific future uses) such as the General Fund 20% (\$7.3 million) operating reserve, are not included in the above graph.

The City’s Asset Replacement fund is fully funded throughout the 7 year forecast period.

Includes \$100K of square feet of new retail outside of Revenue Development Area (RDA) in years 2011-2015.

Excludes projected LIFT RDA revenues.

As with the 2007-2008 Budget, I am “cautiously optimistic” with the 2009-2010 Budget and our 2009-2015 economic forecast, while at the same time striving to provide as much protection as possible against future revenue shortfalls.

The 2009-2010 Budget maintains the City’s 2007-2008 operating reserve policy, which doubled the General Fund’s operating reserve from 10 percent to 20 percent of the General Fund operating expenditures (\$7.3 million).

The City’s revenue forecasts are routinely updated to stay aligned with ongoing changes in the local economy. Expenditures are expanded or contracted to remain aligned with current revenue forecasts. An up-to-date and far-sighted fiscal approach allows the City adequate time to plan and successfully manage both potential revenue shortfalls and one-time revenue spikes. This practice is vital so that City management can be responsive to sudden or even potential changes in our local and regional economy.

*“The City’s revenue forecasts are routinely updated to stay aligned with ongoing changes in the local economy. Expenditures are expanded or contracted to remain aligned with current revenue forecasts.”*

## **Future Economic Development and Community Development Opportunities**

The City’s Budget and Capital Facility Plan includes a major investment in Downtown. Much progress has been made to create a vision and regulations that will guide the future development of our Downtown. We are also positioned to make significant capital improvements to stimulate private sector investment in our community.

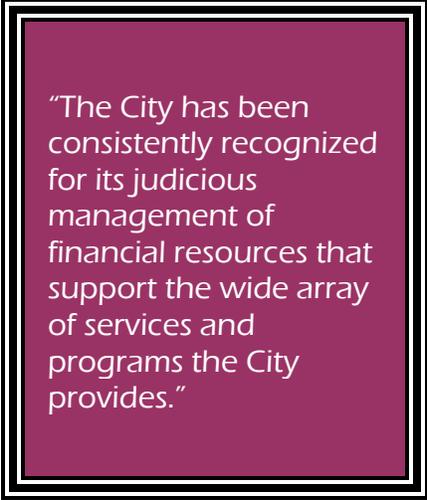
The results of these efforts assist our ability to sustain and in some cases, improve service levels. At the same time, these activities enhance the quality of life so Bothell continues to be a premier place to live, work, and raise a family.

Economic development projects, such as the redevelopment of the Downtown, the creation of programs to retain and recruit quality businesses, and the significant capital investments supported by the Council with the adoption of the Capital Facilities Plan, have and will further energize our community. Together, we have made bold accomplishments and our future is even brighter. I have great optimism that our collective vision will be achieved as a result of the transformative leadership provided by community, Council, and staff.

In addition to economic development activities, the Council will further discuss annexation opportunities to the North and South of the City’s boundaries in late 2008 and possibly in early 2009. Specifically in June of 2008, the Council adopted Resolution No. 1221 which calls for a possible public election, subject to further Council evaluation of the fiscal feasibility of the North-East-West-Bothell Annexation (NEWBA) in late 2009 with an effective date of any possible annexation occurring no sooner than late 2010. City staff is currently preparing the Notice of Intention (NOI) to the Snohomish County

Boundary Review Board (BRB) which must be submitted by November 26, 2008. Following the City's submittal of the NOI, the BRB has 120 days in which to make a decision (assuming a hearing is requested on the NOI). Once the BRB issues a decision, the City has 30 days to select an election date for the annexation. City Staff is currently working on developing an interlocal agreement with Snohomish County related to the annexation, which will address the financial issues associated with the transference of governance. Staff is also developing proposed legislation related to the use of the State annexation tax incentive to address capital deficiencies within proposed annexation areas.

In July 2008, the City Council adopted Resolution No. 1225 indicating its interest in exploring the feasibility of expanding the Bothell Potential Annexation Area to include the unincorporated territory known as Finn Hill, Upper Juanita the and Kingsgate neighborhoods. The Council authorized a feasibility analysis associated with providing municipal services to this area. Following Council's review of the feasibility analysis expected to be completed in early November 2008, the Council is expected to resume its discussions concerning Bothell's future expansion.



*"The City has been consistently recognized for its judicious management of financial resources that support the wide array of services and programs the City provides."*

Because more Council discussion and direction is needed, no revenues or expenditures associated with any potential annexation areas have been included in the 2009-2010 Budget. If such actions are desired and approved by the Council, a budget amendment would need to be considered.

## Conclusion

This Budget is a reflection of the quality services we are providing now and the steps we are taking to ensure we can continue to do so in the future. Developing a quality and balanced budget is always a challenge. There never seems to be enough resources to satisfy all wants and needs, even in good economic times. The City of Bothell has made the most of its available resources by establishing value between the services it provides and the taxes paid by its citizens. The City has been consistently recognized for its judicious management of financial resources that support the wide array of services and programs the City provides.

It is important to note that budgets are not static documents and require timely and effective management in response to ever changing economic conditions, as well as potential opportunities. Budgets establish the maximum authority of which spending may occur. This is not a mandate to spend every dollar budgeted, but a guide subject to available resources. For example, during the 2007-2008 budget period, the City's General Fund is expected to spend nearly \$4.59 million less than what was authorized in the budget. This reduction in spending is in response to the economy slowing in early 2007 and the subsequent \$4.55 million less in revenue receipts the City anticipates receiving.

It is this type of smart fiscal management of the City's resources, along with a very healthy reserve, that places Bothell in the enviable position of continuing to deliver municipal programs and services that our residents and businesses can be proud of, and that make Bothell such a desirable location for residents, businesses and visitors.

As always, staff will continue to be diligent in its review of the City finances and to assist the Council in making decisions that will ensure the long-term fiscal viability of the City. Additionally, staff will continue to evaluate and improve business practices in an effort to find efficiencies that create additional value for the citizens we serve.

Finally, I cannot conclude this budget message without thanking the many devoted employees who have worked countless extra hours late into the night/early mornings preparing this budget. Without the expertise, professionalism, and steadfast dedication of the staff, this comprehensive budget document could not have been developed. I also thank the Bothell City Council for its leadership as policy makers and the citizens of Bothell for their input and guidance during the development of this budget.



Respectfully submitted,

Robert S. Stowe  
City Manager

# Revenues



## Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2005-2006 Actuals	2007-2008 Modified Budget	2009-2010 Budget
<b>General Fund</b>	\$66,236,993	\$76,032,322	\$77,711,446
<b>Special Revenue Funds</b>			
Street	3,707,910	3,221,530	3,215,406
Arterial Street	7,243,041	34,996,000	27,062,000
Cable TV Fund	1,994	2,400	20,000
Park Cumulative Reserve	655,397	779,200	400,000
Drug Seizure Fund	64,610	38,000	20,000
Nuisance Abatement Fund	2,185	5,400	50,000
<b>Debt Service Funds</b>			
Bothell Property Assessment Redemption	-	-	-
1990 General Obligation Bond Redemption	-	-	-
1995 General Obligation Bond Redemption	410,265	-	-
2008 General Obligation Refunding Bond	1,571,774	1,600,000	1,325,000
<b>Capital Funds</b>			
Capital Improvements	22,778,647	27,131,835	47,535,000
Construction & Acquisition	-	-	-
<b>Utility Funds</b>			
Water	7,417,883	10,063,184	7,313,123
Sewer	8,751,680	12,348,597	10,313,559
Storm Drain	4,151,457	6,676,200	6,452,316
<b>Internal Service Funds</b>			
Fleet Management	1,833,405	3,062,518	2,977,030
Self Insurance	2,060,396	2,015,701	1,851,436
Asset Replacement	1,407,185	2,612,818	2,206,576
<b>Expendable Trust Funds</b>			
Cemetery Endowment	4,780	8,200	4,500
Firemen's Pension Reserve	81,288	94,000	91,700
<b>Total All Funds</b>	<b>\$128,380,890</b>	<b>\$180,687,905</b>	<b>\$188,549,092</b>
Less Operating Transfers	(24,183,416)	(16,020,874)	(12,573,684)
Less Interfund Transactions	(636,776)	(7,697,000)	(2,573,800)
Total All Funds Less Transfers	103,560,698	156,970,031	173,401,608
Biennium Beginning Fund Balance	43,896,451	56,694,010	60,036,182
Total Operating Sources Available	\$147,457,149	\$213,664,041	\$233,437,790

⇒2007-2008 Capital Improvements Fund revenues were reduced by \$370,565 due to an arithmetic error

⇒For an updated 2008 Fund Balance figure, based on actual 2008 1st-3rd quarter receipts and projected 4th quarter receipts, see "2009-2010 Budget Overview" Revenues Section page 8

⇒Bothell Property Assessment Redemption was closed in 2005

⇒1995 General Obligation Bond Redemption Fund closed in 2006

⇒1997 GO Redemption Bond refinanced in 2008

## Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2005-2006 Actuals	2007-2008 Modified Budget	2009-2010 Budget
<b>General Fund</b>	74,415,747	81,526,582	77,001,994
<b>Special Revenue Funds</b>			
Street	3,328,866	3,682,681	4,083,360
Arterial Street	7,397,182	37,907,419	28,210,600
Cable TV Fund	18,013	26,747	20,000
Park Cumulative Reserve	364,000	490,000	500,000
Drug Seizure Fund	27,710	59,281	70,000
Nuisance Abatement Fund	-	50,000	60,000
<b>Debt Service Funds</b>			
Bothell Property Assessment Redemption	525	-	-
1990 General Obligation Bond Redemption	25,057	-	-
1995 General Obligation Bond Redemption	465,438	-	-
2008 General Obligation Refunding Bond	1,557,862	1,601,000	1,455,000
<b>Capital Funds</b>			
Capital Improvements	5,425,370	39,342,500	46,756,840
Construction & Acquisition	-	-	-
<b>Utility Funds</b>			
Water	5,545,159	10,485,662	10,905,834
Sewer	7,298,590	12,936,110	14,735,922
Storm Drain	2,901,161	8,429,666	10,190,314
<b>Internal Service Funds</b>			
Fleet Management	1,778,645	3,013,397	3,639,832
Self Insurance	1,996,900	2,010,179	2,059,737
Asset Replacement	1,560,499	4,743,946	6,000,322
<b>Expendable Trust Funds</b>			
Cemetery Endowment	2,100	4,000	4,000
Firemen's Pension Reserve	51,370	50,000	60,000
<b>Total Appropriation All Funds</b>	<b>\$114,160,194</b>	<b>\$206,359,170</b>	<b>\$205,753,755</b>
Less Operating Transfers	(24,183,416)	(16,020,874)	(12,573,684)
Less Interfund Transactions	(636,776)	(7,697,000)	(2,573,800)
Total Appropriation All Funds Less Transfers	89,340,001	182,641,296	190,606,271
Biennium Ending Fund Balance	56,133,496	60,036,182	42,831,519
Total Appropriation Plus Ending Fund Balance	\$145,473,497	\$242,677,478	\$233,437,790

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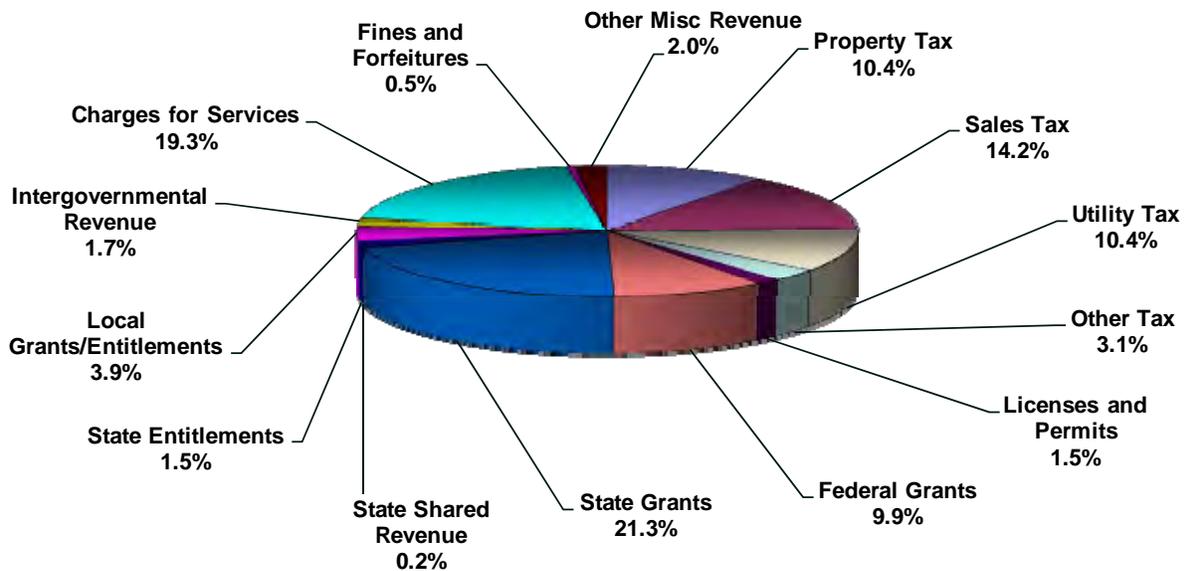
## Revenue Summary

### All Funds

Source	2009-2010 Revenue
Property Tax	\$18,014,300
Sales Tax	24,484,800
Utility Tax	18,014,400
Other Tax	5,435,600
Licenses and Permits	2,605,500
Federal Grants	17,121,500
State Grants	36,808,550
State Shared Revenue	301,400
State Entitlements	2,649,056
Local Grants/Entitlements	6,726,700
Intergovernmental Revenue	2,967,400
Charges for Services	33,275,386
Fines and Forfeitures	905,400
Other Misc Revenue	3,542,816

**Total Revenue \$172,852,808**

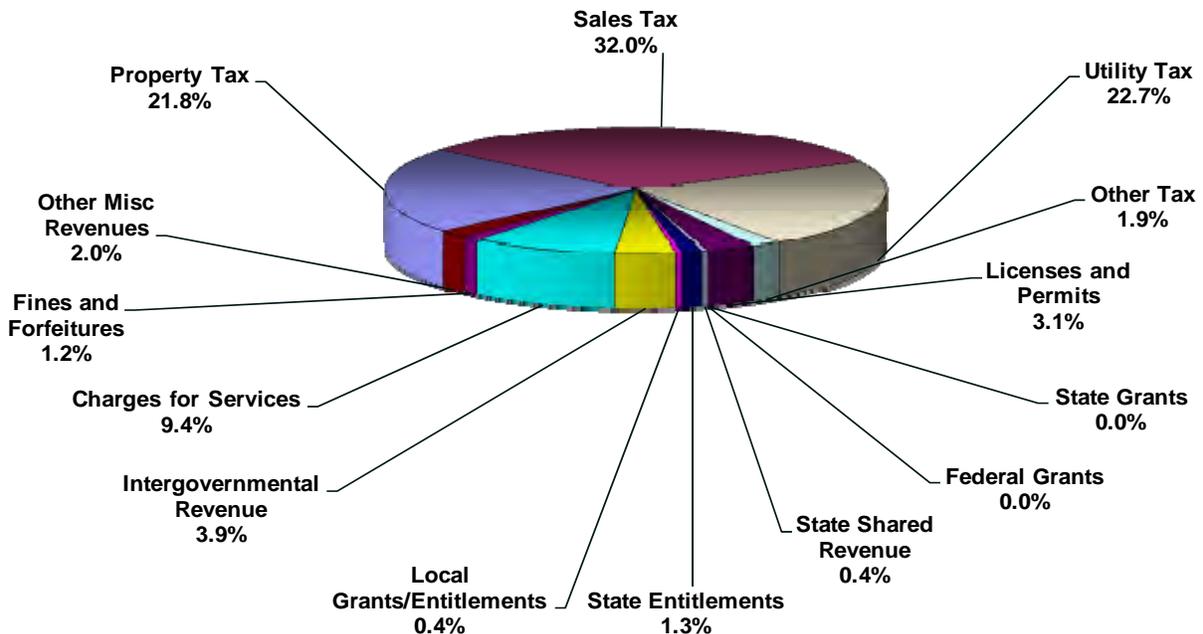
Total excludes non-revenue, operating transfers, and interfund transactions



## Revenue Summary General Fund

Source	2009-2010 General Fund
Property Tax	\$16,689,300
Sales Tax	24,484,800
Utility Tax	17,334,400
Other Tax	1,435,600
Licenses and Permits	2,354,200
Federal Grants	19,500
State Grants	3,500
State Shared Revenue	301,400
State Entitlements	978,100
Local Grants/Entitlements	320,300
Intergovernmental Revenue	2,967,400
Charges for Services	7,220,800
Fines and Forfeitures	887,200
Other Misc Revenues	1,523,800
<b>Total Revenue</b>	<b>\$76,520,300</b>

Total excludes non-revenue, operating transfers, and interfund transactions



## Revenue Assumptions and Significant Changes

The City updates its revenue forecasts routinely to stay aligned with ongoing changes in the economy. Maintaining a far-sighted fiscal approach provides City management the valuable time needed to plan for and manage both potential revenue shortfalls, as well as one-time revenue spikes.

The City relies on three major revenue streams to fund services for its citizens: sales tax, property tax, and utility tax. These revenue streams make up over 35% of the City's overall revenues and over 75% of its General Fund revenues.

### Sales Tax

Sales tax is the City's largest revenue stream. Beginning in the second half of 2005 and through the third quarter of 2006, Bothell (along with most Washington cities) experienced a sharp increase in its sales tax receipts.

In 2005, strong increases in sales tax were partly a reestablishment of revenue losses that resulted from the world's shock and the subsequent recession that followed 9/11. Regular sales tax in 2004 was still nearly \$300,000 (or 3%) less than what the City had receipted in 2001.

In 2007-2008, projected growth in sales tax revenues did not materialize as expected. Instead, sales tax remained more or less steady and in-line with 2006 receipts.

The Puget Sound Economic Forecaster<sup>1</sup> projects taxable retail sales to increase 4.1% in 2009 and 6.1% in 2010. Conversely, 2008 is expected to increase only 1.5%. We are projecting Bothell's sales tax receipts to increase in-line with

regional expectations. Bothell sales tax projections also include one-half of known 2009-2010 commercial-retail growth and new population based on single and multi-family residential permitting.

It is important to note that in 2007-2008, due to the uncertainty of the City's unprecedented level of sales tax receipts in the prior biennium (2005-2006), City Management doubled the General Fund's operating reserve from 10% (\$3.6 million) to 20% (\$7.3 million) of budgeted biennial operating expenditures.

Given the current instability in the National economy, City Management is maintaining this additional safeguard against revenue shortfalls in the 2009-2010 biennium.

The Government Finance Officers Association (GFOA) recommends as a "best practice" that municipalities maintain a 5-15% operating reserve.

### Property Tax

In compliance with Initiative 747 (I-747), Bothell is limited to a 1% annual increase in its property tax levy.

A 1% property tax levy increase amounts to approximately \$83,500 per year for the City. This equates to 1.2 cents per \$1,000 of assessed property value, or less than \$4.80 per year on a \$400,000 home.

**Bothell's 2009-2010 biennial budget presumes no increase in its property tax levy.**

1 - The Puget Sound Economic Forecaster is a quarterly newsletter published by Conway Pedersen Economics, Inc., and is highly regarded by the local finance community as a reliable source for economic forecasts in the Puget Sound Region.

The 2009-2010 budget assumes that new construction and State-assessed property (property belonging to inter-county utilities) will continue to be added to Bothell's property tax rolls. Property tax revenues derived from new construction and State-assessed property are expected to add an additional \$150,000-\$189,000 to the City's property tax receipts in both 2009 and 2010.

### **Utility Tax**

2009-2010 General Fund utility tax revenues are projected to exceed 2007-2008 revenues by nearly \$2,874,900 or 20%. This sizeable increase is supported by new construction within the City, along with historical usage trends, and expected rate increases in both City and non-City owned utilities. Utility tax from new construction is estimated to account for \$578,300 or 20% of the projected increase.

### **Grants**

Federal transportation grants are projected to make up \$17,121,500 or nearly 10% of citywide revenues.

State grants are projected to make up \$36,808,550 or over 21% of citywide revenues. These State monies include a \$30 million Local Infrastructure Financing Tool (LIFT) award in 2010 that will help the City finance redevelopment of its historic downtown.

Nearly all of the City's grant monies in 2009-2010 are allocated in the Arterial Street Fund or Capital Improvements Fund for transportation projects.

A listing of all capital projects is included in the Expenditure Section, where the

funding source for each project is also presented. Specific capital expenditure information is available in:

- The City's adopted 2009-2015 Capital Facilities Plan (CFP);
- The capital discussion in the City Manager's Budget Message, found in the Introduction Section; and
- The Capital Project Fund Section.

### **Charges for Services**

Citywide charges for service fees are expected to exceed \$33 million in 2009-2010. The projected increase amounts to \$894,100 or less than a 3% over projected 2007-2008 receipts.

The City charges for services such as passports, court administration fees, recreation programs, development services, impact fees, utility user fees and street lights.

### **Significant Changes**

From 1998 through the third quarter of 2001, Bothell experienced a significant commercial development boom. Then In the second half of 2005 through the 3<sup>rd</sup> quarter of 2006, the City experienced a residential development boom, which the City is still benefiting from today.

These spikes in development and subsequent population growth have had a significant impact on the City's three major revenue streams.

Development resulted in continuing future annual revenues:

- New construction, which resulted in additional property tax revenues;
- Construction sales tax transactions for added buildings and homes, which

- resulted in additional population and regular sales tax revenues;
- Increased utility customers, which resulted in higher consumption and additional utility tax revenues; and
- Spike in Real Estate Excise Tax that supports infrastructure improvements.

In 2008, most States are experiencing serious impacts from the slump in the housing market, which will continue to be felt well into the 2009-2010 biennium.

The Bothell area has seen a significant slowing in the housing market and an increase in the State's unemployment rate, but overall the Puget Sound Region continues to fare better than nearly all other states due to its strong aerospace and technology industries.

The Puget Sound's current (September 2008) job growth rate (1.7%) is expected

to decelerate (0.4%) in 2009, in line with the predicted national average, but the Puget Sound is expected to rebound somewhat faster in 2010 (1.7%) than the rest of the nation (1.2%).

Our region's unemployment rate is predicted to rise as high as 4.8% during the 2009-2010 biennium, but still well below the predicted 5.9% national rate.

The national economy and financial market woes have also impacted the City's weighted return on investments. In 2006, Bothell's return on investments was in the high 4% range and in 2007 went as high as 5.25%. The City's October 2008 weighted return on investments was 2.5%. In 2009-2010, we anticipate the City's weighted return rate could go as low as 1.75%.

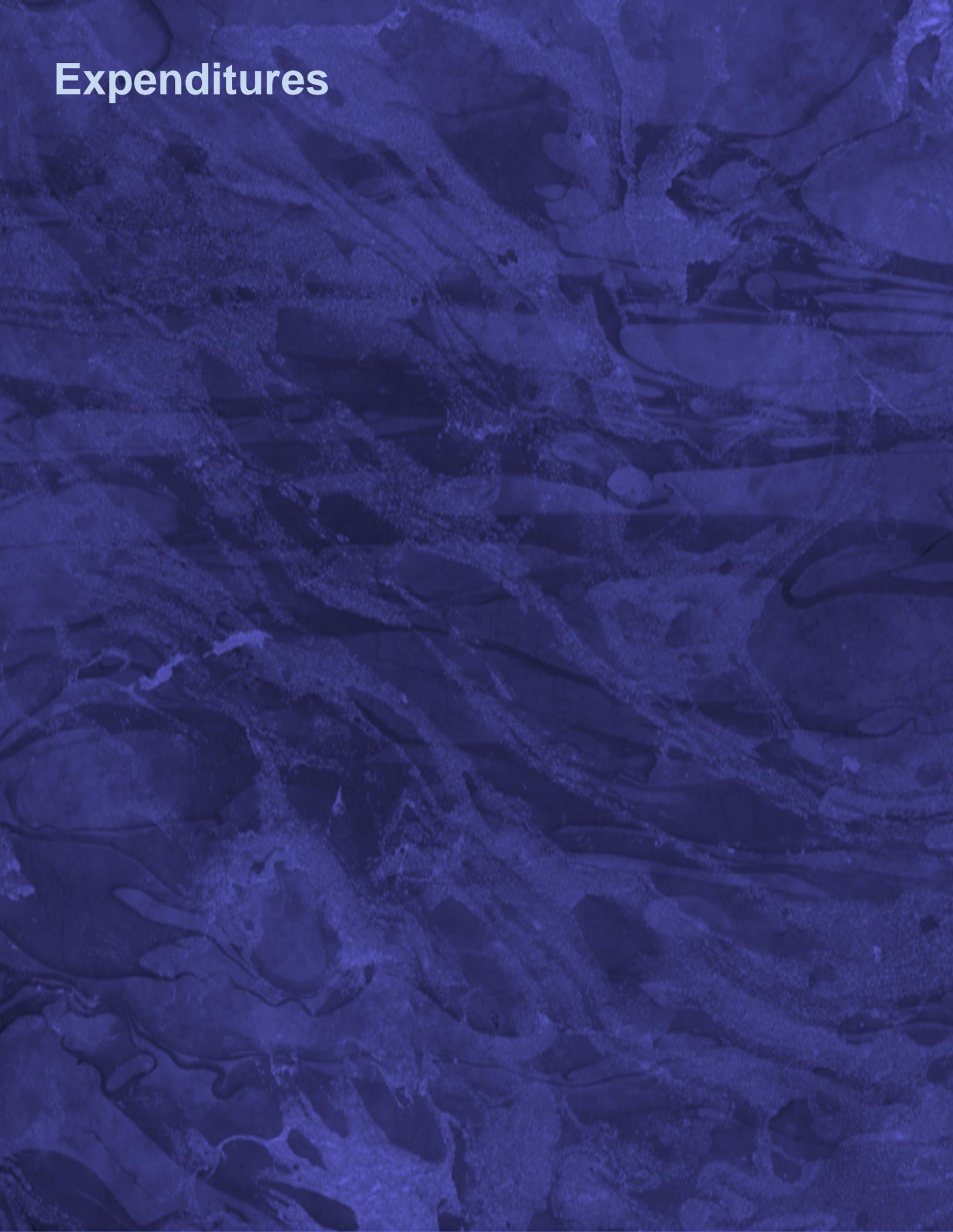
**See Appendix H for revenue assumptions by individual revenue line-item.**

**Budget Overview  
2009-2010**

Fund	Projected* Balance 12/31/2008	2009 Projected Revenues	2009 Expenditure Appropriation	Projected Balance 12/31/2009	2010 Projected Revenues	2010 Expenditure Appropriation	Projected Balance 12/31/2010
<b>General</b>	\$14,514,341	\$37,313,608	\$37,259,693	\$14,568,256	\$40,397,838	\$39,742,301	\$15,223,793
<b>Special Revenue Funds</b>							
Street	1,198,691	1,627,185	2,073,462	752,414	1,588,221	2,009,898	330,737
Arterial Street	2,318,297	22,202,000	25,004,300	484,003	4,860,000	3,206,300	1,169,697
Cable TV Fund	11,000	10,000	20,000	1,000	10,000	-	11,000
Park Cumulative Reserve	1,226,600	200,000	-	1,426,600	200,000	500,000	1,126,600
Drug Seizure Fund	70,600	10,000	35,000	45,600	10,000	35,000	20,600
Nuisance Abatement Fund	10,000	25,000	30,000	5,000	25,000	30,000	0
<b>Bond Funds</b>							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
2008 GO Refunding Bond	132,300	605,000	725,000	12,300	720,000	730,000	2,300
<b>Capital Funds</b>							
Capital Improvements	19,700,000	9,600,000	25,175,840	4,124,160	37,935,000	21,581,000	20,478,160
Construction & Acquisition	-	-	-	-	-	-	-
<b>Utility Funds</b>							
Water	4,461,352	3,629,504	6,829,470	1,261,386	3,683,619	4,076,364	868,641
Sewer	4,843,475	5,124,095	9,093,792	873,778	5,189,464	5,642,130	421,112
Storm Drain	4,597,374	4,435,053	7,023,640	2,008,787	2,017,263	3,166,674	859,376
<b>Internal Service Funds</b>							
Fleet Management	1,570,010	1,488,515	1,793,792	1,264,733	1,488,515	1,846,040	907,208
Self Insurance	365,342	917,276	1,006,202	276,416	934,160	1,053,535	157,041
Asset Replacement	4,700,000	999,738	4,376,033	1,323,705	1,206,838	1,624,289	906,254
<b>Trust and Agency Funds</b>							
Cemetery Endowment	83,000	2,200	2,000	83,200	2,300	2,000	83,500
Firemen's Pension Reserve	233,800	45,100	30,000	248,900	46,600	30,000	265,500
<b>Subtotal</b>	<b>\$60,036,182</b>	<b>\$88,234,274</b>	<b>\$120,478,224</b>	<b>\$27,792,232</b>	<b>\$100,314,818</b>	<b>\$85,275,531</b>	<b>\$42,831,519</b>
<b>Less Operating Transfers</b>		<b>7,730,391</b>	<b>7,730,391</b>		<b>4,843,293</b>	<b>4,843,293</b>	
<b>Less Interfund Transactions</b>		<b>2,500,900</b>	<b>2,500,900</b>		<b>72,900</b>	<b>72,900</b>	
<b>Total</b>	<b>\$60,036,182</b>	<b>\$78,002,983</b>	<b>\$110,246,933</b>	<b>\$27,792,232</b>	<b>\$95,398,625</b>	<b>\$80,359,338</b>	<b>\$42,831,519</b>

\*Figures are based on actual 2008 1st-3rd quarter and projected 4th quarter receipts and spending; not budgeted appropriation.

# Expenditures



## Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2005-2006 Actuals	2007-2008 Modified Budget	2009-2010 Budget
<b>General Fund</b>	74,415,747	81,526,582	77,001,994
<b>Special Revenue Funds</b>			
Street	3,328,866	3,682,681	4,083,360
Arterial Street	7,397,182	37,907,419	28,210,600
Cable TV Fund	18,013	26,747	20,000
Park Cumulative Reserve	364,000	490,000	500,000
Drug Seizure Fund	27,710	59,281	70,000
Nuisance Abatement Fund	-	50,000	60,000
<b>Debt Service Funds</b>			
Bothell Property Assessment Redemption	525	-	-
1990 General Obligation Bond Redemption	25,057	-	-
1995 General Obligation Bond Redemption	465,438	-	-
2008 General Obligation Refunding Bond	1,557,862	1,601,000	1,455,000
<b>Capital Funds</b>			
Capital Improvements	5,425,370	39,342,500	46,756,840
Construction & Acquisition	-	-	-
<b>Utility Funds</b>			
Water	5,545,159	10,485,662	10,905,834
Sewer	7,298,590	12,936,110	14,735,922
Storm Drain	2,901,161	8,429,666	10,190,314
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Fleet Management	1,778,645	3,013,397	3,639,832
Self Insurance	1,996,900	2,010,179	2,059,737
Asset Replacement	1,560,499	4,743,946	6,000,322
<b>Expendable Trust Funds</b>			
Cemetery Endowment	2,100	4,000	4,000
Firemen's Pension Reserve	51,370	50,000	60,000
<b>Total Appropriation All Funds</b>	<b>\$114,160,194</b>	<b>\$206,359,170</b>	<b>\$205,753,755</b>
Less Operating Transfers	(24,183,416)	(16,020,874)	(12,573,684)
Less Interfund Transactions	(636,776)	(7,697,000)	(2,573,800)
Total Appropriation All Funds Less Transfers	89,340,001	182,641,296	190,606,271
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Total Appropriation Plus Ending Fund Balance	\$145,473,497	\$242,677,478	\$233,437,790

⇒ For an updated 2008 Fund Balance figure, based on actual 2008 1st-3rd quarter spending and projected 4th quarter spending, see "2009-2010 Budget Overview" Expenditures Section page 26

⇒ Bothell Property Assessment Redemption was closed in 2005

⇒ 1995 General Obligation Bond Redemption Fund was closed in 2006

## Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2005-2006 Actuals	2007-2008 Modified Budget	2009-2010 Budget
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Bothell Property Assessment Redemption	-	-	-
1990 General Obligation Bond Redemption	-	-	-
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<b>Internal Service Funds</b>			
Fleet Management	1,833,405	3,062,518	2,977,030
Self Insurance	2,060,396	2,015,701	1,851,436
Asset Replacement	1,407,185	2,612,818	2,206,576
<b>Expendable Trust Funds</b>			
Cemetery Endowment	4,780	8,200	4,500
Firemen's Pension Reserve	81,288	94,000	91,700
<b>Total All Funds</b>	<b>\$128,380,890</b>	<b>\$180,687,905</b>	<b>\$188,549,092</b>
Less Operating Transfers	(24,183,416)	(16,020,874)	(12,573,684)
Less Interfund Transactions	(636,776)	(7,697,000)	(2,573,800)
Total All Funds Less Transfers	103,560,698	156,970,031	173,401,608
Biennium Beginning Fund Balance	43,896,451	56,694,010	60,036,182
Total Operating Sources Available	\$147,457,149	\$213,664,041	\$233,437,790

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⇒Bothell Property Assessment Redemption was closed in 2005

⇒1995 General Obligation Bond Redemption Fund closed in 2006

## **Expenditures**

City management and staff recognize the importance of continuously exploring and implementing cost and process efficiencies that help reduce government spending and prevent the need for increased taxation. Bothell takes a serious and proactive approach to managing the continuously escalating cost of maintaining citizens' desired service levels, and understands that this must be accomplished without jeopardizing the City's long-term fiscal stability.

### **Providing Clear Direction for Spending**

On May 27, 2008, Bothell's City Council reaffirmed 5 major Budget Focus Areas and established 11 Desired 2009-2010 Budget Outcomes. This information was used by departments to determine their program service levels, staffing and operating needs, and ultimately their budget requests for the 2009-2010 biennium. The City Manager used Council's priority directives to weigh department budget requests, and to prepare a comprehensive spending plan that focuses City resources towards meeting these desired outcomes. Council's Budget Focus Areas and Desired 2009-2010 Budget Outcomes are presented and described in Appendix B.

### **Establishing and Prioritizing Needs**

Council adopted the City's 2009-2015 Capital Facilities Plan (CFP) in July 2008. The CFP as amended is a seven year (2009-2015) capital spending plan that provides for \$252,797,000 in needed capital and infrastructure investment such as land acquisition and improvements in facilities, transportation, utilities, and parks.

The CFP helped define and streamline the City's 2009-2010 budget process by first taking a thorough inventory of Bothell's capital needs and its available resources, in order to establish a realistic and achievable long-term plan to address the City's infrastructure needs. It should be noted that the CFP is a long-term planning document, while the budget actually appropriates funding for projects. The 2009-2010 budget appropriates \$84,129,440 for CFP projects.

Due to project timing changes, not all 2008-2009 CFP projects are included in the 2009-2010 budget. A list of the 2009-2010 CFP projects, along with an explanation of the variances between the CFP and the 2009-2010 budget is provided in Appendix D.

The City's 2009-2015 Capital Facilities Plan document is available on the City's website or by request from the City Clerk's office.

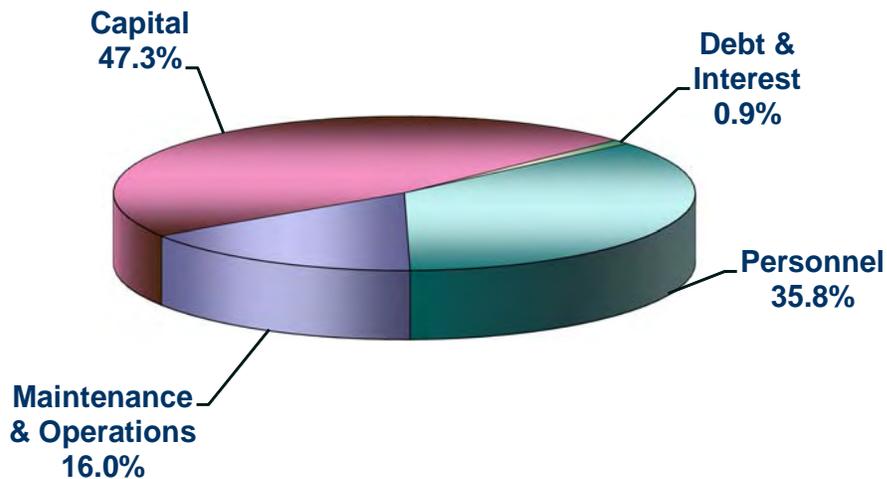
### 2009-2010 Citywide Budgeted Spending

Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at \$190,606,271 for the biennium. This is a 4.4% increase over projected spending in the 2007-2008 biennium.

### Expenditures by Category All Funds

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$46,815,372	\$57,712,106	\$68,230,031
Maintenance & Operations	\$23,896,746	\$29,357,001	\$30,475,272
Capital	\$14,781,512	\$93,651,670	\$90,128,668
Debt & Interest	\$3,846,370	\$1,920,519	\$1,772,300
<b>Total Expenditures</b>	<b>\$89,340,001</b>	<b>\$182,641,296</b>	<b>\$190,606,271</b>

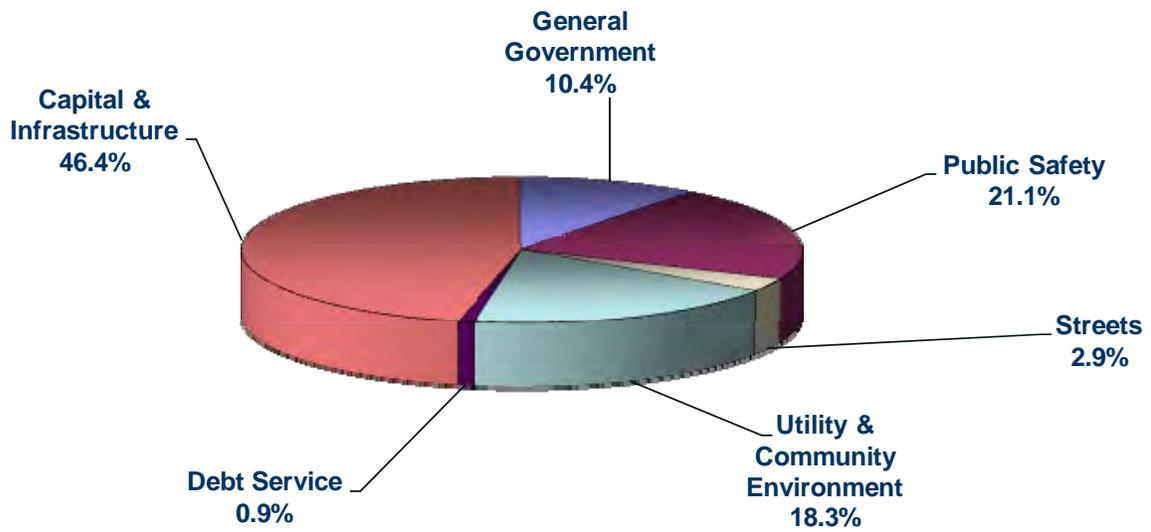
Total Expenditures excludes Operating Transfers and Interfund Transactions



## Expenditures by Function All Funds

Source	2009-2010 Budget
General Government	\$19,806,052
Public Safety	\$40,179,640
Streets	\$5,565,873
Utility & Community Environment	\$34,919,738
Debt Service	\$1,772,300
Capital & Infrastructure	\$88,362,668
<b>Total Expenditures</b>	<b>\$190,606,271</b>

Total excludes Operating Transfers and Interfund Transactions



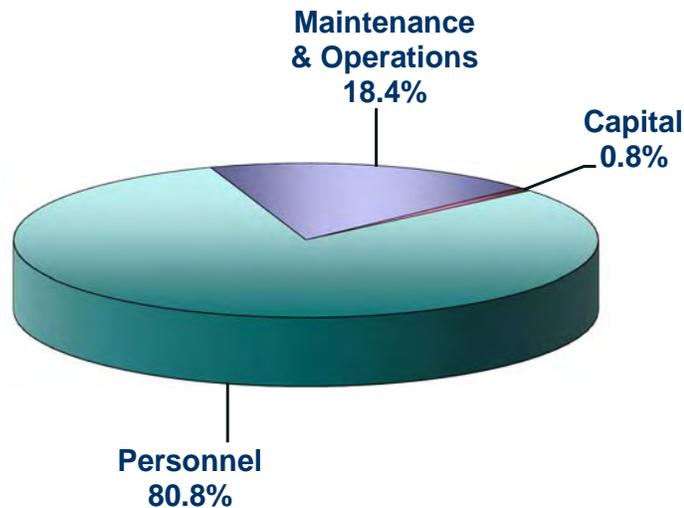
### 2009-2010 General Fund Budgeted Spending

General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at \$73,249,911 for the biennium, or 38% of citywide projected expenditures. This is a 12.8% increase over budgeted spending in the 2007-2008 biennium.

### Expenditures Summary by Category General Fund

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$40,826,396	\$50,110,462	\$59,203,116
Maintenance & Operations	\$10,984,022	\$14,085,555	\$13,471,965
Capital	\$1,292,457	\$740,947	\$574,830
<b>Total Expenditures</b>	<b>\$53,102,875</b>	<b>\$64,936,964</b>	<b>\$73,249,911</b>

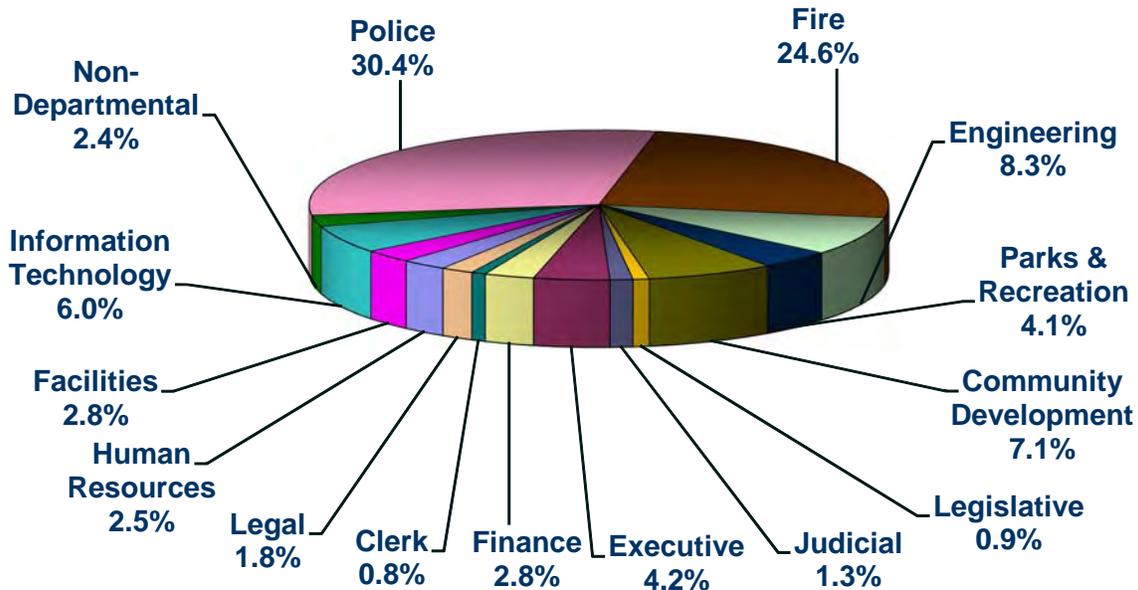
Total Expenditures excludes Operating Transfers and Interfund Transactions



## Expenditures Summary by Department General Fund

Department	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Legislative	\$421,196	\$585,402	\$665,436
Judicial	624,204	850,887	925,134
Executive	1,966,357	2,751,559	3,091,426
Finance	1,486,302	1,783,678	2,038,376
Clerk	709,703	658,201	590,413
Legal	958,044	1,091,169	1,331,300
Human Resources	1,104,932	1,436,066	1,855,951
Facilities	1,486,243	1,968,784	2,058,315
Information Technology	2,939,491	3,625,225	4,373,253
Non-Departmental	999,995	1,680,956	1,775,048
Police	16,998,352	19,720,887	22,292,530
Fire	13,075,631	15,527,421	17,992,442
Engineering	2,991,618	5,101,858	6,098,574
Parks & Recreation	3,035,747	2,549,401	2,968,595
Community Development	4,305,059	5,605,470	5,193,118
<b>Total Expenditures</b>	<b>\$53,102,875</b>	<b>\$64,936,964</b>	<b>\$73,249,911</b>

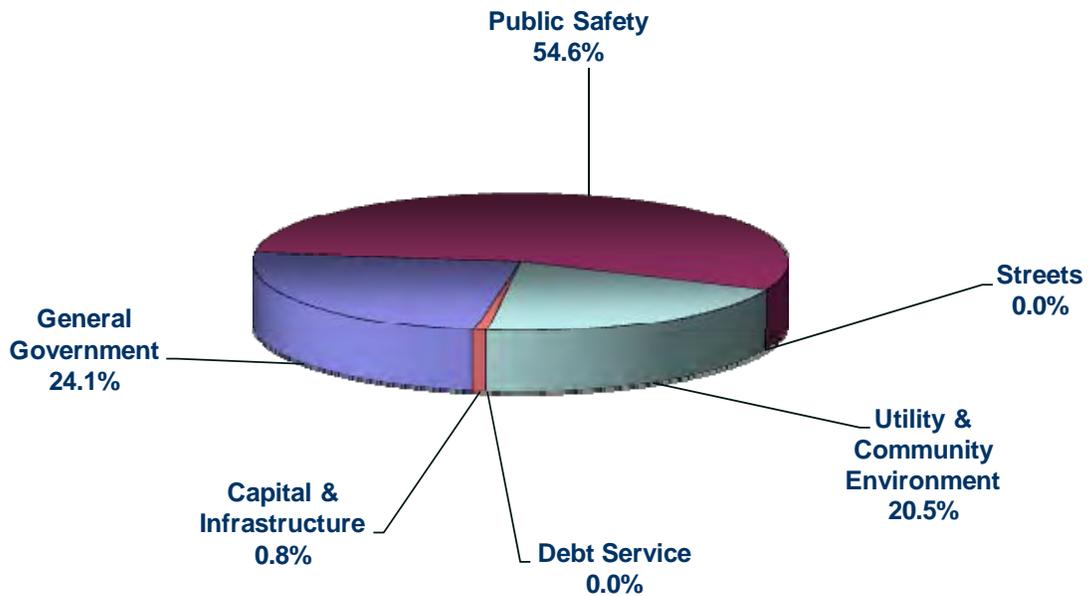
Total Expenditures excludes Operating Transfers and Interfund Transactions



## Expenditures by Function General Fund

Source	2009-2010 Budget
General Government	\$17,668,068
Public Safety	40,003,828
Streets	-
Utility & Community Environment	15,003,185
Debt Service	-
Capital & Infrastructure	574,830
<b>Total Expenditures</b>	<b>\$73,249,911</b>

Total excludes Operating Transfers and Interfund Transactions



**RCW 43.09.002 grants authority to the Washington State Auditor to prescribe and audit the accounting and financial reports of local governments. The City's 2009-2010 spending plan is presented in the charts on pages 4 – 8 of this section and is described below by the standardized expenditure types set forth by the State Auditor's Office (SAO).**

**Citywide General Government Expenditures - \$19,806,052**

General Fund - \$17,668,068

Other City Funds - \$2,137,984

General government expenditures are those that provide for the administration of the City. The following City functions are expensed under this expenditure type: Legislative (Council), Judicial (Municipal Court), Executive (City Manager's Office, Economic Development, non-capital Information Systems, and Public Information), Finance, City Clerk, Legal, Human Resources, Facilities, Non-Departmental expenditures (excluding tourism promotion), and Self-Insurance.

In 2009-2010, these expenditures amount to \$19,806,052 citywide - or 10.4% of the City's overall projected spending. This is a 14.8% increase from budgeted 2007-2008 spending, and provides for the equivalent of three additional staff members to help provide general government services - including a Human Resources Technician (Payroll), a Senior Office Specialist in the City Manager's Office, and an Information Systems Application Analyst that will be dedicated to the Development Services Initiative (DSI), permitting, the E-Gov alliance, and financial software administration. New funding from King County is covering of the cost of the Application Analyst previously assigned to Public Safety – as a result, adding the new Application Analyst has no additional budgetary impact beyond 2007-2008 staffing levels.

The General Government budget also includes the use of four and a half limited-term employees to help the City accomplish specific tasks during the 2009-2010 biennium: a part-time office specialist to assist with Facilities and Fleet in 2009, the equivalent of three Public Works Facilities Custodians (which are fully funded by a corresponding reduction in a professional service contract), and a limited-term Financial Analyst in 2009 to implement a robust capital project accounting system for the City's Capital Facilities Plan. The Financial Analyst position is fully supported by capital projects.

In addition, in order to support the City's Information Technology Strategic Plan (ITSP), the General Government budget compels the reclassification of an Information Systems Technician to an Information Services Application Analyst. The ITSP focuses on supporting the City's vital technology infrastructure and providing system administration.

In 2009-2010, the General Fund's share of the City's general government expenditures amount to \$17,668,068 - or 24.1% of the General Fund's overall projected spending. This is a 16.6% increase from budgeted 2007-2008 spending.

### **Citywide Public Safety Expenditures - \$40,179,640**

General Fund – \$40,003,828

Other City Funds - \$175,812

Public Safety expenditures include both the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2009-2010, the projected cost of providing public safety services amounts to \$40,179,640 - or 21.1% of the City's overall projected budget. This exceeds budgeted 2007-2008 public safety spending by more than 13%, and provides for an increase in the City's public safety level of service through the addition of one Police Records Specialist and one Senior Office Specialist for Fire's Training Division.

In 2009-2010, the General Fund's share of the City's public safety expenditures amount to \$40,003,828 - or 54.6% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to approximately \$4,900,000 (13.9%) more than budgeted 2007-2008 spending.

### **Citywide Transportation Expenditures - \$5,565,873**

Other City Funds - \$5,565,873

Transportation expenditures include the City's Equipment Rental and Street Operating Funds. In 2009-2010, the projected cost of maintaining the City's current service level for its Fleet and Road Maintenance Funds amounts to \$5,565,873 - or 2.9% of the City's overall projected budget. This is a 19.5% increase over budgeted 2007-2008 non-capital transportation spending.

### **Citywide Utility and Community Environment Expenditures - \$34,919,738**

General Fund - \$15,003,185

Other City Funds - \$19,916,553 (includes \$1,736,000 in utility depreciation expense)

Utility and community environment expenditures include Public Works Engineering, Community Development, Parks and Recreation, Tourism, Nuisance Abatement, and all three of the City's Utility Funds - Water, Sewer, and Storm Drain. In 2009-2010, the projected cost of providing these services amounts to \$34,919,738 - approximately 18.3% of the City's overall projected budget. This is an 11.3% increase over budgeted 2007-2008 spending. The double-digit increase over the preceding two year biennium is for the most part due to utility pass-through costs and the addition of essential staff.

In 2009-2010 Community Environment expenditures support seven and a half additional staff - one Storm Drainage Water Quality Technician/Inspector, one part-time Office Specialist shared by the three utilities, one Parks Maintenance Worker (in 2010), one part-time Parks Recreation Assistant, one Administrative Assistant in Community Development to support the City's Development Services Initiative (DSI), and three Public Works project-term capital staff – one Senior Civil Engineer, one Civil Engineer, and one Senior Office Specialist.

The City's Community Environment budget also includes the use of one limited-term part-time Office Specialist in Community Development to assist with recordkeeping and retention associated with the Development Services Initiative (DSI).

Funding for these positions is as follows:

- Utility staff is fully funded by utility user fees.
- Public Works project-term capital staff is fully funded by capital projects.
- Community Development and Parks and Recreation charge for the external services they provide (therefore contributing fee revenue to the General Fund).

In 2009-2010, the General Fund's share of the City's community environment type expenditures amount to \$15,003,185 - or approximately 20.5% of the overall General Fund projected budget. This is an increase of close to \$1,150,430, or 8.3% higher than budgeted 2007-2008 community environment expenditures.

### **Citywide Debt Service Expenditures - \$1,772,300**

Other City Funds - \$1,772,300

Citywide Debt Service expenditures in 2009-2010 amount to \$1,772,300 – less than 1% of the City's overall projected budget. This is a \$148,219 (7.7%) decrease compared to 2007-2008 Debt Service expenditures.

The City currently has only one "voter" approved GO Bond (\$5,435,000 outstanding at 1/1/2009) for its Public Safety building; the Arterial Street Fund has a 1% State Public Work's Trust Fund loan (\$33,864 outstanding at 1/1/2009), which will be paid down completely in 2009; and the City's Water Utility Fund also has a 1% State Public Work's Trust Fund loan (\$1,125,985 outstanding at 1/1/2009).

The General Fund does not possess any debt.

**The following two debt schedule charts are provided to further detail the City's future debt service obligations: Schedule of Current Long-Term Debt Payments Including Interest and Schedule of Long-Term Debt 2008 Through Maturity.**

**City of Bothell**  
**Schedule of Current Long-Term Debt Payments**  
**By Fund - Including Interest**

Fund	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	Beginning Unmatured Debt	Amount Issued 2008	Amount Redeemed 2008	Interest 2008	2008 Ending Unmatured Debt	Amount Redeemed 2009	Interest 2009	2009 Ending Unmatured Debt	Amount Redeemed 2010	Interest 2010	2010 Ending Unmatured Debt
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**GENERAL OBLIGATION BOND DEBT**

GO Bond (voted)	12/1/1997	6/1/2008	4.625-5.3%	\$9,700,000	\$5,955,000	-	\$5,955,000	-	-	-	-	-	-	-	-
GO Refunding Bond (non-voted)	5/20/2008	12/1/2017	3.5-4.0%	6,070,000	-	6,070,000	635,000	116,862	5,435,000	525,000	198,038	4,910,000	545,000	179,663	4,365,000
<b>Total</b>				<b>\$15,770,000</b>	<b>\$5,955,000</b>	<b>\$6,070,000</b>	<b>\$6,590,000</b>	<b>\$116,862</b>	<b>\$5,435,000</b>	<b>\$525,000</b>	<b>\$198,038</b>	<b>\$4,910,000</b>	<b>\$545,000</b>	<b>\$179,663</b>	<b>\$4,365,000</b>

**OTHER GENERAL OBLIGATION DEBT**

Arterial Street PWA loan	12/31/1992	12/31/2009	1.00%	585,526	67,726	-	33,862	677	33,864	33,864	338	-	-	-	-
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**OTHER PROPRIETARY FUND DEBT**

Water PWA loan	10/15/1998	10/13/2018	1.00%	1,890,000	1,351,184	-	112,599	12,386	1,238,586	112,599	11,260	1,013,386	112,599	10,134	1,013,388
<b>Total</b>				<b>\$18,245,526</b>	<b>\$7,373,910</b>	<b>\$6,070,000</b>	<b>\$6,736,461</b>	<b>\$129,925</b>	<b>\$6,707,450</b>	<b>\$671,463</b>	<b>\$209,636</b>	<b>\$5,923,386</b>	<b>\$657,599</b>	<b>\$189,797</b>	<b>\$5,378,388</b>

**Schedule of Long-Term Debt  
2008 through Maturity**

	GO Bonds		Other Debt		Totals
	Principal	Interest	Principal	Interest	
<b>Governmental Activities</b>					
2008	635,000	116,862	33,862	1,354	787,078
2009	525,000	198,038	33,862	1,016	757,916
2010	545,000	179,663	33,863	677	759,203
2011	560,000	161,950	33,863	338	756,151
2012	580,000	142,350			722,350
2013	605,000	122,050			727,050
2014	620,000	100,875			720,875
2015	640,000	78,400			718,400
2016	665,000	54,400			719,400
2017	695,000	27,800			722,800
<b>Subtotal</b>	<b>\$6,070,000</b>	<b>\$1,182,388</b>	<b>\$135,450</b>	<b>\$3,385</b>	<b>\$7,391,223</b>
<b>Business-type Activities</b>					
2008			112,599	12,386	124,985
2009			112,599	11,260	123,859
2010			112,599	10,134	122,733
2011			112,599	9,008	121,607
2012			112,599	7,882	120,481
2013			112,599	6,756	119,355
2014			112,599	5,630	118,229
2015			112,599	4,504	117,103
2016			112,599	3,378	115,977
2017			112,599	2,252	114,851
2018			112,599	1,126	113,725
<b>Subtotal</b>			<b>\$1,238,586</b>	<b>\$74,315</b>	<b>\$1,312,901</b>
<b>Total</b>	<b>\$6,070,000</b>	<b>\$1,182,388</b>	<b>\$1,374,036</b>	<b>\$77,700</b>	<b>\$8,704,124</b>

## **Citywide Capital and Infrastructure Expenditures - \$88,362,668**

General Fund - \$574,830

Other City Funds - \$87,787,838 (includes \$1,015,000 in depreciation expense)

Capital and Infrastructure expenditures in 2009-2010 amount to \$88,362,668 - or 46.4% of the City's overall projected budget. This is a 3.9% decrease over 2007-2008 capital spending, and provides for \$1,550,598 in scheduled capital asset replacement, \$594,744 in capital outlay, \$1,015,000 in depreciation expense, and \$85,202,326 for capital projects, of which \$84,129,440 was identified and funding allocated in the City's adopted 2009-2015 Capital Facilities Plan (CFP).

It should be noted that the CFP is a 7-year planning document, while the budget actually appropriates funding for the projects. Due to project timing changes, not all 2008-2009 CFP projects are included in the 2009-2010 budget. A list of the 2009-2010 CFP projects, along with an explanation of the variances between the CFP and the 2009-2010 budget is provided in Appendix D.

The City's 2009-2015 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

In 2009-2010, the General Fund's portion of the citywide capital and infrastructure expenditures amount to \$574,830 - or less than 1% of General Fund spending. This is a decrease of \$166,117 (22.4%) from the budgeted General Fund capital spending in 2007-2008.

Scheduled asset replacement is financed through an Internal Service Fund. Monies are allocated to this Fund each year based on the future cost and expected life of each asset. The City's Asset Replacement Fund is completely funded through 2015.

Capital outlay is defined as an expenditure (over \$5,000) that results in the acquisition or addition to capital fixed assets. Capital assets include items such as land, buildings, and equipment are expensed in the fund or department of the original purchase, and are then added to the City's asset replacement schedule.

Capital projects are accounted for in the City's Capital Projects Fund, Arterial Street Fund, and 3 Utility Funds. All 2009-2010 capital projects are funded by Real Estate Excise Tax (REET), one-time General Fund revenue transfers, utility-user fees, mitigation fees, grants, and private donations/contributions.

The charts on the following 4 pages itemize the City's planned 2009-2010 capital spending.

## 2009-2010 Capital Spending

Fund	Dept	Description	(N)ew/ (R)eplacement	2009	2010	Project Funding
<b>001 General Fund</b>						
		IS - 4 network servers	N	-	\$24,000	
		IS/Police - 10 ruggedized laptops (5/5)	N	-	60,000	
		Public Works - HP Design Jet 800 printer	N	-	5,000	
		IS - 6 network servers	R	18,000	18,000	
		Police - 5 ruggedized laptops	R	30,000	-	
		Police - live scan fingerprinting system	N	-	11,000	
		Police - video room equipment upgrade	N	-	5,144	
		Police - Canyon Park/N Bothell radio upgrade	N	-	164,000	
		Fire - digital alerting system	N	-	94,000	
		Fire - high pressure air bag set	R	-	7,000	
		Parks - front mount mower/blower	N	-	5,500	
		Parks - utility machine with infield groomer	N	-	13,100	
				<b>\$48,000</b>	<b>\$406,744</b>	
<b>Facilities</b>		Police - replace parking lot gate operating hardware		-	22,500	COB
		Police - replace holding cell doors		-	44,000	COB
		Police - add emergency escape ladder to balcony		-	18,586	COB
		Fire - install sensors/bay door closers (all stations)		-	10,000	COB
		Fire - rewiring/electrical needs		-	10,000	COB
		Fire - install tankless water heaters (all stations)		-	15,000	COB
				<b>\$0</b>	<b>\$120,086</b>	
<b>101 Street</b>						
		John Deere mower with broom sweeper	N	\$25,000	-	
		2 slide-in sanding attachments	R	33,000	-	
				<b>\$58,000</b>	<b>\$0</b>	
<b>102 Arterial Street</b>						
		CFP T12: SR522 Wayne Curve improvements, phase 1		\$12,232,000	-	CFP
		CFP T7: SR527 widening, 240th St SE - 228th St SE		3,331,000	2,600,000	CFP
		CFP T16: 240th St sidewalks		804,000	-	CFP
		CFP T20: Citywide Intelligent Transportation System		1,655,000	-	CFP
		CFP T43: SR522 Stage 2A imp (Wayne Curve - 91st)		4,261,000	-	CFP
		CFP T5: Arterial pavement resurfacing/rehabilitation		633,000	375,000	CFP
				<b>\$22,916,000</b>	<b>\$2,975,000</b>	
<b>105 Cable TV</b>						
		BCTV digital playback system	N	\$20,000	-	
				<b>\$20,000</b>	<b>\$0</b>	

## 2009-2010 Capital Spending

Fund	Dept	Description	(N)ew/ (R)eplacement	2009	2010	Project Funding
<b>305 Capital Improvement</b>						
		CFP P6: Cedar Grove Park, phase 2		\$60,000	\$940,000	CFP
		CFP P8: General park improvements		50,000	50,000	CFP
		CFP T4: Residential street restoration/preservation		400,000	400,000	CFP
		CFP F2: Public Works Operations Center		3,309,840	-	CFP
		CFP P2: North Creek Field #2		1,246,000	-	CFP
		CFP P3: North Creek Field #3		-	1,321,000	CFP
		CFP F8: Purchase of Northshore SD property		585,000	585,000	CFP
		CFP P11: The Park at North Creek		20,000	60,000	CFP
		CFP P18: Public space planning		50,000	-	CFP
		CFP P19: Park master planning		100,000	100,000	CFP
		CFP P9: North Creek School House		265,000	-	CFP
		CFP T6: Bothell Crossroads		5,906,000	12,860,000	CFP
		CFP T33: East Riverside Drive improvments		800,000	-	CFP
		CFP T13A: 240th St SE bridge replacement		679,000	1,378,000	CFP
		CFP T21: Beardslee/185th intersection improvements		25,000	175,000	CFP
		CFP T45: NE 185th St improvements (west of SR527)		-	357,000	CFP
		CFP T2B: North Creek Trail (Schnitzer construction)		108,000	-	CFP
		CFP T2A: North Creek Trail (NE 195th construction)		1,023,000	-	CFP
		CFP F1: City Hall/Dawson Building replacement		949,000	2,000,000	CFP
		CFP T10: Beardslee/Ross Road interconnect		300,000	-	CFP
		CFP T38: SR527 multiway boulevard		6,247,000	22,000	CFP
		CFP T17: Neighborhood traffic calming program		120,000	120,000	CFP
		CFP T14: Bridge inspection/maintenance/repair/rehab		237,000	63,000	CFP
		CFP T19: Sidewalk/walkway program		-	500,000	CFP
		CFP T46: Collector corridor traffic safety program		150,000	150,000	CFP
		CFP T5: Arterial pavement resurfacing/rehabilitation		972,000	500,000	
				<b>\$23,601,840</b>	<b>\$21,581,000</b>	
<b>401 Water</b>						
		CFP W1: Annual water main replacement program		\$441,200	\$314,400	CFP
		Emergency rehabilitation		51,500	53,000	Water - Capital
		CFP W3: Public Works Operations Center		2,832,000	-	CFP
				<b>\$3,324,700</b>	<b>\$367,400</b>	
<b>402 Sewer</b>						
		Generators for lift stations - sites 43 and 44	R	\$62,000	-	
		CFP S1: Annual sewer replacement program		320,000	346,000	CFP
		CFP S5: Public Works Operations Center		2,832,000	-	CFP
		CFP S2: Annual infiltration/inflow improvement program		80,000	80,000	CFP
		CFP S4: Lift Station #2 improvements		712,000	-	CFP
				<b>\$4,006,000</b>	<b>\$426,000</b>	
<b>406 Storm</b>						
		CFP SW2: Enhancement of natural resources		\$650,000	\$600,000	CFP
		CFP SW1: Annual storm/surface water capital projects		1,220,000	-	CFP
		CFP SW5: 240th St SE drainage improvements		200,000	-	CFP
		CFP SW4: Public Works Operations Center		2,428,000	-	CFP
				<b>\$4,498,000</b>	<b>\$600,000</b>	

## 2009-2010 Capital Spending

Fund	Dept	Description	(N)ew/ (R)eplacement	2009	2010	Project Funding
<b>505 Asset Replacement</b>						
<b>Facilities</b>		City Hall - upper roof replacement		\$50,000	-	Replacement
		City Hall - replace 3 upper HVAC units		18,000	-	Replacement
		City Hall - interior paint, upper floor		12,000	-	Replacement
		City Hall - exterior paint		25,000	-	Replacement
		City Hall - parking lot reseal		5,000	-	Replacement
		Downtown Fire - finish roof replacement		160,000	-	Replacement
		Lytle House - great room floor		18,000	-	Replacement
		Cedar Grove Park - caretaker's house interior paint		5,000	-	Replacement
		Cedar Grove Park - caretaker's house exterior paint		7,000	-	Replacement
		City Hall - interior paint, lower floor		-	15,375	Replacement
		Chamber of Commerce offices - furnace		-	8,200	Replacement
		Dawson Bldg - tile floor covering		-	10,250	Replacement
		Police Station - carpeting		-	256,250	Replacement
		Police Station - energy mgmt system		-	30,750	Replacement
		Canyon Park Fire - roof replacement		-	51,250	Replacement
		Canyon Park Fire - HVAC unit		-	5,125	Replacement
		Canyon Park Fire - interior paint		-	6,150	Replacement
		Canyon Park Fire - exterior paint/trim		-	10,250	Replacement
		Bothell Landing Schoolhouse - roof		-	5,125	Replacement
		Bothell Landing - gazebo		-	12,300	Replacement
		Bothell Landing - wetland boardwalk trail		-	76,875	Replacement
	Blyth Park - parking lot reseal		-	6,150	Replacement	
	Park at North Creek - weather station		-	10,250	Replacement	
				<b>\$300,000</b>	<b>\$504,300</b>	
<b>Police</b>		Traffic - 2001 Ford Crown Victoria (P015)	R	\$27,000	-	
		Admin - 2003 Dodge Durango (P027)	R	36,000	-	
		Admin - 2002 Dodge Durango (P028)	R	36,000	-	
		Ops - 1987 GMC Armored Van (P031)	R	180,000	-	
		K-9 Unit - 2002 Chevy Tahoe (P037)	R	36,000	-	
		Admin - 2002 Dodge Durango (P041)	R	36,000	-	
		Admin - 2001 Ford Escape (P043)	R	27,000	-	
		Traffic - 2001 Chevy Van (P048)	R	27,900	-	
		Equipment for new (2008) Command Van	R	60,000	-	
		Emergency Ops Ctr upgrade, phase 2	R	39,000	-	
		Patrol - 2005 Ford Crown Victoria (P007)	R	-	27,675	
		Patrol - 2005 Ford Crown Victoria (P008)	R	-	27,675	
		Patrol - 2005 Chevy Tahoe (P009)	R	-	36,900	
		Patrol - 2005 Ford Crown Victoria (P010)	R	-	27,675	
		PSO - 2003 Ford E-550 Van (P023)	R	-	23,063	
		SRO - 2003 Ford Crown Victoria (P038)	R	-	27,675	
		Dispatch radio consoles (3)	R	-	81,226	
		Keycard security system replacement	R	-	143,500	
				<b>\$504,900</b>	<b>\$395,389</b>	

## 2009-2010 Capital Spending

Fund	Dept	Description	(N)ew/ (R)eplacement	2009	2010	Project Funding
<b>505 Asset Replacement</b>						
<b>Fire</b>		Support Svcs - 1995 Ford Taurus (F1413)	R	\$29,700	-	
		Bureau - 1995 Ford Taurus (F1414)	R	20,700	-	
		Adult/child/infant seat for aid car	R	20,000	-	
		Admin - 1997 Chevy Cavalier (F1415)	R	-	21,218	
		Bureau - 1997 Chevy Lumina (F1416)	R	-	21,218	
		Bunker gear washer/extractor	R	-	12,300	
				<b>\$70,400</b>	<b>\$54,736</b>	
<b>Parks</b>		2002 John Deere Mower (Park3)	R	\$22,500	-	
		1980 double axle trailer	R	13,500	-	
		Bothell Landing - signage		\$7,000	-	Replacement
		Blyth Park - signage		7,000	-	Replacement
		Doug Allen Sportsfields - signage		7,000	-	Replacement
		102nd St parking lot - signage		7,000	-	Replacement
		North Creek Sportsfields - signage		16,000	-	Replacement
				<b>\$80,000</b>	<b>\$0</b>	
<b>Street</b>		1979 Dakota Trailer (#31)	R	\$13,500	-	
		1991 Ford F800 Dump Truck (#55)	R	90,000	-	
		1995 Ford F350 (#75)	R	36,000	-	
		2000 John Deere Mower (ST2)	R	22,500	-	
				<b>\$162,000</b>	<b>\$0</b>	
<b>Water</b>		1987 Case 580 Backhoe (#45)	R	\$81,000	-	
				<b>\$81,000</b>	<b>\$0</b>	
<b>Storm</b>		1993 Ford LT9000 Dump Truck (#65)	R	\$157,500	-	
		1997 Chevy S10 (#85)	R	-	16,605	
		1997 Chevy S10 (#86)	R	-	16,605	
				<b>\$157,500</b>	<b>\$33,210</b>	
<b>City Hall (Pool Cars)</b>		1995 GMC Sonoma (#72 - Shop 1)	R	\$16,200	-	
		1995 GMC Sonoma (#73 - Shop 1)	R	16,200	-	
		1997 Chevy 2500 Van (#90 - Eng/Inspect)	R	-	23,063	
				<b>\$32,400</b>	<b>\$23,063</b>	
<b>TOTAL</b>				<b>\$59,860,740</b>	<b>\$27,486,928</b>	

\*Totals do not include depreciation or amortization expense totaling \$2,781,000.

## 2009-2010 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out	
<b>General</b>	Computer Services Allocation - from Water, Sewer, Storm	\$280,060		
	Finance / HR Allocation - from Water, Sewer, Storm	394,564		
	Executive / Clerk Allocation - from Water, Sewer, Storm	325,258		
	Facilities Allocation - from Water, Sewer, Storm	103,164		
	Subsidy to Street Fund		512,730	
	Subsidy to Self-Insurance Fund		425,000	
	Fleet & Equipment Rental Allocation		1,645,874	
	Self-Insurance Allocation		953,999	
	<b>Street</b>	Subsidy from General Fund	512,730	
		Fleet & Equipment Rental Allocation		171,702
<b>Arterial Street</b>	Self-Insurance Allocation		95,315	
	Transfer from Capital Fund - Capital Facilities Plan	1,574,000		
<b>Park Reserve</b>	Transfers to Capital Fund - Capital Facilities Plan		2,251,000	
	Cedar Grove Park Phase II - to Capital Fund		500,000	
<b>Capital Improvement</b>	Transfers from Arterial Street Fund - Capital Facilities Plan	2,251,000		
	Transfers to Arterial Street Fund - Capital Facilities Plan		1,574,000	
<b>Water</b>	Cedar Grove Park Phase II - from Park Reserve Fund	500,000		
	Computer Service Allocation - to General Fund		80,810	
<b>Sewer</b>	Finance / Human Resources Allocation - to General Fund		111,072	
	Executive / City Clerk Allocation - to General Fund		91,562	
	Facilities Management Allocation - to General Fund		28,929	
	Fleet & Equipment Rental Allocation		137,994	
	Self-Insurance Allocation		29,326	
	Computer Service Allocation - to General Fund		80,720	
	Finance / Human Resources Allocation - to General Fund		110,940	
	Executive / City Clerk Allocation - to General Fund		91,454	
	Facilities Management Allocation - to General Fund		33,307	
	Fleet & Equipment Rental Allocation		204,018	
<b>Storm</b>	Self-Insurance Allocation		275,764	
	Computer Service Allocation - to General Fund		118,530	
	Finance / Human Resources Allocation - to General Fund		172,552	
	Executive / City Clerk Allocation - to General Fund		142,242	
	Facilities Management Allocation - to General Fund		40,928	
	Fleet & Equipment Rental Allocation		503,340	
	Self-Insurance Allocation		14,883	
	Interfund Loan - from Asset Replacement	2,428,000		
	Interfund Loan Payment		145,800	
	<b>Equipment Rental</b>	General Fund Fleet Allocation	1,645,874	
Street Fund Fleet Allocation		171,702		
Water Fund Fleet Allocation		137,994		
Sewer Fund Fleet Allocation		204,018		
Storm Fund Fleet Allocation		503,340		
Fleet Replacement Transfer - to Asset Replacement			1,816,076	
<b>Self-Insurance</b>	Self-Insurance Allocation		2,445	
	Self-Insurance Allocation - General Fund	953,999		
	Self-Insurance Allocation - Street	95,315		
	Self-Insurance Allocation - Water	29,326		
	Self-Insurance Allocation - Sewer	275,764		
	Self-Insurance Allocation - Storm	14,883		
	Self-Insurance Allocation - Equipment Rental	2,445		
	Subsidy from General Fund	425,000		
<b>Asset Replacement</b>	Fleet Replacement Transfer - from Equipment Rental	1,816,076		
	Interfund Loan - to Storm		2,428,000	
	Interfund Loan Payment	145,800		
<b>Total Operating Transfers &amp; Interfund Transactions</b>		<b>\$14,790,312</b>	<b>\$14,790,312</b>	

Operating transfers and interfund transactions are excluded from the total adopted budget so that expenditures and revenues are not overstated due to these items being accounted for in more than one fund. Operating transfers and interfund transactions happen for a variety of reasons. Transfers are made to subsidize projects in other funds, to pay for costs in one fund associated with operations in another fund, when revenue is required to be accounted for in one fund but can be used to support a portion of a project in another fund, or when one fund is providing services to another fund.

## 2009-2010 One Time Expenditures

Dept	Description	2009	2010
Judicial	Fax machine	\$350	-
<b>Total Judicial</b>		<b>\$350</b>	<b>\$0</b>

Human Resources	Classification & compensation study	\$50,000	-
<b>Total Human Resources</b>		<b>\$50,000</b>	<b>\$0</b>

Facilities	Handheld grinder	\$400	-
	Round head nailer	400	-
	21" LCD monitor	450	-
	Digital camera	450	-
	Fire - washer/dryer for Downtown Station	3,000	-
	Police - replace parking lot gate operating hardware	-	22,500
	Police - replace holding cell doors	-	44,000
	Police - add emergency escape ladder to balcony	-	18,586
	Fire - install sensors/bay door closers (all stations)	-	10,000
	Fire - rewiring/electrical needs	-	10,000
	Fire - install tankless water heaters (all stations)	-	15,000
<b>Total Facilities</b>		<b>\$4,700</b>	<b>\$120,086</b>

Information Technology	Fire - video editing software	\$400	-
	Fire - Adobe SC3 software	1,300	-
	ITSP - disaster/backup software	-	170,000
	ITSP - decision support software	-	45,000
	Flexset 280D - for new PW Operations Center	320	-
	DKT - for new PW Operations Center EOC	3,550	-
	Phones for new PW Operations Center	5,000	-
	ITSP - migrate off Novell operating system platform	15,000	65,000
<b>Total Information Technology</b>		<b>\$25,570</b>	<b>\$280,000</b>

Police	Reverse 911 software license	\$7,500	-
	Tactical armor plates for SRT team	15,600	-
	Handheld portable breath testers	1,860	-
	Ballistic panels for marked vehicles (6)	6,000	-
	Ballistic shields for sergeants (2)	3,300	-
	Small printers - for use with vehicle laptops (17)	5,100	-
	Vehicle mounts for laptops (17)	13,175	-
	PD facility gun range upgrade	-	3,000
	Handheld radar devices (4)	-	2,000
	Breacher shotguns for SRT (4)	-	3,820
	Hearing protection units for SRT (13)	-	18,850
	Night vision devices for Patrol (2)	-	4,015
	Crime scene digital camera & equipment	2,500	-
	Desktop live scan fingerprinting system	-	11,000
	Video room equipment upgrade	-	5,144
	Canyon Park/N. Bothell radio coverage/equipment upgrade	-	164,000
<b>Total Police</b>		<b>\$55,035</b>	<b>\$211,829</b>

## 2009-2010 One Time Expenditures

Dept	Description	2009	2010
<b>Fire</b>	MODUS technology scanning services	\$2,000	\$2,000
	Fire apparatus consultant (specs/inspect)	2,000	-
	Wiring - install dispatch speakers near workout areas	3,800	-
	Traffic safety vests	640	-
	IMS small command board - test/train	400	400
	Salvage covers used in recovery operations	550	-
	Replace 1-3/4" fire attack hose	1,600	-
	Replace 4" supply hose	8,450	-
	Litter wheel for Stokes basket	650	-
	Hydrant wrenches - no breakable parts	450	-
	3 CO2 fire extinguishers	810	-
	Survivair backpack water vacuum	1,400	-
	SkilSaw for Ladder 42	200	-
	3 GPS units for single responders	-	1,080
	11 portable radio battery chargers	6,600	-
	3 battery chargers	1,800	-
	4 desktop radio chargers	1,600	-
	6 vehicle XLT 5000 chargers	3,000	-
	2 "instant hydration meter" devices	900	-
	3 DVD players for workout areas	375	-
	Mandatory hydrostatic tests - SCBA bottles	2,760	2,760
	Digital camera & accessories - Fire Marshal	2,500	-
	2 Digital cameras - Inspectors	800	-
	Digital camera - Fire Education	875	-
	Simulated smoke fluid	750	775
	Hand tools for training	800	500
	3 CPR mannequin kits	1,800	-
	Digital video camera for training	750	-
	Oxygen cylinder for cutting torch	250	250
	Sheltering supplies	3,000	3,000
Disaster supplies - canopies, tools, triage	2,000	2,000	
Disaster radios: portable & base units	-	4,000	
Digital alerting project (continuation)	-	94,000	
Replacement high pressure air bag set	-	7,000	
<b>Total Fire</b>		<b>\$53,510</b>	<b>\$117,765</b>
<b>Engineering</b>	Ergonomic chairs (2)	\$900	\$900
	Digital cameras (2)	400	-
	Digital camera w/zoom capability	300	-
	DVD recorder	400	-
<b>Total Engineering</b>		<b>\$2,000</b>	<b>\$900</b>

## 2009-2010 One Time Expenditures

Dept	Description	2009	2010
Parks & Rec	Supplies for Centennial Park opening	\$1,000	-
	Food for Centennial Park opening	500	-
	Park guide handout	5,000	-
	Centennial Park: ornaments/goods/banners	6,000	-
	Catered lunch - "Official Incorporation Day"	2,000	-
	Birthday cake at RiverFest	500	-
	Centennial - print & radio advertising	10,000	-
	Centennial - fireworks show	6,000	-
	Lytle - kitchen, a/v equipment, tables, etc.	500	500
	Portable PA system	750	-
	North Creek Schoolhouse - tables, chairs, equipment	3,265	-
	2 shelving units	-	3,500
	Portable pump	500	-
	Weed whackers (1 each year)	500	500
	Walk-behind mower	2,500	-
	Blowers (1 in 2009, 2 in 2010)	450	900
	Chainsaws (1 each year)	500	500
	Mower blower	3,000	-
	Hedge trimmer	-	500
	PW radio	-	2,000
	Large tree removal	3,000	3,000
	Westhill turf renovation	16,000	16,000
	North Creek turf renovation	16,000	16,000
Front mount mower/blower	-	5,500	
Utility machine with infield groomer attachment	-	13,100	
<b>Total Parks &amp; Recreation</b>		<b>\$77,965</b>	<b>\$62,000</b>
<b>Total 2009-2010 General Fund One-Time Expenditures</b>		<b>\$269,130</b>	<b>\$792,580</b>

## Fund Balance

In order to ensure that the City remains financially solvent, this budget has a designated operating reserve within the General Fund's fund balance equivalent to 20% (\$7,300,000) of the General Fund's average biennial operating expenditures. An operating reserve protects against unanticipated revenue shortfalls. A reserve helps ensure that in the event of a sudden or unexpected economic change, the City's immediate operating and capital obligations could still be met without compromising the City's fiscal stability or services to its citizens.

## Categories of Fund Balance

Reserved – Legally restricted for a specific purpose.

Designated – Set aside for a specific future use.

Undesignated/Unreserved – Available for general appropriation.

<b>General Fund Estimated Ending Fund Balance at 12/31/08</b>	
Tourism	\$391,225
Tourism - Capital (10% of tax receipts)	122,775
<b>Total Restricted Fund Balance:</b>	<b>\$514,000</b>
Designated for CFP Capital Investment	\$4,964,000
Impressed Funds	16,550
Designated for Permit Software Replacement	600,000
Designated Reserve (20% of Annual Operating Expenditures)	7,300,000
Designated for Financial System Replacement	60,000
<b>Total Designated Fund Balance:</b>	<b>\$12,940,550</b>
Undesignated/Unreserved Fund Balance	\$1,059,791
<b>Total Undesignated/Unreserved Fund Balance:</b>	<b>\$1,059,791</b>
<b>2008 Estimated Ending Fund Balance:</b>	<b>\$14,514,341</b>

Sound spending of undesignated/unreserved fund balance is vital to maintaining stability in meeting future years' operating costs. Sound spending principles presume using available fund balance for one-time, nonrecurring expenditures such as:

- Capital purchases
- Capital improvements
- Land acquisition

The General Fund budget appropriates spending of the following restricted funds during the 2009-2010 biennium:

<b>Restricted Fund Balance</b>	<b>2009-2010</b>
Tourism (Hotel/Motel Tax Reserve)	\$514,000
<b>Total Restricted Fund Balance:</b>	<b>\$514,000</b>

See the “2009-2010 Budget Overview” chart on page 25 for projected fund balances for all City Funds at 12/31/2010.

By the end of the 2009-2010 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than \$100,000:

<b>Fund</b>	<b>Amount</b>	<b>Description</b>
<b>Special Revenue Funds</b>		
Street	\$867,954	Spending Down General Fund Subsidy
Arterial Street	1,148,600	Capital Projects per CFP
<b>Debt Service Fund</b>		
2008 GO Refunding Bond	\$130,000	
<b>Utility Funds</b>		
Water	\$3,592,711	Capital Projects per CFP
Sewer	4,422,363	Capital Projects per CFP
Storm Drain	3,737,998	Capital Projects per CFP
<b>Internal Service Funds</b>		
Equipment Rental	\$662,802	
Self Insurance	208,301	
Asset Replacement	3,793,746	Replacements, loan to Storm Drain Fund

Special Revenue Funds operate using Restricted Funds or through a General Fund subsidy. In both instances the fund balance is intended either to provide the service or complete the project for which the City received the restricted funds, or to reduce the General Fund subsidy required in the subsequent budget period.

Utility and Internal Service Funds are funded by user fees. Their billing rate structures are designed to cover the costs of providing the service and to finance future capital improvement projects and/or scheduled asset replacement needs. Fund balances in these funds not designated as emergency or operating reserves are designated for future one-time capital spending.

### 2009-2010 Expenditure Budget Statistical Comparisons

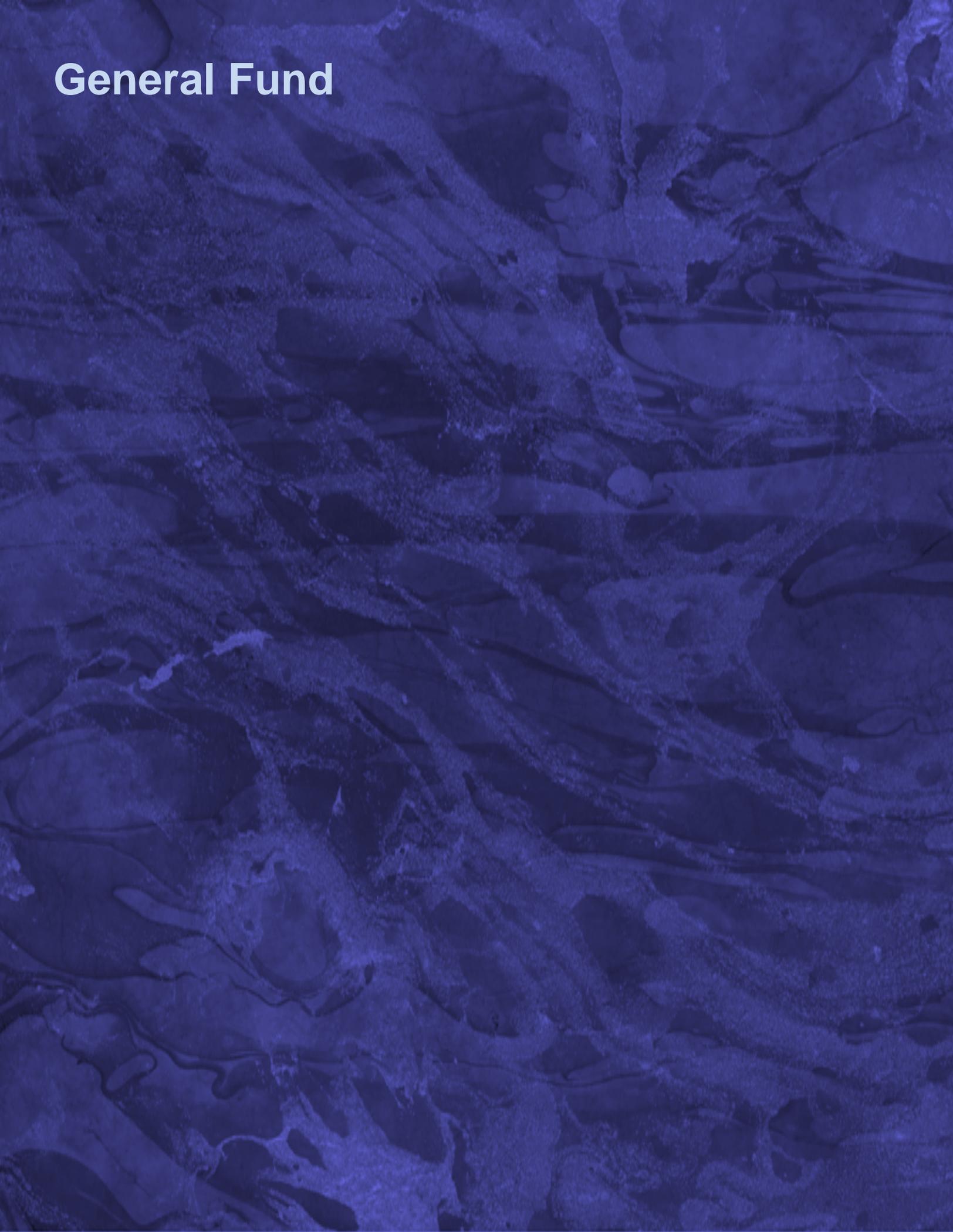
	<u>General Fund Budget 2009-2010 vs 2007-2008</u>	<u>Citywide - All Funds 2009-2010 vs 2007-2008</u>
Personnel - Salaries, benefits, and overtime <i>(Major factors: Proposed new positions; COLA &amp; benefit increases)</i>	18.1%	18.2%
Overtime costs only	2.8%	3.8%
Operating supplies and non-capitalized equipment	6.7%	7.9%
Outside and professional services <i>(Major factors: Special one-time projects in 2007-2010 - Downtown Master Plan, etc)</i>	-12.6%	-5.2%
Staff training and development <i>(Major factor: Fire now conducting training in-house rather than through professional services consortium )</i>	17.7%	13.9%
Intergovernmental services (payments to other governments) <i>(Major factors: Paramedic &amp; fire dispatch services; utility taxes paid to General Fund)</i>	13.9%	13.2%
Capital Outlay (excludes depreciation expense) <i>(Major factors: Vehicles for new Dev Review field staff were purchased in 2007- 2010; capital assets continue to be replaced according to schedule)</i>	-24.1%	7.3%
Depreciation Expense <i>(Major factor: Depreciation now charged in Asset Replacement Fund)</i>	n/a	60.8%
Capital Projects <i>(Major factor: Capital Facilities Plan continues)</i>	-15.4%	-5.4%
Debt Service - Principal and interest	no debt	-7.7%
<b>Total Expenditures</b>	<b>12.8%</b>	<b>4.4%</b>
	<u>General Fund Only</u>	<u>Citywide - All Funds</u>
General Government	16.6%	14.8%
Public Safety	13.9%	13.2%
Streets	0.0%	19.5%
Physical & Econ Environment	8.3%	11.3%
Capital & Infrastructure*	-22.4%	-3.9%
Debt Service	0.0%	-7.7%
<b>Total Expenditures</b>	<b>12.8%</b>	<b>4.4%</b>
* Includes depreciation		
	<u>General Fund Only</u>	<u>Citywide - All Funds</u>
<b>Total City staff (FTE):</b>		
2007-2008 budget	251.63	292.06
2009-2010 budget	263.96	305.73
Increase	4.9%	4.7%
<b>Total staff per 1,000 capita:</b>		
2007-2008 budget	7.66	8.89
2009-2010 budget	7.81	9.05
Increase	1.9%	1.7%
<b>Personnel costs per capita:</b>		
2007-2008 budget	\$1,526	\$1,758
2009-2010 budget	\$1,752	\$2,019
Increase	14.8%	14.9%
<b>Maintenance and operations (M&amp;O) costs per capita:</b>		
2007-2008 budget	\$407	\$867
2009-2010 budget	\$373	\$872
Increase/decrease	-8.2%	0.5%
<b>2009-2010 Capital spending breakdown:</b>		
Streets & transportation	\$0	\$59,603,000
Facilities & Information Systems	\$275,086	\$16,534,989
Utilities	\$0	\$5,401,810
Parks	\$18,600	\$4,501,300
Depreciation	\$0	\$2,781,000
Public Safety	\$281,144	\$1,306,569

**Budget Overview  
2009-2010**

Fund	Projected* Balance 12/31/2008	2009 Projected Revenues	2009 Expenditure Appropriation	Projected Balance 12/31/2009	2010 Projected Revenues	2010 Expenditure Appropriation	Projected Balance 12/31/2010
<b>General</b>	\$14,514,341	\$37,313,608	\$37,259,693	\$14,568,256	\$40,397,838	\$39,742,301	\$15,223,793
<b>Special Revenue Funds</b>							
Street	1,198,691	1,627,185	2,073,462	752,414	1,588,221	2,009,898	330,737
Arterial Street	2,318,297	22,202,000	25,004,300	484,003	4,860,000	3,206,300	1,169,697
Cable TV Fund	11,000	10,000	20,000	1,000	10,000	-	11,000
Park Cumulative Reserve	1,226,600	200,000	-	1,426,600	200,000	500,000	1,126,600
Drug Seizure Fund	70,600	10,000	35,000	45,600	10,000	35,000	20,600
Nuisance Abatement Fund	10,000	25,000	30,000	5,000	25,000	30,000	0
<b>Bond Funds</b>							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
2008 GO Refunding Bond	132,300	605,000	725,000	12,300	720,000	730,000	2,300
<b>Capital Funds</b>							
Capital Improvements	19,700,000	9,600,000	25,175,840	4,124,160	37,935,000	21,581,000	20,478,160
Construction & Acquisition	-	-	-	-	-	-	-
<b>Utility Funds</b>							
Water	4,461,352	3,629,504	6,829,470	1,261,386	3,683,619	4,076,364	868,641
Sewer	4,843,475	5,124,095	9,093,792	873,778	5,189,464	5,642,130	421,112
Storm Drain	4,597,374	4,435,053	7,023,640	2,008,787	2,017,263	3,166,674	859,376
<b>Internal Service Funds</b>							
Fleet Management	1,570,010	1,488,515	1,793,792	1,264,733	1,488,515	1,846,040	907,208
Self Insurance	365,342	917,276	1,006,202	276,416	934,160	1,053,535	157,041
Asset Replacement	4,700,000	999,738	4,376,033	1,323,705	1,206,838	1,624,289	906,254
<b>Trust and Agency Funds</b>							
Cemetery Endowment	83,000	2,200	2,000	83,200	2,300	2,000	83,500
Firemen's Pension Reserve	233,800	45,100	30,000	248,900	46,600	30,000	265,500
<b>Subtotal</b>	<b>\$60,036,182</b>	<b>\$88,234,274</b>	<b>\$120,478,224</b>	<b>\$27,792,232</b>	<b>\$100,314,818</b>	<b>\$85,275,531</b>	<b>\$42,831,519</b>
<b>Less Operating Transfers</b>		<b>7,730,391</b>	<b>7,730,391</b>		<b>4,843,293</b>	<b>4,843,293</b>	
<b>Less Interfund Transactions</b>		<b>2,500,900</b>	<b>2,500,900</b>		<b>72,900</b>	<b>72,900</b>	
<b>Total</b>	<b>\$60,036,182</b>	<b>\$78,002,983</b>	<b>\$110,246,933</b>	<b>\$27,792,232</b>	<b>\$95,398,625</b>	<b>\$80,359,338</b>	<b>\$42,831,519</b>

\*Figures are based on actual 2008 1st-3rd quarter and projected 4th quarter receipts and spending; not budgeted appropriation.

# General Fund



# Executive Department

The Executive Department consists of 6 Divisions including:

- City Manager's Office
  - Legislative Branch
- Judicial/Municipal Court
  - City Clerk Division
- Information Systems Division
  - Non-Departmental

# City Manager's Office

# EXECUTIVE DEPARTMENT

The Executive Department consists of six divisions: Office of the City Manager, (includes the functions of Public Information, & Economic Development), Information Services, Judicial (Municipal Court), City Clerk, Legislative, and Non-Departmental.

The administrative affairs of the City are managed by the Executive Department. The City Manager serves as the administrative head and Chief Executive Officer of the City government.

Some of the key projects included in the 2009-2010 Executive Department budget proposal include:

- Implement the Downtown Revitalization Plan, including fostering development of a strong retail, service, and entertainment base to create a vibrant, attractive Downtown. Some specific and key activities include:
  - Development of environmental clean-up plan to get Downtown properties “shovel” ready for revitalization.
  - Develop, distribute and evaluate Request for Qualifications for possible purchase and development of City surplus property not needed to accommodate public facilities, streets, or other public amenities.
  - Select, negotiate and start implementation of development agreement for Downtown revitalization.
- Prepare for the possibility of annexations to the north and/or south of our existing City boundary.
- Coordinate Citywide efforts in planning and preparing for the City’s Centennial Celebration.
- Identify a funding mechanism for acquiring and developing park land, as well as constructing a new aquatic and/or community center.
- Advance the City’s Carbon Reduction and Energy Independence Plan (CREIP).

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## Office of the City Manager

The primary mission of this Office is to implement all Council policy decisions, create an organizational culture that results in the delivery of excellent municipal services to the community, and efficiently direct the City's operations and activities. In addition, the Public Information Function, City Clerk Division, Information Services Division, Municipal Court, and Economic Development Function report directly to the Office of the City Manager.

The City Manager is appointed by the City Council and is the Chief Executive Officer of the municipal government. The City Manager is responsible for assisting the Council in policy formation and is accountable to them for the proper administration of all affairs of the City through professional leadership and management practices.

## Public Information Function

The Public Information Function is responsible for managing public relations, marketing, media relations, emergency communications, and community relations/outreach for the City of Bothell. Communication tools include (but are not limited to) print, radio and television media sources, news releases, City's Web site, Bothell Community Television (BCTV) Channel 21, and the *Bothell Bylines* bi-monthly newsletter.

## Economic Development Function

The Economic Development Function assures proactive economic activities that promote existing business retention and expansion and the creation of new business. These projects serve to provide economic opportunity for citizens and to meet municipal fiscal needs. Economic Development includes four focuses: primary job development, community amenity development (i.e., retail, public space, and public infrastructure), tourism, and regional advocacy.



**Downtown Bothell**

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Office of the City Manager

### Implement City Council's goals and priorities

- Facilitate retreat to provide Council the opportunity to develop and update the City's goals and priorities.
- Provide organizational leadership to ensure staff understanding of the City's goals and priorities, as well as appropriate utilization of resources.
- Assure the organization is as efficient as possible and meets organizational needs.
- Implement financial options to ensure that the long-range financial plan provides the necessary resources to sustain the City's levels of service and capital programs.

### Promote the City's interests in regional matters with other city, county, and State officials

- Provide timely response to Council requests for information on regional issues.
- Work to ensure that the City is represented on regional committees and boards; provide and/or coordinate staffing support for Council Members serving on regional and statewide committees and boards.

### Provide consistent leadership to the organization

- Provide the necessary information, support, and guidance for the successful completion of projects by staff.
- Promote an atmosphere of effective support, training, opportunity, and recognition for staff.

### Refine and Implement the Performance Measurement Program

- Analyze performance measures and update if necessary to meet City goals.
- Provide quarterly performance measure reports.
- Develop Web-base Scorecard/Performance metrics under pilot project for internal and external use. Initial projects to include measurement of the City's Development Services and the City's Carbon Reduction and Energy Independence Plan.

### Implement the Downtown Revitalization Plan, including fostering development of a strong retail, service, and entertainment base to create a vibrant, attractive downtown

- Development of environmental clean-up plan to get Downtown properties "shovel" ready for revitalization.
- Develop and distribute Request for Qualifications for possible purchase and development of City surplus property not needed to accommodate public facilities, streets, or other public amenities.
- Select, negotiate and start implementation of development agreement for Downtown revitalization.

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### **Advance Key Public Investments as Part of Downtown Revitalization Activities**

- In accordance with City's Capital Facilities Plan and adopted Budget, provide executive oversight and leadership for continuation with the financing, planning, design, and construction of SR-522 Crossroads, SR-527 Boulevard, and City Hall projects.

### **Continuing Financial Sustainability**

- Update projections and fiscal strategies with Council annually and implement smart fiscal management

### **Oversee the Development Services Initiative**

- Provide executive leadership, guidance, and direction to complete initial Development Services Action Plan
- Determine next steps to further advance goals of this initiative.

### **Prepare for the possibility of annexation in accordance with City Council direction**

- Continue staff work on preparation for possible annexation to the north or south of Bothell, subject to Council direction..

### **Pursue Funding Plan for acquiring and developing park land, constructing a new aquatic and/or community center**

- Develop plan for possible local ballot measure for the future acquisition and development of park land consistent with adopted Capital Facilities Plan
- Develop plan for possible regional ballot measure for the future acquisition of land and development of an aquatic center/community center consistent with adopted Capital Facilities Plan.

### **Advance the City's Carbon Reduction and Energy Independence Plan**

- Review and implement Council direction regarding priority actions listed in Section 2 of Council Resolution No. 1222 (2008).
- Develop any necessary ordinances, policies, budget, procedures and plans by January 2010 to address actions listed in Section 4 of Resolution No. 1222 (2008).



**Fourth of July Parade**

### **Public Information Function**

#### **Communicate effectively with citizens on major issues, key messages, and strategies**

- Utilize public relations tools such as BCTV Channel 21, City Web site, City newsletter, and other means of communications.
- Provide information to encourage citizen understanding and participation in City government as well as educate and inform citizens on City issues and initiatives.
- Work effectively with local and regional media outlets to provide clear, accurate, and timely information about City issues, events and emergency situations.
- Work interdepartmentally to communicate and overall manage City key messages and outreach on Downtown Revitalization and its capital investment projects.

#### **Launch the redesigned City Web site to ensure effective usability and utilize it as a branding tool for the City**

- Establish clear internal policies and procedures for the City Web site content management system to ensure online content is fresh, updated and useful for citizens.
- Continuously update public information Web site content and graphics in accordance with Web site design and policies.
- Manage City Web Team to ensure each department and divisions are providing updated Web content.

#### **Establish local and regional awareness about City of Bothell Centennial celebration**

- Co-chair Centennial Planning Team with Recreation Superintendent to produce Centennial related activities, events and advertising.

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## Economic Development Function

### Establish an active and economically vibrant downtown

- Independent merchant workshops to develop small business community's marketing skills.
- Recruitment and retention of private investment.

### Prepare Crossroads and Boulevard project to build on schedule

- Acquire property and relocate businesses in the path of construction by December 2009.

### Expand the medical device industry in Bothell

- Brand the Bothell innovation partnership and build industry infrastructure and assets.

### Reduce the City and the community's carbon footprint

- Develop a carbon emissions inventory.
- Advance the City's Carbon Reduction and Energy Independence Plan.

### Expand Bothell's second largest industry - architectural and engineering consulting firms

- Develop a procurement portal for area consulting firms.



Location of the Hannan Store

## 2007-2008 ACCOMPLISHMENTS

### Office of the City Manager

- ✓ Provided effective and efficient leadership of municipal services under the umbrella of no new taxes.
- ✓ Prepared proposed Purchase and Sale Agreement with the Northshore School District related to the joint School District/City Public Works Shops.
- ✓ Developed proposed Purchase & Sale Agreement with the District related to their Downtown property.
- ✓ Provide leadership and direction related to revitalization of the City's downtown.
- ✓ Reorganized Executive Department to better align personnel with current and future needs of the City.
- ✓ Facilitated retreats each year for City Council to set annual goals.
- ✓ Updated and brought to Council for approval the second Capital Facilities Plan making important public investments.
- ✓ Worked with consultants on a City Hall Siting Study and brought to Council for review.
- ✓ Negotiated franchise agreements with Comcast and Verizon; thus becoming one of the first cities in the State to offer more than one cable vendor to its citizens.
- ✓ Worked with the Northshore Parks & Recreation Service Area for siting of a new regional aquatics center.
- ✓ Began acquiring necessary property for Crossroads (SR 522 realignment) project.
- ✓ Establishment of Carbon Reduction and Energy Independence Plan.

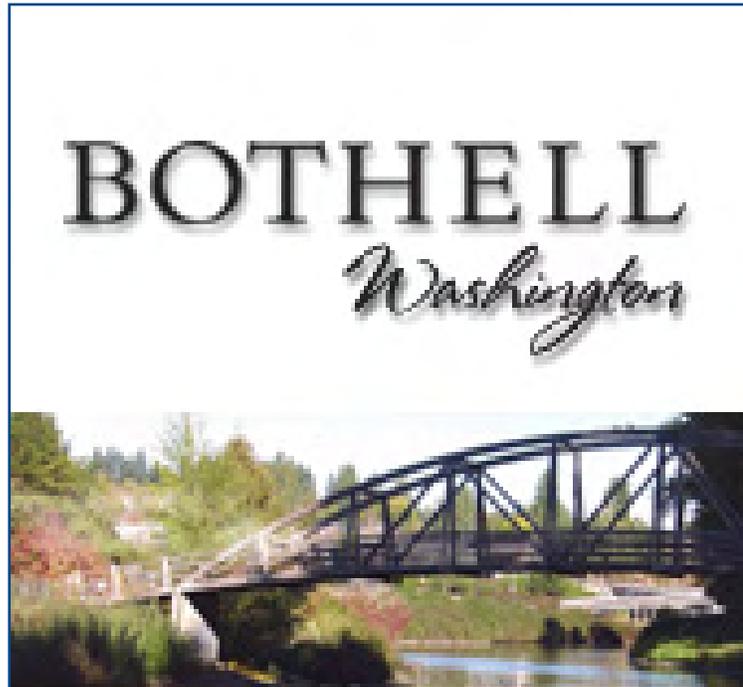
### Public Information Function

- ✓ Redesigned and implemented the City's logo.
- ✓ Redesigned the City's Web site.
- ✓ Coordinated with national TV and other City departments to implement "Blake Lewis Day," which brought thousands of *American Idol* viewers to Bothell for a parade and concert in the park.
- ✓ Worked with other City departments to plan for Centennial celebration activities in 2009.
- ✓ Received media placement of numerous news releases in print, radio, television and online media; emergency communication efforts were modeled throughout the state for the December 2007 Flooding Emergency.
- ✓ Created two new Bothell Community Television (BCTV) Channel 21 shows: "City Manager Focus" featuring Bob Stowe and "City News Desk," a bi-weekly news anchored show promoting Council actions, City news and events.
- ✓ Hired limited-term, part-time Public Information Coordinator, creating new content for BCTV Channel 21 in order to share City key messages and promote City events and programs.

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## Economic Development

- ✓ Completed a Feasibility and Assessment Study of the Downtown Plan that included developer outreach, plan peer review, retail competitive analysis.
- ✓ Established the Main Street Merchant's Group and completed the renovation of the Main Street Gazebo as a visitor kiosk.
- ✓ Acquired key properties needed for the Crossroads project.
- ✓ Succeeded with bid and was granted the Washington State Local Infrastructure Financing Tool (LIFT) funds, providing resources to build the Crossroads project.
- ✓ Completed successful abatement of a subpar apartment complex (Park Royal).
- ✓ Succeeded with bid for the Bothell Innovation Partnership Zone, naming Bothell as the State's medical device zone.
- ✓ Submitted an Economic Development District grant request that resulted in the City's Crossroads project being ranked as the top public works project in the State by the Puget Sound Regional Council.
- ✓ Contracted with the Greater Bothell Chamber of Commerce to develop a Retail Guide to Bothell.



**Explore Bothell**

# PERFORMANCE MEASURES

## Office of the City Manager

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of Council's top goals completed (based on the top goals for the last 2 years)	100%	93%	100%	100%
% of residents indicating Bothell is headed in the right direction	NA	74%	75%	75%
% of residents rating Bothell as a "good" or "excellent" place to live	NA	92%	93%	93%
Capital budget/operating budget	44%	44%	45%	45%

NA - Not Available

## Public Information Function

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of citizens who utilize:				
BCTV 21	50%	19%	20%	20%
<i>Bothell Bylines</i> newsletter	75%	41%	50%	50%
City's website	75%	40%	50%	50%
% of news releases resulting in news coverage	60%	100%	70%	70%
% of citizen survey response of getting "the right amount of information" from the City	75%	73%	80%	80%
# of <i>Bothell Bylines</i> published per year	6	6	6	6
# of BCTV promos produced per year	90	90	100	100
# of news releases distributed per year	48	48	50	50

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## Economic Development Function

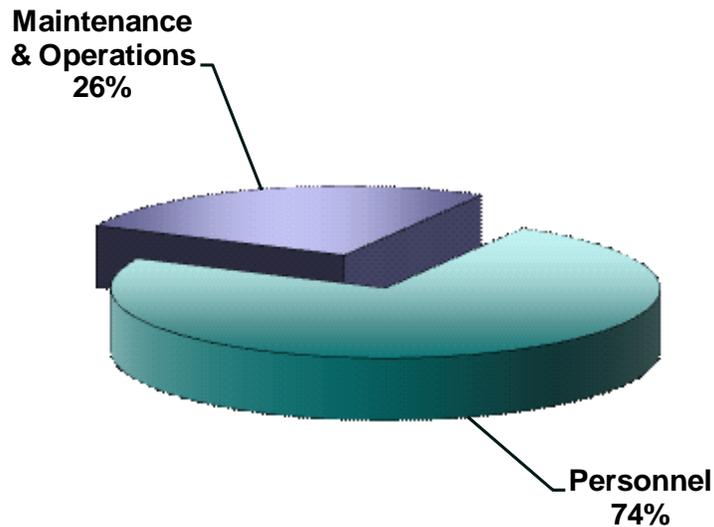
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of lodging rooms per year	717	717	717	821
% of occupancy in Business Parks	85%	75%	75%	75%
# of business contacts for retention	NA	NA	200	200
# of initiatives involving regional partnerships	NA	NA	5	7
% complete on implementing sustainability plan	NA	NA	50%	70%
# of new community amenities	NA	NA	2	3
# of regional collaborations	NA	NA	5	7

NA - Not Available

## TOTAL EXECUTIVE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,434,115	\$1,873,288	\$2,277,926
Maintenance & Operations	532,243	878,271	813,500
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$1,966,357</b>	<b>\$2,751,559</b>	<b>\$3,091,426</b>
<b>Annual Cost Per Capita</b>	<b>\$62.73</b>	<b>\$83.79</b>	<b>\$91.46</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 FINANCIAL NOTES

### Office of the City Manager

- Continued Funding is included for Development Services Improvement Initiative.
- The addition of a Senior Office Specialist has been included to address a current lack of capacity for clerical and administrative functions.
- The functions of Public Information and Economic Development were shown as separate divisions in the previous biennium(s), and have been combined for comparison purposes.

### Public Information Function

- Professional services funding was added to assist with Website redesign.
- Centennial project promotion funding was added.
- Public Information will be focusing much of its outreach efforts on the Bothell Crossroads and Multiway Boulevard projects as construction timelines are established and throughout each project.
- Postage budget: In Q108, City of Bothell did not continue newsletter and recreation guide print/distribution contract with Bothell Reporter. The City has moved to direct-mail for this publication resulting in new shared postage costs with Parks & Recreation.
- The new BCTV Channel 21 new digital playback system will create resource efficiency by using an automated system for playback schedules, provide savings in labor and hours of time for both BCTV and IT.

### Economic Development Function

- Funding is included for programs for primary job development through Innovation Partnership Zone and Architects and Engineers events.
- Sponsor independent retailer workshops promoting skill development for sustained future success
- Funding is included for industry and downtown revitalization studies and services, planning and project activities.
- Continuing to promote economic development programs such as Bothell Chamber "Buy Bothell," enterpriseSeattle, North King County Economic Development Summit, and others through City funding.

**Legislative**

**Executive  
Department**

# LEGISLATIVE

The Mayor and City Council (comprising the Legislative Branch) serve as the elected representatives of Bothell citizens. As the legislative and policy-making body of the City, it is their mission to provide effective community leadership and to formulate sound public policy that meet the community's needs.

## **The City Council:**

- Represents the citizens of Bothell by receiving citizen input, by working with advisory boards, and by maintaining intergovernmental relations at the local, state, and federal levels.
- Formulates legislation in the form of ordinances and resolutions.
- Establishes and enacts public policy by setting goals and allocating resources.
- Appoints the City Manager.



**City Council Takes Oath of Office**

## **2009-2010 BUDGET OUTCOMES & ACTIVITIES**

**Maintain 90% or better citizen survey response that Bothell is a “good” or “excellent” place to live and 75% or better citizen survey response that Bothell is headed in the right direction**

- Survey citizens regarding their level of satisfaction with City services.
- Adopt fiscally responsible budgets and CFP plans to fund City service programs and infrastructure needs.

**Encourage greater citizen involvement in the City’s policy setting process, operations and capital planning, and other public issues or local concerns**

- Create opportunities for citizens to be involved in their community.
- Provide timely and thorough responses to citizen comments and complaints.

**Provide Effective and Efficient Governance**

- Set annual goals and priorities.
- Legislate and govern at the 30,000 foot level allowing Council to complete its busy legislative agenda.
- Provide clear policy direction to Staff based upon “corporate” position.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Held annual retreats to develop goals for each year.
- ✓ Adopted the 2009-2015 Capital Facilities Plan.
- ✓ Advanced Downtown Plan, Vision and Regulations
- ✓ Adopted resolutions to explore feasibility of annexations to the north and south of City limits.
- ✓ Approved the Interlocal Agreement with North Puget Sound Consortium, and resulting contract with Verizon, to be able to offer two cable vendors to citizens of Bothell.
- ✓ Adopted the Comprehensive Emergency Management Plan.
- ✓ Held public hearings and adopted the low-impact development Local Improvement District (LID) regulations within the Fitzgerald / 35<sup>th</sup> Avenue SE Subarea.
- ✓ Authorized the City Manager to enter into a Memorandum of Understanding with the Northshore School District for possible purchase of the District's 18 acres in Downtown Bothell.
- ✓ Adopted new adult entertainment regulations.
- ✓ Adopted new Personnel Policies.
- ✓ Approved Refinancing of 1997 General Obligation Bond.
- ✓ Executed a Purchase and Sale Agreements for properties needed to develop the Crossroads (SR522 realignment) Project.

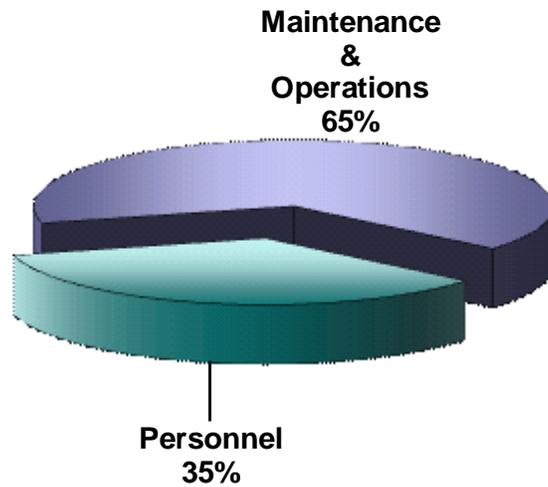
## PERFORMANCE MEASURES

<b>Measures</b>	<b>2007-2008 Target</b>	<b>2007-2008 Actual</b>	<b>2009 Target</b>	<b>2010 Target</b>
% of Council Member attendance at scheduled meetings	95%	95%	95%	95%
% of citizens indicating Bothell is headed in the right direction	70%	74%	75%	75%
% of citizens rating the City as a "good" or "excellent" place to live	90%	92%	93%	93%
% of items approved by Council on consent agenda	80%	80%	80%	80%
% of council agendas completed as scheduled	98%	98%	99%	99%
Average Council Member attendance at regularly scheduled meetings	6	6	6	6
# of Council meeting hours per year	175	175	150	150

## TOTAL LEGISLATIVE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$95,851	\$95,882	\$231,264
Maintenance & Operations	325,345	489,520	434,172
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$421,196</b>	<b>\$585,402</b>	<b>\$665,436</b>
<b>Annual Cost Per Capita</b>	<b>\$13.44</b>	<b>\$17.83</b>	<b>\$19.69</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



**Judicial/Municipal Court**

**Executive  
Department**

## JUDICIAL/MUNICIPAL COURT

The Judicial Branch is the Municipal Court which provides services related to all infraction and criminal misdemeanor and gross misdemeanor incidents that occur within the City of Bothell and are filed with the Court. The Court also provides for civil protection orders to victims of domestic violence that reside in Bothell. Additionally, the Municipal Court provides passport processing services.

### **2007-2008 Accomplishments**

- ✓ Remodeled court office to add a separate passport office.
- ✓ Increased passport office hours to Monday thru Friday 10:00 a.m. to 6:00 p.m. in order to better serve the citizens.



**Bothell Municipal Court**

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Pursue procedures that are efficient and effective for Court operations**

- Data entry of cases within 48 hours of filing.
- Provide court procedure brochures to simplify the court process for pro se litigants.
- Outsource payment plans and refer delinquent accounts for collection.
- Assist court users through the court system by providing clear understandable court forms in person or on-line and access to court staff for questions.

### **Provide a venue for citizens to make application for U.S. passports**

- Continue to provide adequate staff to support the applications being processed, telephone inquiries, and counter contacts.
- Provide training and up-date seminars for court staff and passport agents.
- Maintain an adequate supply of all types of passport forms for customers.

### **Meet or surpass trial Court performance standards**

- 100% of criminal cases set for trial within 90 days of the defendant's first appearance in court.
- 100% of civil infractions will be set within 120 days of the hearing request.

### **Be accountable to the public and participants in the system**

- Continue to provide interpreter services to non-English speaking and hearing impaired participants.
- Provide secure and private areas to conduct court services and passport processing.
- Provide probation monitoring for conditions of sentences.

### **Promote diversity and excellence through training**

- Schedule regular staff meetings to address staff challenges and needs.
- Provide professional training offered through the City and State.
- Regularly update the Court's policies and procedures manual.

### **Promote atmosphere of trust and confidence in the judicial system**

- Enhance the City's website regarding court information and other services.
- Require accurate, courteous, and respectful customer service.
- Provide user friendly forms, website links, and the Court's email address.
- Ensure cross training of staff.

### **Provide a safe work environment**

- Continue to ensure Court security.
- Request regular testing of Court security system.
- Provide proficient, safe, and quality work stations and equipment.

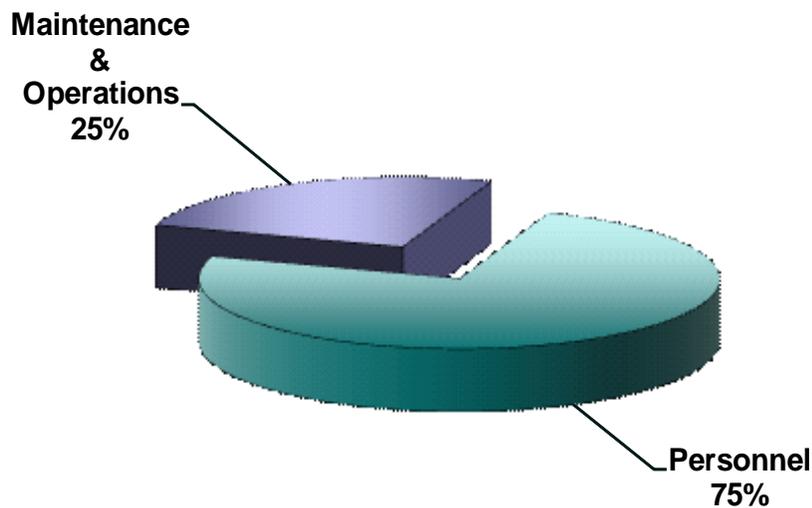
## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Criminal trials set within 90 days of speedy trial	100%	100%	100%	100%
Traffic hearings set within 120 days of speedy trial	100%	100%	100%	100%
Conditions of sentence monitored through probation division	95%	95%	95%	95%
Data entry of cases within 48 hours	100%	100%	100%	100%
Process & mail passport applications within 24 hours	100%	100%	100%	100%
Clerk to filing ratio	2,000	2,400	1,200	1,250
Total court filings	9,000	9,300	4,800	4,800
Total passport applications processed	4,000	5,300	2,500	2,500
Avg criminal hearings held per month	300	400	350	400
Avg contested/mitigation hearings per month	165	200	250	250
Avg probation cases reviewed per month	425	500	600	600
Avg passports processed per month	330	441	300	300
Avg court filings per month	375	387	400	400

## TOTAL JUDICIAL/COURT REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$423,438	\$620,537	\$689,534
Maintenance & Operations	193,944	230,350	235,600
Capital	6,822	-	-
<b>Total Expenditures</b>	<b>\$624,204</b>	<b>\$850,887</b>	<b>\$925,134</b>
<b>Annual Cost Per Capita</b>	<b>\$19.91</b>	<b>\$25.91</b>	<b>\$27.37</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- The increase in personnel is due to union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums.
- Maintenance and Operations cost increases are in line with Consumer Price Index (CPI).

**City Clerk Division**

**Executive  
Department**

## CITY CLERK

The City Clerk Division is responsible for Legislative support to the Council, including preparing agenda packets and minutes for City Council meetings; managing records of the City, including oversight and coordination of the City-wide Records and Information Management Program; and accepting and processing public records requests.

One of the Council's 2009-2010 Budget Focus Areas is Community Connections/Involvement. The goal of the Community Connections/Involvement Focus Area is to increase citizens' understanding of, and engagement in, City issues and to build strong partnerships. The City Clerk Division contributes by reaching out to residents while recruiting memberships to the City's boards and commissions. The Division provides informational brochures and packets to interested citizens, and manages the board and commission recruitment process. The Division's continued implementation of the City-wide Records and Information Management Program also helps support that Focus Area by striving to provide citizens and staff easy electronic access to more City records.

The 2009-2010 budget has increased \$15,443 over the 2007-2008 budget. The increase is attributable to advancement of the City-wide Records and Information Management program by inclusion of the proposed consulting assistance to perform a Citywide Paperless Technology and Workflow Planning study.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Support the Council, City departments and the citizens by performing efficient document processing**

- Continue to consistently provide agenda packets five working days before the Council meeting in both paper and CD formats, and post the agenda on the City's website for citizen access.
- Provide City Council minutes within two weeks or by the next scheduled regular Council meeting.
- Provide timely information to Council via Council information packets, Council calendars, correspondence, and newspaper articles.

### **Promote opportunities to participate in local government through volunteer services on City Council Advisory Boards and Commissions**

- Recruit board and commission candidates utilizing creative and innovative methods to reach out to Bothell citizens.
- Provide informational brochures/packets on boards and commissions to interested citizens.

### **Maintain the official records of the City in a manner that is responsive to the public and consistent with State law**

- Continue the advancement of the Citywide Records Management program, including expanding the number and types of documents available to both staff and the public electronically.
- Respond to all requestors of public records requests within the mandated five day period. Resolve all public records requests within 10 days of request.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Continued implementation of Phase 2 of the LaserFiche document imaging project in the Human Resources, Fire Department, and Clerk Division.
- ✓ Microfilmed and scanned ordinances, resolutions, and Council minutes through 2008 for use with LaserFiche, the City's electronic document repository.
- ✓ Conducted the annual board & commission recruitment each year.
- ✓ Administered the Records & Information Management Committee's Citywide Document Destruction Events for Bothell residents in spring and fall each year.
- ✓ Implemented advanced agenda production schedule, distributing agenda packets five working days prior to meetings.



**Beckstrom Cabin 1884**

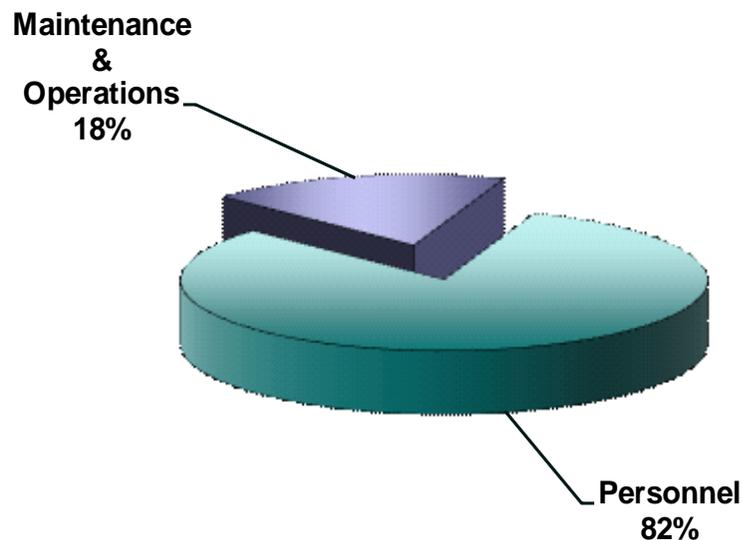
## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of public disclosure requests resolved in 10 days or less	92%	95%	95%	95%
% of minutes available within 2 weeks or next available regular meeting	85%	85%	95%	95%
% of agenda packets distributed 5 working days prior to meeting	85%	97%	95%	95%
# of public disclosure requests received	160	234	140	140
# of agenda bills processed	468	468	240	240
# of ordinances & resolutions processed	48	48	25	25
# of contracts processed	157	160	250	250

## TOTAL CITY CLERK REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$548,565	\$496,212	\$481,275
Maintenance & Operations	161,138	161,989	109,138
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$709,703</b>	<b>\$658,201</b>	<b>\$590,413</b>
<b>Annual Cost Per Capita</b>	<b>\$22.64</b>	<b>\$20.04</b>	<b>\$17.47</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- City Clerk began supporting Council meetings rather than contracting for service.
- Reduction in Citywide scanning and other records management projects.
- Reduction in travel to pre- 2005-2006 levels.

**Information Systems Division**

**Executive  
Department**

## INFORMATION SYSTEMS

Over the last two bienniums, Information Systems Division (IS) has focused on creating and implementing an Information Technology Strategic Plan (ITSP) that focuses on projects that support and improve all aspects of the City's technology needs both now and in the future. The Division has implemented many projects that affect the City's applications, infrastructure, service delivery, and decision making. With these tasks accomplished, the Division is now working on the ITSP and focusing on supporting the technology infrastructure needs to support the City's Capital Facilities and Downtown Revitalization Plans.

The IS 2009-2010 Budget reflects the City's technology and infrastructure needs in a cost-effective manner with the appropriate level of staffing.

In early 2008, staff presented the Council with an ITSP, indicating improvements and staffing costs of approximately \$4,458,000 to implement the plan over a five year period. Due to reprioritization, staff has been able to reduce the expenses called for in the ITSP for 2009-2010 by approximately 60% (\$2,530,000 to \$1,017,000). Staff has also been able to reduce planned 2008 expenses called for in the ITSP from \$407,000 to \$260,000. Future expenditures in the last two years of the ITSP will be considered during the 2011-2012 budget process and will largely be based on new application software purchases requiring additional staff to implement and maintain. The benefits associated with ITSP expenditures made in the 2009-2010 budget will not be affected by what is or is not purchased during the last two years of the plan.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Users are able to easily obtain and use technology resources, including receiving internal customer service help promptly, particularly when employee work stoppages occur due to technology issues**

- Create and support advancing technologies when cost effective to do so to ensure that employees have technology tools to work effectively and efficiently.
- Exceed customer expectations and be a source of expertise and assistance in the area of technology and data management.
- Maintain equipment inventories with detailed specification to support asset management, modeling, analysis and decision making.
- Be proactive in reviewing, prioritizing and applying the latest software releases, operating system security patches and services pack when cost effective and necessary to protect users and the network.

### **The City Web site provides citizens, managers and staff easy access to essential, accurate and abundant City information**

- Create applications and maintain content to ensure accuracy and ease of use.
- Provide high quality training and expert Web site management advice to Departments and site managers.

### **Technology systems and platforms can be relied upon 24/7 by citizens and staff**

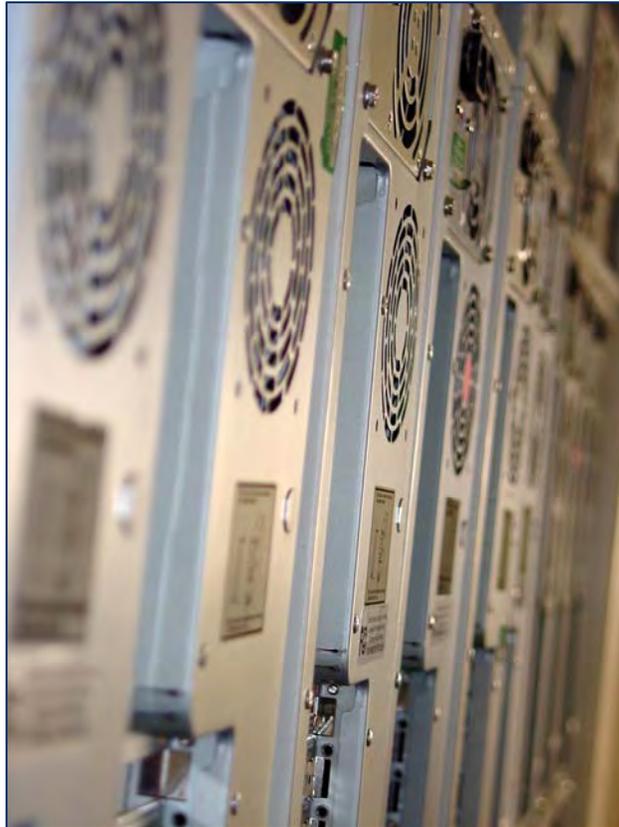
- Implement the ITSP (Information Technology Strategic Plan) to ensure that the City's technology investment is protected and that smart decisions on where to leverage resources through technology are made.
- Assure that technology solutions are fully integrated and executed to maximize city return on investment.
- Provide appropriate staffing levels to assure public safety functions are confidently supported.

### **The GIS system is a strategic asset, readily available to facilitate decision making and citywide platforms that leverage geographic data**

- Ensure GIS data is accurate, current and maintained by fully leveraging resources available for GIS purposes.
- Utilize industry best practices and technologies when appropriate to fully realize the potential of this service.
- Establish standard operating procedures to assure consistency and high standards in the execution of GIS services.
- Promote understanding and utilization of GIS as a strategic technology tool to facilitate program management and resource allocation.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Installed and connected 12 workstations and phones for the Dawson Annex Building to the City's network.
- ✓ Installed and connected 10 workstations and phones for the Dawson Portable to the City's network.
- ✓ Implemented 2007-2008 projects noted in the ITSP:
  - Implement IS Organization Model.
  - Develop GIS Work Plan.
  - Improve City Web Presence.
  - Implement Disaster Recovery and Backup Infrastructure.
- ✓ Implemented Flex Attendant: Improved Reception System.
- ✓ Assisted City Clerks Office in Implementing the I-Compass Application.
- ✓ Converted all City Workstations to the newest Microsoft Operating System and support applications.
- ✓ Supported all E-Gov Alliance Applications, including new applications and features.



**Wall of Technology**

## PERFORMANCE MEASURES

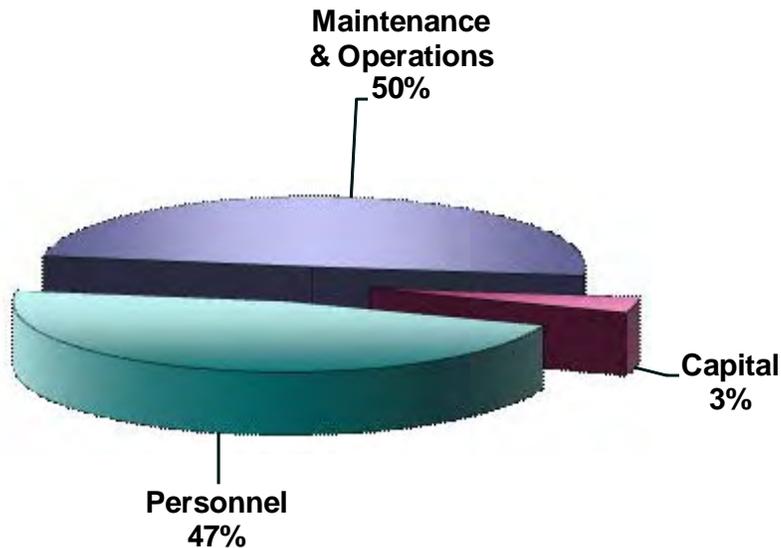
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of help desk calls responded to by the next business day	95%	90%	95%	95%
% of help desk calls resolved by the next business day (excluding project and planned maintenance)	60%	60%	65%	65%
Average % of servers & workstations per technician per year *	81%	75%	60%	55%
# of servers/workstations maintained per year	485	500	510	520

\* ICMA performance measure, Northwest Consortium

# TOTAL INFORMATION SYSTEMS REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$971,424	\$1,234,445	\$2,050,321
Maintenance & Operations	1,775,386	2,185,980	2,167,932
Capital	192,682	204,800	155,000
<b>Total Expenditures</b>	<b>\$2,939,491</b>	<b>\$3,625,225</b>	<b>\$4,373,253</b>
<b>Annual Cost Per Capita</b>	<b>\$93.78</b>	<b>\$110.40</b>	<b>\$129.39</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 Financial Notes

- Addition of one Information Systems Application Analyst to support the DSI needs and growth.
- One Information Systems Technician was re-designated to Application Analyst to support the web technology needs and growth of the City's public outreach.
- Decrease in Maintenance and Operation costs due to the many cost saving and technology efficiencies put in place by the Information Systems Division.

**Non-Departmental**

**Executive  
Department**

## NON-DEPARTMENTAL

The Non-Departmental budget includes City expenditures that benefit the City as a whole and/or are not specific to a single department. Examples include membership dues paid to regional and national organizations, as well as intergovernmental professional fees.

The City's Human Services and Tourism functions are also contained within this budget. These functions are managed by the Economic Development Function within the Executive Department.

### **2007-2008 Accomplishments**

- ✓ Coordinated with Hopelink and King County Housing Authority to relocate residents from the abatement (Park Royal) to new low-income housing.
- ✓ Expanded the Tourism program to include publicity activities which resulted in Canada-wide publicity for City attractions.



**Bothell Business Park**

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Accessible human service programs that preserve client dignity and promote options to make them self sustaining**

- Focus available funding strategically within Bothell community.

### **Implement an online reservation package program**

- Partner with key area visitor attractions to build interest in visiting Bothell.
- Expand the telephone answering service to 7 days a week until 9 p.m.

### **Build community heritage, arts and culture to enhance its livability**

- Implement the City's first public arts program, with approval from City Council.
- Establish the City's Art Board and roster.
- Implement the City's first public art at a municipal building.

### **Develop downtown Bothell's sense of place**

- Complete a way finding study for Downtown Bothell.
- Implement its recommendations through City projects.

## PERFORMANCE MEASURES

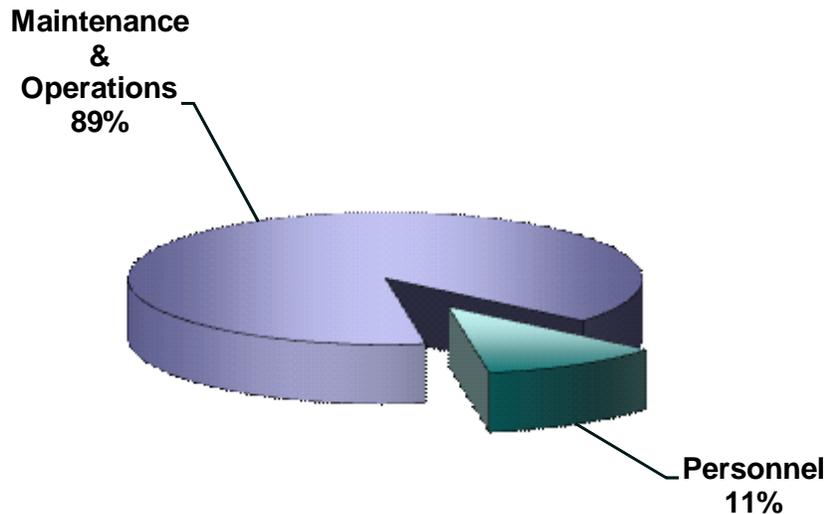
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of lodging occupancy compared to previous year	1%	1%	5%	5%
# of lodging rooms per year	717	717	717	821
# of Bothell residents served by Human Services	29,621	29,621	15,502	15,502
% of lodging occupancy as compared to State	4%	5%	6%	7%
# of impressions through advertising	NA	NA	89,506	116,357

NA - Not Available

## TOTAL NON-DEPARTMENTAL REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$38,494	\$140,358	\$202,098
Maintenance & Operations	961,501	1,540,598	1,572,950
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$999,995</b>	<b>\$1,680,956</b>	<b>\$1,775,048</b>
<b>Annual Cost Per Capita</b>	<b>\$31.90</b>	<b>\$51.19</b>	<b>\$52.52</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.

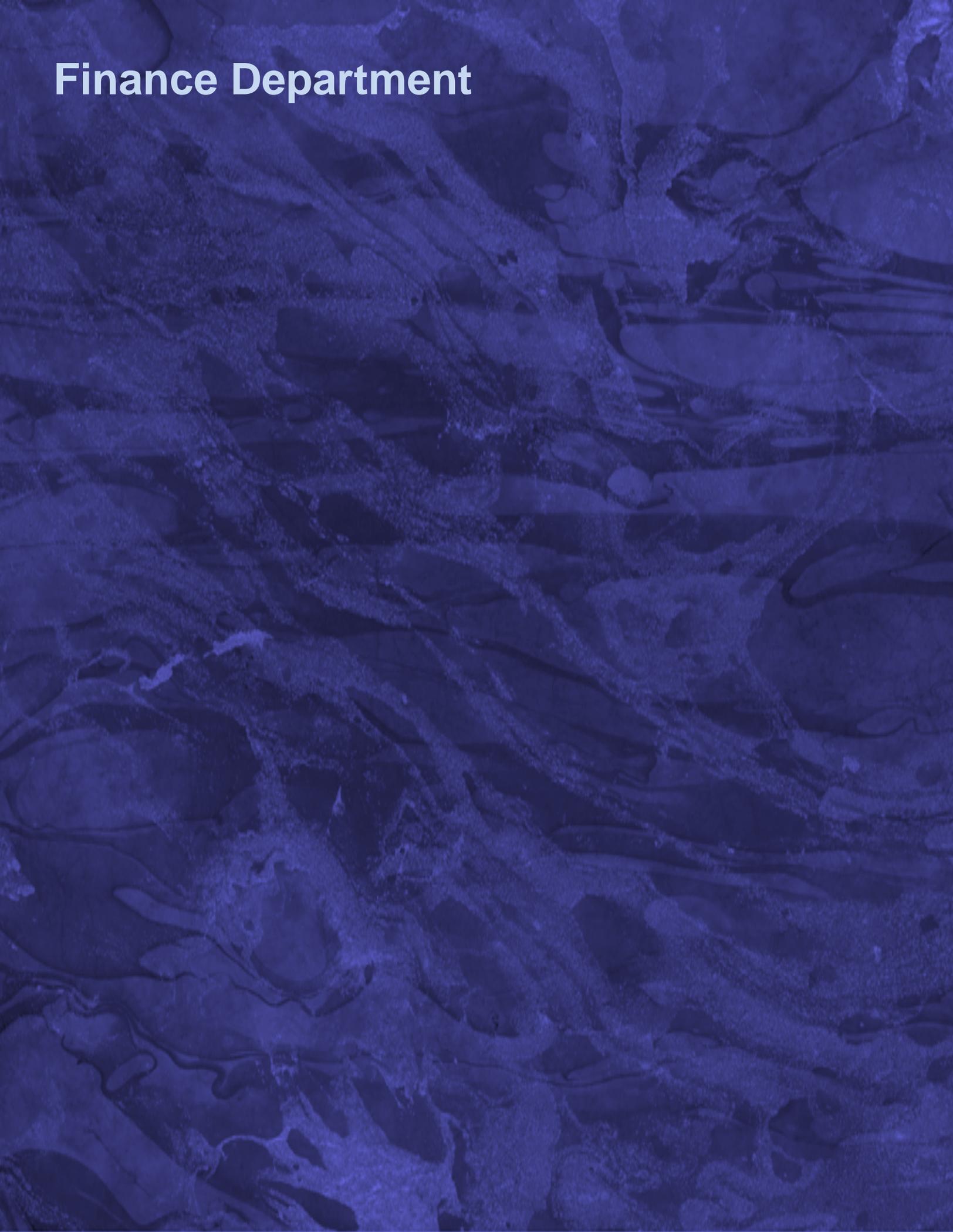


## 2009-2010 FINANCIAL NOTES

An increase of \$94,092 is included in the 2009-2010 budget. Major factors affecting the increase include:

- The part-time Tourism Coordinator position was funded in the Executive Department in 2006, and moved to the Non-Departmental Division in 2007-2008. In January 2008, the position was increased from part-time to full-time.
- Human Services spending is projected to increase \$15,190 – from \$449,330 in 2007-2008 to \$464,520 in 2009-2010. Per capita spending remains at \$7.00; the projected increase is driven by projected population growth.
- \$25,000 in State excise tax has been added. A Department of Revenue audit of the City in 2008 revealed that the City should be paying excise tax on utility taxes paid to the General Fund from the City's utility funds.
- The State-mandated Commute Trip Reduction (CTR) program for employees has been moved from the Executive Department to the Non-Departmental Division for 2009-2010. Projected CTR costs for 2009-2010 are \$18,840.

# Finance Department

The background of the page is a dark blue color with a complex, marbled pattern. The pattern consists of irregular, vein-like shapes and textures that resemble natural stone or biological tissue, creating a rich, layered visual effect.

# FINANCE DEPARTMENT

The Finance Department's daily mission is to provide accountability for all public funds, assets, policies, and systems in the most effective and efficient manner possible, while delivering responsive, quality customer service to our citizens and fellow employees.

Staff is committed to the primary goal of the Finance Department: protecting and securing City assets for their proper and authorized use.

The Finance Department has adequate staff to sustain its expected high level of service standard – no staff additions were requested for 2009-2010.

The 2009-2010 Finance budget is anticipated to increase \$254,700 over its 2007-2008 budget. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by \$254,700. The increase is due to a staff transfer from the Clerk's Office; as well as union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums. The increase in personnel costs also includes a limited term financial analyst in 2009 that will be embedded in the Public Works Department.

## **Responsibilities Include:**

- Financial reporting, including preparation of the City's Comprehensive Annual Financial Report (CAFR).
- City's budget process, including preparation of the City's biennial budget document.
- Oversight of the City's annual audit, performed by the Washington State Auditor's Office (SAO).
- Short- and long-term strategic financial planning.
- Budget versus actual revenue and expenditure analysis and reporting.
- Fiscal policy direction, implementation, and oversight.
- Cash flow and investment management.
- Management and oversight of the City's purchasing policy.
- Internal audit.
- Treasury management.
- Professional level financial and accounting support services.
- Administration of: EDEN financial system, general ledger, accounts payable, accounts receivable, fixed assets, and utility billing.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Increase staff time and/or reduce spending by eliminating redundancies and implementing efficiencies**

- Provide City departments with professional level accounting services.
- Provide City departments with process auditing services.
- Train departments to use the Eden financial system to its fullest capability and eliminate duplicate accounting systems.
- Investigate innovative methods to reduce staff time.



**Ranch Drive-In - then the "Freeze" 1959**

### **Update City contract management and asset tracking procedures**

- Annual update of physical inventory and tracking of all City assets.
- Incorporate a contract management function within the City's accounts payable audit process.
- Train staff Citywide on best practices and updated procedures for contract management and asset tracking.

### **Provide high quality financial information to City Management, staff, and the public to facilitate well-informed decision making**

- Coordinate the 2009-2010 mid-biennium budget update and provide report monitoring as well as update financial forecasts.
- Evaluate and streamline the internal budget process.
- Evaluate and model the impact of potential state and federal legislation, economic development incentives, and fiscal stability strategies.
- Develop sound financial policies and monitor subsequent practices.
- Produce the Comprehensive Annual Financial Report.
- Develop the 2011-2012 Operating and Capital Facilities Plan Budget that is responsive to Council and community priorities.

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### **Oversee management of the City's finances to ensure fiscal stability**

- Maintain an up-to-date long range financial plan (Roadmap).
- Prepare quarterly revenue and expenditure status report.
- Keep management informed of changes in the City's financial position.
- Maintain Bothell's Aa3 Moody's credit rating.
- Identify one-time monies for one-time expenditures.
- Limit citizens' tax burden whenever possible by actively investigating, evaluating, and implementing operational and/or technology efficiencies and innovative cost containment measures. Track cost recovery on City fees for services and make adjustments as necessary.
- Update revenue/expenditure projections as often as the region's economy demands.
- Operate the City's fiscal services during an emergency situation.
- Anticipate and meet the changing cash flow needs of the City in order to optimize investment returns, and ensure adequate liquidity.



**Ranch Drive-In 2005**

## 2007-2008 ACCOMPLISHMENTS

The City of Bothell is one of the premier cities in the State of Washington that has been awarded both the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting. The Finance Department has earned Bothell:

- ✓ The GFOA Distinguished Budget Presentation Award for the City's past 4 biennial budget documents (2001 – 2008).
- ✓ The GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's past 6 Comprehensive Annual Financial Reports (2001 – 2006). The certificate signifies the highest level of professional certification obtainable in the field of governmental accounting.
- ✓ Unqualified audit opinions from the Washington State Auditor. The City has not received an audit finding in the past 7 consecutive years (2001 – 2007).



## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Earn Distinguished Biennial Budget Award	1	1	1	1
Receive Annual Certificate of Excellence in Financial Reporting	2	2	1	1
# of State Auditor Audit Findings	0	0	0	0
Annual debt ratio per capita	\$218	\$224	\$193	\$165
Annual GO bond debt per capita	\$179	\$184	\$159	\$135
Annual legal debt capacity per capita	\$14,369	\$2,960	\$3,098	TBD
Ratio of citizens to staff per year	4,163	5,184	5,368	5,448
Annual expenditure budget	\$80M	\$91M	\$110M	\$80M
Utility customers billed each cycle	5,300	5,200	5,300	5,400
Annual street light customers billed	9,700	9,400	9,500	9,600
Annual business license renewals billed	2,600	2,600	2,700	2,800

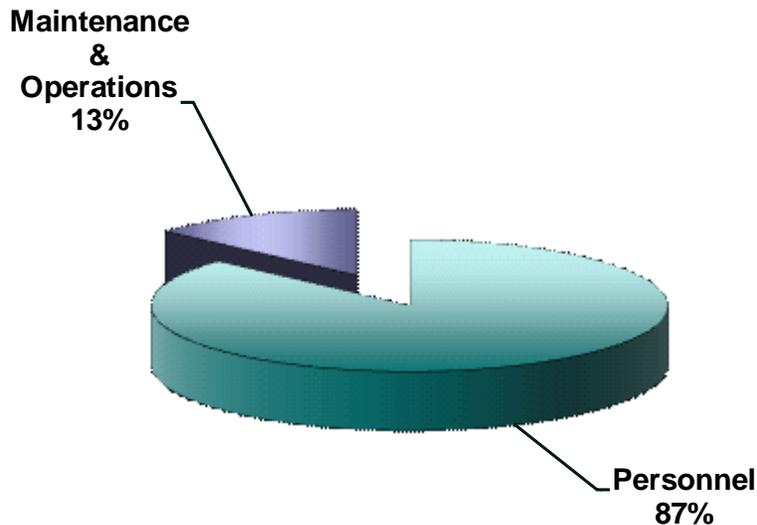
NA - Not Available

TBD - To Be Determined

## TOTAL FINANCE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,251,431	\$1,512,378	\$1,767,076
Maintenance & Operations	234,871	271,300	271,300
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$1,486,302</b>	<b>\$1,783,678</b>	<b>\$2,038,376</b>
<b>Annual Cost Per Capita</b>	<b>\$45.26</b>	<b>\$52.77</b>	<b>\$60.31</b>

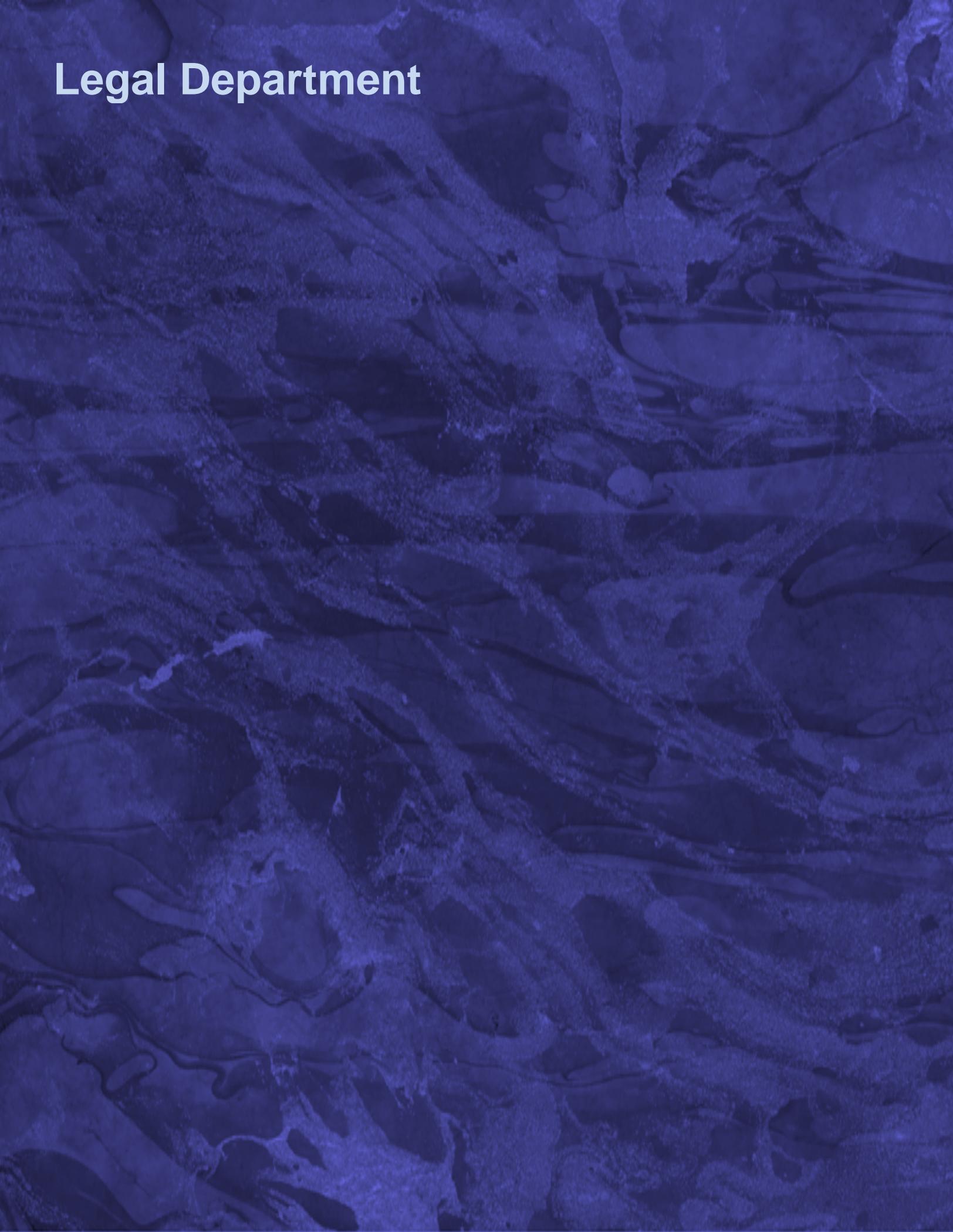
Total Expenditures and Cost per Capita figures exclude operating transfers and interfund transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- The 2009-2010 Finance Department personnel costs are increasing \$254,700 due to a staff transfer from the Clerk's Office and a limited term financial analyst in 2009 who will be tasked with implementing a robust capital project accounting system to manage the City's extensive capital plan.
- Maintenance and operations expenditures are not increasing in 2009-2010 in spite of a 5.8% increase in the Puget Sound Consumer Price Index.

# Legal Department

The background of the entire page is a dark blue, textured pattern that resembles marbled paper or a microscopic view of certain minerals. The pattern consists of irregular, vein-like shapes and swirls, creating a complex and organic visual effect. The colors range from deep navy blue to slightly lighter, almost blackish-blue tones, giving it a rich and sophisticated appearance.

# LEGAL DEPARTMENT

The Legal Department continually strives to provide the highest quality of legal services for the City of Bothell in furtherance of the public health, safety, and welfare of its citizens.

The 2009-2010 Legal budget is anticipated to increase \$240,100 over its 2007-2008 budget. The bulk of this increase is due to the rise in personnel costs (cost of living salary increases, health insurance premiums, pension contributions, workers' compensation, etc.).

## **Responsibilities Include:**

- Advise and represent the city government in its day-to-day operations
- Represent and coordinate the defense and prosecution of all litigation involving the City
- Provide legal support to the City Council and all City Departments
- Attend all meetings of the City Council, advising and rendering opinions upon request
- Prepare and review ordinances, resolutions, leases, easements, agreements and any other legal documents for City departments
- Lobby to the Washington State Legislature and coordinate the advancement of the City Council legislative priorities
- Handle the prosecution of traffic infractions and misdemeanors committed in the City
- Responsible for risk management services and coordinating insurance coverage with the Washington Cities Insurance Authority (WCIA)
- Review and research updates to federal, state and local laws, ordinances, and court decisions and the preparation of memoranda and legal opinions

## **2007-2008 Accomplishments:**

- ✓ Successful in vacating inhabitants and closure of dangerous and unsafe apartment complex.
- ✓ Successful recruitment of City Attorney.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Minimize the City of Bothell's exposure to financial risks**

- Respond to claims for damages with plan of action for preventing future claims of a similar nature.
- Conduct and/or coordinate training sessions for employees on risk reduction and loss prevention.
- Pursue loss recovery activity to reimburse the City for losses.

### **Defend the City, its elected and appointed officials, and employees in civil litigation**

- Represent the City, its elected and appointed officials, and employees before administrative agencies, trial courts, and appellate courts.

### **Provide ongoing legal advice to all departments in a timely manner**

- Respond to Public Records Act requests from staff within 3 business days.
- Prepare and/or complete the review of City ordinances and resolutions within 10 business days.
- Review standard agreements within 3 business days.
- Provide target date for providing legal advice within 48 hours.

### **Resolve cases at the early stage to reduce the number of cases set for trial**

- Prosecutor to appear at arraignments.

### **Manage the 2009-2010 Legislative Programs**

- Attend Association of Washington Cities (AWC) Legislative Action Conferences.
- Adoption of 2009 legislative priorities by Council.
- Communicate legislative priorities to key legislators.
- Maintain contact with AWC, other cities, and other partners on important legislative issues relating to Bothell.
- Provide input and/or testify to Legislature on bills and issues of importance.
- Provide update to Council.

## PERFORMANCE MEASURES

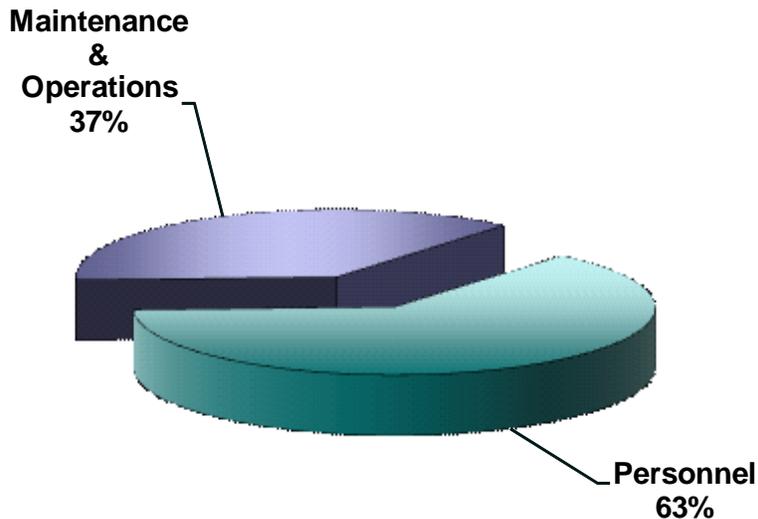
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of claims filed that proceeded to litigation	<10%	NA	<10%	<10%
% of risk losses recovered	78%	NA	75%	75%
% of cases set for jury trial resolved without trial	95%	NA	95%	95%
% of cases set for bench trial resolved without trial	95%	NA	95%	95%
% of cases affirmed on appeal	100%	NA	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	95%	NA	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution, or civil compromise	92%	NA	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	80%	NA	80%	80%
# of jury trials held	20	NA	5	5
# of cases reviewed for charges	895	NA	400	400
# of appeals	42	NA	20	20
# of review hearings	2,650	NA	1,400	1,400
# of motions	265	NA	130	140
# of bench trials	190	NA	80	90

NA - Not Available

## TOTAL LEGAL REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$533,747	\$612,972	\$841,148
Maintenance & Operations	424,297	478,197	490,152
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$958,044</b>	<b>\$1,091,169</b>	<b>\$1,331,300</b>
<b>Annual Cost Per Capita</b>	<b>\$30.56</b>	<b>\$33.23</b>	<b>\$39.39</b>

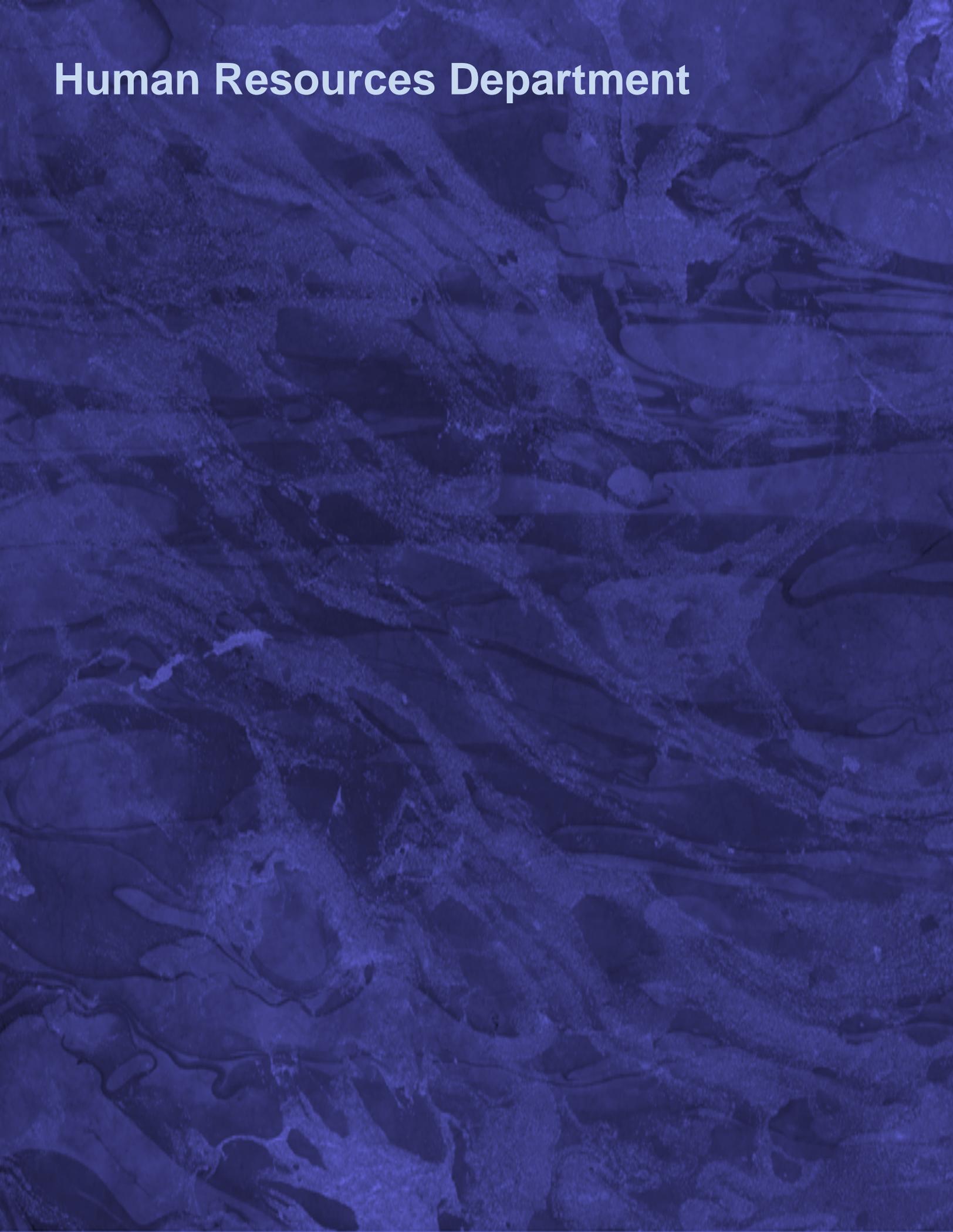
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

Personnel costs increased due to the reclassification of the City Attorney's position to a higher salary range after a long recruitment process which did not attract qualified candidates. The transfer of Administrative Assistant from the Police Department also impacted personnel costs.

# Human Resources Department



# HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides centralized oversight and administration of City compensation and benefits, employment policies and procedures, and collective bargaining agreements. Staff provide human resources services to 305 City employees.

## **Responsibilities Include:**

**Mission Statement** - To provide professional human resources services that facilitate the recruitment and retention of well-qualified City employees.

**Recruitment** - Day to day functions of the Department include the oversight and coordination of recruitment and selection processes for civil service and non-civil service positions. Human Resources works with the hiring department to select the most qualified candidate that matches department needs, ensuring fair and impartial application procedures are followed. When an individual is selected for employment, Human Resources provides new employee orientation to review City employment policies, and salaries and benefits applicable to the position the person is filling.

**Compensation & Benefits** - Human Resources coordinates market surveys to prepare recommendations on competitive compensation policies and benefit levels. Administration of benefits includes entering into and maintaining contracts with vendors, enrolling employees, and providing information and assistance to employees and dependents on their benefits. The Department also processes payroll twice a month, prepares State and Federal payroll tax reports, and sends annual summaries of compensation and benefits to every City employee.

**Employee Retention & Labor Relations** - In addition to the development, maintenance, and interpretation of the City's personnel policies and procedures, Human Resources serves as a resource to managers in the application of these policies. The Department coordinates training opportunities for employees and managers to improve skills necessary for the performance of their jobs and the management of personnel. It also oversees the Wellness and Safety committees, and plans special programs to recognize and reward employee performance. Human Resources coordinates the collective bargaining efforts with four employee unions and takes the lead in negotiating salaries, benefits, and working conditions.

## **2009-2010 BUDGET OUTCOMES & ACTIVITIES**

### **Implementation of a Leadership Development Program focused on improving leadership skills of current supervisors and managers and providing training opportunities for employees interested in future promotional opportunities**

- Review of applications and selection of employees interested in participating in the program.
- Facilitation of employee training.
- Recognition of employees who successfully complete the program.

### **Implementation of an Employee Incentives/Rewards Program designed to recognize and reward excellence in individual and team performance**

- Approval of program.
- Communication with employees and training for supervisors and managers regarding criteria for rewarding employees.
- Administration of program.

### **Successful acceptance of classification and compensation study findings and implementation of new classification listing and compensation schedules for non-represented and AFSCME positions**

- Negotiations with union and meetings with non-represented regarding the implementation of classification revisions and market adjustments for AFSCME and non-represented positions.
- Obtain City Council acceptance of recommended internal alignment and market adjustments to compensation schedules.
- Implementation effective January 1, 2010, pursuant to AFSCME collective bargaining agreement.

### **Successful negotiations with all four bargaining units to remain competitive in the market place with regards to total compensation**

- Conduct refresher training in interest based bargaining in 2nd quarter 2009 and 2010.
- Begin negotiations with IAFF Local 2009 in Fall 2009.
- Approve new collective bargaining agreement with Local 2009 in late 2009.
- Begin negotiations with AFSCME, BPOG and Captains in September 2010.
- Approve new collective bargaining agreements with AFSCME, BPOG and Police Captains in late 2010.

## 2007-2008 ACCOMPLISHMENTS



### Employee Benefit Fair

training on Prevention of Violence in the Workplace, Franklin Covey Time Management, and Cascadia Community College computer training.

- ✓ Coordinated refresher training on Interest Based Bargaining for AFSCME, Police Officer Guild, and IAFF Local 2099.
- ✓ Participated in the development of the eCityGov Human Resources Portal website.
- ✓ Assisted in beta-testing for new electronic employee timesheet approval system.
- ✓ Enhanced professional skills in Human Resources staff through training opportunities.
- ✓ Coordinated annual benefit fair, City picnic, and employee recognition ceremony.
- ✓ Revised new employee orientation and Pride Notebook packet.
- ✓ Archived and destroyed personnel records pursuant to State records retention laws.

- ✓ Negotiated three collective bargaining agreements (IAFF Local 2099, Bothell Police Officers Guild and AFSCME).
- ✓ Adopted revisions to the City's Personnel Policies and Procedures Handbook.
- ✓ 2007 Market Survey to review competitiveness of City's non-representative and AFSCME positions.
- ✓ Re-established Wellness Committee.
- ✓ Re-established Safety Committee.
- ✓ Developed Leadership Behavior Feedback forms for managers and supervisors.
- ✓ Revised the semi-annual performance evaluation for AFSCME and non-Represented employees.
- ✓ Facilitated various trainings including City-wide employee

# PERFORMANCE MEASURES

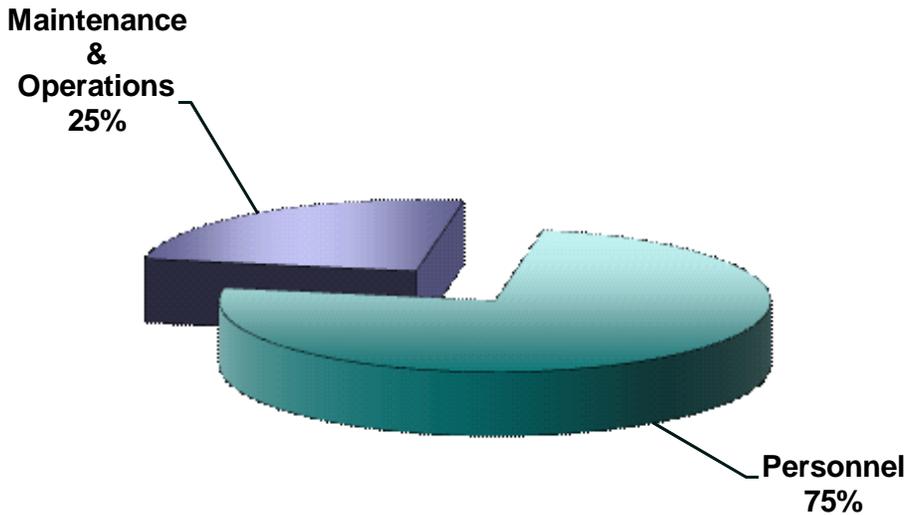
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of collective bargaining agreements finalized	2	3	1	0
# of Workers' Compensation claims per 100 FTE's *	NA	NA	2	2
Average number of working days for external recruitment *	NA	50	40	40
# of positions for which recruitment was completed *	NA	43	40	40
# of Citywide training programs presented or facilitated	NA	15	10	15
# of Wellness programs facilitated	NA	18	12	12
# of safety trainings facilitated	NA	NA	2	4

\*ICMA Puget Sound Consortium Performance Measure  
 NA - Not Available

# TOTAL HUMAN RESOURCES REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$889,315	\$1,076,566	\$1,392,370
Maintenance & Operations	215,617	359,500	463,581
Capital	-	-	-
Total Expenditures	\$1,104,932	\$1,436,066	\$1,855,951
Annual Cost Per Capita	\$35.25	\$43.73	\$54.91

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



**2009-2010 Financial Notes**

Increase in budget request due to converting a limited term position in payroll to regular employment to provide needed back up and improve efficiencies, adding a Leadership Development Program and Employee Performance Incentive/Reward Program, and conducting a classification and compensation study.

# Police Department

# POLICE DEPARTMENT

The 2009-2010 overall Police Department budget reflects an overall 13% two year increase compared to the 2007-2008 authorized budget. The primary increase is in salaries and benefits where an increase of 13.5% is estimated. This increase is due to cost of living and market rate adjustments.

The Police Department's overall overtime budget request for 2009-2010 is 4% higher than the overall approved overtime budget in 2007-2008. The number of overtime hours requested was slightly lower than what was approved for the 2007-2008 biennium, however, the hourly overtime average rate has increased in all divisions due to cost of living and market adjustments. In addition, a slight cost of living adjustment was assumed for 2009 and 2010 calculations which is substantially lower than the actual June to June Consumer Price Index (CPI) increase of 6.2%.

The maintenance and operations portion of the Police Department's 2009-2010 Budget proposal reflects only a .008% increase compared to the 2007-2008 authorized budget. This increase includes one-time expenditures and is substantially lower than actual June to June CPI increase of 6.2%.

The capital budget requests from the Police Department primarily address the communications (radio reception deterioration) situation in North Bothell, specifically the Canyon Park area. In this area, both Police and Fire personnel experience critical communication issues that are dangerous to both citizens and employees.

The Police Department budget includes one FTE addition that is a Records Specialist. This position will allow the Department to increase its current levels of service (counter service is now open Sundays) to meet citizens' requests, including records checks, fingerprint requests, and concealed weapons permits. Reductions in various Maintenance and Operations line items allowed for the funding of this position.

The Bothell Police Department is comprised of five divisions including Administration, Support Services, Operations, Investigations, and Special Operations.

## **Administration**

The Police Administration Division has the responsibility of commanding the day-to-day operations within the Department. The Chief of Police, Deputy Chief, and the Commanders of the various divisions are all included in this section. In addition, a Senior Administrative Coordinator and a part-time Senior Office Specialist are assigned such duties as administering payroll and accounting functions associated with the Department's budget, procuring training and travel arrangements, administering Federal grant funds, and other administrative duties.

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## **Support Services**

The Support Services Division consists of the Communications Section and the Records Section. The Communications Section is responsible for dispatching police officers in response to emergency and non-emergency calls. The Communications Section is also charged with the responsibility of expediently handling all emergency 9-1-1 calls for fire and medical aid. The Records Section is responsible for maintaining the integrity of all police records, issuing concealed weapon permits, and being the primary customer contact point for walk-in service for the entire Department.

## **Operations**

The Patrol Operations Division of the Police Department is responsible for providing police officers to ensure the safety of all citizens within the City of Bothell, 24 hours per day, and 7 days per week. In addition to uniformed officers on patrol in four “beats” throughout the City, the Operations Division has several specialty units including a Disturbance Response Team (DRT) and Hostage Negotiations Team, ready to provide immediate response should a critical incident arise.

## **Investigations**

The Investigations Division consists of the Investigations Section and the Juvenile Services Section.

### **Investigations - Detectives**

The Investigations Section of the Police Department is responsible for the secondary investigation of crimes against citizens that require more extensive research and investigation. The ultimate goal of all investigations is to exhaust all leads and resources available to solve a crime and to develop a prosecutable case. This section also includes a full-time Juvenile Detective whose primary responsibilities are to investigate and resolve crime committed against and by juveniles.

### **Investigations – Juvenile Services**

The Juvenile Services Section of the Police Department has the responsibility for providing three School Resource Officers (SRO's) to one high school and two junior high schools within the City of Bothell. In addition, this section includes a full-time officer dedicated to the Police Partner's program in the City's elementary schools. The Juvenile Services Section is also responsible for the public notification and monitoring of registered sex offenders within the City.

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## Special Operations

The Special Operations Division consists of the Neighborhood Traffic Section and the Detention and Corrections Section.

### Special Operations – Neighborhood Traffic

The Neighborhood Traffic Section of the Special Operations Division has the responsibility of enforcing traffic laws and investigating traffic accidents within the City of Bothell. Its primary focus is to provide high quality traffic safety to all neighborhoods within the community through education, awareness, and enforcement.

### Special Operations – Detention and Corrections

The Detention and Corrections Section includes police support officers whose functions include the processing and storage of police evidence in accordance with State laws, and the processing and transporting of suspects to and from the police station to jail facilities the Department contracts with.

The Department contracts with King County Jail, Snohomish County Jail and Lynnwood Jail as well as the Yakima County Jail. All jails frequently operate at or above prisoner capacities, therefore, finding bed space can also be a factor in determining the location of prisoner housing.



**City of Bothell Police Department**

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Administration

**Achieve 95% satisfaction rating of “Good or Excellent” on the citizen survey regarding provision of police services for maintaining public safety and protecting the community**

- Effectively command the day-to-day operations and efficiently manage and support the work of the divisions allowing them to best serve the public.

**Maintain an efficient Police Department by addressing the most significant police related problems in the City**

- Analyze the City’s crime trends (using New World statistics) and redirect and redeploy resources as necessary to the highest crime priorities and police issues as necessary.
- Hold regular Command Staff strategy meetings to determine the best methods of deploying these resources when analysis suggests this is necessary.

**Command Staff fully trained in all levels of National Incident Management System (NIMS) and prepared to lead the Department through mass casualty / local and regional terrorist incidents**

- Continue the training of all Commanders in all levels of Incident Command System (ICS) / NIMS training as suggested / mandated by the Department of Homeland Security.

**Maintain a progressive, professional and effective Police Department with a low level of liability to the City**

- Review all Department Policies, Standard Operating Procedures, Rules and Regulations, and update and revise where necessary.

## Support Services

**Provide an excellent level of customer service to the public for all front counter contacts, services, and records requests. In order to help achieve this, the front counter will be open to the public an average of fourteen hours per day, six days per week**

- Respond to all records checks within the five day response.
- Utilize volunteers when possible to assist with non-essential tasks so that staff can assist the public with immediate and time sensitive requests.
- Analyze high traffic/peak hours, special events, finger printing hours and staff accordingly.
- Maintain Records Section staffing of one supervisor and four Records Specialists to provide maximum front counter coverage.

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**Answer 95% of all 9-1-1 calls within 10 seconds, barring any major disasters or other extraordinary events**

- Rapidly and efficiently answer incoming emergency calls.
- Effectively relay calls for service information to appropriate jurisdictions.
- Staff appropriately for planned events and holidays.
- Analyze high traffic/peak hours and staff accordingly.

**Operations**

**Decrease citywide auto thefts by 10%, and improve the quality of stolen vehicle recovery investigations by increasing the effectiveness of auto theft investigations**

- Provide specific training to squads to educate officers on trends and procedures shown to be effective in investigating auto thefts.
- Participate in regional auto theft fusion center.
- Increase public education on vehicle theft issues.

**Utilizing cost effective means, increase patrol effectiveness and officer safety by assuring patrol staffing is a minimum of 4 officers and 1 sergeant per shift (without the use of overtime)**

- Continue to have Patrol Operations commanders and supervisors manage the patrol schedule to maximize staffing while minimizing overtime when possible.
- When scheduling becomes low due to uncontrollable circumstances such as disabilities, vacations, mandatory training, other leave and attrition, work with the commanders of other divisions to temporarily transfer officers from their divisions to cover patrol shifts if this can be accomplished without significantly disturbing the goals of the other divisions and the Department.
- When necessary, due to the above types of uncontrollable circumstances, consider decreasing participation in non-emergency City events in order to maintain minimum staffing.

**Provide an effective patrol response time to critical emergencies**

- Maintain and manage fleet to ensure officers have continuous access to well-maintained patrol vehicles.
- Maintain minimum staffing levels.

**Investigations – Detectives**

**Provide increased level of service relating to identity theft and economic crime awareness education to Bothell residents. Continue inter-agency information sharing and coordination of regional investigations relating to identity theft cases**

- Offer educational forums and meetings to Bothell residents to help educate and increase awareness regarding identity theft and economic crime.
- Participate regularly in regional identity theft and intelligence meetings for information sharing and investigation coordination.

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**Provide excellent investigative resources, increasing the chances of clearing felony cases. Avoid increasing the number of assigned annual felony cases above a total of 215 felony cases to the Detective Section so as not to overwhelm the detectives beyond their ability to provide enough investigative hours to any one case. Increase the felony case clearance rate to 76%**

- Screen all cases using standard solvability factors to determine if investigative resources should be applied and when necessary refer the case back to patrol for the primary case officer to investigate.

### **Investigations – Juvenile Services**

**Increase the number of Juvenile Intervention Program (JIP) referrals by 5% each year to correct minor incidents of misconduct by youthful first-time offenders and to decrease the chances of recidivism**

- Increase interaction with students and continue to provide a visible School Resource Officer program in our middle, junior high, and high schools.
- Increase early involvement by student's parents.
- Teach Police Partners curriculum to elementary students in an effort to reduce criminal activity by youth in our community.
- Continue to educate patrol officers on the JIP, and times when it is appropriate and effective to refer a juvenile offender to the Program.

### **Special Operations – Neighborhood Traffic**

**To increase the safety of pedestrian and vehicular traffic by compliance with traffic laws through violator education and enforcement, implementing Selective Traffic Enforcement Program (STEP) in 18 neighborhoods annually**

**STEP begins with implementing the Stealth box to collect statistical data on traffic speeds and volumes in the targeted area. Then a Speed Watch trailer is deployed for educational purposes, followed by enforcement by Neighborhood Traffic Officers. Finally, the Stealth box is re-implemented to collect comparative data to measure effectiveness**

- Participate in, and cooperate with the Technical Traffic Committee in the implementation of the new Council approved Traffic Calming Program.
- Tabulate and respond to citizen reports of high violation areas.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Patrol officers responded to a total of 50 fireworks incidents in 2008. This is the third year that fireworks complaints declined in number. In 2007, 86 incidents were reported. This indicates that the focus on enforcement and education is becoming more successful.
- ✓ The canine unit responded to 93 in-service applications and 26 outside agency applications in 2007. These applications resulted in 144 arrests and \$102,069 in seizures. Through June 2008, the canine unit responded to 55 in-service applications and 18 outside agency applications that resulted in 69 arrests and \$19,798 in seizures.
- ✓ The Department has 14 Snohomish County Allied Emergency Response Team members, some of which have leadership positions in the command and training cadres. During a recent event, two Department members were credited with rescuing two citizens who fell into the Snohomish River.
- ✓ Department ProAct team members worked with King County Police on a nationwide warrant sweep that resulted in the apprehension of 130 wanted individuals from as many as six states.
- ✓ In December 2007 the region was hit by a major winter storm that brought widespread flooding to the City of Bothell. For nearly 72 hours, members of the Department responded to emergencies associated with this storm. The Emergency Operations Center (EOC) was activated and staffed by the Police Chief, Police Command Staff and other City representatives. Many off-duty police employees were called in and those that were not, were placed on emergency standby until their next shift to allow for continued 24-hour operations.
- ✓ Detectives successfully investigated:
  - An Assault 1 case where a male shot another male on Main Street;
  - Multiple thefts and subsequent forgeries from victims using the YMCA that resulted in the arrest of two suspects;
  - A robbery and Assault 2 at William Penn Park;
  - A serial armed robbery suspect responsible for 5 area bank robberies. The suspect was arrested and charged;
  - A serial armed robbery suspect responsible for 5 area bank robberies who was arrested and turned over to the FBI for charging and prosecution.
- ✓ Fraud detectives continued educating the public on identity theft and other fraud related crimes during the two document destruction days sponsored by the City, and by giving a presentation to the Bothell Chamber of Commerce.
- ✓ Detectives provided celebrity protection for the Blake Lewis special event.
- ✓ Juvenile Services officers responded to more than 2,100 calls on school campuses.
- ✓ Juvenile Services officers tracked and monitored an average of 49 registered sex offenders living in the City.
- ✓ Juvenile Services officers investigated more than 160 drug related and 25 weapons related offenses on school campuses.

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- ✓ Juvenile Services officers coordinated “National Night Out” and “Chief for the Day” events in 2007 and 2008.
  - ✓ Juvenile Services officers conducted 12 background investigations on new hires.
  - ✓ In February 2007, the Traffic Section investigated a fatality pedestrian collision. It was determined that the subject died prior to being struck by the vehicle.
  - ✓ In January 2008, the Traffic Section investigated a fatality collision near the City shops. It was determined that the driver was run over by his own disabled vehicle as he attempted to move it off the roadway.
  - ✓ In 2007 the Traffic Section assisted two outside agencies in the investigation of two fatality collisions. The first occurred in Kirkland where the subject died as the result of a two car collision. The second occurred in Issaquah where the subject died as a result of a motorcycle versus dump truck collision.
  - ✓ In September 2007, the Traffic Section assisted the Snohomish County PACE program with the staffing of an information booth at the Evergreen State Fair.
  - ✓ In 2007 the Traffic Section assisted the Public Works Department with the successful preparation and support of a grant that was received for warning lights that are installed within the school zones of all the grades schools in the City.
  - ✓ The Traffic Section assisted with a regional speeding reduction emphasis on I-405.



# PERFORMANCE MEASURES

## Administration

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of citizens rating their satisfaction with the provision of police services for maintaining public safety and protecting the community as "Good" or "Excellent"	NA	NA/ 89.3%	95%	95%

## Support Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of 9-1-1 calls answered within 10 seconds	95%	98%	95%	95%
% of time the front counter is open to the public an average of 14 hours per day, 6 days per week	100%	100%	100%	100%
Annual # of 9-1-1 calls received	19,500	17,894/ NA	19,500	19,500
Annual # of records checks	860	1,038/ 2,674	1,800	1,800
Annual # of fingerprinting	200	706/ 735	725	725
Annual # of concealed pistol license applications	40	228	228	228

NA - Not Available

## Operations

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of decrease in motor vehicle theft cases	5%	5%/17%	5%	5%
% of patrol shifts staffed with 4 officers & 1 sergeant	100%	30%/12%	100%	100%
Average Patrol response time to critical emergencies (in minutes)	6/5	6.08/5.79	5	5
Part One crimes per 1,000 population	28/27.7	29.2/24.7	27.2	27.2
# of calls for service taken per officer	1,184/1,084	981/930	998	998
# of Part One crimes per officer	49.3/44.4	36.3/29.6	36.8	36.8
# of calls for service	28,425/29,277	26,476/25,116	26,950	26,950
# of officers per shift	3.8/4.1	3.9/4.0	4	4
# of population estimates	32,000/32,500	32,400	32,500	32,500
# of auto theft cases per year	148/140	114/128	122	116

## Investigations - Detectives

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Annual felony case clearance rate	76%	72%/48% (thru May)	72%	72%
Average # of felony cases assigned to the Detective section to investigate per year	215	115/114 (thru June)	150	150
# of identity theft educational meetings or forums organized or attended by the Investigations section personnel	10	4	4	4

## Investigations – Juvenile Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of increase in number of JIP referrals per year	5%	-50%/-75%	25%	25%
# of JIP referrals	86	19/20	25	25

## Special Operations – Neighborhood Traffic

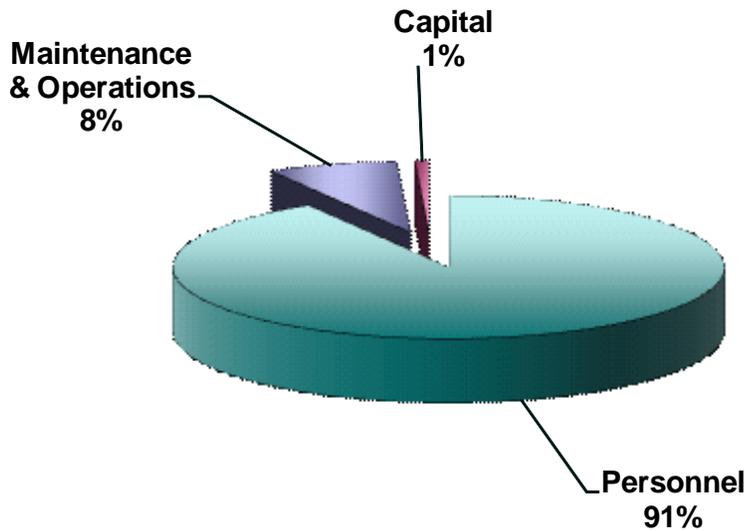
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of times Selective Traffic Enforcement Program (STEP) is implemented in neighborhoods per year	18	NA	18	18
# of crosswalk enforcement	4	NA	4	4
# of PACE & Driving Under the Influence (DUI) enforcement patrols	4/5	2/2	4	4
# of annual traffic violator contacts by neighborhood Traffic Unit	2,880/ 2,890	NA	NA	NA

Note: Neighborhood Traffic Unit was assigned to Patrol Operations during the majority of 2007/2008 due to staffing levels.  
NA - Not Available

# TOTAL POLICE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$15,414,933	\$17,979,771	\$20,403,202
Maintenance & Operations	1,560,032	1,722,969	1,709,184
Capital	23,388	18,147	180,144
<b>Total Expenditures</b>	<b>\$16,998,352</b>	<b>\$19,720,887</b>	<b>\$22,292,530</b>
<b>Annual Cost Per Capita</b>	<b>\$542.30</b>	<b>\$600.56</b>	<b>\$659.54</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 FINANCIAL NOTES

### Administration

- Increase of participation in the Regional Crime Stoppers Program.
- Increase to allow for thorough and comprehensive background checks on prospective new employees, as well as the ability to conduct entry-level and promotional examinations.
- Funding that provides for mandatory hearing tests for all commissioned personnel as required by OSHA.
- Budget allows for radio re-templating and radio system improvements.

### Support Services

- An addition of one Records FTE to current levels of service to meet citizens' requests and add front lobby hours on Sunday.
- The ability for the Department to utilize Reverse 9-1-1 as an interactive community notification system that would alert citizens in the event of a police emergency.
- The use of a desktop Live Scan fingerprint system that would reduce the amount of rejected finger print cards, improving Department efficiency.

### Operations

- A reduction in the amount of overtime hours allocated.
- Once fully staffed with the current authorized FTE levels, service levels should remain stable barring any unforeseen increases in service demand.
- Allows for increased officer safety through the purchase of ballistic door panels for marked patrol vehicles.

### Investigations – Detectives & Juvenile Services

- Allows Detectives and School Resource Officers to continue the level of service provided in the 2007-2008 biennium barring any unforeseen increases in service demand.
- Allows for the continued development of the Crime Prevention/Crime Analyst Program (FTE was approved in the 2007-2008 budget).

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## Special Operations – Neighborhood Traffic & Detention and Corrections

- Allows for the current level of service to continue in neighborhood traffic enforcement, barring any unforeseen increases in service demand.
- The proactive search for available jail space and reasonable rates should allow for meeting detention demands without a significant increase in funding.
- The replacement of outdated, unsupported radar guns allows for the ability of traffic officers to target aggressive drivers and take appropriate action in road-rage incidents.



**Police Command Staff**

# Fire and Emergency Medical Services Department



## **FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

Bothell Fire and Emergency Medical Services (EMS) responded to 4,176 total alarms in 2007, 215 alarms less than the 4,391 per year average over the previous (2005/2006) biennium. First-half 2008 alarm numbers (2,304) would indicate an anticipated 2008 total of between 4,000 and 4,100 alarms. The decrease in alarm activity can arguably be attributed to the increased emphasis (and funding) of our public education program. Our Public Education Division sets a standard for service delivery and is a source of great pride within the Department. General fund and grant funding increases have allowed us to increase the number of CPR, CERT and other citizen training opportunities we provide, which appear to be having a positive impact on the City of Bothell and its citizens, as witnessed by the decrease in call volumes.

Percentages of call types also point to an effective prevention and education program. While approximately 76% of our alarm activity is EMS related, our response to actual fire calls is only 2% in 2007 and 2008 to date, while the previous biennium was at 3.5%. Next to EMS, calls our next highest demand for service is for false alarms, averaging 11% over the past four years. Our aggressive approach to false alarm response eliminates much of the recurrent problem alarms, keeping the workload very manageable.

Calls for service such as flooded basements, broken water pipes etc. mark the next highest demand at 4%, with "Good Intent" calls right behind that at 3%. (Good intent is a caller reporting a steam column mistaken for smoke, a fallen bicyclist assumed injured, etc.) Hazardous conditions, such as combustible liquid spills, chemical spills, etc. average 1 – 2% per year. The remaining 1 – 2% are made up of rescue calls, overpressure ruptures, and other calls that do not fit into the above categories.

Although we would like to see a continuing downward trend in calls for service our staffing estimates for the 2009 – 2010 biennium anticipate a leveling or even slight increase in workload. Anticipated growth in the number of students at UW Bothell and increased housing construction slowing down in 2008-2010 existing growth account for that projection. Additionally, calls for medical assistance at the City's assisted living facilities continue to grow. Maintaining current staffing levels is the responsible, proactive approach to managing our response to that potential.

The addition of an Emergency Preparedness Coordinator in mid-2007 increased the Department's and City's preparedness to respond to natural or man-made disasters. The City's Emergency Preparedness Plan has been completely updated, the Emergency Operations Center (EOC) has been updated and regular training held to maintain our ability to utilize the EOC. Several programs have been instituted to better prepare the City and our citizens for a disaster.

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One of the more notable programs is a City-wide evacuation plan that is serving as a model for disaster evacuation in Washington State.

The Department also moved away from a long-standing training “consortium” and has developed our own, internal training division. Staff determined that the consortium approach to training was not addressing our Bothell-specific needs as well as our own program could be expected to. Although we moved away from the consortium, training with our previous partners, as well as with other neighboring departments, continues as a cost-effective method of providing training. Our focus is now on the needs of our individual members and the unique challenges and opportunities within Bothell.

One area that was both a challenge and opportunity was the Brightwater tunnel project. The Department was able to identify specific tunnel rescue equipment and training and effectively used the impact fees to establish and equip a tunnel rescue team, one of the few such publicly operated teams in the region. Negotiations continue with King County for increased funding for more equipment and training for our personnel. Bothell Fire and EMS has become a leader in this area of rescue expertise.

The Department has contracted with a consultant to study the current and future needs for fire station locations in Bothell. As we anticipate growth through both annexation and redevelopment, the Department is seeking direction to move forward in the most fiscally responsible, service-based direction possible. As we move forward into the next 3, 5, and 10 years we are looking at the following areas to effect responsible growth:

- Leadership training: We are developing our current members to be our future leaders.
- Firefighter health and safety: We value our members and strive to provide them with the tools they need to remain safe and healthy.
- Station and equipment needs: By better documenting our current operations we hope to more accurately predict our future needs to better serve our citizens.

The City of Bothell is entering into an exciting and challenging period of growth. The Fire Department is planning now to remain an essential and responsive part of the City’s future.

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## **Administration**

The Administration Division is led by the Fire Chief. One Battalion Chief and four administrative support personnel report to the Fire Chief. The Fire Chief reports to the City Manager.

The Fire Chief is responsible for the oversight of the Department, and planning and administration of the Department budget. He interacts with Snohomish County Fire Protection District 10, and maintains relations with our neighboring fire departments.

Administrative support personnel provide accounting functions associated with the Department's budget, administer payroll, records management, and other administrative support duties. Administrative support is also provided for Snohomish County Fire Protection District 10 and the City-District Joint Board.

The Battalion Chief serves as the Support Services Officer, and is responsible for maintenance and oversight of the fire stations, emergency and non-emergency vehicles, emergency radio communications, non-emergency communications and technology, and safety and health.

With the addition of a Senior Office Specialist in 2009, the Support Services Officer will create and implement a Department wide Health and Wellness program, and a Safety program that will include review, assessment, and preventative measures for injuries and accidents. Also in 2009, the Department will replace one command vehicle, two aid cars, and all of the emergency communication radios in the new and existing vehicles.

## **Suppression and Emergency Medical Services**

The Suppression and Emergency Medical Services (EMS) Division is responsible for responding to fires, rescues, medical emergencies, motor vehicle accidents, and all other requests for emergency and non-emergency assistance. The Division is lead by the Deputy Fire Chief, who reports to the Fire Chief.

Suppression and Rescue duties are to respond to all requests for assistance to fires, rescues and other dangerous or hazardous conditions; provide a minimum of three firefighters/EMTs at each firehouse for response; respond to 50% of the calls for suppression or hazard mitigation activities within 5 minutes, with additional units arriving within 10 minutes; deploy personnel and resources at the incident scene so as to control loss to that which occurred prior to full Fire Department operations; provide primary response and back-up apparatus that is fully equipped; respond safely and in accordance with recognized laws and standards; and assess and improve the effectiveness of response to fires and other dangerous or hazardous incidents through training, staffing and maintenance of our Firehouse facilities, apparatus and equipment.

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Emergency Medical Services duties are to respond to all requests for assistance to medical emergencies; provide a minimum of two FF/EMTs for each medical response; respond to 50% of the calls for basic life support service within 5 minutes of the alarm time; assure that our personnel and apparatus are fully functional and properly equipped; respond safely according to the laws and recognized standards; and assess and improve effectiveness of our responses to emergency medical incidents through training, staffing and maintenance of our Firehouse facilities, apparatus and equipment.

The 2009-2010 budget provides our Department the tools required to maintain and possibly increase our level of service in both of these areas. Our focus will be to purchase needed equipment and maintain the required staffing levels. We will also continue to study and determine where service level improvements can be achieved.

### **Hazard and Fire Prevention**

Prevention of fires and other dangerous and/or hazardous conditions is the primary responsibility of the City of Bothell Fire and Hazard Prevention Bureau. The Division is lead by the Fire Marshal, who reports to the Fire Chief. One Firefighter is assigned as an Inspector and a Lieutenant as a Plans Examiner who also conducts occupancy inspections. The Bureau is also staffed by a civilian Hazardous Materials Specialist, and an Administrative Assistant who provides full-time support to the Division.

The Division is responsible for assuring that all commercial buildings and their occupancies comply with applicable codes related to fire and life safety. They conduct annual fire and life safety inspections in all commercial buildings, multi-family residential buildings (such as apartments) and public assembly buildings. The Division staff perform zoning reviews, building construction plan reviews and construction inspections, fire protection system reviews and inspections, hazardous materials inspections and inventory, code adoption and compliance, International Fire Code (IFC) permitting, fire investigation for origin and cause, and other duties related to the prevention of fires and other hazardous conditions.

Since 2005, the Division staff has provided services to the cities of Kenmore and Lake Forrest Park. The Fire Plans Examiner provides plan reviews for all new commercial and residential buildings, and the Fire Fighter/Inspector provides construction and tenant improvement inspections.

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## Public Education

The Public Education Division is responsible for fire prevention and life safety instruction, and disaster preparedness education. The Division is staffed with two personnel who report to the Fire Chief. The Public Educators are the primary point-of-contact for educating the local schools, businesses, and citizens. They are also trained as Public Information Officers (PIO), and are responsible for releasing information about significant or newsworthy emergency incidents.

The Division provides services and safety education on the following topics:

- Certified “Child Car-Seat Technicians” who teach parents the proper installation of child car seats.
- Smoke detector installation and battery replacement for low income citizens.
- Fire evacuation planning.
- Community Emergency Response Training (CERT), an 8-week detailed disaster preparedness course for citizens.
- Cardio Pulmonary Resuscitation (CPR)/Automatic External Defibrillators (AED) and First Aid program for the business community and individuals.
- Attend school district career days and field days.
- Provide low-cost bicycle helmets to citizens
- Attend City events to market safety in the City of Bothell

Several programs are designed to target specific risk management needs of our community. For example, the “Fall Factor” program is provided to the elderly in their homes, and the “Fire Stoppers” program is delivered as intervention to adolescents who have started fires.

The “Think Again” program is designed to help teenagers make better choices concerning drinking and driving, and is provided to every driver education student at Bothell High School. All seniors also attend the annual “Driving Under the Influence” drill, where students witness a re-enactment of a motor vehicle fatality crash, where the intoxicated teenage driver caused the death of other teenagers involved in the crash.

In addition to the classes and personal interaction, the Division uses the City of Bothell web site, BCTV, press releases, the Bothell Bylines and many other mediums to share safety information with our citizens.

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## Training

The Training Officer is responsible for the budgetary oversight and management of the Division. The Division is in charge of the organization, supervision, and documentation of the basic and specialized training to maintain compliance with local, County, State, and Federal requirements. The Division is lead by a Battalion Chief, who reports to the Deputy Fire Chief. A limited-term Senior Office Specialist was hired in August, 2008, and is responsible for training records management, website design and maintenance, training registrations, travel arrangements, database administration, office support and schedule management, and many other functions.

In 1999, the Northlake Training Division was created when Bothell and Northshore Fire Departments merged their training divisions to consolidate efforts. Bothell's staffing contributions included one Battalion Chief and one Firefighter. Northshore provided one Deputy Chief and a part-time Office Specialist. In 2002, Shoreline Fire Department joined Northlake, adding one Battalion Chief and Administrative Assistant.

Bothell experienced a decrease in the quantity and quality of training services directed at the specific needs of the Department. In late 2007, Bothell withdrew from the Consortium based on continued concerns with the operating costs and service delivery.

Since the departure, the Department has re-established our own training division. Our training plan will provide our personnel with ongoing training and updated training resources. Our focus will be on leadership, operational uniformity, and testing and certification of response employees. We will increase our training delivery to all crews, and continue to research and embrace new technology and practices for emergency response.

We believe we have a responsibility to provide our personnel updated resources and a training team that paves a road of success. Proper staffing will be critical to the success of the Training Division and in meeting those responsibilities.

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## Special Operations

Previously this division was divided into three areas; Technical Rescue Team (TRT) which consists of Rope Rescue, Trench Rescue and Confined Space Rescue; Special Response Team (SRT), this EMS team works with Bothell Police's SRT team; and our Hazardous Material Response Team. The Division is lead by a Battalion Chief, who reports to the Deputy Fire Chief.

The Department's Technical Rescue Team (TRT) was created 7 years ago. In 2008, the Department created a Special Operations Division which brought all the teams together under one division. By utilizing money received from King County in 2008 for project mitigation during Brightwater, we have been able to provide specialized rescue training and equipment to the TRT.

TRT members provide search-and-rescue training and structural collapse safety training to City employees. Two additional disciplines, water rescue and EMS bike teams, have been identified to be added to the Division.

## Emergency Management

The mission of the Emergency Management Division is to protect lives, property, and the environment, in cooperation with local and regional partners, for response to natural and man-made emergencies and disasters, and to coordinate the recovery efforts for such events. The Emergency Preparedness Coordinator leads the Division, and reports to the Fire Chief.

The Division leads an inter-department effort to develop and maintain the emergency operations program for the City to maximizes all City resources and prepare all segments of the community for disaster. This program integrates plans, resources, and training with State, county, regional, and other local agencies to effectively manage our preparation for, response to, and recovery from the effects of any disaster.

With the addition of the full-time Emergency Preparedness Coordinator, several programs and initiatives have been created including city-wide employee training in preparedness and response/recovery activities and related disaster supplies to support employees and citizens in the event of a crisis situation.

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Administration

### **Build a new Fire Station 44, Queensborough (QBFH) in partnership with the Snohomish County Fire Protection District 10**

- Determine suitability of location.
- Hire consultant for design.
- Obtain housing for displaced firefighters.
- Demolish current fire station.
- Build new fire station.

### **Manage the production and acquisition of Department funding**

- Review industry "best practices" for revenue streams.
- Review and revise, as applicable, current revenue streams.
- Research and develop new revenue stream options.
- Seek efficiencies within the department.
- Identify applicable grants and submit for grant funding.

### **Reduce accidents and injuries within the Department**

- Create accident prevention program.
- Create injury prevention program.
- Implement programs and procedures for a healthier and safer workplace.
- Track savings from reduced time loss.

## Suppression and Emergency Medical Services

### **To continuously improve the service we provide within our community and surrounding jurisdictions**

- Create and sustain a culture that values high performance and exceptional customer service.
- Strengthen our working relationship with other agencies within and outside the city to improve service response.

### **To continually build and challenge the leaders within our department**

- Develop and implement an overall career and personal succession program for personnel.

### **Improve firefighter and workplace safety**

- Continue policy and procedure development.
- Standardize operations to support consistency and cohesiveness between shifts.
- Provide training for personnel that exceeds industry standards and/or best practice.

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## **Increase the diversity of the Bothell Fire and EMS workforce**

- Recruit, hire, train and retain a workforce that mirrors the diversity of the community.

## **Hazard and Fire Prevention**

### **Investigate all fires in Bothell**

- Determine the origin and cause of the fire.
- Determine if a crime was committed.
- Work with Bothell Police whenever a crime was committed.
- Assist Lake Forest Park police when requested for fire investigation, recovering 100% of the cost.
- Obtain cooperation from the Snohomish County Fire Marshal's Office for investigator back-up when Bothell investigators are not available.
- Request or provide assistance with other King County Zone One fire investigators.

### **Continue to provide a quality fire and hazard inspection program for all occupancies and businesses within the City**

- Prevent fires and manage hazards within the high-technology corridor and prevent any release of hazardous materials into the community.
- Provide annual fire and life safety inspections for existing commercial and multi-family buildings and occupancies within the City.
- Make home inspections and daycare inspections available upon request.
- Inspect high-risk occupancies within the City twice each year.
- Provide inspection training to all fire personnel in the first quarter of each year.

### **Protect the general public's health, safety, and welfare through an active code enforcement program**

- Review all plans for commercial, multi-family residential, educational, institutional, assembly, and tenant improvements to ensure compliance with State, County, and local codes and ordinances.
- Ensure that all land use proposals are in compliance with State, County, and local codes and ordinances.

### **Assist emergency response crews in their efforts to protect the lives and property of the general public**

- Provide information that is pertinent to the safety and efficiency of firefighting, medical responses and rescue operations.
- Maintain up-to-date emergency contact information for occupancies in the City, with access provided to all personnel.
- Continue to maintain and update pre-incident plans on all high risk, high hazard, or extremely large occupancies within the City.
- Disseminate information as often as necessary to keep our database and premise files up to date.

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### **Attain the highest levels of fire and hazard protection within our community by adopting the most current National, State and local codes and ordinances**

- Continue to adopt the International Fire and Building Codes and maintain our libraries with current copies.
- Continue to require fire sprinklers to be installed in all commercial, multi-family, educational, institutional, and assembly occupancies within the City.
- Continue to require all commercial, multi-family, educational, institutional and assembly occupancies that are not protected by sprinklers to be protected with complete fire detection systems.
- Continue to update locally adopted codes and ordinances to provide a comprehensive fire prevention program.

### **Public Education**

#### **Provide a variety of fire and life safety educational opportunities for our community**

- Provide training courses, such as Community Emergency Response Team (CERT), Pass It On, CPR, and First Aid.
- Provide one DUI drill and multiple “Think Again” classes at Bothell High School.
- Provide car seat inspections and juvenile fire setter intervention programs.
- Distribute safety devices such as bike helmets and smoke detectors.
- Deliver safety presentations for schools, businesses, and community groups.

#### **Continue to maintain a positive presence in our community and region through attending events and activities**

- Participate in safety fairs.
- Participate in bike rodeos, walk-a-thons, and parades.
- Attend National Night Out, Riverfest, and Safe Halloween.

#### **Market the City of Bothell Fire and EMS and its services**

- Place ads and articles in the Pride Post, Bothell Bylines, press releases, and on BCTV.
- Create marketing brochures for “Fire Stoppers” and CPR/First Aid programs.
- Manage and update the content on the City website.

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## Training

### **Continually increase member's skill in their assigned roles relating to suppression and EMS duties**

- Conduct live fire training annually at the State Fire Academy.
- Participate in quarterly multi-agency drills with surrounding jurisdictions.
- Complete quarterly training of manipulative skills used at the emergency incident.
- Provide quarterly Chief Officer training on subject matters pertaining to their duties.
- Provide multi-media products for the delivery of pertinent subject matter at each fire station.
- Maintain a database that records ongoing training.

### **Train personnel commensurate with their assigned duties at automotive rescue incidents**

- Provide annual training opportunities to conduct destructive auto extrication training.
- Provide annual training for conducting safe operations on major highways.
- Provide advanced auto extrication training opportunities to select personnel.

### **Train Special Operations team members commensurate with their duties**

- Team members provide ongoing Awareness, Operations and Command Rescue training to all Department personnel.
- Team members provide ongoing Awareness, Operations and Command Hazmat training to all Department personnel.

## Special Operations

### **Provide special rescue services for City of Bothell**

- Establish Water Rescue Team.
- Provide annual refresher training to all Technical Rescue Technicians.
- Provide in-house training for all Firefighters to Operations level.
- Train Firefighters in bike/EMS skills.
- Purchase bike/EMS safety equipment.
- Create training opportunities for classes outside the Department.
- Train Firefighters and Police Officers in boat operations.
- Purchase required safety equipment for boat operations.

### **Participate in regional Hazmat team**

- Train Firefighters to Operations level as required by Washington Administrative Code (WAC), Code of Federal Regulations (CFR), and National Fire Protection Association (NFPA).
- Train Hazmat Technicians annually to levels identified by WAC, CFR, and NFPA.
- Capitalize on shared training opportunities with other agencies.

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### **Perform Tunnel Rescues**

- Establish training base for all Firefighters.
- Conduct annual training as required.
- Explore alternative partnerships for training opportunities.
- Establish partnership with Seattle Fire Department.

### **Provide EMS support for Bothell Police Special Response Team (SRT)**

- Assign Firefighter/EMTs to SRT.
- Train three Firefighters/EMTs in SRT procedures.
- Respond to all SRT activations.

### **Emergency Management**

#### **Minimize loss caused by disasters**

- Maintain and update the Comprehensive Emergency Management Plan (CEMP).
- Maintain preparedness team participation with all departments.
- Continue to train staff and elected officials on their responsibilities.
- Conduct quarterly windshield survey drills.
- Conduct a yearly table-top exercise.
- Continue to implement Homeland Security and Regional measures.

#### **Participate in regional emergency preparedness activities**

- Continue to strengthen partnerships with King County, Snohomish County, Emergency Services Coordinating Agency (ESCA) and the State of Washington.
- Assure coordination of local plans with regional and state plans.
- Coordinate training and exercising with regional activities.
- Participate in local Homeland Security and Emergency Management meetings, exercises and events.

#### **Equip the City with tools to help mitigate disasters**

- Purchase tools and equipment that will benefit the City and its citizens during disaster response.
- Purchase trailer to store and transport tools and equipment during disaster response.
- Provide preparedness response information to City staff and citizens through a variety of means.
- Expand collaboration and cooperation in building additional sheltering sites and supply stores.
- Pursue grants related to preparedness and response.

## 2007-2008 ACCOMPLISHMENTS

### Administration

- ✓ Hired the Deputy Fire Chief.
- ✓ Three administrative support positions were reclassified to positions commensurate with their duties.
- ✓ Added a weekly volunteer to the reception area to assist with clerical duties.
- ✓ Improved promotional testing process to include comprehensive officer training in leadership, emergency operations, problem solving, and municipal government responsibilities.

### Suppression and Emergency Medical Services

- ✓ Secured impact fees from Brightwater.
- ✓ Equipped and began training for Tunnel Rescue team.
- ✓ Created a Special Operations Division, and moved all technical rescue disciplines to this new division.
- ✓ Deployed a Battalion Chief to the wildland fires in Oregon for two weeks to serve on the Incident Management Team (IMT).

### Hazard and Fire Prevention

- ✓ 100% of annual fire and life safety permits were entered into the Advantage permit management program.
- ✓ Participated in the Development Services Initiative (DSI), which serves customers by streamlining the permit and development review process.

### Public Education

- ✓ The City of Bothell was awarded an Emergency Management Preparedness Grant (EMPG) in the amount of \$34,788. \$14,000 was used for "Operation Every House Prepared." Volunteers assisted the City of Bothell to achieve our goal of distributing disaster preparedness information to every household in the City of Bothell.
- ✓ Completed our first "Safe Sitter" course. Students 11-13 years old learn basic child care skills including feeding, diapering, first aid, behavior management, and how to rescue a choking child. They also learn how to professionally accept a babysitting job and learn how to ensure their safety.
- ✓ With assistance from the fire crews, instructed 1,100 elementary school students in the importance of crawling low under smoke and having a home fire evacuation plan.

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- ✓ Both Public Educators attended 50 hours of training from the Domestic Abuse Women's Network (DAWN) to learn about the growing epidemic of domestic violence in our communities. The training gave both educators the skills and knowledge to better recognize the signs of domestic violence and how to help a survivor of domestic violence find resources. All the information learned in the training program was presented to all firefighters to ensure they are able to better understand and recognize the signs of domestic violence in our own community.
  - ✓ The Public Education Division has contacted all existing Ham Radio operators within the City (Ham Radio requires an Federal Communications Commission (FCC) license, obtained by taking a class and passing the FCC licensing test). Each radio operator is organized into one of the disaster zones within Bothell. In order to ensure the radio operators will be ready to be called to action, the Public Education Division runs a weekly emergency communications group every Thursday night, which uses a role call by disaster zone to practice emergency procedures with all participating radio operators in the City. The creation of this project was paid by King County Citizen Corps grant funds.
  - ✓ The Public Education Division has been successful in writing a grant to partner with the Northshore Senior Center to provide enhanced programs and risk reduction devices for the seniors in Bothell. The funds allow us to purchase a Nintendo Wii for the senior center, as well as train Matter of Balance instructors to benefits local seniors. The amount awarded by King County EMS totaled \$8,375.
  - ✓ This year the Department offered two CPR and two First Aid classes to City employees. The classes taught employees the new CPR standards, how to use a defibrillator, and how to recognize and treat the most common medical and injury emergencies.
  - ✓ The Public Education Division launched a disaster preparedness email campaign for the Bothell business community. Through the Greater Bothell Chamber of Commerce, we retrieved email addresses for the businesses community and completed this project, providing each business with a disaster resource guide, Bothell emergency information (hotline, posting sites, etc.), and disaster supply vendors.
  - ✓ The Public Education Division was successful in writing a grant funded through the State of Washington Military Department in the amount of \$23,155. The funds were awarded to pay the salary of an additional 10 hours for a Public Educator to develop and enhance the Bothell CERT program.

## Training

- ✓ Established a Training Division for Bothell Fire and EMS.
- ✓ Opened the new Training Division headquarters at Station 42.
- ✓ Hired a limited-term Senior Office Specialist through reimbursed funds from the Northlake Training Consortium.
- ✓ Created a training plan for the Department.

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## Special Operations

- ✓ Funded through Brightwater, seven personnel from Bothell Fire and EMS took a comprehensive training course to federally certify them in tunnel rescue. This enables them to provide tunnel rescue in hazardous conditions.
- ✓ Brightwater mitigation funds also allowed the Department to purchase specialized equipment used for the different disciplines of technical rescue. These items include a search camera, listening device, cutting torch and personal rescue equipment.

## Emergency Management

- ✓ Hired a full-time Emergency Preparedness Coordinator.
- ✓ Adopted the City of Bothell Comprehensive Emergency Management Plan.
- ✓ Bothell was selected as one of two cities in the three county UASI (Urban Area Security Initiative) region to test an evacuation plan template by creating a plan.
- ✓ Conducted city-wide training in emergency preparedness and the employee's role(s) during a disaster.
- ✓ Created an Emergency Preparedness web site that can be referenced from the City's website with numerous links and information.
- ✓ Created the "12 Months to Preparedness" campaign.
- ✓ Networked with faith communities to build sheltering sites and support.
- ✓ Held regular tabletop and functional exercises including quarterly windshield surveys and employee evacuation drills



**City of Bothell Firefighters**

# PERFORMANCE MEASURES

## Administration

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Review all accidents for "preventability" & implement prevention measures	NA	25%	100%	100%
Review all accidents for "preventability" & implement prevention measures	NA	6 hours	12 hours	12 hours
Grant applications	NA	3	4	4

NA - Not Available

## Suppression and Emergency Medical Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Total fire incidents per 1,000 population served	134	134	124	120
% of total fire calls with a response time of 5 minutes and under, from dispatch to arrival	28%	28%	35%	40%
EMS response time: average time from dispatch to arrival on scene for calls requiring Advanced Life Support (ALS) & Basic Life Support (BLS) (lights & sirens)	6 min	5:41	5:30	5:15
% of fires confined to room of origin*	50%	65%	55%	60%
% of fires confined to structure of origin*	100%	95%	100%	100%
Overall fire loss per year	\$998,000	\$1,249,550	\$937,162	\$702,871
Average duration of EMS calls	42 min	45 min	42 min	40 min
Average duration of structure fire calls	70 min	132 min	130 min	125 min
Average duration of all calls	37 min	45 min	37 min	35 min
# of calls per year	4,735	4,475	4,450	4,425
# of multi unit responses per year	1,631	82	80	78
# of structure fires per year	61	32	30	28
# of EMS calls per year	3,693	3,321	2,490	1,868

\*ICMA Puget Sound Consortium Performance Measure

## Hazard and Fire Prevention

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of occupancies annually inspected by suppression crews	1,188	1,125	1,159	1,194
# of occupancies annually inspected by Fire/Hazard Prevention Bureau (FHPB)	478	623	641	660
# of hazards (code violations) corrected*	525	213	219	226
# of building, land-use, & suppression & detection reviews*	484	872	898	925
# of IFC permit inspections	186	233	240	248
% of hazards (code violations) corrected	100%	100%	100%	100%
% of building, land use, & suppression reviews completed	100%	100%	100%	100%
% of IFC permit inspections conducted	90%	61%	90%	90%

\*ICMA Puget Sound Consortium Performance Measure

## Public Education

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of Community Emergency Response Team (CERT) graduates	60	30	30	30
# of citizens trained in CPR	600	349	300	300
# of citizens trained in first aid	300	300	150	150
# of citizens trained to use a fire extinguisher	90	56	45	45
# of bike helmets sold & fitted	300	284	150	150
# of car seat inspections performed	100	55	50	50
# of CERT classes	4	2	2	2
# of advanced CERT classes	2	1	1	1
# of DUI drills	2	1	1	1
# of CPR classes	60	40	30	30
# of first aid classes	30	35	15	15
# of safety presentations	20	66	30	30
# of events attended	16	28	15	15

NA - Not Available

## Training

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% suppression personnel that will attend a live fire session	NA	NA	100%	100%
# of annual hours per EMT at Run Review	NA	NA	4	14
# of annual hours per EMT at Competency Based Training (CBT) training	NA	NA	18	18
# of annual hours per EMT at defib/CPR training	NA	NA	8	8
# of hours crews attend live fire training	NA	NA	8	8
# of hours crews attend multi-agency drills	NA	NA	8	8
# of Run Review classes held annually	NA	NA	4	4
# of CBT classes held annually	NA	NA	6	6
# of defib/CPR classes held annually	NA	NA	4	4

NA - Not Available

## Special Operations

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Continuing education for all Special Operations	NA	NA	100%	100%
40 hours refresher training for TRT members	100%	50%	100%	100%
18 hours refresher training per firefighter	100%	80%	100%	100%

NA - Not Available

## Emergency Management

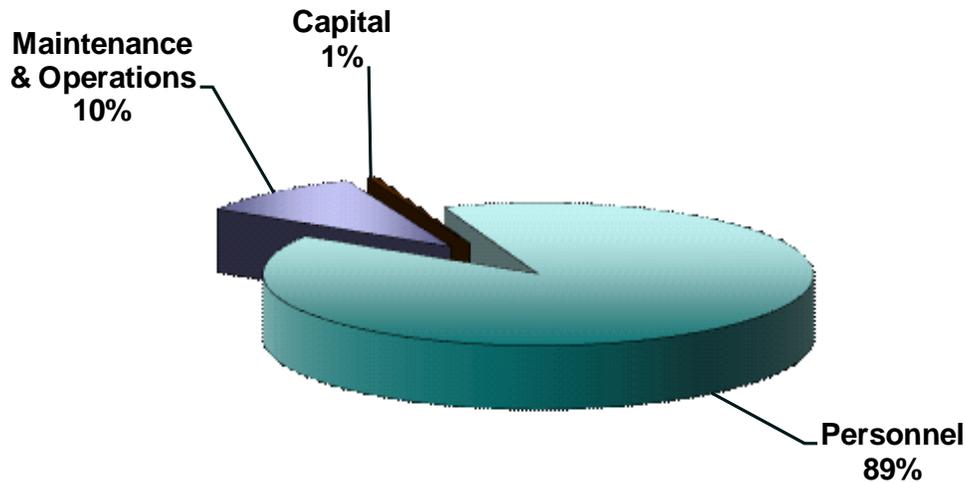
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of Comprehensive Emergency Management Plan (CEMP) that is updated & current	100%	100%	100%	100%
% of employees receiving disaster training	NA	80%	80%	80%
% of population receiving preparedness information	NA	99%*	10%	10%
% of employees that are National Incident Management System (NIMS) compliant	99%	99%	100%	100%
% of cost recovered from disaster	NA	87.5%	100%	100%
# of people receiving emergency preparedness	NA	1,050	400	400
# of City staff training exercises	0	1	1	1
# of regional exercises including Bothell	0	1	0	1

NA - Not Available

# TOTAL FIRE AND EMERGENCY MEDICAL SERVICES REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$11,663,297	\$13,733,050	\$16,091,575
Maintenance & Operations	1,318,812	1,680,871	1,799,867
Capital	93,522	113,500	101,000
<b>Total Expenditures</b>	<b>\$13,075,631</b>	<b>\$15,527,421</b>	<b>\$17,992,442</b>
<b>Annual Cost Per Capita</b>	<b>\$364.58</b>	<b>\$413.27</b>	<b>\$466.13</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 Financial Notes

- Fire's personnel costs increased by \$2,358,525 or 17.2%. This increase is the result of projected cost of living increase and the addition of one full time equivalent (FTE) employee in the Training Division to support the department's training needs.
- Maintenance and Operations (M&O) increased by \$118,996 or 7.1%. The majority of this increase is due to the move from Bellevue dispatch service to NORCOM.

# Public Works Department

The Public Works Department  
consists of 3 Divisions including:

- Administration
  - Facilities
- Parks & Recreation

**Administration**

**Public Works  
Department**

# PUBLIC WORKS DEPARTMENT

The Public Works Department provides a diverse array of public services that enhance the quality of life for our residents, visitors, and businesses. All employees of the Public Works Department strive to improve and maintain the public infrastructure in an efficient and effective manner utilizing modern management, engineering, and maintenance practices.

The Public Works staff maintains the City's streets, parks and public grounds, and operates and maintains the Water, Sanitary Sewer, and Storm Drain utilities. The Department is responsible for analyzing the design and development of the City's infrastructure, including implementation of the Capital Facilities Plan (CFP), surface water quality programming, as well as long-range utility planning for the Water, Sanitary Sewer, and Storm Drain utilities.

The Public Works Department provides engineering review and inspections of utilities, roadway improvements, storm drainage, surface water quality, and grading work associated with private development projects. These activities are coordinated closely with Community Development and the Fire Department to ensure that adequate infrastructure and development regulations related to land use developments are implemented in compliance with City codes and standards.

The Public Works Department provides advice on issues relating to traffic engineering and transportation planning. The Department plans, designs, and implements various transportation planning, traffic engineering projects, impact fee determination, traffic calming, traffic signal operation, administration of the Commute Trip Reduction (CTR) Program, and represents the City on local and regional transportation issues.

The Department is also responsible for the management of the City's fleet, facilities, and recreation programs.

The Department's goals are achieved by providing visionary and technical direction in the design, construction, and maintenance of public infrastructure, services, equipment, and the regulations of private development.

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## Administration

This section provides administrative support within the Public Works Department, including payroll, accounts payable/receivable, mitigation monitoring, grant bookkeeping, oversight of the City's water conservation programs, and management of the City's solid waste and recycling programs, which includes monitoring the City's solid waste contract, developing and implementing recycling programs, and grant and contract management.

Small increases were made to the maintenance and operations costs in the 2009-2010 budget due to increased costs for copier leases at the Dawson building and shops, and increased records management services.

## Capital Projects, Development Review, and Transportation

The Capital Projects, Development Review & Transportation section focus on the planning, design, and development of the City's infrastructure. Tasks include: completion of the projects identified in the adopted 2009-2015 Capital Facilities Plan (CFP) (\$231 million); oversight of private development of public infrastructure; surface water quality programming (including administration of the Storm Drain Utility); and long-range planning of the Water, Sewer, and Storm Drain utilities.

Following completion of the first two years of the 2007-2013 CFP, the City Council adopted the 2009-2015 CFP that almost doubles the previous biennial CFP, \$84,129,440 is budgeted in 2009-2010. These capital investments are based on the vision established through the Downtown Revitalization Plan. Significant investments are aimed to provide the appropriate economic stimulus to attract development in the downtown area.

This section is also responsible for the engineering review and inspection of utilities, roadway improvements, storm drainage, surface water quality, and grading work associated with land use development projects. These activities are coordinated closely with Community Development and the Fire Department to ensure compliance within the City's design standards and development regulations. The level of private development construction activities are expected to remain high over the next several years.

Additional engineering staff (two) is necessary to meet the workload demands of the increased capital projects, development review, and transportation activities: one civil engineer and one senior civil engineer for the increased capital projects workload. These positions are funded with capital project funding and have no net impact on the City's General Fund.

The Transportation section functions as a City resource for technical advice on matters relevant to traffic engineering and transportation planning, proactively addressing the complex transportation engineering and planning issues facing the City. This section plans, designs, and implements various transportation planning and traffic engineering projects throughout the City. Other key responsibilities include review of development projects and transportation impact fee determinations, traffic calming, traffic signal

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operation, administration of the Commute Trip Reduction (CTR) program, traffic data collection, response to citizen inquiries, development of the annual Transportation Improvement Program (TIP), representing Bothell by attending local and regional transportation committees, as well as providing technical support to the City Council representatives that serve on the regional transportation committees.



**Open House Meeting**

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Administration

### Improve efficiencies within the Department

- Continue updating the standard operating procedures throughout the department to provide a standard and to meet the compliance standards of the American Public Works Association Accreditation process.
- Continue refining permit processes for efficiency and effectiveness.
- Continue implementation of recommendations of the Development Services Initiative (DSI) and action plan.

### Increase recycling efforts through contract management, education, and special events

- Administer grant funding for recycling activities including special recycling collection events and public education.
- Ensure that contracted services are consistent with contract provisions.
- Participate in the regional waste export system planning and Solid Waste Comprehensive Plan update.
- Participate in the regional recycling committees.
- Provide two annual, grant funded, City-wide recycling collection events.
- Promote recycling through educational publications and City events.

### Encourage water conservation practices

- Attend regional water conservation committee meetings.
- Administer the contract for water conservation programs provided to schools within the City of Bothell water service area.
- Participate in the annual Spring Garden Fair with other local utility districts.
- Administer grant funding for the Rain Barrel Program.

## Capital Projects, Development Review, and Transportation

### Complete the implementation of the capital projects included in the 2009-2010 budget for the City's transportation system, parks, and utilities

- Deliver key milestone work products associated with the permitting, design, and construction phases of the capital improvement projects.
- Maintain a rigorous inspection program to maintain high-quality projects.
- Provide open houses, meetings, notifications, newsletters, and published articles.

### Maximize domestic water resources for the City of Bothell

- Explore the feasibility of a re-claimed water utility associated with the Brightwater project.
- Participate in the regional re-claimed water committee to identify opportunities, costs, and risks.

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### **Implement recommendations made in the Storm Water Comprehensive Plan**

- Inspect all public and private storm water detention systems annually.
- Implement the second phase of the North Creek Total Maximum Daily Load (TMDL) study.

### **Complete timely and accurate engineering reviews of all permit applications**

- Conduct pre-application reviews.
- Review land use and building permit applications for code compliance within the allocated review period to mitigate impacts of the ensuing development.
- Communicate with applicants to help ensure a smooth permit process.

### **Ensure approved construction projects comply with approved plans and adopted City standards**

- Inspect project sites for compliance with adopted City standards and approved plans.
- Coordinate inspections with appropriate City staff.
- Maintain interaction with developer/contractor to provide for a smooth and continuous project.
- Monitor erosion control to ensure that changing conditions are addressed and that all drainage leaving the sites has met the Department of Ecology (DOE) and City standards.
- Inspect and construct impact oversight of the Brightwater Project.

### **Ensure traffic impacts of proposed developments meet the City of Bothell's transportation standards and guidelines objectives**

- Review traffic studies, signal and channelization plans, and other traffic and pedestrian related issues affected by development projects.
- Assess individual development projects' traffic mitigation and impacts to ensure full compliance with City's plans, guidelines, and regulations.
- Determine the transportation fees of development projects located in unincorporated Snohomish County in accordance with Interlocal Agreement with Snohomish County.

### **Assist Council on transportation related committees and build partnerships to address transportation issues**

- Provide support to Council Members serving on the Seashore and Eastside Transportation Program (ETP) Committees.
- Monitor regional transportation forums and discussions relevant to transportation issues affecting the City.
- Initiate, coordinate, and develop programs to improve regional mobility and safety.
- Work with other regional transportation entities to secure grants and regional funding for the design and implementation of transportation improvements within the City of Bothell.
- Maintain a liaison with transit agencies and the WSDOT.

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- Participate in various regional transportation meetings and boards such as ETP, Seashore, King County Project Evaluation Committee (KCPEC) and Snohomish County Infrastructure Coordinating Committee (ICC).
  - Review and comment on regional transportation plans and projects.
  - Work closely with regional agencies such as WSDOT, King County, and Snohomish County to facilitate City projects' review and expedite their approval.
  - Work closely with WSDOT and other north end cities to ensure that adequate mitigations are provided for Bothell as a result of proposed early tolling of SR520 Bridge and SR520 Bridge Reconstruction.

#### **Manage the Commute Trip Reduction Program for the City of Bothell employees**

- Manage the CTR program.
- Monitor employer annual program reports and biennial surveys for compliance.

#### **Provide a safe and efficient transportation system**

- Complete the implementation of citywide Intelligent Transportation System (ITS) Project as adopted in 2009-2010 budget.
- Work closely with developers, community groups, and governmental agencies to preserve and enhance the City and the region's transportation system.
- Prepare and adopt the City's 6-Year Transportation Improvement Program (TIP) annually.
- Perform special transportation studies as needed.
- Monitor/modify traffic signal operations as needed.
- Investigate and develop plans to implement and address safety concerns and reduce accidents.

#### **Maintain the Citywide traffic data program**

- Conduct and manage the annual traffic count program.
- Monitor concurrency in relation to traffic growth and development activity.
- Develop and maintain a transportation information/data system for public use on the City's website.

#### **Represent the City in regional capital projects**

- Participate in the regional I-405 expansion committee meetings.
- Coordinate with Washington State Department of Transportation (WSDOT) on the construction of the south campus access.
- Participate in the University of Washington – Bothell (UW-B) facilities expansion planning to ensure that impacts are properly mitigated.

#### **Implement the Citywide Traffic Calming & Collector Corridor Traffic Safety Program**

- Work with community groups and the City's Technical Traffic Committee to implement the Traffic Calming program on residential streets and Collector Corridor Traffic Safety Program on collector streets.
- Promote the Traffic Calming program to citizens.

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- Promote and provide education to residents on awareness of safety, speed reduction, and reduction in cut-through traffic in neighborhood streets.
  - Continue refining the previously adopted citywide traffic calming to reflect change in treatment technologies and experiences of other jurisdictions.

### **Improve Transportation System efficiency**

- Monitor/modify traffic signal operations
- Investigate, develop appropriate plans, and implement those plans to address safety concerns and reduce accidents.
- Assess key arterial intersection channelization and traffic control to develop and implement a plan to enhance mobility and non-motorized system efficiently.
- Begin implementing short term ITS strategies for better regional mobility coordination, traveler advisory services, and incident management.



**Bloomberg Park**

## 2007-2008 ACCOMPLISHMENTS

### ✓ **Administration**

- ✓ Worked with software manufacturer concerning the design and development of our Cross Connection Control Data Base, and are currently conducting the beta testing of a Fats, Oils, and Grease (FOG) module.
- ✓ Applied for and received approval from King County Metro to increase the City of Bothell's discharge sewer from the Decant Facility by 33%.
- ✓ Presented Sanitary Sewer Comprehensive Plan to City Council, resulting in its adoption.
- ✓ Prepared a Flooding Mitigation Response Report.
- ✓ Completed the utility rate analysis for the proposed 2009-2010 Water, Sewer and Storm Drainage budgets.
- ✓ Completed monthly grant billings to various agencies for Transportation and Capital projects.
- ✓ Assisted with the Federal Emergency Management Agency (FEMA) application for fund recovery after the December 2007 flooding event.
- ✓ Applied for and received 3 grants to provide funding for the recycling events.
- ✓ Organized 4 expanded recycling events, which included the collection of household hazardous waste.
- ✓ Managed the Waste Management contract.
- ✓ Coordinated over 100 agenda bills presented to the City Council.
- ✓ Implemented ClearStream Container Program for food scrap collection to be deployed during City events and at City facilities and parks.
- ✓ Co-sponsored the 2007 and 2008 Spring Garden Fair with planning, donations, and staffing.
- ✓ Applied for the Public Works Accreditation program.
- ✓ Promoted and managed the internal employee CTR.
- ✓ Participated in the DSI.

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## Capital Projects, Development Review, and Transportation

The past biennium was a busy period, with progress made on numerous large capital projects, the completion on several others, and the securing of several million dollars in grant funding, as reflected below.

### Grant Funding Received

- ✓ \$34,900,000 in transportation and other grant/mitigation funds.
- ✓ \$3,900,000 from Washington State Transportation Improvement Board (TIB) for the SR 522 Improvement Project (Stage 1 and 2) from 91st Avenue NE to NE 180th Street
- ✓ \$30,000,000 from the Washington State Community Economic Revitalization Board for Local Infrastructure Financing Tool (LIFT).
- ✓ \$750,000 from the Federal Surface Transportation Program funds: Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legend of Users (SAFETEA-LU) for Citywide ITS.
- ✓ \$45,000 from the King County Conservation District for stream restoration study at the confluence of North Creek and Sammamish River.
- ✓ \$102,800 from the National Fish and Wildlife Foundation for a salmon habitat and restoration project at the confluence of Crystal Creek and North Creek.
- ✓ \$69,500 from Washington State Traffic Safety Commission for the installation of School Zone Flashing Beacons at elementary schools in Bothell.
- ✓ \$77,250 in King County Department of Ecology funding for programs for the collection of organic materials.

### Construction Projects Completed

- ✓ SR 524/Filbert Road widening project between SR 527 and west City limits.
- ✓ Pavement overlay at Fitzgerald Road, 240th Street SE, 19th Avenue SE and 217th Pl. SW cul-de-sac (off 6th Avenue W).
- ✓ 102nd Avenue NE Bridge Seismic Rehabilitation.
- ✓ Canyon Park Fire Station Driveway Slab Rehabilitation.
- ✓ 228th Street and 31st Avenue SE intersection signal installation.
- ✓ School Zone Flashing Beacons installation at elementary schools.
- ✓ Westhill and Maywood Hills Traffic Calming Projects.
- ✓ Fitzgerald Road section of the North Creek Trail.
- ✓ Storm drainage pipeline project west of 112th Avenue NE and I-405 @ approximately NE 240th Street.
- ✓ Interpretive Education Kiosks/Signs installation along Sammamish River and North Creek.
- ✓ Annual Sanitary Sewer and Storm Drainage Replacement Project at the Pontius Park neighborhood located west of Meridian Avenue and north of NE 240th Street.
- ✓ Valhalla Sewer Lift Station Upgrade.
- ✓ Lift Station #2 Phase I construction, located north of Northshore Health & Wellness Center.
- ✓ East Riverside Drive culvert replacements.

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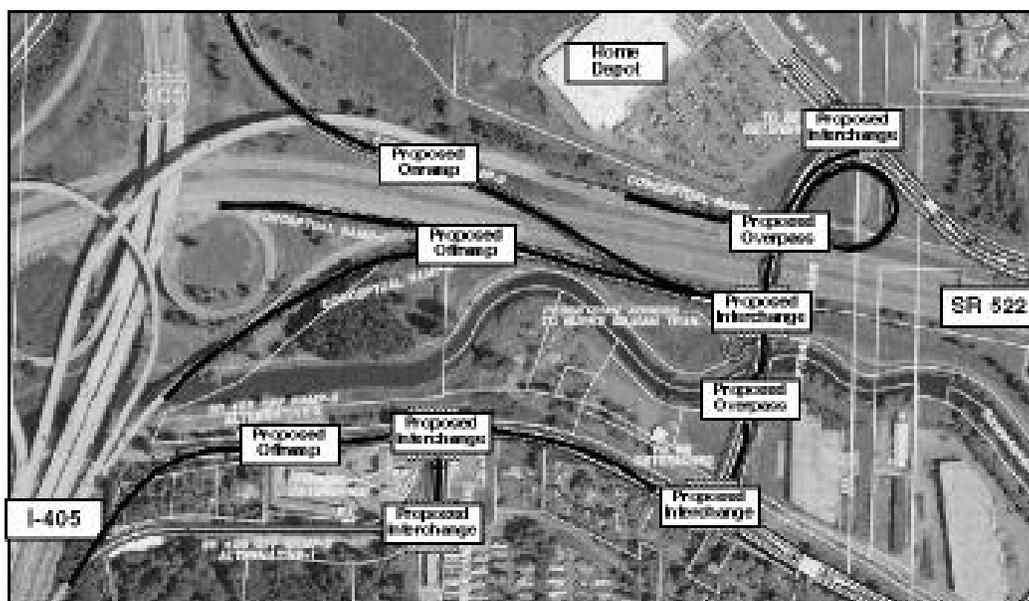
## Design Projects Completed

- ✓ Final design plans and bid documents for Fitzgerald Road section of North Creek Trail.
- ✓ Final design plans and bid documents for North Creek Trail-Canyon Park Trail Bridge and the trail approaches.
- ✓ Final design plans and bid documents for SR522 Stage 1 (Wayne Curve Improvements) Project. Completion of the acquisition of right-of-way needs for the project.
- ✓ Final design plans and bid documents for Westhill and Maywood Hills Traffic Calming.
- ✓ Final design plans and bid documents for Valhalla Sewer Lift Station Upgrade.
- ✓ Final design plans and bid documents for Lift Station # 2 Phase 1.
- ✓ SR527 and Citywide Master Plan for the ITS.
- ✓ 30 percent design plans for Bothell Crossroads.
- ✓ 30 percent design plans for SR527 Multi-way Boulevard (Main Street to NE 185th Street).
- ✓ 60 percent design plans and final right-of-way plans for SR527 (between 240th Street SE and 228th Street SE).
- ✓ 60 percent design plans for SR522 Stage 2 (between 91st Avenue NE and NE 180th Street (excluding the Wayne Curve section).
- ✓ 60 percent design plans and final right-of-way plans for joint Snohomish County/Bothell 39th Avenue SE Connector project between 240th Street SE and 228th Street SE.
- ✓ Design plans and bid documents for East Riverside Drainage Improvement.
- ✓ Design plans and bid documents for East Riverside Drive pedestrian improvements and water main replacement.

## Other studies and Programs

- ✓ Created Development Service Orders for engineering plan reviews, associated with the land use applications, to provide improved permit issuance and streamline the development processes (to support City's DSI).
- ✓ Completed the final study for the North Creek Total Maximum Daily Load (TMDL), a water quality study to address source pollution in North Creek.
- ✓ Submitted an Annual Report to Washington State DOE on surface water program activities as part of the requirements of the State and Federal NPDES Phase II Permit.
- ✓ Completed a field inventory for the City's Pavement Management System.
- ✓ Completed the feasibility study for sidewalk and drainage needs for the north annexation area.
- ✓ Completed the Centennial Park Wetland Enhancement Study.
- ✓ Completed analysis of potential to develop Penn Park wells.
- ✓ Added 2007 and 2008 Annual Traffic Volumes and Speed Data to the Transportation section on City's website. The data is in a user friendly format and interactive to the user.
- ✓ Updated City's Annual 6-Year TIP.
- ✓ Completed the Transportation Impact Fee Update and Concurrency Code Update.

- 
- ✓ Implemented a series of low cost operational improvements to maximize the efficiency and safety of the existing transportation system. This included the following:
    - SR 527 and 228<sup>th</sup> Street SE Intersection: Modified signal phasing to increase signal operations.
    - SR 522 and NE 190<sup>th</sup> Street Intersection: Modified signal phasing to improve pedestrian safety and improve left turn movements for eastbound and westbound traffic.
    - SR 522 and SR 527 Intersection: Enhanced signage for southbound traffic.
    - SR 522 and NE 180<sup>th</sup> Street Intersection: Installed “flashing yellow arrows” for signal operations and enhanced pedestrian crossings with Light Emitting Diodes (LED) signal heads.
  - ✓ Continued developing the Neighborhood Traffic Calming Program.
  - ✓ Developed a Collector Roadway Safety Program.
  - ✓ Completed update of the CTR Program.
  - ✓ Implemented Brickyard Road Pedestrian Crossing Project.



**The Interchange**

# PERFORMANCE MEASURES

## Administration

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of single-family recycling diversion	65%	65%	65%	80%
% of multi-family business recycling diversion	25%	33%	16%	17%
Tons of garbage collected from single-family customers *	10,400	10,000	5,000	5,000
Tons of garbage collected from multi-family customers *	3,367	7,000	3,500	3,500
Tons of garbage collected from commercial customers *	10,247	17,000	8,500	8,500
Tons of recyclables collected from single-family customers *	7,000	7,200	3,600	3,700
Tons of recyclables collected from multi-family customers *	2,400	1,200	600	600
Tons of recyclables collected from commercial customers *	2,745	5,600	2,800	3,000
Tons of organic waste collected from single-family customers	9,600	9,000	4,500	4,500
Tons of organic waste collected from multi-family customers	21	44	22	22

\*ICMA Puget Sound Consortium Performance Measure

## Capital Projects, Development Review, and Transportation

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of predesigned projects completed on schedule	90%	90%	90%	90%
% of designed projects completed on schedule	90%	90%	90%	90%
% of right-of-way acquisitions completed on schedule	90%	90%	90%	90%
% of construction contracts completed on schedule	90%	90%	90%	90%
% of project quality control measures completed	100%	100%	100%	100%
% of sewer service applications processed within targeted timelines	100%	90%	90%	90%
% of water availability applications that are processed within targeted timelines	100%	80%	90%	90%
# of engineering permit reviews completed within the target date	1,200	2,284	800	800
% of project phases completed within budget	90%	90%	100%	100%
# of detention systems inspected	80	80	80	80
# of CFP projects under construction	38	27	17	10

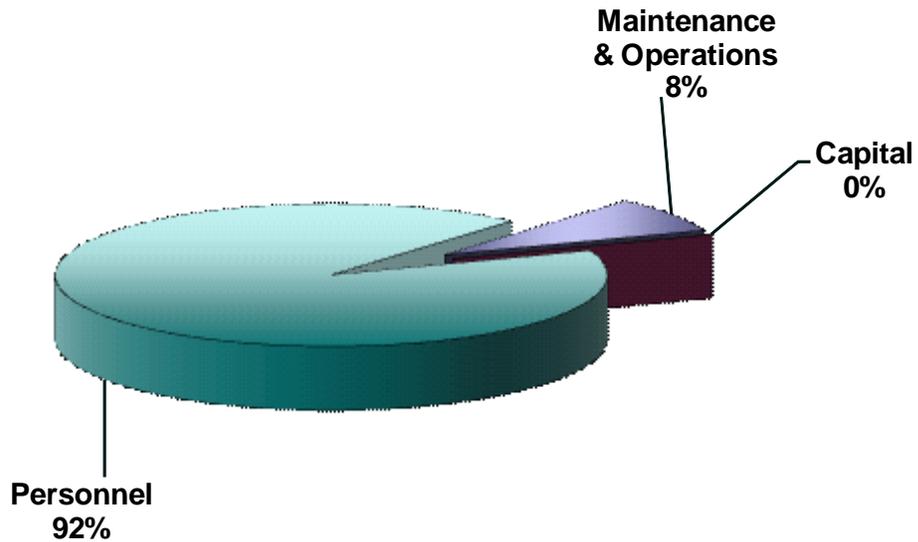
## Transportation

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
# of CTR affected businesses	15	25	30	35
% of CTR affected businesses monitored	100%	90%	95%	95%
% of developer traffic analysis reviews completed within target timelines	90%	90%	95%	95%
# of traffic signal timing patterns reviewed & adjusted if appropriate	30%	30%	15	20
# of traffic signals operated	20	35	36	39
# of developer traffic analysis reviews completed	150	35	50	60
# of accident locations reviewed	20	40	40	40
# of neighborhoods participating in the Traffic Calming program	5	3	3	3

## TOTAL PUBLIC WORKS REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$2,573,871	\$4,477,598	\$5,604,214
Maintenance & Operations	417,746	570,260	494,360
Capital	-	54,000	-
<b>Total Expenditures</b>	<b>\$2,991,618</b>	<b>\$5,101,858</b>	<b>\$6,098,574</b>
<b>Annual Cost Per Capita</b>	<b>\$95.44</b>	<b>\$155.37</b>	<b>\$180.43</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 FINANCIAL NOTES

### New Personnel:

- 2 FTEs dedicated and funded through capital projects
- Limited term to project term Senior Office Specialist also dedicated and funded through capital projects.
- Personnel costs have increased due to the additional staff hired to manage the capital project. These costs are reimbursed by the capital projects and not by the General Fund.
- Personnel increases include a cost of living and medical benefits increase.
- The reduction in Maintenance and Operations costs is due to decreasing engineering professional services and the removal of annexation study dollars.

**Facilities Division**

**Public Works  
Department**

# FACILITIES

Facility Services is an internal services division responsible for acquisition, maintenance, repair, and improvements to City-owned facilities. In 2009-2010, the biggest challenge the Division will face will be to coordinate the design and construction of a new Public Works Operations Center and bring the new facility online. The Division also works closely with other departments to ensure that capital improvements, including remodels, painting, and roof repairs, are completed with minimal impact on the City's workforce.

The 2009-2010 Facilities budget includes hiring limited term custodians (3 FTE) to replace the existing janitorial contract (net zero impact on expenditures), increases in utility rates for city-owned facilities, and other professional services (backflow testing, equipment certifications, and elevator servicing and certifications). The Public Works Shop lease (expected to be needed until early spring 2010), the ongoing Dawson Portable #2 lease, and the Dawson Annex lease are also included in the 2009-2010 Facilities budget.



**Lytle House**

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES



**Lytle House 1969**

### **Implement Citywide facility needs**

- Coordinate the completion of all budgeted projects on time and within budget.
- Coordinate with other departments to ensure that capital improvements, including remodels, painting, and roof repairs, are completed with minimal impact on the City's workforce.
- Assess facility needs including review of the asset replacement schedule appropriately.
- Hire custodial staff in place of contracting for custodial services with net zero fiscal impact.

### **Provide safe, clean, and comfortable City-owned facilities**

- Respond to service requests in a timely manner.
- Oversee building maintenance contracts to ensure that equipment is in good working condition and safety requirements are being met.
- Direct and oversee the custodial staff.
- Conduct internal customer service surveys and adjust service levels appropriately.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Cleaned Police Department HVAC system
- ✓ Installed Police Department server room temperature monitoring sensors
- ✓ Cleaned Police Department tile
- ✓ Replaced Lytle House window
- ✓ Replaced Lytle House deck
- ✓ Installed Municipal Court Passport window
- ✓ Cleaned Municipal Court carpeting (including painting / wall treatments)
- ✓ Remodeled City Hall upstairs bathroom
- ✓ Modified Dawson HVAC system
- ✓ Installed Dawson Portable #2
- ✓ Added Dawson Restroom
- ✓ Painted Dawson Exterior
- ✓ Completed Dawson Annex Tenant Improvements
- ✓ Reinforced Norway Hill Tower
- ✓ Upgraded Norway Hill Tower Electronic Security
- ✓ Re-roofed Cedar Grove Park Caretaker building
- ✓ Completed over 900 Facility requests



**Bothell 1903**

## PERFORMANCE MEASURES

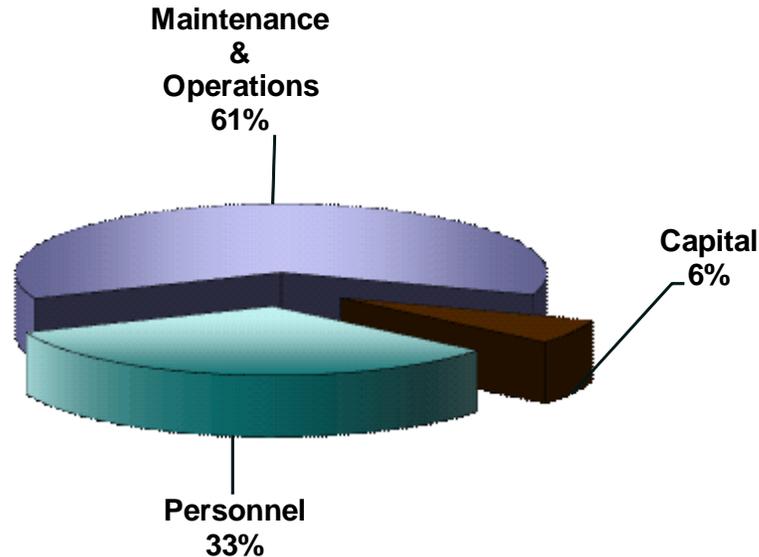
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of internal customers responding to customer service surveys with a "good" or "excellent" rating *	90%	97%	90%	90%
% of responses to facility maintenance and service requests within one business day	90%	64%	80%	90%
% of internal customers responding to custodial service surveys with a "good" or "excellent" rating *	85%	76%	85%	90%
% of budgeted projects completed	100%	54%	100%	100%
# of facility maintenance/service requests	700	726	450	450
# of City-owned facilities maintained	22	24	25	25
# of budgeted projects	26	24	15	23

\*ICMA Puget Sound Consortium Performance Measure

## TOTAL FACILITIES REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$234,681	\$290,584	\$672,685
Maintenance & Operations	1,160,018	1,346,200	1,265,544
Capital	91,545	332,000	120,086
<b>Total Expenditures</b>	<b>\$1,486,243</b>	<b>\$1,968,784</b>	<b>\$2,058,315</b>
<b>Annual Cost Per Capita</b>	<b>\$47.42</b>	<b>\$59.96</b>	<b>\$60.90</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- The decrease in Maintenance and Operating costs and the equal increase in personnel costs are the result of removing the custodial contract and the addition of 3 limited term custodial FTE. This has a net zero impact on overall expenditures.
- Personnel increases also include a cost of living and medical benefit increases.
- Rent for Central Shop in 2010.
- Continuation of limited term part-time Office Specialist at Shop 1 in 2009.

**Parks & Recreation Division**

**Public Works  
Department**

# PARKS & RECREATION

The 2009-2010 Parks and Recreation Division budget is anticipated to increase as a result of costs associated with the Centennial Celebration, management of the North Creek Schoolhouse, and the addition of Centennial Park and the Cedar Grove Park Sportsfield. Also included in the budget are costs associated with a new Toro workman and a front end blower to address the additional maintenance associated with the North Creek Trail.

In 2010, the Parks staff will move into a new Operations Center in the northern portion of Bothell. The budget includes some one-time costs associated with this move. In 2009, there are 2 additional seasonal hires and in 2010 the hiring of a new Maintenance Worker position. The additional Maintenance Worker will help address coverage needs with the City's new park facilities and additional responsibilities associated with our sports field and reservation support operations.

## Parks

This section of the Parks and Recreation Division ensures that there is a broad range of safe and positive leisure experiences for users of our City parks. The park system encompasses 24 parks and facilities making up 74.67 acres of developed land, 18.05 acres of undeveloped land, and 109.5 acres of open space. These park facilities include:

- Bloomberg Hill Park
- Blyth Park
- Brackett's Landing Park
- Brickyard Road Park
- Cedar Grove Park
- Centennial Park
- Conifer View Park
- Conifer View IV Park
- Doug Allen Sportsfields
- Haynes Property
- Kaysner Property
- NorthCreek Sportsfields
- Northshore Trail
- Park at Bothell Landing
- Pioneer Cemetery
- Red Brick Road Park
- Royal Oaks Park
- Sammamish River Park
- Skate Park
- Stipek Park
- Swedish Cemetery
- Triangle Park
- Volunteer Park
- William Penn Park

Parks also maintains the grounds for the City's 6 primary buildings, 2 cemeteries, and streetscapes along Main Street, SR 522, and SR 527.

## Responsibilities include:

- Landscaping, mowing, litter pickup, ball field maintenance and preparation, playground and sports court safety inspections and repair, and trail maintenance.
- Managing various programs including contracted burial services, Northcreek Sportsfield operations, Tree City USA, Arbor Day, and the City owned irrigation systems.
- Maintaining the City's volunteer Adopt-a-Park program.

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## Recreation

This section of the Parks and Recreation Division provides a broad range of services for all members of the community including personal enrichment, physical fitness, competitive sports, after school opportunities and community events, the rental and management of the City's 9 sportsfields, 4 picnic shelters, the Lytle House at the Park at Bothell Landing, and the North Creek Schoolhouse at Centennial Park. Recreation staff partner with the Northshore School District, Northshore YMCA, Northshore Senior Center and Greater Bothell Chamber of Commerce, as well as local businesses, enhancing the City's ability to provide recreation opportunities to the community.

The Recreation Division Budget includes hiring a part time (.5 FTE) Recreation Assistant. This position would replace the seasonal Recreation Assistant currently hired each year to assist with the community events, securing sponsorships for events, and will also provide assistance with facility rentals (North Creek Schoolhouse, Cedar Grove Park Sportsfield and Centennial Park picnic shelter). This position is anticipated to bring in \$30,000 in recreation and community event sponsorships during the 2009-2010 biennium.



**North Creek Sportsfield**

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Parks

### **Provide pleasurable experiences and present quality facilities that provide safe, clean, and attractive environments critical to users' overall park experience**

- Improve the quality of our parks and facilities operations to meet current and future standards of safety, cleanliness, usability, aesthetics, and serviceability.

### **Administer and maintain the Pioneer Cemetery**

- Provide compassionate, courteous, and professional service to bereaved families while striving to maintain a tranquil environment with perpetual care of the historic and rustic cemetery.
- Oversee burial service contracts.
- Maintain the cemetery grounds.

### **Provide clean and attractive municipal grounds**

- Maintain lawns, beds, and parking lots by mowing, pruning, picking up litter, and weeding.

### **Pursue acquisition and new development of parks lands and development of capital projects funded in the approved budget**

- Prepare appropriate grant applications.
- Select design firms to prepare plans and specifications.
- Manage the construction phase of funded projects.

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## Recreation

### **Provide outstanding recreation opportunities for the community**

- Preserve and enhance the quality of life in Bothell in response to the recommendations made in the adopted Parks, Recreation, and Open Space Action Program (PROSAP).
- Organize and support community events.
- Organize and support adult and youth sports, leagues, and field use.
- Develop strong relationships with community partners.

### **Increase recreation programs and activities that meet the public's interest**

- Offer programs that were supported by recommendations made in the adopted PROSAP.
- Develop relationships with program providers that result in affordable programs and activities.
- Survey program participants to determine if programs met their expectations.

### **Provide a quality space that can be used by all members of the community**

- Market the Lytle House to both residents and businesses to increase use.
- Market the North Creek Schoolhouse to both residents and businesses as a new meeting facility.

### **Provide quality recreation programming at a competitive, yet responsible price**

- Develop programs and activities consistent with the adopted Parks and Recreation fee policy.
- Update the adopted Parks and Recreation fee policy to include a cost recovery model appropriate for the City.



**Tree Planting**

## 2007-2008 ACCOMPLISHMENTS

### Parks Maintenance

- ✓ Completed installation of synthetic turf on North Creek #4. The installation has improved the safety, quality and playability of the facility.
- ✓ Installed new modular concrete skate park features that has cut maintenance hours at the facility by over 50%.
- ✓ Completed installation of the new tot lot which was partially donated by a local builder at Cedar Grove Park.
- ✓ Extended the North Creek #3 drainage to address on-going flooding issues in the outfield. Work included installation of 500 feet of new drainpipe that has significantly reduced the number of soft spots and puddles on the field after a rain event.
- ✓ Fenced off potentially dangerous drainage pond at Blyth Park and rebuilt access road to accommodate maintenance vehicles.
- ✓ Removed the caretaker's residence at Blyth Park.
- ✓ Replaced decking on bridge at the Park at Bothell Landing with fiberglass sheets. The work has improved safety, providing a non slippery surface during the winter icy months.
- ✓ Supplemented safety surfacing at 7 playgrounds and increased frequency of safety inspections to a weekly basis.
- ✓ Readied the Park at Bothell Landing for an "American Idol Finalist" performance after the "American Idol" Blake Lewis Parade.

### Recreation

- ✓ Completed PROSAP update.
- ✓ Implemented a joint Bylines/Recreation Guide.
- ✓ Experienced on-line registration by 15% of recreation customers.
- ✓ Collaborated with Northshore Senior Center for cross-generational programming.
- ✓ Coordinated Live ARTS event.
- ✓ Updated sportsfield reservation guidelines with collaboration from local youth leagues.

#### Coordinated Community Events:

- Music in the Park
- Freedom Festival
- River Fest
- Community Egg Hunt
- Safe Halloween
- Winterfest

# PERFORMANCE MEASURES

## Parks

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of survey respondents stating that the program was of "good" or "excellent" quality *	90%	90%	90%	90%
% of Lytle house renters rating their experience as "good" or "excellent"	90%	90%	90%	90%
# of community events held	24	27	14	14
# of recreation class opportunities offered	500	500	250	250
# of teams in adult softball	234	230	52	90
# of Lytle house rentals	75	50	50	50
# of new recreation programs offered	18	10	10	10
# of partnership programs/events offered	12	7	7	7

\*ICMA Puget Sound Consortium Performance Measure

## Recreation

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of customer service & safety concerns addressed within 24 hours of being identified/reported	100%	100%	100%	100%
% of staff members certified as playground safety inspectors	70%	83%	100%	100%
% of compliance with maintenance standards	100%	100%	100%	100%
% of residents surveyed that rate the appearance of parks & trails as good or excellent *	NA	87%	90%	92%
# of safety audits & inspections of park facilities	514	514	256	256
# of inspections of the parks trail system	24	24	12	12
# of inspections of the parks restroom facilities	730	730	365	365
# of playgrounds inspected, repaired, or replaced	46	47	24	24

\*ICMA Puget Sound Consortium Performance Measure

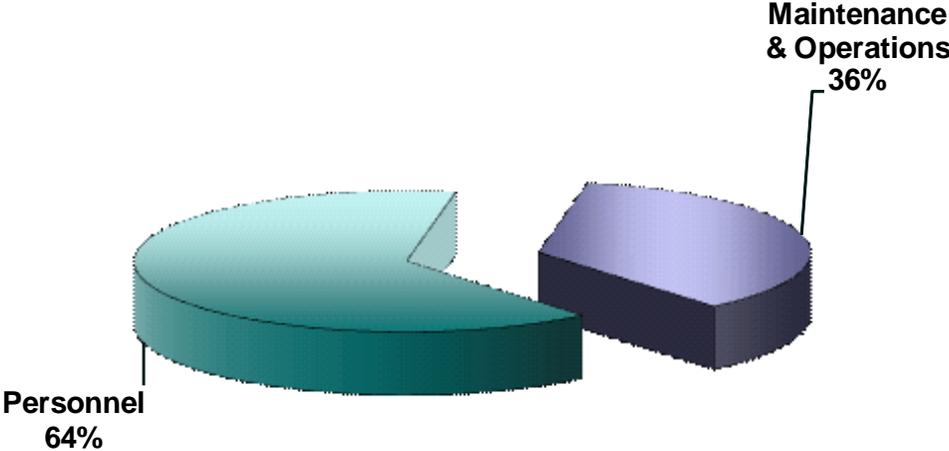
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Note: during the 2009 biennium Field 2 and Field 3 will be under construction for three months each which will result in a decrease of field use.

# TOTAL PARKS & RECREATION REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,280,144	\$1,560,551	\$1,887,980
Maintenance & Operations	871,104	988,850	1,062,015
Capital	884,499	-	18,600
Total Expenditures	\$3,035,747	\$2,549,401	\$2,968,595
Annual Cost Per Capita	\$96.85	\$77.64	\$87.83

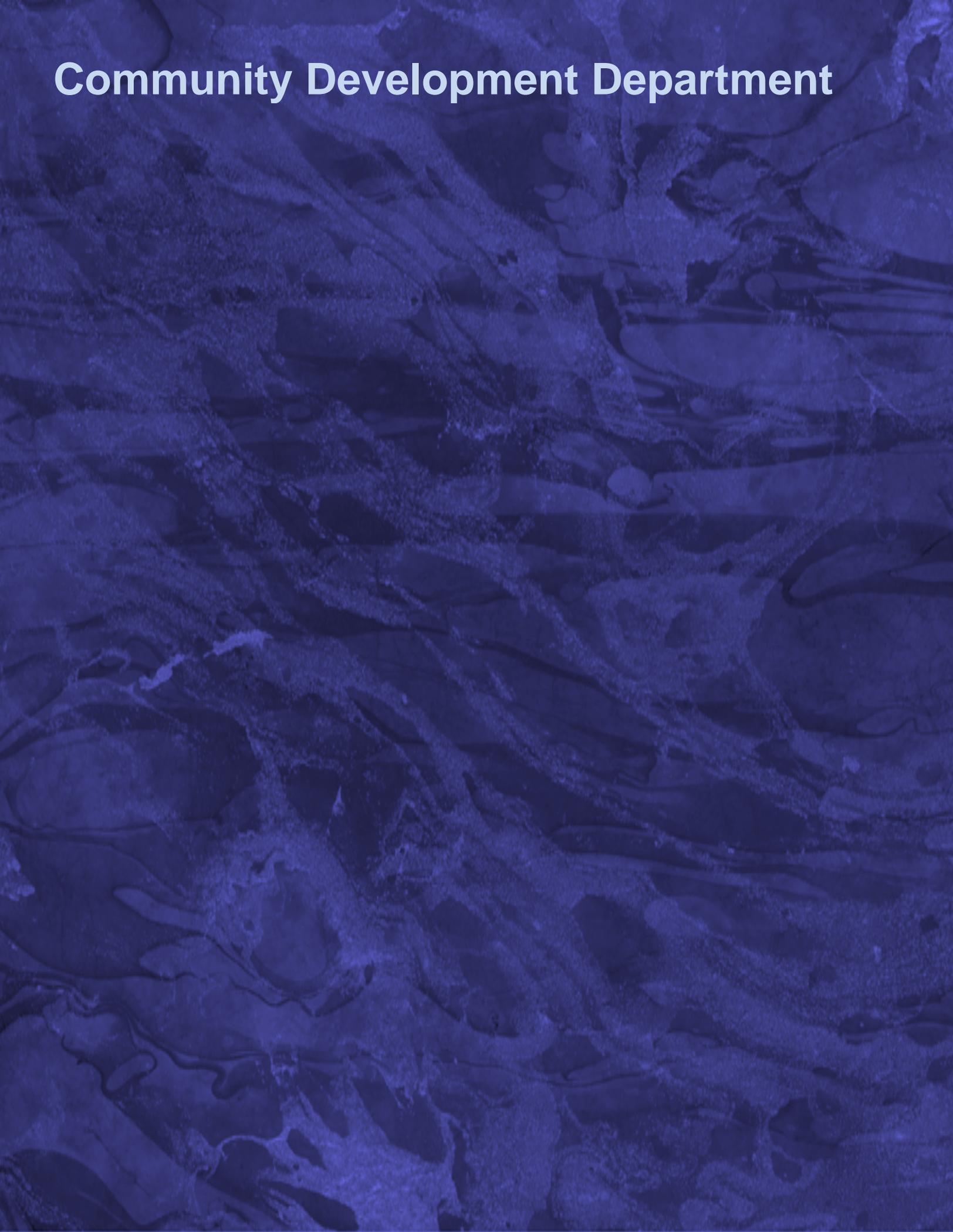
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 FINANCIAL NOTES

- Irrigation costs doubled as a result of correcting an error in the 2007-2008 budget.
- Purchase of a bucket truck in 2008 allowed the Division to eliminate the need for contracting seasonal banner placement and removal, and some arborist tree maintenance.
- Personnel increases include a cost of living and medical benefits increase.
- The addition of 2 seasonal staff in 2009.
- Increase of Recreation Assistant from seasonal to part time.
- Addition of a Parks Maintenance Worker in 2010.
- 2005-2006 capital expenditures were accounted for in the Parks Division, but since 2007 have been funded in the City's Capital Improvement Fund.

# Community Development Department



# COMMUNITY DEVELOPMENT DEPARTMENT

It is the mission of the Bothell Community Development Department:

- To help the community articulate its vision for Bothell, through the ongoing refinement of the *Imagine Bothell...* Comprehensive Plan and development regulations code; and
- To ensure that the vision becomes a reality by conscientiously applying and administering the City's development regulations, supporting annexation efforts within the Planning Area, guaranteeing safe building construction, providing accurate technical information, and carrying out community-enhancing projects and programs.

Achieving the above mission in the years 2009 and 2010 will involve the continued daily dedication of Community Development staff to activities including researching, recommending and facilitating Plan and Code amendments; processing annexations, including citizen outreach; facilitating the preservation of local historic landmarks; performing planning and building review and inspection of proposed developments; coordinating permit processing across three city departments; ensuring compliance with noise, lighting and zoning regulations; managing multi-departmental records and responding to public information requests; and providing development billing, board and commission support, reception and other administrative functions.

Activities of particular note for which funding is allocated in the 2009-2010 Community Development budget include the following:

- Completing any actions related to the Downtown Plan and Regulations which might be carried over to 2009; and review of the first Downtown development projects anticipated to be proposed under the new regulations.
- Facilitating completion of any Plan and Code amendments which might be carried over from the 2007 and 2008 Dockets, plus researching, recommending and facilitating any amendments resulting from the 2009 and 2010 Dockets. This work is expected to include further refinement of actions anticipated in 2008 concerning policies and regulations regarding sustainability.
- Supporting annexation-related activities, potentially including but not limited to a Snohomish County Boundary Review Board (BRB) hearing on the proposed Municipal Urban Growth Area (MUGA) annexation; alternatively, a King County BRB hearing on the possible Finn Hill / Upper Juanita / Kingsgate annexation; and, in either case, subarea comprehensive planning and proposed zoning, and outreach to support citizen campaigns.

- 
- Continuing refinement of the Development Services Initiative (DSI) to improve effectiveness, efficiency and predictability in the permitting process. To this end, the 2009-2010 Budget provides for addition of an Administrative Assistant position to analyze DSI performance, prepare “scorecard” reports and work directly with Development Services staff to ensure timely and accurate project reviews.

### **Administrative Services**

Administrative Services is responsible for the oversight of the Community Development Department and performs a wide range of functions, including financial, personnel, purchasing and customer service.

The administrative staff provides complex clerical and technical support to the Department Director; provides administrative support to the Hearing Examiner and Planning Commission, including preparing agenda packets and minutes for the Planning Commission meetings; serves as the main reception for the Community Development and Public Works Departments and the Fire Hazard Prevention Bureau; processes new business license applications; and manages records for Community Development and Public Works, including training staff on operating procedures and coordination with the City’s Records and Information Management Program.

The 2009-2010 Budget provides for a new Administrative Assistant position. This position will be responsible for research, analysis and all reports relating to development activity and the Development Services Initiative (DSI), as well as providing interdepartmental coordination of DSI related activities such as the creation of, and refinement to, Development Services Orders (DSOs), drafting and editing checklists associated with DSO's, performance auditing, etc.

The need for this position was identified by the permit process consultant prior to implementing the Final DSI Action Plan, and is currently listed as DSI Action Number 24.

The 2009-2010 Budget also extends a Part-time/Limited Term Office Specialist position in the Administrative Services Division through the end of 2009. This position will continue to assist with the implementation of the document management system, identified as item #34 of the DSI Final Action Plan. We anticipate completion of the 2006 images project by the end of 2008. We will then begin to process the 2007 and 2008 images.

The current demands in records management are too extensive for one part-time (.75) Senior Office Specialist to be able to commit enough time to the document imaging project. No capital outlay will be required as we currently have an operating work station for this position.

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## **Building and Permit Services**

The Building and Permit Services Division is composed of three sections: Protective Inspections, Permit Services and Code Enforcement.

The Protective Inspections section is responsible for reviewing applications for building, plumbing and mechanical permits; field inspection of all building-related construction projects; and damage assessment following natural disasters.

Permit Services is the coordinating and management section for the processing of all land use, building and public works permit applications.

Code Enforcement is responsible for the enforcement of the codes relating to zoning, land use, and construction related activities.

One of the most significant changes to this Division was the reclassification of the Building Official to Deputy Director of Community Development/Building Official in August of 2007. This position was created to provide a single go-to person that would be accountable for development services process issues.

Based on the added duties and responsibilities to the former Building Official position, the 2009-2010 Budget provides for reclassification of an existing Senior Plans Examiner position to a new Building Services Supervisor position. This position was recommended in the Development Services Initiative (DSI) Action Plan and will not result in any additional FTE's.

The Building Services Supervisor will be a lead position charged with handling many of the day-to-day operational tasks and some of the administrative duties of the Deputy Director/Building Official, thereby allowing the Deputy Director additional time to further the efforts of the DSI.

## **Planning Services**

The Planning Division is composed of two sections: Community Planning and Development Services.

The Community Planning section is responsible for maintaining and updating the *Imagine Bothell...* Comprehensive Plan; implementing Plan policies through new regulations and community-enhancing projects and programs such as historic preservation; and collecting and analyzing data concerning population and employment growth. In addition, the Community Planning section processes annexation requests from property owners, in accordance with state annexation laws.

The Development Services section reviews development applications for compliance with land use regulations and applicable policies, and inspects completed developments for conformance to approved plans.

# 2009-2010 BUDGET OUTCOMES & ACTIVITIES

## Administrative Services

### Increase efficiencies within the department to maintain the current level of service despite increasing workload

- Provide clear direction, expectations and realistic productivity standards. Update and maintain department Standard Operating Procedures (SOP) manuals as needed.

### Continue high quality, responsive customer service to staff and the public

- Post and distribute monthly *Imagine Bothell...* notices.
- Process Accounts Payable/Receivable in a timely manner.
- Provide timely responses to public record requests to ensure we meet customer demands and are complying with state laws.
- Manage the Development Review invoicing system and revenue accounts.
- Process payroll and Position Change Notices (PCN) in a timely manner and keep staff informed on any changes in the system.

### Manage and maintain development records system

- Continue to assist departments with identification and implementation of new records management technologies, particularly where these technologies provide improvements in efficiency, effectiveness and compliance with public records requirements.
- Ensure records are organized and current to ensure information is readily available to staff and citizens.

## Building and Permit Services

### Assure that buildings and structures are designed and constructed to comply with City, State and Federal codes and standards

- Conduct thorough and timely review of plans, specifications and engineering calculations.
- Inspect all active construction projects, ensuring that all required inspections are occurring in the order and sequence required to determine compliance.
- Actively abate unsafe or dangerous structures.

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### **Assure consistency with surrounding jurisdictions in the application of the codes and standards**

- Provide technical assistance to the design community, contractors and the public.
- Provide training to the design community, contractors and the public as it relates to building codes and construction standards.
- Coordinate the creation of "Common Building Code" Tip Sheets and informational flyers in association with other partner cities of the eCityGov Alliance and MyBuildingPermit.com.

### **Resolve disputes to gain compliance with City and State Codes**

- Proactively enforce all regulations related to public health and safety.
- Use voluntary compliance and the civil violation process to resolve substantiated violations.

### **Planning Services**

#### **Assist the public and its elected and appointed representatives in defining and refining the community vision**

- Manage the processing of Plan and Code amendments as initiated by the City Council, in particular, completion of the Downtown Plan and code amendments.
- Implement standard operating procedures to ensure adherence to all process components mandated by local and state Growth Management laws.

#### **Coordinate and cooperate with King and Snohomish Counties, neighboring cities, and special districts having jurisdiction within or near the City of Bothell on planning issues of mutual concern**

- Negotiate interlocal planning and service delivery agreements.
- Participate in Endangered Species Act (ESA) related activities; adopt policies and regulations and implement programs as necessary.
- Participate in A Regional Coalition for Housing (ARCH) activities.

#### **Provide accurate and timely planning review of permit applications, proposed annexations and general public inquiries**

- Perform pre-application reviews.
- Review land use applications for code compliance.
- Manage and process annexation requests from citizens, property owners and businesses within the City's Municipal Urban Growth Area (MUGA) and Potential Annexation Areas (PAAs).
- Provide planning and zoning information to the public.
- Review and revise administrative Development Services Orders (DSOs).
- Return telephone calls within 24 hours and answer correspondence within five working days.

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**Ensure that approved land use projects are developed and constructed in accordance with applicable planning regulations and conditions of approval**

- Perform field inspections to ensure compliance with approved plans, planning regulations and conditions of approval.

**Ensure that critical areas are protected in accordance with adopted critical area regulations**

- Perform field inspections to ensure compliance with approved plans, planning regulations and conditions of approval.

**Continue to provide staff support to the Landmark Preservation Board**

- Identify sources of funding for projects and programs.
- Apply for grants as warranted.
- Provide oversight and management of Board projects and programs.



**Hillcrest Condos**

## 2007-2008 ACCOMPLISHMENTS

### Administrative Services

- ✓ Greeted and referred approximately 4,900 visitors to appropriate Community Development, Public Works and Fire Bureau staff.
- ✓ Received and transferred approximately 50,000 telephone calls to appropriate staff, averaging over 200 calls per day.
- ✓ Processed 913 public records requests.
- ✓ Issued 723 Business Licenses.
- ✓ Collected \$1,386,609 in Development Review fees.
- ✓ Improved communications between developers and staff regarding billable hours and other costs associated with development review, resulting in a reduction of past due accounts as reported to Finance on the Aging Accounts Receivable Quarterly Report and increased revenue for the City.
- ✓ Created and implemented new customer survey forms in December, 2007. The survey forms promote the Development Services Principles by establishing a mechanism for measuring customer satisfaction and soliciting suggestions for ways to improve the permit process.

\*Numbers reflected are through July 2008.

### Building and Permit Services

- ✓ Received 1,203 Building permit applications totaling \$187,324,116 in valuation.
- ✓ Issued 1,150 building permits totaling \$215,746,935 in valuation.
- ✓ Performed 9,988 Building inspections.
- ✓ Received 201 Violation cases.
- ✓ Closed 188 Violation cases.
- ✓ Integrated Fire permits for detection and suppression systems into Advantage Permit Tracking program.
- ✓ Implemented the use of a centralized inspection request process to ensure quality control and accountability.
- ✓ Created and implemented the Fastrack queue for Minor Tenant Improvement and Trade Permit Applications (Plumbing and Mechanical), resulting in initial reviews occurring in 2-3 weeks instead of the previous 6-8 weeks.

\*Numbers reflected are through July 2008.

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## Planning Services

- ✓ Council endorsement of a vision for the Bothell Downtown Plan and drafting of Downtown subarea development regulations: Planning Commission recommendation expected October, 2008.
- ✓ Adoption of Low Impact Development (LID) regulations for the Fitzgerald/35th Avenue SE subarea.
- ✓ Compilation of a draft Housing Strategy Plan and successful defense of appeals to the Housing Element of the *Imagine Bothell...* Comprehensive Plan.
- ✓ Adoption of numerous housekeeping and issue-specific code amendments, including:
  - Regulations controlling the size and appearance of accessory buildings;
  - Regulations assuring consistency in wall signs for single businesses vs. multi-tenant businesses;
  - Clarification of regulations concerning fence height measurement;
  - Clarification of regulations concerning building height measurement;
  - Elimination of conflicts in home-occupation regulations.
- ✓ Completion of Planning Commission recommendations for housekeeping and issue-specific code amendments regarding regulations concerning off-premises, non-commercial signs, including campaign signs.
- ✓ Adoption of a resolution establishing a Bothell-Brier Municipal Urban Growth Area (MUGA) boundary: formal plan amendment adoption expected December, 2008.
- ✓ Completion of Landmark Preservation Board recommendations for revisions to Title 22: Landmark Preservation.
- ✓ Completion of development review for a number of significant projects, including:
  - The Safeway retail development at 240<sup>th</sup> and Bothell-Everett Highway;
  - The south-access project for the University of Washington - Bothell/Cascadia College;
  - A new classroom building for Cascadia College;
  - The First Mutual bank building at 228<sup>th</sup> Street SE and Bothell-Everett Highway;
  - The Moss Heritage building on Main Street;
  - The plats of Muriel's Landing, Westcastle, Crown Woods, Crystal Springs Estates, and others.

# PERFORMANCE MEASURES

## Administrative Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of public disclosure requests resolved within prescribed timelines (5 days)	100%	98%	99%	99%
# of public records tracked to resolution	600	838 as of 5/31/08	500	500
Development review fees collected	\$1,350,000	\$1,222,112 as of 5/31/08	\$325,000	\$487,500
# of new business licenses processed	1,000	656 as of 5/31/08	500	500

## Building and Permit Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Maintain a Building Code Effectiveness Classification rating of 2 or better (1 is the highest rating)	3	2	2	2
% of violations resolved through voluntary compliance methods	80%	80%	80%	80%
% of cases successfully upheld by the Hearing Examiner	95%	95%	95%	95%
Average # of days for processing commercial & multi-family building permits (first review)	60	75	56	56
% of requested inspections completed within 24 hours	100%	100%	100%	100%
% of violation cases closed within target timelines	80%	80%	80%	80%
# of active violation cases per code compliance officer	75	75	75	75
# of inspections performed	10,000	12,000	6,000	6,000
# of permit applications processed per year	2,500	2,700	1,250	1,250
# of technical training hours per FTE	240	240	120	120
# of violation complaints received	200	120	75	75
Provide jointly sponsored training opportunities for designers, contractors, & citizens via eCityGov & MyBuildingPermit Management Committee	20	18	10	10

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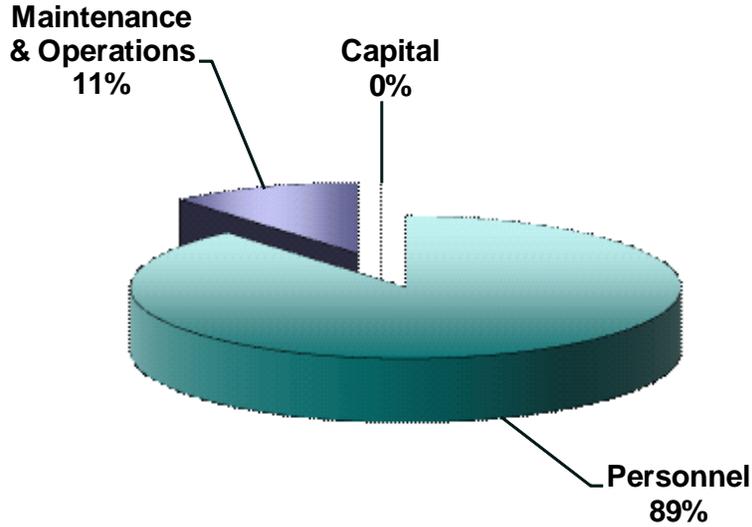
## Planning Services

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
Process development review applications within state mandated timeframes	100%	100%	100%	100%
# of working days to respond to external customer requests (counter, telephone, email)	5	5	5	5
% of annexation requests processed within state mandated timeframe	100%	100%	100%	100%
% of development review applications processed within state mandated timeframes	90%	90%	90%	90%

# TOTAL COMMUNITY DEVELOPMENT REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$3,473,089	\$4,406,270	\$4,610,448
Maintenance & Operations	831,971	1,180,700	582,670
Capital	-	18,500	-
Total Expenditures	\$4,305,059	\$5,605,470	\$5,193,118
Annual Cost Per Capita	\$137.34	\$170.70	\$153.64

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.

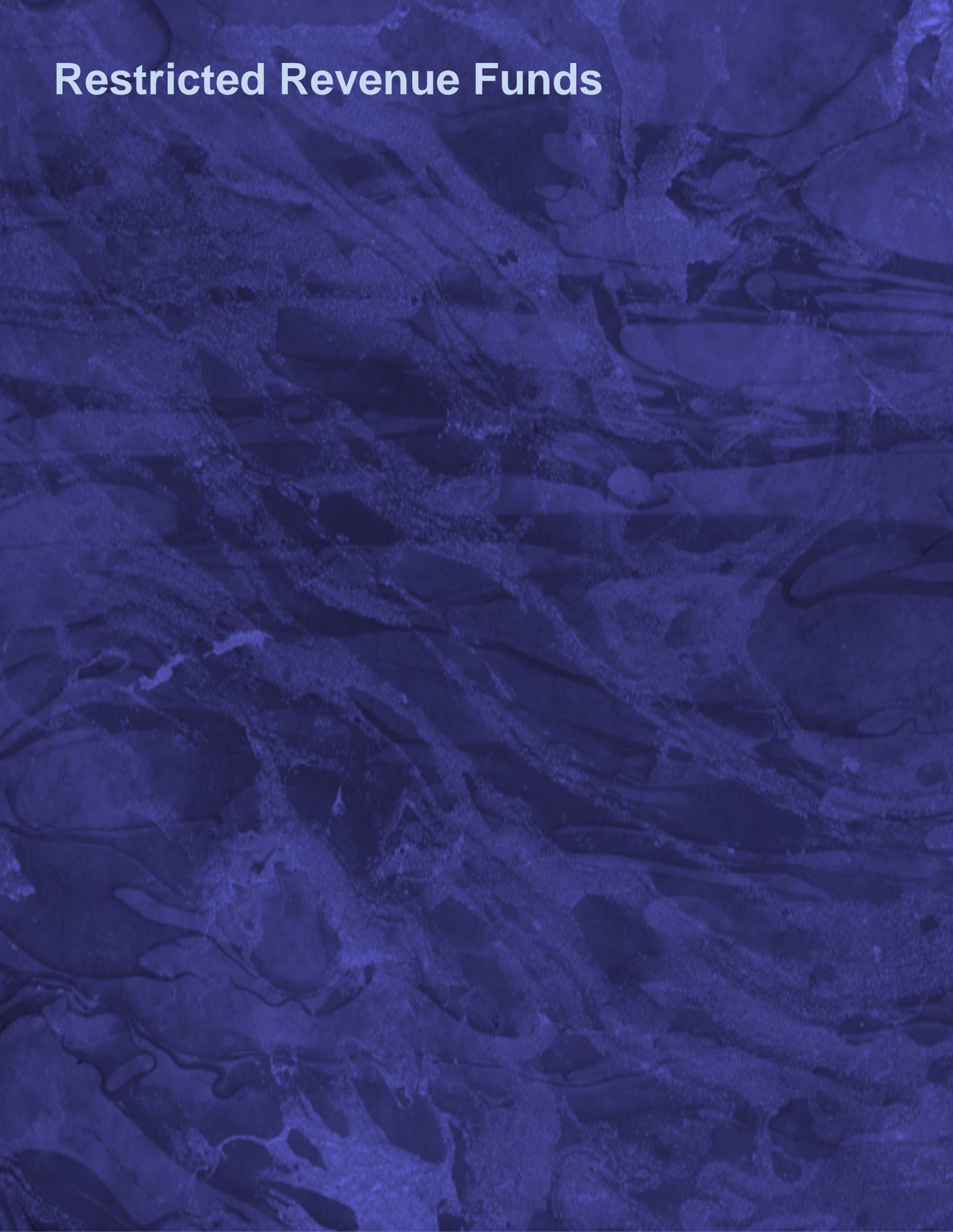


## 2009-2010 FINANCIAL NOTES

The 2009-2010 Community Development Department budget provides for the following significant changes from the 2007-2008 budget:

- Conversion of a limited-term full time Administrative Assistant position to a regular full time position. The Administrative Assistant will further Development Services Initiative (DSI) goals by gathering data and reporting on identified performance measures; and assisting the Director and Deputy Director in analyzing existing processes for improvement opportunities, evaluating new or potential replacement products utilized in development review, such as permit tracking software, and trouble-shooting project-specific issues.
- Continuation of a limited-term Office Specialist position through 2009. This position assist the Senior Office Specialist who is responsible for records management in the Dawson Building: the position has proved very beneficial in reducing a backlog of development files awaiting archiving.
- Substantial reduction in funding allocation for professional services, attributable to the anticipated approval of the Downtown Plan and Regulations in early 2009, a project which required extensive and continued involvement since the inception of this effort in 2005.

# Restricted Revenue Funds

The background of the slide is a dark blue color with a complex, marbled pattern. The pattern consists of various shades of blue, from deep navy to lighter, almost white highlights, creating a textured, organic appearance similar to marbled paper or a microscopic view of certain minerals. The overall effect is a rich, textured blue background.

**Street Fund**

**Public Works  
Department**

## STREET

The Street Fund, a division of the Public Works Department, provides for all maintenance and operation functions for the City's transportation system. This includes 322 miles of roadway and signalized intersections.

In addition, two grant programs are funded from the Street Fund - the City's semi-annual recycling and household hazardous collection events and the Commute Trip Reduction (CTR) Program.

Capital projects enhancing the transportation system are managed by the Capital Project Division.

Through innovative measures, the Street Division is able to accomplish the following:

- Daily operations include roadway patching and potholes, street and traffic control signs, street striping and pavement markings, street sweeping, snow and ice removal, bridge maintenance, and 24-hour emergency response.
- Right-of-way activities include grading, shoulder maintenance, curb and gutter maintenance, sidewalk repair, street lights, and trail maintenance.
- Manage various programs including contracted traffic signal repair services by Snohomish County, traffic signal operations, plan review of developer projects, concurrency, traffic mitigation, control throughout City, and the City's Adopt-a-Street Program.

The 2009-2010 Street Budget is anticipated to increase \$494,722 over its 2007-2008 budget. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by \$205,022. The increase is due to union negotiated salary step and cost-of-living increases along with pension contributions and health insurance premiums.

The 2009-2010 operations budget includes some one-time items designated for the move into the new Public Works Operations Center in 2010. Operating costs have increased due to a rise in the cost of raw materials and supplies (asphalt, concrete, fuel) and services (shipping), along with the addition of the new snow and anti-ice operations, and the increasing cost of material disposal. Finally, the operations budget includes the replacement of sanders for snow and ice operations.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### Provide safe public streets, paths, and walkways

- Maintain the condition of trees and vegetation on all City right-of-ways to prevent hazardous conditions.
- Restriping of public streets as necessary to maintain visibility.
- Keep roadway surfaces in good repair.
- Clean and maintain signage on public streets.
- Keep the roads free and clear of debris.

### Manage the sidewalk replacement program

- Work with property owners regarding replacement of damaged and unsafe sidewalks.

### Maintain a well-managed street light utility

- Ensure street light utility rates capture the cost of operation.
- Inspect street lights at night and facilitate replacement when necessary.



Street Maintenance

## 2007-2008 ACCOMPLISHMENTS

- ✓ Implemented an Anti-Icing Program to address icing conditions on Bothell's roadways. Anti-Icing Liquid was applied to roadways prior to freezing temperatures and helped to prevent road closures and traffic accidents.
- ✓ All Street staff successfully became Certified Erosion and Sediment Control Leads, utilizing their skills by applying best management practices for erosion and sediment control during roadside maintenance and construction activities.
- ✓ Completed a pedestrian walkway along the north side of 200th Street NE between 102nd Court NE and 100 Avenue NE. Construction activities included paving and installation of a new catch basin.
- ✓ Completed sidewalk and sidewalk drainage improvements on Main Street. Staff removed/replaced damaged sidewalks, installed new sidewalk strip drains to alleviate rainwater from entering businesses, and removed select trees that had caused damage to storm system infrastructure.
- ✓ Assisted Public Works Capital Projects staff by providing assistance with bridge assessment after the December 3, 2007 flood event. Crews removed and replaced asphalt bridge approaches on the 240th Street SE and North Creek Parkway North bridges.
- ✓ Worked on recovery efforts after 2 major declared weather emergencies, and recovered significant funding from Federal Emergency Management Agency (FEMA) to help offset the costs of recovery activities.
- ✓ Installed more efficient Light Emitting Diode (LED) street lighting at the Park at Bothell Landing and the Dawson building parking lot. This measure reduces the amount of energy consumed at each light by over 50%.
- ✓ Coordinated the "American Idol" Blake Lewis Parade.



**Street Maintenance**

## PERFORMANCE MEASURES

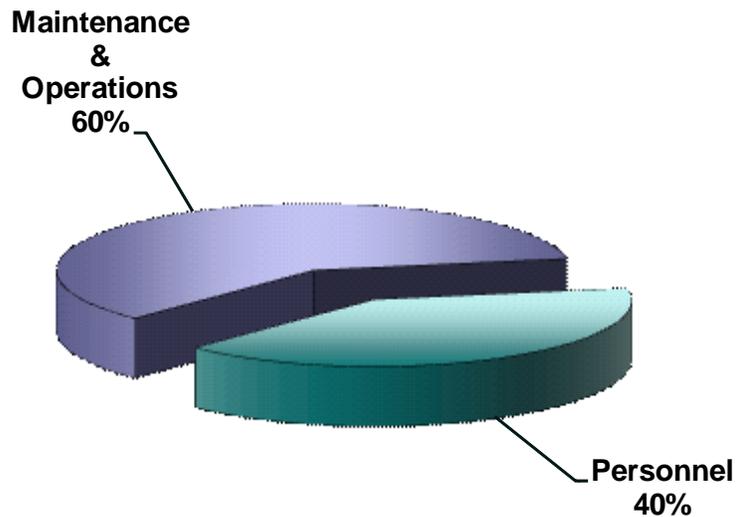
Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of response to citizens within 24 hours of reporting malfunctioning street lights	100%	95%	95%	95%
% of centerline, fog line, extended curbs, land markings, & bike lanes painted annually	100%	100%	100%	100%
% of street sign inventory inspected annually	100%	100%	100%	100%
Average pavement ratings for arterial & collectors*	85	85	83	83
Average pavement ratings for residential streets*	70	55	54	54
Citizen ratings of street sweeping as either good or excellent*	NA	73%	80%	85%
# of edge miles mowed annually	500	338	250	250
# of linear feet of sidewalk repaired & replaced	1,000	650	500	500

\*ICMA Puget Sound Consortium Performance Measure

## TOTAL STREET REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,191,350	\$1,289,613	\$1,494,635
Maintenance & Operations	1,765,673	2,011,938	2,243,638
Capital	22,754	-	58,000
<b>Total Expenditures</b>	<b>\$2,979,776</b>	<b>\$3,301,551</b>	<b>\$3,796,273</b>
<b>Annual Cost Per Capita</b>	<b>\$95.06</b>	<b>\$100.54</b>	<b>\$112.32</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Highlights

- The cost of raw goods and materials has risen 8% to 10% per year for metals, asphalt, concrete, etc.
- Upgrading pavement marking operations from dura-stripe to pre-mark thermoplastic.
- Switching snow and ice operations from sand and salt approach to a pre-emptive chemical anti-icing approach.
- Cost of disposing contaminated soils for sweeping operations has increased.
- Maintenance and Operations increases are due to safety improvement dollars being moved from the REET Fund to the Street Fund expenditures.
- Personnel increases include a cost of living and medical benefits increase.

# Arterial Street Fund

**Public Works  
Department**

## ARTERIAL STREET

Several of the transportation projects in the adopted 2009-2015 Capital Facilities Plan (CFP) are budgeted in the Arterial Street Fund. Funding sources utilized to fund these transportation projects include:

Mitigation from:

- Developers for streets (right-of-way and traffic impact fees)
- Brightwater project
- Grants
- Private donations/contributions

The 2009-2010 Budget includes \$25,891,000 for street construction and transportation improvement projects. Work accomplished includes right-of-way acquisition, design, and construction of roadways, sidewalks, street lighting, traffic signals, and landscaping. The projects included in the 2009-2010 Arterial Street Fund are:

Transportation:

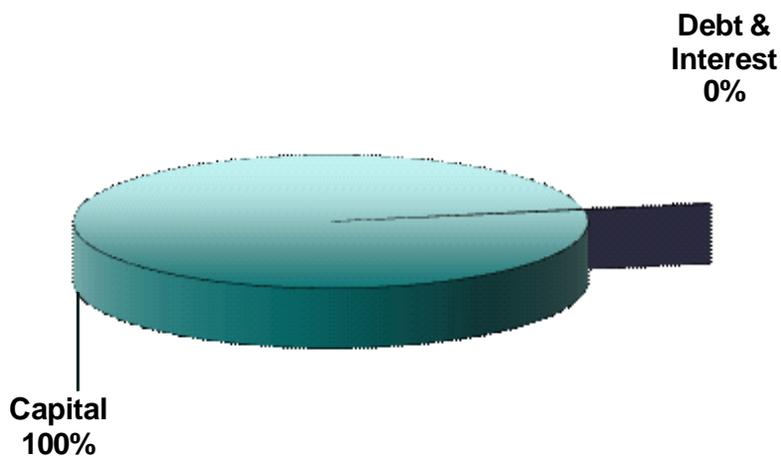
- Arterial Pavement Resurfacing and Rehabilitation
- SR527 Widening at Country Village
- SR522 Phase 1, Stage 1 – Wayne Curve
- 240th Street SE Sidewalk
- Citywide Intelligent Transportation System (ITS)
- SR522 Phase 1, Stage 2a – 180<sup>th</sup> to west city limits

For complete details on 2009-2010 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2009-2015 Capital Facilities Plan, which is available on the City's website or by request from the City Clerk's office.

## TOTAL ARTERIAL STREET REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	7,326,410	37,838,000	25,891,000
Debt & Interest	70,772	69,419	68,600
<b>Total Expenditures</b>	<b>\$7,397,182</b>	<b>\$37,907,419</b>	<b>\$25,959,600</b>
<b>Annual Cost Per Capita</b>	<b>\$235.99</b>	<b>\$1,154.39</b>	<b>\$768.04</b>

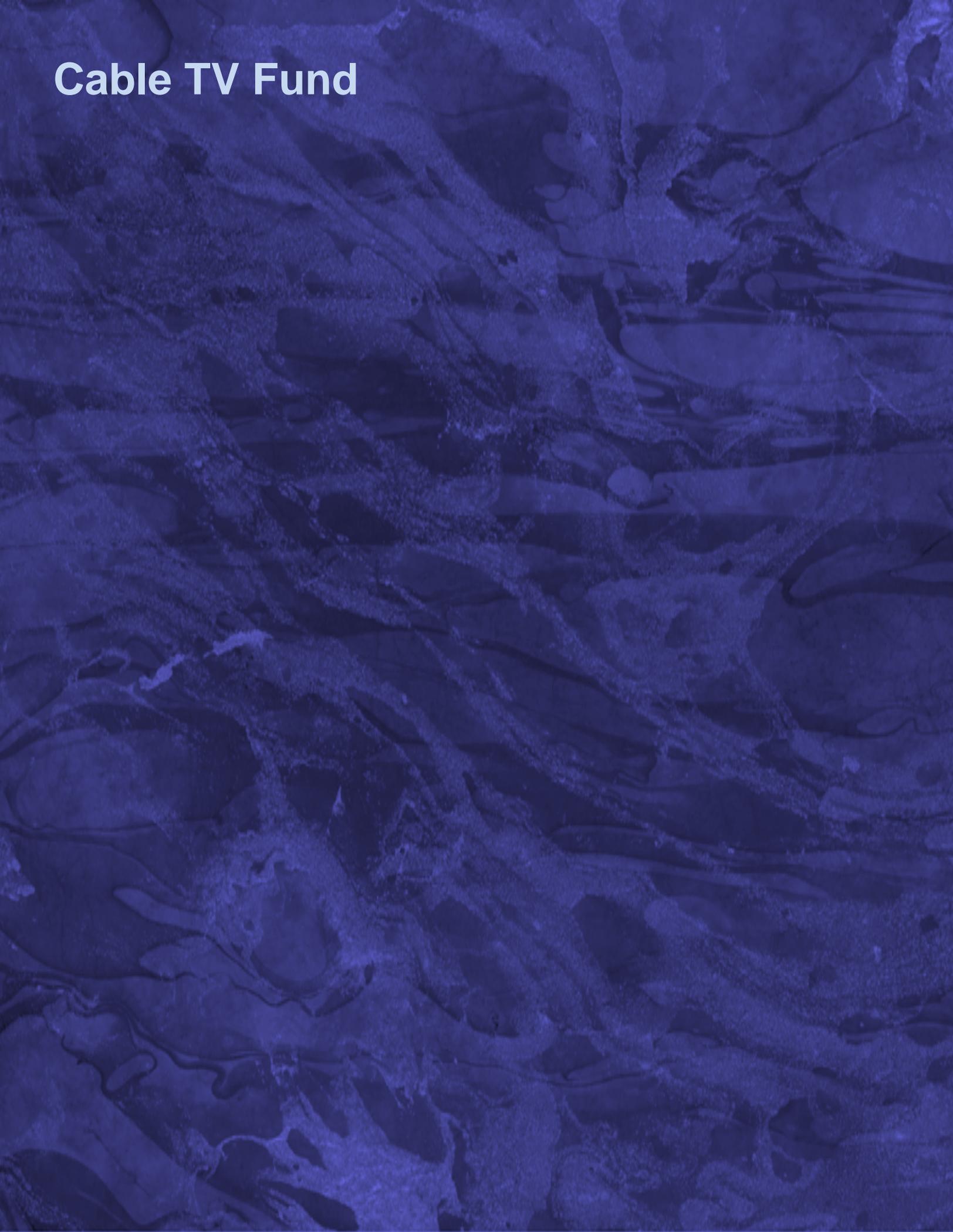
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Highlights

Capital expenditures in 2009-2010 are the direct result of implementing the City's 2009-2015 Capital Facilities Plan.

# Cable TV Fund



## CABLE TV

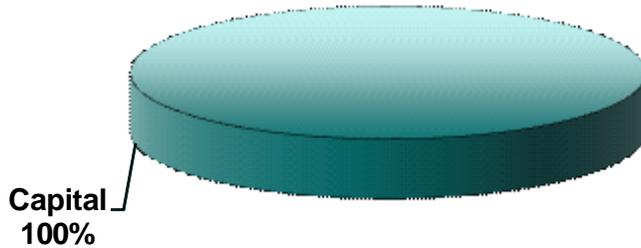
The Cable TV Fund was created in 2001 with funding provided by the City's cable franchise agreement. These monies are restricted to capital equipment purchases related to Bothell Community Television (BCTV) Channel 21.



## TOTAL CABLE TV REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	18,013	26,747	20,000
<b>Total Expenditures</b>	<b>\$18,013</b>	<b>\$26,747</b>	<b>\$20,000</b>
<b>Annual Cost Per Capita</b>	<b>\$0.57</b>	<b>\$0.81</b>	<b>\$0.59</b>

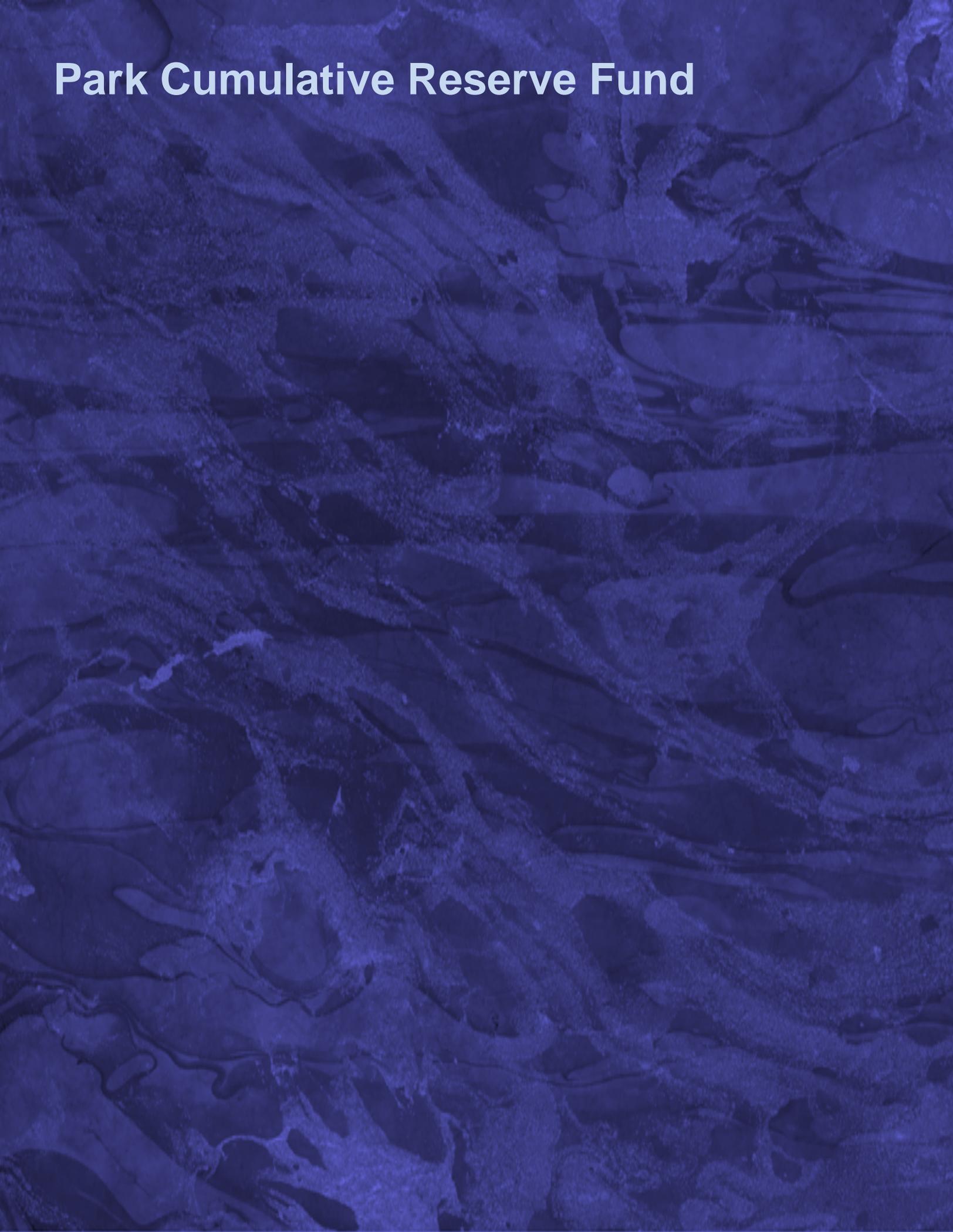
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Highlights

- These monies are restricted to capital equipment purchases related to Bothell Community Television (BCTV) Channel 21.
- All funding is derived from Cable TV franchise fees.

# Park Cumulative Reserve Fund



## PARK CUMULATIVE RESERVE

The Park Cumulative Reserve Fund is used to accumulate monies for the acquisition and development of City parks. Monies are transferred from this fund to the City's Capital Improvements Fund for Parks capital projects.

Funding is derived from park fees paid by developers.



Lacrosse Tournament

## TOTAL PARK CUMULATIVE RESERVE REQUEST

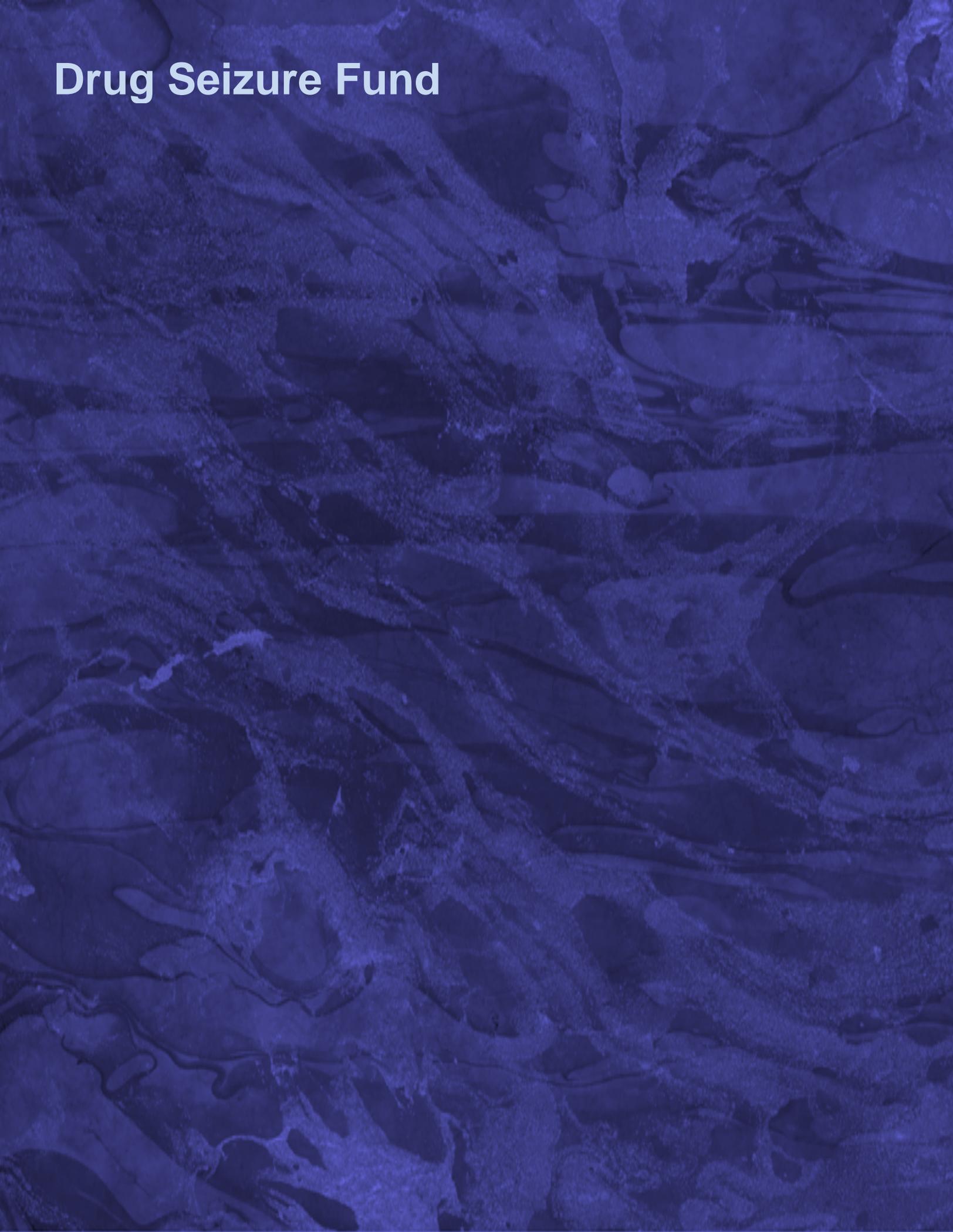
Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Annual Cost Per Capita</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.

### 2009-2010 Financial Highlights

No expenditures are anticipated during 2009-2010, although a \$500,000 operating transfer to the Capital Improvements Fund is budgeted. These funds are earmarked for the Cedar Grove Park Phase II project, as described in the Capital Facilities Plan (CFP).

# Drug Seizure Fund



## DRUG SEIZURE

The Drug Seizure Fund is a separate accounting fund established in 2001 to account for monies seized during drug policing activities.

This fund was established in response to Washington State's Uniform Controlled Substances Act. RCW 69.50.505 (10) which states:

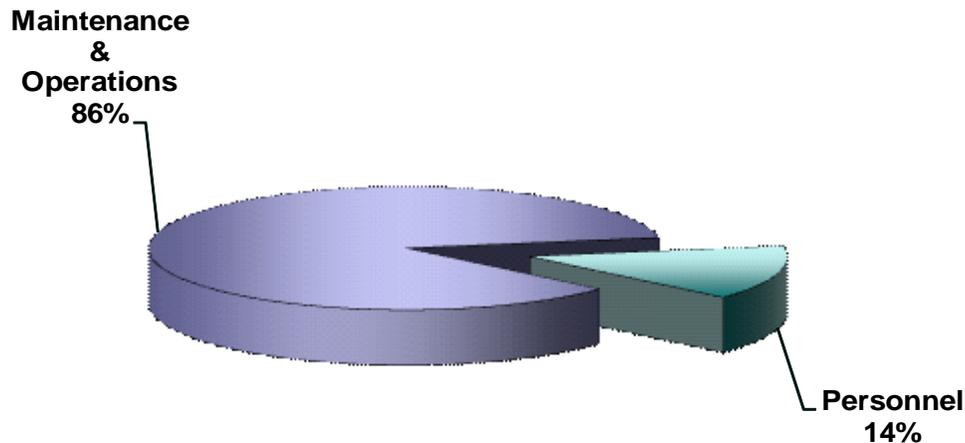
“Forfeited property and net proceeds not required to be paid to the state treasurer shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances related law enforcement activity. Money retained under this section may not be used to supplant preexisting funding sources.”



## TOTAL DRUG SEIZURE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$2,325	\$10,000	\$10,000
Maintenance & Operations	25,385	49,281	60,000
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$27,710</b>	<b>\$59,281</b>	<b>\$70,000</b>
<b>Annual Cost Per Capita</b>	<b>\$0.88</b>	<b>\$1.81</b>	<b>\$2.07</b>

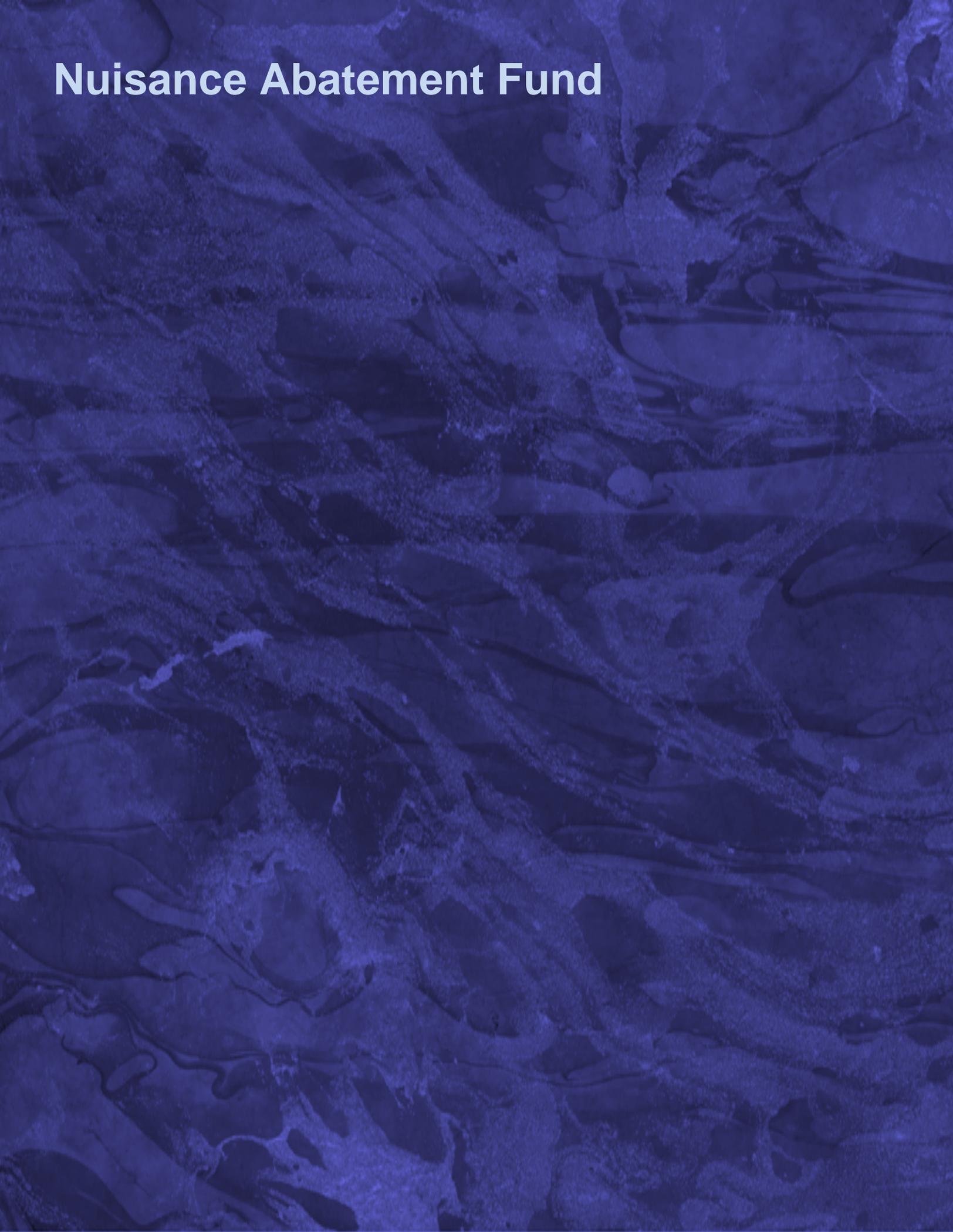
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Highlights

The spending increase in 2009-2010 is the result of higher than anticipated drug seizures in 2007. \$36,000 in Drug Seizure receipts were projected for the 2007-2008 biennium, but 2007 receipts alone amounted to nearly \$43,000.

# Nuisance Abatement Fund



## NUISANCE ABATEMENT

The City's Nuisance Abatement Fund was created in 2001. Its purpose is to fund nuisance abatement (removal of abandoned property) per the provisions of the Bothell Municipal Code (BMC).

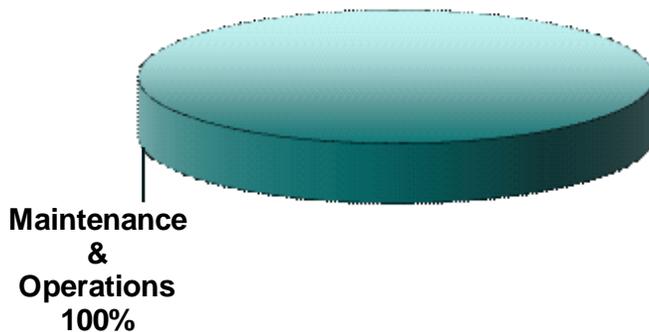
All funding to date (other than interest earnings), has been subsidized by the City's General Fund.



## TOTAL NUISANCE ABATEMENT REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	-	50,000	60,000
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$60,000</b>
<b>Annual Cost Per Capita</b>	<b>\$0.00</b>	<b>\$1.52</b>	<b>\$1.78</b>

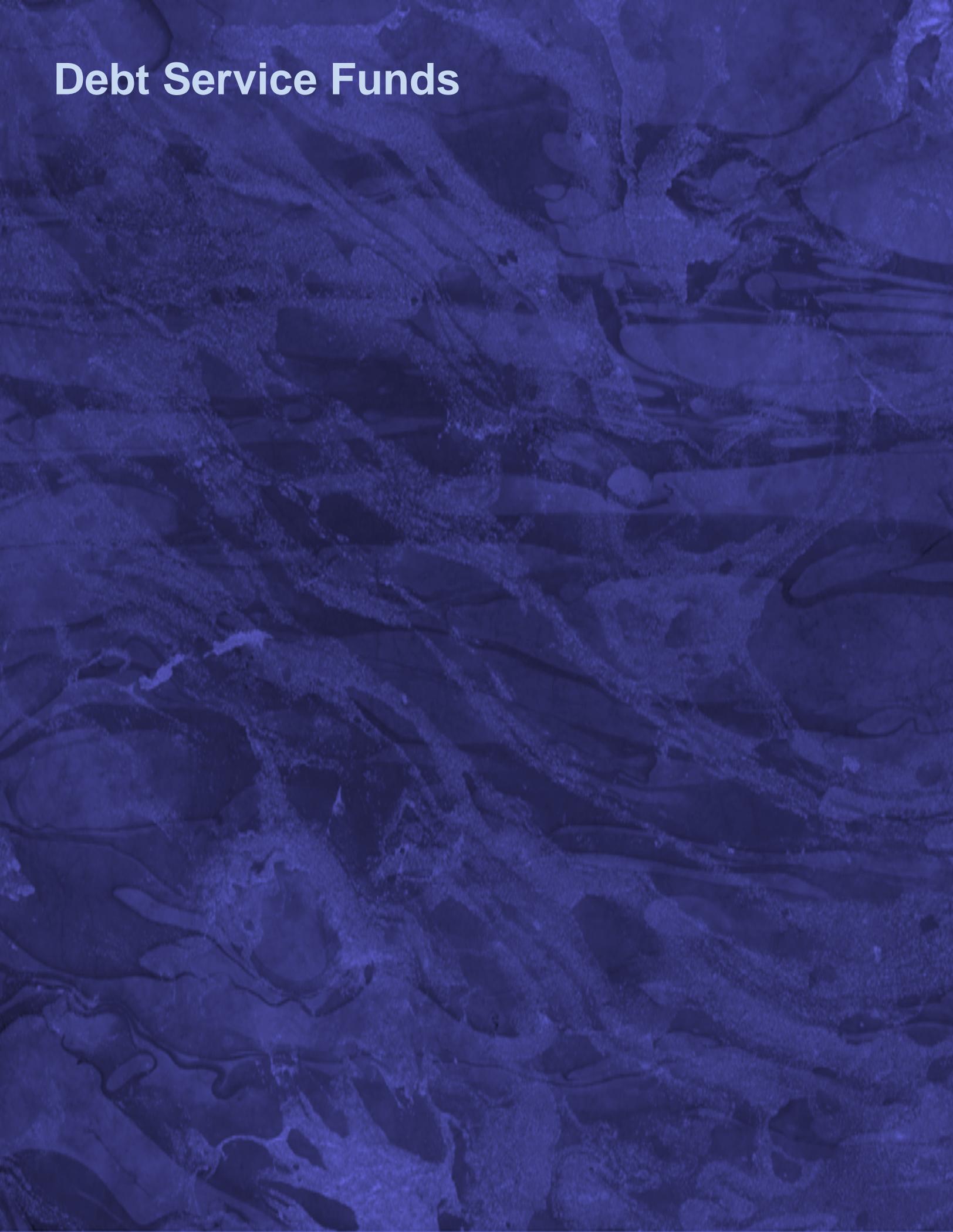
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



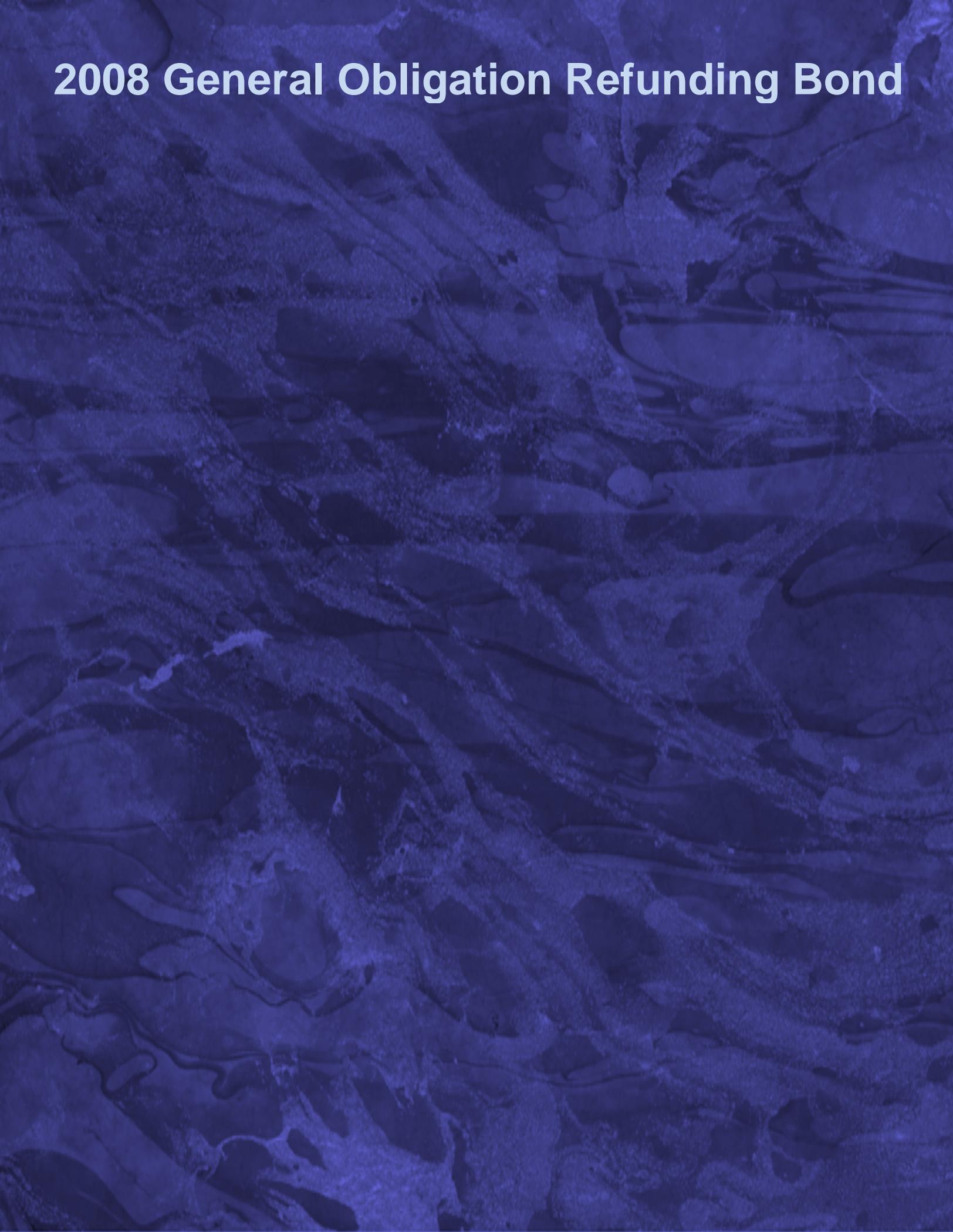
### 2009-2010 Financial Highlights

- The Nuisance Abatement Fund exists to provide funding for the removal of abandoned property per the Bothell Municipal Code (BMC).
- Prior to 2007, the Nuisance Abatement Fund had expended less than \$250 since its inception in 2001.
- Nuisance Abatement monies were exhausted in 2008 to fund the abatement of a downtown apartment building. Legal proceedings are pending to recoup the City's legal costs from the building's owner.

# Debt Service Funds

The background of the page is a dark blue color with a complex, marbled pattern. The pattern consists of various shades of blue, from deep navy to lighter, almost white highlights, creating a textured, organic appearance similar to marbled paper or a microscopic view of certain minerals. The overall effect is a rich, textured blue background.

# 2008 General Obligation Refunding Bond



## 2008 GENERAL OBLIGATION REFUNDING BOND

General Obligation (GO) Bond Funds are created to account for the retirement of general purpose bonds issued on behalf of the City to finance various public projects such as construction or improvement of facilities, parks, and streets.

When a municipality issues GO Bonds (authorized by a vote of the people) the monies generated to retire the debt comes from excess property tax – a “new” dedicated funding source. GO Bonds authorized by the City Council do not have a “new” dedicated funding source - debt service payments come from the City’s current revenue streams.

Bothell has one “voter approved” GO Bond outstanding, which was refinanced in 2008 to save Bothell taxpayers more than \$500,000 in interest payments.

The City’s original 1997 GO Bond Redemption Fund was created to account for the retirement of general purpose bonds issued on behalf of the City to finance construction of a public safety building. This debt issue was authorized by a vote of the people. Each year, debt service payments are made with monies collected from excess property tax.

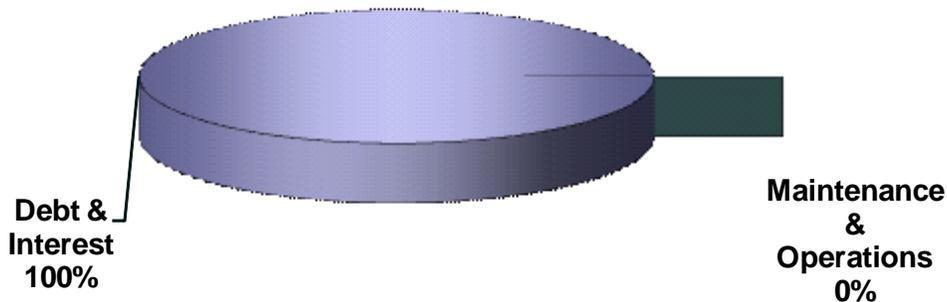
In 2009, the excess property tax associated with repayment of this debt, now referred to as the 2008 General Obligation Refunding Bond, is expected to be less than 11 cents per thousand dollars of assessed value, and in 2010 less than 10 cents per \$1,000 of assessed value.

Original Issue Date: November 1, 1997  
Refinanced 5/20/08  
Original Issue Amount: \$9,700,000  
Outstanding as of 12/31/08: \$5,435,000  
Interest Rates: 3.5% to 4.0%  
Debt Service 2009: \$723,038 (includes principal and interest)  
Debt Service 2010: \$724,663 (includes principal and interest)  
Final Maturity: December 1, 2017

## TOTAL 2008 GENERAL OBLIGATION REFUNDING BOND REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	304	1,000	-
Capital	-	-	-
Debt & Interest	1,557,559	1,600,000	1,455,000
<b>Total Expenditures</b>	<b>\$1,557,862</b>	<b>\$1,601,000</b>	<b>\$1,455,000</b>
<b>Annual Cost Per Capita</b>	<b>\$49.70</b>	<b>\$48.76</b>	<b>\$43.05</b>

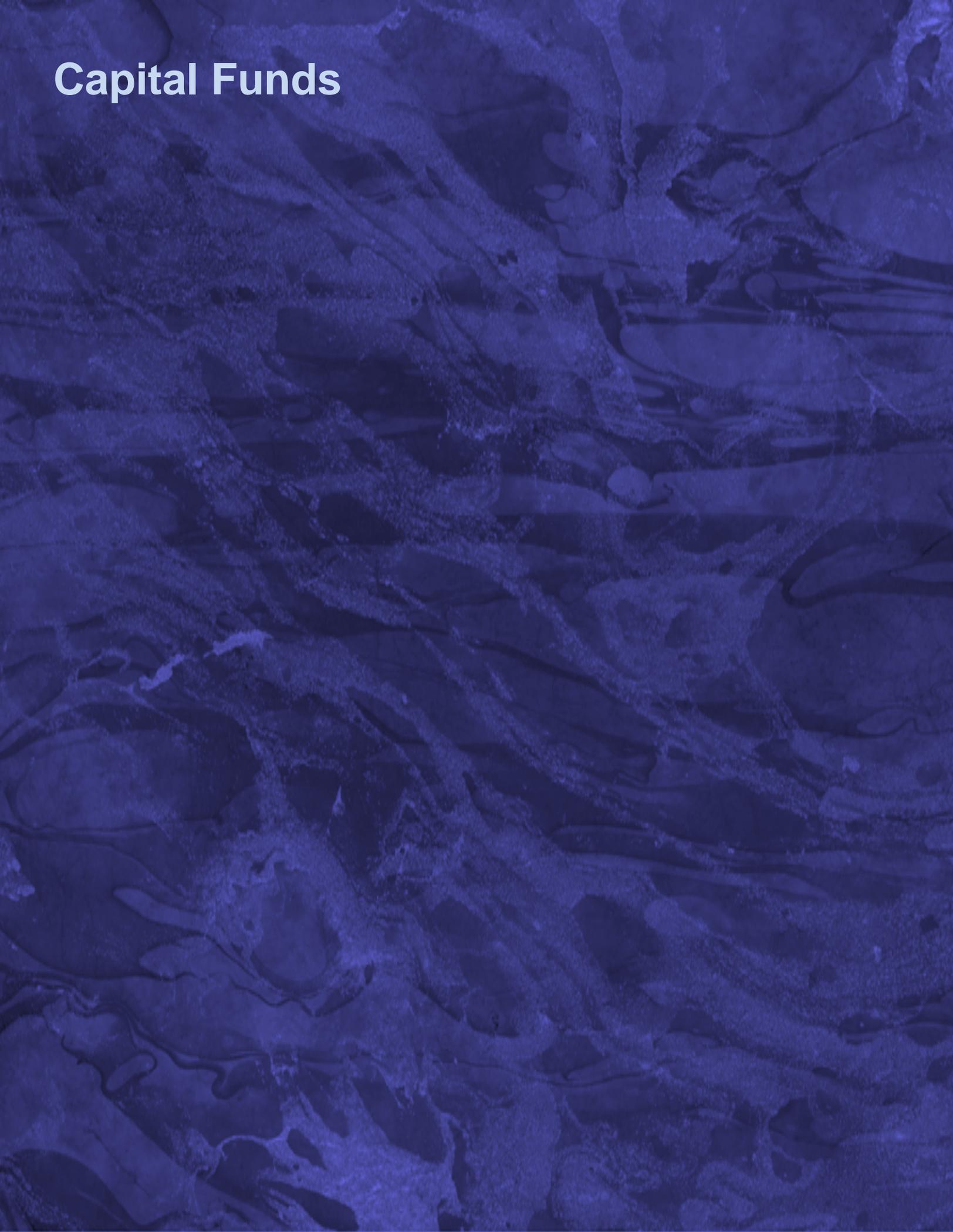
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



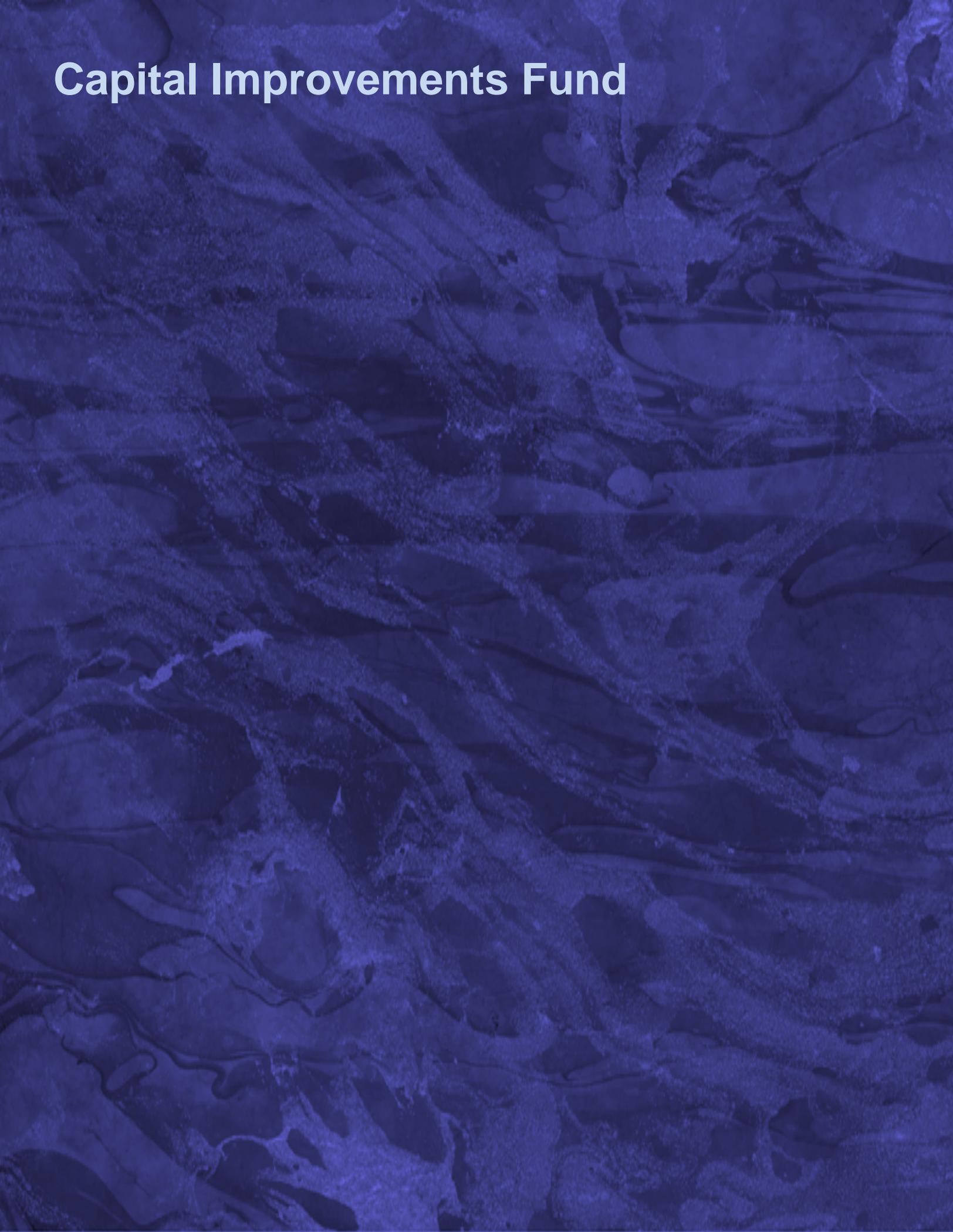
### 2009-2010 Financial Highlights

- The City of Bothell has only one outstanding GO Bond issue, which was voter approved – therefore, its annual debt service has a dedicated funding source.
- \$1,070,000 in debt principal will be paid down during the 2009-2010 biennium, leaving an outstanding balance of \$4,365,000 at 12/31/10.

# Capital Funds



# Capital Improvements Fund

The background of the page is a dark blue color with a complex, marbled pattern. The pattern consists of various shades of blue, from deep navy to lighter, almost white highlights, creating a textured, organic appearance similar to marbled paper or a microscopic view of certain materials. The pattern is dense and covers the entire page.

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Transportation:

- North Creek Trail (NE 195<sup>th</sup> and Schnitzer)
- Residential and Arterial Pavement Resurfacing
- Bothell Crossroads
- Beardslee Boulevard/Ross Road Realignment
- Beardslee Boulevard & NE 185<sup>th</sup> Street Intersection Improvements
- 240<sup>th</sup> Street Bridge Replacement
- Bridge Rehabilitation & Seismic Retrofit
- Neighborhood Traffic Calming Program
- Sidewalk/Walkway Program
- East Riverside Drive Improvements
- SR527 Mulitway Boulevard
- NE 185<sup>th</sup> Street Improvements
- Collector Corridor Traffic Safety Program

For complete details on 2009-2010 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2009-2015 Capital Facilities Plan, which is available on the City's website or by request from the City Clerk's office.

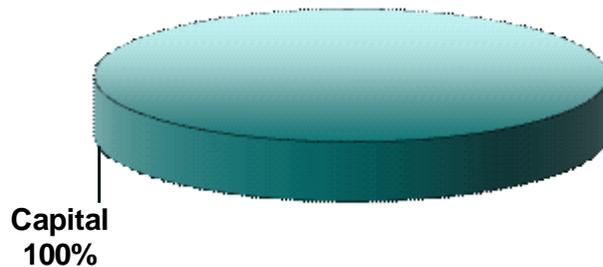


SR522 South Access – University of Washington, Bothell and Community College Campus

# TOTAL CAPITAL IMPROVEMENTS REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	3,255,870	39,342,500	45,182,840
Debt & Interest	1,760,000	-	-
<b>Total Expenditures</b>	<b>\$5,015,870</b>	<b>\$39,342,500</b>	<b>\$45,182,840</b>
<b>Annual Cost Per Capita</b>	<b>\$160.02</b>	<b>\$1,198.10</b>	<b>\$1,336.77</b>

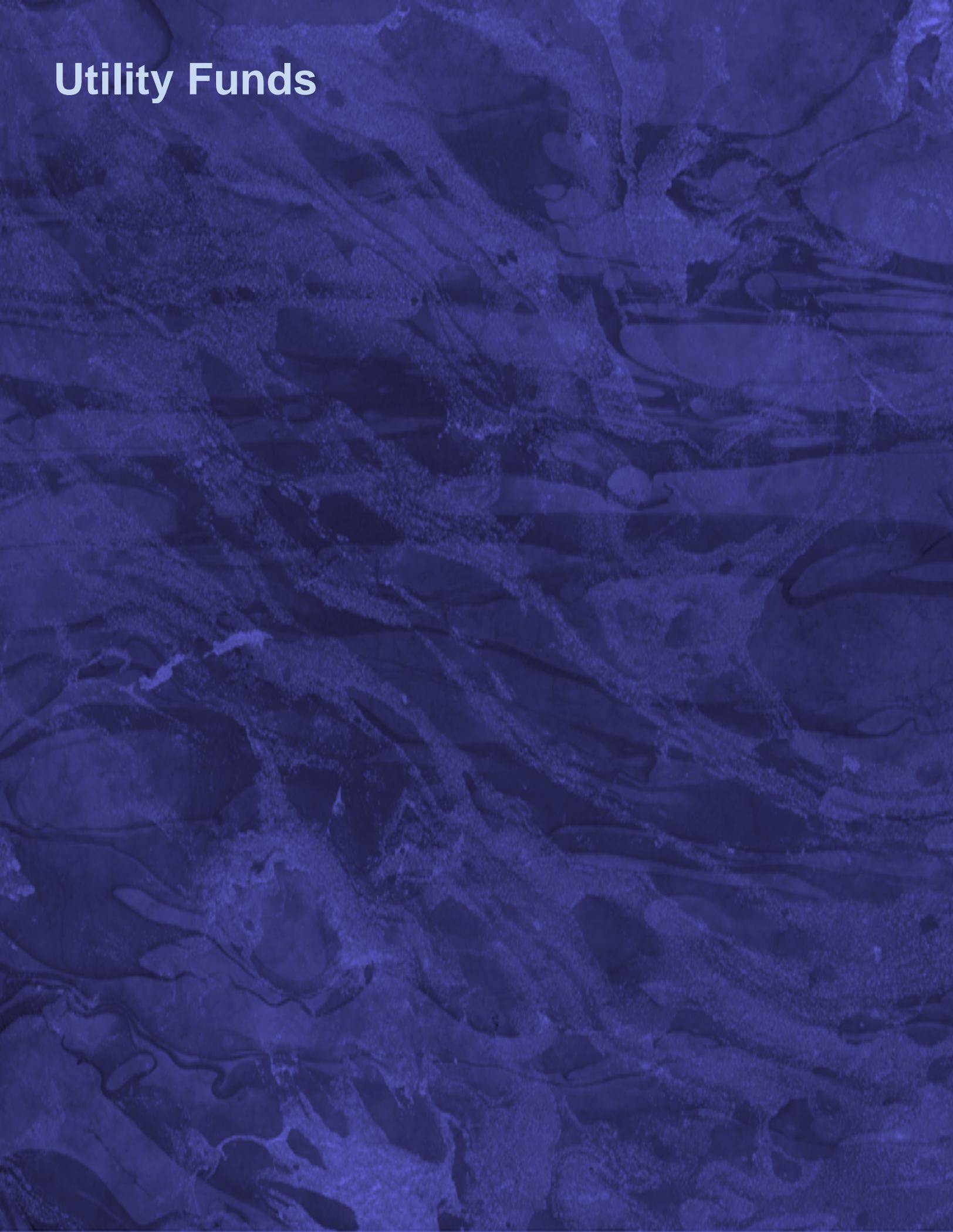
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 Financial Highlights

The increase in capital expenditures in 2009-2010 is the direct result of implementing the City's 2009-2015 Capital Facilities Plan.

# Utility Funds



**Water Fund**

**Public Works  
Department**

# WATER

The Water Utility Fund, a division of the Public Works Department, ensures the delivery of safe and reliable drinking water to approximately 15,000 citizens primarily in the King County portion of the City. The City's water system consists of 72 miles of water mains, 4 pumping stations, 760 fire hydrants, and 4 water reservoirs. The utility provides core services that sustain life and protect public health.

The City's capital water projects are managed by the Capital Projects Division.

Through innovative measures, the Water Utility Fund staff are able to accomplish the following:

- Daily operations include bimonthly reading of over 3,900 meters, customer response, data collection, fire flow analysis, 24-hour monitoring of the City's water system, water line flushing, plan review, utility locates, pump station maintenance, system and control valve maintenance, fire hydrant maintenance, and tank cleaning and maintenance.
- Daily maintenance includes, water meter testing, repair and replacement, water service flow testing, fire hydrant, pump station and control valve maintenance.
- Repairs are performed on water mains, water services, pump stations, control valves and fire hydrants.
- Manage various programs including the annual water main replacement program, Penn Park Well expansion, Morningside Booster Station retrofit, Penn Park reservoir replacement, water comprehensive plan update, cross connection control, mainline connectivity, meter change out, water service replacement, and analysis of current consumption patterns and projected trends.
- Sample test, monitor, and report for water quality and disinfection byproducts in compliance with Federal, State, and local regulations and laws.
- Data collection and management of utility assets in Geographic Information Systems (GIS) database are maintained by the Division. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis, and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance, and construction.

Seattle water costs are decreasing 17% in 2009 and increasing 9% in 2010. The changes are due to a redistribution of costs between current usage and anticipated growth. The old and new water usage figures are being raised approximately 10% in 2009 and 8% in 2010. The growth charge is being reduced by 66% in 2009 and will remain the same in 2010. This equates to a cost savings of \$158,000 over the biennium.

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The 2009-2010 Water Budget is anticipated to increase \$486,600 over its 2007-2008 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by \$273,427. The increase is due to the union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums.

The Operations increase reflects the cost of water the City purchases from the City of Seattle. The Capital expenditures increase reflects the implementation of the adopted Capital Facilities Plan (CFP), including the water utilities portion of the Public Works Operations Center. The proposed budget also allows for the increases associated with the additional Maintenance Worker benefits, cost of living increases, training, safety and additional personal protective supplies needed.

The 2009-2010 Operations budget includes an additional service vehicle, outfitted with water and sewer industry tools and shared equipment with the other Maintenance Divisions. The additional vehicle outfitted with tools will allow the team members to have the necessary resources to address multiple issues in an expeditious manner without the need to return to the new Public Works Operations Center during the workday. The Operations Division budget also includes some one time items designated for the move into the new Public Works Operations Center in 2010.



## **2009-2010 BUDGET OUTCOMES & ACTIVITIES**

### **Ensure water system reliability and dependability**

Provide an aggressive maintenance program including:

- Exercise valves.
- Timely meter service and repairs.
- Monthly service and inspection of all control valves, pump stations, tank sites, and fire hydrants.

### **Ensure water system integrity**

- Minimize water breaks and leaks by maintaining a proactive maintenance program which includes replacement activities for substandard lines, connections, services, and quality repairs.
- Monitor and track unaccountable water.
- Maintain water system integrity through participation in the Utility "One Call" Locate Program.

### **Protect the public from the introduction of potential contamination hazards in accordance with industry and Homeland Security standards**

- Maintain the security and integrity of the system.
- Ensure backflow assemblies are monitored and properly maintained.
- Investigate and address water quality concerns immediately.

### **Provide accurate and timely hydraulic data**

- Maintain and update the City's water system hydraulic model.

### **Reduce water usage through water conservation programs and education**

- Provide water conservation programs.
- Offer educational information at City sponsored events.

### **Update Water Comprehensive Plan**

- Complete the plan and submit to Council for consideration of adoption.

## 2007-2008 ACCOMPLISHMENTS

- ✓ Replaced over 200 under registering, stuck, or damaged water meters.
- ✓ Improved site access to multiple off street utility structures.
- ✓ Worked with multiple businesses to address cross connection issues in the installation of backflow assemblies.
- ✓ Installed 199 new meters to homes, condominiums and commercial businesses.
- ✓ Replaced 37 substandard residential and commercial water services.
- ✓ Continued Homeland Security improvements as addressed in the Water Utility Vulnerability Assessment.
- ✓ Completed 21 fire hydrant repairs as part of a manufacturers recall.
- ✓ Exercised and repaired over 150 fire hydrants.
- ✓ Collected data for the City's GIS Utility Mapping Project.
- ✓ Issued and managed 36 hydrant use permits, working with contractors on the maintenance and repair of 17 hydrant use make-ups.
- ✓ Managed the Cross Connection Control Program to remain compliant with the Department of Health's Office of Drinking Water. The Program consists of notifying and overseeing customer compliance with certification and repair requirements of 1260 active backflow assemblies to 605 facilities.
- ✓ Installed the necessary residential sample stations and began pulling samples to remain compliant on the Stage 2 Disinfection Byproducts Rule.
- ✓ Successfully developed the Stage 2 Disinfection Byproducts Initial Distribution System Evaluation standard monitoring plan. The submission was accepted as complete by the Environmental Protection Agency.
- ✓ Worked closely with Finance staff on resolving utility billing issues with the City's software programs.
- ✓ Operations crews helped promote our City's water conservation efforts while sponsoring and working at the Spring Garden Fair.
- ✓ Began update of Water Comprehensive Plan.
- ✓ Completed utility analysis for the Downtown Redevelopment.

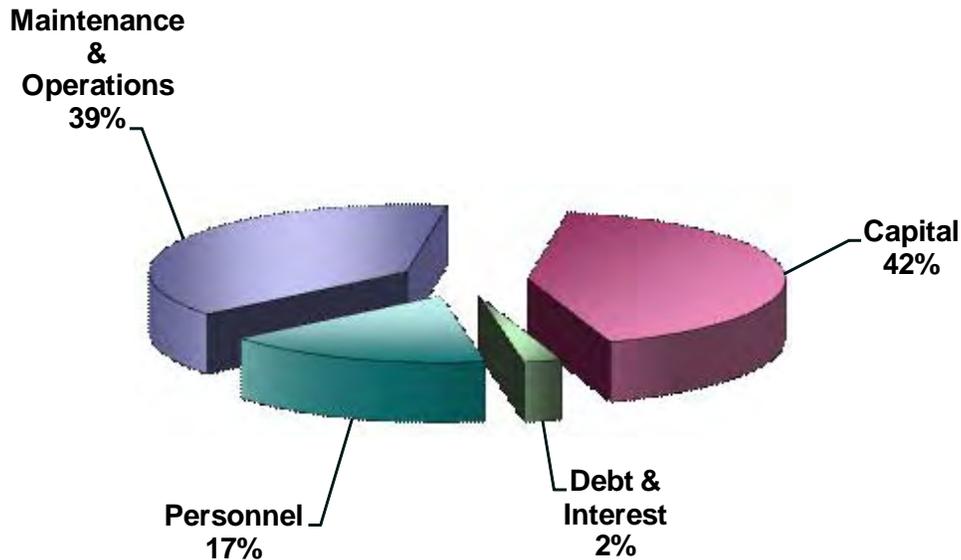
## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of water meters read accurately	100%	100%	100%	100%
% of service interruptions per 1,000 service connections	0%	0%	0%	0%
% of valves exercised per schedule	100%	100%	100%	100%
% of required backflow device testing & system monitoring that are completed on time	100%	100%	100%	100%
# of violations of the State & Federal drinking water standards	0	0	0	0
# of water main breaks/leaks	0	2 (contractor)	0	0
% of unaccountable water	<7%	<7%	<6%	<6%
# of meters tested & repaired	312	40	40	40
# of linear feet of mains flushed	20,000	14,180	5,000	5,000
# of valves exercised	350	350	175	175
# of replacement water meters installed	105	100	100	100
# of fire hydrants serviced/inspected	200	100	100	100
# of reservoir inspections	48	20	12	12
# of water pump station inspections	96	40	48	48
# of pressure control valves inspected/serviced	50	183	240	252

# TOTAL WATER REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,072,943	\$1,473,979	\$1,747,406
Maintenance & Operations	3,481,243	3,894,418	4,004,891
Capital	605,183	4,300,000	4,405,100
Debt & Interest	48,917	251,100	248,700
<b>Total Expenditures</b>	<b>\$5,208,286</b>	<b>\$9,919,497</b>	<b>\$10,406,097</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 Financial Notes

- Seattle water supply costs are decreasing 17% in 2009 and decreasing by 9% in 2010.
- No water rate increase will be required in 2009 or 2010.
- Personnel increases include a cost of living and medical benefits increase.
- 33% of part time Office Specialist funded by the Utility Funds.
- Capital increases reflect this funds portion of the new Operations Center.

**Sewer Fund**

**Public Works  
Department**

# SEWER

The Sewer Utility Fund, a division of the Public Works Department, ensures that the wastewater generated is safely and reliably transported to the King County wastewater system for treatment. The City's collection system is located predominately in North King County serving approximately 15,000 citizens. The City's sewer system consists of over 58 miles of sewer mains, including three-quarters of a mile of sewer forced mains, over 1,600 manholes, and 5 pump (lift) stations.

The City's capital sewer projects are managed by the Capital Projects Division.

Through innovative measures the Sewer Utility Division is able to accomplish the following:

- Daily operational maintenance includes plan review, underground utility locates, 24-hour monitoring of the City's sewer system, backwater valve installations, pump station maintenance, manhole maintenance, and mainline cleaning.
- As needed repairs are made on sewer mains, wet wells and pump stations.
- Manage various programs including contracted treatment services by King County, the annual sewer replacement program, the annual infiltration and inflow improvement program, replacement and upgrade projects such as those at the Valhalla and Feed Mill Lift Stations of pumps and pump control systems, additional storage, security and illicit connections.
- Fats, Oils, and Grease (FOG) program – this program is being developed to prevent FOG from entering the City's conveyance system. FOG is a major problem creating flow obstructions, reduced pumping rates, septic and odor conditions as well as premature erosion in the pipe.
- Compliance with Capacity Management Operation and Maintenance (CMOM) regulations issued by the U.S. Environmental Protection Agency (EPA).
- Data collection and management of utility assets in GIS database are maintained by the Division. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis, and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance, and construction.

King County METRO sewage rates are increasing 14% in 2009. There is no anticipated rate increase for 2010. This increase to the utility will require a 5% increase of customer usage fees amounting to \$257,000 in 2009.

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The overall 2009-2010 Sewer Budget is anticipated to increase \$1,936,440 over its 2007-2008 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by \$289,725. The increase is due to the union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The operations increase reflects the cost of treatment charged by King County. The Capital expenditures increase reflects implementation of the adopted Capital Facilities Plan (CFP) including the sewer utility's portion of the new Public Works Shop.

The Operations Division budget also includes some one-time items designated for the move into the new Public Works Operations Center in 2010. Operations continues to see the rise in costs of raw materials, metals, and services associated with the rising costs of fuel.



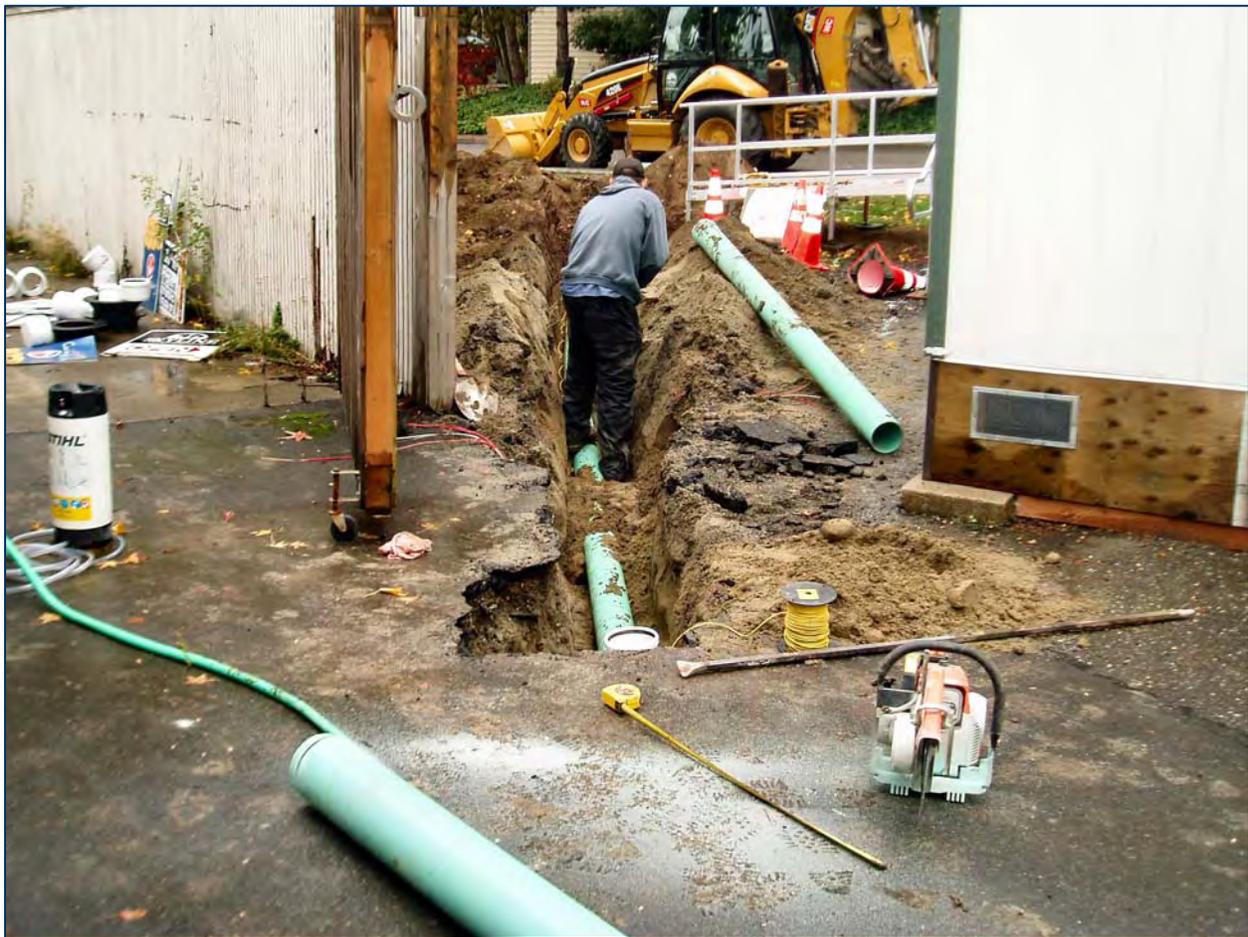
## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### Ensure sewer system integrity

- Minimize the number of pipe breaks or leaks through scheduled maintenance programs.
- Perform repairs, replacements, installations, and maintenance on sewer mains in a timely manner.
- Service all sanitary sewer lift stations within the established service levels.
- Maintain sewer system integrity through participation in the Utility "One Call" Locate Program.

### Secure reliable sewer system

- Educate customers on compliance issues by strengthening the FOG discharge monitoring program.
- Perform preventative maintenance activities, maintaining lines free and clear of blockage from illegal discharges into the sanitary sewer.



## 2007-2008 ACCOMPLISHMENTS

- ✓ Worked with contractor on Site 42, telemetry upgrades.
- ✓ Improved site access to multiple off-street utility structures.
- ✓ Continued Homeland Security improvements as addressed in our Sewer Utility Vulnerability Assessment.
- ✓ Replaced substandard sewer lateral services to the Downtown Fire Station and Dawson buildings.
- ✓ Performed sewer main video inspections to collect data and identify deficiencies preventing potential problems.
- ✓ Worked with multiple businesses to eliminate illicit discharge with the installation of grease interceptors.
- ✓ Implemented a work program developed through the Sanitary Sewer Comprehensive Plan Update.
- ✓ Continued a proactive maintenance program that is geared towards promoting system reliability to lessen public and private property damage from sewer backups and environmental protection.
- ✓ Reconstructed the Valhalla Lift Station (Site 42), increasing reliability and redundancy.
- ✓ Installed new expanded wet well at Lift Station #2 to increase storage capacity.
- ✓ Completed analysis, of existing utility conditions for the Downtown Redevelopment area.

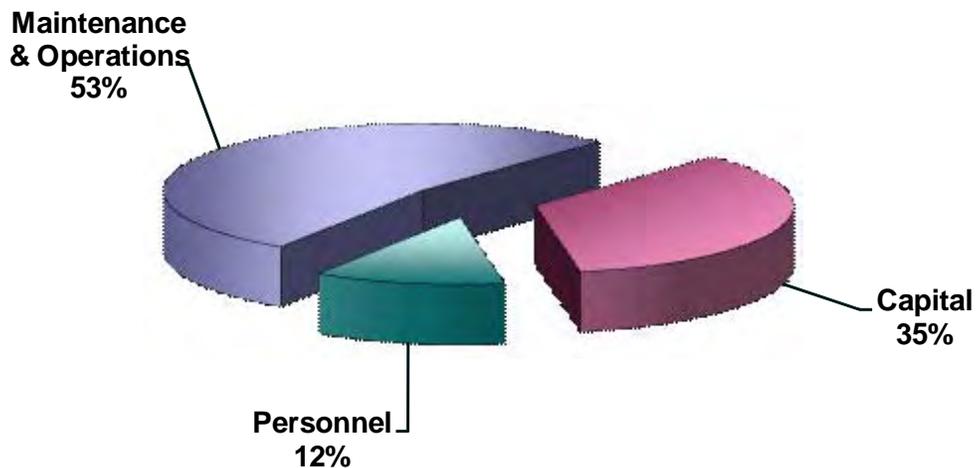
## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of customer concerns addressed within 24 hours	100%	100%	100%	100%
% of completion of planned pump station inspections & maintenance programs	100%	100%	100%	100%
% of completion of the planned sewer line inspection program	100%	70%	100%	100%
% of completion of the planned manhole inspection program	100%	100%	100%	100%
% of completion of the planned sewer pipe jet cleaning program	100%	100%	100%	100%
# of sewer pump station inspections & services performed	960	1,020	520	520
Linear feet of sewer main televised	12,500	9,668	6,250	6,250
# of manholes inspected and rehabilitated if necessary	500	1,034	500	500
Miles of sewer pipe jet cleaned	26	26	13	13

# TOTAL SEWER REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,060,176	\$1,369,352	\$1,659,077
Maintenance & Operations	5,183,775	6,362,651	7,347,366
Capital	366,320	4,238,000	4,900,000
Debt & Interest	-	-	-
<b>Total Expenditures</b>	<b>\$6,610,270</b>	<b>\$11,970,003</b>	<b>\$13,906,443</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- King County treatment costs are increasing 14% in 2009.
- A rate increase will be required to offset cost increases. These increases will reflect a 5% increase in 2009, and no increase in 2010.
- Personnel increases include a 6.2% cost of living and 12% medical benefits increase.
- 33% of part time Office Specialist funded by the Utility Funds.
- Capital increases reflect this funds portion of the new Operations Center.

# Storm Drain Fund

**Public Works  
Department**

## STORM DRAIN

The Stormwater Utility Fund, a division of the Public Works Department, is responsible for the operation of the City's storm drainage system. The system consists of approximately 106 miles of pipe, 6,300 catch basins and manholes, and retention/detention facilities (dry ponds, wet ponds, and underground vaults).

The City's capital storm projects are managed by the Capital Projects Division.

Through innovative measures, the Stormwater Utility Division is able to accomplish the following:

- Daily operations include the maintenance of storm water ditches, street sweeping, emergency spill response, lab analysis, and protection of public waters from pollution.
- Manage various programs including the annual stormwater and surface water improvements as well as the comprehensive geodatabase program.
- Enhance the publicly owned natural resources including the Thrasher's Corner Wetland Mitigation and North Creek.
- Rehabilitate and replace sub-standard conveyance components which include catch basins, manholes, retention and detention systems, and mainline pipe restoration.
- Implement the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit requirements.
- Data collection and management of utility assets in GIS database are maintained by the Division. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis, and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance, and construction.

The 2009-2010 Storm Drain Budget is anticipated to increase \$1,362,910 over its 2007-2008 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by \$505,915. The overall increase is due to union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The operations increase reflects City costs to respond to the requirements of the National Pollution Discharge Elimination System (NPDES) permit.

The capital expenditures increase reflects the implementation of the City's adopted Capital Facilities Plan (CFP), which includes the storm utility's portion of the new Public Works Operations Center.

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The proposed budget also includes some one-time items designated for the move into the new Public Works Operations Center. Additionally, the operating costs have increased due to a rise in the cost of raw materials and supplies, the deployment of best management practices in the field, and the transfer from Street to Storm Section of all items related to street sweeping. Operations has also seen an exponential increase in the costs of disposing hazardous material which is reflected in this proposed budget. Along with the above mentioned costs, this budget includes a new mower to enhance storm detention facility maintenance activities in 2009 and 2010.

The proposed budget includes the addition of a full time Water Quality Inspector which was previously grant funded and one-third of the part time Office Specialist supporting the Utility Funds.

All additions will result in a 42% storm rate increase which will be from \$6.46 per month in 2008 to \$9.17 per month in 2009. There is no rate increase projected in 2010.



## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Minimize the introduction of pollutants into surface waters**

- Collect and convey surface water in a controlled manner to the natural drainage systems.
- Maintain ditch drainage ways and perform work during the dry season to allow adequate revegetation for cleaning of surface water.
- Perform adequate revegetation to allow for the cleaning of surface water.
- Regularly sweep streets and gutters to prevent contaminants from entering storm system.

### **Maintain drainage system capacity to protect streams, streets, and private property from flooding**

- Continue the system maintenance program of catch basin repair, cleaning and vactoring.
- Maintain system flow capacities through open channel cleaning.
- Maintain system integrity through participation in the Utility "One Call" Locate Program.

### **Maintain City detention pond sites to ensure that they are safe, secure, and operating as designed**

- Regularly inspect and repair pond fencing and gates.
- Maintain pond landscapes by regularly mowing and cutting vegetation.
- Inspect pond inlets and outfalls and remove debris to ensure unrestricted flow.
- Regularly inspect detention vault filters and replace as necessary.

### **Complete the Storm and Surface Water Comprehensive Plan**

- Council review of plan for consideration of adoption.

### **Implement Water Quality Program to meet National Pollutant Discharge Elimination System (NPDES)**

- Expand existing programs to implement the requirements of the state mandated NPDES program.

### **Implement Thrasher's Corner Park Wetland Mitigation Program**

- Design mitigation project.
- Begin project construction.

## 2007-2008 ACCOMPLISHMENTS



- ✓ Assisted Storm Water engineering group by providing Closed Circuit Television (CCTV) inspections of storm system piping and structures.
- ✓ Took a more proactive approach to detention pond site maintenance and completed scheduled grounds maintenance of all City owned detention ponds.
- ✓ Replaced the damaged and unsecured fence at the detention pond located at 215th Street SE and 9th Avenue SE.
- ✓ Cleaned approximately 24,000 linear feet of storm system mainline utilizing the Vector Truck.
- ✓ Removed excess sediment and restored ditches along East Riverside Drive several times after storm events during the last biennium.
- ✓ All crew members certified through Washington State Department of Transportation (WSDOT)/Department of Ecology (DOE) as Certified Erosion and Sediment Control Leads. Crew members utilize their skills applying Best Management Practices for erosion and sediment control during stream and ditch maintenance and construction activities.
- ✓ Operations crews aggressively worked 7 days a week during the Fall leaf season sweeping leaves and debris from the curb and gutter line. The efforts significantly reduced the amount of urban flooding calls we received during the Fall rainy season.
- ✓ Purchased new sweeper that runs using bio-diesel fuels.
- ✓ Implemented Flood Response Mitigation Program which consists of 62 projects. Those of greatest significance include:
  - East Riverside Drive Improvements
  - Boy Scout Creek Improvements
  - Valhalla area improvements

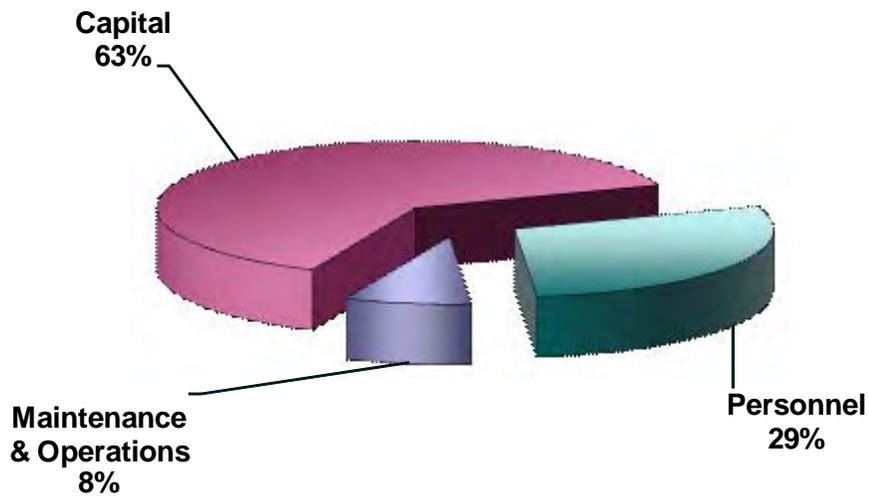
## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of customer service concerns addressed within 48 hours	100%	95%	95%	95%
% of the planned storm drainage pipe cleaning program completed	100	100	100%	100%
% of the planned catch basin cleaning program completed	100	100	100%	100%
# of cited violations under the Clean Water Act	0	0	0	0
Linear feet of storm lines that are visually inspected (inventory)	250	140	8,000	8,000
Linear feet of ditches that are cleaned/reshaped	3,200	3,200	1,600	1,600
Linear feet of storm lines that are cleaned	35,000	24,000	17,500	17,500
Linear feet of system TV inspected	30,000	12,000	5,000	5,000
# of manhole/catch basins vactored annually	2,750	1,600	1,000	1,000
# of curb miles swept annually	20,000	17,500	10,000	10,000

# TOTAL STORM DRAIN REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$1,486,552	\$2,117,632	\$2,623,547
Maintenance & Operations	434,656	530,195	706,190
Capital	439,751	4,972,000	5,653,000
Debt & Interest	-	-	-
<b>Total Expenditures</b>	<b>\$2,360,960</b>	<b>\$7,619,827</b>	<b>\$8,982,737</b>

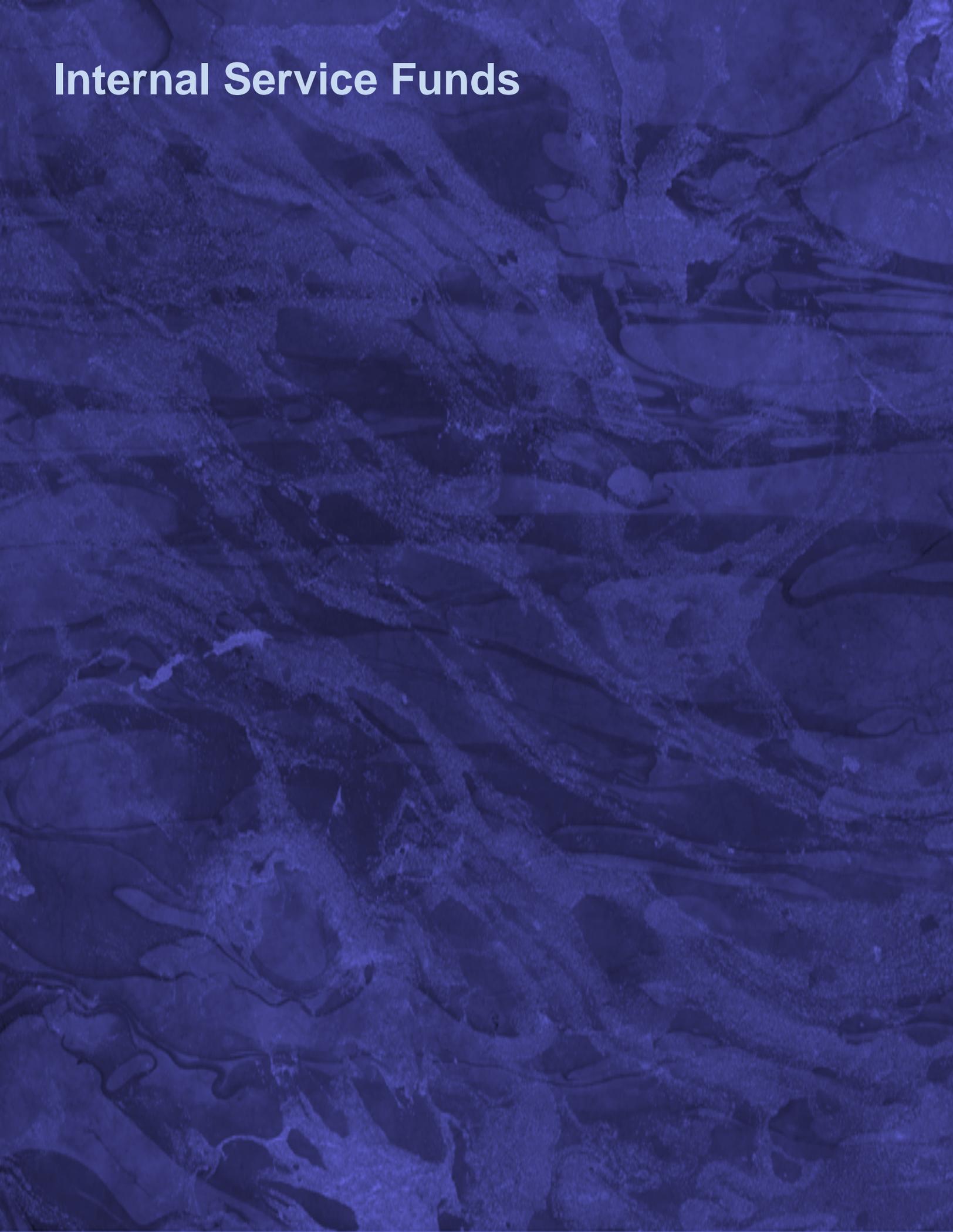
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 FINANCIAL NOTES

- The NPDES Phase 2 requirements include additional permit costs and consultant fees.
- A rate increase will be required to offset cost increases to provide services. These increases reflect a 42% increase in 2009, and no increase in 2010.
- The budget includes monies for several capital projects to reduce the flooding that occurred as a result of the December 2007 rainfall storms.
- One FTE in the Surface Water Engineering Group was funded by a grant in 2008 and will be funded from Utility Funds in 2009 and 2010.
- Personnel increases include a cost of living and medical benefits increase.
- 34% of part time Office Specialist funded by the Utility Funds.
- Capital increases reflect this funds portion of the new Operations Center.
- The increase in Maintenance and Operations costs are due to enhanced maintenance requirements to maintain current NPDES levels.

# Internal Service Funds

The background of the slide is a dark blue, textured surface with a marbled or stone-like pattern. The texture consists of irregular, vein-like shapes and swirls, creating a complex, organic appearance. The overall color is a deep, rich blue, with subtle variations in tone and intensity across the surface.

**Fleet Fund**

**Public Works  
Department**

## FLEET

The Fleet Division of the Public Works Department is an internal service center that provides for the maintenance and repair of 150 City-owned vehicles and equipment. Maintenance records are managed with a software system that is capable of creating monthly reports detailing costs, mileage, usage, and upcoming maintenance dates. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

This Division is also responsible for the acquisition and disposal of equipment and provides oversight for the City's asset replacement program.

The 2009-2010 Maintenance and Operations (M&O) and capital budgets is anticipated to increase \$532,929 over its 2007-2008 budget. Maintenance and Operations costs have increased due to increased fuel costs which impact the price of oil, tires, and parts. In addition, outside repair costs have increased. Increases in this budget also reflect costs associated with the move to the new Public Works Operations Shop.

### **2007-2008 Accomplishments**

- ✓ Purchased City's first hybrid vehicles.
- ✓ Began testing use of bio-diesel in equipment.
- ✓ Facilitated 30 vehicle purchases.
- ✓ Updated City-wide vehicle asset replacement program database.
- ✓ Maintained City equipment and vehicles.

## 2009-2010 BUDGET OUTCOMES & ACTIVITIES

### **Manage a safe and cost-effective fleet program for City vehicles**

- Complete timely preventative maintenance to vehicles and equipment.
- Implement a replacement/rental program that maximizes the use and resale of all vehicles and equipment.
- Standardize fleet composition.
- Provide monthly cost analysis to departments showing vehicle usage and costs.
- Research hybrids and other energy efficient vehicles and alternative fuel options.

### **Educate City staff on proper procedures for fleet operations**

- Develop Citywide policies on vehicle operation.
- Develop fleet operation policies consistent with the Evergreen Fleet Green Initiative.
- Hold an annual meeting to brief City staff on vehicle operation, fueling, repairs, and accident reporting.
- Develop web-based information on Fleet that is readily available for City Staff.



## PERFORMANCE MEASURES

Measures	2007-2008 Target	2007-2008 Actual	2009 Target	2010 Target
% of scheduled preventative maintenance services completed within targeted timeframe	95%	90%	90%	90%
% of preventative maintenance services completed within 500 miles of targeted mileage	90%	85%	90%	90%
% of City staff educated annually on fleet operations	62.5%	50%	25%	25%
% of vehicles exceeding replacement criteria (after pending orders are filled) *	NA	NA	TBD	TBD
Average fleet maintenance expenditures per vehicle - all vehicles & heavy equipment *	NA	NA	TBD	TBD
# of quarterly cost analysis statements provided to departments	24	8	8	8
# of budgeted vehicles for purchase	42	42	21	11
Updated fleet information provided via Cobnet to staff	8	3	4	4
# of vehicles & mechanical equipment in service	126	134	134	134
# of heavy duty vehicles in service	17	17	17	17

\*ICMA Puget Sound Consortium Performance Measure

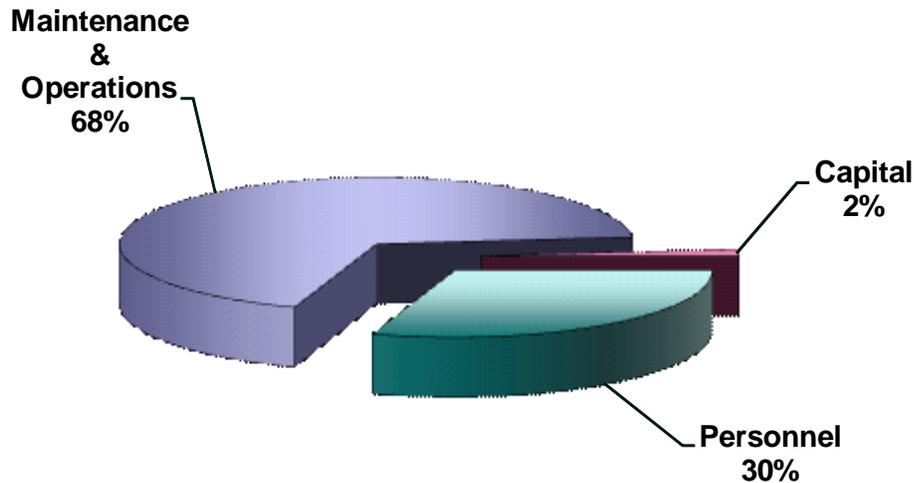
NA - Not Available

TBD - To Be Determined

## TOTAL FLEET REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$400,365	\$473,822	\$549,311
Maintenance & Operations	637,196	784,560	1,242,000
Capital	18,644	30,000	30,000
<b>Total Expenditures</b>	<b>\$1,056,205</b>	<b>\$1,288,382</b>	<b>\$1,821,311</b>
<b>Annual Cost Per Capita</b>	<b>\$33.70</b>	<b>\$39.24</b>	<b>\$53.88</b>

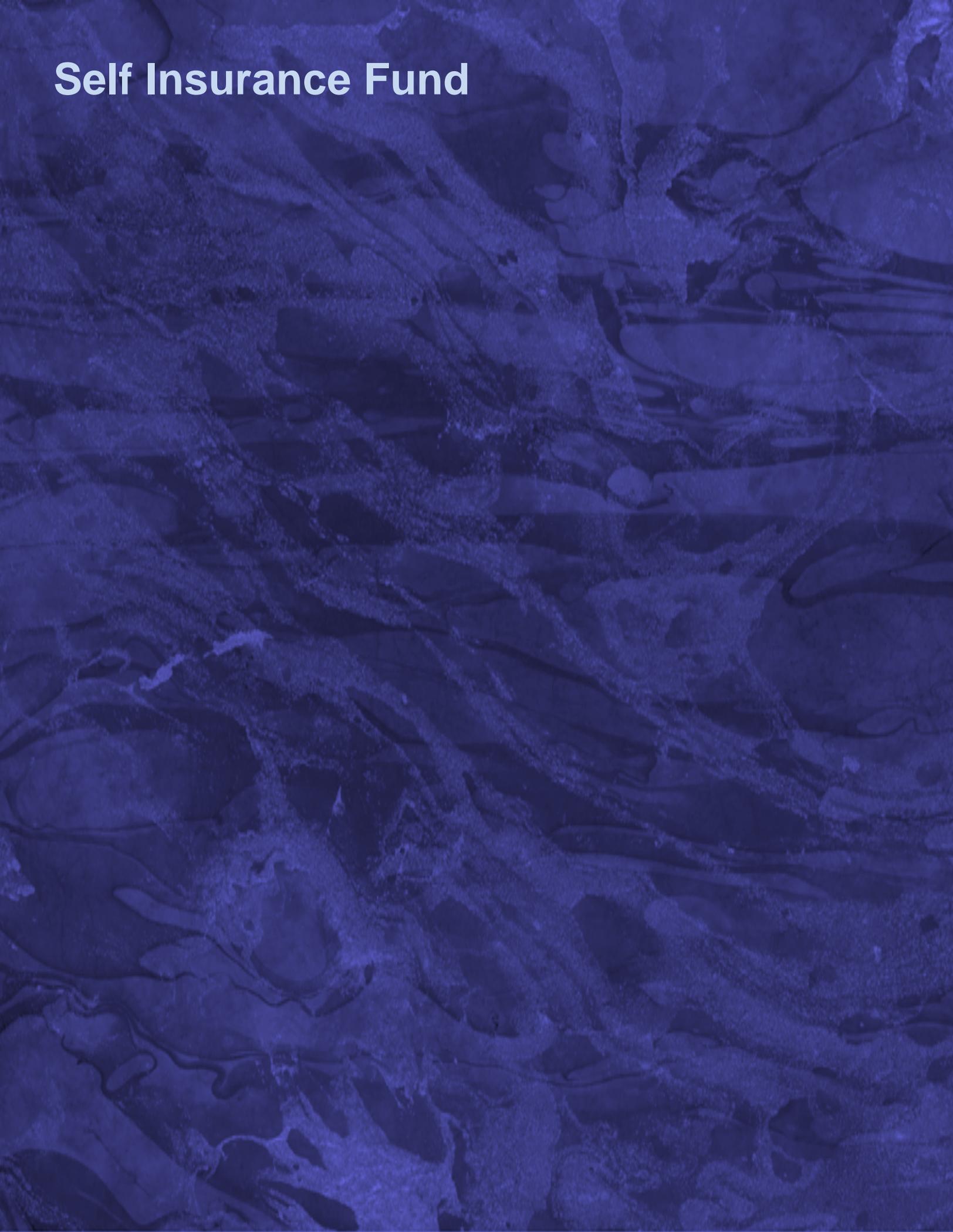
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

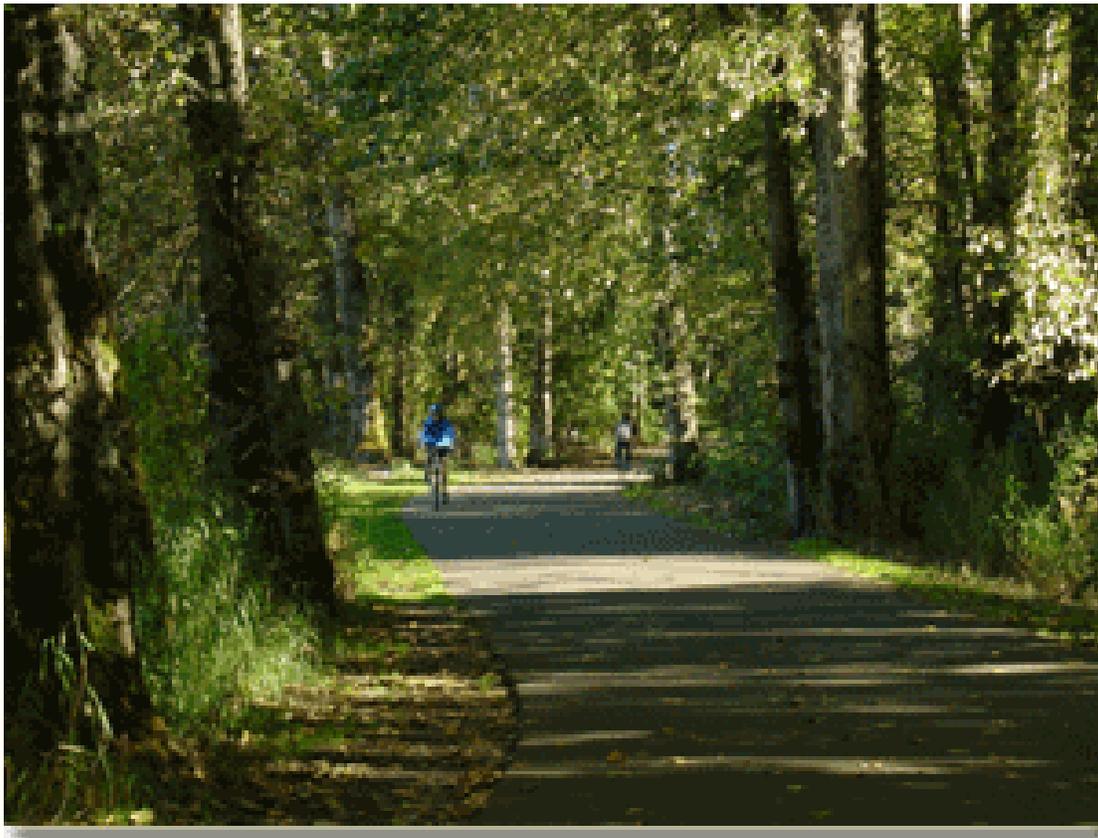
- Increase in Maintenance and Operation expenditures is due to the increase in fuel costs and an increase in outside specialty services for police and fire vehicles, (i.e. striping, lights, and radios).
- Personnel increases include a cost of living and medical benefits increase.

# Self Insurance Fund



## SELF INSURANCE

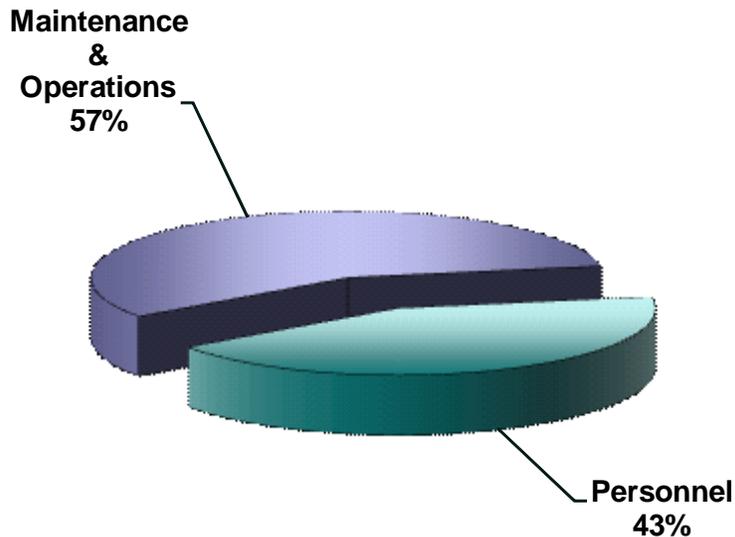
The Self Insurance Fund accounts for the costs of administering the City's self-insurance liability, property insurance risks, and Law Enforcement Officers and Firefighters (LEOFF) 1 medical insurance and long-term care premiums, as well as any uninsured benefit reimbursement payments.



## TOTAL SELF INSURANCE REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$738,896	\$817,246	\$882,939
Maintenance & Operations	1,258,003	1,192,933	1,176,798
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$1,996,900</b>	<b>\$2,010,179</b>	<b>\$2,059,737</b>
<b>Annual Cost Per Capita</b>	<b>\$63.71</b>	<b>\$61.22</b>	<b>\$60.94</b>

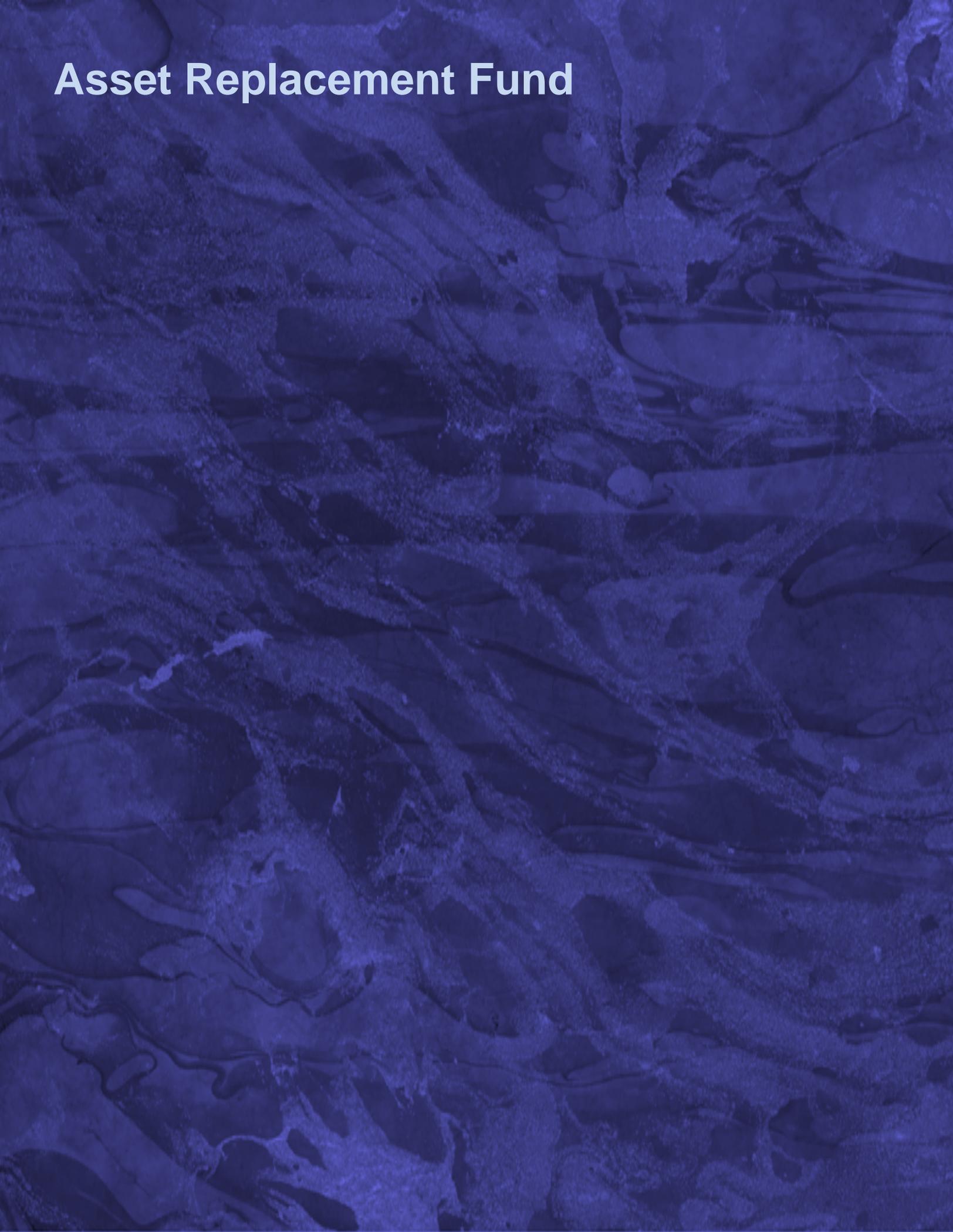
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

- Personnel costs increased due to union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums.

# Asset Replacement Fund



## ASSET REPLACEMENT

The Asset Replacement Fund was established in 2000 to provide a mechanism for the City to set aside monies and ensure that funds are available to replace major assets when they reach the end of their useful lives.

The Asset Replacement Fund functions as an Internal Service Fund. Assets are expensed in the fund or department where they are originally purchased, and then are added to the City's asset replacement schedule.

Monies are allocated to this fund each year based on the future cost and expected life of each asset.

The Asset Replacement Fund is fully funded through the year 2015 – funding is sufficient to cover replacement asset purchases that are scheduled over the next 7 years. Asset replacement monies remain invested until needed.

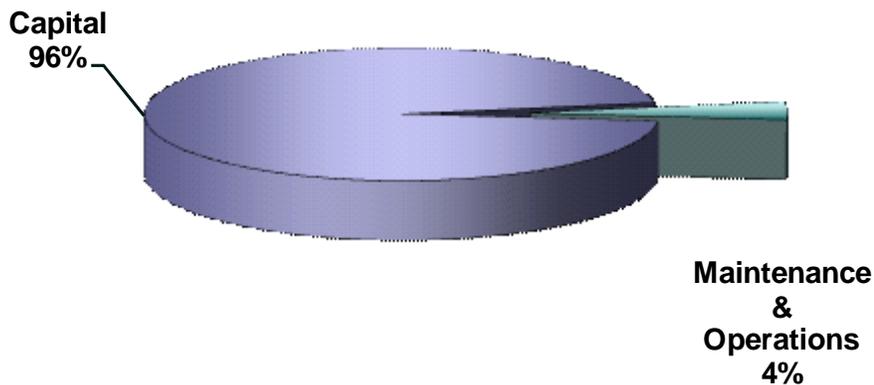
Asset replacement funds are also available for short-term (3 years or less) intergovernmental loans to other City funds. Intergovernmental loans are assessed a market interest rate, but are not charged any of the administration fees that would be associated with issuing bonds.



# TOTAL ASSET REPLACEMENT REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	124,389	390,470	158,424
Capital	1,436,111	2,163,476	3,413,898
<b>Total Expenditures</b>	<b>\$1,560,499</b>	<b>\$2,553,946</b>	<b>\$3,572,322</b>
<b>Annual Cost Per Capita</b>	<b>\$49.78</b>	<b>\$77.78</b>	<b>\$105.69</b>

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



## 2009-2010 Financial Notes

- In 2009, the Asset Replacement Fund is loaning the City's Storm Drain Fund \$2,428,000 to finance its portion of a new Public Works shop. The interest rate applied to the loan will be equal to the State's Investment Pool rate.
- The City's Asset Replacement Fund is fully funded through 2015.

**Asset Replacement Fund  
2009-2010 Items Budgeted for Purchase**

Dept	Year	Asset Description	2009	2010
<b>Police</b>	2009	Traffic - 2001 Ford Crown Victoria (P015)	\$27,000	-
	2009	Admin - 2003 Dodge Durango (P027)	36,000	-
	2009	Admin - 2002 Dodge Durango (P028)	36,000	-
	2009	Ops - 1987 GMC Armored Van (P031)	180,000	-
	2009	K-9 Unit - 2002 Chevy Tahoe (P037)	36,000	-
	2009	Admin - 2002 Dodge Durango (P041)	36,000	-
	2009	Admin - 2001 Ford Escape (P043)	27,000	-
	2009	Traffic - 2001 Chevy Van (P048)	27,900	-
	2009	Equipment for new (2008) Command Van	60,000	-
	2009	Emergency Ops Ctr upgrade, phase 2	39,000	-
	2010	Patrol - 2005 Ford Crown Victoria (P007)	-	27,675
	2010	Patrol - 2005 Ford Crown Victoria (P008)	-	27,675
	2010	Patrol - 2005 Chevy Tahoe (P009)	-	36,900
	2010	Patrol - 2005 Ford Crown Victoria (P010)	-	27,675
	2010	PSO - 2003 Ford E-550 Van (P023)	-	23,063
	2010	SRO - 2003 Ford Crown Victoria (P038)	-	27,675
	2010	Dispatch radio consoles (3)	-	81,226
	2010	Keycard security system replacement	-	143,500
	2010	Digital radios (11)	-	32,698
	2010	Handguns (8)	-	8,061
	2010	Rifles (7)	-	22,192
	2010	Shotguns (4)	-	4,354
	2010	Tasers (9)	-	9,382
2010	Body armor (20)	-	16,400	
<b>Total Police</b>			<b>\$504,900</b>	<b>\$488,476</b>

<b>Fire</b>	2009	Support Svcs - 1995 Ford Taurus (F1413)	\$29,700	-
	2009	Bureau - 1995 Ford Taurus (F1414)	20,700	-
	2009	Adult/child/infant seat for aid car	20,000	-
	2009	Climber mill	3,500	-
	2010	Admin - 1997 Chevy Cavalier (F1415)	-	21,218
	2010	Bureau - 1997 Chevy Lumina (F1416)	-	21,218
	2010	Bunker gear washer/extractor	-	12,300
	2010	Tech rescue gear (gloves/pads/glasses)	-	2,050
	2010	Climber mills (2)	-	7,175
	<b>Total Fire</b>			<b>\$73,900</b>

<b>Street</b>	2009	1979 Dakota Trailer (#31)	\$13,500	-
	2009	1991 Ford F800 Dump Truck (#55)	90,000	-
	2009	1995 Ford F350 (#75)	36,000	-
	2009	2000 John Deere Mower (ST2)	22,500	-
	2009	1987 Garland Trailer (#43)	2,700	-
	2010	Backpack blower	-	513
	2010	Weed eaters (5)	-	2,563
	2010	Hedge trimmer	-	513
	<b>Total Street</b>			<b>\$164,700</b>

Capital assets over \$5,000  
Attractive assets less than \$5,000

**Asset Replacement Fund  
2009-2010 Items Budgeted for Purchase**

Dept	Year	Asset Description	2009	2010
<b>Parks</b>	2009	2002 John Deere Mower (Park3)	\$22,500	-
	2009	1980 double axle trailer	13,500	-
	2009	Park at Bothell Landing - signage	7,000	-
	2009	Blyth Park - signage	7,000	-
	2009	Doug Allen Sportsfields - signage	7,000	-
	2009	102nd St Parking Lot - signage	7,000	-
	2009	North Creek Sports Fields - signage	16,000	-
	2009	Push mowers (2)	1,000	-
	2009	Brackets Landing - signage	4,000	-
	2009	Penn Park - signage	4,000	-
	2009	Royal Oaks Park - signage	4,000	-
	2009	Conifer View Park - signage (2)	8,000	-
	2009	Brickyard Road Park - signage	4,000	-
	2010	Backpack blower	-	513
	2010	Weed eaters (4)	-	2,050
	2010	Hedge trimmer	-	513
<b>Total Parks</b>			<b>\$105,000</b>	<b>\$3,076</b>

<b>Facilities</b>	2009	City Hall - upper roof replacement	\$50,000	-	
	2009	City Hall - replace 3 upper HVAC units	18,000	-	
	2009	City Hall - interior paint, upper floor	12,000	-	
	2009	City Hall - exterior paint	25,000	-	
	2009	City Hall - parking lot reseal	5,000	-	
	2009	Downtown Fire - finish roof replacement	160,000	-	
	2009	Lytle House - great room floor	18,000	-	
	2009	Cedar Grove Park - caretaker's int paint	5,000	-	
	2009	Cedar Grove Park - caretaker's ext paint	7,000	-	
	2009	Dawson Bldg - parking lot reseal	3,000	-	
	2009	Courthouse - parking lot reseal	2,000	-	
	2009	Public Works Shop 1 - interior paint	3,000	-	
	2009	Cedar Grove Park - shop interior paint	800	-	
	2010	City Hall - interior paint, lower floor	-	15,375	
	2010	Chamber of Commerce offices - furnace	-	8,200	
	2010	Dawson Bldg - tile floor covering	-	10,250	
	2010	Police Station - carpeting	-	256,250	
	2010	Police Station - energy mgmt system	-	30,750	
	2010	Canyon Park Fire - roof replacement	-	51,250	
	2010	Canyon Park Fire - HVAC unit	-	5,125	
	2010	Canyon Park Fire - interior paint	-	6,150	
	2010	Canyon Park Fire - exterior paint/trim	-	10,250	
	2010	Bothell Landing Schoolhouse - roof	-	5,125	
	2010	Bothell Landing - gazebo	-	12,300	
	2010	Bothell Landing - wetland boardwalk trail	-	76,875	
	2010	Blyth Park - parking lot reseal	-	6,150	
	2010	Park at North Creek - weather station	-	10,250	
	2010	Police Station - dishwasher	-	513	
	2010	Downtown Fire - refrigerator	-	1,538	
	2010	Canyon Park Fire - stove	-	2,563	
	<b>Total Facilities</b>			<b>\$308,800</b>	<b>\$508,914</b>

Capital assets over \$5,000

Attractive assets less than \$5,000

**Asset Replacement Fund  
2009-2010 Items Budgeted for Purchase**

Dept	Year	Asset Description	2009	2010
<b>Storm</b>	2009	1993 Ford LT9000 Dump Truck (#65)	\$157,500	-
	2010	1997 Chevy S10 (#85)	-	16,605
	2010	1997 Chevy S10 (#86)	-	16,605
<b>Total Storm</b>			<b>\$157,500</b>	<b>\$33,210</b>

<b>Exec</b>	2009	Walk-thru metal detector for courtroom	\$4,833	-
<b>Total Executive</b>			<b>\$4,833</b>	<b>\$0</b>

<b>City Hall (Pool Cars)</b>	2009	1995 GMC Sonoma (#72 - Shop 1)	\$16,200	-
	2009	1995 GMC Sonoma (#73 - Shop 1)	16,200	-
	2010	1997 Chevy 2500 Van (#90 - Eng/Inspect)	-	23,063
<b>Total City Hall</b>			<b>\$32,400</b>	<b>\$23,063</b>

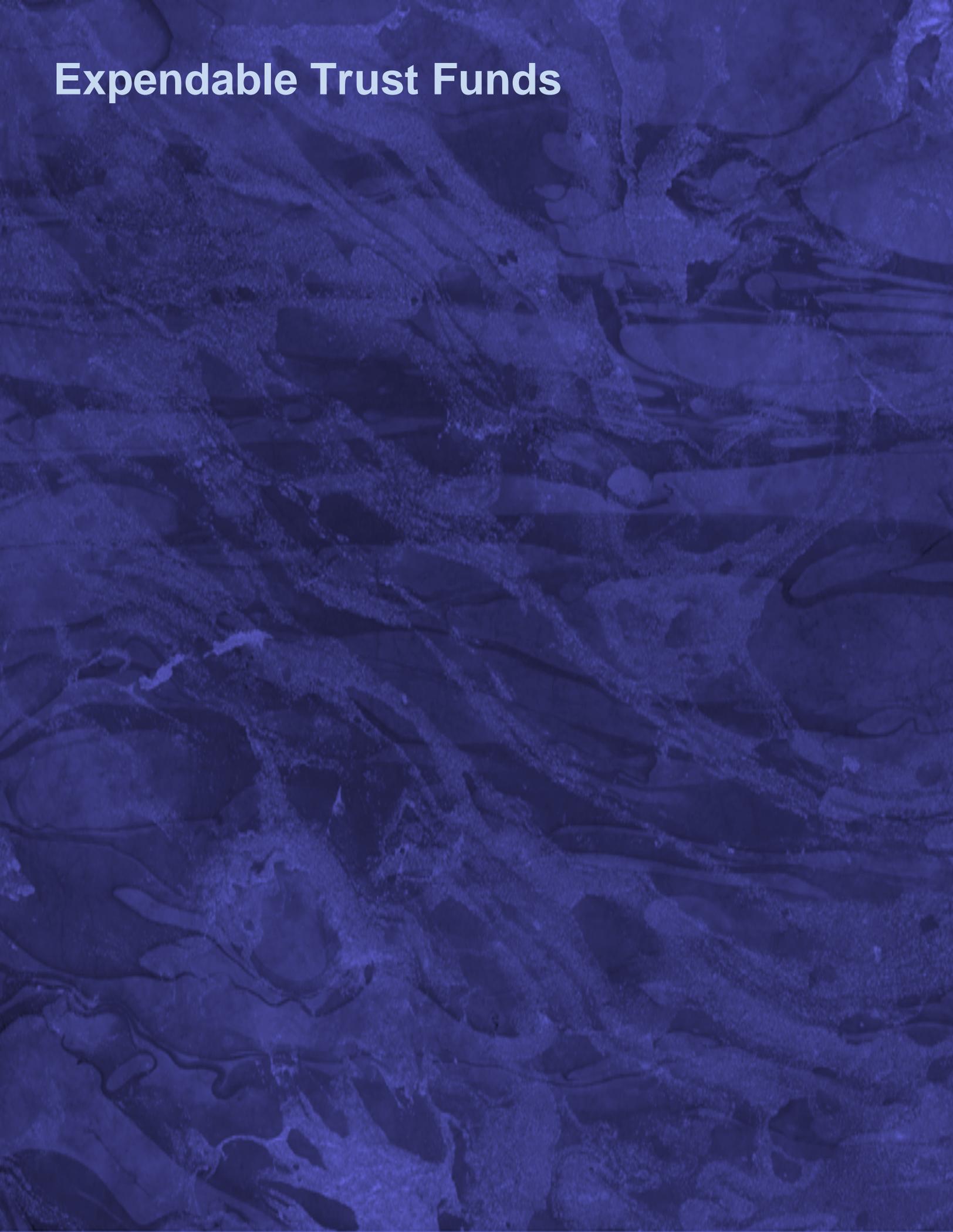
<b>Water</b>	2009	1987 Case 580 Backhoe (#45)	\$81,000	-
<b>Total City Hall</b>			<b>\$81,000</b>	<b>\$0</b>

**GRAND TOTAL    \$1,433,033    \$1,124,289**

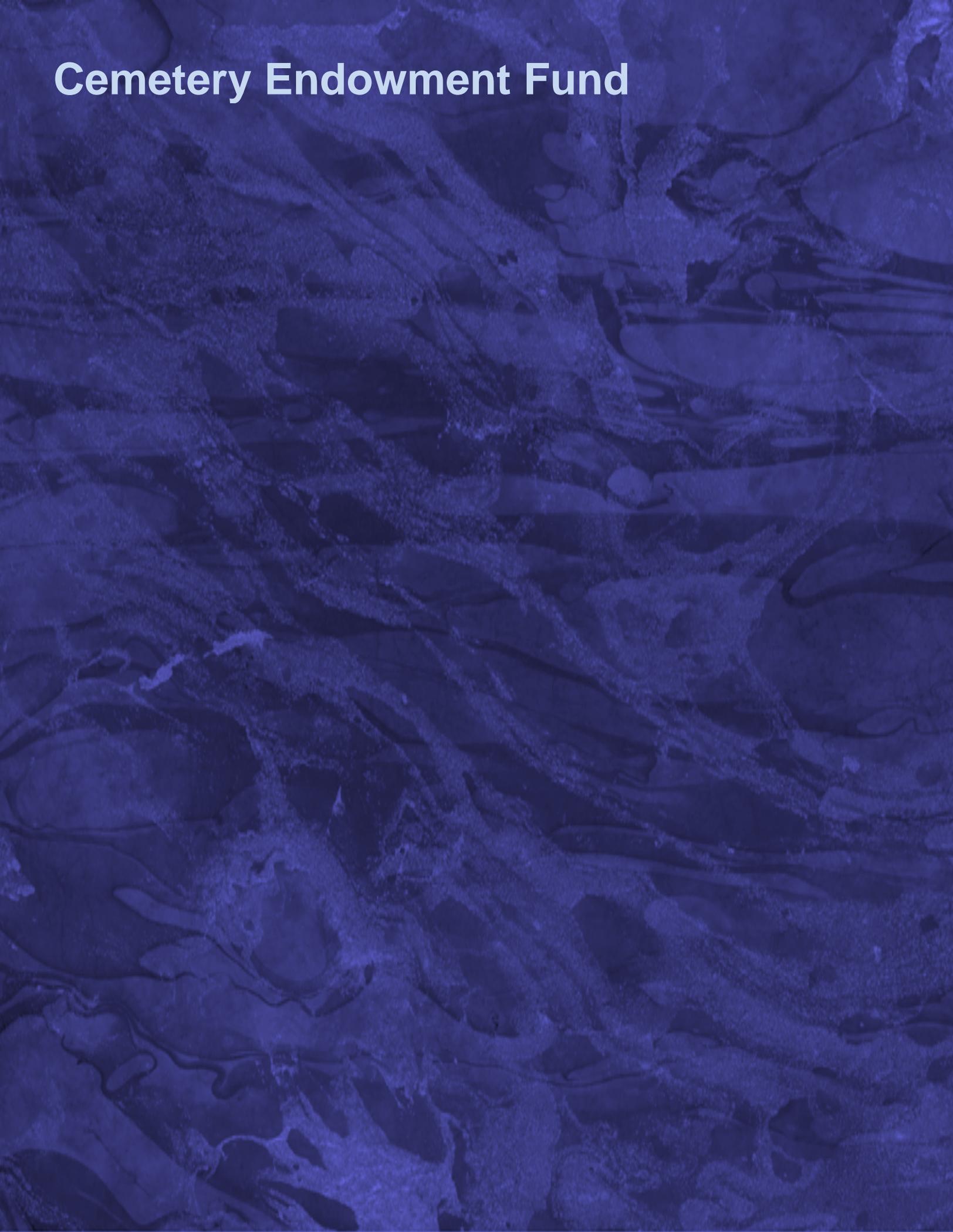
Capital assets over \$5,000 amount to \$2,398,898

Attractive assets less than \$5,000 amount to \$158,424

# Expendable Trust Funds

The background of the slide is a dark blue, textured surface with a marbled, organic pattern. The pattern consists of various shades of blue, from deep navy to lighter, almost white highlights, creating a complex, swirling, and cellular appearance. The overall effect is reminiscent of marbled paper or a microscopic view of certain biological tissues.

# Cemetery Endowment Fund



## CEMETERY ENDOWMENT

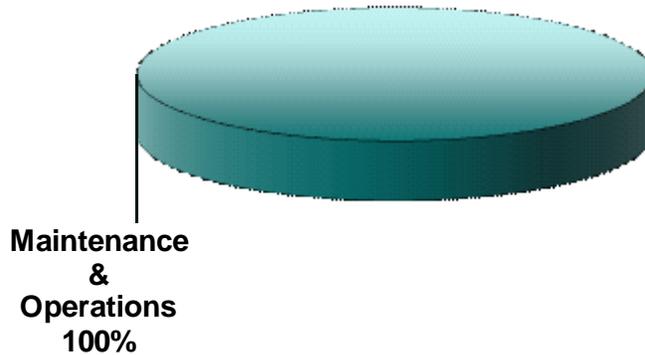
The Cemetery Endowment Fund was established in 1993 to account for Bothell's Pioneer Cemetery plot sales, donations, and investment earnings.



## TOTAL CEMETERY ENDOWMENT REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	-	-	-
Maintenance & Operations	2,100	4,000	4,000
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$2,100</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>Annual Cost Per Capita</b>	<b>\$0.07</b>	<b>\$0.12</b>	<b>\$0.12</b>

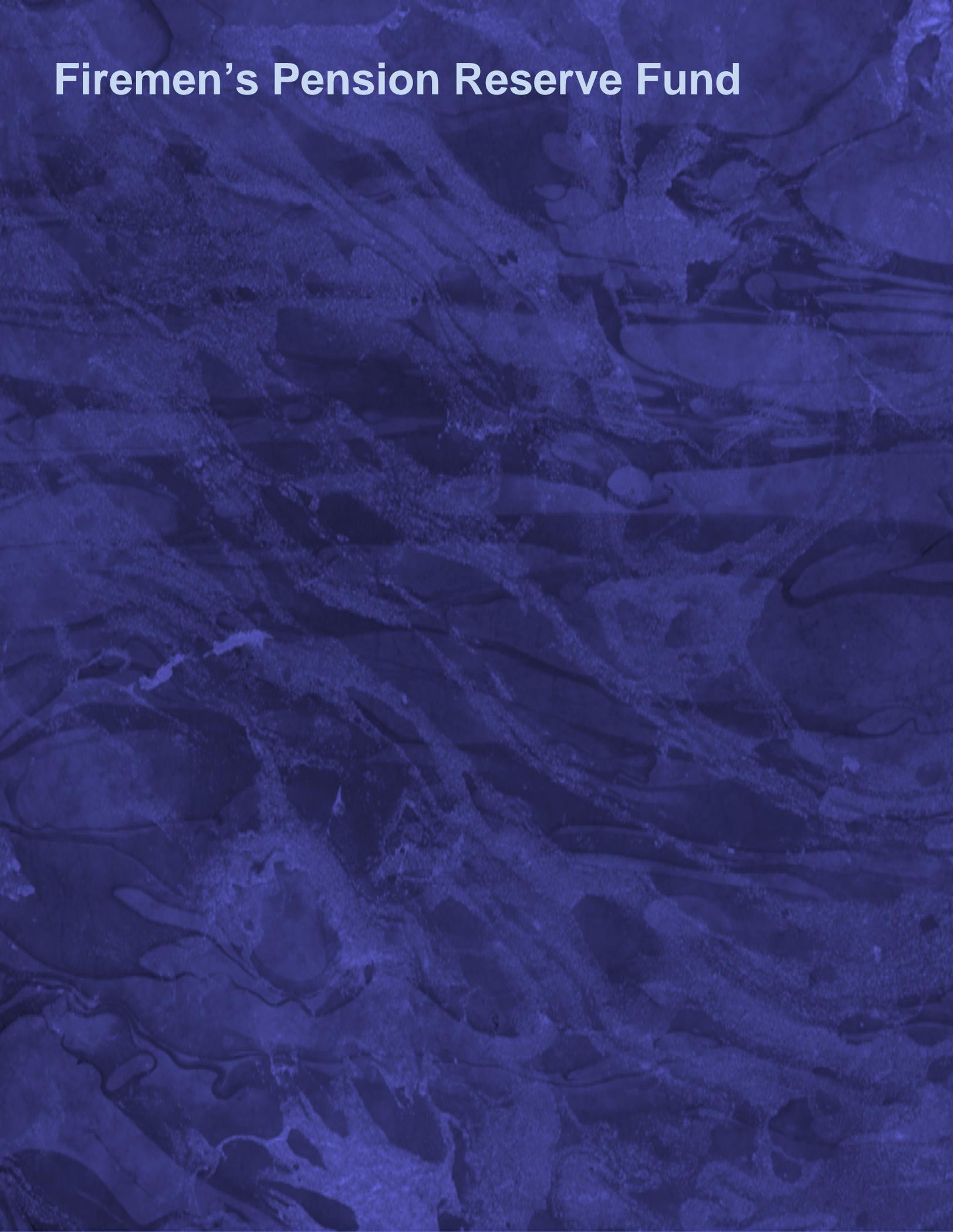
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



### 2009-2010 Financial Notes

Maintenance and Operations costs are anticipated to remain in line with 2007-2008 spending.

# Firemen's Pension Reserve Fund

The background of the page is a dark blue color with a complex, marbled pattern. The pattern consists of various shades of blue, from deep navy to lighter, almost white highlights, creating a textured, organic appearance similar to marbled paper or a microscopic view of certain minerals. The overall effect is a rich, textured blue background.

## FIREMEN'S PENSION RESERVE

State law (RCW 41.16.050) requires all municipalities in the State of Washington to designate a Firemen's Pension Fund.

Washington State collects a 2% tax on all insurance premiums. 25% of taxes collected on fire policies and the fire component of multi-peril policies are allocated to cities and fire districts, based on the number of full-time firefighters they employ.

The monies accumulated in the City's Firemen's Pension Reserve Fund include:

- Bequests.
- Donations.
- All moneys received from taxes on fire insurance premiums.
- All interest earned from investing the Reserve's financial resources.

In 2009-2010, the Municipal Research and Service Center of Washington (MRSC) anticipates the State's fire insurance premium tax allocation will be approximately \$824 per firefighter per year.

As of 12/31/08, the Firemen's Pension Reserve had accumulated a fund balance of nearly \$233,800.

Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 (Law Enforcement Officers and Firefighters) retirees.

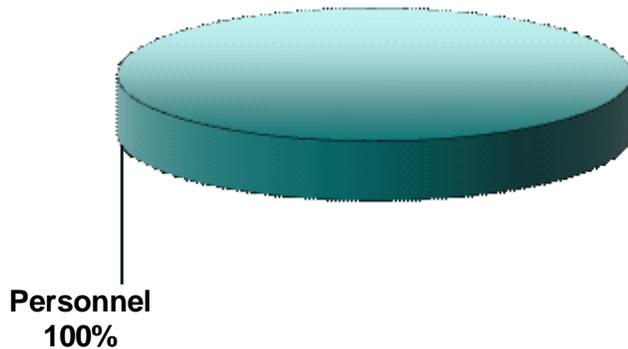


**Bothell's First Fire Engine**

## TOTAL FIREMEN'S PENSION REQUEST

Expenditures	Actual 2005-2006	Budget 2007-2008	Budget 2009-2010
Personnel	\$36,370	\$50,000	\$60,000
Maintenance & Operations	-	-	-
Capital	-	-	-
<b>Total Expenditures</b>	<b>\$36,370</b>	<b>\$50,000</b>	<b>\$60,000</b>
<b>Annual Cost Per Capita</b>	<b>\$1.16</b>	<b>\$1.52</b>	<b>\$1.78</b>

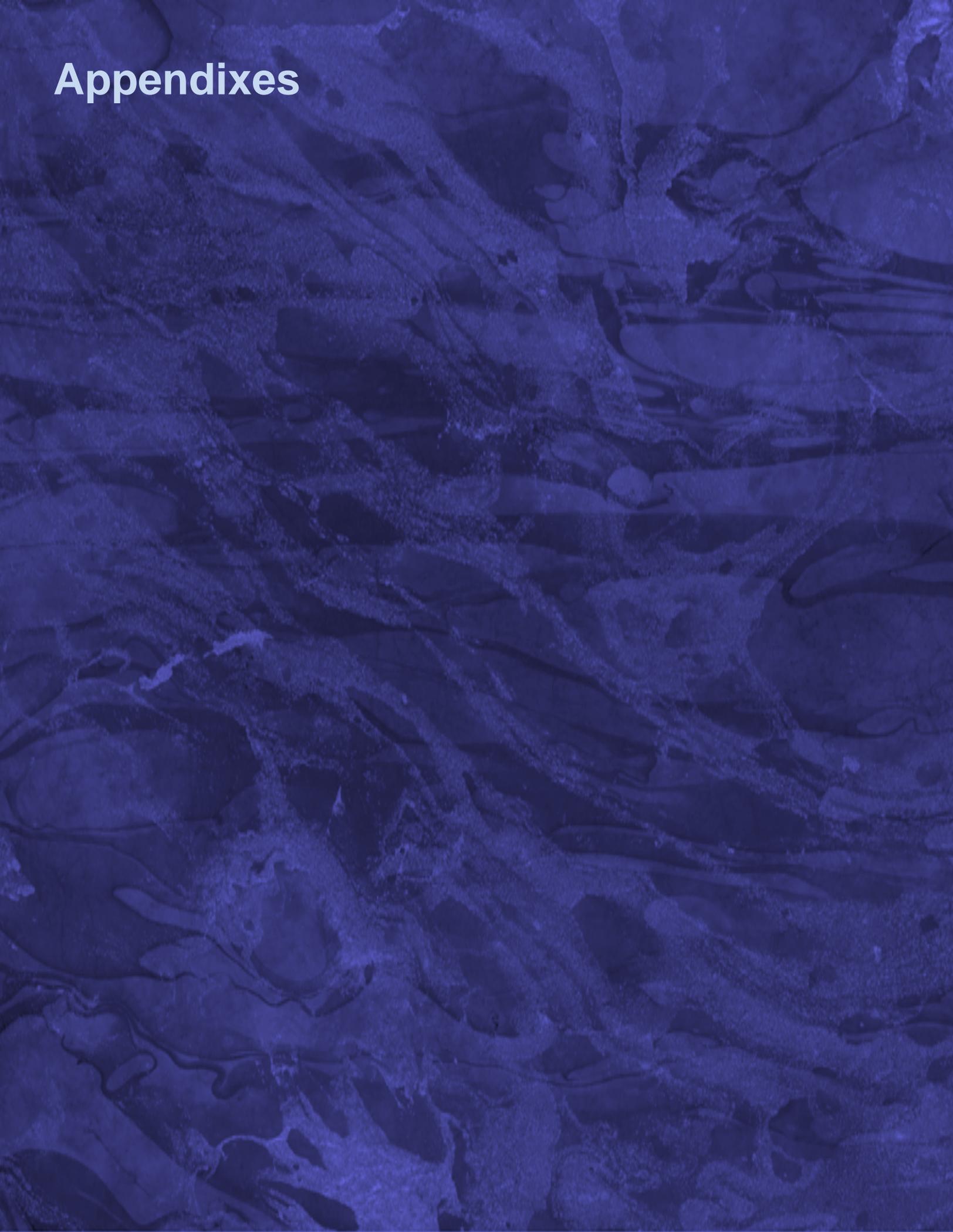
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.  
 2005-2008 estimated population figures obtained from Washington State Office of Financial Management.



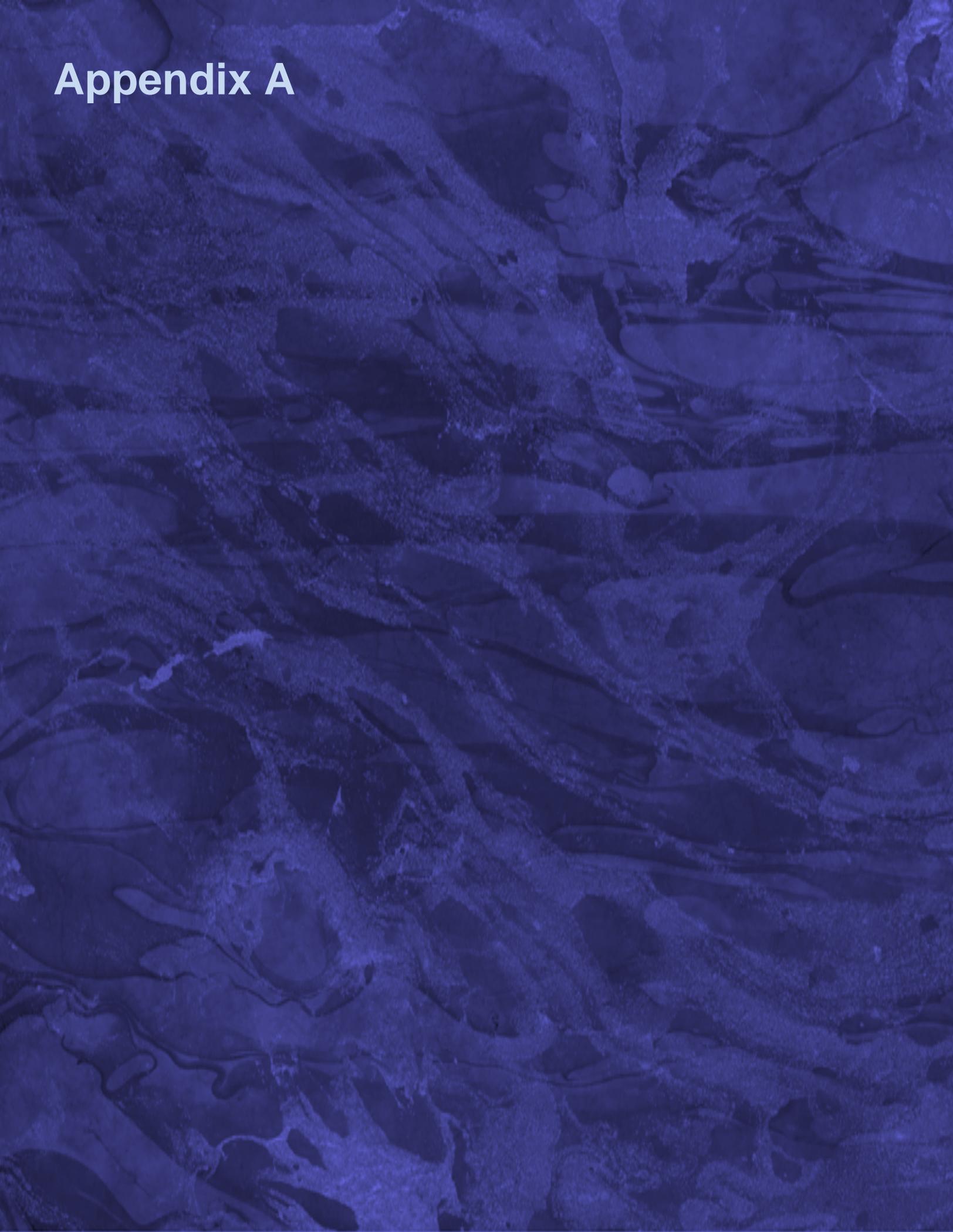
### 2009-2010 Financial Notes

- From 2003 through 2006, \$30,000 per biennium was expensed for Law Enforcement Officers and Firefighters (LEOFF) insurance recoupment type payments through operating transfers and/or intergovernmental transactions. These costs were therefore presented with another Fund's expenditures. Beginning in the 2007-2008 biennium, LEOFF insurance recoupment payments were instead presented as expenditures in the Firemen's Pension Reserve Fund.
- Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 retirees.

# Appendixes



# Appendix A



# City of Bothell Organizational Chart



## AFSCME and Non-Represented Classifications by Salary Range

Office Specialist \*\*  
Recreation Assistant \*\*

---

A

Accounting Specialist \*\*  
Engineering Inspector \*\*  
Maintenance Worker \*\*  
Office Specialist, Senior \*\*  
Permit Services Technician \*\*  
Planning Technician \*\*  
Records Specialist \*\*  
Police Support Officer \*\*  
Public Information Coordinator \*\*

---

C

Administrative Assistant \*\*  
Communications Specialist \*\*  
Construction Inspector \*\*  
Equipment Mechanic \*\*  
GIS Technician \*\*  
Permit Services Lead \*\*  
Senior Maintenance Worker \*\*  
GIS Specialist \*\*

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D

Accounting Specialist, Senior \*\*  
Administrative Assistant, Senior \*\*  
Administrative Coordinator \*\*  
Building Inspector \*\*  
Building Maintenance Specialist \*\*  
Code Compliance Officer \*\*  
Communications Supervisor \*  
Equipment Mechanic Lead \*\*  
GIS Services Lead \*\*  
Hazardous Materials Specialist \*\*  
**Human Resources Technician \*\***  
Information Systems Technician \*\*  
Maintenance Specialist \*\*  
Planner/Inspector  
Police Records Supervisor \*  
Police Support Officer Supervisor \*\*  
Senior Engineering Technician \*\*  
Special Projects Administrator \*\*

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E

Building Inspector, Senior \*\*  
Civil Engineer \*  
Construction Inspector, Senior \*\*  
Emergency Preparedness Coordinator \*\*  
**Executive Assistant \***  
Financial Analyst \*  
Fire Education/Information Specialist \*\*  
Information Services Application Analyst \*\*  
Maintenance Worker Lead \*\*

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F

Office Manager \*  
Paralegal \*\*  
Planner \*  
Recreation Coordinator \*  
**Senior Human Resources Analyst \***  
Surface/Storm Water Program Coordinator \*  
Tourism and Marketing Coordinator \*\*

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F

**Administrative Coordinator, Senior \***  
**City Clerk \***  
**Court Administrator \***  
IT Systems Administrator \*\*  
**Maintenance Supervisor \***  
Planner, Senior \*  
Planner, Transportation \*  
Plans Examiner, Senior \*\*  
**Public Information Officer \***

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G

Engineer, Senior Civil \*  
Engineer, Transportation \*  
**Public Works Superintendent \***

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H

**Capital Program Manager \***  
**City Attorney/Prosecutor, Assistant \***  
**Engineering Manager, Transportation \***  
**Financial Services Manager \***  
**Fire Marshal/Battalion Chief \***  
**Information Technology Manager \***  
**Planning Manager \***  
**Senior Management Analyst \***  
**Support Services Manager \***  
**Utility Manager \***

---

I

CD Deputy Director/Building Official \*  
Deputy PW Director/City Engineer \*  
**Police Captain \***

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J

**Fire Chief, Deputy \***  
**Police Chief, Deputy \***

---

K

**Assistant City Manager/Economic Development Mgr \***  
**Director, Community Development \***  
**Director, Finance \***  
**Director, Human Resources \***  
**Director, Public Works \***

---

L

**City Attorney \***  
**Deputy City Manager \***  
**Fire Chief \***  
**Police Chief \***

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M

**Non-Represented**  
\* = FLSA Exempt  
\*\* = FLSA Non-Exempt      Council Adopted 5/6/08

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
City Manager	1	Executive	City Manager	1
Deputy City Manager	2	Executive	Non-Rep	1
Executive Assistant	3	Executive	Non-Rep	1
Human Resources Director	4	Human Resources	Non-Rep	1
City Clerk	5	City Clerk	Non-Rep	1
Accounting Specialist	6	Finance	AFSCME	1
Human Resources Technician	8	Human Resources	Non-Rep	1
Finance Manager	11	Finance	Non-Rep	1
Human Resources Technician/Payroll	12	Human Resources	Non-Rep	1
Senior Accounting Specialist	13	Finance	AFSCME	1
Accounting Specialist	14	Finance	AFSCME	1
Accounting Specialist	15	Finance	AFSCME	1
Community Development Director	16	Community Development	Non-Rep	1
Planning Manager	18	Community Development	Non-Rep	1
Transportation Planner	19	Public Works	AFSCME	1
Senior Planner	20	Community Development	AFSCME	1
Senior Planner	21	Community Development	AFSCME	1
Planner	22	Community Development	AFSCME	1
Senior Planner	23	Community Development	AFSCME	1
Administrative Assistant	25	Legal	AFSCME	1
GIS Services Lead	26	Information Systems	AFSCME	1
Public Works Superintendent	27	Public Works	Non-Rep	1
Permit Services Lead	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Special Projects Administrator	31	Public Works	AFSCME	1
Public Works Superintendent	32	Public Works	Non-Rep	1
Maintenance Worker Lead	33	Public Works	AFSCME	1
Senior Maintenance Worker	34	Public Works	AFSCME	1
Senior Maintenance Worker	35	Public Works	AFSCME	1
Senior Maintenance Worker	36	Public Works	AFSCME	1
Fire Chief	37	Fire & EMS	Non-Rep	1
Deputy Fire Chief	38	Fire & EMS	Non-Rep	1
Battalion Chief	39	Fire & EMS	Fire	1
Battalion Chief	40	Fire & EMS	Fire	1
Battalion Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	Fire	1
Fire Lieutenant	43	Fire & EMS	Fire	1
Firefighter	44	Fire & EMS	Fire	1
Fire Lieutenant	45	Fire & EMS	Fire	1
Fire Lieutenant	46	Fire & EMS	Fire	1
Battalion Chief	47	Fire & EMS	Fire	1
Fire Lieutenant	48	Fire & EMS	Fire	1
Firefighter	49	Fire & EMS	Fire	1
Firefighter	50	Fire & EMS	Fire	1
Firefighter	51	Fire & EMS	Fire	1
Firefighter	52	Fire & EMS	Fire	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	53	Fire & EMS	Fire	1
Fire Lieutenant	54	Fire & EMS	Fire	1
Firefighter	55	Fire & EMS	Fire	1
Fire Lieutenant	56	Fire & EMS	Fire	1
Firefighter	57	Fire & EMS	Fire	1
Firefighter	58	Fire & EMS	Fire	1
Battalion Chief	59	Fire & EMS	Fire	1
Firefighter	60	Fire & EMS	Fire	1
Firefighter	61	Fire & EMS	Fire	1
Firefighter	62	Fire & EMS	Fire	1
Fire Lieutenant	63	Fire & EMS	Fire	1
Firefighter	64	Fire & EMS	Fire	1
Firefighter	65	Fire & EMS	Fire	1
Fire Lieutenant	66	Fire & EMS	Fire	1
Firefighter	67	Fire & EMS	Fire	1
Firefighter	68	Fire & EMS	Fire	1
Fire Education/Information Specialist	69	Fire & EMS	AFSCME	.5
Senior Administrative Coordinator	70	Fire & EMS	Non-Rep	1
Records Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Police Captain	1
Deputy Police Chief	74	Police	Non-Rep	1
Police Officer	75	Police	Police	1
Police Sergeant	76	Police	Police	1
Police Sergeant	77	Police	Police	1
Police Sergeant	78	Police	Police	1
Police Officer	79	Police	Police	1
Police Officer	80	Police	Police	1
Police Officer	81	Police	Police	1
Police Officer	82	Police	Police	1
Police Officer	83	Police	Police	1
Police Officer	84	Police	Police	1
Police Officer	85	Police	Police	1
Police Officer	87	Police	Police	1
Police Sergeant	88	Police	Police	1
Police Officer	89	Police	Police	1
Police Captain	90	Police	Police Captain	1
Police Officer	91	Police	Police	1
Police Officer	92	Police	Police	1
Police Officer	93	Police	Police	1
Police Officer	94	Police	Police	1
Police Officer	95	Police	Police	1
Police Officer	96	Police	Police	1
Police Sergeant	97	Police	Police	1
Police Officer	98	Police	Police	1
Police Officer	99	Police	Police	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Police Sergeant	100	Police	Police	1
Police Officer	101	Police	Police	1
Police Support Officer Supervisor	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Support Services Manager	105	Police	Non-Rep	1
Communications Specialist	106	Police	AFSCME	1
Communications Specialist	107	Police	AFSCME	1
Communications Specialist	108	Police	AFSCME	1
Communications Specialist	109	Police	AFSCME	1
Communications Specialist	110	Police	AFSCME	1
Communications Specialist	111	Police	AFSCME	1
Communications Supervisor	112	Police	AFSCME	1
Communications Specialist	113	Police	AFSCME	1
Communications Specialist	114	Police	AFSCME	1
Police Records Supervisor	115	Police	AFSCME	1
Public Works Director	116	Public Works	Non-Rep	1
Deputy PW Director/City Engineer	117	Public Works	Non-Rep	1
Capital Program Manager	119	Public Works	Non-Rep	1
Capital Program Manager	120	Public Works	Non-Rep	1
Senior Engineering Technician	121	Public Works	AFSCME	1
Senior Civil Engineer	122	Public Works	AFSCME	1
CD Deputy Director/Building Official	123	Community Development	Non-Rep	1
Senior Plans Examiner	124	Community Development	AFSCME	1
Senior Building Inspector	125	Community Development	AFSCME	1
Senior Plans Examiner	126	Community Development	AFSCME	1
Senior Construction Inspector	127	Public Works	AFSCME	1
GIS Technician	129	Information Systems	AFSCME	1
Construction Inspector	130	Public Works	AFSCME	1
Maintenance Worker Lead	132	Public Works	AFSCME	1
Maintenance Specialist	133	Public Works	AFSCME	1
Maintenance Worker	134	Public Works	AFSCME	1
Maintenance Specialist	135	Public Works	AFSCME	1
Maintenance Worker Lead	136	Public Works	AFSCME	1
Senior Maintenance Worker	137	Public Works	AFSCME	1
Senior Maintenance Worker	138	Public Works	AFSCME	1
Maintenance Worker	139	Public Works	AFSCME	1
Maintenance Supervisor	140	Public Works	Non-Rep	1
Senior Maintenance Worker	141	Public Works	AFSCME	1
Maintenance Worker	142	Public Works	AFSCME	1
Senior Maintenance Worker	143	Public Works	AFSCME	1
Maintenance Specialist	144	Public Works	AFSCME	1
Senior Maintenance Worker	145	Public Works	AFSCME	1
Senior Maintenance Worker	146	Public Works	AFSCME	1
Equipment Mechanic Lead	147	Public Works	AFSCME	1
Equipment Mechanic	148	Public Works	AFSCME	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Senior Management Analyst	149	Executive	Non-Rep	1
Permit Services Technician	150	Community Development	AFSCME	1
Office Manager	151	Community Development	Non-Rep	1
Senior Office Specialist	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer	155	Police	Police	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Senior Office Specialist	160	Municipal Court	AFSCME	1
Firefighter	161	Fire & EMS	Fire	1
Firefighter	162	Fire & EMS	Fire	1
Firefighter	163	Fire & EMS	Fire	1
Firefighter	164	Fire & EMS	Fire	1
Firefighter	165	Fire & EMS	Fire	1
Firefighter	166	Fire & EMS	Fire	1
Firefighter	167	Fire & EMS	Fire	1
Firefighter	168	Fire & EMS	Fire	1
Firefighter	169	Fire & EMS	Fire	1
Police Captain	170	Police	Police Captain	1
Police Officer	171	Police	Police	1
Police Sergeant	172	Police	Police	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant	176	Police	Police	1
Information Systems Administrator	177	Information Systems	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter	180	Fire & EMS	Fire	1
Firefighter	181	Fire & EMS	Fire	1
Police Officer	182	Police	Police	1
Police Officer	183	Police	Police	1
Hazardous Materials Specialist	184	Fire & EMS	AFSCME	1
Senior Maintenance Worker	185	Public Works	AFSCME	1
Office Specialist	186	Public Works	AFSCME	1
Senior Office Specialist	187	Community Development	AFSCME	1
Communications Specialist	188	Police	AFSCME	1
Senior Administrative Coordinator	189	Police	Non-Rep	1
Senior Administrative Assistant	190	Executive	Non-Rep	1
Administrative Assistant	191	Police	Non-Rep	1
Administrative Assistant	192	Police	Non-Rep	1
Senior Office Specialist	193	Public Works	AFSCME	1
Transportation Engineer	194	Public Works	AFSCME	1
Recreation Coordinator	195	Public Works	AFSCME	1
Senior Administrative Assistant	196	Fire & EMS	AFSCME	.75
Police Officer	197	Police	Police	1
Police Officer	198	Police	Police	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	199	Fire & EMS	Fire	1
Maintenance Worker	200	Public Works	AFSCME	1
Communications Specialist	201	Police	AFSCME	1
Permit Services Technician	202	Community Development	AFSCME	1
Senior Civil Engineer	204	Public Works	AFSCME	1
Firefighter	205	Fire & EMS	Fire	1
Firefighter	206	Fire & EMS	Fire	1
Firefighter	207	Fire & EMS	Fire	1
Police Officer	208	Police	Police	1
Police Officer	209	Police	Police	1
Firefighter	210	Fire & EMS	Fire	1
Firefighter	211	Fire & EMS	Fire	1
Firefighter	212	Fire & EMS	Fire	1
Police Officer	213	Police	Police	1
Police Officer	214	Police	Police	1
Police Officer	215	Police	Police	1
Police Officer	216	Police	Police	1
Information Systems Analyst	232	Information Systems	AFSCME	1
Senior Maintenance Worker	233	Public Works	AFSCME	1
Senior Office Specialist	234	Community Development	AFSCME	1
Battalion Chief	235	Fire & EMS	Fire	1
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	Police	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Financial Analyst	242	Finance	AFSCME	1
Public Information Officer	245	Executive	Non-Rep	1
Information Systems Administrator	246	Information Systems	AFSCME	1
Fire Plans Examiner	248	Fire & EMS	Fire	1
Police Officer	249	Police	Police	1
Police Officer	250	Police	Police	1
Police Support Officer	251	Police	AFSCME	1
Communications Specialist	252	Police	AFSCME	1
Senior Office Specialist	253	Police	AFSCME	.75
Office Specialist	255	Municipal Court	AFSCME	1
City Attorney	256	Legal	Non-Rep	1
Assistant City Attorney/Prosecutor	257	Legal	Non-Rep	1
Paralegal	258	Legal	Non-Rep	1
Senior Human Resources Analyst	259	Human Resources	Non-Rep	1
Senior Administrative Assistant	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant	266	Police	Police	1
Police Officer	269	Police	Police	1
Police Officer	270	Police	Police	1
Police Captain	271	Police	Police Captain	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Senior Office Specialist	272	City Clerk	AFSCME	.75
Information Services Application Analyst	274	Information Systems	AFSCME	1
Police Officer	275	Police	Police	1
Police Officer	276	Police	Police	1
Firefighter	277	Fire & EMS	Fire	1
Senior Office Specialist	278	Fire & EMS	AFSCME	1
Surface Water Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Financial Analyst	284	Finance	Non-Rep	1
Fire Education/Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Manager	287	Information Systems	Non-Rep	1
Information Systems Technician	288	Information Systems	AFSCME	1
Recreation Site Specialist	289	Public Works	Non-Rep	.33
GIS Specialist	290	Information Systems	AFSCME	1
Office Specialist	291	Legal	AFSCME	.5
Office Specialist	292	Human Resources	Non-Rep	1
Civil Engineer - Project Term	293	Public Works	AFSCME	1
Capital Program Manager - Project Term	294	Public Works	Non-Rep	1
Civil Engineer - Project Term	295	Public Works	AFSCME	1
Civil Engineer - Project Term	296	Public Works	AFSCME	1
Senior Office Specialist - Project Term	297	Public Works	AFSCME	1
Office Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer	300	Police	Police	1
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Maintenance Worker Aide	304	Public Works	Non-Rep	.33
Maintenance Worker Aide	305	Public Works	Non-Rep	.33
Maintenance Worker Aide	306	Public Works	Non-Rep	.33
Maintenance Worker Aide	307	Public Works	Non-Rep	.33
Maintenance Worker Aide	308	Public Works	Non-Rep	.33
Information Systems Technician	310	Information Systems	AFSCME	1
Tourism Marketing Coordinator	311	Executive	AFSCME	1
Maintenance Worker	312	Public Works	AFSCME	1
Office Specialist	313	Municipal Court	AFSCME	.5
Assistant CM/Economic Development Manager	314	Executive	Non-Rep	1
Recreation Assistant - Seasonal to Part-Time	315	Public Works	Non-Rep	.5
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Construction Inspector	320	Public Works	AFSCME	1
Firefighter	321	Fire & EMS	Fire	1
Firefighter	322	Fire & EMS	Fire	1
Firefighter	323	Fire & EMS	Fire	1

## Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Maintenance Worker	324	Public Works	AFSCME	1
Office Specialist	326	Municipal Court	AFSCME	.5
Police Officer	327	Police	Police	1
Police Officer	328	Police	Police	1
Police Officer	329	Police	Police	1
Planner/Inspector	330	Community Development	AFSCME	1
Civil Engineer - Project Term	331	Public Works	AFSCME	1
Civil Engineer - Project Term	332	Public Works	AFSCME	1
Civil Engineer - Project Term	333	Public Works	AFSCME	1
Senior Accounting Specialist - Project Term	334	Public Works	AFSCME	1
Senior Engineering Technician	335	Public Works	AFSCME	1
Office Specialist	336	Community Development	AFSCME	1
Civil Engineer	337	Public Works	AFSCME	1
Maintenance Worker	338	Public Works	AFSCME	1
Maintenance Worker	339	Public Works	AFSCME	1
Police Officer	341	Police	Police	1
Office Specialist - Shop 1 - Limited Term *	Proposed	Public Works		.5
Human Resources Technician - Payroll	Proposed	Human Resources		1
Senior Office Specialist - LT to Project Term	Proposed	Public Works		1
Senior Office Specialist - Limited Term *	Proposed	Executive		1
Office Specialist - Central Shop - LT to Regular	Proposed	Public Works		.5
Office Specialist - DSI Records - PT Limited Term *	Proposed	Community Development		.5
Financial Analyst-CFP - Limited Term *	Proposed	Finance		1
Water Quality Tech/Inspect - LT Grant Fnd to Reg	Proposed	Public Works		1
Application Analyst (DSI/Permit Plan/Eden/E-Gov)	Proposed	Information Systems		1
Records Specialist	Proposed	Police		1
Senior Office Specialist - Training	Proposed	Fire		1
Office Engineer-CFP - Project Term	Proposed	Public Works		1
Senior Civil Engineer-CFP - Project Term Mgr	Proposed	Public Works		1
Maintenance Worker **	Proposed	Public Works		1
Custodians/Facility Maintenance - Limited Term	Proposed	Public Works		3
Administrative Assistant - DSI - LT to Regular	Proposed	Community Development		1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
			<b>2009 Total</b>	<b>305.73</b>
			<b>2010 Total</b>	<b>304.73</b>

\* position was only budgeted for 2009

\*\* position was only budgeted for 2010

Proposed Position Changes and Adds

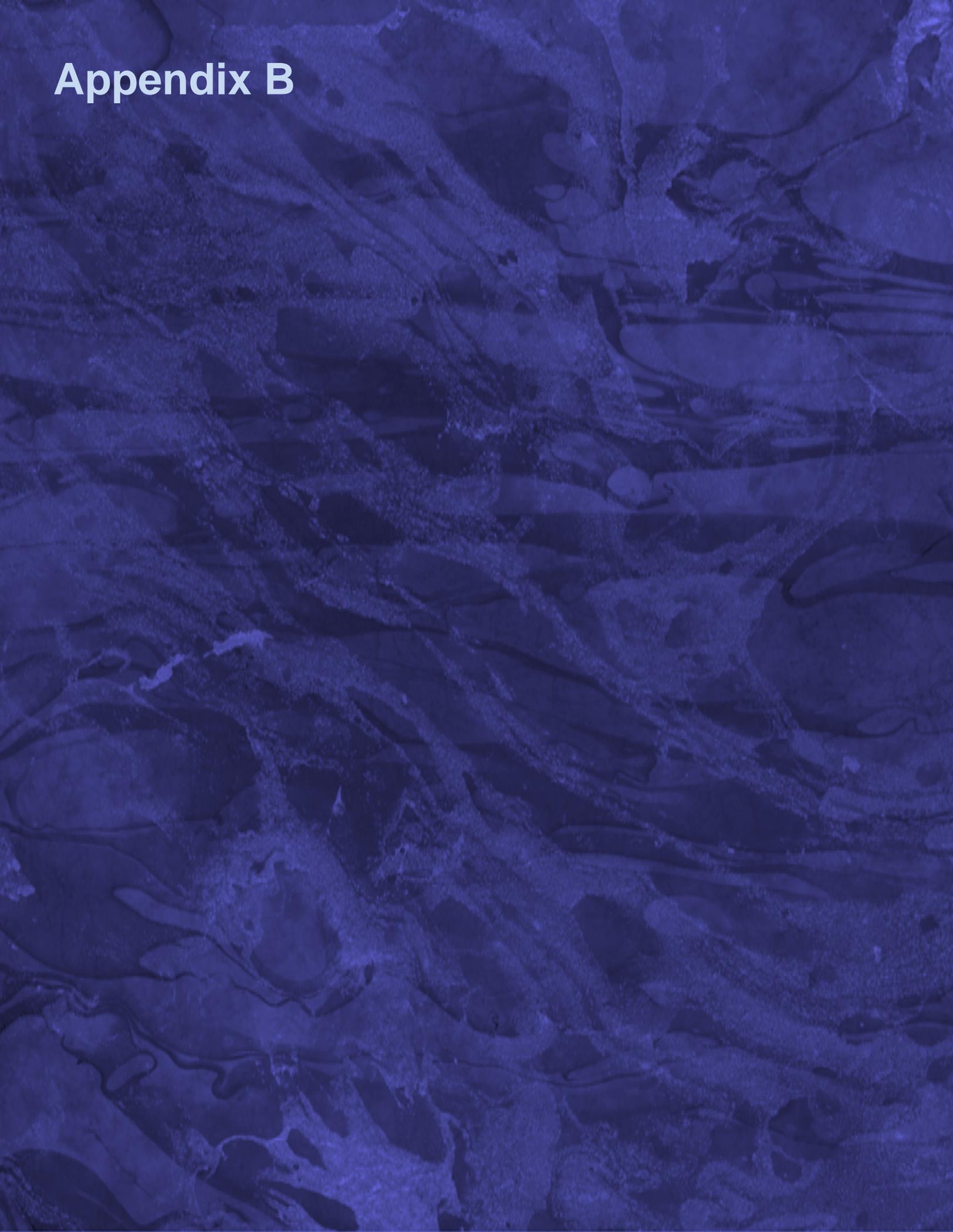
Actual Employment Status as of 9/30/08	Employees	FTE's
Regular Full-Time	229	229.00
Regular Full-Time Project-Term	7	11.00
Regular Part-Time	9	6.00
Limited-Term Full-Time		6.00
Limited-Term Part-Time	2	1.13
Temporary Full-Time	2	2.00
Temporary Part-Time	8	5.33
Provisional	1	1.00
<b>Total Employed</b>	<b>269</b>	<b>261.46</b>

Data will be updated  
12/31/08

## Staffing Summary All Departments

Department/Division	2007 Authorized Positions	2008 Authorized Positions	2009 Authorized Positions	2010 Authorized Positions
<b>Executive Department</b>				
City Manager's Office	7	7	8	8
Legislative Branch	7	7	7	7
Judicial/Municipal Court	4	4	4	4
City Clerk	3.75	3.75	2.75	2.75
Information Services	7	7	10	10
Non-Departmental/Tourism	.5	1	1	1
Total Executive	<b>29.25</b>	<b>29.75</b>	<b>32.75</b>	<b>32.75</b>
<b>Finance Department</b>				
Total Finance Department	<b>6.8</b>	<b>6.8</b>	<b>8.25</b>	<b>7.25</b>
<b>Legal Department</b>				
Total Legal Department	<b>2.56</b>	<b>2.56</b>	<b>3.56</b>	<b>3.56</b>
<b>Human Resources Department</b>				
Total Human Resources Department	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>Police Department</b>				
Administration	8.75	8.75	8.75	8.75
Support Services	19	19	19	19
Operations	35	35	35	35
Investigations	13	14	14	14
Special Operations	8	8	8	8
Total Police Department	<b>83.75</b>	<b>84.75</b>	<b>84.75</b>	<b>84.75</b>
<b>Fire and EMS Department</b>				
Administration	5.5	5.5	5.5	5.5
Suppression & EMS	50	50	50	50
Hazard & Fire Prevention	5	5	5	5
Public Education	1.25	1.25	1.25	1.25
Training	1	1	2	2
Emergency Management	1	1	1	1
Total Fire & EMS Department	<b>63.75</b>	<b>63.75</b>	<b>64.75</b>	<b>64.75</b>
<b>Public Works Department</b>				
Engineering Division	24.3	24.3	26.27	26.1
Facilities Division	1.5	1.5	4.71	4.55
Parks and Recreation Division	10.22	10.22	10.42	11.42
Street Fund	7.48	7.48	7.80	7.80
Water Fund	7.575	8.575	8.83	8.83
Sewer Fund	7.175	8.175	8.41	8.41
Storm Drain Fund	12	13	13.31	13.31
Fleet Fund	2.5	2.5	2.72	2.55
Total Public Works Department	<b>72.75</b>	<b>75.75</b>	<b>82.47</b>	<b>82.97</b>
<b>Community Development</b>				
Administrative Services	6	6	7.5	7
Building & Permit Services	9	9	9	9
Planning Services	8	8	6	6
Total Community Development Department	<b>23</b>	<b>23</b>	<b>22.5</b>	<b>22</b>
<b>Self-Insurance/Risk Management</b>				
Total Self-Ins/Risk Management Department	<b>.7</b>	<b>.7</b>	<b>.7</b>	<b>.7</b>
<b>Total FTEs</b>	<b>287.56</b>	<b>292.06</b>	<b>305.73</b>	<b>304.73</b>

# Appendix B



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## Budget Policies

### Fiscal Assessment

City management recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds.

We continue to focus efforts on sound long-range financial planning, and implementing cost and process efficiencies.

The 2009-2010 Budget document reflects the City's commitment to sound budget and fiscal policies and processes. This plan ensures that the City is in a position to maintain its current level of service delivery for the community throughout the ensuing biennium. It makes the best choices for resource allocations, meets current operational needs, and addresses future fiscal capacity.

### 2009-2010 Budget Process

This budget document represents months of hard work by City staff and the City Council. The budget as adopted by the City Council provides the plan and the resources to deliver citizen services and accomplish stated goals.

The City's 2009-2010 Budget process incorporated a long-term perspective and linked departmental spending plans directly to the City's Budget Focus Areas and Desired Budget Outcomes. The process was also designed to promote involvement from citizens, staff, local businesses, and other interested stakeholders.

The City upheld the following long-standing ideals in preparing its 2009-2010 spending plan:

- Living within our means by adopting a balanced budget (current revenues

plus fund balance are sufficient to support current expenditures).

- Providing accurate and timely financial information – including the City's current or anticipated fiscal condition.
- Providing prudent and sound fiscal direction to help guide decision making.
- Maintaining a pay-as-you-go philosophy regarding debt and capital spending.
- Avoiding paying for ongoing expenditures with one-time revenues.
- Maintaining a strong General Fund reserve in addition to appropriating an adequate contingency reserve.
- Including sufficient maintenance and replacement funds to properly maintain essential facilities and equipment.

The City prepares budgets for all of its seventeen funds. Three of these are internal service funds, whose costs are allocated (based on usage) to the funds that utilize their services. Budgets are appropriated at the fund level, as presented on page 1 of the Revenue section.

### Budget Planning Process

Planning for the 2009-2010 Budget began in the first quarter of 2008, immediately following the 2007-2008 mid-biennial budget review.

The development and adoption of our City's budget was a lengthy and intense process, designed to provide adequate opportunity for public input and sufficient time for deliberation and enactment by the City Council.

See the 2009-2010 Budget Development Process document located on page 18 in this section.

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The major steps involved in development of the 2009-2010 budget are listed in the budget calendars at the end of this section.

### **Local Government Budgeting**

Local government budgeting began in the early 1900s to:

- Administer control over how public monies were spent.
- Mitigate the risk of over-spending.

### **Bothell's Biennial Budget**

Bothell's two-year biennial budget was established by Municipal Code 3.70.010, pursuant to RCW 35A.34.040.

Bothell's first biennial budget period was 2003-2004.

Less than 20 Washington cities use biennial budgets.

#### **Advantage:**

- Increases focus toward long-term planning.
- Reduces planning time, so more staff resources can be spent on achieving community goals.

#### **Disadvantage:**

- Increases the challenge of forecasting revenues and expenditures from 1 to 2 years.
- Decreases the ongoing accuracy of the spending strategy because it is more realistic to plan for shorter periods when the economy is unstable or suddenly becomes volatile.

### **RCW 35A.34.050**

#### **Budget Estimates and Submittal**

A budget call is required on or before the second Monday of September in an even-numbered year.

The budget call defines the parameters and guidelines for budget development, along with each department's role and responsibility within the process.

Fourteen days after notification, detailed estimates of probable revenues and all expenditures required by the department for the ensuing fiscal biennium are due.

### **RCW 35A.34.070**

#### **Proposed Preliminary Budget**

On or before the first business day in September of an even-numbered year, the Finance Director shall submit to the City Manager a proposed preliminary budget setting forth the complete financial program of the city for the ensuing fiscal biennium by department.

### **RCW 35A.34.080**

#### **Preliminary Budget**

The City Manager shall make any revisions or additions he deems necessary to the department head budget submittals, and shall file them with the City Clerk as the recommended final budget by November 1<sup>st</sup> of an even-numbered year.

### **RCW 35A.34.090**

#### **Budget Message**

A budget message prepared by or under the direction of the City Manager shall be submitted as part of the preliminary budget to the City Council by November 1<sup>st</sup>.

Prior to the final budget hearing, the City Council shall schedule hearings on the budget, and may require department heads to be present to provide information regarding estimates and programs.

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### **Budget Message Requirements**

- An explanation of the budget document;
- An outline of the recommended financial policies and programs;
- A correlation of the recommended appropriation to such policies and programs;
- A rationale for significant appropriation and revenue estimate changes; and
- An explanation for any recommended major changes in financial policy.

### **RCW 35A.34.100**

#### **Budget Notice of Hearing**

Immediately following the filing of the preliminary budget, the City Clerk shall publish a notice once a week for two consecutive weeks in the City's official newspaper stating:

- The preliminary budget for the ensuing fiscal biennium has been filed, and a copy is available for review at the Clerk's Office by any taxpayer.
- The designated date, time, and place of the City Council budget meeting, and an invitation for any taxpayer to appear and be heard for or against any part of the proposed budget.

The City Council shall meet on or before the first Monday in December of an even-numbered year to receive taxpayer input and fix the final budget.

### **RCW 35A.34.110 Budget – Hearing**

The City Council can continue the budget hearing (RCW 35A.34.100) from day to day, but not later than December 7<sup>th</sup> of an even-numbered year.

### **RCW 35A.34.120**

#### **Budget – Adoption**

Following conclusion of the hearing but prior to the beginning of the fiscal

biennium, the City Council shall make changes as it deems necessary or proper and shall by ordinance adopt the budget in its final form and content.

A copy of the final budget as adopted shall be transmitted to the State Auditor and the Association of Washington Cities.

### **Budget Foundation**

The foundation of the budget process is generating operational and financial plans, reviewing programs, and establishing The City's Budget Focus Areas and Desired Budget Outcomes that best serve the community - not just for the ensuing biennium, but also well into the future.

This budget process reassessed citywide goals and objectives and the means to accomplish them. In 2008, the Council met and established the following focus areas for developing the City's 2009-2010 budget. These five focus areas are all compatible with the City's vision and mission statements.

### **Financial Stability**

Maintain a long-range financial plan and biennial budget that provide sustainable levels of service within investment limits citizens are willing to make. Strive for cost-effective service delivery by encouraging operational efficiencies, cost containment, innovative revenue enhancement, and technology advancements.

### **Economic Development**

Create and sustain economic development, which builds and diversifies the City's revenue streams, while complementing and enhancing the quality of life for all who live, work and play in Bothell.

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### **Quality of Life/Livability**

Achieve harmony between the built and protected natural environments, and target available resources to build infrastructure and provide services which strengthen and sustain our community.

### **Community Connections and Involvement**

Engage in ongoing dialogue with the public to increase citizens' understanding of and engagement in City issues, and to build strong partnerships.

### **Public Safety and Security**

Provide effective service to allow citizens to use and enjoy their community without fear of loss of life or property, while being proactive and responsive to community safety and security issues.

The needs of the community are best met through adept planning and exhaustive analysis. The City Manager, Finance Director, and departmental staff carefully evaluate all City programs and funding requests to ensure all budget appropriations clearly contribute to the accomplishment of the City's Budget Focus Areas and Desired Budget Outcomes.

The City cannot meet all demands of the community because it has finite resources. Thus, an integral part of the budget process is to prioritize needs according to the City's Desired Budget Outcomes for the upcoming two years, and to identify dependable funding sources.

The following questions are applied to evaluate priority and need of services:

### **Budget Prioritization Questions:**

- Is this service mandated by Federal or State law?
- Should the City provide the service?
- Is the service provided by other public sector service providers?
- Is the service included in the City's Comprehensive Plan?
- Does the service alleviate identified deficiencies?
- Is there strong public and political support for the service?
- Does this service address life-safety issues?
- Are the benefits derived in line with the cost of providing the service?
- Should the service be contracted out?
- Are other potential revenues sources available to fund the service?
- Would other services be impacted if this service was eliminated?
- Does the service contribute to economic growth?

### **City Manager's Budget Message**

The Budget Message provides the following information to stakeholders:

- Outlines the City's long-range vision and mission, current City needs and available resources, along with the City's 2009-2010 Budget Focus Areas.
- Summarizes the City's budget planning process and financial policies. Describes the City's fiscal position and long-term sustainability strategies.
- Communicates and highlights the City's Desired Budget Outcomes.

**The City Manager's Budget Message is located in the Introduction Section**

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## **Budget Amendments**

Washington State law requires the City Council to adopt a balanced budget. Biennial appropriations are therefore limited to total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the current fiscal biennium.

State law does allow the City Council to modify their adopted budget appropriations. Modifications to the adopted biennial budget may take place no sooner than eight months after the beginning of the biennium, nor later than the conclusion of the first year of the fiscal biennium.

The City Manager and Finance Director prepare the annual budget modification for the Council's consideration.

The City Clerk publishes hearing notices consistent with the publication requirements for adoption of other city ordinances.

The budget modification must be by ordinance, and approved in the same manner as other ordinances of the city - including making the proposed amendments available to the public and providing time for public input.

A complete copy of the budget modification as adopted is transmitted to the State Auditor's office and to the Association of Washington Cities.

The Finance Director approves administrative budget transfers that do not move budget appropriations between Funds. Administrative budget transfers are documented and tracked by the Finance Department.

## **Financial Policies**

### **Background and Purpose**

The stewardship of public funds is one of the greatest responsibilities given to the officials and managers of the City of Bothell. Establishment and maintenance of prudent fiscal policies enables City officials to protect public interests and ensure public trust.

This document incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially sound manner. These policies have been established to provide general fiscal guidelines, and are intended to provide sound direction in the management of the City's financial affairs.

### **General Financial Philosophy**

The general financial philosophy of the City is to provide a sufficient financial reserve - along with the resources necessary to sustain a high level of municipal services while ensuring public safety, maintaining the infrastructure and surroundings of the City, and promoting the social well-being of all its citizens.

The City strives to achieve a strong financial condition with the ability to:

- Withstand local and regional economic impacts;
- Adjust efficiently to the community's changing service requirements;
- Effectively maintain and improve the City's infrastructure;
- Prudently plan, coordinate, review, and implement responsible development and growth; and
- Provide a high level of police, fire, and other protective services to assure public health and safety.

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## **Accounting, Auditing, and Financial Reporting Policies**

An independent audit is performed annually. The City produces a Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP), as outlined by the Governmental Accounting Standards Board (GASB). The City consistently meets the guidelines and criteria necessary to receive the Government Finance Officer's Association (GFOA) Certificate of Excellence in Achievement in Financial Reporting.

The City of Bothell has established and continues to maintain a high standard of accounting practices.

The City's accounting and budgetary systems conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS), and local regulations.

A comprehensive accounting system shall be maintained to track all financial transactions necessary to effectively operate the City.

The City will meet the financial reporting standards set by the Governmental Accounting Standards Board.

Full disclosure will be provided in all City financial reports and bond representations.

An annual audit will be performed by the State Auditor's Office, including the issuance of a financial opinion.

Importance shall be placed on protection and enhancement of the City's credit rating.

## **Revenue Policies**

In all cases, City revenue estimates are to be conservatively forecasted. The City only budgets dependable anticipated revenues.

The City's budget amendment process should be used to appropriate questionable revenues when they become certain and measurable.

Employ revenue policies which prevent undue or unbalanced reliance on any one revenue source.

Distribute the cost of municipal services accurately and fairly.

Provide reliable and adequate funding sources to operate approved programs.

Utilize annual cost allocation methods to monitor current fees for City services and ensure best business practices for cost recovery.

Maintain an updated a six-year financial forecast that estimates future revenues, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

## **Expenditures, Cost Containment, and Budgetary Control Policies**

Although the 2009-2010 Budget includes sufficient resources to finance City services for the ensuing biennium, it is imperative that an adequate and effective cost analysis and containment program be maintained. The City regularly examines its programs and services (including expenditure outflows) for more efficient and/or less costly ways to deliver services to citizens.

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City management performs frequent and routine fiscal and operational reviews to assess changing economic conditions and identify possible programmatic modification needs.

On-going efficiency savings are a result of these type of routine fiscal and operational reviews. Routine process reviews are essential for our City's long-term fiscal sustainability.

Provide, maintain, and track capital assets (including essential public facilities) at a level adequate to protect the investment, and minimize future maintenance, replacement and liability costs.

Update a rolling six-year financial forecast that estimates future expenditures, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

### **Cost Recovery**

The City Council considered and adopted a comprehensive fee schedule for the upcoming biennium. The City's fee schedule increases annually to reflect actual increases in the cost of providing a service, or minimally by the rate of inflation. The City bases its inflation figures on the August Consumer Price Index (CPI-W) for Seattle.

Cost analyses are prepared to capture all direct and indirect costs associated with providing a City program or service. In nearly all cases, fee rates are set to recoup 100% cost recovery.

The City's fee schedule sets fees and charges collected by the City that are not dictated by the Bothell Municipal Code, State statute, or by contract.

### **Internal Services**

Internal Service funds account for the goods and services provided by one fund for the benefit of another. This is done on a cost/benefit reimbursement basis.

The City has three internal service funds: Risk Management/Self Insurance, Fleet Management, and Asset Replacement.

The City utilizes Internal Service funds to:

Account for the total cost of providing services between funds and accumulating resources for replacing fixed assets.

Isolate interfund transactions so they can be accounted for like those of a private sector business, and thus provide accurate fund expenditure reporting by including all costs resulting from the Fund's operation.

### **Cash Management Policies**

The City deposits all funds on the same day the funds are received. Investment of City funds emphasizes the preservation of principal, with liquidity and yield being secondary factors.

### **Cash Handling**

State law requires deposit of all cash and cash-like items to be deposited within 24 hours. City policy allows for weekly deposit of receipts totaling less than \$100.

Each person receipting funds must have their own locking cash drawer.

Cash handling training is required for all staff that work with or supervise functions which require the handling of City cash or cash-like items.

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Cash handling refresher training should be repeated every three years.

Cash drawers are balanced daily.

Checks are endorsed immediately with the City's restrictive endorsement stamp.

Financial transactions are entered into the City's accounting system immediately.

Mailed payments are opened with more than one person in the room.

Sequentially numbered receipts are to be used and accounted for.

Cash handling duties are segregated so the same people do not have responsibility for collection of money, authorization to approve account adjustments, preparation of the deposit, and reconciliation of the bank statement.

Those who prepare or sign checks do not have responsibility for reconciling the accounting system or checkbook to the bank statement.

Petty Cash funds are reconciled once per month by a person who is not responsible for the day-to-day management of the fund.

Customer account adjustments and refunds are preauthorized by a manager.

Cashier overages or shortages which exceed \$50 must be reported to the City's Finance Department immediately.

### **Investment Policies**

Watchful control of the City's daily operations is an important part of Bothell's overall fiscal management

program. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient funds are available to meet current operating needs. Idle funds are invested until such time as they are required to cover City operating expenditures.

The City's investment policy has been certified by the Municipal Treasurer's Association.

The City's idle cash is invested on a continuous basis, in accordance with the City's adopted investment policies.

The City should maintain a formal investment policy, which is reviewed and endorsed by state and national professional organizations.

The City should invest all funds (in excess of current requirements) based upon the following order of priority: 1) legality; 2) safety; 3) liquidity; and 4) yield.

Investments with City funds should not be made for purposes of speculation.

The City is prohibited from investing in derivative financial instruments for the City's managed investment portfolio.

Proper security measures should be taken to safeguard investments. The City's designated banking institution should provide adequate collateral to insure City funds.

The City's investment portfolio should be reviewed every two years by a qualified portfolio valuation service, to assess the portfolio's degree of risk and compliance with the adopted investment policies.

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An analysis of the City's cash position should be prepared at regular intervals throughout the fiscal year.

The City Council should be provided with quarterly reports on the City's investment and performance strategy.

Sufficient cash should be maintained to provide adequate funds for current operating needs.

Where permitted, the City should pool its cash resources from various funds ("Treasurer's Cash") for investment purposes.

Net investment income from Treasurer's Cash should be allocated in accordance with RCW 5.24.060 considering 1) average cash balance of the participating fund and 2) the minimum cash balance needs of each fund as determined by the Treasurer. Net investment income is the amount of annual investment proceeds after an allocation is made to enterprise funds and Council-directed obligations are met for Current Expense Fund purposes.

The City of Bothell should select its official banking institution through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

The City should diversify its deposit and investment assets by investment instrument and maturity scheduling.

All available City funds should be invested, recognizing that daily market activity or other constraints may affect investment goals.

Interest should be allocated back to the fund that earned it.

## **Debt Policies**

The City issues bonds for capital improvements. The City will not issue notes to finance operating deficits. The City publishes and distributes an official statement for each bond issue. The City provides continuing note disclosure, per the National Federation of Municipal Analysts, to ensure the continued marketability of City issued debt. The City annually reviews the status of outstanding and future potential debt to facilitate financial planning. City Council approval is required prior to issuance of debt.

### **The City's Schedule of Long-Term Debt to Maturity is Located in the Expenditure Section on Page 13**

## **Capital Facilities Plan Policies**

In June 2008, the City Council adopted Resolution 1223 (2008), the 2009-2015 Capital Facilities Plan (CFP). This plan includes a six-year minimum financing plan and identifies funding sources and capital projects, including their anticipated costs.

The objective of the CFP process is to establish a funding plan that identifies and prioritizes capital needs (and future maintenance and operating costs) with available funding sources. Appropriations for the first two years of the CFP are included in the 2009-2010 biennial budget.

The following fiscal policies were developed as a result of the CFP:

- Opportunity reserves should be established for the Arterial Street, Park Cumulative Reserve, and Capital Improvement funds, to be allocated at Council's discretion towards unidentified capital projects.

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- Arterial Street opportunity reserves should be a minimum 10% of projected transportation impact fees.
  - Park Cumulative Reserve Fund's opportunity reserves should be a minimum of 10% of projected park impact fees.
  - 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as opportunity reserves for the Capital Improvement Fund.
  - The Capital Improvement Fund should reserve 50% of ongoing annual revenues.
  - 10% of any one-time revenue transfers (permit fees and construction sales tax) should be designated as opportunity funds in the Capital Improvement Fund.
  - Debt service should not exceed REET revenue estimates unless another secure revenue source is identified.

Should the City's budget process result in the budget being inconsistent with the adopted CFP, the CFP will be amended as part of the budget adoption process.

### **Reserve Fund Balance Policies**

Adequate fund balance and reserve levels are a necessary component of the City's financial strategy, and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance for each accounting fund assures adequate resources for cash flow, and mitigates short term effects of unexpected revenue shortfalls.

City and State regulations have been established to allow the City of Bothell to create and maintain specific reserve funds.

Prudent use of reserve funds enables the City to defray future costs and take advantage of matching funds and beneficial (but limited) opportunities. Reserve funds provide the City with the ability to exercise flexible financial planning in developing future capital projects.

Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in economic conditions.

The City should establish minimum fund balance targets based on cash flow requirements.

The City should include all fund balances in its biennial budget document.

Minimum fund balances should be attained and maintained through expenditure management, revenue management, and/or contributions from the General Fund.

All expenditures drawn from reserve accounts require prior Council approval, unless previously appropriated by the City Council in the City's biennial budget.

An Undesignated Reserve Fund should be maintained in accordance with RCW 35A.33.145 to meet any municipal expense, the necessity or extent of which could not have been reasonably foreseen at the time of adopting the annual budget. In addition to an undesignated reserve, the City maintains a designated operating reserve balance equal to 20% of its annual expenditure budget, which is in excess of the State's legal requirement (\$.375 per \$1,000 of Assessed Valuation).

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The City should maintain reserves for the replacement of vehicles and other fixed assets.

Additional reserve accounts may be created by Council to account for monies for future known expenditures, special projects, or other specific purposes.

All reserves should be presented in the annual budget.

Unreserved and/or undesignated fund balances should be essentially used to fund emergency expenses and/or capital needs.

Fund reserves, along with one-time and unpredictable revenues, should be considered for only one-time expenditures - therefore avoiding using them to fund routine ongoing operating expenses.

### **Basis of Budgeting and Accounting**

“Basis of accounting” refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made, regardless of the measurement focus applied:

#### **1. Accrual**

Both governmental and business-type activities in the government-wide financial statements, and the proprietary and fiduciary fund financial statements, are presented on the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

#### **2. Modified Accrual**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual: i.e., both measurable and available. “Available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The City considers all revenue reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The City of Bothell’s budget is prepared on a modified accrual basis.

The Comprehensive Annual Financial Report (CAFR) presents the City’s financial position on the basis of generally accepted accounting principles (GAAP).

# MEMORANDUM

## Office of the City Manager



City of Bothell™

**DATE:** June 30, 2008  
**TO:** Department Directors  
**CC:** Budget Coordinators  
**FROM:** Robert S. Stowe, City Manager  
**SUBJECT:** 2009-2010 Official Budget Call and Development Directives

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Welcome to the 2009-2010 budget development process. In addition to the standard budget development process guidelines and budget calendar provided by the Finance Department (both documents are provided as attachments to this memo), I am providing the following directives to guide Directors in preparing their biennial budget proposals.

### **Budget Focus Areas and Desired Outcomes**

While the 2009-2010 budget development process began informally early in 2008, Council has now identified specific goals for the ensuing biennium. These goals are provided in the form of five Budget Focus Areas and eleven Desired Budget Outcomes (attached).

The City's Budget Focus Areas typically have not changed significantly from one biennium to the next because they are general themes that support the organization's long-term vision and mission over many years and even decades. Desired Budget Outcomes on the other hand are much more specific. Their purpose is to help advance the City's Budget Focus Areas in the short-term by identifying the most critical priorities or needs of the organization and community, which Council wants to address in the upcoming two-year budget period.

In order to realize the City's long-term vision and continue to support its overall mission, it is important that these Budget Focus Areas and specific Desired Budget Outcomes are made the key drivers in planning and developing your department's proposed 2009-2010 spending plan.

### **Citizen Budget Survey**

The City is conducting (via a consultant company) a random sample telephone survey of four hundred registered voters regarding service priorities.

In addition to the Budget Focus Areas and Desired Budget Outcomes, the survey results will also be used as a planning and balancing tool in the development of my

recommended 2009-2010 budget. Survey results are expected to be complete and available to departments by the middle of July.

Survey results will provide insight on how citizens feel about city governance in terms of budget (spending) allocation. The data will also allow staff to evaluate trends in citizen expectations and perceptions, provide for balanced representative feedback, and give staff the information needed to establish citizen desired performance benchmarks and measures. The survey will yield a statistically-accurate response within a plus-or-minus 5% margin of error.

### **Modified Zero-Based Budget**

Departments are to prepare their budget proposals utilizing the modified zero-based budgeting method. This budget method clearly identifies spending by itemizing expenditures. I understand that preparing a modified zero-based budget is more staff-time intensive than preparing a typical incremental budget. My decision to employ a modified zero-based method was made for two reasons:

1. To maintain a comprehensive historical tracking of base budget figures associated with City services that can be utilized to substantiate needs, as well as expenditure projections for future budget periods.
2. To allow for thorough examination of all spending citywide in order to help ensure provision of equitable levels of funding for all departments.

### **Capital Facility/Improvement Expenditures**

Bothell continues to refine its robust capital program. On June 17, Council adopted the City's 2009-2015 Capital Facilities Plan (CFP). By design the project revenues and expenditures included in the first two years of the plan (2009-2010) are folded into the City's 2009-2010 Biennial Budget. The lion's share of the City's Capital Facilities Plan is funded through grants and restricted revenues that are legally limited to capital spending. These funds cannot be appropriated toward operating expenditures such as personnel and operating supplies. The City's initiative to invest in vitally needed capital improvements, especially in its downtown revitalization, is key to the City's continued fiscal stability.

### **2009-2010 Economic Condition**

The Puget Sound is transitioning from a rapid growth phase to a slow growth phase. Population, employment, and personal income are expected to continue to expand in 2009 and 2010, but at a slower rate than was experienced in 2008. Housing permits are also expected to rise slightly (3.7%) in 2009 following a projected 33% decline in 2008. Bothell's local economy is expected to follow the regional forecast, although the City should fare somewhat better with permitting revenue due to commercial and multi-family development, as well as major State (university) and City capital investment projects that are stimulating the local and regional economy.

## **Projected Revenues Compared To Projected Expenditures**

We have projected that the City's General Fund revenue base for the ensuing biennium can support an approximate 2.5% increase in expense growth over the current biennium (2007-2008). This 2.5% growth rate is in addition to regular salary and benefit progression for existing staff. While many jurisdictions are experiencing declining revenues and are forced to reduce expenditures, we are fortunate that we are able to not only sustain the significant growth in spending experienced last year, we are also able to add some additional growth to the City's expenditure base. Excluding operating transfers, 2007-2008 General Fund spending is projected to grow 15% over the 2005-2006 biennium. In order for the City to sustain its current and future service levels, departments must limit and prioritize their 2009-2010 operating and staffing requests significantly within the parameters of the City's 2.5% projected revenue growth. Very few staffing additions are anticipated, so a thorough justification of any staff request is necessary.

## **Department Spending**

Personnel costs will be prepared for departments by the City's Human Resources Department. Department directors are responsible for reviewing and approving salary and benefit figures provided by the Human Resources Department. During the 2007-2008 biennium, following the housing boom that began in late 2005 and continued through 2006, the City added over 30 new positions, which increased staff citywide by 11%. The General Fund alone added 22 positions. These positions have added nearly \$1.7 million in "on-going" dollars each year to the General Fund budget.

Overall maintenance and operating expenditures should not exceed your 2007-2008 budget expenditures by more than CPI (2.5%).

Capital requests (excluding CFP projects) can only be considered after personnel and maintenance and operating expenditures are 100% funded. "Capital outlay" and "facility project" requests forms will be evaluated and prioritized according to their impact on helping achieve the Council's Desired Budget Outcomes, and current "citywide" needs.

## **One-Time Expenditures**

Each department is to provide the Finance Department with an itemized list of their proposed one-time expenditures. This list should be grouped by fund/department. One-time expenditures are those that are non-recurring in future budget periods, such as the purchase of an asset or a capital improvement. One-time expenditures also include professional services, or operating expenditures that are not expected to occur "routinely" on an annual basis. In addition, all one-time expenditures need to be identified and flagged as one-time expenditures in the Eden budget module.

### **Efficiency Savings and Generation of “New or Augmented” Revenue**

Departments are tasked with evaluating program expenditures and revenues to determine any possible efficiency savings or potential “new or augmented” revenue stream. Each department shall provide the Finance Department with documentation of their service delivery efficiencies and/or additions that result in expenditure savings, and/or generate additional revenue.

### **Fee Schedule**

The City strives to recoup 100% of costs (both direct and indirect) associated with City programs and services. The City updates its fee schedule annually to incorporate actual increases in the cost of providing programs and services, or minimally by the rate of inflation. Department directors are responsible for ensuring their department’s fees for services recoup the appropriate associated costs for providing that service, and that the City’s fee schedule includes fees for services the department provides.

### **Department Budget Submittals**

Departments should follow the budget preparation guidelines and timeline (calendar) provided by the Finance Department in coordination with the Budget Coordinators group.

My expectation is that all departments will submit proposed budgets that meet the guidelines specified above. Because of the need to carefully balance our revenues with expenditures in a “tight” budget biennium, department directors will need to adequately justify and present a compelling reason for any additional expenditure. In addition, care should be taken to produce proposals that can be transferred directly into the proposed budget with minimal need for editing. The Finance Department will send any non-conforming budget proposals back to the department.

Evaluating all the City’s needs, anticipating revenue streams in a perpetually shifting economic environment, and balancing the two to craft an effective two year work and spending plan is an arduous task. I am grateful for the commitment and hard work of all staff involved in this process.

In October, I look forward to presenting City Council with a recommended budget that not only clearly reflects the City’s Vision, Mission, and Focus Areas, but also outlines an effective work plan that efficiently uses community resources to attain Council’s Desired Budget Outcomes.

# City of Bothell

2009 - 2010

## Budget Focus Areas



### Financial Stability

Maintain a long range financial plan and biennial budget that provides sustainable levels of service within investment limits citizens are willing to make. Strive for cost effective service delivery by encouraging operation efficiencies, cost containment, innovative revenue enhancement, and technology advancements.

### Economic Development

Create and sustain economic development which builds and diversifies the City's revenue streams while complementing and enhancing the quality of life for all who live, work and play in Bothell.

### Quality of Life/Livability

Achieve harmony between the built and protected natural environments and target available resources to build infrastructure and provide services which strengthen and sustain our community.

### Community Connections/Involvement

Engage in ongoing dialogue with the public to increase citizens' understanding of and engagement in City issues and to build strong partnerships.

### Public Safety and Security

Provide effective service to allow citizens to use and enjoy their community without fear for loss of life or property while being proactive and responsive to community safety and security issues.

# City of Bothell

2009 - 2010

## Desired Budget Outcomes



City of Bothell

- Maintain and/or improve the City's present service levels as long as possible within the City's current tax situation (e.g. no property tax levy increase), focusing particularly on the City's public safety capabilities.
- Continue to create an active and vibrant Downtown by implementing the actions established within the City's Downtown Revitalization Plan.
- Identify a plausible public funding mechanism for acquiring and developing park land, constructing a new aquatic and/or community center.
- Increase support to human services focusing on organizations within our community that have a highly effective service record.
- Implement the City's program/initiative related to carbon reduction and green building incentives.
- Fully implement and improve the Development Services Initiative (DSI) to serve the community, investors, and stimulate economic development efforts.
- Limit the tax burden on Bothell citizens by seeking efficiencies to gain cost reductions wherever possible.
- Continue to promote freight, pedestrian, and vehicle mobility and safety through the use of road improvements, sidewalks and traffic calming.
- Construct and maintain Capital Investments within the adopted Capital Facilities Plan (CFP) including improvements to City facilities to improve work environments and efficiencies.
- Prepare for the possibility of annexation in accordance with City Council Direction.
- Seek methods and partnerships to keep/enhance existing mobile home communities.



City of Bothell™

*Why is so much organizational energy invested into building the budget?*

*It is about building a better community through the development of a strategic financial plan that ensures the scarce resources available to meet citizen's needs are used as wisely and effectively as possible.*

## 2009-2010

# Budget Development Process

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### Introduction

Welcome to the 2009-2010 biennial budget process!

The City Manager must submit his recommended “balanced” biennial budget to Council by the first business day in November. The proposed budget needs to address all fiscal issues - including revenues, expenditures, and service levels. The City Council will consider the City Manager’s recommended budget, provide ample opportunity for public input, make modifications as they deem necessary, and adopt the final budget in advance of the beginning of the new biennium.

The adopted budget serves as a financial planning and policy document for use by citizens, staff, and Council members. The staff’s mission is to prepare the best information possible including the detailed impact of choices related to fiscal issues, along with program costs and levels of service. Armed with this information and assisted by public input, the Council can make well-informed decisions that lead to good public policy.

### Budget Approach

City management utilizes a collaborative, decentralized approach to budgeting, involving Council, staff, and the community. This approach:

- exposes the broadest number of people to the process;
- encourages a strong sense of community; and
- allows all those involved to take ownership of the budget process and the final adopted budget.

### Responsibilities

The Council establishes a community vision, strategic plan and fiscal policy. The Council then identifies broad goals (budget focus areas), as well as challenges and opportunities within these focus areas (desired budget outcomes).

The City Manager develops his recommended budget based on Council’s identified budget focus areas and desired budget outcomes. The Council then reviews the recommended budget, makes adjustments as deemed necessary, and adopts their final spending plan.

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**Citizens**

Citizen participation in the budget process is not only desired, but necessary to ensure their priorities are known.

The budget is a plan for spending a citizen's money on services for that citizen. Therefore, the City makes every effort to ensure the budget process is open and interactive from beginning to end.

**Council**

Through the adoption of broad budget focus areas and identification of desired budget outcomes, Council provides clear direction for staff to develop an effective work plan for the ensuing biennium. Council also adopts financial policies that establish expenditure, fund balance reserve, and debt capacity limits. In addition, Council adopts taxation levels and the City's fee schedule.

Council's guidance to staff helps ensure that the proposed budget:

- serves the needs of the City;
- is a means to match resource needs to goals; and
- outlines a clear spending plan that makes sense to citizens.

**City Manager**

The City Manager leads the budget process to ensure it keeps with the budget focus areas established by the Council. He is ultimately responsible for balancing projected beginning fund balance, expected revenues, and expenditure requests into a comprehensive and responsible spending plan.

**Finance Director**

The Finance Director projects revenues, plans and oversees the development and coordination of the budget process, assists the City Manager in balancing departmental requests, and prepares the proposed budget document.

**Department Directors**

Directors prepare recommended work plans in accordance with Council's identified budget focus areas and desired budget outcomes.

Directors also have discretion over the line items included in their budgets. They are accountable to the City Manager for service delivery consistent with City policy, departmental expenditure levels, and the legality of their decisions.



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### **Budget Team**

Budget Team meetings are held in a “roundtable” format. Each director appoints staff to the budget team whom they deem key in the development and oversight of their department’s budget. The Budget Team meets routinely with the Finance staff throughout the budget development process, to foster strong communication between departments and ensure the timeliness and accuracy of data.

### **Budget Coordinator**

One staff member is designated by each director to act as their department’s liaison to the Finance Director throughout the budget process. The Budget Coordinator:

- Provides a central point within their department to receive and disseminate information to staff with budget responsibilities;
- Copies and distributes materials to appropriate staff members;
- Provides a central point of collection for their department’s budget materials and assembles data for submittal to the Finance Department;
- Is responsible for final review of materials before submittal; and
- Provides clarification and responds to specific concerns.

### **Departmental Budget Sessions**

Following submittal of proposed departmental budgets, budget discussion sessions are scheduled. During budget sessions, directors and their budget teams have the opportunity to present their budget submittals and describe their department’s work plan, program needs, and capital requests to the City Manager and Finance Director.

Budget sessions provide the City Manager and Finance Director the opportunity to ask questions, review line-item detail, and clarify departmental goals and objectives.

### **Budget Balancing**

Balancing departmental expenditure requests against available funding is where the allocation of scarce City resources to meet the many needs of the community becomes most difficult.



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**Budget Balancing**

The City Manager, with the assistance of the Finance Director, analyzes departmental budget requests and prioritizes citywide needs based on Council's budget focus areas and desired budget outcomes.

The result is the City Manager's proposed 2009-2010 biennial budget.

**2008 Ending Fund Balance**

The first step in the development of the biennial budget is to determine the projected 2008 ending fund balance. Staff analyzes the following factors:

- 2008 Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.
- 2008 Revenues – Revenue projections are reviewed and updated as necessary.
- 2008 Expenditures – Expenditure appropriations are reviewed and updated as necessary, as well as, capital projects that are not expected to be completed by year-end 2008.

**Proposed Budget Document**

The proposed budget document is an operations guide. It is one of the most important communication tools the City has to describe its policies, operations, and fiscal plan to the community.

The budget should divide Council desired budget outcomes into clear action steps. For example, each department's work plan should describe how the director intends to use departmental resources to achieve Council goals.

**Adopted Budget Document**

A budget is intended to be a means of managing City resources. The document is merely a point of reference. Staff stays focused on the budget progress (not process) during the ensuing biennium:

- Are the assumptions proving true with revenues?
- Did budgeted employee benefit levels change?
- Are capital projects being built?
- Are capital assets being purchased?
- Are capital costs in line with budget expectations?
- Is a budget modification needed?



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## In Conclusion

Successful budget development means:

- Identifying community needs and goals;
- Forecasting available City resources;
- Determining the City's capability of meeting the community's needs; and
- Developing a spending plan that matches resources with needs.

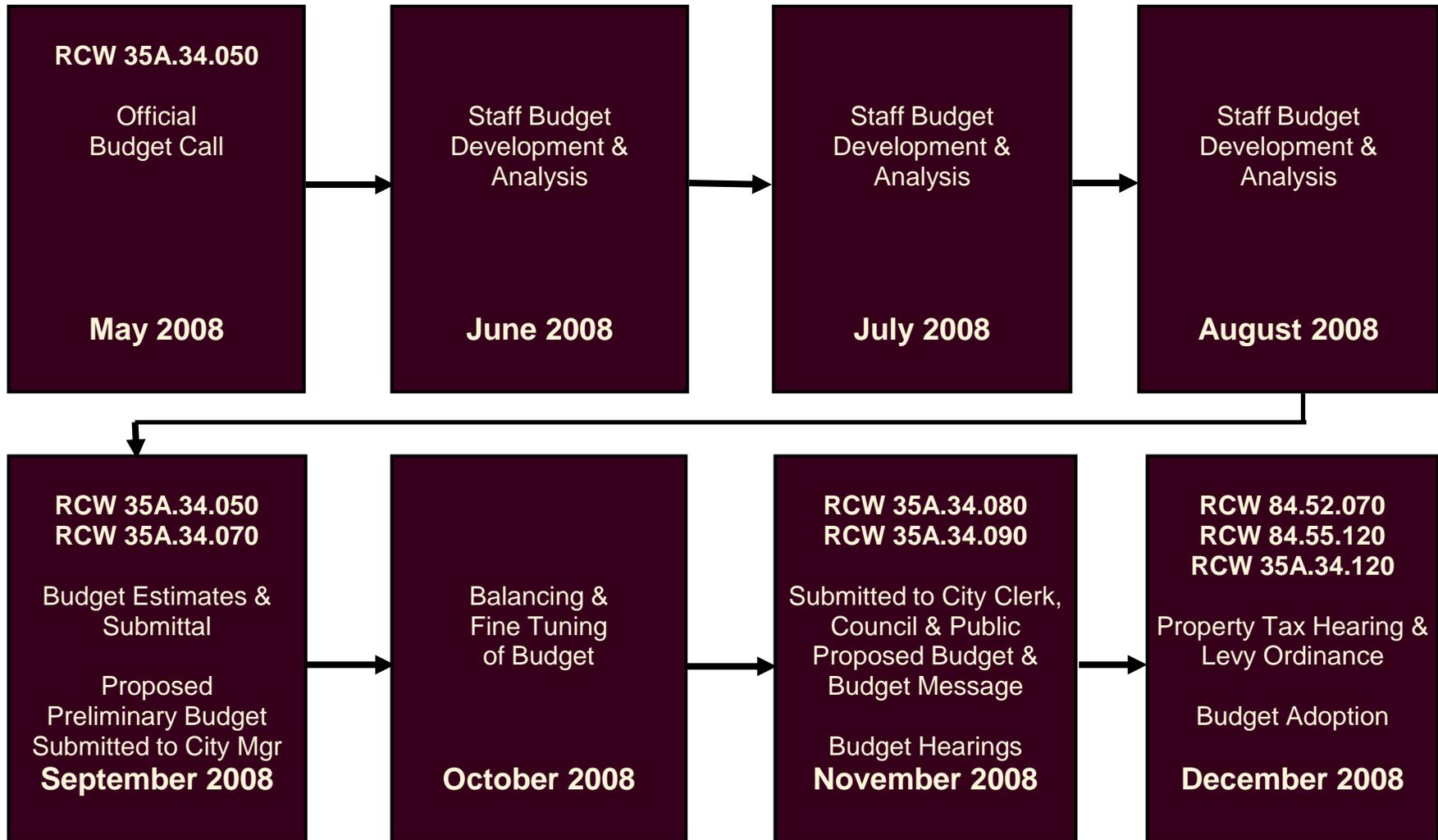
A successful budget development process results in:

- Everyone understanding the general direction of the City; and
- Adoption of a balanced budget, which implements efficient use of community resources towards accomplishing Council's desired budget outcomes and realizing the community's vision (Council's budget focus areas).

Once again, we commit ourselves to working through this process – to produce a budget that clearly articulates Council desired budget emphasis areas and crafting the best possible spending plan to effectively and efficiently achieve Council's desired budget outcomes.

# Budget Process Map & Calendar

**City of Bothell**  
**COUNCIL PRELIMINARY BUDGET PROCESS MAP**  
**2009-2010**



# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 2) Projected Budget calendar emailed to staff	20	21	22
23	24	25	26 1) 2008 Revenue Change forms & 2008 Expenditure Change forms submitted 3) Asset Replacement Schedule updated & distributed to departments	27	28	29
30	31					

# 2008

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			2	3	4	5
6	7	8	9 8) Facilities Budget Request forms & Justification forms to PW 14) New Position Request forms submitted	10	11	12
13	14	15	16	17	18	19
20	21	22	23 4) IT catalogs updated & distributed to departments 5) Software maintenance costs to departments 6) Vehicle Replacement Schedule updated & distributed to departments	24	25	26
27	28	29	30 23) Departmental Revenue meetings begin			



# 2008

# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 54) Reclassification forms due to HR	6	7 7) Cost allocation meetings begin 9) IT Budget Request forms & Justification forms due to IT 11) Tuition Reimbursement to HR 12) Vehicle Replacement Schedule forms & Asset Replacement Schedule Change Requests submitted 20) Capital Asset Request forms & Capital Outlay Summary forms submitted 21) Capital Project Request forms & Capital Project Summary forms submitted 24) Non-Capital Attractive Asset Request forms submitted	8	9	10
11	12	13	14	15	16	17
18	19	20	21 10) Salary & benefit projections to departments for lump sum entry 13) Overtime Budget Request forms submitted (holiday pay, pager pay, & unemployment)	22	23	24
25	26 Memorial Day	27	28	29	30	31



2008

# June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>3</b>	<b>4</b> 22) Cost allocations completed 26) General Fund Subsidy Justification forms submitted	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 16) Salary & benefit numbers & salary splits confirmed by department	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 17) Outcomes & Activities forms submitted 18) Performance Measures forms submitted 25) Fleet rental rates available to departments	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

# 2008

# July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>2</b> 30) Utility Revenue & Expenditures due 35) Projected Water, Sewer, & Storm Drain rates submitted to Finance	<b>3</b>	<b>4</b> Independent's Day	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 19) 2009 Estimated beginning Fund Balance figures available 27) Interfund payment for service calculations (Expenditure Object 9000 Series) 28) Revenue projections posted to Eden Budget Module 32) Grant and/or New Revenue Add forms submitted (Including awarded Grant Revenues) 34) Internal Service Fund charges for service invoices distributed to departments	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> 29) 2009-2010 Revenue Change forms & 2009-2010 Expenditure Change forms submitted 33) Intergovernmental Services & Interfund payments (Expenditure Object 5000 Series) 56) All budget numbers entered into Eden	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> 31) Depreciation figures posted to Eden Budget Module 37) Operating transfers posted to Eden Budget Module	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b> 36) Department Director 2007-2008 Budget Comments/Highlights submitted 48) \$500,000 M&O savings	<b>31</b>		



2008

# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 40) Department Budget sessions begin	7	8	9
10	11	12	13 55) Finance to send Organizational Charts to Departments	14	15	16
17	18 Dept Budget Meetings Begin	19 Dept Budget Meetings	20 Dept Budget Meetings	21 Dept Budget Meetings	22 Dept Budget Meetings	23
24	25 Dept Budget Meetings	26 Dept Budget Meetings	27 Dept Budget Meetings	28 Dept Budget Meetings	29 Dept Budget Meetings	30
31						



2008

# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>2</b> Dept Budget Meetings End	<b>3</b>  39) Department & division organizational charts submitted to Finance	<b>4</b>	<b>5</b>	<b>6</b>	
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>  38) 2007-2008 Budget amendment requests due to Finance 57) Appendix C Updated	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>  41) AFSCME & non-rep classifications by salary range submitted 42) City of Bothell position listing by PCN, dept, & rep status submitted	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

2008

# October

Sun		Mon	Tue	Wed	Thu	Fri	Sat
				1 43) Proposed 2009-2010 Fee Schedule review, analysis, & update	2	3	4
5	6	7		8	9	10	11
12	13 49) CM proposed Budget document complete	14 50) CM Budget presented at Council meeting 51) Public hearing on CM proposed Budget 52) Public hearing on CM Budget & study session on Property Tax Levy & Utility rates 53) Public hearing on CM proposed Budget, Property Tax Ordinance, & Utility rates		15	16	17	18
19	20	21		22	23	24	25
26	27	28		29	30	31	

2008



# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 44) Proposed 2009-2010 Budget adoption, distribution, & posting on web	5	6	7	8
9	10	11 <b>Veteran's Day</b>	12	13	14	15
16	17	18 45) Proposed 2009-2010 Fee Schedule adoption 46) Proposed adoption of 2009-2010 Property Tax Levy Ordinance 47) Proposed Water, Sewer, & Storm Drain rate adoption	19	20	21	22
23	24	25	26	27 <b>Thanksgiving Day</b>	28 <b>Day After Thanksgiving</b>	29
30						

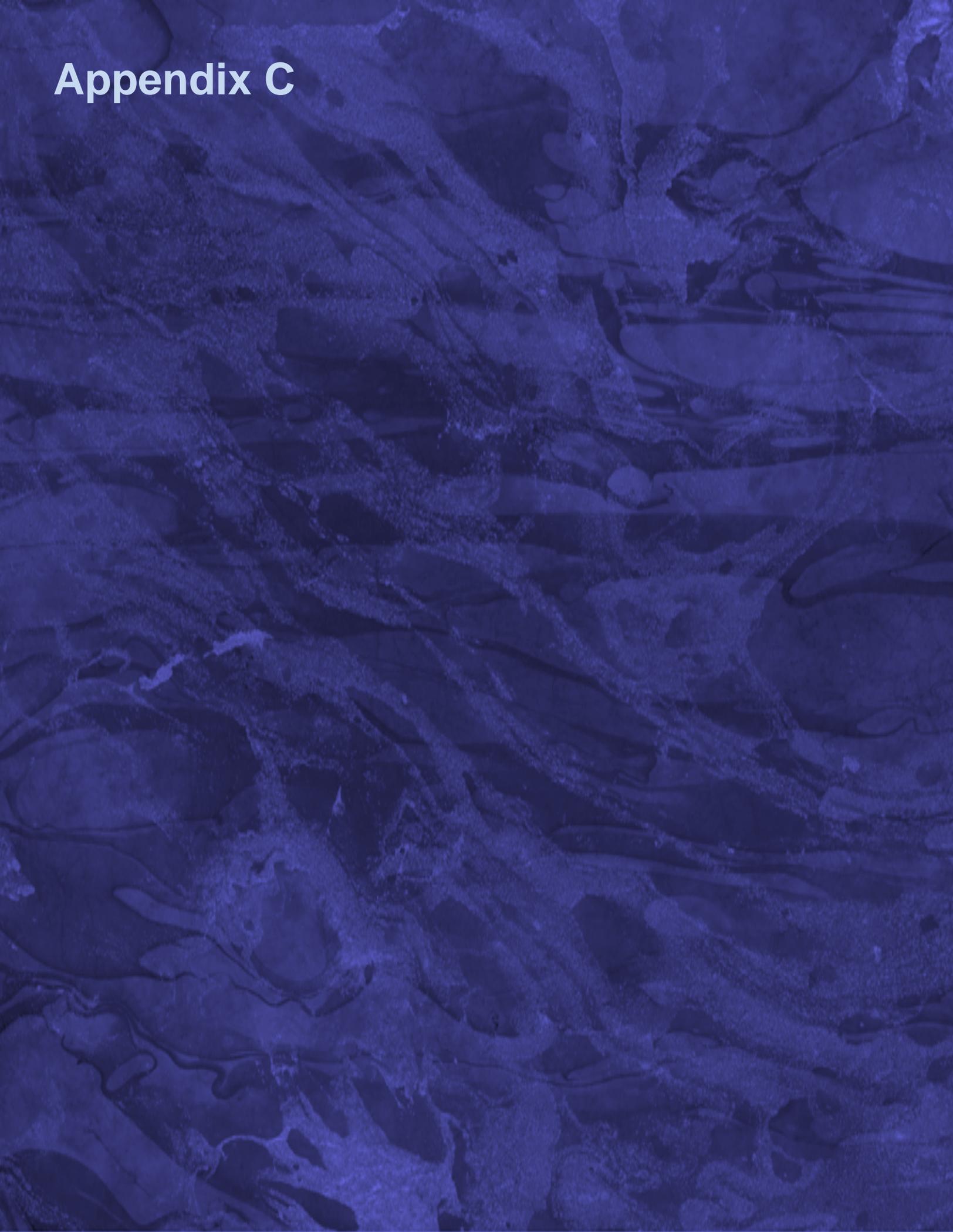
2008

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31			

2008

# Appendix C



## Budget Focus Area Achievements Matrix

2009 - 2010 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
<b>Executive Department</b>					
Continue Financial Sustainability Through Executive Oversight and Leadership	✓	✓	✓	✓	✓
Development of Environmental Clean-up Plan for Downtown Redevelopment	✓	✓	✓		
Develop, Distribute, and Evaluate Request for Qualifications for Possible Purchase and Development of Downtown Surplus Property	✓	✓	✓		
Select, Negotiate, and Start Implementation of Development Agreement for Downtown Revitalization	✓	✓	✓		
Prepare for the Possibility of Annexations to the North and/or South of Existing City	✓	✓	✓	✓	✓
Acquire Necessary Property for Crossroads and Boulevard Projects	✓	✓	✓		
Launch Redesigned Website				✓	
Pursue Funding Plan for Regional Aquatic and/or Community Center and for Acquiring and Developing Park Land				✓	✓
Continue Community Outreach Efforts		✓	✓	✓	✓
Advance the City's Carbon Reduction and Energy Independence Program	✓	✓	✓		
Coordinate Citywide Efforts in Planning and Preparing for City Centennial Celebration				✓	
Continued Implementation of Information Technology Strategic Plan (ITSP)	✓			✓	✓
Refine and Implement Performance Measurement Program	✓	✓	✓	✓	✓
<b>Finance Department</b>					
Implement Online Billing Services			✓	✓	
Update City Contract Management and Asset Tracking Procedures	✓				
Prepare 2011 - 2012 Biennial Budget	✓	✓	✓	✓	✓
Prepare 2008 and 2009 CAFR	✓				

## Budget Focus Area Achievements Matrix

2009 - 2010 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
<b>Legal Department</b>					
Revise and Streamline Current Code Enforcement Structure		✓	✓	✓	✓
Negotiate Franchise Agreement with Comcast	✓		✓	✓	
Oversee 2009 & 2010 Legislative Programs		✓			✓
<b>Human Resources Department</b>					
Negotiate Firefighter (IAFF Local 2099), AFSCME, Bothell Police Officer Guild (BPOG), and Bothell Police Captain's Contracts	✓				✓
Complete a Comprehensive Classification and Compensation Study for AFSCME and Non-Represented Positions	✓				
Implement Employee Performance Incentive/Rewards Program	✓		✓		
Implement Leadership Development Program and Supervisory Training	✓		✓		
<b>Police Department</b>					
Perform Crime Analysis of Significant Crime Problems in the City			✓	✓	✓
Train Police Department Command Staff in all Phases of the National Incident Management System (NIMS)			✓		✓
Conduct Enforcement Emphasis on Fraud Cases			✓	✓	✓
Plan for Homeland Security Issues			✓		✓
<b>Fire &amp; EMS Department</b>					
Station Location Analysis			✓		✓
Wellness and Fitness Program	✓		✓		✓
Safety Program			✓		✓
Brightwater Project (Training and Equipment)		✓			✓

### Budget Focus Area Achievements Matrix

2009 - 2010 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
<b>Public Works Department</b>					
Implement Citywide Neighborhood Traffic Calming Program	✓		✓	✓	✓
Oversee 2009-2015 Capital Facilities Plan	✓	✓	✓	✓	✓
Implement Parks, Recreation and Open Space Action Program (PROSAP)		✓	✓	✓	
Oversee Water Quality Program to Meet NPDES Permit Requirements		✓	✓		
Monitor Regional Transportation Issues		✓	✓	✓	
Oversee Congestion Relief and Safety Improvements		✓	✓	✓	✓
Update Water Utility Comprehensive Plans	✓	✓	✓		✓
<b>Community Development Department</b>					
Downtown Subarea Plan and Code Amendments	✓	✓	✓	✓	
2009 and 2010 Plan and Code Amendments	✓	✓	✓	✓	
Development Services Initiative (DSI)	✓	✓	✓	✓	
Facilitation of Annexation Efforts	✓	✓	✓	✓	✓

## Key Goals Executive Department

### Continue Financial Sustainability Through Executive Oversight and Leadership

<p style="text-align: center;"><b>Outcome</b></p> <p style="text-align: center;"><b>Benefit</b></p> <p style="text-align: center;"><b>Milestones</b> <b>2009-2010</b></p> <p style="text-align: center;"><b>Completion</b></p> <p style="text-align: center;"><b>Participants</b></p> <p style="text-align: center;"><b>Council Role</b></p>	<p>Bothell is financially positioned with diverse revenues for long term financial stability</p> <p>Bothell is a well managed, sound, and prospering city</p> <p>Update long-term financial projections and fiscal strategies annually and implement smart fiscal management</p> <p>Ongoing</p> <p>Executive, Legislative, and Finance Department</p> <p>Provide continued support and direction</p>
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### Development of Environmental Clean-up Plan for Downtown Redevelopment

<p style="text-align: center;"><b>Outcome</b></p> <p style="text-align: center;"><b>Benefit</b></p> <p style="text-align: center;"><b>Milestones</b> <b>2009</b></p> <p style="text-align: center;"><b>2010</b></p> <p style="text-align: center;"><b>Completion</b></p> <p style="text-align: center;"><b>Participants</b></p> <p style="text-align: center;"><b>Council Role</b></p>	<p>Prepare Downtown property for redevelopment and enhances health of the community environment</p> <p>Necessary for the implementation of the Downtown Vision</p> <ul style="list-style-type: none"> <li>➤ Clean-up plan completed to get Downtown properties ready for revitalization</li> <li>➤ Clean-up actions initiated</li> </ul> <p>2010-2011</p> <p>Executive and Public Works</p> <p>Council support and budget approval</p>
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**Key Goals  
Executive Department**

**Develop, Distribute, and Evaluate Request for Qualifications for Possible Purchase and Development of Downtown Surplus Property**

<p style="text-align: center;"><b>Outcome Benefit</b></p> <p style="text-align: center;"><b>Milestones 2009</b></p> <p style="text-align: center;"><b>Completion Participants Council Role</b></p>	<p>High quality Downtown developer/purchaser selected Facilitate private sector development to implement Downtown Vision</p> <p>RFQ developed, distributed, and evaluated 2009</p> <p>Executive, Community Development, and Public Works Continued support and receive staff updates</p>
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**Select, Negotiate, and Start Implementation of Development Agreement for Downtown Revitalization**

<p style="text-align: center;"><b>Outcome Benefit</b></p> <p style="text-align: center;"><b>Milestones 2009</b></p> <p style="text-align: center;"><b>2010</b></p> <p style="text-align: center;"><b>Completion Participants Council Role</b></p>	<p>Downtown developer/purchaser will implement the City Vision in a way that the community will appreciate Facilitate private sector development to implement Downtown Vision</p> <ul style="list-style-type: none"> <li>➤ Select desired developer/purchaser to develop Downtown City surplus property</li> <li>➤ Negotiate development agreement</li> <li>➤ Initiate development activities associated with development agreement</li> </ul> <p>2010-2012 Executive Development agreement approval</p>
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**Key Goals  
Executive Department**

Prepare for the Possibility of Annexations to the North and/or South of Existing City	
<b>Outcome</b>	Coordinated inter-departmental efforts towards completion of required annexation components
<b>Benefit</b>	Council receives sufficient information to determine feasibility of proposed annexations Citizens receive sufficient information to make an informed decision
<b>Milestones</b>	
<b>2009</b>	<ul style="list-style-type: none"> <li>➤ Council direction regarding proposed annexation areas</li> <li>➤ Snohomish County Boundary Review Board decision on the North East West Bothell Annexation (NEWBA)</li> <li>➤ Possible annexation elections</li> </ul>
<b>2010</b>	➤ Prepare to provide city services to serve annexed areas
<b>Completion</b>	Late 2010
<b>Participants</b>	Executive and all City Departments
<b>Council Role</b>	Provide staff direction and, if appropriate, approve policy and funding options

## Key Goals Executive Department

Acquire Necessary Property for Crossroads and Boulevard Projects	
<b>Outcome Benefit</b>	Bothell Crossroads and Boulevard are able to proceed on time On time construction allows the City to better manage costs and complete Downtown Vision
<b>Milestones 2009</b>	Complete all property acquisitions and have sites available for construction to begin by December 2009
<b>Completion Participants Council Role</b>	2009/early 2010 Executive and Public Works Approval of budget funds and PSAs

Launch Redesigned Website	
<b>Outcome Benefit</b>	A high quality new Website that projects a professional image and promotes a two-way communication with City stakeholders Ensure effective usability and utilize it as an information sharing and feed back gathering tool for the City
<b>Milestones 2009-2010</b>	<ul style="list-style-type: none"> <li>➤ Establish clear internal procedures for the City Website content management system to ensure online content is fresh, updated, and useful to citizens</li> <li>➤ Continuously update public information Website content and graphics in accordance with Website design and procedures</li> <li>➤ Manage City Website team to ensure that departments and divisions are providing updated web content</li> </ul>
<b>Completion Participants Council Role</b>	2009 Executive working with all departments Receive updates from staff

**Key Goals  
Executive Department**

**Pursue Funding Plan for Regional Aquatic and/or Community Center and for Acquiring and Developing Park Land**

<p style="text-align: center;"><b>Outcome</b></p> <p style="text-align: center;"><b>Benefit</b></p> <p style="text-align: center;"><b>Milestones</b> <b>2009</b> <b>2010</b></p> <p style="text-align: center;"><b>Completion</b> <b>Participants</b> <b>Council Role</b></p>	<p>Access to pool facilities based upon regional funding approach, and/or community center and more park land for Bothell residents</p> <p>Increased health and wellness opportunities for our citizens, benefits Downtown businesses by increasing the number of citizens visiting the Downtown area while partaking in aquatic, community center or park activities</p> <p>➤ Site determination and procurement ➤ Public elections</p> <p>2010</p> <p>Executive and Public Works</p> <p>Provide direction and budget approval</p>
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**Continue Community Outreach Efforts**

<p style="text-align: center;"><b>Outcome</b></p> <p style="text-align: center;"><b>Benefit</b></p> <p style="text-align: center;"><b>Milestones</b> <b>2009</b> <b>2009-2010</b></p> <p style="text-align: center;"><b>Completion</b> <b>Participants</b> <b>Council Role</b></p>	<p>Proactive effort to inform citizens about key City actions, programs, events and general information using tools such as, but not limited to: media, BCTV Channel 21, City of Bothell website, community contacts, and outreach events</p> <p>Increased information and engaged citizens regarding Council decisions, City projects and programs</p> <p>➤ Utilize outreach program to update citizens on Bothell Crossroads, Multi-way Boulevard, and City Hall ➤ Create public information program regarding potential annexations into Bothell and planned annexation areas</p> <p>Ongoing</p> <p>Executive</p> <p>Potential discussion at the Council Community Outreach Committee and Council, as necessary</p>
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**Key Goals  
Executive Department**

<b>Advance the City's Carbon Reduction and Energy Independence Program</b>	
<b>Outcome Benefit</b>	Implement initial phases of the City's plan Reduced greenhouse gas emissions from local government operations and through private sector development incentives for carbon emission reduction actions
<b>Milestones 2009</b>	➤ Review and implement Council direction regarding priority actions listed in Section 2 of Council Resolution 1222
<b>2010</b>	➤ Develop and necessary ordinances, policies, budget, procedures and plans by January 2010 to address actions listed in Section 4 of Resolution 1222
<b>Completion</b>	Ongoing
<b>Participants</b>	Executive and all City Departments
<b>Council Role</b>	Provide direction on possible policy actions and budget approval

<b>Coordinate Citywide Planning Efforts for Centennial Celebration</b>	
<b>Outcome Benefit</b>	Heightened awareness of and strong community participation in the City of Bothell Centennial celebration efforts Honor and recognize municipal corporatin for 100 years of incorporated public service to Bothell citizens and beyond
<b>Milestones 2009</b>	➤ Utilize Centennial City logo throughout business communications, collateral and when appropriate ➤ Execute planned Centennial activities including incorporation date luncheon, Centennial Park grand opening celebration, Freedom Festival activities, Music in the Park activities, and expanded RiverFest (renamed CentennialFest in 2009)
<b>Completion</b>	2009
<b>Participants</b>	Executive Department/Recreation staff with various departments
<b>Council Role</b>	Ceremonial activities and participation

## Key Goals Executive Department

### Continue Implementation of Information Technology Strategic Plan (ITSP)

<b>Outcome</b>	Technology systems and platforms can be relied upon 24/7 by citizens and staff and previous technology investments are protected and smart decisions are made on where to leverage available resources
<b>Benefit</b>	Strategic planning insures that city wide goals are prioritized and implemented in keeping with City Council goals and priorities
<b>Milestones</b>	
<b>2009</b>	<ul style="list-style-type: none"> <li>➤ Completion of Public Safety server room expansion</li> <li>➤ Develop IT Policies/Procedures to meet PCI compliance</li> <li>➤ Secure Permit Plan Application functionality to match DSI needs</li> <li>➤ Storage Area Network (SAN) Implementation to assure ongoing City operations</li> </ul>
<b>2010</b>	<ul style="list-style-type: none"> <li>➤ Implement Decision Support Software to integrate City wide management of goals</li> <li>➤ Conduct Security Audit/Assessment for continuation of PCI compliancy</li> <li>➤ Consolidate Servers and Migrate off of Novell for cost efficiency and consistency of system dependability</li> </ul>
<b>Completion</b>	
<b>2009</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter – Policies/procedures</li> <li>➤ 2<sup>nd</sup> Quarter – Server room</li> <li>➤ 4<sup>th</sup> Quarter – Permit Plan</li> <li>➤ 4<sup>th</sup> Quarter – SAN</li> </ul>
<b>2010</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter – Decision Support</li> <li>➤ 3<sup>rd</sup> Quarter – Security Audit/Assessment</li> <li>➤ 4<sup>th</sup> Quarter – Consolidate Servers</li> </ul>
<b>Participants</b>	Executive and all departments
<b>Council Role</b>	Approval of funding for strategic plan initiatives and projects

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**Key Goals  
Executive Department**

**Refine and Implement Performance Measurement Program**

<b>Outcome</b>	City tax revenues are used responsibly to promote high quality service levels in all departments
<b>Benefit</b>	Bothell citizens understand expected service levels
<b>Milestones 2009-2010</b>	Performance measures analyzed and updated if necessary to meet Council's goals
<b>Completion</b>	Ongoing
<b>Participants</b>	Executive and all departments
<b>Council Role</b>	Receive periodic updates from staff

## Key Goals Finance Department

Implement Online Billing Services	
<b>Outcome</b>	Implement auto bill pay and online statements for utility customers
<b>Benefit</b>	Improves customer service and reduces paper statements and staff time
<b>Milestones</b>	Incorporate required processes with software provider, banking institution, and information services division needed to implement automation
<b>Completion</b>	December 2009
<b>Participants</b>	Finance and Executive (IS Division)
<b>Council Role</b>	None

Update City Contract Management and Asset Tracking Procedures	
<b>Outcome</b>	Update best practices within Contract Management procedures; update best practices within Asset Tracking procedures to better comply with State legal requirements
<b>Benefit</b>	Provides improved oversight and audit processes
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ Annual update of physical inventory and tracking of City assets with historical costs greater than \$5,000 for reporting in the City's financials</li> <li>➤ Incorporate a Contract Management function within the City's Accounts Payable audit process</li> <li>➤ Train staff Citywide on best practices and updated procedures</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Finance
<b>Council Role</b>	None

## Key Goals Finance Department

Prepare 2011-2012 Biennial Budget	
<p><b>Outcome Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>Council consideration of the City's 2011-2012 Biennial Budget A prudent two-year fiscal plan for achieving Council's short- and long-term goals</p> <p>➤ 1<sup>st</sup> Quarter 2010: Identification of Council Focus Areas and Desired Budget Outcomes for 2009-2010</p> <p>➤ 2<sup>nd</sup> Quarter 2010: Incorporate Update of Capital Facilities Plan into proposed 2011-2012 Budget</p> <p>➤ 2<sup>nd</sup>-3<sup>rd</sup> Quarters 2010: Budget call, revenues projected, development and analysis of department budget proposals</p> <p>➤ 4<sup>th</sup> Quarter 2010: City Manager's proposed 2011-2012 budget submitted to Council and public</p> <p>December 2010</p> <p>Finance and Executive</p> <p>Council consideration of budget</p>
Certificate of Achievement of Excellence in Financial Reporting	
<p><b>Outcome Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>Certificate of Achievement of Excellence in Financial Reporting Demonstrates to credit rating agencies that the City has met the highest level of government accounting certification. This reduces the interest rate paid on any borrowing</p> <p>Annual certification requirements</p> <p>Annual</p> <p>Finance</p> <p>None</p>

## Key Goals Legal Department

Revise and Streamline Current Code Enforcement Structure	
<p><b>Outcome</b></p> <p><b>Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>Consideration of current aspects of code enforcement Public health, safety, welfare and economic viability of the City</p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter: Public hearing on possible code amendments</li> <li>➤ 2<sup>nd</sup> Quarter: Presentations to Council for suggested code amendments</li> <li>➤ 3<sup>rd</sup> Quarter: Council to hold public hearings regarding proposed amendments</li> <li>➤ 4<sup>th</sup> Quarter: Council consideration of ordinance amendments regarding enforcement regulations</li> </ul> <p>1<sup>st</sup> Quarter 2010 Legal and Community Development Council direction to staff</p>

Negotiate Franchise Agreement with Comcast	
<p><b>Outcome</b></p> <p><b>Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>A franchise agreement that provides citizens of Bothell with accessible cable services; addresses future upgrades and efficient customer service criteria</p> <p>Ensures all citizens are provided the same cable television options throughout the City</p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter: Begin negotiations with Comcast</li> <li>➤ 4<sup>th</sup> Quarter: Council conducts hearings on proposed franchise agreement, deliberates and considers a franchise agreement ordinance</li> </ul> <p>4<sup>th</sup> Quarter Legal and Executive Provide staff with direction, take testimony, deliberate, and ultimately consider a franchise agreement with Comcast</p>



## Key Goals Human Resources Department

### Negotiate Firefighter (IAFF Local 2099), AFSCME, Bothell Police Officer Guild (BPOG), and Bothell Police Captains Contracts

<b>Outcome</b>	Successful negotiations with four unions to remain competitive in the market place with regards to total compensation
<b>Benefit</b>	Establishes fair bargaining agreements between the City and union members
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 3<sup>rd</sup> Quarter 2009: Begin negotiations with Local 2099</li> <li>➤ 4<sup>th</sup> Quarter 2009: Approve new bargaining agreement with Local 2099</li> <li>➤ 3<sup>rd</sup> Quarter 2010: Begin negotiations with AFSCME, BPOG and Police Captains</li> <li>➤ 4<sup>th</sup> Quarter 2010: Approve new bargaining agreements with AFSCME, BPOG and Captains</li> </ul>
<b>Completion</b>	4 <sup>th</sup> Quarter 2009 – Local 2099 4 <sup>th</sup> Quarter 2010 – AFCME, BPOG and Police Captain
<b>Participants</b>	Human Resources and all Departments
<b>Council Role</b>	Establish areas of interest and consideration of contract

### Complete a Comprehensive Classification and Compensation Study for AFSCME and Non-Represented Positions

<b>Outcome</b>	Implement new compensation and classification system
<b>Benefit</b>	Maintains competitive compensation practices and fair classification system for City positions
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 3<sup>rd</sup> Quarter 2008: Begin study</li> <li>➤ 2<sup>nd</sup> Quarter 2009: Complete study</li> <li>➤ 3<sup>rd</sup>-4<sup>th</sup> Quarters 2009: Negotiate impacts of study with AFSCME</li> <li>➤ 4<sup>th</sup> Quarter 2009: Recommendations to and Council action on implementation of changes to classification and compensation system</li> </ul>
<b>Completion</b>	Implementation January 1, 2010
<b>Participants</b>	Human Resources and all departments
<b>Council Role</b>	Council consideration of recommendations and funding

## Key Goals Human Resources Department

Implement Employee Performance Incentive/Rewards Program	
<p><b>Outcome</b></p> <p><b>Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>Recognition and reward of exceptional performance by employees</p> <p>Improved productivity, enhanced retention and recruitment</p> <p>➤ 4<sup>th</sup> Quarter 2008: Council consideration of recommendation for program</p> <p>➤ 1<sup>st</sup> Quarter 2009: Implementation of program</p> <p>Ongoing</p> <p>Human Resources and all departments</p> <p>Council funding consideration</p>

Implement Leadership Development Program & Supervisory Training	
<p><b>Outcome</b></p> <p><b>Benefit</b></p> <p><b>Milestones</b></p> <p><b>Completion</b></p> <p><b>Participants</b></p> <p><b>Council Role</b></p>	<p>Current and promoted supervisors are well-skilled in the management of employees</p> <p>Improved productivity, lower level of grievances and employment liability</p> <p>➤ 4<sup>th</sup> Quarter 2008: Council consideration of recommendation for program</p> <p>➤ 1<sup>st</sup> Quarter 2009: Implementation of quarterly supervisory training for current supervisors and managers</p> <p>➤ 2<sup>nd</sup> Quarter 2009: Acceptance and screening of employee applications to Leadership Development Program</p> <p>➤ 3<sup>rd</sup> Quarter 2009: First annual Leadership Development Program begins</p> <p>Ongoing</p> <p>Human Resources and Executive</p> <p>Council funding consideration</p>

## Key Goals Police Department

Perform Crime Analysis of Significant Crime Problems in the City	
<b>Outcome Benefit</b>	Awareness for citizens and patrol officers on crime patterns Analysis provides the opportunity for redirecting resources to combat crime, specifically "Quality of Life" property crimes within the city
<b>Milestones</b>	Contract with consultant for analysis of crime issues using the New World CAD/RMS system
<b>Completion</b>	Ongoing with training provided to the Crime Prevention/Analysis Officer
<b>Participants Council Role</b>	Police None

Train Police Department Command Staff in all phases of the National Incident Management System (NIMS)	
<b>Outcome Benefit</b>	All Command Staff trained in the NIMS system to National standards. Allows for best chance at successful mitigation of a disaster or act of terrorism
<b>Milestones Completion</b>	Training of all Command Staff at 300 and 400 level courses Ongoing with continuous training as needed. National training requirements constantly being updated
<b>Participants Council Role</b>	Police/Fire Basic understanding of the Incident Command System (ICS) during a disaster

Conduct Enforcement Emphasis on Fraud Cases	
<b>Outcome Benefit</b>	Provide victims the information necessary to mitigate the crimes of fraud Gain more efficiency in combating identity theft and other fraud crimes
<b>Milestones</b>	Continue regional relationships with other fraud detectives; join identity theft task force as one becomes available
<b>Completion</b>	Ongoing
<b>Participants Council Role</b>	Police Continued support of legislative and regional efforts in combating fraud crimes

## Key Goals Police Department

Plan for Homeland Security Issues	
<b>Outcome</b>	Planning, training and equipping for incidents related to acts of terrorism
<b>Benefit</b>	Allows that public safety first responders are better prepared for acts of terrorism
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ Complete radio inter-operability by retemplating 800 MHz radio systems with both King and Snohomish Counties</li> <li>➤ Implement information sharing networks and training all employees on these systems</li> <li>➤ Participate in regional planning, training and exercises related to response to acts of terrorism</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Police/Fire
<b>Council Role</b>	Awareness of all the different types of acts of terrorism that could occur

## Key Goals Fire and Emergency Medical Services Department

Station Location Analysis	
<b>Outcome</b>	Mapping of strategic locations to construct (or rebuild existing) fire stations to provide service to the citizens of Bothell
<b>Benefit</b>	Improvement of response times to our citizens during emergency responses
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 4<sup>th</sup> Quarter 2008: Receive completed report from consultant</li> <li>➤ 1<sup>st</sup> Quarter 2009: Provide report to City Manager and Council establishing plan for fire station location, construction and/or rebuilding</li> <li>➤ Ongoing: Provide service from existing facilities while monitoring response plans to provide optimal coverage and continue to seek funding for new stations and locations</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Fire, Finance and City Manager's Office
<b>Council Role</b>	Continued support of Fire Department and Capital Improvement funding

Wellness and Fitness Program	
<b>Outcome</b>	Increase the fitness levels of department personnel Increase the general health of department personnel
<b>Benefit</b>	Increase performance on emergency scenes Decrease the number of injuries and disabilities Decrease the duration of time lost due to injuries and disabilities Decrease overtime associated with time loss
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter 2009: Departmental adoption of Wellness and Fitness program, to include policy and procedure</li> <li>➤ 1<sup>st</sup> Quarter 2009: Fitness testing for line personnel</li> <li>➤ 1<sup>st</sup> Quarter 2009: Purchase equipment approved in 2009-10 budget</li> <li>➤ 3<sup>rd</sup> Quarter 2009: Attend certification training approved in 2009-10 budget</li> <li>➤ 4<sup>th</sup> Quarter 2009: Attend Health &amp; Safety Symposium</li> <li>➤ Quarterly: Train all personnel on related topics</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Fire
<b>Council Role</b>	Continued support and funding

**Key Goals**  
**Fire and Emergency Medical Services Department**

Safety Program	
<b>Outcome</b>	Review all accidents and safety-related incidents that occur Deliver recommendations for mitigation to all personnel Modify policies and procedures as necessary
<b>Benefit</b>	Reduce the number of accidents Reduce the number of safety-related incidents Reduce the number of repeat occurrences
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter 2009: Departmental adoption of Safety Program</li> <li>➤ 1<sup>st</sup> Quarter 2009: Publish accident/incident reviews, contributing factors, and recommended mitigation procedures</li> <li>➤ 2<sup>nd</sup> Quarter 2009: Meet with all personnel to conduct safety survey</li> <li>➤ Quarterly: Train all personnel on related quarterly accident/incident reviews and adopted mitigation procedures</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Fire
<b>Council Role</b>	Continued support and funding

Brightwater Project (Training & Equipment)	
<b>Outcome</b>	Increased Technical Rescue Response at no initial cost to the city or department
<b>Benefit</b>	Improvement of response capabilities, additional equipment added to our apparatus
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter 2008: Acquired \$58,000 to purchase first phase of training and equipment</li> <li>➤ 4<sup>th</sup> Quarter 2008: Sign a contract with King County and provide additional training and purchase more equipment</li> <li>➤ Ongoing: Training throughout 2009 - 2010</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Fire
<b>Council Role</b>	Continued support

**Key Goals  
Public Works Department**

Implement Citywide Neighborhood Traffic Calming Program	
<b>Outcome</b>	Implementing series of specific area traffic calming plans based on adopted neighborhood traffic calming policy and funding availability
<b>Benefit</b>	Reducing cut-thru and fast traffic concerns in selected residential areas, resulting in increased safety for pedestrians, bicyclists, and vehicular traffic in Bothell neighborhoods
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ Series of public outreach meetings and open houses with neighborhood groups to develop, finalize and implement traffic calming programs</li> <li>➤ Conduct traffic enforcement emphasis specifically targeting speeding violations and red-light violations</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Public Works
<b>Council Role</b>	Consideration of speed limit changes and frequent briefings as to the status of projects

Oversee 2009-2015 Capital Facilities Projects	
<b>Outcome</b>	Implementation of the first and second year of the City's transportation, parks and utilities capital improvement program as outlined in the City's 2009-2015 Capital Facilities Plan
<b>Benefit</b>	Investment in infrastructure to support quality of life while sustaining growth
<b>Milestones</b>	<p>Refer to Capital Facilities Plan for the Milestones of each project</p> <ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter: Begin update to CFP, including citizen input</li> <li>➤ 2<sup>nd</sup> Quarter: Consideration of 2009-2015 CFP Update</li> <li>➤ 4<sup>th</sup> Quarter: Include 2011-2012 projects in biennial budget</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Public Works
<b>Council Role</b>	Confirm specific project scope of work including considering contract awards for consultants and contractors

**Key Goals  
Public Works Department**

Implement Parks, Recreation and Open Space Action Program (PROSAP)	
<b>Outcome Benefit</b>	Council consideration of PROSAP including a capital improvement plan Adopts capital improvement plan for future inclusion in the Capital Facilities Plan and qualifies the City to apply for grants
<b>Milestones</b>	1 <sup>st</sup> Quarter 2007: Consideration of PROSAP by the Parks & Recreation Board and recommendation to Council for review and consideration
<b>Completion</b>	2 <sup>nd</sup> Quarter 2007
<b>Participants</b>	Public Works
<b>Council Role</b>	Review and consideration of PROSAP

Oversee Water Quality Program to Meet NPDES Permit Requirements	
<b>Outcome</b>	Modify and expand existing program to the NPDES (National Pollutant Discharge Elimination System) program which is mandated by the Federal Clean Water Act
<b>Benefit</b>	Improve water quality and habitat throughout Bothell and meet required NPDES requirements established by the Washington State Department of Ecology
<b>Milestones</b>	Expand existing programs to implement the NPDES program
<b>Completion</b>	Ongoing
<b>Participants</b>	Public Works
<b>Council Role</b>	Receive briefings and updates from City staff

## Key Goals Public Works Department

Monitor Regional Transportation Issues	
<b>Outcome</b>	Work with appropriate agencies to build partnerships and cooperation to address common transportation issues by attending regional transportation committees and forums, joint applications to secure grants and regional funding for transportation improvements that benefit the City of Bothell and providing technical advice and policy updates to Council
<b>Benefit</b>	Ensures City's interests are addressed at the regional level and citizens are involved in the process
<b>Milestones</b>	Continued involvement in regional transportation issues/forums
<b>Completion</b>	Ongoing
<b>Participants</b>	Public Works
<b>Council Role</b>	Consideration of grants, contracts and participation in appropriate regional committees and forums

Oversee Congestion Relief and Safety Improvements	
<b>Outcome</b>	Development and implementation of a series of low cost and highly effective plans and programs to address intersection, roadway congestion and multi-modal system safety enhancements
<b>Benefit</b>	Reduction of localized congestion and accident reduction throughout the City based on priority and funding availability
<b>Milestones</b>	Plan development and implementation
<b>Completion</b>	Ongoing
<b>Participants</b>	Public Works
<b>Council Role</b>	Receive briefings by staff, provide direction and funding for projects

## Key Goals Public Works Department

Update Water Utility Comprehensive Plans	
<b>Outcome</b>	Council consideration of the various comprehensive plan updates and submittal of the adopted plans to the appropriate State agencies for concurrence
<b>Benefit</b>	Ensures utility systems will continue to operate both efficiently and effectively
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ Completion of the review of the draft Storm and Surface Water Comprehensive Plan by Council Utilities Committee</li> <li>➤ Completion of the Water Comprehensive Plan</li> <li>➤ Adoption of all utility comprehensive plan updates</li> </ul>
<b>Completion</b>	<ul style="list-style-type: none"> <li>➤ 1<sup>st</sup> Quarter: Storm and Surface Water Quality and the Wastewater System Comprehensive Plans adopted</li> <li>➤ 2<sup>nd</sup> Quarter: Consultant selection for the Water Comprehensive Plan Update</li> <li>➤ Completion of the Water Comprehensive Plan</li> </ul>
<b>Participants</b>	Public Works
<b>Council Role</b>	Consider award of consultant contract for the update to the Water System Comprehensive Plan. Review of draft updates with Council Utility Sub-Committee and final consideration by City Council

**Key Goals**  
**Community Development Department**

Downtown Subarea Plan and Code Amendments	
<b>Outcome</b>	Council adoption of findings and an ordinance amending the Comprehensive Plan and Bothell Municipal Code to incorporate the Downtown Vision, City Actions and Development Regulations
<b>Benefit</b>	Will stimulate revitalization of Downtown Bothell by creating a uniquely attractive environment for private investment; and will re-create the heart of the city as a gathering place and source of pride for local residents and workers
<b>Milestones</b>	First quarter, 2009 – Council conducts hearings and deliberations on the Vision, City Actions and Regulations; and approves Findings, Conclusions and Actions adopting the Downtown Subarea Plan and Code Amendments
<b>Completion</b>	March, 2009 or earlier
<b>Participants</b>	Community Development, Public Works, Executive
<b>Council Role</b>	Take testimony, deliberate and act on Downtown Plan and Code Amendments

## Key Goals Community Development Department

2009 and 2010 Plan and Code amendments	
<b>Outcome</b>	<p>Council adoption in 2009 and 2010 of findings and ordinances amending the Comprehensive Plan and Bothell Municipal Code concerning issues initiated by the Council in the 2009 and 2010 Dockets</p> <p>Actions promoting sustainability are expected to comprise a significant portion of the 2009 Plan and Code amendments, and possibly of the 2010 Plan and Code amendments as well</p> <p>Plan amendments may be acted on only once each year, while there is no limit to frequency of Code amendments</p>
<b>Benefit</b>	Will provide for evolving community needs and desires in guiding development in the City
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ First quarter of each year - Council initiates consideration of potential amendments</li> <li>➤ Remainder of each year - Planning Commission and other advisory bodies, as appropriate, hold hearings, deliberate and make recommendations to Council; Council holds hearings, deliberates, and adopts findings and ordinances approving amendments</li> </ul>
<b>Completion</b>	<p>2009 Plan amendments are expected to be adopted at the end of the first quarter of 2009, as these will include the Downtown Subarea Plan and Regulations</p> <p>The 2010 Plan amendments are expected to be adopted at the end of 2010</p> <p>Code amendments are expected to be adopted over the course of 2009 and 2010 as hearings and deliberations are completed</p>
<b>Participants Council Role</b>	<p>Community Development</p> <p>Take testimony, deliberate and act on Plan and Code amendments</p>

## Key Goals Community Development Department

Development Services Initiative (DSI)	
<b>Outcome</b>	Continued high customer satisfaction; lower permit processing times; continued gains in predictability and efficiency
<b>Benefit</b>	Will attract quality developers to Bothell, generating short-term revenue from permit fees, development review fees and construction sales tax; and long-term revenue from higher property taxes and, in the case of retail developments, sales tax and will also improve community quality of life by providing more places to live, work, shop, dine and recreate
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ Quarterly reports to gauge progress on DSI</li> <li>➤ Continuous refinement of existing procedures, and creation and implementation of new measures to promote the DSI principles</li> </ul>
<b>Completion</b>	Ongoing
<b>Participants</b>	Community Development, Public Works, Fire and Hazard Prevention Bureau
<b>Council Role</b>	Provide feedback following quarterly reports, during periodic “check-ins” at Council meetings, or in response to a development-related customer contact

## Key Goals Community Development Department

Facilitation of Annexation Efforts	
<b>Outcome</b>	<p>Two very large potential annexations were discussed by Council in 2008 – the potential MUGA annexation, in Snohomish County, and the potential Norway Hill/Finn Hill/Juanita/Kingsgate (“Norfinnitagate”) annexation, in King County</p> <p>One of these may proceed to election within this budget cycle: due to the size of the two potential annexations combined – a population of 57,000 – processing both is not considered feasible while other smaller annexations may be considered as well</p> <p>Accordingly, the desired outcome for this item is successful completion of those components of the annexation process for which the City is responsible (the outcome of an annexation election or petition campaign is outside the City’s control)</p> <p>Such components include but are not limited to preparation of the Notice of Intention to the Boundary Review Board; provision of citizen outreach within the potential annexation area; development of service transition plans; facilitation of planning and zoning within the potential annexation area; and evaluation of fiscal feasibility of the potential annexation</p>
<b>Benefit</b>	Will enhance chances of a successful annexation election or petition campaign, and ensure that the City’s and annexing citizens’ interests are served by the annexation
<b>Milestones</b>	<ul style="list-style-type: none"> <li>➤ First quarter, 2009 – Snohomish County Boundary Review Board decision on proposed MUGA annexation Assuming a favorable decision, the Council will need to decide whether to proceed to election In this same time frame, it is hoped that the Kirkland City Council will make a decision on whether or not to relinquish its northern PAA A decision on the second matter could help the Council decide how to proceed on the first</li> <li>➤ Second and third quarters, 2009 – Citizen outreach within the potential MUGA annexation <u>or</u> the potential Norfinnitagate annexation, depending on Council direction in the first quarter</li> <li>➤ Fourth quarter, 2009 – If the MUGA annexation is pursued, the election would take place in November and if the Norfinnitagate annexation is pursued, an election in 2009 is possible, although the logistics and timing of preparing a Notice of Intention for this potential annexation and receiving a King County BRB decision could push the election into 2010</li> <li>➤ 2010 – Assuming voter and subsequent Council approval of either of the two annexations at the end of 2009 or beginning of 2010, most of 2010 would be utilized to ramp up City services to be ready to serve the annexation on the effective date, which would be late in 2010</li> </ul>
<b>Completion</b>	If the MUGA annexation is pursued, the effective date would likely be late in 2010: if the Norfinnitagate annexation is pursued, the timing is less certain because certain decisions are outside the City’s control, but under the very best of circumstances the effective date could be late in 2010 as well
<b>Participants Council Role</b>	<p>All City departments</p> <p>Evaluate relative costs and benefits of the MUGA v. Norfinnitagate potential annexations and provide direction; subsequently, for whichever annexation the Council desires to pursue, assess and act at the various checkpoints in the process (e.g., review proposed interlocal agreements; select election dates; determine ballot measures; approve annexation; select effective date)</p>

2007 - 2008 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
<b>Executive Department</b>			
Prepare Proposed Purchase and Sale Agreement for Northshore School dsitrcit Downtown Property		✓	
Prepare Proposed Purchase and Sale Agreement with Northshore School District related to Joint School District/City Public Works Operation Center		✓	
Provide Leadership and Direction Related to Revitalization of the City's Downtown			✓
Developed City Hall Siting Study		✓	
Facilitated and Organized 2007 and 2008 Council Retreats		✓	
Updated Capital Facilites Plan		✓	
Reorganized Executive Department to Better Align Personnel with Current and Future Needs of the City		✓	
Completed Information Technology Strategic Plan (ITSP)		✓	
Finalized Development Services Improvement Initiative		✓	
Determined Key City Facilities as Part of Downtown Plan Update		✓	
Advanced Citywide Records Management Program			✓
Continued community Outreach Efforts			✓
Acquired Several Properties Necessary for the Bothell Crossroads Project		✓	✓
Recruited and Hired New Deputy City Manager, City Attorney, and Senior Management Analyst Positions		✓	
Established Carbon Reduction and Energy Independence Plan		✓	✓
Developed and Implemented New Performance Measurement Program			✓
Continued Financial Sustainability Through Executive Oversight and Leadership		✓	✓
<b>Finance Department</b>			
Increase Efficiencies within Financial Systems			✓
Update City Contract Management and Asset Tracking Procedures	✓		
Prepare 2009 - 2010 Biennial Budget		✓	

2007 - 2008 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
<b>Legal Department</b>			
Complete Adult Entertainment Code Revisions		✓	
Negotiate Franchise Agreement with Comcast			✓
2007-2008 Updates to City Council Protocol Manual		✓	
Oversee 2007 and 2008 Legislative Programs		✓	
<b>Human Resources Department</b>			
Negotiate IAFF, AFSCME, and BPOG Union Contracts		✓	
Streamline Citywide Payroll Process			✓
Finish Update to Personnel Policies		✓	
Revive Wellness and Safety Committees		✓	
Create Leadership Development & Supervisory Training	✓		
<b>Police Department</b>			
Perform Crime Analysis of Significant Crime Problems in the City			✓
Train Police Department Command Staff in all phases of the National Incident Management System (NIMS)			✓
Conduct Enforcement Emphasis on Fraud Cases			✓
Plan for Homeland Security Issues			✓
<b>Fire and Emergency Medical Services Department</b>			
Increase Efforts on Disaster Preparedness Programs			✓
Continue to Evaluate Public Safety Regional Dispatch Services			✓
Implement Paging and Alerting System	✓		
Research Ambulance Contract Options		✓	
Examine Fire Impact Fee	✓		
Place New Fire Engines into Front-Line Service		✓	

2007 - 2008 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
<b>Public Works Department</b>			
Implement Citywide Neighborhood Traffic Calming Program		✓	✓
Update Traffic Impact Fee		✓	
Oversee 2007-2013 Capital Facilities Plan			✓
Update Parks, Recreation and Open Space Action Program (PROSAP)		✓	✓
Oversee Water Quality Program to Meet NPDES Permit Requirements		✓	✓
Oversee Brightwater Treatment System	✓		✓
Investigate Options for City of Bothell Water Supply Source	✓		
Oversee Regional Transportation Issues		✓	✓
Oversee Congestion Relief and Safety Improvements		✓	✓
Complete Commute Trip Reduction (CTR) Program Master Plan		✓	
Update Various Utility Comprehensive Plans	✓		✓
Oversee Thrasher's Corner Park Wetland Mitigation Project	✓		✓
<b>Community Development Department</b>			
Update Downtown Plan	✓		✓
Implement Development Services Improvement Initiative			✓
Facilitate Annexation Efforts			✓
Fitzgerald Code Amendments		✓	

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## On-Going Citywide Cost and Efficiency Savings

The 2009-2010 budget process included an analysis to determine ways to improve efficiencies and provide on-going savings. **This exercise produced on-going cost and efficiency savings of over \$875,000.**

**Executive Department** Municipal Court outsourcing of pay plans will reduce clerical time of processing payments, collection, and mailing costs.

**Finance Department** identified \$698,000 in cost and efficiency savings.

Bond refinancing of the Public Safety Building saved Bothell citizens \$530,000. This savings will flow directly back to the taxpayers. In addition, the City's Moody credit rating was upgraded to an Aa2, which will reduce the interest the City is charged on any future borrowing including the potential LIFT Bond in 2010.

Reassessment of banking credit card transaction rates reduced banking fees by \$8,000.

In coordination with the Department of Revenue Audit Division, a reduced rate structure was implemented saving \$150,000 in utility excise taxes.

Addition of a parcel manager module in utility billing software receiving data from the City's GIS system, will improve accuracy of tax parcels and increase revenues by \$10,000.

**Fire Department** was provided the opportunity to obtain equipment and tunnel training for the Brightwater project resulting in \$58,000 in grant funding from King County.

**Police Department** equipped every patrol vehicle with laptops reducing officer's time spent at the station and subsequently increasing patrol time on the streets.

Computer system upgrade improved reporting and saved staff time.

Utilizing other agency's canine units for tracking has resulted in time savings for officers searching for and apprehending suspects.

Development of a Multi-Investigative Response Team resulted in combined efforts to investigate multi-jurisdictional crimes.

Overtime cost-savings as a result of using on-duty School Resource Officers for Municipal Court security.

Utilized Department's own certified instructors to train fellow officers reducing training and overtime costs.

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**Public Works** contributed \$134,000 of increased cost-savings and efficiencies.

Cost-savings totaling \$10,400 of printing and supply costs. In-house staff will now publish and design citizen notification documents.

Creation of volunteer citizen programs will produce maintenance and operations savings of \$12,600.

Surplus furniture purchases reduced costs by \$10,000.

Partnerships formed with other agencies and private developers to perform engineering studies, analysis and field data reduces professional services by \$50,000.

Parks save \$18,800 by using in-house staff for small engine repairs and banner installation/removal.

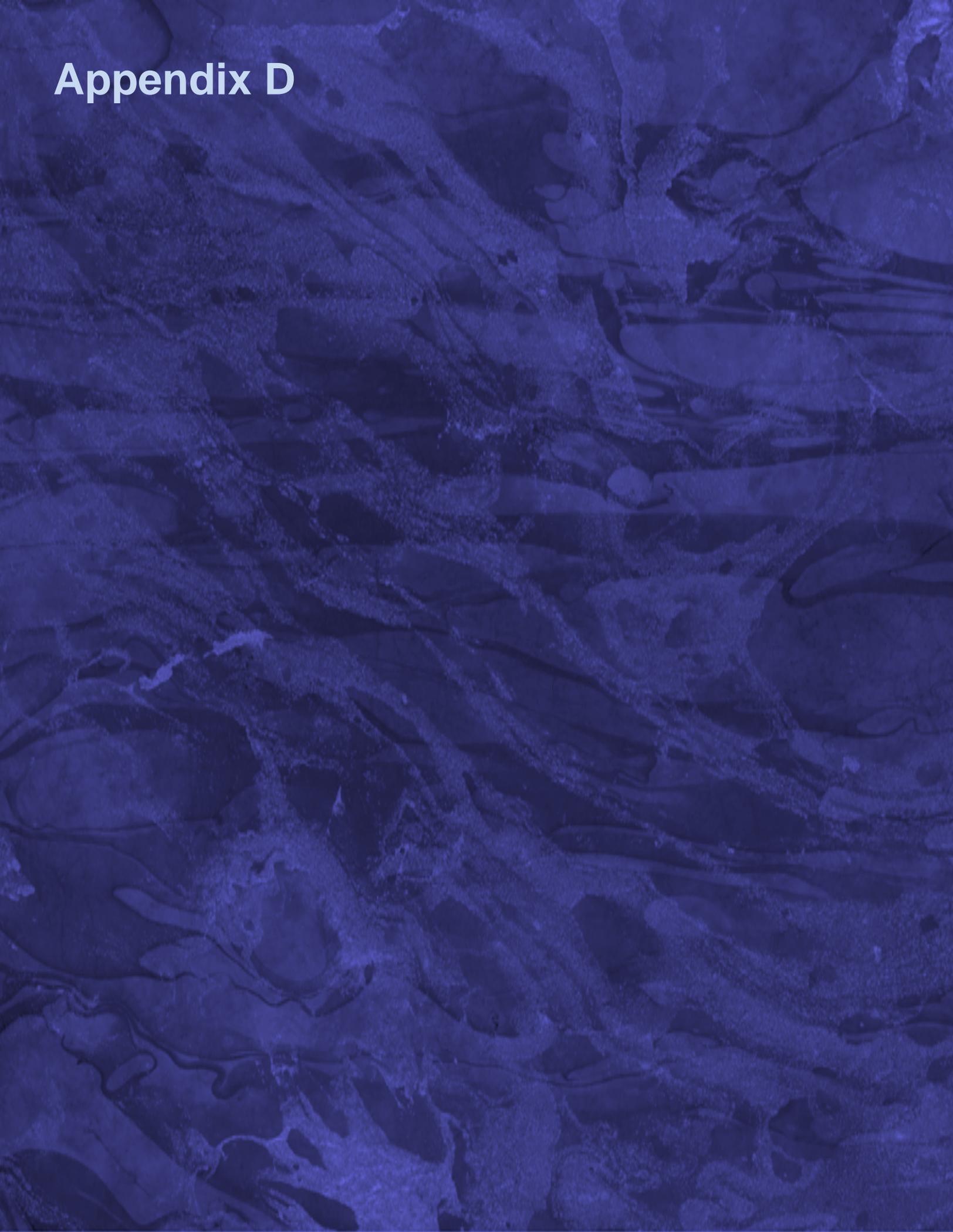
Reduced uniform and cleaning expenses of \$1,840 by using State bid pricing.

Reduction of power consumption by converting traffic signals and other lights to LED, producing 50% less energy than normal for street lights. Cost savings - \$30,000.

Deployment of Operations Anti-Ice efforts reduced the number of accidents and claims relating to snow and ice conditions. Pre-treatment of roads lessened road closure times and kept traffic and commerce moving.

Recycling and reusing old street signs reduced replacement costs by 50%.

# Appendix D



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**Capital Projects Included In:**  
**2009 - 2010 Biennial Budget &**  
**2009 - 2015 Capital Facilities Plan**

On June 17, 2008, the City Council adopted the 2009-2015 Capital Facilities Plan (CFP). The major funding sources for these projects include Real Estate Excise Tax (REET), one-time revenue transfers from the General Fund, grants, development mitigation fees, fund interest earnings, and utility user fees.

CFP projects included in the 2009–2010 budget total \$84,129,840. Variances to the CFP included moving the acquisition of the several key parcels for Bothell Crossroads from 2009 to 2008, moving the purchase and sale of Northshore School District property from 2010 to 2011, \$1,910,000 for 2008 projects that need to be re-appropriated in 2009-2010 due to delays in project timelines, and \$5,044,000 in project reductions to reflect changes in the scopes of work.

The project name for Fire Station Facility Needs (F3) was changed to analyze future fire stations in addition to the Queensborough Firehouse. This project is reflected in the 2009-2015 Amended CFP, but is not included in the 2009-2010 budget due to the delay in study completion.

The above variances to the adopted 2009-2015 CFP will be updated in 2009. The changes mentioned above will tie the CFP to the 2009-2010 Biennial Budget.

Readers are encouraged to review the budget document in conjunction with the City's adopted CFP. The CFP drives the City's budget process and provides detail for each of the capital projects including future maintenance and operating costs. The CFP is available on the City's Website or by request from the City Clerk's office.

Descriptions for each of the capital projects included in the 2009-2010 budget are presented on the following pages.

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## FACILITIES

**F1 City Hall & Dawson Building Replacement** – This project is currently conducting a City Hall site analysis study. The design of City Hall is scheduled to be completed in 2010.

**F2 Public Works Shop** – Design of a new facility co-located with the Northshore School District Transportation Facility in north Bothell is scheduled to be completed in late 2008. ***This project has been amended to complete design in late 2008, with construction starting in 2009.***

**F3 Fire Station Facility Needs** – A facility needs analysis is being conducted to assist in identifying the fire facility needs. It is not included in the 2009-2010 budget due to a delay in study completion.

**F8 Purchase of Northshore School District Property** – The City is currently working with the School District to formulate a purchase and sale agreement. ***This project has been amended to move the acquisition and sale processes to 2011.***

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## **PARKS**

**P2 & P3 North Creek Fields 2 & 3** – Redevelop existing fields with synthetic surfaces to provide additional year-round youth and adult recreation facilities in the North Creek Business Park.

**P6 Cedar Grove Park, Phase II** – Complete development of a new park that was delayed in 2007 – 2008 due to lack of grant funding.

**P8 General Park Improvements** – This project allows for improvement and maintenance projects to replace smaller assets in the City park system.

**P9 North Creek School House** – The North Creek School House is scheduled to complete the donation agreement for the structure and property to the City in 2008. The rehabilitation is expected to go into 2009.

**P11 The Park at North Creek** – This project is to develop a “community park”. Once the Use Agreement with King County is approved, this project is scheduled to complete predesign in 2009, with design starting in 2010.

**P18 Public Space Planning** – Design process is needed for the development of the Downtown Revitalization Plan and other public accessible spaces.

**P19 Master Park Planning** – Design process is needed for the development of master plans for all existing park and recreation facilities. The plans would provide cost estimates and funding options so the City can develop a recommended funding strategy.

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## TRANSPORTATION

**T2a North Creek Trail (NE 195<sup>th</sup> Street)** – This is a multi-year regional project to build a seven-mile trail connecting the Burke Gilman / Sammamish River Trail in King County with the Interurban Trail at McCollum Park in Snohomish County. Construction of this trail from NE 195<sup>th</sup> Street to the I-405 northbound ramp is scheduled to be completed in 2009.

**T2b North Creek Trail (Schnitzer)** – Construction of the seven-mile Burke Gilman / Sammamish River trail from NE 195<sup>th</sup> Street to North Creek Parkway North is scheduled to be completed in 2009. ***The project scope was reduced due to grant funding availability.***

**T4 Residential Street Restoration and Preservation** – Annual pavement overlay and rehabilitation of residential streets will be identified using the City's Pavement Management System.

**T5 Arterial Pavement Resurfacing and Rehabilitation** – Annual pavement overlay and rehabilitation of arterial streets will be identified using the City's Pavement Management System. ***Amendment to this project is due to time delays in the 2007 program. The 2008 Annual Overlay program will be conducted in 2009.***

**T6 Downtown Gateway / SR522 Corridor Realignment** – The project is currently under design and right-of-way acquisition. The design includes the realignment of SR522 through the existing Bothell Landing property. ***This project is being amended to reflect earlier right-of-way acquisitions in 2008. Funds originally anticipated to be spent in 2009 were needed earlier than anticipated to purchase several key parcels in 2008. The City needs to take advantage of opportunities to purchase these key parcels as they become available. This will allow the City to acquire the parcels in the most efficient and cost effective manner and ensure that the key parcels are acquired prior to construction.***

**T7 SR527 Widening: 240<sup>th</sup> Street SE to 228<sup>th</sup> Street SE** – The project includes widening to a 5-lane roadway, with intermittent median landscaping where feasible. This project was delayed to obtain additional grant funding which would allow design of the entire project, instead of utilizing a phased design as was originally scheduled. ***This project has been amended to complete design in 2009, with construction and right-of-way acquisition starting in 2009-2010.***

**T10 Beardslee / Ross Road Interconnect** – This project constructs a new section of 112<sup>th</sup> Avenue connecting to Beardslee Boulevard between the signalized entrance to the University of Washington-Bothell and Cascadia Community College Campus and the I-405 Interchange. ***The project scope was changed to reflect a reduction in funding.***

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**T12 SR522 Corridor Phase I: Wayne Curve Improvements at 96<sup>th</sup> Avenue NE** – Project improvements will include installation of curbs, gutters, and sidewalks; upgrade of storm water facilities; street lighting; and realignment of the 96<sup>th</sup> Avenue NE approach. Enhanced transit operations will also result from the addition of business access lanes, transit lanes, and Queue Jump lanes at the intersection. ***The amendment to this project is due to delays in construction. The original schedule was to begin construction in 2008. Lengthy and complicated right-of-way acquisitions have delayed right-of-way certification. Subsequently, the construction is delayed to 2009.***

**T13a 240<sup>th</sup> Street Bridge Replacement** – Design phase to replace the existing bridge on 240<sup>th</sup> Street in the North Creek Valley area. ***This project is being amended to reflect delayed design process.***

**T14 Bridge Rehabilitation & Seismic Retrofit** – Perform annual bridge maintenance and rehabilitation work on existing City bridges – including low cost seismic, maintenance repair, and safety improvements.

**T16 240<sup>th</sup> Street SE (Meridian Avenue SE to SR527) Sidewalk** – Design and construction of a separated sidewalk from Meridian to SR527 – including curb, gutter, and planter strip.

**T17 Neighborhood Traffic Calming Program** – Development and implementation of adopted Neighborhood Traffic Calming programs.

**T19 Sidewalk/Walkway Program** – Development of low cost improvements of missing sidewalk/walkway facilities in various neighborhoods throughout the City limits.

**T20 Citywide Intelligent Transportation System** – This program will overhaul traffic signal operations to improve intersection efficiency.

**T21 Beardslee Boulevard & NE 185<sup>th</sup> Street Intersection Improvement** – Design development for improving the current one-way stop control to enhance safety and capacity. ***The project scope was changed due to mitigation availability.***

**T33 East Riverside Drive Improvements** – Installation of a pedestrian facility between 102<sup>nd</sup> Avenue NE and the Rivershore Mobile Home Park. The Council Transportation Committee recommends consideration of a sidewalk on the south side of East Riverside Drive, along with future allocation of funding for implementation. ***This project is being amended to reflect delayed design due to decisions made by City Council to amend the proposed design components and the scope of work.***

**T38 SR527 Multiway Boulevard (Main Street to NE 185<sup>th</sup> Street)** – This project was identified as part of Downtown Revitalization vision. The boulevard will be built to tie the east and west sides of Downtown Bothell across SR 527. This project is scheduled to complete design in 2009, with right-of-way acquisition starting in 2009.

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**T43 SR522 Stage 2A Improvements (West end: Wayne curve to 91<sup>st</sup> Avenue NE)**

– This project is the continuation of the SR522 Corridor Phase 1 project (T12) to the west to 91<sup>st</sup> Avenue NE (west city limits). It is currently in the design phase, with construction starting in 2009. ***This project is being amended to reflect delayed design process.***

**T45 NE 185<sup>th</sup> Street Improvements: West of SR527** – This project will extend NE 185<sup>th</sup> Street west from SR527 to 98<sup>th</sup> Avenue NE, including parking, sidewalks, curbs, gutters, landscaping, and urban elements. Design development is expected to start in 2010.

**T46 Collector Corridor Traffic Safety Program** – This project addresses mobility and safety improvement needs along the City’s collector roadway system. It is a new pilot project and will be re-evaluated in two years.

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## UTILITIES

**S1 Annual Sewer Replacement Program** – Provides sewer system improvements that repair or replace aging sewer mains, and other related sewer pump station/structures, or that provide necessary capacity improvements.

**S2 Annual Infiltration and Inflow Improvements** – Replaces sewer pipelines and repairs manholes with infiltration and inflow problems.

**S4 Lift Station 2 Improvements** – Construction of a new wet well to work in series with the existing wet well located at the lift station on East Riverside Drive, as well as motor upgrades.

**S5 Public Works Operations Center** – This is the Sewer Utility portion of Public Works Shop project (F2). Design of a new facility co-located with the Northshore School District Transportation Facility in north Bothell is scheduled to be completed in late 2008.

**SW1 Annual Stormwater Surface Water Capital Improvements** – Projects to correct existing stormwater deficiencies, prevent flooding, and replace aging infrastructure.

**SW2 Enhancement of Natural Resources** – Projects consist of Thrasher's Corner Wetland Mitigation, Stream rehabilitation, and hydrological analysis.

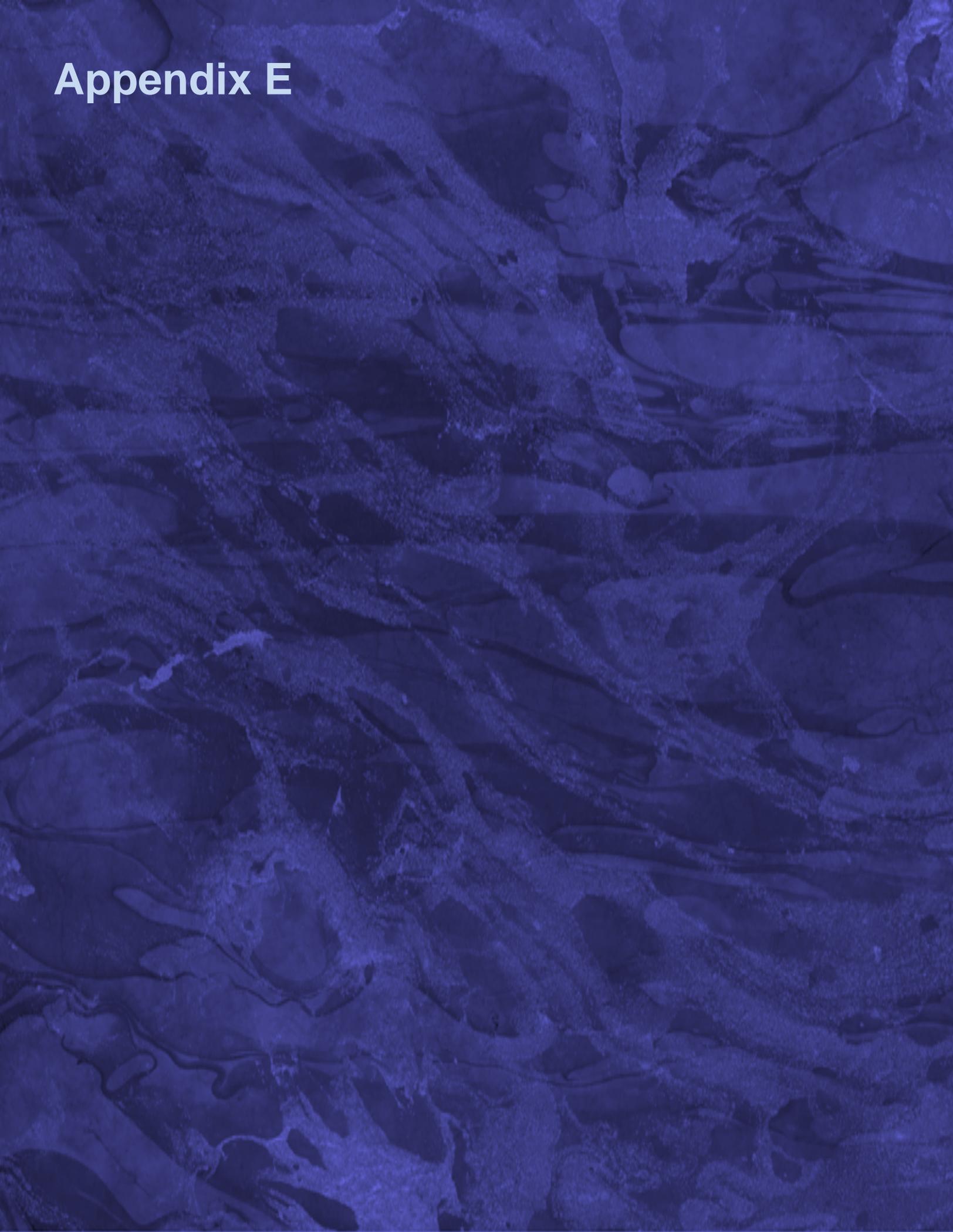
**SW4 Public Works Operations Center** – This is the Storm Water Utility portion of Public Works Shop project (F2). Design of a new facility co-located with the Northshore School District Transportation Facility in north Bothell is scheduled to be completed in late 2008.

**SW5 240<sup>th</sup> Street SE Drainage Improvement** – This project is in conjunction with T16 240<sup>th</sup> Street SE (Meridian Avenue SE to SR527) Sidewalk to construct curbs, gutters and storm water lines on 240<sup>th</sup> Street SE.

**W1 Annual Water Main Replacement Program** – Provides water system improvements that repair or replace aging mains and other related water components, along with necessary level of service improvements to provide adequate pressure, water quality, and / or fire flow.

**W3 Public Works Operations Center** – This is the Water Utility portion of Public Works Shop project (F2). Design of a new facility co-located with the Northshore School District Transportation Facility in north Bothell is scheduled to be completed in late 2008.

# Appendix E





## **Vision Statement**

We are Bothell.  
We cherish our verdant setting, honor our heritage, and  
celebrate our community spirit,  
as together we imagine and create a better world.

## **Mission Statement**

The mission of the City of Bothell Council,  
advisory boards, and employees is to foster a healthy,  
safe, vibrant, caring and sustainable  
community through municipal services and  
legislative actions, which are guided by a shared commitment  
to honesty, equity, creativity, fiscal responsibility,  
environmental stewardship and community involvement.

## COMMUNITY PROFILE



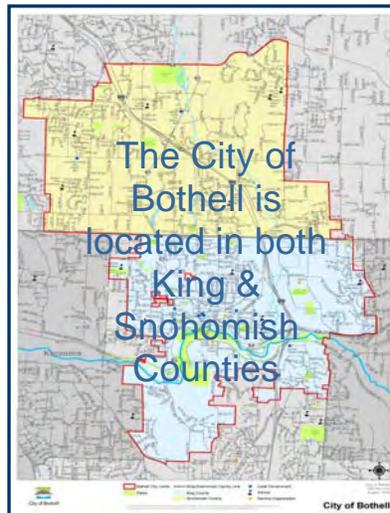
The City is draped over six moderately steep-sided hills and is drained by two main waterways. This topography contributes to Bothell's image as a community of extensive green spaces.

Bothell is unique and highly desirable because it is central to an Interstate and three major State highways. For this reason, Bothell experienced substantial growth in recent years as businesses sought locations with access to new markets, with attractive surroundings for both their employees and customers.

Bothell was settled in the early 1870's, and quickly became a logging village.

In a little over a century, Bothell has evolved from an isolated logging village to a multi-faceted, full-service city - with a resident population of 33,550 and an employment population of over 25,000.

Bothell is situated within the Seattle metropolitan area, northeast of Lake Washington. It comprises 12.6 square miles, half in King County and half in Snohomish County.



Homebuyers and renters also came to Bothell seeking residential areas with direct access to the interstate and major highways, as well as amenities, security, esteemed schools, and a strong sense of community.

The City has proven to be a particularly appealing location for technology firms. Among Bothell's resident businesses are several international biotechnology firms. Bothell is recognized as one of our nation's leading biotechnology centers. Numerous computer hardware and software development corporations and the nation's largest wireless telecommunication company reside in Bothell as well.



Bothell is also home to a relatively rare higher-education partnership, between the University of Washington–Bothell and Cascadia Community College. Their shared campus includes one of our nation’s largest wetland restoration projects. Despite its rapid growth, Bothell has managed to retain a “hometown” feeling that extends to its residential neighborhoods, its historic downtown, and even its more recently developed business parks and commercial centers.



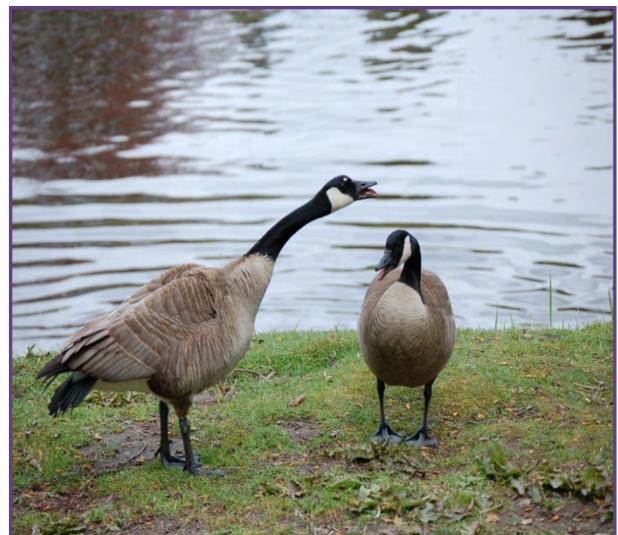
Bothell was incorporated in 1909. The City is a Non-Charter, Optional Municipal Code City operating under a Council-City Manager form of government. The City’s seven Council members are elected at-large to 4-year terms.

The Council contracts with a professional City Manager to direct day-to-day operations. The City Manager appoints seven department heads and a Deputy City Manager.

In 2009-2010, the City of Bothell has 304 authorized positions.

Bothell’s full and part-time employees provide a full range of municipal services for our 33,550 residents, including general government administration, public safety (police and fire services), community development, public works, and parks and recreation.

The City operates Enterprise Funds for its Water, Sewer, and Storm Drain Utilities. The City and adjacent water districts provide water and sewer services. Garbage service is provided through an independent contractor. Library services are provided through the King County Library System.



## Additional Community Statistics

### Government

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The City of Bothell has 9,132 registered voters in King County and 8,884 in Snohomish County. The number of Business Licenses issued for 2008 was 3,025.

### Property Tax

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Regular Property Tax Rate

- \$1.21 per \$1000 of Assessed Value

Voted property Tax Rate

- \$.11 per \$1000 of Assessed Value

### Household Data

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Median Household Income

- \$65,166 – King County
- \$70,423 – Snohomish County

Median Home Assessed Value

- \$310,000 – King County
- \$267,400 – Snohomish County

Median Rental \$876

Note: Source 2006 Labor Force Data

### Public Safety

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The City of Bothell has three fire stations and 57 uniformed personnel. In 2007, firefighters responded to 4,432 emergency alarms.

The City of Bothell has one police station with 57 police officers. In 2007, police officers assisted the public with 23,214 calls for service.

### Parks, Recreation, & Culture

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The City of Bothell enjoys 25 parks (200.84 acres), a museum, a senior center, and the King County Library.

### Education

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Bothell has a variety of educational opportunities available to the students and adults of the community. These include:

- The **Northshore School District** which has 32 attendance centers, 2,500 employees and 19,846 students.
- **Cascadia Community College** which has 2,395 students.
- **University of Washington – Bothell** which has 1,871 students.

### Public Transportation

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The City of Bothell maintains 322 miles of paved roads and owns 1,907 street lights within the Bothell City limits.

### Utility Services

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The City of Bothell services 4,000 water and sewer customer accounts also maintains 71.5 miles of water mains, 57.4 miles of sewer mains, and 109.7 miles of storm drains.

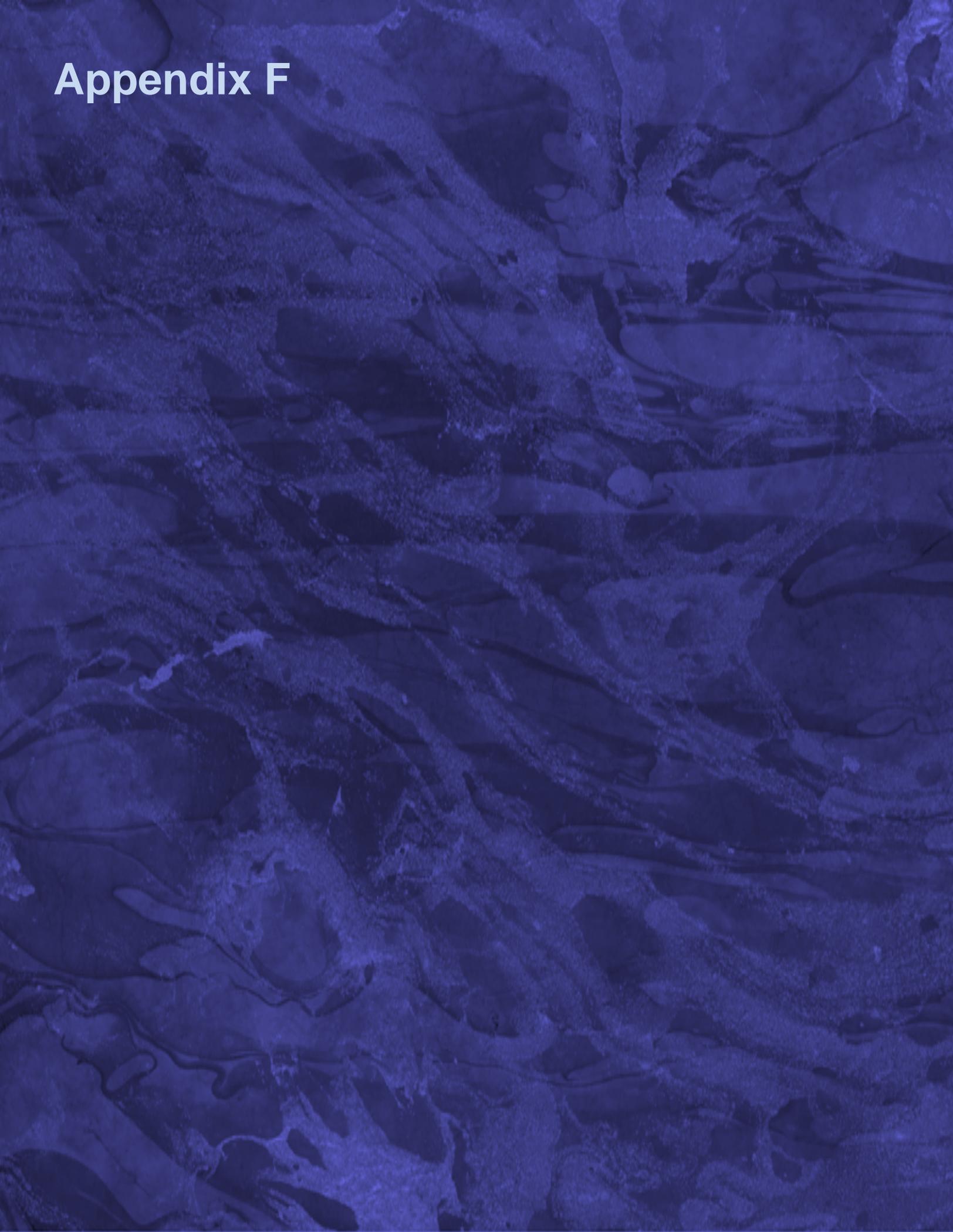
### Businesses

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The City of Bothell has a very diverse group of employers. The top ten include:

AT & T Mobile	2,866
Northshore School District	2,500
Philips Ultrasound	1,284
Panasonic Avionics	497
UW Bothell	486
Phillips Electric	389
The Seattle Times	370
SonoSite	365
Puget Sound Energy	360
Allstate Insurance	305

# Appendix F



## **Fund Descriptions**

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The financial operations of the City are organized into funds and account groups. Each fund is a separate fiscal and accounting entity. All revenues received or expenditures made by the City are accounted for through one of the funds or account groups listed below.

### **Governmental Funds**

Most City functions are financed through what are referred to as governmental funds. There are five types of governmental funds:

- 1) General Fund
- 2) Special Revenue Fund
- 3) Debt Service Fund
- 4) Capital Projects Fund
- 5) Expendable Trust Fund

### **General Fund**

The General Fund is the major operating fund of the City. It accounts for the vast majority of City operations, such as City administration, police and fire services, community planning and development services, and parks and recreation.

Major General Fund revenues are property tax, sales tax, utility tax, State shared revenue, fines and forfeitures, license and permit fees, charges for services, and investment interest.

General Fund revenues are considered unrestricted, and can be used for any governmental purpose.

### **Special Revenue Funds**

Special Revenue Funds are normally used to account for revenues that are legally restricted to a specific purpose (except for expendable trusts or major capital projects) and are required to be accounted for separately.

### **Debt Service Fund**

The following are the types of debt generally issued by the City for general government purposes:

**Unlimited “Voted” Tax General Obligation Bonds** represent debt that was approved by voters for a specific purpose. Citizens repay the debt over a stated period of time through an excess property tax levy.

**Limited “Non-Voted” Tax General Obligation Bonds** (also called Councilmanic Bonds) can be issued by the City Council without a vote of the people. The debt is repaid from current unrestricted revenue sources.

## Fund Descriptions

**Legal Debt Limits** The City has incurred very little debt over the past two decades, and operates for the most part with a pay-as-you-go philosophy. Legal debt limits established by state statute are as follows: Councilmanic Bonds (non-voted) - 1.5% of assessed property valuation; Unlimited "Voted" Tax General Obligation Bonds – 1% of assessed property valuation; Park Bonds - 2.5% assessed property valuation.

Debt Capacity as of January 1, 2008				
Regular levy assessed value less annexations		\$5,677,353,475		
Item	Without a Vote	With a Vote of the People		
	1.5%	2.5%	5.0%	7.5%
Legal limit	\$85,160,302	\$141,933,837	\$283,867,674	\$425,801,511
Outstanding net debt		5,955,000	5,955,000	5,955,000
<b>Margin available</b>	<b>\$85,160,302</b>	<b>\$135,978,837</b>	<b>\$277,912,674</b>	<b>\$419,846,511</b>

*City Management recognizes that the City could exceed the 1% limit for voter approved general obligation debt by using part or all of the 1.5% non-voted debt service capacity, as long as the total does not exceed 2.5%.*

**General Obligation (GO) 2008 Refunding Bond Fund** is used to accumulate monies for payment of General Obligation Bonds issued in 1997, after voters approved bonding \$9,700,000 to finance construction of a new public safety (police and municipal court) facility. These are serial annuity bonds due annually, plus interest, until maturity in 2017. Debt service is provided by an annual excess property tax levy legally restricted to finance this debt. The outstanding principal on 12/31/08 is \$5,435,000.

**Local Improvement District Control Funds** accounts for special assessment bonds that are not the direct responsibility of the City. The City collects special assessment payments to finance public improvements or services deemed to benefit the properties against which the special assessments are levied.

**Local Improvement District (LID) Bonds** represent debt that is repaid by the property owners who directly benefited from the capital improvement. Debt payments are funded through annual assessments paid to the City by property owners. LIDs are formed by the City Council after a majority of property owners agree to the assessment. The City currently has two local improvement district (LIDs) that bill and collect semi-annual assessments. State law does not require cities to budget for LIDs.

**Local Improvement District Guaranty Fund** was established for the purpose of guaranteeing the payment of local improvement bonds and is funded from any surplus from Local Improvement District Funds.

## **Fund Descriptions**

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### **Capital Improvements Fund**

**(See Capital Projects List on Pages 18 – 20 of the Expenditures section)**

The Capital Fund is used to account for monies used to acquire land and/or construct major capital facilities (such as buildings or roads).

The City's Capital Improvements Fund is funded by real estate excise tax, grants, private sources, and transfers from other City funds.

### **Expendable Trust Funds**

These funds are used to account for monies received by the City in a trustee capacity, where both the principal and earnings of the fund may be expended.

### **Governmental Funds and the City's Financial Structure**

The City's financial structure is consistent with the Washington State Auditor's prescribed Budget, Accounting, and Reporting System (BARS), as required by law for all Washington local governments. The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Expenditure budgets are prepared at the "line item" or "object-of-expense" level. Examples are: wages, uniforms/clothing, office supplies, and professional services. Summary totals are provided for object groups such as: wages, benefits, supplies, and capital outlay. Further subtotals are provided for organizational units within departments/divisions, which are an approximation of costs by function. Finally, department and fund totals provide a broader viewpoint of the budget. The financial overview page contained within each operating department section provides summary level financial data over comparative years.

Governmental funds are budgeted using the modified accrual basis of accounting. Under this basis, revenues are recognized when received and earned. Expenditures are accounted for on the accrual basis with the exception of employee leave benefits and long-term debt, which are recognized when due.

### **Proprietary Funds**

Proprietary operations of the City (enterprise and internal service functions) are accounted for using the accrual basis of accounting, in a manner comparable to private industry. Proprietary funds are used to account for the City's activities that are similar to those found in the private sector. These activities are not financed by taxes, but rather by fees charged to the users of the service. The accounting principles used for proprietary funds are the same as those applicable to similar businesses in the private sector.

### **Utility Enterprise Funds**

Utility Enterprise Funds account for the activities connected with providing utility services to citizens within the City's service area. Enterprise activities are fully supported by user charges. Customers connected to the system are billed for the full cost of the City providing the service to that customer.

## **Fund Descriptions**

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### **Internal Service Funds**

Internal Service Funds are used to account for the financing of goods or services provided by one government fund, or department to another on a cost-reimbursement basis. By reporting inter-governmental transactions in this manner, the City is able to:

- Account for and fund the total cost of the activity,
- Accumulate resources for replacing fixed assets, and
- Isolate inter-fund services so governmental fund types do not report related revenues and expenditures twice within the same fund type - once by the department furnishing the goods or services, and again by the department receiving the goods or services.

The City currently has three internal service funds:

- Fleet Management
- Self Insurance
- Asset Replacement

Though not required by law, budgets for Internal Service Funds are prepared for internal management purposes. Revenues for these funds are derived from the charges assessed to each fund/department that utilizes their services.

### **Fleet Management Fund**

The Fleet Management Fund accounts for the activities of the Vehicle Fleet Maintenance Division of the Public Works Department.

### **Self Insurance Fund**

The Self Insurance Fund was established to pay liability, property, and LEOFF I health insurance premium costs.

In addition, an amount is set aside each year to pay claims within the self-insured retention of our 1997 liability insurance policy (there is a three year “tail” on liability claims due to the statute of limitations to file a claim), and to pay defense costs for claims that fall outside of coverage.

This fund also pays the premiums for our retired Law Enforcement Officers & Fire Fighters (LEOFF) employees’ health care insurance, and active and retired LEOFF I employees’ uninsured medical benefits.

### **Asset Replacement Fund**

The Asset Replacement Fund was established in 2000 to set aside funds for known future asset replacement needs. Funds are set aside each year based on projected future costs of assets and their life expectancies.

## **Expenditure Chart of Account Descriptions**

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Expenditure accounts are categorized by object code classification. Classifications are used to describe the service or commodity obtained. There are nine major categories, each of which is further subdivided. The following are definitions of the object classes and subcategories.

### **1000 - Salaries & Wages**

Amounts paid to both permanent and temporary City employees. This category includes gross salary for personal services rendered while on the City's payroll.

### **1100 Salaries**

Wages earned a normal 40-hour (or less) work week. To calculate annual wages, multiply the hourly rate by the number of working hours in the year. Normally, there are 2,080 working hours per fiscal year.

Wages for AFSCME, Non-Represented, and Police Guild employees are based on 2,080 hours per year.

Wages for International Association of Firefighters (IAFF) employees working a standard (40 hour week) shift are based on 2,080 hours per year. Wages for IAFF employees working a non-standard (24 hour duty) shift are based on 2,720 hours per year.

### **1200 Overtime**

Wages paid at regular time and a half in accordance with City of Bothell Personnel Policies and Procedures, union contracts, and FLSA (Fair Labor Standards Act).

### **1300 Part-Time/Temporary Labor**

Part-time is defined as working less than 40 hours per week. Temporary is defined as working less than 5 months in a 12-month period. Limited-term employees, under the City's Personnel Policies and Procedures, and the AFSCME union contract is defined as more than 5 months, but less than 24 months, and a minimum of 70 hours per month.

### **2000 - Personnel Benefits**

Amounts paid by the City on behalf of employees. These amounts are not included in gross salary, but instead are in addition to that amount. Although not paid directly to the employee, these payments are made on behalf of the employee and are a cost of employment. Rates can change as a result of collective bargaining negotiations.

### **2110-2120 Federal Insurance Contribution Act (FICA)**

The City is required to contribute 7.65% (6.2% Social Security and 1.45% Medicare) of employee earnings to Social Security. For IAFF employees, the City contributes Medicare tax only (1.45%).

## **Expenditure Chart of Account Descriptions**

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### **2130 Pension**

The City's pension contribution rates as of July 1, 2008 are:

PERS 1, 2, & 3	8.31%
PSERS 2	9.43%
LEOFF 1	.16%
LEOFF 2	5.46%

### **2140 Insurance**

#### **Health Insurance**

Employer cost of health, vision, dental, and life insurance for employees.

#### **Disability Insurance**

Employer cost to provide long-term disability insurance for those City employees that are disabled and unable to work.

The City does not pay disability insurance for Police Guild employees. Employees are required to pay for their own disability insurance via payroll deduction per the Guild contract.

### **2150 Unemployment**

The City has a "reimbursable account" with the State and only pays unemployment when a former employee files a claim. The State bills the City for actual wages paid from such claims.

### **2160 Workers' Compensation**

Payments made per the City Workers' Compensation Policy with Washington State Department of Labor and Industries. Rates vary according to the class of work an employee provides.

### **2170 Uniform Allowance**

#### **AFSCME**

The City provides protective clothing required by the City. Uniforms are provided through a quartermaster system.

#### **Police**

Uniforms and equipment provided by the City using a Quartermaster system. The City pays up to \$30/month per member for cleaning service. Detectives allowance is \$510/year.

#### **Fire**

Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

## **Expenditure Chart of Account Descriptions**

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### **2180 Tuition Reimbursement**

Amounts reimbursed by the City to any employee qualifying for tuition reimbursement, in accordance with the City's Personnel Policies and Procedures.

### **2190 Other Allowances and Payouts**

All employees are entitled to cash payout of their accrued vacation and/or comp time upon separation.

### **3000 – Supplies**

Amounts paid for items that are consumed or deteriorated through use. Expenditures for all supplies needed for the operation and administration of the City. Included here are office supplies, computer supplies, photo supplies and miscellaneous operating supplies and materials.

### **3110 Office Supplies**

All costs for supplies to maintain office operations - including paper, pens, pencils, miscellaneous supplies and small office equipment or furniture that does not meet the criteria for fixed assets.

### **3120 Cleaning and Sanitation Supplies**

Costs to purchase janitorial supplies or cleaning supplies used in operations.

### **3130 Construction Materials and Supplies**

Costs associated with maintaining City property such as asphalt, concrete, crack sealant, street signs, etc.

### **3140 Household Supplies**

Coffee, tea, napkins, paper towels and other supplies used by employees.

### **3150 Paint Supplies**

Paint, striping, and related supplies.

### **3160 Plumbing Supplies**

Pipes, fittings and other related supplies.

### **3170 Publications**

Purchases of books, periodicals, and library updates.

### **3180 Computer Supplies**

Cables and other small miscellaneous items needed for computers.

### **3200 Fuel Consumed**

Fuel costs necessary to operate City vehicles and equipment.

## **Expenditure Chart of Account Descriptions**

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### **3500 Small Tools and Minor Equipment**

#### **4000 - Other Services and Charges**

##### **4100 Professional Services**

Services that can be performed only by persons or firms with specialized skills and knowledge. The primary purchase is the service that is provided, although a product may or may not result from the transaction. Examples of professional service providers involve architects, engineers, auditors, physicians, lawyers and consultants.

##### **4110 Auditing**

Auditing expenditures include tax auditing and the Washington State Auditor's annual independent audit of the City's financial records.

##### **4120 Engineering/Plan Review**

Specialized services such as those provided by professional consulting engineers, surveyors, and architects.

##### **4130 Legal**

Legal services provided per contract.

##### **4140 Communications**

Specialized technical services provided by vendors specializing in communications.

##### **4150 Custodial**

Fees paid to outside vendors for professional maintenance services for City facilities.

##### **4160 Computer**

Specialized technical services provided by consultants specializing in hardware, software, and/or programming.

##### **4170 Messenger**

Services provided by outside vendors specializing in messenger services.

##### **4180 Advertising/Printing**

Costs incurred to advertise in professional publications, newspapers or radio broadcasts. Expenditures include advertising for personnel recruitment, legal notices, and promotion of the City and its programs. Expenditures also include designing and printing City forms, documents, and publications.

##### **4190 Employment**

All services performed by a physician or counselor, including physical examinations, drug testing, counseling and guidance services.

## **Expenditure Chart of Account Descriptions**

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### **4195 Other**

Professional technical services, other than those described above, that support the operation of the City government, i.e., recording services, microfilm development, mechanical services, etc.

### **4200 Communications**

Costs related to the use of communications media, including telephone, cell phones, radio, and postage.

### **4210 Telephone**

Telephone costs including local and long-distance service including, rental of equipment.

### **4220 Cell-phone/Radio/Pager**

Costs associated with the rent and maintenance of cell phones, radios, and pagers.

### **4230 Postage**

Postage supplies and equipment, along with the cost of mailing correspondence, and freight charges.

### **4300 Travel Expenses**

#### **4310 Out of Town**

Local and out-of-town travel expenditures, including transportation, lodging, meals and other costs related to employees conducting City business while in travel mode.

#### **4320 Mileage Reimbursement**

The Internal Revenue Service mileage reimbursement rate is used to reimburse employees for use of their private vehicles while conducting City business.

#### **4330 Business Meals**

Cost of providing refreshments for business meetings and training seminars.

### **4500 Operating Rentals and Leases**

Expenditures related to leasing or renting land, buildings, equipment or vehicles for both temporary and long-range use. This account does not include capital lease expenditures.

### **4600 Insurance**

Premiums paid for the City's liability and casualty insurance.

### **4700 Utilities**

#### **4710 Water**

Cost of water utility services for City facilities.

## **Expenditure Chart of Account Descriptions**

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### **4720 Sewer**

Cost of sewer utility service for City facilities.

### **4725 Storm Drainage**

Cost of storm drain utility service for City facilities.

### **4730 Sanitation**

Cost of sanitation utility service for City facilities.

### **4740 Natural Gas**

Cost of natural gas utility service for City facilities.

### **4750 Electric**

Cost of electric utility service for City facilities.

### **4800 Repairs and Maintenance**

#### **4810 Repairs and Maintenance**

Facility maintenance includes cleaning, alarm service, pest treatment, repairs, etc. This account also includes one-time expenses for unanticipated repairs and maintenance of City property.

#### **4820 Maintenance Contracts**

Expenditures include contracts and agreements covering the upkeep of buildings and equipment.

#### **4900 Miscellaneous**

Immaterial non-routine expenditures not previously classified.

#### **4910 Training and Conference Registrations**

#### **4920 Membership Dues**

#### **4930 Laundry & Other Sanitation Services**

#### **4950 Other Miscellaneous**

### **5000 – Intergovernmental/Interfund Services and Taxes**

Includes the expenditures associated with services provided by other governmental agencies or school districts. Examples of such expenditures include prisoner, detention, and elections.

## **Expenditure Chart of Account Descriptions**

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### **5100 Intergovernmental Professional Services**

Charges paid to other governmental entities for services provided. This category includes expenditures such as pollution control, election costs, and voter registration.

### **6000 - Capital Outlay**

Expenditures for acquiring fixed assets, including land, buildings, capital improvements, and equipment.

### **6100 Land**

Expenditures for the purchase of land.

### **6200 Buildings and Structures**

Cost of acquiring buildings. These expenditures may include the principal amount of capital lease payments resulting in the acquisition of buildings, (except payments to building authorities or similar agencies).

### **6300 Other Improvements**

Expenditures for procuring improvements not associated with buildings. Included are permanent improvements such as fences, retaining walls and capital improvements like streets, curbs and drains.

### **6400 Machinery and Equipment**

Expenditures for machinery and equipment include heavy equipment, vehicles, office equipment, and furniture that meet the cost threshold of a fixed asset.

### **6500 Construction of Fixed Assets**

This classification is used for improvement projects that involve several sub objects, such as land, buildings, structures and other improvements. It may be used to collect work in progress costs of uncompleted projects.

### **6600 Capitalized Rents and Leases**

At the time an asset is acquired under a conditional sales contract, a lease-purchase agreement, an installment purchase agreement, or other such arrangements that defer payment for capital outlays, the principal amount paid for the fixed asset is booked to this account.

### **7000 Debt Service Principal**

Repayment of debt, which reduces the principal amount owed.

### **8000 Debt Service Interest and Related Costs**

Expenditures associated with debt repayment.

### **9000 Interfund Payments for Services**

Payments made to other funds.

## **Glossary**

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### **Accrual Basis Accounting**

Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. Enterprise funds use this basis of accounting.

### **Assessed Valuation**

The value placed upon real and personal property by the County Assessor to levy annual property taxes.

### **Budget Adjustment**

An accounting transaction to modify a budget appropriation - by Council adoption of an ordinance, or by Finance Director authorization to adjust appropriations within a fund.

### **Budget Basis**

The form of accounting utilized throughout the budget process. The City budgets for its general government funds using the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Liabilities are recognized when incurred (except for long-term debt, which is carried in the general long-term debt account group). The City's accounting records for its Enterprise Funds (Water, Sewer and Storm Drain Utilities) are maintained on a full accrual basis; revenues are recognized when earned and expenses are recognized when incurred.

### **Budget Calendar**

The schedule of key dates or milestones, which the City follows during the preparation, adoption and administration of its budget.

### **Budget Document**

The City's budget document is used to present a comprehensive financial spending plan to its citizens, the City Council, and other interested parties.

### **Budget Message**

The budget message is written by the City Manager. It is provided in the Introduction section of the budget document to provide City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding financial policies for the coming period.

### **Budget Policies**

Guidelines that govern financial plan preparation and administration.

### **Budgetary Control**

Budgetary safeguards used to ensure that expenditures do not exceed a fund's legally authorized appropriation.

## **Glossary**

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### **Capital Asset**

A long-term asset over \$5,000 that is not purchased or sold in the normal course of business. Capital assets generally include fixed assets, e.g., land, buildings, equipment, fixtures, and furniture.

### **Capital Improvements Program**

A plan to provide for the maintenance or replacement of existing public facilities and capital assets and for the construction or acquisition of new ones.

### **Capital Improvement Program Budget**

A Capital Improvement Program (CIP) Budget is accounted for separately from a government's operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the governmental assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling.

### **Capital Outlay**

Expenditures which result in the acquisition of (or additions to) a government's fixed assets.

### **Capital Projects Fund**

A fund created to account for financial resources designated for the acquisition, construction, or renovation of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

### **CIP**

An acronym for Capital Improvement Program or Project.

### **Cost Center**

An organizational budget/operating unit or division within a City department, i.e., Information Technology Services is a cost center within the General Fund's Executive Department.

### **CPI**

Consumer Price Index, an index established and updated by the Federal Department of Labor. It measures the change in prices paid over time for a fixed set of goods and services.

### **Current Expense Fund**

This fund is used to pay the expenses and liabilities of the City's general services and programs, and is commonly called the General Fund.

## **Glossary**

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### **Debt Limitation**

For general municipal purposes, the City is limited to unvoted debt of 1.5% of the value of taxable property within the City. With a 3/5 majority vote, the City may issue debt of up to 2.5% of the value of taxable property. With voter approval, the City may issue debt of up to an additional 2.5% for municipal utilities - and an additional 2.5% for acquiring or developing open space and parks facilities.

### **Debt Service**

The amount of principal and interest the City is obligated to pay each year on long-term debt, plus the interest it is obligated to pay on short-term debt.

### **Debt Service Fund**

A fund established to account for the accumulation of resources for (and the payment of) general long-term debt principal and interest.

### **Deficit**

An excess of expenditures over revenues.

### **Department**

A major administrative division of the City, which indicates overall management responsibility for an operation or group of related operations with a functional area.

### **Designated Fund Balance**

A portion of unreserved fund balance designated for a specific future use.

### **Direct Debt**

The sum of total bonded debt plus any unfunded debt (i.e., short-term notes) for which the City has pledged its "full faith and credit." This does not include the debt of overlapping jurisdictions.

### **Encumbrance**

The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

### **Excess Property Tax**

An unlimited tax levy which may be used only to retire the principal and interest or redemption charges on bond indebtedness. Under State law, the City may impose an excess operating tax levy if approved by a majority of the voters. An Excess Property Tax is also commonly called a levy lid lift.

## **Glossary**

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### **Enterprise Fund**

A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. It is the intent of the City that the costs (including depreciation) of providing services to the general public be financed or recovered primarily through user fees. Rates for services should be established to ensure revenues are adequate to meet all necessary expenditures.

### **Estimated Revenue**

The amount of revenue projected to be collected during a fiscal period.

### **Expenditure**

The outflow of financial resources for goods and services received. NOTE: An encumbrance is not an expenditure; an encumbrance only reserves funds expected to be expended.

### **FEMA**

An acronym for Federal Emergency Management Agency, an agency that provides funding for hazard mitigation.

### **Fiduciary Fund Type**

The trust and agency funds used to account for assets held by the City in a trustee capacity.

### **Financial Plan**

A long-term spending plan which establishes fiscal policies, goals and objectives for the City.

### **Fiscal Year**

The time period designated by the City signifying the beginning and ending dates for recording financial transactions. The City of Bothell has specified January 1 through December 31 as its fiscal year.

### **Fixed Assets**

Assets such as land, building, machinery, furniture, and other equipment. The City has defined fixed assets as those with an acquisition cost of \$5,000 or more and a minimum estimated life of two years.

### **Full-Time Equivalent (FTE)**

Number of commensurable hours equivalent to those of a regular, full-time employees (2,080 hours per year).

## **Glossary**

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### **Fund**

An accounting entity that records all financial transactions for specific activities or government functions. Eight commonly used fund types in public accounting are: general fund, special revenue fund, debt service fund, capital projects fund, enterprise fund, trust and agency fund, internal service fund, and special assessment fund.

### **Fund Balance**

Also known as financial position, fund balance is the excess of current assets over current liabilities (plus any reserves).

### **FY**

Abbreviation for fiscal year, the time period designated by the City signifying the beginning and ending dates for recording financial transactions.

### **General Fixed Asset Account Group**

A self-balancing group of accounts established to record all transactions pertaining to the City's fixed assets.

### **General Fund (Current Fund)**

The primary operating fund of the City. General Fund revenues include regular property taxes, retail sales tax, utility taxes, licenses and permits, service charges, and other locally generated types of revenue. The fund accounts for basic government services such as police and fire protection, finance, data processing, courts, attorneys, and administration.

### **General Government Revenue**

The revenues of a government other than those derived from and retained in Enterprise Funds.

### **General Long-Term Debt Account Group**

An account group that accounts for the balances due on long-term indebtedness. The group also accounts for the dollar value of the accrued vacation and other compensated absences of City employees.

### **General Obligation Bonds**

General Obligation Bonds, also known as GO Bonds, finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes, and are backed by the "full faith and credit" of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds, which are non-voted.

### **Goal**

A statement of broad direction, purpose, or intent.

## **Glossary**

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### **Grant**

A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

### **Improvement District**

An area that is established to receive specific capital improvements or services deemed to benefit primarily those properties within its boundaries.

### **Internal Service Fund**

A fund used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis.

### **IPD**

An acronym for Implicit Price Deflator, an index used by the State to determine allowable annual growth in inflation for property tax calculation.

### **Lease Purchase Agreement**

A contractual agreement by which capital outlay may be purchased by making annual lease payments.

### **Line-Item Budget**

A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

### **(LID) Local Improvement District Bonds**

Local improvement district bonds can be issued by a City to finance improvements in specific areas of the municipality. The property owners benefiting from the improvements are assessed and billed annually to pay for the cost of retiring the bonds. This type of financing mechanism is generally used for projects such as street improvements and the extension of sewer lines.

### **Long-Term Debt**

Debt that matures more than one year after the date of issuance.

### **Maturity Date**

The date by which long-term debt is scheduled to be paid off.

### **Modified Accrual Basis Accounting**

Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures for the current period. Expenditures, for the most part, are recognized when the fund liability is incurred-except for pre-payments, accumulated employee leave, and long-term debt.

## **Glossary**

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### **Net Assets**

Excess of the value of assets (cash, investments, receivables, and other assets) over the value of liabilities.

### **Net Direct Debt (or Net Bonded Debt)**

Direct debt minus self-supporting debt.

### **Non-operating Expense**

An expense which is not directly related to the provision of the services, i.e., debt service.

### **Non-Operating Revenue**

Revenue which is generated from other sources, i.e., interest, and is not directly related to service activities.

### **Objective**

A statement of specific direction, purpose, or intent based on the goals established for a specific department.

### **Operating Budget**

The portion of the budget that pertains to daily operations and supports basic governmental services. An operating budget contains appropriations for expenditures such as personnel, supplies, utilities, training, travel, and fuel.

### **Operating Revenue**

Funds that the government receives as income, exclusive of other financing sources such as bond proceeds. In governmental fund types, this includes revenues such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, state shared revenues, and interest income. Proprietary Fund revenues are directly related to the primary activities of the fund, i.e., user fees.

### **Operating Transfer**

A transfer of money that re-allocates City resources between various funds.

### **Overlapping Debt**

The City's proportionate share of the debt of other local governmental units which either overlap it or underlie it. The debt is generally apportioned based on assessed value.

### **Performance Budget**

A budget that focuses upon departmental goals and objectives rather than line items, programs, or funds. Workload and unit cost data are often collected and analyzed in order to assess the effectiveness and efficiency of services.

## **Glossary**

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### **Performance Measures**

Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

### **Program Budget**

A budget that focuses on broad functions or activities, rather than organizational budget units or object expenditure classifications.

### **Property Tax Limits**

The amount of property tax allowable under State law that the City may levy annually without voter approval. Bothell utilizes property tax revenue primarily to support its General Fund and public safety.

### **PSRC - Puget Sound Regional Council**

A council of governments representing the Puget Sound region of western Washington. The PSRC is headed by an executive board that assists member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

### **Real Estate Excise Tax (REET)**

The City collects a 0.5% REET on all sales of real estate within the City. These funds are restricted for capital spending that is identified in the City's capital facilities plan. Both the first and second 0.25% may be spent for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalk, street and road lighting systems, traffic signals, bridges, water systems, and storm and sewer systems. In addition, the first 0.25% may be spent for parks and recreation facility acquisition; as well as the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of law enforcement facilities, fire protection facilities, trails, and administrative and judicial facilities.

### **Regular Property Tax**

A statutory limited tax levy, which is based on assessed property value and may be imposed by a government for any purpose.

### **Reserve**

An account used to indicate that a portion of a fund's assets is dedicated for or legally restricted to a specific purpose and is, therefore, not available for general appropriation.

### **Revenue Bonds**

Bonds usually sold for construction projects that will produce additional revenues for the government. The new revenue is pledged to pay the principal and interest of the bond. Revenue bonds are not subject to the debt limitation as regulated by the State constitution. Revenue bonds are often utilized by a government's business type activities, which are funded by user fees.

## **Glossary**

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### **RCE**

An acronym for Residential Customer Equivalent - used by King County as a unit for determining sewer service volume charges for commercial customers.

### **Risk Management**

Protecting a government's assets against loss in the most efficient and effective method.

### **Self-Supporting Debt**

Debt for which the City has pledged a repayment source separate from its general revenues.

### **Source of Revenue**

Revenues are classified according to their source or point of origin.

### **Special Revenue Funds**

Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

### **TIP**

An acronym for Transportation Improvement Plan. A TIP is required to be prepared annually; it prioritizes transportation projects and potential funding sources.

### **Trust and Agency Funds**

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The Fiduciary Funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as governmental funds (general, special revenue, debt service and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

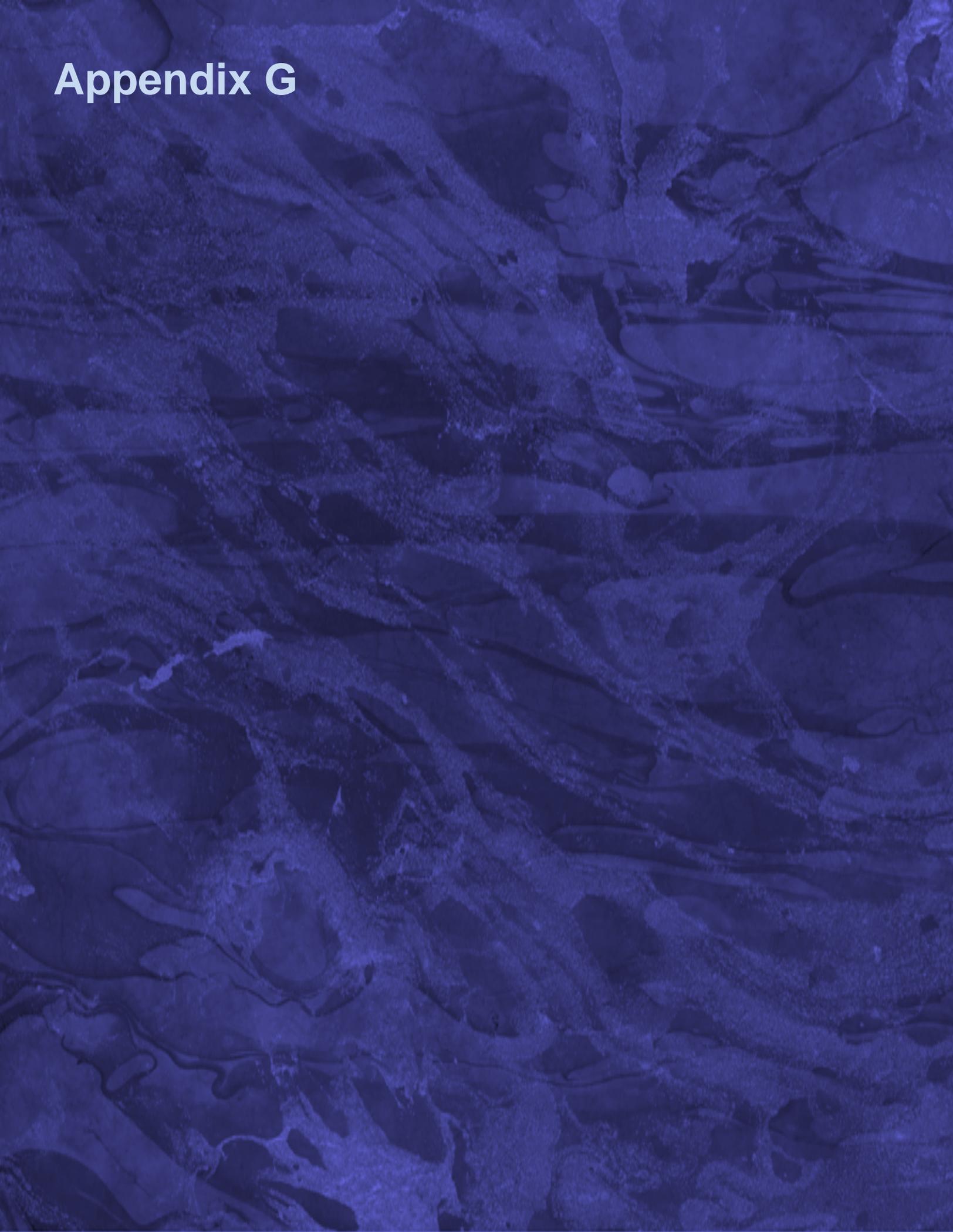
### **Unreserved Fund Balance**

Unreserved Fund Balance is the excess of assets over liabilities and reserves that is available for general appropriation.

### **WSDOT**

An acronym for Washington State Department of Transportation.

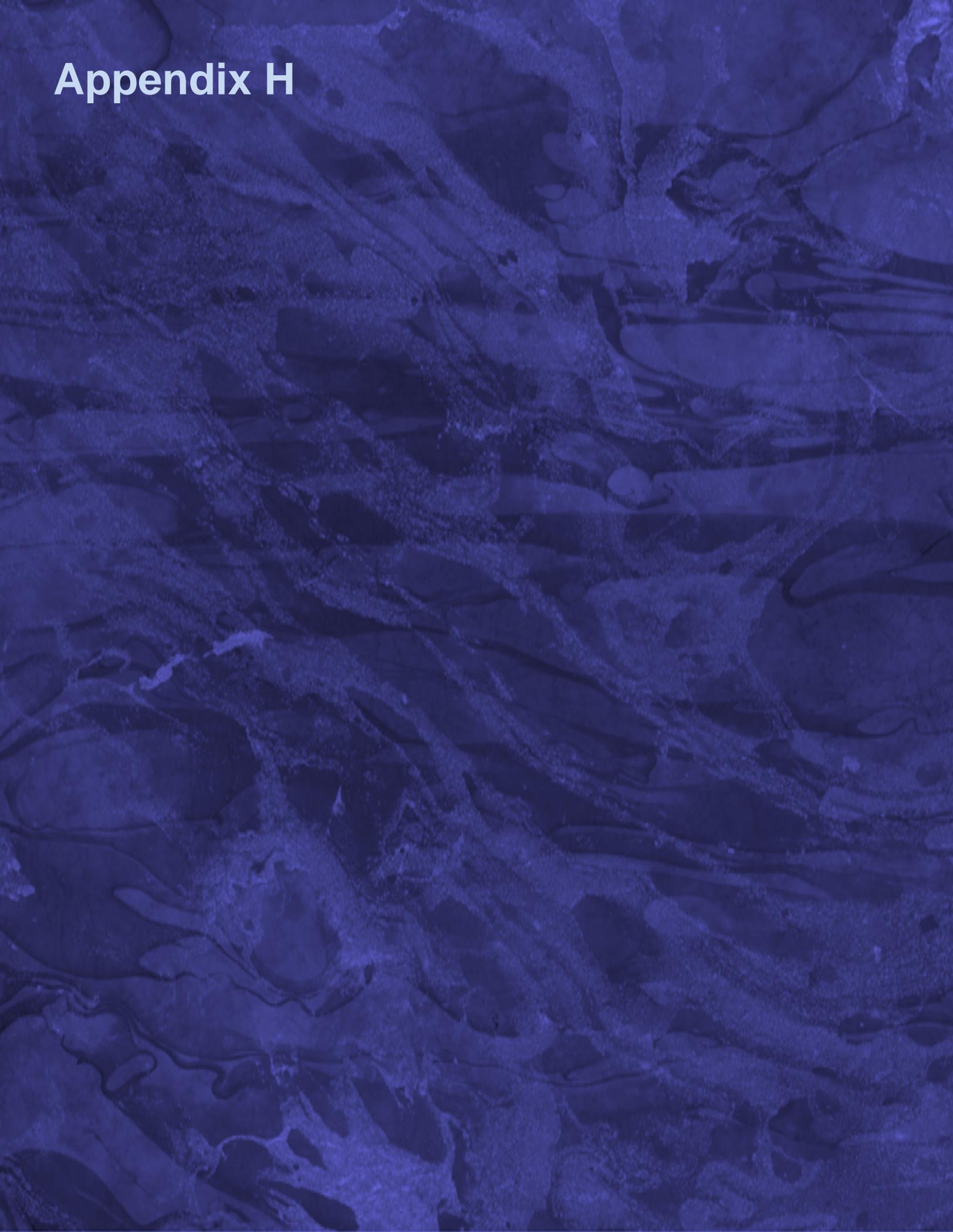
# Appendix G



# Placeholder for Budget Ordinance

# Placeholder for Fee Schedule Resolution

# Appendix H



**2009-2010 Estimated Revenues**

N/A = Not Applicable      LOS = Level of Service  
 FB = Fund Balance      CPI = Consumer Price Index  
 CFP = Capital Facilities Plan

**Current Fund Revenues**

General Ledger Account Number and Title	(June 30)						Revenue Assumptions
	2007 Actual	2008 Accrued YTD	2008 Reprojected	2009 Projected	2010 Projected	2009-10 Projected	
<b>Estimated Beginning Fund Balance</b>							
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	15,842,492	0	0	14,514,341	0	14,514,341	Based on estimated 2008 ending fund balance
<b>General Property Taxes</b>							
311.10.00.000 REAL & PERSONAL PROPERTY	7,594,183	4,099,356	8,010,200	8,245,200	8,444,100	16,689,300	0% annual levy incr, new const, incr in State assessed prop
<b>Total General Property Taxes</b>	<b>7,594,183</b>	<b>4,099,356</b>	<b>8,010,200</b>	<b>8,245,200</b>	<b>8,444,100</b>	<b>16,689,300</b>	
<b>Timber Harvest Taxes</b>							
312.10.00.000 TAX ON PRIVATE TIMBER HARVEST	5	1	0	0	0	0	
<b>Total Timber Harvest Taxes</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Sales &amp; Use Taxes</b>							
313.10.00.000 LOCAL RETAIL SALES TAX	8,022,453	3,741,427	8,200,000	9,186,700	10,503,700	19,690,400	4.1% and 6.1% per Forecaster + add'l pop + 1/2 retail growth
313.10.00.001 LOCAL CONSTRUCTION SALES TAX	2,532,150	783,189	2,000,000	1,371,700	1,404,600	2,776,300	Per policy add'l rev transferred to Capital Fund
313.30.00.000 HOTEL/MOTEL TAX	260,490	114,543	244,300	275,000	300,000	575,000	Per Forecaster + known development + historical growth
313.71.00.000 SALES TAX - CRIMINAL JUSTICE	662,689	307,032	672,600	700,200	742,900	1,443,100	4.1% and 6.1% per Forecaster
<b>Total Sales &amp; Use Taxes</b>	<b>11,477,782</b>	<b>4,946,192</b>	<b>11,116,900</b>	<b>11,533,600</b>	<b>12,951,200</b>	<b>24,484,800</b>	
<b>Business &amp; Utility Taxes</b>							
316.41.00.000 ELECTRIC PUBLIC UTILITY TAX	2,270,951	1,275,526	2,501,000	2,844,600	3,097,600	5,942,200	9% per PSE for 2009 plus growth. Historical trend 6%
316.41.01.000 UTILITY TAX REBATE	(5,100)	(50)	0	0	0	0	
316.43.00.000 GAS PUBLIC UTILITY TAX	870,137	507,448	819,100	1,094,900	1,236,400	2,331,300	Per PSE 5.2% in 2009 Historical trend >10% annual increase
316.46.00.000 CABLE TV UTILITY TAX	470,001	258,798	517,600	583,000	659,600	1,242,600	Historical trend 10% annual increase
316.47.00.000 TELEPHONE UTILITY TAX	1,830,241	850,411	1,775,300	1,847,300	1,943,800	3,791,100	2008 down 4% forward CPI + commercial growth
316.47.00.001 CELLULAR UTILITY TAX	721,743	409,324	858,900	927,600	1,047,800	1,975,400	Historical trend 10% annual increase
316.52.00.000 WATER UTILITY TAX	175,703	61,300	182,700	175,100	178,600	353,700	5% of water utility revenue + growth
316.53.00.000 STORM DRAIN UTILITY TAX	0	0	0	0	0	0	Council eliminated tax during 2007-08 budget deliberations
316.54.00.000 SEWER UTILITY TAX	204,950	105,755	223,400	262,400	267,700	530,100	5% of sewer utility revenue + growth
316.55.00.000 SANITATION UTILITY TAX	283,587	105,637	266,600	265,800	276,900	542,700	project decline in 2008 - stable 2009 and 4% 2010
316.56.00.000 ALDERWOOD FRANCHISE FEE	220,397	108,615	238,000	252,300	270,000	522,300	1st 6 mo = 47% of annual figure - Historical trends
316.57.00.000 STREET PRESERVATION FEE (WASTE MGMT)	0	0	0	0	0	0	Moved to Capital Fund for street preservation
316.58.00.000 NORTSHORE UTILITY FRANCHISE FEE	37,273	17,377	47,000	50,000	53,000	103,000	Trend analysis
<b>Total Business &amp; Utility Taxes</b>	<b>7,079,883</b>	<b>3,700,139</b>	<b>7,429,600</b>	<b>8,303,000</b>	<b>9,031,400</b>	<b>17,334,400</b>	
<b>Other Taxes</b>							
317.20.00.000 LEASEHOLD EXCISE TAXES	32,719	18,970	38,000	48,000	30,000	78,000	Known properties
317.44.00.000 EMS LEVY	598,798	311,000	630,000	637,000	648,600	1,285,600	Increase tied to new construction - lags 1 yr
317.50.00.000 GAMBLING TAXES	25,868	12,262	30,000	30,000	30,000	60,000	
319.16.00.000 INTEREST ON PROPERTY TAX	9,584	1,834	4,000	6,000	6,000	12,000	
<b>Total Other Taxes</b>	<b>666,969</b>	<b>344,066</b>	<b>702,000</b>	<b>721,000</b>	<b>714,600</b>	<b>1,435,600</b>	
<b>Licenses &amp; Permits</b>							
321.90.00.000 BUSINESS & SIGN LICENSES	260,446	183,733	270,000	290,000	300,000	590,000	Forecaster workforce population
322.10.01.000 BUILDING PERMITS	1,031,374	443,823	850,000	685,800	703,000	1,388,800	Per policy add'l revenue transferred to Capital Fund
322.10.02.000 PLUMBING & MECHANICAL PERMITS	174,692	59,647	130,000	125,000	150,000	275,000	Follows development trend
322.10.04.000 PRE-APPLICATION FEE	31,198	18,906	32,000	40,000	50,000	90,000	Follows development trend
322.30.00.000 ANIMAL LICENSES	164	0	100	200	200	400	
322.90.00.000 CONCEALED WEAPON PERMITS	3,993	1,899	4,000	5,000	5,000	10,000	
<b>Total Licenses &amp; Permits</b>	<b>1,501,866</b>	<b>708,008</b>	<b>1,286,100</b>	<b>1,146,000</b>	<b>1,208,200</b>	<b>2,354,200</b>	

**2009-2010 Estimated Revenues**

N/A = Not Applicable      LOS = Level of Service  
 FB = Fund Balance          CPI = Consumer Price Index  
 CFP = Capital Facilities Plan

**Current Fund Revenues**

General Ledger Account Number and Title	2007	(June 30)	2008	2009	2010	2009-10	Revenue Assumptions
	Actual	2008 Accrued YTD	Reprojected	Projected	Projected	Projected	
<b>Federal Indirect Grants</b>							
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	10,606	0	0	0	0	0	
333.97.03.002 FEMA REIMBURSE - 12/07 FLOODING	0	27,896	27,900	0	0	0	
333.97.04.001 EMERGENCY MGMT PERFORMANCE GRANT	13,754	0	18,400	19,500	0	19,500	
333.97.05.001 CITIZEN CORPS GRANT	1,221	0	14,280	0	0	0	
333.97.05.003 NEIGHBORHOOD BLOCK WATCH GRANT	7,475	0	0	0	0	0	
333.97.06.001 HAZMAT EXERCISE (BELLEVUE SUBGRANT)	1,191	0	0	0	0	0	
<b>Total Federal Indirect Grants</b>	<b>34,248</b>	<b>27,896</b>	<b>60,580</b>	<b>19,500</b>	<b>0</b>	<b>19,500</b>	
<b>State Grants</b>							
334.01.30.000 FIRE FIGHTER TRAINING - STATE PATROL	345	1,161	1,200	0	0	0	
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	1,344	0	4,600	0	0	0	
334.03.50.100 SCHOOL ZONE SAFETY GRANT (WTSC)	0	69,030	69,000	0	0	0	
334.03.50.553 SPEED PILOT PROJECT (WTSC)	15,279	0	0	0	0	0	
334.04.20.000 HISTORIC UPDATE	0	0	5,000	0	0	0	
334.04.90.001 EMS PREHOSPIT PART GRANT	1,439	1,644	1,600	1,700	1,800	3,500	
<b>Total State Grants</b>	<b>18,407</b>	<b>71,835</b>	<b>81,400</b>	<b>1,700</b>	<b>1,800</b>	<b>3,500</b>	
<b>State Shared Revenues</b>							
335.00.91.000 P.U.D. PRIVILEGE TAX	127,748	84,333	136,100	145,600	155,800	301,400	Historical trend 7%
<b>Total State Shared Revenues</b>	<b>127,748</b>	<b>84,333</b>	<b>136,100</b>	<b>145,600</b>	<b>155,800</b>	<b>301,400</b>	
<b>State Entitlements</b>							
336.06.21.000 MVET/CRIM JUSTICE - POPULATION	6,363	3,332	6,600	8,100	8,600	16,700	MRSC projection + pop growth + regional inflation
336.06.22.000 MVET/CRIM JUSTICE - PROGRAM BASED	0	0	0	0	0	0	
336.06.23.000 MVET/CRIM JUSTICE - AT RISK CHILD	0	0	0	0	0	0	
336.06.24.000 MVET/CRIM JUSTICE - DOMESTIC VIOLENCE	0	0	0	0	0	0	
336.06.26.000 CJ - SPECIAL PROGRAMS	24,761	12,853	26,000	26,700	28,500	55,200	MRSC projection
336.06.51.000 DUI - CITIES	7,497	2,922	6,000	9,000	8,000	17,000	Historical trend and economic condition
336.06.94.000 LIQUOR EXCISE TAX	147,373	78,000	160,700	169,100	192,700	361,800	MRSC projection + pop growth
336.06.95.000 LIQUOR PROFITS	231,821	110,262	231,000	246,600	280,800	527,400	MRSC projection + pop growth
<b>Total State Entitlements</b>	<b>417,815</b>	<b>207,368</b>	<b>430,300</b>	<b>459,500</b>	<b>518,600</b>	<b>978,100</b>	
<b>Local Grants &amp; Entitlements</b>							
337.07.03.000 SCHOOL RESOURCE OFFICER	46,000	23,000	46,000	46,000	46,000	92,000	Contract with Northshore SD
337.08.00.003 TUNNEL RESCUE SUPPORT	0	0	50,300	42,400	12,800	55,200	King County funding for tunnel rescue support
337.09.01.000 KC/SHSP\$ - CITIZEN CORPS/CERT & BLOCK WATCH	0	0	0	0	0	0	
337.09.01.002 CEDAR GROVE PARK (IAC)	0	0	0	0	0	0	
337.09.02.000 SNOHOMISH COUNTY - LANDS REVIEW	0	0	0	0	0	0	
337.09.03.000 SNOHOMISH COUNTY - PARKS	0	0	0	0	0	0	
337.19.00.001 KING COUNTY I.S. STAFF REIMBURSEMENT	0	0	0	86,200	86,900	173,100	King County funding for IT staffing support
<b>Total Local Grants &amp; Entitlements</b>	<b>46,000</b>	<b>23,000</b>	<b>96,300</b>	<b>174,600</b>	<b>145,700</b>	<b>320,300</b>	

**2009-2010 Estimated Revenues**

N/A = Not Applicable      LOS = Level of Service  
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**Current Fund Revenues**

General Ledger Account Number and Title	2007	(June 30)	2008	2009	2010	2009-10	Revenue Assumptions
	Actual	2008 Accrued YTD	Reprojected	Projected	Projected	Projected	
<b>Intergovernmental Revenues</b>							
338.19.00.000 WEB SITE SUPPORT - CITY OF KENMORE	12,000	6,000	5,000	0	0	0	Contract terminated
338.21.00.002 LAW ENFORCE - SNO CO NARCOTICS TASK FORCE	7,015	0	0	0	0	0	Cities receive funds only when becoming a new member
338.21.00.003 KING COUNTY - 911 CALL-TAKING OPERATIONS	0	0	0	0	0	0	
338.22.00.000 FIRE PROTECTION SERVICES	1,051,298	770,359	1,200,000	1,307,200	1,385,900	2,693,100	Contract + King County BLS levy
338.26.00.000 NSD - FOOTBALL AID CAR SERVICE	800	0	800	1,000	1,000	2,000	
338.28.00.002 LAKE FOREST PARK DISPATCH	131,002	66,410	135,700	138,900	133,400	272,300	Contracted services
338.76.00.000 SNOHOMISH COUNTY - THRASHER'S CORNER	0	173,765	173,800	0	0	0	
<b>Total Intergovernmental Revenues</b>	<b>1,202,115</b>	<b>1,016,534</b>	<b>1,515,300</b>	<b>1,447,100</b>	<b>1,520,300</b>	<b>2,967,400</b>	
<b>Charges for Services / External Fees</b>							
							Historical trend analysis
341.32.00.000 CIVIL FEE - APP	101	41	100	0	0	0	
341.33.00.000 COURT ADMINISTRATIVE FEES	8,322	5,075	9,500	7,800	7,800	15,600	Recoup booking costs
341.33.06.000 IT TIME PAY FEE	5,045	2,542	5,000	4,500	4,500	9,000	
341.35.00.000 OTHER STATUTORY CERT/COPY FEES	0	3	0	0	0	0	
341.50.00.000 SALES OF MAPS & PUBLICATIONS	919	519	1,200	2,000	2,000	4,000	
341.62.00.000 MICROFILM & COPY CHARGES	208	91	300	300	300	600	
341.69.00.000 PRINTING & DUPLICATING	3,776	1,777	3,000	4,000	4,000	8,000	
341.90.00.000 OTHER GENERAL GOVERNMENT	708	181	200	0	0	0	
341.96.00.000 PERSONAL SERVICES	270	975	1,500	500	500	1,000	Notary & appeal fees
341.99.00.000 PASSPORT FEES	99,620	43,350	66,000	85,000	85,000	170,000	Per Court
342.10.00.000 LAW ENFORCEMENT - FINGERPRINT FEES	14,851	7,399	15,000	15,000	15,000	30,000	
342.10.00.430 LAW ENFORCEMENT - RESTITUTION	0	0	100	0	0	0	
342.20.00.001 FIRE REPORT FEES	329	105	200	300	300	600	
342.20.00.002 FIRE CODE PERMIT FEES	68,091	23,785	35,000	49,000	52,000	101,000	Commercial not residential growth
342.21.00.003 FIRE CODE PERMIT/REVIEW FEES - NSHORE FIRE	226	0	0	0	0	0	
342.33.00.000 ADULT PROBATION SERVICE CHARGE	89,103	51,270	99,500	85,000	85,000	170,000	
342.36.00.055 HOME DETENTION	1,871	628	1,000	2,000	2,000	4,000	
342.37.00.000 BOOKING FEES	3,138	1,408	2,000	2,000	2,000	4,000	
342.40.00.001 INSPECTION FEES - NORTSHORE FIRE	0	0	0	0	0	0	
342.50.00.000 EMERGENCY DUI SERVICE FEES	10,328	4,705	9,800	10,000	10,000	20,000	DUI Emergency Response Fee
342.60.00.001 EMS TRANSPORT FEES	206,023	93,064	200,000	225,000	230,000	455,000	Per Fire Department
342.90.00.000 MISCELLANEOUS SERVICE CHARGES	1,929	375	2,100	2,200	2,300	4,500	
342.90.00.001 ADULT CPR - FIRE	1,368	2,483	0	0	0	0	
342.90.00.002 ADULT CPR/AED - FIRE	10,022	7,430	18,800	16,500	17,000	33,500	
342.90.00.003 CHILD/INFANT CPR - FIRE	756	946	1,800	1,000	1,000	2,000	
342.90.00.004 FIRST AID - FIRE	5,735	795	3,900	6,000	6,000	12,000	
342.90.00.005 EXTINGUISHER - FIRE	585	241	500	1,000	1,000	2,000	
342.90.00.006 BIKE HELMETS - FIRE	2,416	438	2,500	2,500	2,500	5,000	
342.90.00.007 DUI DRILL - FIRE	800	0	800	800	800	1,600	School District cost recovery
342.90.00.008 THINK AGAIN	0	0	0	400	400	800	
342.90.01.000 CRIMINAL CONV FEE	0	0	0	6,500	7,500	14,000	
343.20.00.004 CFP TRANSFERS	890,002	427,019	1,000,000	1,393,000	1,558,000	2,951,000	CFP capital projects operating transfers
343.61.00.000 BURIAL	2,102	229	500	2,000	2,000	4,000	
343.62.00.000 CEMETERY FEES	1,122	447	1,500	1,200	1,200	2,400	
345.81.00.020 WIRELESS SERVICES	1	0	0	0	0	0	Fee will expire after costs are covered
345.83.00.000 PLAN CHECK FEES	639,326	225,602	628,600	647,300	740,800	1,388,100	65% of permit fees
345.83.03.000 FIRE PLAN REVIEW FEES	78,440	8,873	30,000	33,700	35,000	68,700	Per Fire Department
345.83.04.000 FIRE SUPPRESSION SYS REVIEW	37,135	22,273	45,300	55,300	60,000	115,300	Per Fire Department
345.89.02.000 DEVELOPMENT REVIEW FEE	1,041,406	626,339	922,400	647,300	740,800	1,388,100	Based on CD development projections
347.30.00.037 SOFTBALL LEAGUES	55,155	50,530	60,000	30,000	55,000	85,000	Fields unavailable in 2009 due to maintenance
347.30.00.038 COYOTE AFTER SCHOOL	7,052	2,443	5,000	5,000	5,000	10,000	
347.60.00.000 RECREATION PROGRAM FEES	68,984	25,755	90,000	70,000	70,000	140,000	Per Parks Department
<b>Total Charges for Services / External Fees</b>	<b>3,357,265</b>	<b>1,639,136</b>	<b>3,263,100</b>	<b>3,414,100</b>	<b>3,806,700</b>	<b>7,220,800</b>	

**2009-2010 Estimated Revenues**

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**Current Fund Revenues**

General Ledger Account Number and Title	2007	(June 30)	2008	2009	2010	2009-10	Revenue Assumptions
	Actual	2008 Accrued YTD	Reprojected	Projected	Projected	Projected	
<b>Fines &amp; Forfeitures</b>							
Historical trend Analysis							
351.91.06.000 APPELLATE FILINGS - FELONY PENALTIES	0	27	0	0	0	0	
352.30.00.000 COURT MANDATORY INSURANCE ADMIN	2,290	1,179	2,800	2,300	2,300	4,600	
353.10.00.000 TRAFFIC INFRACTION	223,612	101,950	195,600	230,000	250,000	480,000	
353.70.00.000 NON-TRAFFIC INFRACTIONS & PENALTIES	841	449	700	700	900	1,600	
354.00.00.000 PARKING INFRACTIONS	6,981	1,830	11,000	10,000	11,000	21,000	
354.00.01.000 PARKING INFRACTIONS - HANDICAPPED	3,505	3,515	0	0	0	0	
355.20.00.000 D.U.I. FINES	29,145	11,086	22,900	35,000	40,000	75,000	
355.80.00.000 OTHER CRIMINAL MISDEMEANOR FINES	27,965	26,694	40,800	40,000	50,000	90,000	
355.80.01.000 CRIMINAL TRAFFIC MISDEMEANOR FINES	50,143	5,173	21,300	10,500	11,000	21,500	
356.50.04.000 INVESTIGATING FUND ASSESSMENT	167	0	0	200	0	200	
356.90.00.000 CRIMINAL NON-TRAFFIC FINES	31,966	16,452	29,900	30,000	35,000	65,000	
357.30.00.000 COURT COSTS	25,029	8,284	15,900	20,000	25,000	45,000	
357.32.00.000 WITNESS COSTS	58	11	0	100	200	300	
357.33.00.000 PUBLIC DEFENSE COST	18,543	9,142	18,900	18,000	25,000	43,000	
357.35.00.000 COURT INTERPRETER COST	7,326	2,780	6,500	7,000	8,000	15,000	
359.90.00.000 POLICE - FALSE ALARM FINES	13,391	948	0	10,000	10,000	20,000	
359.90.02.000 CODE VIOLATIONS - FINES & PENALTIES	80	0	6,000	500	500	1,000	
359.90.03.000 FIRE - FALSE ALARM FINES	1,967	608	500	2,000	2,000	4,000	
<b>Total Fines &amp; Forfeitures</b>	<b>443,007</b>	<b>190,127</b>	<b>372,800</b>	<b>416,300</b>	<b>470,900</b>	<b>887,200</b>	
<b>Other Miscellaneous Revenues</b>							
361.11.00.*** INVESTMENT INTEREST	1,200,914	304,408	509,900	525,000	600,000	1,125,000	FB * 3.5% in 2009 and 4% in 2010
361.31.00.000 GAIN/LOSS ON SALE OF INVESTMENTS	0	0	0	0	0	0	
361.40.00.000 SALES INTEREST	44,645	16,408	22,400	30,000	30,000	60,000	
361.40.01.000 COURT INTEREST COLLECTED	11,877	8,129	13,000	7,000	7,000	14,000	
362.80.00.040 CONCESSION PROCEEDS - WELLNESS	305	68	300	300	300	600	
362.80.00.077 CONCESSION PROCEEDS - PARKS	0	0	0	0	0	0	
362.90.00.000 RENTS & ROYALTIES	1,200	245	0	0	0	0	
362.90.00.001 BLYTH PARK RENT	0	0	0	0	0	0	
362.90.00.003 CEDAR PARK CARETAKER RENT	8,100	4,050	8,300	8,500	8,700	17,200	
362.90.00.010 BLYTH PARK FACILITIES	13,231	3,906	14,000	15,000	15,000	30,000	
362.90.00.015 CEDAR GROVE PARK FACILITIES	6,578	2,340	7,000	7,500	7,500	15,000	
362.90.00.020 PARK AT BOTHELL LANDING FACILITIES	1,626	127	1,500	2,000	2,000	4,000	
362.90.00.025 LYTLE HOUSE RENTAL	11,209	5,862	12,000	15,000	15,000	30,000	
362.90.00.030 SPORTSFIELD RENTALS	91,716	19,845	95,000	70,000	95,000	165,000	
362.90.00.035 NEW VOLLEYBALL LEAGUES	0	0	0	0	0	0	
362.90.00.040 CENTENNIAL PARK FACILITIES	0	0	0	5,000	5,500	10,500	
362.90.00.045 NORTH CREEK SCHOOL HOUSE FACILITIES	0	0	0	0	2,500	2,500	
366.10.00.000 INTERFUND UTILITY LOAN INTEREST PAYMENTS	0	0	0	0	0	0	
367.00.00.077 DONATIONS- PRIVATE SOURCES	0	0	0	0	0	0	
367.11.00.000 DONATIONS- PRIVATE SOURCES	0	900	0	0	0	0	
367.11.00.055 POLICE DONATIONS	6,560	0	0	0	0	0	
367.11.00.061 FIRE DONATIONS	7,203	0	0	0	0	0	
367.11.00.077 PARKS DONATIONS	956	0	0	10,000	20,000	30,000	
369.10.00.000 SALE OF PROPERTY	116	46	0	0	0	0	
369.81.00.000 CASHIERS OVER & SHORT	209	(3,096)	0	0	0	0	
369.90.00.000 OTHER MISC REVENUE	18,567	1,834	10,000	10,000	10,000	20,000	Based on addition of regular part-time Park & Rec Asst
369.90.00.001 SMALL OVERPAYMENTS	20	3,645	0	0	0	0	
<b>Total Other Miscellaneous Revenues</b>	<b>1,425,033</b>	<b>368,716</b>	<b>693,400</b>	<b>705,300</b>	<b>818,500</b>	<b>1,523,800</b>	

**2009-2010 Estimated Revenues**

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**Current Fund Revenues**

General Ledger Account Number and Title	2007	(June 30)	2008	2009	2010	2009-10	Revenue Assumptions
	Actual	2008 Accrued YTD	Reprojected	Projected	Projected	Projected	
<b>Intergovernmental Loans</b>							
381.20.00.401 WATER INTERFUND PRINCIPAL LOAN PAYMENT	0	0	0	0	0	0	
381.20.00.402 SEWER INTERFUND PRINCIPAL LOAN PAYMENT	0	0	0	0	0	0	
386.83.03.000 JIS/TRAUMA	41	0	100	100	100	200	
386.83.04.000 JIS/TRAUMA	168	53	200	200	200	400	
386.83.05.000 JIS/TRAUMA	24,458	3,458	25,000	26,000	27,000	53,000	
386.83.06.000 JIS/TRAUMA	8,296	1,494	8,300	8,500	8,700	17,200	
386.83.07.000 JIS/TRAUMA	6,989	13,388	7,000	7,200	7,400	14,600	
386.97.03.000 JIS - STATE REMITTANCES	125	0	200	200	200	400	
386.97.04.000 JIS/TRAUMA	6	8	0	0	0	0	
386.97.05.000 JIS/LOCAL ACCOUNT	8	64	0	0	0	0	
386.99.00.000 SCHOOL ZONE SAFETY	897	428	1,000	1,100	1,200	2,300	
<b>Total Intergovernmental Loans</b>	<b>40,987</b>	<b>18,893</b>	<b>41,800</b>	<b>43,300</b>	<b>44,800</b>	<b>88,100</b>	
<b>Other Financing Sources</b>							
395.10.00.000 SALE OF FIXED ASSETS	750	0	0	0	0	0	
<b>Total Other Financing Sources</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Operating Transfers</b>							
397.00.91.401 I/S - OPERATING TRANSFER FROM 401/WATER	25,949	12,974	25,949	40,405	40,405	80,810	Cost Allocation
397.00.91.402 I/S - OPERATING TRANSFER FROM 402/SEWER	25,218	12,609	25,217	40,360	40,360	80,720	Cost Allocation
397.00.91.406 I/S - OPERATING TRANSFER FROM 406/STORM	31,723	15,861	31,723	59,265	59,265	118,530	Cost Allocation
397.00.92.401 ACCTG - OPERATING TRANSFER FROM 401	39,619	19,809	39,619	55,536	55,536	111,072	Cost Allocation
397.00.92.402 ACCTG - OPERATING TRANSFER FROM 402	38,418	19,209	38,418	55,470	55,470	110,940	Cost Allocation
397.00.92.406 ACCTG - OPERATING TRANSFER FROM 406	52,105	26,052	52,105	86,276	86,276	172,552	Cost Allocation
397.00.93.401 MGMT SVCS - OPERATING TRANSFER FROM 401	36,386	18,193	36,385	45,781	45,781	91,562	Cost Allocation
397.00.93.402 MGMT SVCS - OPERATING TRANSFER FROM 402	35,283	17,641	35,283	45,727	45,727	91,454	Cost Allocation
397.00.93.406 MGMT SVCS - OPERATING TRANSFER FROM 406	47,852	23,926	47,852	71,121	71,121	142,242	Cost Allocation
397.00.96.401 FACILITIES - OPERATING TRANSFER FROM 401	22,807	11,403	22,806	9,401	19,528	28,929	Cost Allocation
397.00.96.402 FACILITIES - OPERATING TRANSFER FROM 402	22,538	11,269	22,537	13,779	19,528	33,307	Cost Allocation
397.00.96.406 FACILITIES - OPERATING TRANSFER FROM 406	27,809	13,904	27,809	14,687	26,241	40,928	Cost Allocation
<b>Total Operating Transfers</b>	<b>405,703</b>	<b>202,852</b>	<b>405,703</b>	<b>537,808</b>	<b>565,238</b>	<b>1,103,046</b>	
<b>Total Current Fund Revenues</b>	<b>35,839,767</b>	<b>17,648,452</b>	<b>35,641,583</b>	<b>37,313,608</b>	<b>40,397,838</b>	<b>77,711,446</b>	

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30) 2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>101 - Street</b>					
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	640,880	0	1,198,691	0	1,198,691
<i>Licenses &amp; Permits</i>					
322.40.00.000 STREET & CURB PERMITS	94,578	14,232	60,000	60,000	120,000
322.40.02.000 SINGLE FAMILY SITE PLAN REVIEW	4,225	29,949	30,000	35,000	65,000
<b>Total Licenses &amp; Permits</b>	<b>98,803</b>	<b>44,181</b>	<b>90,000</b>	<b>95,000</b>	<b>185,000</b>
<i>Federal Indirect Grants</i>					
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	36,381	0	0	0	0
333.97.03.002 FEMA REIMBURSE - 12/07 FLOODING	0	15,522	0	0	0
<b>Total Federal Indirect Grants</b>	<b>36,381</b>	<b>15,522</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>State Grants</i>					
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	6,064	0	0	0	0
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT-CPG	16,857	0	18,400	18,400	36,800
334.03.10.004 DOE GRANT - PARKS ORGANICS RECYCLE	0	0	42,750	0	42,750
334.03.10.005 DOE GRANT - COMM ORGANICS RECYCLE	0	0	19,875	0	19,875
334.03.10.006 DOE GRANAT - CITY FACILITIES RECYCLE	0	0	14,625	0	14,625
334.03.20.046 CTR GRANT	49,616	6,184	48,000	48,000	96,000
<b>Total State Grants</b>	<b>72,536</b>	<b>6,184</b>	<b>143,650</b>	<b>66,400</b>	<b>210,050</b>
<i>State Entitlements</i>					
336.00.87.000 STREET MOTOR VEHICLE FUEL TAX	766,090	359,629	785,335	803,921	1,589,256
336.00.88.000 MOTOR VEHICLE FUEL TAX - RESTRICTED	0	0	0	0	0
<b>Total State Entitlements</b>	<b>766,090</b>	<b>359,629</b>	<b>785,335</b>	<b>803,921</b>	<b>1,589,256</b>
<i>Local Grants &amp; Entitlements</i>					
337.07.00.003 WASTE RED/RECYCLING - KING COUNTY	33,580	0	34,950	34,950	69,900
337.07.00.008 LOCAL HAZ WASTE MGMT	5,740	0	5,750	5,750	11,500
<b>Total Local Grants &amp; Entitlements</b>	<b>39,320</b>	<b>0</b>	<b>40,700</b>	<b>40,700</b>	<b>81,400</b>
<i>Charges for Services / External Fees</i>					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	100	100	200
343.89.00.000 STREET LIGHTING CHARGES	(5)	0	0	0	0
343.90.00.000 STREET LIGHTING CHARGES	269,813	97	294,000	308,700	602,700
344.80.00.001 PLANNING/DEVELOPMENT FEES & CHARGES	0	0	0	0	0
345.89.00.001 PLANNING/DEVELOPMENT FEES & CHARGES	9,769	5,126	7,000	7,000	14,000
<b>Total Charges for Services / External Fees</b>	<b>279,577</b>	<b>5,223</b>	<b>301,100</b>	<b>315,800</b>	<b>616,900</b>
<i>Other Miscellaneous Revenues</i>					
361.11.00.002 INVESTMENT POOL INTEREST	16,711	4,794	0	0	0
361.11.00.012 FHLB 3133X5P36 INTEREST	3,790	0	0	0	0

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007</i>	<i>(June 30)</i>	<i>2009</i>	<i>2010</i>	<i>2009-10</i>
	<i>Actual</i>	<i>2008</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>Accrued YTD</i>			
<i>Total Other Miscellaneous Revenues</i>	20,501	4,794	0	0	0
<i>Operating Transfers</i>					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	265,000	132,500	266,400	266,400	532,800
<i>Total Operating Transfers</i>	<b>265,000</b>	<b>132,500</b>	<b>266,400</b>	<b>266,400</b>	<b>532,800</b>
<i>Total Street Revenues</i>	<b>1,578,208</b>	<b>568,032</b>	<b>1,627,185</b>	<b>1,588,221</b>	<b>3,215,406</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>		<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>			
<b>102 - Arterial Street</b>					
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	1,969,594	0	816,297	0	816,297
291.70.00.002 ESTIMATED BEGINNING FB - BRIGHTWATER	0	0	1,502,000	0	1,502,000
<i>Federal Indirect Grants</i>					
333.20.00.298 SR524 CORR IMPR - SR527 TO W CITY LIMITS	4,553,104	0	0	0	0
333.20.00.326 SR522 MCP PH 1 IMPROVEMENT	152,282	909,848	3,580,000	0	3,580,000
333.20.00.331 NORTHCREEK TRAIL	0	0	0	0	0
333.20.00.351 102ND AVE NE BRIDGE REHABILITATION	573,925	117,067	0	0	0
333.20.00.353 SR527 CORRIDOR SYSTEM INTERCONNECT	17,328	0	0	0	0
333.20.00.358 ANNUAL OVERLAY	0	0	0	0	0
333.20.00.360 SR527 WIDENING - 240TH SE TO 228TH SE	169,620	226,797	3,131,000	2,500,000	5,631,000
333.20.00.363 SR524/MALTBY RD WALKWAY	0	0	0	0	0
333.20.00.374 CITYWIDE ITS	0	0	1,405,000	0	1,405,000
333.20.00.376 240TH ST BRIDGE REPLACEMENT	0	0	0	0	0
333.20.00.377 BRIDGE REHAB & SEISMIC RETROFIT	0	0	0	0	0
333.20.00.381 NORTHCREEK TRAIL STAGE 1	235,771	3,274	0	0	0
333.20.00.382 NORTHCREEK TRAIL STAGE 2	0	0	0	0	0
333.20.00.383 SR522 - PHASE 1, STAGE 2	0	60	1,250,000	0	1,250,000
333.20.00.390 NC TRAIL - SCHNITZER	0	0	0	0	0
333.20.00.391 NC TRAIL - NE 195TH	0	0	0	0	0
333.20.00.392 NC TRAIL - FITZGERALD	0	846,316	0	0	0
<b>Total Federal Indirect Grants</b>	<b>5,702,031</b>	<b>2,103,362</b>	<b>9,366,000</b>	<b>2,500,000</b>	<b>11,866,000</b>
<i>State Grants</i>					
334.03.80.297 ARTERIAL CONNECTION: 228TH TO 240TH	0	0	0	0	0
334.03.80.326 TIB - SR522 (NE 180TH TO CITY LIMITS)	131,995	60,932	1,504,000	0	1,504,000
334.03.80.365 240TH ST SIDEWALKS (527 TO MERIDIAN)	13,639	6,278	200,000	0	200,000
334.03.80.383 TIB - WAYNE CURVE STAGE II	13,639	2,155	1,521,000	0	1,521,000
<b>Total State Grants</b>	<b>159,272</b>	<b>69,366</b>	<b>3,225,000</b>	<b>0</b>	<b>3,225,000</b>
<i>State Entitlements</i>					
336.00.88.000 MOTOR VEH FUEL TAX - STREET IMPROVE	0	0	0	0	0
<b>Total State Entitlements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Local Grants &amp; Entitlements</i>					
337.07.00.297 39TH AVE EXT / 35TH AVE IMPROVEMENTS	0	0	0	0	0
337.07.00.298 SR524 CORRIDOR IMPROVEMENTS	0	0	0	0	0
337.07.00.326 SR522 PH 1 - SOUND TRANSIT/METRO	450,556	787,802	5,777,000	0	5,777,000
337.07.00.343 NE 195TH ST/I-405 INTERCHANGE	0	0	0	0	0

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
337.07.00.349 MAIN ST/102ND/KAYSNER WAY IMPROVE	0	0	0	0	0
337.09.00.000 BRIGHTWATER MITIGATION	2,285,000	0	0	0	0
<b>Total Local Grants &amp; Entitlements</b>	<b>2,735,556</b>	<b>787,802</b>	<b>5,777,000</b>	<b>0</b>	<b>5,777,000</b>
<b>Charges for Services / External Fees</b>					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
344.10.00.001 RIGHT-OF-WAY MITIGATION	17,348	28,620	60,000	60,000	120,000
345.85.00.001 IMPACT FEES	1,914,657	1,048,771	2,000,000	2,200,000	4,200,000
<b>Total Charges for Services / External Fees</b>	<b>1,932,005</b>	<b>1,077,391</b>	<b>2,060,000</b>	<b>2,260,000</b>	<b>4,320,000</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30)</i>		<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
		<i>2008 Accrued YTD</i>				
<b><i>Other Miscellaneous Revenues</i></b>						
361.11.00.002 INVESTMENT POOL EARNINGS	290	0		0	0	0
361.11.00.006 INTEREST ON OVERNIGHT INVESTMENTS	0	0		0	0	0
362.50.00.000 BALL PROPERTY LEASES	1,850	7,880		0	0	0
367.00.00.297 ART CONNECTION - 228TH TO 240TH SE	471,276	5,437		0	0	0
367.11.00.360 CONTRIBUTIONS - SR527 WIDENING	0	0		200,000	100,000	300,000
<b><i>Total Other Miscellaneous Revenues</i></b>	<b>473,416</b>	<b>13,317</b>		<b>200,000</b>	<b>100,000</b>	<b>300,000</b>
<b><i>Operating Transfers</i></b>						
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	0	0		1,574,000	0	1,574,000
<b><i>Total Operating Transfers</i></b>	<b>0</b>	<b>0</b>		<b>1,574,000</b>	<b>0</b>	<b>1,574,000</b>
<b><i>Total Arterial Street Revenues</i></b>	<b>11,002,281</b>	<b>4,051,237</b>		<b>22,202,000</b>	<b>4,860,000</b>	<b>27,062,000</b>

### 105 - Cable TV

#### *Estimated Beginning Fund Balance*

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	24,347	0		11,000	0	11,000
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#### ***Other Miscellaneous Revenues***

361.11.00.002 INVESTMENT POOL EARNINGS	830	0		9,800	9,800	19,600
361.11.00.006 INTEREST ON OVERNIGHT INVESTMENTS	0	0		200	200	400
<b><i>Total Other Miscellaneous Revenues</i></b>	<b>830</b>	<b>0</b>		<b>10,000</b>	<b>10,000</b>	<b>20,000</b>

#### ***Total Cable TV Revenues***

<b>830</b>	<b>0</b>		<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
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### 107 - Park Cumulative Reserve

#### *Estimated Beginning Fund Balance*

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	702,674	0		1,226,600	0	1,226,600
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#### ***Charges for Services / External Fees***

343.89.02.500 IMPACT FEES - CITYWIDE	271,076	88,535		0	0	0
343.89.02.530 SHELTON VIEW MERIDIAN/3RD	0	619		0	0	0
343.89.02.570 WESTHILL/PONTIUS	135	0		0	0	0
343.89.02.580 DOWNTOWN/190TH/RIVERFRONT	2,925	11,005		0	0	0
343.89.02.610 WAYNITA/SIMONDS/NORWAY HILL	45	5,570		0	0	0
343.89.02.620 BRICKYARD ROAD/QUEENSGATE	0	0		0	0	0
343.90.02.510 QUEENSBOROUGH/BRENT/CRYSTAL SPR	709	309		0	0	0
343.90.02.520 CANYON PARK/THRASHER'S CORNER	1,023	0		0	0	0

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007</i>	<i>(June 30)</i>	<i>2009</i>	<i>2010</i>	<i>2009-10</i>
	<i>Actual</i>	<i>2008</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>Accrued YTD</i>			
343.90.02.540 COUNTRY VILLAGE/LAKE PLEASANT/527	2,336	557	0	0	0
343.90.02.550 MAYWOOD/BECKSTROM HILL	1,261	7,457	0	0	0
343.90.02.560 FITZGERALD/35TH SE	180	0	0	0	0
343.90.02.590 NORTH CREEK/NE 195TH	2,749	928	0	0	0
389.89.02.500 IMPACT FEES - CITYWIDE	2,749	0	174,500	174,500	349,000
<b>Total Charges for Services / External Fees</b>	<b>285,189</b>	<b>114,980</b>	<b>174,500</b>	<b>174,500</b>	<b>349,000</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30) 2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>Other Miscellaneous Revenues</b>					
361.11.00.002 INVESTMENT POOL EARNINGS	34,127	7,984	25,500	25,500	51,000
<b>Total Other Miscellaneous Revenues</b>	<b>34,127</b>	<b>7,984</b>	<b>25,500</b>	<b>25,500</b>	<b>51,000</b>
<b>Total Park Cumulative Reserve Revenues</b>	<b>319,317</b>	<b>122,964</b>	<b>200,000</b>	<b>200,000</b>	<b>400,000</b>

### 109 - Drug Forfeitures

#### *Estimated Beginning Fund Balance*

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	41,281	0	70,600	0	70,600
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#### *Fines & Forfeitures*

359.90.10.000 DRUG SEIZURES	26,130	0	9,100	9,100	18,200
<b>Total Fines &amp; Forfeitures</b>	<b>26,130</b>	<b>0</b>	<b>9,100</b>	<b>9,100</b>	<b>18,200</b>

#### *Other Miscellaneous Revenues*

361.11.00.002 INVESTMENT POOL EARNINGS	2,028	670	900	900	1,800
<b>Total Other Miscellaneous Revenues</b>	<b>2,028</b>	<b>670</b>	<b>900</b>	<b>900</b>	<b>1,800</b>

<b>Total Drug Forfeiture Revenues</b>	<b>28,158</b>	<b>670</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
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### 110 - Nuisance Abatement

#### *Estimated Beginning Fund Balance*

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	55,029	0	10,000	0	10,000
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#### *Other Miscellaneous Revenues*

361.11.00.002 INVESTMENT POOL EARNINGS	2,836	683	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>2,836</b>	<b>683</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### *Operating Transfers*

397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0	0	25,000	25,000	50,000
<b>Total Operating Transfers</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>

<b>Total Nuisance Abatement Revenues</b>	<b>2,836</b>	<b>683</b>	<b>25,000</b>	<b>25,000</b>	<b>50,000</b>
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### 211 - 1995 GO Bond Redemption

#### *Estimated Beginning Fund Balance*

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0				0
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## 2009-2010 Estimated Revenues

Account Number and Title	(June 30)				
	2007 Actual	2008 Accrued YTD	2009 Projected	2010 Projected	2009-10 Projected
<b>Other Miscellaneous Revenues</b>					
361.11.00.002 INVESTMENT INTEREST	0				0
<b>Total Other Miscellaneous Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Miscellaneous Revenues</b>					
397.00.00.305 OPERATING TRANSFER FROM 305	0				0
<b>Total Other Miscellaneous Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total 1995 GO Bond Redemption Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 212 - 1997 GO Bond Redemption

#### Estimated Beginning Fund Balance

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	94,893	0	132,300	0	132,300
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#### General Property Taxes

311.10.00.000 REAL & PERSONAL PROPERTY TAXES	792,285	400,000	605,000	720,000	1,325,000
<b>Total General Property Taxes</b>	<b>792,285</b>	<b>400,000</b>	<b>605,000</b>	<b>720,000</b>	<b>1,325,000</b>

#### Other Miscellaneous Revenues

392.00.00.000 ORIG ISSUE PREMIUM - BOND PROCEEDS	0	123,226	0	0	0
393.00.00.000 PAR VALUE OF BOND PROCEEDS	0	6,070,000	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>0</b>	<b>6,193,226</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total 1997 GO Bond Redemption Revenues</b>	<b>792,285</b>	<b>6,593,226</b>	<b>605,000</b>	<b>720,000</b>	<b>1,325,000</b>
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### 305 - Capital Improvement

#### Estimated Beginning Fund Balance

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	22,207,108	0	18,360,000	0	18,360,000
291.70.00.002 ESTIMATED BEGINNING FB - BRIGHTWATER	0	0	1,340,000	0	1,340,000

#### Business & Utility Taxes

316.55.00.000 WASTE MGMT ADMIN FEE IN LIEU OF TAX	336,040	160,346	340,000	340,000	680,000
<b>Total Business &amp; Utility Taxes</b>	<b>336,040</b>	<b>160,346</b>	<b>340,000</b>	<b>340,000</b>	<b>680,000</b>

#### Other Taxes

317.34.00.000 1ST 1/4% REET - STATE	2,825,979	1,205,764	820,000	820,000	1,640,000
317.34.00.116 1ST 1/4% REET - GEN PARK IMPROVEMENTS	0	0	50,000	50,000	100,000
317.34.00.396 1ST 1/4% REET - 2009-10 RES OVERLAY	0	0	130,000	130,000	260,000
317.35.30.000 2ND 1/4% REET	2,197,473	1,204,204	280,000	580,000	860,000

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
317.35.30.328 2ND 1/4% REET - BEARDSLEE INTERCONN	0	0	300,000	0	300,000
317.35.30.367 2ND 1/4% REET - SR527 (BOULEVARD)	0	0	300,000	0	300,000
317.35.30.373 2ND 1/4% REET - TRAFFIC CALMING PROG	0	0	120,000	120,000	240,000
317.35.00.385 2ND 1/4% REET - SIDEWALK/WALKWAY	0	0	0	300,000	300,000
<b>Total Other Taxes</b>	<b>5,023,451</b>	<b>2,409,969</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>4,000,000</b>
<b>Federal Indirect Grants</b>					
333.20.00.360 SR527 WIDENING - 240TH SE TO 228TH SE	128,976	0	0	0	0
333.20.00.367 SR527 (BOULEVARD)	0	0	3,000,000	0	3,000,000
333.20.00.376 240TH ST BRIDGE REPLACEMENT	0	0	363,000	1,028,000	1,391,000
333.20.00.390 NORTH CREEK TRAIL - SCHNITZER	0	0	108,000	0	108,000
333.20.00.391 NORTH CREEK TRAIL - NE 195TH ST	0	0	537,000	0	537,000
333.20.00.394 2009-10 ARTERIAL OVERLAY (WSDOT/FED)	0	0	0	200,000	200,000
<b>Total Federal Indirect Grants</b>	<b>128,976</b>	<b>0</b>	<b>4,008,000</b>	<b>1,228,000</b>	<b>5,236,000</b>
<b>State Grants</b>					
334.03.80.326 TIB - SR522 (NE 180TH TO CITY LIMITS)	326,175	0	0	0	0
334.03.80.357 TIB - CROSSROADS	0	0	0	3,000,000	3,000,000
334.03.80.375 TIB - E. RIVERSIDE DRIVE	0	0	170,000	0	170,000
334.03.80.385 TIB - SIDEWALK/WALKWAY PROGRAM	0	0	0	200,000	200,000
334.04.20.000 STATE "LIFT" FUNDING - CROSSROADS	0	0	0	30,000,000	30,000,000
334.04.21.000 CTED LOCAL/COMM: CROSSROADS	689,820	6,290,180	0	0	0
<b>Total State Grants</b>	<b>1,015,995</b>	<b>6,290,180</b>	<b>170,000</b>	<b>33,200,000</b>	<b>33,370,000</b>
<b>Local Grants &amp; Entitlements</b>					
337.07.00.326 SR522 PHASE 1 - SOUND TRANSIT/METRO	1,046,711	0	0	0	0
337.09.00.000 BRIGHTWATER MITIGATION	1,990,000	0	0	0	0

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
337.09.00.110 SNO COUNTY PARK GRANT - THRASHER'S	0	0	0	0	0
337.09.00.111 KING CO PARKS&REC - N CREEK FIELD 2	0	0	500,000	0	500,000
337.09.00.112 KING CO PARKS&REC - N CREEK FIELD 3	0	0	0	0	0
<b>Total Local Grants &amp; Entitlements</b>	<b>3,036,711</b>	<b>0</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>Other Miscellaneous Revenues</b>					
361.11.00.002 INVESTMENT POOL EARNINGS	926,782	489,702	263,000	113,000	376,000
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	0	0	0	0	0
361.11.00.xxx INVESTMENT INTEREST - VARIOUS BONDS	337,082	24,294	0	0	0
362.50.00.000 BETA PROPERTY LEASES	0	142,691	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>1,263,864</b>	<b>656,687</b>	<b>263,000</b>	<b>113,000</b>	<b>376,000</b>
<b>Contributions</b>					
367.11.00.111 NS YOUTH SOCCER - N CREEK FIELD 2	0	0	0	0	0
367.11.00.112 NS YOUTH SOCCER - N CREEK FIELD 3	0	0	0	0	0
367.11.00.117 DONATIONS - N CREEK SCHOOLHOUSE	0	0	65,000	0	65,000
367.11.00.388 CONTRIBUTIONS - NE 185TH ST IMPROVE	0	0	0	357,000	357,000
<b>Total Contributions</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>357,000</b>	<b>422,000</b>
<b>Proceeds of General Long-Term Debt</b>					
391.10.00.117 SALE OF PROP - N CREEK SCHOOLHOUSE	0	0	200,000	0	200,000
<b>Total Debt Proceeds</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>
<b>Operating Transfers</b>					
397.00.00.001 OP TRANSFERS IN FROM 001	3,396,868	650,000	0	0	0
397.00.00.102 OP TRANSFERS IN FROM 102	0	0	2,054,000	197,000	2,251,000
397.00.00.107 OP TRANSFERS IN FROM 107	0	0	0	500,000	500,000
<b>Total Operating Transfers</b>	<b>3,396,868</b>	<b>650,000</b>	<b>2,054,000</b>	<b>697,000</b>	<b>2,751,000</b>
<b>Total Capital Improvement Revenues</b>	<b>14,201,905</b>	<b>10,167,183</b>	<b>9,600,000</b>	<b>37,935,000</b>	<b>47,535,000</b>
<b>401 - Water</b>					
<b>Estimated Beginning Fund Balance</b>					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	2,831,037	0	4,461,352	0	4,461,352
<b>Licenses &amp; Permits</b>					
322.10.05.000 HYDRANT PERMITS	1,600	1,200	1,600	1,700	3,300
<b>Total Licenses &amp; Permits</b>	<b>1,600</b>	<b>1,200</b>	<b>1,600</b>	<b>1,700</b>	<b>3,300</b>
<b>Federal Indirect Grants</b>					
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	5,209	0	0	0	0
333.97.03.002 FEMA REIMBURSE - 12/07 FLOODING	0	2,928	0	0	0

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007</i>	<i>(June 30)</i>	<i>2009</i>	<i>2010</i>	<i>2009-10</i>
	<i>Actual</i>	<i>2008</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>Accrued YTD</i>			
<i>Total Federal Indirect Grants</i>	5,209	2,928	0	0	0
<b>State Grants</b>					
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	868	0	0	0	0
<i>Total State Grants</i>	<b>868</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>Charges for Services / External Fees</b>					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	682	0	500	500	1,000
341.96.00.000 PRINTING & DUPLICATING CHARGES	0	0	100	100	200
341.96.00.000 PERSONNEL SERVICES	14,171	4,311	15,000	16,000	31,000
343.40.21.001 METERED SALES - RESIDENTIAL	1,005,473	466,857	1,081,200	1,102,824	2,184,024
343.40.21.002 METERED SALES - APARTMENTS	615,414	307,591	663,000	676,260	1,339,260
343.40.21.003 METERED SALES - TRAILER COURTS	86,539	56,453	102,000	104,040	206,040
343.40.22.000 METERED SALES - COMMERCIAL	727,832	267,951	744,600	759,492	1,504,092
343.40.24.000 METERED SALES - IRRIGATION	597,520	118,525	673,200	686,664	1,359,864
343.40.25.000 HYDRANT USAGE	2,633	33,331	45,900	46,818	92,718
343.40.29.000 METERED SALES - PUBLIC AUTHORITY	103,459	17,422	107,100	109,242	216,342
343.90.00.409 WATER FACILITY CHARGES	398,950	135,681	50,000	75,000	125,000
<b>Total Charges for Services / External Fees</b>	<b>3,552,672</b>	<b>1,408,122</b>	<b>3,482,600</b>	<b>3,576,940</b>	<b>7,059,540</b>
<b>Other Miscellaneous Revenues</b>					
361.11.00.000 INVESTMENT INTEREST	0	0	0	0	0
361.11.00.002 INVESTMENT POOL EARNINGS	86,710	24,895	78,304	31,979	110,283
361.11.00.189 MACQUARIE 55607LXQ2	8,089	0	0	0	0
361.11.00.205 GREAT WEST 39136RAP0	9,436	2,823	0	0	0
362.10.00.000 HYDRANT METER RENTAL	0	200	1,000	1,000	2,000
362.50.00.000 NORWAY HILL TOWER RENTAL	198,757	10,407	36,000	40,000	76,000
367.11.00.000 METER SALES & CONNECTION CHARGES	34,994	10,366	30,000	32,000	62,000
369.10.00.000 SALE OF FIXED ASSETS	0	5,236	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>337,986</b>	<b>53,927</b>	<b>145,304</b>	<b>104,979</b>	<b>250,283</b>
<b>Loan Receipts / Debt Proceeds</b>					
381.10.00.001 INTERFUND LOAN RECEIVED	0	0	0	0	0
382.80.00.000 PW LOAN IN 2008	0	0	0	0	0
<b>Total Loan Receipts / Debt Proceeds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Water Revenues</b>	<b>3,898,335</b>	<b>1,466,177</b>	<b>3,629,504</b>	<b>3,683,619</b>	<b>7,313,123</b>
<b>402 - Sewer</b>					
<b>Estimated Beginning Fund Balance</b>					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	3,429,488	0	4,843,475	0	4,843,475
<b>Licenses &amp; Permits</b>					
322.10.04.000 SEWER PERMITS	12,006	7,834	20,000	20,000	40,000
<b>Total Licenses &amp; Permits</b>	<b>12,006</b>	<b>7,834</b>	<b>20,000</b>	<b>20,000</b>	<b>40,000</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30) 2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b><i>Federal Indirect Grants</i></b>					
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	8,375	0	0	0	0
333.97.03.002 FEMA REIMBURSE - 12/07 FLOODING	0	2,531	0	0	0
<b><i>Total Federal Indirect Grants</i></b>	<b>8,375</b>	<b>2,531</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>State Grants</i></b>					
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	1,396	0	0	0	0
<b><i>Total State Grants</i></b>	<b>1,396</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><i>Local Grants &amp; Entitlements</i></b>					
337.09.00.000 BRIGHTWATER MITIGATION	500,000	0	0	0	0
<b><i>Total Local Grants &amp; Entitlements</i></b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>Charges for Services / External Fees</b>					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	100	100	200
341.96.00.000 PERSONNEL SERVICES	7,253	3,255	5,000	5,000	10,000
343.50.11.001 GENERAL SERVICE - RESIDENTIAL	2,304,741	1,169,009	2,598,960	2,650,939	5,249,899
343.50.11.002 GENERAL SERVICE - APARTMENTS	862,473	423,030	1,001,640	1,021,673	2,023,313
343.50.21.003 GENERAL SERVICE - TRAILER COURTS	165,228	82,567	188,700	192,474	381,174
343.50.22.000 GENERAL SERVICE - COMMERCIAL	944,262	499,542	1,045,500	1,066,410	2,111,910
343.50.28.000 FORFEITED DISCOUNTS (L/C)	2,162	2,348	2,000	2,000	4,000
343.50.29.000 GENERAL SERVICE - PUBLIC AUTHORITY	129,570	49,086	127,500	130,050	257,550
343.90.00.409 SEWER FACILITY CHARGES	179,026	69,719	50,000	75,000	125,000
<b>Total Charges for Services / External Fees</b>	<b>4,594,715</b>	<b>2,298,556</b>	<b>5,019,400</b>	<b>5,143,646</b>	<b>10,163,046</b>
<b>Other Miscellaneous Revenues</b>					
361.11.00.002 INVESTMENT POOL EARNINGS	94,634	27,168	84,695	25,818	110,513
361.11.00.004 INVESTMENT INTEREST (HUD)	0	0	0	0	0
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	0	0	0	0	0
361.11.00.189 MACQUARIE 55607LXQ2	8,089	0	0	0	0
361.11.00.205 GREAT WEST 39136RAP0	9,436	2,823	0	0	0
361.51.00.000 PENALTIES	85	239	0	0	0
361.55.00.000 INTEREST - CURRENT	1,603	1,653	0	0	0
362.10.00.000 EQUIP/VEHICLE RENTALS - SHORT TERM	0	0	0	0	0
368.10.00.000 ASSESSMENT PRINCIPAL	451	6,023	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	0	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	48,000	0	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>162,298</b>	<b>37,907</b>	<b>84,695</b>	<b>25,818</b>	<b>110,513</b>
<b>Loan Receipts</b>					
381.10.00.001 INTERFUND LOAN RECEIVED	0	0	0	0	0
<b>Total Loan Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Sewer Revenues</b>	<b>5,278,790</b>	<b>2,346,828</b>	<b>5,124,095</b>	<b>5,189,464</b>	<b>10,313,559</b>
<b>406 - Storm Drain</b>					
<b>Estimated Beginning Fund Balance</b>					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	3,329,435	0	4,597,374	0	4,597,374
<b>Licenses &amp; Permits</b>					
322.10.05.000 STORM PERMITS	10,897	5,350	11,000	12,000	23,000
<b>Total Licenses &amp; Permits</b>	<b>10,897</b>	<b>5,350</b>	<b>11,000</b>	<b>12,000</b>	<b>23,000</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007</i>	<i>(June 30)</i>	<i>2009</i>	<i>2010</i>	<i>2009-10</i>
	<i>Actual</i>	<i>2008</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>Accrued YTD</i>			
<i>Federal Indirect Grants</i>					
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	5,040	0	0	0	0
333.97.03.002 FEMA REIMBURSE - 12/07 FLOODING	0	62,568	0	0	0
<b>Total Federal Indirect Grants</b>	<b>5,040</b>	<b>62,568</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>State Grants</b>					
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	840	0	0	0	0
334.03.05.017 NORTH CREEK TMDL CCWF	15,876	0	0	0	0
334.03.05.020 SAMMAMISH EDUCATION KIOSKS	47,407	187	0	0	0
334.03.10.000 DOE LOCAL STORMWATER GRANT	0	0	0	0	0
<b>Total State Grants</b>	<b>64,123</b>	<b>187</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Local Grants &amp; Entitlements</b>					
337.07.00.012 ENHANCEMENT OF NATURAL RESOURCES	0	0	25,000	13,000	38,000
337.07.00.019 HAZARDOUS WASTE OUTREACH	4,711	0	5,000	5,000	10,000
337.07.00.020 CEDAR/LK WA/SAMM WATERSHED	(300)	30,675	0	0	0
<b>Total Local Grants &amp; Entitlements</b>	<b>4,411</b>	<b>30,675</b>	<b>30,000</b>	<b>18,000</b>	<b>48,000</b>
<b>Intergovernmental Revenues</b>					
338.19.00.000 MITIGATION FEES	0	0	0	0	0
<b>Total Loan Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Charges for Services / External Fees</b>					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	236	0	0	0	0
343.83.00.001 STORM DRAIN FEES - SINGLE FAMILY	1,529,831	802,854	1,685,200	1,718,900	3,404,100
343.83.00.003 STORM DRAIN FEES - HIGHWAYS/ROADS	190,000	190,000	243,000	248,000	491,000
<b>Total Charges for Services / External Fees</b>	<b>1,720,066</b>	<b>992,854</b>	<b>1,928,200</b>	<b>1,966,900</b>	<b>3,895,100</b>
<b>Other Miscellaneous Revenues</b>					
361.11.00.000 INVESTMENT INTEREST	0	0	0	0	0
361.11.00.002 INVESTMENT POOL EARNINGS	119,258	34,234	37,853	20,363	58,216
361.11.00.004 INVESTMENT INTEREST (HUD)	0	0	0	0	0
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	0	0	0	0	0
361.11.00.014 INTEREST FHLB 3133X7Q80	0	0	0	0	0
361.11.00.015 INTEREST FHLB BOND 3133X8AN24	0	0	0	0	0
361.11.00.016 INTEREST FHLB 3133X9PX2 3.21%	0	0	0	0	0
369.10.00.000 SALE OF PROPERTY	0	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	90,000	0	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>209,258</b>	<b>34,234</b>	<b>37,853</b>	<b>20,363</b>	<b>58,216</b>
<b>Loan Receipts</b>					
381.10.00.505 INTERFUND LOAN RECEIVED	0	0	2,428,000	0	2,428,000
<b>Total Loan Receipts</b>	<b>0</b>	<b>0</b>	<b>2,428,000</b>	<b>0</b>	<b>2,428,000</b>
<b>Total Storm Drain Revenues</b>	<b>2,013,796</b>	<b>1,125,868</b>	<b>4,435,053</b>	<b>2,017,263</b>	<b>6,452,316</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30) 2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>501 - Equipment Rental</b>					
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	695,984	0	1,570,010	0	1,570,010
<i>Federal Indirect Grants</i>					
333.97.03.001 FEMA REIMBURSE - 12/06 WINDSTORM	463	0	0	0	0
<b>Total Federal Indirect Grants</b>	<b>463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<b>State Grants</b>					
334.01.80.001 WA EMD REIMBURSE - 12/06 WINDSTORM	77	0	0	0	0
<b>Total State Grants</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Miscellaneous Revenues</b>					
361.11.00.002 INVESTMENT POOL EARNINGS	38,011	10,905	13,500	13,500	27,000
<b>Total Other Miscellaneous Revenues</b>	<b>38,011</b>	<b>10,905</b>	<b>13,500</b>	<b>13,500</b>	<b>27,000</b>
<b>Other Financing Sources</b>					
395.10.00.000 SALE OF FIXED ASSETS	0	0	0	0	0
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Transfers</b>					
397.00.95.001 FLEET - TRANSFER IN FROM 001	1,107,798	553,899	895,142	895,142	1,790,284
397.00.95.101 FLEET - TRANSFER IN FROM 101	111,516	55,758	95,886	95,886	191,772
397.00.95.401 FLEET - TRANSFER IN FROM 401	41,363	20,682	79,019	79,019	158,038
397.00.95.402 FLEET - TRANSFER IN FROM 402	83,386	41,693	118,647	118,647	237,294
397.00.95.406 FLEET - TRANSFER IN FROM 406	152,196	76,098	286,321	286,321	572,642
<b>Total Operating Transfers</b>	<b>1,496,259</b>	<b>748,130</b>	<b>1,475,015</b>	<b>1,475,015</b>	<b>2,950,030</b>
<b>Total Equipment Rental Revenues</b>	<b>1,534,809</b>	<b>759,034</b>	<b>1,488,515</b>	<b>1,488,515</b>	<b>2,977,030</b>

## 502 - Self Insurance

### Estimated Beginning Fund Balance

291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	180,200	0	365,342	0	365,342
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### Other Miscellaneous Revenues

361.11.00.006 INT ON OVERNIGHT INVESTMENTS	0	0	15,200	15,200	30,400
363.00.00.000 INSURANCE RECOVERY	81,357	18,036	11,946	12,358	24,304
365.80.00.000 INTERFUND INSURANCE PREMIUMS	0	0	0	0	0
366.50.00.000 EMPLOYEE BENEFITS	0	0	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>81,357</b>	<b>18,036</b>	<b>27,146</b>	<b>27,558</b>	<b>54,704</b>

### Operating Transfers

397.00.00.001 OP TRANSFERS - FROM 001	316,950	158,475	212,500	212,500	425,000
397.00.97.001 OP TRANSFERS INSURANCE FROM 001	366,244	183,122	471,271	482,728	953,999
397.00.97.101 OP TRANSFERS INSURANCE FROM 101	79,049	39,525	47,085	48,230	95,315
397.00.97.401 OP TRANSFERS INSURANCE FROM 401	22,960	11,480	14,487	14,839	29,326
397.00.97.402 OP TRANSFERS INSURANCE FROM 402	184,212	92,106	136,226	139,538	275,764
397.00.97.406 OP TRANSFERS INSURANCE FROM 406	9,736	4,868	7,353	7,530	14,883
397.00.97.501 OP TRANSFERS INSURANCE FROM 501	1,349	674	1,208	1,237	2,445

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>(June 30)</i>				
	<i>2007 Actual</i>	<i>2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<i>Total Operating Transfers</i>	980,499	490,249	890,130	906,602	1,796,732
<b>Total Self-Insurance Revenues</b>	<b>1,061,856</b>	<b>508,285</b>	<b>917,276</b>	<b>934,160</b>	<b>1,851,436</b>
<b>505 - Asset Replacement</b>					
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	4,387,333	0	4,700,000	0	4,700,000
<i>Other Miscellaneous Revenues</i>					
361.11.00.002 INVESTMENT EARNINGS	43,417	30,155	91,700	131,800	223,500
361.11.00.015 INVESTMENT POOL EARNINGS	0	0	0	0	0
361.11.00.xxx INVESTMENT INTEREST - VARIOUS BONDS	85,712	15,244	0	0	0
395.10.00.000 SALE OF FIXED ASSETS	63,436	21,225	0	0	0
<b>Total Other Miscellaneous Revenues</b>	<b>192,566</b>	<b>66,625</b>	<b>91,700</b>	<b>131,800</b>	<b>223,500</b>
<i>Intergovernmental Loans</i>					
366.10.00.000 INTERFUND INTEREST	0	0	0	109,500	109,500
381.20.00.406 INTERFUND LOAN PMT RECEIVED FROM 406	0	0	0	57,500	57,500
<b>Total Intergovernmental Loans</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>167,000</b>	<b>167,000</b>
<i>Operating Transfers</i>					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	250,000	125,000	0	0	0
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	861,159	430,580	908,038	908,038	1,816,076
<b>Total Operating Transfers</b>	<b>1,111,159</b>	<b>555,579</b>	<b>908,038</b>	<b>908,038</b>	<b>1,816,076</b>
<b>Total Asset Replacement Revenues</b>	<b>1,303,725</b>	<b>622,205</b>	<b>999,738</b>	<b>1,206,838</b>	<b>2,206,576</b>
<b>603 - Cemetery Endowment</b>					
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	81,835	0	83,000	0	83,000
<i>Other Miscellaneous Revenues</i>					
361.11.00.002 INTEREST - STATE POOL	4,291	1,235	2,200	2,300	4,500
<b>Total Other Miscellaneous Revenues</b>	<b>4,291</b>	<b>1,235</b>	<b>2,200</b>	<b>2,300</b>	<b>4,500</b>
<b>Total Cemetery Endowment Revenues</b>	<b>4,291</b>	<b>1,235</b>	<b>2,200</b>	<b>2,300</b>	<b>4,500</b>
<b>604 - Firemen's Pension Reserve</b>					

**2009-2010 Estimated Revenues**

<i>Account Number and Title</i>	<i>2007 Actual</i>	<i>(June 30) 2008 Accrued YTD</i>	<i>2009 Projected</i>	<i>2010 Projected</i>	<i>2009-10 Projected</i>
<i>Estimated Beginning Fund Balance</i>					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	180,400	0	233,800	0	233,800

## 2009-2010 Estimated Revenues

<i>Account Number and Title</i>	<i>2007</i>	<i>(June 30)</i>	<i>2009</i>	<i>2010</i>	<i>2009-10</i>
	<i>Actual</i>	<i>2008</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
		<i>Accrued YTD</i>			
<b><i>State Entitlements</i></b>					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	39,321	44,226	40,100	41,600	81,700
<b><i>Total State Entitlements</i></b>	<b>39,321</b>	<b>44,226</b>	<b>40,100</b>	<b>41,600</b>	<b>81,700</b>
<b><i>Other Miscellaneous Revenues</i></b>					
361.11.00.002 INVESTMENT EARNINGS	10,618	3,240	5,000	5,000	10,000
361.11.00.004 INVESTMENT INTEREST (HUD)	0	0	0	0	0
<b><i>Total Other Miscellaneous Revenues</i></b>	<b>10,618</b>	<b>3,240</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>
<b><i>Total Firemen's Pension Reserve Revenues</i></b>	<b>49,939</b>	<b>47,466</b>	<b>45,100</b>	<b>46,600</b>	<b>91,700</b>

# Expenditure Reports