



Bothell

2019-2020 Biennial Budget



City of Bothell

2019-2020 Biennial Budget



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Bothell
Washington**

For the Biennium Beginning

January 1, 2017

Christopher P. Morill

Executive Director

www.bothellwa.gov



Andy Rheume
Mayor



Davina Duerr
Deputy Mayor



Jeanne Zornes
Council Member



Rosemary McAuliffe
Council Member



James McNeal
Council Member



Liam Olsen
Council Member

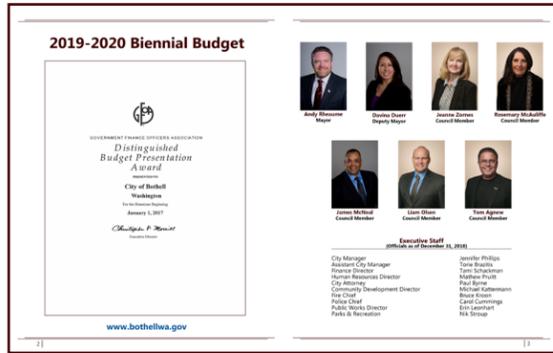


Tom Agnew
Council Member

Executive Staff (Officials as of December 31, 2018)

City Manager
Assistant City Manager
Interim Finance Director
Human Resources Director
City Attorney
Community Development Director
Fire Chief
Police Chief
Public Works Director
Parks & Recreation

Jennifer Phillips
Torie Brazitis
Maureen Schols
Mathew Pruitt
Paul Byrne
Michael Kattermann
Bruce Kroon
Carol Cummings
Erin Leonhart
Nik Stroup



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 Office of the City Manager
 Legislative
 City Clerk
 Non-Departmental
 Municipal Court
 Information Services Department
 Finance Department



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 Human Resources Department
 Police Department
 Fire Department
 Public Works Department
 Facilities Division
 Parks & Recreation Department
 Community Development Department

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 Street Fund
 Arterial Street Fund
 Park Cumulative Reserve Fund
 Drug Seizure Fund
 Fire Impact Fees



Debt Service Funds
 2008 GO Refunding Bond
 Local Infrastructure Financing Tool
 Debt Service Fund
 2013 General Obligation Bond

Capital Fund
 Capital Improvements Fund
[Capital Facilities Plan](#)

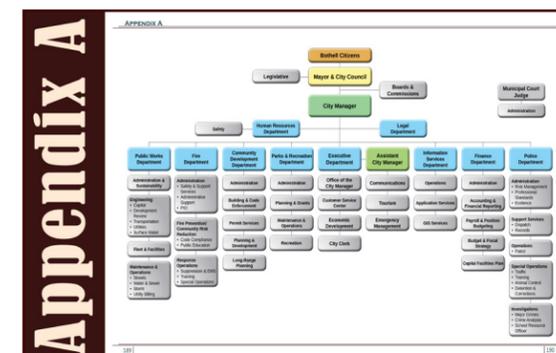


Utility Funds
 Combined Utility System Fund
 Water Fund
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Internal Service Funds
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Expendable Trust Funds
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November 24, 2018

Honorable Mayor, Council Members, Citizens and Employees,

I am pleased to present the 2019-2020 recommended Biennial Budget for the City of Bothell. The total balanced budget, including reserves, is estimated at \$277,558,483 for all funds. The General Fund revenues total \$110,830,580 for the biennium and expenses total \$111,262,007, with the General Fund Reserve ending fund balance projected to be \$10 million. Only five full-time and one part-time positions were added at the Council's direction, all of which directly support the Council's goals, enhance efficiencies and improve customer service.

Overall, the City accomplished a great deal in 2017-2018, delivering high-quality services and programs to our community. Major accomplishments include completion of the Main Street Enhancement Project, purchase of the former Wayne Golf Course to preserve 85 acres of open space in perpetuity, adoption of an affordable housing strategy, opening the Multiway Boulevard, continued progress on the downtown revitalization, initiation of the Canyon Park Visioning Plan, launching a major rebranding of the City's tourism program, implementation of an imbedded mental health professional program for the Police Department, and completion of a Fire Department Strategic Plan. A summary of work performed towards accomplishing the Council's goals can be found in the City Council Goals Scorecard, presented quarterly at City Council meetings.

The 2019-2020 budget process began in April 2018 when the City Council met to develop the 2019-2020 council goals. These goals, thoughtfully established and unanimously agreed upon by the Council, are based on the vision and values of the Council and community while still considering the fiscal stability and constrained resources of the City. The 2019-2020 budget preparation process was guided by the Council's goals and legal, operational and maintenance requirements ("the Machine") of a municipal government.

The Council formally adopted their ten goals on October 9, 2018, and are as follows:

- Fiscal Responsibility and Stability
- Technology Strategy
- Community Health for those in need
- Public Safety Strategy
- Economic Development
- Affordable Housing
- Community Connections
- Parks/Recreation/Open Space Partnerships
- Teambuilding, Training, and Organizational Development
- Environmental Stewardship and Sustainability

On October 9, 16, and 18 2018, staff presented to the Council an initial proposed 2019-2020 budget. During these study sessions, the initial proposed 2019-2020 budget was presented with a General Fund shortfall of \$3.2 million and many unmet needs. These budget study sessions followed challenging news that the City's General Fund budget was projected to end 2017-2018 with an estimated \$3.2 million deficit. Both the 2017-2018 projected deficit and the 2019-2020 shortfall are clear indicators that the City of Bothell is facing financial challenges in meeting the demand for, and cost of, services with current revenues.

Through thoughtful, difficult and strategic decisions, the 2017-2018 budget is projected to end with a \$926,337 General Fund deficit, and the 2019-2020 proposed budget is projected to end with only a \$431,427 General Fund deficit. This was accomplished by a continued focus on operational efficiencies, protecting General Fund reserves, ensuring proprietary funds are covering their costs, using Real Estate Excise Taxes to fund the City Hall lease payment, postponing several capital projects and plans, modestly raising fees and rates, leveraging existing technology, and proposing positions or services that are designed to reduce costs or increase revenues. This budget process was designed to fully analyze each department's revenues and expenses; to more accurately project expenses; and to share with the City Manager, Council and community the true cost of doing business and unfunded needs.

Over the past two years, the City carefully assessed its public safety needs and resources. Based on this assessment and input from our community, the Council placed two propositions on the November 2018 ballot for voter consideration. Proposition 1 (a levy lid lift to fund public safety operations and equipment) passed, as did Proposition 2 (a bond measure to rebuild two outdated fire stations). The passage of both propositions will enhance the City's public safety services, and we are grateful to the community for their support and trust. Implementation of these two propositions will take time but, over the next few years, we are very excited to show the community the returns on their investment through enhanced police and fire services, mental health support for those in need, and proactive policing that better protects our community.

The City's utility funds remain financially stable due to sound operational and project management coupled with Council's continued adoption of annual rate increases that keep pace with inflation and capital demands. Collected impact fees are being used to fund planned infrastructure projects.

Sale of the remaining five City-owned downtown parcels must remain a priority and will continue to require both significant staff resources and funding to complete all the environmental clean-up and to sell the parcels. The proceeds from the sale of these parcels are important to fund the original financial strategy created as part of the downtown revitalization plan. Other fiscal priorities for the coming year include developing financial policies for Council's consideration; developing a strategy focused on long-term financial sustainability; working with our business community to study revenue options; and delivering timely and value-added quarterly budget status reports. Finally, like many communities, staff will also conduct a comprehensive study of the City's municipal court to determine if regionalization is a viable option for Bothell.

With continued strong leadership from the City Council, passage of the two propositions, a highly talented staff and an engaged community, innovative solutions can be developed to turn our challenges into opportunities that deliver cost effective services to keep Bothell a very special, safe and sustainable community that will thrive through the next decade! This recommended 2019-2020 Biennial Budget sets the financial foundation and provides the resources to make this happen.

It has been my privilege to serve as Bothell's City Manager over the past two years and I look forward to serving the City Council, community and staff during this next biennium. Bothell's future is very bright!

Jennifer Phillips, City Manager

Community Profile

Originally populated by the Native American Sammamish people, the City of Bothell was incorporated in 1909, and for many years was a center for the logging industry, then a farming community, and then a bedroom suburb for people working in the greater Puget Sound area. Today, the municipality of over 45,000 straddles both King and Snohomish Counties, covers 14.38 square miles and ranks number 26 as the largest city in the State of Washington.

Bothell is an affluent community with an above-average median family income and an above-average median home value. Bothell has a vibrant and rapidly expanding local economy. Due to the City’s central proximity to Seattle, Everett (Boeing), and the Eastside - Bellevue, Kirkland and Redmond (Microsoft) - along with two interstate highways and three major state highways, Bothell has become increasingly desirable to homebuyers and renters as well as an extensive amount of commercial development. Bothell is also sought after for its education opportunities. The University of Washington and Cascadia College share a common campus within Bothell’s historic downtown.

Bothell’s three business parks, dubbed “The Technology Corridor”, provide an appealing location for advanced biotechnology firms, wireless communications, medical device manufacturing and medical research.

The City of Bothell is a non-charter optional code city operating under a Council-City Manager form of government. The seven members of the City Council are elected by voters and serve four-year terms. The Council elects the Mayor and Deputy Mayor from within its ranks and contracts with a professional City Manager to carry out their established goals, policies and directives. The City Manager appoints nine department heads and an Assistant City Manager.

Bothell’s full and part-time employees provide a full range of municipal services. City services include: general government administration, police, fire, emergency medical services, planning and zoning, street maintenance, and parks and recreation.

Bothell’s proprietary operations consist of water, sewer, and storm and surface water utilities. The City also operates three internal service funds – Equipment Rental (Fleet), Self-Insurance, and Asset Replacement. The City has one blended component unit, COB Properties, which accounts for the City Hall lease. Garbage service is provided by an independent contractor, while library services are provided by the King County Library System.

In 2018, the City completed a major project – Main Street Enhancement Project, which revitalized the downtown main street, widening sidewalks, improved lighting, and added planter boxes. The newly revamped Main Street offers numerous restaurants, breweries, bars, boutique shops and outdoor dining. Bothell’s annual festivities include an old-fashioned Fourth of July parade, Safe Halloween and Bothell Beer Festival.

Government

Incorporated 1909
Form of Government Council-City Manager

Elected Body

City Council 7 members
Mayor, Deputy Mayor 5 Council 4 year terms

Household Data - 2018

Median Household Income \$101,872

Median Home Assessed Value - 2018

King County \$498,250
Snohomish County \$433,500

Median Rental \$2,499

City of Bothell Public Transportation

Maintains 306.4 miles of paved roads

Public Safety - Fire Protection

Number of Full-time Firefighters 57
Number of Fire Stations 3
Number of Emergency Alarms 6,341

Public Safety - Police Protection

Number of Sworn Police Officers 57
Number of Police Stations 1
Number of Calls for Service 27,923

Parks, Recreation & Culture

Number of Parks 28
Number of Acres 400.54
Number of Field & Shelter Bookings 1,181*

*Incomplete date due to software conversion. Date from July-December 2017.

Demographics - 2018

Population 45,260
Land Area Approximately 9,200 acres
14.38 square miles
Unemployment Rate 4.1%
Median Age 37.6
Business Licenses 3,216

Education

Northshore School District

- 32 attendance center
- 2,147 employees
- 22,747 students

Cascadia Community College

- 5,349 - 2016-2017
- 3,873 - Fall 2017

University of Washington

- 5,995 Students

City of Bothell Utility Services

- Maintains over 4,000 water and over 5,000 sewer customer accounts
- Maintains approximately 116 miles of water mains, 69.6 miles of sewer mains and 143 miles of storm drains

Top Ten Businesses - 2018

- AT&T Services Incorporated
- Phillips Electrical North American Corp
- Seattle Genetics Incorporated
- Puget Sound Energy
- Molina Healthcare of Washington Inc
- T-Mobile West LLC
- Phillips Ultrasound
- Juno Therapeutics Inc
- EKOS Corporation
- Fujifilm Sonosite Inc

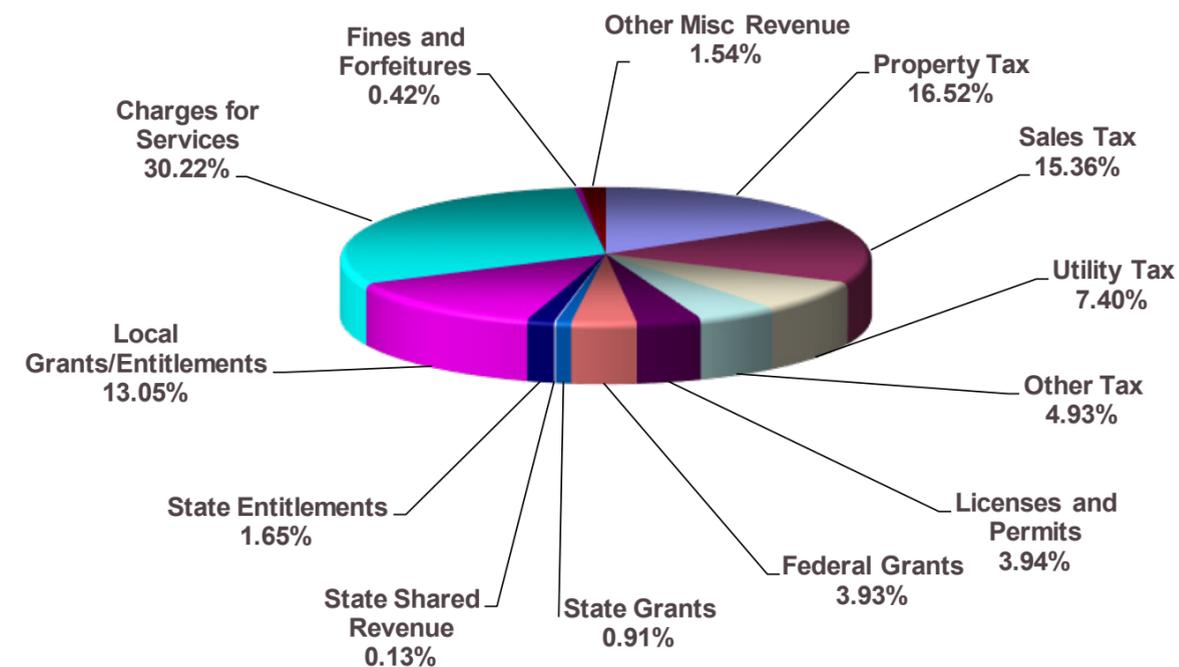
Revenues – All Funds

(Includes operating transfers and interfund transactions)

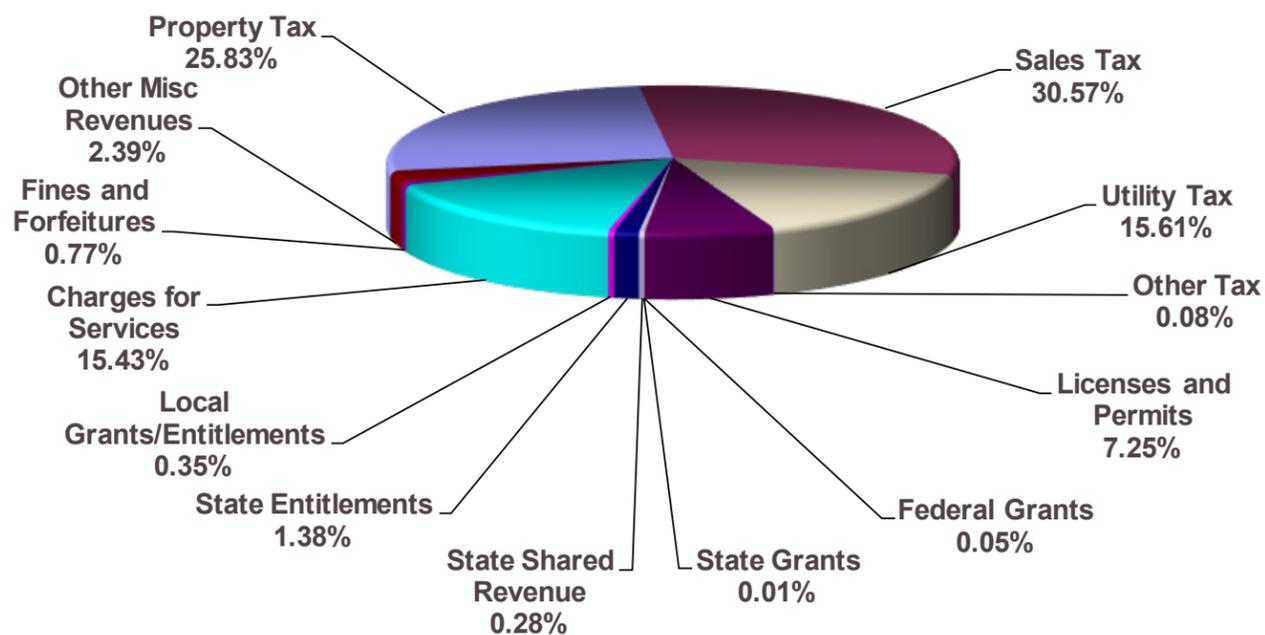
Fund	2015-2016 Actuals	2017-2018 Modified Budget	2019-2020 Budget
General Fund	\$87,204,239	\$108,575,409	\$110,830,580
Special Revenue Funds			
Street	3,800,933	7,262,417	12,061,100
Arterial Street	4,877,290	7,708,113	7,404,438
Park Cumulative Reserve	828,521	2,586,000	2,184,000
Drug Seizure Fund	43,300	97,000	115,000
Fire Impact Fees	-	-	360,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,403,900	812,000	-
LIFT GO Bond Redemption	3,319,892	3,991,300	3,995,100
2013 GO Bond Redemption	1,401,068	1,395,678	1,393,926
Capital Funds			
Capital Improvements	86,877,430	57,154,324	65,486,124
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	2,916,916	2,626,138	-
Water	12,880,902	10,732,439	11,934,398
Sewer	16,254,153	15,450,181	16,605,575
Storm & Surface Water	14,368,976	14,845,505	14,140,451
Internal Service Funds			
Equipment Rental	3,503,467	3,734,782	4,697,604
Self Insurance	2,334,342	2,913,336	3,640,054
Asset Replacement	2,453,891	2,353,838	3,606,165
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	112,675	122,553	128,950
Total Appropriation All Funds	\$244,581,894	\$242,361,013	\$258,583,465
Less Operating Transfers	(15,132,739)	(30,629,271)	(19,169,214)
Less Interfund Transactions	(6,760,667)	(7,632,218)	(9,643,475)
Total Appropriation All Funds Less Transfers	222,688,488	204,099,524	229,770,776
Biennium Beginning Fund Balance	27,327,109	39,644,582	47,787,707
Total Appropriation Plus Beginning Fund Balance	\$250,015,597	\$243,744,106	\$277,558,483

2019 Beginning Fund Balance figure is based on actual 2018 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Source	2019-2020 Revenue
Property Tax	\$37,535,915
Sales Tax	34,891,956
Utility Tax	16,802,965
Other Tax	11,204,000
Licenses and Permits	8,940,446
Federal Grants	8,934,979
State Grants	2,066,670
State Shared Revenue	300,000
State Entitlements	3,746,982
Local Grants/Entitlements	29,648,946
Intergovernmental Revenue	-
Charges for Services	68,642,076
Fines and Forfeitures	945,100
Other Misc Revenue	3,500,771
Total Revenue	\$227,160,806



Source	2019-2020 Revenue
Property Tax	\$27,792,847
Sales Tax	32,891,956
Utility Tax	16,802,965
Other Tax	90,000
Licenses and Permits	7,805,000
Federal Grants	50,000
State Grants	7,700
State Shared Revenue	300,000
State Entitlements	1,486,000
Local Grants/Entitlements	380,000
Intergovernmental Revenue	-
Charges for Services	16,600,814
Fines and Forfeitures	830,100
Other Misc Revenues	2,570,650
Total Revenue	\$107,608,032



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 39.3% of the City's overall revenues and 72.0% of its General Fund revenues. The following analysis accounts for 87.4% of citywide revenue streams.

Sales Tax

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 approximately 4% in 2019 and 5% in 2020. We expect Bothell's sales tax receipts to be slightly above regional expectations due to the City's revitalization investment and continued private investment.

Property Tax

State law limits Bothell's annual increase in its property tax levy to 1%.

In 2019 dollars, a 1% property tax levy increase amounts to approximately \$156,678 for the City and equates to a little more than 2 cents per \$1,000 of assessed property value, or about \$10.00 per year on a \$500,000 home.

In addition, the 2019-2020 budget assumes that new construction along with State-assessed property (property belonging to inter-county utilities) will continue to be added to Bothell's property tax rolls.

Utility Tax

2019-2020 General Fund utility tax revenues are projected to exceed 2017-2018 receipts by \$1.7 million or 11.1%. This increase is supported by new construction, as well as expected rate increases in both City and non-City owned utilities.

Grants

Federal, state, and local grants are projected to make up approximately \$40,650,595, or 17.9% of citywide revenues. Nearly all the City's grant funding in 2019-2020 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2019-2020 capital projects is included within the Expenditure Section, where the funding source for each project is also presented. Detailed capital project data is available in the City's adopted 2019-2025 [Capital Facilities Plan](#) (CFP).

Charges for Services

Citywide charges for service fees are expected to exceed \$68.6 million in 2019-2020. The projected increase amounts to \$3.6 million, or 5.6% over projected 2017- 2018 receipts. The increase in receipts is mainly attributable to development and user fees.

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

Significant Changes

Bothell experienced a significant increase in both commercial and residential development during the 2017-2018 biennium. This trend is expected to remain compelling through the ensuing 2019-2020 biennium, but the current rate of growth is cyclical and not sustainable long-term.

Employment growth is projected to remain strong in both King County (1%) and Snohomish County (1.2%) during the coming biennium. Employment and growth in the Puget Sound region is projected to average 1.2% per year in 2019-2023. Personal income growth in 2019-2023 is expected to average 4.9% per year.

Revenues, while increasing, are not keeping pace with expenses.

REVENUES

Fund	Projected* Balance 12/31/2018	2019 Projected Revenues	2019 Expenditure Appropriation	Projected Balance 12/31/2019	2020 Projected Revenues	2020 Expenditure Appropriation	Projected Balance 12/31/2020
General	\$10,529,222	\$53,729,403	\$55,414,510	\$8,844,115	\$57,101,177	\$55,847,497	\$10,097,795
Special Revenue Funds							
Street	2,347,559	5,918,138	6,154,487	2,111,210	6,142,962	6,110,393	2,143,779
Arterial Street	6,725,859	3,362,235	2,678,151	7,409,943	4,042,203	2,427,041	9,025,105
Park Cumulative Reserve	2,036,340	1,124,000	153,000	3,007,340	1,060,000	-	4,067,340
Drug Seizure Fund	120,027	55,000	13,800	161,227	60,000	15,000	206,227
Fire Impact Fees	192,858	180,000	-	372,858	180,000	-	552,858
Debt Service Funds							
2008 GO Refunding Bond	-	-	-	-	-	-	-
LIFT GO Bond Redemption	-	1,998,250	1,998,250	-	1,996,850	1,996,850	-
2013 GO Bond Redemption	-	695,463	695,463	-	698,463	698,463	-
Capital Funds							
Capital Improvements	6,001,439	36,144,950	41,719,541	426,848	29,341,174	28,976,082	791,940
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	-	-	-	-	-	-	-
Water**	5,236,538	5,875,277	8,110,800	3,777,892	6,059,121	6,826,392	3,800,292
Sewer**	7,416,987	8,206,200	11,304,875	4,934,078	8,399,375	9,298,811	4,659,839
Storm & Surface Water**	5,834,284	6,982,960	9,665,128	4,423,664	7,157,491	9,534,167	3,331,093
Internal Service Funds							
Equipment Rental**	-	2,348,802	2,325,864	29,938	2,348,802	2,371,734	14,006
Self Insurance	30,860	1,790,854	1,790,855	30,859	1,849,200	1,849,200	30,859
Asset Replacement**	887,651	2,055,879	3,878,447	-	1,550,286	2,478,494	-
Trust and Agency Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	344,070	64,450	64,450	344,070	64,500	64,500	344,070
Subtotal	\$47,787,707	\$130,531,861	\$145,967,621	\$35,958,055	\$128,051,604	\$128,494,624	\$39,149,216
Less Operating Transfers		9,729,990	9,729,990		9,439,224	9,439,224	
Less Interfund Transactions		4,794,664	4,794,664		4,848,811	4,848,811	
Total	\$47,787,707	\$116,007,207	\$131,442,967	\$35,958,055	\$113,763,569	\$114,206,589	\$39,149,216

*Figures are based on actual 2018 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 annually as follows:

Water: \$776,877 / \$789,671

Storm & Surface Water: \$1,271,548 / \$1,284,105

Asset Replacement: \$934,917 / \$928,208

Sewer: \$615,766 / \$625,197

Equipment Rental: \$7,000 / \$7,000

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2015-2016 Actuals	2017-2018 Modified Budget	2019-2020 Budget
General Fund	\$87,693,945	\$101,713,009	\$111,262,007
Special Revenue Funds			
Street	4,886,308	6,592,303	12,264,880
Arterial Street	3,483,350	6,668,656	5,105,192
Park Cumulative Reserve	332,841	3,069,000	153,000
Drug Seizure Fund	46,645	37,000	28,800
Fire Impact Fees	-	-	-
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,434,567	819,800	-
LIFT GO Bond Redemption	3,319,892	3,991,300	3,995,100
2013 GO Bond Redemption	1,401,068	1,395,678	1,393,926
Capital Funds			
Capital Improvements	80,338,892	61,118,586	70,695,623
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	2,553,750	3,390,283	-
Water	9,106,720	13,306,942	14,937,192
Sewer	12,544,945	16,621,175	20,603,686
Storm & Surface Water	9,663,143	15,574,088	19,199,295
Internal Service Funds			
Equipment Rental	3,412,322	3,734,777	4,697,598
Self Insurance	2,258,308	2,813,334	3,640,055
Asset Replacement	2,650,180	5,808,416	6,356,941
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	86,500	125,000	128,950
Total Appropriation All Funds	\$225,213,375	\$246,779,347	\$274,462,245
Less Operating Transfers	(15,132,739)	(30,629,271)	(19,169,214)
Less Interfund Transactions	(6,760,667)	(7,632,218)	(9,643,475)
Total Appropriation All Funds Less Transfers	\$203,319,970	\$208,517,858	\$245,649,556
Less Depreciation Expense	(5,394,936)	(6,829,534)	(7,240,289)
Biennium Ending Fund Balance	39,644,582	47,812,707	39,149,216
Total Appropriation Plus Ending Fund Balance	\$237,569,616	\$249,501,031	\$277,558,483

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

2019 Beginning Fund Balance figure is based on actual 2018 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

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

Providing Clear Direction for Spending

In 2018, Bothell's City Council affirmed 10 key goals for the 2019-2020 biennium. These goals were used by departments to determine their program service levels, staffing and operating needs, and ultimately their budget requests for the ensuing 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 achieving City Council's 2019-2020 Goals.

Establishing and Prioritizing Needs

Council is set to adopt the City's 2019-2025 Capital Facilities Plan (CFP) in November 2018. The plan provides for approximately \$345,000,000 in needed capital and infrastructure investment such as land acquisition and improvements in facilities, transportation, utilities and parks.

The CFP helps define and streamline the City's 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 2019-2020 budget appropriates \$86,387,767 in CFP investments. This figure includes facilities, transportation, utility and parks capital projects, as well as debt service.

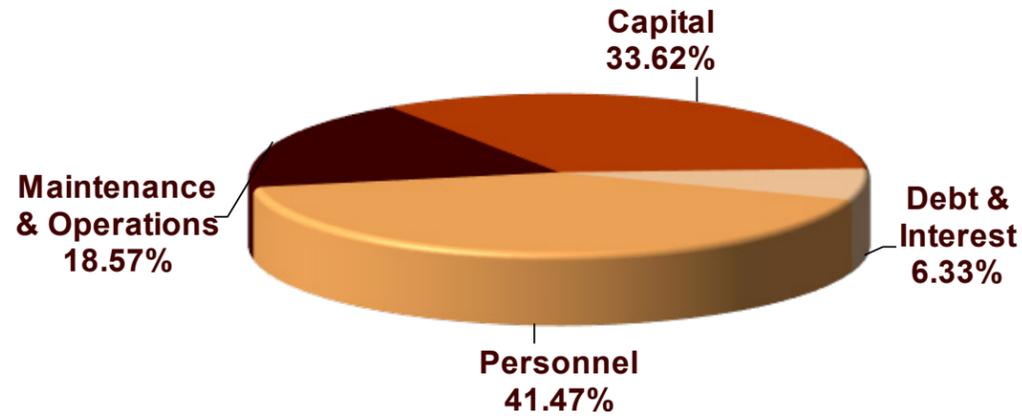
The City's adopted [Capital Facilities Plan](#) document is available on the City's website or by request from the City Clerk's office.

2019-2020 Citywide Budgeted Spending

Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at \$245,649,556 for the biennium. This is a 17.8% increase from budgeted spending in the previous biennium.

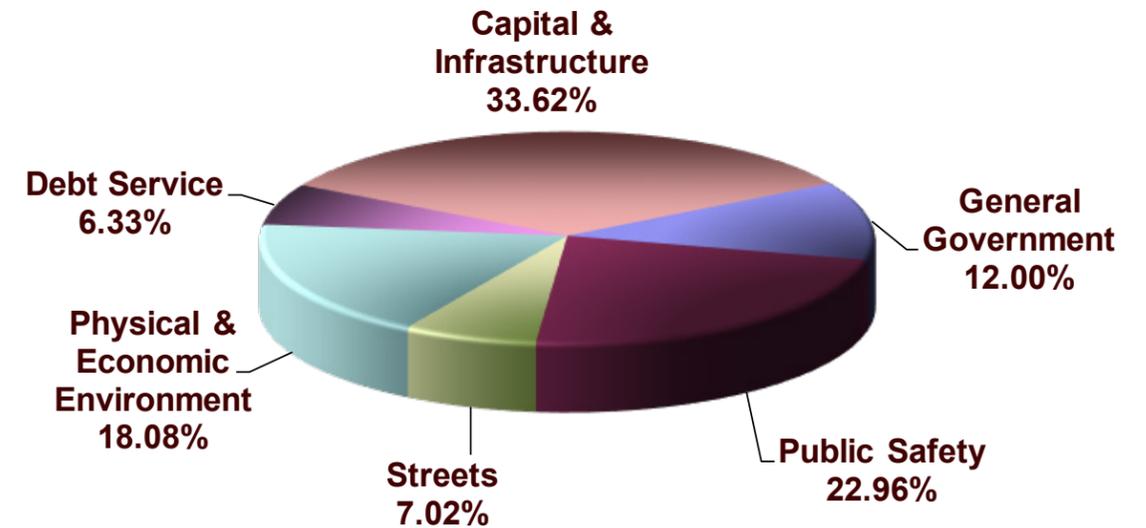
Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$78,353,908	\$91,221,965	\$101,877,273
Maintenance & Operations	34,939,600	40,232,798	45,627,059
Capital	80,082,393	60,780,264	82,594,517
Debt & Interest	9,944,069	16,282,831	15,550,707
Total Expenditures	\$203,319,970	\$208,517,858	\$245,649,556

Total Expenditures excludes Operating Transfers and Interfund Transactions.



Source	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
General Government	\$20,886,751	\$24,997,828	\$29,469,659
Public Safety	46,821,006	53,402,763	56,398,509
Streets	12,295,453	14,996,960	17,234,297
Physical & Economic Environment	34,732,053	38,057,212	44,401,867
Debt Service	9,944,069	16,282,831	15,550,707
Capital & Infrastructure	78,640,638	60,780,264	82,594,517
Total Expenditures	\$203,319,970	\$208,517,858	\$245,649,556

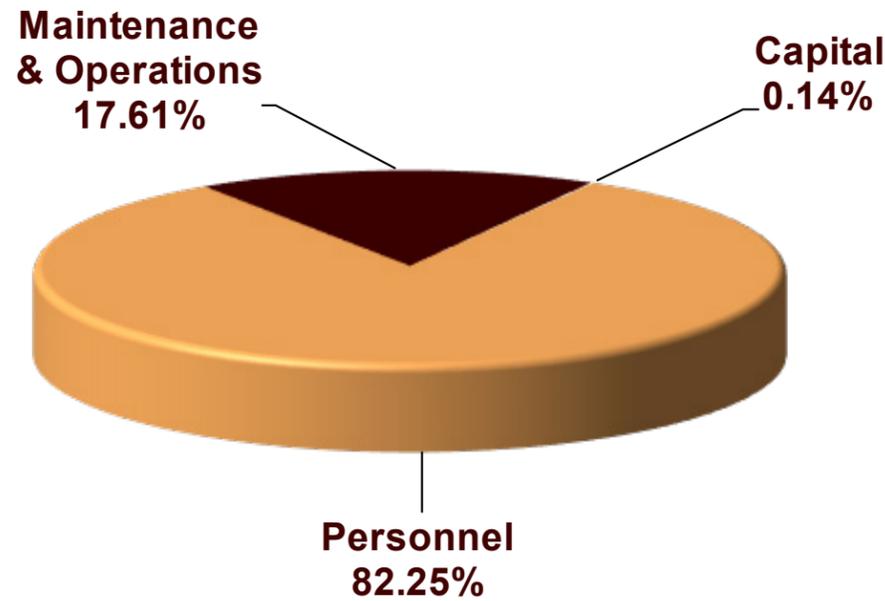
Total Expenditures excludes Operating Transfers and Interfund Transactions.



EXPENDITURES

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$67,586,214	\$77,734,019	\$86,036,304
Maintenance & Operations	14,592,053	16,540,975	18,417,232
Capital	371,062	293,573	150,000
Total Expenditures	\$82,549,329	\$94,568,567	\$104,603,536

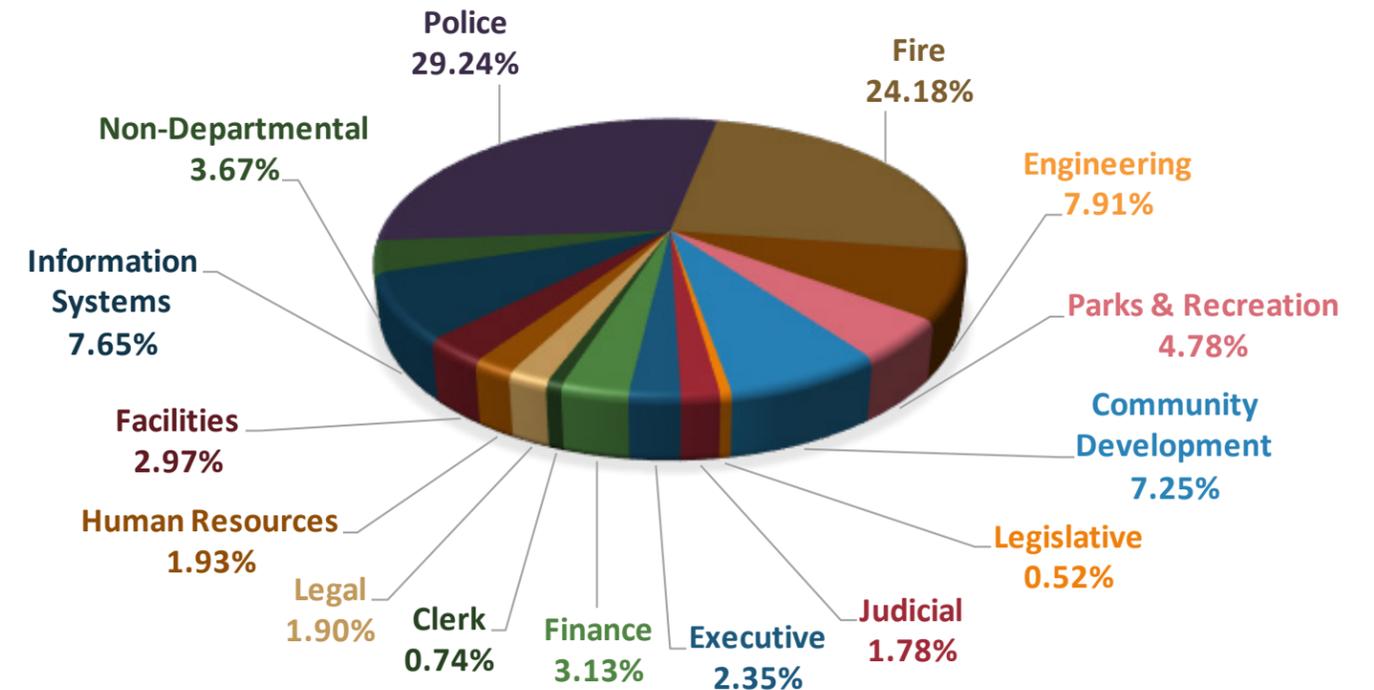
Total Expenditures excludes Operating Transfers and Interfund Transactions.



EXPENDITURES

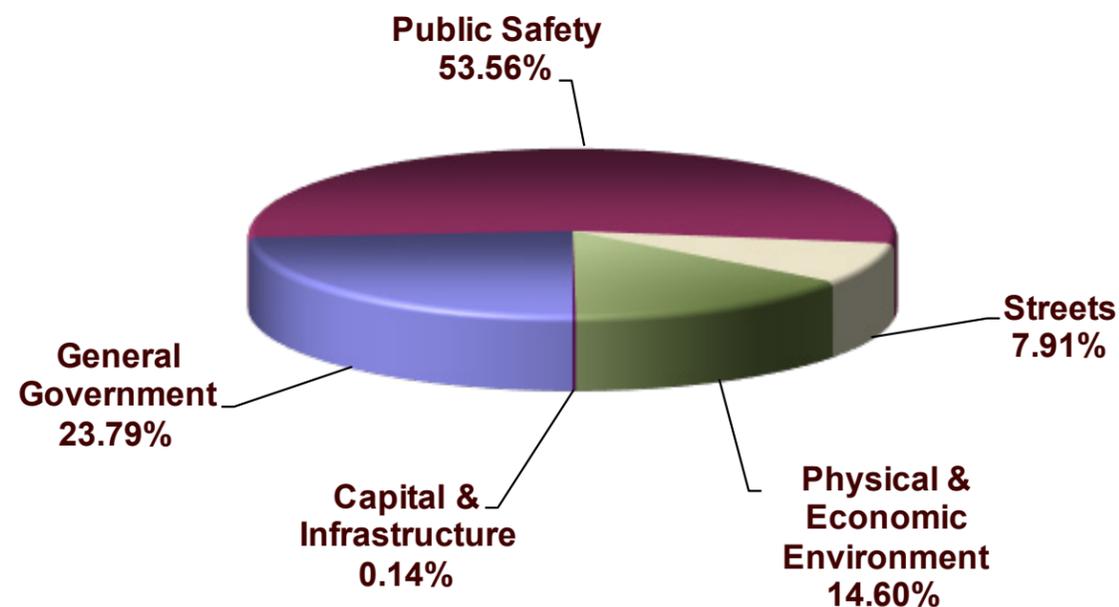
Department	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Legislative	\$501,368	\$484,968	\$546,551
Judicial	1,285,987	1,736,780	1,858,468
Executive	2,342,311	2,442,590	2,458,700
Finance	2,241,980	2,802,697	3,269,866
Clerk	593,190	724,542	776,612
Legal	1,939,788	1,806,521	1,992,158
Human Resources	1,558,720	1,766,536	2,019,057
Facilities	2,627,906	2,663,618	3,110,630
Information Systems	4,689,287	7,073,341	8,000,671
Non-Departmental	2,199,729	2,728,764	3,838,804
Police	25,079,963	28,008,258	30,582,228
Fire	21,650,500	24,745,328	25,297,401
Engineering	6,585,228	7,366,729	8,271,062
Parks & Recreation	3,264,073	4,196,506	4,997,557
Community Development	5,989,299	6,021,389	7,583,771
Total Expenditures	\$82,549,329	\$94,568,567	\$104,603,536

Total Expenditures excludes Operating Transfers and Interfund Transactions.



Source	2015-2016 Actuals	2017-2018 Budget	2019-2020 Budget
General Government	\$18,335,728	\$21,839,136	\$24,888,335
Public Safety	46,510,765	52,710,829	56,026,229
Streets	6,557,467	7,366,729	8,271,062
Physical & Economic Environment	10,774,306	12,358,300	15,267,910
Debt Service	-	-	-
Capital & Infrastructure	371,062	293,573	150,000
Total Expenditures	\$82,549,329	\$94,568,567	\$104,603,536

Total Expenditures 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 2019-2020 spending plan is presented in the [Capital Spending Charts](#) in this section and is described below by the standardized expenditure types set forth by the State Auditor's Office (SAO).

Citywide General Government Expenditures - \$29,469,659

General Fund - \$24,888,335
Other City Funds - \$4,581,324

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, and Public Information), non-capital Information Services, Finance, City Clerk, Legal, Human Resources, Facilities, Non-Departmental expenditures (excluding tourism promotion) and Self-Insurance.

In 2019-2020, these expenditures amount to \$29,469,659 citywide, or 12% of the City's overall projected spending. This is a 17.9% increase from budgeted 2017-2018 spending.

In 2019-2020, the General Fund's share of the City's general government expenditures amount to \$24,888,335, or 23.8% of the General Fund's overall projected spending. This is a 14% increase from budgeted 2017-2018 spending.

Citywide Public Safety Expenditures - \$56,398,509

General Fund - \$56,026,229
Other City Funds - \$372,280

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2019-2020, the projected cost of providing public safety services amounts to \$56,398,509, or 22.9% of the City's overall projected budget. 2019-2020 public safety spending is 5.6% higher than budgeted 2017-2018 spending.

In 2019-2020, the General Fund's share of the City's public safety expenditures amount to \$56,026,229, or 53.6% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to \$3,315,400 (6.3%) more than budgeted 2017-2018 spending.

Citywide Transportation Expenditures - \$17,234,297

General Fund - \$8,271,062
Other City Funds - \$8,963,235

Transportation expenditures include the Public Works Engineering Division, along with the City's Equipment Rental and Street Operating Funds. In 2019-2020, the projected cost of maintaining the City's current service level amounts to \$17,234,297, or 7% of the City's overall projected budget. This is a 14.9% increase from budgeted 2017-2018 non-capital transportation spending.

In 2019-2020, the General Fund's share of the City's transportation expenditures amount to \$8,271,062, or 7.9% of the General Fund's overall projected spending. This amount is 12.3% higher than budgeted 2017-2018 spending.

Citywide Utility and Community Environment Expenditures - \$44,401,867

General Fund - \$15,267,910
Other City Funds - \$29,133,957

Utility and community environment expenditures include Public Works Engineering, Community Development, Parks and Recreation, Tourism, and all three of the City's Utility Funds - Water, Sewer and Storm & Surface Water. In 2019-2020, the projected cost of providing these services amounts to \$44,401,867, approximately 18% of the City's overall projected budget. This is a 16.7% increase over budgeted 2017-2018 spending.

In 2019-2020, the General Fund's share of the City's community environment type expenditures amount to \$15,267,910, or 14.6% of the overall General Fund projected budget. This is an increase of \$2,909,610, or 23.5% higher than budgeted 2017-2018 community environment expenditures.

Citywide Debt Service Expenditures - \$15,550,707

Other City Funds - \$15,550,707

Citywide Debt Service expenditures in 2019-2020 amount to \$15,550,707, or 6.3% of the City's overall projected budget.

Schedule of Current Long-Term Debt Payments

Description	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	Balance 1/1/2019	Issued	Redeemed	Balance 12/31/2019	Due Within One Year
Governmental Activities									
GO 2013B	6/25/2013	12/1/2033	3.0-4.5%	\$8,145,000	\$7,755,000		\$400,000	\$7,355,000	\$415,000
GO 2013 A&B Bond Premium	6/25/2013	12/1/2033	3.0-4.5%	455,236	341,427		22,762	318,665	22,762
GO 2014 LIFT Bond	1/3/2014	3/1/2039	2.0-5.0%	28,210,000	25,995,000		740,000	25,255,000	765,000
GO 2014 LIFT Bond Premium	1/3/2014	3/1/2039	2.0-5.0%	2,137,096	1,709,676		85,484	1,624,192	85,484
PWTW Loan PC12-951-22	6/1/2012	6/1/2031	0.25%	8,000,000	5,812,600		447,123	5,365,477	447,123
Sno County Safe School Crossing Loan	2/27/2017	2/26/2027	1.50%	125,000	47,649		13,889	33,760	13,889
COB City Hall Lease Revenue Bonds	7/1/2014	12/31/2039	3.6-5.0%	49,625,000	46,375,000		1,315,000	45,060,000	1,365,000
COB City Hall Lease Revenue Bonds Premium	7/1/2014	12/31/2039	3.6-5.0%	1,954,296	1,641,608		78,172	1,563,436	78,172
			Subtotal	\$98,651,628	\$89,677,960		\$3,102,430	\$86,575,530	\$3,192,430
Business-Type Activities									
Combined Utility Revenue Bonds 2014	10/8/2014	10/8/2034	2.63-5.0%	\$18,355,000	\$15,850,000		\$720,000	\$15,130,000	\$750,000
Combined Utility Revenue Bonds 2014 Premium	10/8/2014	10/8/2034	2.63-5.0%	1,265,629	996,683		63,281	933,402	63,281
Construction Loan PC13-961-060	6/1/2013	6/1/2032	0.25%	800,000	637,562		45,516	592,046	45,516
			Subtotal	\$20,420,629	\$17,484,245		\$828,797	\$16,655,448	\$858,797
			Total	\$119,072,257	\$107,162,205		\$3,931,227	\$103,230,978	\$4,051,227

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, 2019, City debt limits were based on assessed property totaling \$11,390,672,261.

Debt Capacity as of January 1, 2019					
Regular levy assessed value less annexations					\$11,390,672,261
Item	Without a Vote	With a Vote of the People			Total Capacity
	1.5%	1.0%	2.5%	2.5%	7.5%
Legal limit	\$170,860,084	\$113,906,723	\$284,766,807	\$284,766,807	\$854,300,420
Outstanding net debt	89,669,761				89,669,761
Margin available	\$81,190,323	\$113,906,723	\$284,766,807	\$284,766,807	\$764,630,659

Schedule of Long-Term Debt

Year	2019		2020		Totals
	Principal	Interest	Principal	Interest	
Governmental Activities					
GO Bond 2013B	\$400,000	\$295,463	\$415,000	\$283,463	\$1,393,925
GO 2014 LIFT Bond	740,000	1,258,250	765,000	1,231,850	3,995,100
PWTF Loan PC12-951-22	447,123	14,532	447,123	13,414	922,192
Sno County Safe School Crossing Loan	13,889	1,233	13,889	1,667	30,678
COB City Hall Lease Revenue Bonds	1,315,000	1,934,102	1,365,000	1,888,115	6,502,217
	Subtotal	\$2,916,012	\$3,503,580	\$3,006,012	\$3,418,508
Business-Type Activities					
Combined Utility Revenue Bonds 2014	\$720,000	\$590,519	\$750,000	\$561,719	\$1,902,238
Construction Loan PC13-961-060	45,516	1,593	45,516	1,479	94,104
	Subtotal	\$765,516	\$592,112	\$795,516	\$1,996,342
	Total	\$3,681,528	\$4,095,692	\$3,801,528	\$14,840,454

Citywide Capital and Infrastructure Expenditures - \$82,594,517

General Fund \$150,000

Other City Funds - \$82,444,517 (includes \$7,240,289 in depreciation expense)

Capital and Infrastructure expenditures in 2019-2020 amount to \$82,594,517, or 33.6% of the City's overall projected budget. This is a 35.9% increase from 2017-2018 capital spending, and provides for \$3,249,972 in scheduled capital asset replacement, \$69,000 in capital outlay, \$7,240,289 in depreciation expense and \$72,035,256 for capital projects, \$70,638,736 of which was identified and funded in the City's adopted 2019-2025 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 2019-2025 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

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 Asset Replacement Fund has sufficient funding to cover purchases through 2019 and 2020.

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. 2019-2020 capital projects are funded with resources such as: 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 provided on the following four pages itemize the City's planned 2019-2020 capital spending.

305 Capital Improvement

Description	CFP Project	2019	2020	Project Funding
Downtown Contaminated Soil & Groundwater Clean Up	T47	\$2,117,244	\$467,244	CFP
Repurchase of Civic Center Lot		1,281,520	-	REET
1st Lt Nicholas Madrazo USMC Memorial Park	P11	620,252	-	CFP
Pedestrian Bridge Replacement at Park at Bothell Landing	P24	2,222,000	-	CFP
Cedar Grove Park Field Improvements	P6	350,000	-	CFP
Canyon Park Subarea Plan Update	T88	80,000	-	CFP
NE 185th St Reconstruction & Transit Center	T60	102,642	512,209	CFP
Bothell Crossroads - landscape monitoring	T6	9,142	9,460	CFP
Main Street Enhancement - landscape monitoring	T41	30,000	-	CFP
North Creek Trail Section 3 - landscape monitoring	T2e	34,000	4,000	CFP
North Creek Trail Section 4	T2g	1,178,000	322,000	CFP
Bothell-Everett Highway Interim Rechannelization	T79	107,000	-	CFP
Bridge Inspection, Maintenance, Repair & Rehabilitation	OP4	120,237	145,000	CFP
Sammamish River Bridge (BOT-10) Seismic Retrofit	T57	1,210,322	-	CFP
Meridian Ave S & 240th St SE Signalized Intersection	T66	186,807	228,299	CFP
9th Ave SE Non-Motorized Improvements (North Phase)	T83	31,995	250,144	CFP
130th Place NE & 132nd Ave NE Sidewalk Improvements	T84	87,240	121,045	CFP
Juanita-Woodinville Way/NE 160th St Overlay Project	T85	-	210,685	CFP
Sidewalk/Walkway Program	OP6	208,114	125,000	CFP
Collector Corridor Safety Program	OP7	25,000	75,000	CFP
Neighborhood Traffic Calming Program	OP5	50,000	100,000	CFP
SR522 Stage 2B Improvements (Wayne Curve to NE 180th)	T44	101,984	547,596	CFP
Annual Pavement Preservation Program	OP3	3,270,169	2,030,831	CFP
SR522 Stage 3 Improvements	T54	13,593,752	16,200,000	CFP
Adaptive Signal Control System - Phase 1	T65a	1,764,000	-	CFP
Adaptive Signal Control System - Phase 2	T65b	543,000	82,000	CFP
Horse Creek Plaza	P21	938,010	-	CFP
NE 188th St Non-Motorized Improvements	T71	1,732,949	525,000	CFP
19th Ave SE & 232nd St SE Pedestrian & Bike Improvements	T75	3,186,000	-	CFP
7th Ave SE/88th Ave NE Non-Motorized Improvements	T77	346,000	293,000	CFP
228th St SE Pavement Preservation	T80	25,000	-	CFP
Citywide Child Pedestrian School/Park Zone Safety Program	OP8	20,000	20,000	CFP
Safety Upgrade & Replacement Program	OP10	50,000	110,000	CFP
Bicycle Program	OP11	25,000	25,000	CFP
Comprehensive Plan - Transportation Element	OP13	20,000	20,000	CFP
Crosswalk Program	OP14	285,921	86,443	CFP

Total Capital Improvement \$35,953,300 \$22,509,956

EXPENDITURES

401 Water

Description	CFP Project	2019	2020	Project Funding
Annual Water Main Capital Replacement	W1	\$1,672,000	\$770,000	CFP
Morningside Water System Improvements	W6	500,000	-	CFP
Bloomberg Reservoir Painting	W10	-	250,000	CFP
Downtown Revitalization Utility Improvements (Water)	W11	180,000	-	CFP
Water share of vehicle for proposed Code Compliance Officer		4,200	-	Water Fund

Total Water \$2,356,200 \$1,020,000

402 Sewer

Description	CFP Project	2019	2020	Project Funding
Annual Sewer Main Capital Replacement	S1	\$3,281,000	\$250,000	CFP
Lift Station #1 Improvements	S13	-	894,000	CFP
Sewer share of vehicle for proposed Code Compliance Officer		4,200	-	Sewer Fund

Total Sewer \$3,285,200 \$1,144,000

406 Storm & Surface Water

Description	CFP Project	2019	2020	Project Funding
Annual Storm & Surface Water Capital Improvements	SW1	\$750,000	\$450,000	CFP
Horse Creek Improvements - monitoring/maintenance	SW11	76,000	66,000	CFP
Sammamish River Side Channel - monitoring/maintenance	SW12	9,000	9,000	CFP
Downtown Revitalization Utility Improvements (Storm)	SW13	520,000	-	CFP
Blyth Park Erosion Control	SW14	400,000	-	CFP
Parr Creek Flood Mitigation	SW16	300,000	1,500,000	CFP
East Riverside Drive Drainage & Sediment	SW19	50,000	80,000	CFP
Sammamish River & Waynita Creek Restoration	SW20	-	200,000	CFP
Palm Creek & 228th St SE Storm Improvements	SW21	175,000	175,000	CFP
Perry Creek & 228th St SE Culverts	SW22	390,000	-	CFP
Monte Villa Drainage Improvements	SW23	100,000	100,000	CFP
Village Square Drainage Improvements	SW24	80,000	150,000	CFP
Norway Hill - 104th Ave from 16039 to 15949	SW25	-	80,000	CFP
Storm share of vehicle for proposed Code Compliance Officer		14,000	-	Storm Fund

Total Storm & Surface Water \$2,864,000 \$2,810,000

505 Asset Replacement

See detailed listing in Asset Replacement Fund section		\$2,330,418	\$919,554	Replacement
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Total Asset Replacement \$2,330,418 \$919,554

EXPENDITURES

001 General Fund

Description	2019	2020	Project Funding
Facilities - Bothell Operations Center generator	\$10,000	-	General Fund
Facilities - Police DDC upgrades	80,000	-	General Fund
Facilities - Workstations for two proposed new staff positions	10,000	-	General Fund
Facilities - Bothell Operations Center carpeting	-	15,000	General Fund
Fire - Confined space rescue communications center	13,000	-	General Fund
CD - Vehicle for proposed limited-term Sr Building Inspector	22,000	-	General Fund

Total General Fund \$135,000 \$15,000

101 Street

Description	2019	2020	Project Funding
Street share of vehicle for proposed Code Compliance Officer	\$5,600	-	Street Fund

Total Street \$5,600 -

109 Drug Seizure

Description	2019	2020	Project Funding
Miscellaneous equipment/improvements	\$3,000	\$3,000	Drug Seizure

Total Drug Seizure \$3,000 \$3,000

TOTAL	\$46,932,718	\$28,421,510	
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Totals do not include depreciation or amortization expense totaling \$7,240,289.

2019-2020 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out	
General	Finance / HR Allocations - from Water, Sewer, Storm	\$493,696		
	Legal Allocations - from Water, Sewer, Storm	103,604		
	Executive / Clerk Allocations - from Water, Sewer, Storm	324,488		
	Information Services Allocations - from Water, Sewer, Storm	573,736		
	Facilities Allocations - from Water, Sewer, Storm	296,024		
	IS Hardware/Software Upgrades - from Capital Imp Fund	298,000		
	Proceeds from Property Sales - from Capital Imp Fund	1,000,000		
	Sustainability/Recycling Funding - from Capital Imp Fund	100,000		
	Fleet & Equipment Rental Allocations		3,007,374	
	Self-Insurance Departmental Allocations		1,934,649	
	LEOFF Subsidy to Self-Insurance Fund		385,731	
	Asset Replacement Set-Aside - to Asset Replacement Fund		1,330,717	
	Street	Fleet & Equipment Rental Allocation		424,714
Self-Insurance Allocation			201,549	
	Safe Streets/Sidewalks Levy - to Capital Improvement Fund		5,242,000	
Arterial Street	Capital Facilities Plan transfer to Capital Improvement Fund		5,105,192	
Park Reserve	Capital Facilities Plan transfer to Capital Improvement Fund		153,000	
LIFT GO Bond	LIFT Bond transfer from Capital Improvement Fund	1,995,100		
2013 GO Bond	2013 GO Bond transfer from Capital Improvement Fund	1,393,926		
Capital Improvement	Capital Facilities Plan transfer from Arterial Street Fund	5,105,192		
	Capital Facilities Plan transfer from Park Reserve Fund	153,000		
	Safe Streets/Sidewalks Levy - from Street Fund	5,242,000		
	IS Hardware/Software Upgrades - to General Fund		298,000	
	Proceeds from Property Sales - to General Fund		1,000,000	
	Sustainability/Recycling Funding - to General Fund		100,000	
	LIFT Bond transfer to LIFT GO Bond Fund		1,995,100	
	2013 GO Bond transfer to 2013 GO Bond Fund		1,393,926	
Water	Information Services Allocation - to General Fund		178,925	
	Finance / HR Allocation - to General Fund		120,538	
	Legal Allocation - to General Fund		25,296	
	Executive / Clerk Allocation - to General Fund		79,226	
	Facilities Allocation - to General Fund		75,026	
	Fleet & Equipment Rental Allocation		252,076	
	Self-Insurance Allocation		82,244	
	Sewer	Information Services Allocation - to General Fund		177,022
		Finance / HR Allocation - to General Fund		113,942
		Legal Allocation - to General Fund		23,912
Executive / Clerk Allocation - to General Fund			74,890	
Facilities Allocation - to General Fund			72,274	
Fleet & Equipment Rental Allocation			317,214	
Self-Insurance Allocation			844,746	
Storm/Surface Water	Information Services Allocation - to General Fund		217,789	
	Finance / HR Allocation - to General Fund		259,216	
	Legal Allocation - to General Fund		54,396	
	Executive / Clerk Allocation - to General Fund		170,372	
	Facilities Allocation - to General Fund		148,724	
	Fleet & Equipment Rental Allocation		681,236	
	Self-Insurance Allocation		81,853	
Equipment Rental	Fleet Allocations - All Funds	4,697,604		
	Fleet Replacement Transfer - to Asset Replacement		2,165,548	
	Self-Insurance Allocation		9,282	
Self-Insurance	Self-Insurance Allocations - All Funds	3,154,323		
	LEOFF Subsidy from General Fund	385,731		
	Fleet & Equipment Rental Allocation		14,990	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	2,165,548		
	Asset Replacement Set-Aside - from General Fund	1,330,717		
Total Operating Transfers & Interfund Transactions		\$28,812,689	\$28,812,689	

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.

Description	2019	2020
Finance		
Utility tax audit	\$20,000	-
	\$20,000	-
Facilities		
Workstations for proposed new staff positions	\$10,000	-
Bothell Operations Center - carpeting	-	15,000
	\$10,000	\$15,000
Information Services		
Software/hardware upgrades (reappropriated from 2017-2018)	\$298,000	-
	\$298,000	-
Fire		
Confined rescue space communications center	\$13,000	-
	\$13,000	-
Parks & Recreation		
Parks, Recreation, & Open Space Action Plan (PROSAP)	\$40,000	\$40,000
	\$40,000	\$40,000
Community Development		
Vehicle for proposed new Senior Building Inspector	\$22,000	-
	\$22,000	-
Total General Fund One-Time Expenditures	\$403,000	\$55,000

The City strives to maintain assigned reserves within the General Fund’s fund balance equivalent to 15% of the General Fund’s average biennial operating expenditures. General Fund reserves protect against unanticipated revenue shortfalls. Reserves help 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.

Classifications of Fund Balance

- Nonspendable - Amounts that are not in a spendable form.
- Restricted - Amounts constrained to specific purposes by provider.
- Committed - Amounts constrained by the government’s highest authority.
- Assigned - Amounts the government intends for a specific purpose.
- Unassigned - Amounts available in the General Fund for any purpose.

General Fund Estimated Ending Fund Balance at 12/31/2020	
Committed	
Impressed Funds	\$16,750
Restricted	
Tourism (Lodging Tax)	\$711,895
Donated Funds	133,675
Forfeited Proceeds (Police)	11,035
	\$856,605
Assigned	
Capital Projects	\$1,711,130
Unassigned	
Unassigned Reserves	\$7,513,310
2020 General Fund Estimated Ending Fund Balance \$10,097,795	

Sound spending of assigned and unassigned 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.
- Replenishing/augmenting reserves.

See the “2019-2020 Budget Overview” chart at the end of this section for projected fund balances for all City Funds at 12/31/2020.

By the end of the 2019-2020 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than \$100,000:

Fund	Amount	Description
General Fund		
General Fund	\$431,427	Transfers to Asset Replacement Fund
Special Revenue Funds		
Street	\$203,780	Transfers to Capital Improvements Fund for Safe Streets & Sidewalks Projects
Capital Projects Fund		
Capital Improvements	\$5,209,499	Per Capital Facilities Plan
Utility Funds		
Water	\$1,436,246	Per Capital Facilities Plan
Sewer	2,757,148	Per Capital Facilities Plan
Storm & Surface Water	2,503,191	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	\$887,651	Per Asset Replacement Schedule

Special Revenue Funds operate using Restricted Funds or through a General Fund subsidy. In both instances the fund balance is intended 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 fully 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.

EXPENDITURES

Fund	Projected* Balance 12/31/2018	2019 Projected Revenues	2019 Expenditure Appropriation	Projected Balance 12/31/2019	2020 Projected Revenues	2020 Expenditure Appropriation	Projected Balance 12/31/2020
General	\$10,529,222	\$53,729,403	\$55,414,510	\$8,844,115	\$57,101,177	\$55,847,497	\$10,097,795
Special Revenue Funds							
Street	2,347,559	5,918,138	6,154,487	2,111,210	6,142,962	6,110,393	2,143,779
Arterial Street	6,725,859	3,362,235	2,678,151	7,409,943	4,042,203	2,427,041	9,025,105
Park Cumulative Reserve	2,036,340	1,124,000	153,000	3,007,340	1,060,000	-	4,067,340
Drug Seizure Fund	120,027	55,000	13,800	161,227	60,000	15,000	206,227
Fire Impact Fees	192,858	180,000	-	372,858	180,000	-	552,858
Debt Service Funds							
2008 GO Refunding Bond	-	-	-	-	-	-	-
LIFT GO Bond Redemption	-	1,998,250	1,998,250	-	1,996,850	1,996,850	-
2013 GO Bond Redemption	-	695,463	695,463	-	698,463	698,463	-
Capital Funds							
Capital Improvements	6,001,439	36,144,950	41,719,541	426,848	29,341,174	28,976,082	791,940
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	-	-	-	-	-	-	-
Water**	5,236,538	5,875,277	8,110,800	3,777,892	6,059,121	6,826,392	3,800,292
Sewer**	7,416,987	8,206,200	11,304,875	4,934,078	8,399,375	9,298,811	4,659,839
Storm & Surface Water**	5,834,284	6,982,960	9,665,128	4,423,664	7,157,491	9,534,167	3,331,093
Internal Service Funds							
Equipment Rental**	-	2,348,802	2,325,864	29,938	2,348,802	2,371,734	14,006
Self Insurance	30,860	1,790,854	1,790,855	30,859	1,849,200	1,849,200	30,859
Asset Replacement**	887,651	2,055,879	3,878,447	-	1,550,286	2,478,494	-
Trust and Agency Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	344,070	64,450	64,450	344,070	64,500	64,500	344,070
Subtotal	\$47,787,707	\$130,531,861	\$145,967,621	\$35,958,055	\$128,051,604	\$128,494,624	\$39,149,216
Less Operating Transfers		9,729,990	9,729,990		9,439,224	9,439,224	
Less Interfund Transactions		4,794,664	4,794,664		4,848,811	4,848,811	
Total	\$47,787,707	\$116,007,207	\$131,442,967	\$35,958,055	\$113,763,569	\$114,206,589	\$39,149,216

*Figures are based on actual 2018 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 annually as follows:

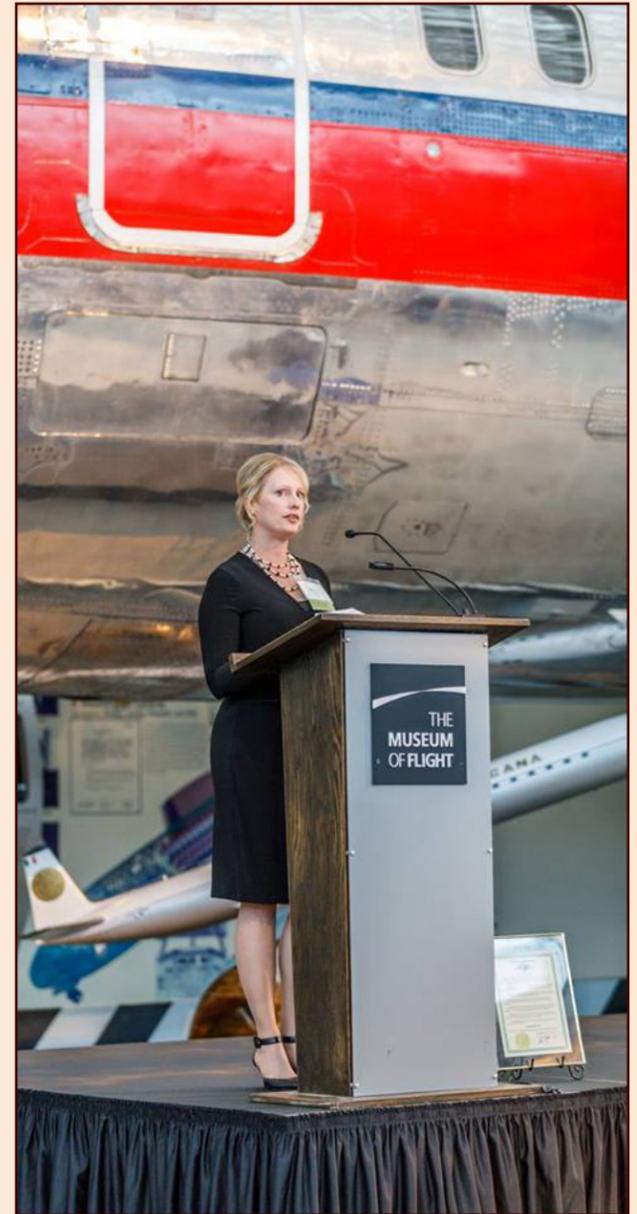
Water: \$776,877 / \$789,671

Storm & Surface Water: \$1,271,548 / \$1,284,105

Asset Replacement: \$934,917 / \$928,208

Sewer: \$615,766 / \$625,197

Equipment Rental: \$7,000 / \$7,000



The [Executive Department](#) consists of three divisions: Office of the City Manager (including Emergency Management, Tourism, Economic Development and the Arts Commission), Communications/Public Information, and City Clerk.

The administrative affairs of the City are managed by the Executive Department. The City Manager is appointed by the Council and serves as the administrative head and Chief Executive Officer for the City, with support from the Assistant City Manager. 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. Additionally, the Executive Leadership Team, consisting of all department directors, reports directly to the City Manager.

[Organizational Chart](#)



Implement City Council's goals and priorities

- Facilitate Council's annual retreat 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 that 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.

Coordinate the Council's legislative priorities and advocacy at the state level

- Update the Legislative Platform and Priorities annually.
- Meet and correspond with State officials on issues relevant to the City.

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 Councilmembers 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 excellence in customer service.
- Promote an atmosphere of effective support, training, opportunity and recognition for staff.

Continue financial sustainability

- Update projections and fiscal strategies with Council annually and provide sound fiscal management.
- Assure and promote efficient and economical use of dollars allocated.
- Lead initiatives in the organization to align needs and resources within functions.



A look back at 2017-2018

- ✓ Provided leadership of municipal services with a focus on improvements and efficiencies.
- ✓ Facilitated retreats for City Council to set annual goals.
- ✓ Offered Council Candidate and New Council Member orientations.
- ✓ Completed the downtown Main Street Enhancement project.
- ✓ Established organizational values to deliver exceptional customer service, perform as a team, support innovation, ensure all employees are and feel safe, and ethical conduct in the work place.
- ✓ Retained and recruited to create a high performing Executive Leadership Team.
- ✓ Delivered six leadership training sessions to 200 employees.
- ✓ Continued economic development initiatives including participation on Innovative Partnership Zone Board, Bothell Kenmore Chamber Board, and Affordable Regional Coalition for Housing (ARCH) Board.
- ✓ Secured contracts with all four labor groups.
- ✓ Completed the purchase of 84 acres of the former Wayne Golf Course, and developed a strategy with King County that saved the City of Bothell nearly \$6 million.
- ✓ Overseeing the disposition of remaining City-owned properties, including managing existing Development Agreements, continuing environmental clean-up and hiring a real estate broker.
- ✓ Actively collaborate with Sound Transit to ensure Bothell receives its share of ST3 funds.
- ✓ Researched and proposed a public safety levy and bond for Council's consideration.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Annual retreat for Council	2	3	1	1
Semi-annual retreat for Executive Leadership Team	N/A	2	2	2
Annual staff meeting	N/A	3	1	1
Updated legislative platform	N/A	2	1	1
Open meetings and public records trainings for all new Board and Commission members	N/A	2	1	1
Emergency Management training for new and existing staff	N/A	N/A	1	1

The Emergency Management Division works to minimize loss caused by disasters by training and preparing City staff on their roles and responsibilities during a natural or man-made incident.



Provide exercises, training for staff to build City’s capability for a full response and recovery

Maintain and update required plans

→ Keep the city in compliance with federal requirements and eligible for disaster assistance.

Assure staff compliance with the National Incident Management System (NIMS)

→ Staff will take required NIMS courses, keeping the City in federal compliance and eligible for disaster assistance.

Continue to train staff for their functions within the Emergency Coordination Center

→ Trained staff will result in the timely response to, and effective recovery from, an emergency situation.

Maintain the City’s disaster supplies

→ Staff will have the supplies needed in order to respond to and recover from an emergency.

[more...](#)



A look back at 2017-2018

- ✓ Transferred Emergency Preparedness Program to City Manager’s Office for enhanced support and resources.
- ✓ Purchased, educated, and distributed 300 emergency disaster supplies kits to employees.
- ✓ Small Business Administration’s Advocate of the Year (2017).
- ✓ University of Washington (UW) Bothell Nursing Students collaboration (2-years running).
- ✓ Presented with the Greater Bothell Chamber of Commerce and UW Bothell at the Washington State Emergency Management Association Conference.
- ✓ Developed and conducted two full scale exercises with staff in the Emergency Command Center.
- ✓ Managed and completed the five-year update to the Comprehensive Emergency Management Plan.
- ✓ Managed and completed the four-year update to the Hazard Mitigation Plan Annex that is part of the King County Regional Plan.
- ✓ Developed and conducted a condensed NIMS class (IS 100, 200, and 700) for new employees saving staff time and further ensuring NIMS compliance.
- ✓ Successfully applied for and executed two separate Emergency Management Program Grant funding processes.
- ✓ In conjunction with King County Office of Emergency Management, secured the CodeRED (reverse 911 system) for all Bothell and Snohomish County Fire District #10 residents and for City staff use.

The Tourism Division supports the visitor development program by leveraging Lodging Tax dollars to promote economic development through events, activities, and businesses in Bothell.

The Arts Commission is a seven-member board, appointed by the City Council, and managed by the Tourism Manager. The Arts Commission oversees arts programming and public art within the City.



Tourism

→ Implement new website and brand identity to increase heads in beds in Bothell hotels.

→ Continue to develop relationship with Woodinville Wine Country as official stay partner.

→ Grow grant program to continue reaching out to non-profits.

→ Work with new Economic Development Manager to market the downtown to the commercial real estate industry in the region and nationally.

Arts Commission

Develop revenue streams through grants and entry fees

Improve and expand the gallery art exhibit

→ Market to attract more people to view the exhibit and attend openings.

→ Develop standardized jury criteria for educational/enhanced experience for viewers.

Work with staff to develop projects using 1% for Art funds

Continue to develop Commission’s purpose with cultural plan



A look back at 2017-2018

Tourism

✓ Hired Tourism Manager.

✓ Implemented grants program utilizing funds from lodging tax.

✓ Completed wayfinding program for Sammamish River Trail.

✓ Hired new marketing vendor for improved results.

Arts Commission

✓ Council formally adopted Arts Commission and appointed members.

✓ Started art show in city hall gallery.

✓ Adopted a 1% for Art policy.

✓ Purchased and installed first pieces of public art.

The Communications/Public Information Division is responsible for managing public relations, marketing, media relations, emergency communications, and community relation/outreach for the City. Communication tools include (but are not limited to) social media, print, radio, and television media sources; news release; the City’s website; Bothell Community Television (BCTV); and the Bothell Bridge quarterly city-wide newsletter.

Outcomes & Activities

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

- Utilize public relations tools, such as social media, BCTV Channel 21/26, the City’s website, the City’s 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 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 manage City’s key messages and outreach on capital investment project.

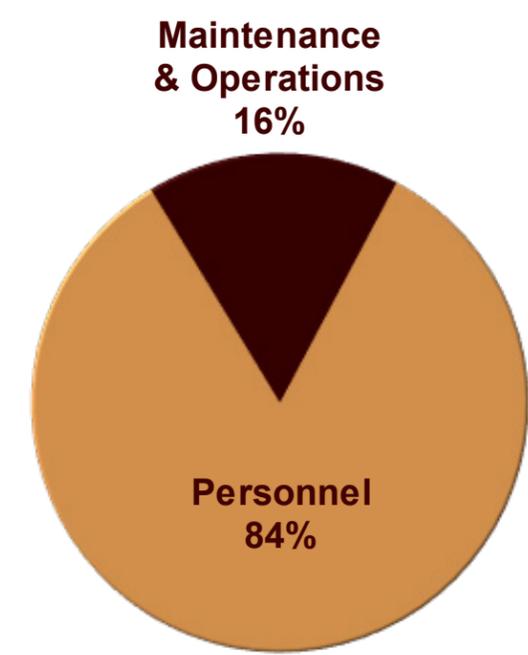
Continue use of communication tools to more efficiently and effectively reach Bothell residents

- Manage social media and e-mail 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.

Increase the use of short videos on social media to reach Bothell residents

A look back at 2017-2018

- ✓ Led public information/education efforts for the public safety levy and bond.
- ✓ Managed City website, keeping homepage fresh. Worked with departments to ensure updated content through website.
- ✓ Produced the Bothell Bridge quarterly city-wide newsletter.
- ✓ Continued the City’s use of social media by posting regularly on Facebook and Twitter, as well as responding to inquiries and comments.
- ✓ Managed media relations for the City, including informing media of special events, road closures, City accomplishments and opportunities for public engagement.
- ✓ Produced Bothell Buzz videos on the following topics:
 - Safe Streets/Road Construction
 - Bothell Police’s Navigator Program
 - Animal Control Officer
 - Public Art
 - Community Emergency Response Team (CERT)
 - Sammamish River Restoration
 - New Fire Chief
 - Disaster Preparedness
 - Summer Events
- ✓ Produced mini-videos for BCTV:
 - Public Safety: Get Involved
 - Celebrate Main Street and Ribbon Cutting
 - Join Us for the Freedom Festival
 - Artist Reception for Jeff Olson
 - Sammamish River Restoration Celebration



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,901,426	\$1,795,400	\$2,053,849
Maintenance & Operations	440,885	647,190	404,851
Capital	-	-	-
Total Expenditures	\$2,342,311	\$2,442,590	\$2,458,700
Annual Cost Per Capita	\$54.08	\$54.50	\$52.73

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$258,449 from the 2017-2018 budget. A limited-term Economic Development Manager is proposed for 2019. Cost-of-living and step increases are also factors.
- Maintenance & Operations costs are decreasing by \$242,339. The Public Defender function is moving from Executive to Non-Departmental for 2019-2020.



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, working with advisory boards, and maintaining intergovernmental relations at the local, state, and federal levels. The Council formulates legislation in the form of ordinances and resolutions, establishes and enacts public policy by setting goals and allocating resources, and appoints the City Manager to carry out those policies.



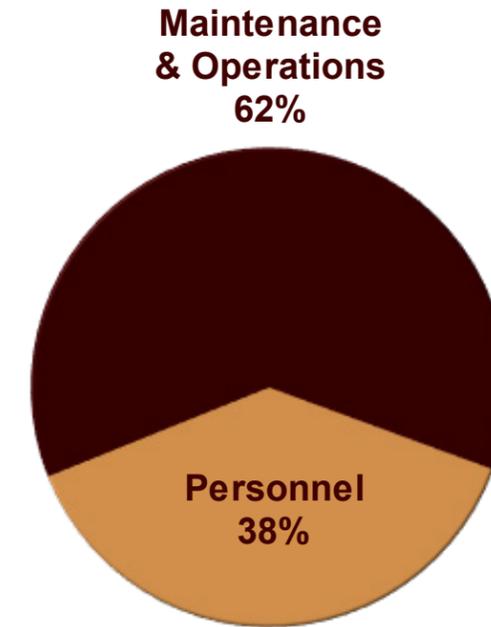
- Set annual goals and priorities.
- Legislate and govern at the "policy level"; addressing multiple issues at the policy level.
- Provide clear policy direction to the City Manager.
- Create opportunities for citizens to be involved in their community.
- Provide timely and thorough responses to citizen comments and complaints.



A look back at 2017-2018

- ✓ Held annual retreats to establish goals for each year, as well as a special retreat in 2018 regarding the budget, teamwork & communication.
- ✓ Served on 12 regional multi-agency committees.
- ✓ Adopted revised Protocol Manual.
- ✓ Hired a new City Manager.
- ✓ Received training on Parliamentary Procedure, and Professional Development.
- ✓ Elected Mayor/Deputy Mayor.
- ✓ Purchased Wayne Golf Course.
- ✓ Adopted Classification and Compensation Study results.
- ✓ Ratified American Federation of State, County & Municipal Employees (AFSCME), International Association of Firefighters (IAFF), Police Officers and Captains Collection Bargaining Agreements.
- ✓ Approved the creation of an Arts Commission (previously a committee).
- ✓ Reinstated the Shorelines Board.
- ✓ Approved new financial software program, MUNIS.
- ✓ Adopted a Stay Out of Drug Area (SODA) Ordinance.
- ✓ Approved the University of Washington Bothell (UWB)/Cascadia College (CC) Updated Master Plan.
- ✓ Adopted Interim Tree Retention Ordinance.

[more...](#)



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$188,740	\$195,548	\$209,811
Maintenance & Operations	312,627	289,420	336,740
Capital	-	-	-
Total Expenditures	\$501,368	\$484,968	\$546,551
Annual Cost Per Capita	\$11.58	\$10.82	\$11.72

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$14,263 from the 2017-2018 budget, as a result of projected cost-of-living increases.
- Maintenance & Operations costs are increasing a total of \$47,320. Election costs are projected to rise from 2017-2018, and funding has been added for security at City Council meetings.

[Legislative Budget Summary](#)



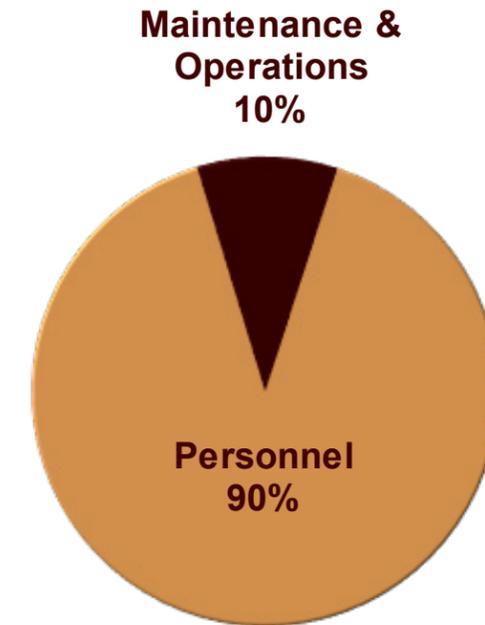
The [City Clerk](#) Division is responsible for legislative support to the City Council as well as oversight and coordination of the city-wide records management program, which includes public records requests, contracts, and legal notices. Other duties include serving as the elections liaison to both King and Snohomish Counties, cemetery management, and administering special event permits. The City Clerk Division is also responsible for public outreach and recruitment to the City's many boards & commissions, which includes training on the Open Public Meetings Act and the Public Records Act.

One of the Council's on-going budget focus areas is community connections and transparency. The City Clerk Division is actively working on programs and procedures to enhance transparency and ease of use for citizens looking for public records electronically.

[Organizational Chart](#)

- Outcomes & Activities**
- Support the City Council, staff and citizens by updating information frequently and accurately.
 - Meet publication and reporting deadlines.
 - Publish accurate meeting minutes and legal notices.
 - Respond to Public Records Requests within mandated 5-day response period providing consistent and accurate responsive records.
 - Provide training on the Public Records Act and adhere to the Open Public Meetings Act (OPMA) and Public Records Act (PRA) regarding destruction/transfer reducing city's liability and develop policies regarding public records.

- A look back at 2017-2018**
- ✓ Hired a Public Records Specialist.
 - ✓ Procured GovQA, a Public Records Request Management Program (went live August 2017).
 - ✓ Brought 70% of off-site records on-site resulting in a \$1,000 per month cost savings.
 - ✓ Contracted with LeMay Shredding Services using the state procurement contract resulting in better service and a cost savings of approximately \$300 per month.
 - ✓ Trained all Board and Commission members on the Open Public Meetings Act and Public Records Act.
 - ✓ Added the Document Library to the Website.
 - ✓ Updated the Council Protocol Manual.
 - ✓ Completed off-site records clean-up at Cedar Grove Park.
 - ✓ Implemented the Email Retention Project (working with Legal and IS) and provided training to all departments.
 - ✓ Participated in the implementation of the MUNIS contract management module.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$527,756	\$638,292	\$701,112
Maintenance & Operations	65,434	86,250	75,500
Capital	-	-	-
Total Expenditures	\$593,190	\$724,542	\$776,612
Annual Cost Per Capita	\$13.70	\$16.17	\$16.66

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

- 2019-2020 Financial Notes**
- Personnel costs are increasing \$62,820 from the 2017-2018 budget. Primary drivers are the reclassification of the Deputy City Clerk position in 2018, along with projected cost-of-living and step increases.
 - Maintenance and Operations costs are decreasing by \$10,750.
- [City Clerk Budget Summary](#)

The Non-Departmental Fund resides within the Executive Department budget and includes programs and expenditures that benefit the city as a whole and/or are not specific to a single department. The main budget impacts contained within the 2019-2020 budget include the following:

- Membership dues and intergovernmental agency fees, including but not limited to:
 - » Economic Alliance of Snohomish County
 - » Economic Development Council of King County and Seattle
 - » Puget Sound Regional Council
 - » Association of Washington Cities
 - » Sound Cities Association
 - » eGov subscription
 - » Snohomish County Tomorrow
 - » Northshore Parks & Recreation Service Area
 - » Pollution control mandated by the Clean Air Act
- The Tourism Program, which is completely funded by lodging tax dollars, are restricted for tourism use only.
- General human services as well as funding for A Regional Coalition for Housing (ARCH) and the Snohomish Health District.

The Non-Departmental Fund also includes excise taxes, unemployment taxes, fire protection (fire hydrant) maintenance, sustainability/recycling, the Arts Commission, the Customer Service Center and the Commute Trip Reduction Program.



Human Services

→ Support accessible human service programs to preserve client dignity and promote options to help them become self-sustaining.



A look back at 2017-2018

Human Services

- ✓ Funded over \$350,000 each year for grants to human services providers within Bothell and the nearby region.
- ✓ Continue to be a board member of ARCH, and contribute \$50,000 a year to the ARCH parity fund.
- ✓ Conducted a brief human services needs assessment to help discern needs within Bothell. This was used to help guide funding to human services providers in 2019-2020.

The Customer Service Center (CSC) is a division of the Non-Departmental Fund which is a full-service “concierge” for the City of Bothell. The counter functions as a centralized cashing station, an organization-wide information center and a call center for the City. Our vision is to provide courteous, respectful and friendly customer service while maintain a welcoming, professional and orderly entrance to the citizens’ City Hall.

The primary focus of the CSC includes utility payments, pet licensing, customer information and assistance, Parks & Recreation registration, all incoming City Hall phone calls and mail distribution.



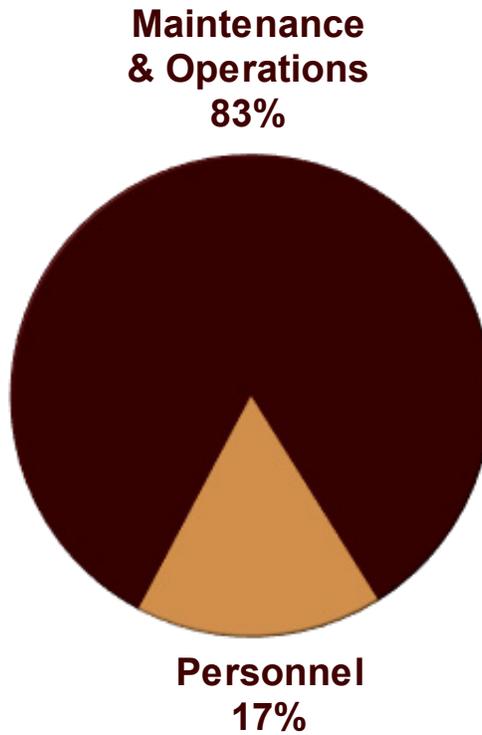
- Continue to cultivate the “concierge” feel in the City Hall lobby.
- Refine policies and procedures to empower the staff to better assist customers.
- Implement a security measure and system that keeps staff safe and informs other staff throughout the building of potential threats.
- Continue to work with other departments to gain a better understanding of their functions, thus enabling staff to answer customer questions more quickly and efficiently and to offer departmental assistance with a greater knowledge base.



A look back at 2017-2018

- ✓ Created database reference guides and informational handouts to provide quality and effective internal and external customer service.
- ✓ Implemented a department assistance program to provide support to departments as needed.
- ✓ Enhanced City Hall lobby and information center.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Avg # of utility transactions per month	N/A	750	1,000	1,250
Avg # of pet licenses issued per month	N/A	45	50	50
Customer Action Requests (CAR) per month	N/A	42	50	55



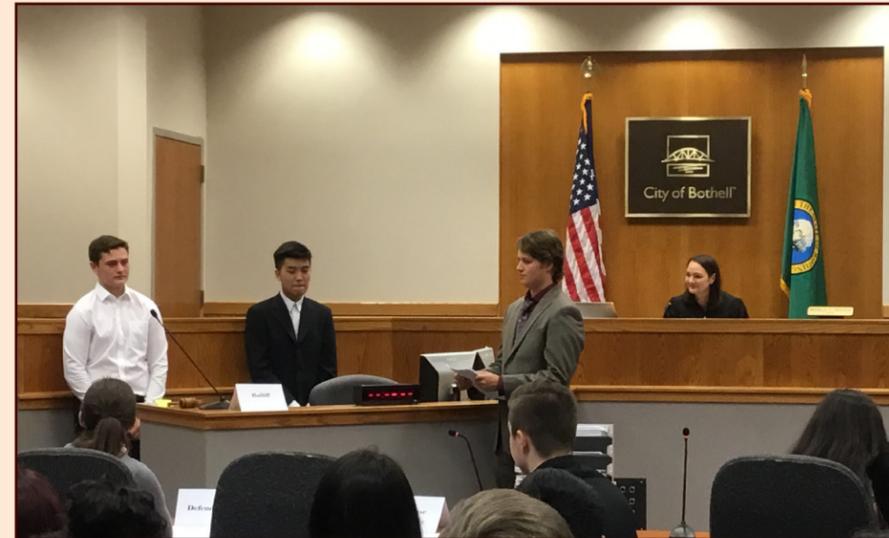
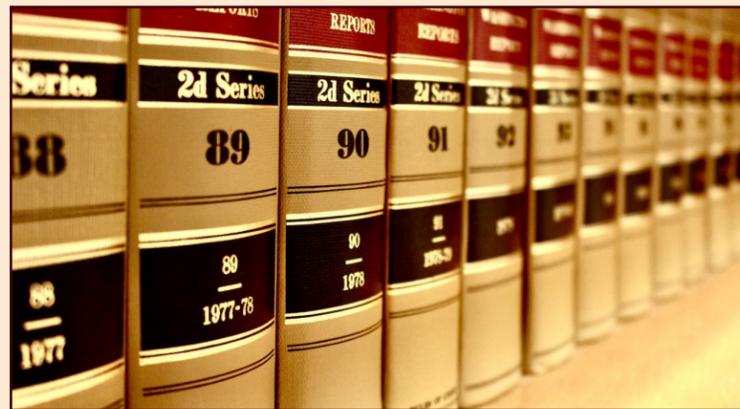
Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$115,610	\$341,850	\$639,255
Maintenance & Operations	2,065,441	2,386,914	3,199,549
Capital	18,677	-	-
Total Expenditures	\$2,199,729	\$2,728,764	\$3,838,804
Annual Cost Per Capita	\$50.79	\$60.89	\$82.33

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$297,405 from the 2017-2018 budget. The Customer Service Center (CSC) staff are moving to Non-Departmental from Finance in 2019-2020. Cost-of-living and step increases are also part of the rise in costs.
- Maintenance & Operations costs are increasing by \$812,635. The Public Defender function is moving from Executive to Non-Departmental in 2019-2020. Additionally, the Tourism program budget (utilizing restricted lodging tax revenues) is up about \$325,000 from 2017-2018. Finally, a small budget has been set up for the Arts Commission.

Non-Departmental Budget Summary



[Bothell Municipal Court](#) is organized under RCW 3.50 and BMC 2.14 to resolve misdemeanor and civil infraction violations of the Bothell Municipal Code (BMC) and Revised Code of Washington committed within Bothell’s geographic boundaries. The Court provides a venue for the timely, impartial, and accessible resolution to an average of 3,500 cases annually in an atmosphere of mutual respect for the public, employees, and outside agencies. Bothell Municipal Court is proud to be a contributing partner working toward a safe community.

Bothell Municipal Court employs a total of seven full-time staff for the court clerk and probation office plus one 34-hour a week judge.

[Organizational Chart](#)

**Outcomes
&
Activities**

Adhere to Court performance standards

- Ensure that 100% of criminal cases are set for trial within 90 days of their first appearance in court.
- Guarantee that 100% of civil infractions are set within 120 days of the notice of infraction.
- Guarantee that 100% of active probation cases are monitored for compliance every 30 days.

Remain accountable to public and system participants

- Lead quarterly Court stakeholder meetings to improve effectiveness and communication.
- Commit Court resources to allow greater access to justice for the public.
- Continue the Judges in the Classroom (Street Law) program at North Creek High School.
- Further efforts to develop and expand Bothell Probation Services.
- Seek grant funding to expand types of resources offered.

Deliver a safe work environment

- Continue to contract with a professional security service for court security.
- Perform regular testing of the Court security systems.
- Train and perform drills pertaining to Emergency Evacuation Procedures.
- Work with the Safety Committee to bring relevant safety training to the Court staff.
- Transition Bothell Probation Services from the Bothell Police Department to the Bothell Municipal Courthouse.

Prioritize advancement of staff via involvement and training

- Continue education for the Court staff through professional training offered by the Administrative Office of the Courts, District and Municipal Court Management Association and District and Municipal Court Judges Association.
- Explore additional staff training opportunities available within the community and region.
- Involve staff on committees and in strategic planning.

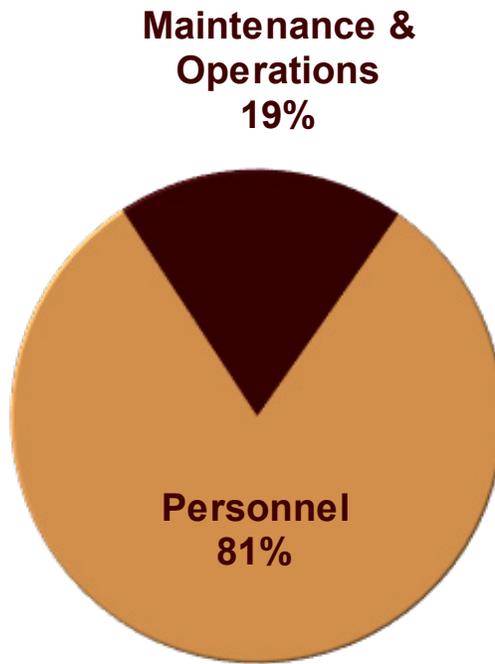
[more...](#)

A look back at 2017-2018

- ✓ Continued the successful Bothell Youth Court Traffic program.
- ✓ Hired the Court Administrator and three Court Clerks.
- ✓ Completed an extensive review of court processes and procedures.
- ✓ Implemented new security standards in adherence with General Rules 36.
- ✓ Joined the King County Trial Court Coordination Council.
- ✓ Improved the quality of publically accessible court recordings.
- ✓ Reaffirmed the inter-local interpreter policies with King County Courts.
- ✓ Reaffirmed the inter-local bench warrant agreement with King and Snohomish County Courts.
- ✓ Continued to develop Bothell Probation Services.
- ✓ The Probation Officer and Probation Clerk completed the Washington State Misdemeanant Probation Counselor Academy.
- ✓ Two Court Clerks completed training at Administrative Office of the Courts headquarters in Olympia.
- ✓ Implemented King County’s Unified Payment Program to assist defendants in making consolidated payments for outstanding court fines.
- ✓ Formed internal Safety, Wellness, Training and Education, and Technology and Equipment Committees.
- ✓ Completed several system audits (partnering with Bothell Police) including, active bench warrants, active no-contact orders, active stay-out-of-drug-area orders, and infractions.
- ✓ Created the [Bothell Probation Services](#) webpage and made significant improvements to the current website.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Criminal trials set within 90 days of a speedy trial	100%	100%	100%	100%
Traffic hearings set within 120 days of a speedy trial	100%	100%	100%	100%
Active probation cases monitored for compliance every 30 days	100%	95%	100%	100%

The transition from Providence Community Corrections (PCC) to Bothell Probation Services was completed in January 2018 with final transfer of all account balances to the Judicial Information System.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$985,784	\$1,379,280	\$1,506,388
Maintenance & Operations	281,318	357,500	352,080
Capital	18,885	-	-
Total Expenditures	\$1,285,987	\$1,736,780	\$1,858,468
Annual Cost Per Capita	\$29.69	\$38.75	\$39.86

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

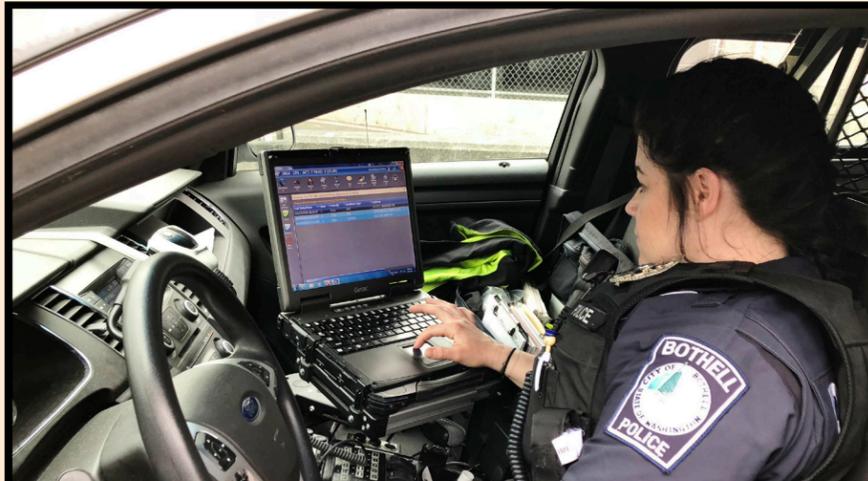
2019-2020 Financial Notes

- Personnel costs are increasing \$127,108 from the 2017-2018 budget. The increase is driven by a half-time Court Clerk position that was added in the 2017 budget amendment, along with projected cost-of-living and step increases.
- Maintenance and Operations costs are decreasing by \$5,420.

Municipal Court Budget Summary



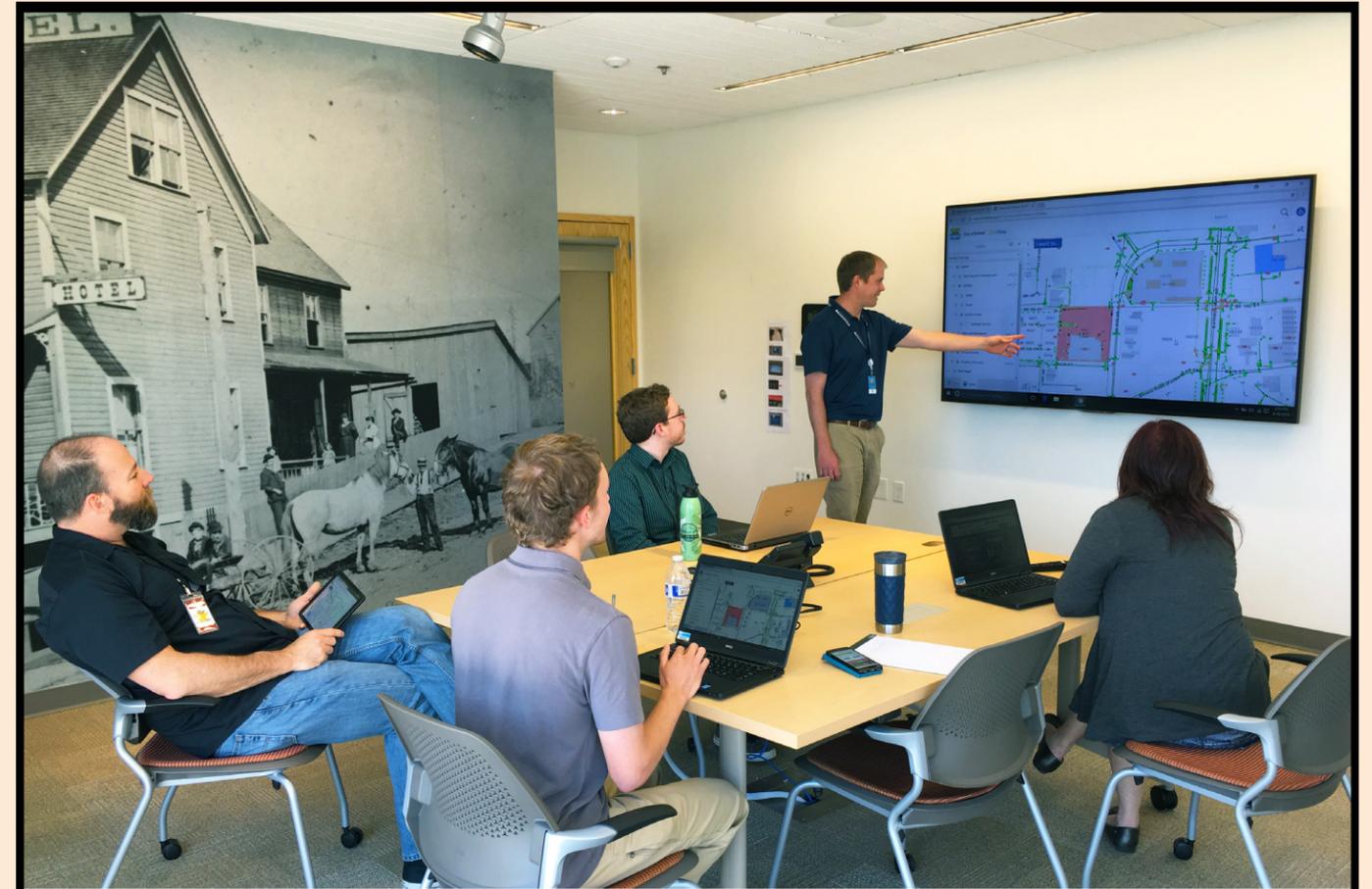
The City of Bothell is utilizing mobile technology to streamline the inspection, enforcement and safety processes for construction and development. The technology, which connects staff directly to Bothell's permitting system, enables employees to spend more productive time in the field.



Bothell police officers rely on technology to increase safety to citizens and officers by reducing response times, streamlining reporting, and enhancing communication.



Leveraging mobile technology, with real-time GIS information, a Public Works crew cleans one of the thousands of storm water catch basins located in Bothell.



City of Bothell Information Services staff continue ongoing work for innovative GIS web applications, serving City staff and the public. <http://www.bothellwa.gov/233/Maps-GIS>



Bothell staff utilizing technology as part of a recent ECC exercise. The role of the ECC (during an emergency or threat) is to coordinate command decisions, resources, and public information on a strategic level. The ECC facilitates the coordination of multiple agencies into a comprehensive citywide strategy of incident response. During a large scale emergency, the ECC may become the temporary seat of city government.

Bothell's [Information Services](#) (IS) Department supports the technologies that serve the businesses and residents of this dynamic and innovative community.

Every departments' operations depend upon support from Information Services. IS partners with each department, in a collaborative effort to find more efficient and creative ways in which to use technology and Geographical Information System (GIS) data to enhance services. This collaboration enables Information Services to implement technology in a strategic manner that supports the values of the organization, is aligned with the goals of the City Council and improves service to the community.

[Organizational Chart](#)



Community Engagement through Technology

→ Information Services is focused on implementation services that connect businesses and residents with city government through technologies like rich GIS data driven applications, document libraries, records request, online bill pay, government transparency tools, online applications, and more.

Some services include:

- Online Recreation Registration
- Pet Licenses
- Interactive Maps on COBmap
- Building Permits
- Online Court Payments
- Online Job Applications
- Capital Improvement Project Map
- Online Document Library
- Online Public Records Requests
- Crime Statistics

Business optimization

→ It is a key goal of Information Services to find innovative technologies that create efficiencies and support fiscal responsibility. Using mobile technologies to get information into the hands of staff while in the field, implementing enterprise focused systems that can be used by multiple departments, leveraging GIS data and promoting organization-wide data sharing, are just some of the ways that Information Services is driving efficiency through innovation in the organization.

Sound technology infrastructure

→ Information Services' core goal is to ensure the availability and integrity of digital information. It is through robust infrastructure design, enforcement of policies in legal compliance with mandating agencies, fluid disaster planning, and active information security programs that IS helps to ensure all departments have the technology tools required to serve the public and that data is appropriately secured.

Sound technology infrastructure

→ IS focuses not only on the stability of technology but also plays an active role in disaster and response planning in government as a whole. IS is heavily involved in the City's Emergency Communications Center and Continuity in Government Planning.

It is the role of the department to provide technology support during a regional emergency event, and to guide departments in preparing for providing critical services and accessing vital records during periods of technology outages or technology recovery periods.

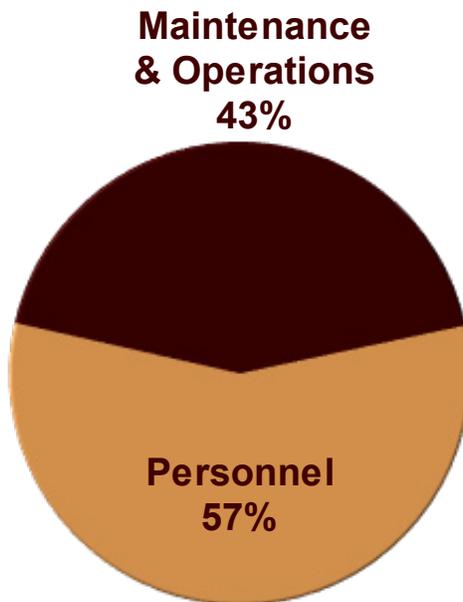


A look back at 2017-2018

- ✓ A [Safe Streets Walk Route](#) Project involved working with Public Works to run detailed GIS spatial analysis for prioritization of Safe School Walk Routes in the City. This was an exciting project including the Public, City staff, and Northshore School District.
- ✓ Replaced a total of 159 Personal Computers (PC), laptops and tablets.
- ✓ Upgraded the City's aging Financial System, building the groundwork for citizen transparency, online reporting and online utility billing.
- ✓ On target to complete over 11,800 helpdesk requests for the biennium which is a 25% increase over the previous biennium.
- ✓ New Bothell Parcel Report – An all new detailed '[Bothell Parcel Report](#)' is now found in COBmap and for use by Citizens and Staff. GIS Services held two different COBmap educational and training demonstrations for City staff.
- ✓ Upgraded the City's aging Police Records Management Software (RMS) and Computer Aided Dispatch (CAD) System for improved performance and reliability.
- ✓ Added an additional 23 workstations, 30 tablets and 7 training laptops for a 14% overall increase to the fleet.
- ✓ Completed project enabling staff inspectors to use field tablets and custom GIS data to determine if curb ramps are Americans with Disabilities Act (ADA) curb compliant. This project supports the [Safe Streets Phase 2](#) initiative.
- ✓ Upgraded cable infrastructure in Police and Court buildings totaling over 500 cable pulls and terminations, resulting in improved reliability and performance.
- ✓ All New Aerial Imagery of Bothell was contracted in 2018 with high accuracy (orthophoto) imagery added to our library of data. Also updated land features such as building outlines and streets. Impervious feature are also captured.
- ✓ Completed annual information security program, which included auditing, security testing, and comprehensive employee outreach program.
- ✓ Replaced the system that records all the 911 calls with a new system that meets the newly emerging enhanced 911 requirements.

[more...](#)

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
# of technical & GIS helpdesk requests completed	N/A	12,089	15,000	18,000
# of significant technology projects completed	N/A	19	5	3
% of projects completed per council scorecard	N/A	74%	80%	85%

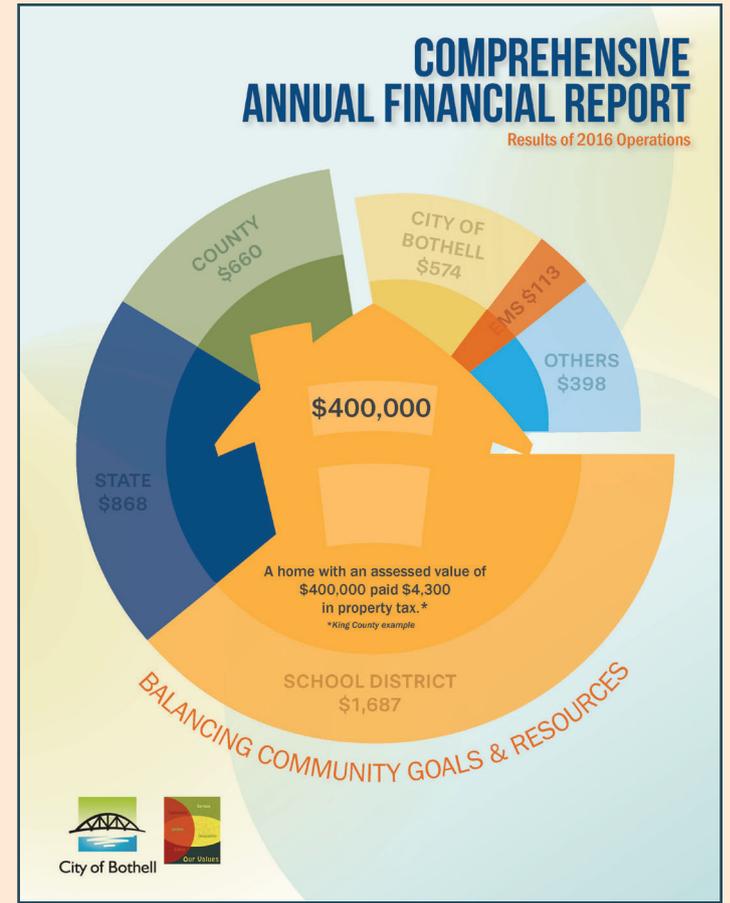
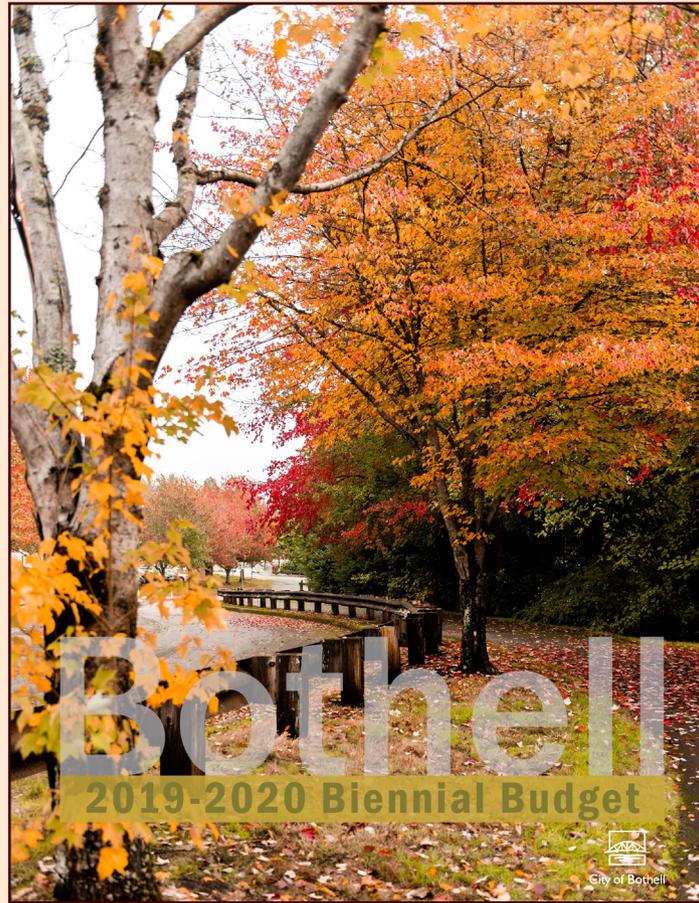


Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$2,642,435	\$3,330,999	\$4,548,238
Maintenance & Operations	1,976,006	3,546,269	3,452,433
Capital	70,846	196,073	-
Total Expenditures	\$4,689,287	\$7,073,341	\$8,000,671
Annual Cost Per Capita	\$108.27	\$157.83	\$171.59

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$1,217,239 from the 2017-2018 budget. Several staff members paid from the utility funds in the 2017-2018 budget are now charged to Information Services - they will bill the utilities for their utility-related staff time on a quarterly basis. Also, half of a staff position is being moved from Non-Departmental to provide administrative support to Information Services. Cost-of-living and step increases are also contributing to the difference between 2017-2018 and 2019-2020.
- Maintenance & Operations costs are decreasing by \$93,836. The 2017-2018 budget included \$1.1 million in one-time costs for a number of hardware and software implementations. About \$298,000 of this total is being re-appropriated to 2019-2020 as the work continues. Annual increases in software licensing costs as well as \$293,835 in costs related to projects approved by the City’s Information Service Steering Committee (ISSC) are also included in the 2019-2020 budget.



The [Finance Department](#)'s daily mission is to provide accountability for all public funds, assets, policies and systems in a fiscally responsible manner, maintaining financial stability and public trust through sound financial management, while delivering responsive quality customer service to our citizens and fellow employees. Responsibilities include:

Financial Strategy

- Fiscal Analysis & Strategy
- Revenue Forecasting
- Budget Development & Management
- Capital Grant Management
- [Capital Facilities Plan](#) (CFP)
- Asset Management
- Procurement
- Investment Management

Administration

- Administrative Support
- Customer Service Center
- Pet Licensing
- Cashiering & Receipting
- Budget & CAFR Graphic Design

Accounting & Reporting

- Financial Reporting - [Comprehensive Annual Financial Report](#) (CAFR)
- Audit Administration
- Treasury Management
- Payroll & Benefit Administration
- Position Budgeting
- Project Accounting
- Accounts Payable & Receivable
- Internal Audit
- Business License Renewal
- Contract Management

[Organizational Chart](#)



Continue to receive [Government Finance Officers Association \(GFOA\)](#) awards

- The Distinguished Budget Presentation Award signifies that Bothell is meeting the highest principals for governmental budgeting.
- The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in the area of governmental accounting and financial reporting.

Phase 2 finance software implementation:

- Utility billing
- Cashiering
- Payroll
- CAFR financial reporting

Maintain Bothell's Aa2 credit rating

- Maintain sound fiscal practices to ensure a Moody's credit rating of Aa2 or higher.

Reformat and design the Budget document for optimal on-line viewing

- Create a more streamlined budget by linking to information available on the City's website.

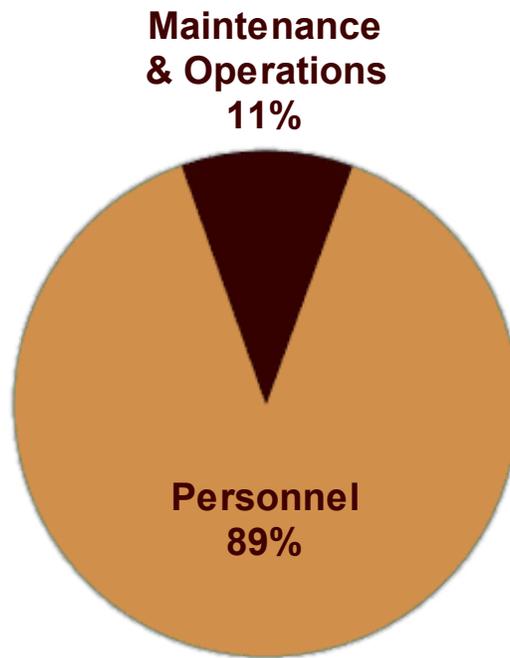


A look back at 2017-2018

- ✓ Received the GFOA Distinguished Budget Presentation Award for the 15th consecutive year.
- ✓ Received the GFOA Certificate of Achievement for Excellence in Financial Reporting (the highest level of professional certification obtainable in the field of governmental accounting) for the 16th consecutive year.
- ✓ Implemented the first phase of a new financial software system including general ledger, accounts payable, budget, grant and contract management, fixed assets, and project accounting modules.
- ✓ Received consistent unqualified audit opinions from the Washington State Auditor's office.
- ✓ Received an [Aa2 credit analysis rating](#) from [Moody's Investor Service](#).
- ✓ Updated the City's Purchasing Policy.
- ✓ Administered payroll and benefits for over 350 employees, including retroactive pay for four bargaining units.
- ✓ Processed over 3,000 annual business license renewals.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Earn Distinguished Biennial Budget Award	1	1	1	1
Earn Annual Certificate of Excellence in Financial Reporting Award	1	1	1	1
State Auditor's Office (SAO) Audit Findings	0	1	0	0
Budget accounted for	\$228.8 M	\$237.9 M	\$146.0 M	\$128.5 M
Annual business license renewals	3,175	3,275	3,300	3,400



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,997,695	\$2,564,304	\$2,910,726
Maintenance & Operations	244,286	238,393	359,140
Capital	-	-	-
Total Expenditures	\$2,241,980	\$2,802,697	\$3,269,866
Annual Cost Per Capita	\$51.77	\$62.54	\$70.13

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$346,422 from the 2017-2018 budget. The payroll function was moved to Finance midway through 2017, and two Finance staff members are no longer partially charging the Water and Sewer funds following the shift of the utility billing function to Public Works. The 2019-2020 budget also includes several proposed position reclassifications that were not included in the Classification & Compensation Study completed in 2017. Cost-of-living and step increases are also factors.
- Maintenance & Operations costs are increasing by \$120,747. The primary driver is an increase in auditing costs from the State Auditor’s Office. A utility tax audit with an outside consultant is also planned for 2019.

Finance Budget Summary



The Legal Department continually strives to provide the highest quality legal services for the City of Bothell in furtherance of the public health, safety and welfare of its citizens. The 2019-2020 Legal budget appropriation is anticipated to increase slightly from the 2017-2018 budget.

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 the Washington State Legislature and coordinate 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 the coordination of 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.

[Organizational Chart](#)



Minimize the City of Bothell's exposure to financial risks

- Respond to claims for damages with a 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

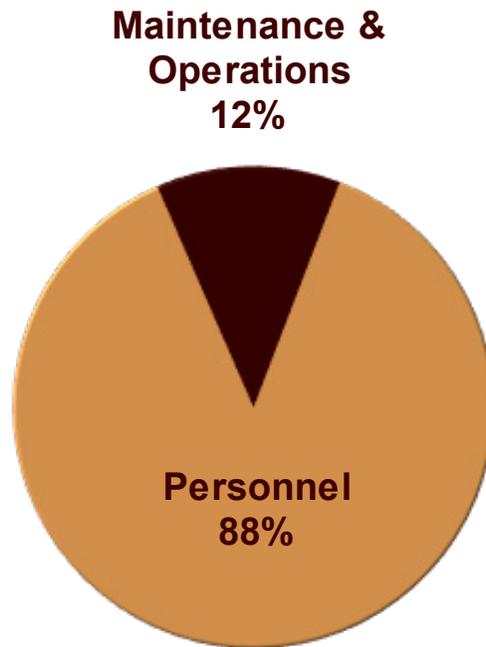
- Respond to Public Records Act requests from staff within five business days.
- Prepare and/or complete the review of City ordinances and resolutions within ten business days.
- Review standard agreements within three business days.
- Provide a target date for providing legal advice within 48 hours.
- Oversaw the City's legislative program.
- Hired a Deputy City Attorney to allow the City to reduce use of outside counsel on day-to-day operations.
- Prevailed on all but two appeals.
- Continued to provide outstanding service to Domestic Violence (DV) victims.



A look back at 2017-2018

- ✓ Hired a second prosecutor to allow the City to continue its diligent prosecution of crimes involving and related to opiate abuse.
- ✓ Prevailed on 100% of appeals.
- ✓ Continued to provide outstanding service to domestic violence victims.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of claims filed that proceeded to litigation	<10%	<10%	<10%	<10%
% of risk losses recovered	75%	75%	75%	75%
% of cases set for jury trial resolved without a trial	95%	95%	95%	95%
% of cases set for bench trial resolved without a trial	97%	97%	97%	97%
% of cases affirmed on appeal	100%	80%	100%	100%
% of Public Records Act requests for legal review responded to within five business days	100%	90%	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution or civil compromise	90%	95%	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	90%	90%	90%	90%
# of jury trials held	36	36	18	18
# of cases reviewed for charges	1,600	1,750	800	800
# of appeals	20	10	5	5
# of review hearings	1,400	1,746	900	900
# of motions	50	50	25	25
# of bench trials	20	0	3	3



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,121,338	\$1,567,961	\$1,745,414
Maintenance & Operations	818,450	238,560	246,744
Capital	-	-	-
Total Expenditures	\$1,939,788	\$1,806,521	\$1,992,158
Annual Cost Per Capita	\$44.79	\$40.31	\$42.73

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$177,453 from the 2017-2018 budget. This is the result of projected cost-of-living and step increases.
- Maintenance & Operations costs are increasing by just \$8,184.

[Legal Budget Summary](#)



We, the City of Bothell [Human Resources Department](#), are strategic leaders in developing a modern organization. We are committed to maximizing the value of our employees and ensuring they go home safely. We work collaboratively with City staff to foster a culture of continual improvement, wellness, and inclusion. We protect the interests of employees and the organization by developing responsible programs, initiatives, and policies that align with the City's values of safety, ethics, service, innovation, and teamwork.

Strategic Objectives:

- Accessible and paperless HR
- Clear and meaningful policies and procedures
- A safe work environment
- Strategic employee development planning
- Recruitment/retention of a diverse and talented workforce
- Modern HR for a modern city

[Organizational Chart](#)

Outcomes & Activities

Accessible and paperless Human Resources (HR)

- Modernize HR website.
- Implement HR management system.

Strategic employee development planning

- Develop and implement city-wide training plan.
- Use performance appraisals to determine training needs.

Clear and meaningful policies and procedures

- Negotiate American Federation of State, County & Municipal Employees (AFSCME), International Association of Firefighters (IAFF), and Police Labor Contracts
- Collaborative review and implementation of updated policies.

A safe work environment

- Join Association of Washington Cities (AWC) retrospective rating program.
- Develop and implement accident prevention program.

Recruit/retention of a diverse and talented workforce

- Develop diversity recruitment plan.
- Conduct employee engagement survey.

Modern HR for a modern City

- Utilize Kaizen methods to update business processes.
- Use HR metrics to evaluate organizational performance.

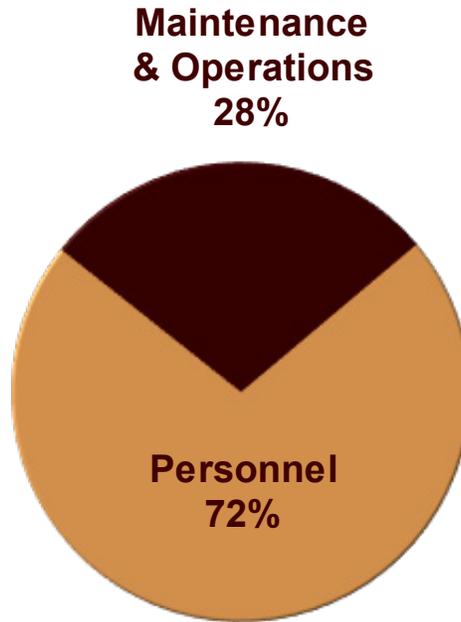


A look back at 2017-2018

- ✓ Created and successfully recruited for new Safety Manager position.
- ✓ Negotiated four labor agreements while maintaining collaborative and cooperative working relationships with City's bargaining units.
- ✓ Completed process to select human resources management system vendor.
- ✓ Filled approximately 180 position vacancies.
- ✓ Received Association of Washington Cities (AWC) WellCity Award and received 2% medical premium discount in the amount of \$156,000 in both 2017 and 2018.
- ✓ Successfully implemented requirements of new laws and regulations including Initiative 1433 regarding paid sick leave.
- ✓ Brought in-house training to the City that focused on supervisor and leadership skills.
- ✓ Established Diversity and Inclusion Committee.
- ✓ Successfully placed eight new members of the City's Executive Leadership Team including a new Human Resources Director and City Manager.
- ✓ Established department strategic plan aimed at and modernizing human resources and safety standards and focusing on a higher level of customer service.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Time to fill job vacancies (work days)	50	TBD	50	50
Near miss incident protocol	N/A	N/A	100%	100%
Safety audit of all departments	N/A	N/A	100%	100%
On-time performance reviews	N/A	N/A	70%	80%
Employee engagement survey participation	N/A	N/A	70%	80%
Implement HR Management System	N/A	N/A	25%	80%
Implement diversity outreach recruitment plan	N/A	N/A	100%	100%
Employees earning 100 wellness points	N/A	N/A	35%	50%
Evaluate organizational training needs	N/A	N/A	50%	100%
Implement organizational training plan	N/A	N/A	50%	100%



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,334,933	\$1,400,064	\$1,448,957
Maintenance & Operations	223,787	366,472	570,100
Capital	-	-	-
Total Expenditures	\$1,558,720	\$1,766,536	\$2,019,057
Annual Cost Per Capita	\$35.99	\$39.42	\$43.30

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$48,893 from the 2017-2018 budget. The move of the payroll function to Finance, the Safety Manager position (added in the 2017 budget amendment) to the Self-Insurance fund, and the suspension of tuition reimbursement benefits for 2019-2020 are partially offset by the proposed reclassification of a staff position, as well as by projected cost-of-living and step increases.
- Maintenance & Operations costs are rising by \$203,628. The primary drivers are increases in online advertising for staff recruiting, outside legal counsel for personnel/labor issues, and benefit administration charges.

Human Resources Budget Summary

The Bothell [Police Department](#) (BPD) 2019 – 2020 budget reflects changes seen in the department: Impacts of legislation on time per officer per call for service; increasing community and safety concerns resulting from homelessness, mental health and opioid/meth crisis; the challenges of identifying, training and hiring recruits with a workforce approaching retirement.

Reducing crime and the fear of crime along with building and maintaining the community trust are two of the pillars upon which the Bothell Police Department is built. Preventing crime and effectively responding to incidents that may occur are the core functions of a professional Law Enforcement agency. Likewise, the importance of community engagement between the Police Department (PD) and community cannot be overstated.

The daily work of a police officer is generally divided into two types of patrol:

- Reactive - emergency response work performed at the request of a resident or when an officer comes across an incident that requires an immediate response, i.e., 911 calls, Driving Under the Influences (DUI), traffic accidents.
- Proactive - the uncommitted time officers have to follow up on cases & track down leads (business checks, traffic stops, following up on crime trends, park patrols, community outreach).

Over the last several years, time to investigate and handle reactive calls has steadily increased; a call that could have only taken an hour ten years ago now can regularly take double or triple that time and often requires more officers on scene.

As this response to emergency calls for service takes longer, the time officers have to spend in proactive work decreases, impacting time when officers can focus efforts on the identified trends to prevent crime from reoccurring and when they participate in activities that can build those important community relationships.

Bothell voters approved Proposition 1 in 2018 to address these concerns. Implementation starts in 2019.

In the meantime, the Bothell Police Department remains focused on providing excellence in service, ensuring that our employees perform their important duties with fairness, professionalism and respect.

[more...](#)

[Organizational Chart](#)



Strive towards continual improvement in Patrol resource deployment

- Utilize crime data to assist in focusing limited resources.
- Have communications personnel provide callers with information on online reporting option, CopLogic.
- Complete a study on PD request for outside agency K9s to determine the level of need for a BPD tracking dog.
- Improve the response to Stay Out of Drug Area (SODA) zones (officer education in enforcement of SODA violations, improve access to names of SODA recipients, increase patrol at sites).
- Utilize newly developed quarterly reporting (developed by the Crime Analysis Detective) to include proactive and reactive patrol hour comparisons, drug offense tracking, and top calls for service by hours.

[more...](#)



A look back at 2017-2018

Actively pursued the criminal element and enforced laws:

- ✓ Conducted patrols in areas with known criminal activity SODA zones.
- ✓ Conducted traffic enforcement.
- ✓ Utilized crime analysis data and reports to help focus limited resources.

Assist persons in crisis:

- ✓ Provided referrals to our Navigator when appropriate.
- ✓ Utilized Crisis Intervention Training (CIT) and techniques.
- ✓ Provided referrals to our Department Chaplains as appropriate.
- ✓ Provided resource lists to those in need (e.g., Gas Vouchers, Volunteers of America, Cocoon House Teen Crisis Services, Domestic Violence Services, National Human Trafficking Hotline King County 211, as well as other resources).

Enhance safety in neighborhoods and schools:

- ✓ Conducted visible patrols in neighborhoods.
- ✓ Addressed police-related issues impacting the quality of life of those who live, work and travel through our community.

[more...](#)

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of patrol shifts with a minimum of 4 officers and a supervisor	95%	TBD	90%	90%

Outcomes & Activities

- All commissioned personnel to complete the 40 hour CIT course, the 2 hour on-line CIT refresher.
- Create an Operations 3-5 year training plan for officer development.
- Work with new officers and Police Support Officers to properly outfit/equip, train (including basic law enforcement academy if entry level) and Field Training Officer (FTO).
- All officers and sergeants attend police skills refresher training courses:
- Emergency Vehicle Operations Course (EVOC), Use of Force, Defensive Tactics, Lateral Vascular Neck Restraint (LVNR), Domestic Violence and Legal Updates, First Aid/Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED).
- Provide department training in the area of Protection Orders/Orders to Surrender Weapons/Extreme Risk Protection Orders.
- Work with Criminal Justice Training Commission (CJTC) staff to help provide a "scenario-based" training guide.
- Provide training/assistance to outside law enforcement agencies to help create a seamless response to incidents involving multiple agencies.
- Provide additional human trafficking training to commissioned members of the Department.
- Provide training on solo officer response to active shooter incident to patrol officers.
- Seek out outside training opportunities on "Lessons Learned" events.
- Provide supervisory training on Use of Force documentation.

Outcomes & Activities

Develop and implement strategies to encourage higher levels of pet license issuance and renewals:

- Network and coordinate with apartment management groups to educate renters about licensing requirements.
- Work with volunteers to distribute door hangers, informing residents of licensing requirements.
- Presence in parks and other open space areas to provide education to animal owners about licensing requirements.
- Respond to animal related incidents, conduct patrols of parks/open space and parking lots, provide assistance to officers during incidents involving animals.

A look back at 2017-2018

- ✓ Coordinated the Basic Law Enforcement Academy, on site training, and on-boarding of four new recruits.
- ✓ Increased "trained trainers" for in house annual training.
- ✓ New Officers added to the Hostage Negotiating Team and Peer Support Team.
- ✓ Oversaw the completion of 24 hour mandated training for each Commissioned officer.

A look back at 2017-2018

- ✓ Located lost pets.
- ✓ Investigated assaults on animals.
- ✓ Investigated animal bites/attacks.
- ✓ Investigated dangerous dog cases/complaints.
- ✓ Patrolled our parks and open spaces.
- ✓ Educated the public regarding pet care.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Commissioned personnel completion of CIT training	100%	100%	100%	100%

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Increase pet license revenues from 2015-2016	5%	TBD	3%	3%



Increase safety of pedestrian and vehicle traffic by providing targeting enforcement and education:

- School zone emphasizes multiple times per week at varying locations throughout the City.
- Utilize Grant funding for targeted emphasis patrols.
- Respond to and track traffic complaints.



Provide excellent service and investigative response with a goal of completing all criminal investigations within 12 months of assignment to the division

- Enhance participation with the Internet Crimes Against Children Task Force (investigates internet child pornography).
- Participate on the new Snohomish County Interagency Child Abduction Response Team (ICART).
- Transition a new detective on to the Snohomish County Multiple Agency Response Team (SMART) that investigates serious use of force incidents (such as officer-involved shootings) throughout Snohomish County.
- Develop an Operations/Investigations Analysis link by training a cadre of officers to perform operations level crime analysis to work in conjunction with the Crime Analyst detective.
- Provide the Crime Analyst Detective additional advanced certified forensic training to include photographic and video comparisons and advanced forensic video analysis.
- Crime Analysis Detective participation in the statewide Fusion Liaison Officer program through the Washington State Fusion Center. This is part of the Statewide Integrated Intelligence System and provides the mechanism to gather and analyze information, and to share actionable intelligence. Includes attendance at the Fusion Liaison Officer (FLO) Basic and Intermediate training classes.
- Pursue a civilian crime analyst position through the budget/potential public safety levy process.



A look back at 2017-2018

In one year:

- ✓ Responded to and/or investigated 640 collisions, conducted 4,189 traffic stops, and issued 1,334 infractions (31% of stops resulted in an infraction), the remaining 2,855 traffic stops resulted in drivers receiving a verbal warning.
- ✓ Participated in 63 traffic safety emphases in partnership with the Washington State Traffic Safety Committee and Target Zero.
- ✓ Spent countless hours each week posted near our schools during start and stop times to ensure drivers were following the posted speed limits when children were present.

Please note these statistics represent only the incidents involving Traffic Unit officers; patrol officer statistics are not included.



A look back at 2017-2018

Facilitated efficient, thorough and excellent service delivery:

- ✓ All cases screened using standard solvability factors to determine if investigative resources should be applied, and when necessary referred cases back to Patrol for primary investigation.
- ✓ Selected a new Detective to replace a veteran Detective who is retiring.
- ✓ Conducted regular reviews of all assigned cases to assure proper resource allocation.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
# of targeted school zones traffic emphasis patrols per week during school year	3	TBD	3	3

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Cases completed within 12 months of assignment to the Division	80%	89%	80%	80%



Conduct active effective crime analysis resulting in the identification of crime trends, proper allocation of department resources, and the apprehension of criminals:

- Produce periodic crime bulletins, data mining and analysis reports for department members to educate officers of target repeat offenders.
- Provide crime intelligence analysis, video analysis and mobile device forensic analysis to assist officers with criminal investigations.

- Produce crime bulletins and community advisories to inform and educate the community of potential concerns.



A look back at 2017-2018

Conducted active effective crime analysis resulting in the identification of crime trends, proper allocation of department resources, and the apprehension of criminals:

- ✓ Production of periodic crime bulletins, data mining and analysis reports for department members to educate officers of target repeat offenders.
- ✓ Provided crime intelligence analysis, video analysis and mobile device forensic analysis to assist officers with criminal investigations.
- ✓ Produced crime bulletins and community advisories to inform and educate the community of potential concerns.



Risk Management - Professional Standards Unit

→ Department re-accreditation in Spring 2019, ensuring Department compliance with Washington Association of Sheriffs and Police Captains (WASPC) accreditation mandates.

→ Complete Department-wide auditing processes (Risk Management audits):

- Vehicle Pursuits: Annual.
- Internal Investigations: Annual.
- Biased-Based Policing: Annual.
- Citizen Complaints: Bi-Annual and annual.
- Seizure and Forfeitures: Quarterly and annual.
- Sexual Assault Examination Kits: Monthly.
- Firearms: Annual.
- Law Enforcement Information Exchange (LInX): Annual.
- Use of Force: Bi-Annual and annual.

Risk Management - Evidence Function

Complete Evidence Room inventories:

- Evidence Room Inventory of High Value Items: Quarterly.
- Evidence Room 100% Inventory: Annual.



A look back at 2017-2018

Risk Management - Professional Standards Unit

Complete pre-employment investigations within 90 days:

- ✓ Conduct background investigations on job applicants, leading to filling positions within the Police Department.

Risk Management - Evidence Function

Complete Evidence Room inventories:

- Evidence Room Inventory of High Value Items: Quarterly.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
90-day completion of pre-employment investigations	87.5%	90.75%	90%	95%
Completion of evidence inventories	N/A	100%	100%	100%

Outcomes & Activities

Ensure Support Services functions are performed professionally, efficiently, with a continual emphasis on customer service

- Ensure all 911 telecommunicators complete a minimum of twenty-four (24) hours of in-service training annually.
- Use the "lead" Master Public Safety Telecommunicator (MPST) positions to develop and maintain quality assurance procedures in the communications center to ensure overall performance complies with National Emergency Number Association (NENA) standards.
- Increase attendance of all Communications and Records members at shift briefings and on ride-alongs with officers to improve communication between divisions and help develop stronger and more effective working relationships.
- Review the daily workload of records specialists to produce a more effective, efficient, and equitable distribution of tasks and responsibilities within the work group.
- Review, analyze, and modify the telecommunications training program for increased efficiency and effectiveness.
- Prepare for the potential impacts a number of King County E911 technology projects may have on Department operations by minimizing disruption to the communications center through practical project management.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of 911 calls answered within ten seconds during the busy hour (hour with greatest call volume, as defined by the NENA Master Glossary)	95%	94.25%	90%	95%
% of 911 calls answered within 20 seconds	N/A	N/A	95%	95%
% of time the front counter is open to the public, an average of 12 hours per day, 5 days per week	100%	100%	100%	100%
National Incident-Based Reporting System (NIBRS) report submitted to WASPC by 15th of every month	100%	100%	100%	100%



A look back at 2017-2018

Telecommunicator training:

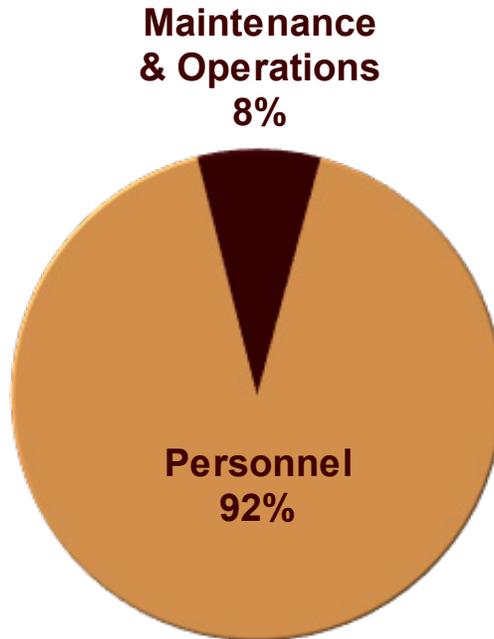
- ✓ Attended a minimum of 24 hours of training annually as recommended by the Washington State Criminal Justice Training Center (WSCJTC).

Front counter open to the public 12 hours a day, five days a week:

- ✓ Processed Concealed Pistol License (CPL) applications.
- ✓ Fingerprinted citizens for purposes other than CPLs.
- ✓ Processed public records requests for police-related records according to the state Public Records Act.
- ✓ Retained and destroyed/transferred public records documenting the common functions and activities of the police department as authorized by the Secretary of State.
- ✓ Served as a drop-off location for unneeded/expired medications and disposed of, using an environmentally safe method.

Approval of Overhire positions:

- ✓ Reduction of overtime use due to reduced staffing, and staff turnover.
- ✓ Coverage for training both new and ongoing.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$22,836,539	\$25,588,714	\$28,107,224
Maintenance & Operations	2,243,423	2,362,544	2,475,004
Capital	-	57,000	-
Total Expenditures	\$25,079,963	\$28,008,258	\$30,582,228
Annual Cost Per Capita	\$579.08	\$624.98	\$655.89

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$2,518,510 from the 2017-2018 budget. Three “overhire” officer positions were added in the 2017 budget amendment in an effort to reduce overtime costs. However, continued position vacancies have caused overtime to remain at pre-overhire levels. Cost-of-living and step increases are also contributing to the increase, along with projected increases in insurance and pension costs.
- Maintenance & Operations costs are increasing \$112,460. Training funds have been raised slightly, and detention costs are also projected to increase.

Police Budget Summary



Providing world-class all-hazards service to the citizens of the City of Bothell and Snohomish County Fire District 10 while being fiscally responsible is one of the [Fire Department's](#) top priorities. Managing three facilities, numerous heavy and light-duty vehicles and 69 employees requires responsible day-to-day management and long-range planning.

In November 2017, the process of creating a 5-year [Strategic Plan](#) began by collecting input from both external and internal stakeholders in order to examine the current state of the Department. Eight strategic goals were identified to help guide the Department to 2023. During the development of the Strategic Plan, the Mission, Vision and Values were updated, as well as the logo. The Department officially changed its name from "Bothell Fire and E.M.S." to "City of Bothell Fire Department".

The Fire Department continues to strive to provide exceptional customer service to everyone. The 2017 [Annual Report](#) highlights performance measures, personnel changes and Division reports. The Department's long-standing relationship with Snohomish County Fire District 10 continues in a fashion that is beneficial to the citizens of both the City of Bothell and the District.

The fire service is a very collaborative industry. The City of Bothell has terrific and dedicated employees, as well as great local partners in our surrounding fire departments. Through East Metro Training Group, interoperability on the fire ground improves while working to gain efficiencies in training time and dollars.

Automatic and mutual aid agreements help ensure a timely response by sending the closest emergency resource regardless of jurisdiction. The agreement has been expanded to all of King County and will provide resources to work large-scale emergencies.

[Organizational Chart](#)



A look back at 2017-2018

- ✓ Increased shift staffing by 3 to help minimize the impact of overtime costs.
- ✓ Reinstated vacant Fire Prevention position.
- ✓ Created a 5-year Strategic Plan.
- ✓ Updated Facilities Response and Demand Study.
- ✓ Developed new Mission, Vision, Values statement.
- ✓ Hired new Fire Chief (Sept 2017), hired new Deputy Chief, Operations (June 2018).
- ✓ Completed Facilities Needs Study.
- ✓ Held Fire Department Planning Retreat for Senior Staff/Administration.
- ✓ Completed review of all Department Standard Operating Procedures and begin systematic updating.
- ✓ Published 2017 and 2018 Annual Fire Department Reports.

Mission

Committed to exceptional service through preparation, prevention, and performance.

Vision

Improving the quality of life for our team, our partners, and those we are proud to serve while engaging the community...making every customer's day better.

Values

Teamwork * Integrity * Compassion * Humility * Progressive

Outcomes & Activities

Develop and/or enhance procedures and processes that allow effective communication within the Fire Department (Strategic Plan, Goal 6)

- Conduct monthly, Senior Staff meetings to promote an efficient, effective and unified department.
- Conduct quarterly, All Officers meetings to address issues and help unify leadership.

- Analyze current processes to better utilize existing communications tools.
- Provide continued training for administrative staff to improve knowledge, skills and abilities.
- Continue to cross-train administrative staff to improve continuity of operations.
- Update personnel evaluation forms (with HR) and complete evaluations in the month due.

Develop a path for a comprehensive succession plan including all department positions to provide continuity of operations and departmental success. (Strategic Plan, Goal 4)

- Provide new and existing personnel with high-caliber training and well-maintained equipment.
- Review and improve promotional testing and hiring processes.
- Provide opportunities for personnel to prepare for new positions and responsibilities.
- Develop a mentorship program.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Monthly Senior Leadership meetings to develop staff and unite the department	100%	100%	100%	100%
Complete quality performance evaluations on schedule	100%	80%	100%	100%



Develop and implement a comprehensive asset management plan to satisfy the current future needs of the Department

- Review all asset replacement and maintenance agreements to identify areas of efficiency and improvement.
- Track budget each month to identify trends in income and expenditures.
- Provide cost-effective services through improved relationships with neighboring fire departments in both King and Snohomish Counties.

Create a comprehensive health and wellness program that promotes physical and mental health, in service and retirement (Strategic Plan, Goal 5)

- Create and implement a physical fitness program.
- Create and implement a nutrition program.
- Provide quarterly health and safety, and job-hardening training.



A look back at 2017-2018

- ✓ Member was assigned to Safety and Support Services to assist with technology related issues.
- ✓ Replaced and put into service four staff vehicles in 2017.
- ✓ Active participation on the City of Bothell Safety Committee.
- ✓ Moved all incident data reporting from FireHouse software into ESO Solutions.
- ✓ Staff developed specification for two new fire engines from Pierce Manufacturing.
- ✓ Coordinated the air quality testing and study conducted by Labor and Industries with the University of Washington regarding air quality in the apparatus bay at Station 42.
- ✓ Worked with the City Information Services (IS) Department to rewire and bring up to date all data wiring at all fire stations.
- ✓ Purchased and activated a new brand of emergency response pager for the Department.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Conduct a safety review within 90 days of a Departmental accident or incident	100%	100%	100%	100%
Provide quality control of all medical incident reports and National Fire Incident Reporting System (NFIR) reports for accuracy and completeness	100%	100%	100%	100%
Log and review all vehicle work orders within 5 days to ensure emergency vehicle operations	100%	74%	100%	100%



Committed to exceptional service through preparation, prevention and performance

- Improve facilities providing a safe and livable work environment for firefighters.
- Improve firefighter and workplace safety by standardizing emergency operations and thereby increasing effectiveness and safety.
- Respond to 90% of all emergency medical alarms within 7 minutes.
- Respond to 90% of all emergency fire alarms within 7 minutes 30 seconds.

Special Operations

- Provide annual refresher training to all Technical Rescue Technicians.
- Participate in regional grant programs.
- Continued participation in the regional Hazmat team.
- Train firefighters to applicable standards: Washington Administrative Code (WAC), Code of Federal Regulations (CFR) and the National Fire Protection Association (NFPA).
- Participate in training opportunities with other agencies.



A look back at 2017-2018

- ✓ Continued focus and improvement of firefighter reaction time. The combined average is 78.13 seconds.
- ✓ With the joint award from Federal Emergency Management Agency's (FEMA) Assistance to Firefighter's Grant, Bothell was able to purchase 63 Self Contained Breathing Apparatus (SCBA).
- ✓ Purchased and implemented new vehicle extrication tools.
- ✓ Implemented Health and Safety measures for Response Operations to include:
 - Hood exchange program to assist in limiting absorption of cancer causing products.
 - Implemented mandatory gross decontamination at fire scenes.
 - Offered annual firefighter physicals.
 - Installed a Captain's chair in the reserve aid unit to provide safe transport.
- ✓ Deployments to assist with wildfire extinguishment in Washington, Oregon and California.
- ✓ New Technical Rescue Trailer purchased and is being outfitted with all technical rescue gear.
- ✓ Annual hose and ladder testing completed.
- ✓ Implemented a formal information transfer form between Operations and Administration allowing timely and important information to get to the Chiefs.
- ✓ Implemented a "project charter" to assist Operations budget holders and program managers to better define the scope of their project, project costs and benchmark timelines.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Maintain full staffing at every station	100%	100%	100%	100%
% of incidents responded to within 7 minutes 15 seconds or less	90%	77.6%	90%	90%
# of incidents per year	15,065	12,791	6,667	6,664
# of Emergency Medical Service incidents	10,100	8,086	4,150	4,218



Determine scope of necessary training, create a global and individualized program, implement scheduling and tracking capabilities to ensure effective compliant training

- Maintain basic proficiencies in fire suppression, rescue, hazardous materials spill response and emergency medical services capabilities of response members.
- Schedule and track completion and documentation of assigned quarterly training.
- Participate in live fire training, according to state guidelines every three years.
- Ensure all Emergency Medical Technician (EMT) certifications are current and EMT re-certification requirements are completed, properly documented and submitted.
- Provide annual driver training to all members commensurate with their apparatus certification level.
- Facilitate operations-level training in hazardous materials, technical rescue and water rescue.
- Participate in the East Metro Training Group multi-company drills and command officer training.

Enhance the fire suppression, rescue, leadership and management skills of response members

- Develop and provide training programs specific to job titles, ranks, specialties and credentials.
- Conduct risk versus benefit analysis of training topics in order to modify and update frequency schedule of topics on the three year training plan.
- Collaborate with East Metro Training Group (EMTG) agencies to create, schedule and deliver quarterly training.
- Participate in regional specialty academies such as truck, pump and extrication academies.
- Provide advanced technical training to trainers within the department.
- Provide quarterly officer development training on leadership, management and communication.



A look back at 2017-2018

- ✓ Purchased a “forcible entry” prop. Staff built props for garage door, drop-bar, commercial door, and a “through the lock” deadbolt and doorknob prop.
- ✓ Started the Peer Support Program and sent 6 personnel to initial Peer Support training and 3 personnel to Peer Fitness Trainer certification course.
- ✓ Sent 33 members to multi-day academy training.
- ✓ Participated fully in the EMTG, to include developing and administering a regional drill attended by 900+ personnel.
- ✓ Trained members as Subject Matter Experts (SME) to deliver training in-house.
- ✓ Conducted the promotional testing process for Lieutenant in 2017, and Battalion Chief in 2018.
- ✓ Battalion Chief and Lieutenant Training Officers received International Fire Service Accreditation Congress (IFSAC) Instructor 2 certification.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of suppression personnel attending a live fire session every three years	100%	100%	100%	100%
% of suppression personnel completing 100% of assigned quarterly training	100%	90%	100%	100%
# of personnel that maintain their Emergency Medical Technician certification	118	118	62	62
# of promotional examinations completed	2	2	1	1



Support Professional Development

- Provide continuing education for certified Plans Review, Life and Safety Inspections and Fire Investigations.
- Attend the National Fire Academy for training in fire investigations and prevention disciplines.
- Support and facilitate attendance at the Fire Officer Development Academy.

Provide Development Services for the community

- Review all land use submittals to the City of Bothell.
- Provide construction inspections for building and fire permits.
- Participate in the Development Services Initiative thus working to reduce review times.
- Collaborate with Development Services disciplines in project coordinator meetings.
- Attend pre-construction meetings to coordinate with developers’ requirements for projects.
- Respond to public records requests supporting property analysis for potential development.

Provide Fire Investigation Services for the City of Bothell

- Investigate all fires occurring in the City of Bothell.
- Collaborate with federal, state and local police agencies providing cause and origin determination that support criminal investigations involving fire incidents.
- Participate in Regional IV and Zone 1 Fire Investigator professional groups.



A look back at 2017-2018

- ✓ Re-writing outdated Bothell Municipal Code for council approval.
- ✓ Created a Fire Investigation Manual.
- ✓ Provided training on inspections, data entry and “fire watch” to all Response Operations crews.
- ✓ Received tablets for electronic new-construction inspections.
- ✓ Fire Inspectors and Plans Reviewer became certified Infrastructure Coordinating Committee (ICC) Fire Inspector I and II.
- ✓ Worked with the building department establishing a “post fire notification” process and form.
- ✓ Created a Large Community Event committee to evaluate and analyze the increasing number of large community events for permit needs, safety requirements and other issues.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Conduct a safety review within 30 days of a departmental accident or incident	100%	100%	100%	100%
Completed life and safety inspections	3,568	1,250	650	650
Building, land-use, suppression & detection reviews	1,500	3,180	1,600	1,600
International fire code permit inspections	490	511	260	260
False fire response billings	360	496	250	250



Identify, assess, and develop effective community relations to educate and create support for the department's needs

- Identify current community outreach programs and assess the effectiveness.
- Identify staffing and resources for delivery of educational and outreach services.
- Create content for community publications, e.g. Bothell Bridge.
- Develop and distribute public information materials for significant incidents.
- Develop a comprehensive public information and outreach program to ensure the community is fully informed about service delivery issues and needs facing the department.
- Manage and update content on the City's Website and develop a proactive social media program.

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

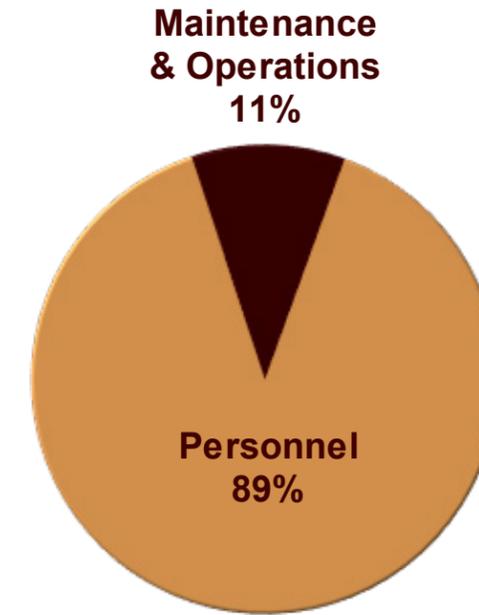
- Provide training courses, such as Community Emergency Response Team (CERT), Cardiopulmonary Resuscitation (CPR) and First Aid.
- Provide risk avoidance presentation for "Driving Under the Influence (DUI)" to Bothell High School senior class.
- Distribute safety devices such as bike helmets, smoke detectors and risk reduction devices.
- Deliver safety presentations for schools, businesses and community groups.



A look back at 2017-2018

- ✓ Completed Community CERT each year.
- ✓ Instructed CPR/Automatic External Defibrillator (AED)/First Aid classes for city employees and public.
- ✓ Coordinated DUI Drill for Bothell High School senior class.
- ✓ Coordinated July 4th Pancake Breakfast.
- ✓ Completed four CERT/HAM continuing education drills.
- ✓ Increased social media following by over 800 people.
- ✓ Attended CARE Day – fitted and distributed 100 helmets for low income families.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
# of Community Emergency Response Team graduates	30	29	17	17
# of high school students who receive drink/drive seatbelt information	1,400	1,400	700	700
# of elementary students reached with fire safety education	1,400	1,400	700	700
# of citizens trained in CPR	1,200	1,200	600	600
# of citizens trained in First Aid	600	600	300	300
# of bike helmets sold/fitted	400	400	200	200
# of Bothell social media posts	80	125	80	80



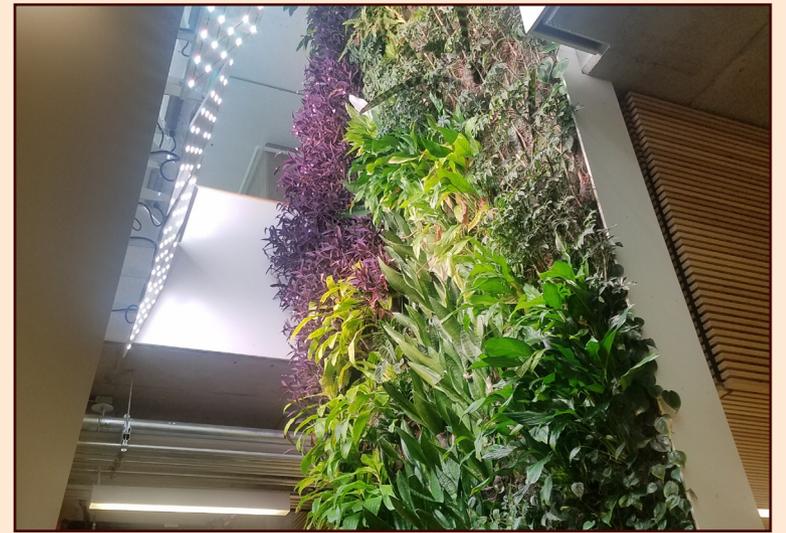
Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$19,574,563	\$21,946,366	\$22,597,753
Maintenance & Operations	2,075,937	2,778,962	2,686,648
Capital	-	20,000	13,000
Total Expenditures	\$21,650,500	\$24,745,328	\$25,297,401
Annual Cost Per Capita	\$402.90	\$443.81	\$436.08

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$651,387 from the 2017-2018 budget. The 2017-2018 budget did not include retroactive pay from 2016 that resulted from the ratification of a new collective bargaining agreement in 2017. Additionally, three "overhire" firefighter positions were added in the 2017 budget amendment in an effort to reduce overtime costs. Cost-of-living and step increases are also contributing to the increase, along with projected increases in insurance and pension costs.
- Maintenance and operations costs are decreasing by \$92,314.

[Fire Budget Summary](#)



City of Bothell

GO ORANGE FOR SAFETY



The Public Works Department provides a diverse array of services that enhance the quality of life for our residents, businesses, visitors and employees. Working together, we strive to improve and maintain the public infrastructure. Please visit the [Public Works Department](#) website for more information about our services and projects.

The Public Works budget has multiple components found throughout this document:

- General Fund – Administration, Engineering, **Facilities, Non-Departmental** (Solid Waste/ Recycling, Commute Trip Reduction)
- **Capital Improvements Fund** – Transportation Projects and Programs
- **Equipment Rental/Fleet Fund** – Fleet Maintenance and Acquisition
- **Street Fund** – Street Operations
- **Sewer Fund** – Sewer Operations and Utility Engineering
- **Water Fund** – Water Operations and Utility Engineering
- **Storm & Surface Water Fund** – Storm Operations and Surface Water Engineering

Administration

Public Works Administration provides overall support and policy direction for the five Divisions of the Public Works Department. Additionally, this team manages the City of Bothell’s [Solid Waste/Recycling programs](#) and the [Commute Trip Reduction](#) program for City employees.

[Organizational Chart](#)



Safe Streets & Sidewalks

- 2017 Annual Accountability Report for the Safe Streets & Sidewalks Levy was published in the Bothell Bridge and made available on-line in March 2018.
- 2017 Financial Report for the Levy was published in the Bothell Bridge and made available on-line in June 2018.

Work with Sound Transit to Site and Construct a Downtown Park & Ride and Other Sound Transit 3 (ST3) Improvements as Funded

- The Partnering Agreement between Sound Transit and the City of Bothell for the ST3 Bus Rapid Transit Program was finalized in the second quarter of 2018.
- Staff from City of Bothell and Sound Transit will negotiate a funding agreement for the [SR 522 Stage 3 Project](#) by the end of 2018.



A look back at 2017-2018

- ✓ Supported Community Conversations by regularly speaking with community members, sharing information and attending meetings.
- ✓ Managed Capital Projects public engagement including web pages, informational materials and email newsletter.
- ✓ Began comprehensive Fleet inventory.
- ✓ Co-managed code updates and Development Review process improvements with Community Development by utilizing the LEAN process.
- ✓ Processed over 5,000 invoices per year department-wide.
- ✓ Held two successful Sustainamania events with over 500 attendees at each with two successful private sponsorships, and one public partnership.
- ✓ Managed Safe Streets and Sidewalks outreach efforts including events, social media, website, and quarterly status updates and annual reports.
- ✓ Improved the department’s processes and best practices in the pursuit of accreditation from the American Public Works Association.
- ✓ Participated in the City’s transition to new financial software for accounts payable, contract management, and budget.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of single-family waste diversion	66%	63%	65%	70%
% of Commute Trip Reduction (CTR) and RideshareOnline.org program participants	N/A*	11% CTR and 16% Rideshare	16% CTR and 23% Rideshare	20% CTR and 30% Rideshare
# of American Public Works Association (APWA) Accreditation best practices and procedures adopted (of 450 total)	N/A*	76	150	200

*New Performance Measures.

The Capital, Utilities, Development Services, and Transportation Engineering Division of Public Works focuses on the planning, design and development of the City's infrastructure. Responsibilities include the completion of capital projects identified in the adopted 2019-2025 Capital Facilities Plan, traffic signal operations, and engineering review and inspections in conjunction with private development and franchise utilities.

This division is also responsible for surface water quality programming (including the administration of the Stormwater utility) and long range planning for water, sewer and storm water. These activities are funded by the utilities. See Utility Fund budgets for additional information.

Capital Engineering staff are partners in Bothell's Downtown Revitalization effort, including management of the Downtown Contaminated Soil and Groundwater Cleanup project.

Review of private development is coordinated closely with the City's Community Development and Fire Departments to ensure compliance with design standards and development regulations.

This division functions as the City's technical resource for complex matters relevant to traffic engineering, transportation planning, design, programming and implementation, as well as oversight for the review of development projects and transportation impact fees, traffic data collection, citizen inquiry response and development of the annual Six-Year [Transportation Improvement Program](#) (TIP).



A look back at 2017-2018

Development Services

- ✓ Published annual updates to the [Bothell Design and Construction Standards and Specifications](#).
- ✓ Completed 2,112 private plan reviews for construction permits (January 2017 to June 2018).
- ✓ Conducted 31 large project pre-construction meetings and several small project meetings to ensure developers were aware of our construction standards and requirements.

Grant funding awarded

- ✓ \$2,870,000 Federal Highway Administration Surface Transportation Program (STP) funding for the design of the Bothell Way NE/Bothell-Everett Highway Widening project. Funding available in 2022.
- ✓ \$750,000 STP federal funding for the construction of the Juanita Woodinville NE Overlay project. Funding available in 2021.
- ✓ \$1,178,000 Highway Bridge Program federal funding for the design and construction of the Sammamish River Bridge Retrofit project. Funding available in 2018.
- ✓ \$919,910 from the Federal Highway Administration Congestion Mitigation and Air Quality (CMAQ) Improvement program for the construction of Phase 1 of North Creek Trail Section 4. Funding available in 2021.

[more...](#)

Outcomes & Activities

Safe Streets and Sidewalks

→ [Safe School Walk Routes \(SSWR\)](#) Taskforce assembled to guide sidewalk and crosswalk construction associated with the [Safe Streets and Sidewalks Levy](#). Taskforce met eight times between February and June 2017 and adopted recommendations for sidewalk and crosswalk construction as well as maintenance.

→ [Pavement preservation](#) project list was developed and staff implemented arterial overlay and crack-sealing projects in 2017. Staff implemented arterial overlay, crack-sealing and patching, and local patch and seal projects in 2018.

Oversee the 2017-2018 Capital Facilities Projects

- Secured funding for Main Street Enhancement Phase 1 and completed construction in April 2018.
- Completed Multiway Boulevard Phase 2 construction
- Completed 228th Street SE and 29th Drive SE Traffic Signal and Intersection Improvements
- See Water, Sewer and Storm/Surface Water Funds for additional information.

[more...](#)

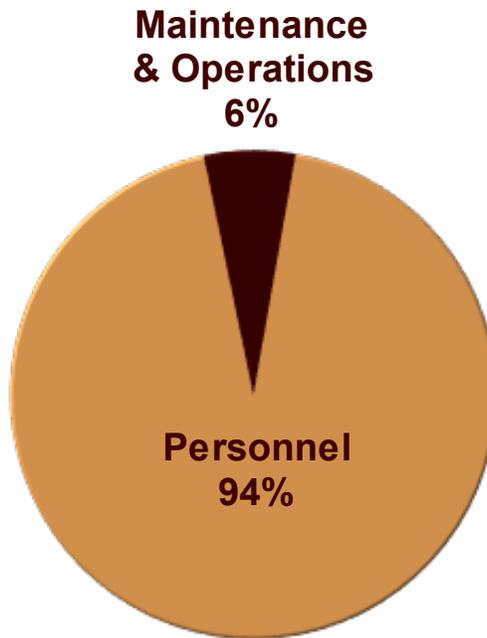
Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% total actual completed project costs over budget*	0%	0%	0%	0%
% of engineering permit reviews completed within the target date	80%	93%	85%	85%
Average Pavement Condition Rating for arterials**	2017 - 75 2018 - 72	2017 - 71 2018 - 72	73	73
# of audit findings on capital projects	0	0	0	0
# of Safe School Walk Routes Taskforce Tier 1 projects completed***	N/A	N/A	1	2

*Budget is determined at construction contract award and does not include on-going annual programs.

**Ultimate Safe Streets and Sidewalks Levy goal for arterials is a pavement condition rating of 80.

***New Safe Streets and Sidewalks Levy-associated Measure - The [Safe School Walk Routes Taskforce](#) identified nine Tier 1 projects. It is anticipated that funding available from the Levy can fund six projects by the end of the nine-year Safe Streets and Sidewalks Levy. If the City is successful in obtaining additional grants, more projects in Tier 1 could be completed.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$6,209,522	\$6,939,289	\$7,770,287
Maintenance & Operations	347,946	427,440	500,775
Capital	27,760	-	-
Total Expenditures	\$6,585,228	\$7,366,729	\$8,271,062
Annual Cost Per Capita	\$152.05	\$164.38	\$177.39

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$830,998 from the 2017-2018 budget. A Development Review Engineer position was added in the 2017 budget amendment. Projected cost-of-living and step increases are also contributing to the increase. It is important to note that the cost of a number of Engineering staff positions are funded by the Capital Facilities Plan (CFP) projects handled by those staff members. That funding comes to the General Fund in the form of monthly allocation transfers.
- Maintenance & Operations costs are increasing \$73,335. Outside plan review costs have been increased - these costs are passed through to developers. Also, \$20,000 was added for modeling to supplement the Canyon Park comprehensive plan.

Public Works Budget Summary



Facilities Services is an internal services division responsible for the operation, maintenance, repair, cleaning and improvements to City-owned facilities and includes building maintenance and custodial services. Building maintenance performs routine repairs, troubleshooting and management of building systems and software, preventive maintenance programs for major equipment and building components, and energy management. The custodial group provides a safe, clean, well-maintained atmosphere in which to conduct public business. Facilities Services works closely with all departments to ensure that capital improvements, including remodels, painting, roof repairs, etc., are completed with minimal impact on the City's workforce.

The mission of Facilities Services is to provide well maintained buildings and reliable customer service with a focus on safety, health and sustainability.

[Organizational Chart](#)



Cost Effective Maintenance and Preservation of City Infrastructure

- Designed and implemented the Lucity Enterprise Asset Management System for Facilities asset data.
- Developed an asset replacement schedule for City Hall.

Assess Future Needs of Existing and Additional Facilities (Fire Department Key Goal)

- Provided information to the Fire Department and Executive Department to assist with current and future Fire, Police and Court facility needs.



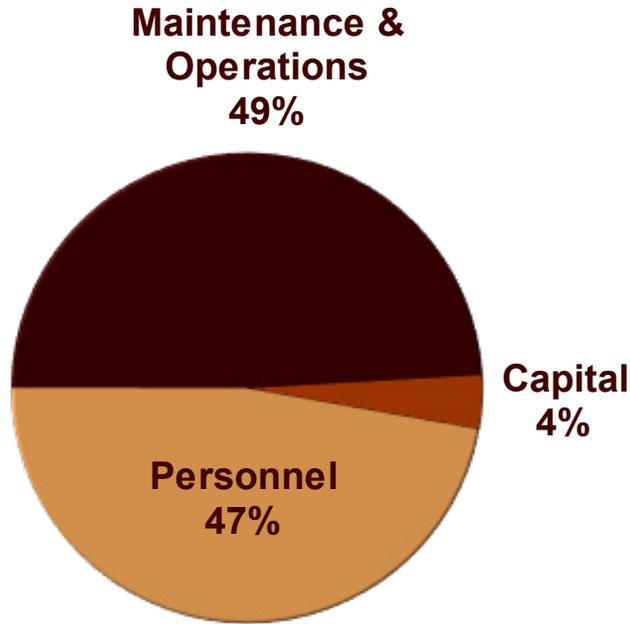
A look back at 2017-2018

- ✓ Completed over 2,000 customer facilities requests.
- ✓ Managed Police Department main building interior paint project.
- ✓ Managed Hannan House Porch Replacement Project, allowing the Museum to reopen Americans with Disabilities Act (ADA) ramp and restore full access to the building.
- ✓ Oversaw City Hall lobby carpet installation project.
- ✓ Repainted the interior of the Cedar Grove Caretaker House. Facilities oversaw the flooring replacement project and made other in-house repairs to get the house ready to rent.
- ✓ Oversaw installation of the back-up generator system at Bothell Operations Center to back up Uninterruptable Power Supply (UPS) in the event of a long term power outage.
- ✓ Oversaw the first phase of the Police Department's Heating, Ventilation and Air Conditioning (HVAC) upgrade project.
- ✓ Remodeled cubicles and reconfiguration at the Bothell Operations Center and City Hall.
- ✓ Oversaw the design and management of several office space reconfigurations in City Hall including Information Services Department, Human Resources, Community Development, and Executive.
- ✓ Oversaw the battery replacement of two major UPS that back-up City's server systems.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of initial response to facility maintenance and service requests within one business day	80%	85%	85%	85%
% of fixtures upgraded to Light Emitting Diode (LED) [based on seven buildings with outdated fixtures]	N/A*	N/A*	5%	5%

*New Performance Measure in 2019-2020.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$940,019	\$1,346,927	\$1,469,517
Maintenance & Operations	1,475,753	1,296,191	1,526,113
Capital	212,135	20,500	115,000
Total Expenditures	\$2,627,906	\$2,663,618	\$3,110,630
Annual Cost Per Capita	\$60.68	\$59.44	\$66.71

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$122,590 from the 2017-2018 budget. The increase is driven by projected cost-of-living and step increases.
- Maintenance & Operations costs are rising by \$229,922. The majority of the increases are connected with City Hall maintenance expenditures, which moved in-house during 2017-2018. (In addition, the 2017-2018 budget proposed by the Interim City Manager included cuts to necessary items like electricity.)
- Capital expenditures are increasing by \$95,500 from 2017-2018. The main capital item for 2019-2020 is a planned upgrade to the energy management system in the Public Safety Building.

Facilities Budget Summary



The Bothell Parks & Recreation Department was created in 2015 by City Council. The Parks & Recreation Department has 16 full time employees in three areas of focus including Parks Maintenance, Parks Planning/Park Development/Administration, and Recreation Programs and Special Events.

[Organizational Chart](#)



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

→ Ensure that the quality of the City's parks, facilities and trails meet current and future standards of safety, cleanliness, usability, aesthetics and serviceability. Provide clean and attractive municipal grounds at the City Hall, Police Building, Municipal Courthouse, Fire Stations, Bothell Operations Center and the Downtown Beautification areas.

Work with community to identify opportunities for land acquisition for the development of park facilities - Seek out grant opportunities and partnerships with community groups to fund and maintain future parks operations

- Seek out and identify acquisition and grant opportunities for the purchase of available open space tracts of land for active use.
- Construct the 1st Lieutenant Nicholas Madrazo Park.
- Update of the Parks, Recreation & Open Space Action Program (PROSAP).
- Construct the Horse Creek Plaza called for in the Downtown Subarea Plan.
- Complete the replacement of the pedestrian bridge at the Park at Bothell Landing.

[more...](#)

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
# of safety inspections of Park facilities	30	27	90	90
# of playground safety inspections	144	76	144	144
# of playground areas repaired or replaced	9	0	6	6

This section of the Parks & Recreation Department ensures that there is a broad range of positive leisure experiences for users of City parks, trails and grounds. The park system encompasses 24 parks and facilities totaling 76.97 acres of developed land, 20.10 acres of undeveloped land and 234 acres of open space that includes:

- | | | |
|---------------------|-------------------------|--------------------------|
| Bloomberg Park | Blyth Park | Brackett's Landing Park |
| Brickyard Road Park | Cedar Grove Park | Centennial Park |
| Conifer View Park | Doug Allen Sportsfields | East Norway Hill Park |
| Haynes Property | North Creek Forest | North Creek Sportsfields |
| North Creek Trail | Park at Bothell Landing | Pioneer Cemetery |
| Red Brick Road Park | Royal Oaks Park | Sammamish River Park |
| Stipek Park | Swedish Cemetery | Tall Tree Park |
| Volunteer Park | William Penn Park | Former Wayne Golf Course |

Park maintenance also maintains the grounds for City Hall and emergency services buildings, Municipal Courthouse, downtown properties currently owned by the City and streetscapes along Main Street. Responsibilities include landscaping, mowing, litter pick up, ballfield maintenance, ballfield preparation, playground and sports court safety inspections and repair, graffiti removal, trail maintenance and all other items as they relate to the daily maintenance and operations of Bothell's Park system. Managing various programs including contracted cemetery operations, North Creek Sportsfield operations, Tree City USA, Freedom Festival and the City-owned irrigation and field lighting systems.



A look back at 2017-2018

- ✓ Parks staff completed renovations of Volunteer Park Play area adding new playground equipment
- ✓ Completed interior renovations at Cedar Grove House and Shop.
- ✓ Worked with Historical Preservation Board to install a second art sculpture at Red Brick Road Park.
- ✓ Organized, coordinated and staffed Fourth of July Freedom Festival, Arbor day, and 11 volunteer events at park facilities.
- ✓ Completed renovations of ballfield infields. Added new synthetic turf around the bases at all North Creek sportsfields.
- ✓ Successfully added staff and equipment to begin maintaining open space at the former Wayne Golf Course property.
- ✓ Purchased a mobile water tank with an attached pressure washer for cleaning sport courts and table/bench concrete pads.
- ✓ Sent two staff members to attend the nationally recognized Parks & Recreation Resource Management School.
- ✓ Implemented new teamwork concept working in groups of two to provide better coverage for maintaining and operating parks facilities.
- ✓ Completed cleanup and demo of buildings at North Creek Forest.
- ✓ Worked with UWREN team with implementation of their stewardship projects at North Creek Forest.

This section focuses on acquisition and development of park facilities; the development of park master plans; implementation of asset replacement projects; and grant applications for the above activities. Administration provides overall support for the Parks & Recreation Department in areas of budgeting, payroll, general communications via the website and social media, general customer service and support, department-wide procurement, reservation processing, contracts and capital projects administration, records management and retention, and a wide-range of other administrative functions including accounts payable and processing of invoices each year.

The largest project completed during the 2017-2018 budget cycle was the land acquisition preserving 89 acres of land at the former Wayne Golf Course. In the coming budget cycle, key projects will include construction of 1st Lieutenant Nicholas Madrazo Park, update of the PROSAP, and Visioning/Master Planning of Wayne Golf Course/Blyth Park/Park at Bothell Landing/Lot A/ River corridor.

This section of the Parks & Recreation Department provides a broad range of recreation program services and special events for all members of the community including personal enrichment, physical fitness, competitive sports and after-school opportunities.

Staff is also responsible for the rental and management of the City's nine sports fields, four picnic shelters, the Lytle House at the Park at Bothell Landing, and North Creek School House at Centennial Park. The department also helps manage the community use of the community room at McMenamins and the rooms and grounds at City Hall. Annual special events include the Freedom Festival, Safe Halloween, Community Campout, Arbor Day and Concerts in the Park. All community events are free to the public.

Recreation staff partner with the Northshore School District, the Northshore Young Men's Christian Association (YMCA), the King County Library System, and the Bothell Kenmore Chamber of Commerce, as well as local businesses, enhancing the City's ability to provide recreation opportunities and special events to the community.



A look back at 2017-2018

- ✓ City acquired 84 of 89 acres of the former Wayne Golf Course (the remaining 5 acres will likely be purchased by the end of 2018).
- ✓ Worked with the Maintenance team to develop a maintenance plan for the former Wayne Golf Course property.
- ✓ Provided leadership for the incubation for the Parks Foundation.
- ✓ Implemented the Capital Facilities Plan and completed the acquisition of all parcels of the North Creek Forest.
- ✓ Worked on partnership development with community groups including the Friends of the NorthCreek Forest, One Bothell, and Friends of Shelton View Forest.
- ✓ Added a Parks Planning and Grants Manager position, Lead Maintenance Worker, two maintenance workers and an additional seasonal position to Department.
- ✓ Partnered with University of Washington-Bothell for capstone projects (North Creek Forest (NCF) and research on benefits of park land acquisition).
- ✓ The City was awarded a Tree City USA designation.
- ✓ Completed the transfer of Gateway Park to the city (pending on the Boundary Line Adjustment (BLA) but should be done by the end of the year).



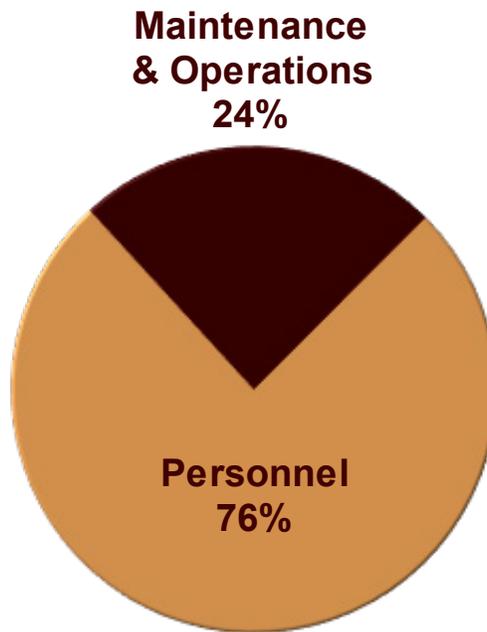
A look back at 2017-2018

- ✓ Implemented Public Administration practices for recreation agreements.
- ✓ Transitioned to a new online registration system to ensure proper payment security.
- ✓ Launched new children's concert series.
- ✓ Organized and coordinated 36 events for community to enjoy.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
# of visioning and/or master plans completed	3	3	2	1

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
Recreation				
% of classes with 90% filled	50%	55%	70%	75%
# of field rentals booked annually	2,500	2,525	1,300	1,300
# of parks facilities booked annually	150	166	100	100
# of picnic shelters booked annually	450	487	250	250
Special Events				
# of special events offered	30	36	18	18

Special Events include: Music in the Park, Just Kidding Around, Family Campout, 4th of July Parade, Safe Halloween, Arbor Day, PABL Community Band, Shakespeare and Reading Party events.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$2,257,742	\$3,236,156	\$3,782,267
Maintenance & Operations	983,572	960,350	1,215,290
Capital	22,759	-	-
Total Expenditures	\$3,264,073	\$4,196,506	\$4,997,557
Annual Cost Per Capita	\$75.37	\$93.64	\$107.18

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$546,111 from the 2017-2018 budget. A Volunteer Coordinator position is being proposed for 2019-2020. Also, two maintenance positions came online in 2018 and are now budgeted for the entire biennium.
- Maintenance & Operations costs are increasing \$254,940. Funding has been added for a Parks, Recreation, and Open Space Action Plan (PROSAP) update in 2019, and the department’s training budget has been increased as well.

Building & Permit Services



Business License



PLANNING



The mission of the Bothell Community Development Department is to work in collaboration with residents, businesses and colleagues to promote a community that celebrates its history, embraces its present, and envisions its future.

We carry out our mission by:

- Acting with integrity and honesty
- Treating people with respect, care, patience and empathy
- Creating a safe, sustainable and healthy environment

[Organizational Chart](#)



Support City departments and citizens by managing and maintaining an efficient records system that complies 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 public records requests within the mandated five working days of receipt, per state law (RCW 42.56).

Increase efficiencies within the department to maintain an acceptable level of service commensurate with increasing workload

- Provide clear direction, expectations and realistic productivity standards.
- Update and maintain department Standard Operating Procedures.
- Provide a safe and organized work environment through quality work stations and proper equipment.

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

- Maintain quality staff by recruiting, selecting, orienting, and training employees.
- Manage administrative operations associated with Hearing Examiner, Planning Commission, Landmark Preservation and Shorelines Board public meetings.
- Manage the publication of official notices, agendas and other supporting documents.

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

- Update the department's webpages to ensure information is accessible and current.
- Process Accounts Payable/Receivable in a timely manner, ensuring compliance with State requirements.
- Process payroll and other personnel forms as scheduled and keep staff informed on any changes in the system.
- Process new business license applications within two weeks of a complete application.



A look back at 2017-2018

- ✓ Received and processed over 965 public disclosure requests with 100% completed or responded to within the five day requirement period.
- ✓ Completed smooth transition of department leadership from interim to new community development director.
- ✓ Began utilizing the new Public Records Request management program, GovQA.
- ✓ Processed over 635 business license applications with 100% completed within prescribed time (two weeks).
- ✓ Completed training and began utilizing the new Munis financial program for contract management, processing accounts payable/receivable, budget development, and to track expenditures and revenue.
- ✓ Maintained the department's web pages including Planning, Boards and Commissions, Development, Permitting and Business License pages on the City website.
- ✓ 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 the Finance department on the Aging Accounts Receivable Quarterly Report.
- ✓ In cooperation with Human Resources, successfully resolved five reclassification appeals from 2016 comp and class study, including promotion of permit tech lead to a supervisory position.

Numbers are through May 31, 2018

[more...](#)

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of public disclosure requests resolved within prescribed timelines (five days) # of requests tracked to resolution (5/31/18) - 964	100%	100%	100%	100%
% of development review fees successfully collected through billing process	N/A	97%	95%	95%
% of cashier transactions processed as required by the WA State Law - Approximately 325 transactions per month on average	N/A	100%	100%	100%
# of new Business Licenses processed with prescribed timelines (two weeks) # of new applications processed to date (5/31/18) - 635	100%	100%	100%	100%

[more...](#)



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.
- Employ user-friendly checklists, forms and submittal guidelines to assist the design community, contractors and the public in understanding application of building codes and construction standards.
- Set plan review target dates that reflect realistic timelines in relation to workload to provide better predictability for applicants.

Resolve disputes to gain compliance with City and State Codes

- Enforce all regulations related to public health and safety.
- Use voluntary compliance and the civil infraction process to resolve substantiated violations.



A look back at 2017-2018

- ✓ Received 779 building permit applications in 2017, compared to 656 in 2016. Have received 468 building permit applications so far in 2018*. On track to receive over 800 building permit applications for 2018.
- ✓ Maintained customer service average rating of +4.8 on a maximum scale of -5.0 to +5.0*
- ✓ Conducted 1,646 plan reviews in 2017, compared to 1,595 in 2016. Have performed 1,105 plan reviews so far in 2018*. On pace for 1,987 for 2018 (an average of 55.2 reviews per reviewer per month).
- ✓ Performed 7,789 building inspections in 2017, compared to 5,688 in 2016. Have performed 5,355 inspections so far in 2018*. On pace for 9,631 inspections for 2018 (an average of 12.8 inspections per day/inspector).
- ✓ 2017 - Completed projects: Gateway 1B, Swedish Crest Apartments, Chateau Bldg D.
- ✓ 2018 - Completed projects: 185th St Apartments (Edition), The Merc (by end of August), The Junction, Sunrise of Bothell Addition/Alteration.
- ✓ Eliminated backlog in mid-May of 2018. There had been a backlog since 2013 ranging from one week to up to two months.
- ✓ There currently are 128 code enforcement cases open in 2018 (including cases from previous years that hadn't been resolved). There have been 76 cases closed so far in 2018.
- ✓ There were 282 code enforcement cases open in 2017 (including cases from previous years that hadn't been resolved). There were 280 cases closed in 2017.

*Numbers are through July 20, 2018 (based on 250 working days)



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

- Participate in A Regional Coalition for Housing (ARCH) activities.
- Continue to review proposed development applications in unincorporated King and Snohomish Counties that may impact Bothell and provide comments to the counties as appropriate.
- Participate in regional forums on issues of importance to Bothell's growth and vision.

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.

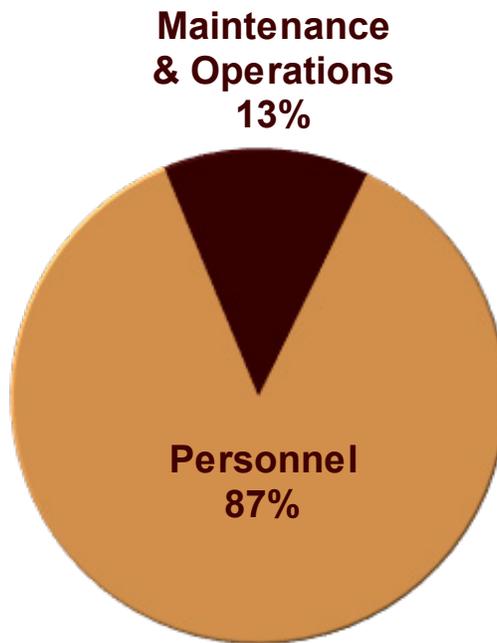
[more...](#)



A look back at 2017-2018

- ✓ State-mandated annual population and housing estimate.
- ✓ Facilitated Planning Commission and City Council deliberations on several Plan and Code amendments and other work tasks, some of which are still in progress, including:
 - City council approved Planning Docket.
 - Completed a comprehensive update of the City's Housing Strategy.
 - Completed the Phase 1 visioning effort for the Canyon Park Subarea Plan/Regional Growth Center Update through stakeholder and public outreach, creation of a preliminary Vision for the area and coordination with transportation agency partners.
 - Completed the following Plan amendments:
 - » UW Bothell/Cascadia College Campus Master Plan, Plan amendments (Ordinance 2237 - 11/14/17).
 - » Plan amendments to address comments from the Puget Sound Regional Council regarding certain provisions within the 2015 Comprehensive Plan Land Use, Housing and Human Services, and Transportation Elements.
- ✓ Continued to support Downtown revitalization via participation in public capital facilities planning, informational meetings with prospective developers and review of proposed construction projects, including acting as the City Manager's representative in the Design Review process for projects built on land sold by the City.

[more...](#)



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$4,952,111	\$5,462,869	\$6,545,506
Maintenance & Operations	1,037,188	558,520	1,016,265
Capital	-	-	22,000
Total Expenditures	\$5,989,299	\$6,021,389	\$7,583,771
Annual Cost Per Capita	\$138.29	\$134.36	\$162.65

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$1,082,637 from the 2017-2018 budget. A Senior Plans Examiner position was added as part of the 2017 budget amendment, and a Senior Building Inspector is being adopted for 2019-2020 to meet increased demand for inspections. Cost-of-living and step increases, as well as projected increases in insurance and pension expense, are also contributing to the increase.
- Maintenance & Operations costs are increasing by \$457,745. About two-thirds of that increase is due to credit card service fees being reinstated to reflect actual costs. The budget for outside development review services (to meet demand levels) has also been increased, and \$100,000 has been added for projected plan and code amendment expenses.




Thank you, Bothell!
bothellwa.gov/safestreets

Sidewalk Grinding

The Street Fund was established to account for the resources necessary for the maintenance and operation of the City’s transportation system including pavement, shoulders, bike lanes, walkways, traffic signals, signage, illumination, landscaping, and roadside vegetation. This includes over 300 lane miles of roadway. Stewardship of the urban tree canopy located within the public rights of way is also under the Street Section’s care.

In November 2016, Bothell voters approved the Safe Streets & Sidewalks Levy to:

- Improve the condition of major streets ([See Engineering Budget](#))
- Construct sidewalks and crosswalks around schools (See Engineering Budget)
- Patch and seal local streets (See Engineering Budget)
- Repair and replace sidewalks
- Fully fund the Street Operations division
- Improve pavement markings

The Street Fund is comprised of revenues from the Safe Streets & Sidewalks Levy and State Shared Revenues and Business License Fees.



Safe Streets and Sidewalks Programs

- [Street Operations](#) associated with the Safe Streets & Sidewalks Levy began in the first quarter of 2017.
- Street Operations work closely with Capital Engineering to implement Levy Capital programs.
- Completed 325 sidewalk repair and replacement projects which resulted in safer pedestrian facilities along local streets and arterials.
- Completed 97 asphalt patching projects along local roads, reducing the need for ongoing temporary pothole repairs.



A look back at 2017-2018

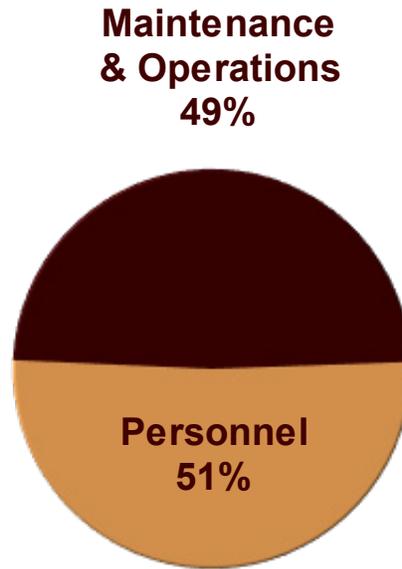
- ✓ Completed annual citywide street striping and striping of all school zone crosswalks and other school related pavement markings.
- ✓ As part of the Pavement Marking Enhancement Project, added 485 candlesticks and reflective pavement markers to arterial and collector roadways throughout the City.
- ✓ Improved safety on the King County Trail at Brackets Landing by adding detectable warning surfaces to crosswalks and reflective candlesticks to trail edge.
- ✓ In partnership with Transportation Engineering, implemented School Zone Crossing Flag program at Frank Love, Shelton View, Crystal Springs, Westhill, Maywood Hills, Canyon Creek, Woodin, Woodmoor elementary schools.
- ✓ Maintained 133,000 square feet of right of way landscaping installed with the Crossroads, Wayne Curve, Multiway Boulevard, and Bothell-Everett Highway Widening projects.
- ✓ Mowed 150 edge miles of roadway, repaired 3,116 potholes; and maintained, repaired, and replaced 6,100 street signs as of July 2018.
- ✓ Repaired or replaced sidewalk and patched asphalt roadway as part of the Safe Streets & Sidewalks program (please see [Safe Streets & Sidewalks Annual Accountability Reports](#)).
- ✓ Continued Safe Streets & Sidewalks outreach during City sponsored public events.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of regulatory street sign inventory inspected annually*	100%	100%	50%	50%
% of school walk routes where sidewalk repair or replacement has been completed**	New Measure	New Measure	17%	23%

*Regulatory signs indicate or reinforce traffic laws, regulations or requirements.

**Nine school walk route zones have been identified. As of 7/2108, one walk route zone has been completed (Skyview Middle School/Canyon Creek Elementary).



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,970,186	\$2,968,612	\$3,275,793
Maintenance & Operations	2,261,688	2,855,957	3,115,224
Capital	-	299,500	5,600
Total Expenditures	\$4,231,874	\$6,124,069	\$6,396,617
Annual Cost Per Capita	\$97.71	\$136.65	\$137.19

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$307,181 from the 2017-2018 budget. Cost-of-living and step increases are the primary drivers of this increase.
- Maintenance & Operations costs are increasing \$259,267. The main contributors are projected increases to surface water runoff fees and rising power costs for signals and street lights. Training budgets have also been moderately increased.

[Street Budget Summary](#)

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.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Total Expenditures	-	-	-
Annual Cost Per Capita	-	-	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

No expenditures are planned for 2019-2020, although \$5,105,192 is budgeted for operating transfers to the City’s Capital Improvements Fund. These funds are allocated for transportation-related Capital Facilities Plan (CFP) projects.

PARK CUMULATIVE RESERVE FUND

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.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Total Expenditures	-	-	-
Annual Cost Per Capita	-	-	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

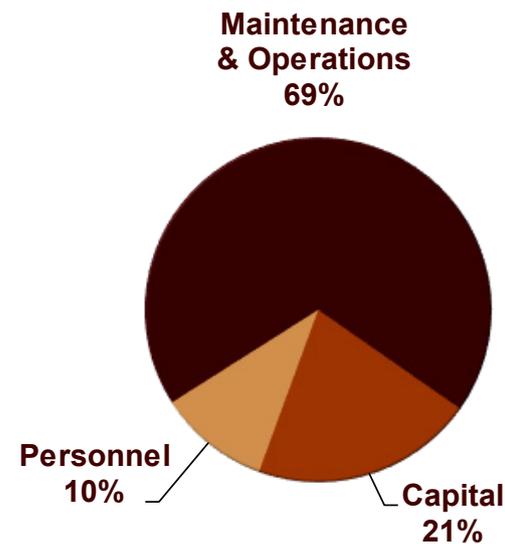
No expenditures are planned for 2019-2020, although \$153,000 is budgeted for operating transfers to the City's Capital Improvements Fund. These funds are allocated for park-related Capital Facilities Plan (CFP) projects.

DRUG SEIZURE FUND

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) 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 pre-existing funding sources."



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	\$3,000
Maintenance & Operations	29,819	17,000	19,800
Capital	16,826	20,000	6,000
Total Expenditures	\$46,645	\$37,000	\$28,800
Annual Cost Per Capita	\$1.08	\$0.83	\$0.62

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Drug Seizure revenues and expenditures are dependent on the net proceeds of forfeited property.
- \$28,800 is budgeted for 2019-2020. This includes uniforms, operating supplies, training costs, and equipment.

[Drug Seizure Budget Summary](#)

FIRE IMPACT FEES FUND

Funds collected from [Fire Impact Fees \(BMC 21.16\)](#) are used solely for the purpose of making capital improvements to fire facilities under the jurisdiction of Bothell. In 2016, the City imposed fire impact fees to ensure that new development bears a proportionate share of the cost of capital facilities necessary to accommodate new growth.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	-	-	-
Total Expenditures	-	-	-
Annual Cost Per Capita	-	-	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Fire Impact Fee expenditures are limited to “fire protection facilities” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the Growth Management Act.
- No expenditures are planned for 2019-2020 at this time.

2008 GENERAL OBLIGATION REFUNDING BOND

In 1997, the City issued \$9,700,000 of voter-approved general obligation bonds to fund construction of the City's Public Safety Building. The debt service was repaid with excess levy receipts. In 2008, the City refinanced the bonds providing citizens with a new savings of approximately \$530,000.

The final principal payment of the twenty years bonds was redeemed on December 1, 2017.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	984	-	-
Capital	-	-	-
Debt & Interest	1,433,583	722,800	-
Total Expenditures	\$1,434,567	\$722,800	-
Annual Cost Per Capita	\$33.12	\$16.13	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- This voter-approved bond measure (associated with the construction of the Police Department Building) was fully repaid at the end of 2017.
- The fund is scheduled to be closed during the 2019-2020 biennium.

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.

In 2006, through a competitive statewide process, the City of Bothell successfully applied for, and was awarded, the Local Infrastructure Financing Tool (LIFT) program funding for Downtown Revitalization, mainly 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 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). These rebated tax monies are restricted for debt service associated with the LIFT Bond.

In 2014, the City issued a \$30,000,000 councilmatic LIFT Bond to pay for Downtown Revitalization projects.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	725	-	-
Capital	-	-	-
Debt & Interest	3,319,167	3,991,300	3,995,100
Total Expenditures	\$3,319,892	\$3,991,300	\$3,995,100
Annual Cost Per Capita	\$76.65	\$89.06	\$85.68

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- In 2014, the City issued a \$30,000,000 Councilmatic LIFT Bond to help fund the Bothell Crossroads project that realigned SR 522 and initiated significant revenue-generating redevelopment.
- State redirected sales tax provides \$1,000,000 per year to support the debt service obligation for this bond.

2013 GENERAL OBLIGATION BOND

A municipality that issues \$10 million or less in tax-exempt General Obligation (GO) Bonds within a calendar year qualifies to issue what is referred to as Bank Qualified (BQ) Bonds. With BQ bonds, a bank can deduct 80% of the interest incurred to carry or buy the bonds. Availability of BQ bonds are very limited and provide lower financing costs for the issuer. In 2013, the City issued 20-year BQ GO Bonds consisting of two bonds: 2013 A (taxable) and 2013 B. The bonds received an Aa3 rating by Moody's.

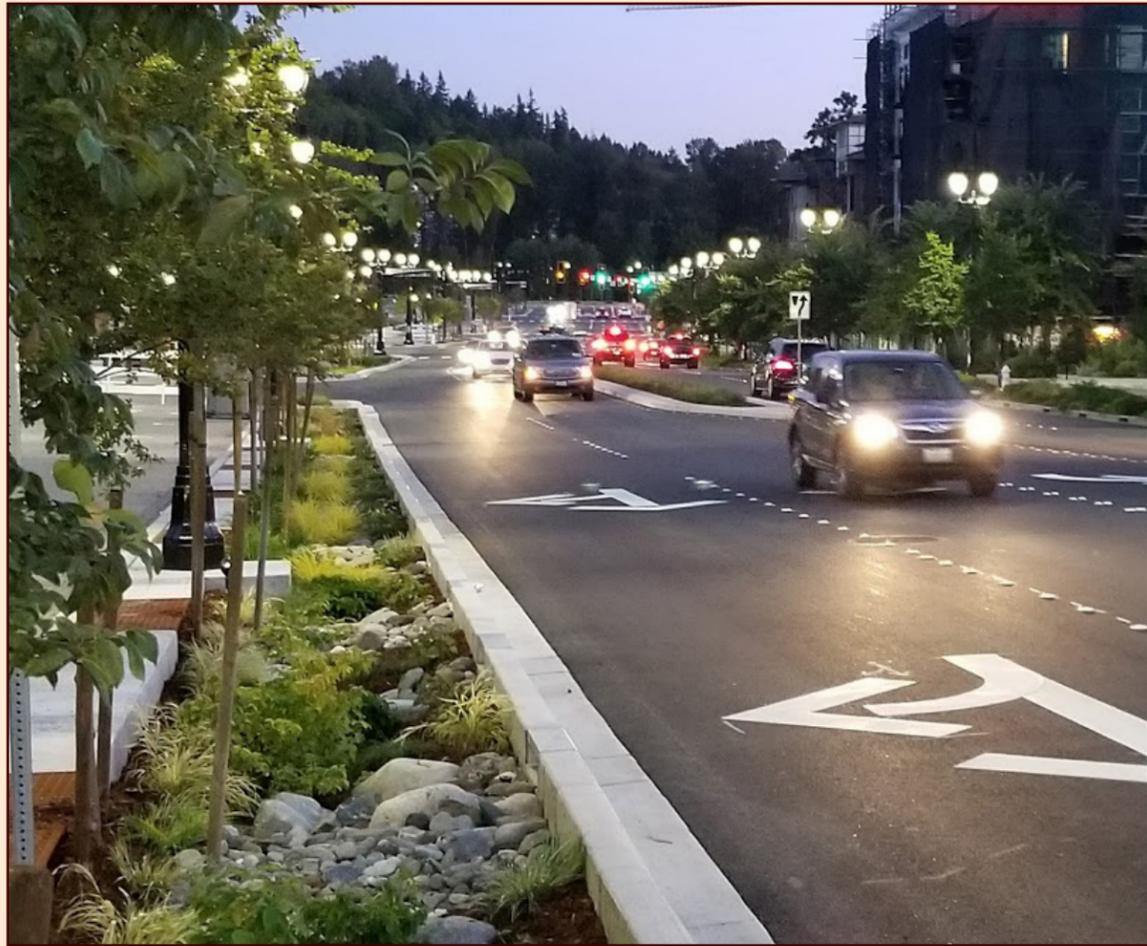
	2013 A (taxable)	2013 B
Issue Amount:	\$1,520,000	\$8,145,000
Outstanding balance as of 12/31/16:	\$385,000	
Interest Rates:	0.60% - 1.00%	3%
2017 Debt Service including interest:	\$391,353	\$307,163
2018 Debt Service including interest:		\$697,163
Final Maturity:	12/1/2017	12/1/2033

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	1,450	-	-
Capital	-	-	-
Debt & Interest	1,399,618	1,395,678	1,393,926
Total Expenditures	\$1,401,068	\$1,395,678	\$1,393,926
Annual Cost Per Capita	\$32.35	\$31.14	\$29.90

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Proceeds from the 2013 GO Bond provided funding for street improvements, additional downtown property acquisitions, and retirement of the City's outstanding Limited Tax General Obligation Bond Anticipation Note from 2012.
- Operating transfers from the Capital Improvements Fund provide the funding to pay the debt service associate with this bond.



CAPITAL IMPROVEMENTS FUND

The Capital Improvement Fund accounts for special revenue dedicated to capital projects.

Main sources of revenue include:

- Real Estate Excise Tax
- Contributions by developers and non-City providers
- Grants
- Proceeds from the sale of property

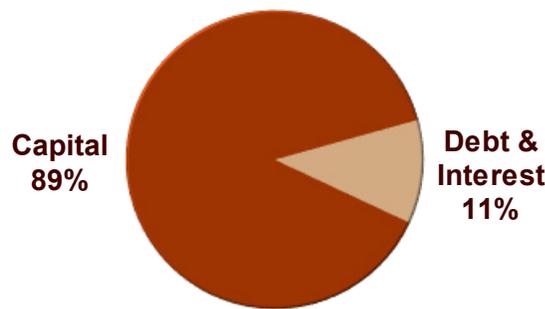
Mitigation from:

- Developers
- Brightwater
- SolidWasteManagement

The 2019-2020 Capital Improvement Fund includes capital investments that address our community’s pressing needs for parks and transportation. Additionally, the 2019-2020 Capital Improvements Fund includes capital debt services and operating program funds that support capital projects included in the 2019-2025 [Capital Facilities Plan](#) (CFP).

The objective of the Capital Facilities Plan process is to establish a funding plan that identifies and prioritizes the City’s capital needs with available funding sources.

Complete details of all capital projects, including future maintenance and operations costs, are available on the City’s Website or by request from the City Clerk’s office.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	150,854	-	-
Capital	74,299,569	41,205,308	58,463,256
Debt & Interest	2,471,974	7,220,300	7,445,341
Total Expenditures	\$76,922,397	\$48,425,608	\$65,908,597
Annual Cost Per Capita	\$1,776.09	\$1,080.57	\$1,413.53

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

Scheduled capital expenditures in 2019-2020 are reflected in the City’s 2019-2025 Capital Facilities Plan.

COMBINED UTILITY SYSTEM

The Combined Utility System Fund is a single utility debt service fund used solely for the purpose of issuing indebtedness secured by the revenues of the combined utility.

Combining utilities for bond financing purposes allows the City to present a combined source of revenues for securing debt, thereby allowing the utilities to provide credit support to one another without exposing taxpayers. It also reduces bond issuance costs by going to the market with a single issue instead of three separate issues.

In 2014, the City issued \$18,355,000 in revenue bonds to finance various water, sewer and storm & surface water utility capital projects. These bonds are payable from revenues generated by user fees. Each utility is allocated a share of the debt service, consistent with the overall project costs allocated to each utility. The bonds are treated as debt of the utility enterprise and not as general indebtedness of the City.

The outstanding balance as of January 1, 2019 is \$15,850,000. These bonds mature in 2035.

Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	725	-	-
Capital	-	-	-
Debt & Interest	1,309,031	2,626,138	-
Total Expenditures	\$1,309,756	\$2,626,138	-
Annual Cost Per Capita	\$30.24	\$58.60	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- In 2014, the City issued an \$18,000,000 Councilmanic Combined Utility System Bond to pay for a number of utility-related Capital Facilities Plan (CFP) projects.
- No expenditures are planned for this fund in 2019-2020. The three utility funds (Water, Sewer, and Storm & Surface Water) are directly paying their respective shares of the debt service associated with this bond.



The Water Utility was established to account for the resources necessary for the maintenance, operation and construction of the City's water system including mains and other related infrastructure. The Fund's budget also accounts for the purchase of water from Seattle Public Utilities.

The Water Section of the Public Works Operations Division ensures the delivery of safe and reliable drinking water to approximately 15,000 residents primarily in the King County portion of the city. The City's water system consists of 117 miles of water mains, four pump stations, 26 control valves, 1,004 fire hydrants and three water reservoirs.

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Water Utility Fund. These projects are managed by the Public Works Capital Division. Customer/Utility Billing is administered by the Public Works Operations Division.



Oversee the 2017-2023 Capital Facilities Projects

- Completed Penn Park Reservoir Replacement Project.
- Completed Downtown Revitalization Utility Improvement Project.
- Completed Annual Water Main Replacement Project.
- Upgraded the Water Utility Infrastructure in conjunction with the Main Street Enhancement Project.

→ Completed design for the 2018 Waterline Replacement Project (anticipated in Dec 2018).

Cost Effective Maintenance and Preservation of City Infrastructure

→ Implemented the Lucity Enterprise Asset Management System for the Water Utility in 2017. Continued to work with Information Services Department to improve the system for Water Section purposes.

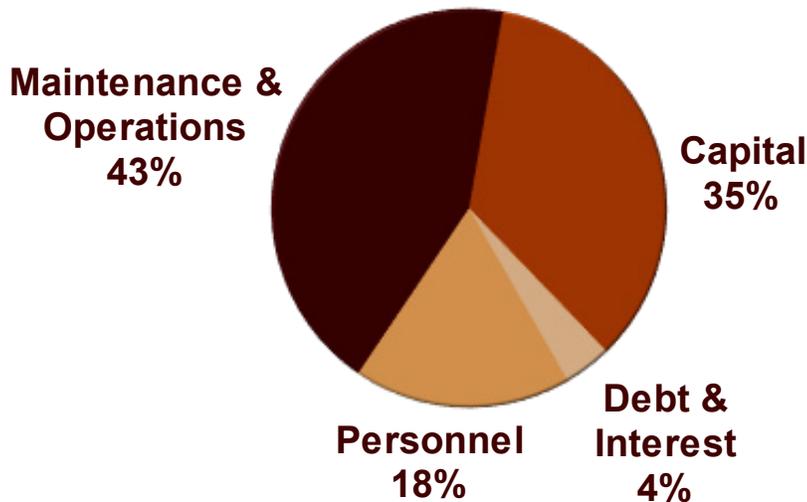


A look back at 2017-2018

- ✓ Replaced 502 water meters to ensure accurate water consumption data and ability to extract usage information for customer inquiries.
- ✓ Helped maintain a safe water supply by ensuring backflow testing requirements are met for over 2,000 backflow assemblies and by proactively identified and sought solutions for backflow-related problems.
- ✓ Updated and distributed the annual [Water Quality Report](#).
- ✓ Developed a chlorine booster system for Morningside reservoir to protect water quality
- ✓ Designed, constructed and installed a new wireless system for the Supervisory Control and Data Acquisition (SCADA) System.
- ✓ Ensured system reliability by:
 - Exercising 90 valves from January 2017 through June 2018 (previously a Performance Measure).
 - Rebuilding four pressure reducing valves from January 2017 through June 2018 (previously a performance measure).

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of unaccounted for water	<6%	<3% (three year annual average)	<6%	<6%
# of linear feet of mains flushed	15,000	3,000 (10%)	7,500 (20%)	7,500 (20%)



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,783,540	\$2,250,211	\$2,522,843
Maintenance & Operations	5,021,807	4,977,262	6,105,408
Capital	1,056,021	4,637,495	4,942,748
Debt & Interest	6,412	228,578	552,862
Total Expenditures	\$7,867,779	\$12,093,546	\$14,123,861
Annual Cost Per Capita	\$181.66	\$269.85	\$302.91

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Maintenance & Operations costs are increasing \$1,128,146 from 2017-2018. Primary drivers are all connected with water sales: cost of water from the City of Seattle, excise taxes, interfund utility taxes, and credit card fees. A comprehensive plan update is also planned for 2019.
- Work is continuing in 2019-2020 on the following capital projects:
 - » W1 - Water Main Capital Replacement
 - » W6 – Morningside Water System Improvements
 - » W10 – Bloomberg Reservoir Painting
 - » W11 – Downtown Revitalization Projects
- Rate increases of 3% are anticipated for 2019 and 2020.

Water Budget Summary



The Sewer Utility Fund was established to account for the resources necessary for the maintenance, operation, and construction of the City’s sewer system including sewer mains, lift stations, and other related infrastructure. This budget also accounts for sewage treatment services from King County Metro.

The City’s collection system is located predominately in north King County and serves approximately 15,000 citizens. The Sewer Section of Public Works operates, maintains, and repairs 70 miles of sewer mains including three-quarters of a mile of sewer forced mains, over 1,800 manholes, and four pump (lift) stations. Public Works ensures the wastewater generated is safely and reliably transported to the King County wastewater system for treatment.

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Sewer Utility Fund. These projects are managed by the Public Works Capital Division and [Customer/Utility Billing](#) is administered by the Public Works Operations Division.

See more Sewer FAQs [here](#).



A look back at 2017-2018

- ✓ Completed Sanitary Sewer Comprehensive Plan Update.
- ✓ Ensured system integrity by:
 - Cleaning 14,440 linear feet of sewer pipe per year (previously a Performance Measure).
 - Inspecting 8,540 linear feet of sewer line per year (previously a Performance Measure).

Outcomes & Activities

Oversee the 2017-2023 Capital Facilities Projects

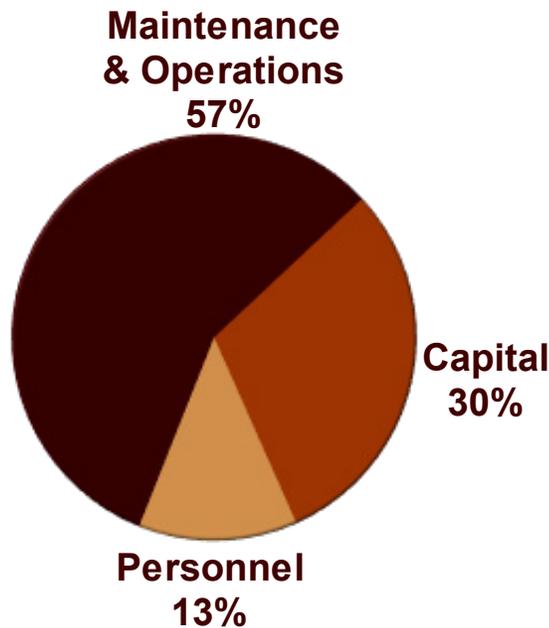
- Completed Promontory Hillside Sewer Main Replacement Project to eliminate a temporary lift station for the Promontory neighborhood area.
- Completed Downtown Revitalization Utility Improvement Project.
- Completed Lift Station # 3 Replacement Project.
- Designed the 2018 Sewer Replacement Project (anticipated in Oct 2018).

Cost Effective Maintenance and Preservation of City Infrastructure

- Implemented Lucity Enterprise Asset Management System for Sewer Utility in 2017.
- Continued to work with Information Services Department to improve the system for Sewer Section purposes.

Performance Measures

	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of completion of planned bi-weekly inspections and maintenance programs for the City’s lift stations	100%	100%	100%	100%
% of completion of the planned FOG inspection program	25%	15%	20%	20%



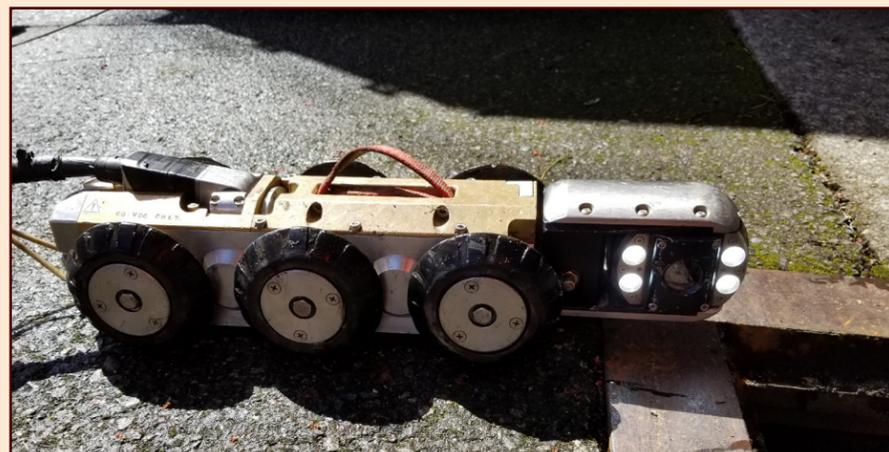
Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$1,792,762	\$2,177,422	\$2,381,056
Maintenance & Operations	8,981,533	9,947,383	10,679,355
Capital	881,391	3,617,800	5,670,163
Debt & Interest	-	-	249,112
Total Expenditures	\$11,655,686	\$15,742,605	\$18,979,686
Annual Cost Per Capita	\$269.12	\$351.28	\$407.05

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Maintenance & Operations costs are increasing \$731,972 from 2017-2018. Primary drivers are all connected with increasing revenues: cost of sewage treatment from King County, excise taxes, interfund utility taxes, and credit card fees.
- The following capital projects are planned for 2019-2020:
 - » S1 - Sewer Main Capital Replacement
 - » S13 - Lift Station #1 Improvements
- Rate increases of 3% are anticipated for 2019 and 2020.

Sewer Budget Summary



The Stormwater Utility Fund was established to account for the resources necessary to construct, maintain, and operate the City’s Stormwater drainage system. The main goals of this system are to prevent flooding of public and private property and reduce water pollution into local streams. This public system consists of 143.4 miles of pipes, 7,936 catch basins, and 391 detention/retention facilities that include ponds, underground vaults, vegetated swales/ditches, pervious pavement, and other water quality features.



A look back at 2017-2018

- ✓ Inspected over 8,327 catch basins and detention/retention facilities and identified City owned storm structures in need of maintenance or cleaning.
- ✓ Conducted stream and ditch maintenance at 45 locations under the Washington Department of Fish & Wildlife (WDFW) Programmatic Hydraulic Permit Approval (HPA) for maintenance activities.
- ✓ Cleaned 1180 catch basins and 310 storm system pipes.
- ✓ Completed 2126 feet of ditch restoration.
- ✓ Assisted the Public Works Capital Division with Closed Circuit Television (CCTV) inspection to identify storm pipe conditions for capital projects.
- ✓ Updated all public and private facilities in our Geographic Information System (GIS) database to ensure accurate information for inspection and maintenance.
- ✓ Received over \$1,386,150 in grant funding for water quality related projects.
- ✓ Conducted 144 business inspections to offer hazardous waste storage and disposal best practices and stormwater related technical assistance.
- ✓ Cleaned 10,792 linear feet of storm pipe.
- ✓ Cleaned 100% of catch basins after being identified as needing maintenance per NPDES Phase II permit requirements.
- ✓ Participated in over 25 outreach events to teach customers, residents, and businesses about practices they can use at work and home to prevent Stormwater pollution.

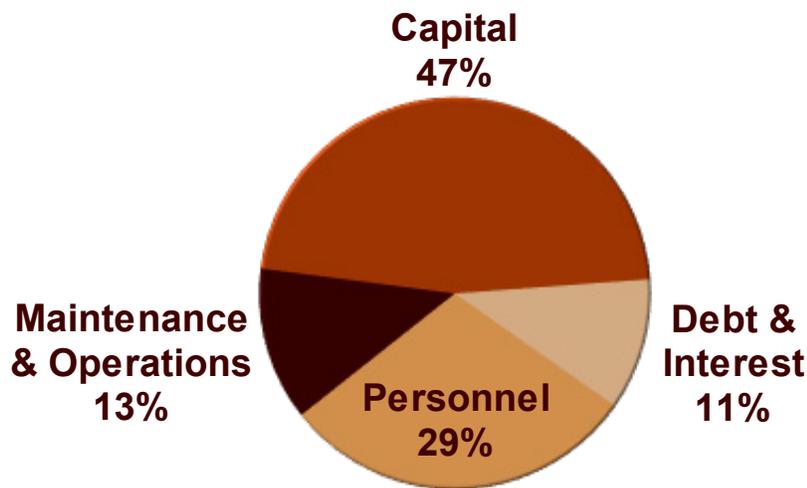


Oversee the 2017-2023 Capital Facilities Projects
 → Completed Horse Creek Improvement Project.
 → Completed the Sammamish River Side Channel Restoration Project.
 → Upgraded Stormwater infrastructure in conjunction with the Main Street Enhancement Project.

Cost Effective Maintenance and Preservation of City Infrastructure
 → Implemented the Lucity Enterprise Asset Management System for the Storm and Surface Water Utility in 2017. Continued to work with Information Services Department to improve the system for Storm and Surface Water Utility purposes.

Continue Implementation and Report on the City’s Progress in Meeting the National Pollutant Discharge Elimination System (NPDES) Phase II Permit Requirements
 → Completed annual reporting for permit requirement compliance.
 → Illicit discharge detection and elimination – revised the Bothell Municipal Code (BMC) to provide clarification regarding illicit discharges according to State requirements.
 → Low Impact Development (LID) – updated the BMC to reduce impervious surface calculations for new and redevelopment and encourage LID implementation as a result.
 → Stormwater Design Manual - updated our design manual to include additional Stormwater modeling to forested conditions and require LID techniques consideration based on site conditions.
 → All catch basins in the City cleaned once every two years.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of customer service concerns addressed within 48-hours	95%	2017-2018 Actual 250/252 - 99.2%	100%	100%
% of planned catch basin cleaning program completed	50%	100%	50%	50%



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$3,889,165	\$4,529,318	\$5,211,966
Maintenance & Operations	901,787	1,816,816	2,229,724
Capital	1,297,435	5,818,095	8,229,653
Debt & Interest	4,284	98,037	1,914,366
Total Expenditures	\$6,092,671	\$12,262,266	\$17,585,709
Annual Cost Per Capita	\$140.68	\$273.62	\$377.16

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- The following capital projects are planned for 2019-2020:
 - » SW1 – Storm Main Capital Replacement
 - » SW11 – Horse Creek Improvements
 - » SW12 – Sammamish River Side Channel Improvements
 - » SW13 – Downtown Revitalization Projects
 - » SW14 – Blyth Creek Erosion Control
 - » SW16 – Parr Creek Flood Mitigation
 - » SW19 – East Riverside Drive Drainage & Sediment
 - » SW20 – Sammamish River & Waynita Creek Restoration
 - » SW21 - Palm Creek & 228th St SE Storm Improvements
 - » SW22 – Perry Creek & 228th St SE Culverts
 - » SW23 – Monte Villa Drainage Improvements
 - » SW24 - Village Square Drainage Improvements
- Rate increases of 3% are anticipated for 2019 and 2020.

Storm & Surface Water Budget Summary



The Fleet Division of Public Works is an internal service division that maintains and repairs City-owned equipment and vehicles. Fleet services include the maintenance and repair of City vehicles and equipment, procurement and specification development of vehicles and equipment, remarketing of surplus vehicles and equipment, city pool vehicle management and oversight of the fuel system and maintenance shop lease agreement with the Northshore School District.

The Fleet Division works with Finance to provide oversight for the City's Vehicle Asset Replacement program and develop short and long-term financial planning for the Fleet program with a focus on efficiency and sustainability. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

The Fleet Division mission is to provide timely, reliable, professional service to our customers that directly serve the community.



Cost Effective Maintenance and Preservation of City Infrastructure

→ Evaluated Asset Management System options for Fleet Maintenance, compared an upgrade of the current system to the Lucity system. Implementing one of those options by the end of 2018.

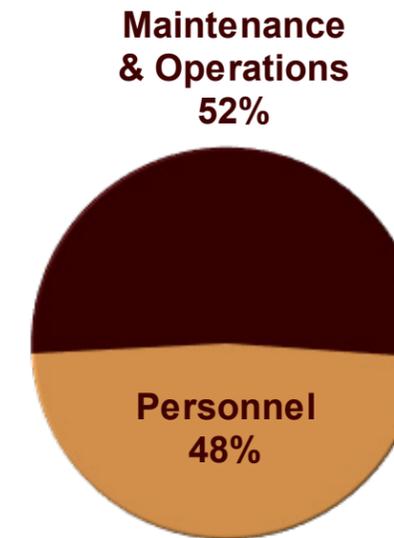


A look back at 2017-2018

- ✓ Maintained City equipment and vehicles efficiently and effectively, completing over 1,000 work orders.
- ✓ Added one new hybrid vehicle and one electric all-terrain vehicle to the fleet.
- ✓ Replaced and outfitted 10 Police Department vehicles and four Fire Department Vehicles.
- ✓ Replaced and outfitted 12 general fleet vehicles and pieces of equipment.
- ✓ Replaced a large back-hoe with a mini track-hoe to increase efficiency and decrease replacement cost.
- ✓ Replaced a Workhorse Box Van with a more efficient and cost effective Sprinter Van.
- ✓ Replaced a chipper, gator, sander attachment and three trailers.
- ✓ Worked with the Police Department and instituted more cost effective outfitting standards for response vehicles in 2018. This will result in around \$3,000-5,000 in savings per vehicle.
- ✓ Performed a fleet maintenance staffing and budget analysis on proposed Public Safety Levy impacts and the potential in-house assumption of Fire Apparatus maintenance.

Performance Measures	2017 - 2018 Target	2017 - 2018 Actual	2019 Target	2020 Target
% of Passenger Sedans/SUVs in the fleet that are electric, hybrid or alternative fuels	N/A*	13%	17%	20%

*New Performance Measure for 2019-2020.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$577,802	\$622,896	\$1,205,888
Maintenance & Operations	906,100	1,146,796	1,302,880
Capital	9,416	11,839	14,000
Total Expenditures	\$1,493,318	\$1,781,531	\$2,522,768
Annual Cost Per Capita	\$34.48	\$39.75	\$54.11

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

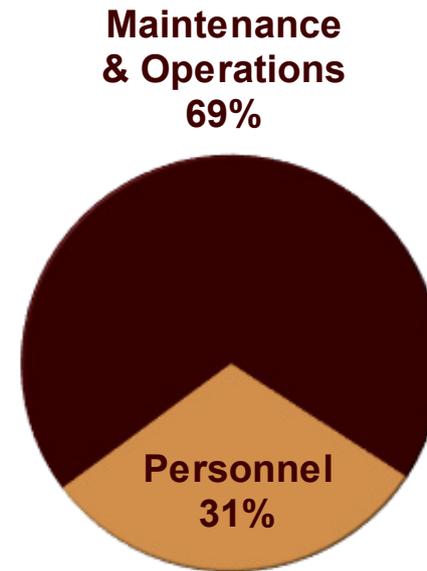
2019-2020 Financial Notes

- Personnel costs are increasing \$582,992 from the 2017-2018 budget. Two new mechanic positions are being proposed to enable the department to provide in-house maintenance for the City's fire apparatus and other heavy equipment. Cost-of-living and step increases are also contributing to the increase.
- Maintenance & Operations costs are increasing by \$156,084. Projected increases in fuel and maintenance costs make up the bulk of this increase.

[Fleet Budget Summary](#)

SELF INSURANCE FUND

The Self Insurance Fund accounts for the costs of administering the City's self-insurance liability, property insurance risks, safety program, and Law Enforcement Officers' and Firefighters' (LEOFF) 1 medical insurance and long-term care premiums, as well as any uninsured benefit reimbursement payments.



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	\$667,738	\$814,487	\$1,111,473
Maintenance & Operations	1,590,570	1,998,847	2,513,592
Capital	-	-	-
Total Expenditures	\$2,258,308	\$2,813,334	\$3,625,065
Annual Cost Per Capita	\$52.14	\$62.78	\$77.75

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Personnel costs are increasing \$296,986 from the 2017-2018 budget. The City's Safety Program is expanding in 2019-2020, with the Safety Manager moving to Self-Insurance from the General Fund.
- Maintenance & Operations (M&O) costs are increasing by \$514,745. The City's risk management insurance premiums are projected to increase \$250,000 in 2019-2020. The expanded Safety Program makes up the balance of the M&O increase.

[Self-Insurance Budget Summary](#)



The Asset Replacement Fund provides 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.

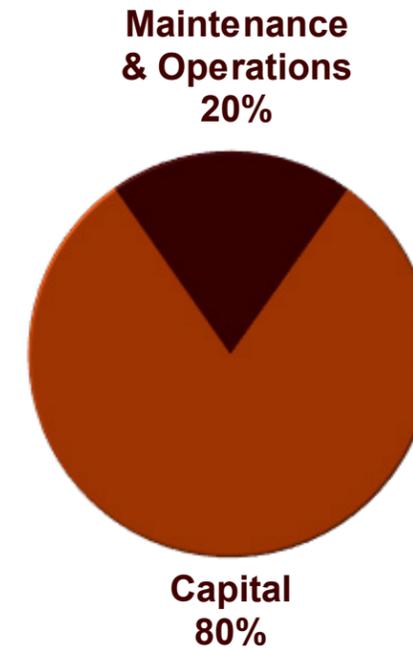
The Asset Replacement Fund functions as an Internal Service Fund. Assets are expensed in the fund or department where they are originally purchased, and then are added to the City's asset replacement schedule.

Monies need to be allocated to this fund each year based on the future cost and expected life of each asset.

The Asset Replacement Fund has sufficient funding to cover purchases that are scheduled over the next two years. Significant monies will need to continue to be set aside to fund purchases beyond 2020.

The Public Works Fleet Division works closely with all impacted departments and the Finance Department annually to evaluate the fleet replacement schedule for maximum efficiency and department need. The guidelines for vehicle replacement are based upon predetermined age and mileage criteria with additional consideration given to condition of the vehicle as well as maintenance costs, functionality, anticipated depreciation and resale value. Timely replacement ensures vehicles are replaced once the lifecycle or economic costs reach a minimum threshold.

The City has an internal Fleet Committee that includes representatives from each department with assigned City vehicles. The Fleet Division discusses replacement recommendations with the committee annually and during the biennial budget process to review the schedule and determine replacement requirements and vehicle specifications. The committee's goals include developing the most efficient fleet that meets department requirements and enables staff to best serve the community. In addition, the committee has a heavy focus on right-sizing the fleet and pursuing opportunities to increase the green fleet (alternative fuels or increased fuel efficiency).



Expenditures	Actual 2015-2016	Budget 2017-2018	Budget 2019-2020
Personnel	-	-	-
Maintenance & Operations	499,506	931,762	1,243,844
Capital	2,150,674	4,876,654	5,113,097
Total Expenditures	\$2,650,180	\$5,808,416	\$6,356,941
Annual Cost Per Capita	\$61.19	\$129.61	\$136.34

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

- Replacement equipment and infrastructure maintenance spending is budgeted for this fund as per the City's asset replacement schedule. Departments update their portions of the schedule during each budget preparation cycle.
- There is sufficient funding to cover purchases through 2019 and 2020. Purchases beyond 2020 will require significant additional monies to be set aside.

Facilities Division

Year	Asset Description	2019	2020
2019	Police Station HVAC units (3)	\$62,000	-
2019	Police Station - holding cell doors	50,000	-
2019	Police Secondary Bldg HVAC units (3)	48,000	-
2019	Downtown Fire - crew quarters roof	110,000	-
2019	Downtown Fire HVAC units (5)	80,000	-
2019	Downtown Fire - equipment bay heaters	5,000	-
2019	Downtown Fire - interior paint	26,000	-
2019	Downtown Fire - carpeting (admin)	52,500	-
2019	Downtown Fire - carpeting (living area)	7,000	-
2019	Downtown Fire - carpeting (sleeping area)	27,000	-
2019	Downtown Fire - tile flooring (crew area)	20,000	-
2019	Canyon Park Fire - interior paint	6,000	-
2019	Canyon Park Fire - carpeting	15,000	-
2019	Canyon Park Fire - tile flooring	5,000	-
2019	PW Shop 1 - replace metal siding & remodel	406,000	-
2019	PW Fleet - tire mounting machine	10,000	-
2019	Hannan House - roof	30,000	-
2019	Beckstrom Cabin - roof	5,000	-
2019	Park at Bothell Landing - restroom roof	3,000	-
2019	Park at Bothell Landing schoolhouse - paint	5,000	-
2019	North Creek Schoolhouse - roof	12,000	-
2019	North Creek Schoolhouse - interior paint	5,000	-
2020	City Hall outdoor fountain - filter pump	-	5,150
2020	Courthouse - backup HVAC unit	-	5,150
2020	Police Station - energy management system	-	30,900
2020	Police Secondary Bldg - vehicle lift	-	7,210
2020	Police Secondary Bldg - HVAC unit	-	6,180
2020	Police Secondary Bldg - interior paint	-	10,300
2020	Downtown Fire - exterior paint/trim	-	20,600
2020	Canyon Park Fire - roof	-	51,500
2020	Bothell Ops Center - video surveillance	-	10,300
2020	Bothell Ops Center - automatic blinds	-	7,725
2020	Bothell Ops Center shop - energy mgmt system	-	10,300

Facilities Division

Year	Asset Description	2019	2020
2020	Police Station - hot water tanks	-	20,600
2020	Courthouse - HVAC units (3)	-	46,350
2020	Bothell Ops Center shop - pressure washer	-	6,180
2020	Lytle House - exterior paint	-	7,210
2020	Hannan House - paint	-	10,300
2019	Downtown Fire - dishwasher (crew)	800	-
2019	Canyon Park Fire - dishwasher (crew)	800	-
2019	North Creek Field #2 - restroom seal	1,850	-
2019	Doug Allen Sportsfields - restroom seal	4,000	-
2019	Cedar Grove Park - restroom exterior seal	4,500	-
2019	Cedar Grove Park - septic pump #3 (shop)	2,500	-
2019	Courthouse - parking lot reseal	2,000	-
2019	Police Station - parking lot reseal	8,000	-
2019	Downtown Fire - parking lot reseal	10,000	-
2019	Downtown Fire - equip bay floor finish	20,000	-
2019	Canyon Park Fire - parking lot reseal	2,000	-
2019	Blyth Park - parking lot reseal	6,000	-
2020	Courthouse - exterior paint/trim	-	2,060
2020	Police Station - exterior paint/trim	-	2,060
2020	Police Station - dishwasher	-	824
2020	Police secondary bldg - exterior paint/trim	-	2,060
2020	Downtown Fire - dishwasher (admin)	-	515
2020	PW Shop 1 - tubular heaters	-	12,360
2020	PW Shop 1 - interior paint	-	3,090
2020	Bothell Ops Center - tankless water heaters	-	15,450
2020	Stipek Park - restroom exterior paint/seal	-	1,545
2020	Cedar Grove Park - septic pump #1	-	2,575
2020	Bothell Ops Center shop - parking lot reseal	-	15,450
Total Facilities		\$1,051,950	\$313,944

Capital (assets \$5,000 and up)
 Non-capital (assets less than \$5,000)

Police Department

Year	Asset Description	2019	2020
2019	"Throw and Go" armored plates	\$14,564	-
2019	Live scan fingerprinting system	20,054	-
2019	P007 - 2014 Ford Interceptor Utility (Patrol)	52,000	-
2019	P008 - 2014 Ford Interceptor Utility (Patrol)	52,000	-
2019	P010 - 2014 Ford Interceptor Utility (Patrol)	52,000	-
2019	P011 - 2012 Dodge Charger (Patrol)	52,000	-
2019	P014 - 2013 Ford Interceptor Sedan (Patrol)	52,000	-
2019	P027 - 2010 Chevy Tahoe (Admin)	48,000	-
2019	P029 - 2013 Ford Interceptor Utility (Investigations)	40,000	-
2019	P038 - 2009 Dodge Charger (Investigations)	40,000	-
2019	P045 - 2008 Toyota Highlander (Admin)	38,000	-
2020	P004 - 2015 Ford Interceptor Utility (Patrol)	-	52,000
2020	P009 - 2015 Chevy Tahoe (Patrol Sergeant)	-	59,000
2020	P018/019/049 - 2016 BMW MC (Traffic)	-	96,000
2019	Handguns (37)	29,600	-
2019	Rifles (23)	64,400	-
2019	Tasers (8)	8,760	-
2019	Duty vests (63)	63,000	-
2019	Heavy shields (2)	3,674	-
2019	Night vision monoculars (2)	6,028	-
2020	Portable digital radios (39)	-	150,356
2020	Mobile vehicle radios (31)	-	127,433
2020	Handguns (8)	-	6,592
2020	Rifles (21)	-	60,564
2020	Duty vest trauma plates (58)	-	4,906
2020	Viper recording system	-	4,635

Total Police \$636,080 \$561,486

Capital (assets \$5,000 and up)
 Non-capital (assets less than \$5,000)

Fire Department

Year	Asset Description	2019	2020
2019	Climber mills (2)	\$10,800	-
2019	Confined space rescue comm system	11,500	-
2019	Mobile data terminals (10)	105,000	-
2019	SCBA posi-check test bench	14,000	-
2019	F1418 - 2007 Chevy Tahoe (DC Operations)	42,000	-
2019	F2410 - 2005 Chevy Suburban (CRR/Supp)	77,000	-
2020	Elliptical trainers (3)	-	23,175
2020	Bunker gear washer/extractor	-	12,360
2019	800 MHz portable radios (62)	206,000	-
2019	Ballistic vests (25)	27,100	-
2019	Basic Life Support suction units/bases (9)	13,500	-
2019	Chainsaws/rescue saws (3)	5,000	-
2019	PPV fans (4)	15,600	-
2019	Treadmill	4,000	-
2020	Brush/rescue coats (65)	-	29,870
2020	Mattresses (16)	-	16,480
2020	Rappel gloves/pads/glasses	-	2,060
2020	Recliners (14)	-	15,450
2020	Technical rescue rope/software	-	6,180
2020	Treadmills (2)	-	8,240

Total Fire \$531,500 \$113,815

Community Development Department

Year	Asset Description	2019	2020
2019	Microfiche reader	\$6,000	-
2019	#44 - 2007 Ford Focus (Building Services)	22,000	-

Total Community Development \$28,000 -

Capital (assets \$5,000 and up)
 Non-capital (assets less than \$5,000)

Parks & Recreation Department

Year	Asset Description	2019	2020
2019	Brickyard Road Park - sports court	\$12,000	-
2019	Cedar Grove Park - boardwalk	15,000	-
2019	Conifer View Park - sports court	15,000	-
2019	Royal Oaks Park - sports court	15,000	-
2019	Stipek Park - basketball court	18,000	-
2019	William Penn Park - sports court	12,000	-
2019	Bloomberg Hill Park - playground equipment	30,000	-
2019	Royal Oaks Park - playground equipment	30,000	-
2019	William Penn Park - playground equipment	30,000	-
2019	#32 - 2008 Ford Ranger	36,000	-
2019	#P1 - 2012 John Deere mower	22,000	-
2019	#P11 - 2012 John Deere Gator	18,000	-
2019	#P2 - 2008 John Deere tractor	35,000	-
2019	#P4 - 2012 John Deere mower	22,000	-
2019	#P7 - 2012 John Deere Gator	18,000	-
2020	Bothell Landing - playground equipment	-	103,000
2020	Brickyard Road Park - playground equipment	-	30,900
2020	Conifer View Park - playground equipment	-	30,900
2020	Stipek Park - playground equipment	-	51,500
2020	Swedish Cemetery - signage	-	3,605

Total Parks & Recreation Department \$328,000 \$219,905

City Hall Vehicles

Year	Asset Description	2019	2020
2019	#40 - 2008 Ford Ranger (PW Engineering)	\$26,000	-

Total City Hall Vehicles \$26,000 -

Capital (assets \$5,000 and up)
 Non-capital (assets less than \$5,000)

Executive Department, BCTV, and Information Services Department

Year	Asset Description	2019	2020
2019	Ruggedized laptops (29)	\$145,000	-
2019	Bothell Ops Center - UPS batteries	8,000	-
2019	Police Station - server room UPS unit	40,000	-
2020	Council chambers A/V equipment	-	7,004
2020	Emergency Communication Center (ECC) upgrade	-	53,560
2020	Ruggedized laptops (6)	-	30,900
2020	City Hall - UPS batteries	-	10,300
2019	Laptop computers (22)	30,800	-
2019	Desktop computers (70)	70,000	-
2019	Tablet PCs (2)	3,200	-
2020	BCTV - field camera	-	1,030
2020	Laptop computers (37)	-	53,354
2020	Desktop computers (62)	-	63,860
2020	Tablet PCs (11)	-	18,128

Total Executive - Information Services Departments \$297,000 \$238,136

Water

Year	Asset Description	2019	2020
2019	#2 - 2008 Toyota Prius	\$30,000	-

Total Water \$30,000 -

Storm

Year	Asset Description	2019	2020
2019	#71A - 2014 JD Tiger mower head	\$15,000	-
2020	#28 - 2005 Ford F450 flatbed dump truck	-	48,000
2020	#61 - 2009 Ford F550 flatbed dump truck	-	55,000

Total Storm \$15,000 \$103,000

Grand Total \$2,943,530 \$1,550,286

CEMETERY ENDOWMENT FUND

The Cemetery Endowment Fund was established in 1993 to account for Bothell's Pioneer Cemetery plot sales, donations and investment earnings.

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	-	-	-
Annual Cost Per Capita	-	-	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

Maintenance & Operations costs are typically minimal for this fund. No spending is currently planned for 2019-2020.



FIREMEN'S PENSION RESERVE FUND

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 percent tax on all insurance premiums. Twenty-five percent 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.

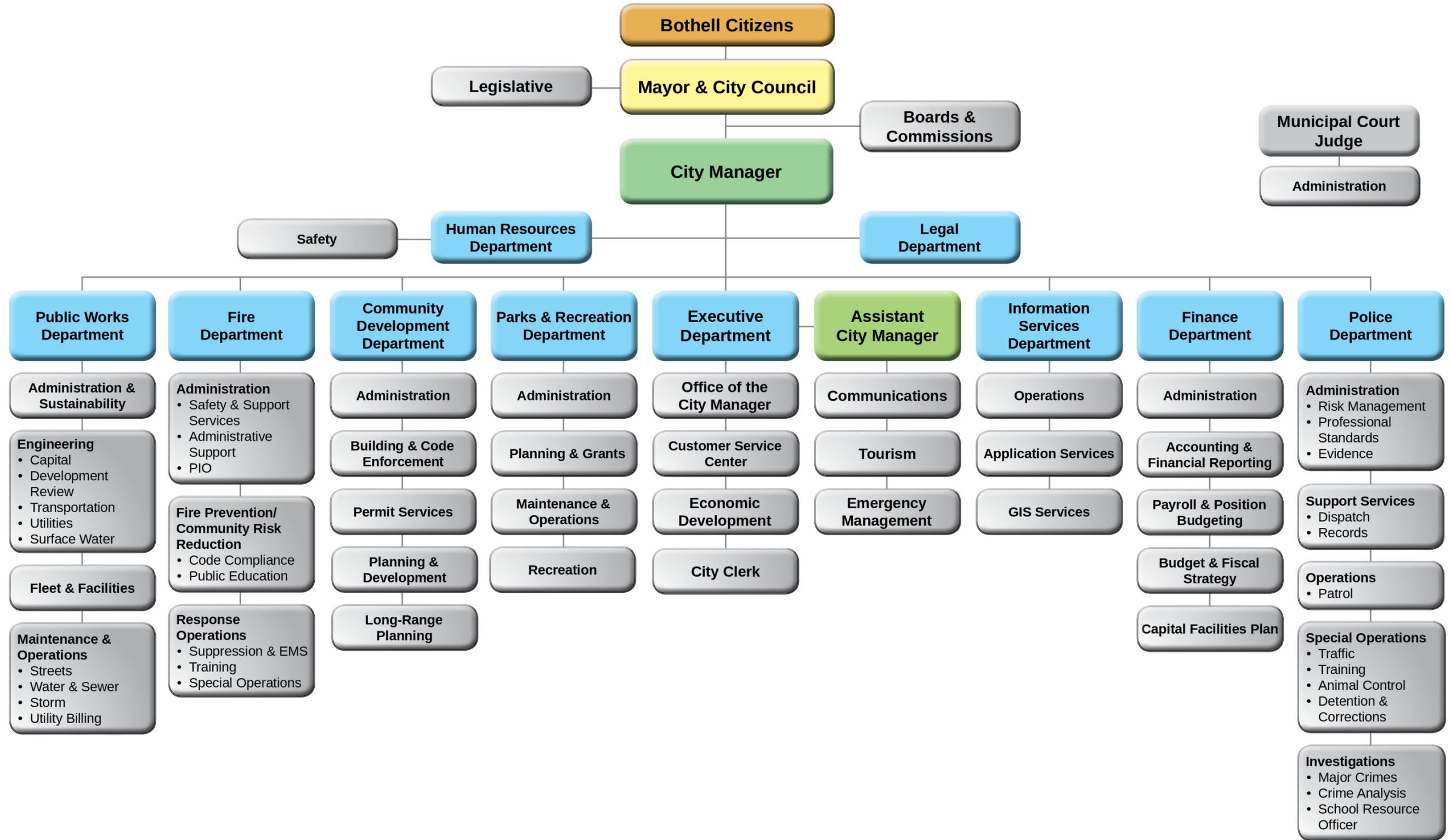
The Firemen's Pension Reserve Fund accounts for monies accrued prior to the Washington Law Enforcement Officers' and Firefighters' (LEOFF) retirement pension system, and yearly receipts of the fire insurance premium tax. Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 retirees.

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	\$86,500	\$125,000	\$128,950
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	\$86,500	\$125,000	\$128,950
Annual Cost Per Capita	\$2.00	\$2.79	\$2.77

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2015-2018 population estimates from Washington State Office of Financial Management; 2019-2020 figures projected internally.

2019-2020 Financial Notes

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



Department/Division	2017	2018	2019	2020
Executive Department				
City Manager's Office	6.00	4.00	5.00	4.00
City Clerk	3.00	3.00	3.00	3.00
Emergency Management	-	1.00	1.00	1.00
Tourism	1.00	1.00	1.00	1.00
Total	10.00	9.00	10.00	9.00
Municipal Court				
	6.35	6.85	6.85	6.85
Total	6.35	6.85	6.85	6.85
Finance Department				
	10.25	10.25	10.25	10.25
Total	10.25	10.25	10.25	10.25
Customer Service Center/Non-Dept				
	-	2.50	2.00	2.00
Total	-	2.5	2.00	2.00
Legal Department				
	7.00	7.00	7.00	7.00
Total	7.00	7.00	7.00	7.00
Human Resources Department				
	6.00	6.00	6.00	6.00
Total	6.00	6.00	6.00	6.00
Information Services Department				
	17.00	17.00	16.00	16.00
Total	17.00	17.00	16.00	16.00
Police Department				
Administration	17.00	17.00	17.00	17.00
Support Services	18.00	20.00	20.00	20.00
Operations	41.00	44.00	44.00	44.00
Investigations	13.00	13.00	13.00	13.00
Special Operations	-	-	-	-
Total	89.00	94.00	94.00	94.00

[Non-Represented Classifications by Salary Range](#)

[American Federation of State, County & Municipal Employees \(AFSCME\) Classifications by Salary Range](#)

Department/Division	2017	2018	2019	2020
Bothell Fire Department				
Administration	11.75	11.75	11.75	11.75
Suppression & EMS	47.00	50.00	50.00	50.00
Community Risk Reduction	3.00	3.00	3.00	3.00
Public Education	1.5	1.5	1.5	1.5
Training	3.00	3.00	3.00	3.00
Emergency Management	1.00	-	-	-
Total	67.25	69.25	69.25	69.25
Public Works Department				
Administration	11.00	12.00	13.50	13.50
Engineering	32.00	33.00	33.00	33.00
Fleet/Facilities	9.75	9.75	11.75	11.75
M&O Street	12.00	12.00	12.00	12.00
M&O Storm & Surface Water	10.00	10.00	10.00	10.00
M&O Water/Sewer	10.00	10.00	10.00	10.00
Total	84.75	86.75	90.25	90.25
Parks & Recreation Department				
Administration	6.00	5.00	6.00	6.00
M&O Parks	9.00	11.00	11.00	11.00
Total	15.00	16.00	17.00	17.00
Community Development Department				
Administrative Services	8.00	8.00	8.00	8.00
Building & Permit Services	11.00	12.00	12.00	12.00
Planning Services	5.00	5.00	5.00	5.00
Total	24.00	25.00	25.00	25.00
Grand Total	336.60	349.60	353.60	352.60

MEMORANDUM

Office of the City Manager



DATE: September 12, 2018
TO: Department Directors
CC: Budget Coordinators
FROM: Jennifer Phillips, City Manager
SUBJECT: 2019-2020 Official Budget Call and Development Directives

The 2019-2020 budget process began in March 2018 with the kick-off of the budget coordinator meetings and a Budget Workshop with the City Council in April.

Budget Focus Areas and City Council Goals

At the January 2018 City Council Retreat, staff provided the Council with information about the overall operations of the City, and specifically discussed how much of our work and budget supports legally required, general City operations. The vast majority of these expenditures are non-discretionary, as the City is obligated to provide these services and the administrative functions that support them. We used the term “the machine” to describe these operations and services. The Council’s goals provide direction to the City Manager to prepare a budget that allocates adequate resources towards “the machine” as well as the strategic objectives that support their goals.

At the April Budget Workshop, the City Council identified these goals for 2019-2020:

- Affordable Housing Strategy
- Community and Regional Connections
- Economic Development
- Environmental Stewardship and Sustainability
- Fiscal Responsibility & Stability
- Parks/Recreation/Open Space Partnerships
- Public Safety Strategy
- Teambuilding, Training, and Organization Development
- Technology Strategy

The City Council will formally adopt these goals at a regular Council meeting on October 16, 2018, but general direction has been provided from the Council to develop the 2019-2020 budget around these goals.

Modified Zero-Based Budget

As in recent biennia, departments are to prepare their budget proposals utilizing the modified zero-based budgeting method. This budget method identifies spending by itemizing expenditures. A modified zero-based method maintains 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. It also allows for thorough examination of all spending citywide 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 projects revenues and expenditures for the first two years are folded into the City’s 2019-2020 Biennial Budget. The vast majority 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. A key funding source for streets and sidewalk projects is the Safe Streets and Sidewalk Levy passed by voters in November 2016. This is a seven year levy, so continuing this level of services and projects will cease in 2023, unless the levy is extended.

The Capital Facilities Plan Planning Committee met on August 6 to review the proposed 2019-2025 CFP. The committee approved the proposed 2019-2025 CFP with two additional \$50,000 funding recommendations which have been included for Council’s consideration.

2019-2020 Economic Condition and Future Fiscal Stability

Based on information provided in the 2017-2018 4th Quarter Budget Report, economic growth continues on a positive trend. The only recent change is inflation rose to 3.6% in June, which is 1.3% higher than projected and job growth slowed slightly in the second quarter of 2018. A slight change has been noted in the housing market; products for sale have increased, indicating prices could be leveling off. In addition, impacts of possible tariffs on the Washington economy are unknown at this time. The normal ten year cycle for a recession has passed and some economists are beginning to speculate on a recession in 2019-2020. There is no agreement on anticipation of a recession or the severity of one if it happens. Therefore, the City should be conservative in both revenue projections and proposed expenditures.

As part of their Fiscal Sustainability goal, Council requested a strategy to increase the General Fund reserve and address the inadequate asset replacement fund. Ensuring the General Fund reserve is adequately funded is a key fiscal stability strategy and vital to the City’s credit rating. In addition, the City’s strategy for annual lease payments for City Hall was to use GF reserve funds generated through the sale of downtown properties. Four properties remain unsold, with a fifth under a repurchase option. This is negatively impacting the GF reserve. The asset replacement fund is also key to fiscal stability. An analysis must be conducted to 1) ensure all assets are included in the fund; and 2) adequate funds are added each year so capital purchases are funded at the end of their useful lives.

The 4th Quarter Budget Report for 2017 was presented to the City Council in May 2018. The report identifies a \$2.4 million deficit for the General Fund. This deficit is due to revenues being returned based on overpayments and retroactive pay and overtime for public safety personnel. Approximately \$1 million of \$2.4 million deficit is attributed to speculative revenue and unbudgeted expenses at the direction of the Interim City Manager. Recent reports from Finance indicate the deficit grows to \$3.2 million by June 2018. The City Manager and Finance staff are working diligently to identify GF cost savings and strategies to preserve the GF reserve. The 5th and 6th Quarter Budget Status Reports will be presented to the City Council on September 18. The size of the GF deficit will have a direct impact on funds available for 2019-2020. Please review the 4th Quarter Budget Report found here:

<http://wa-bothell.civicplus.com/DocumentCenter/View/6793/4th-Qtr-Rpt-PDF>

Projected Revenues Compared To Projected Expenditures

Finance is projecting GF revenues to modestly increase 3.8% in 2019 and 3.6% in 2020. This translates to a less than \$2 million increase each year. At the start of the budget preparation process, Finance staff instructed departments to increase their budgets by no more than 2.4% to match inflation. As discussed at the ELT, many factors including mandatory services and inflation impact the cost of doing business above 2.4%. This is understood and will be discussed during the City Manager/department budget review meetings. As a result, each department must analyze their department needs and submit a budget that informs the City Manager of the departments needs based on current levels of service and Council goals and expectations. Departments use the budget summary “yellow sheets” to identify and justify cost increases. The City must deliver a balanced 2019-2020 budget, and use of GF reserves will not be available. Therefore, expenses must be covered by anticipated revenues.

Department Expenditures

It is important for the City Manager to understand the full scope of each department’s needs. Although many additional requests may not be approved, it is critical that sound data is provided to support expenditure requests for existing services and justification for increases. Reductions in services should also be considered as a means of reducing expenditures but should be clearly highlighted as an option and what the impacts of the service reduction will be. On October 16, the City Manager will present the framework of the proposed 2019-2020 budget and ELT will present a high level summary of their department’s expenditure requests, highlighting unmet expenditure requests. This will provide the City Council the opportunity to discuss unmet needs, potential service cuts, re-assess their goals and priorities thereby providing direction to the City Manager on balancing the budget.

Departments are also working to make service improvements, reduce costs, improve efficiencies, and utilize technology to reduce the need to increase staff.

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 non-recurring, 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 a cyclical basis

Generation of “New or Augmented” Revenue

As part of the October 16 Budget Study Session, the City Manager will present to the City Council revenue enhancement options, as it appears expenses have outpaced revenues and are not adequate to fund the GF reserve and asset replacement fund.

Fee Schedule

In nearly all situations, 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 minimal increases by the rate of inflation. Department directors are to work collaboratively with Finance to analyze fees, costs and recommended increases.

Department Budget Submittals

The Finance Department has provided a budget calendar that outlines budget submittal deadlines. I appreciate the budget coordinators attendance and active involvement in the weekly budget coordinator meetings. At the end of this process, the Finance Department will be issuing an anonymous survey to garner honest feedback on the budget preparation process and suggestions for improvements.

City Council Goals for 2019

Revised October 9, 2018

- Fiscal Responsibility & Stability
- City-wide Technology Strategy
- Community Health for Those in Need
- Public Safety Strategy
- Economic Development
- Affordable Housing Strategy
- Community Connections
- Parks/Recreation/Open Space Partnerships
- City-wide Teambuilding, Training, and Organization Development
- Environmental Stewardship and Sustainability



City of Bothell™

Budget Development Process

Purpose

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 the community, 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 ensure the continuance of good public policy in Bothell.

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 and its quarterly [Budget Status Report](#) oversight.

Public input is collected through:

- conversations;
- responses to requests for public input;
- emails to Council;
- media posts (Facebook, Twitter, MySidewalk);
- participation in public meetings and various other gatherings;
- nonscientific web surveys; and
- consultant administered and scientifically controlled surveys.

Council utilizes this input to establish a clear community vision. To achieve fruition of this vision, the Council then identifies broad budget goals that support the organization's long-term vision and mission. The Council also identifies specific current budget challenges and opportunities within these established goals that they would like addressed during the succeeding budget period.

The City Manager develops their recommended budget based on Council's identified goals. The Council then reviews the recommended budget, engages public input, makes adjustments to the recommended budget as they deem necessary, and adopts their ensuing two-year spending plan.

Overview of Community Responsibilities

Community engagement and participation in the budget process is not only desired, but is genuinely essential to ensure the community's priorities are known, funded, and carried out.

The budget is a plan for spending residents' money on municipal services (public safety, streets and sidewalks, parks, etc.) For this reason, City management is making every affordable effort to ensure the budget process is open and interactive from beginning to end. For more information on management's ongoing budget engagement plans and proposed budget development mileposts, please read the [City Manager's 2019-2020 budget process and citizen engagement memo](#) to the Mayor and Council.

Overview of Council Responsibilities

Through the establishment of broad goals, Council is able to provide clear direction to the City Manager and their staff to develop an effective work plan for the succeeding biennium. Council's adopted budget also includes the first two years of the adopted seven-year [Capital Facilities Plan](#) (CFP) and incorporates nationally accepted governmental budgeting and fiscal practices, such as establishing an optimal fund balance reserve/fiscal position for the City's General Fund (including strategies to achieve or reinstate the optimal reserve level), expectations for one-time revenue uses, and consideration of future maintenance costs before a capital project is constructed. In addition, Council adopts taxation levels (property, sales and utility tax) and sets the [City's fee schedule](#), which generally adheres to a full cost recovery philosophy.

Council's guidance to staff helps ensure that the recommended budget:

- serves the needs of the City;
- adequately funds service delivery expectations;
- matches resources to community goals;
- outlines a clear spending plan that makes sense; and
- provides a means for quarterly community oversight.

Overview of City Manager Responsibilities

The City Manager leads the budget process to ensure it aligns with the established [Council Goals](#) Council. The City Manager is ultimately responsible for balancing the projected General Fund beginning fund balance and expected revenues with expenditure needs into a fiscally and operationally responsible plan. The City Manager also prepares the [Official Budget Call Letter](#) that is required by state law ([RCW 35A.34.050](#)). The Budget Call Letter defines the parameters and guidelines for budget development, along with each department's role and responsibility within the process.

Overview of Finance Director Responsibilities

The Finance Director projects revenues per RCW 35A, plans and oversees the development and coordination of the budget process, assists the City Manager in balancing departmental requests with finite financial and staffing resources, and prepares the City Manager's recommended budget document.

Overview of Department Director Responsibilities

Directors are tasked with preparing proposed work plans for the City Manager in accordance with Council's identified goals.

Directors have discretion over the multitude of line items included in their budgets and are accountable to the City Manager for service delivery consistent with City policy and strategic directives, department expenditure levels, and the legality of their decision-making.

Overview of Budget Team Responsibilities

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 (normally 9-12 months) to foster strong communication between departments, facilitate a budget development calendar that takes into account timelines and staffing requirements needed for other City endeavors, and ensure the timeliness and accuracy of budget data.

Overview of Department Coordinator Responsibilities

One staff member is designated by each director to act as their department's liaison to the Finance Director throughout the budget development process. The Budget Coordinator:

- participates in the creation of a citywide Budget Development Calendar, which takes into account the timelines and staffing requirements needed for other similarly timed City endeavors;
- participates in the preparation of a coordinated citywide date-driven budget tasks status listing that includes all the tasks required to generate a City Manager recommended budget;
- provides a central point within their department to receive and disseminate information to the department director and staff with budget responsibilities;
- copies and distributes materials for 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 finance concerns.

Budget Development Schedule Mandates

Timing and development of the City's biennial budget is prescribed by state law ([RCW 35A](#)). The Legislature recognized that adoption of a budget is a lengthy and intense process, and therefore the intent of this legislation is to provide adequate opportunity for public input and sufficient time for deliberation and enactment by the City Council. A graphic summary of [State Law Budget Development Requirements](#) is provided below.

Departmental Budget Sessions

In September, following the submittal of proposed departmental budgets, budget discussion sessions are scheduled. During budget sessions, directors (in coordination with their budget teams and the Assistant City Manager) have the opportunity to present their budget submittals, describe their work plan and outline their operational needs (such as staffing and new equipment) 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 with available funding is where dividing up the City's limited fiscal and staffing resources to try to meet the many needs of the community becomes most difficult.

The City Manager, with the assistance of the Assistant City Manager and Finance Director, analyzes departmental budget requests and prioritizes citywide needs based on Council's goals.

The result is the City Manager's recommended biennial budget.

Recommended Budget

The proposed budget document is a recommended operations guide prepared for Council and public examination and deliberation. It is one of the most important and comprehensive communication tools the City has to state City management's understanding of the community's overarching vision and to offer a sound fiscal, operational, and service delivery plan designed to effectively and efficiently advance its achievement. The budget document should therefore clearly tie the allocation of City resources to Council's goals. For example, each department's work plan should clearly describe how the City intends to use available City resources over the ensuing two years to achieve the community's vision and Council's budgetary goals.

Adopted Budget

A budget is intended to be a means of planning, managing, and overseeing City resources. The document is merely a point of reference. Staff and interested community members stay focused on the budget's progress throughout the biennium:

- Are revenue assumptions proving to be true?
- Are expenditure projection under or overstated?
- Are expenditure outflows in excess of revenue inflows?
- Is a budget modification needed to maintain the City's desired fiscal position?
- Are capital projects being built as planned?
- Are capital project costs in line with budget expectations?
- Are capital revenue receipts meeting budget expectations?

Budget Oversight

State law requires that the Finance Director provides a quarterly budget report to the Council and City Manager ([RCW 35A.34.240](#)).

The quarterly [Budget Status Report](#) provides a concise means of budget oversight in a visual format that quickly conveys budget progress, as well as budget status compared to the Council's adopted spending plan – including fiscal position, which is the net result of budget inflows (revenues) and outflows (expenditures) and their impact on fund balance.

Strong oversight of General Fund operations and the City's resulting strategic fiscal position is vital so City management has the information necessary to recognize the need for a budget modification, deliberate on possible responses, and implement a prudent and timely budget modification - either expanding or contracting the Council's adopted budget appropriation to rebalance expenditure outflows with revenue inflows and preserve the City's strategic fiscal position.

The City of Bothell's Moody's credit rating was strengthened because management practices sound budgetary oversight and therefore was not only informed and prepared, but also took prompt action at the first signs of the 2008 Great Recession. Furthermore, the City consistently earns the Government Finance Officers Association of the United States and Canada's Distinguished Budget Presentation Award (described below), which further serves to signify Bothell's fiscal and budgetary competence.

Budget Awards

Since 2002, every budget document produced by the City of Bothell has received the [Government Finance Officers Association](#) (GFOA) of the United States and Canada Distinguished Budget Presentation Award. The award represents a significant achievement by the City.

Earning the award requires the commitment of the governing body and staff to meet the highest principles of governmental budgeting. In order to receive the award, the City must satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a:

- policy document;
- financial plan;
- operations guide; and a
- communications device.

In 2018, GFOA awarded 185 government entities a Distinguished Budget Presentation Award throughout the United States and Canada.

Proposed 2019-2020 Budget Development Mileposts

- March through budget adoption: Implement and promote new public engagement efforts.
- April: Council identifies goals.
- April 5: CFP/Budget open House from 5:30 – 7:00 pm at the City Hall Town Room 107/108.
- October 18: City Manager's recommended 2019-2020 budget presented to Council and public.
- October 25: Half day Council Study Discussion of proposed budget.
- November 8 through December 13: Scheduled budget study sessions and/or public hearings for citizen input (seven sessions compared with three during the 2015-2016 process), with an opportunity to add two additional meetings (on the last Tuesdays in November and December).

In Conclusion

Successful budget development means:

- identifying the community's vision, needs, and desires through various community engagement opportunities;
- conservatively forecasting speculative City resources;
- determining the City's resources and capability of successfully achieving the community's wants and needs; and
- developing a spending plan that matches needs and resources.

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 goals and making meaningful steps toward realizing the community’s long-term vision.

Once again, as a City, we commit ourselves to working through this comprehensive budget development process to produce a fiscally and operationally sound 2019-2020 budget that not only supports Council’s goals, but also incorporates a spending plan to efficiently achieve Council’s desired budget outcomes.

Thank you in advance to all the participants who will once again work diligently to make Bothell’s budget process run efficiently, and who will also dedicate their various abilities and vast knowledge to crafting a multifaceted and far-reaching spending plan that brings our community closer to achieving its vision for Bothell.

Official Budget Call **September 10th**
 Budget Estimates - Submittal
 (On or before the second Monday in September)
[RCW 35A.34.050 & RCW 35A.34.060](#)

Proposed Preliminary Budget **September 28th**
 Department Preliminary budgets submitted to City Manager
 (On or before the first Business Day of October)
[RCW 35A.34.070](#)

Ensuing Biennium Revenue Estimates Provided to Council **October 1st**
 (On or before the first Monday in October)
[RCW 35A.33.135](#)

Preliminary Budget **November 1st**
 City Manager recommended Budget submitted to City Clerk, Council & Public
 (On or before November 1st)
[RCW 35A.34.080 & RCW 35A.34.090](#)

Notice of Hearing **November 19th**
 (Published once per week for two weeks prior to Hearing)
[RCW 35A.34.100](#)

Budget Hearings **December 3rd**
 Commencement of Public Hearings on City Manager Recommended Budget
 (On or before the first Monday in December)
[RCW 35A.34.110](#)

Budget Adoption **December 31st**
 Public Hearing continuation & conclusion
 (On or before December 31st)
[RCW 35A.34.120](#)

ADA	Americans with Disabilities Act	EATV	Electric All Terrain Vehicle
AED	Automatic External Defibrillator	ECC	Emergency Communication Center
AFSCME	American Federation of State, County & Municipal Employees	ECTC	Eastside Cities Training Consortium
APWA	American Public Works Association	EHMRT	Eastside Hazardous Materials Response Team
ARCH	A Regional Coalition for Housing	EIS	Environmental Impact Statement
AWC	Association of Washington Cities	EIS	Electronic Imaging System
		ELT	Executive Leadership Team
		EMS	Emergency Medical Services
BAN	Bond Anticipation Note	EMT	Emergency Medical Technician
BARS	Budgeting Accounting Reporting System	EMTG	East Metro Training Group
BCTV	Bothell Community Television	EOC	Emergency Operations Center
BLA	Boundary Line Adjustment	EPA	Environmental Protection Agency
BMC	Bothell Municipal Code	EVOC	Emergency Vehicle Operations Course
BOC	Bothell Operations Center		
BPC	Bothell Police Captains	FBI	Federal Bureau of Investigation
BPD	Bothell Police Department	FCC	Federal Communications Commission
BPOG	Bothell Police Officers' Guild	FEMA	Federal Emergency Management Agency
BQ	Bank Qualified	FF	Firefighters
BRB	Boundary Review Board	FHPB	Fire Hazard Prevention Bureau
		FICA	Federal Insurance Contribution Act
CAD	Computer Aided Dispatch	FLO	Fusion Liaison Officer
CAFR	Comprehensive Annual Financial Report	FLSA	Fair Labor Standards Act
CAR	Customer Action Request	FTE	Full Time Equivalent
CC	Cascadia College	FTO	Field Training Officer
CC	Code Compliance	FY	Fiscal Year
CCTV	Closed Circuit Television		
CD	Community Development	GAAP	Generally Accepted Accounting Principles
CEMP	Comprehensive Emergency Management Plan	GASB	Governmental Accounting Standards Board
CERT	Community Emergency Response Team	GBCC	Greater Bothell Chamber of Commerce
CFP	Capital Facilities Plan	GFOA	Government Finance Officers Association
CFPPC	Capital Facilities Plan Process Committee	GIS	Geographic Information System
CFR	Code of Federal Regulations	GO	General Obligation
CIP	Capital Improvement Program	GR	General Rules
CIT	Crisis Intervention Training		
CJTC	Criminal Justice Training Commission	HAZ-MAT	Hazardous Materials
CMAQ	Congestion Mitigation and Air Quality	HOA	Homeowner's Association
COB	City of Bothell	HPA	Hydraulic Permit Approval
COG	Continuity of Government	HR	Human Resources
COOP	Continuity of Operations	HRI	Historic Resources Inventory
CPI	Consumer Price Index	HVAC	Heating, Ventilation and Air Conditioning
CPI-W	Consumer Price Index—Urban Wage & Clerical Workers		
		IAFF	International Association of Firefighters
CPL	Concealed Pistol License	ICART	Interagency Child Abduction Response Team
CPR	Cardiopulmonary Resuscitation	ICC	Infrastructure Coordinating Committee
CRR	Community Risk Reduction	ICMA	International City/County Management Association
CSC	Customer Service Center		
CTR	Commute Trip Reduction	IFSAC	International Fire Service Accreditation Congress
		ILA	Interlocal Agreement
DNR	Department of Natural Resources	IPD	Implicit Price Deflator
DOE	Department of Ecology	IRS	Internal Revenue Service
DOH	Department of Health	IS	Information Services
DOR	Department of Revenue	ISSC	Information Services Steering Committee
DSI	Development Services Initiative	ITSP	Information Technology Strategic Plan
DUI	Driving Under the Influence		
DV	Domestic Violence		

KCBBR	King County Boundary Review Board	RCE	Residential Customer Equivalent
KCIRT	King County Investigative Response Team	RCO	Recreation and Conservation Office
LED	Light Emitting Diode	RCW	Revised Code of Washington
LEED	Leadership in Energy & Environment Design	RDA	Revenue Development Area
LEOFF	Law Enforcement Officers' & Firefighters'	REET	Real Estate Excise Tax
LF	Linear Feet	RFA	Regional Fire Authority
LID	Low Impact Development	RFP	Request for Proposal
LID	Local Improvement District	RHS	Retiree Health Savings Plan
LIFT	Local Infrastructure Financing Tool	RIMC	Records Information Management Committee
LInX	Law Enforcement Information Exchange	RMS	Records Management Software
LVNR	Lateral Vascular Neck Restraint	ROW	Right-of-Way
		RTA	Regional Transit Authority
MHz	Megahertz	SAO	State Auditor's Office
M&O	Maintenance & Operations	SCADA	Supervisory Control and Data Acquisition
MPST	Master Public Safety Telecommunicator	SCBA	Self Contained Breathing Apparatus
MRSC	Municipal Research Service Center	SCBRB	Snohomish County Boundary Review Board
MUGA	Municipal Urban Growth Area	SEC	Securities & Exchange Commission
MVA	Motor Vehicle Accident	SEPA	State Environmental Policy Act
MVET	Motor Vehicle Excise Tax	SF	Square Foot
		SMART	Snohomish County Multiple Agency Response Team
NCF	North Creek Forest		
NENA	National Emergency Number Association	SME	Subject Matter Experts
NFIRS	National Fire Incident Reporting System	SODA	Stay Out of Drug Area
NFPA	National Fire Protection Association	SOP	Standard Operating Procedures
NIBRS	National Incident-Based Reporting System	SRO	School Resource Officer
NIMS	National Incident Management System	SSWR	Safe School Walk Routes
NORCOM	North East King County Regional Public Safety Communication Agency	ST3	Sound Transit 3
		STP	Surface Transportation Program
NPRSA	Northshore Parks & Recreation Service Area	SWAT	Special Weapons & Tactics
NPDES	National Pollutant Discharge Elimination System		
NSD	Northshore School District	TBD	Transportation Benefit District
		TIB	Transportation Improvement Board
OPMA	Open Public Meetings Act	TIP	Transportation Improvement Program
OPS	Office of Professional Standards		
OSHA	Occupational Safety & Health Administration	UFC	Uniform Fire Code
		UPS	Uninterruptable Power Supply
PABL	Park at Bothell Landing	UW	University of Washington
PC	Personal Computer	UWB	University of Washington Bothell
PCC	Providence Community Corrections		
PCI	Payment Card Industry	WAC	Washington Administrative Code
PCN	Position Change Notice	WACA	Washington Animal Control Association
PD	Police Department	WADOE	Washington State Department of Ecology
PERS	Public Employees Retirement System	WASPC	Washington Association of Sheriffs and Police Captains
PIO	Public Information Officer	WCIA	Washington Cities Insurance Authority
PRA	Public Records Act	WDFW	Washington Department of Fish & Wildlife
PROSAP	Parks, Recreation & Open Space Action Program	WSCJTC	Washington State Criminal Justice Training Center
PRR	Public Records Request	WSDOT	Washington State Department of Transportation
PSERS	Public Safety Employees Retirement System	WSRA	Washington State Recycling Association
PSRC	Puget Sound Regional Council		
PUD	Planned Unit Developments	YMCA	Young Men's Christian Association
PWOC	Public Works Operations Center		
PW	Public Works		
PWTF	Public Works Trust Fund		