City of Bothell

Biennial Budget
City of Bothell, Washington

2011-2012

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City of Bothell™

CITY OF BOTHELL

BIENNIAL BUDGET

2011-2012

PREPARED BY THE CITY OF BOTHELL
FINANCE DEPARTMENT
18305 – 101st Avenue NE
Bothell, WA 98011
www.ci.bothell.wa.us

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

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City of Bothell

Washington

For the Biennium Beginning

January 1, 2009

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Executive Director

City of Bothell
Elected Officials

Deputy Mayor
Joshua Freed

Tom Agnew

Del Spivey

MAYOR
Mark Lamb

Tris Samberg

Bill Evans

Patrick Ewing

EXECUTIVE STAFF

City Manager	Robert S. Stowe
Deputy City Manager	Steve Anderson
Assistant City Manager/Econ Dev Mgr	Terrie Battuello
Finance Director	Tami Schackman
Human Resources Director	Jamie Marsden
City Attorney	Joe Beck
Community Development Director	Bill Wiselogle
Fire Chief	Bob VanHorne
Police Chief	Forrest Conover
Public Works Director	Erin Leonhart

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Introduction

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January 1, 2011

Honorable Mayor and City Council
City of Bothell, Washington

I am pleased to submit the 2011-2012 Biennial Budget. This budget supports the continuation of the themes established in the 2009-2010 Budget.

The city budget presents the overall plan for allocating 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 continues forward capital investments and service levels that create a lasting and positive legacy for our community.

"As an organization, the City has shown its durability to deliver services during the worst economic crisis since the Great Depression."

As an organization, the City has shown its durability to deliver services during the worst economic crisis since the Great Depression. Our focus and commitment to maintaining a prudent alignment between our service delivery costs and actual sustainable revenue receipts has been key to the City's fiscal success during these turbulent times. The 2011-2012 budget continues this same sustainability promise. The 2011-2012 Budget reveals that expenditures are being held to a mere three percent increase compared to Council's original adopted 2009-2010 budget. This minimal increase has required departments to decrease their maintenance and operating spending to pre 2005-2006 levels. I am proud of the City's ability to withstand such a significant economic crisis by reducing expenses to correspond with available revenues. While other less fortunate jurisdictions have needed to pursue layoffs, furloughs, or draconian cuts in services, Bothell has been systematically resetting its expenses against actual revenues for several years. This type of prudent fiscal management has ensured the City would prevail through these extremely difficult economic times. Bothell serves as a bright spot for municipal government and for this we should be very proud.

Although the economy is expected to improve in the next biennium, it will likely be a slow process of recovery allowing for very little growth. This required departments to reduce their General Fund operating expenditures by over 6 percent in order to accommodate for personnel cost increases such as health insurance premiums.

We are continuing the practice established in 2006, during much better economic times, 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 which includes such actions as:

- strategic financial and resource management without an increase in the City's property tax levy from 2007 through 2010, nor in the 2011-2012 budget.
- an award winning Capital Facilities Plan; and,
- nine 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, and a strong commitment to efficiency to maintain our service-levels in the face of significant revenue shortfalls.

I developed this budget based on Council's Budget Focus Areas and Desired Outcomes, as well as the City's 2011-2017 Capital Facilities Plan. 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 is providing in 2011-2012.

"The City has taken significant steps to implement the community's downtown vision."

Downtown Transformation

The City has taken significant steps to implement the community's downtown vision. We completed the update to the Downtown Subarea section of the comprehensive plan, which is the document that drives the Downtown Revitalization effort by providing public guidance to private developers on creating a downtown that is consistent with the community's vision. The document further provides a regulatory framework for a wide range of areas including transportation, land use, and economic development. This plan update was a significant community achievement that incorporated over three years of work and public dialog to create a truly, genuine community based plan.

We have begun the single largest capital investment in our City's history by realigning SR-522. Just 5 years ago, this project, known as the Bothell Crossroads project, was a community vision without funding and without a plan for bringing the vision to fruition. Our City's crystal clear focus and our outrageous ambition have in a very short period of time created a fully funded project that is currently under construction.

We purchased 18 acres of downtown property from the Northshore School District. The purchase of this property was a prudent and strategic transaction for the City to achieve the community's long-term vision for redevelopment of its historic downtown. In addition to the possible public amenities (roads, open space, parking facilities, etc,) that are supported by the purchase of this property, the purchase enabled the City to attract and execute an agreement with Oregon-based, McMenamins, to open a new destination hotel and entertainment complex in the historic and iconic Anderson Building. The McMenamins development will include a 70-room hotel, restaurant, pub, movie theater,

live music entertainment, and a spa. An element of the agreement with McMenamins also provides free use of a community garden, meeting rooms, and the Northshore Pool for Bothell citizens for a period of 15 years. None of this would have been possible if the City had not taken the bold actions necessary to purchase the Northshore School District property. The acquisition further provides the land required to accommodate the future expansion of SR 527 to develop as a multiway boulevard, and make way for the possible extension of the City street system into the 18-acre site to ensure there is an adequate street circulation system for downtown revitalization.

> "McMenamins to open a new destination hotel and entertainment complex in the historic and iconic Anderson Building."

It is during significant economic downturns when government leaders most need to provide investment in their community in order to stimulate their local economy and support the citizens that live there and the businesses that provide local jobs. The City spent 5 years developing its Downtown Revitalization Plan, which is now being implemented through the commencement of approximately $150 million in public infrastructure and facilities. This investment will activate the downtown area and create a marketplace for private sector investment of which our economists predict will attract close to $650 million in additional private sector investments. Our ambitious plan has energized this community as it embarks on a remarkable transformation of downtown. I can't wait to see what the next 5 years will bring in terms of our vision.

There is of course much remaining to do in terms of revitalizing the City's downtown and creating a truly special place for our community. I salute the City Council for its leadership, courage and commitment to the revitalization of Bothell's downtown. Your actions are creating a legacy for the Bothell community to enjoy for generations to come. Making these types of difficult decisions, especially during a recession, is not for the faint of heart and requires tremendous courage and vision. I am convinced that communities not able or willing to make investments in their future will experience further economic decline for decades to come. I am proud to be joined with visionary leaders who are working towards a positive and enduring community for Bothell residents and businesses.

Community Development/Annexation

In February 2010, the City Council authorized a multi-dimensional, year-long program to explore annexation of all Bothell's designated potential annexation areas in Snohomish County and King County. The program consists of five activity tracks: planning and zoning; public outreach; fiscal analysis; negotiation of interlocal service transition agreements with Snohomish County and King County; and negotiation of interlocal service transition agreements with Snohomish County Fire Districts 1, 7 and 10, and King County Fire Districts 16 and 36.

All these activities are in process. The Planning Commission, after one study session and nine public hearings, transmitted its recommended potential annexation areas Plan

and Code amendments to the Council in August. The Council held a study session on the Commission's recommendation in September, will hold public hearings in October, November and December, and is expected to adopt amendments in December.

Between May and August of 2010, City staff hosted twelve open houses and attended a meeting with a large homeowners association. Four more open houses are scheduled in October 2010, and additional open houses will be held over the remainder of 2010 and in 2011. Multiple postcards have been mailed throughout the designated potential annexation areas to inform residents and businesses of public participation opportunities, and an annexation website was developed that provides detailed background information and announces upcoming meetings.

> "In order to allow sufficient time to employ and ready staff for both annexation areas would mean a likely effective date for annexation between August 2012 and January 2013."

An update of prior annexation fiscal analyses is underway and should be completed soon. Finally, negotiations with the two counties and five fire districts are proceeding. While the outcomes of these negotiations are difficult to predict, given the breadth and depth of service transition issues that must be resolved, staff is encouraged by the tone and substance of the discussions so far.

Early in 2011, staff will bring to the Council the results of the above activities so that Council can make a fully informed decision as to whether to advance annexation of all, part or none of the potential annexation areas to formal approval.

If the Council decides to pursue all of the potential annexations, the most favorable scenario would include: notices of intention to the Snohomish County and King County boundary review boards in the second quarter of 2011; Council approval of the King County annexations at the end of the second quarter or beginning of the third quarter (these annexations would not involve an election); an election on the Snohomish County annexations in November, 2011; and Council approval of the Snohomish County annexations in December, 2011. In order to allow sufficient time to employ and ready staff for both annexation areas would mean a likely effective date for annexation between August 2012 and January 2013.

Because of the vast uncertainties that surround annexation, the 2011-2012 budget does not include revenues and expenditures relating to the City's potential annexation areas. If and when the Council decides to advance the potential annexations towards formal approval, a budget amendment would need to be considered.

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 2009-2010 fiscal biennium. In addition, State law requires that 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 2011-2012 Budget are detailed in Appendix B.

In June, City Department Directors were asked to submit their 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 July.

During the months of August and September, I worked with the department directors, to refine and, in most cases, reduce expenditure requests in recognition of Budget Focus Areas and Desired Outcomes, service demands, and the City's long-term financial forecast.

"The 2011-2012 budget continues the practice of maintaining a healthy General Fund by employing a 15 percent operating reserve that amounts to over $5 million."

Although we are starting to see signs of economic recovery, it is prudent to approach the 2011-2012 biennium and future budget processes with caution. For the last two bienniums, we have budgeted a General Fund Operating Reserve amounting to 20 percent or essentially double the City's normal practice of setting aside 10 percent of the annual General Fund expenditure budget. Along with reducing expenditures, this operating reserve has allowed the City to maintain services without asking citizens for additional tax dollars. The 2011-2012 budget continues the practice of maintaining a healthy General Fund by employing a 15 percent operating reserve that amounts to over $5 million.

Washington State law allows the City to increase its property tax levy up to one percent annually. If enacted, one percent would generate approximately $90,000 per year in additional compounding revenue for the City.

Because of the current economy's impact on our citizens, the State allowed one percent property tax levy increase is not included in the 2011-2012 Budget. The Council could consider a levy increase of up to one percent if additional service level desired as part of the 2011-2012 mid-biennium review that will take place in November 2011.

The 2011-2012 Budget maintains service levels in public safety, development services, parks, utilities, administration, and capital investments - the latter in accordance with the Council-adopted Capital Facilities Plan.

General Fund Major Revenues

General Fund revenues are forecasted to exceed $78 million during the 2011-2012 biennium, or 37 percent of citywide revenues. As a result of the sluggish national economy, the City's actual General Fund revenues for 2009-2010 are expected to be approximately $69 million – nearly 10 percent less than the original adopted budget and 12 percent less than the 2011-2012 forecast.

The General Fund relies on three major revenue streams to fund services for its citizens: sales tax; property tax; and utility tax. In 2011-2012, these revenue streams are expected to make up 74% percent of all General Fund revenues.

> "The 2011-2012 budget includes no increase in the City's property tax levy."

Sales Tax

The Puget Sound Economic Forecaster[1] projects taxable retail sales to increase 5.2 percent in 2011 and 8.3 percent in 2012. Staff projects Bothell's sales tax receipts somewhat more conservatively, but by and large to follow regional expectations – increasing 3.9% in 2011 and 7.1% in 2012 in terms of growth and population.

Property Tax

The 2011-2012 Budget includes no increase in the City's property tax levy. Although, property tax revenue derived from new construction and State-assessed property (inter-county utilities) is expected to add some additional property tax receipts in both 2011 and 2012.

Utility Tax

2011-2012 General Fund utility tax revenues are projected to exceed 2009-2010 projected revenues by approximately $1,600,000, or 11 percent. This increase is supported by a modest amount of new construction, along with historical usage trends, expected rate increases in both City and non-city owned utilities, as well as some reestablishment of normal usage levels following the recession.

It is important to note that the 2011-2012 Budget did not include any revenue and expense reductions in the event Initiatives 1100 and 1105 were approved by the voters in November 2010. While both initiatives would have closed State liquor stores and privatized the sale and distribution of liquor, the measures had different effective dates and different impacts to state and local government revenue. Both initiatives would have eliminated liquor profits. Cities receive approximately $7.34 per capita from liquor board profits. Initiative 1105 also would have eliminated liquor taxes of which cities receive approximately $4.98 per capita of the total. Initiative 1100 would have started to impact cities in June 2011 as that is the date private liquor stores would have been able to

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 for reliable economic forecasting in the Puget Sound Region.

open. Initiative 1105 included a November 15, 2011 date as to when liquor stores could open, and would have eliminated liquor taxes on April 1, 2012. The City of Bothell could have suffered an annual revenue loss between $400,000 and $480,000 beginning in 2012. Passage of either or both of the initiatives would have required an amendment to the 2011-2012 Budget during the City's mid-biennium review. Ultimately, neither initiative was approved by the voters.

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

> "The City of Bothell could suffer an annual revenue loss between $400,000 and $480,000 beginning in 2012."

General Fund Major Expenses

General Fund expenditures (excluding operating transfers and interfund transactions) for 2011-2012 are anticipated to be $73.6 million or 36 percent of citywide expenditures. As stated previously, due to the sluggish national economy, the City's actual 2009-2010 General Fund spending was curtailed significantly to remain in line with current revenue forecasts. Therefore, the actual expenditure target for the 2009-2010 biennium is approximately $68.2 million, which is $5.4 million, or 5.6 percent less than was originally appropriated by Council for 2009-2010, and 7.4 percent less than anticipated spending for 2011-2012.

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 82.6 percent of overall General Fund spending and account for nearly $60.8 million in the 2011-2012 Budget. General Fund personnel expenditures are increasing 7.6 percent over actual estimated 2009-2010 personnel costs. The lion's share of this increase in personnel costs is due to salary/merit step increases, along with pension contributions and health insurance premiums.

Maintenance & Operating Expenditures

General Fund Maintenance & Operating (M&O) expenditures included in the 2011-2012 Budget amount to $12.4 million and make up 16.9 percent of the overall General Fund budget. M&O expenditures are increasing 3 percent compared to actual estimated spending in 2009-2010.

It is important to note that during the 2009-2010 biennium, expenses needed to be reduced within the City's General Fund budget that correspond to 2005-2006 levels.

Restricted Revenues – Street

In 2010, the City eliminated the collection of street light revenue that had been historically charged to residents for use of street lights ($19.68 annually per dwelling unit). Revenue generated annually from this source was approximately $300,000. These funds were used to primarily pay the cost of street lighting in residential and commercial areas as well as other street maintenance expenditures.

> "It is important to note that during the 2009-2010 biennium, expenses needed to be reduced within the City's General Fund budget that correspond to 2005-2006 levels."

During the 2011-2012 Budget process, an alternative replacement revenue source was proposed in the form of a Transportation Benefit District (TBD), in which local governments are authorized to charge up to $20 for a vehicle license fee as established by Council. Local governments may charge up to $100 for a license fee if approved by the voters.

A $15 fee was proposed to replicate the dollars previously collected from the City's street light fees. A description of possible reductions and the resultant impact on service delivery in the Street Fund is included in the Street Fund narrative. In the course of the budget deliberations, Council ultimately decided not to impose a TBD fee at this time. Instead, other alternatives will be examined during the 2011-2012 biennium.

In the short term, reserves could be utilized to fill the Street Fund revenue gap until a longer-term solution can be found.

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 2011-2012 biennium:

Water Utility – Seattle Public Utilities (SPU) is increasing their wholesale water rate by 8.5 percent in 2011. A City "pass-through" rate increase of 4.5 percent is therefore necessary to offset SPU's rate increase. The 2011-2012 budget does not contain a City water rate increase in 2012.

Sewer Utility – King County is increasing their charge for transmission and treatment of sanitary sewage flow by 14.5 percent in 2011. A City "pass-through" rate increase of 9.5 percent is therefore necessary to offset King County's rate increase. The 2011-2012 Budget anticipates a 7 percent rate increase for 2012.

Storm Drain Utility – The 2011-2012 Budget does not include a rate increase for the Storm Drain Utility.

Personnel Update

As in any service-based business, our greatest asset, as well as our greatest expense, is employee costs. To meet the City's 2011-2012 goals and in recognition of our economic climate, the 2011-2012 Budget contains only modest increases by retaining 7.5 current limited-term full-time equivalent positions currently employed by the City and adding a part-time Animal Control position in the Police Department and one additional staff member for the Storm Drain Utility. Listed below by category is a brief description of each position.

> "Our greatest asset, as well as our greatest expense, is employee costs."
>
> "The 2011-2012 Budget contains only modest increases by retaining 7.5 current limited-term full-time equivalent positions currently employed by the City and adding a part-time Animal Control position in the Police Department and one additional staff member for the Storm Drain Utility."

General Fund Staffing

Legal:

In 2009-2010, I 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 outside consultant costs. The 2011-2012 Budget adds a Limited-term Associate City Attorney that in 2010 proved to considerably reduce outside attorney fees. This position also provides the added support necessary for prosecution services that has resulted from significantly higher case filings. In addition, this budget provides for a part-time Domestic Violence Victims Coordinator position, which was deemed by the City Attorney to be more beneficial than a vacant Legal Office Specialist position. The 2011-2012 simply extends the Limited-Term Associate City Attorney position and the part-time Domestic Violence Coordinator position that have been providing service to the City during 2010. These positions are fully funded by an equal reduction in professional services and salary expenditures associated with the elimination of the vacant part-time office specialist position.

Human Resources:

The 2011-2012 Budget sustains the City's current general government level of service by retaining one 2009-2010 Limited-term Human Resources Analyst as a regular full-time employee. This current limited-term staff member was hired in 2009 to help the Human Resources department realize greater efficiencies in areas such as automated position budgeting, better reports for personnel management and collective bargaining, and to implement more efficient payroll and payroll budgeting processes. This position also provides backup for the City's only payroll staff member. Most importantly, this staff member is vital to the Human Resource Department's ability to provide the additional staff support needed during difficult economic times.

Information Services:

The 2011-2012 Budget sustains the City's current general government level of service by retaining one 2009-2010 Limited-term Application Analyst position as a regular full-time employee. This current limited-term staff member is needed to fully support the City's Development Services Initiative (DSI) technological needs. This position was previously acknowledged by Council in 2010 and is key to the successful

implementation and future administration of new permitting software. This position is fully funded by a new development services technology surcharge. More information on the surcharge is provided in the Community Development narrative.

Public Works Custodians:

The 2011-2012 budget sustains the City's current general government level of service by retaining three 2009-2010 Limited-term Custodian positions as regular full-time employees. These current limited-term staff members were hired in 2009 following the adoption of the 2009-2010 biennial budget. During the development of the 2009-2010 budget, the Public Works Department assessed the City's custodial needs and determined that the City would likely benefit from hiring custodial staff rather than incurring increasingly rising custodial contract costs. During 2009-2010, the Public Works department found that the cost of providing custodial services in-house was indeed comparable to contracting out for services, while custodial service delivery was significantly enhanced. These positions are fully funded by what previously was a professional services contract.

> "The 2011-2012 Budget sustains the City's current public safety level of service."

Fire:

The 2011-2012 Budget sustains the City's current public safety level of service by retaining one 2009-2010 Limited-term Administrative Assistant for Fire's Training Division as a regular full-time employee. This current limited-term staff member was hired in 2009 to replace the administrative support previously provided by the Training Consortium (Bothell Fire and EMS, Shoreline Fire Department, and Northshore Fire Department) that has since dissolved. The position is fully funded by what previously was an annual inter-governmental payment to the Training Consortium.

Police:

The 2011-2012 Budget adds one part-time Animal Control Officer position. City animal control services are anticipated to begin in January 2011 in lieu of a more expensive professional services contract with King County. The position is expected to be fully funded by animal licensing revenue.

Utility Fund Staffing

Utility - Storm Drain:

The 2011-2012 Budget adds one full-time Storm Drain Maintenance Worker position. This position is needed to continue the City's efforts toward obtaining compliance with expanding National Pollutant Discharge Elimination System (NPDES) permit II requirements. The cost of this additional position was absorbed without requiring a rate increase.

Capital Project Staffing

As in past years, the City continues to employ capital project-term positions that are dedicated to, and funded by capital projects. 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 projects are deemed 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 annually prior to the adoption of any CFP updates. The City's current active capital projects fully support existing project-term staffing. As previously indicated, these positions continue to be reevaluated and adjusted up or down as needed to best meet the City's capital program needs. No additional project-term positions are being requested for the 2011-2012 biennium.

"Project-term positions are reevaluated annually prior to the adoption of any CFP updates."

Position to Be Reevaluated During the November 2011 Mid-Biennium Review

During the mid-biennium budget review in late 2011, I intend to again evaluate actual revenue receipts compared with budgetary expectations in hopes of finding the resources needed to act on 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).

Capital Investments

The 2011-2012 Budget implements the first phase of the City's 2011-2017 Council-adopted Capital Facilities Plan (CFP). 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 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 2011-2012 Budget includes $93,462,000 in adopted CFP investments. A listing of the 2011-2012 CFP projects, along with an explanation of variances between the CFP and the 2011-2012 budget is provided in Appendix D. Charts itemizing all citywide capital spending are provided in the Expenditure section of the budget.

The major funding sources utilized to fund 2011-2012 CFP projects are Real Estate Excise Tax (REET), utility user fees, mitigation/impact fees, grants, bonds, and proceeds from the sale of property.

Our Financial Condition

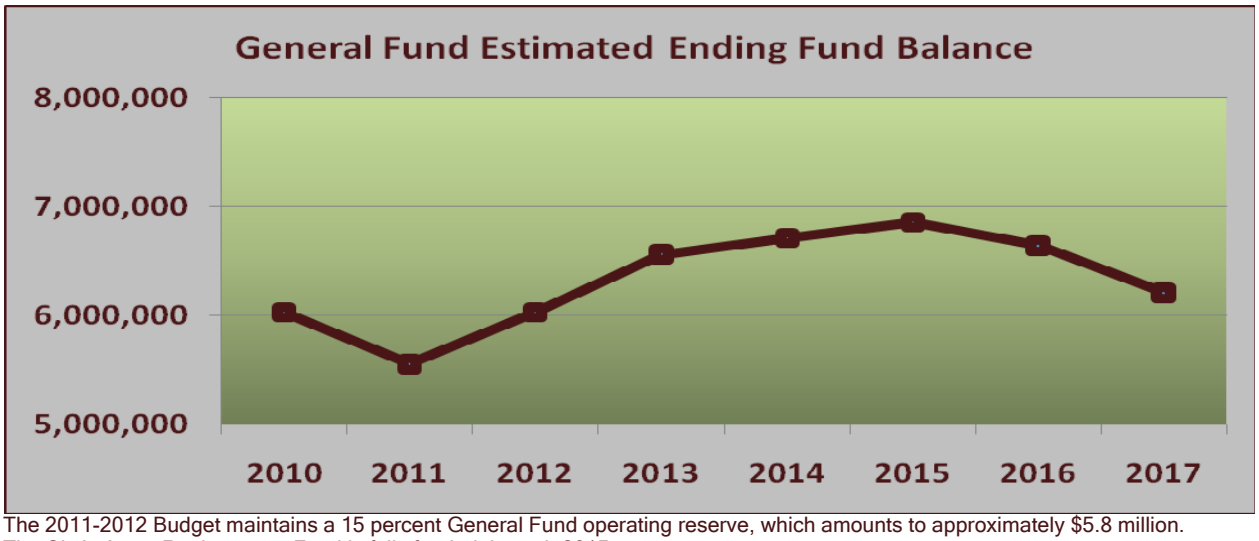
The City's financial condition remains sound. General Fund resources (barring any future unknowns) are forecasted to exceed expenditure needs through 2017 as represented in the graph on page 13.

As with the 2009-2010 Budget, I continue to be "cautiously optimistic" with the 2011-2012 Budget, as well as our 2011-2017 economic forecast - while at the same time striving to provide as much protection as possible against future revenue shortfalls.

> "The City's financial condition remains sound."
>
> "The City's revenue forecasts are routinely updated to stay aligned with ongoing changes in the local 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. 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 following graph presents estimated General Fund ending fund balance figures for 2010 through 2017.



The 2011-2012 Budget maintains a 15 percent General Fund operating reserve, which amounts to approximately $5.8 million. The City's Asset Replacement Fund is fully funded through 2015.

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 seem 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. For example, in response to significant revenue shortfalls, during the 2009-2010 budget period the City reduced General Fund operating expenditures by $3,000,000, used $585,000 in undesignated/unreserved fund balance, and anticipates utilizing approximately $1,250,000 of the General Fund's operating reserve.

> **"Staff will remain diligent in their oversight of the City's finances and to assist the Council in making decisions that ensure the long-term fiscal viability of the City."**

It is this type of smart fiscal management of the City's resources, along with maintaining a healthy operating 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 to live, work, and visit.

The accomplishments that I have presented in this budget message and our future ambitions are and will continue to be the result of a dedicated City Council and staff who conscientiously perform their duties on behalf of Bothell citizens, businesses, and visitors to our community. I am grateful for the dedication and service of the City's employees who work so hard to ensure your local government operations are efficient and effective. Together with the City Council, these are the people who not only strive to preserve the City's exemplary quality of life, but to continually work hard to improve it.

As always, staff will remain diligent in their oversight of the City's finances and to assist the Council in making decisions that 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 hours 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

City of Bothell™

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Revenues

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Budget
General Fund	$70,120,190	$72,940,996	$78,106,380
Special Revenue Funds			
Street	3,066,485	3,320,386	3,684,507
Arterial Street	18,462,238	3,762,800	5,168,016
Cable TV Fund	12,164	2,000	-
Park Cumulative Reserve	535,433	967,213	480,000
Drug Seizure Fund	31,800	71,700	44,000
Nuisance Abatement Fund	33,526	35,000	-
Debt Service Funds			
2008 General Obligation Refunding Bond	7,754,153	1,355,000	1,500,000
LIFT General Obligation Bond	-	-	1,500,000
Capital Funds			
Capital Improvements	24,026,487	70,678,900	91,299,599
Construction & Acquisition	-	-	-
Utility Funds			
Water	7,571,292	7,316,309	7,574,929
Sewer	9,918,828	10,246,046	11,249,481
Storm Drain	4,249,002	7,884,892	6,142,133
Internal Service Funds			
Equipment Rental	3,143,669	2,689,928	2,957,338
Self Insurance	2,085,244	1,851,436	2,118,078
Asset Replacement	2,544,083	2,144,776	2,057,092
Expendable Trust Funds			
Cemetery Endowment	6,622	4,500	-
Firemen's Pension Reserve	100,281	91,700	94,600
Total All Funds	**$153,661,496**	**$185,363,582**	**$213,976,153**
Less Operating Transfers	(7,499,124)	(10,902,619)	(10,169,962)
Less Interfund Transactions	(5,289,835)	(7,430,706)	(6,262,206)
Total All Funds Less Transfers	140,872,538	167,030,257	197,543,985
Estimated Biennium Beginning Fund Balance*	57,159,349	56,497,972	19,602,711
Total Operating Sources Available	$198,031,887	$223,528,229	$217,146,696

***2011 Beginning Fund Balance figure is based on actual 2010 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.**

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Budget
General Fund	$72,170,820	$77,885,308	$78,106,380
Special Revenue Funds			
Street	3,446,453	3,996,690	3,624,334
Arterial Street	18,175,405	2,644,500	5,203,000
Cable TV Fund	13,001	11,000	-
Park Cumulative Reserve	-	881,900	-
Drug Seizure Fund	77,735	71,700	43,400
Nuisance Abatement Fund	77,400	35,000	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	7,719,569	1,455,000	1,470,000
LIFT General Obligation Bond Redemption	-	-	1,500,000
Capital Funds			
Capital Improvements	22,519,505	93,495,900	92,529,298
Construction & Acquisition	-	-	-
Utility Funds			
Water	6,441,074	11,816,490	8,448,624
Sewer	8,862,185	13,984,646	11,901,736
Storm Drain	3,618,709	9,828,212	7,953,207
Internal Service Funds			
Fleet Management	3,116,588	3,342,832	2,957,579
Self Insurance	1,918,839	2,059,737	2,068,077
Asset Replacement	1,160,998	6,117,322	4,018,461
Expendable Trust Funds			
Cemetery Endowment	-	4,000	12,000
Firemen's Pension Reserve	45,894	60,000	70,000
Total Appropriation All Funds	**$149,364,177**	**$227,690,237**	**$219,906,096**
Less Operating Transfers	(7,499,124)	(10,335,406)	(10,169,962)
Less Interfund Transactions	(5,289,835)	(7,430,706)	(6,262,206)
Total Appropriation All Funds Less Transfers	136,575,218	209,924,125	203,473,928
Less Depreciation Expense*	(2,583,828)	(2,781,000)	(3,400,000)
Estimated Biennium Ending Fund Balance**	56,497,792	19,602,711	17,072,768
Total Appropriation Plus Ending Fund Balance	$190,489,182	$226,745,836	$217,146,696

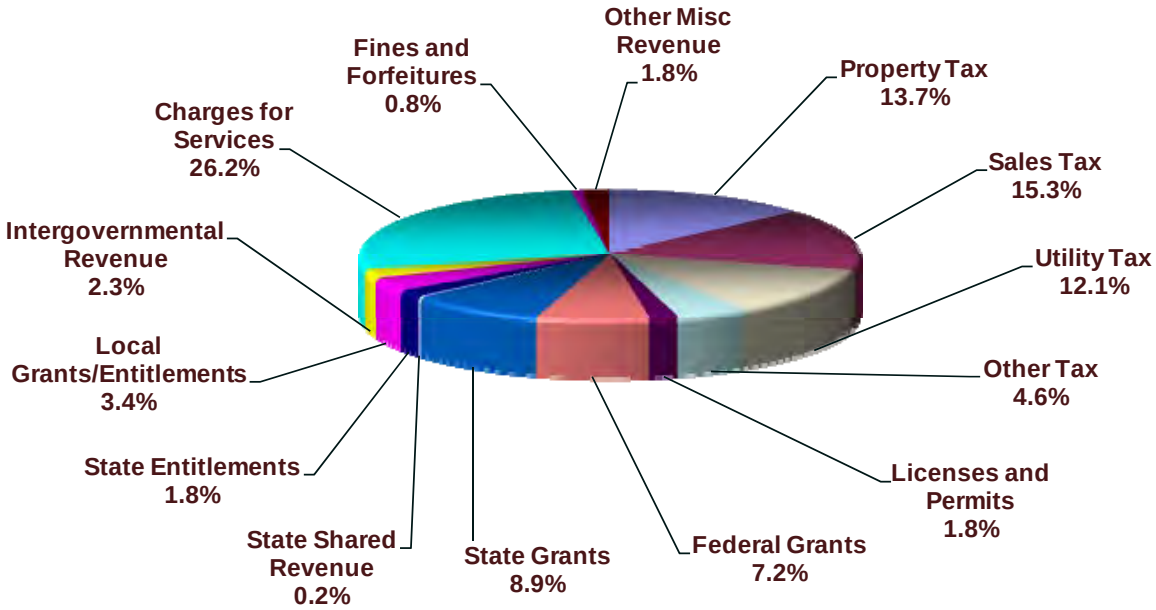
***Depreciation expense is appropriated in the budget, but does not affect liquid fund balance.**
****2010 Ending Fund Balance figure is based on actual 2010 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.**

Revenue Summary

All Funds

Source	2011-2012 Revenue
Property Tax	$19,683,472
Sales Tax	22,030,640
Utility Tax	17,365,786
Other Tax	6,613,000
Licenses and Permits	2,628,574
Federal Grants	10,286,531
State Grants	12,767,514
State Shared Revenue	345,100
State Entitlements	2,612,624
Local Grants/Entitlements	4,854,705
Intergovernmental Revenue	3,256,785
Charges for Services	37,745,191
Fines and Forfeitures	1,111,400
Other Misc Revenue	2,522,152
Total Revenue	**$143,823,474**

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

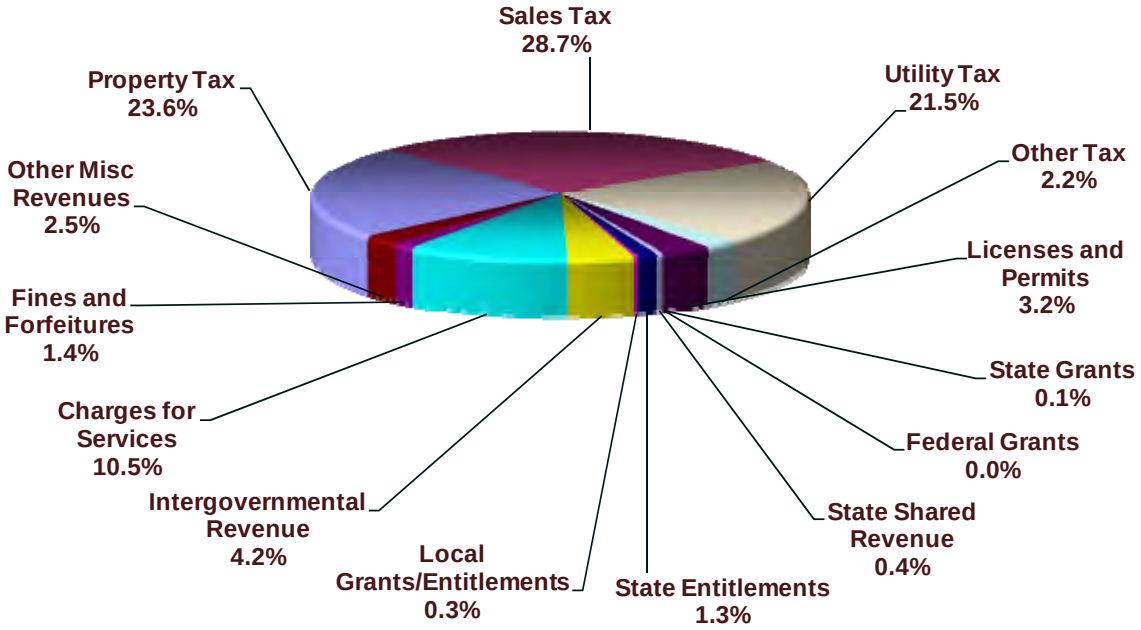


Revenue Summary

General Fund

Source	2011-2012 General Fund
Property Tax	$18,103,472
Sales Tax	22,030,640
Utility Tax	16,510,464
Other Tax	1,713,000
Licenses and Permits	2,464,674
Federal Grants	34,000
State Grants	53,500
State Shared Revenue	345,100
State Entitlements	985,875
Local Grants/Entitlements	195,300
Intergovernmental Revenue	3,256,785
Charges for Services	8,038,720
Fines and Forfeitures	1,067,400
Other Misc Revenues	1,898,300
Total Revenue	**$76,697,230**

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 41% of the City's overall revenues and 74% of its General Fund revenues. The following analysis accounts for approximately 85% of citywide revenue.

Sales Tax

Sales tax, the City's largest revenue stream is also the revenue stream that has been most impacted by the 2008 "Great Recession".

The Puget Sound Economic Forecaster, a prominent local journal, which features economic forecasts, analysis, and commentary for the greater Seattle area, projects taxable retail sales to increase 5.2% in 2011 and 8.3% in 2012. We are projecting Bothell's sales tax receipts to by and large follow regional expectations - increasing 3.9% in 2011 and 7.1% in 2012. 2011-2012 sales tax projections also include a modest amount of anticipated commercial-retail growth and new population.

It is important to note that beginning in 2007, due to sustainability concerns associated with 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% to 20% of its biennial operating expenditure budget.

During the 2009-2010 biennium, City management expects to utilize approximately $1,200,000 of the General Fund's operating reserve to cover revenue shortfalls resulting from the recent recession.

The Government Finance Officers Association (GFOA) recommends as a "best practice" that municipalities maintain at least a 10% operating reserve. The 2011-2012 budget presumes the biennium will both begin and end with a 15% General Fund 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 $90,000 per year for the City. In 2011 dollars, $90,000 equates to less than 1.4 cents per $1,000 of assessed property value, or about $5.60 per year on a $400,000 home.

As with the past two bienniums (2007-2010), Bothell's 2011-2012 biennial budget presumes no increase in its property tax levy.

The 2011-2012 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.

Utility Tax

2011-2012 General Fund utility tax revenues are projected to exceed projected 2009-2010 revenues by nearly $1,636,600 or 11%. This increase is supported by new construction, historical usage trends, expected rate increases in

both City and non-City owned utilities, as well as gradual reestablishment of normal usage levels following the 2008 recession.

Grants

Federal and state grants are projected to make up approximately $23,000,000 or more than 16% of citywide revenues.

Nearly all of the City's grant monies in 2011-2012 are allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2011-2012 capital projects is included in the Expenditure Section, where the funding source for each project is also presented. Specific capital project data is available in:

- The City's adopted 2011-2017 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 near $38 million in 2011-2012. The projected increase amounts to $4.6 million, or 14% over projected 2009-2010 receipts.

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

The increase in revenue receipts in 2011-2012 is mainly attributable to development, capital project-term staffing transfers, and utility user fees.

Significant Changes

Since 2008, the City of Bothell, like most municipalities has experienced serious revenue shortfalls as a result of the collapse in the national finance and housing markets - the repercussions of which will continue to be felt well into the 2011-2012 biennium.

Bothell began to see some recovery in housing starts in 2010. Local economists are predicting housing starts to grow 18% in 2011 and 58% in 2012.

Our region's unemployment rate rose significantly during the 2009-2010 biennium, and is anticipated to remain high throughout 2011. On a positive note, the Puget Sound's current (September 2010) job growth rate (-1%) is expected to add a significant 1.5% in 2011 and 2.8% in 2012, which should boost personal income growth from 2.8% to 4.4%. From a long-term perspective, the region's job creation projection is bullish - creating 370,000 new jobs between 2010 and 2020.

In the first half of 2010, retail sales growth rates turned positive, but retail spending is not expected to make a full recovery until March-June 2012.

The national economy and financial market woes have also impacted the City's weighted return on investments. In 2007, Bothell's return on investments went as high as 5.25%. By 2010, the City's return on investments had fallen into the 3% range. During 2011-2012, we anticipate the City's weighted return rate could decline to near 2%.

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

Budget Overview
2011-2012

Fund	Projected* Balance 12/31/2010	2011 Projected Revenues	2011 Expenditure Appropriation	Projected Balance 12/31/2011	2012 Projected Revenues	2012 Expenditure Appropriation	Projected Balance 12/31/2012
General	$5,678,747	$37,894,266	$38,368,553	$5,204,460	$40,212,114	$39,737,827	$5,678,747
Special Revenue Funds							
Street	301,623	1,785,345	1,753,610	333,358	1,899,162	1,870,724	361,796
Arterial Street	1,072,114	2,272,482	2,203,000	1,141,596	2,895,534	3,000,000	1,037,130
Cable TV Fund	11,334	-	-	11,334	-	-	11,334
Park Cumulative Reserve	1,233,293	240,000	-	1,473,293	240,000	-	1,713,293
Drug Seizure Fund	20,711	22,000	22,000	20,711	22,000	21,400	21,311
Nuisance Abatement Fund	494	-	-	494	-	-	494
Bond Funds							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
2008 GO Refunding Bond	31,232	750,000	735,000	46,232	750,000	735,000	61,232
LIFT GO Bond Redemption	-	-	-	-	1,500,000	1,500,000	-
Capital Funds							
Capital Improvements	4,700,268	71,725,644	32,102,298	44,323,614	19,573,955	60,427,000	3,470,569
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Water**	1,029,110	3,725,545	4,171,516	978,139	3,849,384	4,277,108	955,415
Sewer**	957,134	5,406,581	5,908,983	724,732	5,842,900	5,992,753	849,879
Storm Drain**	1,720,319	3,357,145	4,455,039	997,425	2,784,988	3,498,168	669,245
Internal Service Funds							
Fleet Management	40,306	1,478,669	1,466,975	52,000	1,478,669	1,490,604	40,065
Self Insurance	5,148	1,036,636	996,335	45,449	1,081,442	1,071,742	55,149
Asset Replacement**	2,444,265	999,908	2,087,266	2,011,907	1,057,184	1,931,195	1,777,896
Trust and Agency Funds							
Cemetery Endowment	84,192	-	10,000	74,192	-	2,000	72,192
Firemen's Pension Reserve	272,421	47,300	35,000	284,721	47,300	35,000	297,021
Subtotal	**$19,602,711**	**$130,741,521**	**$94,315,575**	**$57,723,657**	**$83,234,632**	**$125,590,521**	**$17,072,768**
Less Operating Transfers		4,126,481	4,126,481		6,043,481	6,043,481	
Less Interfund Transactions		3,109,950	3,109,950		3,152,256	3,152,256	
Total	**$19,602,711**	**$123,505,090**	**$87,079,144**	**$57,723,657**	**$74,038,895**	**$116,394,784**	**$17,072,768**

*Figures are based on actual 2010 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

**Depreciation expense does not impact liquid fund balance. Depreciation is budgeted as follows:

Water: $395,000 in 2011, $405,000 in 2012

Sewer: $270,000 in 2011, $275,000 in 2012

Storm Drain: $375,000 in 2011, $385,000 in 2012

Asset Replacement: $655,000 in 2011, $640,000 in 2012

Expenditures

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Budget
General Fund	$72,170,820	$77,885,308	$78,106,380
Special Revenue Funds			
Street	3,446,453	3,996,690	3,624,334
Arterial Street	18,175,405	2,644,500	5,203,000
Cable TV Fund	13,001	11,000	-
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Drug Seizure Fund	77,735	71,700	43,400
Nuisance Abatement Fund	77,400	35,000	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	7,719,569	1,455,000	1,470,000
LIFT General Obligation Bond Redemption	-	-	1,500,000
Capital Funds			
Capital Improvements	22,519,505	93,495,900	92,529,298
Construction & Acquisition	-	-	-
Utility Funds			
Water	6,441,074	11,816,490	8,448,624
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Asset Replacement	1,160,998	6,117,322	4,018,461
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Firemen's Pension Reserve	45,894	60,000	70,000
Total Appropriation All Funds	**$149,364,177**	**$227,690,237**	**$219,906,096**
Less Operating Transfers	(7,499,124)	(10,335,406)	(10,169,962)
Less Interfund Transactions	(5,289,835)	(7,430,706)	(6,262,206)
Total Appropriation All Funds Less Transfers	136,575,218	209,924,125	203,473,928
Less Depreciation Expense*	(2,583,828)	(2,781,000)	(3,400,000)
Estimated Biennium Ending Fund Balance**	56,497,792	19,602,711	17,072,768
Total Appropriation Plus Ending Fund Balance	$190,489,182	$226,745,836	$217,146,696

***Depreciation expense is appropriated in the budget, but does not affect liquid fund balance.**

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Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Budget
General Fund	$70,120,190	$72,940,996	$78,106,380
Special Revenue Funds			
Street	3,066,485	3,320,386	3,684,507
Arterial Street	18,462,238	3,762,800	5,168,016
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Nuisance Abatement Fund	33,526	35,000	-
Debt Service Funds			
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LIFT General Obligation Bond	-	-	1,500,000
Capital Funds			
Capital Improvements	24,026,487	70,678,900	91,299,599
Construction & Acquisition	-	-	-
Utility Funds			
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Total All Funds Less Transfers	140,872,538	167,030,257	197,543,985
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Total Operating Sources Available	$198,031,887	$223,528,229	$217,146,696

***2011 Beginning Fund Balance figure is based on actual 2010 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.**

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

In May 2010, Bothell's City Council reaffirmed five major Budget Focus Areas and established seven Desired 2011-2012 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 2011-2012 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 2011-2012 Budget Outcomes are presented and described in Appendix B.

Establishing and Prioritizing Needs

Council adopted the City's 2011-2017 Capital Facilities Plan (CFP) in September 2010. The CFP is a seven year capital spending plan that provides for $189,301,000 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 2011-2012 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 the projects. The 2011-2012 budget appropriates $93,463,000 in CFP investments. This figure includes facilities, transportation, utility, and parks capital projects, as well as debt service.

The City's 2011-2017 Capital Facilities Plan document is available on the City's website or by request from the City Clerk's office.

2011-2012 Citywide Budgeted Spending

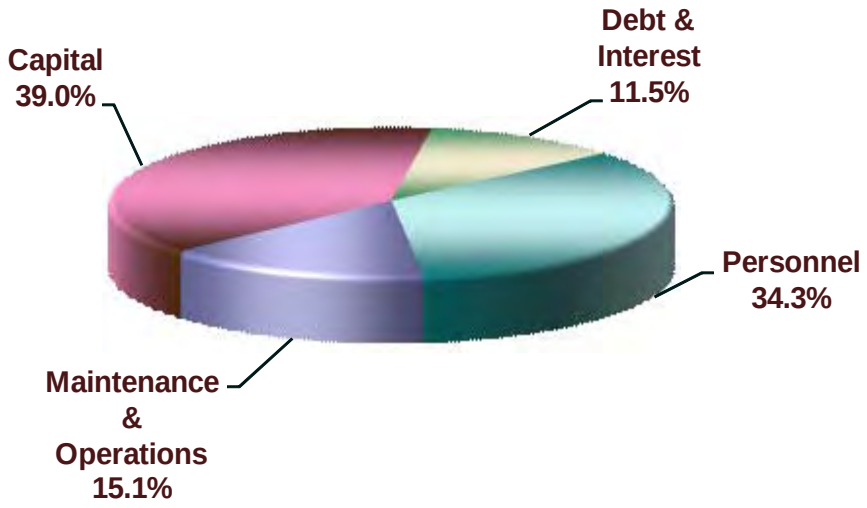
Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at $203,473,928 for the biennium. This is a 3.1% decrease from budgeted spending in the 2009-2010 biennium.

Expenditures by Category

All Funds

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$55,954,288	$65,564,176	$69,854,740
Maintenance & Operations	$28,582,466	$29,333,823	$30,688,746
Capital	$44,224,652	$112,938,626	$79,444,052
Debt & Interest	$7,813,813	$2,087,500	$23,486,390
Total Expenditures	**$136,575,218**	**$209,924,125**	**$203,473,928**

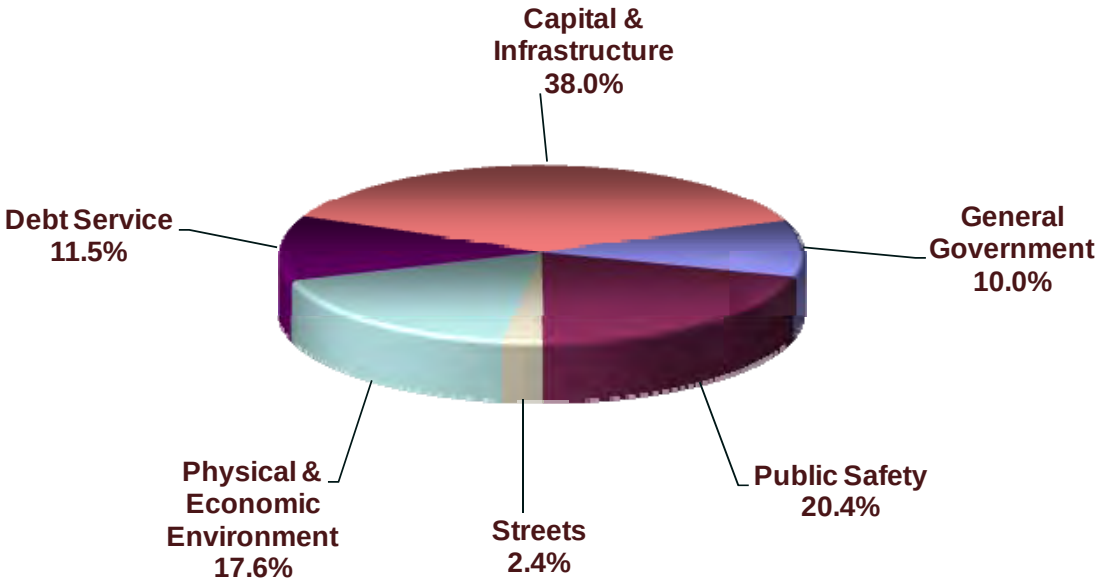
Total Expenditures excludes Operating Transfers and Interfund Transactions.



Expenditures by Function
All Funds

Source	2011-2012 Budget
General Government	$20,337,362
Public Safety	$41,534,621
Streets	$4,983,073
Physical & Economic Environment	$35,793,430
Debt Service	$23,486,390
Capital & Infrastructure	$77,339,052
Total Expenditures	**$203,473,928**

Total excludes Operating Transfers and Interfund Transactions.



2011-2012 General Fund Budgeted Spending

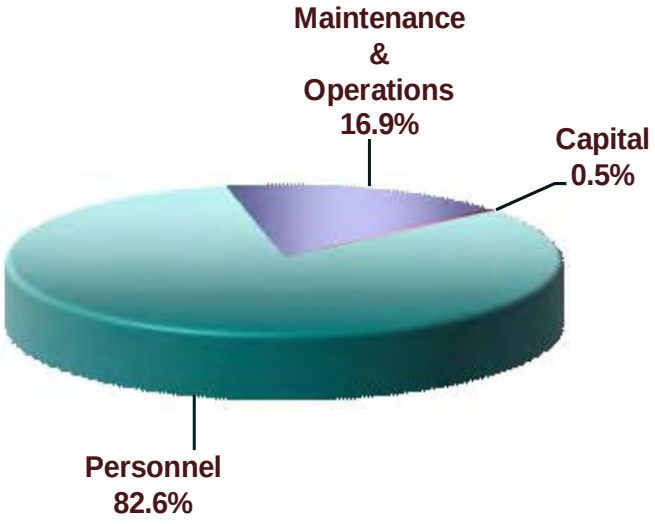
General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at $73,609,334 for the biennium, or 36% of citywide projected expenditures. This is a 5.1% increase over budgeted spending in the 2009-2010 biennium.

Expenditures Summary by Category

General Fund

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$48,870,410	$56,544,261	$60,835,123
Maintenance & Operations	$13,623,825	$12,712,116	$12,412,713
Capital	$1,022,865	$750,328	$361,498
Total Expenditures	**$63,517,101**	**$70,006,705**	**$73,609,334**

Total Expenditures excludes Operating Transfers and Interfund Transactions.

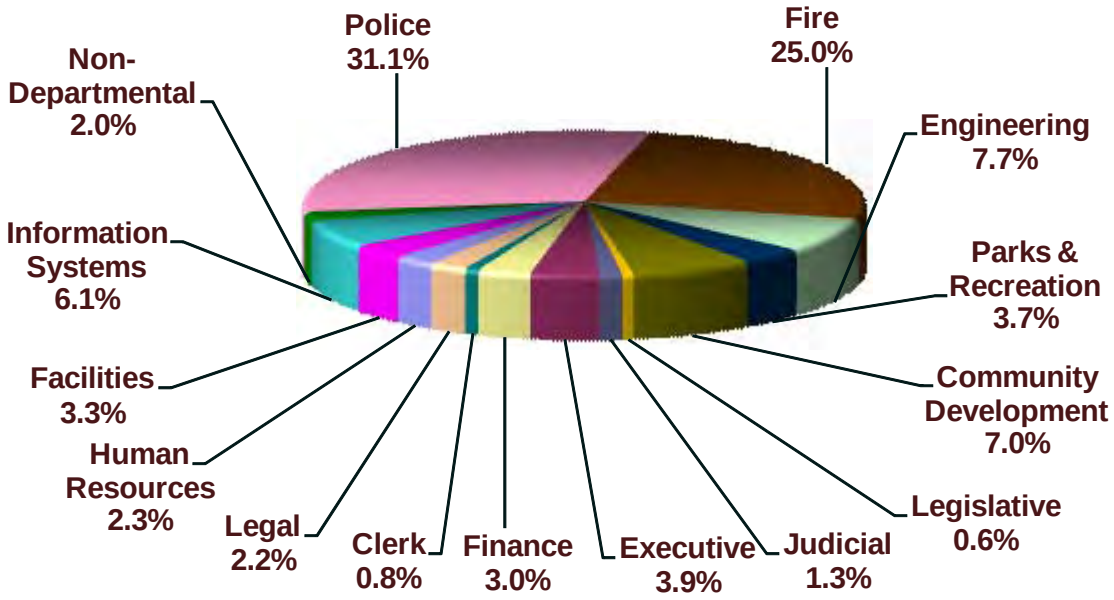


Expenditures Summary by Department

General Fund

Department	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Legislative	$499,310	$555,588	$463,098
Judicial	816,270	888,125	960,653
Executive	2,809,215	2,769,191	2,874,406
Finance	1,742,542	2,109,748	2,238,513
Clerk	611,374	565,754	595,613
Legal	1,516,581	1,337,450	1,605,561
Human Resources	1,321,112	1,667,907	1,721,819
Facilities	2,229,704	2,013,935	2,397,860
Information Systems	3,238,300	4,261,244	4,470,054
Non-Departmental	1,483,898	1,777,691	1,480,787
Police	18,976,837	21,356,450	22,883,778
Fire	15,935,941	17,395,982	18,369,041
Engineering	4,464,861	5,525,741	5,675,282
Parks & Recreation	2,449,437	2,779,067	2,736,090
Community Development	5,421,718	5,002,832	5,136,779
Total Expenditures	**$63,517,101**	**$70,006,705**	**$73,609,334**

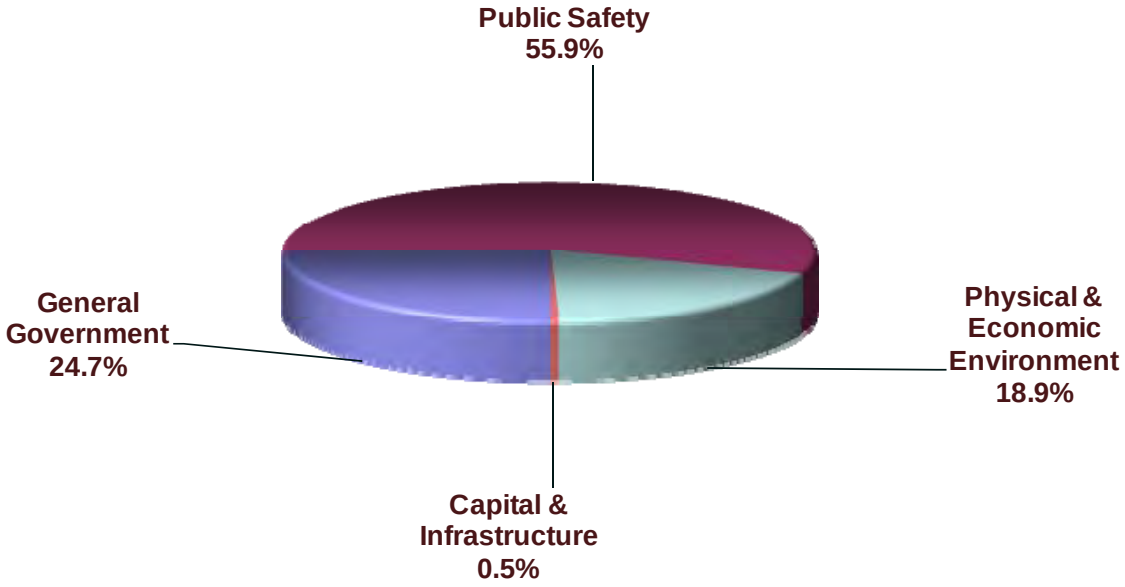
Total Expenditures excludes Operating Transfers and Interfund Transactions.



Expenditures by Function
General Fund

Source	2011-2012 Budget
General Government	$18,148,087
Public Safety	41,176,819
Streets	-
Physical & Economic Environment	13,922,930
Debt Service	-
Capital & Infrastructure	361,498
Total Expenditures	**$73,609,334**

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 2011-2012 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 - $20,337,362
General Fund - $18,148,087
Other City Funds - $2,189,275

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 2011-2012, these expenditures amount to $20,337,362 citywide - or 10% of the City's overall projected spending. This is a 7.1% increase from budgeted 2009-2010 spending, and provides for the equivalent of 1.5 FTE to help provide general government services - a Limited-term Associate City Attorney and a regular part-time Domestic Violence Victims Coordinator. In addition, the 2011-2012 budget sustains the City's current general government level of service by retaining five 2009-2010 limited-term positions as regular employees - a Human Resources Technician for Payroll, an Information Systems Application Analyst that per Council's previous approval will be dedicated to the Development Services Initiative (DSI), permitting software implementation, the E-Gov alliance, as well as future permitting and financial software administration, and lastly the equivalent of three Public Works Custodians, which since 2009 have been fully funded by a corresponding reduction in contracted professional services expenditures.

In 2011-2012, the General Fund's share of the City's general government expenditures amount to $18,148,087, or 24.7% of the General Fund's overall projected spending. This is a 7.7% increase from budgeted 2009-2010 spending.

Citywide Public Safety Expenditures - $41,534,621
General Fund – $41,176,819
Other City Funds - $357,802

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2011-2012, the projected cost of providing public safety services amounts to $41,534,621, or 20.4% of the City's overall projected budget. 2011-2012 public safety spending exceeds budgeted 2009-2010 spending by 7.6%, and sustains the City's current public safety level of service by retaining one 2009-2010 Limited-term Senior Office Specialist for Fire's Training Division as a regular full-time employee. The budget also includes a part-time Animal Control Officer in the Police Department to coordinate the City's new Animal Control program.

In 2011-2012, the General Fund's share of the City's public safety expenditures amount to $41,176,819, or 55.9% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to approximately $2,705,530 (7%) more than budgeted 2009-2010 spending.

Citywide Transportation Expenditures - $4,983,073
Other City Funds - $4,983,073

Transportation expenditures include the City's Equipment Rental and Street Operating Funds. In 2011-2012, the projected cost of maintaining the City's current service level for its Fleet and Road Maintenance Funds amounts to $4,983,073, or 2.4% of the City's overall projected budget. This is a 4.2% decrease from budgeted 2009-2010 non-capital transportation spending.

Citywide Utility and Community Environment Expenditures - $35,793,430
General Fund - $13,922,930
Other City Funds - $21,870,500 (includes $2,105,000 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 2011-2012, the projected cost of providing these services amounts to $35,793,430 - approximately 17.6% of the City's overall projected budget. This is a 5.7% increase over budgeted 2009-2010 spending. The increase over the preceding two year period is for the most part due to utility pass-through costs.

In 2011-2012, utility and community environment expenditures support one additional staff member - a Storm Drain Maintenance Worker. This full-time position is fully funded by Storm Drain utility user fees.

In 2011-2012, the General Fund's share of the City's community environment type expenditures amount to $13,922,930, or 19.9% of the overall General Fund projected budget. This is a decrease of $8,714, or 0.1% lower than budgeted 2009-2010 community environment expenditures.

Citywide Debt Service Expenditures - $23,486,390
Other City Funds - $23,486,390

Citywide Debt Service expenditures in 2011-2012 amount to $23,486,390, or 11.5% of the City's overall projected budget.

The City currently has one "voter" approved GO Bond ($4,365,000 outstanding at 1/1/2011) for its Public Safety building, and the City's Water Utility Fund has a 1% State Public Works Trust Fund loan ($900,789 outstanding at 1/1/2011).

During the 2011-2012 biennium, City Council will consider issuing $30,000,000 in councilmatic GO bond debt related to Bothell's Washington State Local Infrastructure Investment Tool (LIFT) award.

In January 2010, in anticipation of the above mentioned $30,000,000 LIFT bond, the City obtained a $20,000,000 line of credit/Bond Anticipation Note (BAN).

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 by Fund - Including Interest and Schedule of Long-Term Debt 2011 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 2010	Amount Redeemed 2010	Interest 2010	2010 Ending Unmatured Debt	Amount Issued 2011	Amount Redeemed 2011	Interest 2011	2011 Ending Unmatured Debt	Amount Redeemed 2012	Interest 2012
GENERAL OBLIGATION BOND DEBT															
GO Refunding Bond (non-voted)	5/20/2008	12/1/2017	3.5-4.0%	6,070,000	4,910,000	-	545,000	179,663	4,365,000	-	560,000	161,950	3,805,000	580,000	142,350
			Total	**$6,070,000**	**$4,910,000**	**$0**	**$545,000**	**$179,663**	**$4,365,000**		**$560,000**	**$161,950**	**$3,805,000**	**$580,000**	**$142,350**
OTHER GENERAL OBLIGATION DEBT															
BAN-Bond Anticipation Note*	1/25/2010	12/31/2012	1.25-1.75%	20,000,000	-	12,763,000	-	100,000	12,763,000	7,237,000	-	200,000	20,000,000	20,000,000	100,000
			Total	**$20,000,000**	**$0**	**$12,763,000**	**$0**	**$100,000**	**$12,763,000**		**$0**	**$200,000**	**$20,000,000**	**$20,000,000**	**$100,000**
OTHER PROPRIETARY FUND DEBT															
Water PWA loan	10/15/1998	10/13/2018	1.00%	1,890,000	1,013,388	-	112,599	10,134	900,789	-	112,599	9,008	788,190	112,599	7,882

Debt Limit Capacities

State law dictates that City debt cannot be incurred in excess of the following taxable percentages: 1.5% without a vote of the people; 2.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people provided the indebtedness in excess of 2.5% is for utilities, parks, or open space development. As of January 1, 2011, City debt limits were based on assessed property totaling $6,312,316,658.

Debt Capacity as of January 1, 2011

Regular levy assessed value less annexations $6,312,316,658

Item	Without a Vote	With a Vote of the People		
	1.5%	2.5%	5.0%	7.5%
Legal Limit	$94,684,750	$157,807,916	$315,615,833	$473,423,749
Outstanding Net Debt	-	17,128,000	17,128,000	17,128,000
Margin Available	$94,684,750	$140,679,916	$298,487,833	$456,295,749

Schedule of Long-Term Debt
2011 Through Maturity

	GO Bonds		Other Debt		
	Principal	Interest	Principal	Interest	Totals
Governmental Activities					
2011	560,000	161,950	12,763,000	200,000	13,684,950
2012	580,000	142,350	7,237,000	100,000	8,059,350
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
Subtotal	**$4,365,000**	**$687,825**	**$20,000,000**	**$300,000**	**$25,352,825**
Business-type Activities					
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
Subtotal			**$900,792**	**$40,536**	**$941,328**
Total	**$4,365,000**	**$687,825**	**$20,900,792**	**$340,536**	**$26,294,153**

Citywide Capital and Infrastructure Expenditures - $77,339,052

General Fund - $361,498
Other City Funds - $76,977,554 (includes $1,295,000 in depreciation expense)

Capital and Infrastructure expenditures in 2011-2012 amount to $77,339,052, or 38% of the City's overall projected budget. This is a 30.4% decrease over 2009-2010 capital spending, and provides for $1,981,135 in scheduled capital asset replacement, $186,000 in capital outlay, $1,295,000 in depreciation expense, and $73,876,917 for capital projects, of which $71,562,000 was identified and funded in the City's adopted 2011-2017 Capital Facilities Plan (CFP).

It should be noted that the CFP is a seven-year capital planning document, while the budget actually appropriates funding for capital projects.

The City's 2011-2017 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

In 2011-2012, the General Fund's portion of the citywide capital and infrastructure expenditures amount to $361,498, or 0.5% of General Fund spending. This is a decrease of $388,830, or (-51.8%) from budgeted General Fund capital spending in 2011-2012.

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 Improvements Fund and three Utility Funds. 2011-2012 capital projects are funded with Real Estate Excise Tax (REET), utility-user fees, impact fees, mitigation fees, grants, bond proceeds, Asset Replacement Fund resources, and proceeds from the sale of surplus properties.

The charts on the following three pages itemize the City's planned 2011-2012 capital spending.

2011-2012 Capital Spending

Fund	Description	CFP Project Number	2011	2012	Project Funding
001 General Fund					
	IS - 4 network servers		-	$24,000	New
	IS/Police - 10 ruggerdized laptops (5/5)		-	60,000	New
	Public Works - HP Design Jet 800 printer		-	5,000	New
	IS - 6 network servers		18,000	18,000	Replacement
	Police - 5 ruggerdized laptops		30,000	-	Replacement
	Tourism - wayfinding project (from 2009-10)		175,498	-	New -Lodging tax
	Police - vehicle for animal control program		31,000	-	New
			$254,498	**$107,000**	
305 Capital Improvement					
	Replacement of City Hall & Dawson Buildings**	F1	$3,300,000	-	CFP
	Purchase of Northshore School District Property	F8	400,000	18,750,000	CFP
	Open Space Acquisition	P7	505,000	-	CFP
	North Creek School House	P9	-	220,000	CFP
	1st Lt. Nicholas Madrazo US Marine Corp Memorial Park**	P11	555,000	-	CFP
	Park at Bothell Landing: Phase I	P20	200,000	-	CFP
	Bothell Crossroads	T6	11,832,000	8,801,000	CFP
	SR 527 Widening**	T7	864,863	4,080,000	CFP
	SR 522 Wayne Curve Improvements: Phase I**	T12	6,573,803	1,360,000	CFP
	240th Street SE Bridge Replacement**	T13a	715,735	1,073,000	CFP
	Citywide Intelligent Transportation System (ITS)**	T20	1,468,894	-	CFP
	SR 527 Multiway Boulevard: Phase I**	T38	19,327	163,000	CFP
	Main Street Extension**	T40	1,924,649	-	CFP
	SR 522 Stage 2A Improvements**	T43	775,201	2,861,000	CFP
	SR 522 Stage 2B Improvements	T44	10,000	461,000	CFP
	Downtown Contaminated Soil & Groundwater Clean Up**	T47	1,333,000	343,000	CFP
	Capital Improvements Operating Program				
	General Park Improvements**	P8	49,126	50,000	CFP
	Park Master Planning**	P19	18,263	-	CFP
	Annual Overlay Program	T5	710,000	438,000	CFP
	Bridge Inspection, Maintenance, Repair, & Rehabilitation**	T14	181,402	71,000	CFP
	Neighborhood Traffic Calming Program**	T17	59,400	120,000	CFP
	Sidewalk/Walkway Program	T19	300,000	36,000	CFP
	Collector Corridor Traffic Program**	T46	6,635	-	CFP
			$31,802,298	**$38,827,000**	
401 Water					
	Bothell Crossroads (T6)**	W1	272,000	-	CFP
	SR 522 Wayne Curve Improvements: Phase I (T12)**	W1	99,343	-	CFP
	Penn Park Reservoir Replacement	W7	-	360,000	CFP
	Reclaimed Water System	W9	38,000	-	CFP
			$409,343	**$360,000**	

**Includes re-appropriation of 2010 expenditures that are not anticipated to be spent by December 31, 2010.

2011-2012 Capital Spending

Fund	Description	CFP Project Number	2011	2012	Project Funding
402 Sewer					
	Bothell Crossroads (T6)**	S1	$346,000	-	CFP
	SR 522 Wayne Curve Improvements: Phase I (T12)**	S1	17,782	-	CFP
	Lift Station 2 Improvements	S4	-	300,000	CFP
	(The 2011-2017 CFP secures $876,000 while the budget allocates $300,000 in 2012. The remaining $576,000 will be appropriated in 2013.)				
	Capital Improvements Operating Program				
	Annual Infiltration & Inflow Improvements	S2	25,000	25,000	CFP
	Sewer Comprehensive Plan Update	S7	-	50,000	CFP
			$388,782	**$375,000**	
406 Storm Water					
	Annual Storm & Surface Water Capital Improvements**	SW1	$572,442	$250,000	CFP
	Lower Filbert Creek & North Creek Flood Repairs**	SW10	716,554	-	CFP
			$1,288,996	**$250,000**	

**Includes re-appropriation of 2010 expenditures that are not anticipated to be spent by December 31, 2010.

505 Asset Replacement					
Facilities	Downtown Fire - carpet in sleeping quarters		$30,000	-	Replacement
	Lytle House - great room floor (from 2009-2010)		18,000	-	Replacement
	Northshore/Victorian Trail		100,000	-	Replacement
	Police Station - UPS batteries		-	12,120	Replacement
	Bothell Landing - gazebo (from 2009-2010)		-	12,120	Replacement
	Bothell Landing - wetland boardwalk trail (from 2009-2010)		-	75,750	Replacement
	Blyth Park - small picnic shelter		-	10,100	Replacement
	Cedar Grove Park - parking lot seal		-	10,100	Replacement
			$148,000	**$120,190**	
Police	Traffic - 2001 Ford Crown Vic (P015) (from 2009-2010)		$30,000	-	Replacement
	Traffic - 2005 Harley-Davidson (P019)		26,000	-	Replacement
	Traffic - 2001 Chevy Van (P048) (from 2009-2010)		31,000	-	Replacement
	Dispatch radio consoles (from 2009-2010)		79,245	-	Replacement
	Keycard security system (from 2009-2010)		140,000	-	Replacement
	Patrol - 2008 Ford Crown Vic (P011)		-	33,000	Replacement
	Patrol - 2008 Ford Crown Vic (P012)		-	33,000	Replacement
	Patrol - 2008 Ford Crown Vic (P014)		-	33,000	Replacement
	Patrol - 2008 Ford Crown Vic (P017)		-	33,000	Replacement
	Traffic - 2005 Harley-Davidson (P020)		-	26,000	Replacement
	SRO - 2004 Chevy TrailBlazer (P026)		-	30,000	Replacement
	Canine - 2003 Chevy Tahoe (P036)		-	30,000	Replacement
	SRO - 2004 Ford Crown Vic (P039)		-	30,000	Replacement
	Detectives - 2005 Chevy TrailBlazer (P046)		-	30,000	Replacement
	Traffic - 2005 Ford Crown Vic (P050)		-	30,000	Replacement
	Viper recording system		-	5,195	Replacement
			$306,245	**$313,195**	
Fire	Battallion Chief - 1996 Chevy Suburban (F2404)		$72,000	-	Replacement
	Treadmills (3)		8,400	16,968	Replacement
	Bunker gear washer/extractor (from 2009-2010)		-	12,120	Replacement
			$80,400	**$29,088**	

2011-2012 Capital Spending

Fund	Dept	Description	2011	2012	Project Funding
505 Asset Replacement					
Executive (BCTV)		Council chamber cameras	$39,758	-	Replacement
		Field cameras	16,000	-	Replacement
		Editing equipment	59,235	-	Replacement
		Remote switcher system	10,000	-	Replacement
		Playback systems	21,515	-	Replacement
		System client/server	21,682	-	Replacement
		Electronic voting system	6,633	-	Replacement
		Sound system	16,044	-	Replacement
		Character generator	15,000	-	Replacement
		Presentation equipment	-	15,150	Replacement
			$205,867	**$15,150**	
Parks		1999 Chevy C2500 pickup (#99)	$30,000	-	Replacement
		2005 John Deere Mower (Park1)	25,000	-	Replacement
		2005 John Deere Mower (Park4)	$25,000	-	Replacement
		2006 Toro Infield Renovators (2)	-	30,000	Replacement
		1980 Double-axle trailer (from 2009-2010)	-	15,000	Replacement
			$80,000	**$45,000**	
Street		1997 Chevy S10 pickup (#85)	$18,000	-	Replacement
		1979 Dakota Trailer (#31) (from 2009-2010)	-	15,000	Replacement
		1996 Ford F800 Dump Truck (#79)	-	100,000	Replacement
		1997 Chevy S10 pickup (#86)	-	18,000	Replacement
		2000 John Deere Mower (ST2)	-	18,000	Replacement
			$18,000	**$151,000**	
Water		2000 F550 Flatbed Dump Truck (#3)	-	$48,000	Replacement
		1995 GMC Sonoma pickup (#72)	-	18,000	Replacement
			$0	**$66,000**	
Sewer		1991 I-R Compressor (#54)	-	$20,000	Replacement
			$0	**$20,000**	
Storm		2001 Ford Sterling Vactor (#19)	-	$350,000	Replacement
			$0	**$350,000**	
Pool Cars		1998 Ford Crown Vic (#26 - PW Eng)	$15,000	-	Replacement
		1997 Chevy 2500 Van (#90 - PW Eng) (from 2009-2010)	-	18,000	Replacement
			$15,000	**$18,000**	
		TOTAL	**$34,997,429**	**$41,046,623**	

***Totals do not include depreciation or amortization expense totaling $3,400,000.**

2011-2012 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
General	Finance / HR interfund services - from Water/Sewer/Storm	$351,044	
	City Mgr / Clerk interfund services - from Water/Sewer/Storm	282,528	
	Info Services interfund services - from Water/Sewer/Storm	242,814	
	Facilities interfund services - from Water/Sewer/Storm	257,064	
	Transfer from Asset Replacement Fund	180,000	
	Subsidy to Street Fund		1,300,072
	Subsidy to Self-Insurance Fund		434,800
	Fleet interfund services - to Equipment Rental		1,874,632
	Self-Insurance interfund services - to Self-Insurance		887,542
Street	Subsidy from General Fund	1,300,072	
	Fleet interfund services - to Equipment Rental		154,296
	Self-Insurance interfund services - to Self-Insurance		101,364
Arterial Street	Transfers for CFP projects - to Capital Imnprovment Fund		5,203,000
LIFT GO Bond	Transfer for Debt Service - from Capital Improvement Fund	1,500,000	
Capital Improvement	Transfers for CFP projects - from Arterial Street Fund	5,203,000	
	Transfer for PABL trail - from Asset Replacement Fund	200,000	
	Transfer for Debt Service - to LIFT GO Bond Fund		1,500,000
Water	Info Services interfund services - to General Fund		70,624
	Finance / HR interfund services - to General Fund		102,102
	City Mgr / Clerk interfund services - to General Fund		82,174
	Facilities interfund services - to General Fund		77,016
	Fleet interfund services - to Equipment Rental		139,266
	Self-Insurance interfund services - to Self-Insurance		34,181
Sewer	Info Services interfund services - to General Fund		67,306
	Finance / HR interfund services - to General Fund		97,308
	City Mgr / Clerk interfund services - to General Fund		78,316
	Facilities interfund services - to General Fund		74,224
	Fleet interfund services - to Equipment Rental		198,088
	Self-Insurance interfund services - to Self-Insurance		93,698
Storm	Info Services interfund services - to General Fund		104,884
	Finance / HR interfund services - to General Fund		151,634
	City Mgr / Clerk interfund services - to General Fund		122,038
	Facilities interfund services - to General Fund		105,824
	Fleet interfund services - to Equipment Rental		591,056
	Self-Insurance interfund services - to Self-Insurance		513,503
	Interfund Loan Payment - to Asset Replacement Fund		500,000
	Interfund Loan Interest - to Asset Replacement Fund		38,140
Equipment Rental	Fleet interfund services	2,957,338	
	Fleet Replacement Transfer - to Asset Replacement		1,352,090
	Self-Insurance interfund services - to Self-Insurance		2,990
Self-Insurance	Self-Insurance interfund services	1,633,278	
	Subsidy from General Fund	434,800	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	1,352,090	
	Interfund Loan Payment - from Storm Drain Fund	500,000	
	Interfund Loan Interest - from Storm Drain Fund	38,140	
	Transfer to General Fund		180,000
	Transfer for PABL trail - to Capital Improvement Fund		200,000
	Total Operating Transfers & Interfund Transactions	**$16,432,168**	**$16,432,168**

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.

2011-2012 One Time Expenditures

Dept	Description	2011	2012
Judicial	Assistive listening device	$1,100	-
	Total Judicial	$1,100	$0
City Manager	Citywide orthophotography	-	$80,000
	Total City Manager	$0	$80,000
Facilities	Floor scrubbers	$1,000	$1,000
	Carpet extractor/shampooer	3,000	-
	Vacuum cleaner	650	-
	Steam cleaner & cart	-	1,500
	Total Facilities	$4,650	$2,500
Information Systems	CD - Adobe Professional software	$140	-
	CD - Microsoft Project software	1,400	-
	PDF review software	2,200	-
	ITSP - server virtualization	50,000	-
	ITSP - migration to new permitting software	265,000	-
	Total Information Technology	$318,740	$0
Non-Dept	Tourism wayfinding project (postponed from 2010)	$175,498	-
	Total Non-Departmental/Tourism	$175,498	$0
Police	Startup costs for new animal control program	$9,000	-
	Vehicle for new animal control program	31,000	-
	Total Police	$40,000	$0
Fire	Replacement mattresses	$16,000	-
	Reflash disaster radio template	2,700	-
	Portable disaster radio base station	-	4,000
	Total Fire	$18,700	$4,000
Parks & Rec	Replacement tables - Lytle House	-	$1,200
	Final mitigation report for PABL amphiteatre	-	15,000
	Total Parks & Recreation	$0	$16,200
Community Development	Annexation outreach - professional services	$30,000	-
	Shoreline Management Program - professional services*	50,000	-
	Total Community Development	$80,000	$0
Total 2011-2012 General Fund One-Time Expenditures		$638,688	$102,700

*Grant funded expenditure.

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 15% 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.

General Fund Estimated Ending Fund Balance at 12/31/10	
Tourism	$78,903
Tourism - Capital (10% of tax receipts)	159,877
Total Restricted Fund Balance:	**$238,780**
Impressed Funds	$16,550
Designated Reserve (15% of Annual Operating Expenditures)	5,423,416
Total Designated Fund Balance:	**$5,439,966**
2010 Estimated Ending Fund Balance:	**$5,678,746**

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 2011-2012 biennium:

Restricted Fund Balance	2011-2012
Tourism (Hotel/Motel Tax Reserve)	$30,277
Total Restricted Fund Balance:	**$30,277**

See the "2011-2012 Budget Overview" chart on page 22 for projected fund balances for all City Funds at 12/31/2012.

By the end of the 2011-2012 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than $100,000:

Fund	Amount	Description
Capital Funds		
Capital Improvements	$1,229,699	Per Capital Facilities Plan
Utility Funds		
Sewer	$107,255	Per Capital Facilities Plan
Storm Drain	1,051,074	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	$666,369	Per Asset Replacement Plan

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 that are not designated as emergency or operating reserves are designated for future one-time capital spending.

2011-2012 Expenditure Budget
Statistical Comparisons

	General Fund Budget 2011-2012 vs 2009-2010	Citywide - All Funds 2011-2012 vs 2009-2010
Personnel - Salaries, benefits, and overtime	7.6%	6.5%
(Major factors: Step/COLA increases, rising benefit costs)		
Overtime costs only	-18.8%	-17.8%
Operating supplies and non-capitalized equipment	-6.3%	6.1%
Outside and professional services	-4.4%	-1.8%
Staff training and development	-4.2%	-2.6%
Intergovermental services (payments to other governments)	11.1%	12.0%
(Major factors: Paramedic & fire dispatch services; water and sewer treatment cost increases; utility taxes paid to General Fund)		
Capital Outlay (excludes depreciation expense)	-59.1%	-33.3%
(Major factor: Assets continue to be replaced according to schedule)		
Depreciation Expense	NA	22.3%
Capital Projects	-40.6%	-30.9%
(Major factors: Tourism wayfinding; Capital Facilities Plan continues)		
Debt Service - Principal and interest	no debt	1025.1%
(Major factor: LIFT Bond)		
Total Expenditures	**5.1%**	**-3.1%**

	General Fund Only % Change	Citywide - All Funds % Change
By Function:		
General Government	7.7%	7.1%
Public Safety	7.0%	7.6%
Streets	0.0%	-4.2%
Physical & Econ Environment*	-0.1%	5.7%
Capital & Infrastructure*	-51.8%	-30.4%
Debt Service	0.0%	1025.1%
Total Expenditures	**5.1%**	**-3.1%**

* Includes depreciation

	General Fund Only	Citywide - All Funds
Total City staff (FTE):		
2009-2010 budget	250.13	292.23
2011-2012 budget	253.18	295.75
Increase	1.2%	1.2%
Total staff per 1,000 capita:		
2009-2010 budget	7.40	8.65
2011-2012 budget	6.95	8.12
Decrease	-6.1%	-6.1%
Personnel costs per capita:		
2009-2010 budget	$1,673	$1,940
2011-2012 budget	$1,670	$1,917
Increase	-0.2%	-1.2%
Maintenance and operations (M&O) costs per capita:		
2009-2010 budget	$359	$847
2011-2012 budget	$325	$824
Increase/decrease	-9.3%	-2.8%
2011-2012 Capital spending breakdown:		
Streets & transportation	$175,498	$46,926,407
Facilities, Information Systems, & BCTV	$155,000	$23,127,207
Utilities	$0	$3,206,461
Parks	$0	$2,024,049
Depreciation	$0	$3,400,000
Public Safety	$31,000	$759,928

Budget Overview
2011-2012

Fund	Projected* Balance 12/31/2010	2011 Projected Revenues	2011 Expenditure Appropriation	Projected Balance 12/31/2011	2012 Projected Revenues	2012 Expenditure Appropriation	Projected Balance 12/31/2012
General	$5,678,747	$37,894,266	$38,368,553	$5,204,460	$40,212,114	$39,737,827	$5,678,747
Special Revenue Funds							
Street	301,623	1,785,345	1,753,610	333,358	1,899,162	1,870,724	361,796
Arterial Street	1,072,114	2,272,482	2,203,000	1,141,596	2,895,534	3,000,000	1,037,130
Cable TV Fund	11,334	-	-	11,334	-	-	11,334
Park Cumulative Reserve	1,233,293	240,000	-	1,473,293	240,000	-	1,713,293
Drug Seizure Fund	20,711	22,000	22,000	20,711	22,000	21,400	21,311
Nuisance Abatement Fund	494	-	-	494	-	-	494
Bond Funds							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
2008 GO Refunding Bond	31,232	750,000	735,000	46,232	750,000	735,000	61,232
LIFT GO Bond Redemption	-	-	-	-	1,500,000	1,500,000	-
Capital Funds							
Capital Improvements	4,700,268	71,725,644	32,102,298	44,323,614	19,573,955	60,427,000	3,470,569
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Water**	1,029,110	3,725,545	4,171,516	978,139	3,849,384	4,277,108	955,415
Sewer**	957,134	5,406,581	5,908,983	724,732	5,842,900	5,992,753	849,879
Storm Drain**	1,720,319	3,357,145	4,455,039	997,425	2,784,988	3,498,168	669,245
Internal Service Funds							
Fleet Management	40,306	1,478,669	1,466,975	52,000	1,478,669	1,490,604	40,065
Self Insurance	5,148	1,036,636	996,335	45,449	1,081,442	1,071,742	55,149
Asset Replacement**	2,444,265	999,908	2,087,266	2,011,907	1,057,184	1,931,195	1,777,896
Trust and Agency Funds							
Cemetery Endowment	84,192	-	10,000	74,192	-	2,000	72,192
Firemen's Pension Reserve	272,421	47,300	35,000	284,721	47,300	35,000	297,021
Subtotal	**$19,602,711**	**$130,741,521**	**$94,315,575**	**$57,723,657**	**$83,234,632**	**$125,590,521**	**$17,072,768**
Less Operating Transfers		4,126,481	4,126,481		6,043,481	6,043,481	
Less Interfund Transactions		3,109,950	3,109,950		3,152,256	3,152,256	
Total	**$19,602,711**	**$123,505,090**	**$87,079,144**	**$57,723,657**	**$74,038,895**	**$116,394,784**	**$17,072,768**

*Figures are based on actual 2010 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

**Depreciation expense does not impact liquid fund balance. Depreciation is budgeted as follows:

Water: $395,000 in 2011, $405,000 in 2012

Sewer: $270,000 in 2011, $275,000 in 2012

Storm Drain: $375,000 in 2011, $385,000 in 2012

Asset Replacement: $655,000 in 2011, $640,000 in 2012

City of Bothell™

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General Fund

General Fund

The General Fund consists of the following departments:

- **Executive**
- **Finance**
- **Legal**
- **Human Resources**
- **Police**
- **Fire and Emergency Medical Services**
- **Public Works**
- **Community Development**

Executive Department

The Executive Department consists of 6 Divisions including:

- **Office of the City Manager**
- **Legislative Branch**
- **Judicial (Municipal Court) Branch**
- **City Clerk Division**
- **Information Systems Division**
- **Non-Departmental**

Office of the City Manager

Executive Department

EXECUTIVE DEPARTMENT

The Executive Department consists of six divisions: Office of the City Manager, (includes the functions of Public Information and 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 2011-2012 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:
  - Advance City Hall/City Center Development under public-private development approach using a build-to-suit, lease to own delivery method finalized under IRS Revenue Ruling 63-20.
  - Implementation of environmental clean-up to get Downtown properties "shovel-ready" for revitalization.
  - Develop, distribute and evaluate solicitation materials for possible purchase and development of City Council identified surplus property not needed to accommodate public facilities, streets, or other public amenities.
  - Recruit employers and retail for vacant space and new development.

  - Assure acquisition of properties needed for City capital projects.
- Upon City Council majority authorization, prepare for the possibility of annexations in King and Snohomish counties.

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 Administration, 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* quarterly newsletter.

Economic Development Function

The City economic development program assures proactive economic activities to promote the growth and retention of existing businesses and industries and the recruitment of new business and industry by focusing on primary job development, commercial recruitment, strategic public investments, and regional advocacy. The Economic Development function also includes the visitor development program as part of economic development.

2011-2012 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.

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

- Develop and distribute solicitation materials for possible purchase and development of City surplus property not needed to accommodate public facilities, streets, or other public amenities.
- Negotiate development agreements for the Downtown revitalization.
- Advance City Hall/City Center Development under public-private development approach using a build-to-suit, lease to own delivery method finalized under IRS Revenue Ruling 63-20.

Continuing Financial Sustainability

- Update projections and fiscal strategies with Council annually and implement smart fiscal management.
- Assure and promote efficient and economical use of dollars allocated.

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, and construction of infrastructure projects.
- Ensure a plan for utility infrastructure to allow development to occur based on the desired schedule.

Oversee the Development Services Initiative

- Provide executive leadership, guidance, and direction to complete initial Development Services Action Plan
- Continue to advance goals of this initiative.
- Implement new development permit software to assure that DSI goals are achieved.

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

- Continue staff work on preparation for possible annexations in King and Snohomish counties.

Public Information Function

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

- Utilize public relations tools such as BCTV Channel 21/26, 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 new communication tools to more efficiently and effectively reach Bothell residents

- Manage social media and email marketing tools for direct, timely, and inexpensive communication with the community.
- Continue to evaluate communication strategies to ensure effectiveness.
- Cultivate staff communication skills through training and idea sharing to expand outreach capacity within existing staff levels.

Economic Development Function

Establish an active and economically vibrant downtown

- Recruitment and retention of private investment.
- Assist developers by being a liaison for the City.
- Support the goals of the City Manager.
- Acquire needed real estate to implement City capital projects.

Continue to implement the Downtown Revitalization Plan

- Establish, with the University of Washington, an incubator to cultivate six new companies per year.
- Foster the development of commercial retail, residential and employment space, and public investments that create a cohesive and vibrant downtown. Some specific activities include:
  - Surplus property unnecessary for the accommodation of public facilities, streets or other public amenities.
  - Advance strategies to promote a sustainable redevelopment for Downtown.
- Support the growth and expansion of key industries through economic development efforts.
- Continue to advocate for sustainability, by converting existing buildings to Leadership in Energy and Environmental Design (LEED) qualified facilities and by promoting cradle-to-cradle analysis of appropriate capital investments and daily City operations.

Expand the medical device industry in Bothell

- Foster the Innovation Partnership zone to build and expand industry infrastructure and assets.

2009-2010 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.
- ✓ Recruited/appointed a new judge.
- ✓ Developed proposed Purchase and 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 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.
- ✓ Acquired the necessary property for Crossroads (SR 522 realignment) project.
- ✓ Establishment of Carbon Reduction and Energy Independence Plan.
- ✓ Negotiated the Purchase and Sale Agreement for McMenamins development - preserving the Anderson building and providing free Bothell access to the pool, community meeting room, and garden.

Anderson Building – Site of the McMenamin's Redevelopment

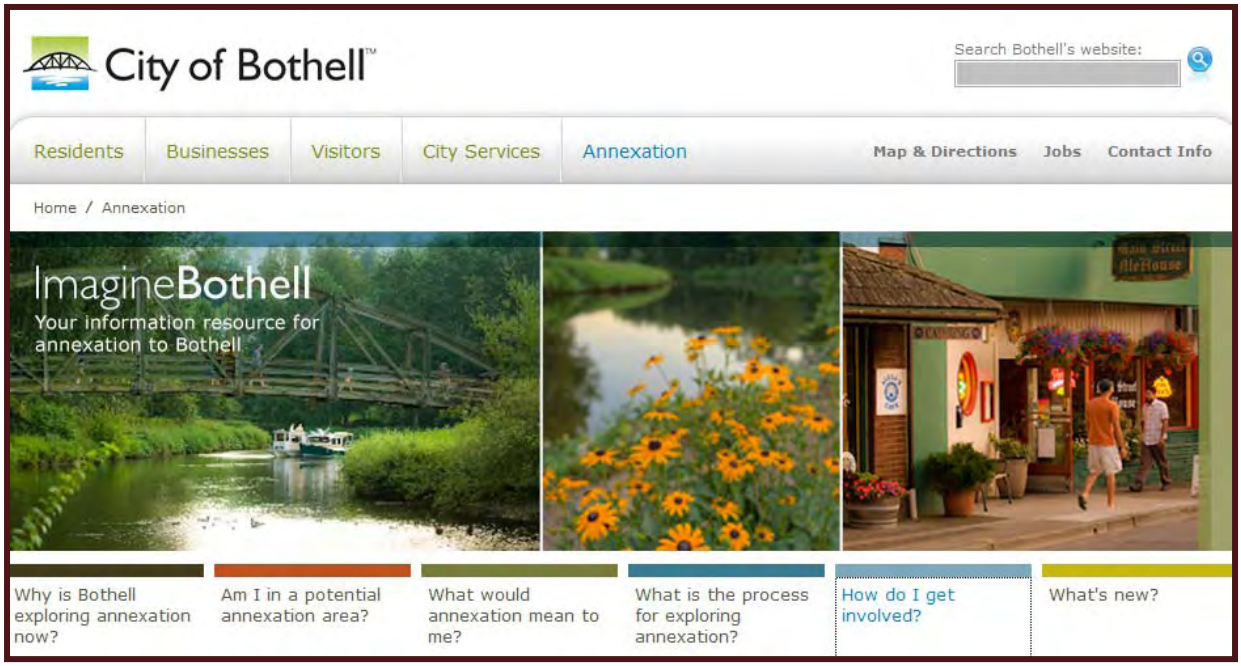
Public Information Function

The accomplishments listed below are for April through June 2010 - the current Public Information officer started April 2010

- ✓ Developed policies and procedures for using social media for public outreach in order to ensure consistency, accuracy, value to citizens and compliance with State and Federal laws.
- ✓ Secured media placement in regional print, radio, television and online media for Bothell's downtown revitalization efforts.
- ✓ Established direct email services in order to quickly and inexpensively reach citizens with information.

Economic Development Function

- ✓ Acquired the real estate necessary for the Crossroads project and relocated the displaced businesses.
- ✓ Completed the Downtown way finding plan, market analysis, retail study, and developed a strategic marketing plan to produce interest in Downtown.
- ✓ Conducted two marketing workshops for Bothell's small retailers to enhance their skills in the face of new competition to be introduced through the redevelopment of Downtown.
- ✓ Successful grant application and new partnerships resulting in the establishment of a med-tech incubator that will generate six new life sciences firms in Bothell per year.



PERFORMANCE MEASURES

Office of the City Manager

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of Council's top goals completed (based on the top goals for the last 2 years)	100%	100%	100%	100%
% of residents indicating Bothell is headed in the right direction	NA	NA	75%	75%
% of residents rating Bothell as a "good" or "excellent" place to live	NA	NA	93%	93%
Capital budget/operating budget	44%	NA	45%	45%

NA - Not Available

Public Information Function

Measures	2009-2010 Target	2009-2010 Actual*	2011 Target	2012 Target
% of residents indicating they are satisfied with the City's efforts to provide information to the community	80%	NA	80%	80%
% of residents indicating they are satisfied with opportunities to provide input regarding City issues	NA	NA	70%	70%
% of news releases resulting in news coverage	70%	NA	70%	70%

NA - Not Available

*Measurements are incomplete because the Public Information Officer position was vacant 8 months in 2009-2010.

Economic Development Function

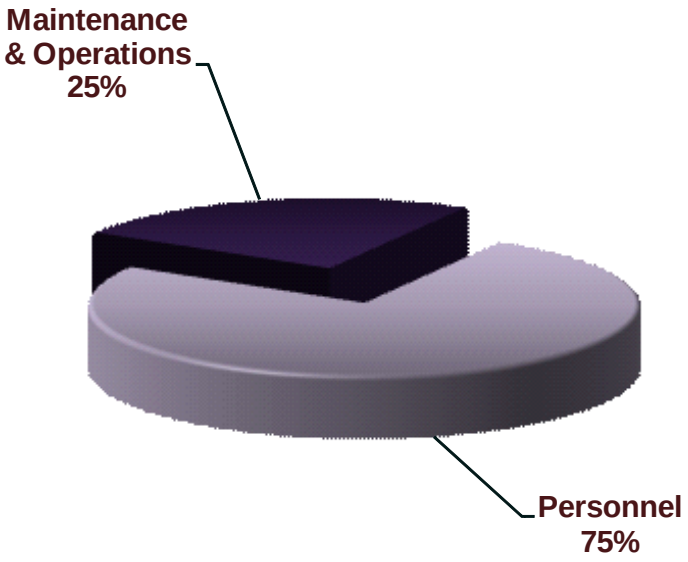
Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of square feet of new retail space in the Downtown Sub Area	NA	NA	no increase projected	100,000 square feet

NA - Not Available

TOTAL EXECUTIVE REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,985,016	$2,020,023	$2,161,431
Maintenance & Operations	824,199	749,168	712,975
Capital	-	-	-
Total Expenditures	**$2,809,215**	**$2,769,191**	**$2,874,406**
Annual Cost Per Capita	**$85.55**	**$81.93**	**$78.90**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Personnel costs are only $46,448 higher than the originally adopted 2009-2010 budget. Salary and benefit savings from the vacant Public Information Officer position were cut from the 2009-2010 budget. The position was refilled in April 2010.
- A number of maintenance and operations cuts were made during 2009-2010 due to declining citywide revenues. Further reductions were made for 2011-2012.

City of Bothell™

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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.

2011-2012 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.

2009-2010 ACCOMPLISHMENTS

- ✓ Held annual retreats to develop goals for each year.
- ✓ Approved the Downtown Subarea Plan and development regulations and related plan and code revisions.
- ✓ Celebrated Bothell's Centennial in 2009 and opened Centennial Park.
- ✓ Expanded the Utility Tax Rebate program.
- ✓ Approved construction stimulus code amendments.
- ✓ Adopted a Six-year Transportation Improvement program and update to the Capital Facilities Plan.
- ✓ Initiated annexation of the Municipal Urban Growth Area (MUGA) and Potential Annexation Area (PAA) by the city/county/fire district interlocal agreement method.
- ✓ Updated the code to incentivize green building and sustainable development practices.
- ✓ Authorized the issuance of limited tax General Obligation Bonds for general City purposes to provide funds with which to pay a part of the cost of financing the City's Local Infrastructure Financing Tool projects.
- ✓ Adopted the Bothell Hazard Mitigation Plan.
- ✓ Held public meetings to receive comment on City Hall location.
- ✓ Established Admissions and Entertainment Tax.
- ✓ Established Percent for the Arts Program and established a Public Arts Fund.
- ✓ Established and made appointments to Council Salary Commission.
- ✓ Received 2009 Association of Washington Cities (AWC) Well City Award.
- ✓ Authorized contracts for the North Creek Non-Motorized Trail Project.
- ✓ Approved the Citywide Class and Comp study.
- ✓ Elected the Mayor and Deputy Mayor.
- ✓ Adopted the Park at Bothell Landing (PABL) Master Plan.
- ✓ Authorized contracts for the Public Works Operations Center.
- ✓ Authorized the purchase and sale agreement with McMenamins for the Anderson School property.

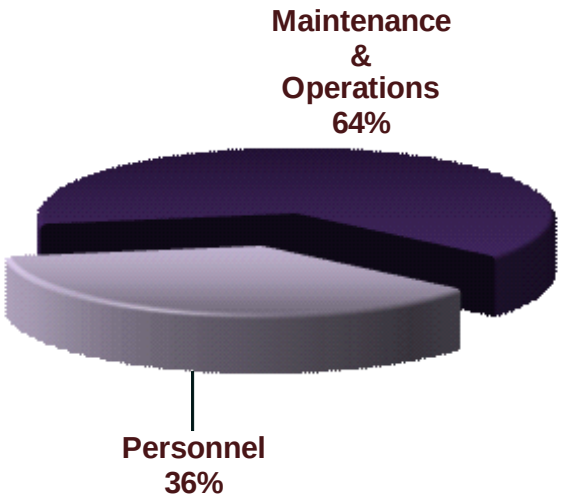
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of Council Member attendance at scheduled meetings	95%	93%	100%	100%
% of citizens indicating Bothell is headed in the right direction	NA	NA	75%	75%
% of citizens rating the City as a "good" or "excellent" place to live	NA	NA	75%	75%
% of consent items on consent agenda approved by Council	80%	96%	96%	96%
% of council agendas completed as scheduled	100%	89%	100%	100%
Average Council Member attendance at regularly scheduled meetings including excused absences	6	6.5	7	7
# of Council meeting hours per year	150	240	150	150

TOTAL LEGISLATIVE REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$153,426	$175,175	$168,326
Maintenance & Operations	345,884	380,413	294,772
Capital	-	-	-
Total Expenditures	**$499,310**	**$555,588**	**$463,098**
Annual Cost Per Capita	**$15.21**	**$16.44**	**$12.71**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Maintenance and operations costs are down $109,400 from the originally adopted 2009-2010 budget. A number of reductions were made during 2009-2010 due to declining citywide revenues.
- The Northshore pool operating subsidy ($50,000 annually) has been removed from the budget, since the pool has now closed.

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.

2009-2010 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.
- ✓ Implemented Court stakeholder quarterly meetings to improve court operations.
- ✓ Conducted an evaluation of court security and recommended facility improvements to protect staff and the public.
- ✓ Participated in a regional team to evaluate the handling of mental health defendants to improve the process and assure justice.
- ✓ Received State auditor recognition for management of the passport operations.
- ✓ Improved court room decorum by upgrading the dress code and conduct.

2011-2012 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.
- Continue to facilitate quarterly stakeholder meetings to improve Court effectiveness.

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.
- Cross train staff to assure flexibility in operations.

Promote atmosphere of trust and confidence in the judicial system

- Enhance the City's Web site regarding court information and other services.
- Require accurate, courteous, and respectful customer service.
- Provide user friendly forms, Web site 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

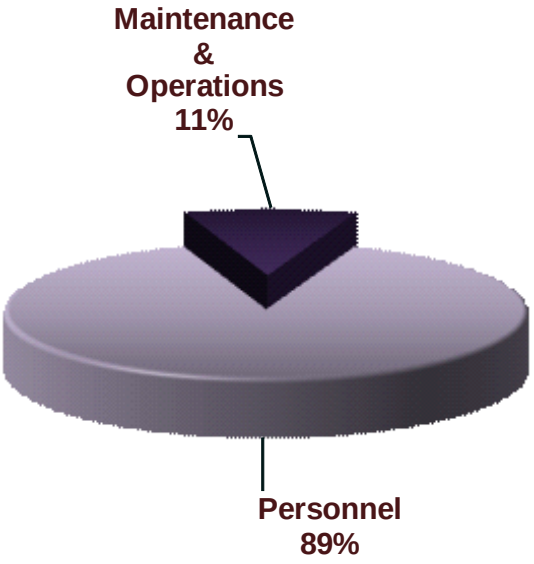
Measures	2009-2010 Target	2009-2010 Actual*	2011 Target	2012 Target
Criminal trials set within 90 days of speedy trial*	100%	100%	90%	90%
Traffic hearings set within 120 days of speedy trial	100%	100%	100%	100%
Conditions of sentence monitored through probation division	95%	90%	95%	95%
Data entry of cases within 48 hours*	100%	100%	95%	95%
Process & mail passport applications within 24 hours	100%	100%	100%	100%
Total court filings*	9,600	10,385	11,520	11,520
Average criminal hearings held per month	300	360	300	300
Average contested/mitigation hearings per month	165	150	260	260
Average probation cases reviewed per month	425	513	500	500
Average passports processed per month	330	204	250	250
Average court filings per month	375	432	375	375

*based on 2010 increase in filing but no staff increase.

TOTAL JUDICIAL/COURT REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$588,113	$652,525	$857,231
Maintenance & Operations	228,156	235,600	103,422
Capital	-	-	-
Total Expenditures	**$816,270**	**$888,125**	**$960,653**
Annual Cost Per Capita	**$24.86**	**$26.28**	**$26.37**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The Municipal Court Judge was converted from a contracted position to a salaried position in 2010. Budget appropriation for the position has moved from maintenance and operations to personnel.
- The remaining increase in personnel is due to union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums.
- A recent State Supreme Court ruling requires that a jury be comprised of citizens from the county where the crime was committed; because of this and an increase in filings from police, the Court is adding additional Court calendars.
- The Court is collaborating with a number of sister courts to negotiate and pool interpreter fees – which are increasing due to the increase in the diversity of languages.

City of Bothell™

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City Clerk

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.

Document Destruction Event

One of the Council's 2011-2012 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 2011-2012 budget increased $29,859 over the 2009-2010 budget. The increase is attributable to a projected increase in employee insurance premium costs. The maintenance and operations budget decreased slightly, as staff continued to search for efficiency opportunities.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

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

- Continue to consistently provide agenda packets five days prior to the meeting in primarily electronic versions with a limited number of paper copies, and post the agenda on the City's Web site 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.

2009-2010 ACCOMPLISHMENTS

- ✓ Received Electronic Imaging System (EIS) certification for the LaserFiche document imaging system from the State for specific original records that were identified in the application. These originals can then be destroyed after they are scanned and microfilmed.
- ✓ Continued implementation of the LaserFiche document imaging project throughout all City departments.
- ✓ Conducted the annual boards and commissions recruitments each year.
- ✓ Delivered the Records and Information Management Committee's Citywide Document Destruction Events for Bothell residents in the spring and fall of each year.
- ✓ Implemented electronic agenda packets.

State Approval for Laser Fiche –
Electronic Document Management System

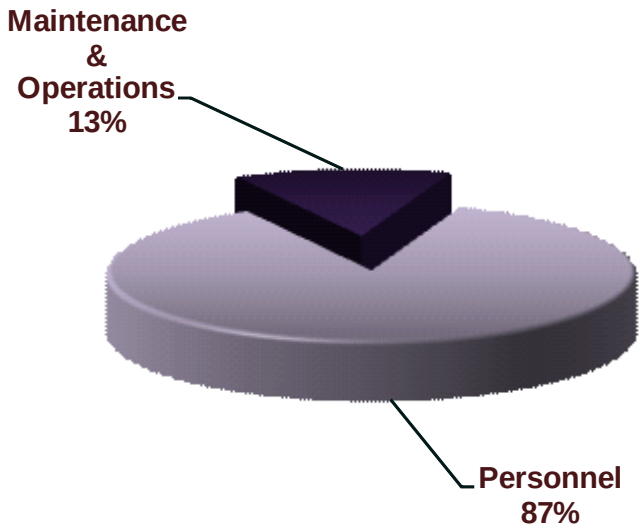
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of public disclosure requests resolved in 10 or fewer days	95%	89%	95%	95%
% of minutes available within 2 weeks or next available regular meeting	95%	100%	100%	100%
% of agenda packets distributed 5 days prior to meeting	95%	100%	100%	100%
# of agenda bills processed	240	248	245	245
# of ordinances & resolutions processed	25	41	30	30
# of contracts processed	250	264	255	255

TOTAL CITY CLERK REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$497,445	$466,011	$515,214
Maintenance & Operations	113,929	99,743	80,399
Capital	-	-	-
Total Expenditures	**$611,374**	**$565,754**	**$595,613**
Annual Cost Per Capita	**$18.62**	**$16.74**	**$16.35**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

The increase in the personnel budget is attributable to a projected increase in employee insurance premium costs.

Information Systems

Executive Department

INFORMATION SYSTEMS

The Information Services (IS) Division is responsible for seeing to the technology needs of the entire City government. Its 11 employees maintain 95 servers/network appliances, 285 workstations/laptops and all printers, phones, and other electronic equipment that ties into the City network. The Division is also responsible for developing and implementing the long-term technology vision to assure efficient, effective and economical technology systems to optimize City operational performance 24 hours a day, everyday and to assure that sensitive data contained in the myriad of City databases is protected. Additionally, the Division manages the City mapping data, which includes a number of map layers arranged by geographic waypoint to organize and integrate it, and provide comprehensive information and graphics for planning, operations and to measure City programs and functions.

The City's technology resides on a secure, reliable server with room to expand, and several major software applications are slated to be deployed and others will be evaluated and scoped, to bring total integration of City data together on a Geographic Information System (GIS) backbone. These new applications will also make way for integrated customer resource management and fully automated "dashboard" management systems in later budget periods. Over the next two years, work to rollout a new permit software program for Public Works and Community Development. Development permit operations will enhance customer service, and permit processing time, and unify management of finances and the exchange of information between enforcement functions. Additionally, the Fire Department is required to convert to a NORCOM New World records management system during the same time frame. It is significant to note the introduction of software to replace existing applications is more complex and comprehensive than in years past. New software represent entire operating platforms which require departments to re-evaluate and make improvements to work flow processes, often making improvements that are not otherwise possible and much more consistent with the current operating environment and new government goals.

The Division will continue to complete required work to secure the network consistent with the new banking regulations and federal FBI requirements. It will also partner with Departments to assess new options that can reduce operating costs and improve services, such as evaluating the development of a wireless network and replacing the financial software, a task which must be accomplished in the near horizon due to its age. The Division will utilize new project management tools and processes, receive feedback from input and surveys and prioritize work citywide with the help of a lateral team of department representatives and a project portfolio management tool. Finally, the IS Division is reviewing its strategic plan to lay the ground work for tactics to be accomplished in future periods budget by developing a 6-year technology plan, consistent with best industry practices to be added to the Capital Facilities Plan in future versions so that costs can be more accurately predicted and planned.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

Over the last year, the Information Services Division has focused on developing a short list of key fundamental principles for operation or *Unchangeables* to guide our decisions and actions. The following represents our Outcomes and Activities in the next budget based on these principles.

Accountability

- 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 service packs when such activities are cost effective and necessary to protect users and the network.
- Ensure GIS data is accurate, current and maintained by fully leveraging resources available for GIS purposes.

Collaboration

- Work with City departments to ensure that the City's technology investment is protected and that smart decisions are made to leverage resources through technology.
- Assure that technology solutions are fully integrated and executed to maximize city return on investment.

Professionalism

- Exceed customer expectations and be a source of expertise and assistance in the area of technology and data management.

Innovation

- Create and support advancing technologies when cost effective to ensure that employees have technology tools to work effectively and efficiently.

Customer Oriented

- Assure technology systems and platforms are maintained and relied upon 24/7 by citizens and staff.
- Assure 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.

2009-2010 ACCOMPLISHMENTS

The IS Division has focused in 2009-2010 on optimization of the investments made in technology and ensure all systems, applications, and infrastructure are able to be used and secured to their fullest capability.

- ✓ Built new Server Room for the City at the Police Station.
  - Improved Information Services infrastructure reliability and efficiency.
  - Improved energy efficiencies by 40% through green IS strategy.
- ✓ Successfully integrated the GIS section into the IS Division and worked off a 2 year backlog of data to improve map accuracy.
- ✓ Developed IS security policy to assure compliance with rules to prevent ID theft.
- ✓ Implemented Disk-to-Disk automated backup and Disaster Recovery System saving hardware and labor costs.
- ✓ Introduced the Council Tablet program to the City Council saving $12,000 a year in printing costs.
- ✓ Completed the GIS mapping of the Downtown Plan.
- ✓ Installed the Web site into the City's infrastructure; improving functionality and creating savings.

High Density, Energy Efficient Server Room

PERFORMANCE MEASURES

Server Cooling System in Mid-flight 2010

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of help desk calls resolved by the next business day (excluding project & planned maintenenace & GIS requests)	65%	68%	70%	75%
Average score for internal IS customers through a scientifically selected randomized survey (1-5; five being the highest possible score)*	NA	4.254	4.4	4.5
% of major projects completed on schedule	NA	65%	80%	85%

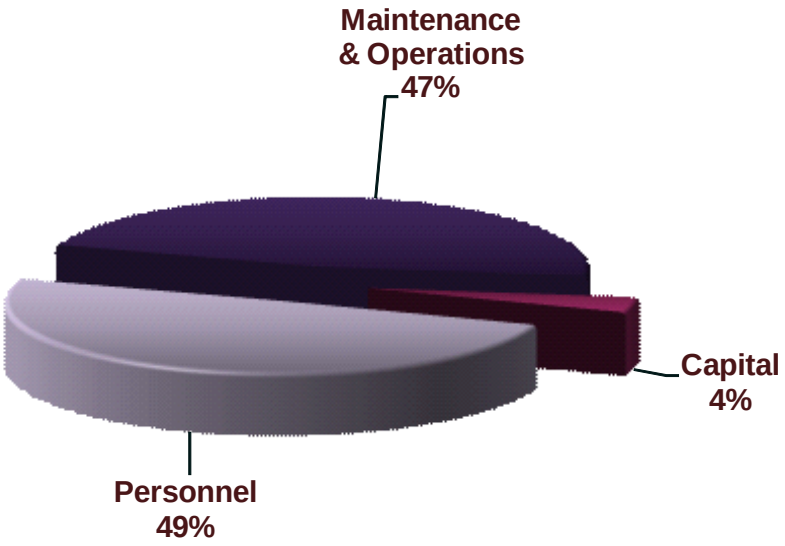
NA - Not Available

* Survey of users implemented in 2010.

TOTAL INFORMATION SYSTEMS REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,242,068	$2,003,612	$2,210,974
Maintenance & Operations	1,684,578	2,102,632	2,104,080
Capital	311,654	155,000	155,000
Total Expenditures	**$3,238,300**	**$4,261,244**	**$4,470,054**
Annual Cost Per Capita	**$98.62**	**$126.07**	**$122.69**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The personnel budget increase is the result of union-negotiated step and cost-of-living increases, along with increases in pension and insurance costs.
- The limited-term Information Systems Application Analyst is included in the 2011-2012 budget as a regular position to support the DSI needs and growth. The position is to be funded by a proposed Development Services Technology surcharge.
- Maintenance and Operation costs are down $60,552 from the originally adopted 2009-2010 budget, due to the many cost savings and technology efficiencies put in place by the Information Systems Division (including a reduction in cellular phone service costs of 30%).

Non-Departmental

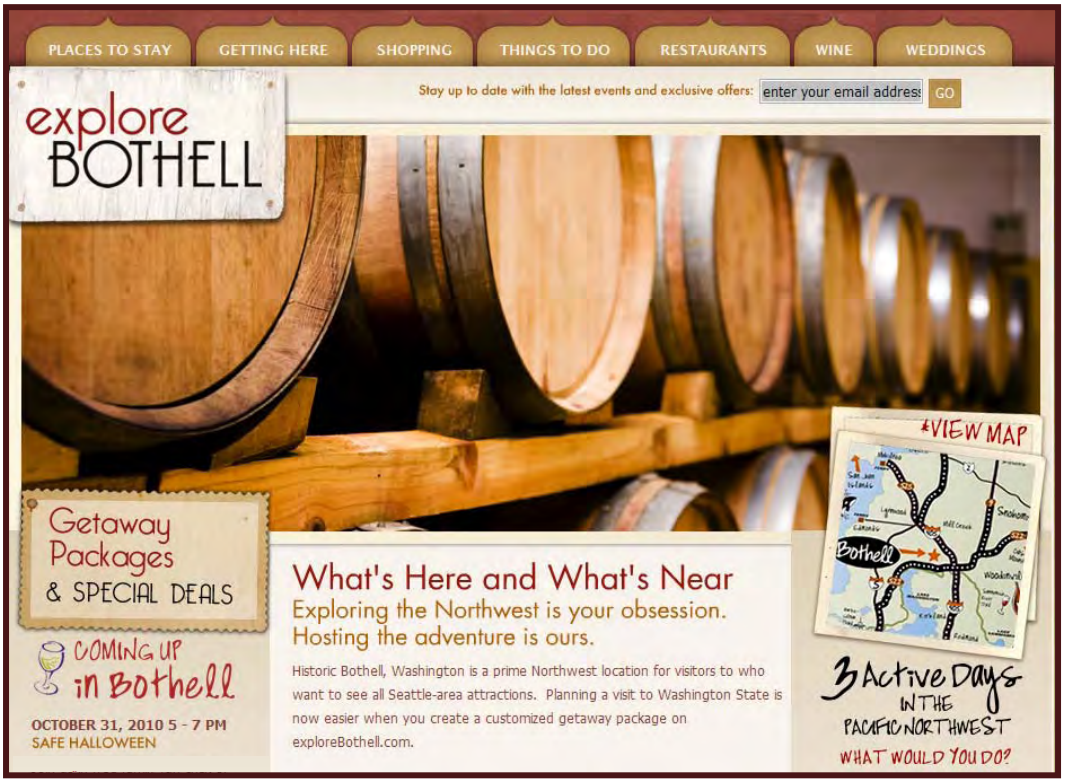
Executive Department

NON-DEPARTMENTAL

The Non-Departmental Fund resides within the City Manager's Executive Department budget and 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. Funding for the City's human services grants and the visitor development program are also contained within this budget.

2009-2010 Accomplishments

- ✓ Redesigned the visitor website, creating an online reservation system and leveraging social media and web analytics to improve program results.
- ✓ Executed strategies to leverage nearby visitor attractions to increase visitor traffic and revenues.



2011-2012 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.
- Support the cultural arts and visitor development leveraging Lodging Tax and Art Program dollars as described in the Visitor Development Strategic Plan.

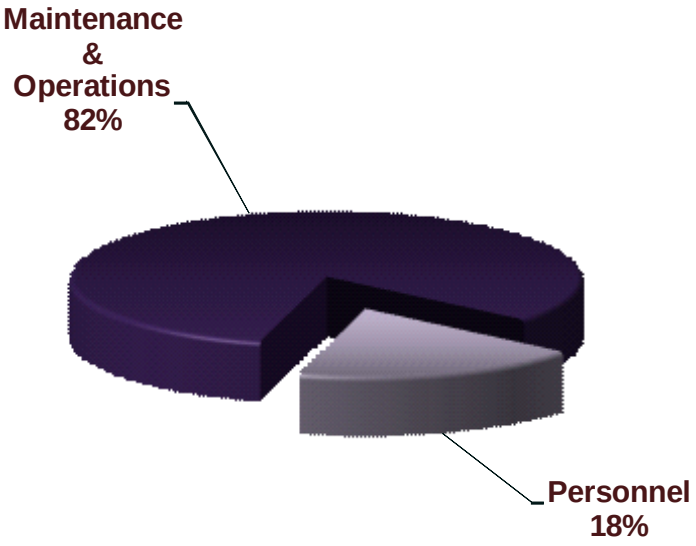
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
Tourism Function				
Revenue per hotel room in % +/- prior year	-7%	-3%	0%	5%
Human Services Function				
# of residents served by Human Services	40,901	46,329	43,627	43,627

TOTAL NON-DEPARTMENTAL REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$115,470	$217,161	$235,319
Maintenance & Operations	1,366,979	1,385,032	1,069,970
Capital	1,449	175,498	175,498
Total Expenditures	**$1,483,898**	**$1,777,691**	**$1,480,787**
Annual Cost Per Capita	**$45.19**	**$52.59**	**$40.64**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Personnel costs increases are driven by union-negotiated step and cost-of-living increases, along with increases in pension and insurance costs.
- Human Services funding remains at 2009-2010 levels.
- Visitor development expenditures are decreasing due to declining Lodging Tax Revenues. The tourism wayfinding capital project was deferred to 2011.

Finance Department

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 2011-2012 Finance budget is anticipated to increase $128,765 over its 2009-2010 budget. Salary and benefit costs are expected to exceed the previous biennium by $111,594. This is primarily due to the shift of a capital accounting staff position from the Public Works Department to provide more technical oversight from the Finance Director. The remaining increase is due to union negotiated salary step and cost-of-living increases, pension contributions, and health insurance premiums.

Responsibilities Include:

- Financial reporting, including preparation of the City's Comprehensive Annual Financial Report (CAFR).
- City's budget and Capital Facilities Plan (CFP) processes, including preparation of the City's biennial budget and CFP documents.
- 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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

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

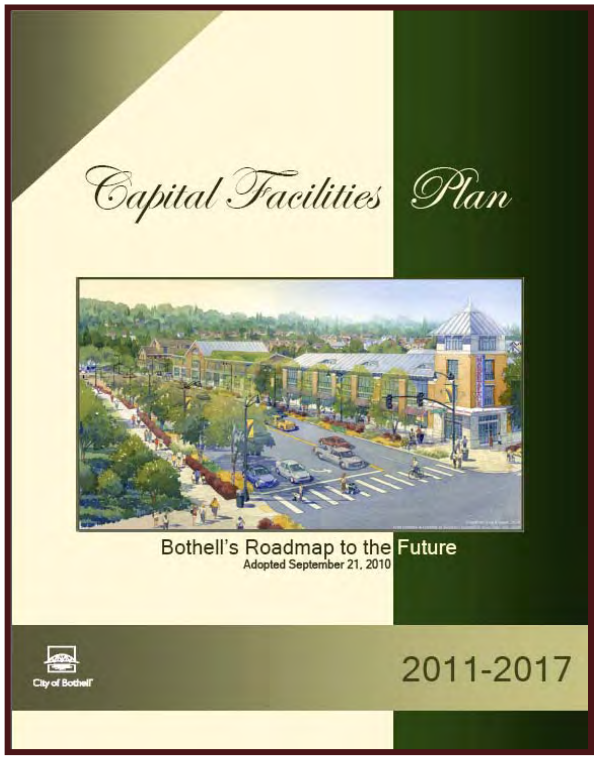
- Provide City departments with professional level accounting services.
- Provide City departments with process auditing services.
- Train departments to use the EDEN financial system to its fullest capability and eliminate duplicate accounting systems.
- Investigate innovative methods to reduce staff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

Complete implementation of City contract management and asset tracking procedures

- Annual update of physical inventory and tracking of all City assets.
- Implement final phase of 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 2011-2012 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 2011-2017 Operating and Capital Facilities Plan Budget that is responsive to Council and community priorities.



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 Aa2 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.

2009-2010 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 five biennial budget documents (2001 – 2010).
- ✓ The GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's past eight Comprehensive Annual Financial Reports (2001 – 2008). 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 nine consecutive years (2001 – 2009).

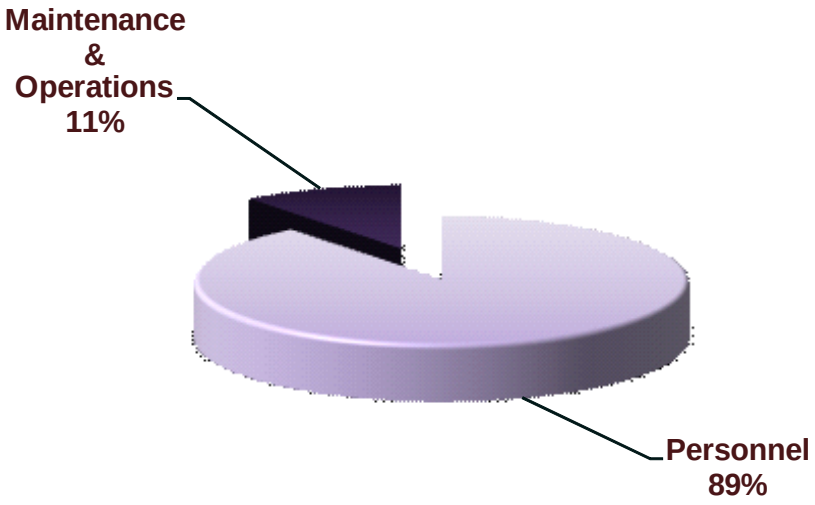
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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	$158	$136	$867
Annual GO bond debt per capita	$179	$131	$113	$850
Annual legal debt capacity per capita	$14,369	$14,605	$13,909	$11,536
Provide accounting for Citywide budget	$80M	$91M	$87M	$116M
Utility customers billed each cycle	5,300	4,900	4,950	4,975
Annual business license renewals billed	2,600	2,920	3,000	3,100

TOTAL FINANCE REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,504,074	$1,889,248	$2,000,842
Maintenance & Operations	234,644	220,500	237,671
Capital	3,824	-	-
Total Expenditures	**$1,742,542**	**$2,109,748**	**$2,238,513**
Annual Cost Per Capita	**$53.07**	**$62.42**	**$61.44**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Oversight for a Financial Analyst staff position is shifting from Public Works to the Finance Department in 2011. This project-term position coordinates grant reimbursements associated with the Capital Facilities Plan.
- The increase in maintenance and operations costs is primarily attributable to an increase in banking fees.

City of Bothell™

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Legal Department

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 2011-2012 Legal budget is anticipated to increase $268,111 over its 2009-2010 budget. A new 2011-2012 limited-term Associate City Attorney position is being proposed to alleviate backlog, reduce reliance on outside counsel, and assist the City Prosecutor with a rapidly growing caseload. The position is being funded by a reduction in professional services spending.

Also proposed, is a new part-time Domestic Violence Advocate position. This position would be funded through the elimination of the vacant Office Assistant position and a reduction in professional services spending.

The increase in the maintenance and operations budget is due to cost increases associated with a new contract for Public Defender services.

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.

2009-2010 Accomplishments:

- ✓ Researched and established services providing a domestic violence advocacy program for the City.
- ✓ Oversaw the City's legislative program.
- ✓ Negotiated a substantial portion of the Comcast Cable franchise.

2011-2012 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 three business days.
- Prepare and/or complete the review of City ordinances and resolutions within ten business days.
- Review standard agreements within three 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 2011-2012 Legislative Programs

- Attend Association of Washington Cities (AWC) Legislative Action Conferences.
- Adoption of 2011 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.

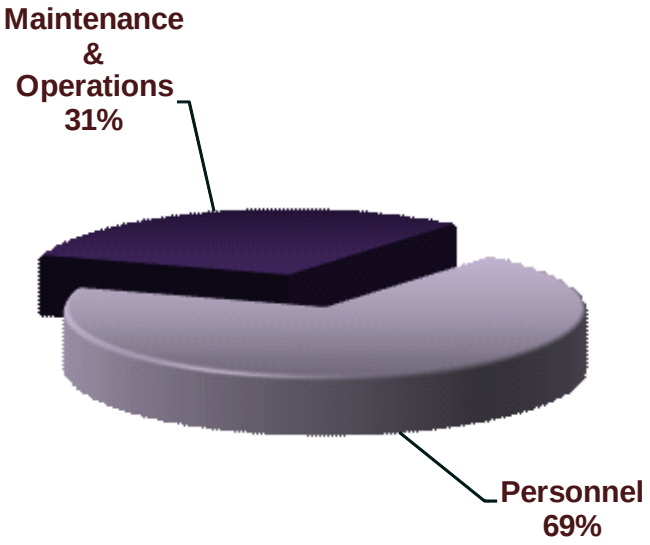
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of claims filed that proceeded to litigation	<10%	<10%	<10%	<10%
% of risk losses recovered	78%	85%	75%	75%
% of cases set for jury trial resolved without trial	85%	85%	90%	90%
% of cases set for bench trial resolved without trial	95%	95%	95%	95%
% of cases affirmed on appeal	75%	75%	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	95%	95%	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution, or civil compromise	92%	90%	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	90%	90%	90%	90%
# of jury trials held	30	20	12	12
# of cases reviewed for charges	1,000	850	600	600
# of appeals	40	5	20	20
# of review hearings	1,700	1,500	1,400	1,400
# of motions	24	20	130	140
# of bench trials	2	5	10	10

TOTAL LEGAL REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$527,293	$866,798	$1,102,066
Maintenance & Operations	989,289	470,652	503,495
Capital	-	-	-
Total Expenditures	**$1,516,581**	**$1,337,450**	**$1,605,561**
Annual Cost Per Capita	**$46.18**	**$39.57**	**$44.07**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Two new staff positions are included for 2011-2012, a limited-term Associate City Attorney and a part-time Domestic Violence Advocate. These positions are being funded by a reduction in professional services spending as well as the vacant Office Assistant position that has been eliminated.
- The maintenance and operations budget increase is attributable to an increase in Public Defender contract costs.

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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 296 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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

Successful negotiation of a new collective bargaining agreement with American Federation of State County & Municipal Employees (AFSCME) to remain competitive in the market place with regards to total compensation

- Gather market data in 2nd quarter 2011.
- Conduct refresher training in interest based bargaining in 3rd quarter 2011.
- Begin negotiations with AFSCME in 3rd quarter 2011.
- Approve new collective bargaining agreement with AFSCME in late 2011.

Implement required changes of new Health Care Reform Act

- Approve personnel policies to address new requirements in 2011.
- Address appropriate collective bargaining issues with unions.

Successful negotiation of a new collective bargaining agreement with International Association of Firefighters (IAFF) Local 2099 to remain competitive in the market place with regards to total compensation

- Gather market data in 2nd quarter 2012.
- Conduct refresher training in interest based bargaining in 3rd quarter 2012.
- Begin negotiations with IAFF Local 2099 in 3rd quarter 2012.
- Approve new collective bargaining agreement with Local 2099 in late 2012.

Update recruitment and new employee on-boarding process

- Set up a new web-based recruitment system to recruit and facilitate selection of qualified candidates for job vacancies 1st quarter 2011.
- Train supervisors in utilization of the new recruitment system 2nd quarter 2011.
- Implement a new employee web-based “on boarding” system in 2nd quarter 2011 to enhance the new employee orientation program.

Airplane Competition at Employee BBQ

2009-2010 ACCOMPLISHMENTS

- ✓ Conducted a payroll processing audit in all City departments.
- ✓ Completed and implemented a Classification & Compensation Study for AFSCME and Non-represented employees.
- ✓ Negotiated a new collective bargaining agreement with IAFF Local 2099.
- ✓ Facilitated various trainings including City-wide employee training on Harassment/ Diversity and Eastside Cities Training Consortium (ECTC) computer training.
- ✓ Assisted in the coordination of an employee absentee tracking system to measure the impact of the Swine Flu epidemic.
- ✓ Conducted a request for proposals and selected a new Flexible Spending Account vendor for City employees.
- ✓ Coordinated the annual benefit fair, City picnic, and employee recognition Ceremony.
- ✓ Negotiated a new medical plan with AFSCME and memorandum of understanding to extend their current collective bargaining agreement an additional year.
- ✓ Assisted in facilitating the first annual "Take Care Connection" which combined the Wellness Committee, Safety Committee and Green Team.
- ✓ In response to changes in the Family & Medical Leave Act, revised Personnel Procedures 7.7 and 7.11.
- ✓ Revised Personnel Procedure 6.1 to address potential double coverage of employee dependents.
- ✓ Approved Personnel Procedure 7.11 to comply with State law regarding leave for Victims of Domestic Violence.
- ✓ Revised Personnel Procedure 12.3 to incorporate policy regarding Pandemic Influenza Preparedness.
- ✓ Archived and destroyed personnel records pursuant to State records retention laws.
- ✓ Provided management training in:
  - Employee recognition tools,
  - Workplace Revenge,
  - Employee Assistance Program,
  - Communicating Effectively with Employees,
  - Coaching & Counseling Employees,
  - and Conducting Performance Evaluations.

PERFORMANCE MEASURES

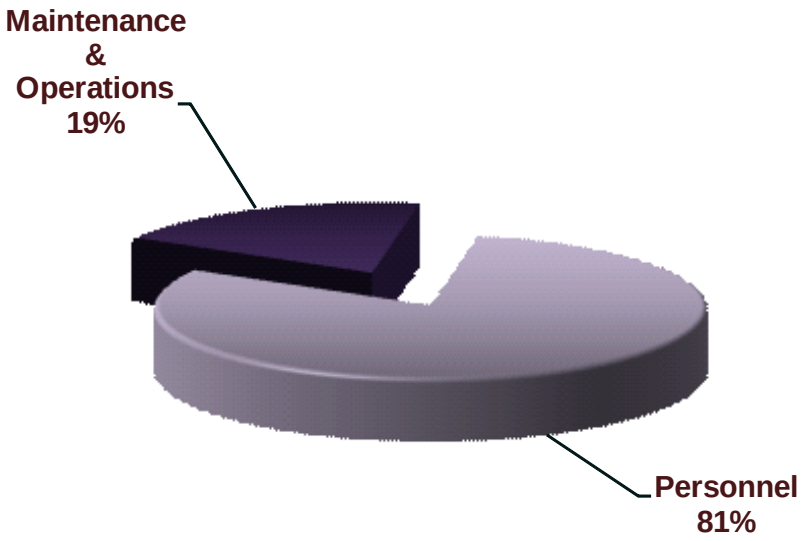
Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of collective bargaining agreements finalized	1	3	1	1
# of Workers' Compensation claims per 100 FTE's	4	4	4	4
Average number of working days for external recruitment*	40	44	40	40
# of positions for which recruitment was completed*	80	55	25	25
# of Citywide training programs presented or facilitated	25	14	10	10
# of Wellness programs facilitated	24	45	24	24
# of safety trainings facilitated	6	3	4	4

*ICMA Puget Sound Consortium Performance

TOTAL HUMAN RESOURCES REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,011,357	$1,291,490	$1,386,318
Maintenance & Operations	309,755	376,417	335,501
Capital	-	-	-
Total Expenditures	**$1,321,112**	**$1,667,907**	**$1,721,819**
Annual Cost Per Capita	**$40.23**	**$49.35**	**$47.26**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 FINANCIAL NOTES

- The 2011-2012 budget includes the conversion of existing limited-term Human Resources Analyst position to a regular position. This position is responsible for assisting with payroll processing and benefits administration, auditing and responding to unemployment claims, training, conducting new employee orientations, reviewing Personnel Change Notices (PCN), processing new-hire payroll paperwork, and helping facilitate the Safety Committee. Specific functions enhanced by this position include setting up payroll codes, running advanced Crystal reports for the management of personnel and employment costs, maintaining and auditing position control history according to the Council adopted budget, and providing technical assistance in coordinating software interface with payroll. Along with adding essential depth to the department in payroll, recruitment and benefit administration, this position adds additional value in cost savings that will be realized through greater efficiencies. The efficiencies gained include automated position budgeting, better reports for personnel management and collective bargaining, and better data management - all of which support fiscal responsibility.
- The personnel budget increase is driven by step and cost-of-living increases, along with project increases in pension and insurance costs.
- Maintenance and operations costs are down $67,280 from the originally adopted 2009-2010 budget. A number of cuts were made in 2009-2010 due to declining citywide revenues.

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Police Department

POLICE DEPARTMENT

The 2011-2012 overall Police Department budget reflects an overall 3.26% increase compared to the 2009-2010 Council approved budget. The primary increase is in salaries and benefits where an increase of 4.82% is estimated. This increase is due to cost-of-living and market rate adjustments as well as the addition of a part-time Animal Control Officer to coordinate the City's new Animal Control program. This position is fully funded by animal licensing revenue.

The Police Department's overall overtime budget request for 2011-2012 reflects $23,000 that was transferred to the Fire Department so that the Firefighter/EMT personnel assigned to the City's Special Response Team can train along with police officers during the biennium. With this deduction, the Police Department's overall overtime budget request for 2011-2012 is 3.99% less than the 2009-2010 approved budget and is only 2.41% greater than the 2007-2008 Council approved overtime budget.

The maintenance and operations portion of the Police Department's 2011-2012 proposed budget reflects a $9,000 decrease over the 2009-2010 Council approved budget. This does not include one-time expenditures but does include annual costs associated with animal control.

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.

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 of this Division 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, seven 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.

- ### Juvenile Services Section

  The Juvenile Services Section of the Police Department has the responsibility for providing three School Resource Officers (SRO) 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.

Special Operations

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

➢ Neighborhood Traffic Section

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.

➢ Detention and Corrections Section

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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

Administration

Achieve 95% satisfaction rating of "Good or Excellent" on citizen surveys 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.

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 12 hours per day, Monday through Friday and four hours on Saturday

- 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.

Answer 95% of all 9-1-1 calls within ten 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 four officers and one 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 enhanced officer safety measures for patrol officers

- Provide patrol officers with the resources and tools to enhance their safety in the field.
- Maintain minimum staffing levels.

Investigations – Detectives

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

- Offer educational forums and meetings to Bothell residents and businesses to help educate and provide basic crime prevention information.
- Participate regularly in regional identity theft and intelligence meetings for information sharing and investigation coordination.

Provide excellent investigative service delivery, clearing cases within one year of their assignment date to the Investigations Division. The goal is to clear 75% of all cases assigned to detectives within one year of their assignment date

- Supervisors and the commander conduct weekly reviews of all assigned cases to assure proper resource allocation.
- Audit of all cases placed in New World Review Level 3 (Inactive Investigation) every six months to see if resources are available to reassign the case for active investigation.
- 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 primary case investigation.

Investigations – Juvenile Services

Increase the number of Juvenile Intervention Program (JIP) referrals 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 elementary, 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.

2009-2010 ACCOMPLISHMENTS

Bothell Police Department fielded 25,678 calls for service in 2009.

- Of those calls, 23,034 created Incident Reports;
- of those reports, 3,229 resulted in criminal investigations; and
- of those investigations, 1,969 resulted in arrests.

- ✓ Bothell Police assisted with serving search warrants on a multi-jurisdictional marijuana growing operations arresting 36 people. The warranted services also yielded over 9,000 plants and an excess of $70,000 cash.
- ✓ In June 2010, the Police Department apprehended three suspects that were involved in a large string of robberies up and down the I-5 and I-405 corridor. These suspects were stealing narcotics from chain pharmacies. The capture utilized electronic tracking system technology and was the key in clearing a robbery that occurred in Bothell earlier in the year.
- ✓ The Police Department was able to staff the Crime Prevention/Analyst position. A result of this was the Investigations Division was able to conclude a number of background investigations to assist in fully staffing 911 Call Center.
- ✓ The Police Department was able to purchase a crime scene response vehicle by using $57,000 of drug forfeiture money and $21,000 in Federal Grant funding.
- ✓ The Police Department was able to create a first class police recruitment video by locating a volunteer that works as a videographer for the Discovery Channel. The cost savings by creating this unique relationship was in excess of $16,000.
- ✓ Bothell Police School Resource officers investigated 72 drug related incidents on school property in 2009.
- ✓ Bothell Police Records staff processed 248 concealed pistol licenses in 2009.
- ✓ Bothell Police Records staff processed 718 fingerprint requests in 2009.
- ✓ The Bothell Police Department spearheaded a change in the City's towing ordinance that will better protect the citizens from exorbitant towing and impound fees.
- ✓ The Bothell Police Department continued to be in a leadership role in the Allied Law Enforcement Response Team (ALERT) by assisting with the management and training of the team. The team's focus is prepared responses to situations of civil unrest.
- ✓ The Bothell Police Department trained City employees and has deployed the new Command Van/Mobile Communications Center. It has been utilized on a number of training exercises and two successful unified command events related to the 4th of July.
- ✓ The Bothell Police Department created a swift water rescue team. This team includes the participation of four Bothell Firefighters in addition to five members of the Police department.

- ✓ In 2009 and first half of 2010, Bothell Police Officers investigated in excess of 128 domestic violence cases and have worked closely with the newly created victim advocate from the Prosecutor's Office.
- ✓ In 2009 and the first half of 2010 the Bothell Police Department have issued 7,797 infractions/citations. All of these have been processed by the Bothell Records staff.
- ✓ Bothell Detectives identified two suspects responsible for an arson fire that burned a single family residence. The investigation involved making arrests, and obtaining the confessions of both suspects. Both suspects plead guilty to the charge of Arson 2.

PERFORMANCE MEASURES

Administration

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of citizens rating their satisfaction with the provision of police services for maintaining public safety and protecting the community as "Good" or "Excellent"	95%	NA	95%	95%

NA - Not available

No City-wide survey conducted.

Support Services

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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 12 hours per day, 6 days per week and 4 hours on Saturdays	100%	100%	100%	100%
Annual # of 9-1-1 calls received	19,500	17,350/ 15,100	19,500	19,500
Annual # of records checks	1,800	2,608/ 2,600	2,500	2,500
Annual # of fingerprinting	725	718/ 552	725	725
Annual # of concealed pistol license applications	228	248/ 235	228	228

Operations

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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)	5	5.67/ 5.48	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	26,950	25,678/ 27,660	26,950	26,950
# of officers per shift	3.8/ 4.1	3.9/ 4.0	4	4
# of population estimates	32,500	32,400	33,000	33,000
# of auto theft cases per year	148/ 140	114/ 128	122	116

Investigations - Detectives

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
Cases completed within 12 months of assignment to Division	75%	NA	75%	75%
# of identity theft educational meetings or forums organized or attended by the Investigations section personnel	10	4	4	4

NA - Not Available

Investigations – Juvenile Services

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of JIP referrals	86	19/20	25	25

Special Operations – Neighborhood Traffic

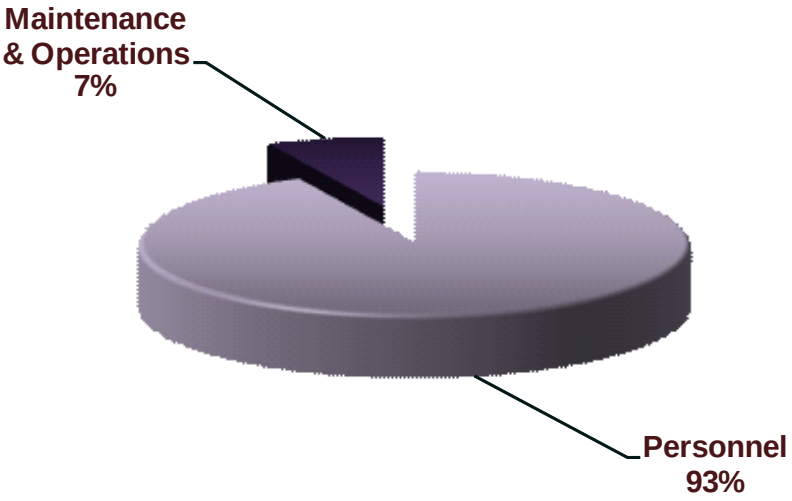
Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of times Selective Traffic Enforcement Program (STEP) is implemented in neighborhoods per year	18	NA	18	18
# of crosswalk enforcement	4	NA	4	4
# of PACE & Driving Under the Influence (DUI) enforcement patrols	4/5	2/2	4	4
# of annual traffic violator contacts by Neighborhood Traffic Unit	NA	NA	2,800	2,800

NA - Not Available

TOTAL POLICE REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$17,370,322	$19,551,272	$21,249,914
Maintenance & Operations	1,586,436	1,625,034	1,602,864
Capital	20,080	180,144	31,000
Total Expenditures	**$18,976,837**	**$21,356,450**	**$22,883,778**
Annual Cost Per Capita	**$577.90**	**$631.85**	**$628.11**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The personnel budget increase is due to step and cost-of-living increases, along with rising pension and insurance costs.
- The 2011-2012 budget includes a new part-time Animal Control Offer position and $40,000 in startup costs for the City's new Animal Control program.

City of Bothell™

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Fire and Emergency Medical Services Department

FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT

In September of 2009, the City hired a new Fire Chief/Emergency Management Director. In 2010, the Department created a second Deputy Chief by reclassifying the Fire Marshal to Deputy Chief/Fire Marshal. With the reclassification the Department reorganized into the following three sections: Office of the Chief; Community Risk Reduction; and Response Operations. Divisions and groups were realigned within specific sections in order to have members with common missions working within the same section. Reorganizing the Department has created a more effective and efficient structure to serve our external and internal customers.

In 2011, the Department will be asking citizens within the City portion of Snohomish County, and Fire District 10, to renew the six-year emergency medical services levy. This will be on the November ballot and the request will be at .30 per thousand assessed valuation, which is the same rate being assessed from citizens within the City portion of King County. The funding will assist in providing emergency medical care, staffing and services.

OFFICE OF THE CHIEF

The Office of the Chief section is led by the Fire Chief and reports to the Deputy City Manager.

The Fire Chief is responsible for the oversight of the Department, strategic planning, and administration of the Department budget. Through a contract, the Fire Chief also serves as the Chief of Snohomish County Fire District 10. In addition, the Chief also maintains relations with four neighboring fire departments.

Even though the Fire Chief has strategic oversight of the Department, this section is specifically responsible for budget development and management, policies and procedures, data/records management, front office reception, and personnel management which includes, tracking personnel evaluations, and payroll and personnel management. The section is staffed with four full-time and two three-quarter time positions.

Emergency Management

The City's Emergency Preparedness Coordinator reports to the Fire Chief/Emergency Management Director, and is responsible for preparing City staff to provide command, control and response to a variety of disasters within the city.

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 Division leads an inter-department effort to develop and maintain the emergency operations program for the city to maximize all City resources and prepare all segments of the community for a 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.

COMMUNITY RISK REDUCTION

Community Risk Reduction is supervised by the Deputy Chief/Fire Marshal and reports to the Fire Chief.

Community Risk Reduction is the new title for what were the Hazard/Fire Prevention Bureau, Safety and Support Services and Public Education Divisions. This name change communicates our services to external customers through code enforcement and education; it also reduces risk to our internal customers through health and safety, facilities and apparatus management, and tool and equipment procurement. There are 7 full-time positions and one half-time position assigned to the section.

The Code Compliance Division is made up of a Lieutenant Plan's Examiner, two full-time Firefighter/Inspectors, and one Administrative Assistant. The main responsibilities for Code Compliance are to review all plans for new construction in the City, and tenant improvements on existing structures. Conduct annual fire and life safety inspections of all business occupancies throughout the city and correct code violations to keep our community safe.

Annual inspections are completed by both the Code Compliance Division and fire crews to assure that all businesses, multi family occupancies, adult and child daycare facilities are safe and meet standards set forth by International Fire code and City ordinance. This is accomplished with enforcement and education. Crew inspections allow or shift personnel to better understand the business community that they serve by walking through the business occupancies and becoming familiar with the special hazards that could be encountered at an emergency scene. Annual inspections allow the Fire Department to prevent accidents and unsafe activities by making corrections before we have problems that can put our community at risk.

Safety and Support Services

The Battalion Chief serves as the Support Services Officer and the Health and Safety Officer and reports to the Deputy Chief/Fire Marshal.

This position is responsible for maintenance and oversight of the fire stations, emergency and non-emergency vehicles, emergency radio communications, non-emergency communications and technology, occupational safety and health, and wellness-fitness programs.

The Safety and Support Services Officer will continue to oversee the newly implemented wellness-fitness program, and the revised and updated safety program that includes reviews, assessments, and preventative measures for injuries and accidents. The major projects in 2011-2012 are the replacement of the Department's emergency response records management system, implementation of mobile data terminals on each first-out emergency response apparatus, implementation of wireless medical reporting and transport billing, replacement of one command vehicle, and replacement of some kitchen appliances and physical fitness equipment.

Public Education

The Public Educators report to the Deputy Chief/Fire Marshal but report to the Fire Chief when serving as Public Information Officers.

The Public Education Division is responsible for fire prevention and life safety instruction, and disaster preparedness education. 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 the 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 website, BCTV, press releases, the Bothell Bylines and many other mediums to share safety information with our citizens.

RESPONSE OPERATIONS

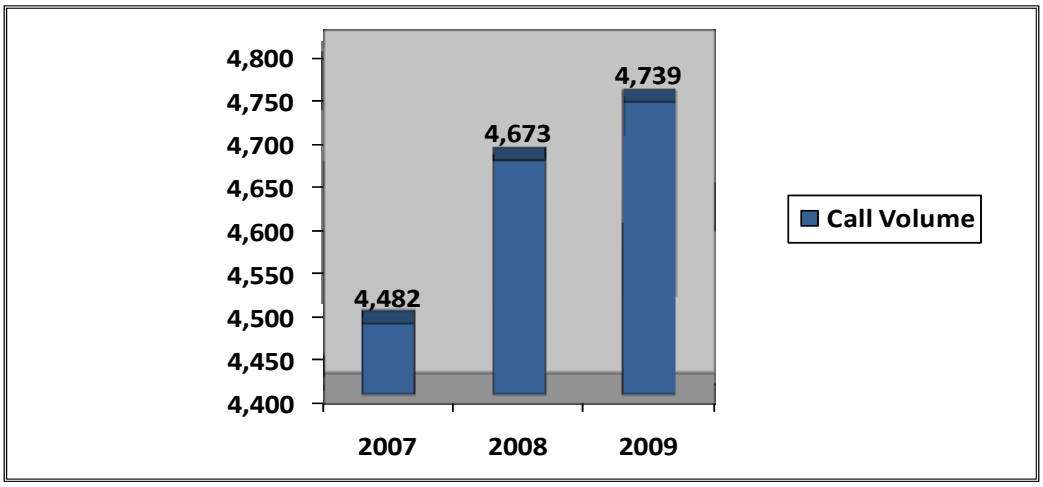
Response Operations is supervised by a Deputy Chief and reports to the Fire Chief. The Response Operations section is responsible for responding to fires, rescue calls, medical emergencies, motor vehicle accidents, and requests for non-emergency assistance.

There are 47 members assigned to provide emergency response for the City. Each day there are a minimum of 12-members on duty who staff three stations. In addition to Emergency Medical Services (EMS) and fire responses, Bothell Firefighters receive additional training to deal with technical rescue and hazardous material responses.

Fire suppression and rescue duties include responding to all requests for assistance to fires, rescues and other dangerous conditions. Bothell provides five Firefighter (FF)/Emergency Medical Technicians (EMT) at Station 42, three Firefighter/EMTs at Station 44, and three at Station 45 for response. Currently, we have a stated goal of responding to 50% of all suppression or hazard mitigation calls within five minutes. Additional units shall arrive within ten minutes. Bothell Fire and EMS conducts emergency scene operations in accordance with recognized laws and standards.

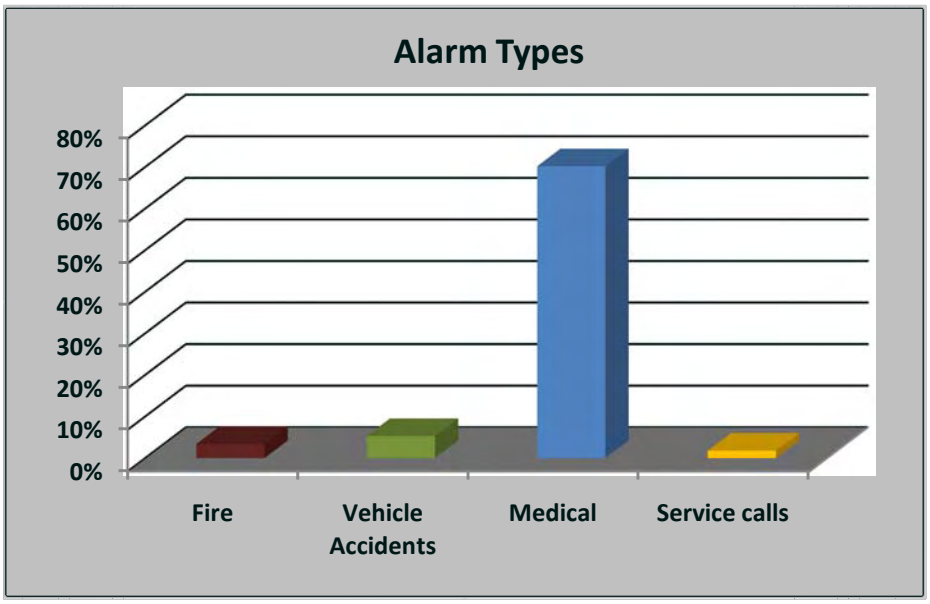
Personnel are to respond to all requests for assistance to medical emergencies within 5 minutes of the alarm 50% of the time. Bothell provides a minimum of two FF/EMTs for each medical response. Advanced Life Support (ALS) is provided by contract with Shoreline Fire Department.

Bothell Fire and Emergency Medical Services responded to 4,739 total alarms in 2009. The chart below represents the call volumes for 2009 and the last biennium. The Department experienced a 5.7% increase in calls over the 2007-2008 budget cycle.



An upward trend in calls and the variety of services requested is expected to continue. The increase in activity associated with the Downtown revitalization, University of Washington campus growth, assisted living facilities, and the potential annexations all contribute to the increase in call volume.

Emergency medical calls continue to be the largest request for service from the public. Motor vehicle accidents, fire responses, and service calls are the next highest demand for service. The remainders of the responses are mutual aid requests, mistaken alarms like steam from a building, bark and rubbish fires, or responses that did not require action by the Department. The table below reflects the percentage of alarms for the four major categories.



The Department is committed to the creation of a strategic plan in 2011. Elements of the plan that will impact response operations in the next five years include:

- City adopted level of service based on response times.
- Sufficient staffing to meet defined service levels.
- Station location study by the City's GIS to meet levels of service.
- Impacts of annexation on current levels of service.
- Long-term improvements in the service provided to the public.
- Cost effective delivery of services.

The City of Bothell is entering into an exciting and challenging opportunity. The Fire Department is planning to meet the City's and the public's response for prevention and education needs now and in the future.

The 2011-2012 budget allows our Department to maintain our current level of service. It will not allow for the creation of new or added benefit programs. As the Department moves through the strategic planning process, improvements in equipment, increases in staffing, and new programs are expected to be identified. Future budgets will reflect identified areas of improvement and benefits to the City and the public.

Special Operations

In 2008, the Department created a Special Operations Division which brought all the teams together under one division. The Division is lead by a Battalion Chief, who reports to the Deputy Chief of Response Operations. Special Operations consists of three primary teams: Technical Rescue Team (TRT), Special Response Team (SRT), and the Eastside Hazardous Materials Response Team (EHMRT). Two additional disciplines, water rescue and EMS bike teams, have been identified as possible levels of service to extend, but to date are unfunded.

TRT is trained and equipped to respond to rope rescue, trench, confined space, machinery entrapment, and structural collapse rescues. Due to our participation in regional planning, Firefighters have been able to attend grant supported structural collapse training. Bothell Fire trains and responds regionally to allow for the cost effective delivery of service.

SRT operates in conjunction with Bothell Police to provide rapid access to emergency medical care during police operations. Situations that require SRT include hostage stand offs, high risk search warrants or arrests. Members assigned to the team complete required annual training in gunshot and stabbing wound care, evacuation of injured police officers, and rapid extrication to a safe area.

The EHMRT responds Zone and County wide. Members complete annual training provided by EHMRT. Team members provide state mandated training to the Firefighters. Through participation on the regional team, Bothell gains a response capability at the lowest possible cost. Bothell has also benefitted through grant funded training, equipment, and supplies.

TRT, SRT, and EHMRT team members provide training to City employees, assist with CERT training and supply state mandated Awareness and Operations training to Firefighters.

The 2011-2012 budget will enable the Department to meet the minimum training requirements indentified by the State and National Fire Protection Association (NFPA) standards. No new programs will be added because of current funding levels.

Training

The Battalion Chief of Training reports to the Deputy Chief of Response Operations.

In addition to the Battalion Chief, the Training Division is supported by the services of one Administrative Assistant. Together, these two members work to accomplish the goals and objectives of the Training Division.

This Division is charged with the organization, delivery, supervision, and documentation of basic and specialized training to maintain compliance with local, county, state, federal requirements, and other recognized professional standards.

Since 2008, the Department has been working to re-establish its own in-house Training Division and will continue to do so in the 2011 and 2012 budget cycle. We continue to make progress by providing ongoing training and securing updated resource materials. Further planning and work will provide training that accomplishes skill maintenance, testing and certification, operational uniformity and performance, professional development, the implementation of new technology, and practices of emergency services.

The reduction of maintenance and operations in 2011-2012 will reduce the Department's ability to bring in outside instructors and it limits our ability to travel to obtain new knowledge and skills. However, we will look internally for members on each shift who have the knowledge, skills and passion to instruct a variety of disciplines. These members will increase our cadre of internal instructors and this will allow us to provide shift training without the use of overtime. This also benefits the Department by increasing the number of people who can deliver a quality class to their fellow members.

We believe that training is a fundamental component to the successful delivery of emergency services. Without it, we will be unable to provide service in a safe, effective, and efficient manner as charged by the citizens we serve.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

OFFICE OF THE CHIEF

Establish Comprehensive Level of Service

- Establish and City Council adopt a level of service as required by RCW 35.103.
- Determine station locations that enhance the level of service.
- Determine if a fire station location can be combined with other city services.
- Secure funding source for station building.
- Hire consultant for fire station design, land acquisition and construction management.
- Build new fire station.

Effective Management of Department Financial Resources

- Review industry "best practices" for revenue streams.
- Research, review and revise, as applicable, revenue streams.
- Seek efficiencies within the department.
- Identify grants and submit for grant funding.
- Explore cooperative efforts with neighboring fire departments.

Strategic Plan Development

- Develop a multi-year strategic plan in 2011 to document our path to future excellence.
- Implement portions of strategic plan as funding supports.
- Use the strategic plan as a foundation for the 2013-2014 budget development.
- Continually think strategically rather than operationally.

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 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.
- 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.

COMMUNITY RISK REDUCTION

Investigate all fires in Bothell

- Determine the origin and cause of the fire.
- Determine if a crime was committed.
- Work with Bothell Police when a crime has been committed.
- 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 annually.
- 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 International, State, County, and local codes and ordinances.
- Ensure that all land use proposals are in compliance with State, County, and local codes and ordinances.

Decrease disability-causing overtime

- Implement mandatory physical fitness program.
- Implement annual medical physicals by physicians.
- Implement bi-annual fitness testing.
- Provide training in disability and injury prevention, fitness, health and nutrition to personnel.

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.

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.

Decrease job related accidents

- Perform monthly review of accidents and injuries.
- Re-engineer unsafe practices, facilities, and operations.
- Provide quarterly report and training on department accidents and injuries, their causes and contributing factors, and mitigation.

Public Education

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

- Provide training courses, such as 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.

RESPONSE OPERATIONS

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

- Respond to 50% of alarms within five minutes.
- Support 2011 strategic planning process.
- Strengthen our working relationship with City agencies to improve service response.

Mitigate response impacts due to Kirkland annexation

- Work with Kirkland and Woodinville Fire Departments to provide highest possible level of service.
- Coordinate response plans to ensure “closest unit” dispatching.

Improve firefighter and workplace safety

- Purchase personnel protective equipment that meets NFPA standards.
- Standardize emergency operations to increase effectiveness and safety.

Special Operations

Provide special rescue services for City of Bothell

- Provide annual refresher training to all Technical Rescue Technicians.
- Provide in-house training for all Firefighters to Operations level.
- Maintain current levels of service.
- Participate in regional grant programs.

Participate in regional Hazmat team

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

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.
- Provide annual refresher training for all SRT members.

Training

Continually enhance the Suppression and EMS skills of all personnel related to their assigned roles and responsibilities

- Participate in live fire training at the State Fire Academy and ensure that all active personnel participate once every three years.
- Participate in quarterly multi-agency drills with surrounding jurisdictions to enhance teamwork and familiarity.
- Provide scheduled training that balances demands of skill maintenance, call volume and professional development.
- Provide Chief Officer training three times a year on subject matters pertaining to their duties.
- Provide lesson plans and other materials to support the delivery of assigned training by Department Instructors.
- Develop the instruction skills of select personnel to enhance the delivery of training materials.
- Deliver an in-house Driver Operator Academy for new driver candidates in 2011.
- Maintain the database and individual training records of all Departmental personnel.

Provide all Department members with Special Operations training commensurate with their duties and assignments

- Work with Special Operations Division to schedule, deliver and document technician level training as required for certifications.
- Implement and support a training plan that maintains Awareness, Operations and Command level skills for special operations incidents.

Train personnel on the New World operating system commensurate with their assigned duties

- Provide training to support the implementation of the new software.
- Support the work conducted by various build teams as assigned by the Chief.

Strategically evaluate and plan for the future training of Bothell Fire and EMS personnel

- Review and evaluate the current performance of the Training Division.
- Explore the available options for improving the delivery of training services.

2009-2010 ACCOMPLISHMENTS

OFFICE OF THE CHIEF

- ✓ Created a second Deputy Chief position.
- ✓ Reorganized the Department into three sections.
  - Section 1000: Office of the Chief
  - Section 2000: Community Risk Reduction
  - Section 3000: Response Operations
- ✓ Started the revision of the standard operating procedures.
- ✓ Completed personnel evaluations during the month they were due.
- ✓ Developed a monthly high-level view of our budget to identify early problems.
- ✓ Intentional focus on organizational priorities.
- ✓ Emphasis on leadership development.

Emergency Management

- ✓ Reviewed and revised the City of Bothell Comprehensive Emergency Management Plan.
- ✓ Bothell was selected by the King County Local Emergency Planning Committee to be a sub-grantee and conduct a tabletop exercise.
- ✓ Conducted Citywide training in emergency preparedness and the employee's role(s) during a disaster.
- ✓ Held regular tabletop and functional exercises including quarterly windshield surveys and employee evacuation drills.
- ✓ Became an active member of the King County Local Emergency Planning Committee.
- ✓ Developed a stand-alone Hazard Mitigation Plan for the City and received approval from the Washington State Emergency Management Division and Federal Emergency Management Agency (FEMA), and adoption by Council.
- ✓ Created a Debris Management Plan for the City which is currently awaiting State and Federal approval.
- ✓ Conducted the City's first night-time windshield survey and Emergency Coordination Center (ECC) activation.
- ✓ Secured ten new 800mhz radios for use by the Public Works Department.
- ✓ Participated in Regional Transportation Recovery Planning meetings.
- ✓ Attended Partners in Preparedness and Washington State Emergency Management Association Conferences.

COMMUNITY RISK REDUCTION

- ✓ 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.
- ✓ Inspected seven fireworks stands and six displays to ensure safety to the community.
- ✓ Investigated 15 fire related investigations resulting in one prosecution.
- ✓ Utilized the Advantage Permit Tracking program for Fire code permits thus providing quality control and better accountability.
- ✓ Performed 1,643 construction suppression and detection inspections.

Public Education

- ✓ On February 4, 2009, the Public Educators organized an amateur radio and CERT volunteer full-scale drill. The event placed six teams of 4-5 people throughout the community in different neighborhoods – each team was given disaster scenarios to work on together to find a solution. Once each team finished their deployment in their neighborhoods they used amateur radios to call back into the mock Emergency Operations Center (EOC) to report their findings. This practice is essential to ensure during a real disaster CERT and amateur radio volunteers will be able to effectively notify the City's EOC of injured people, collapsed structures, and hazardous areas.
- ✓ In an effort to ensure high quality media relations on the fire scene, the Public Information Officers provided a public information class for all Fire Department staff. Participants were provided important tools that can be utilized on the emergency scene to quickly disseminate accurate information to the media. The class also covered the variety of ways non-emergency safety information is shared and how the staff can assist in providing helpful information. Officers were able to practice a mock on-camera interview. The interview was recorded and the entire class evaluated the strengths of the interview and identified areas of improvement. Those who had the opportunity to practice said that it was a valuable experience. The class was provided as a result of the post incident analysis from the incident in which a Lieutenant sustained injuries in December 2008.
- ✓ In 2009, our volunteer program that has been serving the citizens of Bothell for almost 100 years was forced to close due to a lack of funding. The City of Bothell Fire and EMS hosted a volunteer recognition event to thank participants for their many years of dedicated service to the City of Bothell.
- ✓ In the past few years, the City of Bothell has experienced a great deal of growth in our senior population due to the addition of several assisted living facilities near the Northshore Senior Center. Two Firefighters visited six senior facilities in the City of Bothell and shared important fall prevention information with residents and staff. These classes were provided free of charge to our citizens and were paid for by a grant through King County EMS. Classes covered four key components including exercise, vision, medication management, and identifying common household hazards. Approximately 120 citizens and facility staff participated in the trainings.

- ✓ Staff from all divisions of the Fire Department participated in our new community health program called "Bothell Heart Month." During the month of February, 663 people participated in the screenings. Of those, 22% had blood pressure alerts and 10% had blood sugar alerts. Citizens who received alerts were provided with topic specific health information and encouraged to visit their primary care provider. Initial comments from community locations and citizens were all very positive. Public Education staff will follow up with participants who chose to provide their contact information.
- ✓ The Public Education Division concluded a 3-day HAM Radio licensing class for a group of public school employees and retirement home staff. This project was paid by Federal grant money – and targeted the most vulnerable populations in Bothell. The project placed Ham radio equipment and trained one staff member in HAM radio operation at each facility. This greatly enhances the City's emergency communications plan by allowing the ECC to have the ability to speak with our vulnerable populations during a large scale emergency.

RESPONSE OPERATIONS

- ✓ New 800 MHz portable radios were placed in service.
- ✓ Locution and SCOPE paging system were activated.
- ✓ The NORCOM E911 dispatch center went live.
- ✓ Jim Roepke was promoted to Deputy Chief of Operations.
- ✓ Frank Shasky was promoted to Deputy Chief/Fire Marshal.
- ✓ Greg Gwyn and Rob van Spaandonk were promoted to the rank of Lieutenant.
- ✓ Russ Petrick, Scott Johnson and John Deaver joined the Department as recruit firefighters.
- ✓ District 10 placed new aid cars in service at Station 44 and Station 45.
- ✓ The City purchased a new aid car for Station 42 in 2010.
- ✓ Through cooperation between the City and District 10, Thermal Imaging Cameras placed on each and every engine, the ladder truck, and Battalion 42.
- ✓ Emergency contact phones were installed at the front door of each Fire Station.

Special Operations

- ✓ Received mass Decontamination unit through regional hazard materials response grant.
- ✓ Met special operations training goals for TRT and EHMRT.
- ✓ Received hand held rescue tools via a regional technical rescue grant.

Training

- ✓ Accomplished a re-certification process for a number of existing Emergency Medical Technicians.
- ✓ Implemented multiple training plans to support the hiring of three new personnel and re-habilitation of three employees that returned from long-term disabilities (greater than 60 days).
- ✓ Implemented a training plan for the new thermal imager cameras.
- ✓ Implemented a destructive training plan utilizing the Crossroads project that acquired structures that benefited Bothell and other surrounding jurisdictions.
- ✓ Implemented a new training website template used to communicate scheduled training and other departmental resources.
- ✓ Implemented auto-extrication training plan utilizing in-house instructors and challenged crews with advanced extrication problems.
- ✓ Continued to develop Bothell's role within the region by participating within the King County Fire Training Officers Association and have been named the current vice-president.
- ✓ Hosted two National Fire Academy classes on Leadership for the Company Officer.
- ✓ Supported the development and implementation of the promotional process for Lieutenant and Battalion Chief.
- ✓ Implemented new hose and ladder manuals for all operational personnel.

PERFORMANCE MEASURES

OFFICE OF THE CHIEF

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
City Council adoption of Level of Service	NA	NA	100%	100%
Maintain minimum staffing of 12	100%	100%	100%	100%
Grant applications	8	7	5	5
% of 5-Year Strategic Plan completed	NA	10%	100%	100%

NA - Not Available

Emergency Management

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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	20%	10%	10%
% of employees that are National Incident Management System (NIMS) compliant	99%	99%	100%	100%
% of cost recovered from disaster	NA	75%	80%	80%
# of people receiving emergency preparedness	NA	1,050	400	400
# of City staff training exercises	1	8	2	1
# of regional exercises including Bothell	0	1	1	1

NA - Not Available

COMMUNITY RISK REDUCTION

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of occupancies annually inspected by crews	2,353	1,989	1,225	1,225
# of occupancies annually inspected by Fire/Hazard Prevention Bureau (FHPB)	1,301	908	625	650
# of hazards (code violations) corrected	445	785	500	500
# of building, land-use, & suppression & detection reviews	1,823	1,480	775	775
# of Uniform Fire Code (UFC) permit inspections	488	547	300	300
% of fires confined to the room of origin	55%	55%	65%	65%
% of fires confined to the structure of origin	100%	100%	100%	100%
Overall fire loss per year	$1,640,033	TBD	$650,000	$650,000

Public Education

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of Community Emergency Response Team (CERT) graduates	60	47	15	15
Students who receive Drink/Drive Seatbelt infromation	1,400	1,478	700	700
# of citizens trained in CPR	600	748	300	300
# of citizens trained in first aid	300	384	150	150
# of citizens trained to use a fire extinguisher	90	162	0	0
# of bike helmets sold & fitted	300	498	150	150
# of non-emergency press releases	6	8	3	3
# of emergency press releases	10	8	3	3
# of Bothell Community Television (BCTV) pieces	2	1	1	1
# of City Manager Weekly Report (CMW) submittals	6	25	10	10
# of car seat inspections performed	100	123	50	50
# of total lives touched	14,000	15,235	7,500	7,500
# of staff/students trained on DUI drill	1 to 30	1 to 42	1 to 35	1 to 35

RESPONSE OPERATIONS

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of incidents responded to in less than 5 minutes from dispatch to arrival on scene	35%	47.6%	50%	50%
# of incidents per year	4,450	4,739	4,850	4,915
# of EMS incidents per year	2,490	2,750	2,800	2,870
# of structure fires per year	30	39	35	32

Special Operations

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
Complete annual refresher training for all Special Operations members	100%	65%	100%	100%
18 hours of Technical Rescue Awareness and Operations training per firefighter	100%	40%	100%	100%
18 hours of Hazmat Awareness and Operations training per firefighter	100%	30%	100%	100%
Complete Special Response Team initial training	100%	0%	100%	NA
Complete initial Technical Rescue Training	100%	25%	100%	100%

NA - Not Available

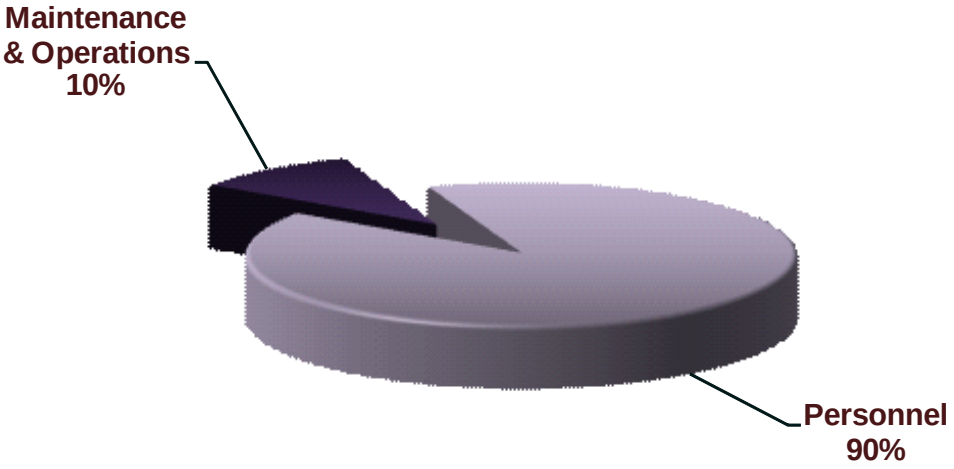
Training

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% suppression personnel that will attend a live fire session	100%	100%	33%	33%
# of annual hours per EMT at Run Review	18	18	6	6
# of annual hours per EMT at Competency Based Training (CBT) training	36	36	18	18
# of annual hours per EMT at defib/CPR training	16	16	8	8
# of hours crews attend live fire training	16	16	8	8
# of hours crews attend multi-agency drills	16	16	9	9
# of Run Review classes held annually	8	8	4	4
# of CBT classes held annually	6	6	6	6
# of defib/CPR classes held annually	8	8	4	4

TOTAL FIRE AND EMERGENCY MEDICAL SERVICES REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$14,154,011	$15,569,646	$16,543,667
Maintenance & Operations	1,614,761	1,725,336	1,825,374
Capital	167,169	101,000	-
Total Expenditures	**$15,935,941**	**$17,395,982**	**$18,369,041**
Annual Cost Per Capita	**$424.14**	**$450.67**	**$444.68**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The increase in personnel costs is driven by step and cost-of-living increases, as well as rising pension and insurance costs.
- The limited-term Administrative Assistant in the Training Division is included as a regular position in the 2011-2012 budget. This position is funded by monies that were previously allocated to the Regional Training Consortium.
- The increase in maintenance and operations spending is primarily due to contractual obligations for paramedic and NORCOM dispatch services.

City of Bothell™

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Public Works Department

The Public Works Department consists of 3 Divisions including:

- **Administration**
- **Facilities**
- **Parks & Recreation**

City of Bothell™

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Public Works 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 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.

The Public Works staff maintains the City's streets, parks and public grounds; manages recreation, fleet, and facilities programs; manages the City's solid waste, recycling and sustainability programs; 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), National Pollutant Discharge Elimination System (NPDES) Phase 2 requirements, 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.

Administration

This section provides administrative support within the Public Works Department, including payroll, accounts payable/receivable, mitigation monitoring, agenda bill and contract processing, managing the CTR program for employees, 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.

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 2011-2017 Capital Facilities Plan update; 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.

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.

195th Bridge Construction

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 with the City's design standards and development regulations. The level of private development construction dropped off significantly over the last two years as a result of the global recession, but are expected to gradually increase over the 2011-2012 biennium.

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 operation, administration of the 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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

Administration

Improve efficiencies within the Department

- Continue to implement standard document templates and procedures throughout the Department.
- Continue managing the agenda bill submittal process, making it more efficient.
- Continue refining permit processes for efficiency and effectiveness.
- Continue to create and enhance a standardized look for educational and outreach materials sent to the public.
- Continue to promote the CTR program for employees, increasing participation.

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 recycling committees.
- Provide two annual, grant funded, City-wide recycling collection events.
- Promote recycling through educational publications and City events.

Capital Projects, Development Review, and Transportation

Complete the implementation of the capital projects included in the 2011-2012 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.
- Keep citizens informed by open houses, meetings, notifications, newsletters, and published articles.
- Manage and monitor the fiscal integrity of the assigned capital proljects.

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.

Implement recommendations made in the Storm Water Comprehensive Plan

- Inspect all public and private storm water detention systems annually.
- Various programs to meet requirement of the State mandated NPDES Phase II permit.

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 developers/contractors to provide for smooth and continuous projects.
- 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.

Ensure traffic impacts of proposed developments meet the City'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 regional transportation related committees and build partnerships to address transportation issues

- 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.
- Participate in various regional transportation meetings and boards such as 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 SR 520 Bridge and SR 520 Bridge Reconstruction.

Manage the Commute Trip Reduction Program for the City of Bothell employers

- 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 2011-2012 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.

Implement Citywide Traffic Calming

- Work with community groups and the City's Technical Traffic Committee to implement the Traffic Calming program on residential.
- Promote the Traffic Calming program to citizens.
- 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 systems efficiently.

2009-2010 ACCOMPLISHMENTS

Administration

- ✓ Coordinated and implemented a Certified Flagging course for City employees, to provide ongoing training.
- ✓ Produced and presented an Essential Records power point to Emergency Operations Center (EOC), Records Information Management Committee (RIMC) and the Public Works Maintenance Division.
- ✓ Finalized a more efficient and enhanced standard operating procedure for the Backflow Prevention Management Software (BPMS) compliance program.
- ✓ Arranged for 192 training/certification classes for public works operations staff.
- ✓ Provided 22 Hydrant use permits for contractors working within the City.
- ✓ Sent out 1,811 Compliance letters for water quality.
- ✓ Coordinated approximately 150 agenda bills presented to the City Council.
- ✓ Process approximately 150 Public Records Disclosure Requests.
- ✓ Implemented the change to an online project bid submittal process making it more efficient and saving money for the City.
- ✓ Launched advertising campaign for City events and programs on Utility Trucks.
- ✓ Co-sponsored Spring Garden Fair in 2009 and became the primary event in 2010 with the event moving from Redmond to Bothell. This move increased attendance from 800 to over 1000.
- ✓ Received several awards related to Green Programs. The Recycling & Public Services Projects Administrator received the Governor's Commute Smart Awards and the Washington State Recycling Association (WSRA) Individual Recycler of the Year in 2010.
- ✓ The City of Bothell received the King County Best Workplace award for the Green Team run by the Recycling & Public Services Administrator and City Staff for their work to become a greener city through internal food scrap and increased recycling program in offices and at City events.
- ✓ Held a business education event on recycling and food scrap collection.
- ✓ Created enhanced outreach material on recycling, food scrap collection, hazardous materials for local residents and businesses.
- ✓ Funded Rain Garden at King County Library in Bothell and Natural Yard Care Workshops for residents.
- ✓ Applied for and received three grants to provide funding for recycling promotion and events and one grant for the Commute Trip Reduction employee program.
- ✓ Managed the Waste Management contract.

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

A total of $20,044,800 in transportation and other grant funds:

- ✓ $4,000,000 from Washington State Transportation Improvement Board for Bothell Crossroads project.
- ✓ $1,000,000 Urban Vitality grant from Washington State Public Works Board for the SR 522 Wayne Curve project.
- ✓ $2,100,000 from Washington State Department of Transportation Regional Mobility Grant for SR 522 Stage 2A project.
- ✓ $3,500,000 from Washington State Department of Ecology (DOE) for Downtown Contaminated Soil and Groundwater Clean-Up project.
- ✓ $2,500,000 in federal funds from the American Recovery and Reinvestment Act (ARRA) for two segments of North Creek Trail, Arterial Preservation and SR 522 Wayne Curve projects.
- ✓ $39,800 from Federal Surface Transportation Program under Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) for Bicycle Wayfinding project.
- ✓ $4,500,000 from Federal SAFETEA-LU program for SR 527 Widening: 240th to 228th St SE project.
- ✓ $500,000 from Washington State Department of Transportation (WSDOT) for Bothell Crossroads project.
- ✓ $1,905,000 from Federal Bridge Replacement Program (FBRP) for the 240th Bridge Replacement project.

Construction Projects Completed

- ✓ 240th SE (between SR 527 and Meridian) Sidewalk project.
- ✓ East Riverside Drive Pedestrian, Utility and Overlay projects.
- ✓ Several Flood Mitigation Phase I construction projects like East Riverside Drive Drainage Improvements (Phases I, II, & III), Boy Scouts Property (aka Site Nine) Pipe Bypass, 228th/19th Ave SE Drainage Improvements and Valhalla Storm Repair projects.
- ✓ Brickyard Road and 120th Ave NE Pedestrian Crossing project.
- ✓ Centennial Park Improvements project.
- ✓ North Creek Schoolhouse Restoration project.
- ✓ North Creek Sportsfields No. 2 & 3 Renovation projects.
- ✓ Cedar Grove Park Expansion project.
- ✓ North Creek Trail segments (Canyon Park Bridge, Canyon Park section, Schnitzer section, and NE 195th Street section) projects.
- ✓ Crossroads Phase I Building Demolition project.
- ✓ Meridian Avenue Asphalt Pavement Overlay project.
- ✓ Maintenance shop building demolition.

Design Projects Completed

Crossroads Wayne Curve Groundbreaking

- ✓ Final plans and bid documents for North Creek Trail Canyon Park section project.
- ✓ Final plans and bid documents for North Creek Trail Schnitzer section project.
- ✓ Final plans and bid documents for North Creek Trail NE 195th section project.
- ✓ Final plans and bid documents for 240th Street SE Sidewalk from SR 527 to Meridian Avenue project.
- ✓ Final plans and bid documents for several flood mitigation projects like East Riverside Drive Drainage (Phases I, II, & III); Boy Scouts Property (aka Site Nine) Pipe Bypass; 228th/19th Avenue SE Drainage Improvements; Valhalla Storm Repair; and 238th/25th Drive SE Pipe Bypass projects.
- ✓ Final plans and bid documents for Brickyard Road and 120th Ave NE Pedestrian Crossing project.
- ✓ Final plans and bid documents for Centennial Park project.
- ✓ Final plans and bid documents for North Creek Sportsfields No. 2 & 3 Renovation projects.
- ✓ Final plans and bid documents for Cedar Grove Park Expansion project.
- ✓ Final plans and bid documents for Bothell Crossroads (Phase 1 - Demolition, Phase II - Soil Remediation & Preloading, and Phase III - Roadway) projects.
- ✓ Final plans and bid documents for Arterial Street Pavement Overlay (Meridian Avenue) project.
- ✓ Final plans and bid documents for Citywide Intelligent Transportation System project.
- ✓ Final plans and bid documents for 30 percent design plans for NE 185th Connector & Connector to Pop Keeney projects.

Other Studies and Programs

- ✓ Completed Horse Creek Pipe Replacement Feasibility Study.
- ✓ Completed Downtown Utility Master Plan Study.
- ✓ Completed Traffic Study for Neighborhood Traffic Calming and Collector Corridor Safety Program Study.
- ✓ Completed Water System Comprehensive Update.
- ✓ Completed Update of Bothell Surface Water Design Manual.
- ✓ Completed Downtown Soil Remediation and Hazardous Site Cleanup Study.
- ✓ Completed Citywide Intelligent Transportation System Master Strategic Plan.

PERFORMANCE MEASURES

Administration

Measures	2009-2010 Target	2009-2010 Actual *	2011 Target **	2012 Target **
% of single-family recycling diversion	73%	24%	31%	39%
% of multi-family recycling diversion (separated out commercial)	16%	15%	23%	30%
% of commercial recycling diversion	NA	21%	26%	27%
% of agenda bills returned by City Manager one time or less	NA	NA	80%	80%
% of agenda bills to City Clerk's Office on time	NA	NA	80%	80%
# of standard operating procedures created	NA	NA	15	15
Tons of organic waste collected from single-family customers	4,500	5,860	6,300	6,772
Tons of organic waste collected from multi-family customers	22	40	43	46

NA - Not Available

*Data reported comes from Waste Management/Cedar Grove reports.

**Targets are based on goals set by King County Solid Waste Division Draft Comp Plan.

Capital Projects, Development Review, and Transportation

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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%	80%	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%	100%	100%	100%
% of water availability applications that are processed within targeted timelines	100%	100%	100%	100%
# of engineering permit reviews completed within the target date	1,600	800	800	800
% of project phases completed within budget	100%	100%	100%	100%
# of detention systems inspected	160	140	70	70
# of CFP projects under construction	27	27	7	7

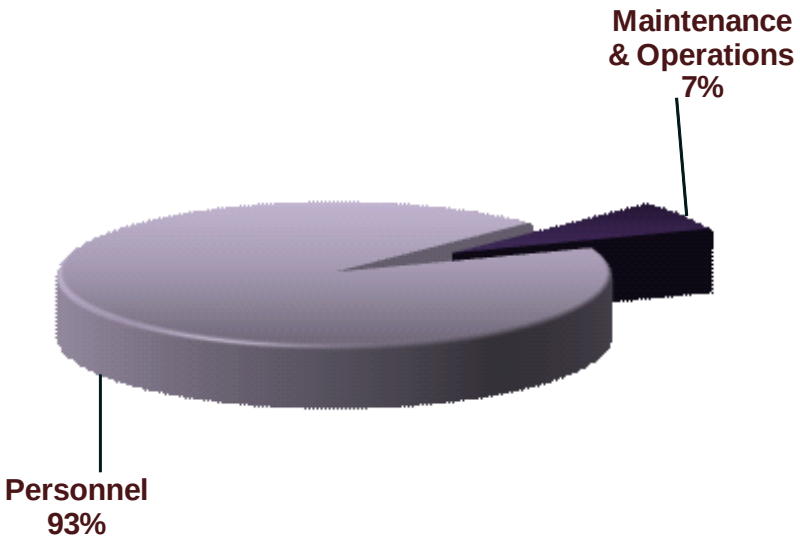
Transportation

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
# of CTR affected businesses	75	70	30	30
% of CTR affected businesses monitored	95%	95%	95%	95%
% of developer traffic analysis reviews completed within target timelines	95%	100%	95%	95%
# of traffic signal timing patterns reviewed & adjusted if appropriate	35%	30%	15	15
# of traffic signals operated	75	70	39	39
# of developer traffic analysis reviews completed	110	80	50	50
# of accident locations reviewed	80	40	30	30
# of neighborhoods participating in the Traffic Calming program	6	4	2	2

TOTAL PUBLIC WORKS REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$3,769,297	$5,077,381	$5,289,792
Maintenance & Operations	638,793	448,360	385,490
Capital	56,771	-	-
Total Expenditures	**$4,464,861**	**$5,525,741**	**$5,675,282**
Annual Cost Per Capita	**$135.97**	**$163.48**	**$155.77**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 FINANCIAL NOTES

- Personnel costs have decreased $314,422 from the originally adopted 2009-2010 budget. Cost savings from vacant positions were cut from the budget in 2009-2010. Two vacant project-term capital staff positions were removed from the 2011-2012 budget. The City is utilizing consultant services to supplement the City Capital Project staff to implement those budgeted projects.
- Oversight of a Financial Analyst staff position is shifting from Public Works to the Finance Department in 2011.
- Maintenance and operations costs have decreased $115,770 from the originally adopted 2009-2010 budget.

Facilities

Public Works Department

FACILITIES

Facility Services is an internal services division responsible for acquisition, maintenance, repair, and improvements to City-owned facilities. During 2011-2012, the Division will be bringing the new Public Works Operations Center online and monitoring its efficiency as a Leadership in Energy & Environment Design (LEED) Silver Certified Facility. The Division also works closely with other departments to ensure that capital improvements, including remodels, painting, and roof repairs, etc. are completed with minimal impact on the City's workforce.

The 2011-2012 Facilities budget includes hiring professional services for such needs as backflow testing, equipment certifications and elevator servicing and certifications. The Dawson Portable #2 lease and the Dawson Annex lease are also included in the 2011-2012 Facilities budget.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

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, etc. are completed with minimal impact on the City's workforce.
- Assess facility needs including review of the asset replacement schedule appropriately.

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.

2009-2010 ACCOMPLISHMENTS

- ✓ Construction of Cedar Grove Phase II.
- ✓ Construction of Public Work Operations Center.
- ✓ Replacement of North Creek Sportsfield II turf with all weather field turf play surfaces.
- ✓ Relocation of the North Creek Schoolhouse to Centennial Park.
- ✓ Restoration of North Creek Schoolhouse exterior.
- ✓ Painted the exterior of the Cedar Grove Caretaker's Residence.
- ✓ Supervised Volunteer painting of the Blyth Park Restrooms.
- ✓ Resurfacing and Resealing of parking lots at five city facilities.
- ✓ Re-roofing of the Downtown Fire Station.
- ✓ Remodeled Lytle House kitchen.
- ✓ Painted the interior and exterior of Canyon Park Fire Station.
- ✓ Exterior and interior painting of Downtown Fire Station.
- ✓ Pressure wash exterior and partial painting of the interior of City Hall.
- ✓ Replaced the roof of Bothell's First Schoolhouse at PABL.
- ✓ Replaced signs at City parks.
- ✓ Repaired roof at Canyon Park Fire Station.

- ✓ Replaced outside custodial contract with city custodial staff.
- ✓ Established standards and schedules for preventive maintenance of city owned emergency generators.
- ✓ Established standards and schedules for preventive maintenance on gate operators at the Public Safety Building.
- ✓ Obtained approval from Landmark Preservation Board for restoration of Beckstrom Cabin.
- ✓ Prepared the Bike and Ski for use by the staff for the Wayne Curve and Crossroads Construction Office.
- ✓ Replaced carpeting in the Public Safety Building.
- ✓ Completed an estimated 1,800 Facility requests.

PERFORMANCE MEASURES

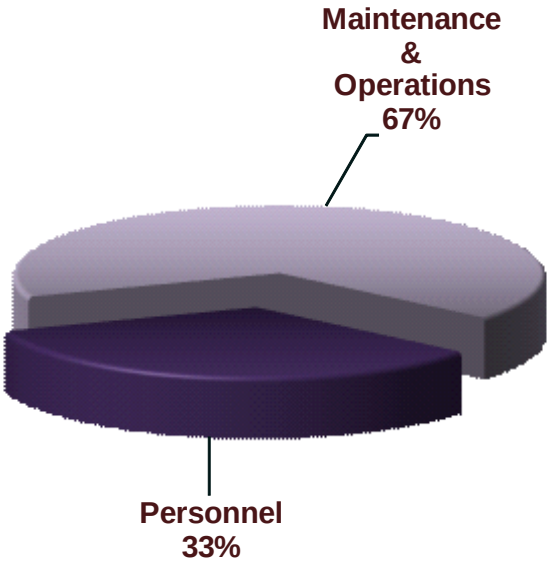
Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of internal customers responding to customer service surveys with a "good" or "excellent" rating*	90%	96%	90%	90%
% of responses to facility maintenance and service requests within one business day	80%	61%	70%	70%
% of internal customers responding to custodial service surveys with a "good" or "excellent" rating*	85%	100%	90%	90%
% of budgeted projects completed	100%	100%	100%	100%
# of facility maintenance/service requests	TBD	811	450	450
# of City-owned facilities maintained	25	27	28	28
# of budgeted projects	15	23	5	10

*ICMA Puget Sound Consortium Performance

TOTAL FACILITIES REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$273,390	$629,805	$799,110
Maintenance & Operations	1,570,722	1,264,044	1,598,750
Capital	385,592	120,086	-
Total Expenditures	**$2,229,704**	**$2,013,935**	**$2,397,860**
Annual Cost Per Capita	**$67.90**	**$59.58**	**$65.82**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The personnel budget increase is driven by union-negotiated step and cost-of-living increases, plus pension and insurance cost increases. Savings associated with vacant positions were cut from the 2009-2010 budget.
- The 2011-2012 budget provides for the conversion of the three limited-term custodian positions to regular positions. A limited-term Office Specialist position is not being carried into 2011-2012.
- Increases in maintenance and operations costs are associated with the opening of the new Public Works Operations Center (PWOC). Utility costs that were included in the previous shop lease are now the City's responsibility at the PWOC.

Parks & Recreation

Public Works Department

PARKS & RECREATION

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
- Tall Tree Park
- Doug Allen Sportsfields
- Haynes Property
- Kaysner Property
- NorthCreek Sportsfields
- North Creek 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 six primary buildings, two 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, North Creek Sportsfield operations, Tree City USA, Arbor Day, and the City-owned irrigation systems.

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 nine sportsfields, four picnic shelters, and the Lytle House at the Park at Bothell Landing. 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 budget maintains status quo and includes $50,000 in community event sponsorships during 2011-2012.

2011-2012 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.

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.

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.

2009-2010 ACCOMPLISHMENTS

Parks Maintenance

- ✓ Completed installation of synthetic turf on North Creek 2. The installation has improved the safety, quality and playability of the facility.
- ✓ Completed installation of the new playground at Conifer View 4.
- ✓ Installed new playground equipment and completed phase II of construction at Cedar Grove Park (new trail, ballfield, and parking).

Recreation

- ✓ Completed Park at Bothell Landing Master Plan update.
- ✓ Implemented a joint Bylines/Recreation Guide.
- ✓ Experienced on-line registration by 32.5% of recreation customers.
- ✓ Coordinated Live ARTS event.
- ✓ Secured $25,000+ in community event sponsorships.
- ✓ Relocated events impacted by road projects.
- ✓ 176 adult softball teams played in City organized leagues.
- ✓ 1,377 participants in recreation programs.

Parks & Recreation Events

Produced Community Events:

- Music in the Park
- Freedom Festival
- RiverFest
- Community Egg Hunt
- Safe Halloween
- Arbor Day/Centennial Park opening
- Centennial Luncheon

PERFORMANCE MEASURES

Parks

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of customer service & safety concerns addressed within 24 hours of being identified/reported	90%	90%	80%	80%
% of staff members certified as playground safety inspectors	70%	68%	84%	84%
% of compliance with maintenance standards	100%	100%	100%	100%
# of safety inspections of park facilities	NA	NA	52	52
# of inspections of the parks restroom facilities	730	2,541	2,541	2,541
# of playgrounds inspected, repaired, or replaced	48	1,352	1,352	1,352

NA - Not Available

Recreation

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of survey respondents stating that the program was of "good" or "excellent" quality*	90%	96%	90%	90%
% of Lytle house renters rating their experience as "good" or "excellent"	90%	98%	90%	90%
# of community events held	28	27	13	14
# of recreation class opportunities offered	500	500	250	250
# of online ED2Go opportunities offered	NA	284	1,550	1,550
# of teams in adult softball	142	176	90	90
# of Lytle house rentals	75	103	50	50
# of new recreation programs offered	18	30	10	10
# of new ED2Go programs offered	NA	5	5	5
# of partnership programs/events offered	12	12	7	7

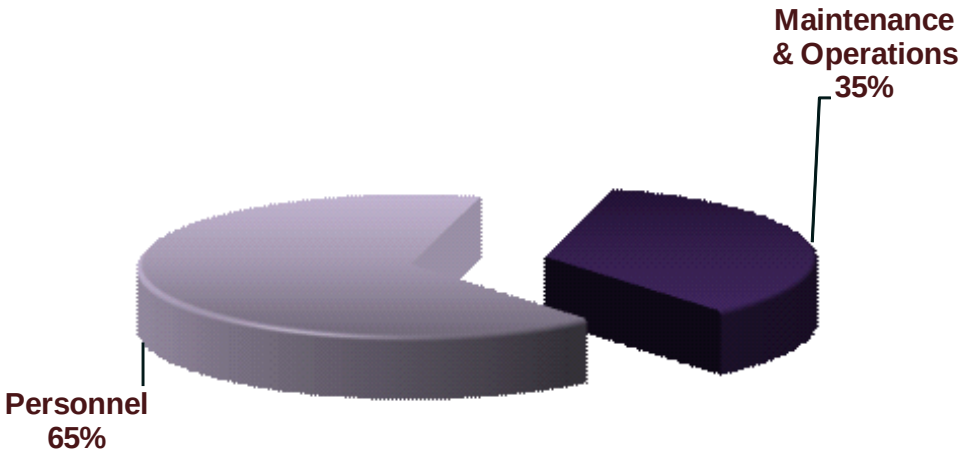
NA - Not Available

*ICMA Puget Sound Consortium Performance Measure.

TOTAL PARKS & RECREATION REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,555,185	$1,722,352	$1,786,210
Maintenance & Operations	831,331	1,038,115	949,880
Capital	62,921	18,600	-
Total Expenditures	**$2,449,437**	**$2,779,067**	**$2,736,090**
Annual Cost Per Capita	**$74.59**	**$82.22**	**$75.10**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The increase in personnel costs is attributable to union-negotiated step and cost-of-living increases, as well as pension and insurance cost increases.
- The 2011-2012 budget includes $50,000 in community event sponsorships.

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; 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 2011 and 2012 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 proposed 2011-2012 Community Development budget include the following:

- Performing development review for and otherwise facilitating projects that contribute to the revitalization of Downtown Bothell, consistent with the Downtown Subarea Plan and Regulations and the Capital Facilities Plan.
- Researching, recommending and facilitating Plan and Code amendments initiated by the Council in its annual Docketing process, with a continuing emphasis on sustainability.
- Supporting activities related to the potential annexation of the City's Municipal Urban Growth Area (MUGA) in Snohomish County and Potential Annexation Area (PAA) in King County, including but not limited to planning and zoning; public outreach; financial analysis; negotiation of service transition interlocal agreements with Snohomish County, King County, and five fire districts; preparing Boundary Review Board (BRB) Notices of Intention and attending BRB hearings; providing information during annexation election campaigns; facilitating Council deliberations and actions to adopt annexation ordinances; and increasing capabilities and otherwise preparing to serve the annexations when they go into effect.
- Continuing to improve the City's Development Services function via further gains in effectiveness, efficiency and predictability in the permitting process.

Administrative Services Division

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 and Division Managers; provides administrative support to the Hearing Examiner and Planning Commission, including preparing agenda packets and minutes for the Planning Commission and Shorelines Board 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 processing public records disclosure requests, training staff on operating procedures and coordination with the City's Records Information Management Program.

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.

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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

Administrative Services Division

Support City departments and citizens by managing and maintaining an efficient records system that is consistent with State requirements

- 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 requesters of public records requests within the mandated five day period.

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.
- Provide a safe and organized work environment through quality work stations and proper equipment.

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

- Post and distribute monthly Imagine Bothell… notices.
- Support Hearing Examiner, Landmark Preservation Board, Planning Commission and Council meetings.
- Support public outreach efforts related to the Development Services Initiative, Shoreline Master Program Update, annexation exploration effort and other projects.
- Process Accounts Payable/Receivable in a timely manner, ensuring compliance with State requirements.
- Manage the Development Review invoicing system and revenue accounts.
- Process payroll and PCN's as scheduled and keep staff informed on any changes in the system.

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.

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.

Continue to strive for service efficiencies through technological advancement

- Bring the newly selected permit tracking software online.
- Actively participate in the expansion of MyBuildingPermit.com WES portal application.

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.
- 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.
- Negotiate MUGA and PAA annexation interlocal agreements.
- 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.
- Provide planning and zoning information to the public.
- Respond to citizen and business inquiries regarding potential annexation within the MUGA and PAA.
- Return telephone calls within 24 hours and answer correspondence within five working days.

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 adopted critical area regulations. Respond to citizen complaints regarding critical area violations.

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.
- Complete update of Historic Resources Inventory (HRI).

Update the Shoreline Master Program (SMP) in accordance with state and federal laws

- Manage consultant contracts to ensure task timelines are met within scope and budget.
- Hold open houses, workshops and other public outreach efforts in support of SMP update.
- Work with state SMP representative to ensure that SMP update meets state requirements.

Complete annexation exploration program for MUGA and PAA

- Complete tasks within the five-track annexation exploration work program adopted by City Council in 2010.
- Support any proposed annexations initiated by the Council with public outreach, preparation of Boundary Review Board Notices of Intention, interlocal agreement negotiations or other activities.

Promote revitalization of Downtown Bothell

- Assist in property negotiations as warranted.
- Work with developers to help them understand the Downtown Subarea Plan and Code and to ensure achievement of the community vision for Downtown.

2009-2010 ACCOMPLISHMENTS

Administrative Services Division*

- ✓ Completed the 2006 Records Scanning Project, which consisted of more than 100 boxes of inactive development and capital improvement project files.
- ✓ Indexed every file within Laserfiche and verified the search capability function.
- ✓ Imported into Laserfiche and indexed 225,566 images as part of the 2006 scanning project and 114,000 record images from 2007-2009 project files. This is to ensure records are complete, current, and easily accessible to the public and City personnel and in compliance with Washington State retention requirements.
- ✓ Received and processed 594 public disclosure requests.
- ✓ Processed 675 new business license applications.
- ✓ Served approximately 4,300 visitors at the Dawson facility for CD, PW and Fire Prevention Bureau.
- ✓ Received and directed an average of 100 phone calls per day at the Dawson reception desk.
- ✓ Assisted in the design and implementation of the City's Imagine Bothell annexation website to provide accurate and complete information to citizens regarding potential annexation to Bothell.
- ✓ Managed and maintained the planning and zoning pages on the City website, including information on the Shorelines Master Program update.
- ✓ Continued to improve communications between developers and billing staff relating to development services, 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.

***Numbers are through June, 2010.**

Building and Permit Services*

- ✓ Received 669 Building permit applications totaling $104,129,840 in valuation.
- ✓ Issued 582 building permits totaling $101,620,837 in valuation.
- ✓ Performed 4,657 Building inspections.
- ✓ Received 158 Violation cases.
- ✓ Closed 153 Violation cases.
- ✓ Implemented customer service survey program and maintained an average rating of +4.8 on a maximum scale of -5.0 to +5.0.
- ✓ Reduced plan review timelines for all permit applications, resulting in reductions in time from application to first review of between 38% and 75%, depending on type of application.
- ✓ Identified a permit tracking software solution to replace the City's currently outdated (and soon to be unsupported) software.

- ✓ Continued to promote regional consistency through the eCityGov Alliance and www.MyBuildingPermit.com by aligning business practices with the other 15 participating jurisdictions through;
  - Common code adoption ordinance;
  - Regional tip sheets;
  - Inspection checklists; and
  - Regional code training for builders and designers.
- ✓ Continued coordination, plan review and inspection of the King County Brightwater Institute for Policy Studies (IPS) project.
- ✓ Expedited review of the Pop Keeney Stadium renovation.

***Numbers are through June, 2010.**

Planning Services

- ✓ Facilitated Planning Commission and Council deliberations culminating in Council adoption of the Downtown Subarea Plan and Regulations, capping a three and one-half year effort.
- ✓ Began a two-year, five-activity-track annexation exploration work program for the MUGA and PAA.
- ✓ Facilitated Planning Commission and Council deliberations culminating in Council adoption of a Housing Strategy Plan.
- ✓ Began a comprehensive update of the City's Shoreline Master Program.
- ✓ Facilitated Planning Commission and Council deliberations on numerous Code amendments (some of these are still in process), including:
  - Street frontage improvements for short plats;
  - Forest practices;
  - Green PUD regulations;
  - Permit issuance timelines;
  - Water typing;
  - Mechanical equipment in setbacks;
  - Notice boards;
  - Banner signs;
  - Lighting;
  - Category 4 wetlands;
  - Code enforcement facilitation;
  - Title 22: Landmark Preservation;
  - Permit fees consistency;
  - Minor Conditional Use Permit modifications;
  - Construction stimulus;
  - Boundary line adjustments;
  - Transportation and Commute Trip Reduction (SEPA).
- ✓ Performed Code consistency and environmental review on a variety of land use approvals and residential and commercial construction projects.
- ✓ Completed nomination of the Roberts House to the Bothell Register of Historic Places.
- ✓ Began a comprehensive update of the City's Historic Resources Inventory;
- ✓ Completed mandated annual Buildable Lands analyses;
- ✓ Completed state-mandated annual Population and Housing Estimates.

PERFORMANCE MEASURES

Administrative Services Division

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of public disclosure requests resolved within prescribed timelines (5 days)	99%	100%	99%	99%
# of public disclosure requests tracked to resolution	1,000	552 as of 5/31/10	400	400
Development review fees collected	$812,500	$963,405 as of 5/31/10	$800,000	$800,000
# of new business licenses processed	1,000	626 as of 5/31/10	500	500

Building and Permit Services

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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	60	35	35
% of requested inspections completed within 24 hours	100%	100%	100%	100%
% of violation cases closed within target time lines	80%	80%	80%	80%
# of active violation cases per code compliance officer	75	75	75	75
# of inspections performed	10,000	4,746	3,000	3,000
# of permit applications processed per year	2,500	1,950	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 opportunties for designers, contractors, & citizens via eCityGov & MyBuildingPermit Management Committee	20	18	10	10

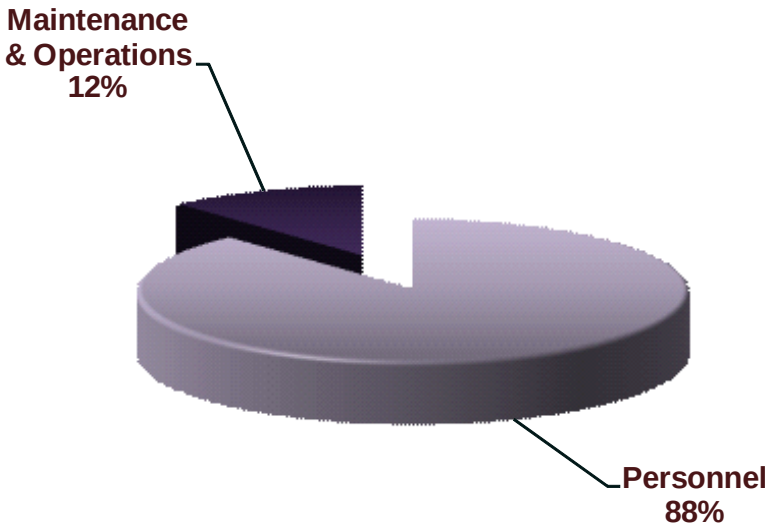
Planning Services

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$4,123,945	$4,411,762	$4,528,709
Maintenance & Operations	1,284,370	591,070	608,070
Capital	13,403	-	-
Total Expenditures	**$5,421,718**	**$5,002,832**	**$5,136,779**
Annual Cost Per Capita	**$165.11**	**$148.01**	**$140.99**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The personnel budget increase is attributable to step and cost-of-living increases, along with increases in pension and insurance costs.
- Most of the maintenance and operations budget increase is tied to increased banking and credit card processing fees.
- A new Development Services Technology surcharge is included in the 2011-2012 budget. This 5% surcharge will fund increased partnership costs associated with the MyBuildingPermit.com expansion. It will also cover the cost of an Information Services Application Analyst position (previously a limited-term position) that will be dedicated to supporting the new permit tracking software solution.

Restricted Revenue Funds

Restricted Revenue Funds

The Restricted Revenue Funds consists of the following funds:

- **Street**
- **Arterial Street**
- **Cable TV**
- **Park Cumulative Reserve**
- **Drug Seizure**
- **Nuisance Abatement**

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 360 lane 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.

Loss of Street Lighting Fee Revenue

A major revenue source for maintenance and operations in the Street Fund has been the street lighting fee. This fee, generating approximately $600,000 per biennium is no longer being collected by the City. The result of this lost revenue has placed the City's future funding for maintenance and transportation infrastructure in jeopardy.

Staff proposed establishing a Transportation Benefit District (TBD) as a replacement revenue source in lieu of the lost street light fee and to implement at an equal amount. Created in 1987 by the State Legislature, a TBD allows local governments to impose a local vehicle registration fee to fund local transportation projects.

During the 2011-2012 budget deliberations, Council decided not to impose a TBD fee at this time. Instead, other alternatives will be examined during the 2011-2012 biennium.

Absent a replacement revenue source for the street lighting fee, reductions to the expenditures in the Street Fund will be necessary to balance the fund.

The revenues generated from the street lighting fee were approximately $300,000 per year, or $600,000 per biennium. In order to reduce expenditures by the $600,000 in lost revenues for the 2011-2012 budget period, we recommend that operations staffing be reduced to 3.2 FTEs from 5.2 FTEs (biennium savings of approximately $320,000) and operating and maintenance expenses be decreased by $280,000. If we were to eliminate the street lighting we presently have, the cost to take the streets lights off line will not generate the savings we need to make during the next budget cycle. Street lights on collectors and arterials need to be retained for traffic safety purposes, leaving the residential street lights as the candidates for shutting down.

The reduction in operating and maintenance expenditures will result in: most pothole, asphalt and tree trimming operations being eliminated, sidewalk repair and replacement will be eliminated, most signs, pavement markings and striping maintenance will be eliminated, most mowing and right of way maintenance will be eliminated, most snow and ice removal services will be eliminated, there will be limited street resources available for after hour emergencies, support for community celebrations will be eliminated, and support for other departments will be eliminated. These reductions in service create concerns in other areas as well: risk management for the City's street system and its potential affect on the public safety, ability to maintain state highways (SR 522, 524, and 527) as required by the RCW's, ability to maintain and operate new facilities that come on-line through the implementation of the Capital Facilities Plan, annexation plans, and political and financial implications of reduced snow and ice removal operations.

2011-2012 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.

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.

2009-2010 ACCOMPLISHMENTS

- ✓ Successfully removed snow and ice from Bothell's roadways during the 08/09 snow event. Snow and ice removal operations were 24/7 throughout the entire event.
- ✓ Completed ten sidewalk repair jobs under the City's 50/50 match program.
- ✓ Installed two ADA compliant wheelchair ramps and crosswalks along Fitzgerald Rd.
- ✓ Utilizing our Asphalt Zipper and Layton Paving Box, we ground and overlaid several sections of roadway that were in need of major repair.
- ✓ Managed King County's annual fogline/centerline striping of Bothell's roadways. In 2009, King County striping crews completed striping of half of Bothell's roads. In 2010, King County completed a full City striping.
- ✓ Crews completed annual striping of all downtown and school zone crosswalks.
- ✓ Crews completed approximately 350 hours of Operations Requests for other Public Works Sections and City Departments.

PERFORMANCE MEASURES

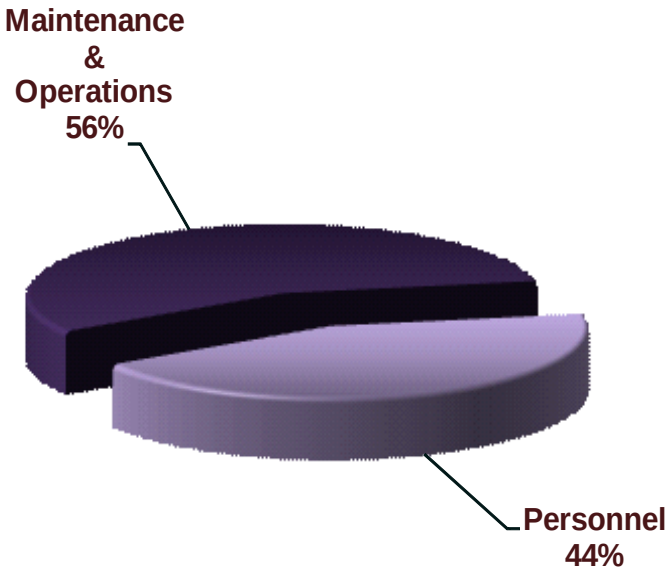
Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of response to citizens within 24 hours of reporting malfunctioning street lights	95%	95%	95%	95%
% of centerline, fog line, extended curbs, land markings, & bike lanes painted annually	100%	50%/100%	100%	100%
% of street sign inventory inspected annually	100%	100%	100%	100%
Average pavement ratings for arterial & collectors*	83	68	83	83
Average pavement ratings for residential streets*	54	68	68	68
# of edge miles mowed annually	500	100	100	100
# of linear feet of sidewalk repaired & replaced	1,000	250	50	50

*ICMA Puget Sound Consortium Performance Measure.

TOTAL STREET REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,268,654	$1,494,635	$1,470,675
Maintenance & Operations	1,796,669	2,177,038	1,897,999
Capital	-	58,000	-
Total Expenditures	**$3,065,323**	**$3,729,673**	**$3,368,674**
Annual Cost Per Capita	**$93.35**	**$110.35**	**$92.46**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- A proposed Transportation Benefit District (TBD) was not implemented during the 2011-2012 budget process. Instead, other short-term and long-term alternatives to offset the loss of street light revenues will be examined, and a selection will be made to fill the revenue shortfall created by the elimination of the street lighting fee. Possible alternatives include increasing water and sewer utility taxes, establishing ongoing Street Fund expenditure reductions, and utilizing reserves.

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Arterial Street Fund

Public Works Department

ARTERIAL STREET

The Arterial Street Fund is used to accumulate monies for transportation improvement projects. Monies are transferred from this Fund to the City's Capital Improvements Fund for designated Transportation capital projects.

Funding is derived from right-of-way and traffic impact fees paid by developers.

TOTAL ARTERIAL STREET REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	18,105,987	304,000	-
Debt & Interest	69,418	33,500	-
Total Expenditures	**$18,175,405**	**$337,500**	**$0**
Annual Cost Per Capita	**$553.50**	**$9.99**	**$0.00**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.

2011-2012 Financial Notes

No expenditures are anticipated during 2011-2012, although $5,203,000 in operating transfers to the City's Capital Improvements Fund is budgeted. These funds are allocated for the following 2011-2017 Capital Facilities Plan (CFP) projects: Crossroads [T6], SR 522 at Wayne Curve [T12], and the Citywide Intelligent Transportation System (ITS) [T20].

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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 21/26.

TOTAL CABLE TV REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	13,001	11,000	-
Total Expenditures	**$13,001**	**$11,000**	**$0**
Annual Cost Per Capita	**$0.40**	**$0.33**	**$0.00**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.

2011-2012 Financial Notes

- These monies are restricted to capital equipment purchases related to Bothell Community Television (BCTV) Channel 21.
- The Cable TV Fund will be closed when current funding is expended.

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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 designated Parks capital projects.

Funding is derived from park fees paid by developers.

TOTAL PARK CUMULATIVE RESERVE REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$0**	**$0**	**$0**
Annual Cost Per Capita	**$0.00**	**$0.00**	**$0.00**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.

2011-2010 Financial Notes
No expenditures are anticipated during 2011-2012.

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Drug Seizure Fund

DRUG SEIZURE

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

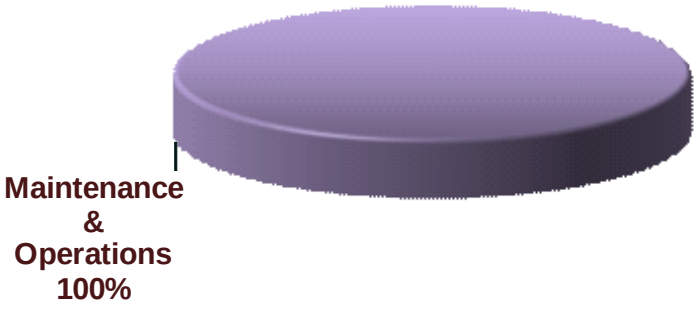
This fund was established in response to Washington State's Uniform Controlled Substances Act. RCW 69.50.505 (10) which states:

"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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	6,566	20,000	43,400
Capital	-	-	-
Total Expenditures	**$6,566**	**$20,000**	**$43,400**
Annual Cost Per Capita	**$0.20**	**$0.59**	**$1.19**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Drug seizure funding is used exclusively for controlled substance related policing activities.
- Controlled substance law enforcement activities are determined based on actual drug seizure receipts.

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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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	77,400	35,000	-
Capital	-	-	-
Total Expenditures	**$77,400**	**$35,000**	**$0**
Annual Cost Per Capita	**$2.36**	**$1.04**	**$0.00**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.

2011-2012 Financial Notes

- The Nuisance Abatement Fund exists to provide funding for the removal of abandoned property per the Bothell Municipal Code (BMC).
- Activities in this fund are subsidized through operating transfers from the City's General Fund.
- No abatement activity is currently anticipated in 2011-2012.

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Debt Service Funds

Debt Service Funds

The Debt Service Funds consist of the following funds:

- **2008 General Obligation Refunding Bond**
- **Local Infrastructure Financing Tool (LIFT) Debt Service Fund**

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, and therefore each year, debt service payments are made with monies collected from excess property tax.

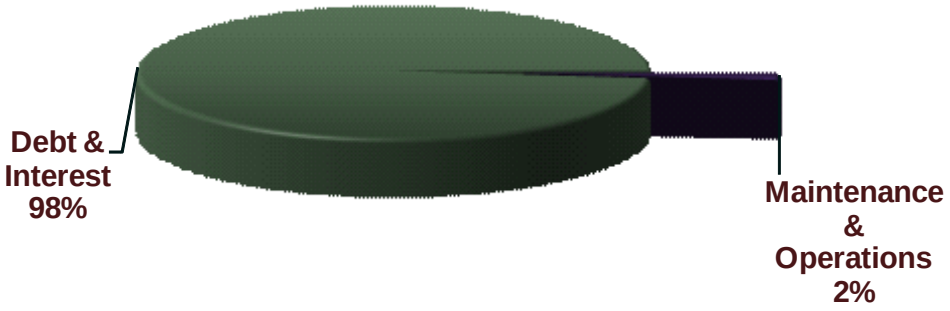
In 2011, the excess property tax associated with repayment of this debt, now referred to as the 2008 General Obligation Refunding Bond, is expected to be less than 11 cents per thousand dollars of assessed value, and in 2012 less than 10¢ per $1,000 of assessed value.

Original Issue Date:	November 1, 1997
Refinanced:	5/20/08
Original Issue Amount:	$9,700,000
Outstanding as of 12/31/10:	$4,365,000
Interest Rates:	3.5% to 4.0%
Debt Service 2011:	$721,950 (includes principal and interest)
Debt Service 2012:	$722,350 (includes principal and interest)
Final Maturity:	December 1, 2017

TOTAL 2008 GENERAL OBLIGATION REFUNDING BOND REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	1,071	-	25,700
Capital	-	-	-
Debt & Interest	7,718,498	1,455,000	1,444,300
Total Expenditures	**$7,719,569**	**$1,455,000**	**$1,470,000**
Annual Cost Per Capita	**$235.08**	**$43.05**	**$40.35**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- 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.
- $1,140,000 in debt principal will be paid down during the 2011-2012 biennium, leaving an outstanding balance of $3,225,000 at 12/31/12.

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Local Infrastructure Financing Tools (LIFT) Debt Service Fund

LIFT DEBT SERVICE

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. Instead, debt service payments come from the City's current revenue streams.

Bothell currently has one "voter approved" GO Bond outstanding. For the retirement of general purpose bonds issued on behalf of the City to finance construction of a public safety building

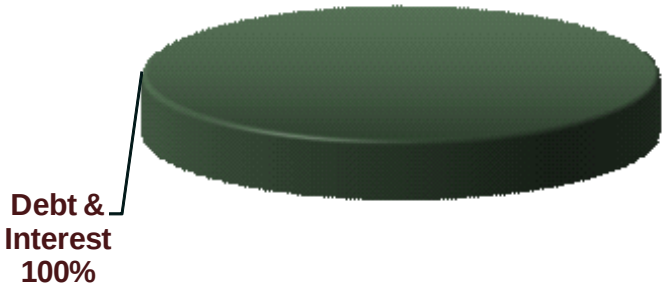
In 2011-2012, the City Council will consider issuing a $30,000,000 Councilmatic LIFT Bond to support downtown revitalization projects.

In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded Local Infrastructure Investment Tool (LIFT) program funding for downtown revitalization including the Bothell Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1,000,000 per year for a maximum of 25 years. The rebate of state property and sales taxes is to be allocated by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with the capital infrastructure investments made in the RDA that were financed by the LIFT Bond.

TOTAL LIFT DEBT SERVICE

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	1,500,000
Total Expenditures	**$0**	**$0**	**$1,500,000**
Annual Cost Per Capita	**$0.00**	**$0.00**	**$41.17**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- The City of Bothell currently has only one outstanding GO bond issue, which was voter approved – therefore, its annual debt service has a dedicated funding source.
- In 2011-2012, the City Council will consider issuing a $30 million Councilmanic LIFT Bond to support downtown revitalization projects.

City of Bothell™

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Capital Funds

Capital Funds

The Capital Funds consist of the following fund:

- Capital Improvements

Capital Improvements Fund

CAPITAL IMPROVEMENTS

The capital projects in the adopted 2011-2017 Capital Facilities Plan (CFP) are budgeted in the Capital Improvements Fund. Funding sources utilized to fund capital projects include:

- Real Estate Excise Tax (REET)
- Proceeds from Local Infrastructure Financing Tool (LIFT) Bond
- Grants
- Proceeds from sale of property
- Interfund Loans

Mitigation from:

- Developers for parks and streets (traffic and impact fees)
- Brightwater
- King County Pump Station (waste water storage facility)
- Waste Management administration fees

The 2011-2012 Capital Improvements budget includes $68,589,472 for capital investments that address our community's pressing need for facilities, parks, and transportation. The projects included in the 2011-2012 Capital Improvements Fund are:

Facility:

- Replacement of City Hall & Dawson Buildings
- Purchase of Northshore School District Property

Park:

- Open Space Acquisition
- North Creek School House
- 1st Lt. Nicholas Madrazo US Marine Corp Memorial Park
- Park at Bothell Landing: Phase I

Transportation:

- Bothell Crossroads
- SR 527 Widening
- SR 522 at Wayne Curve Improvements: Phase I
- 240th Street SE Bridge Replacement
- Citywide Intelligent Transportation System (ITS)
- SR 527 Multiway Boulevard: Phase I
- Main Street Extension
- SR 522 Stage 2A Improvements
- SR 522 Stage 2B Improvements
- Downtown Contaminated Soil & Groundwater Clean Up

Additionally, the 2011-2012 Capital Improvements Budget includes $22,439,826 for capital debt services, operating programs, and opportunity funds that support the capital projects included in the 2011-2017 Capital Facilities Plan (CFP). The debt services and operating programs included in the 2011-2012 Capital Improvements Fund are:

Debt Services:

- Bond Anticipation Note

Capital Improvements Operating Programs:

- General Park Improvements
- Master Park Planning
- Annual Overlay Program
- Bridge Inspection, Maintenance, Repair, & Rehabilitation
- Neighborhood Traffic Calming Program
- Sidewalk/Walkway Program
- Collector Corridor Traffic Program

Opportunity Funds:

- General Opportunity Funds
  - Community Center Facility Needs and Siting Analysis

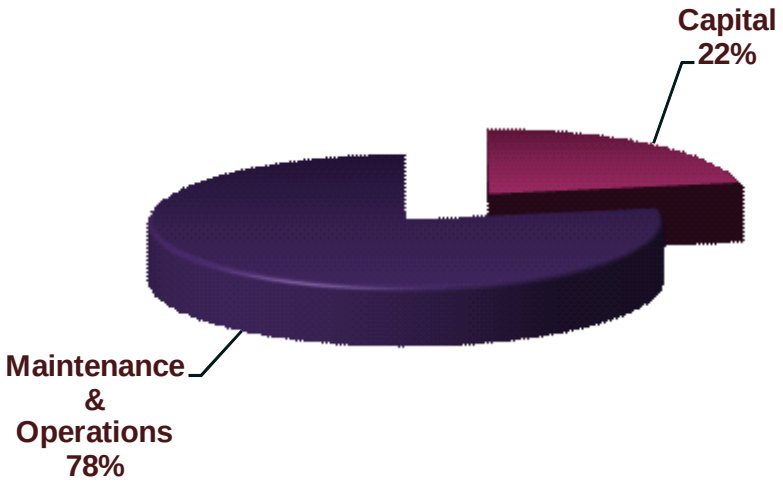
For complete details on the 2011-2012 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2011-2017 Capital Facilities Plan (CFP), which is available on the City's Web site or by request from the City Clerk's office.

Future Wayne Curve Improvements

TOTAL CAPITAL IMPROVEMENTS REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	20,536	-	100,000
Capital	22,498,970	93,145,900	70,629,298
Debt & Interest	-	350,000	20,300,000
Total Expenditures	**$22,519,505**	**$93,495,900**	**$91,029,298**
Annual Cost Per Capita	**$685.79**	**$2,766.15**	**$2,498.54**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes
Scheduled capital expenditures in 2011-2012 are the direct result of implementing the City's 2011-2017 Capital Facilities Plan.

Utility Funds

Utility Funds

The Utility Funds consist of the following funds:

- **Water**
- **Sewer**
- **Storm Drain**

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, four pumping stations, 760 fire hydrants, and four 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.

2011-2012 BUDGET OUTCOMES & ACTIVITIES

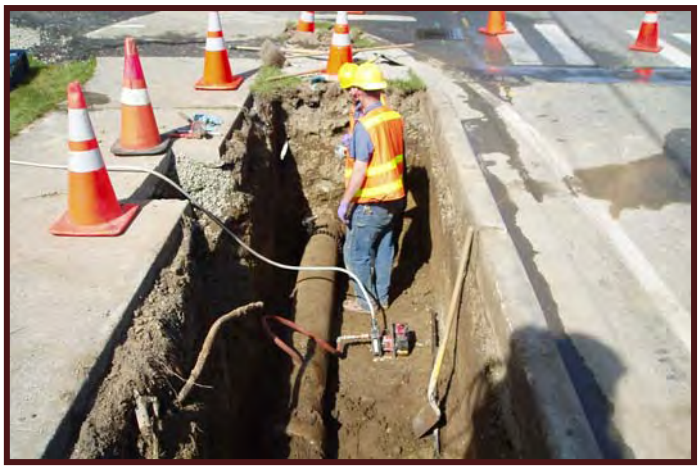
Ensure water system reliability and dependability

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.

2009-2010 ACCOMPLISHMENTS

- ✓ Replaced over 80 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.
- ✓ Issued and managed 22 hydrant use permits, working with contractors on the maintenance and repair of the hydrant use make-ups.
- ✓ Managed the Cross Connection Control Program to remain compliant with the Department of Health's (DOH) 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.
- ✓ 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.
- ✓ Continue to update the Water Comprehensive Plan.
- ✓ Completed sanitary survey with Washington State DOH-Office of Drinking Water.
- ✓ Installed 2 new sample stands per the sanitary survey recommendations.
- ✓ Completed first round of Stage 2 Disinfection Byproducts sampling.
- ✓ Completed Stage 2 Disinfection Byproducts Form 7 monitoring plan.
- ✓ Implemented education and information plan using placards on side of utility van.
- ✓ Updated annual summary reporter Washington State DOH Office of Drinking Water.
- ✓ Updated and completed water quality report for 2008-2009.

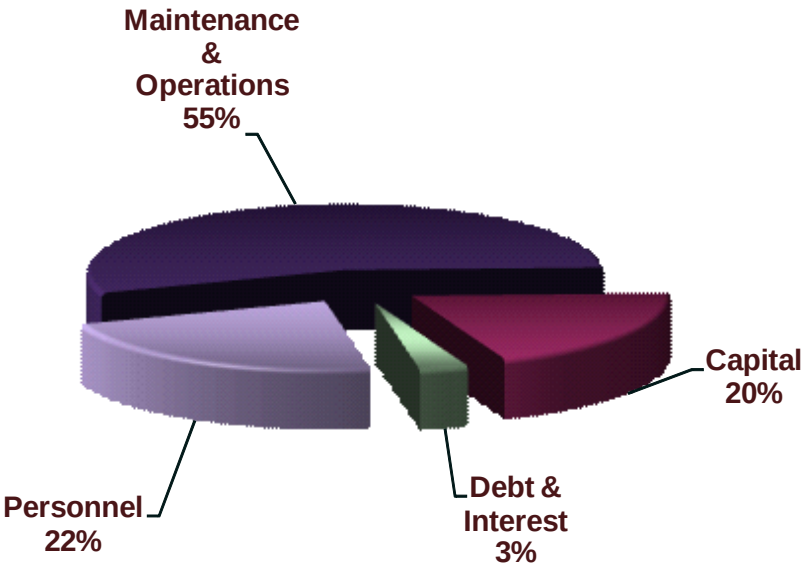
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of water meters read accurately	100%	100%	99%	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	4	0	0
% of unaccountable water	<6%	<7%	<6%	<6%
# of meters tested & repaired	80	34	40	40
# of linear feet of mains flushed	10,000	5,500	5,000	5,000
# of valves exercised	350	200	200	200
# of replacement water meters installed	200	58	60	50
# of fire hydrants serviced/inspected	200	50	50	50
# of reservoir inspections	24	39	20	20
# of water pump station inspections	96	40	40	40
# of pressure control valves inspected/serviced	492	252	125	125

TOTAL WATER REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,402,344	$1,747,406	$1,765,537
Maintenance & Operations	3,913,871	4,004,891	4,366,291
Capital	700,945	5,335,500	1,569,343
Debt & Interest	25,898	249,000	242,090
Total Expenditures	**$6,043,058**	**$11,336,797**	**$7,943,261**
Annual Cost Per Capita	**$184.03**	**$335.41**	**$218.02**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Seattle Public Utilities water supply costs are increasing 8.5% in 2011.
- A 4.5% rate increase will be required in 2011 to offset cost increases, primarily attributable to Seattle water supply costs.

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 five 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.

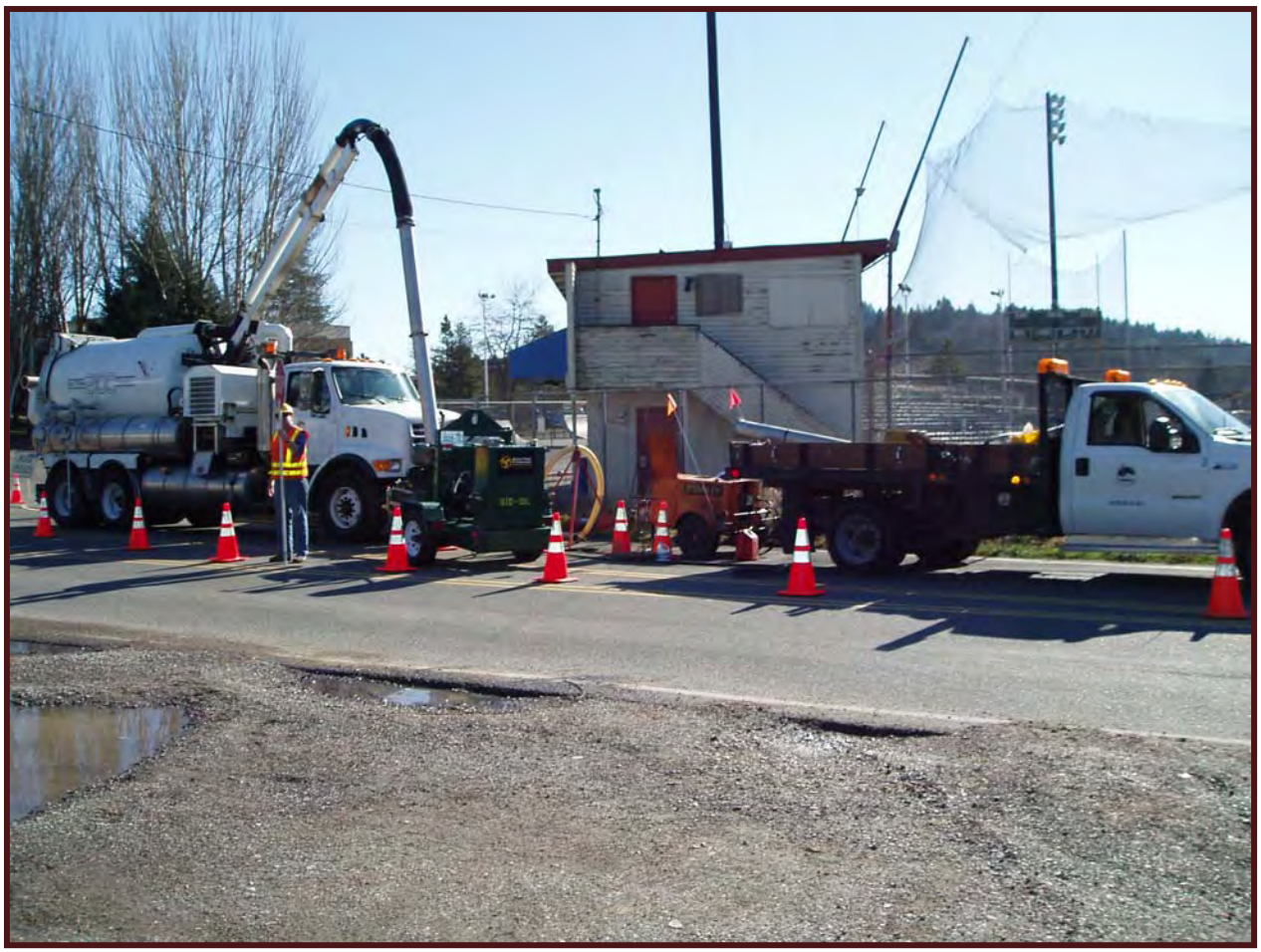
2011-2012 BUDGET OUTCOMES & ACTIVITIES

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.



2009-2010 ACCOMPLISHMENTS

- ✓ Improved site access to multiple off-street utility structures.
- ✓ Continued Homeland Security improvements as addressed in our Sewer Utility Vulnerability Assessment.
- ✓ 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.
- ✓ Completed analysis of existing utility conditions for the Downtown Redevelopment area.
- ✓ Implemented program for informational signs regarding FOG Program to be installed on the side of existing utility vans.

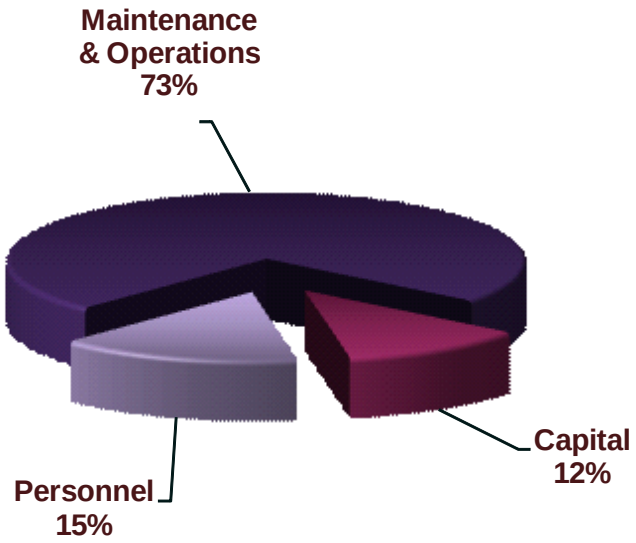
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 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	1,040	755	550	550
Linear feet of sewer main televised	12,500	45,068	15,000	15,000
# of manholes inspected and rehabilitated if necessary	1,000	912	500	500
Miles of sewer pipe jet cleaned	26	26	15	15

TOTAL SEWER REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,314,872	$1,659,077	$1,690,459
Maintenance & Operations	6,304,587	7,347,366	8,293,555
Capital	444,767	4,182,000	1,308,782
Debt & Interest	-	-	-
Total Expenditures	**$8,064,226**	**$13,188,443**	**$11,292,796**
Annual Cost Per Capita	**$245.58**	**$390.19**	**$309.96**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- King County treatment costs are increasing 13.6% in 2011.
- A 9.5% rate increase will be required in 2011 to offset cost increases, primarily attributable to King County treatment costs.
- Capital projects including a large project to replace an aging Lift Station will necessitate another 7% increase in 2012.

Storm Drain Fund

Public Works Department

STORM DRAIN

The Storm Water 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 Storm Water 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 storm water and surface water improvements as well as the comprehensive geo-database program.
- 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 capital expenditures increase reflects the implementation of the City's adopted Capital Facilities Plan (CFP).

2011-2012 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.

2009-2010 ACCOMPLISHMENTS

- ✓ Installed a 200 foot center island French Drain system on 5th Avenue SE to divert water off of the roadway.
- ✓ Continued to take a proactive approach to detention pond site maintenance by completing scheduled grounds maintenance of all City owned detention ponds.
- ✓ Replaced the damaged and unsecured fence at the detention pond located at 232nd SE and 23rd Avenue SE.
- ✓ Cleaned approximately 11,000 linear feet of storm system mainline utilizing the Vactor Truck.
- ✓ Completed approximately 150 storm system work orders that were generated by Surface Water Quality staff after inspection determined needed maintenance and repair.
- ✓ Operations crews worked seven days a week during the fall leaf season sweeping leaves and debris from the curb and gutter line. These efforts significantly reduced the potential for urban flooding during heavy rainfall.
- ✓ Assisted Public Works engineering by providing plans review, Closed Circuit Television Inspections (CCTV) of storm mainline and structures.
- ✓ Crews completed approximately 360 hours of Operations Requests for other Public Works Sections.
- ✓ Installed infiltration pipe and filled approximately 300 linear feet of roadside ditch on East Riverside Drive.

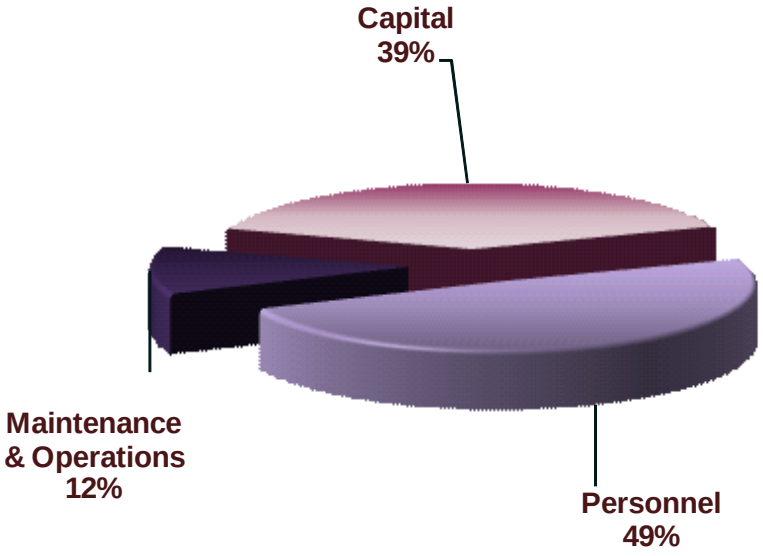
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of customer service concerns addressed within 48 hours	95%	95%	95%	95%
% of the planned storm drainage pipe cleaning program completed	100%	50%	50%	50%
% of the planned catch basin cleaning program completed	100%	50%	50%	50%
# of cited violations under the Clean Water Act	0	0	0	0
Linear feet of storm lines that are visually inspected (inventory)	16,000	20,000	10,000	10,000
Linear feet of ditches that are cleaned/reshaped	3,200	800	500	500
Linear feet of storm lines that are cleaned	35,000	11,825	6,000	6,000
Linear feet of system TV inspected	10,000	3,920	2,000	2,000
# of manhole/catch basins vactored annually	2,000	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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$1,873,793	$2,623,547	$2,853,502
Maintenance & Operations	595,576	756,190	673,630
Capital	486,649	5,445,000	2,298,996
Debt & Interest	-	-	-
Total Expenditures	**$2,956,018**	**$8,824,737**	**$5,826,128**
Annual Cost Per Capita	**$90.02**	**$261.09**	**$159.91**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

The 2011-2012 personnel budget includes a new maintenance and operations position, which is needed to help the City meet the requirements of its federally mandated Stormwater Permit (NPDES Phase II).

Internal Service Funds

Internal Service Funds

The Internal Service Funds consist of the following funds:

- **Fleet**
- **Self Insurance**
- **Asset Replacement**

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 147 City-owned equipment and vehicles. 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 vehicle asset replacement program.

The 2011-2012 Maintenance and Operations (M&O) budget is anticipated to increase $128,783 over its 2009-2010 budget. Maintenance and Operations costs have increased due to $160,000 in rental payments to the Northshore School District for use of their shop. Fuel costs are stable due to much of our fuel being purchased from the School District at a lower rate.

2009-2010 Accomplishments

- ✓ Moved to the new shop facility.
- ✓ Completed and implemented the vehicle assessment study.
- ✓ Trained City staff on the new fueling system.
- ✓ Facilitated the purchase of 24 new vehicles.
- ✓ Maintained City equipment and vehicles.
- ✓ Begin implementation of fueling program with Northshore School District.

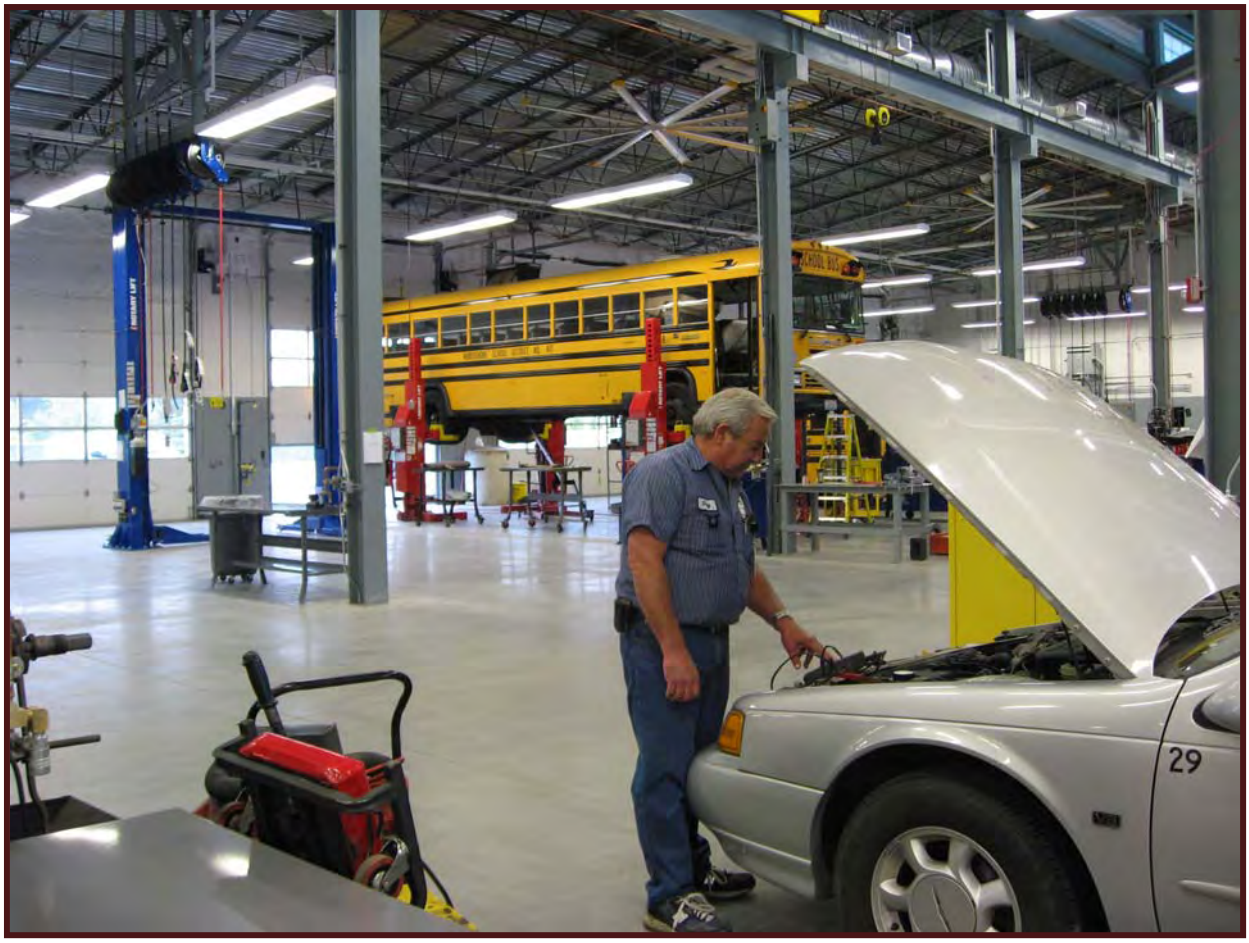
2011-2012 BUDGET OUTCOMES & ACTIVITIES

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.
- Research hybrids and other energy efficient vehicles and alternative fuel options.
- Full implementation of fueling with Northshore School District.

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.



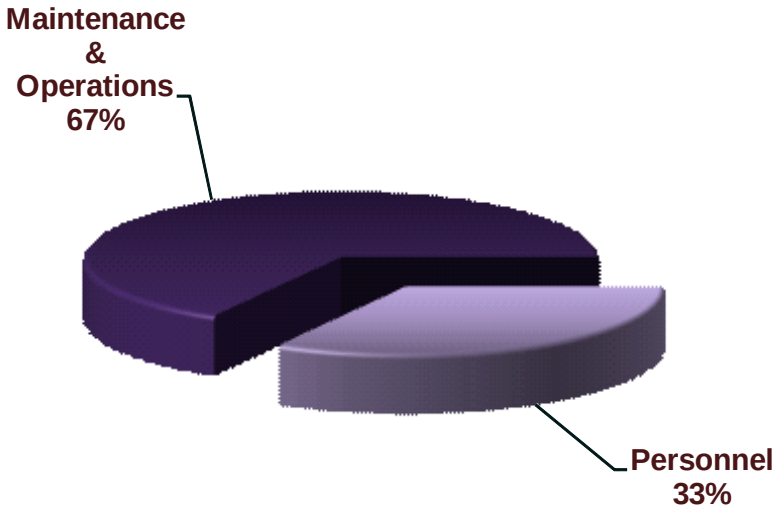
PERFORMANCE MEASURES

Measures	2009-2010 Target	2009-2010 Actual	2011 Target	2012 Target
% of scheduled preventative maintenance services completed within targeted timeframe	95%	90%	85%	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 budgeted vehicles for purchase	42	42	14	13
# of vehicles & mechanical equipment in service	126	134	147	147
# of heavy duty vehicles in service	17	17	17	17

TOTAL FLEET REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$445,096	$552,311	$531,716
Maintenance & Operations	939,365	942,000	1,070,783
Capital	7,112	30,000	-
Total Expenditures	**$1,391,573**	**$1,524,311**	**$1,602,499**
Annual Cost Per Capita	**$42.38**	**$45.10**	**$43.98**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

The budget increase in maintenance and operations is driven by the addition of rental payments for city space in the new Northshore School District Shop Facility.

City of Bothell™

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Self Insurance Fund

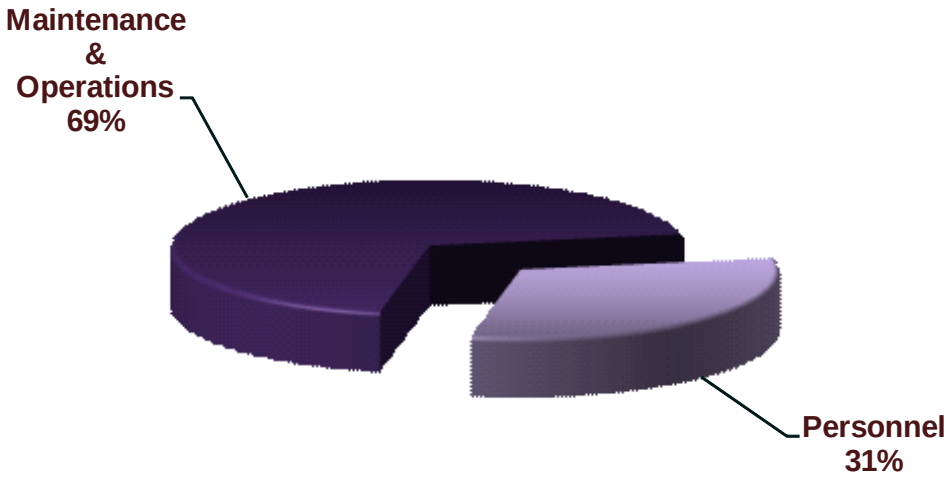
SELF INSURANCE

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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$733,224	$882,939	$637,728
Maintenance & Operations	1,086,357	1,176,798	1,430,349
Capital	-	-	-
Total Expenditures	**$1,819,581**	**$2,059,737**	**$2,068,077**
Annual Cost Per Capita	**$55.41**	**$60.94**	**$56.76**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- Risk Management insurance premiums are anticipated to increase 5% per year during the 2011-2012 biennium.
- LEOFF 1 medical premiums are projected to decrease by $260,000 in 2011-2012 following a change in insurance plans.

City of Bothell™

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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 five years. Asset replacement monies remain invested until needed.

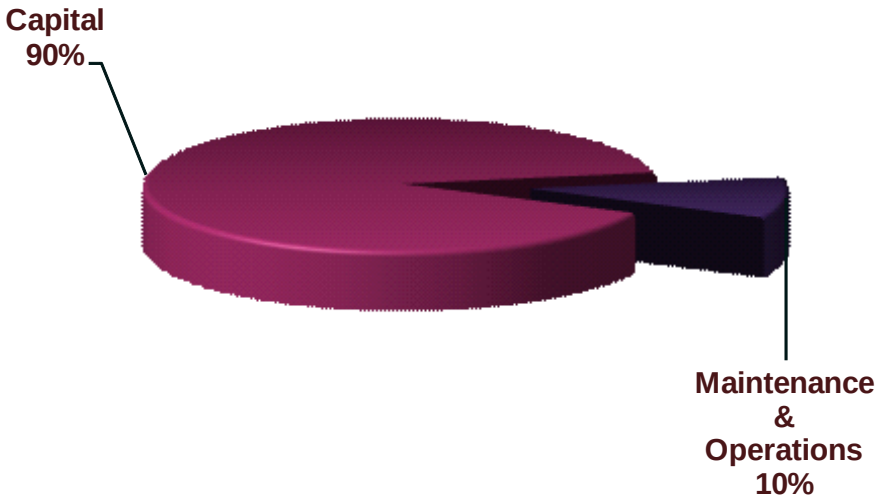
Asset replacement funds are also available for short-term (three years or less) intergovernmental loans to other City funds. Intergovernmental loans are assessed a market interest rate, but are not charged any of the administration fees that would be associated with issuing bonds. The Asset Replacement Fund loaned the Storm Drain Fund $2,282,000 in 2010, which was used toward Storm Drain's share of the construction of the new Public Works Operations Center.

Command Van

TOTAL ASSET REPLACEMENT REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	216,643	158,424	362,326
Capital	944,355	3,676,898	3,276,135
Total Expenditures	**$1,160,998**	**$3,835,322**	**$3,638,461**
Annual Cost Per Capita	**$35.36**	**$113.47**	**$99.87**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

- In 2010, the Asset Replacement Fund loaned the City's Storm Drain Fund $2,282,000 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.
- Due to revenue shortfalls associated with the recent recession, the City's General Fund did not have the fiscal capacity to set aside monies for future asset replacement during the 2009-2010 biennium nor the ensuing 2011-2012 biennium. This has weakened the City's capacity to fund future asset replacement needs beyond 2015.

Asset Replacement Fund
2011-2012 Items Budgeted for Purchase

Dept	Year	Asset Description	2011	2012
Police	2011	Traffic - 2001 Ford Crown Vic (P015)*	$30,000	-
	2011	Traffic - 2005 Harley-Davidson (P019)	26,000	-
	2011	Traffic - 2001 Chevy Van (P048)*	31,000	-
	2011	Dispatch radio consoles (3)*	79,245	-
	2011	Keycard security system*	140,000	-
	2011	Digital radios (23)	66,700	-
	2011	Handguns (8)	8,336	-
	2011	Rifles (7)	22,967	-
	2011	Shotguns (3)	4,506	-
	2011	Tasers (9)	9,711	-
	2011	Duty vests (34)	29,614	-
	2012	Patrol - 2008 Ford Crown Vic (P011)	-	33,000
	2012	Patrol - 2008 Ford Crown Vic (P012)	-	33,000
	2012	Patrol - 2008 Ford Crown Vic (P014)	-	33,000
	2012	Patrol - 2008 Ford Crown Vic (P017)	-	33,000
	2012	Traffic - 2005 Harley-Davidson (P020)	-	26,000
	2012	SRO - 2004 Chevy TrailBlazer (P026)	-	30,000
	2012	Canine - 2003 Chevy Tahoe (P036)	-	30,000
	2012	SRO - 2004 Ford Crown Vic (P039)	-	30,000
	2012	Detectives - 2005 Chevy TrailBlazer (P046)	-	30,000
	2012	Traffic - 2005 Ford Crown Vic (P050)	-	30,000
	2012	Viper recording system	-	5,195
	2012	Digital radios (20)	-	58,580
	2012	Handguns (9)	-	9,472
	2012	Rifles (7)	-	23,197
	2012	Shotguns (3)	-	4,551
	2012	Tasers (9)	-	9,808
	2012	TASK portable target system	-	3,434
		Total Police	**$448,079**	**$422,237**

Fire	2011	Battallion Chief - 1996 Suburban (F2404)	$72,000	-
	2011	Treadmill	8,400	-
	2011	Chainsaws (7)	8,000	-
	2011	Bunker gear (11)	24,200	-
	2011	Structural helmets (11)	2,420	-
	2012	Treadmills (2)	-	16,968
	2012	Bunker gear washer/extractor*	-	12,120
	2012	Tech rescue rappel gloves/pads/glasses*	-	2,020
	2012	Bunker gear (11)	-	24,442
	2012	Structural helmets (11)	-	2,444
		Total Fire	**$115,020**	**$57,994**

Capital assets over $5,000

Attractive assets less than $5,000

Asset Replacement Fund
2011-2012 Items Budgeted for Purchase

Dept	Year	Asset Description	2011	2012
Street	2011	1997 Chevy S10 pickup (#85)	$18,000	-
	2011	Grinder	500	-
	2011	Backpack blower	500	-
	2011	Pole trimmers (2)	1,400	-
	2011	Chain saws (6)	3,000	-
	2011	Walk-behind mower	3,500	-
	2012	1979 Dakota Trailer (#31)*	-	15,000
	2012	1996 Ford F800 Dump Truck (#79)	-	100,000
	2012	1997 Chevy S10 pickup (#86)	-	18,000
	2012	2000 John Deere Mower (#ST2)	-	18,000
	2012	1987 Garland Trailer (#43)*	-	3,000
		Total Street	**$26,900**	**$154,000**
Parks	2011	1999 Chevy C2500 pickup (#99)	$30,000	-
	2011	2005 John Deere Mower (Park1)	25,000	-
	2011	2005 John Deere Mower (Park4)	25,000	-
	2011	Backpack blowers (4)	2,000	-
	2011	Pole trimmers (2)	1,400	-
	2011	Chain saws (2)	1,000	-
	2011	Walk-behind mower	3,500	-
	2012	2006 Toro Infield Renovators (2)	-	30,000
	2012	1980 Double-axle trailer*	-	15,000
	2012	Edgers (2)	-	1,616
	2012	Push mowers (2)	-	1,010
		Total Parks	**$87,900**	**$47,626**
Facilities	2011	Downtown Fire - carpet in sleeping qtrs	$30,000	-
	2011	Lytle House - great room floor*	18,000	-
	2011	Northshore/Victorian Trail	100,000	-
	2011	Dawson Building - refrigerator	1,500	-
	2011	Shop 1 - radiant heater	4,000	-
	2012	Police Station - UPS batteries	-	12,120
	2012	Bothell Landing - gazebo*	-	12,120
	2012	Bothell Landing - wetland boardwalk trail*	-	75,750
	2012	Blyth Park - small picnic shelter	-	10,100
	2012	Cedar Grove Park - parking lot seal	-	10,100
	2012	Courthouse/Police buildings - exterior paint	-	6,060
	2012	Fire Station 42 - crew refrigerators (3)	-	4,545
	2012	Fire Station 42 - admin refrigerator*	-	1,515
	2012	Fire Station 42 - crew dishwasher	-	808
	2012	Fire Station 45 - crew refrigerators (2)	-	3,030
	2012	Lytle House - interior paint	-	4,040
		Total Facilities	**$153,500**	**$140,188**

Capital assets over $5,000

Attractive assets less than $5,000

Asset Replacement Fund
2011-2012 Items Budgeted for Purchase

Dept	Year	Asset Description	2011	2012
Water	2012	2000 F550 Flatbed Dump Truck (#3)	-	48,000
	2012	1995 GMC Sonoma Pickup (#72)	-	18,000
		Total Water	**$0**	**66,000**
Sewer	2012	1991 I-R Compressor (#54)	-	20,000
		Total Sewer	**$0**	**$20,000**
Storm	2012	2001 Ford Sterling Vactor (#19)	-	350,000
		Total Storm	**$0**	**$350,000**
Executive (BCTV)	2011	Council chamber cameras	$39,758	-
	2011	Field cameras	16,000	-
	2011	Editing equipment	59,235	-
	2011	Remote switcher system	10,000	-
	2011	Playback systems	21,515	-
	2011	System client/server	21,682	-
	2011	Electronic voting system	6,633	-
	2011	Sound system	16,044	-
	2011	Character generator	15,000	-
	2012	Presentation equipment	-	15,150
		Total Executive	**$205,867**	**15,150**
Pool Cars	2011	1998 Ford Crown Vic (#26 - PW Eng)	$15,000	-
	2012	1997 Chevy 2500 Van (#90 - PW Eng)*	-	18,000
		Total City Hall	**$15,000**	**$18,000**
		GRAND TOTAL	**$1,052,266**	**$1,291,195**

Capital assets over $5,000 amount to $1,981,135.
Attractive assets less than $5,000 amount to $362,326.
Figures do not include $1,295,000 in depreciation expense.

Expendable Trust Funds

Expendable Trust Funds

The Expendable Trust Funds consist of the following funds:

- **Cemetery Endowment**
- **Firemen’s Pension Reserve**

Cemetery Endowment Fund

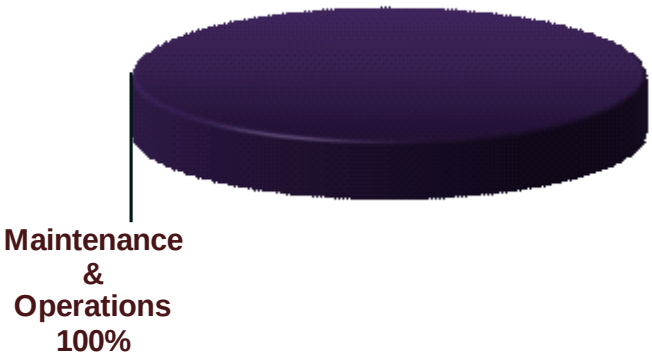
CEMETERY ENDOWMENT

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 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	-	-	-
Maintenance & Operations	-	4,000	12,000
Capital	-	-	-
Total Expenditures	**$0**	**$4,000**	**$12,000**
Annual Cost Per Capita	**$0.00**	**$0.12**	**$0.33**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

As in past years, maintenance and operations costs are anticipated to remain minimal during the 2011-2012 biennium.

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Firemen’s Pension Reserve Fund

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 2011-2012, the Municipal Research and Service Center of Washington (MRSC) anticipates the State's fire insurance premium tax allocation will be approximately $860 per firefighter per year.

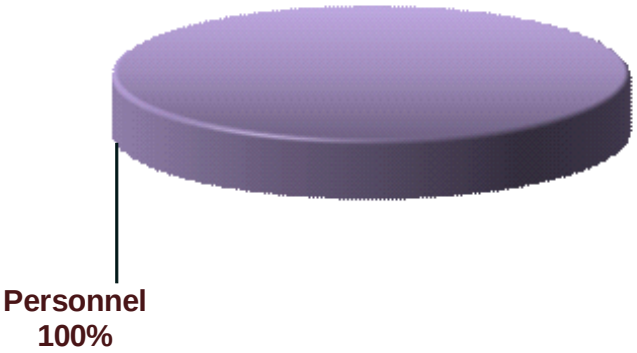
As of 12/31/09, the Firemen's Pension Reserve had accumulated a fund balance of $256,428. 2010 operations are anticipated to add an additional $16,000 to this figure.

Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 (Law Enforcement Officers and Firefighters) retirees.

TOTAL FIREMEN'S PENSION REQUEST

Expenditures	Actual 2007-2008	Budget 2009-2010	Budget 2011-2012
Personnel	$45,894	$60,000	$70,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$45,894**	**$60,000**	**$70,000**
Annual Cost Per Capita	**$1.40**	**$1.78**	**$1.92**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2007-2010 population estimates from Washington State Office of Financial Management; 2011-12 figures projected internally.



2011-2012 Financial Notes

Fire Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 retirees.

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Appendices

Appendices

The Appendices consist of the following:

Appendix A –	Organizational Chart & Personnel Listings
Appendix B –	Budget Policies, Processes, & Focus Areas
Appendix C –	Department Key Goals
Appendix D –	Capital Facilities Plan Projects
Appendix E –	Community Profile & Vision & Mission Statements
Appendix F –	Fund & Chart of Account Descriptions, Glossary, & Acronyms
Appendix G –	Budget Ordinance & Fee Schedule Resolution
Appendix H –	Revenue & Expenditure Reports

Appendix A

City of Bothell™

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City of Bothell
Organizational Chart

Non-Represented
Classifications by Salary Range

Office Specialist	2
Office Specialist, Senior	6
Administrative Assistant	11
Administrative Assistant, Senior Financial Information Specialist	16
Executive Assistant Human Resources Analyst Human Resources Payroll Specialist	20
Associate City Attorney Human Resources Analyst, Senior Paralegal Public Safety Administrative Coordinator	23
Administrative Support Manager	25
City Clerk Court Administrator Maintenance Supervisor Public Information Officer	27
Facilities and Park Capital Project Manager Recreation and Fleet Manager	31
Public Works Superintendent	34
Assistant City Attorney/Prosecutor Deputy Finance Director Information Systems Manager Management Analyst, Senior Planning Manager Police Support Services Manager	35
Capital Program Manager Transportation Engineering Manager Utility Manager	36
Deputy Community Development Director/ Building Official Deputy Public Works Director/City Engineer	41
Deputy Fire Chief Deputy Fire Chief/Fire Marshal Deputy Police Chief	45
Assistant City Manager/ Economic Development Manager Community Development Director Finance Director Human Resources Director Public Works Director	46
City Attorney	48
Fire Chief Police Chief	49
Deputy City Manager	52

AFSCME
Classifications by Salary Range

Custodian
Recreation Assistant — 1

Office Specialist — 2

Office Specialist, Senior — 6

Animal Control Officer
Court Clerk — 10

Administrative Assistant — 11

Accounting Specialist
Fire Records Specialist
Maintenance Worker
Permit Services Technician
Police Records Specialist
Police Support Officer
Public Information Coordinator — 12

Engineering Technician — 15

Administrative Assistant, Senior
Communications Specialist
Equipment Mechanic
GIS Technician
Legal Assistant
Maintenance Worker, Senior
Permit Services Technician, Lead — 16

Accounting Specialist, Senior
Evidence and Property Room Coordinator — 17

Domestic Violence Victims Coordinator — 18

Construction Inspector
Engineering Technician, Senior
GIS Specialist — 19

Surface Water Inspector
Building Inspector
Building Maintenance Specialist
Code Compliance Officer
Equipment Mechanic, Lead
Information Systems Technician
Maintenance Specialist
Planner/Inspector
Police Records Supervisor
Recycling and Public Services Projects Administrator
SCADA Specialist — 20

Building Inspector, Senior
Communications Supervisor
Construction Inspector, Senior
Emergency Preparedness Coordinator
Financial Analyst
Information Systems Application Analyst
Maintenance Worker, Lead
Planner
Plans Examiner
Public Education/Public Information Specialist
Recreation Coordinator
Surface Water Program Coordinator
Tourism and Marketing Coordinator — 23

GIS Administrator — 24

Civil Engineer — 26

Financial Analyst, Senior
Information Systems Administrator
Planner, Senior
Plans Examiner, Senior
Transportation Planner — 27

Civil Engineer, Senior
Transporation Engineer — 32

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 Analyst	8	Human Resources	Non-Rep	1
Deputy Finance Director	11	Finance	Non-Rep	1
Human Resources Payroll Specialist	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
Legal Assistant	25	Legal	AFSCME	1
GIS Administrator	26	Information Systems	AFSCME	1
Recreation & Fleet Manager	27	Public Works	Non-Rep	1
Lead Permit Services Technician	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1
Facilities & Park Capital Project Manager	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	IAFF	1
Battalion Chief	40	Fire & EMS	IAFF	1
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1
Fire Lieutenant	43	Fire & EMS	IAFF	1
Firefighter	44	Fire & EMS	IAFF	1
Fire Lieutenant	45	Fire & EMS	IAFF	1
Fire Lieutenant	46	Fire & EMS	IAFF	1
Battalion Chief	47	Fire & EMS	IAFF	1
Fire Lieutenant	48	Fire & EMS	IAFF	1
Firefighter	49	Fire & EMS	IAFF	1
Firefighter	50	Fire & EMS	IAFF	1
Firefighter	51	Fire & EMS	IAFF	1
Firefighter	52	Fire & EMS	IAFF	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	53	Fire & EMS	IAFF	1
Fire Lieutenant	54	Fire & EMS	IAFF	1
Firefighter	55	Fire & EMS	IAFF	1
Fire Lieutenant	56	Fire & EMS	IAFF	1
Firefighter	57	Fire & EMS	IAFF	1
Firefighter	58	Fire & EMS	IAFF	1
Battalion Chief	59	Fire & EMS	IAFF	1
Firefighter	60	Fire & EMS	IAFF	1
Firefighter	61	Fire & EMS	IAFF	1
Firefighter	62	Fire & EMS	IAFF	1
Fire Lieutenant	63	Fire & EMS	IAFF	1
Firefighter	64	Fire & EMS	IAFF	1
Firefighter	65	Fire & EMS	IAFF	1
Fire Lieutenant	66	Fire & EMS	IAFF	1
Firefighter	67	Fire & EMS	IAFF	1
Firefighter	68	Fire & EMS	IAFF	1
Public Education/Public Information Specialist	69	Fire & EMS	AFSCME	.5
Public Safety Administrative Coordinator	70	Fire & EMS	Non-Rep	1
Fire Records Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Police Captain	1
Police Deputy Chief	74	Police	Non-Rep	1
Police Officer	75	Police	BPOG	1
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1
Police Officer	79	Police	BPOG	1
Police Officer	80	Police	BPOG	1
Police Officer	81	Police	BPOG	1
Police Officer	82	Police	BPOG	1
Police Officer	83	Police	BPOG	1
Police Officer	84	Police	BPOG	1
Police Officer	85	Police	BPOG	1
Police Officer	87	Police	BPOG	1
Police Sergeant	88	Police	BPOG	1
Police Officer	89	Police	BPOG	1
Police Captain	90	Police	Police Captain	1
Police Officer	91	Police	BPOG	1
Police Officer	92	Police	BPOG	1
Police Officer	93	Police	BPOG	1
Police Officer	94	Police	BPOG	1
Police Officer	95	Police	BPOG	1
Police Officer	96	Police	BPOG	1
Police Sergeant	97	Police	BPOG	1
Police Officer	98	Police	BPOG	1
Police Officer	99	Police	BPOG	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Police Sergeant	100	Police	BPOG	1
Police Officer	101	Police	BPOG	1
Evidence & Property Room Coordinator	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Police 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 Specialist	129	Information Systems	AFSCME	1
Senior Construction Inspector	130	Public Works	AFSCME	1
Maintenance Worker Lead	132	Public Works	AFSCME	1
SCADA Specialist	133	Public Works	AFSCME	1
Senior 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
Administrative Support Manager	151	Community Development	Non-Rep	1
Administrative Assistant	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer	155	Police	BPOG	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Program Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Court Clerk	160	Municipal Court	AFSCME	1
Firefighter	161	Fire & EMS	IAFF	1
Firefighter	162	Fire & EMS	IAFF	1
Firefighter	163	Fire & EMS	IAFF	1
Firefighter	164	Fire & EMS	IAFF	1
Firefighter	165	Fire & EMS	IAFF	1
Firefighter	166	Fire & EMS	IAFF	1
Firefighter	167	Fire & EMS	IAFF	1
Firefighter	168	Fire & EMS	IAFF	1
Firefighter	169	Fire & EMS	IAFF	1
Police Captain	170	Police	Police Captain	1
Police Officer	171	Police	BPOG	1
Police Sergeant	172	Police	BPOG	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant	176	Police	BPOG	1
Information Systems Administrator	177	Information Systems	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter	180	Fire & EMS	IAFF	1
Firefighter	181	Fire & EMS	IAFF	1
Police Officer	182	Police	BPOG	1
Police Officer	183	Police	BPOG	1
Firefighter	184	Fire & EMS	IAFF	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
Public Safety 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
Administrative Assistant	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	BPOG	1
Police Officer	198	Police	BPOG	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	199	Fire & EMS	IAFF	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	IAFF	1
Firefighter	206	Fire & EMS	IAFF	1
Firefighter	207	Fire & EMS	IAFF	1
Police Officer	208	Police	BPOG	1
Police Officer	209	Police	BPOG	1
Firefighter	210	Fire & EMS	IAFF	1
Firefighter	211	Fire & EMS	IAFF	1
Firefighter	212	Fire & EMS	IAFF	1
Police Officer	213	Police	BPOG	1
Police Officer	214	Police	BPOG	1
Police Officer	215	Police	BPOG	1
Police Officer	216	Police	BPOG	1
Information Systems Application 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	IAFF	1
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Senior 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	IAFF	1
Police Officer	249	Police	BPOG	1
Police Officer	250	Police	BPOG	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
Financial Information Specialist	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant	266	Police	BPOG	1
Police Officer	269	Police	BPOG	1
Police Officer	270	Police	BPOG	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 Systems Application Analyst	274	Information Systems	AFSCME	1
Police Officer	275	Police	BPOG	1
Police Officer	276	Police	BPOG	1
Firefighter	277	Fire & EMS	IAFF	1
Administrative Assistant	278	Fire & EMS	AFSCME	1
Surface Water Program Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	Non-Rep	1
Public Education/Public Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Manager	287	Information Systems	Non-Rep	1
Information Systems Technician	288	Information Systems	AFSCME	1
GIS Specialist	290	Information Systems	AFSCME	1
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
Administrative Assistant - Project Term	297	Public Works	AFSCME	1
Administrative Support Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer	300	Police	BPOG	1
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Information Systems Technician	310	Information Systems	AFSCME	1
Tourism Marketing Coordinator	311	Executive	AFSCME	1
Maintenance Worker	312	Public Works	AFSCME	1
Assistant CM/Economic Development Manager	314	Executive	Non-Rep	1
Recreation Assistant	315	Public Works	AFSCME	.5
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Senior Construction Inspector	320	Public Works	AFSCME	1
Firefighter	321	Fire & EMS	IAFF	1
Firefighter	322	Fire & EMS	IAFF	1
Firefighter	323	Fire & EMS	IAFF	1
Maintenance Worker	324	Public Works	AFSCME	1
Office Specialist	326	Municipal Court	AFSCME	1
Police Officer	327	Police	BPOG	1
Police Officer	328	Police	BPOG	1
Police Officer	329	Police	BPOG	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

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Financial Analyst - Project Term	334	Finance	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	BPOG	1
Administrative Assistant - Project Term	344	Public Works	AFSCME	1
Office Specialist	345	Public Works	AFSCME	.5
Senior Financial Analyst - Project Term	347	Finance	AFSCME	1
Surface Water Inspector	348	Public Works	AFSCME	1
Administrative Assistant	350	Fire & EMS	AFSCME	1
Civil Engineer - Project Term	351	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	352	Public Works	AFSCME	1
Custodians	353	Public Works	AFSCME	1
Custodians	354	Public Works	AFSCME	1
Custodians	355	Public Works	AFSCME	1
Municipal Court Judge	357	Municipal Court	Non-Rep	.5
Domestic Violence Victims Coordinator	TBD	Legal	AFSCME	.5
Information Systems Application Analyst	TBD	Information Systems	AFSCME	1
Human Resources Analyst	TBD	Human Resources	Non-Rep	1
Associate City Attorney - Limited Term	TBD	Legal	Non-Rep	1
Maintenance Worker	TBD	Public Works	AFSCME	1
Animal Control Officer	TBD	Police	AFSCME	.5
Recreation Site Specialist	NA	Public Works	Temp Non-Rep	NA
Maintenance Worker Aide	NA	Public Works	Temp Non-Rep	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
			Total	**295.75**

Actual Employment Status as of 12/31/10	Employees	FTE's
Regular Full-Time	262	262.00
Regular Part-Time	10	5.90
Project-Term Full-Time	13	13.00
Project-Term Part-Time	0	0.00
Limited-Term Full-Time	5	5.00
Limited-Term Part-Time	1	1.00
Temporary Full-Time	4	2.80
Temporary Part-Time	8	1.90
Provisional	0	0.00
Planning Commissioners	7	7.00
Council Members	7	7.00
Total Employed	**317**	**305.60**

Staffing Summary All Departments

Department/Division	2009 Authorized Positions	2010 Authorized Positions	2011 Authorized Positions	2012 Authorized Positions
Executive Department				
City Manager's Office	7	7	7	7
Judicial/Municipal Court	4	4.5	4.5	4.5
City Clerk	2.75	2.75	2.75	2.75
Information Services	10	9	10	10
Non-Departmental/Tourism	1	1	1	1
Total Executive	**24.75**	**24.25**	**25.25**	**25.25**
Finance Department	**8.25**	**7.25**	**8.25**	**8.67**
Total Finance Department	**8.25**	**7.25**	**8.25**	**8.67**
Legal Department	**3.56**	**3.56**	**3.56**	**4.56**
Total Legal Department	**3.56**	**3.56**	**3.56**	**4.56**
Human Resources Department	**6**	**5**	**6**	**6**
Total Human Resources Department	**6**	**5**	**6**	**6**
Police Department				
Administration	8.75	8.75	8.75	8.75
Support Services	18	18	18	18.5
Operations	35	35	35	35
Investigations	14	14	14	14
Special Operations	8	8	8	8
Total Police Department	**83.75**	**83.75**	**83.75**	**84.25**
Fire and EMS Department				
Administration	5.5	5.5	5.5	5.5
Suppression & EMS	50	50	50	51
Community Risk Reduction Division	5	5	5	4
Public Education	1.25	1.25	1.25	1.25
Training	2	2	2	2
Emergency Management	1	1	1	1
Total Fire & EMS Department	**64.75**	**64.75**	**64.75**	**64.75**
Public Works Department				
Engineering Division	26.27	26.1	26.27	25.2
Facilities Division	4.71	4.55	4.71	4.55
Parks and Recreation Division	10.42	10.42	10.42	9.45
Street Fund	7.8	7.8	7.8	7.3
Water Fund	8.83	8.83	8.83	8.89
Sewer Fund	8.41	8.41	8.41	8.49
Storm Drain Fund	13.31	13.31	13.31	14.14
Fleet Fund	2.72	2.55	2.72	2.55
Total Public Works Department	**82.47**	**81.97**	**82.47**	**80.57**
Community Development				
Administrative Services	7.5	6	6	6
Building & Permit Services	9	9	9	9
Planning Services	6	6	6	6
Total Community Development Department	**22.5**	**21**	**21**	**21**
Self-Insurance/Risk Management	**.7**	**.7**	**.7**	**.7**
Total Self-Ins/Risk Management Department	**.7**	**.7**	**.7**	**.7**
Total FTEs	**296.73**	**292.23**	**295.73**	**295.75**

City of Bothell™

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Appendix B

City of Bothell™

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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 2011-2012 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.

2011-2012 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 2011-2012 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 2011-2012 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 2011-2012 Budget began in the first quarter of 2010, immediately following the 2009-2010 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 2011-2012 Budget Development Process document located on page 18 in this section.

The major steps involved in development of the 2011-2012 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 one to two 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 1st 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 the first of November.

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.

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 7th 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 2010, the Council met and established the following focus areas for developing the City's 2011-2012 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.

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 2011-2012 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

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.

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 Officers 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 2011-2012 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.

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 – Urban Wage and Clerical Workers (CPI-W) for Seattle/Tacoma.

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.

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.

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 September 2010, the City Council adopted Resolution 1261 (2010), the 2011-2017 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 2011-2012 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, Capital Improvement, and Utility Funds to be allocated at Council's discretion towards unidentified capital projects.
- 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.
- One-time revenues should be used for one-time expenditures such as capital. Contingent on a 20% General operating reserve, all one-time General Fund revenues should be transferred to the Capital Improvements Fund. One-time revenues include construction sales tax and permit fees in excess of normal base figures.
- 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as opportunity reserves for the Capital Improvement Fund.
- Debt service should not exceed REET revenue estimates unless another secure revenue source is identified.
- 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.
- Each Utility Fund (Water, Sewer, and Storm Water) should have a 60-day operating reserve.
- Capital reserves amounting to 2% of the asset replacement (value of the utility's infrastructure) should be maintained in each utility fund.
- 10% of average annual capital improvement projects should be maintained in each utility fund.
- Asset replacement funding should be collected as an element of the utility user fees in each Utility Fund.

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 should maintain a designated operating reserve balance equal to 15% of its annual expenditure budget, which is in excess of the State's legal requirement ($.375 per $1,000 of Assessed Valuation).

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 1, 2010

TO: Department Directors

CC: Budget Coordinators

FROM: Robert S. Stowe, City Manager

SUBJECT: **2011-2012 Official Budget Call and Development Directives**

Welcome to the 2011-2012 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 2011-2012 budget development process began informally early in 2010, Council has now identified specific goals for the ensuing biennium. These goals are provided in the form of five Budget Focus Areas and seven Desired Budget Outcomes (attached).

The City's Budget Focus Areas have not changed 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 2011-2012 spending plan.

Modified Zero-Based Budget

As in recent bienniums, 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 continue 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 Facilities Plan (CFP). By design the CFP project revenues and expenditures included in the first two years of the ensuing plan (2011-2017) will be folded into the City's 2011-2012 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 regards to its downtown revitalization, is key to the City's continued fiscal stability.

2011-2012 Economic Condition

The Puget Sound economy is in a slow recovery phase and likely will remain so until the next biennium (2013-2014). Population, housing, employment, personal income, and consumer confidence are all expected to remain relatively sluggish throughout the 2011 and 2012.

While Bothell's local economy is expected to follow the regional forecast, the City should fare somewhat better due to significant City instigated infrastructure investments. These projects are described in detail in the City's Capital Facilities Plan.

Projected Revenues Compared To Projected Expenditures

We have projected that the City's General Fund revenue base for the ensuing biennium (2011-2012) can support current biennium (2011-2012) maintenance and operating expenditure levels. The 0% growth rate is in addition to regular salary and benefit progression for existing staff.

Department Expenses

Personnel costs have been prepared for departments by the City's Human Resources Department. Department directors will be responsible for approving salary splits.

As a result of continued sales tax and development revenue-shortfalls, in 2011-2012, all new position requests must specify a new or increased "on-going" revenue source equal to or greater than the cost of the position requested. The City is focused on maintaining currently filled regular positions. Although it will be financially challenging, we will also examine ways to continue with the existing limited term positions. New positions without a "new" funding source are simply not possible for the next biennium.

Overall maintenance and operating expenditures should not exceed your 2011-2012 budget expenditures.

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

As in previous years, Departments are once again tasked with evaluating program expenditures and revenues to determine any possible efficiency savings or potential "new or augmented" revenue stream. Each department is asked to provide myself and the Finance Director 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

2011 – 2012

Budget Focus Areas

City of Bothell

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

2011-2012

Desired Budget Outcomes

- Maintain the City's present service levels as long as possible within the City's current tax situation (e.g. no property tax levy increase).
- Continue to improve DSI with emphasis on green building incentives.
- Continue to create an active and vibrant Downtown by implementing the actions established within the City's Downtown Revitalization Plan.
- 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 for the entire Municipal Urban Growth Area (MUGA) and Potential Annexation Area (PAA).

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.

2011-2012
Budget Development Process

Introduction

Welcome to the 2011-2012 biennial budget process!

Per state law, 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 ensuing 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, as well as the final adopted spending plan.

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.

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 citizens' money on services for the community. 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 decision-making.

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 budget 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 in coordination with the Deputy City Manager 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.

Budget Balancing

The City Manager, with the assistance of the Deputy City Manager, and 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 2011-2012 biennial budget.

2010 Ending Fund Balance

The first step in the development of the biennial budget is to determine the projected 2010 ending fund balance. Staff analyzes the following factors:

- 2010 Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.
- 2010 Revenues – Revenue projections are analyzed and updated as necessary.
- 2010 Expenditures – Expenditure appropriations are reviewed and updated as necessary, as well as, one-time expenditures and capital projects that are not expected to be completed by year-end 2010.

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?
- Is a budget modification needed?

- Are capital assets being purchased?
- Are capital costs in line with budget expectations?

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 wants and needs; and
- Developing a spending plan that matches resources with needs.

A successful budget development process results in:

- Everyone understanding the strategic 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.

Thank in advance to all the staff that will once again work so diligently to make Bothell's budget process run efficiently and dedicate their various abilities and vast knowledge to crafting an effective 2011-2012 spending plan for our City.

City of Bothell™

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Budget Process Map & Calendar

City of Bothell
COUNCIL PRELIMINARY BUDGET PROCESS MAP
2011-2012

RCW 35A.34.050

Official
Budget Call

May 2010

→

Staff Budget
Development &
Analysis

June 2010

→

Staff Budget
Development &
Analysis

July 2010

→

Staff Budget
Development &
Analysis

August 2010

→

RCW 35A.34.050
RCW 35A.34.070

Budget Estimates &
Submittal

Proposed
Preliminary Budget
Submitted to City Mgr

September 2010

→

Balancing &
Fine Tuning
of Budget

October 2010

→

RCW 35A.34.080
RCW 35A.34.090

Submitted to City Clerk,
Council & Public
Proposed Budget &
Budget Message

Budget Hearings

November 2010

→

RCW 84.52.070
RCW 84.55.120
RCW 35A.34.120

Property Tax Hearing &
Levy Ordinance

Budget Adoption

December 2010

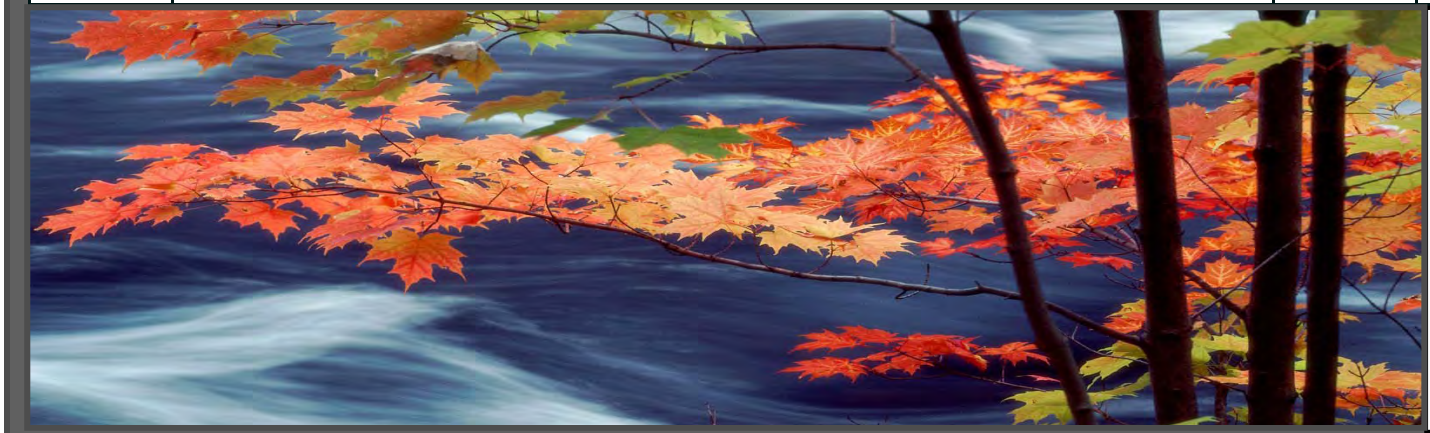
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 1) Projected Budget calendar emailed to staff (Finance)	6	7	8	9	10
11	12 2) 2010 Revenue & Expenditure Change data submitted (All Depts) 3) Eden Budget Module available for data entry (Finance) 4) Departmental Revenue meetings begin (All Depts)	13 Revenue meetings	14 Revenue meetings	15 Revenue meetings	16 Revenue meetings	17
18	19	20	21	22	23	24
25	26 5) Asset Replacement Schedule updated & distributed to departments (PW & Finance) 6) Facilities Budget Request & Justification forms to PW (All Depts) 7) New Position Request forms submitted to HR (All Depts) 8) Reclassification forms due to HR (All Depts) 9) IT catalogs updated & distributed to departments (IT) 10) Software maintenance costs to departments (IT) 11) Vehicle Replacement Schedule updated & distributed to depts (PW) 12) Cost allocation meetings begin	27	28	29	30	

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 13) IT Budget Request & Justification forms due to IT (IT) 14) Tuition Reimbursement Application forms to HR (All Depts)	11	12	13	14	15
16	17	18	19	20	21	22
23	24 15) Vehicle Replacement Schedule & Asset Replacement Schedule Change Requests submitted (All Depts) 16) Capital Asset Request forms submitted (All Depts) 17) Capital Project Request forms submitted (All Depts) 18) One-Time & Non-Capital Attractive Asset Requests submitted (All Depts) 19) Salary & benefit projectsion to departments for lump sum entry (HR) 20) Budget "Yellow" worksheets available (Finance)	25	26	27	28	29
30	31 Memorial Day					

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 21) Overtime Budget Requests submitted [holiday & pager pay] (All Depts) 22) General Fund Subsidy Justification forms submitted (All Depts) 23) Salary & benefit numbers & salary splits confirmed by depts (HR)	8	9	10	11	12
13	14 24) Outcomes & Activities Budget Book sections submitted (All Depts) 25) Performance Measures Budget Book sections submitted (All Depts) 26) Utility Revenue & Expenditures due (PW) 27) Projected Water, Sewer, & Storm Drain rates submitted to Finance (PW) 28) Revenue projections posted to Eden Budget Module (Finance) 29) Grant and/or New revenue Add & New Expenditure Add forms submitted [Including awarded Grant Revenues] (All Depts)	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Independence Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19 30) Intergovernmental Services & Interfund payments [Expenditure Object 5000 Series] (All Depts) 31) All budget numbers entered into Eden (All Depts) 32) Department Director 2011-2012 Budget Comments/Highlights submitted (Dept Directors) 33) Budget "Yellow" worksheets due (All Depts)	20	21	22	23	24
25	26	27	28	29	30	31

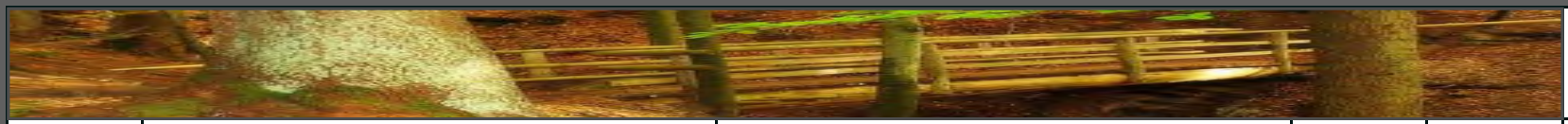
July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 34) Department Budget sessions begin (All Depts)	10 Budget sessions	11 Budget sessions	12 Budget sessions	13 Budget sessions	14
15	16 35) Finance to send Organizational Charts to Departments (Finance)	17	18	19	20	21
22	23 36) Department & division organizational charts submitted to Finance (All Depts)	24	25	26	27	28
29	30 37) Cost allocations completed (All Depts) 38) Fleet rental rates available to Departments (PW) 39) 2010 Estimated beginning Fund Balance figures available (Finance) 40) Interfund payment for service calculations [Expenditure Object 9000 Series] (All Depts) 41) Internal Service Fund charges for service invoices distributed to departments (Legal, HR, & Finance) 42) Depreciation figures posted to Eden Budget Module (Finance) 43) Operating transfers posted to Eden Budget Module (Finance) 44) M&O savings (All Depts) 45) "Appendix C" [Budget Focus Area Achievements Matrix, Key Department Goals, & Key Department Projects] updated (All Depts) 46) AFSCME & non-rep classifications by salary range submitted (HR) 47) City of Bothell positions listing by PCN, dept, & rep status submitted (HR)	31				

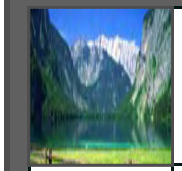
August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Labor Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20 48) 2009-2010 Budget amendment requests due to Finance (All Depts)	21	22	23	24	25
26	27	28	29	30 49) City Manager proposed Budget document complete (Finance)		

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 50) Proposed 2011-2012 Fee Schedule review, analysis, & update (All Depts)	5	6	7	8	9
10	11	12 51) City Manager Budget presented at Council meeting (Finance) 52) Public Hearing on City Manager proposed Budget (Finance) 53) Public Hearing on City Manager Budget & study session on Property Tax Levy & Utility (Finance) 54) Public Hearing on City Manager proposed Budget, Property Tax Ordinance, & Utility (Finance)	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 Veteran's Day	12	13
14	15	16 55) Proposed 2011-2012 Budget adoption, distribution, & posting on web (Finance & HR) 56) Proposed 2011-2012 Fee Schedule adoption (Finance) 57) Proposed adoption of 2011-2012 property Tax Levy Ordinance (Finance) 58) Proposed Water, Sewer, & Storm Drain rate adoption (PW) 59) Proposed Personnel Summary Schedule submitted (HR)	17	18	19	20
21	22	23	24	25 Thanks-giving Day	26 Day After Thanks-giving	27
28	29	30				

November 2010

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	20	21	22	23	24 Christmas Day	25
26	27	28	29	30	31	

December 2010

City of Bothell™

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Appendix C

City of Bothell™

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Budget Focus Area Achievements

2011 - 2012 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Executive Department					
Downtown Revitalization	✓	✓	✓		
Executive Leadership and Oversight to Prepare for the Possibility of Annexation of the City's Municipal Urban Growth Areas (Snohomish County) and Planned Annexation Areas (King County)	✓	✓	✓	✓	✓
City Hall Planning	✓	✓		✓	
Continue Financial Sustainability Through Executive Oversight and Leadership	✓	✓	✓	✓	✓
Advance the City's Carbon Reduction and Energy Independence Goals (aka Bothell CO_2OL)	✓	✓	✓		
Main Street Extension	✓	✓	✓		
Human Services Grants			✓		
Implement Wayfinding Program		✓	✓	✓	
Establish the Innovation Partnership Zone (IPZ) Discovery Center	✓	✓			
Implement and Market Improved Visitor Web site, www.exploreBothell.com	✓	✓			
Implement Information Technology Strategic Plan (ITSP)	✓			✓	✓
Tourism	✓	✓			
Finance Department					
Update City Contract Management and Asset Tracking Procedures	✓				
Prepare 2013-2014 Biennial Budget	✓	✓	✓	✓	✓
Certificate of Achievement of Excellence in Financial Reporting	✓				
Legal Department					
Oversee 2010 Legislative Programs		✓			
Develop a Domestic Violence Advocacy Program			✓		✓
Negotiate Comcast Cable Franchise Agreement			✓		
Implement Code Enforcement Provisions					✓

Budget Focus Area Achievements

2011 - 2012 Key Department Projects	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Human Resources Department					
Negotiate the AFSCME Contract	✓		✓		
Implement Required Changes of the New Health Care Reform Act	✓		✓		
Negotiate the Local IAFF Contract	✓		✓		✓
Update the Recruitment and New Employee On-Boarding Process	✓		✓		
Police Department					
Perform Crime Analysis of Significant Crime Problems in the City			✓	✓	✓
Increase Emphasis on Officer Safety Through Preparedness, Wellness and Fitness			✓		✓
Maintain Vigilance on Homeland Security Issues			✓		✓
Research and Develop Professional Guidelines			✓		✓
Fire and Emergency Medical Services Department					
Downtown Revitalization		✓			✓
New World					✓
Annexation (MUGA & PAA)			✓	✓	✓
Strategic Plan	✓				✓
Public Works Department					
Development Services Initiative (DSI)	✓	✓	✓		
Oversee the 2011-2017 Capital Facilities Projects	✓	✓	✓	✓	✓
Pursuit of Opportunities for Parks, Open Space, and Recreation Facilities		✓	✓	✓	
Implement Budgeted Elements of Traffic Calming, Congestion Relief, and Safety Improvement Programs			✓	✓	✓
Continue to Implement the Program and Reporting of the NPDES Phase II Permit Requirements			✓	✓	✓
Cost Effective Maintenance and Preservation of City Infrastructure	✓	✓	✓		✓
Community Development Department					
Facilitation of Annexation Efforts	✓	✓	✓	✓	✓
2011 and 2012 Plan and Code Amendments	✓	✓	✓	✓	
Development Services Initiative (DSI)	✓	✓	✓	✓	

Downtown Revitalization	
Outcome	Successful attraction of investment to Bothell's opportunity sites and to its existing retail areas to implement the Downtown Vision and Plan.
Benefit	Community gathering and increased tax base.
Milestones	Select desired developers/purchasers to develop surplus property sites and negotiate development agreements. (In progress.)
Completion	Ongoing through 2011.
Participants	Executive Department and Economic Development
Council Role	Approve agreements.

Executive Leadership and Oversight to Prepare for the Possibility of Annexation of the City's Municipal Urban Growth Areas (Snohomish County) and Planned Annexation Areas (King County)	
Outcome	Coordinated inter-departmental efforts toward annexation.
Benefit	Will enhance chances of successful annexation and ensure that the City's and annexing citizens' interests are served by future annexations.
Milestones	Council direction regarding annexation plans in accordance with schedule outlined within Community Development.
Completion	Annexation effective dates could vary between January 1, 2012, and January 1, 2013, depending on annexation method utilized and size of annexations.
Participants	All Departments and Council.
Council Role	Provide direction and, if appropriate, approve policy and

City Hall Planning	
Outcome	Develop preliminary design plans/concepts for City Hall and determine other appropriate uses to occupy the City Hall site to allow development to serve as a catalyst for future investment.
Benefit	Provides for needed public facility while also stimulating other private sector investment in Downtown.
Milestones	➢1st - 2nd Quarters - Determine appropriate uses (e.g., retail, office, housing) that can occupy the City Hall block. ➢2nd - 3rd Quarters - Determine appropriate financial strategy to construct City Hall facility and other possible uses (e.g., City-issued bonds, non-profit 63/20 financing). ➢2nd - 3rd Quarters - Develop marketing and solicitation materials for other possible users/tenants to occupy City Hall block (subject to above milestones). ➢2nd - 3rd Quarters 2011 - Begin preliminary design for City Hall and possibly other desired uses. ➢3rd - 4th Quarters 2011 - Develop agreements with other users/tenants (subject to above milestones).
Completion	Initiate construction in 2012 to stimulate other downtown investment.
Participants	Executive Department, Economic Development Committee, and Council.
Council Role	Approval of concept, contracts or cost requirements.

Key Goals
Executive Department

Continue Financial Sustainability Through Executive Oversight and Leadership	
Outcome	Bothell is financially positioned with diverse revenues for long-term financial stability.
Benefit	Bothell is a well managed, sound, and prospering city.
Milestones	Update long-term financial projections and fiscal strategies annually and implement smart fiscal management.
Completion	Ongoing.
Participants	Executive, Legislative, and Finance Departments.
Council Role	Provide continued support and direction.

Advance the City's Carbon Reduction and Energy Independence Goals (aka Bothell CO_2OL)	
Outcome	Reduction of the quantity and impact of greenhouse gases.
Benefit	In addition to reducing energy use and emissions and increasing carbon absorption, the initiative demonstrates the City's commitment to responsible business practices.
Milestones	➢3rd Quarter 2010 - Pursue funding for an alternative energy program for the municipal campus. ➢1st Quarter - Develop an action plan for converting the Police Building to a certified LEED Existing Building.
Completion	Goals not set.
Participants	Executive and all Departments; Energy Action Team (Green Team).
Council Role	Review of progress on an annual basis.

Key Goals
Executive Department

Main Street Extension	
Outcome	Acquire necessary real estate in accordance with the Capital Facilities Plan.
Benefit	Assure project can proceed on schedule.
Milestones	➢3rd Quarter - Contract for right-of-way services. ➢3rd Quarter - Initiate negotiations. ➢4th Quarter - Execute agreements to acquire property.
Completion	2011
Participants	Executive and Public Works Departments.
Council Role	Review and approve all PSAs.

Human Services Grants	
Outcome	Develop proposals and select grant recipients for the 2011-2012 period.
Benefit	Ensures access to essential services.
Milestones	3rd Quarter - Review and select recipients.
Completion	4th Quarter.
Participants	Executive Department and Human Services Committee.
Council Role	Review committee recommendation and approve awards.

Implement Wayfinding Program	
Outcome	Improved directional signage enhances the downtown district's navigation, and through better navigation businesses enjoy more success.
Benefit	A uniform signing protocol for the downtown district unites the district and enhances its sense of place. The signage preserves and leverages the charm, allure and unique history of Downtown Bothell making it feel more connected to its river heritage through its graphic style.
Milestones	➢3rd Quarter - RFP and selection. ➢3rd Quarter - Contract and initial work scope. ➢2011 - First signs in place.
Completion	RFP; Wayfinding program is ongoing once implemented in 2011.
Participants	Executive and Public Works Departments.
Council Role	Approval of contract.

Establish the Innovation Partnership Zone (IPZ) Discovery Center	
Outcome	Improved business climate for medtech companies; growth and expansion of industry.
Benefit	Economic viability of the City and regional leader in competitive industry.
Milestones	➢1st Quarter - Contract with Commerce for grant funds. ➢3rd Quarter - Contract with UWB for temporary space, establish a convening committee to develop the non-profit organization to run the center. ➢4th Quarter - Develop a strategic and business plan.
Completion	4th Quarter - Center will be operating in its interim site.
Participants	Executive Department.
Council Role	Council direction and approval of revisions.

Implement and Market Improved Visitor Web site, www.exploreBothell.com	
Outcome	Drive more visitors to the Bothell visitor site; more package bookings for weekend hotel patronage.
Benefit	➢Reduces advertising costs while extending market reach. ➢Local tax from businesses are generated through Web site visibility.
Milestones	➢1st Quarter - Web site re-launch. ➢1st Quarter - Begin Web site content development. ➢2nd Quarter - Merchant content collection/outreach. ➢3rd Quarter - Finalize Web site upgrades, add video, and test.
Completion	4th Quarter 2010.
Participants	Economic Development Division and Lodging Tax Advisory Committee.
Council Role	Approval of Lodging Tax Spending Plan.

Implement Information Technology Strategic Plan (ITSP)	
Outcome	Enhance technology infrastructure systems and platforms to improve reliability and assure staff and previous technology investments are protected and leveraged.
Benefit	Strategic planning insures in the technology program keeps pace with City Council goals and priorities and is ready to support them.
Milestones	➢ Implement NORCOM New World System for Fire Department to increase public safety functionality. ➢ Implement new permit plan software for Community Development to match DSI needs. ➢ Complete SCADA phase 2 to ensure water system integrity. ➢ Implement GIS web services empowering City staff with enhanced Geo-spatial maps and information. ➢ Consolidate servers for cost efficiency via virtualization. ➢ Continue GPS field collection project. ➢ Improve network efficiency and costs through virtualization.
Completion	➢ 4th Quarter 2011 - NORCOM. ➢ 4th Quarter 2011 - Permit plan. ➢ 4th Quarter 2011 - GIS web services. ➢ 4th Quarter 2011 - Virtualization. ➢ 4th Quarter 2012 - SCADA. ➢ 4th Quarter 2012 - GPS field collection.
Participants	Executive and all Departments.
Council Role	Approval of funding for strategic plan initiatives and projects.

Tourism	
Outcome	Bothell hotels are successful and produce revenue on weekends and during soft seasons which presently lag peak periods.
Benefit	The tactics employed in the visitor programs support other important City goals, such as downtown economic development, the cultivation of cultural arts, and nurturing new and improved entertainment and recreational activities which provide local residents options for relaxation and enjoyment; making Bothell a more desirable location for residents and businesses.
Milestones	By the end of 2011, the *exploreBothell* brand dramatically improves the target audience reach thus cultivating their interest in visiting, living or locating commerce in Bothell.
Completion	➢1st Quarter 2011 - Destination brand campaign with program promotion of local merchants is initiated and ongoing. ➢2nd Quarter 2011 - Website updates and merchant highlights are in place. ➢2nd Quarter 2011 - Wine events are organized and ongoing through a festival non-profit to allow visitor development staff to develop additional programs. ➢3rd Quarter 2011 - The updated 2012 tourism plan update and goals are ready for Council review. ➢3rd Quarter 2011 - A business plan implementing a downtown bazaar or farmer's market; focused on wine, gourmet food, and the arts; is developed. ➢4th Quarter 2011 - Bothell has promoted its location to key markets through a press tour with partners. ➢4th Quarter 2011 - Bothell visitor statistics indicate a 50% increase in web visits, and increased weekend sales for hotels.
Participants	Executive Department and the Lodging Tax Advisory Committee.
Council Role	Approve visitor spending plan.

Update City Contract Management and Asset Tracking Procedures	
Outcome	Continue to improve Contract Management and Asset Tracking processes to provide the highest quality oversight.
Benefit	Provides sound oversight and audit compliance.
Milestones	➢Annual update of physical inventory and tracking of City assets with historical costs greater than $5,000 for reporting in the City's financials. ➢Incorporate the Contract Management function into the City's Accounts Payable audit process. ➢Continue to educate staff Citywide on best practices and updated procedures.
Completion	Ongoing.
Participants	Finance Department.
Council Role	None.

Prepare 2013-2014 Biennial Budget	
Outcome	Council consideration of the City's 2013-2014 Biennial Budget.
Benefit	A prudent two-year fiscal plan for achieving Council's short-and long-term goals.
Milestones	➢1st Quarter - Identification of Council Focus Areas and Desired Budget Outcomes for 2013-2014. ➢2nd Quarter - Incorporate Update of Capital Facilities Plan into proposed 2013-2014 Budget. ➢2nd-3rd Quarters - Budget call, revenues projected, development and analysis of department budget proposals. ➢4th Quarter - City Manager's proposed 2013-2014 budget submitted to Council and public.
Completion	December 2012.
Participants	Finance and Executive Departments.
Council Role	Council consideration of Budget.

Certificate of Achievement of Excellence in Financial Reporting	
Outcome	Certificate of Achievement of Excellence in Financial Reporting.
Benefit	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.
Milestones	Annual certification requirements.
Completion	Annual.
Participants	Finance Department.
Council Role	None.

Key Goals
Legal Department

Oversee 2010 Legislative Programs	
Outcome	Effective pursuit of Legislative priorities.
Benefit	Ensures City's interests are addressed at the State level.
Milestones	➢January - Attendance at AWC Legislative Action Conference. ➢Ongoing during sessions - Maintain contact with AWC, other cities and other partners on legislative issues of importance to Bothell; testify and/or provide input to Legislature on bills/issues of importance to Bothell; provide updates to Council. ➢4th Quarter - Consideration of 2011 Legislative Priorities by Council. ➢4th Quarter - Communication of Legislative priorities to key legislators.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	Staff updates to Council and Council input, involvement, and direction.

Develop a Domestic Violence Advocacy Program	
Outcome	Implement an advocacy program to facilities victims of domestic violence.
Benefit	Provide citizens of Bothell with guidance in handling issues related to domestic violence.
Milestones	1st and 2nd Quarters - Follow up on grant application training in order to seek and, hopefully, secure grant funds to help ensure that this program can continue and thrive.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	None.

Key Goals
Legal Department

Negotiate Comcast Cable Franchise Agreement	
Outcome	Franchise agreements that provide citizens of Bothell with accessible cable services, addresses future upgrades, and efficient customer service criteria.
Benefit	Ensures all citizens are provided the same cable television options throughout the City.
Milestones	1st and 2nd Quarters - Council conducts hearing on proposed Comcast franchise agreement, deliberates and considers a franchise agreement ordinance.
Completion	2nd Quarter.
Participants	Legal and Executive Departments.
Council Role	Provide staff with direction, take testimony, deliberate, and ultimately consider franchise agreements with Comcast.

Implement Code Enforcement Provisions	
Outcome	Implement code amendment infraction strategy.
Benefit	Public health, safety, welfare, and economic viability of the City.
Milestones	2nd and 3rd Quarters - Council consideration of ordinances regarding code amendments to code enforcement portion of BMC.
Completion	Ongoing.
Participants	Legal, Executive, and Community Development Departments.
Council Role	None.

Key Goals
Human Resources Department

Negotiate the AFSCME Contract	
Outcome	Successful negotiation of a new collective bargaining agreement with AFSCME to remain competitive in the market place with regards to total compensation.
Benefit	Establishes a fair bargaining agreement between the City and its union members.
Milestones	➢2nd Quarter 2011 - Gather market data. ➢2nd Quarter 2011 - Conduct refresher training in interest-based bargaining. ➢3rd Quarter 2011 - Begin negotiations. ➢4th Quarter 2011 - Reach a tentative agreement with the union.
Completion	4th Quarter 2011.
Participants	Human Resources and all Departments.
Council Role	Consider approval of the new agreement.

Implement Required Changes of the New Health Care Reform Act	
Outcome	Maintain compliance with the new federal regulations regarding health care reform.
Benefit	Reduces City liability.
Milestones	➢4th Quarter 2010 - Review current policies/contracts in relation to the proposed changes in Federal laws. ➢1st Quarter 2011 - Address any potential contractual or policy changes with affected employee groups. ➢2nd Quarter 2011 - Draft proposed changes to policies. ➢3rd Quarter 2011 - Obtain approval for potential revised policies or contract amendments.
Completion	3rd Quarter 2011.
Participants	Human Resources and all Departments.
Council Role	Consider approval of any impact to the budget.

Key Goals
Human Resources Department

Negotiate the Local IAFF Contract	
Outcome	Successful negotiation of a new collective bargaining agreement with IAFF Local 2099 to remain competitive in the market place with regards to total compensation.
Benefit	Establishes a fair bargaining agreement between the City and its union members.
Milestones	➢2nd Quarter 2012 - Gather market data. ➢2nd Quarter 2012 - Conduct refresher training in interest-based bargaining. ➢3rd Quarter 2012 - Begin negotiations. ➢4th Quarter 2012 - Reach a tentative agreement with the union.
Completion	4th Quarter 2012.
Participants	Human Resources and Fire Departments.
Council Role	Consider approval of the new agreement.

Update the Recruitment and New Employee On-Boarding Process	
Outcome	More efficient recruitment and on-boarding process.
Benefit	Reduction in cost and time to recruit qualified employees.
Milestones	➢1st Quarter 2011 - Implement a new employee web-based "on boarding" system to enhance the new employee orientation program. ➢1st Quarter 2011 - Set up a new web-based recruitment system to recruit and facilitate the selection of qualified candidates for job vacancies. ➢2nd Quarter 2011 - Train supervisors in the utilization of the new recruitment system 2nd quarter 2011.
Completion	2nd Quarter 2011.
Participants	Human Resources and all Departments.
Council Role	Consider approval of the 2011 - 2012 budget.

Key Goals
Police Department

Perform Crime Analysis of Significant Crime Problems in the City	
Outcome	Awareness for citizens and patrol officers on crime patterns.
Benefit	Analysis provides the opportunity for redirecting resources to combat crime, specifically "Quality of Life" property crimes within the City.
Milestones	Partner with neighboring communities to create regional response.
Completion	Ongoing with training provided to the Crime Prevention/Analysis
Participants	Police Department.
Council Role	None.

Increase Emphasis on Officer Safety Through Preparedness, Wellness and Fitness	
Outcome	Ensure that officers have the equipment, training and physical fitness needed for their safety.
Benefit	Continued quality response to officer and citizen safety.
Milestones	Training of employees in Crossfit program.
Completion	Ongoing with continuous training as needed.
Participants	Police Department.
Council Role	None.

Maintain Vigilance on Homeland Security Issues	
Outcome	Planning, training and equipping for incidents related to acts of terrorism.
Benefit	Allows that public safety first responders are better prepared for acts of terrorism.
Milestones	➢Complete radio inter-operability by retemplating 800 MHz radio systems with both King and Snohomish Counties. ➢Implement information sharing networks and training for all employees on these systems. ➢Participate in regional planning, training and exercises related to response to acts of terrorism.
Completion	Ongoing.
Participants	Police and Fire Departments.
Council Role	Awareness of all the different types of acts of terrorism that could

Research and Develop Professional Guidelines	
Outcome	Provide internal controls to ensure professional service.
Benefit	Continued and improved quality of service to the City.
Milestones	Train Chain of Command in professional standards.
Completion	Ongoing.
Participants	Police Department.
Council Role	None.

Key Goals
Fire and Emergency Medical Services Department

Downtown Revitalization	
Outcome	Support the City wide effort to revitalize the Downtown core.
Benefit	Fire and Emergency Medical Services participation will enhance a safe Downtown core through plans review, inspection, and response to a growing community.
Milestones	➢Throughout the biennium: 100% attendance at Planning meetings. ➢Throughout the biennium: Support the City's DSI emphasis by completing plans reviews on, or before their deadline. ➢Ongoing: Provide construction inspections and fire code inspections to provide a safe Downtown core. ➢Ongoing: Maintain or improve response capabilities to the Downtown core.
Completion	Ongoing throughout the biennium.
Participants	Fire, Community Development, and Finance Departments; and the City Manager's Office.
Council Role	Continued support of Fire personnel to maintain current service levels.

New World	
Outcome	The Department will join other Zone 1 fire agencies by migrating to New World's integrated technology suite software.
Benefit	Internal and external customers will be better served by computer aided dispatch, mobile messaging, records management, and the sharing of information between Zone 1 departments.
Milestones	➢1st - 4th Quarters 2011: Fire apparatus laptop mounts, software installation, and member training. ➢Actively participate in committees and build teams.
Completion	4th Quarter 2011.
Participants	Fire Department.
Council Role	Continued support and funding.

Key Goals
Fire and Emergency Medical Services Department

Annexation (MUGA & PAA)	
Outcome	Provide department services to areas annexed into the City.
Benefit	Delivery of service to new areas of the City.
Milestones	➢1st Quarter 2011: Establish inter-local agreements with the PAA departments and work toward agreements with the MUGA ➢2nd Quarter 2011: Present the service delivery plan before the Snohomish County Boundary Review Board. ➢2012: Provide service to the MUGA and/or PAA areas. ➢Ongoing: Develop a plan for servicing the annexation areas.
Completion	Ongoing.
Participants	Fire, Executive, and Community Development Departments.
Council Role	Support and funding of determined service level.

Strategic Plan	
Outcome	Develop a strategic plan that addresses the present and future excellence in community service.
Benefit	Create a road map based on strategic planning rather than reactionary thinking.
Milestones	➢1st - 4th Quarters 2011: Conduct the 12 step planning process. ➢4th Quarter 2011: Prepare the strategic plan document. ➢1st Quarter 2012: Use the strategic plan as a resource for developing the next biennial budget.
Completion	1st Quarter 2012.
Participants	Fire Department.
Council Role	Adoption of the Department's strategic plan.

Development Services Initiative (DSI)	
Outcome	Increased customer satisfaction; continued achievement of target permit processing times; increase predictability and efficiency; continue to implement recommendations in Management Partners Report including implementation of a new permit software system.
Benefit	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. Development will also improve community quality of life by providing more places to live, work, shop, dine, and recreate.
Milestones	Quarterly reports to gauge development services performance. Conduct focus group(s) exercise to gauge success and indentify opportunities for improving the permit process. Continuous refinement of existing procedures, and creation and implementation of new measures to promote the development services principles.
Completion	Implement a new Geographic Information System (GIS) based permit software system. The new permit tracking software is slated to be online in the 4th quarter 2011.
Participants	Community Development, Public Works, and Fire Departments.
Council Role	Provide feedback following quarterly reports, during periodic "check-ins" at Council meetings, or in response to a development-related customer contact.

Oversee the 2011-2017 Capital Facilities Projects	
Outcome	Implementation of the first and second year of the City's transportation, parks and utilities capital improvement program as outlined in the City's
Benefit	Investment in infrastructure to support the quality of life while sustaining growth.
Milestones	Refer to the Capital Facilities Plan (CFP) for an milestones of each project. ➢2nd Quarter - Begin update to CFP, including citizen input. ➢3rd Quarter - Consideration of the 2011-2017 CFP update. ➢4th Quarter - Include the 2011-2012 projects in the biennial budget.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Confirm specific project scope of work including considering contract awards for consultants and contractors.

Pursuit of Opportunities for Parks, Open Space, and Recreational Facilities	
Outcome	Council adoption of Maser Plans for Field #5/Metro Property and Blyth Park; evaluate financing options and adopt a long-term funding strategy.
Benefit	Aligns the master planning process with the CFP and budget.
Milestones	➢1st Quarter - Review and adoption of the Field #5/Metro Property Master Plan. ➢2nd Quarter - Review and adoption of the Blyth Park Master Plan. ➢2nd Quarter - Continue discussion of long-term funding strategy. ➢2nd Quarter - Identify short- and long-term site for Skate Board Park. ➢2nd Quarter - Construction of Field #5/Metro Property begins. ➢3rd Quarter - Construction of Field #5/Metro Property completed. ➢4th Quarter - Approve a long-term funding strategy.
Completion	Schedule to be determined through the CFP and budget process.
Participants	Public Works and Executive Departments.
Council Role	Review and consideration of master plans; review and consideration of contracts; review and consideration of long-term funding strategy.

Implement Budgeted Elements of Traffic Calming, Congestion Relief, and Safety Improvement Programs	
Outcome	Implementing a prioritized series of specific area traffic safety and traffic calming plans based on the adopted collector safety and neighborhood traffic calming programs, public input process.
Benefit	Reducing neighborhood cut-thru and fast traffic concerns and improving corridor safety in selected residential areas, resulting in increased safety for pedestrians, bicyclists, and vehicular traffic in Bothell neighborhoods.
Milestones	➢Conduct neighborhood outreach meetings to coordinate and encourage public support for traffic calming and corridor improvement plans. ➢Develop and implement finalized corridor and neighborhood traffic calming plans. ➢Conduct traffic enforcement emphasis specifically targeting speeding and red light violations. ➢Monitor and analyze the effectiveness of the projects implemented.
Completion	Ongoing.
Participants	Public Works and Police Departments.
Council Role	Consideration of speed limit revisions and briefings as to the status of neighborhood traffic calming plans and corridor safety improvements.

Continue to Implement the Program and Reporting of the NPDES Phase II Permit Requirements	
Outcome	Compliance per Washington State Department of Ecology (WADOE) with the National Pollutant Discharge Elimination System (NPDES) program which is mandated by the Federal Clean Water Act.
Benefit	Improve water quality and habitat throughout Bothell and meet required NPDES requirements established by the WADOE.
Milestones	Annual reporting for compliance to permit requirements.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Receive annual reports and updates from City staff.

Cost Effective Maintenance and Preservation of City Infrastructure	
Outcome	Implementation of a series of cost effective programs to address City infrastructure maintenance needs.
Benefit	Efficient use of budget to obtain the highest level of service.
Milestones	Refer to Budget documents for milestone for each utility and service.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Receive briefings and updates from City Staff.

Facilitation of Annexation Efforts	
Outcome	Completion of annexation exploration tasks (planning and zoning; outreach; fiscal analysis; interlocal agreements); decision by Council to proceed towards formal approval of annexation, or abandon annexation; preparation of Boundary Review Board (BRB) Notices of Intention and presentations at BRB hearings; scheduling of election in Municipal Urban Growth Area (MUGA); and Council adoption of ordinances annexing all or portions of the Potential Annexation Area (PAA) and MUGA.
Benefit	Annexation of the PAA and MUGA would "grow" Bothell to its Countywide Planning Policies (CPP)-designated ultimate service boundaries; increase City tax base and the consequent ability to finance capital facilities of benefit to the community; enhance the City's position in the region, resulting in regional and state-wide legislative and funding decisions favorable to Bothell; and enable the City to control the type and intensity of development within our Planning Area boundaries.
Milestones	➢1st Quarter 2011 - Council reviews results of 2010 annexation exploration activities and decides to proceed towards formal approval of annexation, or abandon annexation. ➢2nd Quarter 2011 - City submits Notices of Intention to King County Board Review Board (KCBRB) and Snohomish County Boundary Review Board (SCBRB); SCBRB holds hearing on MUGA (no BRB hearing necessary on PAA); Council adopts ordinances annexing PAA by the interlocal agreement method; Council schedules MUGA annexation election for November, 2011. ➢3rd Quarter 2011 - Outreach to support MUGA annexation election. ➢4th Quarter 2011 - MUGA annexation election; Council adopts ordinances annexing MUGA. ➢1st Quarter 2012 - PAA annexations become effective. ➢1st Quarter 2013 - MUGA annexations become effective.
Completion	Adoption of PAA annexation ordinances by June 30, 2011; adoption of MUGA annexation ordinances by December 31, 2011; PAA annexation effective date January 1, 2012; MUGA effective date January 1, 2013.
Participants	Community Development, Public Works, Executive, Fire, Police, and Finance Departments.
Council Role	Take testimony, deliberate and decide whether or not to pursue formal approval of annexations (1st quarter 2011); and subsequently adopt annexation ordinances (2nd quarter 2011, for PAA; 4th quarter 2011, for MUGA).

2011 and 2012 Plan and Code Amendments	
Outcome	Council adoption in 2011 and 2012 of findings and ordinances amending the Comprehensive Plan and Bothell Municipal Code concerning issues initiated by the Council in the 2011 and 2012 Dockets. Plan amendments may be acted on only once each year, while there is no limit to frequency of Code amendments.
Benefit	Will provide for evolving community needs and desires in guiding development in the City.
Milestones	➢1st Quarter of each year - Council initiates consideration of potential amendments. ➢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.
Completion	2011 and 2012 Plan amendments would be adopted at the end of each year. Code amendments would be adopted over the course of 2011 and 2012 as hearings and deliberations are completed.
Participants	Community Development Department.
Council Role	Take testimony, deliberate and act on Plan and Code amendments.

Development Services Initiative (DSI)	
Outcome	Continued high customer satisfaction; lower permit processing times; continued gains in predictability and efficiency.
Benefit	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. Will also improve community quality of life by providing more places to live, work, shop, dine and recreate.
Milestones	➢Quarterly reports to gauge progress on DSI. ➢Continuous refinement of existing procedures, and creation and implementation of new measures to promote the DSI principles. ➢Anticipated "go-live" of new development services software in 2nd quarter 2011.
Completion	Ongoing.
Participants	Community Development, Public Works and Fire Departments; and the Hazard Prevention Bureau.
Council Role	Provide feedback following quarterly reports, during periodic "check-ins" at Council meetings, or in response to a development-related customer contact.

2009 - 2010 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
Executive Department			
Prepare Proposed Purchase and Sale Agreement for Northshore School District 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 2009 and 2010 Council Retreats		✓	
Updated Capital Facilities 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			✓
Finance Department			
Increase Efficiencies within Financial Systems			✓
Update City Contract Management and Asset Tracking Procedures	✓		
Prepare 2011 - 2012 Biennial Budget		✓	

2009 - 2010 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
Legal Department			
Complete Adult Entertainment Code Revisions		✓	
Negotiate Franchise Agreement with Comcast	✓		
2007-2008 Updates to City Council Protocol Manual		✓	
Oversee 2007 and 2008 Legislative Programs		✓	
Human Resources Department			
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			✓
Police Department			
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			✓
Fire and Emergency Medical Services Department			
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			✓

2009 - 2010 Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
Public Works Department			
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		✓	
Community Development Department			
Downtown Subarea Plan and Regulations		✓	
Development Services Initiative (DSI)			✓
2009-2010 Plan and Code Amendments	✓		✓
Facilitate Annexation Efforts	✓		✓

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Appendix D

City of Bothell™

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2011 – 2012
Capital Facilities Plan Projects

On September 21, 2010, the City Council adopted the 2011-2017 Capital Facilities Plan (CFP). The objective of the Capital Facilities development process is to establish a funding plan that identifies and prioritizes the City's capital needs with available funding sources. The following eight funding sources are utilized to fund the 2011-2012 capital projects:

- Real Estate Excise Tax (REET) – 1st and 2nd quarters
- Mitigation from:
  - Developers for streets
  - King County Waste Water Storage Facility
- Asset Replacement Fund
- Bonds
- Grants
- Proceeds from the sale of surplus property
- Utility customer user fees
- Utility Facility charges/hook-up fees

The first two years of the adopted 2011-2017 CFP is incorporated into the 2011-2012 biennial budget. CFP projects included in the 2011-2012 budget total $93,462,000. This figure consists of secured funding ($71,562,000) for capital projects that address our community's pressing need for capital infrastructure improvements and $21,900,000 for debt services and opportunity funds that support the capital projects included in the 2011-2017 Capital Facilities Plan.

Variances between the 2011-2017 CFP and the 2011-2012 budget include:

- Re-appropriating $8,300,000 in 2010 expenditures that are no longer anticipated to be spent by December 31, 2010.
- Lift Station 2 Improvements (S4) - the 2011-2017 CFP secures $876,000 while the budget allocates $300,000 in 2012. The remaining $576,000 will be appropriated in 2013.

Individual project sheets are provided for each capital project. These project sheets provide a brief description, justification, timing considerations, commencement requirements, stopping points, and the status for each project. They also indicate the time line for each phase of the project as well as identify funding sources.

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 Web site or by request from the City Clerk's office.

2011-2012
Capital Projects

CFP NAME — CFP NUMBERS

FACILITY

Replacement of City Hall & Dawson Buildings F1
Purchase of Northshore School District Property F8

PARK

Open Space Acquisition P7
North Creek School House P9
1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park P11
Park at Bothell Landing: Phase I P20

TRANSPORTATION

Bothell Crossroads T6
SR 527 Widening (240th Street SE to 228th Street SE) T7
SR 522 Wayne Curve Improvements: Phase I T12
240th Street SE Bridge Replacement T13a
Citywide Intelligent Transportation System (ITS) T20
SR 527 Multiway Boulevard: Phase I (Main Street to NE 185th Street) T38
Main Street Extension T40
SR 522 Stage 2A Improvements T43
SR 522 Stage 2B Improvements (Wayne Curve to NE 180th Street) T44
Downtown Contaminated Soil & Groundwater Clean Up T47

2011-2012
Capital Projects

CFP NAME — CFP NUMBERS

DEBT SERVICES

Local Infrastructure Financing Tool (LIFT) Bond Debt Service F6

Bond Anticipation Note Debt Service F11

WATER

Annual Water Main Capital Replacement W1

Penn Park Reservoir Replacement W7

Reclaimed Water System W9

SEWER

Annual Sewer Main Capital Replacement S1

Lift Station 2 Improvements S4

STORM WATER

Annual Storm Water & Surface Water Capital Improvements SW1

Lower Filbert Creek & North Creek Flood Repairs SW10

City of Bothell™

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Facility
Capital Projects

Replacement of City Hall & Dawson Buildings

CFP #F1

DESCRIPTION:

City Hall was constructed in the 1930s and remodeled numerous times since to accommodate service delivery and staffing needs. In 1996, the Public Works and Community Development Departments were moved to the Dawson Building, thereby splitting non-public safety City services into two locations. In 2006, City services were further fractured when the Facilities and Recreation staff were relocated off-site to accommodate staff growth in other service delivery areas. Three options were studied to site the new City Hall: purchase and remodel the Northshore School District's Anderson Building complex and sell the current City Hall and Dawson buildings; construct a new City Hall and Council Chambers on the current City Hall site; or build a City Hall and Council Chambers on the Beta Bothell commercial site and sell the current City Hall and Dawson buildings. In January 2009, after extensive analysis and a considerable amount of public input, the Bothell City Council selected the existing City Hall site for the new City Hall building.

JUSTIFICATION:

Providing City services from multiple locations is not conducive to efficient business practices and effective service delivery, nor is multiple business locations convenient for those who the City provides services to. In addition, City Hall and the Dawson Building are both operating beyond full capacity and are in need of major maintenance renovations over the next 10 years.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter and debris removal, mowing, striping, signage, lighting, parking, hydrants, rodding and tv'ing sewer/storm lines, NPDES permit requirements, and cleaning catch basins. Estimated annual staff time needed = 510 hours ($50/hr) = $25,500.00. Estimated Material and Equipment Costs (15%) = $3,285.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $29,325.00.

TIMING PRIORITY CONSIDERATIONS:

Construction of a new City Hall cannot take place until staff is relocated out of the current City Hall building. Financial timing constraints include compliance with the City's Capital Facilities Plan (CFP) debt service limit (specific consideration must be given to the City's LIFT GO Bond and Multi-way Boulevard financing obligations), and ownership transference of the surplus Northshore School District (NSD) property to a developer.

PROJECT COMMENCEMENT REQUIREMENTS:

Project design monies are appropriated in 2009-2011. Spending must be in accordance with State Real Estate Excise Tax law (RCW 82.46).

PROJECT STOPPING POINT(S):

The project's construction phase is not authorized to commence until all funding sources are identified, secured, and appropriated. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

A City Hall Site Analysis Study was conducted in 2008. In January 2009, the City Council determined the new City Hall is to be constructed on the current City Hall site. Project design work is planned for 2010 and 2011 with possible construction in 2011, under a developer-lease approach.

Replacement of City Hall & Dawson Buildings

CFP #F1

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	1,500	2,000							2,000	3,500
TOTAL ESTIMATED COSTS	**$1,500**	**$2,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,000**	**$3,500**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	300								0	300
Bond Anticipation Note	1,200								0	1,200
LIFT Bond		2,000							2,000	2,000
TOTAL SECURED FUNDING	**$1,500**	**$2,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,000**	**$3,500**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	1,500	2,000	0	0	0	0	0	0	2,000	3,500
Estimated Project Cost	1,500	2,000	0	0	0	0	0	0	2,000	3,500
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $1,300 (one million three hundred) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Purchase of Northshore School District Property

CFP #F8

DESCRIPTION:

In May 2009 the City and Northshore School District agreed to a $20,670,000 purchase and sale agreement (PSA) that enables the City to purchase 18 acres of District-owned property in Bothell's historic downtown. Surplus property not needed for future public use (public roads, facilities, plazas and/or open space) will be sold to private parties to be developed in accordance with the City's Downtown Plan. The PSA includes a provision allowing the City to extend the payment date one year (from August 2011 to August 2012) with a 3% interest rate. The City is likely to take advantage of this provision.

JUSTIFICATION:

The City's purpose for acquiring the site is to facilitate redevelopment of the downtown core and creation of new family-wage jobs pursuant to guidelines and plans formulated by the City's downtown revitalization vision. The plan includes a new City Hall facility, right-of-way expansion on SR 527, structured parking, historic preservation of the Anderson Building, and public space enhancements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs would be determined based on the specific projects identified and implemented.

TIMING PRIORITY CONSIDERATIONS:

The City and Northshore School District executed a Memorandum of Understanding (MOU) in 2007, and a subsequent Purchase and Sale Agreement (PSA) was signed in May 2009. Final payment on the property is anticipated in August 2012 .

PROJECT COMMENCEMENT REQUIREMENTS:

The original MOU property price was reduced by $1,500,000 because the City agreed to take responsibility for environmental clean up of the property. Environmental clean up begin in 2010.

PROJECT STOPPING POINT(S):

Not proceeding with the property purchase would result in the loss of earnest monies.

STATUS:

Council Adopted September 21, 2010

A Purchase and Sale Agreement (PSA) between the City and Northshore School District was adopted at the end of May 2009. Environmental clean up of the property began when the School District vacated the site in August 2010. The PSA includes a provision allowing the City to extend the payment date one year (from August 2011 to August 2012) with a 3% interest rate. The City is likely to take advantage of this provision.

Purchase of Northshore School District Property

CFP #F8

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Earnest Monies/Property Purchase	1,939	400	18,750						19,150	21,089
TOTAL ESTIMATED COSTS	**$1,939**	**$400**	**$18,750**	**$0**	**$0**	**$0**	**$0**	**$0**	**$19,150**	**$21,089**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	1,354	400							400	1,754
Bond Anticipation Note	585								0	585
LIFT Bond			4,715						4,715	4,715
Proceeds from Sale of Property			14,035						14,035	14,035
TOTAL SECURED FUNDING	**$1,939**	**$400**	**$18,750**	**$0**	**$0**	**$0**	**$0**	**$0**	**$19,150**	**$21,089**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	1,939	400	18,750	0	0	0	0	0	19,150	21,089
Estimated Project Cost	1,939	400	18,750	0	0	0	0	0	19,150	21,089
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

City of Bothell™

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Park
Capital Projects

Open Space Acquisition

CFP #P7

DESCRIPTION:

This project consists of acquisition of open space land throughout the City. Funds may be used as a match for grant funded projects, acquisitions identified in the Parks, Recreation & Open Space Action Program (PROSAP) or other opportunities that might be presented over the next seven years. Two acquisitions currently being considered include "The North Creek Forest" at 108th Ave. NE an approximately NE 201rd St and the Williams parcel located along Riverside Drive at approximately 108th Ave. NE. Both of these parcels have received partial funding ($200,000 for The North Creek Forest and $305,000 for the Williams Property) from King County Conservation Futures Funds.

JUSTIFICATION:

These funds would provide a funding source to acquire new open space sites or expand existing parks with open space that might become available in the future.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Not applicable until a property is selected.

TIMING PRIORITY CONSIDERATIONS:

The Conservation Futures Grant requires a 50% match and that the acquisition of the North Creek Forest and the Williams Property must be completed by year-end 2011.

PROJECT COMMENCEMENT REQUIREMENTS:

Grant match must be provided and authorization to purchase from City Council.

PROJECT STOPPING POINT(S):

Unwilling seller(s) and lack of grant match.

STATUS:

Council Adopted September 21, 2010

Community fundraising effort ongoing.

Open Space Acquisition

CFP # P7

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Land Acquisition		1,010							1,010	1,010
TOTAL ESTIMATED COSTS	**$0**	**$1,010**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,010**	**$1,010**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Grant Awarded (KC Conservation Futures Fund)		505							505	505
TOTAL SECURED FUNDING	**$0**	**$505**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$505**	**$505**
UNSECURED FUNDING										
Grant Match (TBD)		505							505	505
TOTAL UNSECURED FUNDING	**$0**	**$505**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$505**	**$505**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	0	505	0	0	0	0	0	0	505	505
Unsecured Funding:	0	505	0	0	0	0	0	0	505	505
Estimated Project Cost	0	1,010	0	0	0	0	0	0	1,010	1,010
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

North Creek School House

CFP #P9

DESCRIPTION:

City Council accepted the donation of the North Creek School House including the property it is was located on. The School House was moved onto foundation, and exterior was completed at Centennial Park for future use as an interpretive center. The donated property is to be sold with all proceeds designated toward the cost of rehabilitating the structure. Additional fund raising and/or in-kind donations are needed to fund the design and construction work.

JUSTIFICATION:

Acceptance of the North Creek School House donation provided for the preservation of a piece of Bothell's history.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

An annual increase of maintenance and operating costs amounting to $4,000 is anticipated as a result of this project.

TIMING PRIORITY CONSIDERATIONS:

Further project spending is not approved until all financing is secured (the proceeds from Sale of Property is sold).

PROJECT COMMENCEMENT REQUIREMENTS:

The project is not approved to commence until all financing is secured.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

Sale of property will take place when the real estate market begins to recover. Interior remodel and restoration of the School House will include demolition of storage loft and food stand, repair of ceiling openings, painting along with fire alarm and HVAC installation.

North Creek School House

CFP #P9

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	8								0	8
Construction	239		280						280	519
TOTAL ESTIMATED COSTS	**$247**	**$0**	**$280**	**$0**	**$0**	**$0**	**$0**	**$0**	**$280**	**$527**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	230								0	230
Grant Awarded (4 Culture Grant)	17								0	17
Proceeds from Sale of Property			220						220	220
TOTAL SECURED FUNDING	**$247**	**$0**	**$220**	**$0**	**$0**	**$0**	**$0**	**$0**	**$220**	**$467**
UNSECURED FUNDING										
Donations			60						60	60
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$60**	**$0**	**$0**	**$0**	**$0**	**$0**	**$60**	**$60**
TOTAL ESTIMATED FUNDING	**$247**	**$0**	**$280**	**$0**	**$0**	**$0**	**$0**	**$0**	**$280**	**$527**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	247	0	220	0	0	0	0	0	220	467
Unsecured Funding:	0	0	60	0	0	0	0	0	60	60
Estimated Project Cost	247	0	280	0	0	0	0	0	280	527
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park

CFP #P11

DESCRIPTION:

This project develops a "community park" on top of a wastewater storage tank that is owned and operated by King County. Two development options are being considered: 1) a full size tennis and basketball court, a sand volleyball court, walking paths, and parking lot (18 spaces) with landscaping and picnic tables and benches or 2) a small multi-purpose sportsfield. Construction is anticipated in 2011.

JUSTIFICATION:

This project is fully funded with mitigation funds associated with the construction impacts of the King County Wastewater Pump Station Storage Facility. Development is prescribed in a Memorandum of Agreement between the City of Bothell and King County.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

An annual increase in maintenance and operating costs amounting to $30,000 is anticipated as a result of this project.

TIMING PRIORITY CONSIDERATIONS:

The project site is currently being used by King County as a Brightwater staging area. Construction cannot take place until the Brightwater staging area is removed from the site.

PROJECT COMMENCEMENT REQUIREMENTS:

Project funding is secured. The City is in negotiations with King County to develop a Use Agreement for the site. A public input process will be required. Construction is approved to commence in 2011 after the Brightwater staging area is removed from the site (2010) and a master plan is developed.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

The City is in negotiations with the Bothell Business Park to develop a Use Agreement, which will require a public input process. Once this agreement is in place, City staff is tasked with designing and engineering the project. Project construction is anticipated to take place in 2011.

1st Lieutenant Nicholas Madrazo US Marine Corp Memorial Park

CFP #P11

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	60	20							20	80
Construction		520							520	520
TOTAL ESTIMATED COSTS	**$60**	**$540**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$540**	**$600**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (KC Pump Station Mitigation)	60	540							540	600
TOTAL SECURED FUNDING	**$60**	**$540**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$540**	**$600**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	60	540	0	0	0	0	0	0	540	600
Estimated Project Cost	60	540	0	0	0	0	0	0	540	600
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $15 (fifteen thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Park at Bothell Landing: Phase I

CFP #P20

DESCRIPTION:
This project involves the expansion and redevelopment of the Park at Bothell Landing. The project is associated with the Bothell Crossroads project (realignment of SR 522), and is vital to the City's Downtown Revitalization vision. The park will be analyzed in its entirety, but will be developed in phases. Phase I links the Park with the realignment of SR 522. Timing for future phases is yet to be determined and is subject to securing funding. The funding strategy is for a bond issue to be placed on the ballot in 2013 for voter consideration.

JUSTIFICATION:
The first phase of the Park at Bothell Landing project is necessary to link the Park to the realignment of SR 522.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, mowing, litter, restrooms, shelter and playground maintenance, trails, water fountains, parking, lighting, storm drainage, rodding and tv'ing storm lines, cleaning catch basins, special event and rental support. Estimated annual staff time needed = 1180 hours ($50/hr) = $59,000.00. Estimated Material and Equipment Costs (15%) = $8,850.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $67,850.00.

TIMING PRIORITY CONSIDERATIONS:
This park project must coincide with, or follow the realignment of SR 522 (Bothell Crossroads project). The Master Plan for the Park at Bothell Landing is scheduled for adoption in 2010. The Park at Bothell Landing project is to be funded by a voter approved bond issue plus various sources to be determined, including but not limited to, property sale proceeds, park impact fees, the asset replacement fund, and the capital improvement fund. The amount of the voter approved bond issue will be determined by how much funding the other revenue sources will generate.

PROJECT COMMENCEMENT REQUIREMENTS:
The Park at Bothell Landing project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010
The Park at Bothell Landing project is funded in 2013. The Master Plan for the Park at Bothell Landing is scheduled for adoption in 2010. Project costs will likely be higher and will require multiple phases.

Park at Bothell Landing: Phase I

CFP #P20

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design		200		800					1,000	1,000
Construction				4,000					4,000	4,000
TOTAL ESTIMATED COSTS	**$0**	**$200**	**$0**	**$4,800**	**$0**	**$0**	**$0**	**$0**	**$5,000**	**$5,000**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Park Impact Fees Transfer)				500					500	500
Capital Improvement Fund (Asset Replacement Transfer)		200		300					500	500
Proceeds from Sale of Property				450					450	450
TOTAL SECURED FUNDING	**$0**	**$200**	**$0**	**$1,250**	**$0**	**$0**	**$0**	**$0**	**$1,450**	**$1,450**
UNSECURED FUNDING										
Potential Grant Funding *				1,000					1,000	1,000
Potential City Resources **				2,550					2,550	2,550
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$0**	**$3,550**	**$0**	**$0**	**$0**	**$0**	**$3,550**	**$3,550**
TOTAL ESTIMATED FUNDING	**$0**	**$200**	**$0**	**$4,800**	**$0**	**$0**	**$0**	**$0**	**$5,000**	**$5,000**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	0	200	0	1,250	0	0	0	0	1,450	1,450
Unsecured Funding:	0	0	0	3,550	0	0	0	0	3,550	3,550
Estimated Project Cost	0	200	0	4,800	0	0	0	0	5,000	5,000
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

* Potential Grant funding sources consist of RCO, Local Projects and Urban Wildlife Habitat.

** Potential City resources consist of but not limited to opportunity funds, capital reserves and savings from capital project spending.

City of Bothell™

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Transportation Capital Projects

Bothell Crossroads

CFP #T6

DESCRIPTION:

The Bothell Crossroads project is vital to the City's Downtown vision. The project realigns SR 522 to the south of the existing SR 522 to create new "T" intersections at SR 527 and 98th Avenue NE. SR 527 and 98th Ave NE will be extended from Main Street to the new SR 522. The roadway will consist of two lanes in each direction with turn lanes, sidewalks, and landscaping. No park improvement funding is included in this project.

JUSTIFICATION:

Realignment of SR 522 addresses local and regional traffic concerns while creating two to three new city blocks to generate future economic redevelopment. This project was originally identified via a Citizen Advisory Group (CAG) as a solution to address traffic congestion, enhance the City's historic downtown, and facilitate transit operations. In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Although the curb to curb maintenance of the roadway will be similar to the maintenance curb to curb of the existing roadway, there will be additional costs associated with upkeep of wider sidewalks, wider planter strips, and the large number of additional trees. This will require more maintenance hours to provide upkeep. LED street lights will cost more to install but the yearly maintenance and power cost will be lower than the alternative standard street lights. The Filterra bioretention storm water quality system will cost substantially less to install, however, it will have a slightly higher yearly maintenance cost than a standard system.

TIMING PRIORITY CONSIDERATIONS:

The Right-of-Way for this project has been purchased. Phase 1, demolition of structures has been completed. Phase 2, preload of soft soils will be completed in December 2010. Construction of phase 3, which includes the majority of the work, is anticipated to begin in spring 2011. The current economic construction bid climate is favorable for the City. The City will get its best cost if it can bid this project out as soon as possible.

PROJECT COMMENCEMENT REQUIREMENTS:

Due to the large capital outlay associated with meeting the City's LIFT General Obligation debt service payments, as well as the uncertainty in timing revenue associated with new development , LIFT debt service payments through 2015 must be allocated from the City's existing capital reserves. This strategy eliminates any dependency on "projected" future revenue from "anticipated" new development.

PROJECT STOPPING POINT(S):

The project's construction phase is not authorized to commence until all necessary property acquisitions are completed and funding sources are secured. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

The construction of the project will be phased. Currently, construction of phase 1, which includes demolition of building structures, was completed in May 2010. Construction of phase 2, which will begin in summer 2010, will consist of preloading soft soil areas with a large mound of soil to induce settlement prior to road construction. The preload could take anywhere from 4 to 9 months. Construction of phase 3, which consists of the large transportation work, will begin in spring 2011.

Bothell Crossroads

CFP #T6

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Predesign	62								0	62
Design	6,449								0	6,449
ROW Acquisition	25,488								0	25,488
Construction	2,759	11,832	8,801	26					20,659	23,418
TOTAL ESTIMATED COSTS	**$34,758**	**$11,832**	**$8,801**	**$26**	**$0**	**$0**	**$0**	**$0**	**$20,659**	**$55,417**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	16,864	3,547	7,301	26					10,874	27,738
Capital Improvement Fund (Traffic Impact Fees Transfer)	10	1,000	1,000						2,000	2,010
Arterial Street Fund	1								0	1
Bond Anticipation Note	9,635								0	9,635
Grant Awarded (CTED)	6,980								0	6,980
Grant Awarded (TIB)		4,000							4,000	4,000
State Contribution (WSDOT Overlay)			500						500	500
LIFT Bond		3,285							3,285	3,285
Mitigation - Brightwater	650								0	650
Utilities - Sewer	346								0	346
Utilities - Water	272								0	272
TOTAL SECURED FUNDING	**$34,758**	**$11,832**	**$8,801**	**$26**	**$0**	**$0**	**$0**	**$0**	**$20,659**	**$55,417**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	34,758	11,832	8,801	26	0	0	0	0	20,659	55,417
Estimated Project Cost	34,758	11,832	8,801	26	0	0	0	0	20,659	55,417
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

SR 527 Widening
(240th Street SE to 228th Street SE)
CFP #T7

DESCRIPTION:
This project is anticipated to be the first stage in the implementation of the SR 527 Route Development Plan (RDP). The project includes widening to a five-lane roadway with intermittent median landscaping, where feasible. In locations where topographical and environmental constraints exist, roadway widening may be limited to four lanes. Other improvements will include the installation of curbs, gutters, sidewalks and bike lanes on both sides of the roadway, and a potential new signal between Country Village and 228th Street (its signal is warranted and contingent on approval from Washington State Department of Transportation).

JUSTIFICATION:
The SR 527 corridor is a major north-south route in Bothell that will need future improvements in order to provide adequate service levels. The adequacy of the City's roadway network is dependent on adequate capacity on the state highway system. This project will provide future capacity and safety enhancements for both pedestrians and motorists along the corridor. Recent development in the area further warrants the above improvements. The intersection of SR 527 and 228th Street SE currently operates at Level of Service "F".

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, striping, signs, curb and gutter repair, sidewalk and asphalt repair, rodding and tv'ing storm lines, storm drainage, and storm pond maintenance. Estimated annual staff time needed = 300 hours ($50/hr) = $15,000.00. Estimated Material and Equipment Costs (15%) = 2,250.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $17,250.00.

TIMING PRIORITY CONSIDERATIONS:
The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:
Design and ROW acquisition for this project is currently underway. The project timeline and spending must comply with grant requirements.

PROJECT STOPPING POINT(S):
At this time, there is not adequate secured funding allocated for construction of this project, and therefore spending authority has not been granted beyond design and ROW acquisition.

STATUS:

Council Adopted September 21, 2010
The design is at 60%, while completion is anticipated by the end of 2011. Right-of-way acquisitions have obtained about a third of the properties needed for the project. Construction is on hold until additional funding can be secured.

SR 527 Widening
(240th Street SE to 228th Street SE)
CFP #T7

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	1,102	310							310	1,412
ROW Aquisition	900	920							920	1,820
Construction			4,600	1,460					6,060	6,060
TOTAL ESTIMATED COSTS	**$2,002**	**$1,230**	**$4,600**	**$1,460**	**$0**	**$0**	**$0**	**$0**	**$7,290**	**$9,292**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	548								0	548
Arterial Street Fund	243								0	243
Grant Awarded (Federal)	1,211	689	4,080	1,180					5,949	7,160
TOTAL SECURED FUNDING	**$2,002**	**$689**	**$4,080**	**$1,180**	**$0**	**$0**	**$0**	**$0**	**$5,949**	**$7,951**
UNSECURED FUNDING										
Funding Source (TBD)		541	520	280					1,341	1,341
TOTAL UNSECURED FUNDING	**$0**	**$541**	**$520**	**$280**	**$0**	**$0**	**$0**	**$0**	**$1,341**	**$1,341**

TOTAL ESTIMATED FUNDING	**$2,002**	**$1,230**	**$4,600**	**$1,460**	**$0**	**$0**	**$0**	**$0**	**$7,290**	**$9,292**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	2,002	689	4,080	1,180	0	0	0	0	5,949	7,951
Unsecured Funding:	0	541	520	280	0	0	0	0	1,341	1,341
Estimated Project Cost	2,002	1,230	4,600	1,460	0	0	0	0	7,290	9,292
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $176 (one hundred and seventy six thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

SR 522 Wayne Curve Improvements: Phase I

CFP #T12

DESCRIPTION:

The project improvements will include: installation of curbs, gutters and sidewalks; upgrade of storm water facilities; improved street lighting; realignment of the 96th Avenue NE approach; increased intersection capacity by adding left turn lanes; enhanced transit operations by adding Business Access and Transit (BAT) lanes, as well as Queue Jump Lanes at the intersection; enhanced traffic safety through access management; and installation of a raised median. Other potential elements include pedestrian traffic signals and consolidated access driveways.

JUSTIFICATION:

This highly congested corridor is operating at a poor level of service, and safety has deteriorated in recent years. Wayne Curve has consistently had high accident levels in the past. Funding partners include FHWA, Sound Transit, King County METRO, WSDOT, the State Transportation Improvement Board and the State Public Works Board. Bothell is the lead agency.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, striping, signs, curb and gutter repair, sidewalk and asphalt repair, street lighting, storm drainage, rodding and tv'ing sewer/storm lines, catch basin cleaning, hydrants, valve program, flushing mains, utility locating, utility relocation, GIS upgrade, and relocation and upgrade of utilities. Estimated annual staff time needed = 1870 hours ($50/hr) = $93,500.00. Estimated Material and Equipment Costs (15%) = $14,025.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $107,525.00.

TIMING PRIORITY CONSIDERATIONS:

Construction is currently held up waiting on condemnation of property, anticipated to obtain possession use of property to allow City to proceed with construction in 2010. The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

The construction contract was awarded on March 2, 2010 and the Notice to Proceed was issued on May 4, 2010 to contractor.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

Construction began in May 2010 and the project is scheduled to be completed by the end of 2011.

SR 522 Wayne Curve Improvements: Phase I

CFP #T12

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Predesign	895								0	895
Design	2,050								0	2,050
ROW Acquisition	5,685								0	5,685
Construction	6,000	5,496	1,500						6,996	12,996
TOTAL ESTIMATED COSTS	**$14,630**	**$5,496**	**$1,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$6,996**	**$21,626**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	1,250								0	1,250
Capital Improvement Fund (Traffic Impact Fees Transfer)	300	100							100	400
Capital Improvement Fund (Residential Restoration Program)	400								0	400
Non-City Utility Costs *	471								0	471
Arterial Street Fund	1,264								0	1,264
Grant Awarded (State Public Works Board)		1,000							1,000	1,000
Grant Awarded (Fed - WSDOT)	4,035	795							795	4,830
Grant Awarded (KC Metro)		380							380	380
Grant Awarded (Sound Transit)	5,452	1,199	1,360						2,559	8,011
Grant Awarded (TIB)	738	1,602							1,602	2,340
State Contribution (WSDOT Overlay)		420							420	420
Utilities - Sewer	320								0	320
Utilities - Water	400								0	400
TOTAL SECURED FUNDING	**$14,630**	**$5,496**	**$1,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$6,856**	**$21,486**
UNSECURED FUNDING										
Funding Source (TBD)			140						140	140
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$140**	**$0**	**$0**	**$0**	**$0**	**$0**	**$140**	**$140**
TOTAL ESTIMATED FUNDING	**$14,630**	**$5,496**	**$1,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$6,996**	**$21,626**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	14,630	5,496	1,360	0	0	0	0	0	6,856	21,486
Unsecured Funding:	0	0	140	0	0	0	0	0	140	140
Estimated Project Cost	14,630	5,496	1,500	0	0	0	0	0	6,996	21,626
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

*Non-City utility providers compensate for their share in construction costs: PSE $57K, Comcast $102K, Integra $75K, UW/SCL $119K and Verizon $118K.

The 2011-2012 budget includes reappropriation of $1,078 (one million seventy eight thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

240th Street SE Bridge Replacement

CFP #T13a

DESCRIPTION:
This project replaces the existing bridge over North Creek on 240th Street SE.

JUSTIFICATION:
A Load Limit Sign has been posted on the existing 240th Street bridge due to deterioration of the timber pile caps. The bridge has a very low sufficiency rating and warrants close inspection until replacement occurs.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
This project funds replacement of an existing bridge, and therefore future maintenance and operating costs will continue to be accounted for within the City's Bridge Inspection, Repair, Rehabilitation, and Maintenance program.

TIMING PRIORITY CONSIDERATIONS:
This is the City's highest priority bridge project. The lifespan of the 240th Street Bridge is limited. Emergency shoring will be installed in 2010 to keep the bridge open until replacement can take place in 2011. The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:
The project has been awarded $2.1 million of Federal Highway Bridge Replacement and Rehabilitation Program (HBRRP) funding. There is a 20% local funding match requirement and a limitation on the amount of funds that can be spent on approach work. Construction of the project is not approved to commence until all financing is secured.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010
Conceptual design work for this project is almost complete. It is anticipated that 30% of the design of the project will be completed in September 2010. Work to date has included completion of a hydraulic study to determine flood parameters, completion of an initial profile and layout, and completion of an initial cost estimate. It is anticipated that design and permitting will be completed by spring 2011 to allow for construction to start in early 2012.

240th Street SE Bridge Replacement

CFP #T13a

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	796	58							58	854
ROW (includes Admin)	76								0	76
Construction			1,609	1,056					2,665	2,665
TOTAL ESTIMATED COSTS	**$872**	**$58**	**$1,609**	**$1,056**	**$0**	**$0**	**$0**	**$0**	**$2,723**	**$3,595**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	222	8	329	237					574	796
Grant Awarded (Fed - WSDOT)	650	50	744	461					1,255	1,905
TOTAL SECURED FUNDING	**$872**	**$58**	**$1,073**	**$698**	**$0**	**$0**	**$0**	**$0**	**$1,829**	**$2,701**
UNSECURED FUNDING										
Funding Source (TBD)			536	358					894	894
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$536**	**$358**	**$0**	**$0**	**$0**	**$0**	**$894**	**$894**

TOTAL ESTIMATED FUNDING	**$872**	**$58**	**$1,609**	**$1,056**	**$0**	**$0**	**$0**	**$0**	**$2,723**	**$3,595**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	872	58	1,073	698	0	0	0	0	1,829	2,701
Unsecured Funding:	0	0	536	358	0	0	0	0	894	894
Estimated Project Cost	872	58	1,609	1,056	0	0	0	0	2,723	3,595
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $658 (six hundred and fifty eight thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Citywide Intelligent Transportation System (ITS)

CFP #T20

DESCRIPTION:

This project provides for upgrades to the City traffic signal system including development of an Intelligent Transportation System (ITS) Plan. Other components of the program include a new vehicle detection system, intersection channelization enhancements, upgrading system communications, and a Traffic Management Center (TMC), as well as enhancement of the current traffic signal system (signal coordination, signal phasing adjustments, intersection traffic operations studies, system interconnect, and safety improvements). These enhancements comply with the American Disabilities Act (ADA) provisions and mandates.

JUSTIFICATION:

Improving the operational efficiency of traffic signals improves traffic flow and increases mobility for the traveling public. This results in reduced air pollution and cut through traffic for surrounding neighborhoods. Federal funds were awarded for this ITS project. Initial work along SR 527 was completed in 2008. Development of a Master plan and design documentation for the Citywide ITS is currently underway and expected to be completed by the end of 2009. Construction is anticipated to commence in early 2010.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Bothell traffic signals are maintained by Snohomish County through an interlocal agreement. The addition of this equipment is not anticipated to increase future maintenance costs.

TIMING PRIORITY CONSIDERATIONS:

The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

Project spending is authorized when funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

The ITS Master Plan was completed in March 2009. Design is at the 90% level and construction is anticipated to be complete by end of 2011.

Citywide Intelligent Transportation System (ITS)

CFP #T20

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	330								0	330
Construction	743	889							889	1,632
TOTAL ESTIMATED COSTS	**$1,073**	**$889**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$889**	**$1,962**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	145	103							103	248
Arterial Street Fund	3								0	3
Grant Awarded (Fed - WSDOT)	925	770							770	1,695
TOTAL SECURED FUNDING	**$1,073**	**$873**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$873**	**$1,946**
UNSECURED FUNDING										
Funding Source (TBD)		16							16	16
TOTAL UNSECURED FUNDING	**$0**	**$16**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$16**	**$16**
TOTAL ESTIMATED FUNDING	**$1,073**	**$889**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$889**	**$1,962**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	1,073	873	0	0	0	0	0	0	873	1,946
Unsecured Funding:	0	16	0	0	0	0	0	0	16	16
Estimated Project Cost	1,073	889	0	0	0	0	0	0	889	1,962
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $596 (five hundred and ninty six thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

SR 527 Multiway Boulevard: Phase I
(Main Street to NE 185th Street)
CFP #T38

DESCRIPTION:
This project constructs a Multiway Boulevard linking the east and west sides of Downtown Bothell across SR 527 from SR 522 to 185th Street. The Boulevard is intended to be the "show piece public space" in the City's revitalized downtown core. The Multiway Boulevard consists of four travel lanes, a left turn lane, two side medians with large trees, 2 side lanes with parking, and wide sidewalks with trees.

JUSTIFICATION:
The Multiway Boulevard is the public investment cornerstone of the City's Downtown Revitalization Plan. In correlation with downtown code development, the Boulevard encourages economic revitalization in Downtown Bothell.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
Roadway and landscape maintenance expenditure increases are expected in relation to the widening of SR 527 to construct side access lanes to businesses, and the installation of storm water treatment facilities, i.e. "rain gardens" and trees. LED lighting is also expected to cost more initially but yearly power costs and maintenance will be less compared to standard street lighting.

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, striping, signs, curb and gutter repair, sidewalk and asphalt repair, storm drainage, rodding and tv'ing sewer/storm lines, catch basin cleaning, hydrants, valve program, main line flushing, street lights, street sweeping, rain gardens, plan review, utility inspection, utility condition assessment, and relocation and upgrade of existing utilities. Estimated annual staff time needed = 4270 hours ($50/hr) = $213,500.00. Estimated Material and Equipment Costs (15%) = $32,025.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $245,525.00.

TIMING PRIORITY CONSIDERATIONS:
Financial timing constraints preclude the construction of the Multiway Boulevard until the City is able to reduce its debt requirements associated with the Crossroads project and property acquisition. This Multiway Boulevard Phase 1 project is to be funded from various sources to be determined, including but not limited to property sale proceeds, utility funds, impact fees and the capital improvement fund. This project may be constructed in phases as financing is obtained. Some potential alternatives are: 1) building the multiway boulevard block-by-block starting from either the north or south end (estimated at $8.7M for SR 522 to Main Street block); 2) building the side access road (SAR) on the west side to the Phase 1 limits (estimated at $5.4M) and then do the same with Phase 2 (estimated at $4.2M) as funding becomes available; and 3) a final hybrid would be to build the SAR on the west side, plus two southbound travel lanes to the Phase 1 or 2 limits (estimated at $7.3M and $6.7M, respectively).

PROJECT COMMENCEMENT REQUIREMENTS:
The project is not approved to commence until financing is secured. Spending must be in accordance with State Real Estate Excise Tax law (RCW 82.46).

PROJECT STOPPING POINT(S):
The project's construction phase is not to commence until all funding sources are secured. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010
This project was put on hold after the 60% design documents were completed. Partial right-of-way acquisition has taken place. No permitting has taken place although the majority of the environmental documentation assessment work has been completed.

SR 527 Multiway Boulevard: Phase I
(Main Street to NE 185th Street)

CFP #T38

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	2,574		1,863						1,863	4,437
ROW Acquisition	33		1,260						1,260	1,293
Construction				7,263	8,766				16,029	16,029
TOTAL ESTIMATED COSTS	**$2,607**	**$0**	**$3,123**	**$7,263**	**$8,766**	**$0**	**$0**	**$0**	**$19,152**	**$21,759**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	2,607		163						163	2,770
Utilities - Sewer					110				110	110
TOTAL SECURED FUNDING	**$2,607**	**$0**	**$163**	**$0**	**$110**	**$0**	**$0**	**$0**	**$273**	**$2,880**
UNSECURED FUNDING										
Funding Source (TBD)			2,960	7,263	8,656				18,879	18,879
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$2,960**	**$7,263**	**$8,656**	**$0**	**$0**	**$0**	**$18,879**	**$18,879**
TOTAL ESTIMATED FUNDING	**$2,607**	**$0**	**$3,123**	**$7,263**	**$8,766**	**$0**	**$0**	**$0**	**$19,152**	**$21,759**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	2,607	0	163	0	110	0	0	0	273	2,880
Unsecured Funding:	0	0	2,960	7,263	8,656	0	0	0	18,879	18,879
Estimated Project Cost	2,607	0	3,123	7,263	8,766	0	0	0	19,152	21,759
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $19 (nineteen thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Main Street Extension

CFP #T40

DESCRIPTION:
The Main Street Extension project extends the current Main Street from SR 527 to 98th Avenue NE creating a vital east-west connection across SR 527.

JUSTIFICATION:
This is a critical transportation project that supports successful realization of the City's Downtown Revitalization Plan. The Main Street Extension creates a vital east-west connection and completes the city block grid. Extending the current Main Street to the west, ties the historic section of Main Street to the new development that is proposed to develop west of SR 527. This project also connects the King County Regional Library to the downtown core.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, street furnishings, parking, striping, signage, street lights, storm drainage, rodding and tv'ing sewer/storm lines, catch basin cleaning, hydrants, valve program, main line flushing, street sweeping, plan review, utility inspection, utility condition assessment, relocation and upgrade to existing utilities. Estimated annual staff time needed = 675 hours ($50/hr) = $33,750.00. Estimated Material and Equipment Costs (15%) = $5,062.50. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $38,810.00.

TIMING PRIORITY CONSIDERATIONS:
The Main Street Extension project is to be funded by various sources to be determined, including but not limited to property sale proceeds, utility funds and the capital improvement fund.

PROJECT COMMENCEMENT REQUIREMENTS:
Further project spending is not approved until all financing is secured.

PROJECT STOPPING POINT(S):
Spending is not authorized to exceed monies received and available.

STATUS:

Council Adopted September 21, 2010
Conceptual design work on this project commenced in February 2009. Works completed to date are 50% design with conceptual streetscape design and a right-of-way plan. Design of the project is on hold until construction funds are secured. The City is currently examining the feasibility of property acquisition for the future Main Street Extension.

Main Street Extension

CFP #T40

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	145			253					253	398
ROW Acquisition	1,958			2,566					2,566	4,524
Construction					2,786				2,786	2,786
TOTAL ESTIMATED COSTS	**$2,103**	**$0**	**$0**	**$2,819**	**$2,786**	**$0**	**$0**	**$0**	**$5,605**	**$7,708**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	107			214					214	321
Arterial Street Fund	15								0	15
Bond Anticipation Note	1,956								0	1,956
Utilities - Storm Drainage	25								0	25
TOTAL SECURED FUNDING	**$2,103**	**$0**	**$0**	**$214**	**$0**	**$0**	**$0**	**$0**	**$214**	**$2,317**
UNSECURED FUNDING										
Funding Source (TBD)				2,605	2,786				5,391	5,391
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$0**	**$2,605**	**$2,786**	**$0**	**$0**	**$0**	**$5,391**	**$5,391**
TOTAL ESTIMATED FUNDING	**$2,103**	**$0**	**$0**	**$2,819**	**$2,786**	**$0**	**$0**	**$0**	**$5,605**	**$7,708**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	2,103	0	0	214	0	0	0	0	214	2,317
Unsecured Funding:	0	0	0	2,605	2,786	0	0	0	5,391	5,391
Estimated Project Cost	2,103	0	0	2,819	2,786	0	0	0	5,605	7,708
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $1,925 (one million nine hundred and twenty five thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

SR 522 Stage 2A Improvements

CFP #T43

DESCRIPTION:

This project is the continuation of the SR 522 Stage 1 Project (Wayne Curve) to the west to 91st Avenue NE (west city limits). The project will improve overall mobility (including transit), vehicular and pedestrian safety. Key elements will include extension of the westbound transit lane from Wayne Curve to 91st Ave Ne, installation of curb and gutters on both sides to raise median to enhance traffic safety through access management and concrete sidewalk separated by a planting strip on the north side of roadway. Other potential elements include street illumination, landscaping and a westbound transit lane.

JUSTIFICATION:

Improving traffic flow and safety along this corridor is urgently needed to address current and future mobility needs. City received federal grants and State grants from Transportation Improvement Board for both SR 522 Stage 1 and 2 projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, striping, signs, curb and gutter repair, sidewalk and asphalt repair, street lighting, storm drainage, rodding and tv'ing sewer/storm lines, catch basin cleaning, hydrants, valve program, main line flushing, utility locating, utility relocation, GIS upgrade, and relocation and upgrade of utilities. Estimated annual staff time needed = 1870 hours ($50/hr) = $93,500.00. Estimated Material and Equipment Costs (15%) = $14,025.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $107,525.00.

TIMING PRIORITY CONSIDERATIONS:

The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

Design and Right-of-Way acquisition for this project is underway. The project timeline and spending must comply with grant requirements.

PROJECT STOPPING POINT(S):

The project's construction phase is not authorized to commence until all funding sources are secured. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

The City was awarded a $2.1 million Regional Mobility grant from the Washington State Department of Transportation in May 2010. Design is currently at the 60% level with completion anticipated by the end of 2010. Right-of-way acquisition will begin in 2010 and be completed by 2011. Construction is on hold until additional funding can be secured but it is anticipated that construction will begin in 2012.

SR 522 Stage 2A Improvements

CFP #T43

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	594	129							129	723
ROW Acquisition	201	452							452	653
Construction			3,261	2,174					5,435	5,435
TOTAL ESTIMATED COSTS	**$795**	**$581**	**$3,261**	**$2,174**	**$0**	**$0**	**$0**	**$0**	**$6,016**	**$6,811**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	60								0	60
Arterial Street Fund	294								0	294
Grant Awarded (Fed - WSDOT)	180	106	728						834	1,014
Grant Awarded (TIB)	57		723						723	780
Grant Awarded (Regional Mobility)	204	445	1,410	200					2,055	2,259
TOTAL SECURED FUNDING	**$795**	**$551**	**$2,861**	**$200**	**$0**	**$0**	**$0**	**$0**	**$3,612**	**$4,407**
UNSECURED FUNDING										
Funding Source (TBD)		30	400	1,974					2,404	2,404
TOTAL UNSECURED FUNDING	**$0**	**$30**	**$400**	**$1,974**	**$0**	**$0**	**$0**	**$0**	**$2,404**	**$2,404**
TOTAL ESTIMATED FUNDING	**$795**	**$581**	**$3,261**	**$2,174**	**$0**	**$0**	**$0**	**$0**	**$6,016**	**$6,811**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	795	551	2,861	200	0	0	0	0	3,612	4,407
Unsecured Funding:	0	30	400	1,974	0	0	0	0	2,404	2,404
Estimated Project Cost	795	581	3,261	2,174	0	0	0	0	6,016	6,811
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $224 (two hundred and twenty four thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

SR 522 Stage 2B Improvements
(Wayne Curve to NE 180th Street)
CFP #T44

DESCRIPTION:
This project is the continuation of the SR 522 Stage 1 Project (Wayne Curve) to connect to the proposed limits of Bothell Crossroads project at NE 180th Street. The project will improve overall mobility (including transit), vehicular and pedestrian safety and improve business access. Key project elements will include installation of sidewalks, curb and gutters and a raised median to enhance traffic safety through access management. Other potential elements include pedestrian signals, street illumination and landscaping.

JUSTIFICATION:
Improving traffic flow and pedestrian safety along this corridor is urgently needed to address current and future mobility needs. The City received federal grants and state grants from the Transportation Improvement Board for both SR 522 Stage 1 and 2 projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; landscaping, irrigation, litter, mowing, striping, signs, curb and gutter repair, sidewalk and asphalt repair, street sweeping, street lighting, storm drainage, rodding and tv'ing sewer/storm lines, catch basin cleaning, hydrants, valve program, main line flushing, plan review, utility inspection, utility condition assessment, and relocation and upgrade of existing utilities. Estimated annual staff time needed = 1870 hours ($50/hr) = $93,500.00. Estimated Material and Equipment Costs (15%) = $14,025.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $107,525.00.

TIMING PRIORITY CONSIDERATIONS:
The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:
The project is not approved to commence until all financing is secured.

PROJECT STOPPING POINT(S):
Project spending is not authorized in excess of adopted funding resources. The project's construction phase is not to commence until all funding sources are secured.

STATUS:

Council Adopted September 21, 2010
This project is currently at 60% design level. Design is expected to be completed in 2012 contingent on funding. Construction is expected to begin in 2015 contingent on securing construction funding.

SR 522 Stage 2B Improvements
(Wayne Curve to NE 180th Street)
CFP #T44

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	417	15	25	238					278	695
ROW Acquisition	3		517	1,100					1,617	1,620
Construction						4,780			4,780	4,780
TOTAL ESTIMATED COSTS	**$420**	**$15**	**$542**	**$1,338**	**$0**	**$4,780**	**$0**	**$0**	**$6,675**	**$7,095**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	10								0	10
Arterial Street Fund	241								0	241
Grant Awarded (Fed - WSDOT)	122	10	461	1,086					1,557	1,679
Grant Awarded (TIB)	47					733			733	780
TOTAL SECURED FUNDING	**$420**	**$10**	**$461**	**$1,086**	**$0**	**$733**	**$0**	**$0**	**$2,290**	**$2,710**
UNSECURED FUNDING										
Funding Source (TBD)		5	81	252		3,347			3,685	3,685
Utilities - Sewer						525			525	525
Utilities - Water						175			175	175
TOTAL UNSECURED FUNDING	**$0**	**$5**	**$81**	**$252**	**$0**	**$4,047**	**$0**	**$0**	**$4,385**	**$4,385**
TOTAL ESTIMATED FUNDING	**$420**	**$15**	**$542**	**$1,338**	**$0**	**$4,780**	**$0**	**$0**	**$6,675**	**$7,095**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	420	10	461	1,086	0	733	0	0	2,290	2,710
Unsecured Funding:	0	5	81	252	0	4,047	0	0	4,385	4,385
Estimated Project Cost	420	15	542	1,338	0	4,780	0	0	6,675	7,095
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

Downtown Contaminated Soil & Groundwater Clean Up

CFP #T47

DESCRIPTION:
This project will assess, design, and implement remediation of contaminated soil and groundwater at various sites in the downtown area.

JUSTIFICATION:
This project is a key component of the Downtown Plan. As City Actions have begun to be implemented, there are two major cleanup efforts; the first one is for Crossroads project and the other is on former NSD property. It is necessary to clean up contaminated sites associated with the Crossroads project sites prior to the roadway construction due to contamination of former gas stations and nearby dry cleaner facilities. In the case of former NSD property, the City is advancing cleanup efforts prior to surplusing the properties for future developments.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:
Future M&O costs would be determined based on the specific projects implemented.

TIMING PRIORITY CONSIDERATIONS:
Remediation must take place when there is the opportunity to do so. As such, a substantial portion of the remediation will take place before the City surpluses parcels such as the Northshore School District (NSD) property or constructs any of the large City Action projects such as the Bothell Crossroads project.

PROJECT COMMENCEMENT REQUIREMENTS:
The City has obtained $3,520,000 in grant funding from the Department of Ecology (DOE). The City has also been awarded a $200,000 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup grant. Since the remediation work is time critical in meeting the Crossroads project schedule as well as surplus of the NSD property, much of this work will take place in 2010. The City will continue to pursue additional grant opportunities to assist with funding these City Actions.

PROJECT STOPPING POINT(S):
Initial remediation on critical sites that affect the construction of the Bothell Crossroads and resale of surplus NSD property will be implemented in 2010 using a combination of grant and City funds. Other sites will be prioritized based on need and the amount of funding available.

STATUS:

Council Adopted September 21, 2010
The City has completed a substantial portion of the required assessment work in the downtown core. Contract bid documents for Crossroads and former NSD property was advertised for bids and contract awarded in July 2010. Construction work is anticipated to commence in August 2010 and completed by the end of the year.

Downtown Contaminated Soil & Groundwater Clean Up

CFP # T47

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	1,531	199	65						264	1,795
Construction	4,901	529	863						1,392	6,293
Monitoring		50	50						100	100
TOTAL ESTIMATED COSTS*	**$6,432**	**$778**	**$978**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,756**	**$8,188**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	740								0	740
Capital Improvement Fund (Beta Bothell Escrow)		150							150	150
Bond Anticipation Note	1,750								0	1,750
Grant Awarded (Dept of Ecology) *	2,852	323	343						666	3,518
Grant Awarded (EPA-Brownsfield)	200								0	200
TOTAL SECURED FUNDING	**$5,542**	**$473**	**$343**	**$0**	**$0**	**$0**	**$0**	**$0**	**$816**	**$6,358**
UNSECURED FUNDING										
Funding Source (TBD)	890	305	635						940	1,830
TOTAL UNSECURED FUNDING	**$890**	**$305**	**$635**	**$0**	**$0**	**$0**	**$0**	**$0**	**$940**	**$1,830**
TOTAL ESTIMATED FUNDING	**$6,432**	**$778**	**$978**	**$0**	**$0**	**$0**	**$0**	**$0**	**$1,756**	**$8,188**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	5,542	473	343	0	0	0	0	0	816	6,358
Unsecured Funding:	890	305	635	0	0	0	0	0	940	1,830
Estimated Project Cost	6,432	778	978	0	0	0	0	0	1,756	8,188
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

* Assumes project is 50% grant reimbursable.

The 2011-2012 budget includes reappropriation of $860 (eight hundred and sixty thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

City of Bothell™

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Debt Services
Capital Projects

Local Infrastructure Financing Tool (LIFT) Bond Debt Service

CFP #F6

DESCRIPTION:

In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds.

JUSTIFICATION:

Due to the large capital outlay associated with meeting the City's LIFT debt service payments, as well as the uncertainty in timing revenue associated with new development , staff is including funding for the LIFT GO Bond debt service in the City's Capital Facilities Plan.

FUTURE DEBT SERVICE COSTS:

Debt service payments through 2017 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue from "anticipated" new development.

TIMING PRIORITY CONSIDERATIONS:

Securing a $20 million Bond Anticipation Note (BAN) until the proceeds from the entire $30 million LIFT bond are needed allows additional time for sales and property tax producing development to occur in the RDA. Per LIFT legislation, the City of Bothell has until 2012 to issue LIFT bonds.

PROJECT COMMENCEMENT REQUIREMENTS:

Prudent fiscal management supports using available City funding prior to issuing bonds and acquiring debt. Financial timing constraints include compliance with the City's Capital Facilities Plan (CFP) debt service limit and consideration of the time needed to prepare the bond issuance. All municipal bonding requires Council authorization.

PROJECT STOPPING POINT(S):

The significant stopping point in issuing bonds is underwriting.

STATUS:

Council Adopted September 21, 2010

Per LIFT legislation, the City is permitted to issue LIFT General Obligation Bonds as early as 2008 and as late as 2012.

Local Infrastructure Financing Tool (LIFT) Bond Debt Service

CFP #F6

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
LIFT GO Bond Debt Service			1,500	1,500	1,500	1,500	1,500	1,500	9,000	9,000
TOTAL ESTIMATED COSTS	**$0**	**$0**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$9,000**	**$9,000**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)			1,500	1,000					2,500	2,500
Capital Improvement Fund (Traffic Impact Fee Transfer)				500	1,500	1,500	1,500	1,500	6,500	6,500
TOTAL SECURED FUNDING	**$0**	**$0**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$1,500**	**$9,000**	**$9,000**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	0	0	1,500	1,500	1,500	1,500	1,500	1,500	9,000	9,000
Estimated Project Cost	0	0	1,500	1,500	1,500	1,500	1,500	1,500	9,000	9,000
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

Bond Anticipation Note Debt Service

CFP #F11

DESCRIPTION:

Through a competitive statewide process, the City of Bothell successfully applied for and was awarded State Local Infrastructure Financing Tool (LIFT) program funding for the City's Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1 million per year for a maximum of 25 years. The rebate of State property and sales taxes is allocated to the City by the Department of Revenue (DOR) based on the State's portion of tax collected from within the City's designated Revenue Development Area (RDA). The rebated tax monies are restricted to debt service payments associated with capital infrastructure investments made in the RDA that were financed by General Obligation Bonds. The LIFT award requires the City to bond $30 million within five years of receiving the award (by 2012). By securing a $20 million Bond Anticipation Note (BAN), the City is able to significantly reduce upfront financing costs while allowing additional time for revenue producing development to occur in the RDA.

JUSTIFICATION:

In addition, to reducing upfront capital financing costs, BAN proceeds can be utilized to fund downtown capital projects until the City needs to issue the full $30 million LIFT bond. To take full advantage of the State's LIFT award, it is also fiscally prudent for the City to put off issuing LIFT bonds until significant revenue generating development occurs in the downtown Revenue Development Area (RDA).

FUTURE DEBT SERVICE COSTS:

Debt service payments through 2015 are allocated from the City's existing capital monies and therefore are not dependent on "projected" future revenue from "anticipated" new development.

TIMING PRIORITY CONSIDERATIONS:

A BAN can be secured for three years with an option to renegotiate a new BAN at the end of that term, and per LIFT legislation, the City of Bothell has until 2012 to issue LIFT bonds.

PROJECT COMMENCEMENT REQUIREMENTS:

Prudent fiscal management normally adheres to using available City funding prior to issuing bonds and acquiring debt. Financial timing constraints include compliance with the City's Capital Facilities (CFP) debt service limit and consideration of the time needed to prepare the bond issuance. All municipal boning requires Council authorization.

PROJECT STOPPING POINT(S):

The significant stopping point in issuing bonds is during underwriting.

STATUS:

Council Adopted September 21, 2010

The $20 million Bond Anticipation Note was secured in January 2010.

Bond Anticipation Note Debt Service

CFP #F11

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Bridge Loan Debt Service	150	150	20,100						20,250	20,400
TOTAL ESTIMATED COSTS	**$150**	**$150**	**$20,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,250**	**$20,400**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax)	150	150	100						250	400
LIFT Bond			20,000						20,000	20,000
TOTAL SECURED FUNDING	**$150**	**$150**	**$20,100**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,250**	**$20,400**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	150	150	20,100	0	0	0	0	0	20,250	20,400
Estimated Project Cost	150	150	20,100	0	0	0	0	0	20,250	20,400
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $50 (fifty thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

City of Bothell™

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Water
Capital Projects

Annual Water Main Capital Replacement

CFP #W1

DESCRIPTION:

This program will provide water system improvements that will either repair or replace aging mains and other related water components, or provide necessary level-of-service improvements to improve pressure, water quality and/or fire flow. The following projects are currently indentified. 2015 - Main Street Enhancement and Intertie with Alderwood Water District #15; 2016 - 105th Avenue NE and PRV #5 Upgrade; 2017 - NE 192nd Place (east and west of 129th Ave NE), and 129th Ave NE.

JUSTIFICATION:

This program provides improvements to meet the water system needs identified in the Water Comprehensive Plan and coordination with major street reconstruction projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; ulitity locating, exercising hydrants, valve program, main line flushing, plan review, utility inspection, utility condition assessment, and relocation and upgrade of existing utilities. Estimated annual staff time needed = 55 hours ($50/hr) = $2,750.00. Estimated Material and Equipment Costs (15%) = $412.50. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $3,160.00.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's adopted Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Water Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Program spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

Current water main replacements are implemented in conjunction with the following street projects: SR 522 Wayne Curve (CFP #T12)which its construction started in May 2010 and water main will be replaced and upgraded as part of the roadway project. At Bothell Crossroads (CFP #T6), the water main will be relocated as part of the Crossroads project.

Annual Water Main Capital Replacement

CFP #W1

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	65				32	100	50	80	262	327
Construction	2,829	100	601		132	375	250	520	1,978	4,807
TOTAL ESTIMATED COSTS	**$2,894**	**$100**	**$601**	**$0**	**$164**	**$475**	**$300**	**$600**	**$2,240**	**$5,134**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Water Capital Project Fund	2,894					300	300	600	1,200	4,094
TOTAL SECURED FUNDING	**$2,894**	**$0**	**$0**	**$0**	**$0**	**$300**	**$300**	**$600**	**$1,200**	**$4,094**
UNSECURED FUNDING										
Water Capital Project Fund		100	601		164	175			1,040	1,040
TOTAL UNSECURED FUNDING	**$0**	**$100**	**$601**	**$0**	**$164**	**$175**	**$0**	**$0**	**$1,040**	**$1,040**
TOTAL ESTIMATED FUNDING	**$2,894**	**$100**	**$601**	**$0**	**$164**	**$475**	**$300**	**$600**	**$2,240**	**$5,134**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	2,894	0	0	0	0	300	300	600	1,200	4,094
Unsecured Funding:	0	100	601	0	164	175	0	0	1,040	1,040
Estimated Project Cost	2,894	100	601	0	164	475	300	600	2,240	5,134
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $371 (three hundred and seventy one thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Penn Park Reservoir Replacement

CFP #W7

DESCRIPTION:

One million gallons is the storage requirement for the 284 pressure zone per the 2001 Water Comprehensive Plan. The Penn Park Reservoir, built in 1960 is a half-million gallon tank. Currently the storage needs are being reevaluated with the update of the Comprehensive Plan. Due to the downtown redevelopment the storage requirement may turn out to be higher. During design it will be determined if the existing tank should stay with the additional storage provided through a second tank.

JUSTIFICATION:

Replacement of this reservoir is necessary to ensure the City's water system continues to operate effectively.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; homeland security, painting, tank cleaning and inspection, and site maintenance. Estimated annual staff time needed = 245 hours ($50/hr) = $12,250.00. Estimated Material and Equipment Costs (15%) = $1,837.50. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $14,090.00.

TIMING PRIORITY CONSIDERATIONS:

This project was identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

This project was identified in the Water Comprehensive Plan.

Penn Park Reservoir Replacement

CFP #W7

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design			360						360	360
Construction				700	743				1,443	1,443
TOTAL ESTIMATED COSTS	**$0**	**$0**	**$360**	**$700**	**$743**	**$0**	**$0**	**$0**	**$1,803**	**$1,803**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Water Capital Project Fund			360	700	743				1,803	1,803
TOTAL SECURED FUNDING	**$0**	**$0**	**$360**	**$700**	**$743**	**$0**	**$0**	**$0**	**$1,803**	**$1,803**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	0	0	360	700	743	0	0	0	1,803	1,803
Estimated Project Cost	0	0	360	700	743	0	0	0	1,803	1,803
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

Reclaimed Water System

CFP #W9

DESCRIPTION:

This project evaluates the potential to develop a reclaimed water water system to serve its water customers. King County plans to sell wholesale reclaimed water from its Brightwater Treatment Plant to the City. Reclaimed water is not suitable for human ingestion, but can be used for irrigation, mechanical cooling, and urinal flushing.

JUSTIFICATION:

This project may provide an opportunity to reduce the cost of water to its cutomers while preserving regional water resources. A lower-rate, environmentally-minded water supply may entice future business opportunities in the City.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Not applicable until the study is complete.

TIMING PRIORITY CONSIDERATIONS:

The city has entered into an Interlocal Agreement with King County to jointly fund a feasibility study.

PROJECT COMMENCEMENT REQUIREMENTS:

This project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

The city has entered into an Interlocal Agreement with King County to jointly fund a feasibility study. It is anticipated that the feasibility study will start in late summer 2010.

Reclaimed Water System

CFP #W9

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	88	38							38	126
TOTAL ESTIMATED COSTS	**$88**	**$38**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$38**	**$126**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Grant Awarded (King County ILA)	35	15							15	50
Utilities - Water Share	53	23							23	76
TOTAL SECURED FUNDING	**$88**	**$38**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$38**	**$126**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	88	38	0	0	0	0	0	0	38	126
Estimated Project Cost	88	38	0	0	0	0	0	0	38	126
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

City of Bothell™

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Sewer
Capital Projects

Annual Sewer Main Capital Replacement

CFP #S1

DESCRIPTION:

This program will provide sewer system improvements that will either repair or replace aging sewer mains and other related miscellaneous sewer pump station/structures, or provide necessary capacity improvements. The major projects scheduled for replacement/repairs are: 2014 - SR 527 Multiway Boulevard Phase 1; 2015 - Main Street Enhancement; 2016/2017 - NE 190th Street, NE 189th Street, NE 187th Street and 88th Ave NE (Westhill Neighborhood area).

JUSTIFICATION:

This program provides programmatic replacement of aging sewer mains and miscellaneous sewer components consistent with the City's Sewer Comprehensive Plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; ulitity locating, rodding, flushing, and t'ving sewer main, plan review, utility inspection, utility condition assessment, and relocation and upgrade of existing utilities. Estimated annual staff time needed = 55 hours ($50/hr) = $2,750.00. Estimated Material and Equipment Costs (15%) = $412.50. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $3,160.00.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's adopted 2006 Sewer Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Sewer Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Program spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

Current sewer replacement projects are implemented in conjunction with the following street projects: SR 522 Wayne Curve (CFP #T12) which its construction started in May 2010, and Bothell Crossroads (CFP #T6) which its sewer main pipe will be relocated as part of the Crossroads project. Other replacement projects are identified in the adopted 2006 Sewer Comprehensive Plan.

Annual Sewer Main Capital Replacement

CFP #S1

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design				130		45		100	275	275
Construction	698		349		758	780	550	450	2,887	3,585
TOTAL ESTIMATED COSTS	**$698**	**$0**	**$349**	**$130**	**$758**	**$825**	**$550**	**$550**	**$3,162**	**$3,860**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Sewer Capital Project Fund	698				110	300	550	550	1,510	2,208
Mitigation - Brightwater				130	370				500	500
TOTAL SECURED FUNDING	**$698**	**$0**	**$0**	**$130**	**$480**	**$300**	**$550**	**$550**	**$2,010**	**$2,708**
UNSECURED FUNDING										
Sewer Capital Project Fund			349		278	525			1,152	1,152
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$349**	**$0**	**$278**	**$525**	**$0**	**$0**	**$1,152**	**$1,152**
TOTAL ESTIMATED FUNDING	**$698**	**$0**	**$349**	**$130**	**$758**	**$825**	**$550**	**$550**	**$3,162**	**$3,860**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	698	0	0	130	480	300	550	550	2,010	2,708
Unsecured Funding:	0	0	349	0	278	525	0	0	1,152	1,152
Estimated Project Cost	698	0	349	130	758	825	550	550	3,162	3,860
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $364 (three hundred and sixty four thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Lift Station 2 Improvements

CFP #S4

DESCRIPTION:

This project will reconstruct the mechanical, electrical, and control systems of the lift station. The lift station serves East and West Riverside Drive and portions of Norway Hill.

JUSTIFICATION:

The current lift station has experienced numerous failures in the past several years including to that caused sewage to spill into private property. This project will reduce the likelihood of failures by improving the redundancy and reliability of the facility. The existing pumps are failing and require frequent, expensive repairs to continue operation. Replacement of the facility will reduce the repair expenses.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; weekly lift station inspection, exercising, monitoring, and maintenance. Estimated annual staff time needed = 105 hours ($50/hr) = $5,250.00. Estimated Material and Equipment Costs (15%) = $787.50. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $6,040.00.

TIMING PRIORITY CONSIDERATIONS:

This project was identified and prioritized in the City's Sewer Comprehensive Plan. Staff is continuing to monitor the performance of the existing station. Pumps are already failing and leaking frequently. As such, an interim measure or implementation of this project may be required sooner than programmed.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Project spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

This project was identified in the Sewer Comprehensive Plan. The design is on hold at 95% completed. Work will continue on this project in 2011.

Lift Station 2 Improvements

CFP #S4

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	89	34							34	123
Construction		842							842	842
TOTAL ESTIMATED COSTS	**$89**	**$876**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$876**	**$965**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Sewer Capital Project Fund	89	876							876	965
TOTAL SECURED FUNDING	**$89**	**$876**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$876**	**$965**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	89	876	0	0	0	0	0	0	876	965
Estimated Project Cost	89	876	0	0	0	0	0	0	876	965
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2017 CFP secures $876,000 while the budget allocates $300,000 in 2012. The remaining $576,000 will be appropriated in 2013.

City of Bothell™

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Storm Water
Capital Projects

Annual Storm Water & Surface Water Capital Improvements

CFP #SW1

DESCRIPTION:

Annual capital projects to correct existing storm water deficiencies, prevent flooding, and replace aging infrastructure. Each year small miscellaneous improvements will be accomplished plus the following major projects: continuation of Flood Mitigation Program.

JUSTIFICATION:

These projects will reduce flooding and erosion and improve water quality, as well as maintain the integrity of the storm water infrastructure.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project funds the City's annual storm water maintenance program, which reduces flooding through the elimination of root intrusion, increase in pipe capacity, elimination of excessive erosion and better encatchment. This annual maintenance reduces cleaning, pipe repair and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized annually.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Storm Water and Surface Water Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

Program spending is not authorized in excess of adopted funding resources

STATUS:

Council Adopted September 21, 2010

Funding has been planned for the City's Flood Mitigation Program and other aging or failed drainage in infrastructures throughout the City. Funds slated for 2011 and 2012 are designated for the City's fair share participation to the Horse Creek Pipe Replacement project (CFP #SW11). Funding for the Horse Creek Pipe Replacement project is identified to be cost shared by future developers or funded via a Local Improvement District (LID) of the properties in the former Northshore School District property in downtown.

Annual Storm Water & Surface Water Capital Improvements

CFP #SW1

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	640	30							30	670
Construction	1,808	70	578	250	250	300	300	350	2,098	3,906
TOTAL ESTIMATED COSTS	**$2,448**	**$100**	**$578**	**$250**	**$250**	**$300**	**$300**	**$350**	**$2,128**	**$4,576**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Storm Water Capital Project Fund	2,448	100	250	250	250	300	300	350	1,800	4,248
TOTAL SECURED FUNDING	**$2,448**	**$100**	**$250**	**$250**	**$250**	**$300**	**$300**	**$350**	**$1,800**	**$4,248**
UNSECURED FUNDING										
Storm Water Capital Project Fund			328						328	328
TOTAL UNSECURED FUNDING	**$0**	**$0**	**$328**	**$0**	**$0**	**$0**	**$0**	**$0**	**$328**	**$328**
TOTAL ESTIMATED FUNDING	**$2,448**	**$100**	**$578**	**$250**	**$250**	**$300**	**$300**	**$350**	**$2,128**	**$4,576**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	2,448	100	250	250	250	300	300	350	1,800	4,248
Unsecured Funding:	0	0	328	0	0	0	0	0	328	328
Estimated Project Cost	2,448	100	578	250	250	300	300	350	2,128	4,576
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $472 (four hundred and seventy two thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

Lower Filbert Creek & North Creek Flood Repairs

CFP #SW10

DESCRIPTION:

The Filbert Creek Fish Passage Culvert and stream bed experienced severe scour during the winter storm on December 3, 2007 which destroyed newly constructed channel enhancements that were intended to promote restoration of fish runs in the Filbert Creek basin. The same storm event forced North Creek to erode and scour around the NW corner of the bridge abutment. The proposed work on this project will restore both water bodies to their original channels and replace lost stream bed enhancements.

JUSTIFICATION:

The Filbert and North Creek enhancements were constructed as a part of the SR-524 roadway construction project built by the city between 2006 and 2008. The winter storm of 2007 destroyed the above referenced improvements that were required by a State of Washington, Department of Fish and Wildlife Hydraulic Permit (HPA). This project will restore those improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

When determining annual maintenance and operating costs for this project, the following maintenance activities were looked at; vegetation and invasive weed control. Estimated annual staff time needed = 190 hours ($50/hr) = $9,500.00. Estimated Material and Equipment Costs (15%) = $1,425.00. The annual impact on the Public Works Operations Division for M&O activities once this project is complete will be $10,925.00.

TIMING PRIORITY CONSIDERATIONS:

Emergency repairs were completed immediately after the December 3, 2001 storm. Design, permitting and construction of the proposed improvements will be completed in conjunction with available fish windows typically scheduled between July 1 and October 1 of each year. It is anticipated that the construction work will be completed in 2011. The project timeline must meet grant requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

It is anticipated that the design of required Filbert Creek/North Creek restoration improvements will begin in 2010 with a design budget of approximately $200,000. Construction of the improvements estimated to cost approximately $525,000 will take place during the July-October fish window in 2011. A federal FEMA grant will pay for approximately $625,000 of the cost with the city share expected to be approximately $100,000 out of the Storm Water Fund. The project is not approved to commence until all financing is secured.

PROJECT STOPPING POINT(S):

Project spending is not authorized to proceed in excess of adopted funding resources.

STATUS:

Council Adopted September 21, 2010

Consultant selection is currently in progress.

Lower Filbert Creek & North Creek Flood Repairs

CFP #SW10

Numbers in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2010	Budgeted		Estimated					Estimated Spending 2011 - 2017	Total Estimated Project Costs Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Design	200								0	200
Construction		525							525	525
TOTAL ESTIMATED COSTS	**$200**	**$525**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$525**	**$725**

ESTIMATED PROJECT FUNDING	Projected Funding Thru 2010	Budgeted		Estimated					Estimated Funding 2011 - 2017	Total Estimated Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
SECURED FUNDING										
Storm Water Capital Project Fund	50	50							50	100
Grant Awarded (Federal - WSDOT/FEMA)	150	475							475	625
TOTAL SECURED FUNDING	**$200**	**$525**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$525**	**$725**

PROJECT VARIANCES	Projected to 12/31/2010	Budgeted		Estimated					Project Variances 2011 - 2017	Total Project Funding Thru 2017
		2011	2012	2013	2014	2015	2016	2017		
Secured Funding:	200	525	0	0	0	0	0	0	525	725
Estimated Project Cost	200	525	0	0	0	0	0	0	525	725
TOTAL PROJECT VARIANCES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Council Adopted September 21, 2010

The 2011-2012 budget includes reappropriation of $192 (one hundred and ninty two thousand) in 2010 expenditures that are not anticipated to be spent by December 31, 2010.

City of Bothell™

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Appendix E

City of Bothell™

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Vision

Mission

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

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 33,430 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.

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.

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 2011-2012, the City of Bothell has 296 authorized positions.

Bothell's full and part-time employees provide a full range of municipal services for our 33,240 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

The City of Bothell has 9,560 registered voters in King County and 9,323 in Snohomish County. The number of Business Licenses issued for 2009 was 2,920.

Property Tax

Estimated Regular Property Tax Rate
- $1.36 per $1000 of Assessed Value

Voted property Tax Rate
- $.12 per $1000 of Assessed Value

Household Data

Median Household Income
- $62,810 – King County
- $60,353 – Snohomish County

Median Home Assessed Value
- $380,000 – King County
- $363,900 – Snohomish County

Median Rental $1,100

Public Safety

The City of Bothell has three fire stations and 57 uniformed personnel. In 2009, firefighters responded to 4,378 emergency alarms.

The City of Bothell has one police station with 57 police officers. In 2009, police officers assisted the public with 25,678 calls for service.

Parks, Recreation, & Culture

The City of Bothell enjoys 23 parks (201.02 acres), a museum, a senior center, a performing arts center, and the King County Library.

Education

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, 2,300 employees and 18,709 students.
- **Cascadia Community College** which has 5,057 students.
- **University of Washington – Bothell** which has 2,600 students.

Public Transportation

The City of Bothell maintains 326 miles of paved roads and owns 1,957 street lights within the Bothell City limits.

Utility Services

The City of Bothell services 3,874 water and sewer customer accounts also maintains 72.5 miles of water mains, 58.2 miles of sewer mains, and 110 miles of storm drains.

Businesses

The City of Bothell has a very diverse group of employers. The top ten include:

AT & T Mobile	2,416
Northshore School District	1,793
Philips Ultrasound	1,551
Panasonic (Matsushita) Avionics	499
The Seattle Times	405
Phillips Electric N American Corp	389
Puget Sound Energy	360
University of Washington-Bothell	300
Sonosite	288
City of Bothell	287

Appendix F

City of Bothell™

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Fund Descriptions

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.

Legal Debt Limits State law dictates that City debt cannot be incurred in excess of the following taxable percentages: 1.5% without a vote of the people; 2.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people provided the indebtedness in excess of 2.5% is for utilities, parks, or open space development. A current debt capacity table is located in the Expenditures section on page 11.

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. Additional information on the 2008 Refunding Bond Fund is located in the Debt Service Funds section.

Local Infrastructure Financing Tool (LIFT) Debt Service Funds is intended to account for the retirement of general purpose bonds. In 2011-2012, the City Council will consider issuing a $30,000,000 Councilmatic LIFT Bond to support downtown revitalization projects.

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. 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.

Capital Improvements Fund
(See Capital Projects List on Pages 14 – 16 of the Expenditures section)
This 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.

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 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 2,600 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 five 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 five 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%).

2130 Pension
The City's pension contribution rates as of October 19, 2010 are:

PERS 1, 2, & 3	5.31%
PSERS 2	7.85%
LEOFF 1	NA
LEOFF 2	5.24%

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 $50/month per member for cleaning service. Detectives allowance is $750/year.

Fire
Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

Bothell Police Captains (BPC)
Shall receive uniforms pursuant to the Quartermaster System.

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.

3500 Small Tools and Minor Equipment
Small and attractive assets that fall below the City's capitalization threshold. Examples include firearms, video equipment, electronic equipment, and laptops.

4000 - Other Services and Charges
Includes expenditures for services other than personal services which are needed by the government.

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.

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.

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.

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.

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.

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 (CIP)
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 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).

Consumer Price Index (CPI)
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.

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.

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.

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.

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.

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.

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.

Federal Emergency Management Agency (FEMA)
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 (FY)
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).

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 know as financial position, fund balance is the excess of current assets over current liabilities (plus any reserves).

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.

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.

Implicit Price Deflator (IPD)
An index used by the State to determine allowable annual growth in inflation for property tax calculation.

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.

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.

Local Improvement District (LID) 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.

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.

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.

Puget Sound Regional Council (PSRC)
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.

Residential Customer Equivalent (RCE)
Used by King County as a unit for determining sewer service volume charges for commercial customers.

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.

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.

Transportation Improvement Plan (TIP)
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.

AED	Automatic External Defibrillators
AFSCME	American Federation of State County & Municipal Employees
ALERT	Allied Law Enforcement Response Team
ALS	Advanced Life Support
ARCH	A Regional Coalition for Housing
AWC	Association of Washington Cities

BAN	Bond Anticipation Note
BARS	State of Washington Budgeting Accounting Reporting System
BCTV	Bothell Community Television
BRB	Boundary Review Board
BMC	Bothell Municipal Code
BPC	Bothell Police Captains
BPMS	Backflow Prevention Management Software
BPOG	Bothell Police Officers Guild

CAD/RMS	Computer Aided Dispatch/Record Management Software
CAFR	Comprehensive Annual Financial Report
CBT	Competency Based Training
CCTV	Closed Circuit Television Inspections
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Training
CFP	Capital Facilities Plan
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CMOM	Capacity Management Operation and Maintenance
CMW	City Manager Weekly Report
CPI	Consumer Price Index
CPI-W	Consumer Price Index–Urban Wage and Clerical Workers
CPP	Countrywide Planning Policies
CPR	Cardiopulmonary Resuscitation
CTR	Commute Trip Reduction

DAWN	Domestic Abuse Women's Network
DOE	Department of Ecology
DOH	Department of Health
DOR	Department of Revenue
DRT	Disturbance Response Team
DSI	Development Services Initiative
DUI	Driving Under the Influence

ECC	Emergency Coordination Center
ECTC	Eastside Cities Training Consortium
EHMRT	Eastside Hazardous Materials Response Team
EIS	Environmental Impact Statement
EIS	Electronic Imaging System
EMPG	Emergency Management Preparedness Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESA	Endangered Species Act
ESCA	Emergency Services Coordinating Agency
ETP	Eastside Transportation Program

E

FBRP	Federal Bridge Replacement Program
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FF	Firefighters
FHPB	Fire Hazard Prevention Bureau
FICA	Federal Insurance Contribution Act
FLSA	Fair Labor Standards Act
FOG	Fats, Oils, and Greases
FTE	Full Time Equivalent
FY	Fiscal Year

F

GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GBCC	Greater Bothell Chamber of Commerce
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation
GPS	Global Positioning System

G

H

HAM	Not an acronym – slang for Amateur Radio Operator
HRI	Historic Resources Inventory

IAFF	International Association of Firefighters
ICC	Infrastructure Coordinating Committee
ICMA	International City/County Management Association
ICS	Incident Command System
IFC	International Fire Code
IPD	Implicit Price Deflator
IPS	Institute for Policy Studies
IPZ	Innovation Partnership Zone
IRS	Internal Revenue Service
IS	Information Services
ITS	Intelligent Transportation System
ITSP	Information Technology Strategic Plan

J

JIP	Juvenile Intervention Program

K

KCBRB	King County Boundary Review Board
KCPEC	King County Project Evaluation Committee

L

LED	Light Emitting Diode
LEED	Leadership in Energy & Environment Design
LEOFF	Law Enforcement Officers & Firefighters
LID	Local Impact Development
LID	Local Improvement District
LIFT	Local Infrastructure Financing Tool

M

M&O	Maintenance & Operations
MUGA	Municipal Urban Growth Area

N

NEWBA	North East West Bothell Annexation
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NORCOM	North East King County Regional Public Safety Communication Agency
Northshore PRSA	Northshore Parks & Recreation Service Area
NPDES	National Pollutant Discharge Elimination System

OSHA	Occupational Safety and Health Administration

PAA	Potential Annexation Area
PABL	Park at Bothell Landing
PACE	Pro-Active Criminal Enforcement
PCI	Payment Card Industry
PCN	Position Change Notice
PIO	Public Information Officer
PROSAP	Parks, Recreation & Open Space Action Program
PSA	Purchase and Sale Agreement
PSRC	Puget Sound Regional Council
PUD	Public Utility District
PWOC	Public Works Operations Center

RCE	Residential Customer Equivalent
RCW	Revised Code of Washington
RDA	Revenue Development Area
REET	Real Estate Excise Tax
RFP	Request for Proposal
RIMC	Records Information Management Committee

SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
SAO	State Auditor's Office
SCADA	Supervisory Control and Data Acquisition
SCBRB	Snohomish County Boundary Review Board
SEPA	State Environmental Policy Act
SMP	Shoreline Master Program
SOP	Standard Operating Procedures
SR	State Route
SRO	School Resource Officer
SRT	Special Response Team
STEP	Selective Traffic Enforcement Program

TBD	Transportation Benefit District
TIB	Transportation Improvement Board
TIP	Transportation Improvement Plan
TMDL	Total Maximum Daily Load
TRT	Technical Rescue Team

UASI	Urban Areas Security Initiative
UFC	Uniform Fire Code
UW-B	University of Washington-Bothell

WAC	Washington Administrative Code
WADOE	Washington State Department of Ecology
WCIA	Washington Cities Insurance Authority
WSDOT	Washington State Department of Transportation
WSRA	Washington State Recycling Association

City of Bothell™

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Appendix G

City of Bothell™

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Budget Ordinance

ORDINANCE NO. 2051 (2010)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2011; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

WHEREAS, on or before the first business day in the third month prior to the beginning of fiscal year 2011, the Finance Director submitted to the City Manager the estimates of revenue and expenditures for the next biennium as required by law; and

WHEREAS, the City Manager reviewed the estimates and made such revisions and/or additions as deemed advisable, and prior to sixty (60) days before January 1, 2011, filed the said revised preliminary budget with the City Clerk together with his budget message and his recommendation for the final budget; and

WHEREAS, the City Clerk provided sufficient copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers and posted notice of filing for the availability of said preliminary budget, together with the date of a public hearing for the purpose of fixing the final budget, all as required by law; and

WHEREAS, the City Council met on November 16, 2010, which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which continued public hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, following the conclusion of said hearings the City Council made such adoptions and changes as it deemed necessary and proper.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The final budget for the biennium 2011-2012, a copy of which has been and is now on file with the office of the City Clerk, by this reference is hereby incorporated herein as if set forth in full, and said final budget shall be and the same is hereby adopted in full.

Section 2. Exhibit A which is attached hereto and incorporated herein by this reference as though set forth in full, sets forth the totals of estimated revenues for each separate fund and the aggregate totals for all such funds combined, the totals of estimated expenditures for each separate fund and the aggregate totals for all such

funds combined, and the authorized positions of employment with the City for 2011-2012.

Section 3. A complete copy of the final budget for 2011-2012, as adopted, together with a copy of this adopting ordinance, shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor, the Association of Washington Cities, and the Municipal Research and Services Center of Washington.

Section 4. Severability. If any section, sentence, clause, subsection, or phrase of this ordinance shall be held to be invalid or unconstitutional by any court, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, subsection, or phrase of this ordinance.

Section 5. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Section 6. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

APPROVED:

MARK LAMB
MAYOR

ATTEST/AUTHENTICATED:

JOANNE TRUDEL
CITY CLERK

APPROVED AS TO FORM:

JOSEPH BECK
CITY ATTORNEY

FILED WITH THE CITY CLERK: November 9, 2010
PASSED BY THE CITY COUNCIL: November 16, 2010
PUBLISHED: November 22, 2010
EFFECTIVE DATE: November 27, 2010
ORDINANCE NO.: 2051 (2010)

SUMMARY OF ORDINANCE NO. 2051 (2010)

City of Bothell, Washington

On the 16th day of November, 2010, the City Council of the City of Bothell passed Ordinance No. 2051 (2010). A summary of the content of said Ordinance, consisting of the title, provides as follows:

ORDINANCE NO. 2051 (2010)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2011; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

The full text of this Ordinance will be mailed upon request.

Dated this 16th day of November, 2010.

JOANNE TRUDEL
CITY CLERK

FILED WITH THE CITY CLERK: November 9, 2010
PASSED BY THE CITY COUNCIL: November 16, 2010
PUBLISHED: November 22, 2010
EFFECTIVE DATE: November 27, 2010
ORDINANCE NO.: 2051 (2010)

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Proposed Budget
General Fund	$70,120,190	$72,940,996	$78,106,380
Special Revenue Funds			
Street	3,066,485	3,320,386	3,684,507
Arterial Street	18,462,238	3,762,800	5,168,016
Cable TV Fund	12,164	2,000	-
Park Cumulative Reserve	535,433	967,213	480,000
Drug Seizure Fund	31,800	71,700	44,000
Nuisance Abatement Fund	33,526	35,000	-
Debt Service Funds			
2008 General Obligation Refunding Bond	7,754,153	1,355,000	1,500,000
LIFT General Obligation Bond	-	-	1,500,000
Capital Funds			
Capital Improvements	24,026,487	70,678,900	91,299,599
Construction & Acquisition	-	-	-
Utility Funds			
Water	7,571,292	7,316,309	7,574,929
Sewer	9,918,828	10,246,046	11,249,481
Storm Drain	4,249,002	7,884,892	6,142,133
Internal Service Funds			
Equipment Rental	3,143,669	2,689,928	2,957,338
Self Insurance	2,085,244	1,851,436	2,118,078
Asset Replacement	2,544,083	2,144,776	2,057,092
Expendable Trust Funds			
Cemetery Endowment	6,622	4,500	-
Firemen's Pension Reserve	100,281	91,700	94,600
Total All Funds	**$153,661,496**	**$185,363,582**	**$213,976,153**
Less Operating Transfers	(7,499,124)	(10,902,619)	(10,169,962)
Less Interfund Transactions	(5,289,835)	(7,430,706)	(6,262,206)
Total All Funds Less Transfers	140,872,538	167,030,257	197,543,985
Estimated Biennium Beginning Fund Balance	57,159,349	56,497,972	19,602,711
Total Operating Sources Available	$198,031,887	$223,528,229	$217,146,696

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2007-2008 Actuals	2009-2010 Modified Budget	2011-2012 Proposed Budget
General Fund	$72,170,820	$77,885,308	$78,106,380
Special Revenue Funds			
Street	3,446,453	3,996,690	3,624,334
Arterial Street	18,175,405	2,644,500	5,203,000
Cable TV Fund	13,001	11,000	-
Park Cumulative Reserve	-	881,900	-
Drug Seizure Fund	77,735	71,700	43,400
Nuisance Abatement Fund	77,400	35,000	-
Debt Service Funds			
2008 General Obligation Refunding Redemption	7,719,569	1,455,000	1,470,000
LIFT General Obligation Bond Redemption	-	-	1,500,000
Capital Funds			
Capital Improvements	22,519,505	93,495,900	92,529,298
Construction & Acquisition	-	-	-
Utility Funds			
Water	6,441,074	11,816,490	8,448,624
Sewer	8,862,185	13,984,646	11,901,736
Storm Drain	3,618,709	9,828,212	7,953,207
Internal Service Funds			
Fleet Management	3,116,588	3,342,832	2,957,579
Self Insurance	1,918,839	2,059,737	2,068,077
Asset Replacement	1,160,998	6,117,322	4,018,461
Expendable Trust Funds			
Cemetery Endowment	-	4,000	12,000
Firemen's Pension Reserve	45,894	60,000	70,000
Total Appropriation All Funds	**$149,364,177**	**$227,690,237**	**$219,906,096**
Less Operating Transfers	(7,499,124)	(10,335,406)	(10,169,962)
Less Interfund Transactions	(5,289,835)	(7,430,706)	(6,262,206)
Total Appropriation All Funds Less Transfers	136,575,218	209,924,125	203,473,928
Less Depreciation Expense	(2,583,828)	(2,781,000)	(3,400,000)
Estimated Biennium Ending Fund Balance	56,497,792	19,602,711	17,072,768
Total Appropriation Plus Ending Fund Balance	$190,489,182	$226,745,836	$217,146,696

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 Analyst	8	Human Resources	Non-Rep	1
Deputy Finance Director	11	Finance	Non-Rep	1
Human Resources Payroll Specialist	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
Legal Assistant	25	Legal	AFSCME	1
GIS Administrator	26	Information Systems	AFSCME	1
Recreation & Fleet Manager	27	Public Works	Non-Rep	1
Lead Permit Services Technician	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1
Facilities & Park Capital Project Manager	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	IAFF	1
Battalion Chief	40	Fire & EMS	IAFF	1
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1
Fire Lieutenant	43	Fire & EMS	IAFF	1
Firefighter	44	Fire & EMS	IAFF	1
Fire Lieutenant	45	Fire & EMS	IAFF	1
Fire Lieutenant	46	Fire & EMS	IAFF	1
Battalion Chief	47	Fire & EMS	IAFF	1
Fire Lieutenant	48	Fire & EMS	IAFF	1
Firefighter	49	Fire & EMS	IAFF	1
Firefighter	50	Fire & EMS	IAFF	1
Firefighter	51	Fire & EMS	IAFF	1
Firefighter	52	Fire & EMS	IAFF	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	53	Fire & EMS	IAFF	1
Fire Lieutenant	54	Fire & EMS	IAFF	1
Firefighter	55	Fire & EMS	IAFF	1
Fire Lieutenant	56	Fire & EMS	IAFF	1
Firefighter	57	Fire & EMS	IAFF	1
Firefighter	58	Fire & EMS	IAFF	1
Battalion Chief	59	Fire & EMS	IAFF	1
Firefighter	60	Fire & EMS	IAFF	1
Firefighter	61	Fire & EMS	IAFF	1
Firefighter	62	Fire & EMS	IAFF	1
Fire Lieutenant	63	Fire & EMS	IAFF	1
Firefighter	64	Fire & EMS	IAFF	1
Firefighter	65	Fire & EMS	IAFF	1
Fire Lieutenant	66	Fire & EMS	IAFF	1
Firefighter	67	Fire & EMS	IAFF	1
Firefighter	68	Fire & EMS	IAFF	1
Public Education/Public Information Specialist	69	Fire & EMS	AFSCME	.5
Public Safety Administrative Coordinator	70	Fire & EMS	Non-Rep	1
Fire Records Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Police Captain	1
Police Deputy Chief	74	Police	Non-Rep	1
Police Officer	75	Police	BPOG	1
Police Sergeant	76	Police	BPOG	1
Police Sergeant	77	Police	BPOG	1
Police Sergeant	78	Police	BPOG	1
Police Officer	79	Police	BPOG	1
Police Officer	80	Police	BPOG	1
Police Officer	81	Police	BPOG	1
Police Officer	82	Police	BPOG	1
Police Officer	83	Police	BPOG	1
Police Officer	84	Police	BPOG	1
Police Officer	85	Police	BPOG	1
Police Officer	87	Police	BPOG	1
Police Sergeant	88	Police	BPOG	1
Police Officer	89	Police	BPOG	1
Police Captain	90	Police	Police Captain	1
Police Officer	91	Police	BPOG	1
Police Officer	92	Police	BPOG	1
Police Officer	93	Police	BPOG	1
Police Officer	94	Police	BPOG	1
Police Officer	95	Police	BPOG	1
Police Officer	96	Police	BPOG	1
Police Sergeant	97	Police	BPOG	1
Police Officer	98	Police	BPOG	1
Police Officer	99	Police	BPOG	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Police Sergeant	100	Police	BPOG	1
Police Officer	101	Police	BPOG	1
Evidence & Property Room Coordinator	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Police 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 Specialist	129	Information Systems	AFSCME	1
Senior Construction Inspector	130	Public Works	AFSCME	1
Maintenance Worker Lead	132	Public Works	AFSCME	1
SCADA Specialist	133	Public Works	AFSCME	1
Senior 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
Administrative Support Manager	151	Community Development	Non-Rep	1
Administrative Assistant	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer	155	Police	BPOG	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Program Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Court Clerk	160	Municipal Court	AFSCME	1
Firefighter	161	Fire & EMS	IAFF	1
Firefighter	162	Fire & EMS	IAFF	1
Firefighter	163	Fire & EMS	IAFF	1
Firefighter	164	Fire & EMS	IAFF	1
Firefighter	165	Fire & EMS	IAFF	1
Firefighter	166	Fire & EMS	IAFF	1
Firefighter	167	Fire & EMS	IAFF	1
Firefighter	168	Fire & EMS	IAFF	1
Firefighter	169	Fire & EMS	IAFF	1
Police Captain	170	Police	Police Captain	1
Police Officer	171	Police	BPOG	1
Police Sergeant	172	Police	BPOG	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant	176	Police	BPOG	1
Information Systems Administrator	177	Information Systems	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter	180	Fire & EMS	IAFF	1
Firefighter	181	Fire & EMS	IAFF	1
Police Officer	182	Police	BPOG	1
Police Officer	183	Police	BPOG	1
Firefighter	184	Fire & EMS	IAFF	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
Public Safety 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
Administrative Assistant	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	BPOG	1
Police Officer	198	Police	BPOG	1

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter	199	Fire & EMS	IAFF	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	IAFF	1
Firefighter	206	Fire & EMS	IAFF	1
Firefighter	207	Fire & EMS	IAFF	1
Police Officer	208	Police	BPOG	1
Police Officer	209	Police	BPOG	1
Firefighter	210	Fire & EMS	IAFF	1
Firefighter	211	Fire & EMS	IAFF	1
Firefighter	212	Fire & EMS	IAFF	1
Police Officer	213	Police	BPOG	1
Police Officer	214	Police	BPOG	1
Police Officer	215	Police	BPOG	1
Police Officer	216	Police	BPOG	1
Information Systems Application 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	IAFF	1
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant	239	Police	BPOG	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Senior 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	IAFF	1
Police Officer	249	Police	BPOG	1
Police Officer	250	Police	BPOG	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
Financial Information Specialist	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant	266	Police	BPOG	1
Police Officer	269	Police	BPOG	1
Police Officer	270	Police	BPOG	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 Systems Application Analyst	274	Information Systems	AFSCME	1
Police Officer	275	Police	BPOG	1
Police Officer	276	Police	BPOG	1
Firefighter	277	Fire & EMS	IAFF	1
Administrative Assistant	278	Fire & EMS	AFSCME	1
Surface Water Program Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Senior Financial Analyst	284	Finance	Non-Rep	1
Public Education/Public Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Manager	287	Information Systems	Non-Rep	1
Information Systems Technician	288	Information Systems	AFSCME	1
GIS Specialist	290	Information Systems	AFSCME	1
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
Administrative Assistant - Project Term	297	Public Works	AFSCME	1
Administrative Support Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer	300	Police	BPOG	1
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Information Systems Technician	310	Information Systems	AFSCME	1
Tourism Marketing Coordinator	311	Executive	AFSCME	1
Maintenance Worker	312	Public Works	AFSCME	1
Assistant CM/Economic Development Manager	314	Executive	Non-Rep	1
Recreation Assistant	315	Public Works	AFSCME	.5
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Senior Construction Inspector	320	Public Works	AFSCME	1
Firefighter	321	Fire & EMS	IAFF	1
Firefighter	322	Fire & EMS	IAFF	1
Firefighter	323	Fire & EMS	IAFF	1
Maintenance Worker	324	Public Works	AFSCME	1
Office Specialist	326	Municipal Court	AFSCME	1
Police Officer	327	Police	BPOG	1
Police Officer	328	Police	BPOG	1
Police Officer	329	Police	BPOG	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

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Financial Analyst - Project Term	334	Finance	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	BPOG	1
Administrative Assistant - Project Term	344	Public Works	AFSCME	1
Office Specialist	345	Public Works	AFSCME	.5
Senior Financial Analyst - Project Term	347	Finance	AFSCME	1
Surface Water Inspector	348	Public Works	AFSCME	1
Administrative Assistant	350	Fire & EMS	AFSCME	1
Civil Engineer - Project Term	351	Public Works	AFSCME	1
Senior Civil Engineer - Project Term	352	Public Works	AFSCME	1
Custodians	353	Public Works	AFSCME	1
Custodians	354	Public Works	AFSCME	1
Custodians	355	Public Works	AFSCME	1
Municipal Court Judge	357	Municipal Court	Non-Rep	.5
Domestic Violence Victims Coordinator	TBD	Legal	AFSCME	.5
Information Systems Application Analyst	TBD	Information Systems	AFSCME	1
Human Resources Analyst	TBD	Human Resources	Non-Rep	1
Associate City Attorney - Limited Term	TBD	Legal	Non-Rep	1
Maintenance Worker	TBD	Public Works	AFSCME	1
Animal Control Officer	TBD	Police	AFSCME	.5
Recreation Site Specialist	NA	Public Works	Temp Non-Rep	NA
Maintenance Worker Aide	NA	Public Works	Temp Non-Rep	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
Councilperson	NA	City Council	City Council	NA
			Total	**295.75**

Fee Schedule Resolution

RESOLUTION NO. 1262 (2010)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, ESTABLISHING THE 2011 FEE SCHEDULE AND RESCINDING RESOLUTION NO. 1227 (2008).

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary for the year 2011.

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

Section 1. Effective December 31, 2010, the schedule of fees set forth herein is hereby adopted, superceding the 2008 Fee Schedule as amended:

	2009 Fee	2011 Fee
CITY CLERK DIVISION		
1. Animal License Fees		
a. Altered Dog or Cat Annual License	-	30.00
b. Unaltered Dog or Cat Annual License	-	60.00
c. Senior (65 & over)	-	15.00
d. Disabled	-	15.00
e. Reissue Fee	-	5.00
f. Transfer Fee	-	3.00
g. Late Fee	-	15.00
h. Juvenile Animal License (8wks - 6 mos)	-	15.00
i. Dangerous Dog Registration Fee	69.00	250.00
2. Cemetery Charges and Fees		
a. Sale Price of Spaces		
Full Size Space	590.00	590.00
Quarter Size Space	200.00	200.00
b. Burial Services		
Standard	Cost plus 100.00	Cost plus 100.00
Urn	Cost plus 100.00	Cost plus 100.00
Headstone installation	Cost plus 100.00	Cost plus 100.00
Vaults/liners (required for regular burials, optional for burial of cremated remains)	Cost plus 100.00	Cost plus 100.00
Rental of canopy, optional	Cost plus 100.00	Cost plus 100.00
3. Agenda Subscription (Fees waived for Public Agencies)		
a. Planning Commission, per year	31.00	31.00
b. City Council, per year	76.00	76.00
c. Other Boards & commissions, per year	6.00	6.00
4. Minutes Subscription		
a. City Council or Planning Commission, per year	100.00	100.00
b. Other Boards & Commissions, per year	19.00	19.00
5. Copies of Audio Tapes of Meetings, per tape	23.00	23.00
6. DVD Copies of Meetings, per DVD	5.00	5.00
7. Publication Request on CD	2.00	2.00

	2009 Fee	2011 Fee
FINANCE DEPARTMENT		
1. Non-sufficient funds (NSF) check handling fee	31.00	31.00
2. Utility Account Fees and Late Charges		
a. Water and Sewer accounts. Interest shall be collected in the amount of eight percent (8%) per annum, computed monthly, on all delinquent water and sewer service accounts.		
b. Collection agency assignment fee	31.00	31.00
c. Customer request water shut-off fee	23.00	23.00
d. Non-payment water shut-off fee	45.00	45.00
e. Non-payment water turn-on fee	45.00	45.00
f. Meter tampering administrative fee, in cases of meter tampering or water theft. Cumulative to any fines, penalties, water charges, or other fees and costs.	305.00	305.00
h. Meter re-reads (One re-read per year at no charge)	29.00	29.00
i. Final meter reads	29.00	29.00
j. Utility lien filing administrative fee, in addition to County recording costs	38.00	38.00
k. After Hours Water Service Reactivation Charge for Delinquent Accounts	75.00	75.00
POLICE DEPARTMENT		
1. Fingerprinting	11.00	11.00
2. Case Reports or Miscellaneous Reports	7.00	7.00
3. Accident Reports	7.00	7.00
4. Communication Tapes	17.00	17.00
5. False Alarms		
a. First response	No Charge	No Charge
b. Second response within six months	27.00	27.00
c. Third response within six months of second response	59.00	59.00
6. Concealed Pistol License		
a. Original	55.25	55.25
b. Renewal	32.00	32.00
c. Late Renewal	42.00	42.00
d. Replacements	10.00	10.00
7. Clearance Letter (notarized)	10.00	10.00

	2009 Fee	2011 Fee
FIRE DEPARTMENT		
1. False Alarms		
a. First non-exempt preventable alarm	134.00	134.00
b. Subsequent non-exempt preventable alarm	168.00	168.00
2. Fireworks		
a. Permit Fee	100.00	100.00
Plus cash bond	122.00	122.00
b. Public Display Permit	122.00	100.00
Plus cash bond	122.00	122.00
3. Permits		
General Use Permit	69.00	69.00
General use permit fee required as a minimum for any permit issued under the International Fire Code adopted by BMC 15.08.050 that is not specifically identified below.		
Aerosol products	189.00	189.00
Aircraft refueling vehicles	183.00	183.00
Aircraft repair hangers	183.00	183.00
Asbestos removal	105.00	105.00
Automobile wrecking yard	155.00	155.00
Battery systems	203.00	203.00
Bowling pin or alley refinishing	105.00	105.00
Candles/open flame for non-commercial use	23.00	23.00
Candles/open flame for commercial use	81.00	81.00
Carnivals and fairs	273.00	273.00
Cellulose nitrate film	105.00	105.00
Combustible fiber storage	105.00	105.00
Combustible material storage	105.00	105.00
Compressed gases	134.00	134.00
Commercial rubbish handling operation	105.00	105.00
Cryogens	134.00	134.00
Dry cleaning plants	134.00	134.00
Dust producing operations	154.00	154.00
Explosives or blasting agents	273.00	273.00
Flammable and combustible liquids	268.00	268.00
Home heating oil tanks	91.00	91.00
Fruit ripening	183.00	183.00
Fumigation or thermal insecticidal fogging	183.00	183.00
Hazardous materials	400.00	400.00
High piled combustible storage	342.00	342.00
Hot work operations	154.00	154.00
Liquefied petroleum gases	134.00	134.00
Liquid or gas fueled vehicles or equipment in assembly building	105.00	105.00
Lumber yards	122.00	122.00
Magnesium working	134.00	134.00
Mall, covered	183.00	183.00
Organic coatings	183.00	183.00
Ovens, industrial baking or drying	134.00	134.00
Parade floats	183.00	183.00
Places of assembly	57.00	57.00
Places of assembly - Commercial	183.00	183.00

	2009 Fee	2011 Fee
FIRE DEPARTMENT		
Pyrotechnical special effects material	245.00	245.00
Radioactive materials	203.00	203.00
Refrigeration equipment	183.00	183.00
Repair garages	122.00	122.00
Spraying and dipping	183.00	183.00
Tents, canopies and temporary membrane structures:		
Commercial	134.00	134.00
Non-profit	57.00	57.00
Tire storage	177.00	177.00
4. Fire Department Plan Review Fee, per square foot of gross building floor area	0.06	0.06
5. Land Use Reviews up to 5 acres	91.00	91.00
Land Use Reviews over 5 acres	213.00	213.00
6. Fire Sprinklers 13 and 13R		
New buildings, per riser plus 1.00 per head	268.00	268.00
T.I.s, per riser plus 1.00 per head	134.00	134.00
13D (single-family and duplex)	69.00	143.00
7. Fire Detection Systems in New Buildings and T.I.s		
Fire alarm panels, 1-4 zones	134.00	245.00
5 or more zones, plus 27.00 for each zone over four	203.00	203.00
Addressable panels, plus 1.00 per device	268.00	268.00
8. Halon Hood and Special Systems, per system	305.00	305.00
Per head/nozzle fee	29.00	29.00
9. Hydrant Flow Test Fee	172.00	172.00
10. Fire Extinguisher Training		
Business	256.00	256.00
11. Fire Incident Reports	7.00	14.00
12. Medical Incident Reports	7.00	14.00
13. EMS Transport Fee	Medicare allowable rate	400.00
14. Third inspection new or remodeled construction	57.00	57.00
15. CPR Program Fees - Business Courses		
Adult and Child CPR w/AED	289.00	289.00
Infant CPR	272.00	272.00
Adut, Child, & Infant CPR/AED	435.00	435.00
Healthcare Provider CPR	289.00	289.00
First Aid	289.00	289.00

FIRE DEPARTMENT

	2009 Fee	2011 Fee
16. CPR Program Fees - Individual Courses		
Adult and Child CPR w/AED	Resident-$38	Resident-$38
	Nonresident-$40	Nonresident-$46
Infant CPR	Resident-$38	Resident-$38
	Nonresident-$41	Nonresident-$46
Adut, Child, & Infant CPR/AED	Resident-$59	Resident-$38
	Nonresident-$66	Nonresident-$46
Healthcare Provider CPR	Resident-$38	Resident-$38
	Nonresident-$40	Nonresident-$46
First Aid	Resident-$38	Resident-$38
	Nonresident-$40	Nonresident-$46

	2009 Fee	2011 Fee
COMMUNITY DEVELOPMENT		
1. Pre-Application and Development Processing Fees		
a. First Pre-Application Meeting	1,213.00	1,213.00
All subsequent pre-application meetings, project review, and any additional staff time spent on processing a development applicant's proposal prior to and following submittal of a formal land use or building permit application shall be billed monthly at the applicable staff hourly rate, including benefits and overhead.		
b. First Pre-Application Meeting for actions initiated by single-family homeowners.	607.00	607.00
2. Site Rezone Application Fee		
An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing and review of the application, including public hearing presentations and hearing body findings, conclusions and decisions. (as specified in Development Review Fee section)		
The Applicant shall be invoiced for actual costs by the Community Planning and Public Works staff to provide for reimbursement of municipal employee time. The charges will be based on the applicable staff hourly rate of the employee performing the review, including benefits and overhead. At the request of the applicant, overtime may be authorized for plan review and/or inspections performed outside of normal working hour and will be charged at the applicable staff overtime hourly rate, including benefits and overhead. Payments shall be paid to the City upon demand. Maintenance bonds will not be released until all fees are paid in full.		
The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee time.		
3. Appeals	500.00	500.00
4. Sign Permits - first sign	129.00	129.00
Additional signs	20.00	20.00

	2009 Fee	2011 Fee
COMMUNITY DEVELOPMENT		
5. PWS Facility Surcharge	1,468.00	1,468.00
In the development of the City's Personal Wireless Services (PWS) Facility ordinance, the City incurred approximately $67,482.84 in legal, professional service, and duplication fees for evaluating the legal, technical, and administrative feasibility of said ordinance. These out-of-pocket costs to the City shall be recovered from PWS Facility Permit applicants through a permit application surcharge until the costs are recovered. It was the City's goal to recover said costs within three years. Based upon testimony presented to the City Council during the development of said ordinance, the Council anticipates that the City will receive approximately 20 PWS Facility Permits per year.		
The City's Finance Department shall establish a procedure for accounting for the application surcharge and inform the City Manager and Public Works/Community Development Directors when all of the City's out-of-pocket expenses have been recovered. Thereafter, the application surcharge shall expire. Provided, however, that the application surcharge shall not expire until such time as the City recovers all such expenses.		
6. Custom Map Requests. For custom requests requiring plotting, an hourly fee of $60.00 per hour with a fifteen minute minimum ($15.00); plus reimbursement for supplies as follows:		
CD-Rom-Recordable	2.00	2.00
11" x 17" Paper	1.00	1.00
36" Minimum Wide Plot, per lineal foot	2.00	2.00
DVD-Recordable	2.00	2.00
7. Bothell Municipal Code Amendments	3,979.00	3,979.00
8. Comprehensive Plan Amendments (property specific)	3,979.00	3,979.00

COMMUNITY DEVELOPMENT

BUSINESS LICENSES

	2009 Fee	2011 Fee
1. Business License Fee (total of A, B, and C)		
a. Number of Employees:		
0-2	22.00	22.00
3-10	63.00	63.00
11-25	135.00	135.00
26-50	293.00	293.00
51-75	442.00	442.00
76-100	590.00	590.00
100+	590.00	590.00
Additional fee for each employee over 100	5.00	5.00
Transfer to new location	22.00	22.00
Transfer to new owner	22.00	22.00
Duplicate License	2.00	2.00
b. Type of Business:		
Public Assembly	30.00	30.00
Educational	30.00	30.00
Institutional	30.00	30.00
Residential	22.00	22.00
Store, Office	15.00	15.00
Basic Industry/Utility	38.00	38.00
Manufacturing	38.00	38.00
Storage	30.00	30.00
Special Properties	30.00	30.00
Apartments	122.00	122.00
c. Occupancy size (square feet)		
Less than 3,000	0.00	0.00
3,001-5,000	46.00	46.00
5,001-10,000	75.00	75.00
10,001-15,000	120.00	120.00
15,001-17,000	165.00	165.00
17,001-20,000	186.00	186.00
20,001-50,000	224.00	224.00
Greater than 50,000	260.00	260.00
2. Special Events Permit	14.00	14.00
3. Adult Entertainment Facilities		
a. Adult Entertainment Facility License, per year, plus business license fee	1,062.00	1,062.00
b. Manager License, per year	531.00	531.00
c. Entertainer License, per year	531.00	531.00
4. Public/Teen Dance, per year	449.00	449.00
5. Amusement Game Device, per game, per year	39.00	39.00
6. Pawnbrokers, per year	150.00	150.00

	2009 Fee	2011 Fee
COMMUNITY DEVELOPMENT		
BUSINESS LICENSES - Continued		
7. Secondhand Dealers, per year	39.00	39.00
8. Peddlers		
a. Permit Fee	75.00	75.00
b. Annual Renewal	15.00	15.00
c. Investigation Fee	35.00	35.00
9. Family Day Care Homes, per year	15.00	15.00
BUILDING/CODE ENFORCEMENT		
1. Building Moving - Through City		
$216.00 minimum charge or actual cost, whichever is greater		
2. Building Moving - Into or Within City		
Permit Fee	31.00	31.00
Pre-move Inspection fee of $108 or actual cost, whichever is greater		
3. Plan reviews and inspections to ensure compliance with the Washington		
Per single family dwelling	132.00	132.00
Per residential remodel/addition	132.00	132.00
Per multi-family structure	263.00	263.00
Additional per unit fee	68.00	68.00
Per commercial building	263.00	263.00
Per tenant improvement	132.00	132.00
4. Code Enforcement Violations		
a. Hearing Examiner - Actual charge to City for services		
b. City Staff Time at Hearing - Actual cost based on applicable staff hourly rate, including benefits and overhead.		
c. City Attorney - Actual charge based on hourly rate of pay for City Attorney, including benefits and overhead.		
d. Administrative Fee	134.00	134.00

COMMUNITY DEVELOPMENT

PUBLIC WORKS & COMMUNITY DEVELOPMENT
DEVELOPMENT REVIEW, PERMIT FEES AND CHARGES

Development Review Fee
An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing, reviewing, checking, computing, and inspecting and correcting for compliance with City codes of the plans or other documents provided by the applicant and for plan checking, land use evaluations, inspection and testing for all public and private infrastructure improvements including water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters and sidewalks, parking, landscaping, building heights & setbacks, signage, verification of conditions of approval and performing concurrency evaluations, impact fee assessments, and all non-SEPA traffic evaluations in conjunction with a land use, building, or construction application. Individual single family residences exempt from SEPA review are not required to pay a Development Review fee. The applicant shall be invoiced for actual costs on a monthly basis. Payment is due to the City upon demand.

The Development Review fees provide for reimbursement of municipal employee time. The charges will be based on the applicable staff billing rate of the employee performing the review, including benefits and overhead and out of pocket expenses such as outside consultant peer review, specialized subconsultants, printing expenses, and other related costs. Billing will occur on a monthly basis. At the request of the applicant overtime may be authorized for plan review and or inspections performed outside of normal working hours and will be charged at the applicable staff overtime hourly rate (time and a half), including benefits and overhead. Maintenance bonds will not be released until all fees are paid in full.

The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee's time at their current billable hourly rate.

Development Review Technology Surcharge
In order to reimburse the City for costs specifically related to the maintenance and regular upgrading of local and regional electronic development review and tracking systems, which benefit the City's development customers via an increasingly efficient and effective review process, a five percent technology surcharge will be added to pre-application conference fees; plan review fees; permit fees; and development review fees. The technology surcharge will not be placed on facilities charges or impact fees.

	2009 Fee	2011 Fee
PUBLIC WORKS		
WATER FEES & CHARGES		
1. Facility Charges		
a. Water Main Facility Charges		
3/4" (5/8") Meter	2,199.00	2,199.00
1" Meter	5,486.00	5,486.00
1.5" Meter	10,967.00	10,967.00
2" Meter	17,547.00	17,547.00
3" Meter	35,079.00	35,079.00
6" Meter	109,601.00	109,601.00
8" Meter	175,354.00	175,354.00
2. Fire Hydrant Use (see Ordinance 1108)		
Permit (per calendar year)	100.00	100.00
Hydrant Use Deposit	1,000.00	1,000.00
City Hydrant Meter (make-up) Damage Deposit	1,500.00	1,500.00
Hydrant Meter (make-up) rental/per month	93.00	93.00
Water/per 100 cubic feet	6.00	6.00
3. Water Meters		
a. Water Meter Processing Fee/per meter	29.00	29.00
b. Existing Service Line to Property and Meter Box		
3/4"	383.00	383.00
1"	435.00	435.00
1 1/2"	653.00	653.00
2"	802.00	802.00
c. Complete Water Service (no existing service to property). At the discretion of the Public Works Director, City crew provides main water tap, brings service to property, and provides and installs meter box and meter.		
3/4" Short side	4,572.00	4,572.00
3/4" Long side	5,660.00	5,660.00
1" Short side	4,681.00	4,681.00
1" Long side	4,681.00	4,681.00
4. Water Main Tap: Not associated with a Development Project	196.00	196.00
5. Water Main Tap: Associated with a Development Project. Water Main Tap Fee + Development Review Fee.	103.00 + Dev Review Fee	103.00 + Dev Review Fee
6. Fire Flow/Hydraulic Analysis	234.00	234.00
7. Flushing/Dechlorination/Disinfection Service (Depending on availability)	136.00 + Dev Review Fee	136.00 + Dev Review Fee
8. Backflow Assembly Inspection	150.00	150.00

	2009 Fee	2011 Fee

PUBLIC WORKS

WATER FEES & CHARGES - Continued

9. Fire Service Line Base Charge		
Residential	3.00	3.00
4" Commercial	10.00	10.00
6" Commercial	15.00	15.00
8" Commercial	20.00	20.00

SEWER FEES & CHARGES

1. Sewer Main Facility Charges		
a. Single Family	1,573.00	1,573.00
b. Commercial/Multi-family (*RCE)	1,573.00	1,573.00
*(resident customer equivalent as determined by METRO capacity form)		
2. Side Sewers Connections		
Side Sewer Processing Fee	28.00	28.00
Single Family Side Sewer	294.00	294.00
Commercial or Multi Family Side Sewer (1st unit per bldg) associated with a Development Project. Side Connection Fee + Development Review Fee	103.00 + Dev Review Fee	103.00 + Dev Review Fee
Additional per unit charge per building	22.00	22.00
Repair/Modify Side Sewer Existing Line(s)	294.00	294.00
3. Sewer Main Tap: Not associated with a Development Project	196.00	196.00
4. Sewer Main Tap: Associated with a Development Project. Sewer Main Tap Fee + Development Review Fee	103.00 + Dev Review Fee	103.00 + Dev Review Fee
5. Television Pipeline Inspection Service (Depending on availability)	145.00 per hour (3 hr minimum)	145.00 per hour (3 hr minimum)

STORM DRAINAGE

1. Single Family Storm Drain Inspection Fee	196.00	196.00
2. Television Pipeline Inspection Service (Depending on availability)	145.00 per hour (3 hr minimum)	145.00 per hour (3 hr minimum)

ROADS & STREETS

1. Driveway Approach - Right of Way Invasion Permit	402.00	402.00
2. Street Excavation Minor: Right of Way Invasion Permit	218.00	218.00
3. Street Excavation Major: Right of Way Invasion Permit 0-300 lineal feet not associated with a Development Project. Minimum fee or total cost, whichever is greater, as specified under the Development Review Fee section above.	392.00	392.00
Additional per foot charge for over 300 feet	3.00	3.00

	2009 Fee	2011 Fee
PUBLIC WORKS		
ROADS & STREETS - Continued		
4. Street Excavation Major: Right of Way Invasion Permit 0-300 lineal feet associated with a Development Project. Street Excavation Fee + Development Review Fee.	218 + Dev Review Fee	218 + Dev Review Fee
Additional per foot charge for over 300 feet	3.00	3.00
5. Public Utilities Blanket Permit (per calendar year)	610.00	610.00
6. Public Utilities Right of Way Invasion Permit per site	109.00	193.00
7. Street Vacation Application Applicant responsible for cost of appraisal & recording fees	1,219.00	1,219.00
8. Purchase and installation of up to two DUI Memorial Sign(s)	525.00	525.00
9. Accident Clean-up / Emergency Response	180.00	180.00
10. Concurrency Capacity Reporting & Monitoring Surcharge		
a. Major Development A "Major Development" means any development that generates more than fifty (50) peak hour trips.	2,722.00	2,722.00
b. Medium Development A "Medium Development" means any development that generates twenty to fifty (20-50) peak hour trips.	1,633.00	1,633.00
c. Minor Development A "Minor Development" means any development that generates at least three (3) peak hour trips, but less than twenty (20) peak hour trips.	817.00	817.00
11. Street Cut Mitigation Fee "Mitigation Fee" (17.08.050). The fee is based upon the cost of overlay for permanent repair of damage/deterioration of streets and shoulders caused by trenching/utility operations. Lineal fee of opening X $14.00 = overlay cost.		
12. Single Family Site Review and Inspection Construction and Additions. Prior to issuance of building permits, site plans for single family construction are reviewed for consistency with applicable City Codes and design and construction standards and specifications, which may include water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters, driveways, sidewalks, and easements. Subsequent to permit issuance, required site inspections are performed.	490.00	490.00
13. Traffic Control devices for Public Area Use Permits	140.00	140.00

	2009 Fee	2011 Fee
PUBLIC WORKS		
PARKS AND RECREATION		
1. Picnic Shelters (per hour)		
a. Large Shelter -		
100 or less individuals :		
Residents	27.00	36.00
Non-Residents	44.00	45.00
101 & up must reserve both shelters:		
Residents	41.00	52.00
Non-Residents	64.00	65.00
b. Small Shelter - No more than 15 individuals		
Residents	14.00	16.00
Non-Residents	19.00	20.00
2. Park at Bothell Landing (per hour)		
Amphitheater		
Residents	65.00	65.00
Non-Residents	97.00	97.00
Use of Electricity	14.00	20.00
3. Lytle House		
a. Meeting Room -		
Residents (per hour)	39.00	43.00
Non-residents (per hour)	43.00	54.00
b. Site Supervisor Charge	18.00	18.00
(3 hour minimum rental when site supervisor required)		
c. Damage Deposit	100.00	200.00
Long term use agreements may be negotiated by director at a rate different than above, and may include community service projects.		
4. Sportsfields (per hour)		
a. Adult Teams on Grass	26.00	35.00
Adult Teams on Synthetic Turf	35.00	50.00
Youth Teams on Grass	15.00	17.00
Youth Teams on Synthetic Turf	25.00	25.00
b. Tournament Events		
Payment in full and tournament bracket or participant roster must be turned in at least four weeks prior to event. Hourly field rates are shown above.		
Adult Teams	117.00	180.00
Youth Teams	90.00	90.00
(Non-refundable deposit applied to the total due)		
Refundable Damage Deposit	100.00	200.00

	2009 Fee	2011 Fee
PUBLIC WORKS		
PARKS AND RECREATION - Continued		
c. Westhill Non-prepped Soccer Field		
Adult Teams	20.00	30.00
Youth Teams	12.00	15.00
d. Additional field preparation may be provided by the City at the request of the user upon advance payment of estimated labor and materials costs as determined by the Director or designee.		
e. Non-Prep. Use of Sportsfields - company picnics, etc. (per hour)		
1-100 individuals, resident	27.00	36.00
1-100 individuals, non-resident	44.00	45.00
101 or more individuals, resident	41.00	52.00
101 or more individuals, non-resident	64.00	65.00
Refundable Damage Deposit for all non-field uses	100.00	200.00
5. North Creek Field Lights (per hour)	14.00	20.00
6. Commercial Use of Parks (photographs or other commercial use). Rate negotiable with Director.	66.00	66.00
7. Sports League Play		
Men's Spring Softball League	720.00	756.00
Men's Summer Softball League	515.00	540.00
Women's Softball	630.00	648.00
Co-Rec Softball	475.00	486.00
Co-Rec Softball Friday Nights	-	432.00
8. Recreation Programs		
a. Recreation Classes		
Cancellation Fee		
If class fee is less than $10.00, the cancellation fee is the amount of the class fee.	10.00	10.00
b. Youth & Teen Programs	Per Adopted Parks & Rec Fee Policies	Per Adopted Parks & Rec Fee Policies
c. Open Gym/Drop-in Athletics per night	3.00	3.00
9. Cancellation Fee for Facilities & Sportsfields Reservations		
More than 30 days notice of cancellation:	25% of fee	25% of fee
15 to 30 days notice of cancellation:	50% of fee	50% of fee
14 days or less notice of cancellation:	No Refund	No Refund
10. Disc Golf		
Tournament Fee	-	$2/particpant
Disc Rental	-	$5/set
Disc Rental Damage Deposit	-	$10

MISCELLANEOUS FEES	2009 Fee	2011 Fee
1. Photocopies per page (per imprint) or actual cost if not printed by City	0.15	0.15
2. Blueprint Copies	Actual Cost	Actual Cost
3. Notary Fee (includes first 2 signatures)	10.00	10.00
Each additional person	10.00	10.00
4. Certified Copies (per certification)	5.00	5.00
Additional pages	0.15	0.15

Section 2. Unless otherwise specifically stated, Resolution No. 1227 (2008) and prior fee resolutions are hereby rescinded and superseded by this Resolution.

Section 3. On January 1 of each year, the fees set forth in this resolution may increase (if allowed by law) by the rate of increase, if any, of the CPI-W Seattle-Tacoma June to June Index published by the Bureau of Labor Statistics in the year prior, or by the actual increase in the cost of providing the service. Fees will be rounded to the next highest whole dollar.

Section 4. The City Manager or Finance Director shall have the right to waive a fee if significant economic development or financial benefit of equal or greater value to the City can be demonstrated.

Section 5. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED this 16th day of November, 2010.

APPROVED:

MARK LAMB
MAYOR

ATTEST / AUTHENTICATED:

JOANNE TRUDEL
CITY CLERK

Filed with the City Clerk: November 9, 2010
Passed by the City Council: November 16, 2010
Resolution No. 1262 (2010)

City of Bothell™

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Appendix H

City of Bothell™

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Revenue Reports

2011-2012 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2009 Actual	2010 Accrued YTD (June 30)	2010 Reprojected	2011 Projected	2012 Projected	2011-12 Projected	Revenue Assumptions
Estimated Beginning Fund Balance							
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	14,514,341	0	0	5,678,747	0	5,678,747	Based on estimated 2010 ending fund balance
General Property Taxes							
311.10.00.000 REAL & PERSONAL PROPERTY	8,051,920	4,148,100	8,410,440	8,830,962	9,272,510	18,103,472	0% levy incr, modest new const, incr in State assessed prop
Total General Property Taxes	**8,051,920**	**4,148,100**	**8,410,440**	**8,830,962**	**9,272,510**	**18,103,472**	
Timber Harvest Taxes							
312.10.00.000 TAX ON PRIVATE TIMBER HARVEST	1	0	0	0	0	0	
Total Timber Harvest Taxes	**1**	**0**	**0**	**0**	**0**	**0**	
Sales & Use Taxes							
313.10.00.000 LOCAL RETAIL SALES TAX	5,654,822	3,243,254	7,048,472	7,711,493	8,657,756	16,369,249	3.9% and 7.055% + 1% pop + modest retail growth
313.10.00.001 LOCAL CONSTRUCTION SALES TAX	1,882,102	994,378	2,099,245	2,000,000	2,000,000	4,000,000	Known development + historical trend
313.10.00.002 LOCAL CONSTRUCTION SALES TAX - RDA	625,010	0	0	0	0		DOR no longer tracking Revenue Development Area receipts
313.30.00.000 HOTEL/MOTEL TAX	181,731	76,429	200,000	225,000	250,000	475,000	New hotel added in Canyon Park
313.71.00.000 SALES TAX - CRIMINAL JUSTICE	541,724	252,551	551,475	572,984	613,407	1,186,391	3.9% and 7.055%
Total Sales & Use Taxes	**8,885,389**	**4,566,612**	**9,899,192**	**10,509,477**	**11,521,163**	**22,030,640**	
Business & Utility Taxes							
316.41.00.000 ELECTRIC PUBLIC UTILITY TAX	2,542,825	1,286,775	2,619,220	2,780,609	2,903,413	5,684,022	3% + Likely pass thru + modest growth. Historical trend 6%
316.41.01.000 UTILITY TAX REBATE	(5,975)	(550)	0	0	0	0	
316.43.00.000 GAS PUBLIC UTILITY TAX	878,813	392,621	910,846	991,879	1,058,353	2,050,232	5% + modest growth. Historical trend >10% annually
316.46.00.000 CABLE TV UTILITY TAX	465,561	231,572	483,865	526,987	562,339	1,089,326	5% + modest growth. Historical trend 10% annual increase
316.47.00.000 TELEPHONE UTILITY TAX	1,569,697	702,063	1,620,034	1,706,983	1,769,874	3,476,857	CPI + modest growth
316.47.00.001 CELLULAR UTILITY TAX	850,923	558,204	878,380	950,692	1,012,855	1,963,547	5% + modest growth. Historical trend 10% annual increase
316.52.00.000 WATER UTILITY TAX	181,044	59,798	188,600	179,283	184,675	363,958	5% of water utility revenue + modest 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	217,932	108,105	249,900	251,049	258,576	509,625	5% of sewer utility revenue + modest growth
316.55.00.000 SANITATION UTILITY TAX	246,812	120,163	253,100	260,198	264,699	524,897	0% + modest growth
316.56.00.000 ALDERWOOD FRANCHISE FEE	243,231	117,584	270,000	288,900	309,100	598,000	1st 6 mo = 47% of annual figure - Historical trend
316.58.00.000 NORTHSHORE UTILITY FRANCHISE FEE	44,245	19,768	53,000	56,000	59,000	115,000	Trend analysis
316.76.00.000 VERIZON FRANCHISE FEE	51,852	39,321	60,000	65,000	70,000	135,000	Trend analysis
Total Business & Utility Taxes	**7,286,960**	**3,635,424**	**7,586,945**	**8,057,580**	**8,452,884**	**16,510,464**	
Other Taxes							
317.20.00.000 LEASEHOLD EXCISE TAXES	52,029	3,720	30,000	32,000	34,000	66,000	
317.44.00.000 EMS LEVY	623,001	318,500	637,000	659,000	910,000	1,569,000	0% in 2011. 30 cent EMS levy assumed in 2011 for 2012
317.50.00.000 GAMBLING TAXES	25,832	12,265	30,000	32,000	32,000	64,000	
319.16.00.000 INTEREST ON PROPERTY TAX	1,204	130	6,000	7,000	7,000	14,000	
Total Other Taxes	**702,066**	**334,615**	**703,000**	**730,000**	**983,000**	**1,713,000**	
Licenses & Permits							
321.90.00.000 BUSINESS & SIGN LICENSES	267,776	200,000	275,000	280,000	285,000	565,000	Forecaster workforce population 1.5% + 2%
322.10.01.000 BUILDING PERMITS	529,670	289,432	703,000	719,100	770,174	1,489,274	Known development + historical trend
322.10.02.000 PLUMBING & MECHANICAL PERMITS	113,585	60,570	150,000	150,000	150,000	300,000	Follows development trend
322.10.04.000 PRE-APPLICATION FEE	16,376	7,885	20,000	50,000	50,000	100,000	Follows development trend
322.30.00.000 ANIMAL LICENSES	244	20	200	200	200	400	
322.90.00.000 CONCEALED WEAPON PERMITS	4,570	1,866	5,000	5,000	5,000	10,000	
Total Licenses & Permits	**932,221**	**559,773**	**1,153,200**	**1,204,300**	**1,260,374**	**2,464,674**	

2011-2012 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2009 Actual	2010 Accrued YTD (June 30)	2010 Reprojected	2011 Projected	2012 Projected	2011-12 Projected	Revenue Assumptions
Federal Indirect Grants							
333.20.60.001 TRAFFIC SAFETY GRANT - RADAR UNITS	799	0	0	0	0	0	
333.97.03.004 FEMA REIMBURSE - 12/08 SNOWSTORM	14,090	376	0	0	0	0	
333.97.04.001 EMERGENCY MGMT PEFORMANCE GRANT	31,658	0	34,900	17,000	17,000	34,000	
333.97.06.002 UASI - NONPROFIT SECURITY GRANT	2,840	(482)	0	0	0	0	
Total Federal Indirect Grants	**49,387**	**(107)**	**34,900**	**17,000**	**17,000**	**34,000**	
State Grants							
334.01.80.003 WA EMD REIMBURSE - 12/08 SNOWSTORM	2,348	63	0	0	0	0	
334.03.10.001 DOE SHORELINE MASTER PROGRAM GRANT	10,432	0	75,000	50,000	0	50,000	
334.04.90.001 EMS PREHOSPIT PART GRANT	1,726	2,186	1,800	1,750	1,750	3,500	
Total State Grants	**14,507**	**2,249**	**76,800**	**51,750**	**1,750**	**53,500**	
State Shared Revenues							
335.00.91.000 P.U.D. PRIVILEGE TAX	141,916	103,867	155,800	166,700	178,400	345,100	Historical trend 7%
Total State Shared Revenues	**141,916**	**103,867**	**155,800**	**166,700**	**178,400**	**345,100**	
State Entitlements							
336.06.21.000 MVET/CRIM JUSTICE - POPULATION	7,198	3,698	8,600	8,103	9,384	17,487	MRSC projection + pop growth + regional inflation
336.06.26.000 CJ - SPECIAL PROGRAMS	27,408	14,009	28,500	27,349	31,673	59,022	MRSC projection
336.06.51.000 DUI - CITIES	10,841	3,080	8,000	7,000	7,000	14,000	Historical trend and economic condition
336.06.94.000 LIQUOR EXCISE TAX	162,193	82,508	192,700	168,146	197,856	366,002	MRSC projection + pop growth
336.06.95.000 LIQUOR PROFITS	226,110	203,167	280,800	247,830	281,534	529,364	MRSC projection + pop growth
Total State Entitlements	**433,749**	**306,462**	**518,600**	**458,428**	**527,447**	**985,875**	
Local Grants & Entitlements							
337.09.01.003 KING COUNTY - INJURY PREVENTION GRANT	5,493	0	0	0	0	0	
337.19.00.001 KING COUNTY I.S. STAFF REIMBURSEMENT	102,183	166,941	86,900	93,900	101,400	195,300	King County funding for IT staffing support
Total Local Grants & Entitlements	**107,676**	**166,941**	**86,900**	**93,900**	**101,400**	**195,300**	
Intergovernmental Revenues							
338.21.00.002 SNO COUNTY - NARCOTICS TASK FORCE	0	22,951	0	0	0	0	
338.21.00.004 NSD - SCHOOL RESOURCE OFFICER	46,000	23,000	46,000	77,850	77,850	155,700	
338.22.00.000 FIRE PROTECTION SERVICES	1,290,914	640,000	1,331,540	1,388,060	1,447,205	2,835,265	Contract + King County BLS levy
338.22.00.001 FIRE TRAINING - OUTSIDE AGENCIES	2,246	1,496	0	0	0	0	
338.28.00.002 LAKE FOREST PARK DISPATCH	148,737	74,158	133,400	129,934	135,886	265,820	Contracted services
Total Intergovernmental Revenues	**1,487,896**	**761,605**	**1,510,940**	**1,595,844**	**1,660,941**	**3,256,785**	

2011-2012 Estimated Revenues

N/A = Not Applicable
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General Fund Revenues

General Ledger Account Number and Title		2009 Actual	2010 Accrued YTD (June 30)	2010 Reprojected	2011 Projected	2012 Projected	2011-12 Projected	Revenue Assumptions
Charges for Services / External Fees								
341.32.00.000	CIVIL FEE - APP	107	84	0	0	0	0	
341.33.00.000	COURT ADMINISTRATIVE FEES	7,446	4,536	7,800	9,000	9,000	18,000	Recoup booking costs
341.33.06.000	IT TIME PAY FEE	930	79	1,000	5,000	5,000	10,000	
341.35.00.000	OTHER STATUTORY CERT/COPY FEES	19	0	0	0	0	0	
341.50.00.000	SALES OF MAPS & PUBLICATIONS	657	353	2,000	2,000	2,000	4,000	
341.62.00.000	MICROFILM & COPY CHARGES	367	95	300	300	300	600	
341.69.00.000	PRINTING & DUPLICATING	2,640	1,656	4,000	4,000	4,000	8,000	
341.96.00.000	PERSONAL SERVICES	180	80	500	500	500	1,000	Notary & appeal fees
341.99.00.000	PASSPORT FEES	64,085	34,575	70,000	100,000	100,000	200,000	Per Court projection
342.10.00.000	LAW ENFORCEMENT - FINGERPRINT FEES	15,467	6,796	15,000	16,000	16,000	32,000	
342.10.00.430	LAW ENFORCEMENT - RESTITUTION	40	0	0	0	0	0	
342.20.00.001	FIRE REPORT FEES	231	70	300	300	300	600	
342.20.00.002	FIRE CODE PERMIT FEES	73,026	34,207	76,000	100,000	100,000	200,000	Commercial growth
342.33.00.000	ADULT PROBATION SERVICE CHARGE	82,223	46,585	85,000	100,000	100,000	200,000	
342.33.06.055	RECORD CHECK FEE	7,344	0	0	0	0	0	
342.36.00.055	HOME DETENTION	25	243	500	2,000	2,000	4,000	
342.37.00.000	BOOKING FEES	4,812	2,778	5,000	5,000	5,000	10,000	
342.50.00.000	EMERGENCY DUI SERVICE FEES	10,337	5,575	10,000	12,000	12,000	24,000	DUI Emergency Response Fee
342.60.00.000	AMR AMBULANCE SERVICE FEES	0	26,400	0	0	0	0	
342.60.00.001	EMS TRANSPORT FEES	195,115	84,098	200,000	200,000	200,000	400,000	Per Fire Department
342.90.00.000	MISCELLANEOUS SERVICE CHARGES	350	400	500	500	500	1,000	
342.90.00.002	ADULT CPR/AED - FIRE	9,215	5,491	17,000	18,000	19,000	37,000	
342.90.00.003	CHILD/INFANT CPR - FIRE	0	0	1,000	1,100	1,200	2,300	
342.90.00.004	FIRST AID - FIRE	2,605	0	3,000	3,000	3,000	6,000	
342.90.00.005	EXTINGUISHER - FIRE	1,741	0	1,800	2,000	2,000	4,000	
342.90.00.006	BIKE HELMETS - FIRE	2,202	740	2,500	2,500	2,500	5,000	
342.90.00.007	DUI DRILL - FIRE	800	800	800	800	800	1,600	School District cost recovery
342.90.01.000	CRIMINAL CONV FEE	846	545	1,000	1,000	1,000	2,000	
342.90.02.000	CRIMINAL CONV FEE - CT	5,739	3,113	5,800	5,800	5,800	11,600	
342.90.03.000	CRIMINAL CONV FEE - CN	1,958	963	2,000	2,000	2,000	4,000	
343.20.00.004	CFP TRANSFERS	1,116,294	653,820	1,300,000	1,430,000	1,573,020	3,003,020	Per CFP. Capital project-term staff cost reimbursement
343.61.00.000	BURIAL	972	1,057	2,000	3,000	3,000	6,000	
343.62.00.000	CEMETERY FEES	513	787	1,200	1,500	1,500	3,000	
343.93.00.000	ANIMAL CONTROL FEES	0	0	0	80,000	80,000	160,000	
345.81.00.020	WIRELESS SERVICES	1,468	1,468	0	0	0	0	Fee will expire after costs are covered
345.83.00.000	PLAN CHECK FEES	284,324	345,164	540,800	800,000	800,000	1,600,000	
345.83.03.000	FIRE PLAN REVIEW FEES	18,479	10,593	35,000	40,000	45,000	85,000	Per Fire Department
345.83.04.000	FIRE SUPPRESSION SYS REVIEW	44,774	18,087	60,000	65,000	70,000	135,000	Per Fire Department
345.89.02.000	DEVELOPMENT REVIEW FEE	873,076	308,890	740,800	800,000	800,000	1,600,000	Based on CD development projections + historical trend
347.30.00.037	SOFTBALL LEAGUES	40,910	43,660	55,000	45,000	45,000	90,000	Per Parks Department
347.30.00.038	COYOTE AFTER SCHOOL	148	0	5,000	0	0	0	
347.60.00.000	RECREATION PROGRAM FEES	82,109	31,768	90,000	85,000	85,000	170,000	Per Parks Department
	Total Charges for Services / External Fees	**2,953,573**	**1,675,556**	**3,342,600**	**3,942,300**	**4,096,420**	**8,038,720**	
Interfund Services								
349.14.00.000	INTERFUND SVCS - FINANCE/HR	0	0	197,282	175,522	175,522	351,044	Inter-fund cost allocations - moved from 001.397
349.18.00.000	INTERFUND SVCS - CITY MGR/CLERK	0	0	162,629	141,264	141,264	282,528	Inter-fund cost allocations - moved from 001.397
349.28.00.000	INTERFUND SVCS - INFORMATION SVCS	0	0	140,030	121,407	121,407	242,814	Inter-fund cost allocations - moved from 001.397
349.32.00.000	INTERFUND SVCS - FACILITIES	0	0	65,297	128,532	128,532	257,064	Inter-fund cost allocations - moved from 001.397
	Total Interfund Services	**0**	**0**	**565,238**	**566,725**	**566,725**	**1,133,450**	

2011-2012 Estimated Revenues

N/A = Not Applicable
LOS = Level of Service
FB = Fund Balance
CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title		2009 Actual	2010 Accrued YTD (June 30)	2010 Reprojected	2011 Projected	2012 Projected	2011-12 Projected	Revenue Assumptions
Fines & Forfeitures								
352.30.00.000	COURT MANDATORY INSURANCE ADMIN	3,362	2,516	3,000	2,800	2,800	5,600	
353.10.00.000	TRAFFIC INFRACTION	231,197	123,014	250,000	270,000	290,000	560,000	Per Court projection
353.70.00.000	NON-TRAFFIC INFRACTIONS & PENALTIES	243	0	900	1,100	1,300	2,400	
354.00.00.000	PARKING INFRACTIONS	8,140	3,550	11,000	12,000	13,000	25,000	
354.00.01.000	PARKING INFRACTIONS - HANDICAPPED	4,088	1,709	0	0	0	0	
355.20.00.000	D.U.I. FINES	19,815	10,586	20,000	35,000	40,000	75,000	
355.80.00.000	OTHER CRIMINAL MISDEMEANOR FINES	14,837	532	15,000	20,000	22,000	42,000	
355.80.01.000	CRIMINAL TRAFFIC MISDEMEANOR FINES	63,050	37,527	60,000	60,000	65,000	125,000	Per Court projection
356.80.00.000	CRIME FEE	0	317	0	0	0	0	
356.90.00.000	CRIMINAL NON-TRAFFIC FINES	29,395	10,902	35,000	40,000	45,000	85,000	
357.30.00.000	COURT COSTS	15,258	7,824	15,000	20,000	20,000	40,000	
357.32.00.000	WITNESS COSTS	4	31	200	200	200	400	
357.33.00.000	PUBLIC DEFENSE COST	25,432	13,838	27,500	30,000	30,000	60,000	
357.35.00.000	COURT INTERPRETER COST	7,004	2,694	9,000	9,000	10,000	19,000	
359.90.00.000	POLICE - FALSE ALARM FINES	13,219	3,538	10,000	11,000	11,000	22,000	
359.90.02.000	CODE VIOLATIONS - FINES & PENALTIES	0	0	500	500	500	1,000	
359.90.03.000	FIRE - FALSE ALARM FINES	1,476	48	2,000	2,500	2,500	5,000	
	Total Fines & Forfeitures	**436,520**	**218,629**	**459,100**	**514,100**	**553,300**	**1,067,400**	
Other Miscellaneous Revenues								
361.11.00.***	INVESTMENT INTEREST	765,326	112,310	550,000	600,000	600,000	1,200,000	Based on 2010 actual weighted return on investments
361.40.00.000	SALES TAX INTEREST	20,002	6,600	20,000	25,000	30,000	55,000	
361.40.01.000	COURT INTEREST COLLECTED	12,607	6,496	14,000	15,000	16,000	31,000	
362.80.00.040	CONCESSION PROCEEDS - WELLNESS	632	82	600	600	600	1,200	
362.90.00.000	RENTS & ROYALTIES	600	0	600	600	600	1,200	
362.90.00.003	CEDAR PARK CARETAKER RENT	6,165	4,410	8,800	8,800	9,100	17,900	
362.90.00.010	BLYTH PARK FACILITIES	12,393	4,437	15,000	15,000	15,000	30,000	
362.90.00.015	CEDAR GROVE PARK FACILITIES	6,992	2,305	7,500	12,500	12,500	25,000	
362.90.00.020	PARK AT BOTHELL LANDING FACILITIES	1,960	744	2,000	0	0	0	
362.90.00.025	LYTLE HOUSE RENTAL	15,063	6,564	15,000	5,000	10,000	15,000	
362.90.00.030	SPORTSFIELD RENTALS	108,249	39,144	0	0	0	0	
362.90.00.031	NORTH CREEK SPORTSFIELD RENTALS	0	0	95,000	85,000	105,000	190,000	Per Parks Department
362.90.00.032	DOUG ALLEN SPORTSFIELD RENTALS	0	0	0	15,000	20,000	35,000	
362.90.00.040	CENTENNIAL PARK FACILITIES	0	0	5,500	5,500	5,500	11,000	
367.11.00.001	PSE ENERGY INDEPENDENCE GRANT	0	38,909	38,000	0	0	0	
367.11.00.055	POLICE DONATIONS	0	0	0	0	0	0	
367.11.00.061	FIRE DONATIONS	10,518	4,002	0	0	0	0	
367.11.00.077	PARKS DONATIONS	3,083	11,300	20,000	25,000	25,000	50,000	Historical trend
369.81.00.000	CASHIERS OVER & SHORT	(59)	(20)	0	0	0	0	
369.90.00.000	OTHER MISC REVENUE	140,167	15,047	10,000	10,000	10,000	20,000	
369.90.00.001	SALES OF "THEN & NOW" BOOK	13,029	1,481	0	0	0	0	
369.90.00.999	DEVELOPMENT SVCS TECHNOLOGY SURCHARGE	0	0	0	105,000	111,000	216,000	New surcharge for eGov initiatives and Dev Svcs IS support
369.90.00.001	SMALL OVERPAYMENTS	62	26	0	0	0	0	
	Total Other Miscellaneous Revenues	**1,116,790**	**253,837**	**802,000**	**928,000**	**970,300**	**1,898,300**	

2011-2012 Estimated Revenues

N/A = Not Applicable LOS = Level of Service
FB = Fund Balance CPI = Consumer Price Index
CFP = Capital Facilities Plan

General Fund Revenues

General Ledger Account Number and Title	2009 Actual	2010 Accrued YTD (June 30)	2010 Reprojected	2011 Projected	2012 Projected	2011-12 Projected	Revenue Assumptions
JIS/Trauma/School Zone Safety							
386.83.03.000 JIS/TRAUMA	5	0	100	100	100	200	
386.83.04.000 JIS/TRAUMA	53	16	100	100	100	200	
386.83.05.000 JIS/TRAUMA	1,908	737	2,000	2,100	2,200	4,300	
386.83.06.000 JIS/TRAUMA	446	48	500	500	500	1,000	
386.83.07.000 JIS/TRAUMA	37,076	21,785	37,100	38,000	39,000	77,000	
386.97.05.000 JIS/LOCAL ACCOUNT	56	0	100	100	100	200	
386.99.00.000 SCHOOL ZONE SAFETY	6,096	3,171	6,100	6,300	6,500	12,800	
Total JIS/Trauma/School Zone Safety	**45,639**	**25,757**	**46,000**	**47,200**	**48,500**	**95,700**	
Other Financing Sources							
395.10.00.000 SALE OF FIXED ASSETS	501	0	0	0	0	0	
Total Other Financing Sources	**501**	**0**	**0**	**0**	**0**	**0**	
Operating Transfers							
397.00.00.505 OPERATING TRANSFER FROM 505	0	0	0	180,000	0	180,000	Operating transfer from Asset Replacement - Armored van removed fr
397.00.91.401 I/S - OPERATING TRANSFER FROM 401/WATER	40,405	20,202	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.91.402 I/S - OPERATING TRANSFER FROM 402/SEWER	40,360	20,180	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.91.406 I/S - OPERATING TRANSFER FROM 406/STORM	59,265	29,633	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.92.401 ACCTG - OPERATING TRANSFER FROM 401	55,536	27,768	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.92.402 ACCTG - OPERATING TRANSFER FROM 402	55,470	27,735	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.92.406 ACCTG - OPERATING TRANSFER FROM 406	86,276	43,138	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.93.401 MGMT SVCS - OPERATING TRANSFER FROM 401	45,781	22,890	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.93.402 MGMT SVCS - OPERATING TRANSFER FROM 402	45,727	22,863	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.93.406 MGMT SVCS - OPERATING TRANSFER FROM 406	71,121	35,561	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.96.401 FACILITIES - OPERATING TRANSFER FROM 401	9,401	9,764	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.96.402 FACILITIES - OPERATING TRANSFER FROM 402	13,779	9,764	0	0	0	0	Inter-fund cost allocations - moved to 001.349
397.00.96.406 FACILITIES - OPERATING TRANSFER FROM 406	14,687	13,121	0	0	0	0	Inter-fund cost allocations - moved to 001.349
Total Operating Transfers	**537,808**	**282,619**	**0**	**180,000**	**0**	**180,000**	
Total General Fund Revenues	**33,184,519**	**17,041,939**	**35,351,655**	**37,894,266**	**40,212,114**	**78,106,380**	

2011-2012 Estimated Revenues

Account Number and Title		2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
101 - Street						
Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	1,198,691	0	301,623	0	301,623
Licenses & Permits						
322.40.00.000	STREET & CURB PERMITS	29,564	5,744	25,000	25,000	50,000
322.40.02.000	SINGLE FAMILY SITE PLAN REVIEW	27,871	28,322	32,000	38,000	70,000
	Total Licenses & Permits	**57,435**	**34,066**	**57,000**	**63,000**	**120,000**
Federal Indirect Grants						
333.97.03.004	FEMA REIMBURSE - 12/08 SNOWSTORM	14,334	(189)	0	0	0
	Total Federal Indirect Grants	**14,334**	**(189)**	**0**	**0**	**0**
State Grants						
334.01.80.003	WA EMD REIMBURSE - 12/08 SNOWSTORM	2,389	(31)	0	0	0
334.03.10.000	DEPT OF ECOLOGY RECYCLE GRANT-CPG	26,540	2,061	12,342	12,342	24,684
334.03.10.004	DOE GRANT - PARKS ORGANICS RECYCLE	863	248	0	0	0
334.03.10.005	DOE GRANT - COMM ORGANICS RECYCLE	4,445	1,485	0	0	0
334.03.10.006	DOE GRANT - CITY FACILITIES RECYCLE	4,221	382	0	0	0
334.03.20.046	CTR GRANT	21,108	0	0	0	0
	Total State Grants	**59,566**	**4,144**	**12,342**	**12,342**	**24,684**
State Entitlements						
336.00.87.000	STREET MOTOR VEHICLE FUEL TAX	726,001	350,280	712,666	819,483	1,532,149
	Total State Entitlements	**726,001**	**350,280**	**712,666**	**819,483**	**1,532,149**
Local Grants & Entitlements						
337.07.00.003	WASTE RED/RECYCLING - KING COUNTY	32,473	523	33,854	33,854	67,708
337.07.00.008	LOCAL HAZ WASTE MGMT	11,378	0	12,447	12,447	24,894
	Total Local Grants & Entitlements	**43,851**	**523**	**46,301**	**46,301**	**92,602**
Charges for Services / External Fees						
341.50.00.000	SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000	PERSONNEL SERVICES	317	0	0	0	0
343.90.00.000	STREET LIGHTING CHARGES	272,645	595	0	0	0
344.90.00.000	TRANSP BENEFIT DISTRICT - LICENSE FEE	0	0	300,000	300,000	600,000
345.89.00.001	PLANNING/DEVELOPMENT FEES & CHARGES	5,988	1,633	7,000	8,000	15,000
	Total Charges for Services / External Fees	**278,950**	**2,228**	**307,000**	**308,000**	**615,000**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL INTEREST	1,691	0	0	0	0
369.90.00.000	OTHER MISCELLANEOUS REVENUE	8,473	0	0	0	0
	Total Other Miscellaneous Revenues	**10,164**	**0**	**0**	**0**	**0**
Operating Transfers						
397.00.00.001	OPERATING TRANSFERS - IN FROM 001	102,341	205,194	650,036	650,036	1,300,072
	Total Operating Transfers	**102,341**	**205,194**	**650,036**	**650,036**	**1,300,072**
	Total Street Revenues	**1,292,642**	**596,247**	**1,785,345**	**1,899,162**	**3,684,507**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
102 - Arterial Street					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,861,056	0	1,072,114	0	1,072,114
Federal Indirect Grants					
333.20.00.353 SR527 CORRIDOR SYSTEM INTERCONNECT	(55,133)	0	0	0	0
333.20.00.392 NC TRAIL - FITZGERALD	1,387	0	0	0	0
333.20.20.392 SR524/FILBERT RD	20,000	0	0	0	0
Total Federal Indirect Grants	**(33,745)**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
344.10.00.001 RIGHT-OF-WAY MITIGATION	35,899	34,863	30,000	30,000	60,000
345.85.00.001 IMPACT FEES	32,353	107,785	2,241,482	2,864,534	5,106,016
345.85.00.002 IMPACT FEES - SNO COUNTY ILA	7,739	9,250	0	0	0
345.89.00.000 TRAFFIC IMPACT ADM FEE - CITYWIDE	3,716	1,536	0	0	0
Total Charges for Services / External Fees	**79,707**	**153,435**	**2,271,482**	**2,894,534**	**5,166,016**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	488	767	1,000	1,000	2,000
Total Other Miscellaneous Revenues	**488**	**767**	**1,000**	**1,000**	**2,000**
Non-Revenues					
389.90.00.011 TRAFFIC IMPACT FEES	179,970	0	0	0	
Total Non-Revenues	**179,970**	**0**	**0**	**0**	**0**
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	91,435	0	0	0	0
Total Operating Transfers	**91,435**	**0**	**0**	**0**	**0**
Total Arterial Street Revenues	**317,855**	**154,202**	**2,272,482**	**2,895,534**	**5,168,016**
105 - Cable TV					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	11,000	0	11,334	0	11,334
Other Miscellaneous Revenues					
361.11.00.006 INTEREST ON OVERNIGHT INVESTMENTS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Cable TV Revenues	**0**	**0**	**0**	**0**	**0**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
107 - Park Cumulative Reserve					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,716,600	0	1,233,293	0	1,233,293
General Property Taxes					
311.10.00.001 PARKS LEVY PROP 2	39,075	21,061	40,000	40,000	80,000
Total General Property Taxes	**39,075**	**21,061**	**40,000**	**40,000**	**80,000**
Charges for Services / External Fees					
343.89.02.500 IMPACT FEES - CITYWIDE	67,675	0	0	0	0
343.90.02.520 CANYON PARK/THRASHER'S CORNER	69,178	0	0	0	0
Total Charges for Services / External Fees	**136,853**	**0**	**0**	**0**	**0**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	5,860	685	0	0	0
Total Other Miscellaneous Revenues	**5,860**	**685**	**0**	**0**	**0**
Non-Revenues					
389.89.02.500 IMPACT FEES - CITYWIDE	64,019	56,560	200,000	200,000	400,000
389.89.02.530 SHELTON VIEW MERIDIAN/3RD	0	309	0	0	0
389.89.02.570 WESTHILL/PONTIUS	0	0	0	0	0
389.89.02.580 DOWNTOWN/190TH/RIVERFRONT	0	0	0	0	0
389.89.02.610 WAYNITA/SIMONDS/NORWAY HILL	0	4,332	0	0	0
389.89.02.620 BRICKYARD ROAD/QUEENSGATE	0	0	0	0	0
389.90.02.510 QUEENSBOROUGH/BRENT/CRYSTAL SPR	5,879	1,238	0	0	0
389.90.02.520 CANYON PARK/THRASHER'S CORNER	309	309	0	0	0
389.90.02.540 COUNTRY VILLAGE/LAKE PLEASANT/527	557	0	0	0	0
389.90.02.550 MAYWOOD/BECKSTROM HILL	0	186	0	0	0
389.90.02.570 CANYON CREEK/39TH AVE	12,377	10,520	0	0	0
Total Charges for Services / External Fees	**83,141**	**73,454**	**200,000**	**200,000**	**400,000**
Operating Transfers - In					
397.00.00.605 OP TRANSFER FROM 605 (LID GUARANTY $)	567,213	0	0	0	0
Total Other Miscellaneous Revenues	**567,213**	**0**	**0**	**0**	**0**
Total Park Cumulative Reserve Revenues	**832,142**	**95,200**	**240,000**	**240,000**	**480,000**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
109 - Drug Forfeitures					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	50,600	0	20,711	0	20,711
Fines & Forfeitures					
359.90.10.000 DRUG SEIZURES	5,165	57,945	22,000	22,000	44,000
Total Fines & Forfeitures	**5,165**	**57,945**	**22,000**	**22,000**	**44,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	73	4	0	0	0
Total Other Miscellaneous Revenues	**73**	**4**	**0**	**0**	**0**
Total Drug Forfeiture Revenues	**5,238**	**57,949**	**22,000**	**22,000**	**44,000**
110 - Nuisance Abatement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	10,000	0	494	0	494
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	15,000	0	0	0	0
Total Operating Transfers	**15,000**	**0**	**0**	**0**	**0**
Total Nuisance Abatement Revenues	**15,000**	**0**	**0**	**0**	**0**
212 - 2008 GO Refunding Bond					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	132,300	0	31,232	0	31,232
General Property Taxes					
311.10.00.000 REAL & PERSONAL PROPERTY TAXES	613,463	360,000	750,000	750,000	1,500,000
Total General Property Taxes	**613,463**	**360,000**	**750,000**	**750,000**	**1,500,000**
Total 2008 GO Refunding Bond Revenues	**613,463**	**360,000**	**750,000**	**750,000**	**1,500,000**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
213 - LIFT GO Bond					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0	0	0	0	0
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	0	0	0	1,500,000	1,500,000
Total Operating Transfers	**0**	**0**	**0**	**1,500,000**	**1,500,000**
Total LIFT GO Bond Revenues	**0**	**0**	**0**	**1,500,000**	**1,500,000**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
305 - Capital Improvement					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	23,173,232	0	4,700,268	0	4,700,268
Business & Utility Taxes					
316.55.00.000 WASTE MGMT ADMIN FEE IN LIEU OF TAX	281,869	166,592	417,230	438,092	855,322
Total Business & Utility Taxes	**281,869**	**166,592**	**417,230**	**438,092**	**855,322**
Other Taxes					
317.34.00.000 1ST 1/4% REET	395,787	252,896	1,000,000	1,450,000	2,450,000
317.35.30.000 2ND 1/4% REET	380,028	252,896	1,000,000	1,450,000	2,450,000
Total Other Taxes	**775,814**	**505,792**	**2,000,000**	**2,900,000**	**4,900,000**
Federal Direct Grants					
331.66.80.999 EPA - BROWNSFIELD CLEANUP GRANT	0	0	0	0	0
Total Federal Direct Grants	**0**	**0**	**0**	**0**	**0**
Federal Indirect Grants					
333.20.00.326 SR522 MCP - PHASE 1 IMPROVEMENTS	680,000	0	795,000	0	795,000
333.20.00.353 SR527 ITS	76,773	0	0	0	0
333.20.00.357 CROSSROADS	0	0	0	0	0
333.20.00.360 SR527 WIDENING - 240TH SE TO 228TH SE	499,745	28,419	864,863	4,080,000	4,944,863
333.20.00.374 CITYWIDE ITS	104,540	0	1,237,210	0	1,237,210
333.20.00.376 240TH BRIDGE REPLACEMENT	13,743	80,346	586,257	744,000	1,330,257
333.20.00.381 NORTHCREEK TRAIL STAGE 1	8,428	0	0	0	0
333.20.00.383 SR522 PHASE 1 STAGE 2	70,987	0	126,201	728,000	854,201
333.20.00.384 SR522 PH 1 STG 2B (WAYNE CURVE)	65,656	0	10,000	461,000	471,000
333.20.00.390 NORTH CREEK TRAIL - SCHNITZER	13,678	48,645	0	0	0
333.20.00.391 NC TRAIL, NE 195TH (SECTION 1, STAGE 1)	0	0	0	0	0
333.20.00.393 NC TRAIL - CANYON PARK CONSTRUCTION	326,250	0	0		0
Total Federal Indirect Grants	**1,859,801**	**157,410**	**3,619,531**	**6,013,000**	**9,632,531**
State Grants					
334.03.10.999 DEPT OF ECOLOGY - DOWNTOWN HAZMAT	238,624	63,363	1,883,632	343,000	2,226,632
334.03.60.326 WSDOT- SR522 (NE 180TH TO CITY LIMITS)	0	0	420,000	0	420,000
334.03.60.357 SR522 OVERLAY (HALL RD - 102ND)	0	0	0	500,000	500,000
334.03.60.374 CITYWIDE ITS - REGIONAL MOBILITY GRANT	0	0	204,000	0	204,000
334.03.60.383 SR522 STAGE 2A IMP - REG MOBILITY	0	0	445,000	1,410,000	1,855,000
334.03.80.326 TIB - SR522 (NE 180TH - CITY LIMITS)	418,299	0	1,602,000	0	1,602,000
334.03.80.357 TIB - CROSSROADS	0	0	4,000,000	0	4,000,000
334.03.80.365 TIB - 240TH ST SIDEWALK	129,257	46,812	0	0	0
334.03.80.375 TIB - E RIVERSIDE DRIVE	63,552	15,751	0	0	0
334.03.80.383 TIB - WAYNE CURVE STAGE II	0	0	0	723,000	723,000
334.04.20.326 SR522 (NE 180TH - CITY LIMITS) - WA PW	0	0	1,000,000	0	1,000,000
Total State Grants	**849,732**	**125,926**	**9,554,632**	**2,976,000**	**12,530,632**

2011-2012 Estimated Revenues

Account Number and Title		2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
Local Grants & Entitlements						
337.07.00.326	SR522 PHASE 1 - SOUND TRANSIT/METRO	0	0	2,276,803	1,360,000	3,636,803
337.07.01.326	SR522 (180TH - CITY LIMITS) - KC METRO	0	0	380,000	0	380,000
337.19.00.001	KING COUNTY - REIMB 911 FEES	0	50,896	0	0	0
337.09.01.115	KING COUNTY CONSERVATION FUTURES	0	0	505,000	0	505,000
	Total Local Grants & Entitlements	**0**	**50,896**	**3,161,803**	**1,360,000**	**4,521,803**
ARRA Stimulus Funds						
339.22.02.326	SR522 PHASE 1 - SOUND TRANSIT/METRO	0	0	0	0	0
339.22.02.390	NC TRAIL, SCHNITZER (SEC 1, STG 2)	0	113,793	0	0	0
339.22.02.397	NC TRAIL, CP (SEC 2, STG 2, PH 2)	11,362	102,488	0	0	0
	Total ARRA Stimulus Funds	**11,362**	**216,281**	**0**	**0**	**0**
Impact Fees						
345.85.00.360	IMPACT FEES - SR527 WIDENING	147,290	0	0	0	0
345.85.00.376	IMPACT FEES - 240TH ST BRIDGE	15,470	0	0	0	0
	Total Impact Fees	**162,760**	**0**	**0**	**0**	**0**
Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	52,113	560	100,000	100,000	200,000
361.11.00.xxx	INVESTMENT INTEREST - VARIOUS BONDS	172,722	0	0	0	0
362.50.00.000	BETA PROPERTY LEASES	446,101	38,780	150,000	0	150,000
	Total Other Miscellaneous Revenues	**670,936**	**39,340**	**250,000**	**100,000**	**350,000**
Contributions						
367.11.00.117	DONATIONS - N CREEK SCHOOLHOUSE	105	0	0	0	0
367.11.01.117	NC SCHOOLHOUSE DONATIONS - 4CULTURE	17,000	0	0	0	0
	Total Contributions	**17,105**	**0**	**0**	**0**	**0**
Proceeds of General Long-Term Debt						
391.10.00.000	LIFT GO BOND PROCEEDS	0	0	30,000,000	0	30,000,000
391.60.00.000	BOND ANTICIPATION NOTE FUNDING	0	0	7,236,771	0	7,236,771
391.61.00.000	PROCEEDS FROM BOND ANTICIPATION NOTE	0	2,141,611	0	0	0
	Total Debt Proceeds	**0**	**2,141,611**	**37,236,771**	**0**	**37,236,771**
Disposition of Fixed Assets						
395.10.00.117	SALE OF NC SCHOOLHOUSE PROPERTY	0	0	0	220,000	220,000
395.10.00.119	SALE OF NORTHSHORE SD PROPERTY	0	0	13,082,677	2,566,863	15,649,540
	Total Disposition of Fixed Assets	**0**	**0**	**13,082,677**	**2,786,863**	**15,869,540**
Operating Transfers						
397.00.00.001	OP TRANSFERS IN FROM 001	4,000,000	0	0	0	0
397.00.00.102	OP TRANSFERS IN FROM 102	379,275	396,060	2,203,000	3,000,000	5,203,000
397.00.00.107	OP TRANSFERS IN FROM 107	187,689	0	0	0	0
397.00.00.505	OP TRANSFERS IN FROM 505	0	0	200,000	0	200,000
	Total Operating Transfers	**4,566,964**	**396,060**	**2,403,000**	**3,000,000**	**5,403,000**
	Total Capital Improvement Revenues	**9,196,344**	**3,799,908**	**71,725,644**	**19,573,955**	**91,299,599**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
401 - Water					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	4,649,352	0	1,029,110	0	1,029,110
Licenses & Permits					
322.10.05.000 HYDRANT PERMITS	1,700	600	1,700	1,700	3,400
Total Licenses & Permits	**1,700**	**600**	**1,700**	**1,700**	**3,400**
Federal Indirect Grants					
333.97.03.004 FEMA REIMBURSE - 12/08 SNOWSTORM	3,747	54	0	0	0
Total Federal Indirect Grants	**3,747**	**54**	**0**	**0**	**0**
State Grants					
334.01.80.003 WA EMD REIMBURSE - 12/08 SNOWSTORM	624	9	0	0	0
Total State Grants	**624**	**9**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.001 WATER CONSERVATION EDUCATION	5,000	4,500	15,000	0	15,000
Total Local Grants & Entitlements	**5,000**	**4,500**	**15,000**	**0**	**15,000**
Charges for Services / External Fees					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PRINTING & DUPLICATING CHARGES	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	9,954	1,037	15,000	16,000	31,000
343.40.21.001 METERED SALES - RESIDENTIAL	1,081,613	433,751	1,152,542	1,187,118	2,339,660
343.40.21.002 METERED SALES - APARTMENTS	641,027	294,897	707,030	728,241	1,435,271
343.40.21.003 METERED SALES - TRAILER COURTS	115,705	43,359	108,722	111,983	220,705
343.40.22.000 METERED SALES - COMMERCIAL	863,319	284,929	793,669	817,479	1,611,148
343.40.24.000 METERED SALES - IRRIGATION	768,030	87,551	717,564	739,091	1,456,655
343.40.25.000 HYDRANT USAGE	24,656	6,294	25,000	26,000	51,000
343.40.29.000 METERED SALES - PUBLIC AUTHORITY	73,933	35,143	81,123	83,577	164,700
343.90.00.409 WATER FACILITY CHARGES	111,344	(38,212)	50,000	75,000	125,000
Total Charges for Services / External Fees	**3,689,580**	**1,148,749**	**3,650,650**	**3,784,489**	**7,435,139**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	24,259	699	5,195	5,195	10,390
362.10.00.000 HYDRANT METER RENTAL	6,718	1,395	3,000	3,000	6,000
362.40.00.000 BOOTH RENTALS - SPRING GARDEN FAIR	0	1,169	0	0	0
362.50.00.000 NORWAY HILL TOWER RENTAL	25,396	22,982	25,000	25,000	50,000
367.11.00.000 METER SALES & CONNECTION CHARGES	5,462	699	25,000	30,000	55,000
369.10.00.000 SALE OF FIXED ASSETS	1,157	6,636	0	0	0
369.90.00.000 MISC OPERATING INCOME	1,376	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	25,000	0	0	0	0
Total Other Miscellaneous Revenues	**64,369**	**33,579**	**58,195**	**63,195**	**121,390**
Total Water Revenues	**3,765,020**	**1,187,491**	**3,725,545**	**3,849,384**	**7,574,929**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
402 - Sewer					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	5,031,475	0	957,134	0	957,134
Licenses & Permits					
322.10.04.000 SEWER PERMITS	2,264	4,901	5,000	10,000	15,000
Total Licenses & Permits	**2,264**	**4,901**	**5,000**	**10,000**	**15,000**
Federal Indirect Grants					
333.97.03.004 FEMA REIMBURSE - 12/08 SNOWSTORM	4,043	54	0	0	0
Total Federal Indirect Grants	**4,043**	**54**	**0**	**0**	**0**
State Grants					
334.01.80.003 WA EMD REIMBURSE - 12/08 SNOWSTORM	674	9	0	0	0
Total State Grants	**674**	**9**	**0**	**0**	**0**
Charges for Services / External Fees					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	2,135	(53,291)	5,000	5,000	10,000
343.50.11.001 GENERAL SERVICE - RESIDENTIAL	2,501,328	1,259,846	2,820,468	3,036,435	5,856,903
343.50.11.002 GENERAL SERVICE - APARTMENTS	903,189	406,521	1,018,425	1,096,407	2,114,832
343.50.21.003 GENERAL SERVICE - TRAILER COURTS	169,852	84,926	191,523	206,187	397,710
343.50.22.000 GENERAL SERVICE - COMMERCIAL	1,021,158	430,094	1,240,656	1,335,654	2,576,310
343.50.28.000 FORFEITED DISCOUNTS (L/C)	1,868	2,567	2,000	2,000	4,000
343.50.29.000 GENERAL SERVICE - PUBLIC AUTHORITY	56,100	27,895	63,938	68,970	132,908
343.90.00.001 SEWER WASTEWATER DISCHARGE FEES	209,347	(133,145)	0	0	0
343.90.00.409 SEWER FACILITY CHARGES	46,168	25,168	50,000	75,000	125,000
Total Charges for Services / External Fees	**4,911,145**	**2,050,580**	**5,392,010**	**5,825,653**	**11,217,663**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	19,453	447	9,571	7,247	16,818
361.51.00.000 PENALTIES	34	0	0	0	0
361.55.00.000 INTEREST - CURRENT	721	505	0	0	0
368.10.00.000 ASSESSMENT PRINCIPAL	(338)	2,699	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	0	0	0	0	0
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	32,000	0	0	0	0
Total Other Miscellaneous Revenues	**51,870**	**3,651**	**9,571**	**7,247**	**16,818**
Total Sewer Revenues	**4,969,995**	**2,059,195**	**5,406,581**	**5,842,900**	**11,249,481**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
406 - Storm Drain					
Estimated Beginning Fund Balance					
291.70.00.xxx ESTIMATED BEGINNING FUND BALANCE	4,764,374	0	1,720,319	0	1,720,319
Licenses & Permits					
322.10.05.000 STORM PERMITS	12,511	12,745	12,500	13,000	25,500
Total Licenses & Permits	**12,511**	**12,745**	**12,500**	**13,000**	**25,500**
Federal Indirect Grants					
333.97.03.001 LOWER FILBERT CRK - N CREEK FLOODING	931	0	0	0	0
333.97.03.003 FEMA FLOOD MIT - FILBERT & NORTH CREEK	0	1,014	620,000	0	620,000
333.97.03.004 FEMA REIMBURSE - 12/08 SNOWSTORM	72,994	(6,526)	0	0	0
Total Federal Indirect Grants	**73,925**	**(5,512)**	**620,000**	**0**	**620,000**
State Grants					
334.01.80.003 WA EMD REIMBURSE - 12/08 SNOWSTORM	12,166	(1,088)	0	0	0
334.03.10.000 DOE LOCAL STORMWATER GRANT	20,046	0	79,349	79,349	158,698
Total State Grants	**32,211**	**(1,088)**	**79,349**	**79,349**	**158,698**
Local Grants & Entitlements					
337.07.00.001 WATER CONSERVATION EDUCATION GRANT	500	(500)	10,000	10,000	20,000
337.07.00.012 ENHANCEMENT OF NATURAL RESOURCES	0	0	0	0	0
337.07.00.019 HAZARDOUS WASTE OUTREACH	2,443	0	5,000	5,000	10,000
337.07.00.020 CEDAR/LK WA/SAMM WATERSHED	19,907	0	0	0	0
337.07.00.021 KC FLOOD CTL DIST - OPPORTUNITY FUNDS	54,201	0	0	0	0
Total Local Grants & Entitlements	**77,051**	**(500)**	**15,000**	**15,000**	**30,000**
Charges for Services / External Fees					
341.96.00.000 PERSONNEL SERVICES	693	0	500	500	1,000
343.83.00.001 STORM DRAIN FEES - SINGLE FAMILY	2,275,235	1,220,417	2,367,155	2,414,498	4,781,653
343.83.00.003 STORM DRAIN FEES - HIGHWAYS/ROADS	190,000	190,000	245,000	245,000	490,000
Total Charges for Services / External Fees	**2,465,928**	**1,410,417**	**2,612,655**	**2,659,998**	**5,272,653**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	17,780	777	7,641	7,641	15,282
369.90.00.000 OTHER MISC REVENUE	21,650	0	10,000	10,000	20,000
379.00.00.000 CAP CONTRIBUTIONS FROM DEVELOPERS	157,200	0	0	0	0
Total Other Miscellaneous Revenues	**196,630**	**777**	**17,641**	**17,641**	**35,282**
Loan Receipts					
381.10.00.505 INTERFUND LOAN RECEIVED	0	468,898	0	0	0
Total Loan Receipts	**0**	**468,898**	**0**	**0**	**0**
Total Storm Drain Revenues	**2,858,256**	**1,885,737**	**3,357,145**	**2,784,988**	**6,142,133**

501 - Equipment Rental

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	1,420,010	0	40,306	0	40,306
Federal Indirect Grants					
333.97.03.004 FEMA REIMBURSE - 12/08 SNOWSTORM	180	0	0	0	0
Total Federal Indirect Grants	**180**	**0**	**0**	**0**	**0**
State Grants					
334.01.80.003 WA EMD REIMBURSE - 12/08 SNOWSTORM	30	0	0	0	0
Total State Grants	**30**	**0**	**0**	**0**	**0**
Charges for Services / External Fees					
341.96.00.000 PERSONNEL SERVICES	2,890	0	0	0	0
Total Charges for Services / External Fees	**2,890**	**0**	**0**	**0**	**0**
Interfund Services - Fleet					
348.30.00.000 INTERFUND SERVICES - FLEET	0	0	1,478,669	1,478,669	2,957,338
Total Interfund Services - Fleet	**0**	**0**	**1,478,669**	**1,478,669**	**2,957,338**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	6,237	630	0	0	0
Total Other Miscellaneous Revenues	**6,237**	**630**	**0**	**0**	**0**
Other Financing Sources					
395.10.00.000 SALE OF FIXED ASSETS	0	0	0	0	0
Total Other Financing Sources	**0**	**0**	**0**	**0**	**0**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
Operating Transfers					
397.00.95.001 FLEET - TRANSFER IN FROM 001	822,937	411,469	0	0	0
397.00.95.101 FLEET - TRANSFER IN FROM 101	85,851	42,926	0	0	0
397.00.95.401 FLEET - TRANSFER IN FROM 401	68,997	34,499	0	0	0
397.00.95.402 FLEET - TRANSFER IN FROM 402	102,009	51,005	0	0	0
397.00.95.406 FLEET - TRANSFER IN FROM 406	251,670	125,835	0	0	0
Total Operating Transfers	**1,331,464**	**665,732**	**0**	**0**	**0**
Total Equipment Rental Revenues	**1,340,801**	**666,362**	**1,478,669**	**1,478,669**	**2,957,338**

502 - Self Insurance

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	365,342	0	5,148	0	5,148
Other Miscellaneous Revenues					
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	0	0	0	0	0
363.00.00.000 INSURANCE RECOVERY	20,071	19,506	25,000	25,000	50,000
Total Other Miscellaneous Revenues	**20,071**	**19,506**	**25,000**	**25,000**	**50,000**
Interfund Services - Self-Insurance					
365.80.00.000 INTERFUND SERVICES - SELF-INSURANCE	0	0	794,236	839,042	1,633,278
Total Interfund Services - Self-Insurance	**0**	**0**	**794,236**	**839,042**	**1,633,278**
Operating Transfers					
397.00.00.001 OP TRANSFERS - FROM 001	58,476	183,262	217,400	217,400	434,800
397.00.97.001 OP TRANSFERS INSURANCE FROM 001	471,271	241,364	0	0	0
397.00.97.101 OP TRANSFERS INSURANCE FROM 101	47,085	24,115	0	0	0
397.00.97.401 OP TRANSFERS INSURANCE FROM 401	14,487	7,419	0	0	0
397.00.97.402 OP TRANSFERS INSURANCE FROM 402	136,226	69,769	0	0	0
397.00.97.406 OP TRANSFERS INSURANCE FROM 406	7,353	3,765	0	0	0
397.00.97.501 OP TRANSFERS INSURANCE FROM 501	1,208	618	0	0	0
Total Operating Transfers	**736,106**	**530,313**	**217,400**	**217,400**	**434,800**
Total Self-Insurance Revenues	**756,177**	**549,819**	**1,036,636**	**1,081,442**	**2,118,078**

2011-2012 Estimated Revenues

Account Number and Title	2009 Actual	(June 30) 2010 Accrued YTD	2011 Projected	2012 Projected	2011-12 Projected
505 - Asset Replacement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	6,794,169	0	2,444,265	0	2,444,265
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	13,877	628	26,343	22,019	48,362
395.10.00.000 SALE OF FIXED ASSETS	34,556	4,000	27,200	91,300	118,500
Total Other Miscellaneous Revenues	**48,434**	**4,628**	**53,543**	**113,319**	**166,862**
Intergovernmental Loans					
366.10.00.000 INTERFUND INTEREST	0	0	20,320	17,820	38,140
381.20.00.406 INTERFUND LOAN PMT RECEIVED FROM 406	0	0	250,000	250,000	500,000
Total Intergovernmental Loans	**0**	**0**	**270,320**	**267,820**	**538,140**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0	0	0	0	0
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	908,038	454,019	676,045	676,045	1,352,090
Total Operating Transfers	**908,038**	**454,019**	**676,045**	**676,045**	**1,352,090**
Total Asset Replacement Revenues	**956,472**	**458,647**	**999,908**	**1,057,184**	**2,057,092**
603 - Cemetery Endowment					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	83,000	0	84,192	0	84,192
Other Miscellaneous Revenues					
361.11.00.002 INTEREST - STATE POOL	761	126	0	0	0
Total Other Miscellaneous Revenues	**761**	**126**	**0**	**0**	**0**
Total Cemetery Endowment Revenues	**761**	**126**	**0**	**0**	**0**
604 - Firemen's Pension Reserve					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	233,800	0	272,421	0	272,421
State Entitlements					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	44,559	47,447	47,300	47,300	94,600
Total State Entitlements	**44,559**	**47,447**	**47,300**	**47,300**	**94,600**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	1,997	331	0	0	0
Total Other Miscellaneous Revenues	**1,997**	**331**	**0**	**0**	**0**
Total Firemen's Pension Reserve Revenues	**46,556**	**47,778**	**47,300**	**47,300**	**94,600**

City of Bothell™

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Expenditure Reports

General Fund Expenditures by Object Code

City of Bothell

Grand Totals

Title/Object	*2007 Actuals*	*2008 Actuals*	*% Change*	*2009 Actuals*	*% Change*	*2010 Budget*	*% Change*	*2011 Budget*	*% Change*	*2012 Budget*	*% Change*
1110 SALARIES	16,483,278.59	17,785,614.62	7.9%	19,464,065.93	9.4%	20,583,545.07	5.8%	20,822,337.00	1.2%	21,552,875.00	3.5%
1120 DEFERRED COMPENSATION MATCH	378,425.31	424,550.92	12.2%	466,312.69	9.8%	465,372.31	-0.2%	499,067.00	7.2%	512,702.00	2.7%
1125 RETIREE HEALTH SAVINGS PLAN	118,305.48	125,128.64	5.8%	141,674.68	13.2%	147,034.32	3.8%	149,736.00	1.8%	152,458.00	1.8%
1200 OVERTIME	1,180,855.74	911,124.74	-22.8%	1,027,189.83	12.7%	832,939.17	-18.9%	705,957.00	-15.2%	804,713.00	14.0%
Total SALARIES	**18,160,865.12**	**19,246,418.92**	**6.0%**	**21,099,243.13**	**9.6%**	**22,028,890.87**	**4.4%**	**22,177,097.00**	**0.7%**	**23,022,748.00**	**3.8%**
2110 SOCIAL SECURITY	776,734.31	840,204.53	8.2%	918,047.35	9.3%	940,266.65	2.4%	938,211.00	-0.2%	966,415.00	3.0%
2120 MEDICARE	249,844.38	268,989.83	7.7%	295,952.76	10.0%	293,810.24	-0.7%	299,820.00	2.0%	310,343.00	3.5%
2130 PENSION	944,249.56	1,150,862.68	21.9%	1,205,502.36	4.7%	1,063,595.64	-11.8%	1,249,485.00	17.5%	1,660,426.00	32.9%
2140 INSURANCE	3,034,665.68	3,498,619.48	15.3%	3,815,860.64	9.1%	4,111,651.36	7.8%	4,487,850.00	9.1%	4,904,992.00	9.3%
2150 UNEMPLOYMENT	26,230.59	(106.28)	-100.4%	33,736.33	31842.9%	12,502.67	-62.9%	12,500.00	0.0%	12,500.00	0.0%
2160 WORKER'S COMPENSATION	167,814.99	228,632.38	36.2%	247,311.16	8.2%	223,093.84	-9.8%	263,528.00	18.1%	263,846.00	0.1%
2170 UNIFORM ALLOWANCE	114,967.42	135,121.21	17.5%	81,390.76	-39.8%	130,530.24	60.4%	105,532.00	-19.2%	105,830.00	0.3%
2180 TUITION REIMBURSEMENT	11,400.82	14,894.77	30.6%	15,368.95	3.2%	27,506.05	79.0%	27,000.00	-1.8%	27,000.00	0.0%
Total PERSONNEL BENEFITS	**5,325,907.75**	**6,137,218.60**	**15.2%**	**6,613,170.31**	**7.8%**	**6,802,956.69**	**2.9%**	**7,383,926.00**	**8.5%**	**8,251,352.00**	**11.7%**
3100 OFFICE & OPER. SUPPLIES	7,277.83	(695.74)	-109.6%	2,848.01	509.3%	(598.01)	-121.0%	1,250.00	309.0%	1,250.00	0.0%
3110 OFFICE SUPPLIES	171,264.03	186,026.37	8.6%	157,505.13	-15.3%	177,247.87	12.5%	160,027.00	-9.7%	165,091.00	3.2%
3120 CLEANING & SANITATION SUPPLIES	2,785.94	7,642.06	174.3%	25,172.47	229.4%	36,841.53	46.4%	22,441.00	-39.1%	22,813.00	1.7%
3130 CONSTRUCTION MATERIALS & SUPPLIES	30,809.16	49,745.33	61.5%	28,863.90	-42.0%	26,136.10	-9.5%	25,000.00	-4.3%	28,000.00	12.0%
3140 HOUSEHOLD SUPPLIES	14,727.28	10,572.37	-28.2%	15,986.01	51.2%	15,153.99	-5.2%	17,440.00	15.1%	14,100.00	-19.2%
3150 PAINT SUPPLIES	912.62	2,351.08	157.6%	891.38	-62.1%	2,108.62	136.6%	950.00	-54.9%	1,450.00	52.6%
3160 PLUMBING SUPPLIES	1,698.16	2,947.16	73.6%	2,701.73	-8.3%	4,298.27	59.1%	3,000.00	-30.2%	3,000.00	0.0%
3170 PUBLICATIONS	38,084.82	33,960.65	-10.8%	40,002.13	17.8%	55,683.87	39.2%	32,991.00	-40.8%	36,675.00	11.2%
3175 COMPUTER SOFTWARE	257,379.44	80,769.22	-68.6%	239,400.31	196.4%	533,279.69	122.8%	581,540.00	9.0%	271,300.00	-53.3%
3180 COMPUTER SUPPLIES	13,460.26	20,188.47	50.0%	26,739.65	32.5%	41,134.35	53.8%	32,347.00	-21.4%	32,347.00	0.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	57,328.49	32,382.25	-43.5%	31,245.83	-3.5%	68,022.17	117.7%	45,190.00	-33.6%	43,817.00	-3.0%
3190 OTHER OPERATING SUPPLIES	190,276.98	190,343.69	0.0%	165,518.25	-13.0%	210,558.75	27.2%	177,540.00	-15.7%	164,001.00	-7.6%
3191 ARTS AND CRAFTS SUPPLIES	0.00	0.00	0.0%	0.00	0.0%	500.00	100.0%	0.00	-100.0%	0.00	0.0%
3192 FOOD AND REFRESHMENTS	7,068.63	7,510.26	6.2%	10,309.71	37.3%	10,675.29	3.5%	9,650.00	-9.6%	9,665.00	0.2%
3193 LANDSCAPE SUPPLIES	11,088.05	14,284.73	28.8%	17,965.51	25.8%	23,034.49	28.2%	23,500.00	2.0%	23,500.00	0.0%
3195 SPORTSFIELD EQUIPMENT	5,672.67	6,557.23	15.6%	6,363.95	-2.9%	11,516.05	81.0%	8,000.00	-30.5%	8,500.00	6.3%
3200 FUEL CONSUMED	1,827.75	1,482.96	-18.9%	1,400.53	-5.6%	2,599.47	85.6%	2,000.00	-23.1%	2,000.00	0.0%
3210 GASOLINE	658.31	1,271.80	93.2%	740.98	-41.7%	859.02	15.9%	800.00	-6.9%	800.00	0.0%
3220 DIESEL	0.00	400.78	100.0%	473.66	18.2%	1,526.34	222.2%	700.00	-54.1%	700.00	0.0%
3451 FLEET PARTS	17,812.50	26,397.19	48.2%	31,742.29	20.2%	23,179.71	-27.0%	25,000.00	7.9%	27,500.00	10.0%
3500 SMALL TOOLS & MINOR EQUIP.	263,450.82	277,848.31	5.5%	255,678.55	-8.0%	176,635.45	-30.9%	210,697.00	19.3%	164,757.00	-21.8%
3520 SMALL TOOLS - REPLACEMENT	0.00	10,654.52	100.0%	1,200.87	-88.7%	16,259.13	1253.9%	0.00	-100.0%	0.00	0.0%
3530 ATTRACTIVE EQUIPMENT	76,726.28	110,022.10	43.4%	39,866.97	-63.8%	83,675.03	109.9%	22,600.00	-73.0%	33,010.00	46.1%
Total SUPPLIES	**1,170,310.02**	**1,072,662.79**	**-8.3%**	**1,102,617.82**	**2.8%**	**1,520,327.18**	**37.9%**	**1,402,663.00**	**-7.7%**	**1,054,276.00**	**-24.8%**

General Fund Expenditures by Object Code

City of Bothell

Grand Totals

Title/Object	*2007 Actuals*	*2008 Actuals*	*% Change*	*2009 Actuals*	*% Change*	*2010 Budget*	*% Change*	*2011 Budget*	*% Change*	*2012 Budget*	*% Change*
4100 PROFESSIONAL SERVICES	125,794.23	119,480.44	-5.0%	97,560.66	-18.3%	145,075.34	48.7%	107,786.00	-25.7%	110,202.00	2.2%
4110 AUDITING	38,443.44	38,299.34	-0.4%	38,081.40	-0.6%	38,918.60	2.2%	39,000.00	0.2%	39,000.00	0.0%
4120 ENGINEERING	231,178.80	173,325.81	-25.0%	84,567.35	-51.2%	150,432.65	77.9%	102,000.00	-32.2%	105,000.00	2.9%
4140 COMMUNICATIONS	36,245.69	46,310.46	27.8%	25,616.27	-44.7%	46,783.73	82.6%	34,940.00	-25.3%	34,940.00	0.0%
4150 OTHER MISCELLANEOUS	139,630.23	148,828.75	6.6%	73,044.89	-50.9%	(34,184.89)	-146.8%	14,200.00	141.5%	18,000.00	26.8%
4160 COMPUTER	70,049.84	2,078.25	-97.0%	5,038.75	142.5%	12,861.25	155.2%	3,950.00	-69.3%	3,950.00	0.0%
4170 MESSENGER	2,096.12	772.98	-63.1%	773.60	0.1%	2,216.40	186.5%	2,500.00	12.8%	2,590.00	3.6%
4180 ADVERTISING/PRINTING	268,292.17	214,864.39	-19.9%	183,573.67	-14.6%	270,985.33	47.6%	161,566.00	-40.4%	162,205.00	0.4%
4190 EMPLOYMENT	181,164.06	230,580.26	27.3%	220,554.89	-4.3%	189,340.11	-14.2%	161,807.00	-14.5%	164,852.00	1.9%
4195 OTHER PROFESSIONAL SERVICES	1,377,171.14	2,404,892.11	74.6%	1,421,978.60	-40.9%	1,325,270.40	-6.8%	1,145,492.00	-13.6%	1,233,615.00	7.7%
4197 LANDSCAPE SERVICES	27,601.26	34,836.98	26.2%	23,454.79	-32.7%	36,545.21	55.8%	36,000.00	-1.5%	36,000.00	0.0%
4210 TELEPHONE	146,095.11	140,114.75	-4.1%	162,049.32	15.7%	148,350.68	-8.5%	149,700.00	0.9%	152,700.00	2.0%
4220 CELL-PHONE/RADIO/PAGER	144,652.63	159,872.91	10.5%	157,289.90	-1.6%	158,337.10	0.7%	148,134.00	-6.4%	148,241.00	0.1%
4230 POSTAGE	27,448.95	52,184.59	90.1%	49,932.05	-4.3%	76,753.95	53.7%	61,425.00	-20.0%	63,670.00	3.7%
4300 TRAVEL EXPENSES	3,843.42	2,258.42	-41.2%	3,942.89	74.6%	28,857.11	631.9%	14,825.00	-48.6%	14,975.00	1.0%
4310 OUT OF TOWN	80,338.28	99,393.64	23.7%	50,417.06	-49.3%	149,136.94	195.8%	83,435.00	-44.1%	84,774.00	1.6%
4320 MILEAGE REIMBURSEMENT	487.34	896.51	84.0%	1,136.89	26.8%	3,074.11	170.4%	2,600.00	-15.4%	2,600.00	0.0%
4330 BUSINESS MEALS	13,889.78	14,534.70	4.6%	11,735.28	-19.3%	25,730.72	119.3%	9,980.00	-61.2%	10,505.00	5.3%
4500 OPERATING RENTALS & LEASES	23,798.93	24,039.87	1.0%	24,822.50	3.3%	12,025.50	-51.6%	21,074.00	75.2%	21,074.00	0.0%
4510 GENERAL EQUIPMENT RENTAL	59,027.30	34,609.86	-41.4%	35,581.17	2.8%	63,869.83	79.5%	47,070.00	-26.3%	49,190.00	4.5%
4520 FACILITIES RENTAL	112,385.74	160,890.49	43.2%	183,641.14	14.1%	71,758.86	-60.9%	71,840.00	0.1%	72,340.00	0.7%
4710 WATER	133,268.13	47,602.55	-64.3%	100,127.86	110.3%	61,602.14	-38.5%	140,770.00	128.5%	140,770.00	0.0%
4720 SEWER	30,300.89	20,329.49	-32.9%	19,956.24	-1.8%	31,743.76	59.1%	47,500.00	49.6%	47,500.00	0.0%
4730 SANITATION	0.00	0.00	0.0%	0.00	0.0%	300.00	100.0%	0.00	-100.0%	0.00	0.0%
4740 NATURAL GAS	37,747.65	39,014.31	3.4%	49,307.10	26.4%	39,153.90	-20.6%	79,800.00	103.8%	79,800.00	0.0%
4750 ELECTRICITY	215,911.68	225,737.29	4.6%	235,720.11	4.4%	262,372.89	11.3%	330,200.00	25.9%	335,200.00	1.5%
4810 REPAIRS AND MAINTENANCE	66,787.68	184,270.66	175.9%	107,034.05	-41.9%	92,429.95	-13.6%	91,315.00	-1.2%	97,155.00	6.4%
4820 MAINTENANCE CONTRACTS	314,615.57	390,017.95	24.0%	268,949.42	-31.0%	349,900.58	30.1%	391,410.00	11.9%	363,750.00	-7.1%
4822 STRIPING - SNOHOMISH COUNTY	1,312.74	70,038.85	5235.3%	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
4900 MISCELLANEOUS	200.00	0.00	-100.0%	0.00	0.0%	7,100.00	100.0%	500.00	-93.0%	500.00	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	95,252.26	158,921.68	66.8%	96,166.50	-39.5%	208,103.50	116.4%	157,616.00	-24.3%	172,834.00	9.7%
4920 MEMBERSHIP DUES	95,432.15	54,686.33	-42.7%	70,923.10	29.7%	79,084.90	11.5%	64,030.00	-19.0%	65,428.00	2.2%
4930 LAUNDRY & OTHER SANITATION SERVICES	7,642.29	7,332.87	-4.0%	8,216.69	12.1%	10,031.31	22.1%	9,024.00	-10.0%	9,024.00	0.0%
4940 OTHER CONTRACTUAL SERVICES	19,926.09	39,861.73	100.0%	25,243.47	-36.7%	40,556.53	60.7%	29,900.00	-26.3%	30,400.00	1.7%
4950 OTHER MISCELLANEOUS	135,217.09	97,327.75	-28.0%	51,059.72	-47.5%	129,453.28	153.5%	47,184.00	-63.6%	87,679.00	85.8%
Total SERVICES	**4,263,248.68**	**5,438,206.97**	**27.6%**	**3,887,497.33**	**-28.5%**	**4,233,971.67**	**8.9%**	**3,808,573.00**	**-10.0%**	**3,960,463.00**	**4.0%**

General Fund Expenditures by Object Code

City of Bothell

Grand Totals

Title/Object	*2007 Actuals*	*2008 Actuals*	*% Change*	*2009 Actuals*	*% Change*	*2010 Budget*	*% Change*	*2011 Budget*	*% Change*	*2012 Budget*	*% Change*
5100 INTERGVT PROFESSIONAL SERV	107,054.80	64,565.63	-39.7%	50,678.22	-21.5%	155,661.78	207.2%	91,570.00	-41.2%	109,600.00	19.7%
5110 ELECTION SERVICES	43,323.88	45,231.44	4.4%	67,338.11	48.9%	111,913.89	66.2%	131,400.00	17.4%	47,852.00	-63.6%
5120 DETENTION SERVICES	241,250.98	214,513.05	-11.1%	222,695.60	3.8%	317,618.40	42.6%	256,157.00	-19.4%	270,157.00	5.5%
5130 POLLUTION CONTROL	36,226.00	0.00	-100.0%	20,683.00	100.0%	23,017.00	11.3%	21,550.00	-6.4%	22,500.00	4.4%
5140 PARAMEDIC SERVICES	153,617.00	177,382.00	15.5%	194,800.42	9.8%	143,699.58	-26.2%	200,000.00	39.2%	215,000.00	7.5%
5150 FIRE AND EMS DISPATCH	154,703.96	213,692.46	38.1%	266,004.49	24.5%	241,591.51	-9.2%	307,520.00	27.3%	317,432.00	3.2%
5160 HAZMAT SERVICES	4,937.00	4,937.00	0.0%	4,937.00	0.0%	5,563.00	12.7%	5,250.00	-5.6%	5,250.00	0.0%
5180 OTHER INTERGOVERNMENTAL SERVICES	928.75	69,930.00	7429.5%	18,795.00	-73.1%	69,705.00	270.9%	42,000.00	-39.7%	43,500.00	3.6%
5310 EXCISE TAX	0.00	112,964.21	100.0%	12,683.81	-88.8%	12,316.19	-2.9%	12,500.00	1.5%	12,500.00	0.0%
5320 PROPERTY TAX	16,559.94	17,578.89	6.2%	26,371.34	50.0%	1,628.66	-93.8%	37,500.00	2202.5%	37,500.00	0.0%
Total INTERGOVERNMENTAL	**758,602.31**	**920,794.68**	**21.4%**	**884,986.99**	**-3.9%**	**1,082,715.01**	**22.3%**	**1,105,447.00**	**2.1%**	**1,081,291.00**	**-2.2%**
6200 BUILDING & STRUCTURES	91,848.90	2,385.10	-97.4%	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
6300 OTHER IMPROVEMENTS	140,276.53	173,299.73	23.5%	37,186.36	-78.5%	258,397.64	594.9%	175,498.00	-32.1%	0.00	-100.0%
6410 NEW EQUIPMENT	144,922.94	398,481.03	175.0%	7,037.39	-98.2%	374,706.61	5224.5%	31,000.00	-91.7%	89,000.00	187.1%
6420 REPLACEMENT EQUIPMENT	71,650.53	0.00	-100.0%	41,657.76	100.0%	31,342.24	-24.8%	48,000.00	53.1%	18,000.00	-62.5%
Total CAPITAL OUTLAY	**448,698.90**	**574,165.86**	**28.0%**	**85,881.51**	**-85.0%**	**664,446.49**	**673.7%**	**254,498.00**	**-61.7%**	**107,000.00**	**-58.0%**
Grand Totals	**30,127,632.78**	**33,389,467.82**	**10.8%**	**33,673,397.09**	**0.9%**	**36,333,307.91**	**7.9%**	**36,132,204.00**	**-0.6%**	**37,477,130.00**	**3.7%**

001 GENERAL
05 LEGISLATIVE

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	88,800	132,681	49.4%	156,000	17.6%
Total SALARIES	**88,800**	**132,681**	**49.4%**	**156,000**	**17.6%**
2110 SOCIAL SECURITY	5,506	8,227	49.4%	9,672	17.6%
2120 MEDICARE	1,288	1,928	49.7%	2,264	17.4%
2140 INSURANCE	0	31,970	100.0%	0	-100.0%
2160 WORKER'S COMPENSATION	288	369	28.1%	390	5.7%
Total PERSONNEL BENEFITS	**7,082**	**42,494**	**500.0%**	**12,326**	**-71.0%**
3110 OFFICE SUPPLIES	2,500	2,000	-20.0%	2,000	0.0%
3170 PUBLICATIONS	9,400	13,600	44.7%	3,600	-73.5%
3190 OTHER OPERATING SUPPLIES	3,600	4,500	25.0%	4,500	0.0%
3192 FOOD AND REFRESHMENTS	6,000	10,920	82.0%	10,920	0.0%
Total SUPPLIES	**21,500**	**31,020**	**44.3%**	**21,020**	**-32.2%**
4100 PROFESSIONAL SERVICES	45,000	14,000	-68.9%	10,000	-28.6%
4180 ADVERTISING/PRINTING	500	500	0.0%	10,500	2000.0%
4195 OTHER PROFESSIONAL SERVICES	12,000	3,500	-70.8%	4,000	14.3%
4230 POSTAGE	400	100	-75.0%	100	0.0%
4310 OUT OF TOWN	7,700	7,300	-5.2%	7,300	0.0%
4320 MILEAGE REIMBURSEMENT	600	600	0.0%	600	0.0%
4330 BUSINESS MEALS	1,500	2,300	53.3%	3,300	43.5%
4510 GENERAL EQUIPMENT RENTAL	6,000	4,791	-20.2%	3,000	-37.4%
4520 FACILITIES RENTAL	1,800	600	-66.7%	600	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	4,400	3,100	-29.5%	5,100	64.5%
4920 MEMBERSHIP DUES	600	0	-100.0%	0	0.0%
4950 OTHER MISCELLANEOUS	200,000	133,350	-33.3%	50,000	-62.5%
Total SERVICES	**280,500**	**170,141**	**-39.3%**	**94,500**	**-44.5%**
5110 ELECTION SERVICES	187,520	179,252	-4.4%	179,252	0.0%
Total INTERGOVERNMENTAL	**187,520**	**179,252**	**-4.4%**	**179,252**	**0.0%**
Total LEGISLATIVE	**585,402**	**555,588**	**-5.1%**	**463,098**	**-16.6%**

001 GENERAL
10 JUDICIAL

Title/Object		2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110	SALARIES	472,999	440,748	-6.8%	596,336	35.3%
1120	DEFERRED COMPENSATION MATCH	10,274	10,142	-1.3%	5,906	-41.8%
1125	RETIREE HEALTH SAVINGS PLAN	3,425	4,411	28.8%	4,576	3.7%
1200	OVERTIME	4,000	2,364	-40.9%	1,000	-57.7%
Total	**SALARIES**	**490,698**	**457,665**	**-6.7%**	**607,818**	**32.8%**
2110	SOCIAL SECURITY	22,524	28,382	26.0%	37,988	33.8%
2120	MEDICARE	5,268	6,640	26.0%	8,885	33.8%
2130	PENSION	24,988	26,641	6.6%	42,580	59.8%
2140	INSURANCE	75,825	131,043	72.8%	157,168	19.9%
2160	WORKER'S COMPENSATION	1,234	2,154	74.6%	2,792	29.6%
Total	**PERSONNEL BENEFITS**	**129,839**	**194,860**	**50.1%**	**249,413**	**28.0%**
3110	OFFICE SUPPLIES	25,700	21,300	-17.1%	13,500	-36.6%
3170	PUBLICATIONS	1,800	1,800	0.0%	300	-83.3%
3530	ATTRACTIVE EQUIPMENT	3,700	350	-90.5%	1,100	214.3%
Total	**SUPPLIES**	**31,200**	**23,450**	**-24.8%**	**14,900**	**-36.5%**
4190	EMPLOYMENT	127,000	135,000	6.3%	0	-100.0%
4195	OTHER PROFESSIONAL SERVICES	34,000	36,000	5.9%	49,000	36.1%
4230	POSTAGE	8,500	8,500	0.0%	8,000	-5.9%
4310	OUT OF TOWN	4,800	5,500	14.6%	3,902	-29.1%
4320	MILEAGE REIMBURSEMENT	200	200	0.0%	200	0.0%
4330	BUSINESS MEALS	100	200	100.0%	200	0.0%
4510	GENERAL EQUIPMENT RENTAL	5,400	5,400	0.0%	5,400	0.0%
4810	REPAIRS AND MAINTENANCE	1,600	1,800	12.5%	2,200	22.2%
4910	TRAINING AND CONFERENCE REGISTRATIONS	2,850	1,800	-36.8%	1,000	-44.4%
4920	MEMBERSHIP DUES	500	750	50.0%	1,620	116.0%
4950	OTHER MISCELLANEOUS	14,200	17,000	19.7%	17,000	0.0%
Total	**SERVICES**	**199,150**	**212,150**	**6.5%**	**88,522**	**-58.3%**
Total	**JUDICIAL**	**850,887**	**888,125**	**4.4%**	**960,653**	**8.2%**

001 GENERAL
15 EXECUTIVE

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	1,384,734	1,526,009	10.2%	1,617,598	6.0%
1120 DEFERRED COMPENSATION MATCH	32,520	49,225	51.4%	47,792	-2.9%
1125 RETIREE HEALTH SAVINGS PLAN	13,470	14,929	10.8%	15,801	5.8%
1200 OVERTIME	1,000	0	-100.0%	0	0.0%
Total SALARIES	**1,431,724**	**1,590,163**	**11.1%**	**1,681,191**	**5.7%**
2110 SOCIAL SECURITY	75,563	81,369	7.7%	82,021	0.8%
2120 MEDICARE	20,564	22,619	10.0%	23,617	4.4%
2130 PENSION	97,076	90,550	-6.7%	112,133	23.8%
2140 INSURANCE	245,479	231,999	-5.5%	258,559	11.4%
2160 WORKER'S COMPENSATION	2,882	3,323	15.3%	3,910	17.7%
Total PERSONNEL BENEFITS	**441,564**	**429,860**	**-2.7%**	**480,240**	**11.7%**
3110 OFFICE SUPPLIES	11,300	8,000	-29.2%	6,000	-25.0%
3170 PUBLICATIONS	10,000	7,110	-28.9%	800	-88.7%
3180 COMPUTER SUPPLIES	12,080	10,200	-15.6%	9,400	-7.8%
3190 OTHER OPERATING SUPPLIES	19,700	19,932	1.2%	29,175	46.4%
3530 ATTRACTIVE EQUIPMENT	2,000	750	-62.5%	1,300	73.3%
Total SUPPLIES	**55,080**	**45,992**	**-16.5%**	**46,675**	**1.5%**
4180 ADVERTISING/PRINTING	60,000	53,000	-11.7%	49,000	-7.5%
4195 OTHER PROFESSIONAL SERVICES	658,450	540,481	-17.9%	527,700	-2.4%
4220 CELL-PHONE/RADIO/PAGER	4,800	4,800	0.0%	4,800	0.0%
4230 POSTAGE	23,300	39,725	70.5%	34,480	-13.2%
4310 OUT OF TOWN	33,711	19,600	-41.9%	13,500	-31.1%
4320 MILEAGE REIMBURSEMENT	0	200	100.0%	200	0.0%
4330 BUSINESS MEALS	5,200	4,340	-16.5%	4,360	0.5%
4520 FACILITIES RENTAL	700	500	-28.6%	1,000	100.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	16,800	13,060	-22.3%	11,550	-11.6%
4920 MEMBERSHIP DUES	15,230	22,470	47.5%	14,710	-34.5%
4950 OTHER MISCELLANEOUS	5,000	5,000	0.0%	5,000	0.0%
Total SERVICES	**823,191**	**703,176**	**-14.6%**	**666,300**	**-5.2%**
Total EXECUTIVE	**2,751,559**	**2,769,191**	**0.6%**	**2,874,406**	**3.8%**

001 GENERAL
20 FINANCE

Title/Object		2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110	SALARIES	1,095,964	1,385,341	26.4%	1,393,131	0.6%
1120	DEFERRED COMPENSATION MATCH	32,399	36,536	12.8%	42,065	15.1%
1125	RETIREE HEALTH SAVINGS PLAN	10,791	12,743	18.1%	14,103	10.7%
1200	OVERTIME	8,000	5,959	-25.5%	7,000	17.5%
Total	**SALARIES**	**1,147,154**	**1,440,579**	**25.6%**	**1,456,299**	**1.1%**
2110	SOCIAL SECURITY	66,465	76,842	15.6%	84,722	10.3%
2120	MEDICARE	16,475	18,949	15.0%	20,991	10.8%
2130	PENSION	68,690	72,759	5.9%	93,869	29.0%
2140	INSURANCE	210,554	275,821	31.0%	339,561	23.1%
2160	WORKER'S COMPENSATION	3,040	4,298	41.4%	5,400	25.6%
Total	**PERSONNEL BENEFITS**	**365,224**	**448,669**	**22.8%**	**544,543**	**21.4%**
3110	OFFICE SUPPLIES	28,000	29,920	6.9%	31,220	4.3%
3170	PUBLICATIONS	2,200	3,660	66.4%	2,530	-30.9%
Total	**SUPPLIES**	**30,200**	**33,580**	**11.2%**	**33,750**	**0.5%**
4110	AUDITING	82,000	77,000	-6.1%	78,000	1.3%
4180	ADVERTISING/PRINTING	13,300	10,100	-24.1%	4,061	-59.8%
4195	OTHER PROFESSIONAL SERVICES	74,700	48,000	-35.7%	62,000	29.2%
4220	CELL-PHONE/RADIO/PAGER	4,800	5,340	11.3%	5,340	0.0%
4230	POSTAGE	20,400	14,080	-31.0%	14,820	5.3%
4310	OUT OF TOWN	16,400	8,200	-50.0%	15,200	85.4%
4510	GENERAL EQUIPMENT RENTAL	10,800	8,500	-21.3%	8,500	0.0%
4810	REPAIRS AND MAINTENANCE	2,000	1,000	-50.0%	1,000	0.0%
4910	TRAINING AND CONFERENCE REGISTRATIONS	12,100	10,100	-16.5%	10,400	3.0%
4920	MEMBERSHIP DUES	4,600	4,600	0.0%	4,600	0.0%
Total	**SERVICES**	**241,100**	**186,920**	**-22.5%**	**203,921**	**9.1%**
Total	**FINANCE**	**1,783,678**	**2,109,748**	**18.3%**	**2,238,513**	**6.1%**

001 GENERAL
25 CLERK

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	368,616	342,562	-7.1%	333,944	-2.5%
1120 DEFERRED COMPENSATION MATCH	9,218	8,546	-7.3%	9,541	11.6%
1125 RETIREE HEALTH SAVINGS PLAN	3,081	3,420	11.0%	3,308	-3.3%
1200 OVERTIME	2,000	2,481	24.1%	2,000	-19.4%
Total SALARIES	**382,915**	**357,009**	**-6.8%**	**348,793**	**-2.3%**
2110 SOCIAL SECURITY	20,163	21,614	7.2%	20,773	-3.9%
2120 MEDICARE	4,715	5,059	7.3%	4,859	-4.0%
2130 PENSION	21,784	20,966	-3.8%	23,746	13.3%
2140 INSURANCE	65,589	59,885	-8.7%	112,703	88.2%
2160 WORKER'S COMPENSATION	1,046	1,478	41.3%	4,340	193.6%
Total PERSONNEL BENEFITS	**113,297**	**109,002**	**-3.8%**	**166,421**	**52.7%**
3110 OFFICE SUPPLIES	21,790	9,392	-56.9%	7,892	-16.0%
3170 PUBLICATIONS	2,400	600	-75.0%	600	0.0%
3180 COMPUTER SUPPLIES	5,902	13,920	135.9%	13,400	-3.7%
Total SUPPLIES	**30,092**	**23,912**	**-20.5%**	**21,892**	**-8.4%**
4100 CODIFICATION	48,765	20,436	-58.1%	27,788	36.0%
4170 MESSENGER	400	400	0.0%	400	0.0%
4180 ADVERTISING/PRINTING	11,560	25,600	121.5%	9,000	-64.8%
4195 OTHER PROFESSIONAL SERVICES	37,550	5,150	-86.3%	5,150	0.0%
4230 POSTAGE	4,110	1,845	-55.1%	1,845	0.0%
4310 OUT OF TOWN	3,190	2,095	-34.3%	0	-100.0%
4320 MILEAGE REIMBURSEMENT	100	100	0.0%	100	0.0%
4330 BUSINESS MEALS	1,400	552	-60.6%	0	-100.0%
4510 GENERAL EQUIPMENT RENTAL	4,218	4,560	8.1%	4,560	0.0%
4810 REPAIRS AND MAINTENANCE	3,944	4,700	19.2%	4,700	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	5,876	4,065	-30.8%	0	-100.0%
4920 MEMBERSHIP DUES	2,484	2,028	-18.4%	964	-52.5%
4940 OTHER CONTRACTUAL SERVICES	8,000	4,000	-50.0%	4,000	0.0%
4950 OTHER MISCELLANEOUS	300	300	0.0%	0	-100.0%
Total SERVICES	**131,897**	**75,831**	**-42.5%**	**58,507**	**-22.8%**
Total CLERK	**658,201**	**565,754**	**-14.0%**	**595,613**	**5.3%**

001 GENERAL
35 LEGAL

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	459,346	619,539	34.9%	794,560	28.3%
1120 DEFERRED COMPENSATION MATCH	13,388	17,515	30.8%	20,326	16.0%
1125 RETIREE HEALTH SAVINGS PLAN	4,463	5,732	28.4%	6,120	6.8%
1200 OVERTIME	0	184	100.0%	1,000	443.5%
Total SALARIES	**477,197**	**642,970**	**34.7%**	**822,006**	**27.8%**
2110 SOCIAL SECURITY	25,130	38,131	51.7%	36,127	-5.3%
2120 MEDICARE	6,855	9,332	36.1%	9,140	-2.1%
2130 PENSION	32,179	34,529	7.3%	43,962	27.3%
2140 INSURANCE	70,557	139,903	98.3%	185,898	32.9%
2160 WORKER'S COMPENSATION	1,054	1,933	83.4%	4,933	155.2%
Total PERSONNEL BENEFITS	**135,775**	**223,828**	**64.9%**	**280,060**	**25.1%**
3110 OFFICE SUPPLIES	11,540	11,838	2.6%	12,859	8.6%
3170 PUBLICATIONS	11,133	12,835	15.3%	13,065	1.8%
3192 FOOD AND REFRESHMENTS	125	125	0.0%	125	0.0%
3530 ATTRACTIVE EQUIPMENT	4,500	0	-100.0%	0	0.0%
Total SUPPLIES	**27,298**	**24,798**	**-9.2%**	**26,049**	**5.0%**
4170 MESSENGER	1,480	1,490	0.7%	2,690	80.5%
4190 EMPLOYMENT	169,659	211,100	24.4%	268,564	27.2%
4195 OTHER PROFESSIONAL SERVICES	259,875	211,591	-18.6%	181,382	-14.3%
4220 CELL-PHONE/RADIO/PAGER	5,706	4,230	-25.9%	5,178	22.4%
4230 POSTAGE	1,000	1,000	0.0%	1,000	0.0%
4310 OUT OF TOWN	1,645	4,210	155.9%	5,110	21.4%
4320 MILEAGE REIMBURSEMENT	0	711	100.0%	2,000	181.3%
4330 BUSINESS MEALS	625	625	0.0%	625	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	5,325	5,700	7.0%	5,700	0.0%
4920 MEMBERSHIP DUES	3,384	2,997	-11.4%	2,997	0.0%
4950 OTHER MISCELLANEOUS	2,200	2,200	0.0%	2,200	0.0%
Total SERVICES	**450,899**	**445,854**	**-1.1%**	**477,446**	**7.1%**
Total LEGAL	**1,091,169**	**1,337,450**	**22.6%**	**1,605,561**	**20.0%**

001 GENERAL
40 HUMAN RESOURCES

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	709,708	921,579	29.9%	949,224	3.0%
1120 DEFERRED COMPENSATION MATCH	20,880	24,834	18.9%	28,259	13.8%
1125 RETIREE HEALTH SAVINGS PLAN	6,960	8,662	24.5%	9,422	8.8%
1200 OVERTIME	1,600	828	-48.3%	1,628	96.6%
Total SALARIES	**739,148**	**955,903**	**29.3%**	**988,533**	**3.4%**
2110 SOCIAL SECURITY	44,309	51,289	15.8%	54,685	6.6%
2120 MEDICARE	10,618	12,703	19.6%	13,759	8.3%
2130 PENSION	50,395	52,403	4.0%	67,677	29.1%
2140 INSURANCE	150,038	183,420	22.2%	218,313	19.0%
2160 WORKER'S COMPENSATION	2,058	2,961	43.9%	3,351	13.2%
2180 TUITION REIMBURSEMENT	80,000	32,811	-59.0%	40,000	21.9%
Total PERSONNEL BENEFITS	**337,418**	**335,587**	**-0.5%**	**397,785**	**18.5%**
3110 OFFICE SUPPLIES	22,300	23,355	4.7%	22,000	-5.8%
3140 HOUSEHOLD SUPPLIES	11,400	13,000	14.0%	13,000	0.0%
3170 PUBLICATIONS	8,400	9,676	15.2%	9,676	0.0%
3180 COMPUTER SUPPLIES	7,600	8,500	11.8%	8,500	0.0%
3530 ATTRACTIVE EQUIPMENT	5,200	5,200	0.0%	5,200	0.0%
Total SUPPLIES	**54,900**	**59,731**	**8.8%**	**58,376**	**-2.3%**
4180 ADVERTISING/PRINTING	82,700	74,500	-9.9%	59,400	-20.3%
4190 EMPLOYMENT	52,600	35,600	-32.3%	41,900	17.7%
4195 OTHER PROFESSIONAL SERVICES	54,600	96,200	76.2%	50,200	-47.8%
4230 POSTAGE	6,000	8,136	35.6%	10,000	22.9%
4310 OUT OF TOWN	16,000	12,325	-23.0%	20,300	64.7%
4320 MILEAGE REIMBURSEMENT	400	400	0.0%	400	0.0%
4330 BUSINESS MEALS	2,000	2,600	30.0%	2,600	0.0%
4510 GENERAL EQUIPMENT RENTAL	0	1,800	100.0%	1,800	0.0%
4520 FACILITIES RENTAL	4,000	4,000	0.0%	4,000	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	54,600	48,600	-11.0%	53,000	9.1%
4920 MEMBERSHIP DUES	5,400	5,525	2.3%	5,525	0.0%
4940 OTHER CONTRACTUAL SERVICES	26,300	27,000	2.7%	28,000	3.7%
Total SERVICES	**304,600**	**316,686**	**4.0%**	**277,125**	**-12.5%**
Total HUMAN RESOURCES	**1,436,066**	**1,667,907**	**16.1%**	**1,721,819**	**3.2%**

001 GENERAL
45 FACILITIES

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	199,757	436,746	118.6%	506,603	16.0%
1120 DEFERRED COMPENSATION MATCH	5,928	4,727	-20.3%	9,037	91.2%
1125 RETIREE HEALTH SAVINGS PLAN	1,976	3,695	87.0%	4,652	25.9%
1200 OVERTIME	1,500	3,724	148.3%	3,724	0.0%
Total SALARIES	**209,161**	**448,892**	**114.6%**	**524,016**	**16.7%**
2110 SOCIAL SECURITY	12,847	26,538	106.6%	31,634	19.2%
2120 MEDICARE	3,005	6,235	107.5%	7,436	19.3%
2130 PENSION	14,372	25,270	75.8%	36,233	43.4%
2140 INSURANCE	48,333	110,092	127.8%	181,718	65.1%
2160 WORKER'S COMPENSATION	2,866	12,778	345.8%	18,073	41.4%
Total PERSONNEL BENEFITS	**81,423**	**180,913**	**122.2%**	**275,094**	**52.1%**
3110 OFFICE SUPPLIES	4,000	4,000	0.0%	3,500	-12.5%
3120 CLEANING & SANITATION SUPPLIES	2,000	52,000	2500.0%	34,000	-34.6%
3130 CONSTRUCTION MATERIALS & SUPPLIES	30,000	35,000	16.7%	41,000	17.1%
3140 HOUSEHOLD SUPPLIES	8,000	8,400	5.0%	11,400	35.7%
3150 PAINT SUPPLIES	1,500	2,000	33.3%	1,500	-25.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	400	400	0.0%	400	0.0%
3220 DIESEL	4,000	2,000	-50.0%	1,400	-30.0%
3500 SMALL TOOLS & MINOR EQUIP.	1,000	1,000	0.0%	1,000	0.0%
3530 ATTRACTIVE EQUIPMENT	2,200	4,700	113.6%	7,150	52.1%
Total SUPPLIES	**53,100**	**109,500**	**106.2%**	**101,350**	**-7.4%**

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
4140 COMMUNICATIONS	3,200	3,600	12.5%	4,480	24.4%
4150 OTHER MISCELLANEOUS	286,000	38,860	-86.4%	32,200	-17.1%
4180 ADVERTISING/PRINTING	2,000	2,000	0.0%	0	-100.0%
4195 OTHER PROFESSIONAL SERVICES	51,000	59,200	16.1%	96,300	62.7%
4210 TELEPHONE	276,000	214,000	-22.5%	205,000	-4.2%
4310 OUT OF TOWN	600	1,400	133.3%	900	-35.7%
4330 BUSINESS MEALS	0	100	100.0%	100	0.0%
4510 GENERAL EQUIPMENT RENTAL	4,400	4,400	0.0%	3,600	-18.2%
4520 FACILITIES RENTAL	120,400	239,800	99.2%	127,080	-47.0%
4710 WATER	25,000	24,430	-2.3%	95,540	291.1%
4720 SEWER	23,400	21,000	-10.3%	77,300	268.1%
4740 NATURAL GAS	102,300	88,461	-13.5%	159,600	80.4%
4750 ELECTRICITY	312,000	391,093	25.4%	560,400	43.3%
4760 EMS	1,000	0	-100.0%	0	0.0%
4810 REPAIRS AND MAINTENANCE	51,500	35,000	-32.0%	53,000	51.4%
4910 TRAINING AND CONFERENCE REGISTRATIONS	2,900	1,800	-37.9%	4,500	150.0%
4930 LAUNDRY & OTHER SANITATION SERVICES	1,400	1,400	0.0%	2,400	71.4%
Total SERVICES	**1,263,100**	**1,126,544**	**-10.8%**	**1,422,400**	**26.3%**
5320 PROPERTY TAX	30,000	28,000	-6.7%	75,000	167.9%
Total INTERGOVERNMENTAL	**30,000**	**28,000**	**-6.7%**	**75,000**	**167.9%**
6200 BUILDING & STRUCTURES	120,000	0	-100.0%	0	0.0%
6300 OTHER IMPROVEMENTS	142,000	120,086	-15.4%	0	-100.0%
6410 NEW EQUIPMENT	70,000	0	-100.0%	0	0.0%
Total CAPITAL OUTLAY	**332,000**	**120,086**	**-63.8%**	**0**	**-100.0%**
Total FACILITIES	**1,968,784**	**2,013,935**	**2.3%**	**2,397,860**	**19.1%**

001 GENERAL
46 INFORMATION SERVICES

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	900,342	1,453,294	61.4%	1,515,207	4.3%
1120 DEFERRED COMPENSATION MATCH	22,720	37,702	65.9%	44,778	18.8%
1125 RETIREE HEALTH SAVINGS PLAN	7,574	13,834	82.7%	15,116	9.3%
1200 OVERTIME	10,000	9,137	-8.6%	14,000	53.2%
Total SALARIES	**940,636**	**1,513,967**	**61.0%**	**1,589,101**	**5.0%**
2110 SOCIAL SECURITY	49,387	89,282	80.8%	95,699	7.2%
2120 MEDICARE	11,551	20,883	80.8%	22,402	7.3%
2130 PENSION	55,421	84,389	52.3%	108,611	28.7%
2140 INSURANCE	174,980	289,934	65.7%	386,911	33.4%
2160 WORKER'S COMPENSATION	2,470	5,157	108.8%	8,250	60.0%
Total PERSONNEL BENEFITS	**293,809**	**489,645**	**66.7%**	**621,873**	**27.0%**
3110 OFFICE SUPPLIES	33,000	35,805	8.5%	33,840	-5.5%
3140 HOUSEHOLD SUPPLIES	1,000	1,000	0.0%	1,000	0.0%
3170 PUBLICATIONS	1,400	2,855	103.9%	2,055	-28.0%
3175 COMPUTER SOFTWARE	410,395	772,680	88.3%	852,840	10.4%
3180 COMPUTER SUPPLIES	55,400	23,000	-58.5%	22,840	-0.7%
3500 SMALL TOOLS & MINOR EQUIP.	521,950	299,080	-42.7%	252,530	-15.6%
3530 ATTRACTIVE EQUIPMENT	62,515	17,280	-72.4%	7,730	-55.3%
Total SUPPLIES	**1,085,660**	**1,151,700**	**6.1%**	**1,172,835**	**1.8%**
4140 COMMUNICATIONS	66,000	66,000	0.0%	64,800	-1.8%
4160 COMPUTER	45,800	17,900	-60.9%	7,900	-55.9%
4180 ADVERTISING/PRINTING	1,000	1,000	0.0%	1,000	0.0%
4190 EMPLOYMENT	24,000	12,000	-50.0%	0	-100.0%
4195 OTHER PROFESSIONAL SERVICES	0	88,000	100.0%	8,000	-90.9%
4220 CELL-PHONE/RADIO/PAGER	114,500	140,400	22.6%	115,200	-17.9%
4230 POSTAGE	1,200	0	-100.0%	0	0.0%
4300 TRAVEL EXPENSES	27,600	32,800	18.8%	29,800	-9.1%
4810 REPAIRS AND MAINTENANCE	57,200	55,200	-3.5%	27,600	-50.0%
4820 MAINTENANCE CONTRACTS	741,220	497,790	-32.8%	631,100	26.8%
4910 TRAINING AND CONFERENCE REGISTRATIONS	21,800	39,842	82.8%	45,845	15.1%
Total SERVICES	**1,100,320**	**950,932**	**-13.6%**	**931,245**	**-2.1%**
6410 NEW EQUIPMENT	133,800	89,000	-33.5%	89,000	0.0%
6420 REPLACEMENT EQUIPMENT	71,000	66,000	-7.0%	66,000	0.0%
Total CAPITAL OUTLAY	**204,800**	**155,000**	**-24.3%**	**155,000**	**0.0%**
Total INFORMATION SERVICES	**3,625,225**	**4,261,244**	**17.5%**	**4,470,054**	**4.9%**

001 GENERAL
50 NON-DEPARTMENTAL

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	69,947	119,313	70.6%	139,236	16.7%
1120 DEFERRED COMPENSATION MATCH	2,099	3,438	63.8%	4,177	21.5%
1125 RETIREE HEALTH SAVINGS PLAN	699	1,200	71.7%	1,392	16.0%
Total SALARIES	**72,745**	**123,951**	**70.4%**	**144,805**	**16.8%**
2110 SOCIAL SECURITY	4,467	7,640	71.0%	8,892	16.4%
2120 MEDICARE	1,045	1,789	71.2%	2,080	16.3%
2130 PENSION	5,056	7,220	42.8%	10,025	38.9%
2140 INSURANCE	6,839	29,797	335.7%	43,958	47.5%
2150 UNEMPLOYMENT	50,000	46,239	-7.5%	25,000	-45.9%
2160 WORKER'S COMPENSATION	206	525	154.9%	559	6.5%
Total PERSONNEL BENEFITS	**67,613**	**93,210**	**37.9%**	**90,514**	**-2.9%**
3110 OFFICE SUPPLIES	500	500	0.0%	400	-20.0%
3170 PUBLICATIONS	0	7,000	100.0%	5,000	-28.6%
Total SUPPLIES	**500**	**7,500**	**1400.0%**	**5,400**	**-28.0%**
4180 ADVERTISING/PRINTING	11,530	118,009	923.5%	33,660	-71.5%
4195 OTHER PROFESSIONAL SERVICES	1,143,468	884,887	-22.6%	647,840	-26.8%
4230 POSTAGE	1,000	400	-60.0%	2,000	400.0%
4310 OUT OF TOWN	0	5,300	100.0%	0	-100.0%
4320 MILEAGE REIMBURSEMENT	0	100	100.0%	0	-100.0%
4330 BUSINESS MEALS	0	600	100.0%	400	-33.3%
4910 TRAINING AND CONFERENCE REGISTRATIONS	0	11,100	100.0%	0	-100.0%
4920 MEMBERSHIP DUES	80,200	82,096	2.4%	70,450	-14.2%
4950 OTHER MISCELLANEOUS	100,000	0	-100.0%	40,000	100.0%
Total SERVICES	**1,336,198**	**1,102,492**	**-17.5%**	**794,350**	**-27.9%**
5100 INTERGVT PROFESSIONAL SERV	168,000	206,340	22.8%	201,170	-2.5%
5130 POLLUTION CONTROL	35,900	43,700	21.7%	44,050	0.8%
5310 EXCISE TAX	0	25,000	100.0%	25,000	0.0%
Total INTERGOVERNMENTAL	**203,900**	**275,040**	**34.9%**	**270,220**	**-1.8%**
6300 OTHER IMPROVEMENTS	0	175,498	100.0%	175,498	0.0%
Total CAPITAL OUTLAY	**0**	**175,498**	**0.0%**	**175,498**	**100.0%**
Total NON-DEPARTMENTAL	**1,680,956**	**1,777,691**	**5.8%**	**1,480,787**	**-16.7%**

001 GENERAL
55 POLICE

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	12,341,280	13,385,128	8.5%	14,383,954	7.5%
1120 DEFERRED COMPENSATION MATCH	354,307	318,949	-10.0%	364,771	14.4%
1125 RETIREE HEALTH SAVINGS PLAN	43,192	37,290	-13.7%	35,501	-4.8%
1200 OVERTIME	865,300	1,020,219	17.9%	870,475	-14.7%
Total SALARIES	**13,604,079**	**14,761,586**	**8.5%**	**15,654,701**	**6.1%**
2110 SOCIAL SECURITY	803,080	854,298	6.4%	877,069	2.7%
2120 MEDICARE	192,729	204,582	6.2%	209,732	2.5%
2130 PENSION	761,063	763,308	0.3%	988,200	29.5%
2140 INSURANCE	2,301,562	2,633,157	14.4%	3,181,237	20.8%
2160 WORKER'S COMPENSATION	134,606	180,265	33.9%	192,573	6.8%
2170 UNIFORM ALLOWANCE	182,652	154,076	-15.6%	146,402	-5.0%
Total PERSONNEL BENEFITS	**4,375,692**	**4,789,686**	**9.5%**	**5,595,213**	**16.8%**
3110 OFFICE SUPPLIES	74,060	74,850	1.1%	75,850	1.3%
3120 CLEANING & SANITATION SUPPLIES	650	666	2.5%	666	0.0%
3170 PUBLICATIONS	6,790	5,912	-12.9%	5,912	0.0%
3190 OTHER OPERATING SUPPLIES	135,055	133,307	-1.3%	111,157	-16.6%
3500 SMALL TOOLS & MINOR EQUIP.	99,481	92,265	-7.3%	89,515	-3.0%
3520 SMALL TOOLS - REPLACEMENT	15,975	17,460	9.3%	0	-100.0%
3530 ATTRACTIVE EQUIPMENT	74,080	44,860	-39.4%	0	-100.0%
Total SUPPLIES	**406,091**	**369,320**	**-9.1%**	**283,100**	**-23.3%**

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
4180 ADVERTISING/PRINTING	1,000	0	-100.0%	0	0.0%
4190 EMPLOYMENT	15,800	16,195	2.5%	16,195	0.0%
4195 OTHER PROFESSIONAL SERVICES	110,035	116,530	5.9%	162,030	39.0%
4210 TELEPHONE	136,244	95,800	-29.7%	95,800	0.0%
4220 CELL-PHONE/RADIO/PAGER	167,890	159,327	-5.1%	164,327	3.1%
4230 POSTAGE	8,150	8,150	0.0%	8,150	0.0%
4310 OUT OF TOWN	80,637	65,137	-19.2%	72,637	11.5%
4500 OPERATING RENTALS & LEASES	36,650	33,280	-9.2%	36,780	10.5%
4810 REPAIRS AND MAINTENANCE	22,400	21,130	-5.7%	22,730	7.6%
4820 MAINTENANCE CONTRACTS	108,458	112,260	3.5%	115,260	2.7%
4910 TRAINING AND CONFERENCE REGISTRATIONS	76,226	61,176	-19.7%	73,126	19.5%
4920 MEMBERSHIP DUES	6,452	6,452	0.0%	6,452	0.0%
4930 LAUNDRY & OTHER SANITATION SERVICES	8,600	8,600	0.0%	8,600	0.0%
4950 OTHER MISCELLANEOUS	11,200	11,363	1.5%	11,363	0.0%
Total SERVICES	**789,742**	**715,400**	**-9.4%**	**793,450**	**10.9%**
5120 DETENTION SERVICES	527,136	540,314	2.5%	526,314	-2.6%
Total INTERGOVERNMENTAL	**527,136**	**540,314**	**2.5%**	**526,314**	**-2.6%**
6410 NEW EQUIPMENT	18,147	180,144	892.7%	31,000	-82.8%
Total CAPITAL OUTLAY	**18,147**	**180,144**	**892.7%**	**31,000**	**-82.8%**
Total POLICE	**19,720,887**	**21,356,450**	**8.3%**	**22,883,778**	**7.2%**

001 GENERAL
61 FIRE

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	10,038,848	11,312,069	12.7%	11,925,643	5.4%
1120 DEFERRED COMPENSATION MATCH	195,436	215,694	10.4%	230,027	6.6%
1125 RETIREE HEALTH SAVINGS PLAN	104,287	110,973	6.4%	114,364	3.1%
1200 OVERTIME	695,115	770,065	10.8%	538,833	-30.0%
Total SALARIES	**11,033,686**	**12,408,801**	**12.5%**	**12,808,867**	**3.2%**
2110 SOCIAL SECURITY	53,831	78,165	45.2%	67,070	-14.2%
2120 MEDICARE	132,328	161,533	22.1%	166,466	3.1%
2130 PENSION	558,090	619,493	11.0%	807,929	30.4%
2140 INSURANCE	1,724,352	2,053,834	19.1%	2,428,843	18.3%
2160 WORKER'S COMPENSATION	131,672	186,551	41.7%	194,644	4.3%
2170 UNIFORM ALLOWANCE	82,091	51,205	-37.6%	55,848	9.1%
2180 TUITION REIMBURSEMENT	17,000	10,064	-40.8%	14,000	39.1%
Total PERSONNEL BENEFITS	**2,699,364**	**3,160,845**	**17.1%**	**3,734,800**	**18.2%**
3110 OFFICE SUPPLIES	23,186	20,843	-10.1%	21,777	4.5%
3120 CLEANING & SANITATION SUPPLIES	7,444	5,848	-21.4%	6,588	12.7%
3140 HOUSEHOLD SUPPLIES	11,581	7,940	-31.4%	5,740	-27.7%
3170 PUBLICATIONS	15,923	18,118	13.8%	14,108	-22.1%
3180 COMPUTER SUPPLIES	9,700	12,254	26.3%	10,554	-13.9%
3185 PERSONAL PROTECTIVE EQUIPMENT	93,803	87,168	-7.1%	76,027	-12.8%
3190 OTHER OPERATING SUPPLIES	148,269	165,288	11.5%	152,409	-7.8%
3192 FOOD AND REFRESHMENTS	2,603	3,840	47.5%	5,870	52.9%
3210 GASOLINE	1,500	1,600	6.7%	1,600	0.0%
3451 FLEET PARTS	49,140	54,922	11.8%	52,500	-4.4%
3500 SMALL TOOLS & MINOR EQUIP.	42,682	27,654	-35.2%	22,509	-18.6%
3530 ATTRACTIVE EQUIPMENT	55,485	39,052	-29.6%	28,830	-26.2%
Total SUPPLIES	**461,316**	**444,527**	**-3.6%**	**398,512**	**-10.4%**

Title/Object		2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
4140	COMMUNICATIONS	1,200	2,800	133.3%	600	-78.6%
4180	ADVERTISING/PRINTING	9,770	10,050	2.9%	8,650	-13.9%
4195	OTHER PROFESSIONAL SERVICES	230,656	110,910	-51.9%	72,905	-34.3%
4220	CELL-PHONE/RADIO/PAGER	0	1,530	100.0%	1,530	0.0%
4230	POSTAGE	3,404	3,950	16.0%	3,900	-1.3%
4310	OUT OF TOWN	16,060	36,367	126.4%	0	-100.0%
4330	BUSINESS MEALS	8,658	16,039	85.3%	350	-97.8%
4500	OPERATING RENTALS & LEASES	3,126	3,568	14.1%	5,368	50.4%
4710	WATER	70,000	0	-100.0%	35,000	100.0%
4810	REPAIRS AND MAINTENANCE	59,880	73,534	22.8%	72,140	-1.9%
4820	MAINTENANCE CONTRACTS	6,000	8,800	46.7%	8,800	0.0%
4910	TRAINING AND CONFERENCE REGISTRATIONS	31,565	60,477	91.6%	75,129	24.2%
4920	MEMBERSHIP DUES	6,070	6,340	4.4%	5,190	-18.1%
4930	LAUNDRY & OTHER SANITATION SERVICES	1,038	1,048	1.0%	1,048	0.0%
4950	OTHER MISCELLANEOUS	350	300	-14.3%	300	0.0%
Total	**SERVICES**	**447,777**	**335,713**	**-25.0%**	**290,910**	**-13.3%**
5140	PARAMEDIC SERVICES	315,000	338,500	7.5%	415,000	22.6%
5150	FIRE AND EMS DISPATCH	350,878	507,596	44.7%	624,952	23.1%
5160	HAZMAT SERVICES	10,400	10,500	1.0%	10,500	0.0%
5180	OTHER INTERGOVERNMENTAL SERVICES	95,500	88,500	-7.3%	85,500	-3.4%
Total	**INTERGOVERNMENTAL**	**771,778**	**945,096**	**22.5%**	**1,135,952**	**20.2%**
6410	NEW EQUIPMENT	113,500	94,000	-17.2%	0	-100.0%
6420	REPLACEMENT EQUIPMENT	0	7,000	100.0%	0	-100.0%
Total	**CAPITAL OUTLAY**	**113,500**	**101,000**	**-11.0%**	**0**	**-100.0%**
Total	**FIRE**	**15,527,421**	**17,395,982**	**12.0%**	**18,369,041**	**5.6%**

001 GENERAL
75 ENGINEERING

Title/Object		2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110	SALARIES	3,461,455	3,620,347	4.6%	3,715,238	2.6%
1120	DEFERRED COMPENSATION MATCH	70,934	92,001	29.7%	93,393	1.5%
1125	RETIREE HEALTH SAVINGS PLAN	23,645	33,370	41.1%	36,517	9.4%
1200	OVERTIME	17,500	16,412	-6.2%	20,697	26.1%
Total	**SALARIES**	**3,573,534**	**3,762,130**	**5.3%**	**3,865,845**	**2.8%**
2110	SOCIAL SECURITY	150,490	227,522	51.2%	231,765	1.9%
2120	MEDICARE	35,729	53,433	49.6%	54,692	2.4%
2130	PENSION	171,861	215,447	25.4%	267,099	24.0%
2140	INSURANCE	531,248	798,545	50.3%	844,110	5.7%
2160	WORKER'S COMPENSATION	12,896	18,992	47.3%	24,969	31.5%
2170	UNIFORM ALLOWANCE	1,840	1,312	-28.7%	1,312	0.0%
Total	**PERSONNEL BENEFITS**	**904,064**	**1,315,251**	**45.5%**	**1,423,947**	**8.3%**
3110	OFFICE SUPPLIES	20,200	22,900	13.4%	26,300	14.8%
3170	PUBLICATIONS	5,600	5,300	-5.4%	4,800	-9.4%
3185	PERSONAL PROTECTIVE EQUIPMENT	3,060	5,750	87.9%	4,630	-19.5%
3192	FOOD AND REFRESHMENTS	1,460	800	-45.2%	700	-12.5%
3500	SMALL TOOLS & MINOR EQUIP.	6,500	3,800	-41.5%	5,200	36.8%
Total	**SUPPLIES**	**36,820**	**38,550**	**4.7%**	**41,630**	**8.0%**
4100	PROFESSIONAL SERVICES	18,000	30,000	66.7%	30,000	0.0%
4120	ENGINEERING	230,000	185,000	-19.6%	156,000	-15.7%
4180	ADVERTISING/PRINTING	13,950	12,600	-9.7%	7,500	-40.5%
4195	OTHER PROFESSIONAL SERVICES	157,000	132,000	-15.9%	99,000	-25.0%
4230	POSTAGE	2,500	2,000	-20.0%	1,400	-30.0%
4310	OUT OF TOWN	4,880	6,170	26.4%	6,360	3.1%
4320	MILEAGE REIMBURSEMENT	1,200	1,100	-8.3%	900	-18.2%
4330	BUSINESS MEALS	4,010	4,740	18.2%	3,500	-26.2%
4510	GENERAL EQUIPMENT RENTAL	6,200	7,000	12.9%	7,600	8.6%
4810	REPAIRS AND MAINTENANCE	100	100	0.0%	100	0.0%
4822	STRIPING - SNOHOMISH COUNTY	69,000	0	-100.0%	0	0.0%
4910	TRAINING AND CONFERENCE REGISTRATIONS	17,600	19,200	9.1%	23,800	24.0%
4920	MEMBERSHIP DUES	5,000	5,900	18.0%	5,700	-3.4%
4940	OTHER CONTRACTUAL SERVICES	4,000	4,000	0.0%	2,000	-50.0%
Total	**SERVICES**	**533,440**	**409,810**	**-23.2%**	**343,860**	**-16.1%**
6410	NEW EQUIPMENT	54,000	0	-100.0%	0	0.0%
Total	**CAPITAL OUTLAY**	**54,000**	**0**	**-100.0%**	**0**	**0.0%**
Total	**ENGINEERING**	**5,101,858**	**5,525,741**	**8.3%**	**5,675,282**	**2.7%**

001 GENERAL
77 PARKS & RECREATION

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	1,111,587	1,204,237	8.3%	1,210,890	0.6%
1120 DEFERRED COMPENSATION MATCH	30,966	33,340	7.7%	34,032	2.1%
1125 RETIREE HEALTH SAVINGS PLAN	10,321	10,211	-1.1%	11,972	17.2%
1200 OVERTIME	10,800	14,313	32.5%	22,313	55.9%
Total SALARIES	**1,163,674**	**1,262,101**	**8.5%**	**1,279,207**	**1.4%**
2110 SOCIAL SECURITY	71,390	75,985	6.4%	76,121	0.2%
2120 MEDICARE	16,697	17,803	6.6%	17,841	0.2%
2130 PENSION	75,295	70,814	-6.0%	85,984	21.4%
2140 INSURANCE	207,819	266,298	28.1%	283,043	6.3%
2160 WORKER'S COMPENSATION	21,956	24,776	12.8%	37,714	52.2%
2170 UNIFORM ALLOWANCE	3,720	4,575	23.0%	6,300	37.7%
Total PERSONNEL BENEFITS	**396,877**	**460,251**	**16.0%**	**507,003**	**10.2%**
3100 OFFICE & OPER. SUPPLIES	2,040	2,250	10.3%	2,500	11.1%
3110 OFFICE SUPPLIES	7,500	16,050	114.0%	17,480	8.9%
3120 CLEANING & SANITATION SUPPLIES	7,400	3,500	-52.7%	4,000	14.3%
3130 CONSTRUCTION MATERIALS & SUPPLIES	19,000	20,000	5.3%	12,000	-40.0%
3140 HOUSEHOLD SUPPLIES	400	800	100.0%	400	-50.0%
3150 PAINT SUPPLIES	1,000	1,000	0.0%	900	-10.0%
3160 PLUMBING SUPPLIES	7,000	7,000	0.0%	6,000	-14.3%
3185 PERSONAL PROTECTIVE EQUIPMENT	2,200	4,450	102.3%	6,450	44.9%
3190 OTHER OPERATING SUPPLIES	53,750	53,050	-1.3%	44,300	-16.5%
3191 ARTS AND CRAFTS SUPPLIES	500	500	0.0%	0	-100.0%
3192 FOOD AND REFRESHMENTS	600	4,200	600.0%	600	-85.7%
3193 LANDSCAPE SUPPLIES	33,000	41,000	24.2%	47,000	14.6%
3195 SPORTSFIELD EQUIPMENT	11,500	17,880	55.5%	16,500	-7.7%
3200 FUEL CONSUMED	2,000	4,000	100.0%	4,000	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	2,500	6,515	160.6%	2,700	-58.6%
3530 ATTRACTIVE EQUIPMENT	5,850	11,350	94.0%	4,300	-62.1%
Total SUPPLIES	**156,240**	**193,545**	**23.9%**	**169,130**	**-12.6%**

Title/Object		2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
4100	PROFESSIONAL SERVICES	216,280	178,200	-17.6%	150,200	-15.7%
4180	ADVERTISING/PRINTING	49,750	83,200	67.2%	62,000	-25.5%
4195	OTHER PROFESSIONAL SERVICES	157,600	117,800	-25.3%	110,600	-6.1%
4197	LANDSCAPE SERVICES	62,000	60,000	-3.2%	72,000	20.0%
4210	TELEPHONE	12,000	600	-95.0%	1,600	166.7%
4230	POSTAGE	2,000	26,800	1240.0%	25,900	-3.4%
4310	OUT OF TOWN	10,100	8,250	-18.3%	5,500	-33.3%
4320	MILEAGE REIMBURSEMENT	400	400	0.0%	200	-50.0%
4330	BUSINESS MEALS	1,480	1,570	6.1%	1,150	-26.8%
4510	GENERAL EQUIPMENT RENTAL	18,000	35,200	95.6%	34,000	-3.4%
4520	FACILITIES RENTAL	8,000	10,500	31.3%	11,500	9.5%
4710	WATER	132,400	137,300	3.7%	151,000	10.0%
4720	SEWER	27,400	30,700	12.0%	17,700	-42.3%
4730	SANITATION	300	300	0.0%	0	-100.0%
4740	NATURAL GAS	6,300	0	-100.0%	0	0.0%
4750	ELECTRICITY	78,000	107,000	37.2%	105,000	-1.9%
4760	EMS	1,200	0	-100.0%	0	0.0%
4810	REPAIRS AND MAINTENANCE	9,000	7,000	-22.2%	5,000	-28.6%
4900	MISCELLANEOUS	8,100	7,100	-12.3%	1,000	-85.9%
4910	TRAINING AND CONFERENCE REGISTRATIONS	20,560	12,350	-39.9%	9,900	-19.8%
4920	MEMBERSHIP DUES	3,100	3,100	0.0%	2,500	-19.4%
4930	LAUNDRY & OTHER SANITATION SERVICES	8,640	7,200	-16.7%	6,000	-16.7%
4950	OTHER MISCELLANEOUS	0	10,000	100.0%	8,000	-20.0%
Total	**SERVICES**	**832,610**	**844,570**	**1.4%**	**780,750**	**-7.6%**
6410	NEW EQUIPMENT	0	18,600	100.0%	0	-100.0%
Total	**CAPITAL OUTLAY**	**0**	**18,600**	**100.0%**	**0**	**-100.0%**
Total	**PARKS & RECREATION**	**2,549,401**	**2,779,067**	**9.0%**	**2,736,090**	**-1.5%**

001 GENERAL
80 COMMUNITY DEVELOPMENT

Title/Object	2007-08 Budget	2009-10 Budget	% Change	2011-12 Budget	% Change
1110 SALARIES	3,189,514	3,148,018	-1.3%	3,137,648	-0.3%
1120 DEFERRED COMPENSATION MATCH	76,206	79,036	3.7%	77,665	-1.7%
1125 RETIREE HEALTH SAVINGS PLAN	26,613	28,239	6.1%	29,350	3.9%
1200 OVERTIME	43,000	14,443	-66.4%	28,000	93.9%
Total SALARIES	**3,335,333**	**3,269,736**	**-2.0%**	**3,272,663**	**0.1%**
2110 SOCIAL SECURITY	171,086	193,030	12.8%	190,388	-1.4%
2120 MEDICARE	41,398	46,275	11.8%	45,999	-0.6%
2130 PENSION	195,030	185,309	-5.0%	221,863	19.7%
2140 INSURANCE	644,727	691,814	7.3%	770,820	11.4%
2160 WORKER'S COMPENSATION	17,196	24,845	44.5%	25,476	2.5%
2170 UNIFORM ALLOWANCE	1,500	753	-49.8%	1,500	99.2%
Total PERSONNEL BENEFITS	**1,070,937**	**1,142,026**	**6.6%**	**1,256,046**	**10.0%**
3110 OFFICE SUPPLIES	58,500	54,000	-7.7%	50,500	-6.5%
3170 PUBLICATIONS	6,700	7,220	7.8%	7,220	0.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	1,500	1,500	0.0%	1,500	0.0%
3192 FOOD AND REFRESHMENTS	1,000	1,100	10.0%	1,100	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	2,600	2,000	-23.1%	2,000	0.0%
Total SUPPLIES	**70,300**	**65,820**	**-6.4%**	**62,320**	**-5.3%**
4120 ENGINEERING	100,000	50,000	-50.0%	51,000	2.0%
4170 MESSENGER	1,500	1,100	-26.7%	2,000	81.8%
4180 ADVERTISING/PRINTING	50,000	64,000	28.0%	79,000	23.4%
4195 OTHER PROFESSIONAL SERVICES	824,840	297,000	-64.0%	303,000	2.0%
4230 POSTAGE	17,000	12,000	-29.4%	13,500	12.5%
4310 OUT OF TOWN	27,100	17,700	-34.7%	17,500	-1.1%
4320 MILEAGE REIMBURSEMENT	750	400	-46.7%	600	50.0%
4330 BUSINESS MEALS	4,950	3,800	-23.2%	3,900	2.6%
4510 GENERAL EQUIPMENT RENTAL	21,400	27,800	29.9%	27,800	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	22,760	11,900	-47.7%	11,400	-4.2%
4920 MEMBERSHIP DUES	9,100	7,750	-14.8%	8,750	12.9%
4940 OTHER CONTRACTUAL SERVICES	30,000	30,800	2.7%	26,300	-14.6%
4950 OTHER MISCELLANEOUS	1,000	1,000	0.0%	1,000	0.0%
Total SERVICES	**1,110,400**	**525,250**	**-52.7%**	**545,750**	**3.9%**
6410 NEW EQUIPMENT	18,500	0	-100.0%	0	0.0%
Total CAPITAL OUTLAY	**18,500**	**0**	**100.0%**	**0**	**0.0%**
Total COMMUNITY DEVELOPMENT	**5,605,470**	**5,002,832**	**-10.8%**	**5,136,779**	**2.7%**

City of Bothell™

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