



City of Bothell™

BOTHELL CITY COUNCIL

*****VIRTUAL MEETING*****

AGENDA

October 6, 2020

6:00 PM

BOTHELL CITY HALL

18415 101st AVE NE

BOTHELL, WA 98011

Public Notice: Pursuant to Governor Inslee's Stay Home, Stay Healthy Proclamation 20-25 extension and the extension of Proclamation 20-28 regarding open public meetings through November 9, 2020, and in an effort to curtail the spread of the COVID-19 virus, this City Council meeting will be conducted remotely. We encourage members of the public to attend and participate in the meeting remotely, as described in more detail below.

To attend the meeting:

- [Watch the meeting LIVE online on the City of Bothell YouTube Channel.](#)
- Watch the meeting live on BCTV Cable Access Channels 21/26 (must have Frontier/Comcast Cable)
- Listen to the meeting live by phone: +1-510-338-9438 USA Toll / Access code: 126 216 8216
- Council meetings are also recorded and available the next day on the [City of Bothell YouTube Channel.](#)

To provide written or verbal comments:

- [Sign-up HERE](#) to give your comment (submissions must be received by 3:00 PM, day of meeting).

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION

Call to Order & Roll Call

Meeting Agenda Approval

During this item, the City Council may identify agenda items to be continued, withdrawn, or added.

1. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

- Pgs. 5-6
- B. Proclamations
 - Affordable Housing Week
 - C. Special Presentations
 - None at this time.
 - D. Staff Briefings
 - None at this time.
 - E. City Manager Reports
 - None at this time.
 - F. Council Committee Reports

2. Visitor Comment

If you wish to comment (either in writing or verbally) please [submit a form HERE](#) prior to 3PM (day of meeting). Verbal comments will be allowed 3 minutes to speak via phone. All comments will be made part of the record.

3. Consent Agenda

All items under this section will be passed with a single motion and vote. These items are of a routine nature. Prior to approval, City Council may request items be withdrawn from the consent agenda for separate discussion. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with the staff recommendation.

- Pgs. 7-26
- A. Approval of City Council Meeting Minutes for July 7 & 21, 2020 and September 1 (Special and Regular) & 8, 2020
Recommended Action: Approve the minutes as presented.
- Pgs. 27-28
- B. AB # 20-121 – Approval of August 2020 Payroll and Benefit Transactions.
Recommended Action: Approve payroll and benefit transactions for August 1 – 31, 2020.
- Pgs. 29-80
- C. AB # 20-122 – Approval of Warranty Deeds required for Right of Way Acquisition for the North Creek Trail Section 4 Project
Recommended Action: Approve Warranty Deed agreements with Govindarajan, Hyung, Mohammed and Gillis, for the purchase of North Creek Trail Section 4 Project right of way in the total amount of \$111,596.

4. Public Hearings

- None at this time.

5. Ordinances & Resolutions

- None at this time.

6. Contracts and Agreements

- None at this time.

7. Other Items

- Pgs. 81-84 A. AB # 20-123 – Direction regarding Use of Public Street and Rights of Way on Main Street and Use of Private Property/Parking Areas for Outdoor Dining
Recommended Action: Provide direction to the City Manager regarding whether to continue the closure of Main Street and allow continued use of the downtown public street and public right way at no charge. Also provide direction regarding extension of the interim ordinance allowing use of private property/parking areas for outdoor dining and waiving permit fees.
- Pgs. 85-120 B. AB # 20-124 – Update on Progress towards Council’s 2019-2020 Biennium Goals
Recommended Action: No action is requested at this time.
- Pgs. 121-266 C. AB #20-125 – Consideration of Draft 2021-2022 Biennium Budget and Proposed 2021-2022 Council Priorities
Recommended Action:
 - Provide final policy direction to the City Manager regarding funding priorities and General Fund Reserve ending balance.
 - Consider and adopt the proposed 2021-2022 Council Priorities
- Pgs. 267-380 D. AB #20-126 – Presentation of the Draft 2021-2027 Capital Facilities Plan (CFP)
Recommended Action: Discuss as appropriate.
- Pgs. 381-406 E. AB # 20-127 – Consideration of Dedicating State Shared CARES Act Funding to the City for COVID-19 Related Expenses
Recommended Action: Direct staff to proportion the remaining \$701,250 of state-shared CARES Act funds to City cost recovery, allowing staff to reallocate to community assistance if necessary.

8. Study Session/Update/Discussion Items

- None at this time.

9. Council Conversations

During this item, Council members have the opportunity to informally discuss topics of city interest.

10. Executive Session/Closed Session

- None at this time.

11. Adjourn

CERTIFICATE

I hereby certify that the above agenda was posted on October 1, 2020 by 6:00 P.M., on the official website and bulletin board at Bothell City Hall, 18415 101st Avenue NE, Bothell, WA, 98011, in accordance with RCW 42.30.077, at least 24 hours in advance of the published start time of the meeting.

Laura Hathaway, City Clerk

SPECIAL ACCOMODATIONS: The City of Bothell strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact the ADA Coordinator at (425) 806-6151 at least one day prior to the meeting.

Copies of agenda bills and attachments listed in this agenda may be obtained from the City Clerk's Office the Friday before the meeting.

Bothell City Council meetings are aired live on Bothell Community Television (BCTV) Channel 21/26 (Comcast/Frontier) (available to Comcast and Frontier Cable customers within Bothell City limits). Meetings are generally replayed according to the following schedule (subject to change): Wednesday following the meeting at 10 a.m.; Friday, Saturday and Sunday following the meeting at 10 a.m. and 7 p.m. City Council and Planning Commission meetings and the BCTV schedule are viewable online at www.bothellwa.gov



PROCLAMATION

AFFORDABLE HOUSING WEEK

WHEREAS, people should have access to safe, healthy, and affordable homes in communities that provide opportunity for all citizens; and

WHEREAS, 1,958 Bothell households are considered “housing insecure,” because they are spending more than half of their incomes on rent and utilities; and

WHEREAS, the Bothell City Council adopted a housing strategy in May 2018 to address the affordable housing needs of the community; and

WHEREAS, the City has surplussed property in downtown and is working with Imagine Housing to create up to 76 units of affordable housing for very low and extremely low-income people; and

WHEREAS, the City continues to work with A Regional Coalition for Housing (ARCH) on additional strategies that will expand the amount of affordable housing, including a multi-family tax exemption program and targeted programs for future residential development in the Canyon Park subarea; and

WHEREAS, the COVID-19 pandemic has exacerbated existing financial constraints for many households and those at the lowest income levels in particular; and

WHEREAS, in order to raise public awareness of the crisis, organizations and communities are participating in local Affordable Housing Week to elevate the critical need to preserve and increase affordable housing in our communities; and

WHEREAS, the City of Bothell endorses the goals, objectives, and purposes of Affordable Housing Week; NOW

THEREFORE BE IT RESOLVED that the City of Bothell, does hereby proclaim the week of October 12-16, 2020, as Affordable Housing Week.

Signed this ____ Day of _____, 2020

Liam Olsen, Mayor

(This page intentionally left blank)

BOTHELL CITY COUNCIL
*****VIRTUAL MEETING*****

MINUTES

July 7, 2020

6:00 PM

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION

Mayor Olsen called the meeting to order at 6:00 PM and reviewed the virtual meeting guidelines. All Councilmembers were present.

1. Meeting Agenda Approval

The meeting agenda was approved as presented.

2. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

- None at this time.

B. Proclamations

- None at this time.

C. Special Presentations

- None at this time.

D. Staff Briefings

- None at this time.

E. City Manager Reports

- None at this time.

F. Council Committee Reports

Deputy Mayor Zornes reported on the AWC Summer Conference which was held virtually.

3. Consent Agenda

A. Approval of May 5, May 12 and May 19, 2020 Meeting Minutes

Recommended Action: Approve the May 2020 Meeting Minutes as presented.

B. AB # 20-084 - Approval of the May 2020 Payroll and Benefit Transactions

Recommended Action: Approve payroll and benefit transactions for May 1 – 31, 2020.

- C. AB # 20-085 - Approval of the Construction Contract for the 2020 Slurry Seal Project
Recommended Action: Authorize the City Manager to enter into a construction contract with by Intermountain Slurry Seal for the 2020 Slurry Seal project in the amount of \$212,212

- D. AB # 20-086 – Approval of Warranty Deeds Required for Right of Way Acquisition for the North Creek Trail Section 4 Project
Recommended Action: Approve Warranty Deed agreements with Hoover, Leyva, and Mr. Kitty Enterprises, for the purchase of North Creek Trail Section 4 Project right of way in the total amount of \$58,870.57.

MOTION AND VOTE: Councilmember Duerr moved approval of the Consent Agenda as presented. Councilmember Agnew second. The motion carried unanimously 7-0.

4. Public Hearings

- None at this time.

5. Ordinances & Resolutions

- None at this time.

6. Contracts and Agreements

- A. AB # 20-087 – Consideration of Phase 1B Amendment to Progressive Design-Build Agreement with BNBuilders and Miller Hull Partnership for the Bothell Fire Station 42 and 45 Replacement Project

Recommended Action: Authorize the City Manager to:

- 1) Amend the Progressive Design Build Agreement with BNBuilders/Miller Hall Partnership, per Exhibit F1 in the amount not to exceed \$2,140,891.00 plus applicable Washington State Sales Tax (estimated to be \$222,653.00)

and

- 2) Approve interpretation of Resolution 1241 Section 5 to meet the intent of LEED v3 Silver without obtaining LEED certification.

and

- 3) Approve Percent for the Arts in the amount of \$70,000.

Facilities Manager Jeff Sperry introduced consultants Noah Toomey of BnB, Kristine Lutz of OAC, and Zubin Rao of Miller Hull. Together they presented this item and entertained Council questions.

MOTION: Councilmember Duerr moved approval of item #1: Amend the Progressive Build Agreement with BNBuilders,/Miller Hall Partnership, per Exhibit F1 in the amount not to exceed \$2,140,891.00 plus applicable Washing State Sales Tax (estimated to be \$222,653.00) and Item #3, Approve Percent for the Arts in the amount of \$70,000. Councilmember Agnew second.

Discussion ensued. Councilmember Duerr spoke to her motion and stated she did not include Item 2, regarding LEED certification, because of the discussion around LEED Bronze certification and she feels there should be more discussion around that item.

Discussion continued.

AMENDING MOTION: Councilmember Duerr moved to have staff and consultants do a comparison between LEED Bronze 4.0 and LEED Silver 3.0 and report back to the Council. Deputy Mayor Zornes second.

Discussion ensued.

AMENDMENT TO THE AMENDING MOTION: Councilmember McNeal moved to approve the original staff recommendations 1, 2 and 3. Councilmember Agnew second.

Discussion ensued.

VOTE ON THE AMENDMENT TO THE AMENDMENT: Passed 5-2; Councilmembers McAuliffe, McNeal, Agnew, Deputy Mayor Zornes and Mayor Olsen yes. Councilmembers Duerr and Thompson no.

VOTE ON AMENDMENTS: Passed 4-3: Councilmember McAuliffe, McNeal, Agnew and Mayor Olsen yes. Councilmembers Duerr, Thompson and Deputy Mayor Zornes no.

VOTE ON MAIN MOTION: Passes 5-2: Councilmembers McNeal, McAuliffe, Agnew, Deputy Mayor Zornes and Mayor Olsen yes. Councilmembers Thompson and Duerr no.

- B. AB #20-088 - Professional Services Agreement Supplemental Agreement No. 1757-3 with OAC Services, Inc. for Project/Construction Management Services for the Replacement of Fire Stations 42 and 45
Recommended Action: Authorize the City Manager to enter into Supplemental Agreement No. 1757-3 Phase 3 Services with OAC Services, Inc., in the amount not to exceed \$1,132,878.00 for Fire Station project/construction management services July 2020 through September 2023.

Facilities Manager Jeff Sperry, along with Consultant Krista Lutz of OAC presented this item and entertained Council questions.

MOTION AND VOTE: Councilmember Agnew moved approval of the recommended action. Councilmember McAuliffe second. The motion carried 7-0.

Council recessed at 6:44 PM and reconvened at 7:52 PM.

7. Visitor Comment

(due to technical difficulties, visitor comment was delayed from the beginning of the meeting.)

Sarah Gustafson – spoke regarding the budget priorities and body cams.

David Levitan – spoke regarding budget priorities and body cams.

After Visitor Comment, Council returned to Item 6, Contracts and Agreements

- A. AB #20-089 – Consideration of Interlocal Agreement with Northshore Parks and Recreation Service Area for City of Bothell to provide Administrative Services
Recommended Action: Approve the Interlocal Agreement with NPRSA for City of Bothell to provide administrative services on behalf of the NPRSA.

Levy Coordinator Carly Joerger presented this item and entertained Council questions.

MOTION AND VOTE: Councilmember McNeal moved approval of the recommended action. Councilmember Agnew second. The motion carried 7-0.

8. Other Items

- A. AB # 20-090 – Consideration of Letter of Support for Economic Development Administration Grant Application
Recommended Action: Approve the support of the City of Bellevue’s and Startup 425’s proposal to the U.S. Economic Development Administration (EDA), funding opportunity number PWEEA2020.

Economic Development Manager Jeanie Ashe presented this item and entertained Council questions.

MOTION: Councilmember Duerr moved approval of the recommended action. Deputy Mayor Zornes second. The motion carried 7-0.

Council recessed at 8:25 PM and reconvened at 8:30 PM.

- B. AB # 20-091 – Consideration of Council’s 2021-2022 Biennium Goals and Priorities for Development of 2021-2022 Biennial Budget
Recommended Action: Consider and adopt the proposed 2021-2022 Council Goals and provide policy direction to the City Manager on program and service priorities and revenue enhancements, if any are desired.

City Manager Jennifer Phillips presented. She consolidated the Council goals into the following 5 categories:

- Focus on Financial Stability
- Provide a Safe and Secure Community
- Support the Health and Well-being of our Community
- Maintain our Infrastructure
- Foster Equitable Prosperity for All

Discussion ensued.

Councilmember Duerr agreed in large part with the City Manager. She provided a list of goals that she, Deputy Mayor Zornes and Councilmember Thompson created which was shared with the full council earlier today.

Discussion ensued.

City Manager Phillips clarified that goals should be very broad as they are multi-year, and priorities should be subcategories of goals. She also stated the list was not intended to be all-inclusive.

Discussion continued.

Council will focus on priorities and this item will come back to Council for direction on July 21, 2020.

9. Study Session/Update/Discussion Items

- None at this time.

10. Council Conversations

Council conversed on various topics including needs of the community.

11. Executive Session/Closed Session

- None at this time.

12. Adjourn

Mayor Olsen adjourned the meeting at 9:37 PM.

Submitted for approval on 10/6/2020

(This page intentionally left blank)

BOTHELL CITY COUNCIL
*****VIRTUAL MEETING*****

MINUTES

July 21, 2020

6:00 PM – Regular Meeting

BOTHELL CITY HALL

18415 101st AVE NE

BOTHELL, WA

98011

MEMBERS OF THE CITY
COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION – 6:00 PM

Mayor Olsen called the meeting to order at 6:01 PM and reviewed virtual meeting guidelines.

City Clerk Laura Hathaway called role – all Councilmembers present.

Mayor Olsen asked for a Moment of Silence in honor of Officer Jonathan Shoop.

1. Meeting Agenda Approval

City Manager Jennifer Phillips stated she would have a City Manager Report.

2. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

B. Proclamations

- Proclamation Publicly Denouncing “Ordinance #1”

Mayor Olsen read the proclamation Publicly Denouncing “Ordinance #1” into the record.

Councilmember McNeal thanked the Mayor for bringing this Proclamation forward ensuring our community is welcoming to all people of color and walks of life.

C. Special Presentations

- None at this time.

D. Staff Briefings

- None at this time.

E. City Manager Reports

City Manager Phillips gave a brief update on the King County CARES Act funding.

F. Council Committee Reports

Deputy Mayor Zornes provided a WRIA 8 update.

Councilmember McNeal provided a SCA funding update.

3. Visitor Comment

None.

4. Consent Agenda

- A. AB #20-092 – Approval of June 2020 Vouchers
Recommended Action: Approve vouchers for June 2020 \$4,883,089.95
- B. AB #20-093 – Approval of 2019-2022 Microsoft Software Volume Licensing Renewal and Authorization for Payment of 2019-2020 Costs.
Recommended Action: Approve the 2019-2022 Microsoft Software Volume Licensing Renewal and Authorize Payment of 2019-2020 costs of \$146,029.86.
- C. AB #20-094 – Approval of Contract Supplement No. 2 with Parametrix Inc. for Construction Management Services
Recommended Action: Approve Contract Supplement No. 2 with Parametrix for construction management support services in the amount of \$50,000.
- D. AB #20-095 – Approval of Amendment 04 to Interlocal Agreement No. 12-110, for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT) and Authorization to Contribute to the Purchase of a Replacement SWAT Response Vehicle.
Recommended Action: Approve the amendment to ILA 12-110 with SWAT/CNT participating cities and approve payment of Bothell's percentage of the cost to purchase a replacement vehicle in the amount of \$28,785,73.
- E. AB # 20-096 - Approval of an Interlocal Agreement with Washington State Department of Commerce to receive State-Shared CARES Act Funding for COVID-19 Related Expenses
Recommended Action: Authorize the City Manager to execute the Interlocal Agreement with the Department of Commerce to request reimbursement from CARES Act funds.
- F. AB #20-097 – Approve Amendment No. 1 to Extend the Interlocal Agreement for Deputy Fire Chief Services to King County Fire Protection District No. 16 (Northshore Fire Department) through September 30, 2020
Recommended Action: Approve the City Manager to execute an Amendment No. 1 to the Interlocal Agreement for Deputy Fire Chief Services between King County Fire Protection District No. 16 and the City of Bothell in substantially the same form as presented.

MOTION AND VOTE: Councilmember Agnew moved approval of the Consent Agenda as presented. Deputy Mayor Zornes second. The motion carried 7-0.

5. Public Hearings

- A. AB #20-098 – Public Hearing and Consideration of Proposed Amendments to Title 22 Landmark Preservation Code.
Recommended Action: Adopt the Proposed Ordinance amending Title 22 of the Bothell Municipal Code regarding landmark preservation.

Mayor Olsen opened the Public Hearing at 6:23 PM.

Landmark Preservation Consultant Sarah Desimone presented and entertained Council questions.

There were no public comments on the hearing.

MOTION AND VOTE: Councilmember Duerr moved approval of the recommended action. Councilmember Thompsen second. The motion carried 7-0.

Council recessed at 6:47 PM and reconvened at 6:55 PM.

- B. AB #20-099 – Public Hearing and Consideration of an Ordinance Amending Sections of the Downtown Subarea Regulations Providing for Historic Preservation
Recommended Action: Approve the proposed Ordinance, as recommended by the Planning Commission, Amending Sections of the Downtown Subarea Regulations Providing for Historic Preservation.

Mayor Olsen opened the Public Hearing at 6:55 PM.

Senior Planner David Boyd presented and entertained Council questions.

There were no public comments on the hearing.

MOTION AND VOTE: Councilmember Duerr moved approval of the recommended action. Councilmember Agnew second. The motion carried 7-0.

Council recessed at 7:33 PM and reconvened at 7:42 PM.

6. Ordinances & Resolutions

- None at this time.

7. Contracts and Agreements

- None at this time.

8. Other Items

- A. AB #20-100 – Consideration of Council’s 2021-2022 Biennium Priorities for Development of 2021-2022 Biennial Budget
Recommended Action: Provide policy direction to the City Manager on program and service priorities and revenue enhancements, if any are desired.

City Manager Jennifer Phillips asked Council for their budget priorities for 2021-2022.

Discussion ensued. Each councilmember reviewed their priorities.

City Manager Phillips will consolidate the priorities that were agreed on and move forward with them as part of the budget development process.

9. Study Session/Update/Discussion Items

- None at this time.

10. Council Conversations

Council conversations included ways to honor slain Officer Jonathan Shoop; consensus was to reach out to the family to see how they would like him honored.

Councilmember McNeal made a statement regarding the Bothell community and the outpouring of support for the Shoop family and the Bothell Police Department. He stated that he supports the Bothell Police Department and the entire city and that when communities work together, as Bothell does, we are stronger.

11. Executive Session/Closed Session

- None at this time.

12. Adjourn

Mayor Olsen adjourned the meeting at 8:32 PM.

Submitted for approval on 10/6/2020

City of Bothell
Special Meeting Minutes
1st Legislative District
September 1, 2020
4:30-5:30pm

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes
Councilmember Davina Duerr
Councilmember James McNeal

Councilmember Tom Agnew
Councilmember Rosemary McAuliffe
Councilmember Mason Thompson

Welcome & Introductions & Meeting Logistics - Liam Olsen, Mayor

Mayor Olsen called the meeting to order at 4:32 PM. Councilmembers Agnew, McNeal, Thompson, Deputy Mayor Zornes and Mayor Olsen present.

Councilmember McAuliffe absent.

Mayor Olsen welcomed Senator Derek Stanford and Representative Davina Duerr. He stated Representative Shelly Kloba was running late but intends to join the meeting.

City Staff provided updates on the following topics and entertained questions.

Councilmember McAuliffe joined the meeting at 4:54 PM. Representative Kloba was unable to join.

- Overview for purpose of meeting - Liam Olsen, Mayor
- Diversity, Equity & Inclusion/ Law Enforcement Update - Jennifer Phillips, City Manager
- Brief Financial Update – Chris Bothwell, Finance Director
- COVID-19 Response and Status Update - Jennifer Phillips, City Manager
- Specific ways the State can support Bothell - Council
- Senator Derek Stanford updated Council on issues happening at the State level.
- Representative Duerr reported on the Local Government Committee.

Mayor Olsen thanked participants and adjourned the meeting at 5:25 PM.

Submitted for Council Approval on 10/6/2020

(This page intentionally left blank)

BOTHELL CITY COUNCIL
*****VIRTUAL MEETING*****

Minutes

September 1, 2020

6:00 PM

BOTHELL CITY HALL
18415 101st AVE NE
BOTHELL, WA 98011

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION

Mayor Olson called the meeting to order at 6:01 PM. All Councilmembers were present.

1. Meeting Agenda Approval

The meeting agenda was approved as presented.

2. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

Mayor Olsen shared upcoming public engagement opportunities.

B. Proclamations

- Puget Sound Starts Here

Mayor Olsen read the proclamation into the record.

C. Special Presentations

- Snohomish County Health District Update

Ragina Gray, Environmental Health Director provided an update to Council and entertained Council questions.

D. Staff Briefings

- None at this time.

E. City Manager Reports

- None at this time.

F. Council Committee Reports

There were no Council committee reports.

3. Visitor Comment

Three written comments were received:

Kevin Keirnan- regarding the closure of Main Street.

Joanne Harkonen – regarding the closure of Main Street.

Eric Schaffer – regarding the closure the of Main Street.

One verbal comment was received from:

Leah Henderson – regarding the closure of Main Street. She also submitted documents to the Council.

All comments were forwarded to Council and made part of the record.

4. Consent Agenda

- A. Approval of June 2020 Meeting Minutes
Recommended Action: Approve the Meeting Minutes of June 2, 9, 16, 23, 24, and 25, 2020 as presented.
- B. AB # 20-101 - Approval of June 2020 Payroll and Benefit Transactions
Recommended Action: Approve payroll and benefit transactions for June 1-30, 2020
- C. AB # 20-102 – Approval of July 2020 Payroll and Benefit Transactions
Recommended Action: Approve payroll and benefit transactions for July 1-31, 2020
- D. AB # 20-103- Approval of an Ordinance Extending Ziplly Fiber’s Cable Television Franchise Agreement until September 2022.
Recommended Action: No action is requested at this time. Instead, this item is currently scheduled for Council action on the September 8, 2020 consent agenda.
- E. AB # 20-104 – Approve and Authorize the City Manager to Execute an Interlocal Agreement with the City of Lynnwood to Allow Cooperative Purchasing
Recommended Action: Authorize the City Manager to execute an Interlocal Agreement between the City of Lynnwood and the City of Bothell for cooperative purchasing.
- F. AB # 20-105 – Approval of an Interlocal Cooperative Purchasing Agreement with the Marysville Fire District for the Aid Car Purchase funded by the Safe and Secure Levy
Recommended Action: Authorize the City Manager to enter into an Interlocal Purchasing Agreement with Marysville Fire District for the purchase of one levy funded aid car.

MOTION AND VOTE: Councilmember Agnew moved approval of the Consent Agenda as presented. Councilmember Duerr second. The motion carried 7-0.

5. Public Hearings

- None at this time.

6. Ordinances & Resolutions

- None at this time.

7. Contracts and Agreements

- A. AB # 20-106 – Consideration of Lot D Disposition
 Recommended Action: Authorize the City Manager to execute the Purchase & Sale Agreement with Maple Multi-family Land TX, LP, for the purchase of property known as Lot D in the amount of \$12,750,000.

City Manager Jennifer Phillips presented and entertained Council questions.

MOTION AND VOTE: Councilmember Duerr moved approval of the recommended action. Councilmember Agnew second. The motion carried 7-0.

Council recessed at 6:42 PM and reconvened at 6:50 PM.

- B. AB# 20-107 – Consider Approving a Subordination Agreement related to Refinance of Riverside Landing Apartments (affordable housing)
 Recommended Action: Authorize City Manager to execute attached subordination agreement.

City Attorney Paul Byrne and Cory Baldwin of Shelter Resources presented and entertained Council questions.

MOTION AND VOTE: Councilmember Agnew moved approval of the recommended action. Councilmember Duerr second. The motion carried 7-0.

8. Other Items

- A. AB # 20-108 – Direction regarding Use of Public Streets and Rights of Way in Downtown Bothell
 Recommended Action: Provide direction to the City Manager regarding whether to continue use or discontinue use of public streets and rights of way in the downtown at now cost to businesses until October 26, 2020.

City Manager Jennifer Phillips and Assistant City Manager Kellye Mazzoli presented and entertained Council questions.

Consensus was to address Main Street and 101st Ave items separately.

Main Street: Consensus as to keep Main street closed to vehicular traffic until the end of October 26, 2020.

101st Ave NE: The discussion here centered around two businesses, one that is doing well because of the closure and one that is struggling because of the closure.

MOTION: Councilmember Duerr moved to extend the barricades for an additional two weeks and then have them removed. Deputy Mayor Zornes second.

AMENDMENT: Councilmember Thompson moved to place this item on the agenda for 2 weeks to have time to talk to the businesses on 101st and reconsider the item after speaking with them.

VOTE ON AMENDMENT: Failed 6-1; Councilmember Thompson voted yes; Councilmembers

Agnew, McNeal, McAuliffe, Duerr, Deputy Mayor Zornes and Mayor Olsen voted no.

VOTE on MAIN MOTION: Passed 5-1-1: Councilmembers Agnew, Duerr, McNeal, Deputy Mayor Zornes and Mayor Olsen voted yes; Councilmember McAuliffe voted no; Councilmember Thompson abstained.

- B. AB # 20-109 – Consideration of Allocating the Remaining \$402,500 of State-Shared CARES Act Funding for COVID-19 Related Expenses and Community Assistance
Recommended Action: Direct staff to proportion the remaining \$402,500 of state-shared CARES Act funds allocating an additional \$90,000 for Business Assistance, an additional \$200,500 for Resident Assistance, and the remaining \$112,000 to City cost recovery or Community Response.

Assistant City Manager Kellye Mazzoli and Economic Development Manager Jeanie Ashe presented and entertained Council questions.

MOTION AND VOTE: Councilmember Duerr moved approval of the recommended action. Councilmember Agnew second. The motion carried 7-0.

9. Study Session/Update/Discussion Items

- None at this time.

10. Council Conversations

Councilmembers discussed topics of interest to them including the importance of wearing masks, highlighting a new business on Main Street and a tree ordinance for small tracts of land.

Councilmember McNeal spoke to current events in the nation and here at home and stated Bothell provides hope.

11. Executive Session/Closed Session

- None at this time.

12. Adjourn

Mayor Olsen adjourned the meeting at 8:53 PM.

Submitted for Council approval on October 6, 2020.

BOTHELL CITY COUNCIL
*****VIRTUAL MEETING*****

Minutes

September 8, 2020

6:00 PM

BOTHELL CITY HALL

18415 101st AVE NE

BOTHELL, WA 98011

MEMBERS OF THE CITY COUNCIL

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

REGULAR SESSION

Mayor Olsen called the meeting to order at 6:00 PM. All Councilmembers were present with the exception of Councilmember McAuliffe.

Mayor Olsen asked for a Moment of Silence for the victims of the west coast wildfires.

1. Meeting Agenda Approval

The meeting agenda was approved as presented.

2. Presentations, Reports, & Briefings

A. Public Engagement Opportunities

- None at this time.

B. Proclamations

- None at this time.

C. Special Presentations

- None at this time.

D. Staff Briefings

- None at this time.

E. City Manager Reports

- None at this time.

F. Council Committee Reports

- There were no Council committee reports

3. Visitor Comment

Julie Rodwell - submitted written comments regarding Lot D which were forwarded to Council and will be made part of the record.

4. Consent Agenda

A. AB # 20-110 - Approval of an Ordinance Extending Ziplly Fiber’s Cable Television Franchise Agreement until September 2022.

Recommended Action: Adopt the proposed Ordinance Extending Ziplly Fiber’s Cable Television Franchise Agreement until September 2022.

MOTION AND VOTE: Councilmember Duerr moved approval of the Consent Agenda. Councilmember Agnew second. The motion carried 6-0. Councilmember McAuliffe absent.

5. Public Hearings

A. AB # 20-011 – Public Hearing and Consideration of an Ordinance Amending BMC Chapters 12.07 Affordable Housing, 12.16 Parking, and 12.64 Downtown Subarea Regulations Providing for Reduced Parking Requirements Near Frequent Transit and Affordable Housing Incentives

Recommended Action: Approve the Proposed Ordinance Amending BMC Chapters 12.07 Affordable Housing, 12.16 Parking and 12.64 Downtown Subarea Regulations.

Mayor Olsen opened the Public Hearing at 6:07 PM.

Community Development Director Michael Kattermann introduced Senior Planner Dave Boyd, Planning Commission Vice-Chair Carston Curd and Mike Stanger of ARCH who presented and entertained Council questions.

Public Comment was received from Pat Pierce and Diane Carlson – both comments were forwarded to the Council and will be part of the record.

MOTION AND VOTE: Councilmember Agnew moved approval of the recommended action. Councilmember Duerr second. The motion carried 6-0; Councilmember McAuliffe absent.

6. Ordinances & Resolutions

- None at this time.

7. Contracts and Agreements

- None at this time.

8. Other Items

- None at this time.

9. Study Session/Update/Discussion Items

- None at this time.

10. Council Conversations

Council members discussed topics of City interest including a conversation initiated by Councilmember Duerr regarding housing alternatives for mixed income multifamily units. Councilmember Duerr asked if this is something Council would like to explore further and the consensus was yes.

Mayor Olsen stated he received an inquiry from Terry Ryan, Snohomish County's Aerospace Economic Development Director, asking to add the City of Bothell's name to a letter from Executive Somers showing support to Boeing. The consensus was yes.

11. Executive Session/Closed Session

- None at this time.

12. Adjourn

Mayor Olsen adjourned the meeting at 7:13 PM.

Submitted for Council approval on October 6, 2020

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Chris Bothwell, Finance Director
Maureen Schols, Deputy Finance Director (Presenter)

DATE: October 6, 2020

SUBJECT: Approve August 2020 Payroll and Benefit Transactions

POLICY CONSIDERATION: This item asks the City Council to consider approval of payroll and benefit transactions for the period of August 1 – 31, 2020 totaling \$3,880,586.77 that were approved and paid for by the City Auditor.

- ✓ Direct deposit transactions #2000134658- #2000135366 totaling \$1,899,172.77
- ✓ Payroll and benefit checks #39258 - #39289, plus wire benefit payments #756 - #769 totaling \$1,981,414.00

HISTORY:	DATE	ACTION
	JUNE 5, 2000	Ordinance 1810 appointed Finance Director/City Treasurer as City Auditor

In accordance with state statues, vouchers approved by the City Auditor are required to be ratified by City Council and notated in the minutes.

DISCUSSION: None.

FISCAL IMPACTS: Funding for salaries and benefits are included in the Adopted 2019-2020 Budget.

ATTACHMENTS: Att-1. August 2020 Payroll and Benefit Transactions.
(For Council distribution only. Check listings are available for review in the Finance Department.)

RECOMMENDED ACTION: Approve payroll and benefit transactions for August 1 – 31, 2020.

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Erin Leonhart, Public Works Director
Nduta Mbuthia, Capital Projects Engineer, Public Works (Presenter)

DATE: October 6, 2020

SUBJECT: Approval of Warranty Deeds Required for Right of Way Acquisition for the North Creek Trail Section 4 Project

POLICY CONSIDERATION: The City Council previously provided policy direction on this matter. If this item is approved, staff is implementing the direction given by the City Council.

HISTORY:	DATE	ACTION
	DECEMBER 2015	City entered into a Local Agency Agreement for Design Phase federal grant funding in the amount of \$735,000
	APRIL 2016	Council approved a professional services agreement, with Parametrix Inc., for design and Right of Way (ROW) engineering services for North Creek Trail Section 4 in the amount of \$536,146.74
	OCTOBER 2017	City Manager approved Supplemental Agreement No. 1 for a time extension of one year
	FEBRUARY 2018	City Manager approved Supplemental Agreement No. 2 in the amount of \$38,650.47 for continued engineering services for North Creek Trail section
	FEBRUARY 2019	City Council approved Supplemental Agreement No. 3 in the amount of \$95,283.23 for continued engineering services for North Creek Trail section 4
	JULY 2019	City entered into a Local Agency Agreement for Right of Way federal grant funding in the amount of \$1,015,800
	FEBRUARY 2020	City Council approved the Right of Way Plan for the North Creek Trail Section 4 project.
	JUNE 2020	City Council approved Ordinance Initiating Condemnation of Property Needed for the North Creek Trail Section 4 Project

JULY 2020

City Council approved Warranty Deed agreements with Hoover, Leyva, and Mr. Kitty Enterprises, for the purchase of North Creek Trail Section 4 Project right of way in the total amount of \$58,870.57

North Creek Trail Section 4 is the most northerly segment of the North Creek Trail within the Bothell city limits. It will connect to the planned Snohomish County North Creek Trail north of SR 524 and the existing North Creek Trail that currently stops near the SR 524/Bothell Everett Highway intersection. It is estimated that a total of seven properties will be impacted by this project requiring acquisition.

After City Council approved the right of way (ROW) plan in March of this year, staff began implementing the ROW acquisition process and reached out to all the property owners to begin negotiations.

DISCUSSION: The City has started negotiations with all the parties to complete the necessary ROW acquisition. All seven property owners have accepted the offers that were presented to them by the City.

The property acquisitions and temporary construction easements, in the total amount of \$111,596, presented in this agenda bill are as follows:

- Parcel # 0110090000-1900; 1,194 SF fee acquisition, 130 SF TCE – compensation amount: \$48,646
- Parcel # 0110090000-1300; 310 SF fee acquisition, 38 SF TCE – compensation amount: \$10,600
- Parcel # 0110090000-1200; 1,097 SF fee acquisition, 118 SF TCE – compensation amount: \$49,000
- Parcel # 0110090000-1000; 100 SF fee acquisition, 16 SF TCE – compensation amount: \$3,350

Since this project contains federal funding, right of way acquisition is very prescriptive, and must comply with requirements as outlined in the Washington State Department of Transportation’s Local Agency Manual.

Construction of the first phase is planned to start in early 2021, and be completed by 2023. In order to maintain the schedule and be eligible to obligate federal construction funds in 2021, staff must complete the right of way acquisitions by the end of this year.

FISCAL IMPACTS: | The item is included in the Adopted 2019-2020 Budget, the budget available for right of way acquisition is \$1.2 million and is sufficient to fund this item.

ATTACHMENTS: |

- Att-1. Vicinity Map
- Att-2. Right of Way Plan
- Att-3. Govindarajan & Karlapalem Warranty Deed & Temporary Construction Easement
- Att-4. Nguyen & Hyung Warranty Deed & Temporary Construction Easement
- Att-5. Mohammed Warranty Deed & Temporary Construction Easement
- Att-6. Gillis Warranty Deed & Temporary Construction Easement

RECOMMENDED ACTION: | Approve Warranty Deed agreements with Govindarajan, Hyung, Mohammed and Gillis, for the purchase of North Creek Trail Section 4 Project right of way in the total amount of \$111,596.

(This page intentionally left blank)



Project Map - North Creek Trail Section 4

(From the north terminus of North Creek Trail Section 3 behind the Walgreen Development to Filbert Drive)

(This page intentionally left blank)

Att-2 NORTH CREEK TRAIL SECTION 4

FILBERT DRIVE TO NORTH CREEK TRAIL SECTION 3 TERMINUS RIGHT OF WAY PLANS FEDERAL AID # 0110(014)

EXISTING ZONE CLASSIFICATION:

PARCEL DESIGNATION	USE CODE	DESCRIPTION
100-106	111	SINGLE FAMILY RESIDENCE (DETACHED)

CONTACT INFORMATION:

APPLICANT:
CITY OF BOTHELL
PUBLIC WORKS DEPARTMENT
18415 101 AVE NE
BOTHELL, WA 98011
(425) 806-6829
CONTACT: NUDTA MBUTHIA
OWNER:
KING COUNTY PARKS AND RECREATION DIVISION

ENGINEER:
PARAMETRIX
719 2ND AVENUE
SUITE 200
SEATTLE, WA 98104
(206) 394-3700
CONTACT: YAMMIE HO, P.E.

SURVEYOR:
PARAMETRIX
719 2ND AVENUE
SUITE 200
SEATTLE, WA 98104
(206) 394-3700
CONTACT: DANIEL THIBODEAU, PLS

PARCEL INFORMATION:

PLAN DESIGNATION	ASSESSOR PARCEL #
101	0110090000-1900
102	0110090000-1800
103	0110090000-1300
104	0110090000-1200
105	0110090000-1100
106	0110090000-1000
107	2705190040-3300

RIGHT OF WAY REFERENCES

- (RR1) WSDOT RIGHT OF WAY PLAN
SR 524 JCT. SR 5 TO JCT. SR 527
OCTOBER 27, 1995
- (RR2) WSDOT RIGHT OF WAY PLAN
SR 527 MP 2.91 TO MP 3.99
JCT. SR 405 TO 208TH ST. S.E. VIC.
NOVEMBER 21, 1988
- (RR3) WSDOT MONUMENTATION MAP
SR 524 - 196TH STREET VICINITY
UNDATED
- (RR4) SNOHOMISH COUNTY RIGHT OF WAY PLAN
196TH ST. S.W. (S.R. 524)
I-405 TO S.R. 527
SEPTEMBER 21, 1999

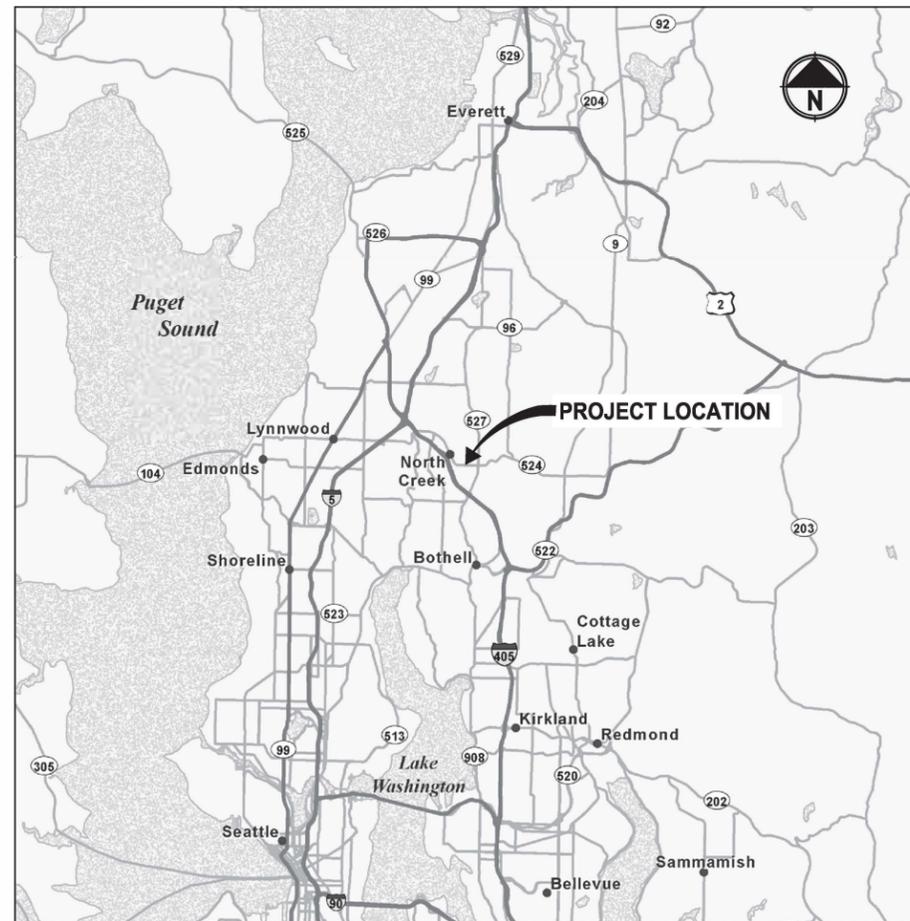
RIGHT OF WAY NOTES

RIGHT OF WAY DETERMINATIONS FOR THIS PLAN SET, WERE MADE BY ANALYZING A COMBINATION OF EXISTING RIGHT OF WAY PLANS LISTED HEREON IN THE RIGHT OF WAY REFERENCES, TOGETHER WITH RECORDED SURVEYS, SUBDIVISION PLATS, TITLE REPORTS, DEEDS & DEDICATIONS, AND FOUND MONUMENTS.

*NOTE SEVERAL CASED MONUMENTS FOUND SOUTH OF THE CENTERLINE OF 208TH ST SE, WERE INSTALLED BY WSDOT AS CONSTRUCTION MONUMENTS PER (RR3), THESE WERE NOT INTENDED TO BE HELD FOR RIGHT OF WAY DETERMINATIONS.



LOCATION MAP
NOT TO SCALE



VICINITY MAP
NOT TO SCALE

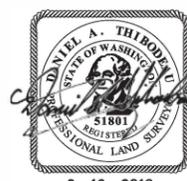
WRITTEN DESCRIPTION OF THE PROJECT:

THE CITY OF BOTHELL PROPOSES TO DEVELOP SECTION 4 OF NORTH CREEK TRAIL-A TRAIL SEGMENT THAT REPRESENTS 0.6 MILES OF MISSING LINK OF NORTH CREEK TRAIL SYSTEM WITHIN THE CITY OF BOTHELL, LOCATED BETWEEN FILBERT DRIVE AND NORTH CREEK TRAIL SECTION 3 TERMINUS.

LAYOUT: Coww; PATH: U:\PSO\Projects\Clients\1647-City\Bothell\554-1647-030-NCT-SEG-4\985secs_Survey\00Current\0.dwg; DATE: Monday, March 18, 2019 6:38:45 PM; PLOTTED BY: thibodeau

REVISIONS	DATE	BY	DESIGNED

<p>ONE INCH AT FULL SCALE, IF NOT, SCALE ACCORDINGLY</p> <p>FILE NAME: 554-1647-030-RW-PLANS</p> <p>JOB No: 554-1647-030</p> <p>DATE: 3-18-2019</p>



3-18-2019

Parametrix
ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
P 206.394.3700
WWW.PARAMETRIX.COM

PROJECT NAME

**NORTH CREEK TRAIL SECTION 4
FROM FILBERT DR TO NCT SECTION 3**

BOTHELL, WA

**RIGHT OF WAY PLAN
COVER SHEET**

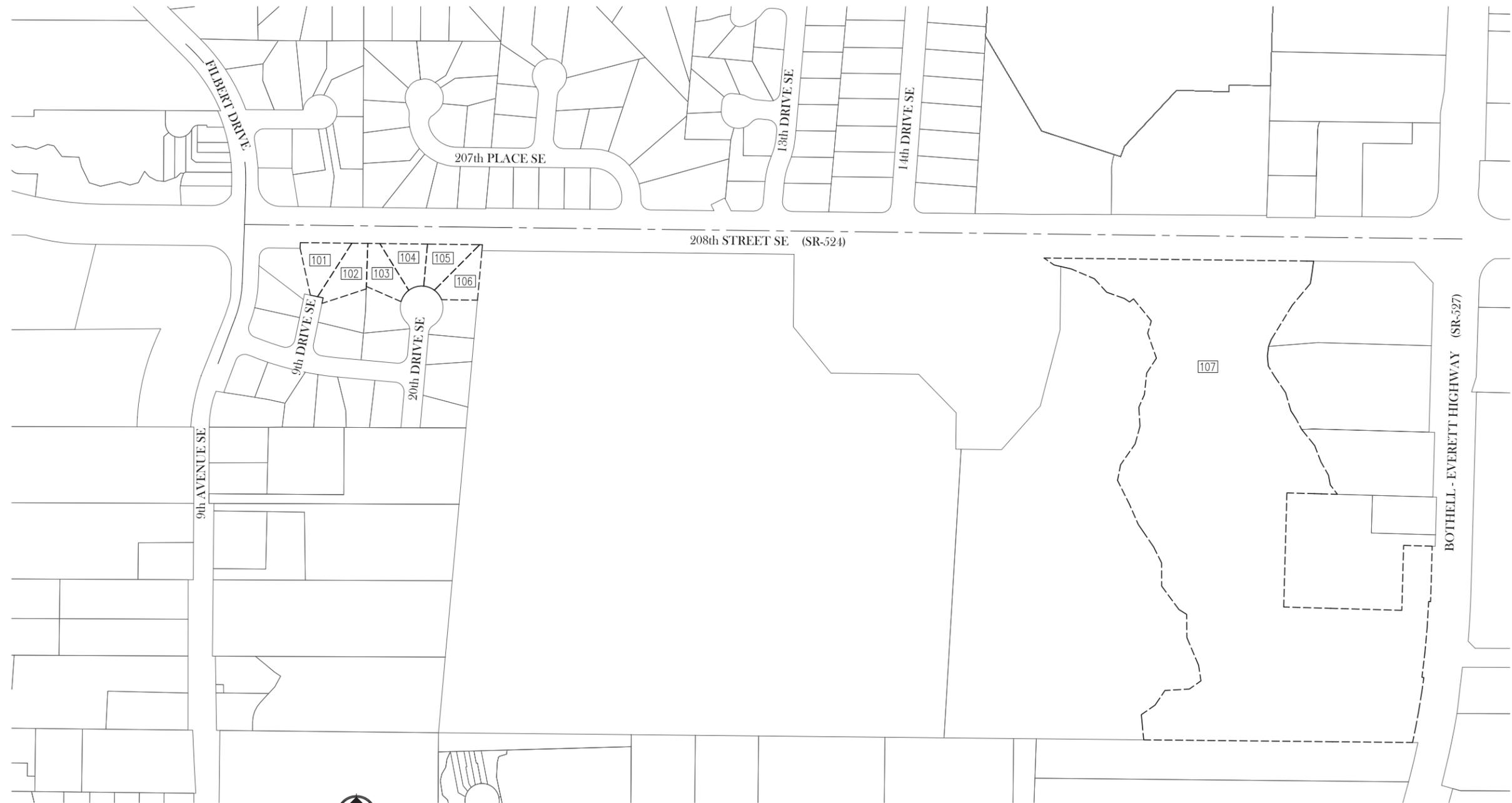
October 6, 2020 Agenda Packet Page 35 of 406

DRAWING NO.
49 OF 55

RW1

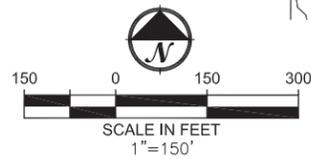
NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

TOTAL PARCEL DETAIL
 SNOHOMISH COUNTY, WASHINGTON
 SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
 SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.



LEGEND

- 100 IMPACTED PARCEL IDENTIFIER
- IMPACTED PARCEL BOUNDARY LINE
- GIS PARCEL LINES
- STREET CENTERLINE



BASIS OF BEARING
 GRID NORTH BASED ON THE WASHINGTON STATE PLANE
 COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).



3 - 18 - 2019

**ONE INCH AT FULL SCALE.
 IF NOT, SCALE ACCORDINGLY.**
 FILE NAME
 554-1647-030-RW-PLANS
 JOB No.
 554-1647-030
 DATE
 3-18-2019

REVISIONS	DATE	BY	DESIGNED
			DRAWN S. THOMAS
			CHECKED D. THIBODEAU
			APPROVED Y. HO

Parametrix
 ENGINEERING · PLANNING · ENVIRONMENTAL SCIENCES
 719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
 P 206.394.3700
 WWW.PARAMETRIX.COM

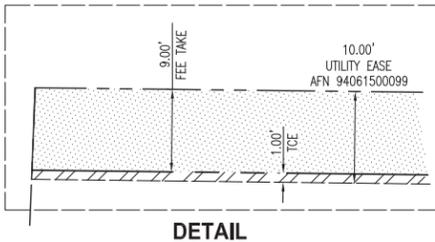
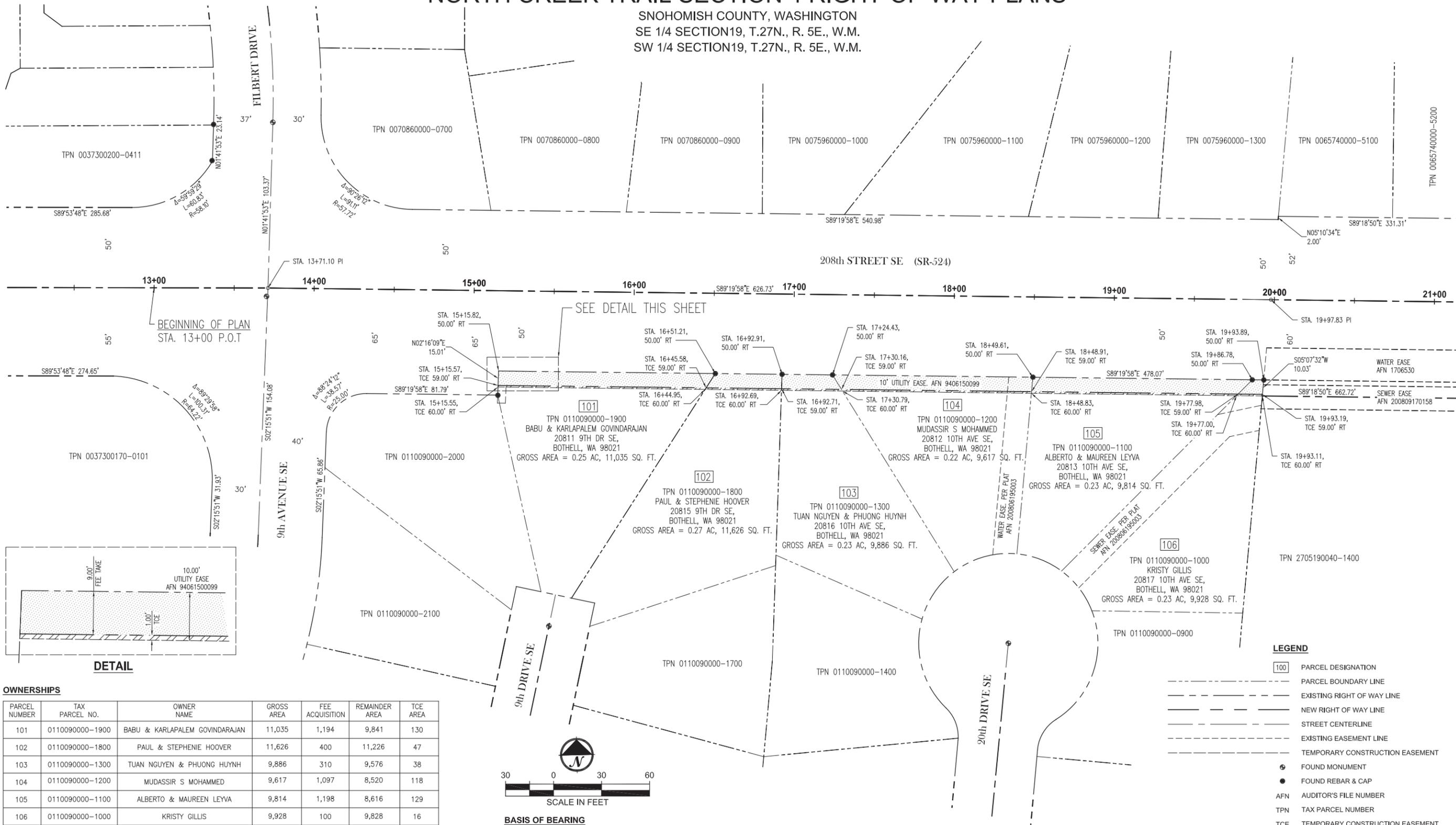
PROJECT NAME
**NORTH CREEK TRAIL SECTION 4
 FROM FILBERT DR TO NCT SECTION 3**
 BOTHELL, WA

TOTAL PARCEL DETAIL
 October 6, 2020 Agenda Packet Page 36 of 406

DRAWING NO.
 50 OF 55
RW2

NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

SNOHOMISH COUNTY, WASHINGTON
SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.

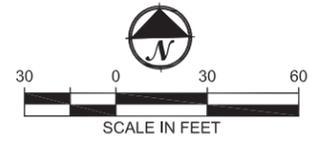


OWNERSHIPS

PARCEL NUMBER	TAX PARCEL NO.	OWNER NAME	GROSS AREA	FEE ACQUISITION	REMAINDER AREA	TCE AREA
101	0110090000-1900	BABU & KARLAPEM GOVINDARAJAN	11,035	1,194	9,841	130
102	0110090000-1800	PAUL & STEPHENIE HOOVER	11,626	400	11,226	47
103	0110090000-1300	TUAN NGUYEN & PHUONG HUYNH	9,886	310	9,576	38
104	0110090000-1200	MUDASSIR S MOHAMMED	9,617	1,097	8,520	118
105	0110090000-1100	ALBERTO & MAUREEN LEYVA	9,814	1,198	8,616	129
106	0110090000-1000	KRISTY GILLIS	9,928	100	9,828	16
107	2705190040-3300	MR. KITTY ENTERPRISES LLC	586,750	327	586,423	6,766

PARCEL TOTAL AREAS WERE DERIVED FROM SNOHOMISH COUNTY ASSESSOR REPORTS AND DOES NOT REFLECT A BOUNDARY CALCULATION BY PARAMETRIX

ALL AREAS SHOWN IN SQUARE FEET



BASIS OF BEARING
GRID NORTH BASED ON THE WASHINGTON STATE PLANE COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).



Parametrix
ENGINEERING · PLANNING · ENVIRONMENTAL SCIENCES

719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
P 206.394.3700
WWW.PARAMETRIX.COM

PROJECT NAME
**NORTH CREEK TRAIL SECTION 4
FROM FILBERT DR TO NCT SECTION 3**
BOTHELL, WA

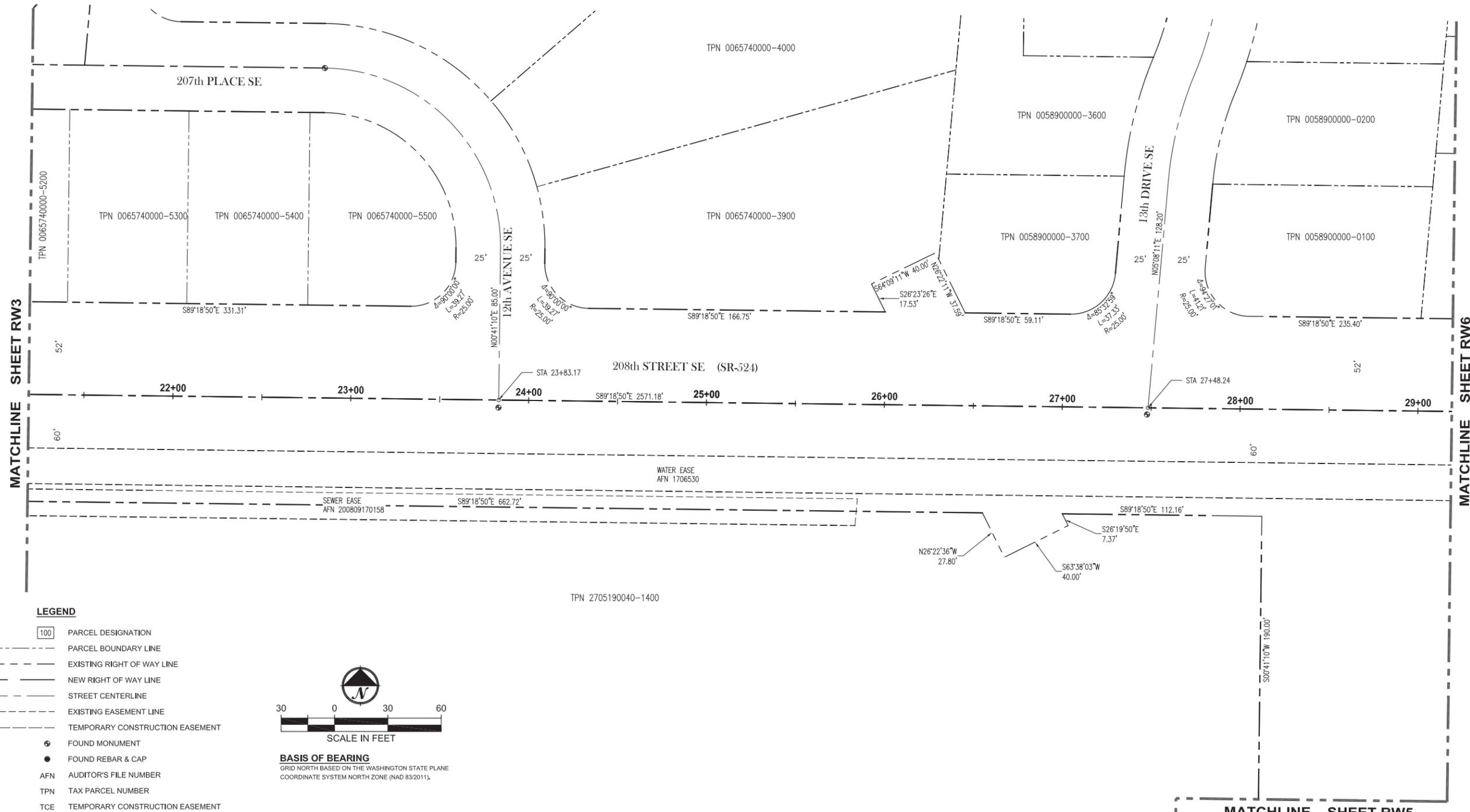
**208TH STREET SE
STA. 13+00 TO 21+20**
October 6, 2020 Agenda Packet Page 37 of 406

DRAWING NO.
51 OF 55
RW3

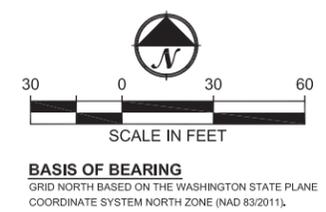
LAYOUT: Sheet 3 PATH: U:\PSO\Projects\Clients\1647-City\Bothell\554-1647-030 NCT Seg 4\99\Sec\Survey\00\Current\DWG PLOTTED BY: thibodeau DATE: Monday, March 18, 2019 7:04:35 PM

NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

SNOHOMISH COUNTY, WASHINGTON
 SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
 SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.



- LEGEND**
- 100 PARCEL DESIGNATION
 - PARCEL BOUNDARY LINE
 - - - EXISTING RIGHT OF WAY LINE
 - NEW RIGHT OF WAY LINE
 - STREET CENTERLINE
 - - - EXISTING EASEMENT LINE
 - - - TEMPORARY CONSTRUCTION EASEMENT
 - ⊕ FOUND MONUMENT
 - FOUND REBAR & CAP
 - AFN AUDITOR'S FILE NUMBER
 - TPN TAX PARCEL NUMBER
 - TCE TEMPORARY CONSTRUCTION EASEMENT
 - ▨ FEE ACQUISITION
 - ▨ TEMPORARY CONSTRUCTION EASEMENT



LAYOUT: Sheet 4
 PATH: U:\PSO\Projects\Clients\1647-City\Boothell\554-1647-030 NCT Seg 4\99Secs\Survey\00Current\DWG
 PLOTTED BY: thibodeau DATE: Monday, March 18, 2019 6:52:42 PM

REVISIONS	DATE	BY	DESIGNED

ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY	
FILE NAME	554-1647-030-RW-PLANS
JOB No.	554-1647-030
DATE	3-18-2019



Parametrix
 ENGINEERING · PLANNING · ENVIRONMENTAL SCIENCES

719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
 P. 206.394.3700
 WWW.PARAMETRIX.COM

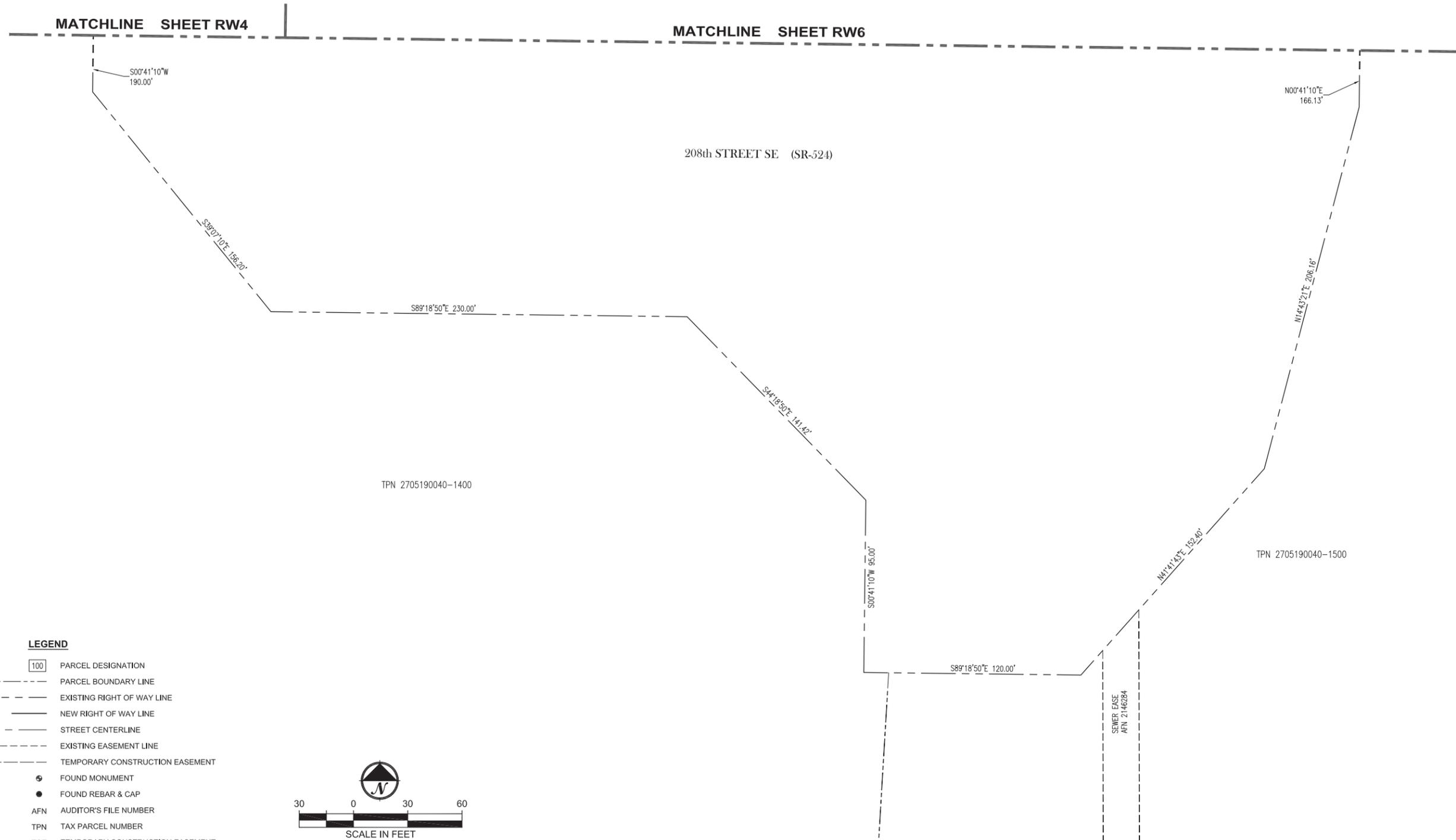
PROJECT NAME
**NORTH CREEK TRAIL SECTION 4
 FROM FILBERT DR TO NCT SECTION 3**
 BOTHELL, WA

**208TH STREET SE
 STA. 21+20 TO 29+20**
 October 6, 2020 Agenda Packet Page 38 of 406

DRAWING NO.
 52 OF 55
RW4

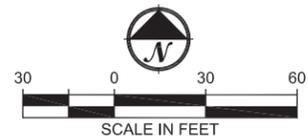
NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

SNOHOMISH COUNTY, WASHINGTON
 SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
 SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.



LEGEND

- 100 PARCEL DESIGNATION
- PARCEL BOUNDARY LINE
- - - - - EXISTING RIGHT OF WAY LINE
- — — — — NEW RIGHT OF WAY LINE
- — — — — STREET CENTERLINE
- - - - - EXISTING EASEMENT LINE
- - - - - TEMPORARY CONSTRUCTION EASEMENT
- FOUND MONUMENT
- FOUND REBAR & CAP
- AFN AUDITOR'S FILE NUMBER
- TPN TAX PARCEL NUMBER
- TCE TEMPORARY CONSTRUCTION EASEMENT
- FEE ACQUISITION
- TEMPORARY CONSTRUCTION EASEMENT



BASIS OF BEARING
 GRID NORTH BASED ON THE WASHINGTON STATE PLANE
 COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).

LAYOUT: Sheet 5
 PATH: U:\PSO\Projects\Clients\1647-City\06\Boothell\554-1647-030 NCT Seg 4\99\Secs\Survey\00\Current\DWg
 PLOTTED BY: thibodeau DATE: Monday, March 18, 2019 6:55:21 PM

REVISIONS	DATE	BY	DESIGNED

ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY.	
FILE NAME	554-1647-030-RW-PLANS
CHECKED	D. THIBODEAU
JOB No.	554-1647-030
DATE	3-18-2019



3 - 18 - 2019

Parametrix
 ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
 P 206.394.3700
 WWW.PARAMETRIX.COM

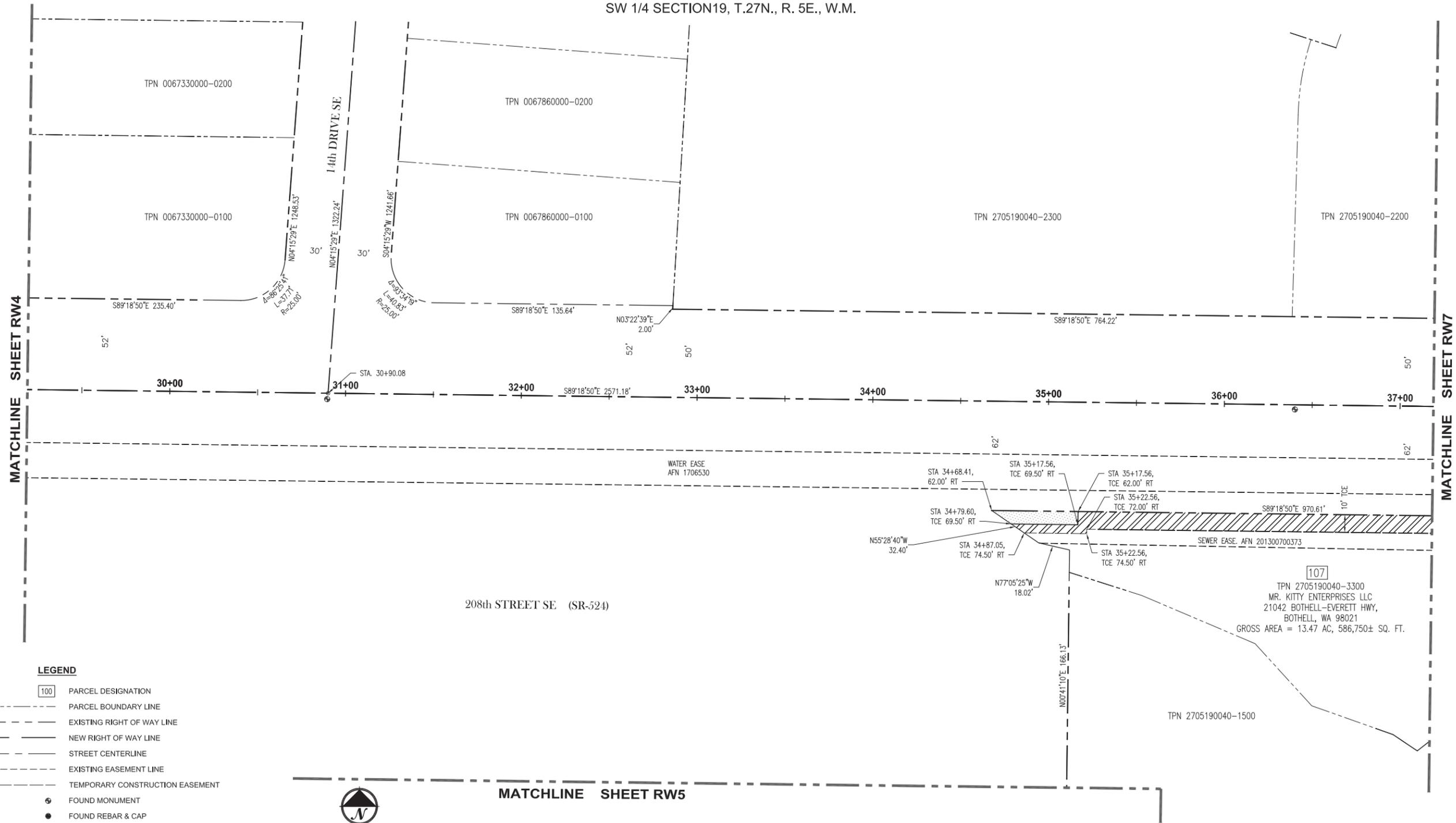
PROJECT NAME	NORTH CREEK TRAIL SECTION 4 FROM FILBERT DR TO NCT SECTION 3
	BOTHELL, WA

208TH STREET SE SOUTH RIGHT OF WAY AREA October 6, 2020 Agenda Packet Page 39 of 406
--

DRAWING NO.	53 OF 55
	RW5

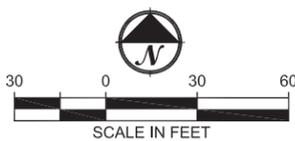
NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

SNOHOMISH COUNTY, WASHINGTON
 SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
 SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.



LEGEND

- 100 PARCEL DESIGNATION
- PARCEL BOUNDARY LINE
- - - - - EXISTING RIGHT OF WAY LINE
- — — — NEW RIGHT OF WAY LINE
- — — — STREET CENTERLINE
- - - - - EXISTING EASEMENT LINE
- - - - - TEMPORARY CONSTRUCTION EASEMENT
- FOUND MONUMENT
- FOUND REBAR & CAP
- AFN AUDITOR'S FILE NUMBER
- TPN TAX PARCEL NUMBER
- TCE TEMPORARY CONSTRUCTION EASEMENT
- FEE ACQUISITION
- TEMPORARY CONSTRUCTION EASEMENT



BASIS OF BEARING
 GRID NORTH BASED ON THE WASHINGTON STATE PLANE
 COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).

MATCHLINE SHEET RW5



3 - 18 - 2019

Parametrix
 ENGINEERING · PLANNING · ENVIRONMENTAL SCIENCES
 719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
 P 206.394.3700
 WWW.PARAMETRIX.COM

PROJECT NAME
**NORTH CREEK TRAIL SECTION 4
 FROM FILBERT DR TO NCT SECTION 3**
 BOTHELL, WA

**208TH STREET SE
 STA 29+20 TO 37+20**
 October 6, 2020 Agenda Packet Page 40 of 406

DRAWING NO.
 54 OF 55
RW6

LAYOUT: Sheet 6
 PATH: U:\P50\Projects\Clients\1647-Bothell\554-1647-030 NCT Seg 4\99Secs\Survey\00Current\DWG
 PLOTTED BY: thibodeau DATE: Monday, March 18, 2019 7:01:53 PM

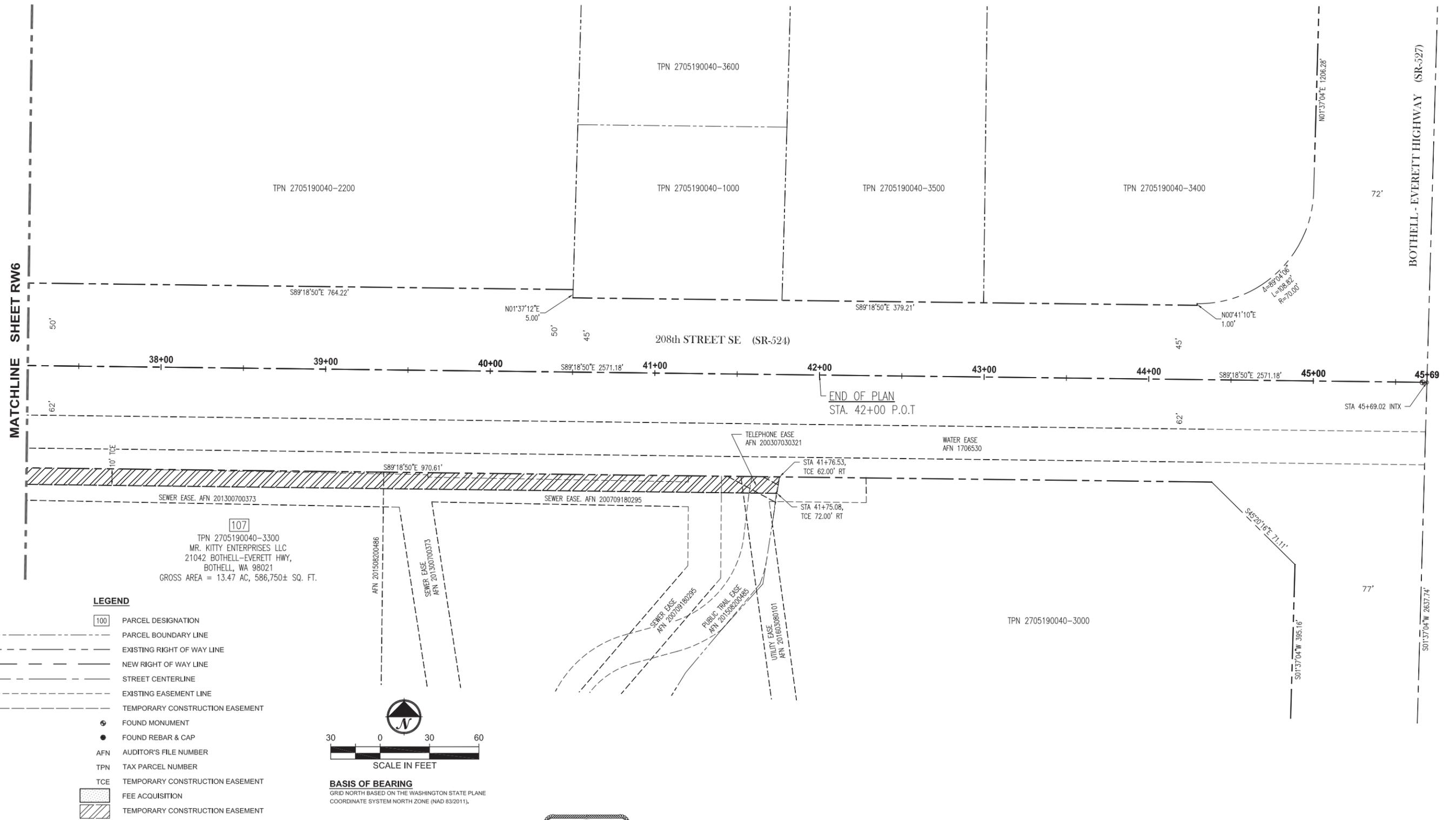
REVISIONS	DATE	BY	DESIGNED

ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY	
FILE NAME	554-1647-030-RW-PLANS
JOB No.	554-1647-030
DATE	3-18-2019

DRAWN	S. THOMAS
CHECKED	D. THIBODEAU
APPROVED	Y. HO

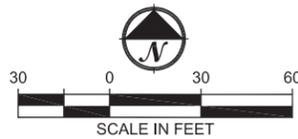
NORTH CREEK TRAIL SECTION 4 RIGHT-OF-WAY PLANS

SNOHOMISH COUNTY, WASHINGTON
SE 1/4 SECTION 19, T. 27N., R. 5E., W.M.
SW 1/4 SECTION 19, T. 27N., R. 5E., W.M.

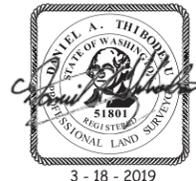


LEGEND

- 107 PARCEL DESIGNATION
- PARCEL BOUNDARY LINE
- - - EXISTING RIGHT OF WAY LINE
- NEW RIGHT OF WAY LINE
- STREET CENTERLINE
- - - EXISTING EASEMENT LINE
- - - TEMPORARY CONSTRUCTION EASEMENT
- FOUND MONUMENT
- FOUND REBAR & CAP
- AFN AUDITOR'S FILE NUMBER
- TPN TAX PARCEL NUMBER
- TCE TEMPORARY CONSTRUCTION EASEMENT
- FEE ACQUISITION
- TEMPORARY CONSTRUCTION EASEMENT



BASIS OF BEARING
GRID NORTH BASED ON THE WASHINGTON STATE PLANE
COORDINATE SYSTEM NORTH ZONE (NAD 83/2011).



LAYOUT: Sheet 7 PATH: U:\P50\Projects\Clients\1647-Bothell\554-1647-030 NCT Seg 4\99Secs\Survey\00Current\DWG PLOTTED BY: thibodeau DATE: Monday, March 18, 2019 6:59:57 PM

REVISIONS	DATE	BY	DESIGNED

ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY	
FILE NAME	554-1647-030-RW-PLANS
JOB No.	554-1647-030
DATE	3-18-2019

Parametrix
ENGINEERING · PLANNING · ENVIRONMENTAL SCIENCES

719 2ND AVENUE, SUITE 200 | SEATTLE, WA 98104
P 206.394.3700
WWW.PARAMETRIX.COM

PROJECT NAME
**NORTH CREEK TRAIL SECTION 4
FROM FILBERT DR TO NCT SECTION 3**
BOTHELL, WA

**208TH STREET SE
STA. 37+20 TO 45+70**
October 6, 2020 Agenda Packet Page 41 of 406

DRAWING NO.
55 OF 55
RW7

(This page intentionally left blank)

After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Document Title: Warranty Deed
Grantors: Babu Govindarajan and Srujana Karlapalem
Grantees: City of Bothell
Legal Description: ptn of: Lot 19, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 011009-000-019-00

WARRANTY DEED

NORTH CREEK TRAIL SECTION 4

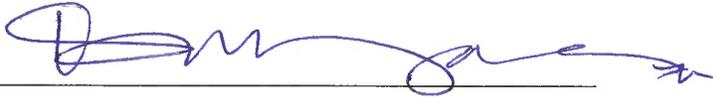
The Grantors **Babu Govindarajan and Srujana Karlapalem, husband and wife**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby conveys and warrants to the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, the following described real property situated in Snohomish County, in the State of Washington, under the imminent threat of the Grantee's exercise of its rights of Eminent Domain:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

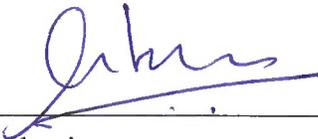
WARRANTY DEED

It is understood and agreed that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell** unless and until accepted and approved hereon in writing for the **City of Bothell**, by its authorized agent.

Date: 08/24/2020, _____



Srujana Karlapalem



Babu Govindarajan

WARRANTY DEED

EXHIBIT A

RIGHT OF WAY ACQUISITION DESCRIPTION

20811 9TH DRIVE SE

TAX PARCEL NUMBER 0110090000-1900

A PORTION OF LOT 19, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 9.00 FEET OF SAID LOT 19.

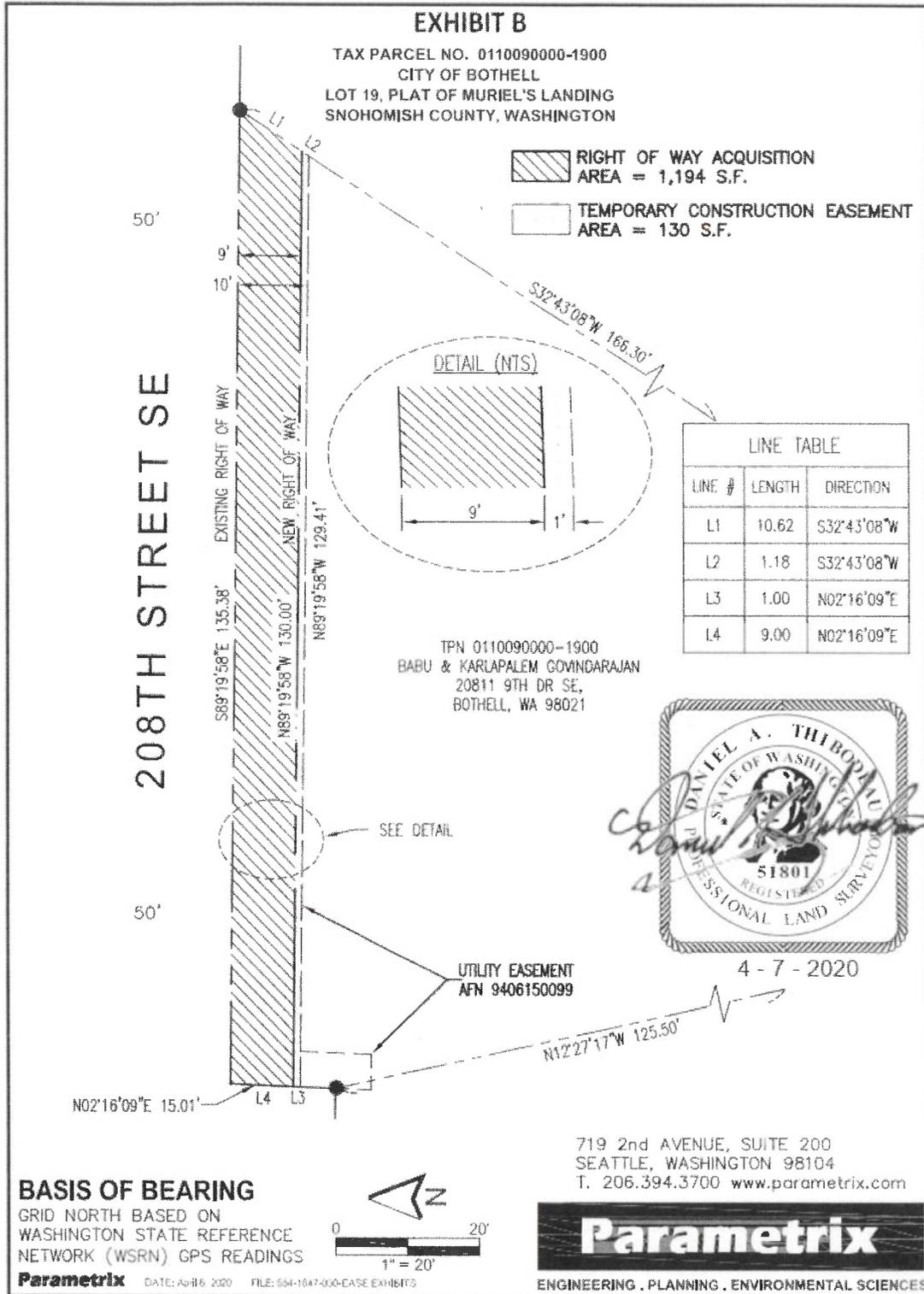
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 1,194 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

WARRANTY DEED



After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Document Title: Temporary Easement
Grantors: Babu Govindarajan and Srujana Karlapalem
Grantees: City of Bothell
Legal Description: ptn of: Lot 19, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 011009-000-019-00

TEMPORARY EASEMENT

NORTH CREEK TRAIL SECTION 4

The Grantors, **Babu Govindarajan and Srujana Karlapalem, husband and wife**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, conveys and grants unto the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege and easement over, upon, and across the hereinafter described lands for the purpose of installation and grading for trail improvements along with removing and reinstalling the privately owned wooden fence.

The temporary rights herein granted shall terminate on March 1, 2023.

Said lands being situated in Snohomish County, State of Washington, and described as follows:

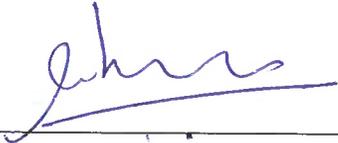
For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell**

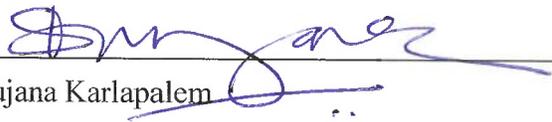
TEMPORARY EASEMENT

unless and until accepted and approved hereon in writing for the **City of Bothell**, by its authorized agent.

Date: 08/24/2020, _____



Babu Govindarajan



Srujana Karlapalem

TEMPORARY EASEMENT

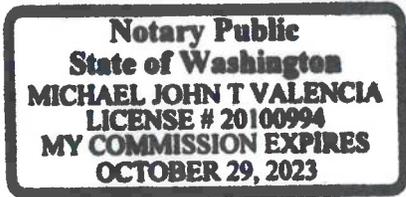
STATE OF WASHINGTON)

County of Snohomish) : SS

On this 24th day of August, 2020 before me personally appeared Babu Govindarajan and Srujana Karlapalem to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they signed and sealed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal the day and year last above written.

(SEAL)



Michael John T. Valencia *[Signature]*

Notary Public in and for the State of Washington, residing at Edmonds, WA

My commission expires 10/29/2023

Accepted and Approved

City of Bothell

By: _____
Title
Authorized Agent

Date: _____

TEMPORARY EASEMENT

EXHIBIT A

TEMPORARY CONSTRUCTION EASEMENT

20811 9TH DRIVE SE

TAX PARCEL NUMBER 0110090000-1900

A PORTION OF LOT 19, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 10.00 FEET OF SAID LOT 19;

EXCEPT THE NORTH 9.00 FEET THEREOF.

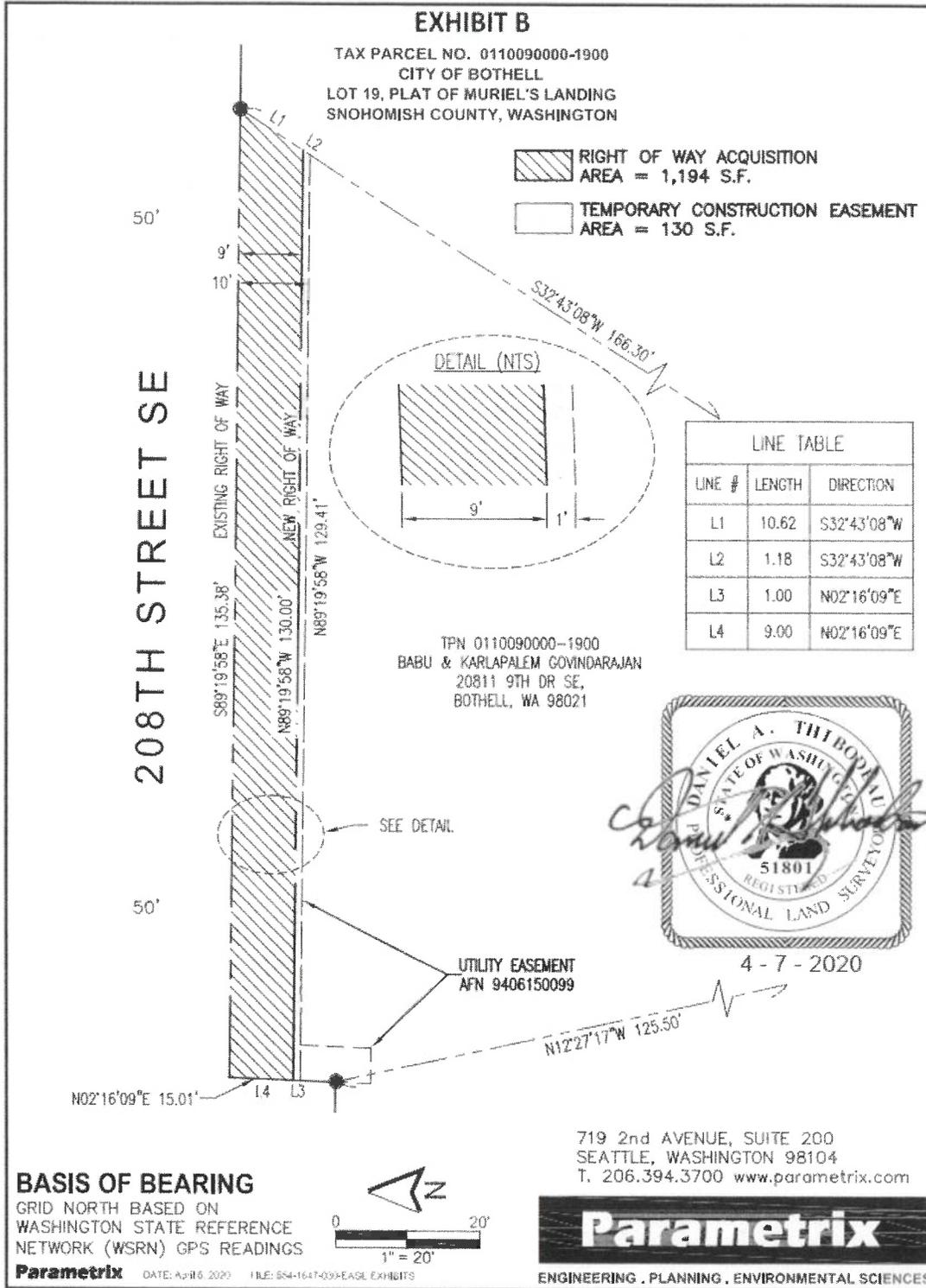
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 130 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

TEMPORARY EASEMENT



After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Document Title: Warranty Deed
Grantors: Tuan D. Nguyen & Phuong Huynh
Grantees: City of Bothell
Legal Description: Ptn. of: Lot 13, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 011009-000-01300

WARRANTY DEED

NORTH CREEK TRAIL SECTION 4

The Grantors **Tuan D. Nguyen & Phuong Huynh, husband and wife** for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby conveys and warrants to the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, the following described real property situated in Snohomish County, in the State of Washington, under the imminent threat of the Grantee's exercise of its rights of Eminent Domain:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

WARRANTY DEED

It is understood and agreed that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell** unless and until accepted and approved hereon in writing for the **City of Bothell**, by its authorized agent.

Date: 7/10 /2020 , _____



Tuan D. Nguyen



Phuong Huynh

WARRANTY DEED

EXHIBIT A

RIGHT OF WAY ACQUISITION DESCRIPTION

20816 10TH AVENUE SE

TAX PARCEL NUMBER 0110090000-1300

A PORTION OF LOT 13, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 9.00 FEET OF SAID LOT 13.

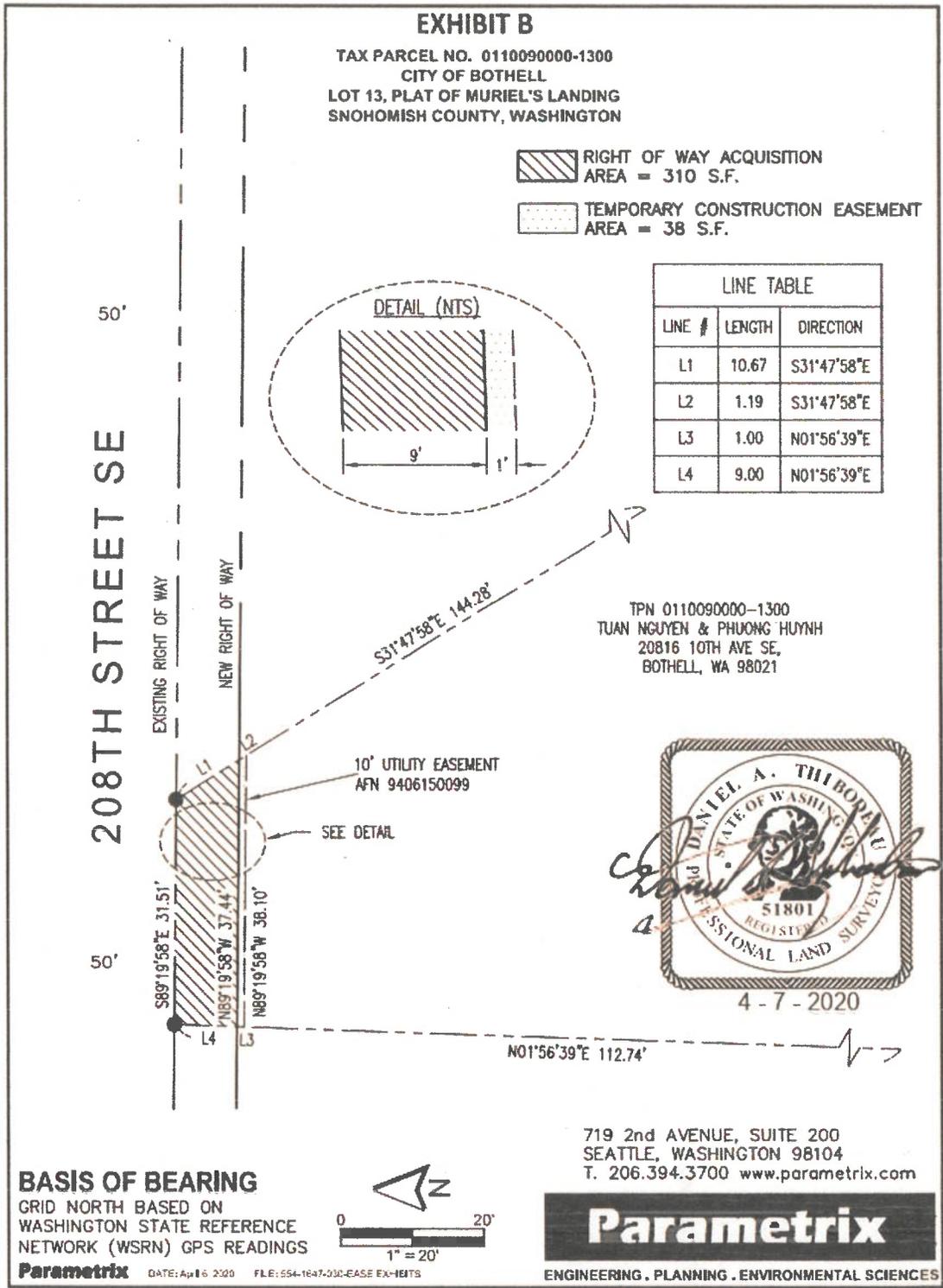
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 310 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

WARRANTY DEED



After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Grantors: Tuan D. Nguyen & Phuong Huynh
Grantees: City of Bothell
Legal Description: Lot 13, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 011009-000-013-00

TEMPORARY EASEMENT

NORTH CREEK TRAIL SECTION 4

The Grantors, **Tuan D. Nguyen & Phuong Huynh, husband and wife** for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, conveys and grants unto the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege and easement over, upon, and across the hereinafter described lands for the purpose of installation and grading for trail improvements along with removing and reinstalling the privately owned wooden fence.

The temporary rights herein granted shall terminate on March 1, 2023.

Said lands being situated in Snohomish County, State of Washington, and described as follows:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell** unless and until accepted and approved hereon in writing for the **City of Bothell**, by its authorized agent.

TEMPORARY EASEMENT

Date: 7/10/2020

Tuan D. Nguyen
Tuan D. Nguyen

Phuong Huynh
Phuong Huynh

TEMPORARY EASEMENT

EXHIBIT A

TEMPORARY CONSTRUCTION EASEMENT

20816 10TH AVENUE SE

TAX PARCEL NUMBER 0110090000-1300

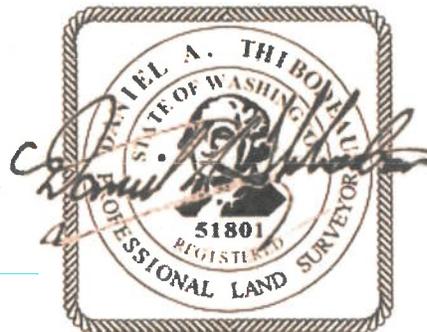
A PORTION OF LOT 13, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 10.00 FEET OF SAID LOT 13;

EXCEPT THE NORTH 9.00 FEET THEREOF.

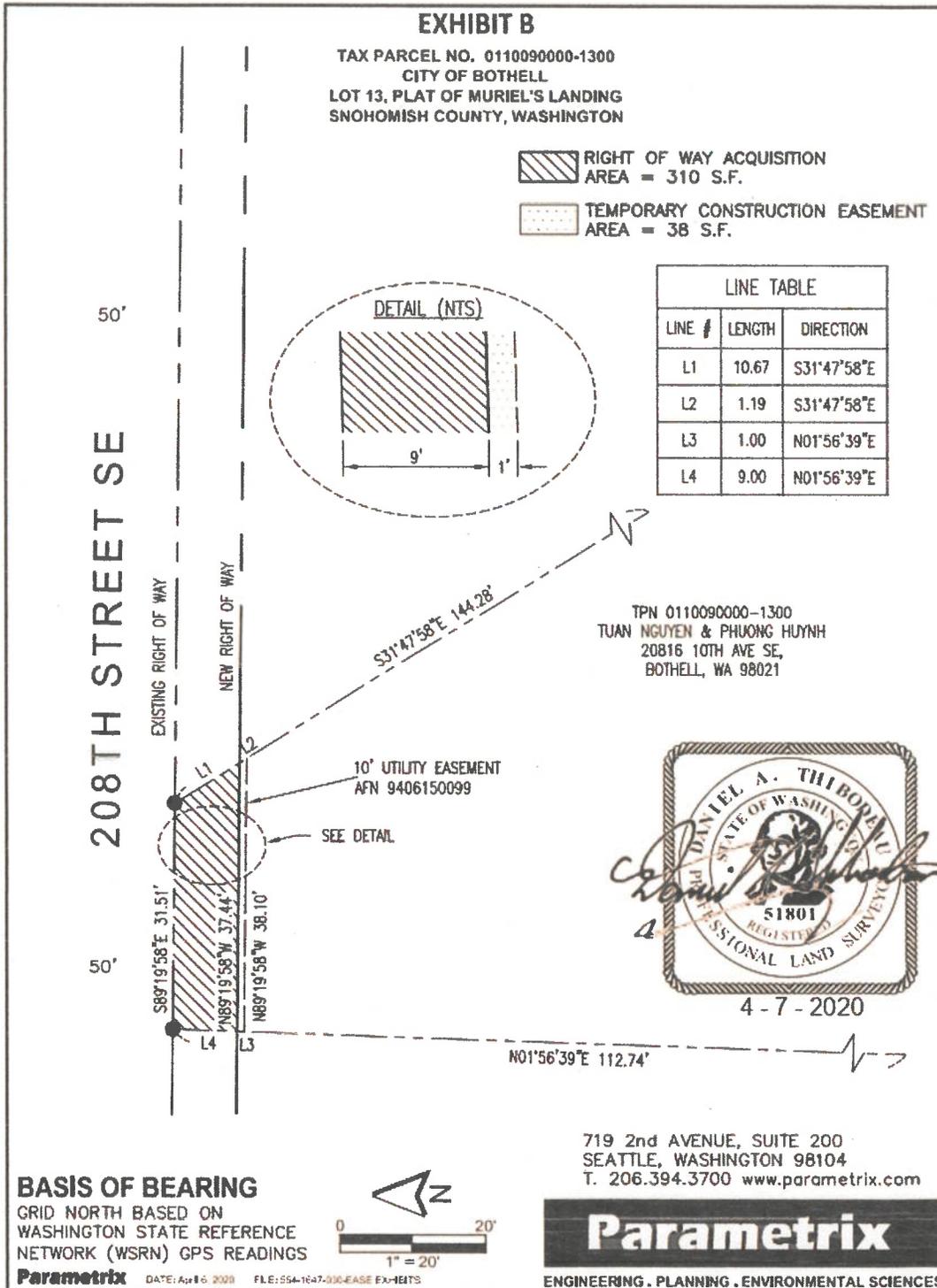
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 38 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

TEMPORARY EASEMENT



After recording return document to:

City of Bothell
8415 101st Ave, NE
Bothell, WA 98011

Document Title: Warranty Deed
Grantor: Mudassir S. Mohammed
Grantee: City of Bothell
Legal Description: ptn of: Lot 12, Muriel's Landing Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 01100900001200

WARRANTY DEED

NORTH CREEK TRAIL SECTION 4

The Grantor, **Mudassir Mohammed, as his separate estate**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby conveys and warrants to the **City of Bothell**, Grantee, the following described real property situated in Snohomish County, in the State of Washington, under the imminent threat of the Grantee's exercise of its rights of Eminent Domain:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

WARRANTY DEED

EXHIBIT A

RIGHT OF WAY ACQUISITION DESCRIPTION

20812 10TH AVENUE SE

TAX PARCEL NUMBER 0110090000-1200

A PORTION OF LOT 12, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 9.00 FEET OF SAID LOT 12.

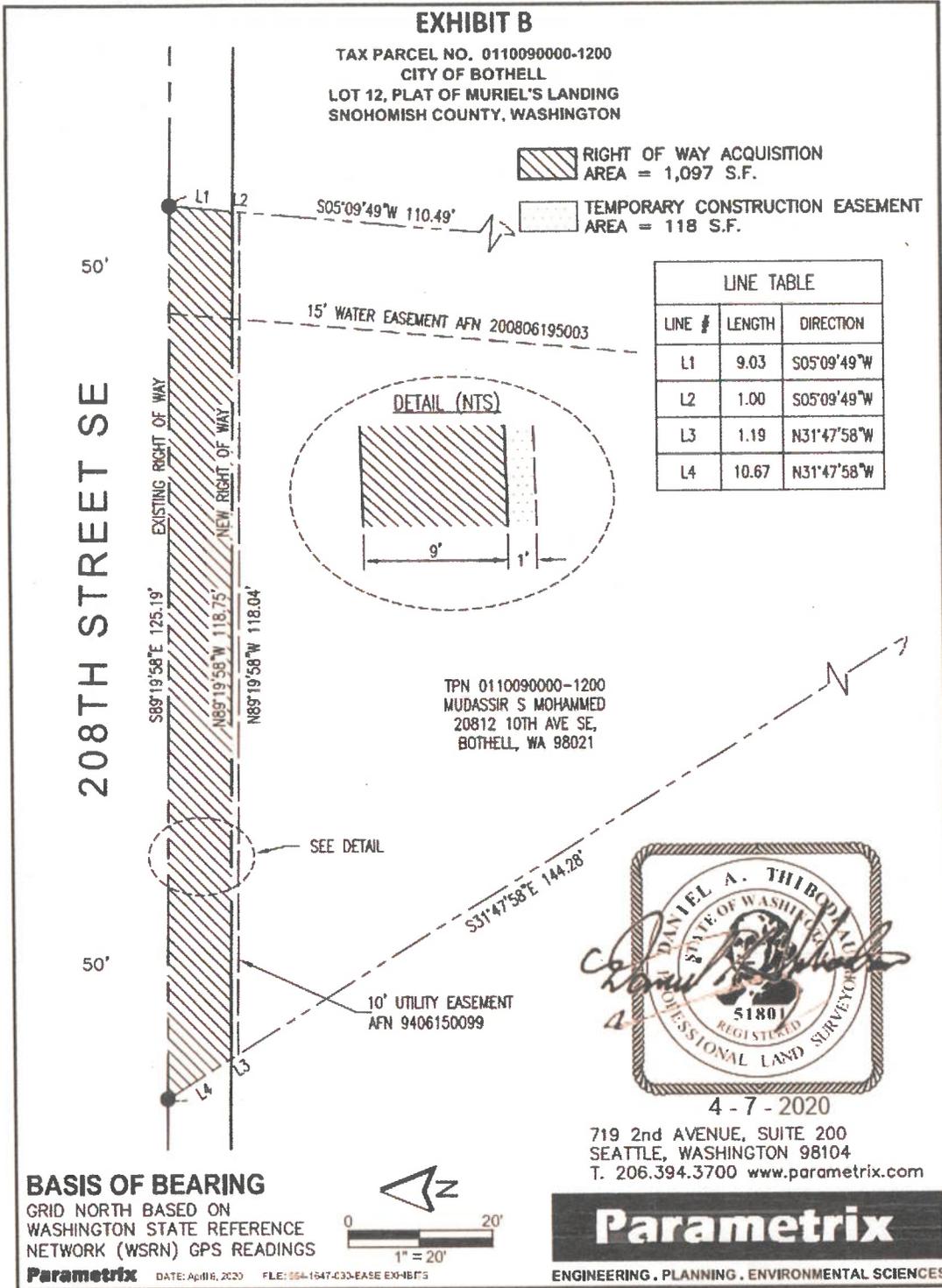
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 1,097 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

WARRANTY DEED



After recording return document to:

City of Bothell1
8415 101st Ave, NE
Bothell, WA 98011

Document Title: Warranty Deed
Grantor: Mudassir S. Mohammed
Grantee: City of Bothell
Legal Description: ptn of: Lot 12, Muriel's Landing Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 01100900001200

TEMPORARY EASEMENT

NORTH CREEK TRAIL SECTION 4

The Grantor, **Mudassir S. Mohammed, as his separate estate**, for and in consideration of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, conveys and grants unto the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege and easement over, upon, and across the hereinafter described lands for the purpose of installation and grading for trail improvements along with removing and reinstalling the privately owned wooden fence.

The temporary rights herein granted shall terminate on March 1, 2023.

Said lands being situated in Snohomish County, State of Washington, and described as follows:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell** unless and until accepted and approved hereon in writing for the **City of Bothell** by its authorized agent.

TEMPORARY EASEMENT

EXHIBIT A

**TEMPORARY CONSTRUCTION EASEMENT
20812 10TH AVENUE SE
TAX PARCEL NUMBER 0110090000-1200**

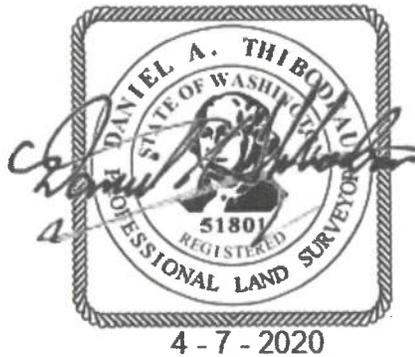
A PORTION OF LOT 12, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 10.00 FEET OF SAID LOT 12;

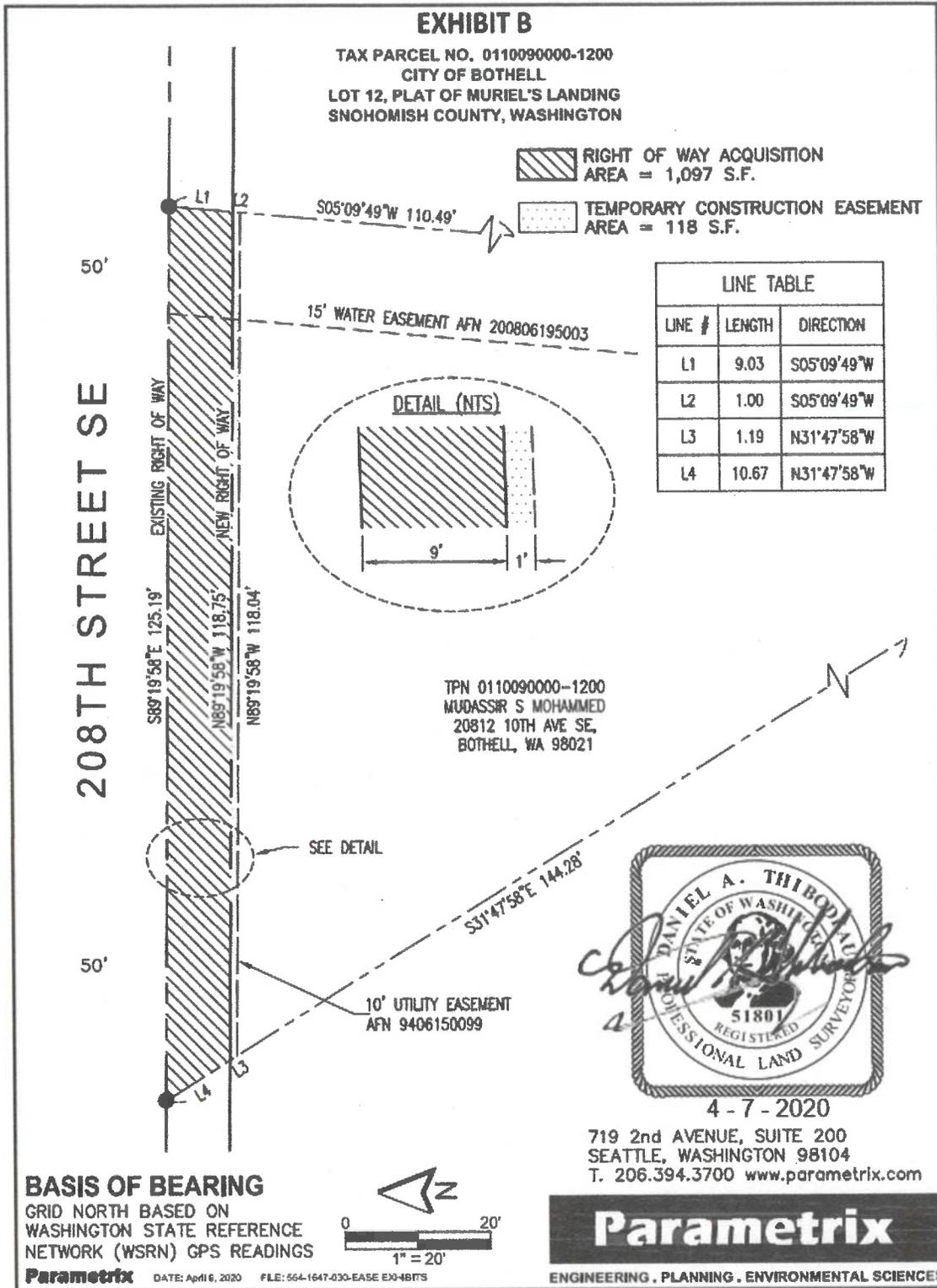
EXCEPT THE NORTH 9.00 FEET THEREOF.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 118 SQUARE FEET, MORE OR LESS.



TEMPORARY EASEMENT



After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Document Title: Warranty Deed
Grantors: Kristy Gillis
Grantees: City of Bothell
Legal Description: Ptn. of: Lot 10, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 0110090000-1000

WARRANTY DEED

NORTH CREEK TRAIL SECTION 4

The Grantors **Kristy Gillis, as her separate estate**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby conveys and warrants to the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, the following described real property situated in Snohomish County, in the State of Washington, under the imminent threat of the Grantee's exercise of its rights of Eminent Domain:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

WARRANTY DEED

EXHIBIT A

RIGHT OF WAY ACQUISITION DESCRIPTION

20817 10TH AVENUE SE

TAX PARCEL NUMBER 0110090000-1000

A PORTION OF LOT 10, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 9.00 FEET OF SAID LOT 10.

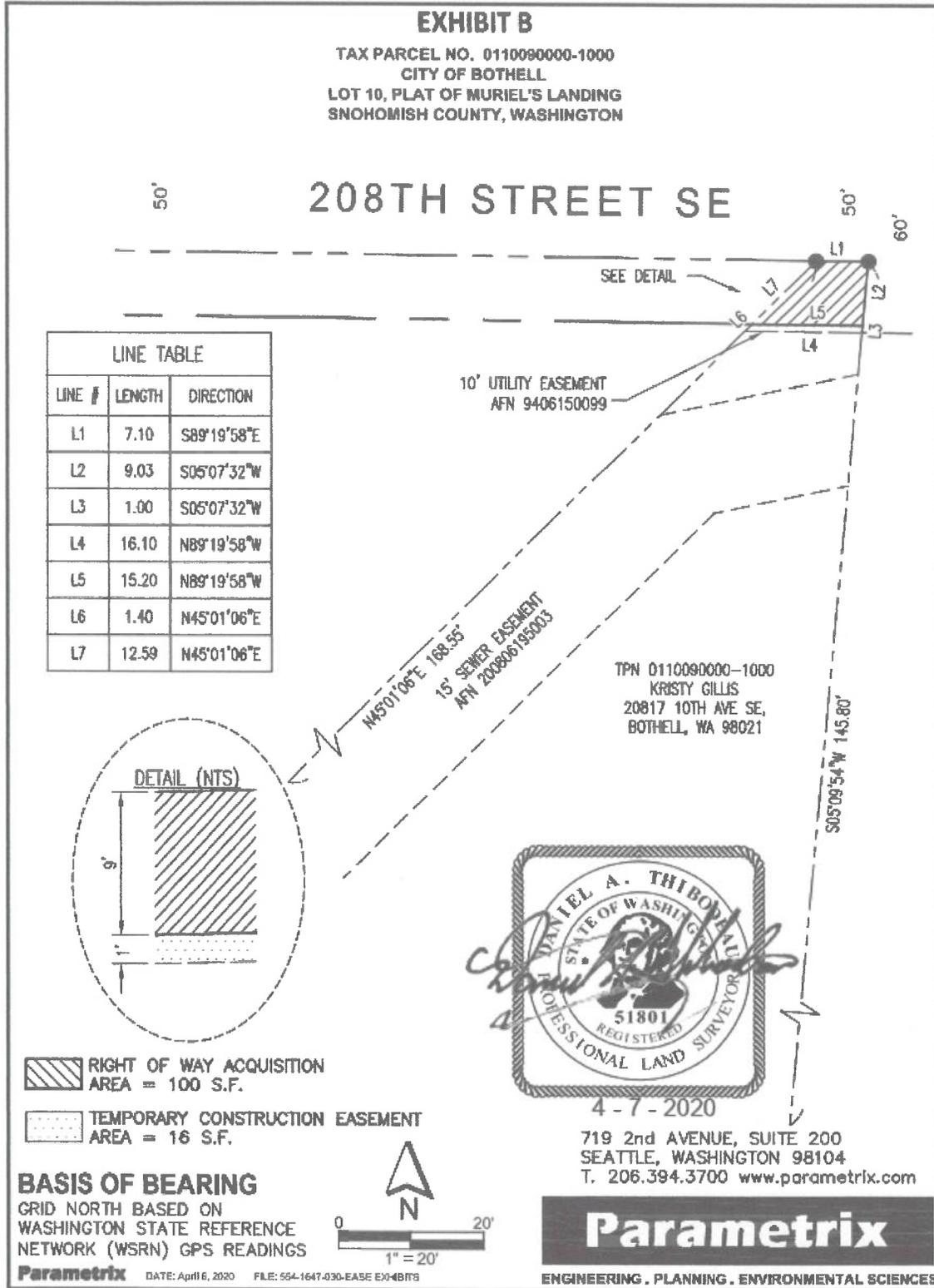
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 100 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

WARRANTY DEED



After recording return document to:

City of Bothell
18415 101st Ave, NE
Bothell, WA 98011

Document Title: Temporary Easement
Grantors: Kristy Gillis
Grantees: City of Bothell
Legal Description: Lot 10, Muriel's Landing, Plat No. 200806195003
Additional Legal Description is on Page 4 of Document
Assessor's Tax Parcel Number: 0110090000-1000

TEMPORARY EASEMENT

NORTH CREEK TRAIL SECTION 4

The Grantors, **Kristy Gillis, as her separate estate**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, conveys and grants unto the **City of Bothell, a Washington Municipality**, and its assigns, Grantee, under the imminent threat of the Grantee's exercise of its right of Eminent Domain, the right, privilege and easement over, upon, and across the hereinafter described lands for the purpose of installation and grading for trail improvements along with removing and reinstalling the privately owned wooden fence.

The temporary rights herein granted shall terminate on March 1, 2023.

Said lands being situated in Snohomish County, State of Washington, and described as follows:

For legal description and additional conditions
See Exhibit A and Exhibit B attached hereto and made a part hereof.

It is understood and agreed that delivery of this temporary easement is hereby tendered and that the terms and obligations hereof shall not become binding upon the **City of Bothell** unless and until accepted and approved hereon in writing for the **City of Bothell**, by its authorized agent.

TEMPORARY EASEMENT

EXHIBIT A

TEMPORARY CONSTRUCTION EASEMENT

20817 10TH AVENUE SE

TAX PARCEL NUMBER 0110090000-1000

A PORTION OF LOT 10, ACCORDING TO THE PLAT OF MURIEL'S LANDING, AS RECORDED UNDER AUDITOR'S FILE NUMBER 200806195003, RECORDS OF SNOHOMISH COUNTY, WASHINGTON; BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 10.00 FEET OF SAID LOT 10;

EXCEPT THE NORTH 9.00 FEET THEREOF.

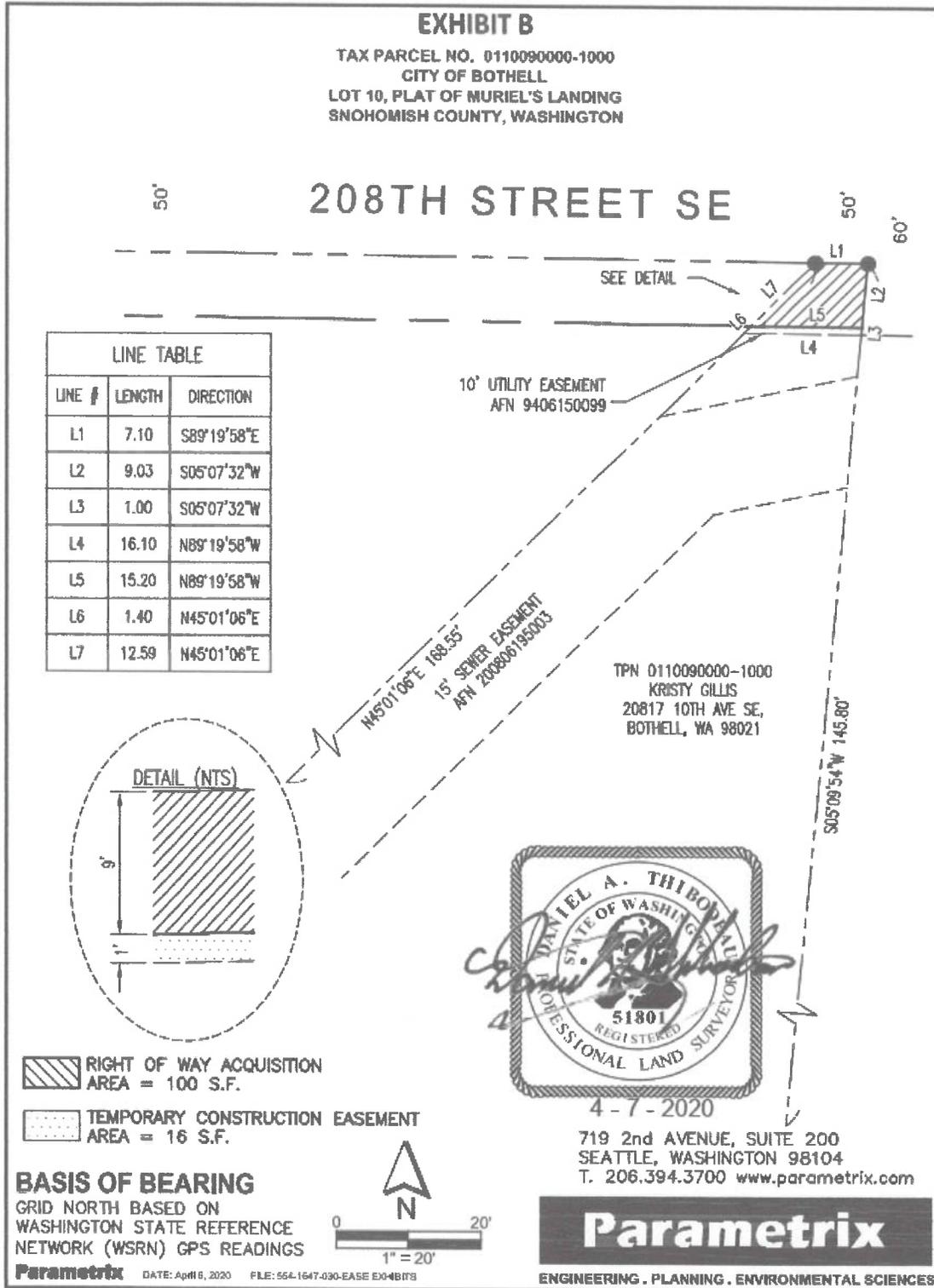
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

AREA CONTAINS 16 SQUARE FEET, MORE OR LESS.



4 - 7 - 2020

TEMPORARY EASEMENT



CONSTRUCTION MEMORANDUM OF UNDERSTANDING

between
City of Bothell, Public Works, Washington
And

Property Owner: Kristy Gillis

Phone: 612.799.8100

City Road: 20817 10th Ave SE Bothell, WA 98021

Tax Parcel No.: a portion of 0110090000-1000

FA No. CM-STPUL-0110(014)

Project Parcel 106

Description: *The purpose of this document is to memorialize the understanding of City of Bothell and Property Owner with respect to the details of the City's acknowledgment and agreement to the undersigned Property Owner.*

In conjunction with the purchase of right-of-way for the above-referenced road project, City of Bothell and the undersigned Property Owner hereby agree to the following:

The City acknowledges the following as conditional items be addressed and mutual consent be agreed upon, in exchange for the purchase of right of way:

- Fencing for the Easterly boundary of the property where the new fence location meets the side fencing that borders Centennial Park to the West, will be stepped down from the finished height of the fencing bordering 208th St. SE if greater than 6-feet, in a graduated manner to avoid a sudden change of fence height between the old side 6-foot fence and the new fence height.

Property Owner:

City of Bothell:

Date: July 6, 2020

Date: _____

By: Kristy Gillis

By: _____

Kristy Gillis

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Jennifer Phillips, City Manager

DATE: October 6, 2020

SUBJECT: Direction regarding Use of Public Street and Rights of Way on Main Street and Use of Private Property/Parking Areas for Outdoor Dining

POLICY CONSIDERATION: The Council is asked to provide direction: 1) on whether to discontinue use of public streets and rights of way on one block of Main Street as planned on October 26, 2020 or to extend the use further; 2) regarding returning with an extension for use of private property/parking areas for outdoor dining which currently is set to expire on December 15, 2020; and 3) continuing the fee suspension currently extended to all downtown public area use permits and fee waiver for private property/parking area permits.

BACKGROUND: The COVID-19 outbreak began in Washington in early March and by mid-March the Governor began issuing orders to reduce the spread of this highly contagious virus. As with so many other states in America and nations around the world, the impacts of stay at home orders have been difficult on both businesses and individuals. On June 2, 2020 the City Council provided direction to close Main Street between 101st Ave NE and 102nd Ave NE and allow use of the right of way at no cost to support downtown businesses. Three restaurants submitted permits and have utilized the street closure for additional outside dining. On June 9, 2020 the City Council provided direction to extend the waived fees and charges for Public Area Use Permits to all downtown businesses.

Also on June 9, 2020, the City Council adopted an interim ordinance to allow temporary use of private property/parking areas for outdoor dining. Three additional restaurants have submitted permits and have utilized private property/parking areas for outdoor dining.

DISCUSSION: Regarding the closure of Main Street, the closure and waived fees for all downtown public area use permits were intended to end after Labor Day. This day was selected because normally the City experiences a significant increase in traffic when schools are back in session. With both UW Bothell and Cascadia College offering virtual classes this quarter and the Northshore School District

also offering on-line classes, it is anticipated that traffic will remain low in the downtown. Based on very positive feedback from the three businesses permitted to use the closed block of Main Street, as well as establishment patrons and the community in general, the City Council extended the Main Street closure to October 26, 2020. As a note, per the Governor's Order, outdoor dining may have a canopy, but may not have more than two "walls" or plastic curtains to ensure proper ventilation.

As colder weather approaches, the three businesses on Main Street requested that the City Council make a decision regarding a further extension of Main Street as soon as possible, so they can either prepare to close down their outdoor dining or purchase the necessary equipment to provide a comfortable outdoor dining area for their patrons.

At this point there are several critical factors regarding the continuation of outdoor dining on Main Street. First, per the Bothell Municipal Code, any temporary structure that remains in place longer than 180 days is considered a permanent structure. This change, from temporary to permanent, requires significant improvements to the structures. The Building Official is authorized to grant extensions for demonstrated cause.

Second, the International Fire Code Commentary states: "Equipment of any kind that uses a flammable liquid for fuel must not be used inside a membrane structure because of the possibility of fuel leakage as well as the risk of accumulation of noxious exhaust fumes. Fluid leaks could vaporize and reach a flammable concentration. Exhaust fumes normally contain carbon monoxide and other gases that are harmful to occupants." In addition, extension cords may not be used to power electric heaters.

Third, as mentioned above, the Governor's Order states that outdoor dining canopies may not have more than two walls, sides or curtains to ensure proper ventilation.

Finally, during the fall and winter weather, the closed block of Main Street will not be swept, have leaves removed or receive any snow removal due to inadequate access for public works crews and equipment.

Staff is also seeking direction from the City Council if staff should return in early December with an extension to the interim ordinance allowing use of private property/parking areas for outdoor dining. The same requirements, as outlined

above, except leaf and snow removal, apply to businesses using private property/parking areas for outdoor dining.

FISCAL IMPACTS: No additional costs will be incurred by retaining the Main Street Closure or extending the use of private property/parking areas for outdoor dining. There is a minor revenue reduction associated with continued suspension of public area use permit and usage fees as well as private property/parking area permits. If the continued closure results in increased sales for affected businesses, then the City will collect additional sales tax from those sales. The increased revenue is expected to be minor, relative to the City's General Fund budget.

ATTACHMENTS: None

RECOMMENDED ACTION: Provide direction to the City Manager regarding whether to continue the closure of Main Street and allow continued use of the downtown public street and public right way at no charge. Also provide direction regarding extension of the interim ordinance allowing use of private property/parking areas for outdoor dining and waiving permit fees.

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Jennifer Phillips, City Manager

DATE: October 6, 2020

SUBJECT: Update on Progress towards Council’s 2019-2020 Biennium Goals

POLICY CONSIDERATION: The Council Goals serve as policy direction to the City Manager for the allocation of resources to achieve the Council’s agreed upon priorities. Typically, the Council is presented with quarterly updates on progress made toward achieving the Council’s goals. This update also offers the Council an opportunity to consider any new or modified policy direction that the Council may be interested in pursuing.

HISTORY:	DATE	ACTION
	OCTOBER 16, 2018	Council adopted goals for the 2019-2020 biennium.
	FEBRUARY 19, 2019	Council adopted the Council Goals Scorecard for 2019-2020.
	MAY 21, 2019	Council received Scorecard Update for 1 st Quarter 2019-2020 biennium.
	SEPTEMBER 3, 2019	Council received Scorecard Update for 2 nd Quarter 2019-2020 biennium.
	NOVEMBER 19, 2019	Council received Scorecard Update for 3 rd Quarter 2019-2020 biennium.
	JUNE 16, 2020	Due staff’s efforts in responding to COVID, quarterly updates were postponed. This item covered an update to Council for 4 th Quarter 2019 through May 31, 2020.

DISCUSSION: The attached Scorecard has been updated with the steps that staff have taken since May 2020 to achieve the Council’s biennium goals, as well as upcoming actions. These strategic objectives were then “scored” with green, yellow, or red.

- Green: work is proceeding on schedule or has been accomplished.
- Yellow: a delay has occurred, and staff will continue to pursue this course of action.
- Red: re-evaluation of the objective is necessary and possibly a different course of action.

It is important to note that, due to this year's unexpected pandemic, priorities and workloads for staff have had to be adjusted, thus causing a delay in work towards completing some of Council's goals. The strategic objectives and targeted completion dates have been updated accordingly on the attached scorecard.

FISCAL IMPACTS: | No impacts from this report.

ATTACHMENTS: | Att-1. 2019-2020 Biennium Scorecard

RECOMMENDED ACTION: | No action is requested at this time.

CITY COUNCIL 2019-2020 GOALS

Scorecard Update

Through August 2020

GOALS

[Affordable Housing Strategy](#)

[City-wide Teambuilding, Training, and Organizational Development](#)

[Community Connections](#)

[Community Health for Those In Need](#)

[Economic Development](#)

[Environmental Stewardship and Sustainability](#)

[Fiscal Responsibility and Stability](#)

[Parks/ Recreation/ Open Space Partnerships](#)

[Public Safety Strategy](#)

[Technology Strategy](#)

STATUS KEY



ON SCHEDULE



CAUTION



DELAYED

AFFORDABLE HOUSING STRATEGY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion	Updates	Status
<p>Implement Housing Strategy, with an emphasis on affordable housing.</p>	<ol style="list-style-type: none"> 1. Continue to implement actions in Housing Work Program that encourage Affordable Dwelling Units (ADU) (e.g. code amendments, cost savings). 2. Enact additional affordable housing tools identified by Council in the Housing Work Program. 3. Pursue partnerships to create additional housing, especially affordable, around Transit-oriented Development (TOD). 	<p>CD, Legal, Finance, PW</p>	<ol style="list-style-type: none"> 1. Ongoing 2. Ongoing 3. Ongoing 	<ul style="list-style-type: none"> • Consultant continuing work on state grant-funded code amendments to increase the number of lots for short plats and allow duplexes on corner lots in single family zones – project slowed down due to other priorities. • Multifamily Tax Exemption (MFTE) program still in process but slowed down primarily due to ARCH staff working on affordable housing analysis for Canyon Park and, to a lesser extent, Parcel A. • Canyon Park has been the major focus of affordable housing work during much of the summer to create a mandatory and/or incentive program for the subarea. • Code amendments for reduced parking to facilitate affordable housing project on Parcel A and elsewhere recommended by Planning Commission, due for Council action 9/8. • Vacant Senior Planner position has slowed progress to varying degrees but all items are still in the work program. 	

[Return to Top](#)

CITY-WIDE TEAMBUILDING, TRAINING, AND ORGANIZATIONAL DEVELOPMENT

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	tatus
<p>Hire levy and other positions in line with organizational goals/values, ensuring the City is obtaining the best possible talent available.</p>	<ol style="list-style-type: none"> 1. Take Levy hiring plan to Council in 1st Qtr 2019. 2. Implement levy plan as approved by the City Manager. 3. Develop and begin implementing diversity hiring plan. 4. Identify alternative recruitment resources and methods for difficult to hire positions including police officers, dispatchers, engineers, etc. 	<p>Exec, HR, Police, Fire, PW, IS</p>	<ol style="list-style-type: none"> 1. Q1 2019 2. Q2 2023 3. Q1 2020 4. Q3 2020 	<ul style="list-style-type: none"> • 23 out of 27 levy-funded positions are filled as of Q2 2020 – 4 firefighters, 13 officers, IS App Analyst, Probation Lead, Building Maintenance Specialist, Police Support Officer, Property Coordinator and Crime Analyst. • 4 levy-funded positions remain vacant as of Q2 2020: Community Engagement Coordinator, Navigator Mental Health Professional, and two firefighters. Recruitment for Community Engagement Coordinator and Navigator Mental Health Professional will be initiated in June. Recruitment currently underway to fill two Firefighter positions • Levy Team is preparing new project plan to reflect COVID-19 related delays • Hiring freeze in place due to financial impacts of COVID-19. Only absolutely essential positions being approved for fill • New recruiting model for Capital Project Engineer/Associate Engineer. First person hired in new Associate role. • Intern partnership with Northshore School District in Public Works that emphasizes providing high school seniors with disabilities opportunities to work in office environments. • City partnering with Archbright to review current workforce and community demographics to begin development of a diversity hiring plan. 	

<p>Identify development gaps and succession planning opportunities. Conduct organization-wide training and other development activities to fill gaps and provide career development.</p>	<ol style="list-style-type: none"> 1. Develop leadership competency framework and begin including leadership job level professional competencies in job description, performance appraisals, training plan, etc. 2. Fill training gaps identified in 2017 WCIA audit. 	<p><u>HR</u></p>	<ol style="list-style-type: none"> 1. Q3 2020 2. Q4 2019 	<ul style="list-style-type: none"> • The City is partnering with Summit Law to provide various legal/supervisory trainings in the last quarter of 2019 and 2020 that will fill the gaps identified in the WCIA audit. • HR Director Mathew Pruitt has met with managers group to provide training on “just cause” requirements and the performance appraisal process. • Vast majority of training has been canceled for 2020 due to COVID 19. Developing training plan for 2021-2022 to ensure all required and highly valuable training is funded to ensure our 360 employees retain and enhance their skills 	
<p>Culture: To instill values that promote exceptional customer service, teamwork, innovation, safety and ethics in the workplace.</p>	<ol style="list-style-type: none"> 1. Link organizational values to competency framework. 2. Develop and conduct first annual employee engagement survey and develop a plan in response to employee feedback. 3. Join AWC retrospective rating program and begin implementing recommended changes. 4. Develop three safety-related programs by the end of 2019 to be included in newly developed accident prevention program, and five by the end of 2020. 5. Identify and implement ways to recognize/reward employees for living up to organizational values. 	<p><u>HR</u></p>	<ol style="list-style-type: none"> 1. Q2 2019 2. Q4 2019 3. Q2 2019 4. Q4 2020 5. Q1 2019 	<ul style="list-style-type: none"> • HR working with Archbright to finalize new competency framework that will be used in job descriptions and performance appraisals. • City joined AWC retrospective rating program. • Working with Edmonds Community College safety and health program to bring unpaid intern on board to assist with safety program development. • Employees given awards at Employee Appreciation Luncheon for reflecting City values. • Safety program has developed hearing conservation program and is working with the Fire Department to purchase hearing protection and reduce hearing related injuries. • New Return to Work process in the final stages of being developed. • Consultant hired and in the process of developing three safety programs including lock out/tag out, silica exposure, and confined space entry. 	

				<ul style="list-style-type: none"> • 2nd Annual Safety Rodeo was a huge success. • Defensive driving training provided to all city employees. • Active shooter training provided to all employees at BOC and City Hall. • Verbal de-escalation training scheduled for Q4. 	
Attain American Public Works Association (APWA) Accreditation	<ol style="list-style-type: none"> 1. Complete and submit Self-Assessment 2. On-site Evaluation 3. Accreditation awarded by APWA at Council 	<u>PW</u>	<ol style="list-style-type: none"> 1. Q4 2019 2. Q3 2020 3. Q1 2021 	Due to COVID-19, the APWA site visit was rescheduled again from August to December 2020 and changed to virtual. The peer review process by APWA began in August. Staffing reductions and workload are also impacting department's resources and ability to work on this strategic objective.	

[Return to Top](#)

COMMUNITY CONNECTIONS					
Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Events and Activities Plan	<ol style="list-style-type: none"> 1. Develop community partners for new events and activities. 2. Host Concert in the Park Series, 4th of July, Just Kidding Around (kids music concerts), Safe Halloween, Arbor Day. 3. Hire New Volunteer and Special Events Coordinator to develop and administer new citywide program. 4. Create new Special Event Permit Process for simpler, more efficient process. 	<u>P&R</u> , Exec	<ol style="list-style-type: none"> 1. Ongoing 2. Completed 3. Completed 4. Ongoing 	<ul style="list-style-type: none"> • 50 Special Events were permitted in 2019. • 23 permitted events were organized by the City. • 27 permitted events were organized by external groups. • 26 event sponsorships were secured for City organized special events bringing in over \$45K to help offset the costs to produce special events. • Staff met with internal and external stakeholders who completed surveys and gave feedback on current process Information presented to Council at February 4, 2020 Study Session • Based on feedback received and clarified objectives, staff is working on crafting a 	

				<p>new Special Event Permit process for review and adoption by Council in 2020.</p> <ul style="list-style-type: none"> • Due to COVID-19 Response, no new special event applications are being accepted in 2020. City staff have worked with all applicants to cancel the remaining special events on the calendar for 2020.. Under Governor Inslee’s Phased Plan for Re-opening, gatherings of 50 or more will only be allowed in phase 4. • Recreation Coordination position was laid off. Director and Special Event/Volunteer Coordinator are evaluating innovative ways to deliver special events in the COVID/post COVID future looking at partnerships, virtual opportunities, smaller venues, new safety guidelines and other enterprise opportunities within the community. 	
Arts Commission Programs and Public Art	<ol style="list-style-type: none"> 1. Work to secure funding from King County's 4Culture program for creative consultant to assist Arts Commission with a cultural plan for the City. 2. Begin preparations for transition of Living Wall in City Hall into new art piece or venue. 3. Develop 2019-2020 work plan for Council consideration 4. Apply for grant funding from 4Culture to continue creative consultant work for Phase 3 and 4 of completed Cultural Plan. 5. Staff works with PW to incorporate art into construction of Fire Station #42 using 1% for Public Art Funds. 	<u>Parks</u> , PW	<ol style="list-style-type: none"> 1. Q2 2019 2. Q3 2019 3. Q2 2019 4. Q1 2020 5. Q2 2020 	<ul style="list-style-type: none"> • Funding received from 4Culture for \$15,000 to complete Phase 1 to hire creative consultant to develop a cultural plan. • Commission dedicates a portion of their budget to implement Phase 2 for the completion of the Cultural Plan in December 2019. • Living Wall plants removed, wall covered with decorative cloth so Arts Commission can begin prepping for art on wall. Commission cannot use one-percent for art funds to sheetrock wall and funds not available through general fund. Council adopted 2019 Arts Commission Work Plan on April 16. • Arts Commission will return to Council with 2020 work plan after Phase 3 of Implementation of Cultural Plan is complete. 	

				<ul style="list-style-type: none"> • Arts Commission met in August and completed virtual implementation planning with consultant. • Q2 2020: Call for Artists RFQ. • 192 artists applied for Fire Station #42. Jurors are now down to 3 finalists and will be forwarding their recommendation to Council in November 2020. 	
Communications program	Evaluate and refresh current communications program	<u>Exec</u>	Q2-Q3 2019	<ul style="list-style-type: none"> • Communications Team continues, but has slowed due to layoff of three members. • Surveyed all non-profits and service agencies to learn more about community needs and help shape community grant program. • Surveyed businesses to assess COVID impacts and shape small business grant program. • Continue to add stakeholder information and new contacts to Community Mapping database to help with future community engagement. • Transitioned printed Bothell Bridge to electric version; sent postcards to all residents notifying of the change • Consistently summarized and shared COVID-19 and public health information. Main COVID webpage has been the most visited page on bothellwa.gov this year, with almost 10,000 page visits this quarter alone. • Total website pageviews increased 44% this quarter as users read more content. • Facebook post engagements increased 21% and Nextdoor impressions increased by 300%. 	
Diversity Committee	Develop an internal Diversity Committee	<u>HR</u>	Q1	<ul style="list-style-type: none"> • Completed “welcome” window in City Hall Lobby. • Gave an update to council on April 2. • Developed City Council proclamation to recognize Pride Month. 	

				<ul style="list-style-type: none"> • Send out monthly newsletter to all employees. • Offering “race and family” series discussions to Bothell employees. • Started “lunch with” program to allow employees of different background to share food and talk about their ethnicity/culture • Planning mandatory implicit bias training for Spring 2020, now delayed due to COVID -19 	
Boards and Commissions Meet and Greet.	Host two events annually for members of all City Boards and Commissions to get to know each other.	<u>Exec</u>	Q2 May	Two Meet & Greet events were held in conjunction with Artist Receptions in 2019. Meet and Greet events have been cancelled in 2020 due to COVID-19 response.	

COMMUNITY HEALTH FOR THOSE IN NEED

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Human Services Grants	<ol style="list-style-type: none"> 1. Pursue deliberate strategy for program improvement in 2019/2020 in preparation for greater local focus of grants in the future. 2. \$344,760 distribution of grants in 2019 to support human services in Bothell area. 3. Held approximately \$50,000 in 2020 to fund a Program/Needs Assessment 4. Work with the Human Services Committee and/or the full Council to determine direction of grant program for 2021-2022. 	<u>Exec</u>	<ol style="list-style-type: none"> 1. Q4 2019 2. Q2 2019 3. Q3 2020 	<ul style="list-style-type: none"> • Staff met with the Council’s Human Services Committee to discuss possible alternatives for managing the human services grants. Staff is currently gathering data to provide analyses of these alternatives by Sept. 2019. • Contracts to fund the 46 programs were executed by end of May 2019. Agencies are submitting their quarterly reports and reimbursement requests. • Due to COVID-19, work on revamping the Human Services grant program was placed on hold. The current grants will expire at the end of 2020. 	

<p>Improve the Police Department response to those in the community who are impacted by mental health challenges, drug addiction, and homelessness.</p>	<ol style="list-style-type: none"> 1. Formalize and expand the North Sound RADAR Navigator program 2. Crisis intervention training for commissioned staff 3. Cops & Clergy 	<p><u>Police</u>, HR, Legal, Finance</p>	<ol style="list-style-type: none"> 1. Q4 2019 2. Q4 2019 3. Q4 2019 4. Q1 2020 5. Q2 2020 	<ul style="list-style-type: none"> • Q1: The RADAR Navigator ILA was approved and signed. In Bothell, the Program received 30 case referrals and conducted 60 follow-ups from those referrals. • Q2: The RADAR Navigator program continued to serve persons in need of services, with 39 case referrals and over 60 follow-ups and co-responsive contacts. • Q2: The Police Department held a well-attended Cops and Clergy meeting, with a full discussion on the topic of Homelessness and Mental Health in our City. • Q2: The Police Department, along with other City personnel and volunteers conducted an updated homeless count. • Q3: The RADAR program has assigned Renee Cox as the Acting RADAR Manager. • Q3: The Police Department, with the assistance of HR and Legal, has posted an updated Job announcement for the RADAR Manager position. • Q3: The Police Department, with the assistance of HR and Legal updated and completed contracts for the Acting RADAR Manager and RADAR Consultant. • Q3: Capt. Rogers and MPO O’Neal attended the CIT International Conference in Seattle. • Q3: As of Q3, 27 commissioned employees have completed the CIT annual refresher. • Q3: As of Q3, one additional officer has completed the 40 hr CIT course. • Q4: As of Q4, all commissioned employees have completed the mandatory CIT annual refresher. • Q4: No Cops and Clergy events were scheduled during the quarter. 	
---	---	--	--	--	---

				<ul style="list-style-type: none"> • Q4: RADAR Manager candidate currently in background. • Q4: 3 RADAR Navigators are currently in background. • Q4: Interview process on-going for 4th RADAR Navigator. • Q2: During the Stay Home, Stay Healthy proclamation, the chaplains have mainly been out of service. There have been no Cops and Clergy events schedules since the Stay Home, Stay Healthy proclamation went into effect. • Q2: Since the beginning of 2020, twenty commissioned personnel have completed the annual on-line 2 hour CIT Update course. • Q2: Employees of the Bothell Police Department with additional assistance from Bothell Fire Department hosted a “Food Drive-Through. The food drive brought in over \$5,000.00 in cash and 6,700 pounds of food. HopeLink stated that the money and food would provide 6,350 meals for those in need. • Q1: RADAR Manager Brook Buettner was hired and funded 100% through a MIDD grant. • Q2: RADAR Manager Buettner has hired two Navigators, with a third in Background. An additional Navigator, funded through WASPC, was provided through Kirkland PD. • Q2: RADAR Manager Buettner has provided a number of presentations with the partnering cities and to King County Council. • Q2: RADAR Manager Buettner has created a schedule to track all the Navigators work 	
--	--	--	--	---	--

				<p>schedule and worked on writing the Navigator Program Policy and Procedure manual.</p> <ul style="list-style-type: none"> • Q3: King County MIDD (Mental Illness and Drug Dependency) grant funding was reduced by approximately \$500,000 for 2020. This leaves roughly \$25,000 for RADAR services for the remainder of 2020. We were advised that these cuts were a result of COVID and the economic downturn. This will not impact the Levy funded Navigator position. • Q3: No Cops and Clergy events were scheduled during the quarter. • Q3: In the months of July and August, 3 more Commissioned Personnel have completed the Annual CIT Refresher, online training. 	
--	--	--	--	--	--

ECONOMIC DEVELOPMENT

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Tourism Program	<ol style="list-style-type: none"> 1. Launch new website, utilizing new brand for program and new strategy of audience targeting and outreach. 2. Create work plan for Council review. Alter contracting strategy for greater efficiency in marketing and promotion work. 3. Explore a variety of vendor services in 2019 for greater effectiveness and generation of hotel stays. 4. Research event that brings in over-night stays to Bothell hotels. 5. Present 2020/2021 Streetsense contract to Council for considered adoption. 	<u>Parks</u>	<ol style="list-style-type: none"> 1. Q2 2019 2. Q1 2019 3. Q4 2019 4. Q1 2020 5. Q2 2020 6. Q2 2020 7. Q2 2020 8. Q3-Q4 2020 9. Q3 2020 	<ul style="list-style-type: none"> • New website launched in April. Traffic to website increased by 58.6% over old website in 1st month. • Council adopted work plan and new contract with StreetSense on Feb. 5, 2019. • Sip & Stay package launched with new brand. New contract began with Bandwango that created on-line packages, leveraging Bothell breweries, restaurants & shops, encouraging overnight hotel stays. • Q1: Over-night stays event research cancelled due to loss of hotel/motel tax revenue from COVID-19. All reserves dedicated to current program of work. 	

	<ol style="list-style-type: none"> 6. Program of work and Streetsense contract reduced due to loss in revenue from COVID-19 7. Revenue generating opportunity explored through JVA with Streetsense and Bandwango 8. Implement Bothell CARES Pass using CARES dollars from King County. 9. Receive survey results for 2019 Streetsense Return on Marketing Investment. 			<ul style="list-style-type: none"> • Q1: Streetsense 2020 contract adopted by Council on March 3. • Tourism program has been significantly impacted by COVID-19. Contract with StreetSense renegotiated. Assessing revenue projections and budget for 2020 and 2021-2022. • Revenue generating opportunity (Beer Passport) explored and could not be implemented due to State liquor control laws. 	
--	--	--	--	---	--

Environmental Cleanup/ Disposition of Surplus Property	Bothell Service Center (BSC) (Impacts Block D) <ol style="list-style-type: none"> 1. Install Bioremediation equipment 2. Complete Bioremediation and Soil Vapor Extraction (SVE) and groundwater compliance monitoring 3. Available for land development 4. Amend the CD to include the Wexler clean-up 5. Receive Department of Commerce \$1.5 million grant (Legislative appropriation) 	<u>PW</u> , Exec	<ol style="list-style-type: none"> 1. Q1 2019 2. Q2 2021 3. Q1 2019 4. Q2 2019 	<ul style="list-style-type: none"> • Focused soil excavation was completed at the end of August. Soil vapor extraction ended in September. Bioremediation and groundwater monitoring to ensure that the system is operating efficiently are on-going. • The property can be developed during bioremediation and monitoring activities within CD parameters. Ecology must be notified of any associated land transactions or work on the site that could affect clean-up to be consistent with agreements. Monitoring wells will have to be kept open and/or relocated, with Ecology approval, even after redevelopment. 	
Environmental Cleanup/ Disposition of Surplus Property	Ultra Site (Impacts City Center Block & Lot EFG) <ol style="list-style-type: none"> 1. Draft Remedial Investigation (RI), Feasibility Study (FS) and draft Clean-up Action Plan (dCAP) 2. Consent Decree finalized 3. Available for Land Development 	<u>PW</u> , Exec	<ol style="list-style-type: none"> 1. Q4 2019 2. Q3 2020 3. Unknown 	<ul style="list-style-type: none"> • Further characterization of the contamination, per Ecology request, started in February 2020 and was completed in August 2020. • Completion of characterization will provide an estimate of the timeline and cost of clean-up. Deliverable will be an RI/FS report, anticipated Q4 2020. 	
Environmental Cleanup/ Disposition of Surplus Property	Petroleum Sites (Hertz, Paint, Bothell Landing) <ol style="list-style-type: none"> 1. Record covenants associated with Agreed Orders (AOs) 	<u>PW</u>	<ol style="list-style-type: none"> 1. Q2 2019 2. Q2 2023 3. Q3 2023 4. Q2 2019 	<ul style="list-style-type: none"> • The covenants were finalized by Ecology and recorded by the City in March 2020. • Year 2 of groundwater monitoring continues (5 years total) 	

	<ol style="list-style-type: none"> 2. Complete Groundwater Monitoring 3. Satisfaction of Order (close-out) 4. Available for Land Development 			<ul style="list-style-type: none"> • These sites are not currently restricting land development. Ecology must be notified of any associated land transactions or work on the site that could affect clean-up to be consistent with agreements. 	
Environmental Cleanup/ Disposition of Surplus Property	Lot P South <ol style="list-style-type: none"> 1. Supplemental site characterization 2. Supplemental cleanup 3. Enrollment in PLIA 4. Available for Land Development 	<u>PW</u> , Exec, Legal	<ol style="list-style-type: none"> 1. Q4 2018 2. Q2 2019 3. Q2 2019 4. TBD 	<ul style="list-style-type: none"> • The third monitoring event was completed in July 2020. • PLIA sent the City an Opinion letter, and responses to the letter were sent in May 2020. A technical memorandum recommending site closeout has been prepared and will be sent to PLIA in fall 2020. Discussions with PLIA are ongoing • Availability for land development is contingent upon successful cleanup as determined by obtaining a series of clean groundwater monitoring results, estimating late 2020. 	
Environmental Cleanup/ Disposition of Surplus Property	Riverside Petroleum site (Impacts Lot EFG) Enter into new TPH-only cleanup Agreed Order	<u>PW</u> , Exec	Q3 2019	<ul style="list-style-type: none"> • Ecology issued a Satisfsaction of Order letter and delisted the TPH site in March 2020 since the clean-up has been completed. 	
Environmental Cleanup/ Disposition of Surplus Property	Riverside Solvent site (No Surplus Prop. Impact) <ol style="list-style-type: none"> 1. Enter into new solvent-only RI/FS/dCAP Agreed Order 2. Complete site characterization and RI/FS/dCAP 	<u>PW</u>	<ol style="list-style-type: none"> 1. Q3 2019 2. Q4 2020 	<ul style="list-style-type: none"> • Site characterization is underway, and the RI/FS/dCAP process is underway. 	
Environmental Cleanup/ Disposition of Surplus Property	Wexler <ol style="list-style-type: none"> 1. Remedial Investigations 2. BSC Consent Decree Amended 3. Implement cleanup 4. Available for Land Development 	<u>PW</u> , Exec	<ol style="list-style-type: none"> 1. Q4 2018 2. Q2 2019 3. Q3 2019 4. Q4 2019 	<ul style="list-style-type: none"> • The CD amendment was executed in October 2019. Construction plans for the cleanup were completed in October 2019 and the project was advertised for bids. • Council approved the execution of a cleanup contract with Wyser Construction in December 2019. The soil excavation and disposal was completed in February 2020.. • Groundwater monitoring is currently underway at the site (5 years) • The property is ready for development , now that the Wexler excavation has been 	

				completed. Sale and development of the property is subject to purchaser's willingness to work around bioremediation and monitoring wells that will remain in place for several years. Ecology must be notified of any associated land transactions to be consistent with the Consent Decree.	
--	--	--	--	--	--

<p>Sound Transit 3 BRTs and Park & Ride</p>	<ol style="list-style-type: none"> 1. Complete Park & Ride siting process 2. Advocate for robust service from SR 522 and I-405 BRT, including long-term connection between the two BRT routes for incorporation into final projects. 3. SR 522, Stage 3 Construction Funding Agreement 4. Sound Transit mitigates capacity and other impacts of locating bus barn in Canyon Park Regional Growth Center 5. SR 522, Stage 3 Construction begins 	<p>PW, Exec, CD</p>	<ol style="list-style-type: none"> 1. Q3 2019 2. Q1 & Q2 2019 3. ST Board Action: 3/2019; Council Action: 4/2019 4. Ongoing 5. Q2 2019 	<ul style="list-style-type: none"> • Sound Transit considers Lot P South as its primary option for its park and ride. The City has provided input on potential development concepts for the site. • Design of the SR 522/I-405 interchange with a transit facility to allow BRT connection continues. Design of an inline BRT stop along I-405 at the Brickyard park and ride continues. COVID-19 financial impacts could delay the project. • Sound Transit submitted a proposed 10% design of the SR 522/NE 145th St BRT project within Bothell. City staff reviewed and provided comments. ST and City staff are working through issues. Completion of the SEPA has been delayed by a couple months since the project concept has not been finalized. It is anticipated to be issued fall 2020 or winter 2021. ST has begun reaching out to potentially affected parcels and businesses along the SR 522 corridor to inform them of the project but has not yet done so in Bothell. It is anticipating this may occur in fall 2020. • Due to the impacts of the COVID-19 pandemic, the Sound Transit Board started talking about financial impacts in June 2020. Realignment of their program is anticipated to occur in summer 2021 which would determine the timing of the BRT projects through Bothell. 	
---	---	----------------------------	---	--	---

				<ul style="list-style-type: none"> Retaining wall work continues on the south side of the SR 522, Stage 3 project. It is estimated that work will switch to the north side in fall/winter 2020. It is anticipated the project will be complete in July 2021 with one year of plant establishment to follow. City staff continues to advocate with ST to explore a transfer of development rights (TDR) approach for retaining capacity for regional growth center in light of bus base siting. ST has not yet agreed to this approach. Staff continues to work on resolving the SEPA appeal of the minimum development amendments by the business park owners association. Staff and consultants are moving forward on Canyon Park subarea plan update. 	
Disposition of Surplus Property - Civic Center Lot	Amend regulations as directed by Council to facilitate sale and ensure desired development.	<u>Exec</u> , CD	Q2 2019	No amendments required at this time.	
Disposition of Surplus Property - Lot A	Review and if directed amend regulations as directed by Council to facilitate sale and ensure desired development.	<u>Exec</u> , CD	Q2 2019	Boundary Line Adjustment completed. Code changes for proposed affordable housing development are scheduled for Council action 9/8 – these will be beneficial to the developer in pursuing construction funding. PSA in negotiations. Option Agreement signed and developer due diligence in process. Developer signed extension to extend due diligence until November 2020.	
Develop Economic Development Program.	<ol style="list-style-type: none"> Deliver consultant study with UW to create Economic Development Strategy Create Economic Development "dashboard" Initiate disposition of 5 city-owned parcels Create business retention and expansion program 	<u>Exec</u>	<ol style="list-style-type: none"> Q2 2019 Q2 2019 Q4 2019 for Lots A, D & P. TBD for Lots EFG and city hall block. Q2 2019 Q1 2020 	<ul style="list-style-type: none"> Economic Development dashboard completed and presented to Council. Lot A is on the market. Lots D&P to follow 4th quarter 2019. BRE program ongoing. BRE 50 meetings/6 months campaign completed and report finalized. Unable to deliver results of campaign due to the disruption of COVID-19 	

	5. Develop connections with businesses, initiate discussion on business license and fees options			<ul style="list-style-type: none"> • BRE program ongoing. All activities focused on COVID-19 mitigation, resiliency, and recovery • Completed review and recommendations for close to 100 applications for the Governor’s Small Business Emergency Grant 	
Develop strategy for 4 acres of former Wayne Golf Course	Work closely with Economic Development Manager to develop the parameters for a feasibility study on economic development opportunities at the 4 acres of unrestricted land on the former Wayne Golf Course property	Exec , all other Depts	Q4 2019	A Request for Proposals went out seeking consultants to complete a feasibility study for the site and a consultant chosen for conduct feasibility study. Launch date was 7/24/19. Feasibility study completed and presented to Council. A Wayne Golf Course informational meeting was held at City Hall on January 16 to discuss the history of the Wayne Golf Course purchase and the results of the feasibility study on the four acres of active space.	
Update Canyon Park Subarea Plan, including compliance with new criteria for Regional Growth Center (RGC)	<ol style="list-style-type: none"> 1. Engage stakeholders and general public in plan update. 2. Develop land use scenarios to inform plan update and SEPA 3. Draft plan and SEPA consistent with RGC requirements. 4. Complete SEPA and Final Plan update for Council action and implementation. 	CD, PW, Parks, Exec, Legal	<ol style="list-style-type: none"> 1. 2017-2019; Q1-Q4 2020 2. Complete 3. Complete 4. Q2-Q4 2020 	<ul style="list-style-type: none"> • Continued engagement with property and business owners, including major employers and public • Conducted virtual open houses and additional online survey with public. Additional outreach to stakeholders as the draft plan was being developed. Conducted additional transportation analysis to address questions of PW and CPBCOA and issued DEIS Addendum. • Issued Draft Subarea Plan for public review and comment and commenced Planning Commission public hearing that is expected to continue through October. • Vacancy of one long range planner position after Bruce’s retirement required re-assigning staff to complete this project, resulting in delays to other projects and the completion of this one. 	

ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Rebrand BothellCool to be a more comprehensive Sustainability Program aligned to all-City initiatives and communications	<ol style="list-style-type: none"> 1. Branding reflects City sustainability programs and priorities. 2. Organization-wide involvement. 	<u>PW</u> , Exec	Q1 2020	Sustainability staff archived BothellCool social media channels. Sustainability messaging, tips, and helpful information now incorporated into city channels and wider audience.	
Reduce Waste and Increase Recycling	<ol style="list-style-type: none"> 1. Increased diversion rates for single family, multi-family and commercial properties. 2. Clarify allowed recyclable materials in conjunction with the regional Responsible Recycling Taskforce. 3. Explore an ordinance to reduce use of select single-use plastics and Styrofoam in Bothell. 4. Expand multifamily Waste Wise program by signing up 50% more properties than 2018 (in summer 2018, five properties with 390 units signed up for the program.) 5. Increase City employee understanding and participation. 	<u>PW</u>	<ol style="list-style-type: none"> 1. Q4 2019 & Q4 2020 2. Q3 2019 3. Q3 2019 4. Q4 2019 5. Q4 2020 	<ul style="list-style-type: none"> • Worked with Northshore School District Adult Transitioning Students to audit multi-family containers in Q4 2019 and Q1 2020. Through this program, contamination was reduced by nearly 12,000 lbs. at participating properties. • The State of Washington adopted regulations restricting plastic bag use that will be effective in January 2021. Council repealed the City's Ordinance on April 7, 2020 to align with state law and in response to COVID-19 concerns. 	
Reduce impacts from improper disposal and handling of business hazardous waste	Complete 85 business site visits to assist with navigating regulations, waste handling techniques, spills, and proper disposal of dangerous wastes.	<u>PW</u>	Q4 2019	In-person site visits were placed on hold at the end of Q1 and remained on hold into Q2. The consultant is now conducting virtual site visits and limited outdoor site visits following social distancing and mask guidelines. Business outreach is focused on sectors that have not been as heavily impacted by COVID-19.	

Reduce chemical fertilizer use for aesthetic applications	Decrease use of chemical fertilizers by 75% among homeowners by education via the Natural Yard Care program a. Provide Natural Yard Care Workshops b. Survey participants of workshops to measure behavior change	<u>PW</u>	a. Q4 2019 & Q3 2020 b. Q3 2020	<ul style="list-style-type: none"> Program launched a series of three workshops to 146 Bothell participants in Q3 2019. Another series of workshops will be offered during Q3/Q4 2020 in an online format instead of in-person due to COVID-19-related social distancing guidelines. Results of 2018 Natural Yard Care program evaluation indicate 83% of attendees planned to decrease or eliminate their use of chemical fertilizers. We will receive results from the 2019 Natural Yard Care program evaluation in Q4 2020 instead of Q3 2020. 	
Raise awareness regarding stormwater pollution	<ol style="list-style-type: none"> Provide education on stormwater impacts, spills, and other pollutants to Bothell customers via print, electronic, and social media. Conduct a citywide trend analysis survey to determine the understanding of stormwater concepts and adoption of various behaviors that impact local streams 	<u>PW</u>	1. Q4 2019 & Q4 2020 2. Q1 2020	<ul style="list-style-type: none"> Thru Q2 2020, 22 videos, 11 blog posts, 34 Bridge articles, participated in 13 campaigns, 20 e-news articles, 31 flyers, 12 online surveys, 26 events, 199 social media posts, and 9 targeted outreach mailers Conducted the citywide trend analysis survey in Q4 2019. Results available at https://bit.ly/3eelljv 	
Determine stream health in Bothell to assist with directing programs and resources	Fill data gaps related to ambient monitoring program in order to complete watershed prioritization	<u>PW</u>	Q2 2020	Watershed prioritization completed to assess data gaps by basin. Monitored 12 ambient locations monthly and watershed assessment for 12 sites in 2019 and 8 sites in 2020 to determine stream health by basin.	
Increase water conservation	<ol style="list-style-type: none"> Develop and distribute "Water Conservation 101" brochure for Bothell Water customers, including link to online survey to measure attitudes and behaviors. Redistribute educational materials and repeat survey to measure change in attitudes and behaviors. 	<u>PW</u>	1. Q2 2019 2. Q3 2019	Utilizing a new logo, tagline, and messaging strategy developed from intercept interviews at Northshore Senior Center and online surveys to tailor water conservation communications.	
Complete state mandated update of Shoreline Master Program and Critical Areas Ordinance.	<ol style="list-style-type: none"> Work with Shorelines Board to prepare draft amendments. Conduct public review and prepare final draft for Council action. Update Critical Areas Ordinance 	<u>CD</u>	1. Complete 2. Complete 3. Q4 2020 4. Complete	<ul style="list-style-type: none"> Received final approval of SMP amendments from Ecology. Additional work on CAO per Council direction. Developed scope of work with 	

	4. FEMA updates			<p>consultant. Consultant contract awarded. Estimating completion of work in Q4 2020.</p> <ul style="list-style-type: none"> FEMA provided updated flood plain maps and regulatory requirements to maintain flood insurance program. PW, CD and Legal staff prepared code updates and coordinated with FEMA and state DOE – Council adopted updates by June 19, 2020 deadline. Updates will require minor amendments to SMP, not yet docketed. 	
Reduce pesticide use in Parks	<p>1. Reduce pesticide use in Parks while educating the public on current Integrated Pest Management Program operational practices</p> <ol style="list-style-type: none"> Provide Staff Briefing on subject at Council meeting Identify opportunities to provide public outreach Continue to implement pesticide-free practices Identify and market current pesticide free parks in Bothell's Park System 	<u>P&R</u>	Q2 2019 - Completed	<p>Staff have eliminated pesticide/herbicide use in all parks and have not sprayed any pesticide/herbicide in 2019. The only exception to our pesticide/herbicide free approach is the noxious weeds that are required to be controlled by the State. Staff use approved injection methods which minimize the impact on the environment.</p> <ol style="list-style-type: none"> Council received a staff briefing including a video showcasing the Department's current and future Integrated Pest Management (IPM) program. A public outreach strategy is being developed. Staff are working with new Volunteer Coordinator to develop volunteer plan to assist with weed removal projects. Staff have installed new pesticide/herbicide free signage to communicate with park users. 	

FISCAL RESPONSIBILITY & STABILITY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Implement Public Safety Levy	<ol style="list-style-type: none"> 1. Develop implementation strategy with levy committee and departments. 2. Interim Financing for Council approval. 3. Budget Amendment to Council for approval. 4. Create restricted fund and account codes. 5. Mid-biennial review for budget amendment. 6. Monitor COVID-19 related impacts to levy revenues and adjust 2021-2022 proposed budget accordingly 	Exec , all other Depts	<ol style="list-style-type: none"> 1. Q1 2019 2. Q1 2019 3. Q1 2019 4. Q1 2019 5. Q4 2019 6. Q4 2020 	<ul style="list-style-type: none"> • Implementation strategy developed, committee formed, and updates provided to Council on a quarterly basis. • March 5 2019, Council approved interfund loan from utility funds. • March 5 2019, Council approved Budget Amendment & CFP Addendum. • Public Safety M&O Levy Fund created 2019. • Q4 Budget Amendment approved by City Council for the 19-20 biennium. • Levy revenues are considered to be fairly stable. Staff is monitoring cash flow as property tax deadlines are extended in response to Covid-19. 	
Implement Public Safety Bond Measure	<ol style="list-style-type: none"> 1. Strategic planning with public safety bond committee. 2. Interim Financing for Council approval. 3. Budget amendment to Council for approval. 4. Create restricted funds and account codes. 5. CFP Addendum for Council approval. 6. Work with bond counsel in preparation for bond issuance and credit rating. 7. Issue bonds. 8. Mid-biennial review for budget amendment. 9. Add to 2020 property tax roll. 	Exec , all other Depts	<ol style="list-style-type: none"> 1. Q1 2019 2. Feb 2019 3. Feb 2019 4. Q1 2019 5. Q1 2019 6. Q3 2019 7. Q3 2019 8. Q4 2019 9. Q4 2019 	<ul style="list-style-type: none"> • Committee began strategic planning and hired contractor through RFQ process. • March 5, Council approved interfund loan from utility funds. • March 5, Council approved Budget Amendment. • Public Safety Capital Construction fund created. • March 5, Council approved CFP Addendum. • Preliminary bond preparation in process with financial advisors & bond counsel. • Q4, First bond sale completed for \$25.5M. • Q4 Budget Amendment approved by City Council for the 19-20 biennium. 	
Review and consider General Fund revenue options to bridge structural deficit	Research other revenue options and/or restructuring of fees.	Exec , all other Depts	Q4 2019	Revenue options will be provided as part of June Budget Workshop. General Fund revenue has been significantly impacted by COVID-19, as have other potential revenue options. Staff will seek Council policy direction on revenue options at Workshop.	

Prepare and Adopt Fiscal Policies	Prepare, update and formally adopt fiscal policies	<u>Finance</u>	Q1 2019 Q4 2019	Policies Adopted by the City Council in February 2020.	
Court Services Options Study	Hire Consultant to conduct study	<u>Exec</u>	Q1 2019	Karen Reed and Anne Pflug were contracted, gathered data in the first quarter of 2019. The data was presented to the City Council at the end of Q2 2019 on June 18. Direction from Council was to bring the item back for further consideration at a future date.	
Amend 2019-2020 Budget to include Levy and Bond	<ol style="list-style-type: none"> 1. Incorporate public safety levy and bond financial inflows and outflows into the 2019 budget amendment. 2. Develop report to provide financial transparency to Council and citizens. 3. Amend Comprehensive Plan and Capital Facilities Element to incorporate fire station projects. 	<u>Finance</u> , CD, PW	<ol style="list-style-type: none"> 1. Q4 2019 2. Q3 2019 3. Q4 2019 	Scheduled for adoption on 10/15/19. Council was scheduled to adopt CFP amendment to Comprehensive Plan in December. Adoption is suspended pending resolution of appeal of a SEPA determination. Q4, 19-20 Budget amendment approved by the City Council.	

PARKS/RECREATION/OPEN SPACE PARTNERSHIPS

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Complete negotiations on remaining easements at Former Wayne Golf Course	Work with King County to wrap up negotiations on the final easement language for the former back nine property	<u>P&R</u>	Q1 2019 - Completed	<ul style="list-style-type: none"> • Agreements with King County were finalized in June. 	

<p>Complete major 10 Year update to the Parks, Recreation and Open (PROS) Plan</p>	<p>Develop a planning document that will strategically guide the Parks and Recreation Department for the next 10 years. (1) Prepare and implement a community outreach program focused on parks and recreational needs for underserved and underrepresented Bothell residents. (2) Conduct and prepare a recreation demand and a youth/young adult amenity study. (3) Prepare a condition assessment report of major park assets. (4) Prepare and recommend capital projects for next 6 years. (5) Identify potential project list for future Parks levy.</p>	<p><u>P&R</u></p>	<p>Q1 2020 - Completed</p>	<ul style="list-style-type: none"> • Work is ongoing. • 18 public outreach events were held over the course of the year with internal and external stakeholders. • Over 1,200 completed PROS surveys and over 1,400 dog park surveys were been received. • Approximately 150 additional youth surveys were received from Bothell and Inglemoor High Schools students. • Survey data was analyzed and tabulated for discussion and presentations to stakeholders, the Bothell Parks and Recreation Board and City Council. • A PROS workshop for residents was held at City Hall focusing on values and priorities in October. • A Council study session on PROS was completed in November. • Council adopted the 2020 Parks, Recreation and Open Space (PROS) Plan at the February 4th, 2020 meeting. 	
<p>Master Plan Former Wayne Golf Course Property</p>	<p>Identify potential funding sources for process in 2019. If additional funding is secured, begin Master Planning of the 89 Acres after completion of the PROS Plan in March of 2020.</p>	<p><u>P&R</u></p>	<p>TBD</p>	<ul style="list-style-type: none"> • Funding for project is not currently identified in the 2019/2020 Biennial Parks and Recreation Budget. • This item will likely be pushed off to future years when resources and funding become available. • This item will be addressed in future budget cycles. • Public Works Surface Water has begun data collection work for salmon habitat restoration projects on the former back nine of the property. • City Staff have been in contact with King County Parks about the construction of the future trail system connecting the former Wayne Golf Course/Sammamish River Trail to Blyth Park that was funded as part of the recent King County Parks levy. 	

PUBLIC SAFETY STRATEGY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Provide safe and efficient fire facilities	<ol style="list-style-type: none"> 1. Hire Contract Project Manager to assist staff with project from design through construction. 2. Apply to Capital Projects Advisory Review Board/Project Review Committee (CPARB/PRC) for use of alternative delivery method Progressive Design Build. 3. Select Design-Builder for entire project. 4. Secure temporary location for FS 45 staff and equipment. 5. Begin Construction of Fire Station 45. 6. Design Fire Station 42. 7. Secure temporary location for FS 42 staff and equipment. 8. Complete Construction of Fire Station 45. 9. Begin Construction of Fire Station 42. 10. Complete Construction of Fire Station 42. 	<u>PW</u> , Fire	<ol style="list-style-type: none"> 1. Q2 2019 2. Q2 2019 3. Q3, Q4 2019 4. Q1, Q2 2020 5. Q2 2021 6. Q1, Q2 2020 7. Q1, Q2 2020 8. TBD 9. Q2 2021 10. TBD 	<ul style="list-style-type: none"> • Council approved Design Builder (DB) contract and funded Phase 1A in November 2019. Council approved the contract for Phase 1B of the project on July 7, 2020. During Phase 1B, the DB team will bring design to 75% and develop the guaranteed maximum price (GMP) for the project. Team will return to Council for Phase 2 with GMP in Q1 2021 • Team and Design Builder selected a resolution to temporarily locate FS 45 staff and equipment. Final negotiations with property owner are underway. • Team and Design Builder selected a resolution to temporarily locate FS 42 staff and equipment. Final plans for daytime operation of the ladder truck are being developed. • Team and Design Builder are beyond 30% design for the two permanent stations and 90% design for interim station 45. The first pre-application meeting for FS 45 is in early September. 	
Improve Training delivery and efficiencies	Joint Training group formation with Northshore, Shoreline, Woodinville and Bothell Fire Departments.	<u>Fire</u>	1. Q32020	North King County Training Consortium is now-developed and delivering exceptional training. In Q3 2020 Consortium assisted with the on-boarding of our two lateral firefighter hires.	

<p>Implement Fire Strategic Plan Objectives for 2019-2020</p>	<ol style="list-style-type: none"> 1. Create a comprehensive succession plan committee (4A) 2. Establish a health and wellness committee (5A) 3. Analyze and determine gap between required and capacity in Training (3A) 4. Create and implement a nutrition program (5G) 5. Identify current community outreach programs and assess their effectiveness (7A) 6. Provide training programs for job titles, ranks, specialties and credentials (3B) 7. Create and implement a physical fitness program (5F) 8. Develop a comprehensive public information and outreach program to sure the community if fully informed of service delivery issues. (7D) 10. Develop a mentorship program (4D). 	<p><u>Fire</u></p>	<ol style="list-style-type: none"> 1. Q1 2019 2. Q1 2019 3. Q2 2019 4. Q3 2020 5. Q3 2019 6. Q4 2019 7. Q3 2020 8. Q3 2020 10. Q2 2020 	<ul style="list-style-type: none"> • Succession Committee work put on hold due to implementation of new 4 Platoon shift schedule and issues related to vacation planning and debit day scheduling. Planning remains on hold due to COVID-19 restrictions. • Nutrition Program has been established and published for use by Fire personnel. • Wellness Fitness Committee to finalize new annual fitness testing program with Peer Fitness Trainers in Q1, 2020. Planning is 60% complete. • Physical Fitness program is developed and educational training is being introduced to each of the 4 shifts. New programs are continually being created and training delivered to firefighters. • The Fire and City PIO's are working together on surveys. Due to the COVID-19 situation, it has been determined to hold off on issuing any new fire-specific surveys. 	
<p>Impact criminal activity through data analysis, community partnership, and proactive policing.</p>	<ol style="list-style-type: none"> 1. Improve response to incidents involving Protection Orders/Orders to Surrender Weapons/ Extreme Risk Protection Orders/DV 2. Implement collaboration between officers and the crime analyst to identify crime trends, hotspots, and offenders in order to reduce, eliminate, or displace criminal activity. 3. Partner with Local Hotels, business owners, and residents to reduce criminal behavior impacting our community. 	<p><u>Police</u></p>	<p>Q4 2019 Q2 2020</p>	<ul style="list-style-type: none"> • Q1: The PD spearheaded efforts to make updates and improvements to the Model Policy and to encourage consistency between the King County and Snohomish County versions of the policy. The policy is also now being looked at by Pierce County Sheriff and Chiefs. • Text to 911 was made available to residents. • The Patrol Operations Division implemented a new supervisor/manager meeting format with a strong focus on Problem Based Policing (PBP). PBP is a philosophy of policing focused on problem identification and problem solution, and prioritizes three components: 1) Statistical data review, 2) Citizen input, and 3) Officer observation. 	

				<ul style="list-style-type: none"> • Q2: New updates were made to the Court Orders / ERPO model policy, based on numerous changes to State laws. Training was provided to personnel, who have a greater understanding of how to respond to incidents involving ERPO. • Q3: Detectives from our Investigation Division testified in a King County Superior Court ERPO renewal hearing. The judge granted the renewal based on testimony. • Q4: During the 4th quarter, 57 officers were trained and/or reviewed policies and protocols regarding Protection Orders/Orders to Surrender Weapons/ Extreme Risk Protection Orders/DV. Additionally, 11 officers reviewed DV specific policies and protocols. • Q4: Levy-funded Swing-Shift was implemented for better patrol coverage and response during the busiest times of the day. • Q2: Since implementing PBP (Problem Based Policing) in Operations, officers have been better able to focus their attention on criminal “hot spots.” As a result, arrest (pre COVID-19) were double the three year average. Additionally, we have taken numerous guns out of the hands of felons, and off the street. • Q2: Since the beginning of 2020, 16 commissioned personnel have completed a new course provided by CJTC that covers ERPOs. This is a two hour course and is required to be completed on an annual basis. • Q2: Since the beginning of 2020, Officers served 11 Temporary Orders For Protection where firearms surrender was 	
--	--	--	--	---	--

				<p>required. Of those orders served, firearms were collected in 3 cases. In the remaining services, waivers were obtained from the respondent claiming that they had either surrendered their firearms to another agency or that they did not possess firearms at the time of service.</p> <ul style="list-style-type: none"> • Q3: During the months of July and August, 6 more Commissioned Personnel have completed the online ERPO/DV update training. 	
Maintain community trust.	<ol style="list-style-type: none"> 1. WASPC Re-Accreditation. 2. Hire community engagement coordinator 3. Create new opportunities for positive police/community interactions. 4. Use of Force training to ensure compliance with I940. 	<u>Police</u> , HR	<ol style="list-style-type: none"> 1. Q2 2019 2. Q3 2019 3. Q4 2019 4. Q4 2019 5. Q1 2020 6. Q2 2020 	<ul style="list-style-type: none"> • Q1: In February 2019, the Police Department passed the WASPC assessor records review of all 137 required accreditation standards. The final site assessment occurred on 3/5/2019. During this phase, WASPC assessors conducted a Department site visit that included employee interviews, process tours, and physical verifications. The WASPC Director or Professional Services prepared a final written report that will be submitted to the WASPC Accreditation Commission. If approved by the Commission and Executive Board, the PD will receive the award and be formally recognized at the WASPC Spring Conference in May 2019. • Various PD personnel are registered to attend training at the CJTC, sponsored by WCIA. This training will address “Best Practices for Risk Managing Law Enforcement in the I-940 Era.” • A language ID poster was posted in the PD Public Lobby, and Records Staff now have a laminated Language ID card. This will assist visitors in identifying their preferred language for purposes of providing translation services. 	

				<ul style="list-style-type: none"> • PD and HR have worked collaboratively to develop a job description for the new Community Engagement Coordinator position. Position recruitment will begin in early Q2. • Command Staff attended several meetings and forums involving the regional Muslim community. This effort included sitting on discussion panels and participating in Q&A sessions. • Police Officers participated in “Reading Nights” at Crystal Springs and Westhill Elementary Schools. • Police Officers provided a tour of the PD to students from Japan who were in Bothell as guests of BHS students. • Q2: The PD was awarded WASPC re-accreditation during the WASPC Spring Conference held in Spokane in May. • Preliminary interviews were conducted with several highly qualified persons for the Community Engagement Coordinator position. Final interviews and a selection will be conducted in early Q3. • The PD engaged in several community meetings and events during Q2 to include: <ul style="list-style-type: none"> - SHAG Meet and Greet - YMCA Healthy Kids Day - Coffee With a Cop - Care Day • The PD provided Active Shooter Presentations and Training Sessions to ICOB and UCIC School. In addition, the PD provided Active Shooter Training Sessions to City employees. • Q3: The PD conducted a selection process to hire the Community Engagement Coordinator. A candidate is 	
--	--	--	--	--	--

				<p>currently in background. (<u>Note: Candidate Failed BG</u>).</p> <ul style="list-style-type: none"> • Q3: The PD provided more Active Shooter/Acts of Violence training to businesses within the City, to include the Department of Revenue, Philips Electronics, Northshore School District, and Lockheed Martin. • Q3: Representatives of PD Command Staff attended Best Practices for Riskmanaging Law Enforcement in the I-940 Era. (Note: The Criminal Justice Training Commission has yet to finalize the I-940 curriculum.) • Q3: The PD engaged in several community meetings and events during Q3 to include: <ul style="list-style-type: none"> - Northshore School Dist Crossing Guard Training - Pop Up Dog Park Pet Parade - Multiple sessions of Just Kidding Around Music in the Park - School supply drive for children of Dawson’s Place - Participated at Sustainamania - National Night Out - Seahawks Practice / Scrimmage - Multiple events at the Senior Center and several of the care facilities presenting information on fraud and common scams targeting the elderly • Q4: The Chief attended a number of I-940 updates during this quarter. • Q4: Two officers and sergeants attended “Train the Trainer” course to become I-940 instructors. Courses may begin as early as 2020. 	
--	--	--	--	--	--

				<ul style="list-style-type: none"> • Q4: Completed a number of department audits as part of the Accreditation process. • Q4: The Department engaged in multiple community events/meetings, to include: <ul style="list-style-type: none"> - Special Olympics fundraiser at Seahawks Game - Shop with a Cop – Target - 3rd Annual Pet Food Drive - Officers escorted BHS football team buses from BHS to I-405 for the State Championship Game in Tacoma - Chief Seuberlich participated in Salvation Army’s “Ring the Bell” campaign – out fundraising the Bellevue Police and Fire Chief - Participated at the UWB Tailgate event - Annual Holiday Food Drive for Hopelinkl - Participated in an “Insta-along” virtual ride-along with night shift levy-funded officer - Participated in the “Train with a Hero” event at Bothell Crossfit - Coffee with a Cop - Participated in the Chamber “Chili-fest” • Q2: Completed all requirements needed to comply with annual accreditation standards for 2019. NOTE: I am not referring to the annual report we submitted in March of 2020, but to all of the steps needed to prepare for completion of that annual report. • Q2: Employees of the Bothell Police Department with additional assistance 	
--	--	--	--	---	--

				<p>from Bothell Fire Department hosted a “Food Drive-Through. The food drive brought in over \$5,000.00 in cash and 6,700 pounds of food. HopeLink stated that the money and food would provide 6,350 meals for those in need.</p> <ul style="list-style-type: none"> • Q2: During the Stay Home, Stay Healthy proclamation, officers have participated in over 20 “birthday parades” including a long time Bothell resident who turned 90 years old. • Q2: During the first half of 2020, the Department has continued to train officers and supervisors in proper application and documentation when it comes to using force. • Q2: The Department continues to participate in the Snohomish County Regional Investigative Team known as SMART. During the first half of the year, the team has been called out to two separate incidents where potentially deadly force was used by officers from member agencies. • Q3: Chief Seuberlich has met with several community members to discuss community needs and concerns related to police training, body cameras, funding, and racism in our community. • Q3: The PD moved the use of the LVNR (Lateral Vascular Neck restraint) from less lethal to lethal force. • Q3: The PD sent copies of our policies to 8cantwait to show compliance. • Q3: The PD has received 103 applications for the Levy, Community Engagement Coordinator (CEC) position. 	
--	--	--	--	---	--

				<p>There have been 15 applications selected to move to the next stage of the interview process. The backgrounds and selection for the CEC position is estimated to be filled before the end of 2020.</p> <ul style="list-style-type: none"> • Q3: Captain Bryan Keller and Detective Wes Porter have been selected to participate on the Snohomish County Regional Investigation Team, known as SMART. This investigation team is part of the I-940 requirements for independent investigation teams associated with officer involved shootings. 	
Prepare and adopt required Emergency Management Plans	<ol style="list-style-type: none"> 1. Prepare, update and formally adopt the Comprehensive Emergency Management Plan (CEMP). 2. In coordination with King County Office of Emergency Management, begin the process of updating the City's Hazard Mitigation Annex to the regional plan. 	Exec , all other Departments	<ol style="list-style-type: none"> 1. Q1 2019 2. Q2 2019 	<ul style="list-style-type: none"> • The CEMP was approved and adopted by Council on March 19, 2019 and currently in progress. • The City's Hazard Mitigation Annex to the King County Regional Plan was accepted by King County and in the process of final approvals. • Council approved the City's Hazard Mitigation Annex on June 2, 2020. 	
Identify emergency management training gaps and needs. Conduct applicable training and other development activities to fill gaps and provide public safety.	<ol style="list-style-type: none"> 1. Conduct a Continuity of Government Workshop. 2. Conduct a Recovery Planning Workshop. 3. Conduct 800 MHz radio training. 4. In partnership with Safety, train staff in evacuation procedures. 5. In cooperation with Snohomish County and King County apply for an Integrated Emergency Management Course for federal consideration in FY 2020. 	Exec , all other Depts	<ol style="list-style-type: none"> 1. Q1 2019 2. Q1 2019 3. Q1 2019 4. Q3 2019 5. Q1 2019 	<ul style="list-style-type: none"> • Continuity of Government Workshop conducted on Feb. 28, 2019. • Recovery Planning Workshop conducted on March 14, 2019. • Conducted numerous training with CD and PW in March 2019. • Safety is now fully managing training staff in evacuation procedures. • Submitted in March for the IEMC course. Obtained approval to host a September 2020 course. • A request to postpone the 2020 IEMC has been forwarded to FEMA due to the amount of time needed to properly put 	

				on such training and staff time severely affected by COVID-19 response.	
Establish new and strengthen existing relationships with community and regional leaders, schools, businesses and local residents to seek support and provide information about emergency management.	<ol style="list-style-type: none"> 1. Apply for a WA Service Corps (AmeriCorps) staff member. 2. Create a regional partnership with Northshore School District, Northshore Emergency Management Coalition, Northshore Council PTSA, and City of Woodinville for regional school preparedness. 3. Begin creation of a Public Safety Coordination Group. 4. Manage oversight of the Community Emergency Response Training (CERT). 5. Host an on-line CERT course. 6. Host a HAM radio technician training course. 7. Establish a HAM radio communications group and host regular meetings. 	<u>Exec</u> , Fire	<ol style="list-style-type: none"> 1. Q1 2019 2. Q1 2019 3. Q2 2019 4. Q1 2020 5. Q4 2020 6. Q4 2020 7. Q3 2020 	<ul style="list-style-type: none"> • Grant submitted in March 2019, was declined. Potential for resubmitting and funding for Q3. Second submission was approved and AmeriCorps member starts 10/16/19. • Regular, ongoing efforts and meetings are occurring with partners. • Public Safety Coordination Group creation is on-hold due to departmental staffing changes; however public safety staff are meeting to coordinate on projects. • CERT – no changes to report to this program for Q2. Expected changes to occur in Q3 and Q4. Position refilled on 10/21/19. • Secured WA Service Corps member for second year. • CERT has been put on hold due to in-person restrictions with COVID-19, however an on-line option has been created and is currently being finalized. The on-line version is expected to begin October/November of 2020. • The division has established a structure and have begun to hold meetings to re-establish a HAM radio communications group for use during emergencies. • The division will host a HAM radio technician training in conjunction with Lake Washington Radio Club in November of 2020. 	
Prepare and manage the Emergency Management Performance Grant (EMPG)	<ol style="list-style-type: none"> 1. Submit Environmental and Historic Preservation Forms. 2. Manage oversight of BOC Electrical Upgrade Project. 3. Manage the oversight of the Community Posting Board Project. 	<u>Exec</u> , PW, Fire	<ol style="list-style-type: none"> 1. Q1 2019 2. Q2-3 2019 3. Q2-3 2019 4. Q2-1 2020 5. Q3-5 2020 6. Q3-6 2020 	<ul style="list-style-type: none"> • Submitted EHP forms for BOC project which was approved by State, but denied Federally. • Project denied by Feds. Restructured grant to provide for plug-load lighting for emergencies. 	

	<ol style="list-style-type: none"> 4. Order a badging and credentialing system consistent with NIMS standards for city use. 5. Send out a community wide emergency preparedness mailer. 6. Secure a live fire training system for use with CERT and fire prevention. 			<ul style="list-style-type: none"> • Added a new Community Posting Board in Canyon Park bringing total to 15 signs in the city. • Secured a NIMS compliant badging and credentialing system. Training will take place when restrictions are lifted for gov't facilities. • Community wide emergency preparedness mailer sent out to all City of Bothell addresses in August of 2020. • A live fire training system was ordered and received for use during hands-on CERT skills sessions and for fire prevention purposes. 	
--	---	--	--	--	--

[Return to Top](#)

TECHNOLOGY STRATEGY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	
<p>Raise the City's technology standards to match the citizens' needs and local jurisdictions and become A Smart City in the future.</p>	<ol style="list-style-type: none"> 1. HR/Payroll/Timekeeping System. 2. Add Parks to existing Asset Management System. 3. Fire Mobile Fleet Replacement. 4. Police Digital Evidence System. 5. Fire Annual Inspections System. 6. Add Streets and Transportation to existing Asset Management System. 7. Digital electronic signature solution. 8. Utility Billing. 	<p>IS, all other Depts</p>	<ol style="list-style-type: none"> 1. Q4 2020 2. Q1 2020 3. Q4 2019 4. Q4 2020 5. Q3 2020 6. Q2 2021 7. Q4 2019 8. Q3 2019 	<ol style="list-style-type: none"> 1. Beginning setup 2. Completed. 3. Completed (Below budget,Ahead of Schedule and with additional devices) 4. Project Kickoff (Delayed due to Covid) 5. Ready to GO Live (Go live delayed due to Covid) 7. Completed 8. Completed <p>IS has dedicated a significant amount of resources to transition over 200 staff from working at city buildings to full-time telecommuting, resulting in the delay of some projects</p>	

[Return to Top](#)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Jennifer Phillips, City Manager

DATE: October 6, 2020

SUBJECT: Consideration of Draft 2021-2022 Biennium Budget and Proposed 2021-2022 Council Priorities

POLICY CONSIDERATION: This item asks the City Council to consider the Draft 2021-2022 Biennium Budget and provide final confirmation regarding funding priorities and General Fund Reserve ending balance.

HISTORY:

DATE	ACTION
OCTOBER 16, 2018	Council adopted goals for the 2019-2020 biennium
JUNE 23-25, 2020	Council held 2021-2022 Budget Workshop
JULY 7, 2020	Council considered 2021-2022 Council Goals

During the 2021-2022 Council budget workshop meetings held on June 23-25, 2020, Council received a financial overview report which indicated that without adjustments in revenues and expenditures, the City was facing a \$12.5 million deficit for 2021-2022

This is an ongoing structural deficit and was discussed in 2018 during the 2019-2020 biennial budget preparation process. Council also adopted financial policies in February 2020, that are in line with best financial practices for a financially sound and sustainable public agency. Some expenditure adjustments were made in the 2019-2020 budget to address the structural deficit, however, due to COVID-19 and the devastating impacts on the economy, revenues were projected to fall below projections in 2020 resulting in a projected \$5.4 million shortfall. To mitigate this shortfall, the City laid-off 14 employees, implemented 10% furloughs and significantly limited hiring General Funded positions, and curtailed spending wherever possible resulting in a \$3.4 million savings. In addition, the City received CARES Act funding via a pass-through grant from the State to help cover a portion of the expenses incurred in responding to the COVID-19 crisis. The early and strategic actions, coupled with the CARES Act funding has reduced the projected 2020 ending deficit from \$5.4 million to under

\$1 million. It also enabled the City to discontinue furloughs which were impacting only two of the City's five labor groups.

On June 23, staff presented a financial overview to the City Council as part of the 2021-2022 Budget Workshop. The structural deficit discussed in 2018 continues into the 2021-2022 budget development and initial estimates anticipated the deficit to exceed \$12 million. During the Budget Workshop held June 23-25, each department director presented their preliminary department budgets to the City Council.

DISCUSSION: Based on Council feedback, priorities and direction, the 2021-2022 Preliminary Budget has been developed and is being presented to the City Council. This budget is balanced by using General Fund Reserves, meaning expenses continue to outpace revenues. However, due to the economic uncertainties created by COVID-19, staff has developed revenue projections based on highly uncertain economic times. Therefore, significant emphasis was placed on 2021 with the plan of returning to the City Council for the required mid-biennial budget review in late 2021 with a comparison of actual results to the budgeted values; a budget amendment that will more accurately plan for 2022 revenues and expenses is a likely result of the review.

Preparing the 2021-2022 recommended Biennial Budget for the City of Bothell was particularly challenging but with the City Council's vision and support, staff's diligent work and strong financial leadership we are presenting a balanced budget, including use of reserves, that is estimated at \$294,345,990 for all funds. The General Fund revenues total \$109,395,175 for the biennium and expenses total \$111,498,932, with the General Fund Reserve ending fund balance projected to be \$8,636,436 million. The General Fund structural deficit remains a challenge despite the elimination of 14 full-time positions and a concentrated focus on cost savings and efficiencies. Staff has developed a financial strategy framework to ensure decisions are made that support the City Council's priority of financial stability for the City.

At the July 7 City Council meeting, the Council was asked to provide direction to the City Manager regarding program and service priorities to be included in the 2021-2022 Biennial Budget.

The City Council reviewed their 2019-2020 Council goals and discussed which goals they would like to focus on for 2021-2022 given the budget constraints. Based on the Council discussion the following four priorities were used to develop the 2021-2022 biennial budget:

- *Focus on financial sustainability*
- *Provide a safe and secure community*
- *Support our Community's recovery from COVID-19*
- *Maintain our existing infrastructure*

In addition, based on City Council action at the September 15 Council Meeting, the budget includes efforts to establish a long-term overarching goal of pursuing equity through inclusive community engagement.

FISCAL IMPACTS: No direct impacts from this report.

ATTACHMENTS: Att-1. Draft 2021-2022 Biennial Budget
Att-2. Budget Detail (yellow sheets)

RECOMMENDED ACTION: Provide final policy direction to the City Manager regarding funding priorities and General Fund Reserve ending balance.

Consider and adopt the proposed 2021-2022 Council Priorities.

(This page intentionally left blank)



City of Bothell™

2021-2022 Preliminary Budget

Table of Contents

INTRODUCTORY

City Manager’s Budget Message	2
-------------------------------------	---

OVERVIEW

Budget Overview	4-5
Community Profile & Demographics	6-7
Functional & Financial Organizational Structures.....	8-9
Summary of Financial Policies.....	10-11
Budget Process	12

FINANCIAL AND EMPLOYMENT INFORMATION

Consolidated Financial Schedules	2-3
Six-Year Consolidated Financial Schedules	4-5
Revenue & Expenditures	6-9
Fund Balance.....	10-11
Debt	12-13
Budgeted Employment Positions	14

GENERAL GOVERNMENT DEPARTMENTS

Executive.....	2-3
Legal.....	4
Finance.....	5
Human Resources	6-7
Information Services	8-9
Community Development.....	10-11
Parks.....	12-13

LEGISLATIVE

Legislative	15
Municipal Court	16-17

PUBLIC SAFETY

Fire	2-3
Police.....	4-6
Public Safety Levy	7

PUBLIC WORKS

Engineering.....	2-3
Facilities	4
Fleet	5
Street Operations	6-7
Sewer Utility.....	8-9
Storm & Surface Water Utility	10-11
Water Utility	12-13
Recycling	14

NON-DEPARTMENT AND OTHER

Capital Expenditures and Asset Replacement	2-3
Self-Insurance.....	4

CAPITAL OPERATING PROGRAMS

Introduction	6
OP1-General Park Improvements.....	7
OP2-Citywide Master Park Planning	8
OP3-GAnnual Pavement Preservation Program.....	9
OP4-Bridge Inspection, Maintenance, Repair & Rehabilitation	10
OP5-Neighborhood Traffic Calming Program	11
OP6-Sidewalk & Walkway Program	12
OP7-Collector Corridor Safety Program	13
OP8-Citywide Child Pedestrian School & Park Zone Safety Program	14
OP10-Safety Upgrade & Replacement Program.....	15
OP11-Bicycle Program	16
OP13-Comprehensive Plan (Transportation Element).....	17
OP14-Crosswalk Program.....	18

APPENDIX

Six-Year Financial Forecast	20-22
Schedules of Employment	23-25
Comprehensive Financial Management Policies	26-30
Glossary and Acronyms	31-34
2021 - 2022 Biennial Budget Calendar	35

- City Manager's Budget Message

Introduction

Honorable Mayor, Council Members, Citizens and Employees,

Preparing the 2021-2022 recommended Biennial Budget for the City of Bothell was particularly challenging but, with the City Council's vision and support, staff's diligent work and strong financial leadership, we are presenting a balanced budget, including use of reserves that is estimated at \$294,345,990 for all funds. The General Fund revenues total \$109,395,175 for the biennium and expenses total \$111,498,932, with the General Fund Reserve ending fund balance projected to be \$8,636,436 million.

Clearly, the City continues to struggle with a structural deficit that was exacerbated by the COVID-19 crisis and resulting economic impacts. In May 2020, the City took swift and assertive action to reduce expenses by laying off 14 employees, enacting furloughs, and closely managing expenses, especially those funded by General Fund revenues. These actions, coupled with CARES Act funding received from the State, helped reduce a significant projected General Fund deficit resulting in using less than \$1 million in General Fund reserves to balance the 2019-2020 Biennial Budget.

COVID-19 restrictions delayed preparation of the 2021-2022 budget, but work ultimately began in April as departments prepared their preliminary budgets and Finance staff worked to estimate revenues and identify the structural deficit. The Council budget workshop meetings were held on June 23-25, 2020, at which time Council received a financial overview indicating that without adjustments in revenues and expenditures, the City was facing a \$12.5 million deficit for 2021-2022. At the July 7, 2020 City Council meeting, the Council was asked to provide direction to the City Manager regarding program and service priorities along with revenue enhancing options to be included in the 2021-2022 Biennial Budget. Based on feedback and direction from the City Council, the proposed 2021-2022 Biennial Budget was developed.

Beginning with the 2017-2018 Biennial Budget, the City Council identifies broad goals that provide the framework for staff to develop strategic objectives and allocate resources towards accomplishing the Council's goals. Quarterly, the Council Goals Scorecard is presented at a City Council meeting, and shows the progress being made on the strategic objectives.

For 2019-2020, despite the impacts of COVID-19 on staff and resources, many important strategic objectives were accomplished. A few notable highlights include completed installation of non-motorized bridge at the Park at Bothell Landing; adopted Parks, Recreation and Open Space Plan as well as Cultural Plan; entered into Purchase and Sale Agreements for two downtown properties; implemented the Safe and Secure Levy and initiated Progressive Design Build process for razing and

rebuilding two fire stations; implemented the RADAR program; launched new tourism website "Begin at Bothell"; eliminated use of pesticides in parks; adopted financial policies; adopted downtown historic preservation code amendments; and implemented on-line utility billing.

The City Council reviewed their 2019-2020 Council goals on July 7, 2020 and discussed which goals they would like to focus on for 2021-2022 given the budget constraints. In addition, Council adopted a resolution committing to creating a new Council Goal focused on diversity, equity and inclusion. Based on the Council discussion and financial challenges facing the City over the next two years, the following priorities were used to develop the 2021-2022 biennial budget:

- Focus on long-term financial sustainability
- Provide a safe and secure community
- Support our community's recovery through COVID-19
- Maintain our existing infrastructure.

In addition, based on City Council action at the September 15 Council Meeting, the budget includes efforts to establish a long-term overarching goal of pursuing equity through community engagement.

The 2021-2022 Biennial Budget focuses on delivering core services to our community during these challenging and uncertain times. Council's continued focus and prioritization of fiscal stability is a key component to securing Bothell's financial sustainability. Although difficult, this budget begins to align financial resources with expenses, but does not resolve the City's structural deficit. However, with continued sound financial planning, our community's support and Council's commitment to financial stability, the City will make strides towards achieving financial stability.

Throughout 2021-2022, staff will report out to the City Council and community regarding the City's financial status, most notably through quarterly budget reports and the mid-biennial budget amendment. Despite the financial challenges that lie ahead, I remain optimistic about Bothell's future and firmly believe we will continue to deliver quality programs and services and be able to support our community as needs arise.

Jennifer Phillips
City Manager

- Budget Overview
- Community Profile & Demographics
- Functional & Financial Organizational Structures
- Summary of Financial Policies
- Budget Process

Overview

The City Manager’s Proposed 2021- 2022 Biennial Budget (the Budget) is comprised of 20 funds with total budgeted revenues of \$213,805,202 and budgeted expenditures of \$266,072,026 (excluding non-revenues and interfund transfers). The City is projected to begin the 2021- 2022 biennium with a beginning fund balance of \$72,515,774 for all funds. The projected ending fund balance at the end of the 2021- 2022 biennium is \$39,622,780 for all funds. The 2021- 2022 budget is aligned with, and makes investments in, the City Council’s priorities discussed during budget workshops and other planning efforts.

While the budget is technically balanced (expenditures are less than or equal to resources) the budget is not balanced per the more restrictive definition found in the Comprehensive Financial Management Policies (Financial Policies). The Financial Policies define a balanced budget as one where resources are greater than or equal to budgeted expenditures, plus the calculated ending fund balance target. The budget maintains fund balances in excess of the minimum fund balance targets for all budgeted funds, except for the General Fund and Water Utility Fund. It should be noted that in Fall 2019 the minimum fund balance target was increased from a sixty-day operating reserve to a ninety-day operating reserve and, while the budgeted General Fund ending fund balance is sufficient to meet the old target, it does not yet meet the new target. The policies recognize that the targets may not be met from time to time and states that a plan must be implemented to meet the target within four years. The plan to increase the ending fund balance in the General Fund and the Water Utility Fund to the level dictated by policy is presented in the section of this budget publication labeled Fund Balance.

BUDGETED REVENUES

Each of the City’s general government revenues is categorized into one of twenty-seven categories. The following is a description of each major general government revenue, including the value budgeted for the biennium, followed by a list of non-major general government revenues. Non-major revenues are important, but represent less than three-percent of the citywide budget, so are not considered individually significant revenue types.

Major Revenues: Property Tax, Sales Tax, Utility Tax, Licenses and Permits, Local and Federal Grants

Property Tax. Taxes levied on property located within the territorial boundaries of the City. Property Taxes include voter approved excess levies. (\$54,714,255)

Sales Tax. The portion of the retail sales and use taxes levied on retail sales in the city.

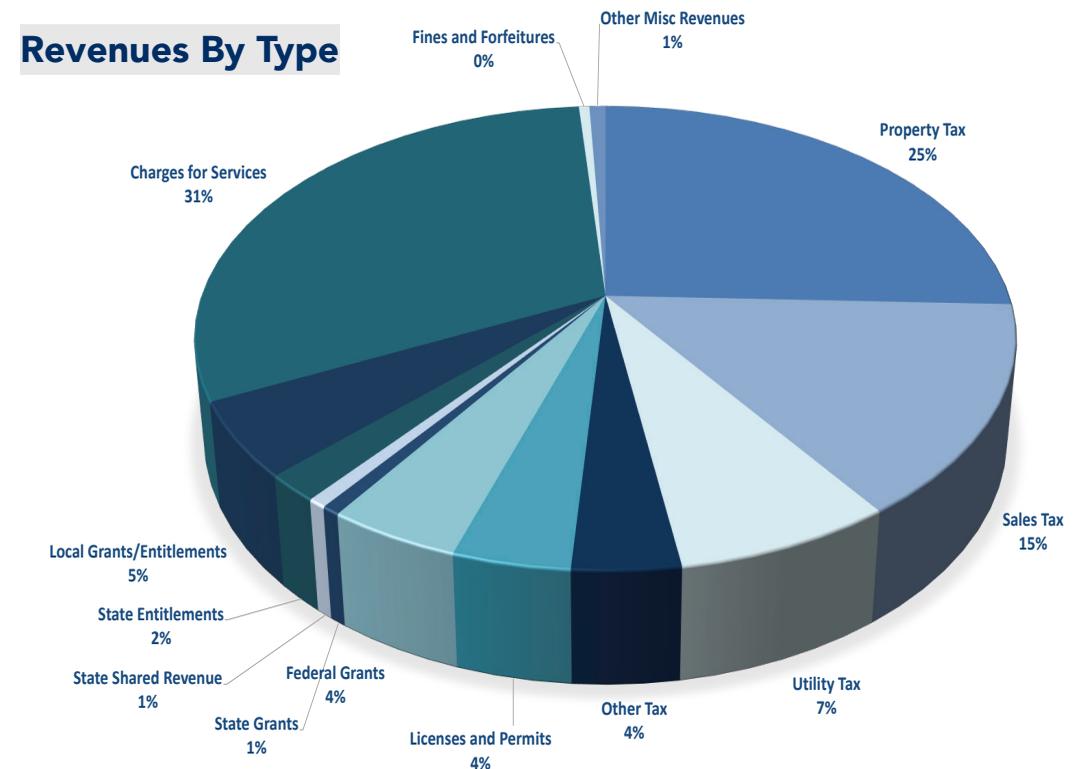
The City receives less than one-percent of the overall sales and use taxes collected within Bothell. (\$31,260,255)

Utility Tax. Taxes on the utilities operating within the city; the tax applies to the purveyors of: electricity, natural gas, water, sewer, storm water, cable, and telephone utilities. (\$15,612,661)

Licenses and Permits. This category includes business licenses, franchise licenses, and building permits among others. (\$8,421,452)

Local and Federal Grants. This category is resources from other governmental agencies for purposes prescribed in the funding agreement. (\$20,633,074)

Non-Major Revenues: Other Taxes, State Grants, State Shared Revenues, State Entitlements, Fines and Forfeitures, and Other Miscellaneous Revenues.



BUDGETED EXPENDITURES

Each of the City's expenditures is classified into one of six broad expenditure categories: General Government, Public Safety, Streets, Physical and Economic Environment, Debt Service, and Capital and Infrastructure. The following is a description of each classification including the value of each classification budgeted for the biennium.

General Government. This classification is a catch all for all expenditures not classified elsewhere and includes City Council, Executive, Finance, City Clerk, Legal, Human Resources, Facilities, and Information Services. (\$30,381,152)

Public Safety. Police and Fire department expenditures make up this classification. (\$65,089,726)

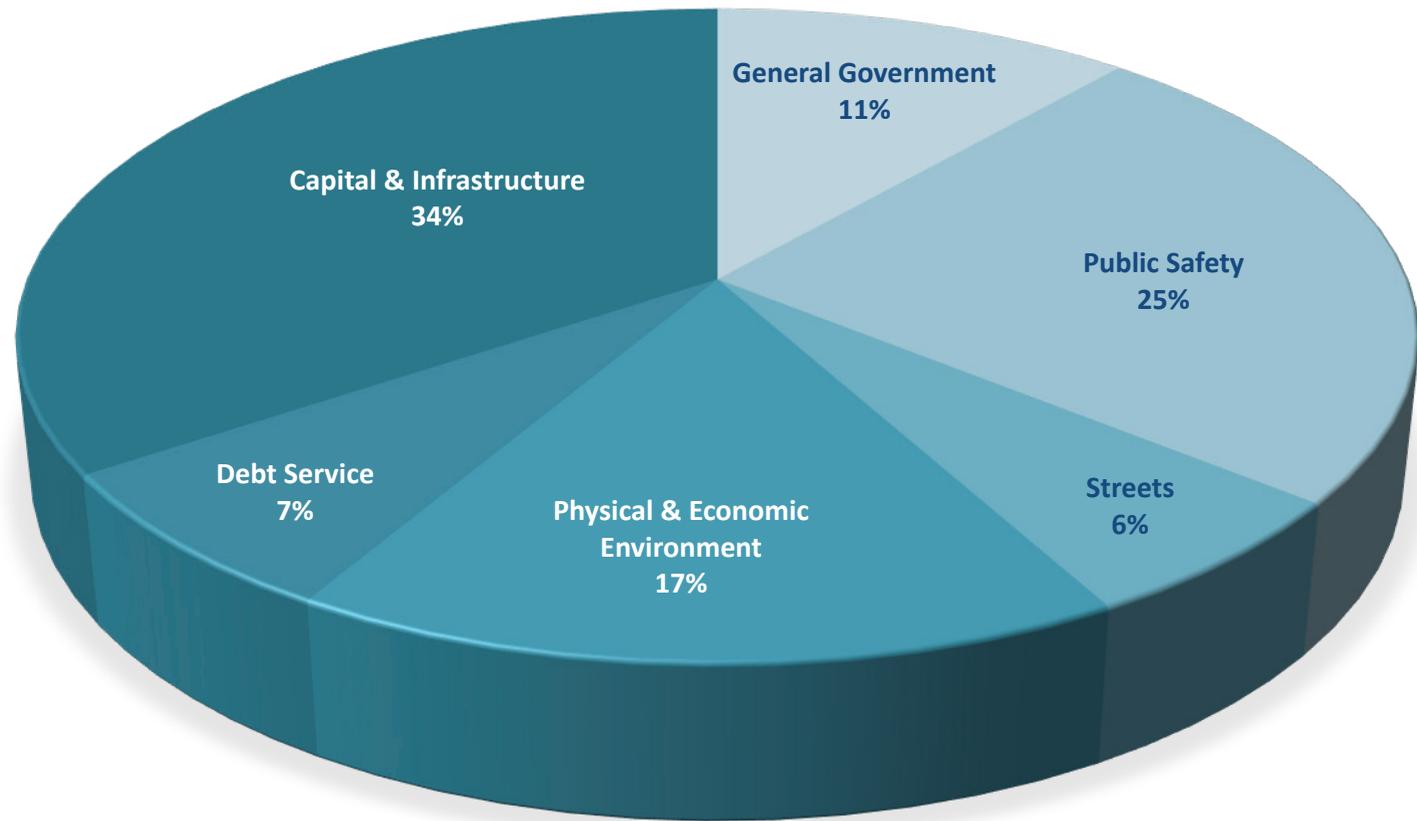
Streets. Streets is a category that includes expenditures related to the City's transportation system. (\$16,303,690)

Physical and Economic Environment. Parks, Community Development, Planning, and Utilities. (\$43,736,906)

Debt Service. Payments made to repay the debt that the City has issued. (\$18,954,613)

Capital and Infrastructure. Expenditures to fund capital and infrastructure improvements in the City. (\$91,605,939)

Expenditures By Function



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 as the 26th largest city in the State of Washington.

Bothell is located in close proximity to the large employment and economic centers of Seattle, Bellevue, Redmond, Kirkland, and Everett. 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. As a result of the preceding, the city has become an increasingly desirable place to live and work.

Bothell is also sought after for its education system and higher education opportunities. The Northshore School District serves the city and surrounding areas. Northshore is consistently recognized as one of the top school districts in the state. Higher education is also represented in Bothell, as the University of Washington and Cascadia College share a common campus within Bothell's historic downtown. The city is widely known for its excellent quality of life and above-average median family income and home values.

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 utility operations consist of water, sewer, and storm and surface water. 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 and library services are provided by the King County Library System.

Bothell continues its efforts to revitalize its historic downtown and as a result of these efforts has

already seen major investments in the area by developers and businesses. The area has seen significant increases in the number of residential units which has led to increased economic activity and interest in additional development. Several additional projects are underway or planned for the near future.

A component of the revitalization efforts is the cleanup of contaminated city-owned properties in downtown. These efforts are ongoing and progress is slow, but several milestones have been achieved including two significant properties being prepared for sale as of the date of this publication. As more properties are cleaned, they will be sold creating more downtown development opportunities.

A number of transportation projects are also underway within the City including projects that, when completed, will add new amenities and/or add capacity within the transportation system.

Bothell's annual festivities include an old-fashioned Fourth of July parade, a summer Concerts in the Park series, a safe Halloween on Main Street event, and a Bothell Beer Festival among others. These events are an annual tradition, but did not occur in 2020 due to the COVID-19 pandemic.



CITY INFORMATION AND DEMOGRAPHICS

Government

- Incorporated 1909
- Form of Government: Council-City Manager
- Elected Body: Mayor, Deputy Mayor, 5 Councilmembers, each with 4-year terms

Household Data

- Median Household Income: \$114,068
- Median Home Assessed Value: \$666,640
- Median Rental: \$2,450

City of Bothell Public Transportation

- Paved roads maintained: over 300 miles

Public Safety - Fire Protection

- Number of Department Personnel: 67
- Number of Fire Stations: 3
- Number of Emergency Alarms: 6,640

Public Safety - Police Protection

- Number of Department Personnel: 92
- Number of Police Stations: 1
- Number of Calls for Service: 48,858

Parks, Recreation & Culture

- Number of Parks: 26
- Number of Rentable Picnic Shelters: 4
- Number of Rentable Indoor Facilities: 2
- Number of Multipurpose Sportsfields: 6
- Number of Playgrounds: 14
- Number of Trail Systems: 4
- Number of Cemeteries: 2
- Number of Parks and Open Space Acres: 403.09

Demographics - 2019

- Population: 46,750
- Median Age: 38.3
- Land Area: Approximately 9,200 acres
- Square miles: 14.38
- Business Licenses 3,524

Education

- Northshore School District - 3,622 employees; 22,640 students – Fall 2019
- Cascadia Community College - 5,032 - Fall 2017
- University of Washington - 5,936 Students – Fall 2019

City of Bothell Utility Services

- Maintains over 4,000 water and over 5,500 sewer customer accounts
- Maintains approximately 120 miles of water mains, around 70.5 miles of sewer mains and 145.9 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
- Celgene
- Boston Scientific
- Fujifilm Sonosite Inc

Community Diversity

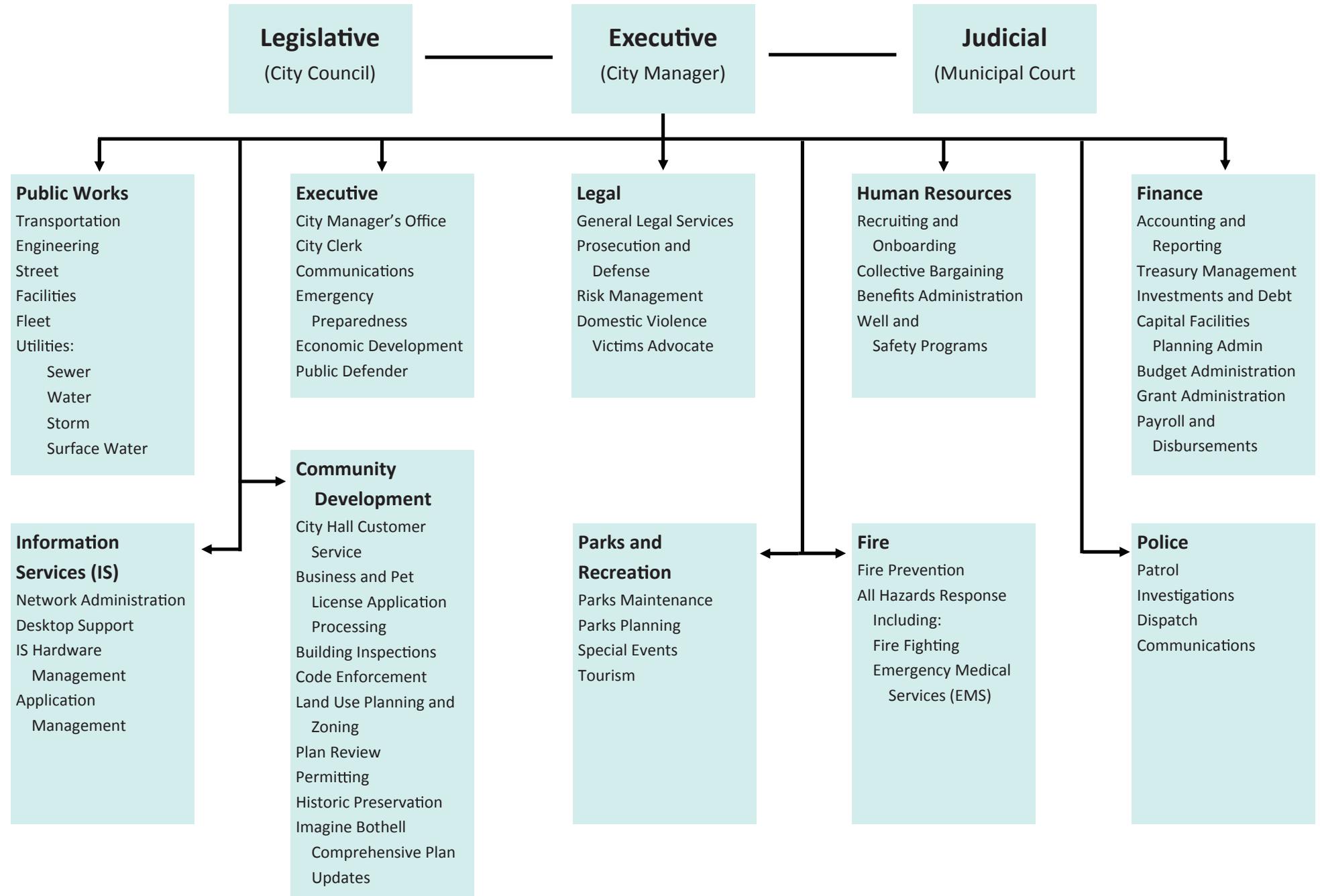
- 32% of residents identify as people of color (2018 Est.)
- 19.6% of residents report being foreign born (2018 Est.)
- 24.3% of residents speak a language other than english



ORGANIZATIONAL STRUCTURE

The City of Bothell’s operations are organized into ten departments: Community Development, Executive, Finance, Fire, Human Resources, Information Services, Legal, Parks, Police, and Public Works. Several of the larger departments have functional divisions within their department.

The City’s budget also provides funding for the Legislative Branch of government (the City Council) and the Municipal Court.



FINANCIAL ORGANIZATIONAL STRUCTURE

The City’s financial organizational structure classifies each fund, or accounting entity, into one of seven fund types: General, Special Revenue, Debt Service, Capital, Enterprise, Internal Service, and Fiduciary. Funds are further classified as major or non-major funds based on their relative importance and pursuant to a mathematical calculation. Below is a list of the funds maintained in Bothell’s General Ledger organized by fund type. Major funds are noted with an (M), non-major funds are noted with (NM).

General (Current Expense) Fund (M)

Special Revenue Funds: Street Fund (NM), Arterial Street Fund (M), Park Cumulative Reserve (NM), Drug Seizure Fund (NM), Fire Impact Fees Fund (NM), Public Safety Levy (M)

Debt Service Funds: Fire Station GO Bond, LIFT GO Bond Redemption Fund (NM), 2013 GO Bond Redemption Fund (NM)

Capital Funds: Capital Improvements Fund (M), Public Safety Capital

Enterprise Funds: Water Utility Fund (M), Sewer Utility Fund (M), Storm and Surface Water Utility Fund (M)

Internal Service Fund: Equipment Rental Fund (NM), Self-Insurance Fund (NM), Asset Replacement Fund (NM)

Fiduciary Funds: Cemetery Endowment Fund (NM), Firemen’s Pension Reserve Fund (NM)

The financial organizational chart found on a subsequent page presents a graphical display of the structure. A biennial budget is established by the City for all fund types, except fiduciary funds; fiduciary fund budgets are established by their respective governing body.

Current Expense Fund	Special Revenue Funds	Debt Service Funds	Capital Funds	Enterprise Funds	Internal Service Fund	Fiduciary Funds
General Fund (M)	Street Fund (NM)	Fire Station GO Bond (NM)	Capital Improvements Fund (M)	Water Utility Fund (M)	Equipment Rental Fund (NM)	Cemetery Endowment Fund (NM)
	Arterial Street Fund (M)	LIFT GO Bond Redemption Fund (NM)	Public Safety Capital Fund (M)	Sewer Utility Fund (M)	Self-Insurance Fund (NM)	Firemen’s Pension Reserve Fund (NM)
	Park Cumulative Reserve (NM)	2013 GO Bond Redemption Fund (NM)		Storm and Surface Water Utility Fund (M)	Asset Replacement Fund (NM)	
	Drug Seizure Fund (NM)					
	Fire Impact Fees Fund (NM)					
	Public Safety Levy (M)					

The Summary of Financial Management Policies is a brief summary of the financial policies adopted by the City Council that directs the work of the administration for financial matters. The Comprehensive Financial Management Policies (the Policies) are the detailed document of financial policies; some of the matters addressed in the comprehensive policy are absent in this summary. The complete Comprehensive Financial Management Policies can be found in the appendix.

Accounting System and General Matters

The Financial Policies prescribe either full accrual or modified accrual as the basis of accounting for each of the City's funds. The use of full or modified accrual is prescribed based on either the nature of the fund or reporting type. The Policies also note that staff shall implement internal controls to safeguard City assets and resources.

Fund Balance and Reserves

The Policies establish minimum fund balance targets for accounting funds that fund operating expenditures. The targets vary by fund and are based on the nature of each fund's revenues and operating expenditures. Further, if a minimum fund balance target is not met, then staff shall propose a four-year plan to replenish the fund balance shortfall.

Budget and Financial Planning

A biennial, or two-year, budget is dictated by Policies. The proposed and adopted budgets must also be balanced. Balanced budget is defined by Policy as total budgeted resources that are equal to or greater than budgeted expenditures, plus the minimum fund balance target, if applicable. The first two years of the adopted Capital Facilities Plan (CFP) must also be incorporated into the budget.

User Fees and Cost Recovery

The methodology to set user fees imposed by the City is described in the Policies; the methodologies vary by fee type. In some instances, the user fees must recover the full cost of providing the service.

Shared Services

The Policies state that the General Fund should recover the full cost of providing accounting and finance, human resources, information technology, legal, and City Clerk services (shared services) to the various benefitting funds of the City. The calculation to establish the charges must be equitable.

Investments

It is the policy of the City to invest public funds in a manner which will provide maximum security, and meeting daily cash flow demands, conforming to all state and local statues governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles. The primary objectives, in priority order, of the City's investment activities shall be: safety, liquidity, return on investment.

Debt

Long term debt shall be used solely for the purpose of financing or refinancing the cost of projects identified in the Adopted Capital Facilities Plan (CFP). Lines of credit, and other short-term debt instruments, may be used to fund temporary operating shortfalls. Prior to the issuance of any debt, whether short or long term, a repayment source must be identified. The source of repayment must not be speculative. Any issuance of debt must comply with all local, state, and federal laws, rules, and regulations including debt limits.

Credit Card Usage

The use of City credit and purchase cards (Cards) is allowed subject to the same restrictions as purchases made by other means. The approval and payment process is to be substantially similar to the processes for purchases made by other means. The Policy specifically prohibits cash advances and purchases of alcohol on Cards.

Assets

Capital assets are defined as assets with a value greater than \$5,000. The policy also recognizes assets with a value between \$1,000 and \$5,000 that are considered small and attractive. The policy prescribes certain activities to ensure the recordkeeping and safeguarding of assets.



The City adopts a biennial, or two-year, budget in even numbered years. Biennial budgets begin in odd numbered years. In the simplest form, the budget process can be divided into two distinct phases: development of the City Manager’s proposed budget, along with City Council deliberations and budget adoption. In practice there are many steps in the process, the following is a summary of the various steps of the budget process followed by a description of the process to amend a budget.

PHASE ONE: DEVELOPMENT OF THE CITY MANAGER’S PROPOSED BUDGET

Step One: The Budget Calendar

Staff works with the City Manager, departments, and regulatory requirements to prepare a calendar of tasks and milestones that lead to the City Manager’s Proposed Budget presentation to the City Council. The City Manager negotiates the timing of the presentation of the City Manager’s Proposed Budget with the Mayor.

Step Two: City Manager Calls for Department Budgets.

The City Manager communicates the budget priorities, the results of the preliminary revenue forecast and makes a call for departments to prepare their budget requests.

Step Three: Department Presentations to the Budget Team

The third step of the budget process is department presentations to the City Manager’s budget team. This step of the process provides the City Manager with a detailed presentation of the department budget requests.

Step Four: Creation of the City Manager’s Proposed Budget

Next, the City Manager works with the Finance Department to align department budget requests with available resources to ensure funding for essential services and advance goals. When decisions regarding department budget proposals are finalized the Finance Department prepares the budget package for presentation to the City Council.

Step Five: Presentation of the City Manager’s Proposed Budget and Public Hearings

Step five of the budget process is the City Manager’s presentation of the City Manager’s Proposed Budget to the City Council at an open public meeting; historically public hearings on the proposed property tax levy, utility rates, and fees schedule have also been scheduled for the same open public meeting. The public hearings are continued to another open public meeting.

The City Council’s deliberations on the budget officially start immediately after the City Manager releases his/her proposed budget. It should be noted that the Council is generally gathering data and considering the budget in advance of the official release of the City Manager’s Proposed Budget.

PHASE TWO: DEVELOPMENT OF THE CITY COUNCIL’S BUDGET AND BUDGET ADOPTION

Phase Two-Step One: Studying the City Manager’s Proposed Budget and Information Gathering

The second phase of the budget process kicks off with the City Council studying the City Manager’s proposed budget, asking questions, and gathering information. The City Council also has an opportunity to solicit feedback and information from the community during public hearings, public comment at regularly scheduled meeting, and any other forum that they desire.

Phase Two-Step Two: City Council Deliberations, Finalize the Council’s Budget

At this point the City Council works with the City Manager and staff to create a final version of the budget and prepares the budget for adoption. Final public hearings must occur before the City Council calls for a vote on the budget.

Phase Two-Step Three: Budget Adoption

The final step of the budget process is for the City Council to call for a vote to adopt the budget. The budget is adopted by majority vote of the City Council. Final public hearings and votes on the property tax levy rate, utility rates, and the fee schedule generally occur around the same time as the budget, but are technically subject to different timelines.



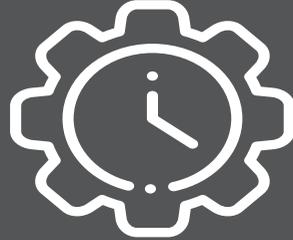
AMENDING A BUDGET

Budgets are developed based on a set of predictions about the future. Since it's impossible to know what will happen in the future, adjustments to the adopted budget are frequently required once the budgetary period is underway. A formal change to an adopted budget is known as a budget amendment. Budgets are adopted at the fund level, as opposed to the line-item or department level, and budget amendments are also made at the fund level.

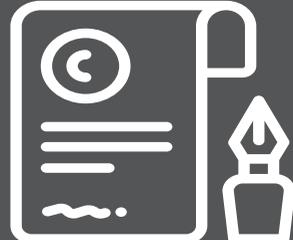
Budget amendments are brought to the City Council by staff and must be passed by a majority of the City Council at an open public meeting. Budget amendments do not require public hearings and do not have specific timelines associated with them; however, they must be passed before the last day of the budgetary period to become effective for that period.



MARCH
Department
Request Presentations



APRIL
Balancing &
Number Crunching



MAY
City Manager
Proposal Unveiled



JUNE
Department
Request Presentations



JULY - AUGUST
Balancing &
Number Crunching



SEPTEMBER
Finalizing and Publishing the
Budget Document



OCTOBER
City Manager's Budget
Proposal Unveiled



OCTOBER - NOVEMBER
City Council
Budget Deliberation



NOVEMBER - DECEMBER
Finalizing and Adopting
the Budget

- Consolidated Financial Schedules
- Six-Year Consolidated Financial Schedules
- Revenue & Expenditures
- Fund Balance
- Debt
- Budgeted Employment Positions

Financial and Employment Information

Introduction

The consolidated financial schedules present summary information for revenues and expenditures for the 2021-2022 budget. The data is presented in the categories used for annual financial reporting and presented in the audited Comprehensive Annual Financial Report (CAFR).

2021-2022 Schedule of Consolidated Revenues by Major Fund

Source	General	Arterial St	Capital Improvement	Public Safety Capital	Water	Sewer	Storm & Surface Water	Other Funds	2021-22 All Funds
Property Tax	30,095,844	-	-	-	-	-	-	24,618,411	54,714,255
Sales Tax	29,260,255	-	-	-	-	-	-	2,000,000	31,260,255
Utility Tax	15,612,661	-	-	-	-	-	-	-	15,612,661
Other Tax	115,646	-	7,600,000	-	-	-	-	-	7,715,646
Licenses and Permits	7,361,252	-	852,307	-	-	-	61,530	146,363	8,421,452
Federal Grants	50,000	-	9,313,174	-	-	-	183,400	-	9,546,574
State Grants	77,000	-	1,268,000	-	-	-	-	-	1,345,000
State Shared Revenue	1,350,946	-	-	-	-	-	-	-	1,350,946
State Entitlements	1,633,255	-	-	-	-	-	-	2,346,258	3,979,513
Local Grants/Entitlements	118,500	-	10,468,000	-	-	-	500,000	-	11,086,500
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-
Charges for Svcs	17,735,775	5,403,584	-	-	12,176,208	17,294,543	12,290,089	1,210,000	66,110,199
Fines and Forfeitures	1,014,824	-	-	-	-	-	-	34,000	1,048,824
Other Misc Revenues	1,430,292	-	109,585	-	73,500	-	-	-	1,613,377
Total Revenue	105,856,250	5,403,584	29,611,066	-	12,249,708	17,294,543	13,035,019	30,355,032	213,805,202

Interfund Loan Interest	-	-	-	-	-	-	-	-	-
Capital Contribution	-	-	1,325,000	-	-	-	-	-	1,325,000
Interfund Loans Received	-	-	-	-	-	-	-	-	-
Fund Debt Proceeds	-	-	-	-	-	-	-	-	-
JIS/School Zone Safety	23,649	-	-	-	-	-	-	-	23,649
Prior Period Adj to Equity	-	-	-	-	-	-	-	(20,000)	(20,000)
Non-Revenues	-	-	-	-	-	-	-	-	-
Debt Proceeds	-	-	-	10,219,275	-	-	-	-	10,219,275
Sale of Fixed Assets	-	-	-	-	-	-	-	232,400	232,400
Interfund Svcs - Fleet	-	-	-	-	-	-	-	3,482,606	3,482,606
Interfund Svcs - Self Ins	-	-	-	-	-	-	-	3,120,959	3,120,959
Interfund Svcs - Central Svcs	3,415,276	-	-	-	-	-	-	-	3,415,276
Operating Transfers	100,000	-	12,536,982	45,161	-	-	-	5,572,980	18,255,123
Total	3,538,925	-	13,861,982	10,264,436	-	-	-	12,388,945	40,054,288
Grand Total Revenue	109,395,175	5,403,584	43,473,048	10,264,436	12,249,708	17,294,543	13,035,019	42,743,977	253,859,490

2021 - 2022 Schedule of Budgeted Expenditures by Function

Source	General	Arterial St	Capital Improvement	Public Safety Capital	Water	Sewer	Storm & Surface Water	Other Funds	Total All Funds
General Government	24,944,743	-	-	-	-	-	-	5,436,409	30,381,152
Public Safety	58,393,790	-	-	-	12,000	-	-	6,683,936	65,089,726
Streets	7,986,840	-	-	-	-	-	-	8,316,850	16,303,690
Physical & Economic Environment	13,166,479	-	-	-	8,717,516	14,388,209	7,464,702	-	43,736,906
Debt Service	-	-	7,597,627	-	550,812	251,962	1,910,311	8,643,901	18,954,613
Capital & Infrastructure	77,750	-	32,933,636	31,348,161	6,809,309	6,366,384	9,727,414	4,343,285	91,605,939
Subtotal	104,569,602	-	40,531,263	31,348,161	16,089,637	21,006,555	19,102,427	33,424,381	266,072,026
Operating Transfers	3,385,731	5,504,206	3,488,801	-	170,835	162,395	521,244	5,021,911	18,255,123
Interfund Svcs - Fleet	1,635,596	-	-	-	253,166	315,006	736,036	542,802	3,482,606
Interfund Svcs - Self-Insurance	1,908,003	-	-	-	93,991	616,762	63,056	439,147	3,120,959
Interfund Svcs - Central Svcs to Utility Funds	-	-	-	-	905,602	968,996	804,332	736,346	3,415,276
Total Expenditures	111,498,932	5,504,206	44,020,064	31,348,161	17,513,231	23,069,714	21,227,095	40,164,587	294,345,990

Introduction

Actual data is presented for the 2017-2018 biennium; the projected results are presented for the 2019-2020 biennium; and, the budget is presented for the 2021-2022 biennium. Revenue data is presented separately for the General Fund; revenue and expenditure data is also provided for all of the City's funds (All Funds) and includes the General Fund. Expenditure data is provided separately for the General Fund and for all funds.

Biennial Consolidated Revenues

Source	2017-2018 Actuals General Fund Only	2017-2018 Actuals All Funds	2019-2020 Projected General Fund Only	2019-2020 Projected All Funds	2021-2022 Budget General Fund Only	2021-22 Budget All Funds
Property Tax	25,184,115	34,966,217	27,792,847	47,382,915	30,095,844	54,714,255
Sales Tax	27,372,865	29,372,865	32,891,956	34,891,956	29,260,255	31,260,255
Utility Tax	14,917,113	14,917,320	16,802,965	16,802,965	15,612,661	15,612,661
Other Tax	100,595	11,105,720	90,000	11,204,000	115,646	7,715,646
Licenses and Permits	7,770,316	9,238,678	7,805,000	8,940,446	7,361,252	8,421,452
Federal Grants	86,749	4,227,416	50,000	9,214,979	50,000	9,546,574
State Grants	16,902	10,912,113	552,700	6,145,670	77,000	1,345,000
State Shared Revenue	1,423,007	1,423,007	300,000	300,000	1,350,946	1,350,946
State Entitlements	1,407,030	3,560,520	1,486,000	3,746,982	1,633,255	3,979,513
Local Grants/Entitlements	441,733	1,223,016	380,000	29,648,946	118,500	11,086,500
Intergovernmental Revenue	-	-	-	-	-	-
Charges for Svcs	15,474,227	66,954,224	16,600,814	68,642,076	17,735,775	66,110,199
Fines and Forfeitures	570,750	680,911	830,100	945,100	1,014,824	1,048,824
Other Misc Revenues	2,876,568	3,676,679	2,570,650	3,500,771	1,430,292	1,613,377
Total Revenue	97,641,970	192,258,687	108,153,032	241,366,806	105,856,250	213,805,202
Interfund Loan Interest	-	-	-	-	-	-
Capital Contribution	-	1,518,665	-	-	-	1,325,000
Interfund Loans Received	-	-	-	3,115,000	-	-
Fund Debt Proceeds	-	-	-	-	-	-
JIS/School Zone Safety	29,642	29,642	33,000	33,000	23,649	23,649
Prior Period Adj to Equity	-	(55,898)	-	-	-	(20,000)
Non-Revenues	6,704	6,704	-	-	-	-
Debt Proceeds	-	55,542	-	25,585,550	-	10,219,275
Sale of Fixed Assets	-	1,770,549	-	2,491,420	-	232,400
Interfund Svcs - Fleet	-	3,610,223	-	4,697,604	-	3,482,606
Interfund Svcs - Self Ins	-	2,320,540	-	3,154,323	-	3,120,959
Interfund Svcs - Central Svcs	1,483,581	1,484,073	1,791,548	1,791,548	3,415,276	3,415,276
Operating Transfers	9,235,348	24,620,900	1,398,000	44,669,214	100,000	18,255,123
Total Revenue Other	10,755,275	35,360,940	3,222,548	85,537,659	3,538,925	40,054,288
Grand Total Revenue	108,397,246	227,619,627	111,375,580	326,904,465	109,395,175	253,859,490

Expenditure by Major Category

Source	2017-2018 Actuals General Fund	2017-2018 Actuals All Funds	2019-2020 Projected General Fund	2019-2020 Projected All Funds	2021-2022 Budget General Fund	2021-2022 Budget All Funds
General Government	21,831,241	25,056,550	24,888,335	30,336,546	24,944,743	30,381,152
Public Safety	54,649,523	54,866,034	56,026,229	63,203,357	58,393,790	65,089,726
Streets	6,914,544	15,230,699	8,271,062	17,234,297	7,986,840	16,303,690
Physical & Economic Environment	12,846,370	38,941,632	15,800,910	44,934,867	13,166,479	43,736,906
Debt Service	-	12,203,407	-	15,550,707	-	18,954,613
Capital & Infrastructure	391,141	38,933,509	150,000	114,854,881	77,750	91,605,939
Subtotal	96,632,819	185,231,831	105,136,536	286,114,655	104,569,602	266,072,026
Operating Transfers	797,061	24,620,900	1,716,448	44,669,214	3,385,731	18,255,123
Interfund Svcs - Fleet	2,343,797	3,610,223	3,007,374	4,999,259	1,635,596	3,482,606
Interfund Svcs - Self-Insurance	1,903,020	2,320,540	1,934,649	3,275,683	1,908,003	3,120,959
Interfund Svcs - Svcs to Util Funds	-	1,484,073	-	1,791,548	-	3,415,276
Interfund Loans - Disburse/Repay	-	-	-	3,115,000	-	-
Total Expenditures	101,676,697	217,267,567	111,795,007	343,965,359	111,498,932	294,345,990

Revenues

The Comprehensive Financial Management Policies of the City state that the budgeted revenues shall be forecasted conservatively utilizing prudent assumptions. The revenue forecast is the numerical starting point for budget development. The following narrative describes notable assumptions used in the 2021-2022 biennial revenue forecast. The six-year financial forecast is used to communicate the long-range revenue forecast.

The City continuously monitors revenue performance to identify differences between actual and forecasted revenues which provides an opportunity to identify trends potentially affecting the overall financial health of the City. Staff reports the results of revenue monitoring to the City Council and the Community quarterly.

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 nearly fifty percent of the City's overall revenues and more than seventy percent of its General Fund revenues. The following analysis accounts for nearly ninety percent of citywide revenues.

Sales Tax

The Puget Sound Economic Forecaster and the King County Office of Economic and Financial Analysis publish sales tax forecasts. Current forecasts vary significantly due to the current economic turbulence and uncertainty. The 2021-2022 sales tax forecast assumes a contraction in sales tax revenues compared to the same periods in the prior year and a return to 2019 revenues in 2022. The forecast was developed based on the assumption that Bothell will fare slightly better than the average of Puget Sound cities due to a retail mix that does not include significant big-ticket discretionary retail and strong internet sales for purchases that residents would typically travel outside of Bothell to purchase outside of a pandemic.

Property Tax (Regular Levy)

State law limits Bothell's annual increase in its property tax levy to 1%. In 2021, the 1% property tax levy increase amounts to approximately \$150,000 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 2021-2022 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 decrease by approximately \$1.2 million or seven percent compared to projected 2019-2020 receipts. This decrease is attributable to pandemic-related reduced demand from commercial customers, changing consumer behaviors, and conservation efforts.

Grants

Federal, state, and local grants are projected to make up approximately \$21,978,074, or 10.2% of citywide revenues. Nearly all the City's grant funding in 2021-2022 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2021-2022 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

The City charges user fees for services such as development services, building permits, utility connections and services, administration court fees, and impact fees, to name a few. Charges for services are expected to generate \$66.1 million in 2021-2022. The budgeted value is a decrease of \$2,531,877 or 3.7% compared to the forecasted 2019-2020 results. The decrease is attributable to slowing development activity and decreased utility service provided to commercial customers.

Significant Changes

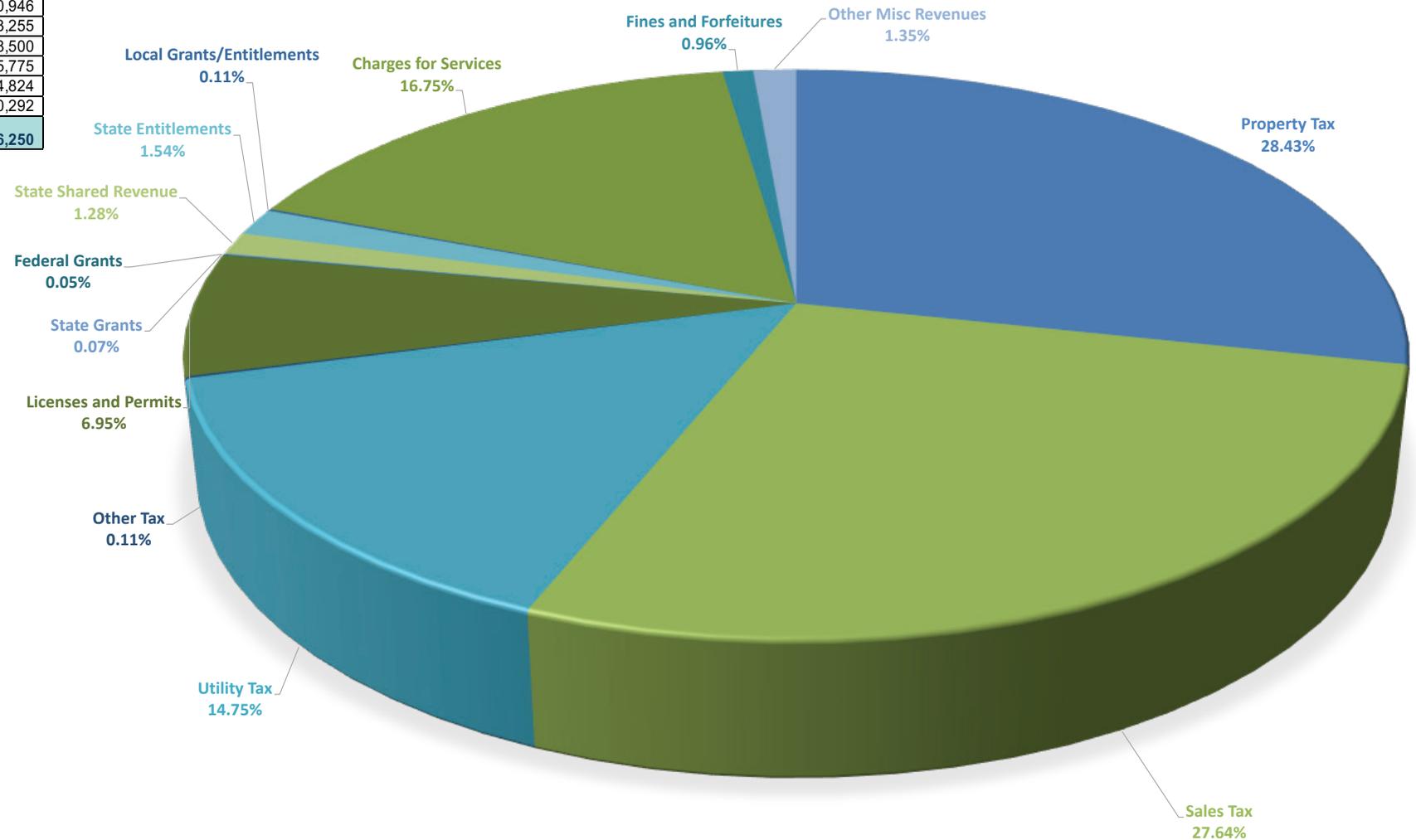
The 2021-2022 budget was developed during a pandemic and time of tremendous economic uncertainty. Several important assumptions were made in the development of the revenue forecast:

- Employment in the region, and specifically for Bothell residents, will be stronger than the national labor market due to the presence of tech and biotech sectors in the area.
- Development activity will continue, albeit at a slower pace than in the recent past.
- The pandemic will result in a significant economic disruption that will last twelve to eighteen months.
- Consumer confidence and behaviors will return to normal in late 2021 and 2022.
- Based on the preceding, General Fund revenues are forecasted to decrease approximately two-percent compared to the 2019-2020 biennium.

2021 - 2022 Consolidated General Fund Revenues

Source	2021-22 Revenues
Property Tax	\$30,095,844
Sales Tax	29,260,255
Utility Tax	15,612,661
Other Tax	115,646
Licenses and Permits	7,361,252
Federal Grants	50,000
State Grants	77,000
State Shared Revenue	1,350,946
State Entitlements	1,633,255
Local Grants/Entitlements	118,500
Charges for Services	17,735,775
Fines and Forfeitures	1,014,824
Other Misc Revenues	1,430,292
Total Revenue	\$105,856,250

Percentage of Total General Fund Revenues by Consolidated Category



Expenditures

Financial polices state that expenditures shall be budgeted to support existing levels of service, except where the City Manager and City Council have determined that a change in the level of service is required to respond to an emergent need or lost revenue. Staff is also directed by policy to use conservative and prudent assumptions in the development of budgeted expenditures. Department heads are responsible for monitoring expenditures and reporting significant variances between actual and budgeted expenditures to the City Manager. Staff provides budget monitoring reports to the City Council quarterly.

Direction for Budget Development

In 2020, Bothell’s City Council discussed its goals and priorities for the 2021-2022 biennium. The discussion was tempered with concern for the financial impacts of the pandemic and economic uncertainty and a desire to ensure the financial stability of the organization during challenging times. The goals and priorities discussion influenced department budget proposals. The City Manager used the City Council’s goals and priorities discussion to weigh department budget requests, and to prepare a comprehensive spending plan that is aligned with the goals and priorities discussed by the City Council.

Budgeting for the Capital Facilities Plan

Council is set to adopt the City’s 2021-2027 Capital Facilities Plan (CFP) in November 2020. The plan provides for approximately \$84,012,433 in needed capital and infrastructure investment such as: major improvements to facilities, real property and land; utility systems improvements; and transportation system improvements and right-of-way acquisition. A significant theme for the update is to finish projects that are already underway or that are primarily funded from outside sources. This theme is primarily the result of uncertainty regarding the revenues used to fund capital projects.

The CFP process runs concurrent to the budget process and identifies projects and associated funding packages for the City’s capital and infrastructure needs for the seven-year planning period. The first two years of the resulting CFP update are incorporated into the budget. Ongoing maintenance needs associated with capital projects and infrastructure are also considered and are included in the adopted budget, as required by policy. The 2021-2022 budget appropriates \$84,122,433 in CFP investments. This figure includes facilities, transportation, utility and parks capital projects.

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 \$266,072,026 for the biennium. This is a seven percent decrease from budgeted spending in the previous biennium.

Citywide Expenditures by Major Category

Source	2021-2022 Proposed All Funds
General Government	30,381,152
Public Safety	65,089,726
Streets	16,303,690
Physical & Economic Environment	43,736,906
Debt Service	18,954,613
Capital & Infrastructure	91,605,939
Subtotal	266,072,026
Operating Transfers	18,255,123
Interfund Svcs - Fleet	3,482,606
Interfund Svcs - Self-Insurance	3,120,959
Interfund Svcs - Svcs to Util Funds	3,415,276
Interfund Loans - Disburse/Repay	-
Total Expenditures	294,345,990

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 - \$30,381,152

General Fund - \$24,944,743

Other City Funds - \$5,436,409

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 2021-2022, these expenditures amount to \$30,381,152 citywide, or 11.4% of the City's overall projected spending and a \$44,000 increase from budgeted 2019-2020 spending.

In 2021-2022, the General Fund's share of the City's general government expenditures amount to \$24,944,743, or 23.8% of the General Fund's overall projected spending. The increase compared to budgeted 2019-2020 spending is approximately \$55,000.

Citywide Public Safety Expenditures - \$65,089,726

General Fund - \$58,393,790

Other City Funds - \$6,695,936

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2021-2022, the projected cost of providing public safety services amounts to \$65,089,726, or 24.5% of the City's overall projected budget. 2021-2022 public safety spending is 3% higher than budgeted 2019-2020 spending.

In 2021-2022, the General Fund's share of the City's public safety expenditures amount to \$58,393,790, or 55.8% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to \$2,367,561 or 4.2% more than budgeted 2019-2020 spending.

Citywide Transportation (Streets) Expenditures - \$16,303,690

General Fund - \$7,986,840

Other City Funds - \$8,316,850

Transportation expenditures include the Public Works Engineering Division, along with the City's Equipment Rental and Street Operating Funds. In 2021-2022, the projected cost of maintaining the City's current service level amounts to \$16,303,690, or 6.1% of the City's overall projected budget. This is a 5.4% decrease from budgeted 2019-2020 non-capital transportation spending.

In 2021-2022, the General Fund's share of the City's transportation expenditures amount to \$7,986,840, or 7.6% of the General Fund's overall projected spending. This amount is 3.4% lower than budgeted 2019-2020 spending.

Citywide Utility & Community Environment Expenditures - \$43,736,906

General Fund - \$13,166,479

Other City Funds - \$30,570,427

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 2021-2022, the projected cost of providing these services amounts to \$43,736,906, approximately 16.4% of the City's overall projected budget. This is a 2.6% decrease compared to budgeted 2019-2020 spending.

In 2021-2022, the General Fund's share of the City's community environment type expenditures amount to \$13,166,479, or 12.6% of the overall General Fund projected budget. This is an decrease of \$2,634,431, or 16.7% lower than budgeted 2019-2020 community environment expenditures.

Citywide Debt Service Expenditures - \$18,954,613

Citywide Debt Service expenditures in 2021-2022 amount to \$18,954,613, or 7.1% of the City's overall projected budget.

DEFINITIONS

Fund Balance. Fund balance refers to the amount of cash and investments available at year end.

Reserved Fund Balance. Reserved fund balance is the amount of the fund balance with use restrictions imposed on them by external parties or from formal internal commitments.

Unreserved Fund Balance. Unreserved fund balance is the amount of fund balance without any specific constraints imposed on use or only constrained by the government’s informal or non-specific intent.

Minimum Fund Balance Target. Minimum fund balance target is the amount of fund balance that is set as the minimum target amount of cash and investments that, by policy, should be available at year end.

SCHEDULE OF FUND BALANCE

The City is projected to begin the 2021-2022 biennium with a beginning fund balance of \$72,515,774 for all funds. The projected ending fund balance at the end of the biennium is \$39,622,780 for all funds. The following schedule of beginning and ending fund balance displays the change in fund balance for each fund included in the 2021-2022 biennial budget. It should be noted that the projected beginning fund balances at Jan. 1 2021 are estimates based on the 2019-2020 budget and projected actual results from the 2019-2020 biennium. The final beginning balances are available after the audited 2020 financial statements are published in mid-to-late 2021.

The Financial Policies establish certain minimum fund balance targets, which represent the amount of ending fund balance that is desirable. The minimum fund balance targets are based on factors specific to each fund; as such, targets vary by fund. Each of the City’s funds with a minimum fund balance target is budgeted to achieve the target during the 2021-2022 biennium with one exception, the General Fund. It is important to note that the fund balance target was increased during the 2019-2020 biennium and at the time the fund balance met the old target, it did not meet the new target. The target was increased with the expectation that a plan would be established to achieve the target within four-years. The requirement to draft a plan to increase fund balance to the minimum fund balance target within four years is also a provision found in the updated policy.

The plan to increase the General Fund ending fund balance to meet the target within four years is to use a portion of the proceeds of the sale of the city owned property known as “Lot A” to increase fund balance. Lot A is currently under contract for sale, the sale scheduled to close in late 2021. Due to the lengthy due diligence period included in the contract, the proceeds of the sale are considered speculative and are therefore not included in the adopted budget. If the final sale is consistent with the contract, then approximately \$5 million of the purchase price will be used to increase General Fund ending fund balance during the 2021-2022 biennium.

Fund Balance Analysis

Fund	2021 Beginning Fund Balance	2021 Projected Revenues	2021 Expenditure Budget	2021 Ending Fund Balance	2022 Projected Revenues	2022 Expenditure Budget	2022 Ending Fund Balance
General	10,740,193	52,793,065	53,750,265	9,782,993	56,602,110	57,748,667	8,636,436
Special Revenue Funds			-	-		-	
Street	988,484	6,272,162	5,047,356	2,213,290	6,471,911	5,510,652	3,174,549
Arterial Street	2,920,485	2,649,082	2,829,074	2,740,493	2,754,502	2,675,132	2,819,863
Park Cumulative Reserve	4,155,557	690,000	-	4,845,557	690,000	-	5,535,557
Drug Seizure Fund	91,514	17,000	13,800	94,714	17,000	15,000	96,714
Fire Impact Fees	327,264	55,000	-	382,264	55,000	-	437,264
Public Safety Levy	3,784,095	5,242,716	4,702,922	4,323,889	5,425,143	4,336,851	5,412,181
Debt Service Funds			-	-		-	
LIFT GO Bond Redemption	-	1,995,650	1,995,650	-	1,998,875	1,998,875	-
2013 GO Bond Redemption	-	696,013	696,013	-	698,263	698,263	-
Public Safety Capital Bond	-	1,627,050	1,627,050	-	1,628,050	1,628,050	-
Capital Funds							
Capital Improvements	4,748,338	24,894,153	25,026,553	4,615,938	18,578,895	18,993,511	4,201,322
Public Safety Capital Fund	21,083,725	10,264,436	21,745,161	9,603,000	-	9,603,000	-
Utility Funds							
Water	3,934,348	6,081,053	6,257,286	3,758,115	6,168,655	9,571,715	355,055
Sewer	7,471,985	8,422,259	9,859,198	6,035,046	8,872,284	12,002,683	2,904,647
Storm & Surface Water	9,351,097	6,896,654	7,478,452	8,769,299	6,138,365	11,084,229	3,823,435
Internal Service Funds							
Equipment Rental	-	1,741,303	1,697,193	44,110	1,741,303	1,769,385	16,028
Self Insurance	128,434	1,780,367	1,777,689	131,112	1,826,323	1,823,645	133,790
Asset Replacement	2,350,000	440,724	1,107,112	1,683,612	1,490,124	1,538,052	1,635,684
Trust and Agency Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	356,242	72,000	72,000	356,242	72,000	72,000	356,242
Total	72,515,774	132,630,687	145,682,774	59,463,687	121,228,803	141,069,710	39,622,780

EXPLANATION OF SIGNIFICANT CHANGES IN FUND BALANCE

Changes in fund balance are expected during every biennium, below is a list of funds that are projected to drawdown their respective fund balance during the biennium by more than ten percent, a brief explanation of the reason for the drawdown is also provided.

General Fund

The General Fund is budgeted to drawdown fund balance by nearly twenty percent during the 2021-2022 biennium. The budgeted drawdown is the result of desire to maintain current levels of service for most city services, despite a revenue forecast that accounts for a modest post-pandemic economic recession and a slow recovery. The City has taken significant measures to control its costs and realign operating expenditures with resources; notwithstanding a recession the efforts are thought to have achieved the desired realignment.

It should also be noted that the City has two properties that are under contract for sale and scheduled to close in the 2021-2022 biennium. A portion of the proceeds of those sales is informally earmarked to rebuild, and increase, the General Fund balance. The proceeds of those sales are not included in the adopted budget due to the lengthy due diligence periods associated with both sales. Nonetheless, the properties are under contract for more than \$13 million and the proceeds represent a genuine opportunity to restore and increase the General Fund balance.

Capital Improvements Fund

The Capital Improvement Fund is financially responsible for many of the City's capital projects, including nearly all transportation projects. As is customary for capital funds, the fund balance fluctuates from year to year based on the scheduling of projects and the associated resource requirements. Several transportation projects and the environmental cleanup of downtown properties are responsible for the fund balance draw down in the 2021-2022 biennium.

Water, Sewer, and Stormwater & Surface Water Utility Funds

Each of the City's three utilities have significant and scheduled infrastructure improvements scheduled for the 2021-2022 biennium. The capital and infrastructure needs of the utilities are incorporated into rates paid by customers and the use of fund balance for this purpose is normal. Sewer and Stormwater utilities maintain fund balances in excess of the minimum fund balance targets. The fund balance in the water utility goes below the minimum fund balance target established by Policy. A comprehensive rate study is scheduled to occur during the 2021-2022 biennium and the resulting rates will be set to rebuild fund balance to meet the target within four years.

Asset Replacement Fund

The Asset Replacement Fund saves for replacement assets while assets are in service. It is normal for the fund balance to experience significant decreases in the periods when significant assets are scheduled for replacement. The Parks Department is scheduled to replace the turf at the North Creek Sports Fields in an upcoming biennium. Funding for the first one-third of the replacement project is included in the 2021-2022 biennium to allow the Parks Department to begin the replacement project in the biennium, if required due to deteriorating field conditions. The availability of funding in the 2021-2022 biennium causes a dip in ending fund balance in the Asset Replacement Fund.

It should also be noted that contributions to the asset replacement fund were only partially funded in several budgets in the recent past causing some scheduled replacements to be underfunded. City management has addressed this issue by extending useful lives of equipment whenever leaving the asset in service for a longer period is not expected to result in significant additional operating and maintenance costs. Fully funded annual contributions to the asset replacement fund are scheduled to resume in the 2021-2022 biennium and, as a result, the underfunding of future replacements should not be an issue going forward.



DEBT POLICY

The City’s debt policy states that long term debt shall be used solely for the purpose of financing or refinancing the cost of projects identified in the Adopted Capital Facilities Plan (CFP). Lines of credit, and other short-term debt instruments, may be used to fund temporary operating shortfalls. Prior to the issuance of any debt, whether short or long term, a repayment source must be identified. The source of repayment must not be speculative. Any issuance of debt must comply with all local, state, and federal laws, rules, and regulations including debt limits.

The Finance Department is responsible for all post issuance compliance and shall undertake all activities required to maintain the tax status of the debt, when applicable. The Finance Department shall create administrative policies and procedures to implement this policy.

DEBT LIMIT

External restrictions on the issuance of debt also exist. The State Constitution sets limits for the amount of general obligation debt that a city can issue (hereinafter referred to as the Statutory Debt Limit). The Statutory Debt Limits were enacted based on the legislature’s perception of what is safe and reasonable. The statutory debt limit for cities is currently set at 1.5% of assessed value for non-voted debt and 2.5% of assessed value for voted and non-voted debt combined. It should be noted that non-voted refers to a vote of the public, non-voted debt is councilmanic, meaning that it requires only a vote of the City Council. It should also be noted that additional debt is allowed for specific purposes associated with a local government. These purposes include debt associated with certain utilities and open space, parks, and economic development facilities.

The following table is the City of Bothell Debt Limit Calculation. The values in the table are exclusive of the aforementioned specific purpose debt.

Debt Limit Calculation

Debt Capacity as of January 1, 2020					
Regular levy assessed value less annexations		\$11,415,273,674			
Item	Without a Vote	With a Vote of the People			Total Capacity
	1.5%	1.0%	2.5%	2.5%	7.5%
Legal limit	\$171,229,105	\$114,152,737	\$285,381,842	\$285,381,842	\$856,145,526
Outstanding net debt	86,645,530	25,754,362			112,399,891
Margin available	\$84,583,576	\$88,398,375	\$285,381,842	\$285,381,842	\$743,745,634

CURRENT DEBT

The following table is a listing of the City's current debt and debt payment schedule.

Debt Service for Governmental Activities

Year	GO Bond 2013 B		GO 2014 LIFT Bond		PWTF Loan		Public Safety Bonds		Snohomish County PWAf		CH Lease Revenue Bonds		Debt ServiceTotal		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Sum (P & I)
2021	425,000	271,013	795,000	1,200,650	447,123	12,296	780,000	847,050	12,970	1,362	1,510,000	1,813,844	3,970,093	4,146,215	8,116,308
2022	440,000	258,263	835,000	1,163,875	447,123	11,178	820,000	808,050	12,970	1,167	1,590,000	1,737,594	4,145,093	3,980,127	8,125,219
2023	450,000	245,063	875,000	1,121,125	447,123	10,060	860,000	767,050	12,970	973	1,665,000	1,658,615	4,310,093	3,802,885	8,112,978
2024	470,000	227,063	920,000	1,076,250	447,123	8,942	905,000	724,050	12,970	778	1,750,000	1,575,427	4,505,093	3,612,510	8,117,603
2025	490,000	208,263	965,000	1,029,125	447,123	7,825	950,000	678,800	12,970	584	1,840,000	1,487,552	4,705,093	3,412,148	8,117,241
2026	510,000	188,663	1,015,000	979,625	447,123	6,707	995,000	631,300	12,970	389	1,930,000	1,395,594	4,910,093	3,202,277	8,112,370
2027 & Beyond	4,155,000	807,513	19,085,000	7,386,625	2,235,615	16,767	17,185,000	3,977,950	12,970	195	33,410,000	9,550,294	76,083,585	21,739,344	97,822,928
Total	\$6,940,000	\$2,205,839	\$24,490,000	\$13,957,275	\$4,918,354	\$73,777	\$22,495,000	\$8,434,250	\$90,788	\$5,448	\$43,695,000	\$19,218,918	\$102,629,141	\$43,895,506	\$146,524,647

Debt Service for Business-Type Activities

Year	2014 Revenue Bond								PWTF Loan		Debt ServiceTotal		
	Water Fund		Sewer Fund		Storm & Surface Water Fund		Total Revenue Bond		Storm & Surface Water Fund		Principal	Interest	Sum (P & I)
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest			
2021	165,000	112,031	75,000	50,356	540,000	369,331	780,000	531,719	45,516	1,365	825,516	533,084	1,358,600
2022	170,000	103,781	80,000	46,606	565,000	342,331	815,000	492,719	45,516	1,252	860,516	493,970	1,354,487
2023	180,000	95,281	80,000	42,606	595,000	314,081	855,000	451,969	45,516	1,138	900,516	453,107	1,353,623
2024	190,000	86,281	85,000	38,606	625,000	284,331	900,000	409,219	45,516	1,024	945,516	410,243	1,355,759
2025	200,000	76,781	90,000	34,356	655,000	253,081	945,000	364,219	45,516	910	990,516	365,129	1,355,645
2026	210,000	66,781	95,000	29,856	690,000	220,331	995,000	316,969	45,516	797	1,040,516	317,765	1,358,281
2027 & Beyond	1,915,000	293,100	855,000	131,069	6,320,000	967,563	9,090,000	1,391,731	273,097	2,390	9,363,097	1,394,121	10,757,218
Total	\$3,030,000	\$834,039	\$1,360,000	\$373,456	\$9,990,000	\$2,751,050	\$14,380,000	\$3,958,544	\$546,194	\$8,875	\$14,926,194	\$3,967,419	\$18,893,613

Budgeted Employment Positions

The budget package adopted by the City Council includes all permanent positions authorized in the budget. The City Manager is permitted to authorize limited-term and temporary positions not listed on the schedule of employment positions, provided funding is available in the adopted budget.

Changes in Position (FTE) Count

In this budget the Executive Department increased its permanent position count by adding a position to staff the Northshore Parks and Recreation Service Center (NPRSA), funding for the position is provided by the NPRSA. The Executive Department also added a half-time (0.5 FTE) position to its Emergency Management function.

Other position count changes were all decreases that resulted from layoffs in response to the economic impacts of the pandemic. The following departments decreased their position totals due to the layoffs: Municipal Court, Finance, Information Services (IS), Community Development, Police, Fire, Parks, and Public Works.

The following table is a schedule of full time equivalent (FTE) positions included in the budget; the schedule is organized by functional department.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Executive Department				
City Manager's Office	5.000	5.000	6.000	6.000
City Clerk	3.000	3.000	3.000	3.000
Emergency Management	1.000	1.000	1.500	1.500
Total	9.000	9.000	10.500	10.500
Municipal Court				
	6.850	6.850	5.850	5.850
Total	6.850	6.850	5.850	5.850
Finance Department				
	9.750	9.750	9.250	9.250
Total	9.750	9.750	9.250	9.250
Legal Department				
	5.750	5.750	5.750	5.750
Total	5.750	5.750	5.750	5.750
Human Resources Department				
	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000
Information Services Department				
	16.500	16.500	15.000	15.000
Total	16.500	16.500	15.000	15.000
Non-Departmental (General Fund)				
Arts Commission (2019 Exec, 2020-22 Parks)	0.300	0.300	0.200	0.200
Customer Service Counter (Comm Dev)	1.250	1.250	0.750	0.750
Sustainability Program (Public Works)	0.800	0.800	0.800	0.800
Tourism (2019 Exec, 2020-22 Parks)	0.700	0.700	0.800	0.800
Total	3.050	3.050	2.550	2.550
Police Department				
Administration	17.000	17.000	17.000	17.000
Support Services	20.000	20.000	18.000	18.000
Operations	44.000	44.000	44.000	44.000
Investigations	13.000	13.000	13.000	13.000
Total	94.000	94.000	92.000	92.000
Fire Department				
Administration	11.750	11.750	11.000	11.000
Suppression & EMS	50.000	50.000	50.000	50.000
Community Risk Reduction	3.000	3.000	3.000	3.000
Public Education	1.500	1.500	1.000	1.000
Training	3.000	3.000	2.000	2.000
Total	69.250	69.250	67.000	67.000
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450
Parks & Recreation Department				
Administration	5.500	5.500	3.000	3.000
M&O - Parks	11.000	11.000	11.000	11.000
Total	16.500	16.500	14.000	14.000
Community Development Department				
Administrative Services	6.000	6.000	6.000	6.000
Building & Permit Services	12.000	12.000	11.000	11.000
Planning Services	7.000	7.000	7.000	7.000
Total	25.000	25.000	24.000	24.000
Public Safety Levy				
Facilities (Public Works)	1.000	1.000	1.000	1.000
Municipal Court	1.000	1.000	1.000	1.000
Information Services	1.000	1.000	1.000	1.000
Police - Administration	1.000	1.000	1.000	1.000
Police - Investigations	1.000	1.000	1.000	1.000
Police - Operations	15.000	15.000	15.000	15.000
Police - Support Services	1.000	1.000	1.000	1.000
Fire - Suppression & EMS	6.000	6.000	6.000	6.000
Total	27.000	27.000	27.000	27.000
Self-Insurance Fund				
Risk Management (Legal)	1.250	1.250	1.250	1.250
Safety Program (Human Resources)	1.000	1.000	1.000	1.000
Total	2.250	2.250	2.250	2.250
Grand Total	380.600	380.600	369.600	369.600

- Executive
- Legal
- Finance
- Human Resources
- Information Services
- Community Development
- Parks

General Government

Executive

The Executive Department includes Legislative (Council), the City Manager's Office, the City Clerk's Division, Communications, Economic Development, Emergency Preparedness, as well as Human Services and the Public Defender.

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.

The City Manager's responsibility is to implement the policies of the City Council. She oversees all functions and daily operations of the City, and all Department Directors report directly to her.

The Executive Department is diverse with a wide array of responsibilities. Some of the more prominent duties of staff are:

- Assisting Council with legislative and administrative responsibilities.
- Oversight of all records management within the City and responding to Public Records Requests.
- Marketing and selling of the surplus properties within downtown.
- Recruiting businesses to Bothell and supporting all Bothell businesses.
- Communications on the City's website, social media, and print publications.
- Managing contracts with public defenders and for the human services grants.

Accomplishments

- Issued a Proclamation of Local Emergency for COVID-19 and adopted interim ordinance suspending development and permit timelines and suspended late fees and suspended shutoffs for water customers.
- Participated in 2019 and 2020 State Legislative Program, conversing with representatives for Bothell at the State and Federal level to further initiatives important to the City.
- Oversaw work towards accomplishing the Council's goals. Reported on work quarterly to the Council and community.
- Brought on-site all remaining records stored off-site, completed the Electronic Records Transfer with the State, and coordinated removal of all records from City Hall's file room to the originating departments.

- Delivered critical public messaging during emergencies such as COVID-19, and the multi-day snowstorm, as well as smaller but still significant flooding and severe weather events.
- Managed City website, social media accounts, e-News, and Bothell Bridge to include working with City's team of content managers.
- Secured grant funding to engage consultant to conduct a feasibility study, market analyses and impact analyses for the highest and best use of four acres at the former Wayne Golf Course.
- Coordinated approval of easement agreement In order to construct necessary improvements on Horse Creek Plaza.
- Met with 50 businesses in six months. Out of the 50, 23 agreed to complete a survey. Compiled results defined Bothell's assets that businesses value as businesses top three concerns about doing business in Bothell.
- COVID-19 support including mitigation during crisis and recovery once businesses were allowed to begin re-opening.
- Designed and launched electric-scooter pilot program.
- Updated the 5-year Comprehensive Emergency Management Plan Update and the 5-year Regional Hazard Mitigation Plan.
- Secured grant funding for the purchase and implementation of the badging and credentialing system, plug-load emergency lighting, and a full-time AmeriCorps volunteer.
- Activated the Emergency Communications Center and staff for the on-going COVID-19 response.
- Worked with consultant and city stakeholders to develop Cultural Plan, which was then adopted by Council.
- Showcased four artists at Bothell City Hall Gallery, and held two artist receptions for the community while collaborating with Council and other boards/commissions.

Outcomes and Activities for 2021-2022:

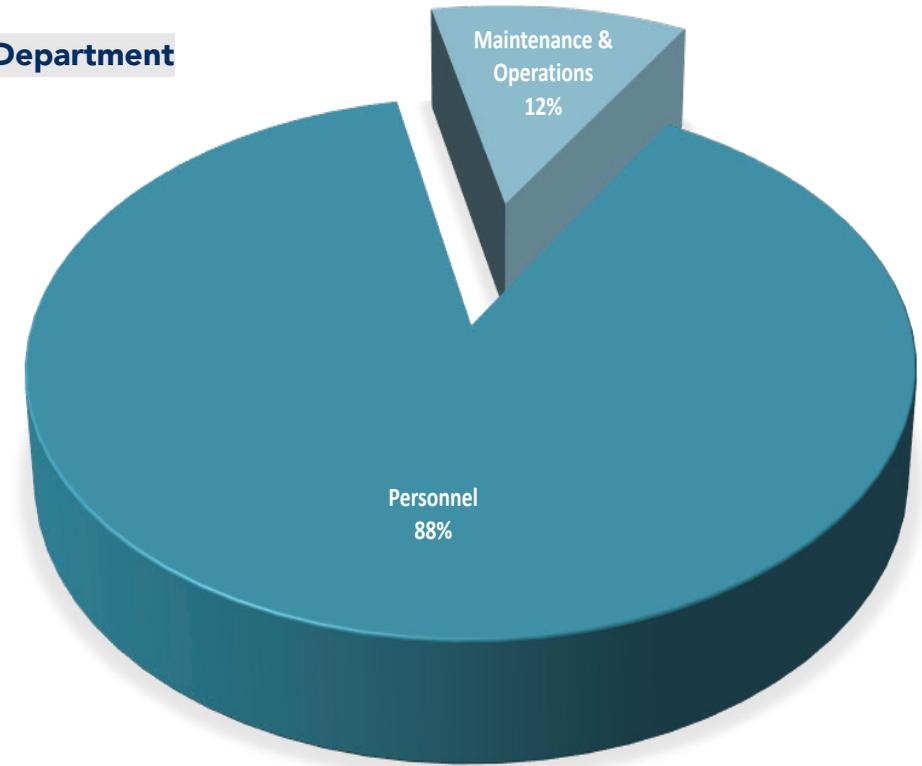
- Set annual goals and priorities for the City.
- Develop Community Engagement 101 training for city staff
- Evaluate new methods and technological tools to help us better engage with the entire community. Consistently connect with underrepresented groups or those members in our community that we are not hearing from.
- Successful sale of Lot A and D. Market Lot P South
- COVID-19 business resiliency programs along with workforce retraining and development.
- Customer service ombudsman program
- Canyon Park Marketing
- Update impact analyses, website and resources for the Innovation Partnership Zone.
- Host an Integrated Emergency Management Course with FEMA focused on terrorism involving two counties, local, state and federal agencies.
- Secure grant funding to continue staffing the division’s part-time Community Emergency Preparedness Coordinator position.
- Apply for future AmeriCorps volunteers.
- Increase community engagement with emergency preparedness.
- Develop Implementation Plan of the recently adopted Cultural Plan.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,751,407	\$2,053,849	\$2,687,253
Maintenance & Operations	914,697	404,851	351,437
Capital	-	-	
Total Expenditures	\$2,666,104	\$2,458,700	\$3,038,690
Annual Cost Per Capita	\$59.49	\$51.68	\$60.72

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Executive Department				
City Manager's Office	5.000	5.000	6.000	6.000
City Clerk	3.000	3.000	3.000	3.000
Emergency Management	1.000	1.000	1.500	1.500
Total	9.000	9.000	10.500	10.500

Executive Department



Legal

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 2021-2022 Legal budget appropriation is anticipated to increase slightly from the 2019-2020 budget.

- 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.
- Prosecute traffic infractions and misdemeanors committed in the City.
- Coordinate risk management services and 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.

Accomplishments

- Resolved ongoing litigation matters and pre-emptively avoided other litigation
- Upgraded prosecution forms from paper to electronic formats
- Updated all forms used by the Bothell Police Department
- Created a user-friendly Master calendar in cooperation with the Court

Outcomes and Activities

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

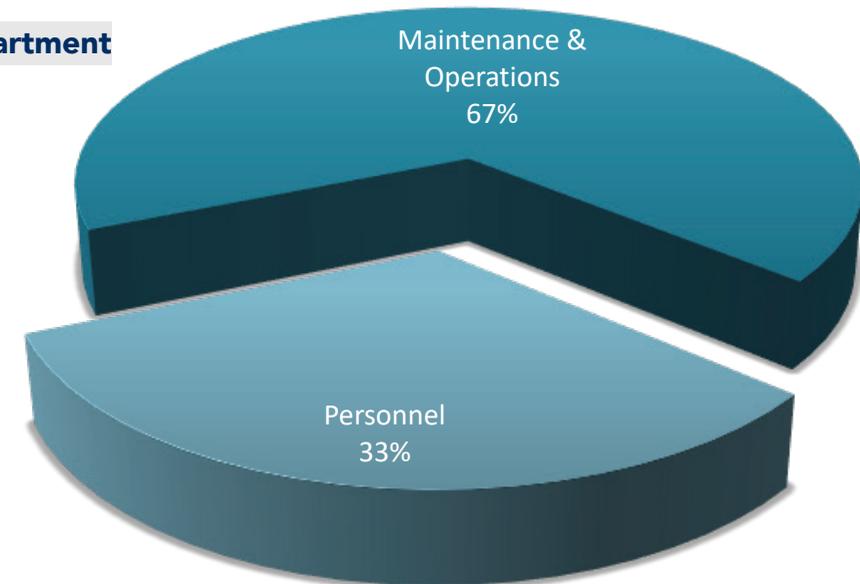
- Review standard agreements within three business days.
- Provide a target date for providing legal advice within 48 hours.
- Continued to provide service to Domestic Violence (DV) victims.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$195,361	\$209,811	\$236,677
Maintenance & Operations	229,634	336,740	490,400
Capital	-	-	-
Total Expenditures	\$424,996	\$546,551	\$727,077
Annual Cost Per Capita	\$9.48	\$11.49	\$14.53

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Legal Department	5.750	5.750	5.750	5.750
Total	5.750	5.750	5.750	5.750

Legal Department



Finance

The Finance Department's provides full service finance and accounting services for the City.

Our strategic objectives are to:

- Provide financial services that are commensurate with the highest levels for the profession
- Support the needs of a high performing organization and be a trusted partner to our customers
- Demonstrate careful and thoughtful stewardship of the community's resources
- Promote transparency and trust with our customers and the community

The Finance Department is responsible for the following:

- Accounting, Reporting, and Audit Representation
- Design and Maintenance of Internal Controls
- Budget Administration and Fiscal Policy Development
- Long Range Financial Planning
- Treasury, Debt, and Investment Management
- Payroll and Disbursements
- Capital Facilities Planning Administration
- Grant Reimbursement Management

Finance Department Publications

- Comprehensive Annual Financial Report (CAFR)
- Quarterly Financial Reports
- Capital Facilities Plan (CFP)
- The Biennial Budget

Outcomes and Activities

- Launch the new payroll electronic timecard system(s)
- Finalize the implementation of the remaining modules of the financial system
- Implement process improvement strategies to continue to increase efficiency and maintain customer focus
- Launch new monthly dashboard reporting
- Build new tools to model and communicate long-term financial impacts of decision making
- Issue second round of bonds to complete the fire station rebuild project

Accomplishments

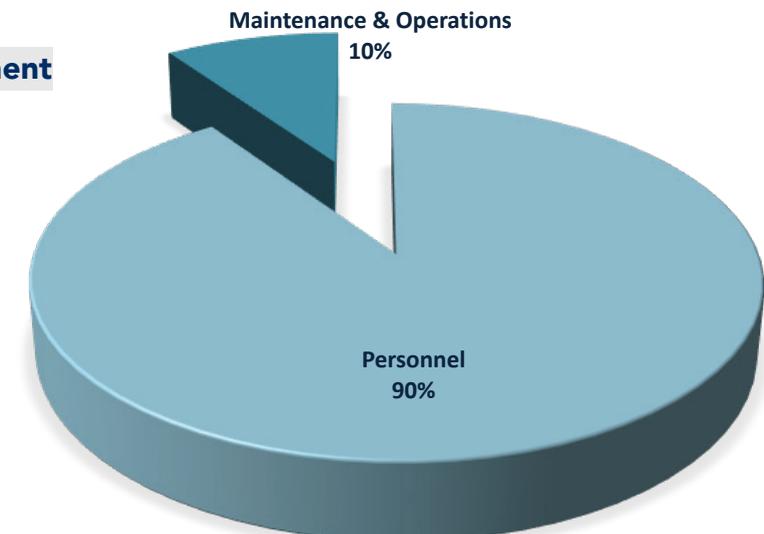
- Financial operations continuity during the pandemic
- Credit rating upgrade to Aa1
- Public Safety Bond issuance, first round \$25.5M
- Updated and formalized financial policies
- Received CAFR Award and Distinguished Budget Presentation Award

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$2,841,879	\$2,910,726	\$2,936,054
Maintenance & Operations	262,226	359,140	308,940
Capital	-	-	-
Total Expenditures	\$3,104,104	\$3,269,866	\$3,244,994
Annual Cost Per Capita	\$69.26	\$68.73	\$64.84

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Finance Department	9.750	9.750	9.250	9.250
Total	9.750	9.750	9.250	9.250

Finance Department



Human Resources

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.

Our Strategic Objectives are:

- 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

Outcomes and Activities

Accessible and paperless HR

The Human Resources Department continues to automate and implement new HR systems to work towards modernizing all HR functions.

The Human Resources Department is a strategic business partner with other city departments in the areas of performance management, staffing, and organizational development.

Clear and meaningful policies and procedures

The Human Resources Department regularly evaluates and updates the City's Policies and Procedures in order to communicate clear and meaningful expectations to our employees.

The Human Resources Department works collaboratively with our labor Unions to ensure labor contracts are implemented effectively.

A safe work environment

The Human Resource Department continues to respond to planned and unplanned events in a post-COVID-19 world.

With the implementation of new safety systems, guidelines and trainings, the Human Resources Department is actively working to make sure our employees go home safe every night.

Strategic employee development planning

The Human Resources Departments strives to provide meaningful, cost effective and creative training with the aim of developing our workforce.

The Human Resources Department will begin working with City departments to develop effective succession planning strategies to provide opportunity for our employees.

Recruitment/retention of a diverse and talented workforce

The Human Resources Department continuously works to ensure the City recruits the highest talent available through modern, cost-effective talent acquisition practices.

The Human Resources Department works closely with the Diversity and Inclusion Committee "Dive-in" to ensure that the City of Bothell is a welcoming workplace and community free from racism and discrimination.

The Human Resources Department administers the wellness program because the City of Bothell cares about the health and wellbeing of our employees.

Accomplishments

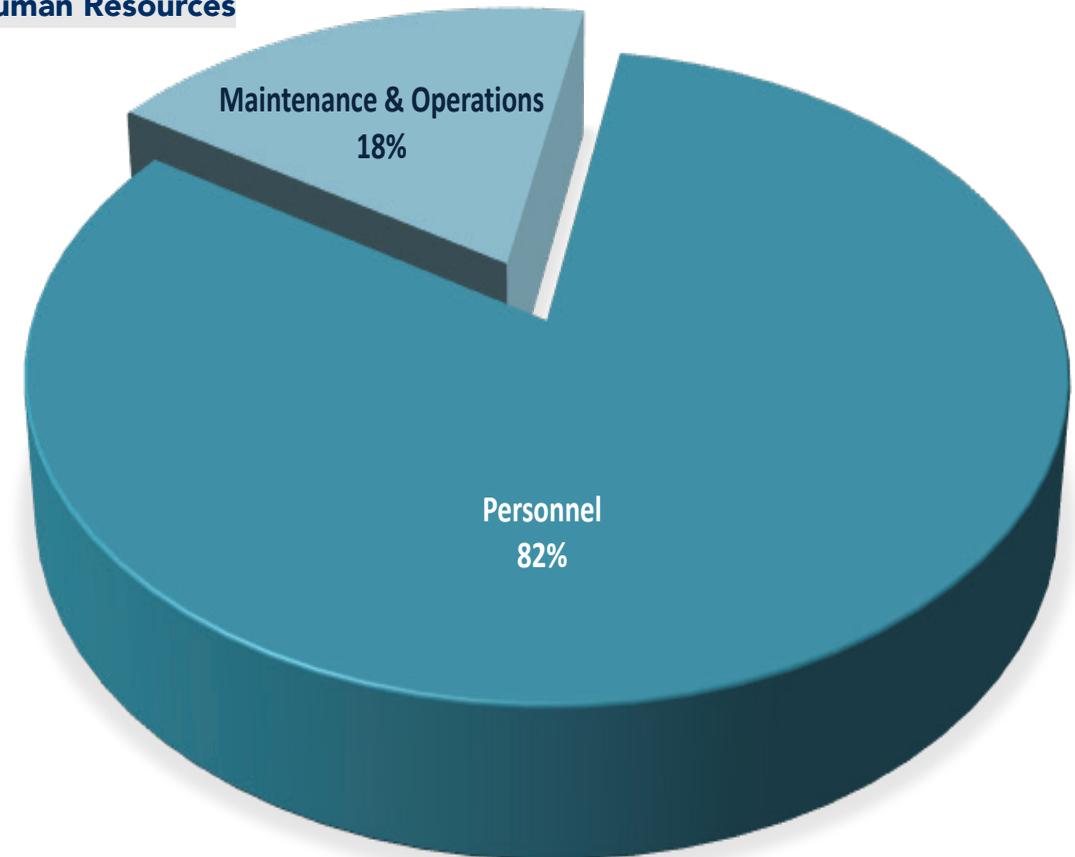
- We are proud of the accomplishments we have achieved in 2019 and 2020, including:
- Recipient of the WellCity award, which saved the City \$200,000 in healthcare costs for both 2019 and 2020.
- Participated in L&I's Stay at Work program and received reimbursements of almost \$50,000 annually for bringing injured workers back to work in light duty capacity as soon as possible.
- Launched the Citywide Diversity and Inclusion Committee (DiveIn), which is made up of members from all City departments.
- Successfully recruited 25 Public Safety Levy positions as approved by voters.
- Collaboratively negotiated new bargaining contracts with our AFSCME, Bothell Police Officers Guild and Bothell Police Captains unions.
- Implemented initiatives related to COVID19 with the goal of bringing employees back to work safely.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,373,563	\$1,448,957	\$1,598,744
Maintenance & Operations	301,790	570,100	360,600
Capital	-	-	-
Total Expenditures	\$1,675,353	\$2,019,057	\$1,959,344
Annual Cost Per Capita	\$37.38	\$42.44	\$39.15

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Human Resources Department	5.000	5.000	5.000	5.000
Total	5.000	5.000	5.000	5.000

Human Resources



Information Services

Bothell’s Information Services (IS) Department supports the technologies that serve the businesses and residents of this dynamic and innovative community. Every department’s 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.

Community Engagement through Technology: Information Services is focused on implementation services that connect businesses and residents with city government through technologies.

Some services include:

- Online Utility Bill Pay
- Pet Licenses
- Interactive Maps on COBmap
- Building Permits
- Online Court Payments Business Optimization
- Online Job Applications
- Capital Improvement Project Map
- Online Document Library
- Online Public Records Requests
- Crime Statistics
- City-wide Asset Management System

Accomplishments

- Added Parks to existing Asset Management System.
- Replaced Fire Mobile Fleet.
- Implemented Fire Annual Inspections System.
- Worked with City Clerks to implement software and procedures for digital electronic signature solution.
- Implemented Enhanced Utility Billing (including On-Line Bill Pay).
- In response to the COVID-19 pandemic and within two weeks, facilitated the remote tele-working environment for over 200 City employees.

Outcomes and Activities

- 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
- 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.

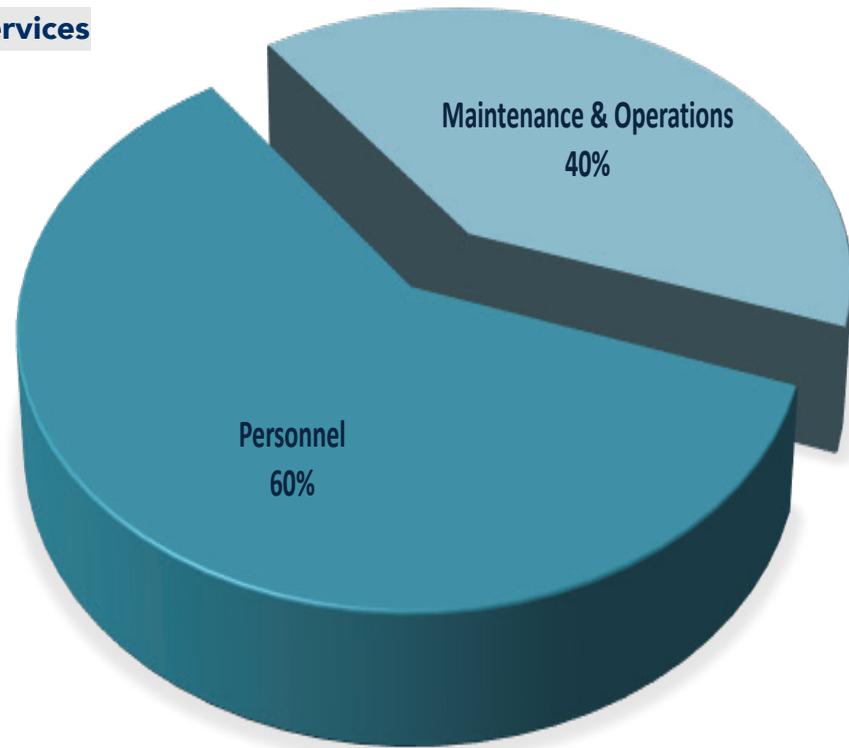
Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$3,457,604	\$4,548,238	\$4,540,594
Maintenance & Operations	2,754,133	3,452,433	3,068,701
Capital	-	-	-
Total Expenditures	\$6,211,737	\$8,000,671	\$7,609,295
Annual Cost Per Capita	\$138.61	\$168.17	\$152.05

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Information Services Department	16.500	16.500	15.000	15.000
Total	16.500	16.500	15.000	15.000

Chart on next page

Information Services



Community Development

Community Development's mission 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. This is done by acting with integrity and honesty, treating people with respect and by creating a safe, sustainable and healthy environment.

When people call or visit city hall, we greet and assist them with a wide range of services. Some of the department functions are:

Administration

- Administrative support
- Business Licensing
- Cashiering and receipting
- Citizen communications
- Customer Service Center
- Financial administration, accounts payable, billing & budget
- Pet Licensing
- Public records requests/records management
- Utility Payments

Development Services

- Building Inspections
- Code enforcement
- Customer service
- Land use planning and zoning
- Permitting
- Plan review
- Project coordination

Strategic Planning

- Affordable housing
- Code amendments
- Historic Preservation
- Imagine Bothell Comprehensive Plan updates
- Public engagement – staff boards and commissions
- Regional Coordination

Outcomes and Activities

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

- Maintain quality staff by recruiting, selecting, orienting, training and cross-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.
- 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 new business license applications within two weeks of a complete application.

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.
- Provide technical assistance to the design community, contractors and the public.
- Employ user-friendly checklists, forms and submittal guidelines.

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.
- 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 the community vision through Council policies and actions in accordance with state and federal law.

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.

Accomplishments

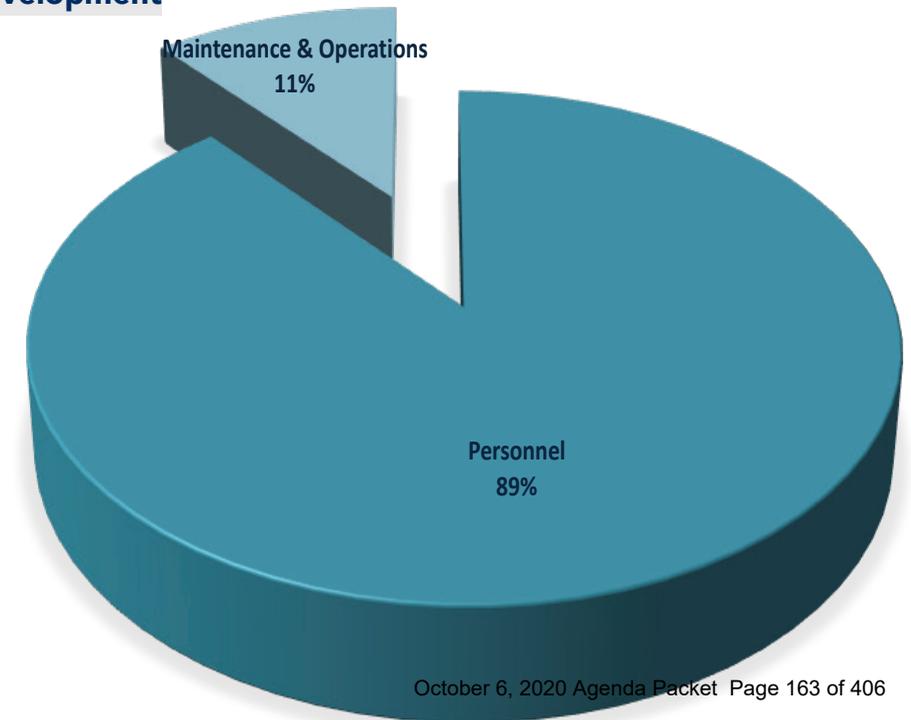
- Major update of Canyon Park Subarea Plan, Development Regulations and Planned Action EIS.
- Amended city code to encourage more accessory dwelling units.
- Adopted reduced parking citywide for housing close to frequent transit service
- Facilitated acquisition of city-owned downtown parcel by affordable housing developer for 76 units of affordable housing.
- Updated regulations for protection of shorelines, wetland buffers, flood hazards and other critical areas.
- Amended regulations and guidelines for preservation of historic landmarks.
- Cross-trained staff functions – added customer service counter to CD in 2019, cross-trained w/ permit counter staff to provide back-up for both.
- Moved to all electronic applications in Jan. 2019, allows for electronic intake, review and issuance.
- Transitioned to work remotely with minimum service interruption during the pandemic.
- Development Services is currently processing more than 90 active development projects within the City including these notable projects:
 - Montevallo (85-lot clustered PUD and subdivision in Fitzgerald);
 - 118-unit townhouse development in Canyon Park Business Center;
 - Preston North and Avalon Bay major multi-family development, 1000+ units of MF housing (former Seattle Times Printing Facility, North Creek Business Park)
 - North Creek levee maintenance and repairs;
 - Urbane Village II 111-unit townhouse development;
 - Downtown Projects: HH@98th, Boulevard Place Apartments, Eleven Townhomes, 18525 101st Ave NE Apartments, Beardslee South, UW-Bothell/Cascadia College projects.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$5,435,886	\$6,642,406	\$6,147,607
Maintenance & Operations	1,341,602	1,307,365	773,215
Capital	-	22,000	-
Total Expenditures	\$6,777,488	\$7,971,771	\$6,920,822
Annual Cost Per Capita	\$151.23	\$167.56	\$138.29

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	2019	2020	2021	2022
Community Development Department				
Administrative Services	6.000	6.000	6.000	6.000
Building & Permit Services	12.000	12.000	11.000	11.000
Planning Services	7.000	7.000	7.000	7.000
Total	25.000	25.000	24.000	24.000

Community Development



Parks

The Parks and Recreation Department's daily mission is to enhance the quality of life for the Bothell community by providing high quality parks, natural spaces, trails, community gathering places, programs and events with a strong emphasis on customer service and safety.

The Department provides a broad range of recreational experiences and manages a park system of 400+ acres of parklands, open space and trails. Bothell's park system includes 26 parks, 9 athletic fields, 14 playgrounds, 8 public restrooms, 2 special use facilities, 2 historic cemeteries, a disc golf course, and 3.6 miles of regional trails. The Department has 14 full time employees in three areas of focus including Parks Administration/Planning, Parks Operations/Maintenance, Community Programming/Special Events/Volunteers.

Additionally, the efforts of the Department are guided by the Parks & Recreation Board, a nine member advisory group (including two youth members) to the City Council, that provides direction regarding the expansion and operation of the City's Parks & Recreation facilities and programs, including comprehensive planning and the Capital Facilities Plan (CFP).

With the reduction of staffing and resources due to COVID-19, the Department's 2021-2022 Biennial Budget focuses on basic and essential operations to keep the park system functioning as the City deals with and emerges from the COVID-19 pandemic crisis. The budget eliminates 6,500 hours of staffing primarily associated with recreational programming and classes, parks planning, grants management and seasonal staffing. Starting in July of 2020 and officially in January of 2021, Arts, Culture and Tourism will be transitioning from the Executive's office bringing the Department's full time staffing to 15.

Outcomes and Activities

PARKS & OPEN SPACE - provide an inclusive, diversified system of parks, trails and open spaces that delivers a variety of active and passive recreational opportunities that maintains the high quality of life for residents and reflects the community's changing needs.

TRAILS - develop a network of shared-use trails and bicycle/pedestrian corridors to enable connectivity between parks, neighborhoods, commercial areas and other destinations.

RECREATION & EVENTS - facilitate and promote a range of recreational and special event opportunities for the community.

MAINTENANCE & OPERATIONS - maintain and operate a modern, efficient park system that provides a high level of user comfort, safety and aesthetic quality, and protects capital investments.

PARTNERSHIPS - pursue and maintain effective partnerships and provide volunteer opportunities to support the parks and recreation system.

TOURISM AND ARTS COMMISSION - manages the tourism program and provide support to the arts commission.

Upcoming Projects

1. Pop Up Recreational and Community Programming
2. Build Tourism program reserves and decrease spending due to C-19.
3. Salmon Habitat Restoration at the former Wayne Golf Course
4. New Special Event Permit and Process
5. Centralized Volunteer Program
6. Continued Response to COVID-19

Award Submissions

1. Tree City USA - 21st Year

Department Efficiencies

Utilization of the Lucity Maintenance Management System

Accomplishments

- Completed the Parks, Recreation and Open Space (PROS) Plan
- Completed final purchase and negotiated final easements for the former Wayne Golf Course
- Reduced and eliminated use of pesticide/herbicide in parks

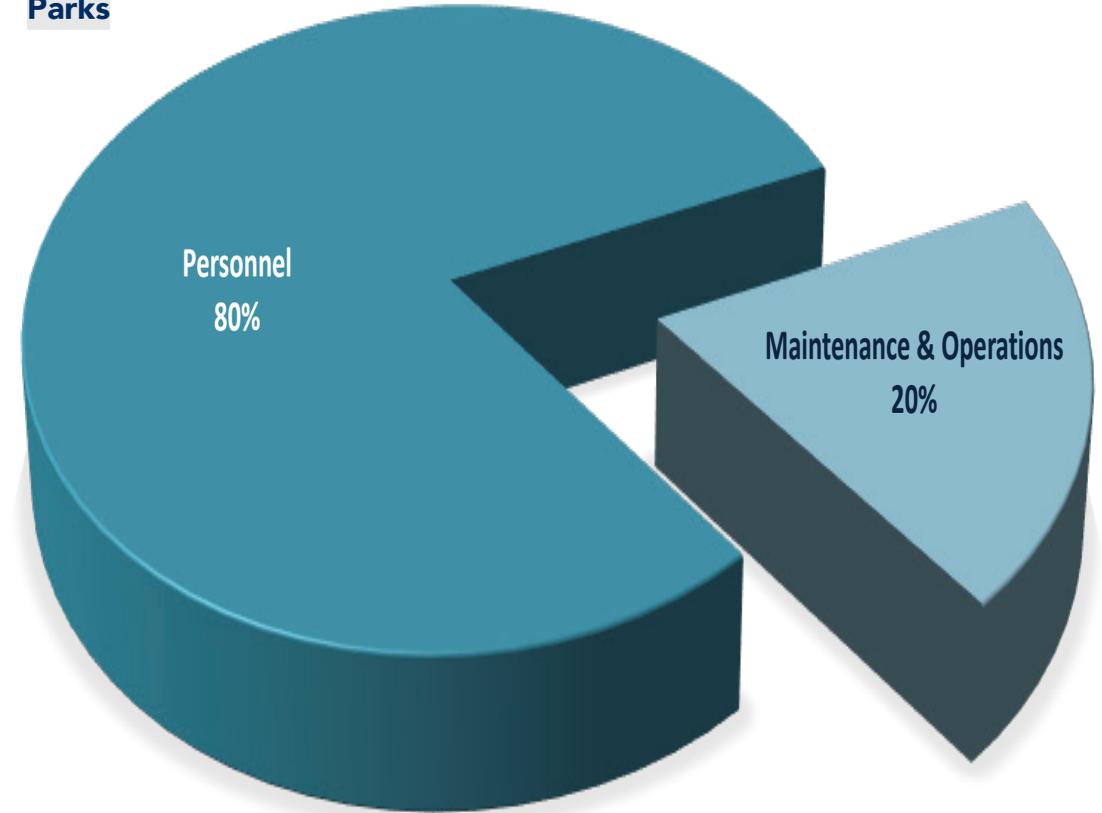
- Created popular Pop-Up Dog park series
- Successfully produced many large community events - 4th of July parade, Music in the Park, Blyth Family campout, Arbor Day, Safe Halloween on Main Street, etc.
- Successfully executed a maintenance agreement with Chamber of Commerce to maintain the flower beds along Main Street
- Contracted with Streetsense, a consultancy specializing in the marketing/advertising of travel and tourism, launched the new Begin at Bothell brand and award-winning website, opt-in email subscribers went from 4,436 to 22,938, and website traffic increased by over 17M since April 2019

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$2,909,385	\$3,782,267	\$3,571,398
Maintenance & Operations	1,031,848	1,215,290	896,400
Capital	115,514	-	-
Total Expenditures	\$4,056,748	\$4,997,557	\$4,467,798
Annual Cost Per Capita	\$90.52	\$105.05	\$89.28

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Parks Department				
Administration	5.500	5.500	3.000	3.000
M&O - Parks	11.000	11.000	11.000	11.000
Total	16.500	16.500	14.000	14.000

Parks



- Legislative
- Municipal Court

Legislative & Municipal Court

Legislative

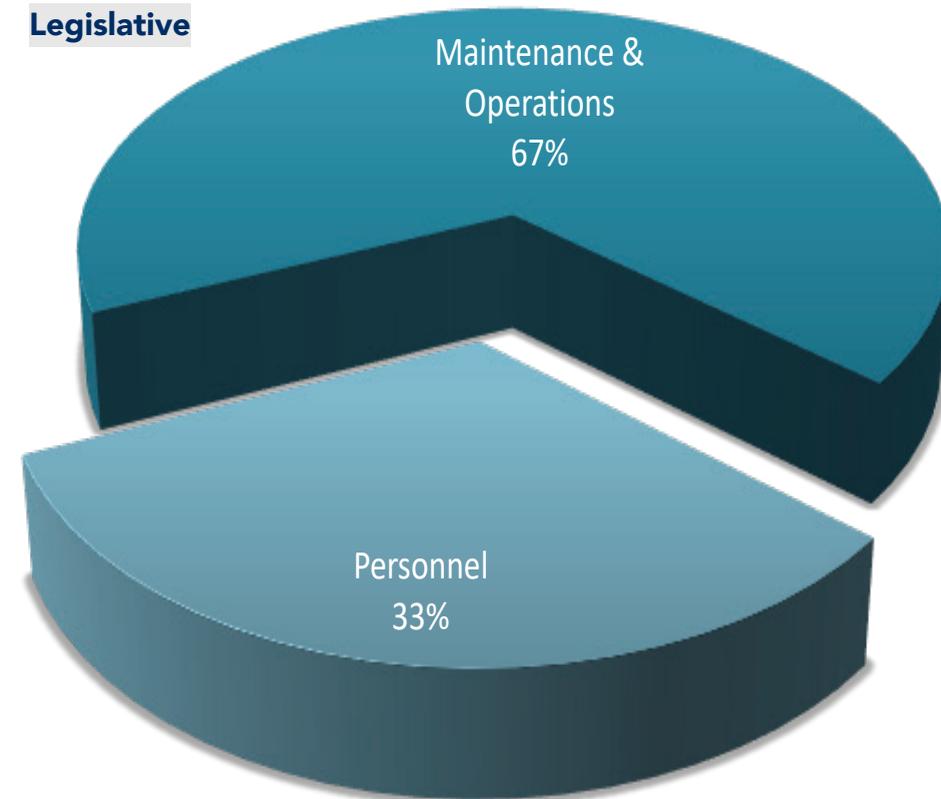
The City Council is the legislative branch of the local government and sits as the governing body of the City. City Council duties include participation in City Council meetings and public events, participation in regional coalitions and effort, and general governance of the City.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$195,361	\$209,811	\$236,677
Maintenance & Operations	229,634	336,740	490,400
Capital	-	-	-
Total Expenditures	\$424,996	\$546,551	\$727,077
Annual Cost Per Capita	\$9.48	\$11.49	\$14.53

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Legal Department	5.750	5.750	5.750	5.750
Total	5.750	5.750	5.750	5.750

Legislative



Municipal Court

The Municipal Court’s daily mission is to provide a venue for the timely resolution of alleged misdemeanor and civil violations of the law in a respectful, independent, and impartial manner. The Municipal Court, as the third branch of government in the City of Bothell, is dedicated to enhancing the quality of life and safety of our community.

Responsibilities include:

- Timely filing of infraction, criminal misdemeanor and gross misdemeanor, and certain civil matters
- Providing a safe, efficient, and accessible venue for infraction, criminal, and civil matters to be heard and resolved
- Supervision of defendants under the jurisdiction of the court

What the court strives to accomplish:

- 100% criminal matters set within 90 days of speedy trial (60 if in-custody)
- 100% infraction matters set within 120 days of filing
- 100% of active probation cases reviewed for compliance every 30 days
- 100% of monitored and record check probation cases reviewed for compliance every 60 days
- Monthly reporting and remittance of City and State revenue
- Maintain and publish local court rules

Outcomes and Activities

Goals

- Continue accurate financial reporting to Administrative Office of the Courts and City of Bothell
- Continue accurate reporting to partners regarding exhibit retention, infraction filing, appeal, bench warrant, and probation revenue
- Continue accurate caseload tracking

Upcoming Projects

- Explore community court options including a community resource center
- Explore strategic solutions to parking and traffic issues
- Explore technology options

Accomplishments

- Hired Judge Rozzano in Fall of 2019
- Hired new probation officer in Spring of 2020
- Restructured probation to authorize administrative sanctions, which lowers number of hearings per review calendar
- Certified both probation officers in DV-MRT and one probation officer in a similar opioid program
- Reconstructed the court’s master calendar with stakeholders to offer more efficiencies
- Restructured the court’s legal financial obligation philosophy to allow more options for defendants to satisfy court fines
- Recommitted to local interjurisdictional bench warrant and payment programs
- Recommitted to local interpreter payment agreement
- Began virtual court in response to the COVID19 pandemic
- Began virtual in-custody calendars to increase safety
- Initiated electronic infraction hearings to provide defendants the option to mitigate or contest infractions online
- Continued to build resources available on the website
- Continued momentum toward paperless probation

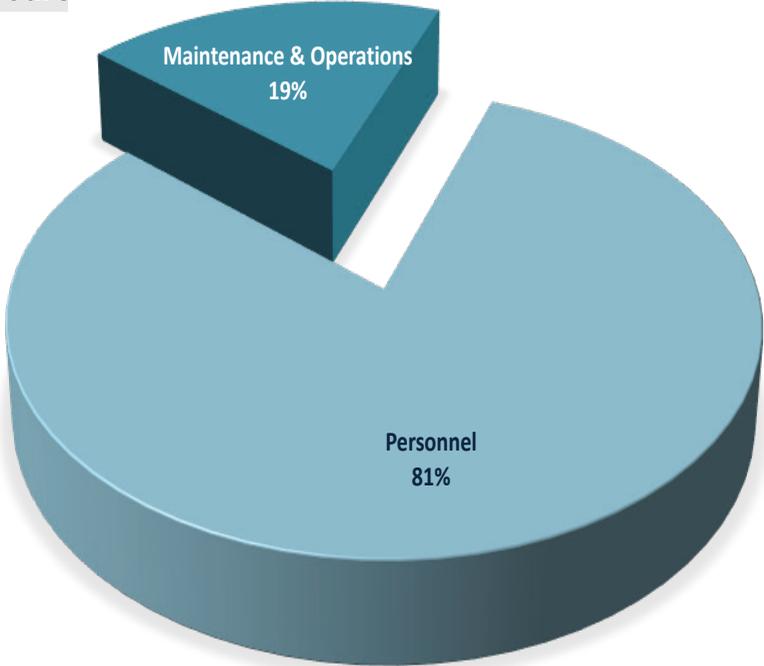
Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,443,027	\$1,506,388	\$1,484,785
Maintenance & Operations	351,912	352,080	349,380
Capital	-	-	-
Total Expenditures	\$1,794,939	\$1,858,468	\$1,834,165
Annual Cost Per Capita	\$40.05	\$39.06	\$36.65

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Municipal Court	6.850	6.850	5.850	5.850
Total	6.850	6.850	5.850	5.850

Chart on next page

Municipal Court



- Fire
- Police
- Public Safety Levy

Public Safety

Fire

The Bothell Fire Department provides all-hazards services directly to the citizens of the City of Bothell and Snohomish County Fire District #10. These services include fire response, emergency medical services (EMS), hazardous materials, technical rescue and rescue swimming. Crews respond from 3 stations and maintain minimum staffing of 12 personnel and 2 Shoreline paramedics 24/7, 365 days a year.

On November 12, 2019, Bothell City Council approved the contract with BNBuilders and Miller Hull to design and build our two new fire stations that were approved by voters in the 2018 Public Safety Bond. We are now finalizing the interim facilities for the firefighters of both Station 42 (Downtown) and Station 45 (Canyon Park). We hope to break ground for both stations in early 2021. During the construction phase, crews will be housed safely and appropriately in temporary facilities and will respond to calls for service as efficiently and effectively as they do currently.

The 2019 Annual Report identifies milestones and performance measures for the Fire Department. The City and Snohomish Fire District #10 finalized a multi-year service agreement in April, that will continue the 45-year working relationship between our two organizations.

We continue to make progress in our 2018-2023 Strategic Plan. In 2019, the City hired two new mechanics allowing us to service all of our large apparatus in the City, saving us time and improving service to our fleet. We also developed Acting Lieutenant and Acting Battalion Chief Task Books that will improve the training and professionalism of these positions. Additionally, we created a Health and Wellness Committee that is charged with improving the physical and mental health of our firefighters.

In order to help better prepare our firefighters and to keep them in compliance with mandated training, in December 2019, Bothell City Council approved an interlocal agreement that created a new North King County Training Consortium. This agreement, in cooperation with Shoreline, Northshore and Woodinville Fire Departments will enable us to provide high-quality, mission critical training for our personnel in an efficient and cost-effective manner.

Bothell is working closely with King County Public Health, King County Fire Chiefs Association and our neighboring agencies to navigate the ever-changing landscape of the COVID-19 pandemic. We continue to be proactive with self-screening guidelines, cleaning of the stations and apparatus, and wearing full personal protective equipment on incidents.

The employees of the Bothell Fire Department are honored to be able to provide first-class service to our community. We will continue to provide exceptional service and support that reflects our stated values: compassion, integrity, humility, progressive and teamwork.

Outcomes and Activities

- Develop and/or enhance procedures and processes that allow effective communication within our department (Strategic Plan, Goal 6)
- Review process of new information dissemination for effectiveness and ease of use.
- Develop processes of accountability to ensure the expectation that internal customers will seek, digest, and act on information appropriate to them.
- Use web based or external companies to deliver and train communication tools to members.
- Deliver frequent refresher training on communication processes.

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

- Identify and review all current job positions/descriptions within the Fire Department.
- Update and/or create identified revisions to job descriptions.
- Develop mentorship program.
- Train identified members and have them start the mentorship process.
- Ensure the ongoing development of a succession plan through collaboration with city and union leadership.

Determine desired/future service delivery and workload capacity to guarantee execution of realistic and attainable workloads while ensuring priority programs are addressed appropriately. (Strategic Plan, Goal 2)

- Analyze current programs and workload with the resources required.
- Compare service delivery requirements against current resources.
- Periodic and continued assessment of programs and the ability to support them effectively.
- Determine resources necessary: Staff time, physical resources, funding.
- Determine needed positions to achieve service delivery requirements.
- Analysis of required workload.

Evaluate employee competencies and determine individual needs. (Strategic Plan, Goal 3)

- Evaluate each employee to currently assigned training programs.
- Evaluated each employee against appropriate Task Book.

- Determine deficiencies for each individual.
- Create an individualized plan to meet new standards.
- Implement the plan as directed.

Create and implement a nutrition program. (Strategic Plan, Goal 5)

- Send survey of needs and wants of all members.
- Provide resources for individual and group nutrition plans.
- Develop, train on, and issue a new SOP for this program.

Accomplishments

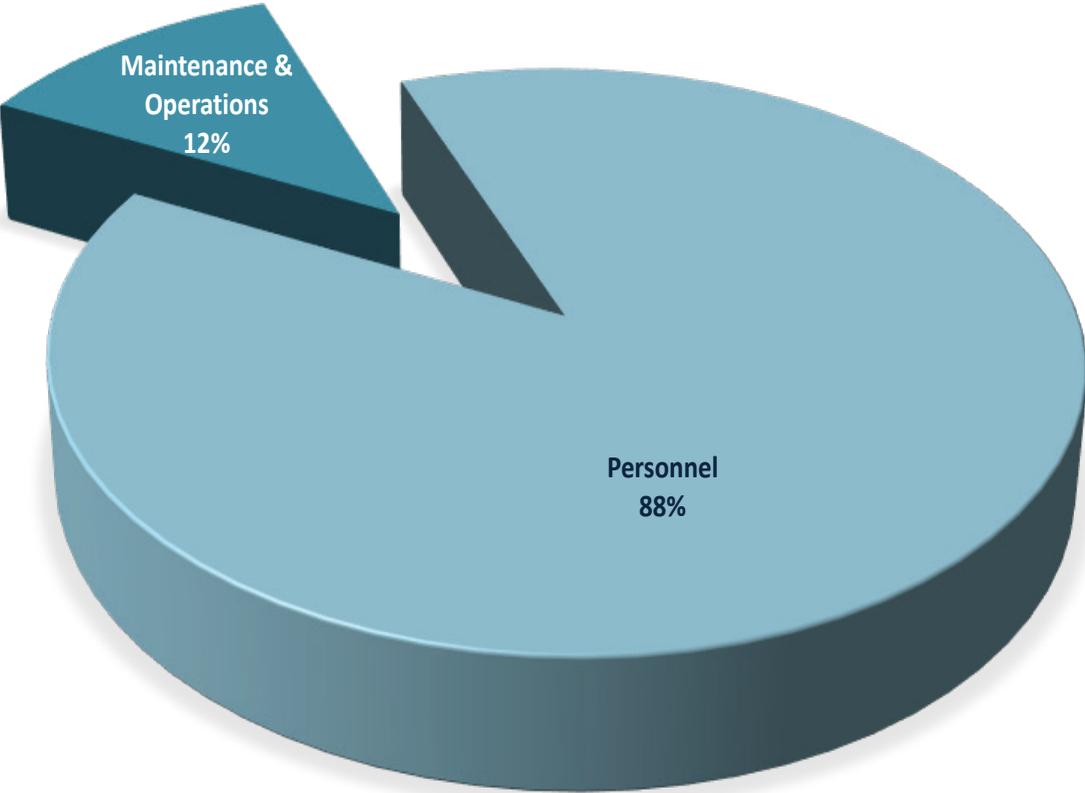
- The design of our two new fire stations that were approved by voters in the 2018 Public Safety Bond is in the final stages. We are now finalizing the interim facilities for the firefighters of both Station 42 (Downtown) and Station 45 (Canyon Park).
- Fire has hired 4 of the 6 firefighters authorized in the passing of the Public Safety Levy. The remaining two are anticipated to be on shift in July 2020. The aid car approved in the Levy is in the final specification stage and will be ordered in 2020.
- The City hired two new mechanics allowing Fire to service all of our large apparatus in the City, saving us time and improving service to our fleet.
- Bothell Fire completed nearly 100% of our 2019 crew safety inspections, as well as 100% of our permitted Operational Inspections.
- A new Hazard Rating Assessment was developed by staff using GIS technology. This type of information is valuable as it provides a quick rating reference for how potentially hazardous a commercial building could be for first responders.
- Staff developed Acting Lieutenant and Acting Battalion Chief Task Books that will improve the training and professionalism of these positions.
- The North King County Training Consortium was created in cooperation with Shoreline, Northshore and Woodinville Fire Departments. It will enable us to provide high-quality, mission critical training for our personnel in an efficient and cost-effective manner.
- Evaluated community needs and identified current community outreach programs and developed community surveys targeting key community groups (schools, businesses, residents) to evaluate the effectiveness of Bothell Fire’s outreach programs.
- Deputy Chief of Operations worked with the City Safety Officer to purchase wireless driver headsets to allow responding drivers to operate outside of the apparatus while maintaining hearing protection and radio communications with crews. These headsets provided a significant improvement in on-scene communication.

- In 2019, 562 firefighters from multiple agencies trained at the Country Village property for over 1,060 hours which was led by the Bothell Training Division with assistance from Northshore Fire Department and Woodinville Fire & Rescue. The areas of focus were firefighter survivability, search and rescue, ventilation and commercial fire attack.
- Three power gurneys were purchased and installed in Bothell’s aid units to assist lifting patients. The new gurney loading technology will also greatly aid our injury prevention program by reducing the risk encountered multiple times each day transporting patients to area hospitals.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$23,052,382	\$22,597,753	\$23,755,061
Maintenance & Operations	\$2,686,234	\$2,686,648	\$3,198,701
Capital	66,492	\$13,000	\$0
Total Expenditures	\$25,805,107	\$25,297,401	\$26,953,762
Annual Cost Per Capita	\$575.81	\$531.74	\$538.59

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Fire Department				
Administration	11.750	11.750	11.000	11.000
Suppression & EMS	50.000	50.000	50.000	50.000
Community Risk Reduction	3.000	3.000	3.000	3.000
Public Education	1.500	1.500	1.000	1.000
Training	3.000	3.000	2.000	2.000
Total	69.250	69.250	67.000	67.000



Police

Mission Statement:

To protect life and property through professional service and a proactive partnership with our community.

Police Operations

- Operations is responsible for responding to emergency and non-emergency calls for service 24 hours a day, 7 days a week, 365 days a year.
- The Bothell Police Department responds to approximately 29,000 incidents per year, resulting in excess of 23,000 hours spent on calls.

Support Services

Support Services provides 911 Communications as well as Records support.

Communications Center

- Public Safety Answering Point for all police, fire and medical calls coming from landlines and cell phones within the city limits of Bothell and Lake Forest Park.
- Radio communications for officers of Bothell and Lake Forest Park, including animal control and prisoner transport officers.
- Non-emergency phone calls, data entry for property and warrants, tow responses, data research for officers, monitor security cameras, alarms and panic alarms for the police, municipal court, and city hall.

Records

- process and maintain all police reports, citations, and arrest reports generated by the police department and forward case materials to prosecutors for filing
- Public records requests
- Fingerprinting, Concealed Pistol License renewal and application, drop off location for drop off unneeded or expired medication for safe disposal.

Investigations

- Primary duty is to conduct secondary investigations for felony crimes.
- Investigate Child Protective Services referrals, Adult Protective Services referrals, child pornography referrals, and coordinate registered sex offender notification and monitoring program.

- School Resource Officer at Bothell High School and a Campus Liason Officer at UW Bothell and Cascadia Campus.

Administration

- Responsible for day to day operations and practices of the Police Department: provides oversight, direction, and support to ensure the following of policies, best practices, Accreditation standards.
- Responsibility of the Administrative Division, specifically the Chief, to ensure hiring the best candidates, hold ourselves to our oath of office, code of conduct, and our agency's core values.

Outcomes and Activities

RADAR Program: implemented ILA and using MIDD Grant funding hired RADAR Program MHP Manager and 2 Navigators responding with Officers to those in the community who are impacted by mental health challenges, drug addiction, and homelessness. By connecting people to care, efficiencies are gained when Navigators free law enforcement officers to focus on their primary life and safety responsibilities.

Community Engagement Coordinator position, Public Safety Levy funded, position to be filled.

Expected implementation of Red Light Traffic Cameras at key intersections.

Exploring implementation of School ZoneTraffic Cameras at key locations pending renewal of in school learning post-COVID.

Exploring implementation of body-worn cameras for all uniformed officers.

Accomplishments

Public Safety Levy Implementation: hired 13 Police Officers, Evidence and Property Room Coordinator, Police Support Officer, and Crime Analyst. Implemented Swing Shift for better patrol coverage and response during the busiest times of the day.

RADAR (Response Awareness, De-escalation and Referral) is a collaboration between the Police Departments of Shoreline, Lake Forest Park, Kenmore, Kirkland, and Bothell. The program improves outcomes for people with Behavioral Health Conditions and reduces the reliance on crisis systems.

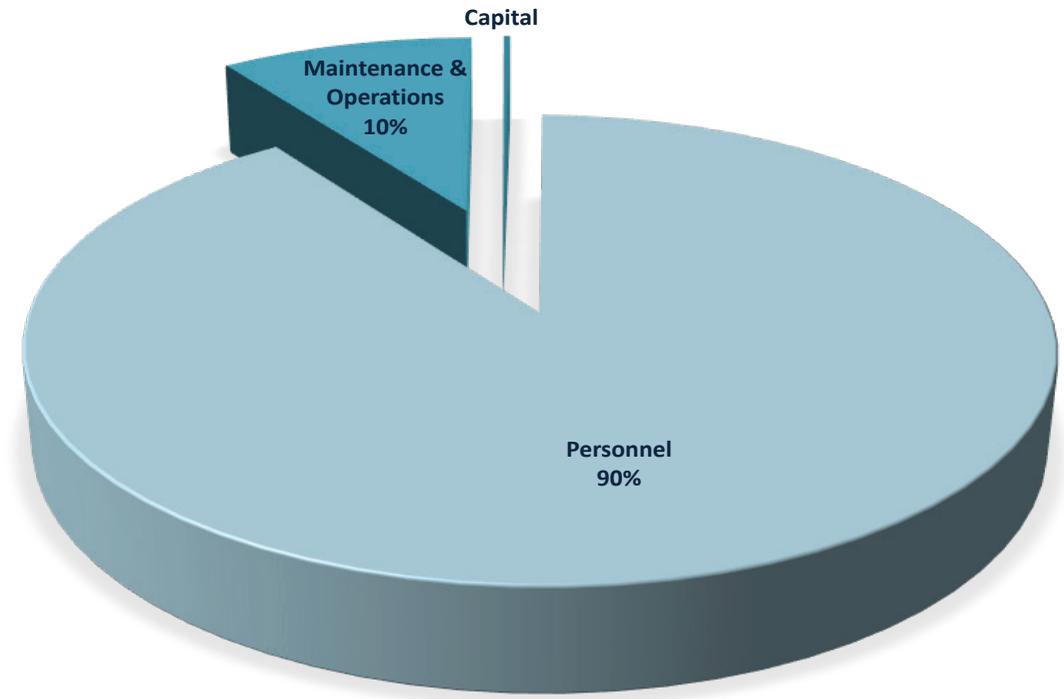
Mental Health Professional Navigators respond in the field with law enforcement to directly address people’ behavioral health needs and make referrals to community-based care. The RADAR program is 100% grant funded by MIDD (Mental Illness and Drug Dependency) through a King County-wide .1% sales tax. Currently, we have one RADAR Manager and three Navigators.

Crisis Intervention Training: attended the CIT International Conference, all commissioned employees have completed the mandatory CIT annual refresher.

I940/HB 1064 Use of Force: The Chief attended I-940 updates. Two officers and sergeants attended “Train the Trainer” course to become I-940 instructors. Courses will begin in 2020.

COVID-19 Response: PPE Acquisition, Policy Development, Care and wellness of staff and detainees.

WASPC Re-Accreditation: the Police Department passed the WASPC assessor records review of all 137 required accreditation standards and was reaccruited.



Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$26,171,735	\$28,107,224	\$28,129,127
Maintenance & Operations	2,630,944	2,475,004	3,049,254
Capital	43,290	-	77,750
Total Expenditures	\$28,845,969	\$30,582,228	\$31,256,131
Annual Cost Per Capita	\$643.67	\$642.82	\$624.56

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Police Department				
Administration	17.000	17.000	17.000	17.000
Support Services	20.000	20.000	18.000	18.000
Operations	44.000	44.000	44.000	44.000
Investigations	13.000	13.000	13.000	13.000
Total	94.000	94.000	92.000	92.000

Public Safety Levy

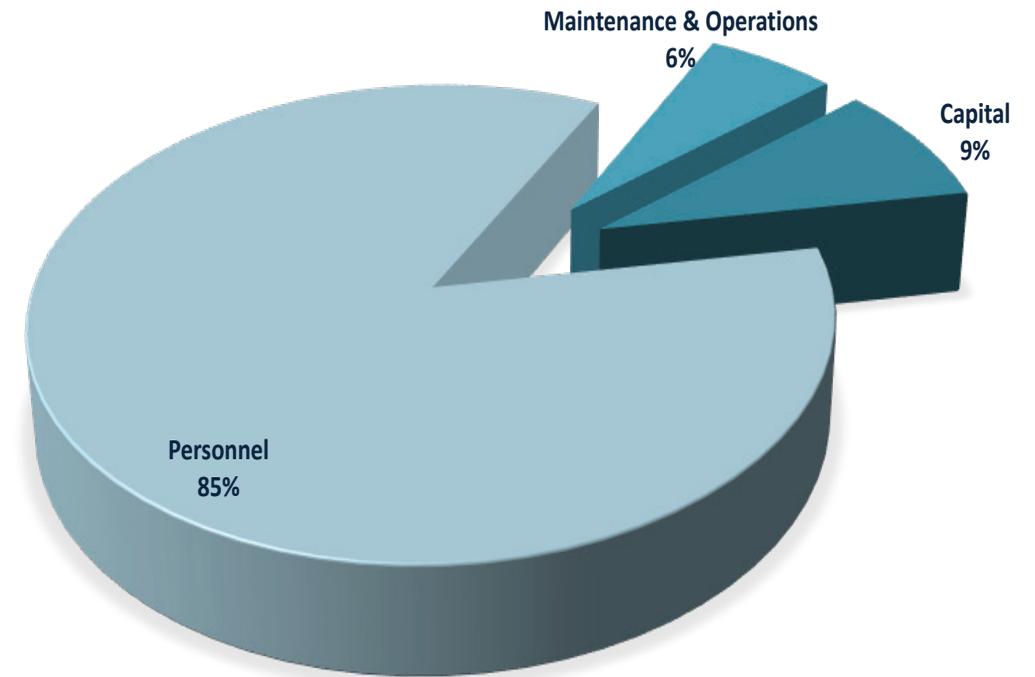
In 2019, voters approved Proposition 1 a twelve-year property tax levy lid lift to fund public safety operations and equipment. The passage of the proposition enhances the City's public safety services, mental health support for those in need, and proactive policing to better protect the community.

The additional resources funded by the levy lid lift are functionally included in the Police Department, Fire Department, Municipal Court, and Facilities but are accounted for separately in the Public Safety Levy Fund. The following table and chart contain the 2021-2022 Public Safety Levy budget.

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	-	6,610,856	6,885,941
Maintenance & Operations	-	1,032,079	505,760
Capital	-	745,364	700,000
Total Expenditures	-	\$8,388,299	\$8,091,701
Annual Cost Per Capita	\$0.00	\$176.32	\$161.69

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	2019	2020	2021	2022
Public Safety Levy				
Facilities (Public Works)	1.000	1.000	1.000	1.000
Municipal Court	1.000	1.000	1.000	1.000
Information Services	1.000	1.000	1.000	1.000
Police - Administration	1.000	1.000	1.000	1.000
Police - Investigations	1.000	1.000	1.000	1.000
Police - Operations	15.000	15.000	15.000	15.000
Police - Support Services	1.000	1.000	1.000	1.000
Fire - Suppression & EMS	6.000	6.000	6.000	6.000
Total	27.000	27.000	27.000	27.000



- Engineering
- Facilities
- Fleet
- Street Operations
- Sewer Utility
- Storm & Surface Water Utility
- Water
- Recycling Program

Public Works

Engineering

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 of the Capital division include:

- Completion of capital projects identified in the adopted 2021-2027 Capital Facilities Plan
- Implementation of annual Pavement Preservation and Sidewalk programs, including Safe Streets & Sidewalks levy-funded projects
- Administering programs including the Bridge Inspection, Maintenance, Rehabilitation and Replacement; American with Disabilities Act (ADA); and Complete Streets programs
- Partnering in Bothell's Downtown Revitalization effort, including management of the Downtown Contaminated Soil and Groundwater Cleanup project
- Participation in regional work groups associated with transit and highway projects, including Sound Transit 3 and Washington State Department of Transportation I-405 Expansion

Responsibilities of the Utilities and Development Services division include:

- Engineering review and inspections in conjunction with private development and franchise utilities
- Coordination with the City's Community Development and Fire Departments to ensure compliance with design standards and development regulations for engineering reviews and inspections
- Surface water quality programming, including the administration of the Stormwater utility.
- Long range planning for water, sewer and storm water. These activities are funded by the utilities. See Sewer, Storm and Surface Water and Water Fund budgets for additional information.

The Transportation division functions as the City's technical resource for complex matters relevant to:

- Traffic signal operations
- Traffic engineering
- Transportation planning, design, programming and implementation
- Review of development projects and associated transportation impact fees
- Traffic data collection
- Citizen inquiry response
- Development of the annual Six-Year Transportation Improvement Program (TIP)

Outcomes and Activities

- Deliver safe, quality projects in a timely and cost-efficient manner;
- Maximize available funds toward the Pavement Preservation program while leveraging local City funds to obtain federal and state funding for projects
- Coordinate with outside agencies on regional growth projects like the proposed SR 522/NE 145th St Sound Transit Bus Rapid Transit route and the I-405 - SR 522 Vicinity to SR 527 Express Toll Lanes Improvement project

Environmental cleanup of surplus properties underway:

- Bothell Service Center (Block D)
- Ultra Site (City Center and Blocks EFG)
- Petroleum sites (Hertz, Paint, Bothell Landing)
- Riverside Solvent site

Transportation Operations has suspended the Neighborhood Traffic Calming Program through 2022 as a result of staff reductions in 2020.

The Public Works Department is in pursuit of American Public Works Association Accreditation with a goal of completion by first quarter 2021.

Accomplishments

Estimate completion of 20 capital projects, including:

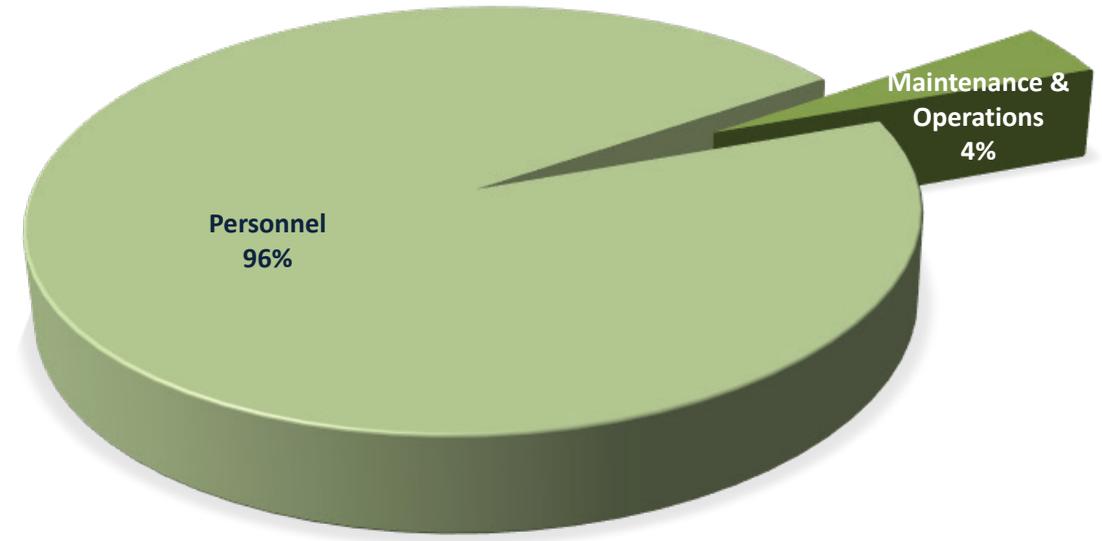
- Lot P South Contamination Cleanup;
- Bothell Landing Pedestrian Bridge Replacement;
- Safe Streets & Sidewalks Levy and Grant Funded Projects
- Slurry Seal, Crack Seal, Asphalt Patching
- Pavement Overlays on 228th, 120th and Woodinville Drive
- 19th Ave SE/232nd St SE/23rd Ave SE Non-Motorized Improvements
- NE 188th St Non-Motorized Improvements
- 7th Ave SE/88th Ave NE Sidewalk
- 4th Ave W Sidewalk
- See Sewer, Storm and Surface Water and Water Budgets for Utility projects
- Received 10 transportation grants for almost \$10 million in project funding, with five additional grants pending

- Completion of in-house update of the Design and Construction Standards and developed standardized processes and procedures
- Implementation of Public Works Code Compliance Officer position and development of program to educate and enforce requirements
- Reduction of third-party Development Services engineering review costs by approximately 40% while maintaining high-quality review and inspections needed to ensure long-life, low maintenance infrastructure improvements

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$6,470,163	\$7,770,287	\$7,658,355
Maintenance & Operations	444,382	500,775	328,485
Capital	3,599	-	-
Total Expenditures	\$6,918,143	\$8,271,062	\$7,986,840
Annual Cost Per Capita	\$154.37	\$173.85	\$159.59

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Facilities

Facilities Services is an internal services division responsible for 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. Facilities Services also completes remodels on a limited basis. 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.

Mission Statement

To provide well-maintained buildings and reliable customer service with a focus on safety, health and sustainability

Outcomes and Activities

In November 2018, voters passed the Safe and Secure Bond and Levy. A portion of the activities for the bond and levy are being implemented by the Facilities Division, including:

- Project management of Fire Station rebuild project for two new Fire Stations, scheduled to be complete in 2022
- Police Department space planning and remodel
- The Safe and Secure Levy funded one additional Building Maintenance Technician
- The Custodial team is implementing efficiencies such as centralized trash/recycling collection to accommodate staff reductions in 2020
- The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by first quarter 2021

Accomplishments

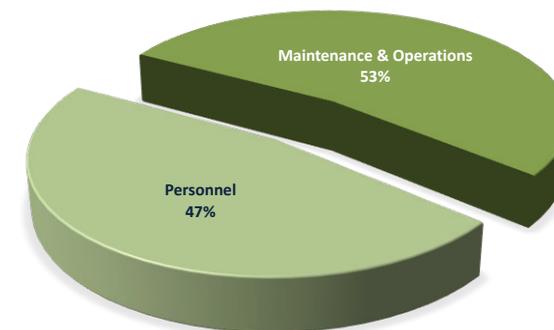
- Completed Phase 2 of Police Department's Heating, Ventilation and Air Conditioning (HVAC) upgrade project
- Completed multiple cubicle reconfigurations at City Hall
- Oversaw Police Department space configuration project related to Safe and Secure Levy
- Managed small remodel of an office at Court House
- Completed equipment repair projects, including air conditioning compressors and failed garage doors

- Assisted Emergency management of grant for Generator for BOC and City Hall
- Performed analysis on several potential projects that did not have funding, including LED lighting upgrades, electric vehicle car charging stations, office space remodels
- Implemented Custodial and Building Maintenance safety measures in response to the COVID-19 pandemic

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,260,761	\$1,469,517	\$1,315,793
Maintenance & Operations	1,660,697	1,526,113	1,488,641
Capital	47,248	115,000	-
Total Expenditures	\$2,968,706	\$3,110,630	\$2,804,434
Annual Cost Per Capita	\$66.24	\$65.38	\$56.04

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions. 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Fleet

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, procurement and specification development of City vehicles and equipment. Duties also include marketing 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.

With the growing fleet and the inclusion of Fire Apparatus, fleet staffing increased by two full time positions based on a staffing analysis performed in 2018. One position primarily services and maintains the Fire Apparatus equipment, and one position focuses on servicing and maintaining the increased general fleet.

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

Outcomes and Activities

The passage of the Safe and Secure levy in November 2018 means that as levy programs are implemented, up to nine pieces of equipment will ultimately be added to the City’s fleet. In 2019 and 2020, the fleet crew added and outfitted two new Police Department vehicles and one new general fleet vehicle for the building maintenance position related to the levy.

The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by first quarter 2021.

Accomplishments

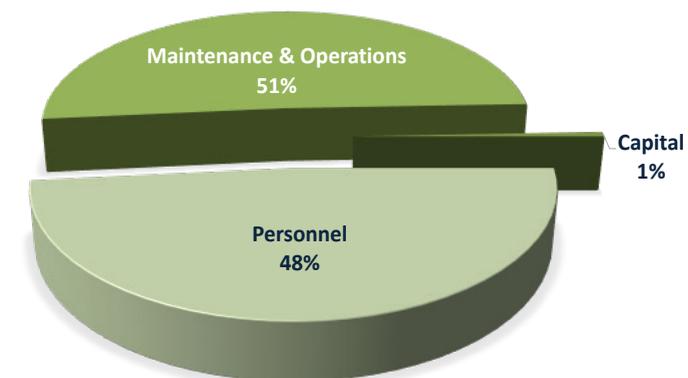
- Maintained City equipment and vehicles efficiently and effectively, completing 539 work orders in 2019
- Assumed responsibility of Fire Apparatus in-house maintenance and repair
- Replaced and outfitted 2 Police Department vehicles with hybrid models

- Replaced and outfitted 7 Police department vehicles
- Replaced and outfitted 2 Fire Department vehicles
- Replaced 1 hybrid vehicle with 1 fully electric vehicle in the general fleet
- Replaced and outfitted 10 general fleet vehicles and equipment

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$613,307.03	\$1,205,888	\$1,294,280
Maintenance & Operations	\$1,042,262.46	1,302,880	1,359,010
Capital	\$7,919.26	14,000	16,028
Total Expenditures	\$1,663,488.75	\$2,522,768	\$2,669,318
Annual Cost Per Capita	\$37.12	\$53.03	\$53.34

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Street Operations

Street operations is responsible 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.

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

Street operations funding is comprised of revenues from the Safe Streets & Sidewalks Levy and State Shared Revenues and supports the equivalent of nearly 14 Public Works staff. Day-to-day activities are conducted by a team of 12 in the Operations Division.

Visit <http://www.ci.bothell.wa.us/989/Safe-Streets-Sidewalks-Program-for-more-information>.

Outcomes and Activities

Street Operations works closely with Capital Engineering to implement Levy Capital programs, including local street patch and seal projects.

Cost Effective Maintenance and Preservation of City Infrastructure:

- Plan to implement the Lucity Enterprise Asset Management System for Street in 2021 to improve work order and asset management, and reduce liability
- Continue to meet requirements for regulatory sign inspection and maintenance
- Continue to meet Safe Streets and Sidewalks Levy targets for sidewalk replacement and pavement patching
- Continue to respond to customer action requests expeditiously with a priority placed on safety issues
- The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by first quarter 2021

Accomplishments

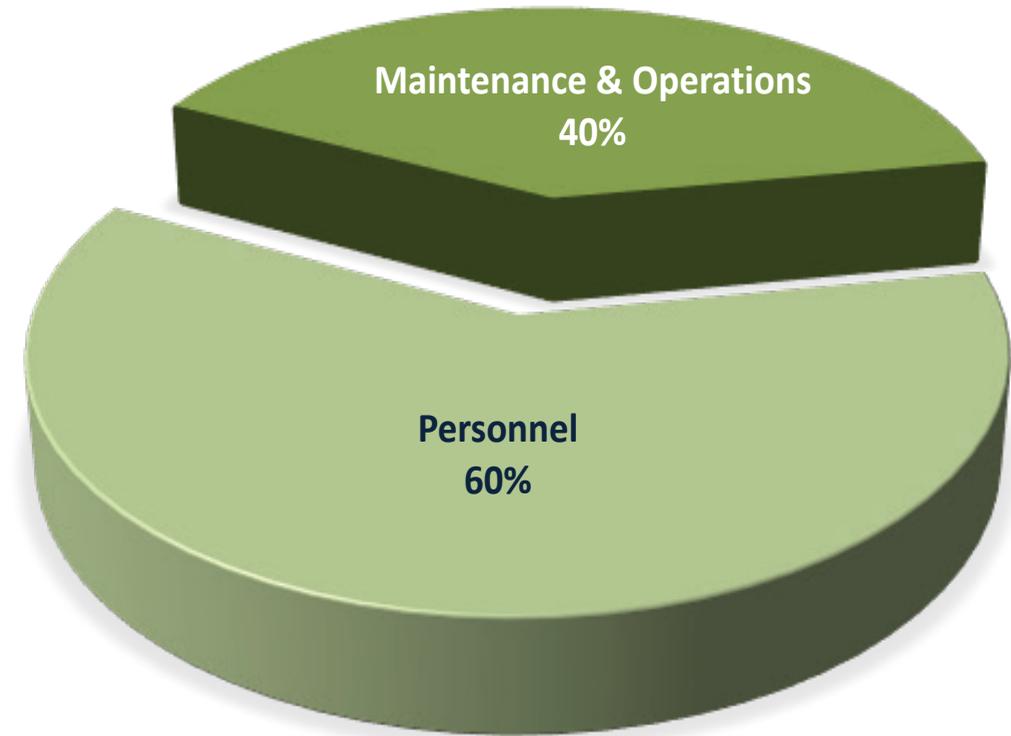
- Maintained 145,000 square feet of right-of-way landscaping installed with the Crossroads, Wayne Curve, Multiway Boulevard, Bothell-Everett Highway Widening projects and throughout the City
- Mowed 75 edge miles of roadway, repaired 4,512 potholes and maintained, repaired, and replaced 2,124 street signs as of June 2020
- Completed 53 asphalt patching projects along local roads, reducing the need for ongoing temporary pothole repairs
- Completed 121 sidewalk repair and replacement projects, which resulted in safer pedestrian facilities along local streets and arterials
- Updated and presented Safe Streets and Sidewalks Levy quarterly updates and annual reports
- Successfully managed extended two-week snow event in February, 2019 and shorter snow event in January, 2020 with minimal road closures and a focus on life safety and travel-ability of roads

See Table & Chart on the next page

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$2,599,634.02	\$3,275,793	\$3,369,167
Maintenance & Operations	\$2,485,386.05	3,115,224	2,224,893
Capital	\$280,703.96	5,600	-
Total Expenditures	\$5,365,724.03	\$6,396,617	\$5,594,060
Annual Cost Per Capita	\$119.73	\$134.45	\$111.78

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Sewer Utility

The Sewer Utility is responsible for the maintenance and operation of the City's sewer system, including customer billing and services and planning, design and replacement of sewer system infrastructure. Sewer treatment services are provided by King County Wastewater Treatment Division (WTD).

The Utility and Development Services Division of Public Works assists with long-range planning, programming, and budgeting. The Division also works to ensure that new sewer system infrastructure installed as part of development is designed with and constructed to provide high quality, low maintenance improvements.

The Sewer Section of the Public Works Operations Division ensures the safe and reliable conveyance of sewage to WTD for treatment and serves approximately 5,690 customers. The City's system consists of 69 miles of gravity main, more than 1,900 lineal feet of force main, four lift stations, and over 1,852 manholes. In addition to preventative maintenance activities, Sewer operates and maintains the Supervisory Control and Data Acquisition (SCADA) system that monitors the system condition remotely, responds to sewer main back-ups, manages the Fats Oil Grease (FOG) inspection program, performs bi-monthly meter reading, and performs repairs and small replacements of all aspects of the system.

The Utility Billing Section of Public Works provides customer service, processes bi-monthly billing, monitors payment status and follow-up billing correspondence to customers, and works with operations on sewer back-up reports, final bill reads, and other customer service order requests. Utility Billing makes customer service a priority and that is a philosophy that is ingrained throughout the division. The two staff in this section are funded by the City's Sewer and Water Utilities.

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.

The Sewer Fund supports the equivalent of 10.05 Public Works and Customer Service staff. Day-to-day activities are conducted by a team of 13 in the combined Water/Sewer Section of the Operations Division.

See more Sewer FAQs at <http://www.ci.bothell.wa.us/faq.aspx?TID=27>

Outcomes and Activities

- Complete Sewer Utility Capital Facilities Projects
- Continue the FOG education and enforcement program to maintain a highly operable system and prevent costly sewer back-ups
- Continue to meet all regulatory maintenance and reporting guidelines and maintain a safe and reliable system

The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by the first quarter in 2021.

Accomplishments

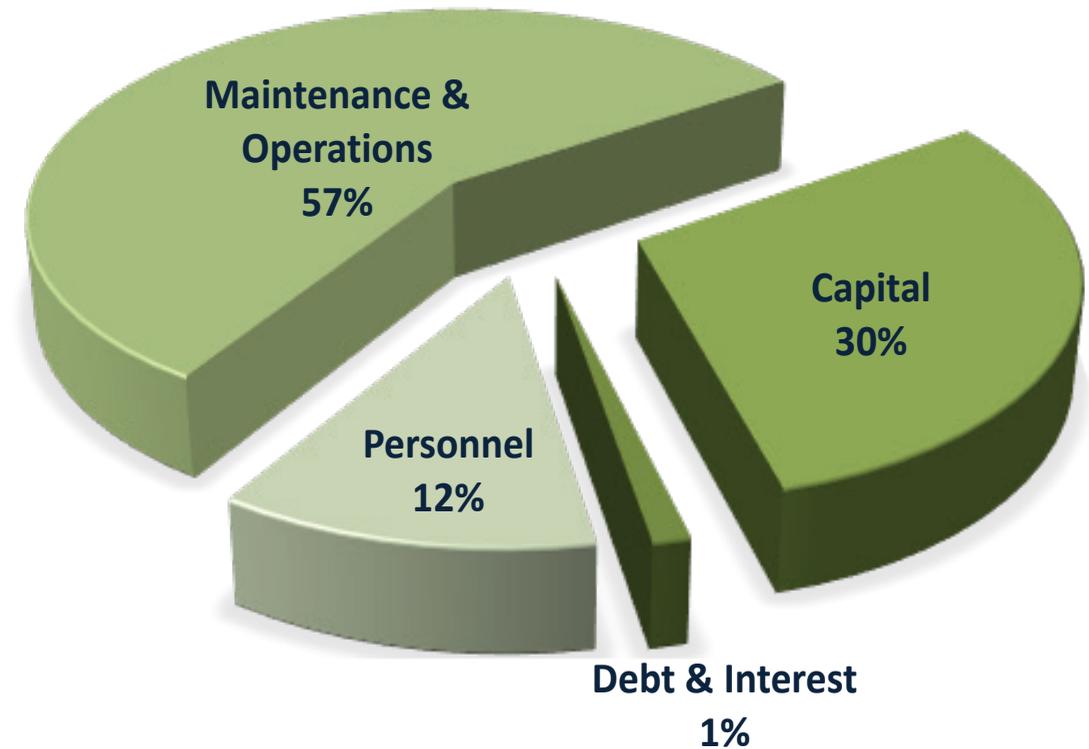
- Implementation of the new utility billing software that includes online bill option for customers.
- Installation and implementation of an upgraded SCADA system
- Established a more comprehensive Fats Oil Grease (FOG) program focused on education and outreach before enforcement with dedicated staffing to implement
- Cleaned 36,580 linear feet of sewer pipe
- TV Inspected approximately 10,790 linear feet of sewer line
- Completion of the 2019 Sanitary Sewer Repair project, which installed approximately 3,920 lineal feet of Cure In Place Pipe (CIPP) in the Westhill and Beardslee/Sunrise neighborhoods

See Table & Chart on the next page

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$2,031,166.67	\$2,381,056	\$2,466,852
Maintenance & Operations	\$10,205,632.14	10,679,355	11,921,357
Capital	\$1,144,270.78	5,670,163	6,366,384
Debt & Interest	\$103,767.23	249,112	251,962
Total Expenditures	\$13,484,836.82	\$18,979,686	\$21,006,555
Annual Cost Per Capita	\$300.90	\$398.94	\$419.75

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Storm and Surface Water Utility

The Stormwater Utility is responsible for the operation and maintenance of the City's Stormwater drainage system. This system is designed and maintained to prevent flooding of public and private property and to reduce and eliminate water pollution into local streams. King and Snohomish Counties bill customers for the Stormwater Utility on annual property tax statements.

The City's public system consists of 138 miles of pipes, 8,232 catch basins, 1,356 ditches/swales, and 396 detention/ retention facilities that include ponds, underground vaults, pervious pavement, and other water quality features.

Bothell's Stormwater Utility encompasses the entire city limits and funds the equivalent of nearly 20 Public Works staff. Day-to-day activities are conducted by a team of seven in the Engineering Division and ten in the Operations Division.

Outcomes and Activities

The goals of the Storm and Surface Water Utility:

- Prevent flooding of public and private property through public stormwater system inspection, maintenance, and expansion
- Reduce or eliminate stormwater pollution to local streams through: private system inspection, source control pollution prevention, spill response, code compliance, development regulation, stream monitoring, and education and outreach to residents, businesses, and customers to foster healthy watershed stewardship

2019-2025 Capital Facilities Plan stormwater projects underway:

- SW 14- Blyth Creek Erosion Control
- SW 20- Sammamish River and Waynita Creek Restoration
- SW 23- Monte Villa Drainage Improvements

Stormwater grants applied for:

- \$141,000 Puget Sound Acquisition and Restoration (PSAR) for SW 20- Feasibility Study

Upcoming new NPDES permit requirements:

- Citywide stream health delineation, prioritization, and development of a Stormwater Management Action Plan
- Long term citywide stormwater planning

- New source control business inspection program
- The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by the first quarter in 2021

Accomplishments

- Completed 5 Storm and Surface Water Projects from the 2019-2025 Capital Facilities Plan
- Received 5 grants for over \$787,000 to help fund the design of stormwater capital projects, NPDES implementation, and the business inspection program
- Cost effective maintenance, preservation, and expansion of City stormwater infrastructure
- Developed the NPDES approved inspection zones and alternative Circuit Method Approach for catch basin inspections in order to improve efficiency and reduce the inspection time overall while still meeting permit requirements
- Implementation of upgrade to Storm and Sewer camera van software to improve efficiencies and integration between pipe inspections and GIS mapping
- Over 6,000 catch basins and stormwater facilities inspected
- Over 3,000 catch basins cleaned
- Over 2,200 linear feet of ditch line cleaned
- Inspected 45 creek locations listed as environmentally sensitive and performed maintenance at 36 of those locations by either sediment removal, vegetation control, or removal and placement of woody debris. This is a preventive maintenance program regulated by the Washington Department of Fish and Wildlife that assists in stream health, decreases flooding and prevents property damage across the city

Programs to meet and exceed NPDES permit compliance

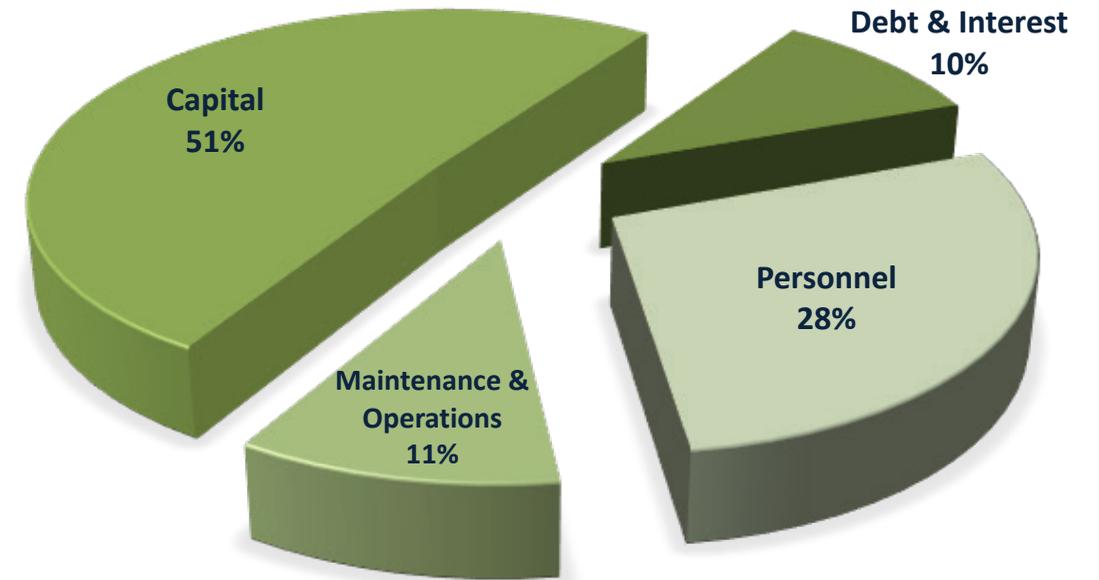
- Education and outreach- provided several opportunities to learn and engage in stormwater pollution prevention through 19 videos, 5 blog posts, 23 Bridge articles, 9 campaigns, 15 E-news articles, 31 flyers, 23 City sponsored outreach events, 171 social media posts, 85 business inspections, 9 targeted outreach mailers, several workshops, and a citywide trend analysis survey
- Public Participation- provided opportunities for the public to participate in watershed stewardship through 4 City Council meetings, 10 online surveys, and 6 volunteer events
- Private Stormwater Inspection- developed private inspection zones to inspect every private stormwater facility with streamlined process for notification, support, and enforcement to achieve compliance
- Stream and Storm System Monitoring- completed a citywide stream delineation, monthly ambient monitoring sampling, and a full stream health assessment

- Drainage complaints- responded to over 100 drainage complaints
- Spill prevention and response- streamlined the process for customer inquiries, spill response, and reporting in addition to the development of an enforcement procedure to achieve compliance

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$4,338,411.80	\$5,211,966	\$5,450,718
Maintenance & Operations	\$2,029,513.33	2,229,724	2,013,984
Capital	\$2,510,660.75	8,229,653	9,727,414
Debt & Interest	\$764,194.56	1,914,366	1,910,311
Total Expenditures	\$9,642,780.44	\$17,585,709	\$19,102,427
Annual Cost Per Capita	\$215.17	\$369.64	\$381.71

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450



Water Utility

The Water Utility accounts for the resources necessary to maintain and operate the City's water system, provide customer billing and services, and funds the planning, design and replacement of water system infrastructure. The fund's budget also accounts for the purchase of water from Seattle Public Utilities.

The Utility and Development Services Division of Public Works assists with long-range planning, programming and budgeting. The Division also works to ensure that new water system infrastructure installed as part of development is designed and constructed to provide high quality, low maintenance improvements.

The Water Section of the Public Works Operations Division ensures the delivery of safe and reliable drinking water to approximately 4,361 customers primarily in the King County portion of the city. The City's water system consists of 83 miles of water mains, four pump stations, 63 control valves, 983 fire hydrants, 3,805 water system valves, 4,361 water meters, and three water reservoirs. In addition to preventative maintenance activities, Water operates and maintains the Supervisory Control and Data Acquisition (SCADA) system that monitors system condition remotely, performs water quality sampling and regulatory reporting, performs bi-monthly meter reading, ensures fire system flow, and performs repairs and small replacements of all aspects of the system.

The Utility Billing Section of Public Works works directly with our customers to provide bi-monthly billing, monitors payment status and follow-up billing correspondence to customers, provides customer service for all aspects of the utility service and works with operations on water leaks, final bill reads and other customer service order requests. Utility Billing makes customer service a priority and that is a philosophy that is ingrained throughout the division. The two staff in this section are funded by the City's Sewer and Water Utilities.

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.

The Water Fund supports the equivalent of 11.6 Public Works and Customer Service staff. Day-to-day activities are conducted by a team of 13 in the combined Water/Sewer Section of the Operations Division.

See more Water FAQs at <http://www.ci.bothell.wa.us/Faq.aspx?TID=29>

Outcomes and Activities

- Oversee Water Utility Capital Facilities Projects
- Maintain daily water quality testing and meet Department of Health (DOH) chlorine level thresholds
- Replace outdated meters throughout the system to cellular to ensure accuracy and improve system efficiency
- Meet all regulatory maintenance and reporting guidelines and maintain a healthy drinking water system
- Completion of water system planning including Water System Plan Update efforts to be completed in the fall of 2020 or winter of 2021, and COVID19 Utility Budget Evaluation to be completed in the fall of 2020

The Public Works Department is in pursuit of the American Public Works Association Accreditation with a goal of completion by the first quarter in 2021.

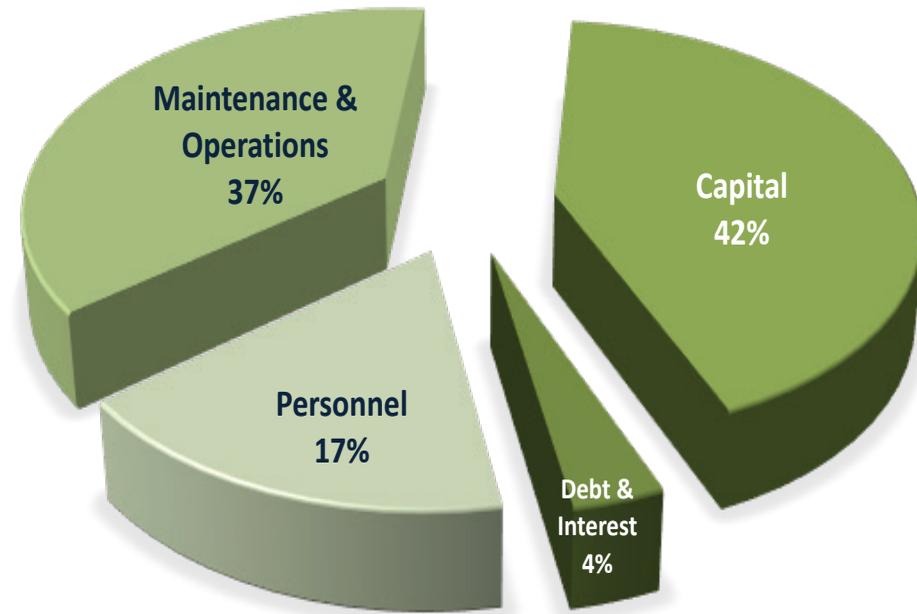
Accomplishments

- Implementation of the new utility billing software that includes online bill option for customers.
- Implementation of the new meter reading software that integrates with the billing software, offers customer interface to real time information and streamlines meter reading and data upload
- Installation and implementation of an upgraded SCADA system
- Installation of chlorine analyzers to streamline water quality testing to efficiently meet newly imposed Department of Health requirements
- Installation of chlorine booster stations and mixers at two of the water reservoirs to improve water quality in two pressure zones
- Improvements to the implementation of the Lucity Enterprise Asset Management System to make it more effective and efficient for Water system purposes
- Re-established a robust water main flushing, valve exercising and hydrant maintenance program.
- Replaced 218 water meters with cellular 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. Proactively identified and sought solutions through backflow surveys.
- Updated and distributed the annual Water Quality Report

- Completed the 2018 Water Main Replacement project which replaced approximately 4,400 lineal feet of water main pipes on NE 192nd St and in the Holly Hills neighborhood
- Adopted a new Water Conservation Goal as part of the updated Water System Plan in the fall of 2020 to keep the total average annual retail use of water by Savings Water Partnership (SWP) members under 110 mgd through 2028, despite forecasted population growth, by reducing per capita water use. For 2019, the Saving Water Partnership met the goal, using 94.0 mgd

Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$2,150,092.08	\$2,522,843	\$2,743,100
Maintenance & Operations	\$5,285,706.58	6,105,408	5,986,416
Capital	\$1,440,390.82	4,942,748	6,809,309
Debt & Interest	\$232,898.59	552,862	550,812
Total Expenditures	\$9,109,088.07	\$14,123,861	\$16,089,637
Annual Cost Per Capita	\$203.26	\$296.88	\$321.50

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.



Department/Division	Authorized Positions			
	2019	2020	2021	2022
Public Works Department				
Engineering/Administration	25.850	25.850	24.650	24.650
Facilities	7.650	7.650	5.900	5.900
Fleet	4.850	4.850	4.850	4.850
Street	13.750	13.750	13.550	13.550
Storm & Surface Water	20.150	20.150	20.150	20.150
Sewer	8.975	8.975	9.425	9.425
Water	9.475	9.475	10.925	10.925
Total	90.700	90.700	89.450	89.450

Recycling Program

The recycling program is managed by Public Works Administration and is responsible for the City of Bothell's Solid Waste/Recycling programs and the Commute Trip Reduction program for City employees.

Outcomes and Activities

- Continue the CTR program for employees to promote sustainable alternatives to driving alone
- Promote water conservation to meet water use efficiency goals
- Provide tools and support to businesses to smoothly transition to a statewide plastic bag ban
- Educate the community about disposal options for hazardous waste, recycling, and organics

Accomplishments

- Educated the community about sustainability at Sustainamania with over 500 attendees
- Conducted customer research with 1300 participants to improve water conservation outreach
- Surveyed 765 Bothell residents to inform an ordinance passed by Council that restricted plastic bags
- Saved over 42,000 lbs. of CO₂ emissions through the CTR Program



- Capital Expenditures and Asset Replacement
- Self-Insurance

Non - Department Budget Information

Non - Department Budget Information

Capital Expenditures and Asset Replacement

Capital Expenditures and Asset Replacement

Capital assets are defined in the Comprehensive Financial Management Policies as all assets with a value greater than \$5,000 at the time the asset is acquired. Most of the City's capital asset purchases, or capital expenditures, are planned in one of two ways: they are included in the Capital Facilities Plan or on the Asset Replacement Schedule.

The Capital Facilities Plan (CFP) is a document that plans capital facilities projects for a seven-year period. The planning effort is separate from the budget process, but runs concurrently. The first two years of the CFP are incorporated into the budget. The CFP is required by Washington's Growth Management Act and must be updated at least every two years.

The Asset Replacement Schedule is a listing of all of the City's assets that require periodic replacement. The purpose of the document is to assign useful lives to assets, value their future replacement, and schedule the purchase and replacement. It is also preferable to periodically set aside funding for the future replacements to ensure that funding is available when an assets useful life has been reached.

In the 2021-2022 biennium a few capital expenditures were funded, but did not originate from the CFP or Asset Replacement Schedule. The origin and funding for these items is found in the Project Funding column in the following table.

Total capital asset expenditures included in the 2021-2022 budget are \$85,550,485. Capital Facilities Plan budgeted expenditures account for \$84,012,433 of the total and \$1,538,052 are attributable to asset replacements scheduled for the biennium.

Schedule of Capital Expenditures

Fund	Description	CFP ProjectNumber	2021	2022	Project Funding
001 General					
	Police - Grey Key forensic password software		30,000	-	General Fund
	Police - Drone		25,750	-	General Fund
	Police - License plate reader		22,000	-	General Fund
			77,750	-	
114 Public Safety Levy					
	Police - Phase 2 of space efficiencies project		50,000	-	PS Levy
	Police - 5 vehicles (PROACT team x 2, SOSO, Traffic, Detective)		360,000	-	PS Levy
	Fire - Aid car		290,000	-	PS Levy
			700,000	-	
305 Capital Improvement					
	Downtown Contaminated Soil & Groundwater Clean Up	T47	649,000	1,569,000	CFP
	Legal/survey/appraisal svcs - sales of Lots A, D, and P		50,000	-	CFP
	Shop 1 replacement	F4	625,000	700,000	CFP
	Bothell Crossroads - landscape monitoring	T6	9,000	9,000	CFP
	Bridge Inspection, Maintenance, Repair & Rehabilitation	OP4	143,000	250,000	CFP
	NE 185th St Reconstruction & Transit Center	T60	1,000,000	1,000,000	CFP
	Meridian Ave S & 240th St SE Signalized Intersection	T66	310,000	1,457,000	CFP
	9th Ave SE Non-Motorized Improvements (North Phase)	T83	-	41,000	CFP
	130th Place NE & 132nd Ave NE Sidewalk Improvements	T84	-	155,646	CFP
	General Park Improvement Program	OP1	25,000	25,000	CFP
	Juanita-Woodinville Way/NE 160th St Overlay Project	T85	1,776,000	-	CFP
	Sidewalk/Walkway Program	OP6	100,000	150,000	CFP
	Collector Corridor Safety Program	OP7	20,000	40,000	CFP
	North Creek Trail Section 4	T2g	2,249,675	22,045	CFP
	Neighborhood Traffic Calming Program	OP5	15,000	30,000	CFP
	SR522 Stage 2B Improvements (Wayne Curve to NE 180th)	T44	1,000,000	2,000,000	CFP
	Annual Pavement Preservation Program	OP3	1,041,761	3,229,566	CFP
	SR522 Stage 3 Improvements	T54	5,313,000	-	CFP
	Adaptive Signal Control System - Phase 1	T65a	80,000	31,300	CFP
	Adaptive Signal Control System - Phase 2	T65b	420,000	140,000	CFP
	Beardslee Blvd Widening (I-405 to UW Bothell)	T70	851,000	532,817	CFP
	Stream Rookery Repair (North of NE 190th St)	T78	4,000	4,000	CFP
	Bothell-Everett Highway Interim Rechannelization	T79	107,000	-	CFP
	Citywide Child Pedestrian School/Park Zone Safety Program	OP8	5,000	10,000	CFP
	Safety Upgrade & Replacement Program	OP10	20,000	40,000	CFP
	Bicycle Program	OP11	25,000	25,000	CFP
	Comprehensive Plan - Transportation Element	OP13	50,000	20,000	CFP
	Crosswalk Program	OP14	56,000	-	CFP
	Bothell Way NE Widening	T74	1,412,001	1,412,001	CFP
	228th St SE Widening (35th St SE to 39th St SE)	T73	479,858	192,966	CFP
	228th St SE Pavement Preservation (19th Ave SE to B-E Hwy)	T87	1,436,000	-	CFP
	Downtown Non-Motorized Access Improvements	T86	100,000	55,000	CFP
	240th St SE/35th Ave SE Intersection Improvements	T92	100,000	-	CFP
	Rectangular Rapid Flashing Beacons at School Crossings	T95	15,000	305,000	CFP
			19,487,295	13,446,341	
306 Public Safety Capital Fund					
	New Downtown Fire Station 42	F3	10,493,000	3,355,000	PS Bond
	New Canyon Park Fire Station 45	F3	11,169,252	6,248,000	PS Bond
	Bothell Operations Center parking for Station 45 construction	F3	82,909	-	PS Bond

Non - Department Budget Information

Capital Expenditures and Asset Replacement

cont. - Schedule of Capital Expenditures

Fund	Description	CFP ProjectNumber	2021	2022	Project Funding
401 Water					
	Annual Water Facility Improvements	W1	262,736	1,483,040	CFP
	Annual Water Main Capital Replacement	W2	50,000	50,000	CFP
	Piper's Glen Transmission Main	W3	-	304,000	CFP
	Alderwood Water District Intertie	W4	-	75,000	CFP
	Valhalla Utility Project	W5	356,804	2,333,499	CFP
	Morningside Water System Improvements	W6	160,000	-	CFP
	Northshore Utility District Intertie	W8	50,000	-	CFP
			879,540	4,245,539	
402 Sewer					
	Annual Sewer Main Capital Replacement	S1	326,245	2,747,306	CFP
	Sewer Main Extension Program	S2	-	250,000	CFP
	Lift Station #4 Replacement	S12	685,000	-	CFP
	Lift Station #1 Improvements	S13	150,000	1,000,000	CFP
			1,161,245	3,997,306	
406 Storm & Surface Water					
	Annual Storm & Surface Water Capital Improvements	SW1	276,000	1,920,000	CFP
	Annual Storm & Surface Water Retrofit Improvements	SW2	100,000	100,000	CFP
	Horse Creek Improvements - monitoring/maintenance	SW11	67,000	67,000	CFP
	Sammamish River Side Channel - monitoring/maintenance	SW12	18,000	85,000	CFP
	Downtown Revitalization Utility Improvements (Storm)	SW13	-	520,000	CFP
	Blyth Park Erosion Control	SW14	500,000	-	CFP
	Sammamish River & Waynita Creek Restoration	SW20	650,000	650,000	CFP
	Perry Creek & 228th St SE Culverts	SW22	5,000	5,000	CFP
	Monte Villa Drainage Improvements	SW23	200,000	1,900,000	CFP
			1,816,000	5,247,000	
505 Asset Replacement					
	See 2021-2022 Asset Replacement Schedule		559,354	1,046,902	Replacement
			559,354	1,046,902	
TOTAL			46,426,345	37,586,088	

Totals do not include depreciation/amortization expenses totaling \$7,593,506.

2021-2022 Asset Replacement Schedule

Dept	Year	Asset Description	2021	2022
Police	2021	Live scan fingerprinting system	\$20,054	\$0
	2021	P009 - 2015 Chevy Tahoe	59,000	0
	2021	P024 - 2013 Ford Interceptor Utility	45,000	0
	2022	Evidence room lockers	0	36,050
	2022	P003 - 2017 Chevy Tahoe	0	60,062
	2022	P006 - 2015 Ford Interceptor Utility	0	45,810
	2022	P048 - 1999 Chevy 2500 Express Van	0	52,936
	2021	Portable digital radios (14)	52,402	0
	2021	Mobile vehicle radios (26)	103,766	0
	2021	Handguns (10)	8,000	0
	2021	Tasers (22)	24,090	0
	2021	Duty vests (22)	22,000	0
	2021	SRT ballistic vests (5)	7,125	0
	2021	Pole camera/equipment	4,100	0
	2022	Portable digital radios (30)	0	115,659
	2022	Mobile vehicle radios (7)	0	28,775
	2022	Handguns (43)	0	35,432
	2022	Duty vests (14)	0	14,420
	2022	Trauma plates for duty vests (69)	0	7,107
	2022	"Throw & Go" armored plates	0	15,001
	2022	Night vision monoculars (2)	0	6,209
		Total Police		\$345,537
Fire	2021	Climber mills (2)	\$10,800	\$0
	2021	Elliptical trainers (3)	22,500	0
	2022	Bunker gear washer/extractor	0	12,360
	2021	Ballistic vests (25)	27,100	0
	2021	BLS suction unit/bases (#1-#3)	4,500	0
	2021	Bunker gear (15 sets)	45,375	0
	2021	Portable generators (3)	6,000	0
	2021	Rappel gloves/pads/glasses	2,000	0
	2021	Rowing machines (3)	3,500	0
	2021	Treadmills (3)	12,000	0
	2022	BLS suction unit/bases (#4-#6)	0	4,635
	2022	Bunker gear (15 sets)	0	46,736
	2022	Chainsaws/rescue saws (3)	0	5,150
	2022	Mattresses (16)	0	16,480
2022	Recliners (11)	0	11,330	
	Total Fire		\$133,775	\$96,691
Comm Dev	2021	Microfiche reader	\$6,000	\$0
	Total Comm Dev		\$6,000	\$0
Parks	2021	#P14 - 2014 Toro Mower	\$60,000	\$0
	2021	#P15 - 2014 John Deere Gator	18,000	0
	2022	NC Fields #2 & #4 - turf replace (1/3 of cost)	0	712,600
	2022	#P7 - 2012 John Deere Infield Renovator	0	18,324
	Total Parks		\$78,000	\$730,924
Facilities	2021	Police Station - gas hot water tanks	\$20,000	\$0
	2021	Police Station - dishwasher	800	0
	2021	BOC Shop - parking lot reseal	15,000	0
	2021	Park at Bothell Landing - restroom roof	3,000	0
	2022	Blyth Park - pump station	0	51,500
	Total Facilities		\$38,800	\$51,500
Exec, Court, IS	2021	Emergency Comm Center (ECC) - smart board	\$5,000	\$0
	2021	Ruggedized laptop PCs (5)	25,000	0
	2021	ESX servers (3)	30,000	0
	2021	Server (1)	5,000	0
	2022	Ruggedized laptop PCs (9)	0	46,350
	2022	Forcepoint web proxy appliance	0	10,300
	2022	Conference room projectors (2)	0	16,480
	2021	Laptop PCs (61)	85,400	0
	2021	Desktop PCs (70)	70,000	0
	2021	Tablet PCs (26)	41,600	0
	2021	UPS batteries - City Hall server room	10,000	0
	2022	Laptop PCs (24)	0	34,608
	2022	Desktop PCs (67)	0	69,010
	2022	UPS batteries - Police server room	0	10,300
2022	Tablet PCs (10)	0	16,480	
2022	Conference room TV monitors	0	2,060	
2022	Digital camera - Communications	0	258	
	Total Executive - IS		\$272,000	\$205,846
Public Works	2021	#11 - 2004 F150 XL	\$40,000	\$0
	2021	#34 - 2006 F550 Flatbed	48,000	0
	2021	#52 - 2008 Workhorse Box Van	80,000	0
	2021	#56 - 1992 I/R Generator	25,000	0
	2021	#70S - 2014 Sanding Attachment	40,000	0
	2022	#41 - 2007 Ingersoll Rand Roller	0	35,630
	Total PW & Pool Vehicles		\$233,000	\$35,630
GRAND TOTAL			\$1,107,112	\$1,538,052

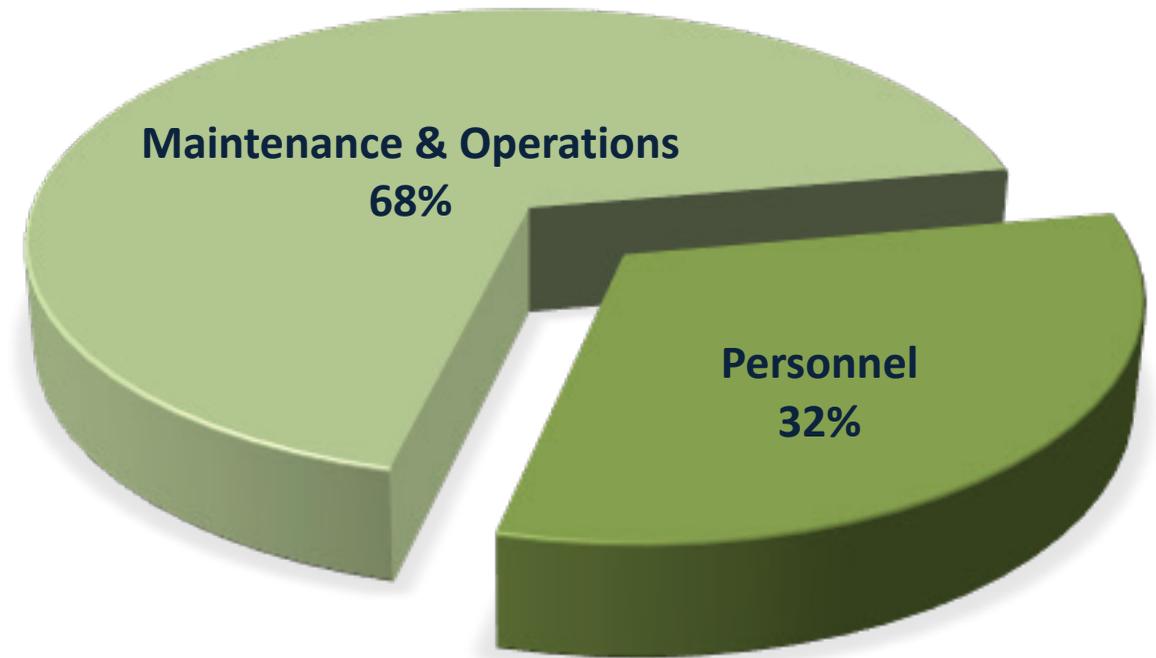
Self-Insurance

Self-Insurance is a non-departmental fund that is staffed by personnel within the functional departments of Legal and Human Resources. The self-insurance fund is an accounting entity that 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 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$614,068.95	\$1,111,473	\$1,134,152
Maintenance & Operations	\$2,152,737.34	2,513,592	2,452,284
Capital	\$1,339.08	-	5,356
Total Expenditures	\$2,768,145.37	\$3,625,065	\$3,591,792
Annual Cost Per Capita	\$61.77	\$76.20	\$71.77

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.
 2017-2020 population estimates from Washington State Office of Financial Management; 2021-22 figures projected internally.

Self-Insurance Table



- Introduction
- OP1 - General Park Improvements
- OP2 - Citywide Master Park Planning
- OP3 - Annual Pavement Preservation Program
- OP4 - Bridge Inspection, Maintenance, Repair & Rehabilitation
- OP5 - Neighborhood Traffic Calming Program
- OP6 - Sidewalk & Walkway Program
- OP7 - Collector Corridor Safety Program
- OP8 - Citywide Child Pedestrian School & Park Zone Safety Program
- OP10 - Safety Upgrade & Replacement Program
- OP11 - Bicycle Program
- OP13 - Comprehensive Plan (Transportation Element)
- OP14 - Crosswalk Program

Capital Operating Programs CFP 2021 - 2027

Introduction

Capital operating programs are ongoing capital improvement programs that, unlike capital projects, do not have a set start and end date. Rather, capital operating programs are reoccurring; some are a series of smaller projects undertaken to achieve a specific purpose such as neighborhood traffic calming others are significant reoccurring capital planning efforts. Capital operating programs are included in the CFP due to their relationship to capital and funding structure.

The following pages contain the budgeted capital operating programs included in the 2021-2022 budget. It should be noted that the CFP planning period is six years, but only the first two years of the CFP planning period are relevant to the 2021-2022 budget.



DESCRIPTION:

This program designates monies for park improvements, including items of lesser value such as park benches, picnic tables, garbage cans, landscaping projects, small picnic shelters, playground expansion, and park signage. Demolish various vacant buildings project tests and removes hazardous materials and demolishes vacant buildings on park properties. The actual buildings demolished will be depend on the hazardous materials testing and removal as well as historic preservation requirements but could include structures at the former Wayne Golf Course, North Creek Forest and William Penn Park. Playground capacity enhancements project will add an inclusive element or shade structure at existing playgrounds. The playgrounds must be located within specific community sub areas: Brickyard Road/Queensgate (Brickyard Road Park); Maywood/Beckstrom Hill (William Penn Park, Stipek Park or Royal Oaks Park); and Westhill/Pontius (Conifer View Park or Tall Tree Park).

JUSTIFICATION:

The City maintains an asset replacement program for its current park assets over \$5,000. This program provides a planned approach for purchasing park assets and improvements that may be identified in the City's Parks, Recreation, and Open Space (PROS) Plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added.

TIMING PRIORITY CONSIDERATIONS:

If some of these structures continue to decline, there could be structural failure which will then require unanticipated budget to demolish them.

PROJECT COMMENCEMENT REQUIREMENTS:

Spending must be in accordance with State Real Estate Excise Tax law (RCW 82.46). Program spending is authorized when funding resources are appropriated in the City's budget. The City has 10 years from the collection date to expend the Sub Area Park Impact Fees. Additional funding is from the King County Parks Levy Per Capital allocations.

PROJECT STOPPING POINT(S):

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

STATUS:

Playground capacity enhancements project has not yet started.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Playground Capacity Enhancements						37					37	37
Construction	207			25	25	25	25	25	25	25	175	382
TOTAL ESTIMATED COSTS	\$207	\$0	\$0	\$25	\$25	\$62	\$25	\$25	\$25	\$25	\$212	\$419

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	176			25	25	25	25	25	25	25	175	351
Capital Improvement Fund (Park Impact Fees Transfer)	31					37					37	68
TOTAL SECURED FUNDING	\$207	\$0	\$0	\$25	\$25	\$62	\$25	\$25	\$25	\$25	\$212	\$419

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	207	0	0	25	25	62	25	25	25	25	212	419
Estimated Project Cost	207	0	0	25	25	62	25	25	25	25	212	419
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

Master planning is needed for Bothell's existing park and recreation facilities. Each park master plan should include cost estimates, as well as funding options so the City can develop a recommended citywide park funding strategy. The Sammamish River Corridor and Connectivity master plan project develops a master plan and designs for connecting all the City owned properties along the river. The master plan and designs will position the City for grant funding for possible "shovel ready" projects in the future.

JUSTIFICATION:

In the 2020 Update to the Parks, Recreation and Open Space Plan ranked trails as a top amenity for Bothell residents. This corridor which is primarily designated for passive use only creates a unique opportunity to connect all the parks along the river through a well-designed system.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future Maintenance and Operating Costs (M&O) will be determined during the master planning process before designs are created.

TIMING PRIORITY CONSIDERATIONS:

Sub Area Park Impact Fees will be returned to property owners if funds are not expended. In addition, the City has 10 years from the collection date to expend the Open Space Park Impact Fees.

PROJECT COMMENCEMENT REQUIREMENTS:

Park master planning is authorized when funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Sammamish River Corridor and Connectivity Plan has not yet started

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	275					50	50	50	50		200	475
Sammamish River and Connectivity						30					30	30
TOTAL ESTIMATED COSTS	\$275	\$0	\$0	\$0	\$0	\$80	\$50	\$50	\$50	\$0	\$230	\$505

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	240					50	50	50	50		200	440
Capital Improvement Fund (Proposition Levy 1 & 2 Transfer)	35										0	35
Capital Improvement Fund (KC Park Levy Transfer)						9					9	9
Capital Improvement Fund (Park Impact Fees Transfer)						21					21	21
TOTAL SECURED FUNDING	\$275	\$0	\$0	\$0	\$0	\$80	\$50	\$50	\$50	\$0	\$230	\$505

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	275	0	0	0	0	80	50	50	50	0	230	505
Estimated Project Cost	275	0	0	0	0	80	50	50	50	0	230	505
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This is a program that analyzes and rates pavement condition throughout the City using a Pavement Management System and extends roadway life using various treatment methods such as crack sealing, slurry sealing, chip sealing, and asphalt overlays. City funds are augmented with grant funding when available.

JUSTIFICATION:

This program is critical to maintain the City street system. Any deferment of preservation results in an increased rehabilitation cost in the future.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Not applicable.

TIMING PRIORITY CONSIDERATIONS:

Construction work is typically programmed to occur during the summer months.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

This program is on-going.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	1,452	411	382	155	281	115	115	140	115	115	1,036	3,281
240th St SE					88						88	88
Main St/102nd			100								0	100
Downtown Curb Ramps			95								0	95
E Riverside Dr Overlay					78						78	78
Kaysner Way											0	0
NE 180th St				40							40	40
NE 191st St (Near Bothell Way)								25			25	25
Pavement Management (Admin)	313	92	142	70	70	70	70	70	70	70	490	1,037
Annual Arterial Overlay	922	109									0	1,031
Annual Arterial Patch & Seal	193	136	45	45	45	45	45	45	45	45	315	689
Annual Local Seal		74									0	74
Construction	9,157	1,375	660	887	2,949	2,179	1,155	855	1,015	855	9,895	21,087
240th St SE	950					702					702	1,652
Beardslee Overlay					400						400	400
Main St/102nd					510						510	510
Downtown Curb Ramps						622					622	622
E Riverside Dr Overlay					350						350	350
Kaysner Way					334						334	334
NE 180th St									160		160	160
NE 191st St (Near Bothell Way)	8,052	810									0	8,862
Annual Arterial Overlay	155	235	420	604	625	525	525	525	525	525	3,854	4,664
Annual Arterial Patch & Seal		330	240	283	730	330	630	330	330	330	2,963	3,533
Annual Local Seal											0	0
TOTAL ESTIMATED COSTS	\$10,609	\$1,786	\$1,042	\$1,042	\$3,230	\$2,294	\$1,270	\$995	\$1,130	\$970	\$10,931	\$24,368

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	278	(86)	(78)	57	635	711	437		615	970	3,425	3,539
Capital Improvement Fund (Solid Waste Mgmt Admin Fees)	2,749	497	328	200	378	389	182	322	349		1,820	5,394
Capital Improvement Fund (Sawcut Fees Transfer)	1,235		557	92	204	155	86	53	166		756	2,548
Arterial Street Fund	468										0	468
Brightwater Mitigation	1,647										0	1,647
Grant Awarded (Federal)	457										0	457
Grant Awarded (STP)	673										0	673
Proceeds from Safe Streets & Sidewalks Levy	3,102	1,375	235	693	2,013	1,039	565	620			4,930	9,642
TOTAL SECURED FUNDING	\$10,609	\$1,786	\$1,042	\$1,042	\$3,230	\$2,294	\$1,270	\$995	\$1,130	\$970	\$10,931	\$24,368

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	10,609	1,786	1,042	1,042	3,230	2,294	1,270	995	1,130	970	10,931	24,368
Estimated Project Cost	10,609	1,786	1,042	1,042	3,230	2,294	1,270	995	1,130	970	10,931	24,368
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Operating Programs

OP4 - Bridge Inspection, Maintenance, Repair & Rehabilitation

DESCRIPTION:

This program funds bridge inspection, maintenance, minor repair, and minor rehabilitation work to the City's existing bridges. The program upholds commuter and pedestrian safety as well as essential emergency access. Major bridge rehabilitation, repair or replacement needs that are identified via the inspection program are funded in the City's Capital Facilities Plan (CFP) as specific projects.

JUSTIFICATION:

This program is critical to maintaining the City's bridge infrastructure. Regular inspection is a requirement for the bridges on the Washington State Bridge Inventory System (WSBIS).

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This program funds ongoing inspection, maintenance, repair and rehabilitation of existing City bridges. Program costs are expected to increase in-line with the Puget Sound Region's normal rate of inflation, as new bridges are constructed, and as new federal inspection requirements are implemented.

TIMING PRIORITY CONSIDERATIONS:

City bridges are inspected every two years.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

Maintaining the City's bridges is an annual recurring need that includes inspection, maintenance, and small repair work.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	460	59	111	24	40	24	35	24	40	24	211	841
Construction	72			120	210	105	98	215	103	125	976	1,048
TOTAL ESTIMATED COSTS	\$532	\$59	\$111	\$144	\$250	\$129	\$133	\$239	\$143	\$149	\$1,187	\$1,889

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	532	59	111	144	250	129	133	239	143	149	1,187	1,889
TOTAL SECURED FUNDING	\$532	\$59	\$111	\$144	\$250	\$129	\$133	\$239	\$143	\$149	\$1,187	\$1,889

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	532	59	111	144	250	129	133	239	143	149	1,187	1,889
Estimated Project Cost	532	59	111	144	250	129	133	239	143	149	1,187	1,889
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program consists of developing and implementing neighborhood traffic calming projects throughout the City based on the established criteria in the City's adopted Neighborhood Traffic Calming Program (NTCP).

JUSTIFICATION:

This program is a sought-after program for City neighborhoods experiencing cut-through traffic.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs would be determined based on the specific traffic calming projects identified and implemented. But is expected to be about 15% of the total project costs.

TIMING PRIORITY CONSIDERATIONS:

Selection of projects for implementation shall be based on adopted program criteria and funding availability as well as estimated cost of each project. Funds to be allocated to this program shall be available for both first and second phase of the project as identified in the adopted program. First phase solutions are primarily focused on working passive solutions involving Public Outreach/ Education, Engineering and Enforcement. This may include implementing traffic safety campaign outreach to the community and low cost solutions like signage, pavement markings, trimming bushes to remove obstructions or improve sight distance, deployment of portable speed radar displays and targeted police enforcement. Second phase solutions are pursued after before-and-after studies shows the first phase solutions were found to be ineffective. These second phase solutions may include physical and often costly improvements like entry treatments, medians, curb extensions, chicanes, permanent stationary speed radar displays, traffic circles and speed cushions if warranted.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

This program was adopted by the City Council in 2007. Since then, City completed speed studies and field investigations to address several traffic related concerns like speeding, sight distance, pedestrian safety and cut through traffic issues. Several neighborhood areas received first phase implementation involving passive solutions like traffic safety campaign outreach, signage, deployment of portable speed radar display, sidewalk repairs and targeted police enforcement where problems were found to be significant. City implemented limited second phase improvements for Westhill neighborhood in 2009 involving entrance treatments and curb extension improvements. In the last several years, the City had deployed portable speed radar displays on a rotatory basis along several streets where speeds were of concerns to the residents. This program is suspended starting in 2020 due to the loss of revenues with the COVID-19 impacts. The City will revisit and consider restoring the program when resources are available in the future.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimate Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	76		32	5	5	5	5	15	15	15	65	173
Construction	262	18		10	25	25	25	60	60	60	265	545
TOTAL ESTIMATED COSTS	\$338	\$18	\$32	\$15	\$30	\$30	\$30	\$75	\$75	\$75	\$330	\$718

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimate Project Fundir Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	338	18	32	15	30	30	30	75	75	75	330	718
TOTAL SECURED FUNDING	\$338	\$18	\$32	\$15	\$30	\$30	\$30	\$75	\$75	\$75	\$330	\$718

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	338	18	32	15	30	30	30	75	75	75	330	718
Estimated Project Cost	338	18	32	15	30	30	30	75	75	75	330	718
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program addresses missing links in the City’s pedestrian network, Americans with Disabilities Act (ADA) needs, and pedestrian crossings. Sidewalk needs are inventoried and prioritized using a methodology that accounts for proximity to schools, public services, and low-income housing; missing sidewalk and curb ramps; street classification; collision data; and citizen requests.

JUSTIFICATION:

This program fills in missing gaps in sidewalks, addresses ADA needs, and addresses crossing needs. There has been a substantial amount of public input directed at installation of new sidewalks. Most recently, the Safe School Walk Routes Taskforce prioritized use of Safe Streets and Sidewalks Levy funds to address the most-needed sidewalk projects to fill in school walk route gaps.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added.

TIMING PRIORITY CONSIDERATIONS:

The City often applies for grant funds to supplement the program. Timing of projects may be dependent on grant funding timing.

PROJECT COMMENCEMENT REQUIREMENTS:

Program spending is authorized when funding resources are appropriated in the City’s budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This is an on-going program.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	534	39	55	100	20	300	100	100	380	100	1,100	1,728
234th PI SW	3										0	3
NE 180th/94th Ave NE Curb Ramps			50								0	50
5th Ave W btw 240th St/Shelton View Elem						200					200	200
124th Ave btw NE 164th St/NE 169th St									280		280	280
Admin/Management/ADA Retrofit	155	39	5	100	20	100	100	100	100	100	620	819
Other Sidewalk Projects	376										0	376
Construction	103	238	0	0	130	0	150	400	0	697	1,377	1,718
234th PI SW	81	7									0	88
224th St SW											0	0
NE 180th/94th Ave NE Curb Ramps					130						130	130
5th Ave W btw 240th St/Shelton View Elem							150	400			550	550
124th Ave btw NE 164th St/NE 169th St										697	697	697
Other Sidewalk Projects	22	231									0	253
TOTAL ESTIMATED COSTS	\$637	\$277	\$55	\$100	\$150	\$300	\$250	\$500	\$380	\$797	\$2,477	\$3,446

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	397	208	55						380	797	1,177	1,837
Capital Improvement Fund (NSD Contribution)	14										0	14
Capital Improvement Fund (Developer Contribution)	74										0	74
Proceeds from Safe Streets & Sidewalks Levy	152	69		100	150	300	250	500			1,300	1,521
TOTAL SECURED FUNDING	\$637	\$277	\$55	\$100	\$150	\$300	\$250	\$500	\$380	\$797	\$2,477	\$3,446

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	637	277	55	100	150	300	250	500	380	797	2,477	3,446
Estimated Project Cost	637	277	55	100	150	300	250	500	380	797	2,477	3,446
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program addresses mobility and safety improvement needs along collectors. Many of these corridors are located in the residential areas where the residents experience high-speed traffic in large volumes.

JUSTIFICATION:

This program funds medium-sized safety projects along collector corridors. The program will provide opportunities for the City to leverage grant funding to fill the City's safety needs along these corridors.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added. The ability to maintain will be a determining factor for selection of improvements.

TIMING PRIORITY CONSIDERATIONS:

Projects are selected based on adopted program criteria and availability of funding.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

This program started as a two year pilot program in 2010 and several improvements were implemented. In the past years, residents requested safety improvements along corridors and intersections to address residents' concerns about speeding on collector roads. A list of projects will be developed and scored to meet the community needs. The City has already deployed portable radar speed signs to educate people and alert them on how fast they are going. The radar speed signs works as traffic calming device. of addressing speeding problems. This program is suspended starting in 2020 due to the loss of revenues with the COVID-19 impacts. The City will revisit and consider restoring this program when resources are available in the future.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	8	2	48	5	10	10	10	35	35	35	140	198
Construction	104			15	30	30	30	50	50	50	255	359
TOTAL ESTIMATED COSTS	\$112	\$2	\$48	\$20	\$40	\$40	\$40	\$85	\$85	\$85	\$395	\$557

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)		2	48	20	40	40	40	85	85	85	395	445
Bond Anticipation Note	112										0	112
TOTAL SECURED FUNDING	\$112	\$2	\$48	\$20	\$40	\$40	\$40	\$85	\$85	\$85	\$395	\$557

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	112	2	48	20	40	40	40	85	85	85	395	557
Estimated Project Cost	112	2	48	20	40	40	40	85	85	85	395	557
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program addresses child pedestrian safety needs specifically related to schools and parks. Projects associated with this program include, but are not limited to, street crossings, sidewalk gap fill-ins, and installation of signs.

JUSTIFICATION:

This program addresses high-priority child pedestrian safety needs.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added. The ability to maintain will be a determining factor for selection of improvements.

TIMING PRIORITY CONSIDERATIONS:

This project is considered high-priority and will proceed as soon as there is funding.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

Work on this project has been started. City first implemented flag program in 2017. City installed flags at school crossings and for pedestrians to improve visibility. The flag program is an on-going program. City has plans to install more flags where needed. In addition, City installed several flashing beacons at school crossings to enhance safety. City has plans to install more flashing beacons where they are warranted in accordance to City's adopted guidelines for such devices. The City applied for State of Washington Safety grants to install flashing beacon at 3 locations this year and if successful, this program will provide local matching funds to supplement matching funds from the City's Crosswalk Program (OP14) of the Safe Street and Sidewalk Levy for construction in 2021-2022. The three locations are on 112th Ave NE (Cedar Park Christian School), 104th Ave NE (Maywood Elementary School) and 9th Ave SE (Cedar Grove Park).

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design											0	0
Construction	5	6	14	5	10	10	10	20	20	20	95	120
TOTAL ESTIMATED COSTS	\$5	\$6	\$14	\$5	\$10	\$10	\$10	\$20	\$20	\$20	\$95	\$120

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	5	6	14	5	10	10	10	20	20	20	95	120
TOTAL SECURED FUNDING	\$5	\$6	\$14	\$5	\$10	\$10	\$10	\$20	\$20	\$20	\$95	\$120

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	5	6	14	5	10	10	10	20	20	20	95	120
Estimated Project Cost	5	6	14	5	10	10	10	20	20	20	95	120
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program will provide funding for safety improvements to the infrastructure. Types of safety upgrade and replacement include guardrails, signage, minor curb replacement, removal of line-of-sight obstructions.

JUSTIFICATION:

This program provides a limited amount of funds to address low-cost safety needs throughout the City.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added. The ability to maintain will be a determining factor for selection of improvements.

TIMING PRIORITY CONSIDERATIONS:

Safety is always a high-priority in the City. On-going funding of this program allows the City to address critical safety needs.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

Work on this program started in 2019. The City has plan to inventory all signs, pavement markings, guardrails, and curbs. Signs and pavement markings will be upgraded to meet state and City new standards in the coming years. This program is to address localized spot safety improvement projects costing for up to several thousand dollars and may provide local matching funds for projects seeking outside grant funding from the State of County. City did apply this year for safety grant funding from the State for additional roadway signs and channelization work to address spot safety projects and if successful, this program will require local matching funds.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	6	5	55								0	66
Construction			100	20	40	40	40	80	80	80	380	480
TOTAL ESTIMATED COSTS	\$6	\$5	\$155	\$20	\$40	\$40	\$40	\$80	\$80	\$80	\$380	\$546

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	6	5	155	20	40	40	40	80	80	80	380	546
TOTAL SECURED FUNDING	\$6	\$5	\$155	\$20	\$40	\$40	\$40	\$80	\$80	\$80	\$380	\$546

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	6	5	155	20	40	40	40	80	80	80	380	546
Estimated Project Cost	6	5	155	20	40	40	40	80	80	80	380	546
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program will inventory existing bicycle facilities to help identify missing gaps and safety issues and then develop a City-wide bicycle system plan. The inventory and plan will be used to develop a method for prioritizing the bicycle projects. The program will provide funding to complete projects in order to meet the goals of the overall plan.

JUSTIFICATION:

This is a much-needed program to identify and fund bicycle improvements throughout the City. The current funding level is only sufficient to give the program the ability to compete for smaller funding grants for lower cost projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added.

TIMING PRIORITY CONSIDERATIONS:

There is increased interest by the public to improve the City's bicycle network. In addition, there is guidance from the Puget Sound Regional Council (PSRC) to promote multi-modal transportation.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

As of the end of 2020, the draft bike plan is approximately 90% complete. It is anticipated that further public outreach will precede discussion at the Planning Commission and Council level.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Design	28	9	21	5	5	5	5	5	5	5	35	93
Construction				20	20	20	20	45	45	45	215	215
TOTAL ESTIMATED COSTS	\$28	\$9	\$21	\$25	\$25	\$25	\$25	\$50	\$50	\$50	\$250	\$308

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	28	9	21	25	25	25	25	50	50	50	250	308
TOTAL SECURED FUNDING	\$28	\$9	\$21	\$25	\$25	\$25	\$25	\$50	\$50	\$50	\$250	\$308

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	28	9	21	25	25	25	25	50	50	50	250	308
Estimated Project Cost	28	9	21	25	25	25	25	50	50	50	250	308
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

The City's Comprehensive Plan undergoes a comprehensive plan update every eight years. At that time significant transportation planning and analyses must be accomplished to support the plan vision. In intermediate years, amendments are made to the plan to address changing conditions, issues, and needs. Often, these amendments affect the City's transportation system and analyses must be completed to determine their effects. This line item provides resources to support this on-going planning process.

JUSTIFICATION:

This is an on-going need to support planning efforts as related to the Comprehensive Plan. Staff and PSRC identified planning items that the City should address before the next periodic plan update.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This is a planning work. M&O costs will be developed when specific projects are identified and scoped.

TIMING PRIORITY CONSIDERATIONS:

This planning work is on-going on a limited basis with in-house staff.

PROJECT COMMENCEMENT REQUIREMENTS:

Outside consultant work will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

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

STATUS:

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Comprehensive Plan			10	50	20	80	20	20	20	20	230	240
TOTAL ESTIMATED COSTS	\$0	\$0	\$10	\$50	\$20	\$80	\$20	\$20	\$20	\$20	\$230	\$240

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)			10	50	20	80	20	20	20	20	230	240
TOTAL SECURED FUNDING	\$0	\$0	\$10	\$50	\$20	\$80	\$20	\$20	\$20	\$20	\$230	\$240

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	10	50	20	80	20	20	20	20	230	240
Estimated Project Cost	0	0	10	50	20	80	20	20	20	20	230	240
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

This program addresses pedestrian crossings. Crosswalk needs are inventoried and prioritized using a methodology that accounts for proximity to schools, public services, and low-income housing; street classification; collision data; and citizen requests.

JUSTIFICATION:

This program addresses crossing needs. There has been a substantial amount of public input directed at installation of new crosswalks.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future M&O costs are determined based on the cost and estimated life of the specific improvement added. The ability to maintain will be a determining factor for selection of improvements.

TIMING PRIORITY CONSIDERATIONS:

The City often applies for grant funds to supplement the program. Timing of projects may be dependent on grant funding timing.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

This is an on-going program. Since 2018, City had installed a total of ten (10) new school crosswalks at nine schools and one UW Bothell/ Cascadia College with flashing beacons to improve pedestrian visibility and make safe crossings. The City is planning to install one or two crosswalks a year depends on the needs and available funds. Funding for this program is from the 2017 November Safe Street and Sidewalk Levy that was approved by Bothell voters. This year, the City applied for State of Washington Safety grants to install flashing beacon at 3 locations and if successful, this program will provide local matching funds to supplement matching funds from the City's Citywide Child Pedestrian School & Park Zone Safety Program (OP8) for construction in 2021-2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Spending			Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Debt Service Payments - PWAL	1	7	14	14	14	14	14	14	13	13	96	118
Design	55		53								0	108
Construction		66	164	56		64	120	100			340	570
TOTAL ESTIMATED COSTS	\$56	\$73	\$231	\$70	\$14	\$78	\$134	\$114	\$13	\$13	\$436	\$796

ESTIMATED PROJECT FUNDING	Funding			Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING												
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)									13	13	26	26
Proceeds from Safe Streets & Sidewalks Levy	1	18	231	70	14	78	134	114			410	660
Snohomish County Public Assistance Loan (PWAL)	55	55									0	110
TOTAL SECURED FUNDING	\$56	\$73	\$231	\$70	\$14	\$78	\$134	\$114	\$13	\$13	\$436	\$796

PROJECT VARIANCES	Projected to 12/31/2020			Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
	Thru 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027		
Secured Funding	56	73	231	70	14	78	134	114	13	13	436	796
Estimated Project Cost	56	73	231	70	14	78	134	114	13	13	436	796
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- Six Year Financial Forecast
- Schedules of Employment Positions and Salary Ranges
- Comprehensive Financial Management Policies
- Glossary and Acronyms
- 2021 - 2022 Biennial Budget Calendar

APPENDIX

Six Year Financial Forecast

The Six-Year Financial Forecast (the Forecast) is the City's primary long range financial planning tool. The Forecast applies certain assumptions to data from the current budget to forecast the financial sustainability of the organization for a six-year period based on maintaining the levels of service established in the current budget. The primary data point resulting from the forecast is ending fund balance and the relationship between ending fund balance and the minimum fund balance target(s), where applicable, established by policy.

The assumptions used in the forecast are developed by reviewing economist's forecasts for the future; Bothell's specific circumstances are considered in the development of the assumptions for use in the Forecast. Notable economic forecasts consulted during development include: The forecast issued by the King County Department of Economic and Financial Analysis and the Puget Sound Forecaster. The following assumptions were used in the following Forecast.

For periods beginning January 1, 2023 through December 31, 2026:

Revenue Assumptions

- Property Tax, New Construction. New construction added to the tax rolls will increase property tax collections by approximately \$250,000 annually
- Property Tax, Annual Increase. Property taxes will be increased annually by the allowable one-percent.
- Sales Tax. Sales tax collections will increase by three-percent annually.
- Utility Taxes. Utility taxes will increase by two and one-quarter percent annually.
- Other Revenues. All revenues not listed above will increase by two-percent annually.
- Expenditure Assumptions
- Wage Growth. Wages will grow by two and one-quarter percent annually.
- Employee Healthcare and Other Benefits. Healthcare and other benefits provided to employees will increase by two and one-half percent annually.
- Other Expenditures. All expenditures not listed above will increase by two-percent annually.

Six-Year General Fund Ending Fund Balance Analysis

	2019 Budget	2019 Actual	2020 Budget	2020 Reprojected	2021 Budget	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection
EST BEGINNING FUND BAL	10,529,222	10,020,109	8,844,115	9,774,230	10,740,193	9,782,993	8,636,436	7,221,803	5,526,198	4,135,522
PROPERTY TAXES	13,598,431	13,553,949	14,194,416	14,179,840	14,756,639	15,339,205	15,768,299	16,208,302	16,659,507	17,122,212
SALES TAXES	15,827,122	15,023,291	17,064,834	14,365,966	14,128,963	15,131,292	16,381,991	16,458,212	16,948,719	17,453,940
BUSINESS/UTILITY TAXES	8,198,552	7,447,553	8,604,413	7,332,857	7,591,598	8,021,063	8,158,257	8,298,533	8,441,960	8,588,608
OTHER TAXES	45,000	55,113	45,000	44,108	57,265	58,381	59,307	60,252	61,215	62,198
FRANCHISE & LICENSE REVENUES	1,870,000	1,820,833	1,970,000	1,839,931	1,904,981	2,949,832	3,007,046	3,065,404	3,124,929	3,185,644
NON-BUS LICENSE & PERMIT FEES	1,955,000	1,944,650	2,010,000	1,532,943	1,237,931	1,268,508	1,293,879	1,319,757	1,346,152	1,373,075
FEDERAL DIRECT GRANTS	0	(2,264)	0	0	0	0	0	0	0	0
FEDERAL INDIRECT GRANTS	25,000	38,153	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
STATE GRANTS	3,850	77,794	548,850	459,641	64,750	12,250	12,250	12,250	12,250	12,250
STATE ENTITLEMENTS	897,700	1,445,810	921,300	1,504,572	1,493,818	1,514,032	1,530,803	1,547,910	1,565,359	1,583,157
INTERGOVERNMENTAL REVENUES	200,000	348,228	180,000	237,500	59,250	59,250	59,250	59,250	59,250	59,250
CHARGES FOR SERVICES	6,245,675	7,089,342	6,377,675	6,327,138	6,658,470	6,824,171	6,901,693	7,043,542	7,188,457	7,336,507
INTERFUND SERVICES	2,844,823	3,491,702	2,924,189	3,446,218	3,801,920	3,866,490	4,170,147	4,219,814	4,565,083	4,617,010
FINES & FORFEITURES	413,050	200,325	417,050	155,577	248,147	766,677	782,012	797,653	813,606	829,878
MISCELLANEOUS REVENUES	620,000	588,129	625,250	158,920	69,138	69,364	69,552	69,743	69,938	70,137
INTEREST EARNINGS	637,200	1,421,901	688,200	457,355	645,195	646,595	659,813	673,304	687,075	701,131
TRANSFERS IN	348,000	55,873	1,050,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Revenues:	53,729,403	54,600,382	57,646,177	52,117,566	52,793,065	56,602,110	58,929,299	59,908,926	61,618,500	63,069,997
Expenditures:	55,414,510	54,846,260	56,380,497	51,151,603	53,750,265	57,748,667	60,343,932	61,604,531	63,009,176	64,295,418
Current Year Surplus / (Deficit)	(1,685,107)	(245,879)	1,265,680	965,963	(957,200)	(1,146,557)	(1,414,633)	(1,695,605)	(1,390,676)	(1,225,421)
Projected Ending Fund Balance:	8,844,115	9,774,230	10,109,795	10,740,193	9,782,993	8,636,436	7,221,803	5,526,198	4,135,522	2,910,101

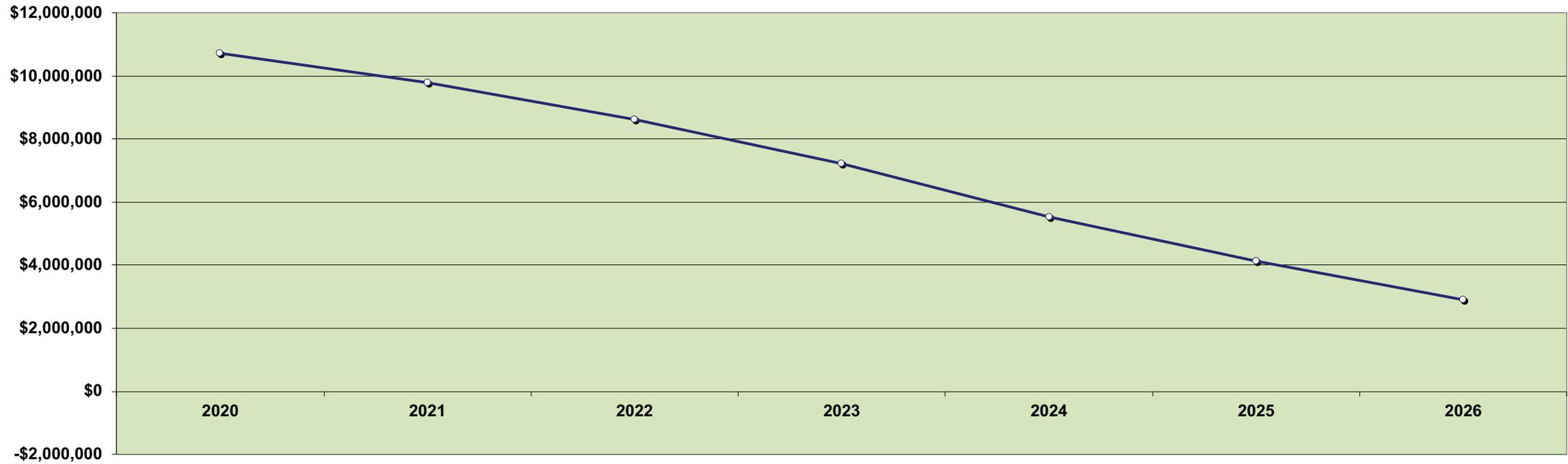
	2019 Budget	2019 Actual	2020 Budget	2020 Reprojected	2021 Budget	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection
Legislative	271,729	471,246	274,822	210,223	362,382	364,695	372,288	377,539	384,126	390,202
Judicial	922,797	914,253	957,979	807,386	930,289	960,109	982,144	1,003,617	1,027,052	1,049,508
Executive	1,335,292	1,294,509	1,139,692	1,271,118	1,842,713	1,814,602	1,856,708	1,891,492	1,943,306	1,979,693
Finance	1,636,514	1,530,401	1,666,733	1,332,858	1,615,092	1,658,206	1,696,688	1,735,147	1,775,233	1,815,479
Clerk	386,394	407,528	399,988	397,034	437,249	452,068	462,590	473,149	484,055	495,160
Legal	967,465	1,105,071	1,043,419	984,783	1,004,430	1,054,756	1,079,192	1,103,626	1,129,082	1,154,648
Human Resources	1,039,992	900,918	1,083,224	868,923	978,987	1,012,435	1,035,612	1,058,612	1,082,974	1,107,028
Facilities	1,634,118	1,467,166	1,581,294	1,415,196	1,418,480	1,456,685	1,508,377	1,539,654	1,574,422	1,574,422
Information Services	4,152,736	3,517,353	3,903,299	3,418,320	3,801,492	3,853,700	3,939,173	4,025,065	4,114,059	4,203,788
Non-Departmental	1,938,709	2,130,312	2,107,929	1,883,023	1,531,375	1,348,380	1,388,287	1,416,647	1,447,089	1,476,653
Police	16,337,159	16,444,297	16,719,667	14,989,775	15,379,817	17,102,824	18,177,830	18,570,786	19,022,270	19,433,473
Fire	13,052,820	13,825,481	13,470,937	13,569,716	13,451,303	14,244,844	14,909,920	15,232,996	15,599,413	15,937,426
Engineering	4,185,856	3,831,195	4,332,367	3,591,719	4,042,350	4,165,881	4,286,447	4,382,172	4,487,007	4,587,213
Parks & Recreation	2,675,962	2,556,277	2,735,197	2,121,010	2,347,941	2,402,818	2,526,054	2,578,219	2,642,251	2,696,810
Community Development	3,794,615	3,412,096	4,329,854	3,656,423	3,418,218	3,659,080	3,758,628	3,842,379	3,932,843	4,020,484
Transfers Out	1,082,352	1,038,158	634,096	634,096	1,188,147	2,197,584	2,363,994	2,373,431	2,363,994	2,373,431
	55,414,510	54,846,260	56,380,497	51,151,603	53,750,265	57,748,667	60,343,932	61,604,531	63,009,176	64,295,418
Ending Fund Balance	8,844,115	9,774,230	10,109,795	10,740,193	9,782,993	8,636,436	7,221,803	5,526,198	4,135,522	2,910,101

General Fund Revenue & Expense Summary

	2019 Budget	2019 Actual	2020 Budget	2020 Reprojected	2021 Budget	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection
Salaries	31,005,809	30,982,077	32,219,189	29,753,294	30,944,693	32,909,395	33,876,273	34,638,489	35,417,854	36,203,442
Year-to-Year Increase Percentage					-4.0%	6.3%	2.9%	2.2%	2.2%	2.2%
Benefits	11,281,870	11,384,392	11,626,336	10,817,766	11,271,975	12,128,076	12,528,130	12,841,311	13,162,320	13,485,928
Year-to-Year Increase Percentage					-3.0%	7.6%	3.3%	2.5%	2.5%	2.5%
Supplies	1,806,185	1,285,620	1,417,604	1,311,844	1,383,410	1,340,462	1,367,272	1,394,593	1,422,470	1,449,241
Year-to-Year Increase Percentage					-2.4%	-3.1%	2.0%	2.0%	2.0%	1.9%
Services	7,643,068	7,712,673	7,986,475	6,036,686	7,120,342	7,393,499	7,541,369	7,689,723	7,842,253	7,982,940
Year-to-Year Increase Percentage					-10.8%	3.8%	2.0%	2.0%	2.0%	1.8%
Operations Total	51,736,932	51,364,762	53,249,604	47,919,590	50,720,420	53,771,432	55,313,044	56,564,116	57,844,897	59,121,551
Year-to-Year Increase Percentage					-4.7%	12.2%	2.9%	2.3%	2.3%	2.2%
Capital	135,000	22,019	15,000	116,120	77,750	-	-	-	-	-
Op Transfers	1,082,352	1,038,158	634,096	634,096	1,188,147	2,197,584	2,363,994	2,373,431	2,363,994	2,373,431
Interfund Services	2,460,226	2,421,322	2,481,797	2,481,797	1,763,948	1,779,651	2,666,894	2,666,984	2,800,285	2,800,436
Totals	55,414,510	54,846,260	56,380,497	51,151,603	53,750,265	57,748,667	60,343,932	61,604,531	63,009,176	64,295,418
Year-to-Year Increase Percentage					-4.7%	7.4%	4.5%	2.1%	2.3%	2.0%

General Fund Revenue & Expense Summary

General Fund Ending Fund Balance



Classification Listing

Position Title	Group	Salary Range
Accounting Specialist	AFSCME, Local 3845	10
Accounting Specialist, Senior	AFSCME, Local 3845	15
Administrative Assistant	AFSCME, Local 3845	11
Administrative Assistant	Non-Represented	11
Administrative Assistant, Lead	AFSCME, Local 3845	15
Administrative Services Coordinator	AFSCME, Local 3845	27
Administrative Services Manager	Non-Represented	29
Animal Control Officer	AFSCME, Local 3845	11
Assistant City Manager	Non-Represented	46
Assistant to the City Manager	Non-Represented	27
Assistant Fire Marshall	IAFF	NA
Associate Engineer	AFSCME, Local 3845	22
Building Inspector	AFSCME, Local 3845	18
Building Inspector, Senior	AFSCME, Local 3845	22
Building Maintenance Specialist	AFSCME, Local 3845	18
Building Maintenance Specialist, Lead	AFSCME, Local 3845	21
Building Official	Non-Represented	38
Capital Division Manager	Non-Represented	40
Capital Project Engineer	AFSCME, Local 3845	25
Capital Project Engineer, Senior	AFSCME, Local 3845	31
Capital Projects Construction Inspector	AFSCME, Local 3845	18
Capital Projects Construction Inspector, Senior	AFSCME, Local 3845	22
City Attorney	Non-Represented	48
City Clerk	Non-Represented	28
City Manager	Non-Represented	NA
Code Compliance Officer	AFSCME, Local 3845	18
Community Development Director	Non-Represented	46
Community Emergency Preparedness Coordinator	AFSCME, Local 3845	14
Construction Inspector	AFSCME, Local 3845	18
Construction Inspector, Senior	AFSCME, Local 3845	22
Court Administrator	Non-Represented	32
Court Clerk	AFSCME, Local 3845	8
Court Coordinator	AFSCME, Local 3845	15
Custodial Day Porter	Non-Represented	NA

Position Title	Group	Salary Range
Custodian	AFSCME, Local 3845	2
Custodian, Lead	AFSCME, Local 3845	6
Customer Service Specialist	AFSCME, Local 3845	6
Deputy City Attorney	Non-Represented	35
Deputy City Clerk	AFSCME, Local 3845	18
Deputy Finance Director	Non-Represented	40
Deputy Fire Chief - Operations	Non-Represented	45
Deputy Fire Chief/Fire Marshal	Non-Represented	45
Deputy Fire Marshall	IAFF	NA
Deputy Police Chief	Non-Represented	45
Deputy Public Works Director - Operations	Non-Represented	40
Deputy Public Works Director/City Engineer	Non-Represented	45
Development Review Engineer	AFSCME, Local 3845	25
Development Review Engineer, Senior	AFSCME, Local 3845	31
Development Review Transportation Engineer	AFSCME, Local 3845	31
Development Services Manager	Non-Represented	40
Domestic Violence Victims Coordinator	AFSCME, Local 3845	16
Economic Development Manager	Non-Represented	27
Emergency Preparedness Manager	Non-Represented	33
Engineering Technician	AFSCME, Local 3845	15
Engineering Technician, Senior	AFSCME, Local 3845	19
Equipment Mechanic	AFSCME, Local 3845	14
Equipment Mechanic, Lead	AFSCME, Local 3845	21
Equipment Mechanic, Senior	AFSCME, Local 3845	18
Evidence and Property Room Coordinator	AFSCME, Local 3845	15
Executive Assistant to the City Manager	Non-Represented	25
Finance Director	Non-Represented	46
Financial Analyst	AFSCME, Local 3845	22
Financial Analyst (Compensation)	Non-Represented	22
Financial Analyst, Senior	AFSCME, Local 3845	29
Financial Analyst, Senior	Non-Represented	29
Firefighter, Probationary	IAFF	NA
Firefighter I	IAFF	NA
Firefighter II	IAFF	NA

Classification Listing

Position Title	Group	Salary Range
Firefighter III	IAFF	NA
Firefighter IV	IAFF	NA
Fire Battalion Chief	IAFF	NA
Fire Chief	Non-Represented	49
Fire Educator/Public Information Specialist	AFSCME, Local 3845	23
Fire Engine D/O	IAFF	NA
Fire Ladder D/O	IAFF	NA
Fire Lieutenant	IAFF	NA
Fire Lieutenant, Training	IAFF	NA
Fire Records Specialist	AFSCME, Local 3845	10
Fleet and Facilities Manager	Non-Represented	35
GIS Analyst	AFSCME, Local 3845	18
GIS Analyst, Senior	AFSCME, Local 3845	23
GIS Supervisor	Non-Represented	30
Human Resources Business Partner	Non-Represented	21
Human Resources Director	Non-Represented	46
Human Resources Generalist	Non-Represented	19
Informations Services Director	Non-Represented	46
Informations Services Network Supervisor	Non-Represented	30
Informations Services Systems Supervisor	Non-Represented	30
Informations Systems Application Analyst	AFSCME, Local 3845	23
Informations Systems Technician	AFSCME, Local 3845	18
Labor and Employee Relations Manager	Non-Represented	33
Legal Assistant	AFSCME, Local 3845	14
North Sound RADAR Program Manager	Non-Represented	21
Paralegal	Non-Represented	23
Parks and Recreation Director	Non-Represented	46
Parks Maintenance Worker	AFSCME, Local 3845	10
Parks Maintenance Worker, Lead	AFSCME, Local 3845	21
Parks Maintenance Worker, Senior	AFSCME, Local 3845	14
Parks Operations Manager	Non-Represented	28
Parks Planning and Grants Manager	Non-Represented	27
Payroll Specialist	Non-Represented	13
Permit Services Coordinator	AFSCME, Local 3845	13

Position Title	Group	Salary Range
Permit Services Coordinator, Senior	AFSCME, Local 3845	15
Permit Services Supervisor	Non-Represented	26
Planner	AFSCME, Local 3845	21
Planner, Senior	AFSCME, Local 3845	25
Plans Examiner	AFSCME, Local 3845	21
Plans Examiner, Senior	AFSCME, Local 3845	25
Police Captain	BPC	NA
Police Chief	Non-Represented	49
Police Officer 1	BPOG	NA
Police Officer 2	BPOG	NA
Police Officer 3	BPOG	NA
Police Officer 4	BPOG	NA
Police Officer - Entry	BPOG	NA
Police Records Specialist	AFSCME, Local 3845	10
Police Records Supervisor	AFSCME, Local 3845	21
Police Sergeant	BPOG	NA
Police Support Officer	AFSCME, Local 3845	11
Police Support Services Manager	Non-Represented	35
Probation Officer	AFSCME, Local 3845	18
Probation Officer, Lead	AFSCME, Local 3845	21
Prosecutor	Non-Represented	26
Prosecutor, Lead	Non-Represented	35
Public Records Specialist	AFSCME, Local 3845	10
Public Safety Telecommunicator	AFSCME, Local 3845	14
Public Safety Telecommunicator Supervisor	AFSCME, Local 3845	25
Public Works Director	Non-Represented	49
Public Works Maintenance Specialist	AFSCME, Local 3845	18
Public Works Maintenance Worker	AFSCME, Local 3845	10
Public Works Maintenance Worker, Lead	AFSCME, Local 3845	21
Public Works Maintenance Worker, Senior	AFSCME, Local 3845	14
Public Works Operations Manager	Non-Represented	32
Recreation Assistant	AFSCME, Local 3845	1
Recreation Coordinator	AFSCME, Local 3845	21
Safety Manager	Non-Represented	33

Classification Listing

Position Title	Group	Salary Range
SCADA Specialist	AFSCME, Local 3845	24
Supervising Capital Project Engineer	Non-Represented	37
Supervising Surface Water Engineer	Non-Represented	37
Surface Water Engineer	AFSCME, Local 3845	25
Surface Water Engineer, Senior	AFSCME, Local 3845	31
Surface Water Inspector	AFSCME, Local 3845	18
Surface Water Inspector, Senior	AFSCME, Local 3845	22
Surface Water Program Coordinator - Education and Outreach	AFSCME, Local 3845	22
Surface Water Program Coordinator - Illicit Discharge Detection and Elimination (IDD)	AFSCME, Local 3845	22
Surface Water Program Coordinator - Water Quality	AFSCME, Local 3845	22
Sustainability Assistant	AFSCME, Local 3845	7
Sustainability and Projects Coordinator	AFSCME, Local 3845	22
Tourism Manager	Non-Represented	27
Transportation Operations Engineer	AFSCME, Local 3845	31
Transportation Planner	AFSCME, Local 3845	25
Utility Billing Program Specialist	AFSCME, Local 3845	10
Utility Billing Program Specialist, Lead	AFSCME, Local 3845	19
Utility/Development Division Manager	Non-Represented	40
Volunteer and Special Events Coordinator	AFSCME, Local 3845	21

SECTION

- 1. Purpose
- 2. Accounting System and General Matters
- 3. Fund Balances and Reserves
- 4. Budget and Financial Planning
- 5. User Fees and Cost Recovery
- 6. Shared Services
- 7. Cash Handling
- 8. Investments
- 9. Debt
- 10. Credit Card Usage
- 11. Capital Assets
- 12. Small and Attractive Assets

1. Purpose

The City’s Comprehensive Financial Management Policies (the Policies) serves as a framework for the financial planning, budgeting, accounting, reporting, and other financial management practices. The purpose of the Policies is to ensure that the appropriate safeguards are in place for the safekeeping of the City’s assets and to ensure that the City’s financial operations are prudent and aligned with best practices, where applicable.

The Policies will be reviewed biennially, and updates will be considered, in conjunction with budget development. Additional updates can be considered at that time to address emergent issues or concerns.

2. Accounting System and General Matters

A. Basis of Budgeting and Accounting

“Basis of Accounting” refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements.

- i. Full Accrual
Both governmental and business-type activities in the government-wide financial statements, and the proprietary and fiduciary fund financial statements, are presented on the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.
- ii. Modified Accrual
The governmental funds financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual: i.e., both measurable and available. “Available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The City considers all revenue reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The City of Bothell’s budget is prepared on a modified accrual basis.

The Comprehensive Annual Financial Report (CAFR) presents the City’s financial position on the full accrual basis of accounting, consistent with Generally Accepted Accounting Principles (GAAP).

B. Internal Controls

Financial procedures shall be maintained to assure appropriate internal controls are in place to protect city assets. Internal control processes should be designed to nearly eliminate the risk of a loss to the City. Internal control processes should include monitoring; evidence that the monitoring activities were performed should be maintained for inspection during the annual audit.

C. Annual Financial Report

The City shall prepare and submit in a timely manner an annual financial report to the Washington State Auditor's Office in accordance with the standards established for such reports. The draft report shall be published on the City's website.

D. Cash Management

The City deposits funds within 24 hours of receipt. The Policy recognizes that in rare cases the 24 hour deposit policy is not administratively feasible. Management approval is required for any deposit held longer than 24 hours.

3. Fund Balances and Reserves

Operating funds of the city have a minimum fund balance target equal to 30 days operating expense or eight percent (8%) except as noted below.

- General Fund, 90 days, or 24 percent (24%), of annual budgeted operating expenditures.
- Public Safety Levy Fund, 90 days, or 24 percent (24%), of annual budgeted operating expenditures.
- Surface Water Utility Fund, 120 days, or 32 percent (32%), of annual budgeted operating expenditures.
- Water Utility Fund, 60 days, or 16 percent (16%), of budgeted operating expenditures.
- Sewer Utility Fund, 60 days, or 16 percent (16%), of budgeted operating expenditures.

Budgeted operating expenditures is defined as total budgeted expenditures less budgeted one-time expenditures, including capital. This policy recognizes that utilities will maintain a separate reserve for emergency repairs and unexpected increases in the cost of planned capital projects. The value of that reserve is subject to the discretion of staff and shall be disclosed in the published Capital Facilities Plan.

Projected variances from the minimum fund targets shall be disclosed during the biennial budget process or during the current year if unanticipated circumstances occur that negatively impact current year revenue and/or expenditure projections. If the fund balance target is not met, or is budgeted to not be met, at the end of a calendar year, then staff shall propose a four year plan to replenish the shortfall. Fund balance targets may be modified by Council action.

4. Budget and Financial Planning

The City budget will implement City Council adopted goals and policies, long-range plans, the service choices for the community and revenue allocation policies of the Council.

The City shall prepare and adopt its budget on a biennial basis and shall comply with the provisions of state law with respect to the biennial budget process. The biennial budget will be adopted at the fund level meaning that the adopted budget will include one revenue and one expenditure amount for each of the City's funds. The City Manager is authorized to transfer budgeted amounts within any fund. Budget appropriations unspent in the first year of the biennium will automatically carry over to the second year of the budget unless adjusted by an ordinance adopted by the City Council.

When budgeting for the General Fund, the Recommended Biennial Budget proposed by the City Manager shall be a two-year balanced budget. For the purposes of this policy, a balanced budget is defined as total biennial resources (fund balance, plus projected revenue) that is greater than or equal to approved biennial expenditures, plus the calculated minimum fund balance, if applicable, for each fund. The published budget overview will identify whether the adopted budget is balanced.

The Capital Facilities Plan (CFP) budgets will be incorporated into the financial forecasts and the biennial budget. Maintenance and operating costs associated with new CFP projects shall be estimated and included for each project within the CFP. Such costs should be included in the operating budgets when the projects are complete.

Other budget related matters are to be handled as follows:

A. One-Time Resources

One-time resources shall be identified and should be used to support one-time expenditures. Ongoing expenditures should be supported by ongoing resources.

B. Position Budgeting

Budgeted staff positions (part-time, full-time, and temporary) will be included in the biennial budget. The City Manager may authorize limited-term positions within a biennium in response to emergent needs, provided budget authority exists to support the position.

¹ Operating funds, for the purpose of the minimum fund balance target, is any fund with payroll expense coded directly to the fund in the year that the target is calculated.

C. Budget Calendar

The Finance Department shall work with the City Manager and stakeholders to establish a budget calendar that satisfies all budget milestones, timelines, and regulatory requirements. The budget calendar shall be published for stakeholders to begin budget development.

D. Budget Revenues

The City will strive to maintain a diversified mix of revenues to provide for continuity and predictability of resources and to minimize the impacts of periodic economic cycles. Staff will use conservative and prudent assumptions in the forecasting of revenues.

E. Grant Revenue

Grant revenue shall be included in the financial forecasts and biennial budgets when it is deemed likely by staff that the City will receive the grant award. Should planned or budgeted grant revenue not be received, offsetting expenditure reductions shall be implemented or alternative revenue sources shall be identified.

F. Order of Funding, Restricted First

The City shall exhaust restricted funds to finance uses authorized by State or local law before General Fund resources are used to finance those activities. Restricted fund balance reserves should not be exhausted below the minimum fund balance reserve required by this policy.

G. Budget Expenditures

Expenditures shall be budgeted to support existing levels of service, except where the City Manager has determined that a change in the level of service is required to respond to an emergent need or lost revenue. Staff will use conservative and prudent assumptions in the development of the expenditures budget.

H. Mid-Biennial Review

A review of actual revenue results compared to budgeted amounts shall be performed near the midpoint of the biennial budget. The results of the review shall be communicated to the City Manager and the City Council timely. If significant variances exist, then an adjustment to budgeted expenditures shall be considered.

I. Budget Amendments

The adopted budget can be amended at any time with the adoption of a budget amendment ordinance by the City Council. An evaluation of the long term effects on the financial health of the City should be performed.

J. Long Range Financial Planning

A six-year financial forecast shall be prepared and updated on a biennial basis for the City's General Fund as a multi-year financial planning tool. The financial forecast shall be integrated into the City's biennial budgeting process and shall be used to communicate the long term effects of budget choices and the long term financial health of the City's General Fund. The six-year financial forecast shall be published as a part of the budget document.

The City will use prudent and conservative revenue and expenditure assumptions in the development of the six-year financial forecast and budgets.

The Finance Department shall update the six-year financial forecast to adopt the City's biennial budget and Capital Improvement Plan. The six-year forecast will also be updated during the mid-biennial budget review and adjustment.

K. Budget Monitoring

The Finance Department shall provide timely and accurate budget monitoring reports (or access to the accounting system, in lieu of) to departments on a regular basis and quarterly budget monitoring reports to the City Council.

Department directors have primary responsibility for the development, implementation, management, and monitoring of their respective budgets in accordance with direction from the City Manager. Any significant variances from the adopted budget shall be reported by department directors to the City Manager in a timely manner.

5. User Fees and Cost Recovery

The City shall develop and maintain a comprehensive schedule of fees and charges. The fees and charges should be reviewed and updated in connection with each biennial budget. User fees, except those of enterprise funds, shall be administratively updated in the second year of the biennium consistent with the adopted budget. Significant variances between second year updates and the adopted budget shall be reported to the City Council prior to implementation.

Fees shall be reviewed by general type as described below:**A. Development Related Fees**

Development related fees (land use, building and property, fire marshal's office and

engineering fees) shall be established by ordinance; adjusted for inflation and periodically subjected to a comprehensive rate analysis. Development-related fees should be based on full cost recovery of permitting and inspection services.

B. Regulatory Fees

Regulatory fees shall be established by ordinance. As may be permitted by law, these fees may be used for generating city revenues in addition to recovering costs of the regulatory services.

C. Parks and Recreation Fees

Parks and recreation fees shall be set by the Director of Parks and Recreation within ranges established by ordinance.

D. Other Fees

General fees (such as rental rates, copy charges, and other miscellaneous fees) shall be established by ordinance. These services should charge fees to assist in making these services self-supporting.

E. Rates

Enterprise fund rates and fees shall be set by ordinance, and set at a level necessary to support the costs of services in the fund and to maintain long-term financial stability. To ensure that the enterprise funds remain self-supporting, fee and rate structures shall fully fund the direct and indirect costs of operations, capital maintenance and replacement, debt service, and depreciation.

6. Shared Services

It is the policy of the City to recover the costs incurred by the General Fund for providing accounting and finance, information technology, human resources, City Clerk, and legal services (hereinafter referred to as Shared Services) from all funds that benefit from the services provided. A charge for providing shared services shall be calculated pursuant to an administrative policy that equitably calculates the actual cost of providing shared services and recovers the costs through charges from the General Fund to the benefitting funds.

7. Cash Handling

Cash handling shall be governed by administrative policies and procedures that are aligned with best practices with a focus on strong internal controls to minimize the risk of loss. Employees with cash handling responsibilities must attend training on the City's cash handling policies and procedures prior to being issued change funds. Employees must also attend refresher training every three years. Cash handlers are expected to strictly adhere to cash handling policies and procedures at all times. If an employee witnesses a violation of cash handling policies and procedures; the employee shall immediately report the event to their immediate supervisor.

8. Investments

It is the policy of the City to invest public funds in a manner which will provide maximum security, while meeting daily cash flow demands, conforming to all state and local statutes governing the investment of public funds, while providing a market rate of return through budgetary and economic cycles. The primary objectives, in priority order, of the City's investment activities shall be: Safety, Liquidity, Return on Investment.

Interest income and investment gains and losses from all idle funds shall be credited to the General Fund to the greatest extent allowable under State law. The Finance Department shall create administrative policies and procedures to implement this policy.

9. Debt

Long term debt shall be used solely for the purpose of financing or refinancing the cost of projects identified in the adopted Capital Facilities Plan. Lines of credit, and other short term debt instruments, may be used to fund temporary operating shortfalls. Prior to the issuance of any debt, whether short or long term, a repayment source must be identified. The source of repayment must not be speculative. Any issuance of debt must comply with all local, state, and federal laws, rules, and regulations including debt limits.

The Finance Department is responsible for all post issuance compliance and shall undertake all activities required to maintain the tax status of the debt, when applicable. The Finance Department shall create administrative policies and procedures to implement this policy.

10. Credit Card Usage

Staff and elected officials are allowed to use credit cards and purchase cards (Cards) for city business, including travel. Purchases made with cards shall be subject to the same payment and approval process as purchases made by other means. Cash advances and purchases of alcohol by card are strictly prohibited. The Finance Department shall implement administrative policies and procedures to: minimize risk associated with card use; align processes and uses with best practices; and, maximize the convenience and other benefits that inure to the City from card use.

11. Capital Assets

Capital assets are defined as assets with a value greater than \$5,000 when acquired. All fixed assets should be recorded in the capital asset inventory system at the time of purchase. Capital assets shall be accounted for according to uniform guidance issued by the Governmental Accounting Standards Board (GASB) consistent with Generally Accepted Accounting Principles.

Physical controls shall be established, implemented, monitored, and periodically updated to ensure the safekeeping of capital assets. A physical inventory of capital assets should be performed annually; sampling of fixed asset inventory, for physical inventory purposes, is acceptable.

The Finance Department shall develop administrative policies and procedures to implement this policy.

12. Small and Attractive Assets

Small and attractive assets are defined as assets with a value greater than \$1,000, but less than \$5,000, with a useful life greater than one year that have an above average risk of loss due to their portability and attractiveness. Examples include tablet computers and smart phones. The Finance Department shall develop administrative policies and procedures to protect these assets from loss.

Glossary

ANNUAL BUDGET A budget applicable to a single fiscal year.

APPROPRIATION A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSETS Resources owned or held by a government which have monetary value.

BALANCED BUDGET A budget situation where budgeted resources are equal to or greater than budgeted expenditures.

BIENNIUM A two year period.

BOND A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

BUDGET A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET ACCOUNTING AND REPORTING SYSTEM (BARS) The accounting guide issued by the Washington State Auditor's Office to guide accounting matters for local governments.

BUDGET ADOPTION The formal legislative process to approve a budget for the budgetary period.

BUDGET AMENDMENT A change to the adopted budget that is formally adopted by the City Council.

BUDGETED Included in the adopted budget.

BUDGET DOCUMENT The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body, with certain portions required by law.

CAPITAL IMPROVEMENTS Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant.

CAPITAL FACILITIES PLAN A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

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

CAPITAL ASSETS Also known as fixed assets, are land buildings, equipment and improvements to existing fixed assets costing more than \$5,000 and having a useful life greater than one year.

CAPITAL PROJECT Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

CASH BASIS A basis of accounting under which transactions are recognized only when cash is received or disbursed.

COMPREHENSIVE FINANCIAL MANAGEMENT POLICIES The document containing all of the adopted financial policies of the City.

CONSUMER PRICE INDEX (CPI) A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

CONTINGENCY A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

COUNCILMANIC Councilmanic refer to action that can be taken with a majority vote of the City Council and not requiring a vote of the public.

DEBT LIMIT The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

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

DEFICIT The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DIRECT COSTS Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

EMPLOYEE BENEFITS Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

ENDING FUND BALANCE The amount of money that a fund has at the end of a year or reporting period.

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

EXPENDITURE/EXPENSE The amount of money actually spent or budgeted to be spent.

FIDUCIARY FUND TYPE The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

FIXED ASSETS Also known as capital assets, are land buildings, equipment and improvements to existing fixed assets costing more than \$5,000 and having a useful life greater than one year.

FRANCHISE A special privilege granted by a government permitting a monopoly or the continuing use of public property.

FULL-TIME EQUIVALENT POSITION (FTE) A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

FUND A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

FUND ACCOUNTING A system of accounting that is characterized by the use of accounting entities (funds) to account for resources who use has been limited by donor, grantor, governmental agencies, governing bodies, or by law.

FUND BALANCE The total amount of cash and investments available for spending at the end of a year or reporting period.

GENERAL FUND The primary operating fund of the local government. Most revenues accounted for in the General Fund are unrestricted and can be used for any lawful purpose of government.

GRANTS External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

INDIRECT COST A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

INFRASTRUCTURE The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

INTERFUND TRANSFER The movement of money between funds of the same governmental entity.

INTERFUND SERVICES Services provided by one fund of the local government for the benefit of another fund for compensation.

INTERGOVERNMENTAL REVENUE Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

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

LEVY (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a government.

LIABILITIES Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

LIMITED TERM EMPLOYEE An employment position that is not permanent and expires on a date certain.

LONG-TERM DEBT Debt with a maturity of more than one year after the date of issuance.

MAINTENANCE The upkeep of physical properties in condition for use or occupancy.

MAYOR'S PROPOSED BUDGET The budget submitted by the Mayor to the City Council that proposes a funding plan for the upcoming biennium for consideration by the City Council.

MINIMUM FUND BALANCE TARGET The minimum amount of cash and investments that, by policy, should be left in a fund at the close of the year or budget period.

MISSION STATEMENT A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

NON-VOTED See Councilmanic

OBJECTIVE Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

OBLIGATIONS Amounts which a government may be required legally to meet out of its resources.

OPERATING EXPENSES The cost for personnel, materials and equipment required for a department to function. The term excludes capital and project expenses.

OPERATING REVENUE Funds that the government receives as income to pay operating expenses. The term generally excludes one-time and capital revenues.

OTHER FINANCING SOURCES Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

OTHER FINANCING USES Governmental fund operating transfers-out. Such amounts are classified separately from revenues.

POLICY A principle or course of action chosen to guide decision making.

PREPAID BATCH A batch of payments made in advance of City Council review and approval due to the City Council meeting schedule.

PROGRAM A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

PROJECTION A prediction of the future outcome of a budgetary item.

RESERVE An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

RESERVED FUND BALANCE A fund balance that is subject to externally or internally imposed restrictions.

RESOURCES Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

REVENUE Sources of income financing the operations of government.

REVENUE FORECAST A set of predictions about future revenues that will be received by the City.

SIX YEAR FINANCIAL FORECAST A planning tool that forecasts revenues and expenditures six years into the future to demonstrate the long range impacts of current levels of services on financial sustainability.

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

STAFF All or any non-elected employees of the City of Bothell.

STATUTORY DEBT LIMIT The limit set by State Statute that is the amount of total debt that a local government is allowed to have outstanding at any given time.

TAXES Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include user fees.

UNRESERVED FUND BALANCE The portion of fund's balance that is not restricted for a specific purpose and is available for spending on any lawful purpose of government.

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

<u>Acronyms</u>	
<u>APA</u>	American Planning Association
<u>APWA</u>	American Public Works Association
<u>ARMA</u>	Association of Records Management Archives
<u>ASCE</u>	Associated Society of Civil Engineers
<u>AWC</u>	Association of Washington Cities
<u>BARS</u>	Budgeting Accounting and Reporting System
<u>CIP</u>	Capital Improvement Program
<u>CPI</u>	Consumer Price Index
<u>CSC</u>	Community Services Commission
<u>DOE</u>	Washington State Department of Ecology
<u>EDC</u>	Economic Development Commission
<u>ESA</u>	Endangered Species Act
<u>EOC</u>	Emergency Operations Center
<u>EQC</u>	Environmental Quality Commission
<u>ESHB</u>	Engrossed Substitute House Bill
<u>ETP</u>	Eastside Transportation Partnership
<u>FTE</u>	Full Time Equivalent
<u>GFOA</u>	Government Finance Officers Association
<u>GIS</u>	Geographic Information System
<u>GMA</u>	Growth Management Act
<u>IDP</u>	Interim Design Principles
<u>IIMC</u>	International Institute of Municipal Clerks
<u>IT</u>	Information Technology Department
<u>ITE</u>	Institute of Transportation Engineers
<u>KCCA</u>	King County Clerks Association
<u>LID</u>	Low Impact Development
<u>NEMCo</u>	Northshore Emergency Management Coalition
<u>NRPA</u>	National Recreation and Parks Association
<u>PAW</u>	Planning Association of Washington
<u>PC</u>	Planning Commission
<u>PSAPCA</u>	Puget Sound Air Pollution Control Authority
<u>PSRC</u>	Puget Sound Regional Council
<u>REET</u>	Real Estate Excise Tax
<u>SAO</u>	State Auditor's Office
<u>SEPA</u>	State Environmental Policy Act
<u>SWAT</u>	Special Weapons and Tactics
<u>SWM</u>	Surface Water Management
<u>TC</u>	Transportation Commission
<u>TIB</u>	Transportation Improvement Board
<u>WCIA</u>	Washington Cities Insurance Authority
<u>WCPDA</u>	Washington Cities Planning Directors Association
<u>WFOA</u>	Washington Finance Officers Association
<u>WMCA</u>	Washington Municipal Clerks Association
<u>WRPA</u>	Washington Recreation and Parks Association
<u>WSAMA</u>	Washington State Association of Municipal Attorneys
<u>WSEMA</u>	Washington State Emergency Management Association
<u>WSRA</u>	Washington State Recycling Association

Call for Department Budgets	April 6
Department Budget Requests Due to City Manager	May 4
Department Budget Presentations to City Manager	June 1-15
Revenue Estimates and Department Budget Request Presentations to City Manager	June 23-25
Department Budget Narratives Due	June 30
City Manager's Proposed Budget Submitted to City Council	October 6
City Council's Budget Deliberations Begin	October 6
Public Hearing on City Manager's Proposed Budget	October 20
Public Hearing on revenues/property tax levy rate	October 20
Budget Scheduled for Adoption	November 17

(This page intentionally left blank)

CITY MANAGER ADMIN (00151310) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	936,485			936,485	1,420,410	483,925	51.7%	Asst to CM moved from Comm. New NPRSA staff positions.
511001	DEFERRED COMP MATCH	43,118			43,118	44,206	1,088	2.5%	
	Salary Total	979,603	0	0	979,603	1,464,616	485,013	49.5%	
521001	SOCIAL SECURITY	47,399			47,399	74,877	27,478	58.0%	Asst to CM moved from Comm. New NPRSA staff positions.
521003	MEDICARE	14,510			14,510	20,090	5,580	38.5%	
521005	PENSION	118,049			118,049	180,450	62,401	52.9%	
521008	INSURANCE	110,366			110,366	176,863	66,497	60.3%	
521012	WORKER'S COMPENSATION	2,128			2,128	3,234	1,106	52.0%	
521019	PAID FAMILY LEAVE PREMIUMS	1,132			1,132	1,771	639	56.4%	
	Benefits Total	293,584	0	0	293,584	457,285	163,701	55.8%	
531002	OFFICE SUPPLIES	4,000			4,000	3,000	(1,000)	-25.0%	
531021	PUBLICATIONS	100			100	100	0	0.0%	
531033	OTHER OPERATING SUPPLIES	5,200			5,200	3,000	(2,200)	-42.3%	
535004	ATTRACTIVE EQUIPMENT	1,000			1,000	200	(800)	-80.0%	
	Supplies Total	10,300	0	0	10,300	6,300	(4,000)	-38.8%	
541015	ADVERTISING/PRINTING	1,000			1,000	0	(1,000)	-100.0%	
541024	OTHER PROFESSIONAL SERVICES	40,000			40,000	0	(40,000)	-100.0%	
542004	POSTAGE	400			400	200	(200)	-50.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	13,400			13,400	10,900	(2,500)	-18.7%	
543002	MILEAGE REIMBURSEMENT	200			200	0	(200)	-100.0%	
543003	BUSINESS MEALS	4,600			4,600	4,600	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	200			200	200	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	14,900			14,900	5,900	(9,000)	-60.4%	
549004	MEMBERSHIP DUES	6,800			6,800	7,200	400	5.9%	
	Services Total	81,500	0	0	81,500	29,000	(52,500)	-64.4%	
546001	INTERFUND SVCS - SELF INSURANCE	16,284			16,284	618,625	602,341	3699.0%	Cost allocation. Large claim in 2020.
	Interfund Total	16,284	0	0	16,284	618,625	602,341	3699.0%	
	GRAND TOTAL	1,381,271	0	0	1,381,271	2,575,826	1,194,555	86.5%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				91,800	35,300	(56,500)	-61.5%	

COMMUNICATIONS (00151311) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	215,182			215,182	0	(215,182)	-100.0%	Asst to CM moved to CM Admin.
	Salary Total	215,182	0	0	215,182	0	(215,182)	-100.0%	
521001	SOCIAL SECURITY	13,341			13,341	0	(13,341)	-100.0%	Asst to CM moved to CM Admin.
521003	MEDICARE	3,120			3,120	0	(3,120)	-100.0%	
521005	PENSION	27,717			27,717	0	(27,717)	-100.0%	
521008	INSURANCE	51,068			51,068	0	(51,068)	-100.0%	
521012	WORKER'S COMPENSATION	710			710	0	(710)	-100.0%	
521019	PAID FAMILY LEAVE PREMIUMS	318			318	0	(318)	-100.0%	
	Benefits Total	96,274	0	0	96,274	0	(96,274)	-100.0%	
531002	OFFICE SUPPLIES	400			400	300	(100)	-25.0%	
531021	PUBLICATIONS	4,536			4,536	11,196	6,660	146.8%	
531033	OTHER OPERATING SUPPLIES	1,500			1,500	0	(1,500)	-100.0%	
535004	ATTRACTIVE EQUIPMENT	250			250	0	(250)	-100.0%	
	Supplies Total	6,686	0	0	6,686	11,496	4,810	71.9%	
541015	ADVERTISING/PRINTING	5,000			5,000	3,000	(2,000)	-40.0%	
541024	OTHER PROFESSIONAL SERVICES	126,700			126,700	108,000	(18,700)	-14.8%	
542004	POSTAGE	22,000			22,000	7,200	(14,800)	-67.3%	
543001	OUT OF TOWN TRAVEL EXPENSES	3,000			3,000	0	(3,000)	-100.0%	
543003	BUSINESS MEALS	400			400	400	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	200			200	200	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	2,000			2,000	1,000	(1,000)	-50.0%	
549004	MEMBERSHIP DUES	370			370	200	(170)	-45.9%	
549007	OTHER MISCELLANEOUS	5,000			5,000	5,000	0	0.0%	
	Services Total	164,670	0	0	164,670	125,000	(39,670)	-24.1%	
	GRAND TOTAL	482,812	0	0	482,812	136,496	(346,316)	-71.7%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				171,356	136,496	(34,860)	-20.3%	

ECONOMIC DEVELOPMENT (00151312)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	111,057			111,057	253,406	142,349	128.2%	Position only budgeted for 2019 in prior biennium.
	Salary Total	111,057	0	0	111,057	253,406	142,349	128.2%	
521001	SOCIAL SECURITY	6,886			6,886	15,711	8,825	128.2%	Position only budgeted for 2019 in prior biennium.
521003	MEDICARE	1,610			1,610	3,674	2,064	128.2%	
521005	PENSION	14,271			14,271	33,010	18,739	131.3%	
521008	INSURANCE	28,491			28,491	27,819	(672)	-2.4%	
521012	WORKER'S COMPENSATION	355			355	588	233	65.6%	
521019	PAID FAMILY LEAVE PREMIUMS	164			164	372	208	126.8%	
	Benefits Total	51,777	0	0	51,777	81,174	29,397	56.8%	
531002	OFFICE SUPPLIES	0			0	500	500	#DIV/0!	M&O budget was all in 541024 in 2019-2020.
531021	PUBLICATIONS	0			0	290	290	#DIV/0!	
531033	OTHER OPERATING SUPPLIES	0			0	686	686	#DIV/0!	
	Supplies Total	0	0	0	0	1,476	1,476	#DIV/0!	
541015	ADVERTISING/PRINTING				0	4,000	4,000	#DIV/0!	M&O budget was all in 541024 in 2019-2020.
541024	OTHER PROFESSIONAL SERVICES	50,000			50,000	73,000	23,000	46.0%	Position only budgeted for 2019 in prior biennium.
542004	POSTAGE				0	100	100	#DIV/0!	M&O budget was all in 541024 in 2019-2020.
543001	OUT OF TOWN TRAVEL EXPENSES				0	3,750	3,750	#DIV/0!	
543003	BUSINESS MEALS				0	1,500	1,500	#DIV/0!	
549003	TRAINING & CONF REGISTRATIONS				0	3,000	3,000	#DIV/0!	
549004	MEMBERSHIP DUES				0	950	950	#DIV/0!	
	Services Total	50,000	0	0	50,000	86,300	36,300	72.6%	
	GRAND TOTAL	212,834	0	0	212,834	422,356	209,522	98.4%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				50,000	87,776	37,776	75.6%	

EMERGENCY PREPAREDNESS (00152510, 00152560)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	234,203			234,203	325,934	91,731	39.2%	50% position transferred from Fire
511001	DEFERRED COMP MATCH	0			0	7,701	7,701	#DIV/0!	
511003	OVERTIME	0			0	5,400	5,400	#DIV/0!	
	Salary Total	234,203	0	0	234,203	339,035	104,832	44.8%	
521001	SOCIAL SECURITY	14,521			14,521	20,126	5,605	38.6%	50% position transferred from Fire
521003	MEDICARE	3,396			3,396	4,707	1,311	38.6%	
521005	PENSION	30,168			30,168	42,284	12,116	40.2%	
521008	INSURANCE	23,028			23,028	22,966	(62)	-0.3%	
521012	WORKER'S COMPENSATION	710			710	1,176	466	65.6%	
521019	PAID FAMILY LEAVE PREMIUMS	346			346	478	132	38.2%	
	Benefits Total	72,169	0	0	72,169	91,737	19,568	27.1%	
531002	OFFICE SUPPLIES	1,000			1,000	4,700	3,700	370.0%	
531033	OTHER OPERATING SUPPLIES	10,000			10,000	6,000	(4,000)	-40.0%	
531035	FOOD & REFRESHMENTS	700			700	860	160	22.9%	
535001	SMALL TOOLS & MINOR EQUIPMENT	10,000			10,000	6,000	(4,000)	-40.0%	
	Supplies Total	21,700	0	0	21,700	17,560	(4,140)	-19.1%	
541015	ADVERTISING/PRINTING	400			400	800	400	100.0%	
541024	OTHER PROFESSIONAL SERVICES	18,000			18,000	25,500	7,500	41.7%	
541064	PROF SVCS - EMPG GRANT	40,000			40,000	40,000	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	6,750			6,750	4,350	(2,400)	-35.6%	
543003	BUSINESS MEALS	200			200	200	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	4,100			4,100	3,065	(1,035)	-25.2%	
549004	MEMBERSHIP DUES	545			545	390	(155)	-28.4%	
	Services Total	69,995	0	0	69,995	74,305	4,310	6.2%	
	GRAND TOTAL	398,067	0	0	398,067	522,637	124,570	31.3%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				0	5,400	5,400	#DIV/0!	
	M&O (SUPPLIES & SERVICES) TOTAL				91,695	91,865	170	0.2%	

TOTAL EXECUTIVE DEPT (001.15) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	1,496,927	0	0	1,496,927	1,999,750	502,823	33.6%	
511001	DEFERRED COMP MATCH	43,118	0	0	43,118	51,907	8,789	20.4%	
511003	OVERTIME	0	0	0	0	5,400	5,400	#DIV/0!	
	Salary Total	1,540,045	0	0	1,540,045	2,057,057	517,012	33.6%	
521001	SOCIAL SECURITY	82,147	0	0	82,147	110,714	28,567	34.8%	
521003	MEDICARE	22,636	0	0	22,636	28,471	5,835	25.8%	
521005	PENSION	190,205	0	0	190,205	255,744	65,539	34.5%	
521008	INSURANCE	212,953	0	0	212,953	227,648	14,695	6.9%	
521012	WORKER'S COMPENSATION	3,903	0	0	3,903	4,998	1,095	28.1%	
521019	PAID FAMILY LEAVE PREMIUMS	1,960	0	0	1,960	2,621	661	33.7%	
	Benefits Total	513,804	0	0	513,804	630,196	116,392	22.7%	
531002	OFFICE SUPPLIES	5,400	0	0	5,400	8,500	3,100	57.4%	
531021	PUBLICATIONS	4,636	0	0	4,636	11,586	6,950	149.9%	
531033	OTHER OPERATING SUPPLIES	16,700	0	0	16,700	9,686	(7,014)	-42.0%	
531035	FOOD & REFRESHMENTS	700	0	0	700	860	160	22.9%	
535001	SMALL TOOLS & MINOR EQUIPMENT	10,000	0	0	10,000	6,000	(4,000)	-40.0%	
535004	ATTRACTIVE EQUIPMENT	1,250	0	0	1,250	200	(1,050)	-84.0%	
	Supplies Total	38,686	0	0	38,686	36,832	(1,854)	-4.8%	
541015	ADVERTISING/PRINTING	6,400	0	0	6,400	7,800	1,400	21.9%	
541024	OTHER PROFESSIONAL SERVICES	234,700	0	0	234,700	206,500	(28,200)	-12.0%	
541064	PROF SVCS - EMPG GRANT	40,000	0	0	40,000	40,000	0	0.0%	
542004	POSTAGE	22,400	0	0	22,400	7,500	(14,900)	-66.5%	
543001	OUT OF TOWN TRAVEL EXPENSES	23,150	0	0	23,150	19,000	(4,150)	-17.9%	
543002	MILEAGE REIMBURSEMENT	200	0	0	200	0	(200)	-100.0%	
543003	BUSINESS MEALS	5,200	0	0	5,200	6,700	1,500	28.8%	
545003	GENERAL EQUIPMENT RENTAL	400	0	0	400	400	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	21,000	0	0	21,000	12,965	(8,035)	-38.3%	
549004	MEMBERSHIP DUES	7,715	0	0	7,715	8,740	1,025	13.3%	
549006	OTHER CONTRACTUAL SERVICES	5,000	0	0	5,000	5,000	0	0.0%	
	Services Total	366,165	0	0	366,165	314,605	(51,560)	-14.1%	
546001	INTERFUND SVCS - SELF INSURANCE	16,284	0	0	16,284	618,625	602,341	3699.0%	
	Interfund Total	16,284	0	0	16,284	618,625	602,341	3699.0%	
	GRAND TOTAL	2,474,984	0	0	2,474,984	3,657,315	1,182,331	47.8%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				0	5,400	5,400	#DIV/0!	
	M&O (SUPPLIES & SERVICES) TOTAL				404,851	351,437	(53,414)	-13.2%	

CITY CLERK (001.25) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	503,067			503,067	559,620	56,553	11.2%	Public Records Officer position reclassified in 2019
511001	DEFERRED COMP MATCH	4,282			4,282	10,432	6,150	143.6%	More staff eligible for match
511003	OVERTIME	2,000			2,000	2,000	0	0.0%	
	Salary Total	509,349	0	0	509,349	572,052	62,703	12.3%	
521001	SOCIAL SECURITY	31,456			31,456	34,368	2,912	9.3%	Public Records Officer position reclassified in 2019
521003	MEDICARE	7,356			7,356	8,038	682	9.3%	Public Records Officer position reclassified in 2019
521005	PENSION	65,069			65,069	72,208	7,139	11.0%	Public Records Officer position reclassified in 2019
521008	INSURANCE	85,003			85,003	100,786	15,783	18.6%	
521012	WORKER'S COMPENSATION	2,128			2,128	1,764	(364)	-17.1%	
521019	PAID FAMILY LEAVE PREMIUMS	751			751	821	70	9.3%	Public Records Officer position reclassified in 2019
	Benefits Total	191,763	0	0	191,763	217,985	26,222	13.7%	
531002	OFFICE SUPPLIES	7,000			7,000	4,500	(2,500)	-35.7%	
531030	COMPUTER SUPPLIES	1,000			1,000	500	(500)	-50.0%	
	Supplies Total	8,000	0	0	8,000	5,000	(3,000)	-37.5%	
541002	CODIFICATION	25,000			25,000	31,000	6,000	24.0%	Codification costs have increased/cost of doing business
541003	CITYWIDE RECORDS MANAGEMENT	25,000			25,000	48,000	23,000	92.0%	shredding and scanning costs
541014	MESSANGER	200			200	0	(200)	-100.0%	
541024	OTHER PROFESSIONAL SERVICES	5,000			5,000	0	(5,000)	-100.0%	
542004	POSTAGE	1,200			1,200	800	(400)	-33.3%	
543001	OUT OF TOWN TRAVEL EXPENSES	3,000			3,000	1,000	(2,000)	-66.7%	
543002	MILEAGE REIMBURSEMENT	300			300	300	0	0.0%	
543003	BUSINESS MEALS	2,000			2,000	1,000	(1,000)	-50.0%	
549003	TRAINING & CONF REGISTRATIONS	3,000			3,000	2,000	(1,000)	-33.3%	
549004	MEMBERSHIP DUES	2,800			2,800	1,000	(1,800)	-64.3%	
	Services Total	67,500	0	0	67,500	85,100	17,600	26.1%	
546001	INTERFUND SVCS - SELF INSURANCE	9,770			9,770	9,180	(590)	-6.0%	Cost allocation
	Interfund Total	9,770	0	0	9,770	9,180	(590)	-6.0%	
	GRAND TOTAL	786,382	0	0	786,382	889,317	102,935	13.1%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				2,000	2,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				75,500	90,100	14,600	19.3%	

LEGAL (001.35) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	1,255,833			1,255,833	1,282,259	26,426	2.1%	
511001	DEFERRED COMP MATCH	17,705			17,705	8,963	(8,742)	-49.4%	
511003	OVERTIME	0			0	0	0	#DIV/0!	
	Salary Total	1,273,538	0	0	1,273,538	1,291,222	17,684	1.4%	
521001	SOCIAL SECURITY	76,164			76,164	76,350	186	0.2%	
521003	MEDICARE	18,466			18,466	18,593	127	0.7%	
521005	PENSION	161,766			161,766	164,900	3,134	1.9%	
521008	INSURANCE	209,581			209,581	250,187	40,606	19.4%	
521012	WORKER'S COMPENSATION	4,080			4,080	3,384	(696)	-17.1%	
521019	PAID FAMILY LEAVE PREMIUMS	1,819			1,819	1,807	(12)	-0.7%	
	Benefits Total	471,876	0	0	471,876	515,221	43,345	9.2%	
531002	OFFICE SUPPLIES	6,800			6,800	6,800	0	0.0%	
531021	PUBLICATIONS	20,365			20,365	20,970	605	3.0%	
	Supplies Total	27,165	0	0	27,165	27,770	605	2.2%	
541014	MESSENGER	4,500			4,500	4,500	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	170,000			170,000	170,000	0	0.0%	
541026	INTERPRETER	3,000			3,000	3,000	0	0.0%	
541033	HEARING EXAMINER	20,400			20,400	20,400	0	0.0%	
542003	CELL PHONE/RADIO/PAGER	1,704			1,704	1,704	0	0.0%	
542004	POSTAGE	2,000			2,000	2,000	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	7,200			7,200	700	(6,500)	-90.3%	Removal of travel expenses
543002	MILEAGE REIMBURSEMENT	2,000			2,000	0	(2,000)	-100.0%	Removal of travel expenses
543003	BUSINESS MEALS	675			675	675	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	3,700			3,700	0	(3,700)	-100.0%	Removal of training allotment
549004	MEMBERSHIP DUES	4,400			4,400	4,400	0	0.0%	
	Services Total	219,579	0	0	219,579	207,379	(12,200)	-5.6%	
546001	INTERFUND SVCS - SELF INSURANCE	18,726			18,726	17,594	(1,132)	-6.0%	Cost allocation
	Interfund Total	18,726	0	0	18,726	17,594	(1,132)	-6.0%	
	GRAND TOTAL	2,010,884	0	0	2,010,884	2,059,186	48,302	2.4%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				246,744	235,149	(11,595)	-4.7%	

FINANCE (001.20) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	2,101,009			2,101,009	2,112,487	11,478	0.5%	
511001	DEFERRED COMP MATCH	44,099			44,099	45,002	903	2.0%	
511003	OVERTIME	7,000			7,000	5,000	(2,000)	-28.6%	
	Salary Total	2,152,108	0	0	2,152,108	2,162,489	10,381	0.5%	
521001	SOCIAL SECURITY	125,613			125,613	124,418	(1,195)	-1.0%	
521003	MEDICARE	30,543			30,543	30,174	(369)	-1.2%	
521005	PENSION	267,916			267,916	271,083	3,167	1.2%	
521008	INSURANCE	324,094			324,094	339,347	15,253	4.7%	
521012	WORKER'S COMPENSATION	7,452			7,452	5,586	(1,866)	-25.0%	
521019	PAID FAMILY LEAVE PREMIUMS	3,000			3,000	2,957	(43)	-1.4%	
	Benefits Total	758,618	0	0	758,618	773,565	14,947	2.0%	
531002	OFFICE SUPPLIES	24,000			24,000	24,000	0	0.0%	
531021	PUBLICATIONS	2,500			2,500	2,500	0	0.0%	
	Supplies Total	26,500	0	0	26,500	26,500	0	0.0%	
541005	AUDITING	167,000			167,000	167,000	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	6,700			6,700	8,500	1,800	26.9%	One-time expense: new financial dashboard software
541030	PROF SERVICES - TAX AUDIT SOFTWARE	24,300		(20,000)	4,300	4,300	0	0.0%	
541031	BANKING FEES - CLIENT ANALYSIS	80,000			80,000	40,000	(40,000)	-50.0%	Keeping additional cash in bank to lower banking fees
542003	CELL PHONE/RADIO/PAGER	1,200			1,200	1,200	0	0.0%	
542004	POSTAGE	12,500			12,500	18,500	6,000	48.0%	Need to increase for business license mailings etc
543001	OUT OF TOWN TRAVEL EXPENSES	18,500			18,500	18,500	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	1,500			1,500	1,500	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	18,700			18,700	20,700	2,000	10.7%	Additional staff training dollars added
549004	MEMBERSHIP DUES	2,240			2,240	2,240	0	0.0%	
	Services Total	332,640	0	(20,000)	312,640	282,440	(30,200)	-9.7%	
546001	INTERFUND SVCS - SELF INSURANCE	33,381			33,381	28,304	(5,077)	-15.2%	Cost allocation
	Interfund Total	33,381	0	0	33,381	28,304	(5,077)	-15.2%	
	GRAND TOTAL	3,303,247	0	(20,000)	3,283,247	3,273,298	(9,949)	-0.3%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				7,000	5,000	(2,000)	-28.6%	
	M&O (SUPPLIES & SERVICES) TOTAL				339,140	308,940	(30,200)	-8.9%	

HUMAN RESOURCES - ADMIN (00151810)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	1,042,359			1,042,359	1,158,376	116,017	11.1%	Step and COLA increases
511001	DEFERRED COMP MATCH	19,868			19,868	24,119	4,251	21.4%	
511003	OVERTIME	8,000			8,000	8,000	0	0.0%	
	Salary Total	1,070,227	0	0	1,070,227	1,190,495	120,268	11.2%	
521001	SOCIAL SECURITY	63,713			63,713	67,367	3,654	5.7%	
521003	MEDICARE	15,170			15,170	16,372	1,202	7.9%	
521005	PENSION	132,204			132,204	147,089	14,885	11.3%	
521008	INSURANCE	162,573			162,573	172,867	10,294	6.3%	
521012	WORKER'S COMPENSATION	3,548			3,548	2,940	(608)	-17.1%	
521019	PAID FAMILY LEAVE PREMIUMS	1,522			1,522	1,614	92	6.0%	
	Benefits Total	378,730	0	0	378,730	408,249	29,519	7.8%	
531002	OFFICE SUPPLIES	10,000			10,000	10,000	0	0.0%	
531016	HOUSEHOLD SUPPLIES	37,500			37,500	37,500	0	0.0%	
531021	PUBLICATIONS	500			500	500	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	2,000			2,000	0	(2,000)	-100.0%	
	Supplies Total	50,000	0	0	50,000	48,000	(2,000)	-4.0%	
541015	ADVERTISING/PRINTING	40,000			40,000	23,000	(17,000)	-42.5%	
541021	EMPLOYMENT	63,200			63,200	43,200	(20,000)	-31.6%	
541024	OTHER PROFESSIONAL SERVICES	170,000			170,000	80,000	(90,000)	-52.9%	
542004	POSTAGE	2,000			2,000	1,500	(500)	-25.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	24,000			24,000	14,000	(10,000)	-41.7%	
543002	MILEAGE REIMBURSEMENT	500			500	500	0	0.0%	
543003	BUSINESS MEALS	2,500			2,500	1,000	(1,500)	-60.0%	
545003	GENERAL EQUIPMENT RENTAL	0			0	1,500	1,500	#DIV/0!	
549003	TRAINING & CONF REGISTRATIONS	172,000			172,000	102,000	(70,000)	-40.7%	
549004	MEMBERSHIP DUES	10,200			10,200	10,200	0	0.0%	
	Services Total	484,400	0	0	484,400	276,900	(207,500)	-42.8%	
546001	INTERFUND SVCS - SELF INSURANCE	104,159			104,159	32,078	(72,081)	-69.2%	Cost allocation
	Interfund Total	104,159	0	0	104,159	32,078	(72,081)	-69.2%	
	GRAND TOTAL	2,087,516	0	0	2,087,516	1,955,722	(131,794)	-6.3%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				8,000	8,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				534,400	324,900	(209,500)	-39.2%	

HUMAN RESOURCES - WELLNESS (00151722)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
531002	OFFICE SUPPLIES	500			500	500	0	0.0%	
531016	HOUSEHOLD SUPPLIES	4,600			4,600	4,600	0	0.0%	
531021	PUBLICATIONS	1,000			1,000	1,000	0	0.0%	
531033	OTHER OPERATING SUPPLIES	6,500			6,500	6,500	0	0.0%	
	Supplies Total	12,600	0	0	12,600	12,600	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	1,300			1,300	1,300	0	0.0%	
545004	FACILITIES RENTAL	1,000			1,000	1,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	800			800	800	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	20,000			20,000	20,000	0	0.0%	
	Services Total	23,100	0	0	23,100	23,100	0	0.0%	
	GRAND TOTAL	35,700	0	0	35,700	35,700	0	0.0%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				35,700	35,700	0	0.0%	

TOTAL HUMAN RESOURCES (001.40)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr	
511000	SALARIES	1,042,359	0	0	1,042,359	1,158,376	116,017	11.1%		
511001	DEFERRED COMP MATCH	19,868	0	0	19,868	24,119	4,251	21.4%		
511003	OVERTIME	8,000	0	0	8,000	8,000	0	0.0%		
	Salary Total	1,070,227	0	0	1,070,227	1,190,495	120,268	11.2%		
521001	SOCIAL SECURITY	63,713	0	0	63,713	67,367	3,654	5.7%		
521003	MEDICARE	15,170	0	0	15,170	16,372	1,202	7.9%		
521005	PENSION	132,204	0	0	132,204	147,089	14,885	11.3%		
521008	INSURANCE	162,573	0	0	162,573	172,867	10,294	6.3%		
521012	WORKER'S COMPENSATION	3,548	0	0	3,548	2,940	(608)	-17.1%		
521019	PAID FAMILY LEAVE PREMIUMS	1,522	0	0	1,522	1,614	92	6.0%		
	Benefits Total	378,730	0	0	378,730	408,249	29,519	7.8%		
531002	OFFICE SUPPLIES	10,500	0	0	10,500	10,500	0	0.0%		
531016	HOUSEHOLD SUPPLIES	42,100	0	0	42,100	42,100	0	0.0%		
531021	PUBLICATIONS	1,500	0	0	1,500	1,500	0	0.0%		
531033	OTHER OPERATING SUPPLIES	6,500	0	0	6,500	6,500	0	0.0%		
535004	ATTRACTIVE EQUIPMENT	2,000	0	0	2,000	0	(2,000)	-100.0%		
	Supplies Total	62,600	0	0	62,600	60,600	(2,000)	-3.2%		
541015	ADVERTISING/PRINTING	40,000	0	0	40,000	23,000	(17,000)	-42.5%		
541021	EMPLOYMENT	63,200	0	0	63,200	43,200	(20,000)	-31.6%		
541024	OTHER PROFESSIONAL SERVICES	170,000	0	0	170,000	80,000	(90,000)	-52.9%		
542004	POSTAGE	2,000	0	0	2,000	1,500	(500)	-25.0%		
543001	OUT OF TOWN TRAVEL EXPENSES	25,300	0	0	25,300	15,300	(10,000)	-39.5%		
543002	MILEAGE REIMBURSEMENT	500	0	0	500	500	0	0.0%		
543003	BUSINESS MEALS	2,500	0	0	2,500	1,000	(1,500)	-60.0%		
545003	GENERAL EQUIPMENT RENTAL	0	0	0	0	1,500	1,500	#DIV/0!		
545004	FACILITIES RENTAL	1,000	0	0	1,000	1,000	0	0.0%		
549003	TRAINING & CONF REGISTRATIONS	172,800	(20,500)	0	152,300	102,800	(49,500)	-32.5%		
549004	MEMBERSHIP DUES	10,200	0	0	10,200	10,200	0	0.0%		
549006	OTHER CONTRACTUAL SERVICES	20,000	0	0	20,000	20,000	0	0.0%		
	Services Total	507,500	(20,500)	0	487,000	300,000	(187,000)	-38.4%		
546001	INTERFUND SVCS - SELF INSURANCE	104,159	0	0	104,159	32,078	(72,081)	-69.2%		
	Interfund Total	104,159	0	0	104,159	32,078	(72,081)	-69.2%		
	GRAND TOTAL	2,123,216	(20,500)	0	2,102,716	1,991,422	(111,294)	-5.3%		
	% INCREASE CHECKS:									
	OVERTIME TOTAL				8,000	8,000	0	0.0%		
	M&O (SUPPLIES & SERVICES) TOTAL				549,600	360,600	(189,000)	-34.4%		

INFORMATION SERVICES (001.46) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	3,192,673			3,192,673	3,165,869	(26,804)	-0.8%	
511001	DEFERRED COMP MATCH	49,039			49,039	70,659	21,620	44.1%	More staff eligible for match
511003	OVERTIME	10,000			10,000	10,000	0	0.0%	
	Salary Total	3,251,712	0	0	3,251,712	3,246,528	(5,184)	-0.2%	
521001	SOCIAL SECURITY	197,763			197,763	187,777	(9,986)	-5.0%	
521003	MEDICARE	46,979			46,979	44,745	(2,234)	-4.8%	
521005	PENSION	417,077			417,077	401,965	(15,112)	-3.6%	
521008	INSURANCE	618,278			618,278	626,911	8,633	1.4%	
521012	WORKER'S COMPENSATION	11,708			11,708	28,230	16,522	141.1%	
521019	PAID FAMILY LEAVE PREMIUMS	4,721			4,721	4,438	(283)	-6.0%	
	Benefits Total	1,296,526	0	0	1,296,526	1,294,066	(2,460)	-0.2%	
531002	OFFICE SUPPLIES	14,200			14,200	14,200	0	0.0%	
531016	HOUSEHOLD SUPPLIES	480			480	480	0	0.0%	
531022	COMPUTER SOFTWARE	22,100			22,100	4,800	(17,300)	-78.3%	
531023	SOFTWARE - POLICE (NEW WORLD)	426,425			426,425	456,425	30,000	7.0%	
531024	SOFTWARE - FINANCIAL (EDEN/MUNIS)	533,428		(298,000)	235,428	245,703	10,275	4.4%	
531025	SOFTWARE - PERMITTING (ENERGOV)	136,956			136,956	147,456	10,500	7.7%	
531028	SOFTWARE - MAINT MGMT (LUCITY)	93,500			93,500	61,000	(32,500)	-34.8%	
531030	COMPUTER SUPPLIES	22,650			22,650	16,450	(6,200)	-27.4%	
535001	SMALL TOOLS & MINOR EQUIPMENT	44,060			44,060	21,260	(22,800)	-51.7%	
535004	ATTRACTIVE EQUIPMENT	31,592			31,592	800	(30,792)	-97.5%	
535006	INFRASTRUCTURE MAINTENANCE	333,000			333,000	333,000	0	0.0%	
	Supplies Total	1,658,391	0	(298,000)	1,360,391	1,301,574	(58,817)	-4.3%	
541008	COMMUNICATIONS	54,000	103,103		157,103	54,000	(103,103)	-65.6%	Telephone \$ moved from Facilities to IS for 2020
541013	COMPUTER	32,350			32,350	32,350	0	0.0%	
541015	ADVERTISING/PRINTING	1,600			1,600	1,600	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	20,000			20,000	20,000	0	0.0%	
542003	CELL PHONE/RADIO/PAGER	295,880			295,880	305,880	10,000	3.4%	
543000	TRAVEL EXPENSES	21,800			21,800	4,450	(17,350)	-79.6%	
545000	OPERATING RENTALS & LEASES	135,240			135,240	135,240	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	150,480			150,480	150,480	0	0.0%	
548005	MAINTENANCE CONTRACTS	1,043,242			1,043,242	1,047,207	3,965	0.4%	
549003	TRAINING & CONF REGISTRATIONS	39,450			39,450	15,920	(23,530)	-59.6%	
	Services Total	1,794,042	103,103	0	1,897,145	1,767,127	(130,018)	-6.9%	
546001	INTERFUND SVCS - SELF INSURANCE	55,364			55,364	45,897	(9,467)	-17.1%	Cost allocation
	Interfund Total	55,364	0	0	55,364	45,897	(9,467)	-17.1%	
	GRAND TOTAL	8,056,035	103,103	(298,000)	7,861,138	7,655,192	(205,946)	-2.6%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				10,000	10,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				3,257,536	3,068,701	(188,835)	-5.8%	

COMMUNITY DEVELOPMENT (001.80) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	4,492,651	96,900	(96,900)	4,492,651	4,352,657	(139,994)	-3.1%	2 Bldg. Inspector positions - #125 is unfunded for both years, and position #426 is only funded for 2022
511001	DEFERRED COMP MATCH	38,422			38,422	56,971	18,549	48.3%	More staff eligible for match
511003	OVERTIME	10,000			10,000	8,000	(2,000)	-20.0%	
	Salary Total	4,541,073	96,900	(96,900)	4,541,073	4,417,628	(123,445)	-2.7%	
521001	SOCIAL SECURITY	278,032			278,032	264,495	(13,537)	-4.9%	
521003	MEDICARE	65,700			65,700	62,629	(3,071)	-4.7%	
521005	PENSION	576,528			576,528	560,342	(16,186)	-2.8%	
521008	INSURANCE	1,025,772			1,025,772	796,728	(229,044)	-22.3%	
521012	WORKER'S COMPENSATION	50,914			50,914	38,869	(12,045)	-23.7%	
521014	UNIFORM ALLOWANCE	850			850	600	(250)	-29.4%	
521019	PAID FAMILY LEAVE PREMIUMS	6,637			6,637	6,316	(321)	-4.8%	
	Benefits Total	2,004,433	0	0	2,004,433	1,729,979	(274,454)	-13.7%	
531002	OFFICE SUPPLIES	42,000			42,000	30,500	(11,500)	-27.4%	Reduction due to pandemic and efficiencies
531021	PUBLICATIONS	10,600			10,600	3,600	(7,000)	-66.0%	Pre-purchased materials and more electronic publications available
531031	PERSONAL PROTECTIVE EQUIPMENT	1,200			1,200	2,450	1,250	104.2%	
531035	FOOD & REFRESHMENTS	1,400			1,400	1,400	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	2,000			2,000	1,000	(1,000)	-50.0%	
	Supplies Total	57,200	0	0	57,200	38,950	(18,250)	-31.9%	
541007	ENGINEERING - DEV REVIEW	230,000			230,000	120,000	(110,000)	-47.8%	Reflects current workload - conducting more in-house reviews
541014	MESSENGER	4,000			4,000	1,000	(3,000)	-75.0%	
541015	ADVERTISING/PRINTING	44,000			44,000	44,000	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	0	291,100	(291,100)	0	0	0	#DIV/0!	
541048	BANKCARD FEES	300,000			300,000	300,000	0	0.0%	
541050	PROF SVCS - DEVELOPMENT REVIEW	150,000			150,000	80,000	(70,000)	-46.7%	Reflects recent actuals
541052	PROF SVCS - COUNCIL REQUESTS	100,000			100,000	90,000	(10,000)	-10.0%	
541055	PROF SVCS - LANDMARK PRESERVATION	10,000			10,000	0	(10,000)	-100.0%	Based on 2019-20 actuals
541056	PROF SVCS - HISTORIC PRESERVATION	38,000			38,000	38,000	0	0.0%	
542004	POSTAGE	9,000			9,000	5,000	(4,000)	-44.4%	
543001	OUT OF TOWN TRAVEL EXPENSES	16,500			16,500	11,000	(5,500)	-33.3%	
543002	MILEAGE REIMBURSEMENT	400			400	400	0	0.0%	
543003	BUSINESS MEALS	3,065			3,065	3,365	300	9.8%	
545003	GENERAL EQUIPMENT RENTAL	4,000			4,000	4,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	20,400			20,400	17,300	(3,100)	-15.2%	
549004	MEMBERSHIP DUES	7,200			7,200	7,200	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	22,500			22,500	13,000	(9,500)	-42.2%	Administrative - scanning, microfilming, records imaging services - reflects in-house efficiencies
	Services Total	959,065	291,100	(291,100)	959,065	734,265	(224,800)	-23.4%	
564003	NEW EQUIPMENT	22,000			0	0	0	#DIV/0!	
	Capital Total	22,000	0	(22,000)	0	0	0	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	53,010			53,010	55,236	2,226	4.2%	Cost allocation. No asset replacement set-aside.
546001	INTERFUND SVCS - SELF INSURANCE	99,688			99,688	101,240	1,552	1.6%	Cost allocation.
	Interfund Total	152,698	0	0	152,698	156,476	3,778	2.5%	
	GRAND TOTAL	7,736,469	388,000	(410,000)	7,714,469	7,077,298	(637,171)	-8.3%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				10,000	8,000	(2,000)	-20.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,016,265	773,215	(243,050)	-23.9%	

PARKS & RECREATION (001.77) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	2,655,493			2,655,493	2,510,851	(144,642)	-5.4%	2 positions authorized but unfunded
511001	DEFERRED COMP MATCH	13,997			13,997	32,187	18,190	130.0%	More staff eligible for match
511003	OVERTIME	62,600			62,600	62,600	0	0.0%	
	Salary Total	2,732,090	0	0	2,732,090	2,605,638	(126,452)	-4.6%	
521001	SOCIAL SECURITY	154,063			154,063	147,090	(6,973)	-4.5%	
521003	MEDICARE	36,618			36,618	35,142	(1,476)	-4.0%	
521005	PENSION	323,457			323,457	315,603	(7,854)	-2.4%	
521008	INSURANCE	455,697			455,697	396,565	(59,132)	-13.0%	
521012	WORKER'S COMPENSATION	65,728			65,728	55,428	(10,300)	-15.7%	
521014	UNIFORM ALLOWANCE	11,000			11,000	12,500	1,500	13.6%	Less programs and events - city event uniforms/t-shirts - due to COVID more additional PPE enhancement plus work boots per Union contract - FTE's and (3) seasonals.
521019	PAID FAMILY LEAVE PREMIUMS	3,614			3,614	3,432	(182)	-5.0%	
	Benefits Total	1,050,177	0	0	1,050,177	965,760	(84,417)	-8.0%	
531000	BURIAL SUPPLIES	2,500			2,500	2,000	(500)	-20.0%	Burials slowing down - urn/burial/headstone supplies offset by revenue
531002	OFFICE SUPPLIES	5,600			5,600	17,400	11,800	210.7%	\$15K in startup funding for Volunteer Coordinator - includes tools, materials, equipment, ppe's, office supplies, technology and funding for volunteer training/recognition
531005	CLEANING/SANITATION SUPPLIES	26,000			26,000	36,000	10,000	38.5%	New COVID cleaning practices - special sprayers, disinfectant plus regular cleaning and sanitation supplies
531007	CONSTRUCTION MATERIALS/SUPPLIES	28,000			28,000	30,000	2,000	7.1%	Lumber sand, concrete, asphalt, etc.
531008	CONST MATERIALS/SUPPLIES - CITY HALL	2,000			2,000	2,000	0	0.0%	Plaza cleaning and safety materials/facility salt/de-icer
531019	PAINT SUPPLIES	1,400			1,400	2,000	600	42.9%	Parks facility touch up painting/graffiti removal, vacant buildings frequently tagged.
531020	PLUMBING SUPPLIES	7,000			7,000	7,000	0	0.0%	Irrigation, restrooms and drinking fountains
531031	PERSONAL PROTECTIVE EQUIPMENT	8,200			8,200	17,000	8,800	107.3%	New COVID cleaning practices require additional PPE, also regular equipment - gloves, rain gear, rubber boots, ear and eye protection, safety supplies and protective measures for community events.
531033	OTHER OPERATING SUPPLIES	49,000			49,000	43,000	(6,000)	-12.2%	Less programs and events to need operating supplies for community events - More program materials for volunteer events - More playground replacement parts, hardware and small engine repair parts to extend life of existing equipment.
531035	FOOD & REFRESHMENTS	1,800			1,800	1,000	(800)	-44.4%	Less community events
531038	LANDSCAPE SUPPLIES	49,000			49,000	50,000	1,000	2.0%	Maintain existing parks landscaping - chips for playgrounds, bark, soil conditioner, trees, grass seed, fertilizer, etc. Landscaping upgrades and supplies.
531040	SPORTSFIELD EQUIPMENT	46,700			46,700	40,000	(6,700)	-14.3%	Extending life of synthetic turf on asset replacement list and equipment/small tools associated with sports field operations - soccer tie downs, chalk and chalk supplies, field paint, replacement bases, backstop safety pads, bleacher railings, bases and anchors. Washed sand for volleyball.
532000	FUEL CONSUMED	3,000			3,000	3,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	4,200			4,200	10,200	6,000	142.9%	More in-house maintenance of city park amenities - Replacement hand tools, shovels, etc. - small tools/equipment
535004	ATTRACTIVE EQUIPMENT	10,000			10,000	5,000	(5,000)	-50.0%	Extending replacement schedule for existing attractive equipment - blowers, chainsaws, hedge trimmers, walk-behind aerator, push mowers, etc.
	Supplies Total	244,400	0	0	244,400	265,600	21,200	8.7%	
541000	PROFESSIONAL SERVICES	150,000			150,000	40,000	(110,000)	-73.3%	No recreation classes/instructors, No City administered leagues, or Bridge design. Reduced community events (preserves some funding for hiring artists, musicians, production and sound, etc.)
541004	BURIALS	5,000			5,000	3,000	(2,000)	-40.0%	Burials slowing down at cemetery - urn/ burial/headstone supplies offset by revenue
541015	ADVERTISING/PRINTING	41,800			41,800	8,500	(33,300)	-79.7%	Less advertising, reduced programs and events - Bridge publication all digital. Outreach, business cards, marketing software licenses, FB Boost

PARKS & RECREATION (001.77) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
541024	OTHER PROFESSIONAL SERVICES	202,000		(80,000)	122,000	122,000	0	0.0%	Unknown to what extent concert and special event programming will be reduced. Some funding can potentially be offset by sponsorships/partnerships - Concerts, 4th of July Parade, music licensing fees. Sports field testing, infill and unanticipated surveys. Landscape maintenance & burial services (with some work in-house and using PW equipment).
541057	BANKCARD FEES	0			0	8,000	8,000	#DIV/0!	Moved from 549002
541060	LANDSCAPE SERVICES	40,000			40,000	20,000	(20,000)	-50.0%	More in-house maintenance
542001	TELEPHONE	4,000			4,000	4,000	0	0.0%	Long distance phone charges
542004	POSTAGE	16,240			16,240	300	(15,940)	-98.2%	Postage - no Bridge mailings
543001	OUT OF TOWN TRAVEL EXPENSES	7,200			7,200	0	(7,200)	-100.0%	
543002	MILEAGE REIMBURSEMENT	400			400	0	(400)	-100.0%	
543003	BUSINESS MEALS	1,050			1,050	2,500	1,450	138.1%	All meal amounts are now standardized and moved under one line item for department - for misc. trainings and required safety/professional certifications
545003	GENERAL EQUIPMENT RENTAL	15,400			15,400	30,000	14,600	94.8%	Additional portable toilets, scaffolding, barricades for community events/social distancing and general park uses, and more in-house equipment issues
545004	FACILITIES RENTAL	5,000			5,000	0	(5,000)	-100.0%	No recreation camps and classes, no rental of NSD facilities
547000	WATER	160,500			160,500	110,000	(50,500)	-31.5%	Less non-critical irrigation of sportsfields and park facilities
547002	SEWER	20,000			20,000	22,000	2,000	10.0%	
547007	ELECTRICITY	110,000			110,000	110,000	0	0.0%	
548001	REPAIRS & MAINTENANCE	20,000			20,000	10,000	(10,000)	-50.0%	More in-house repairs and maintenance
549000	MISCELLANEOUS	10,000			10,000	5,000	(5,000)	-50.0%	Unplanned opportunity expenditures like temporary dog park, etc.
549002	BANKCARD FEES	14,000			14,000	0	(14,000)	-100.0%	Moved to 541057
549003	TRAINING & CONF REGISTRATIONS	40,700			40,700	14,000	(26,700)	-65.6%	Less/no training and conferences except for required safety/professional certifications
549004	MEMBERSHIP DUES	2,600			2,600	5,500	2,900	111.5%	Maintain annual departmet ISA, WRPA and NRPA memberships
549005	LAUNDRY & OTHER SANITATION SVCS	3,000			3,000	4,000	1,000	33.3%	Due to COVID increased sanitation needs - regular uniform rental/laundry
	Services Total	868,890	0	(80,000)	788,890	518,800	(270,090)	-34.2%	
541094	PROPERTY TAX	100,000			100,000	110,000	10,000	10.0%	
554003	STATE OPERATING PERMIT	2,000			2,000	2,000	0	0.0%	
	Intergovernmental Total	102,000	0	0	102,000	112,000	10,000	9.8%	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	346,872			346,872	222,282	(124,590)	-35.9%	Cost allocation. No asset replacement set-aside.
546001	INTERFUND SVCS - SELF INSURANCE	66,730			66,730	60,679	(6,051)	-9.1%	Cost allocation
	Interfund Total	413,602	0	0	413,602	282,961	(130,641)	-31.6%	
	GRAND TOTAL	5,411,159	0	(80,000)	5,331,159	4,750,759	(580,400)	-10.9%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				62,600	62,600	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,033,290	784,400	(248,890)	-24.1%	
	INTERGOVERNMENTAL TOTAL				102,000	112,000	10,000	9.8%	

LEGISLATIVE (001.05) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	194,173			194,173	219,180	25,007	12.9%	Resolution of the Salary Commission
	Salary Total	194,173	0	0	194,173	219,180	25,007	12.9%	
521001	SOCIAL SECURITY	12,038			12,038	13,590	1,552	12.9%	
521003	MEDICARE	2,816			2,816	3,179	363	12.9%	
521012	WORKER'S COMPENSATION	496			496	406	(90)	-18.1%	
521019	PAID FAMILY LEAVE PREMIUMS	288			288	322	34	11.8%	
	Benefits Total	15,638	0	0	15,638	17,497	1,859	11.9%	
531002	OFFICE SUPPLIES	2,040			2,040	2,500	460	22.5%	
531021	PUBLICATIONS	2,000			2,000	1,000	(1,000)	-50.0%	
531033	OTHER OPERATING SUPPLIES	4,000			4,000	500	(3,500)	-87.5%	
531036	FOOD - COUNCIL MEETING MEALS	12,000			12,000	1,000	(11,000)	-91.7%	
	Supplies Total	20,040	0	0	20,040	5,000	(15,040)	-75.0%	
541001	COMMUNITY INVOLVEMENT	4,000			4,000	2,000	(2,000)	-50.0%	
541015	ADVERTISING/PRINTING	10,000			10,000	20,000	10,000	100.0%	
541024	OTHER PROFESSIONAL SERVICES	2,000			2,000	130,000	128,000	6400.0%	Added legislative lobbyist
541066	SECURITY OFFICERS - PUBLIC MEETINGS	24,000			24,000	16,000	(8,000)	-33.3%	
542004	POSTAGE	200			200	0	(200)	-100.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	11,900			11,900	4,400	(7,500)	-63.0%	
543002	MILEAGE REIMBURSEMENT	2,000			2,000	3,000	1,000	50.0%	
543003	BUSINESS MEALS	3,000			3,000	4,400	1,400	46.7%	
549003	TRAINING & CONF REGISTRATIONS	9,600			9,600	5,600	(4,000)	-41.7%	
	Services Total	66,700	0	0	66,700	185,400	118,700	178.0%	
541001	ELECTION SERVICES	250,000			250,000	300,000	50,000	20.0%	Election costs increasing
	Intergovernmental Total	250,000	0	0	250,000	300,000	50,000	20.0%	
	GRAND TOTAL	546,551	0	0	546,551	727,077	180,526	33.0%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				86,740	190,400	103,660	119.5%	
	INTERGOVERNMENTAL TOTAL				250,000	300,000	50,000	20.0%	

JUDICIAL/MUNICIPAL COURT (001.10) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	1,115,432			1,115,432	1,111,329	(4,103)	-0.4%	
511001	DEFERRED COMP MATCH	0			0	2,671	2,671	#DIV/0!	
511003	OVERTIME	1,000			1,000	1,000	0	0.0%	
	Salary Total	1,116,432	0	0	1,116,432	1,115,000	(1,432)	-0.1%	
521001	SOCIAL SECURITY	69,157			69,157	67,298	(1,859)	-2.7%	
521003	MEDICARE	16,174			16,174	15,847	(327)	-2.0%	
521005	PENSION	143,677			143,677	142,355	(1,322)	-0.9%	
521008	INSURANCE	154,328			154,328	139,146	(15,182)	-9.8%	
521012	WORKER'S COMPENSATION	4,968			4,968	3,528	(1,440)	-29.0%	
521019	PAID FAMILY LEAVE PREMIUMS	1,652			1,652	1,611	(41)	-2.5%	
	Benefits Total	389,956	0	0	389,956	369,785	(20,171)	-5.2%	
531001	FORMS	500			500	500	0	0.0%	
531002	OFFICE SUPPLIES	18,000			18,000	18,000	0	0.0%	
531021	PUBLICATIONS	1,000			1,000	1,000	0	0.0%	
531037	FOOD - JURY	400			400	400	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	1,700			1,700	500	(1,200)	-70.6%	
	Supplies Total	21,600	0	0	21,600	20,400	(1,200)	-5.6%	
541024	OTHER PROF SERVICES (PRO TEM)	50,000			50,000	50,000	0	0.0%	
541025	COURT SECURITY	200,000			200,000	200,000	0	0.0%	
541026	INTERPRETER	40,000			40,000	40,000	0	0.0%	
541027	JURY FEES	8,500			8,500	8,500	0	0.0%	
542004	POSTAGE	7,000			7,000	7,000	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	3,750			3,750	3,750	0	0.0%	
543002	MILEAGE REIMBURSEMENT	1,500			1,500	1,500	0	0.0%	
543003	BUSINESS MEALS	230			230	230	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	500			500	500	0	0.0%	
548001	REPAIRS & MAINTENANCE	3,000			3,000	3,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	3,000			3,000	1,500	(1,500)	-50.0%	
549004	MEMBERSHIP DUES	3,000			3,000	3,000	0	0.0%	
541057	BANKCARD FEES	10,000			10,000	10,000	0	0.0%	
	Services Total	330,480	0	0	330,480	328,980	(1,500)	-0.5%	
546001	INTERFUND SVCS - SELF INSURANCE	22,308			22,308	56,233	33,925	152.1%	Cost allocation
	Interfund Total	22,308	0	0	22,308	56,233	33,925	152.1%	
	GRAND TOTAL	1,880,776	0	0	1,880,776	1,890,398	9,622	0.5%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				1,000	1,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				352,080	349,380	(2,700)	-0.8%	

FIRE DEPARTMENT (001.61) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	16,555,057			16,555,057	16,792,464	237,407	1.4%	
511001	DEFERRED COMP MATCH	27,181			27,181	31,296	4,115	15.1%	
511003	OVERTIME	616,928			616,928	1,012,650	395,722	64.1%	Minimum staffing requirements for Response Operations
	Salary Total	17,199,166	0	0	17,199,166	17,836,410	637,244	3.7%	
521001	SOCIAL SECURITY	67,841			67,841	49,689	(18,152)	-26.8%	
521003	MEDICARE	240,405			240,405	238,892	(1,513)	-0.6%	
521005	PENSION	979,547			979,547	1,492,655	513,108	52.4%	GASB 68 pension liability (offset by revenue)
521008	INSURANCE	3,493,774			3,493,774	3,459,028	(34,746)	-1.0%	
521012	WORKER'S COMPENSATION	495,934			495,934	567,768	71,834	14.5%	Adjusted for levy employees
521014	UNIFORM ALLOWANCE	83,400			83,400	73,400	(10,000)	-12.0%	
521015	TUITION REIMBURSEMENT	14,000			14,000	14,000	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	23,686			23,686	23,219	(467)	-2.0%	
	Benefits Total	5,398,587	0	0	5,398,587	5,918,651	520,064	9.6%	Reduced training subscriptions
531002	OFFICE SUPPLIES	24,333			24,333	18,000	(6,333)	-26.0%	Aligned budget/expenses, Fleet, CPR & CERT moved to other depts.
531005	CLEANING/SANITATION SUPPLIES	12,828			12,828	14,620	1,792	14.0%	
531016	HOUSEHOLD SUPPLIES	7,500			7,500	4,000	(3,500)	-46.7%	
531021	PUBLICATIONS	14,169			14,169	10,669	(3,500)	-24.7%	
531030	COMPUTER SUPPLIES	8,660			8,660	8,660	0	0.0%	Contractual
531031	PERSONAL PROTECTIVE EQUIPMENT	86,473			86,473	63,273	(23,200)	-26.8%	
531033	OTHER OPERATING SUPPLIES	253,034			253,034	195,964	(57,070)	-22.6%	
531035	FOOD & REFRESHMENTS	6,118			6,118	6,618	500	8.2%	
532004	GASOLINE	4,000			4,000	3,400	(600)	-15.0%	
534006	FLEET PARTS	71,750			71,750	10,000	(61,750)	-86.1%	PW Fleet providing vehicle service - see interfund services
535001	SMALL TOOLS & MINOR EQUIPMENT	35,480			35,480	35,230	(250)	-0.7%	
535004	ATTRACTIVE EQUIPMENT	29,320			29,320	14,520	(14,800)	-50.5%	
	Supplies Total	553,665	0	0	553,665	384,954	(168,711)	-30.5%	
541015	ADVERTISING/PRINTING	9,300			9,300	6,650	(2,650)	-28.5%	
541024	OTHER PROFESSIONAL SERVICES	181,000			181,000	129,600	(51,400)	-28.4%	
541036	PROF SVCS - EMS BILLING	70,000			70,000	112,108	42,108	60.2%	
542003	CELL PHONE/RADIO/PAGER	6,570			6,570	5,000	(1,570)	-23.9%	
542004	POSTAGE	5,000			5,000	3,500	(1,500)	-30.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	52,550			52,550	41,450	(11,100)	-21.1%	
543003	BUSINESS MEALS	12,200			12,200	9,680	(2,520)	-20.7%	
545000	OPERATING RENTALS & LEASES	5,050			5,050	5,050	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	400			400	400	0	0.0%	
547000	WATER	1,600			1,600	1,600	0	0.0%	
548001	REPAIRS & MAINTENANCE	157,025			157,025	95,325	(61,700)	-39.3%	
549003	TRAINING & CONF REGISTRATIONS	147,844			147,844	117,884	(29,960)	-20.3%	
549004	MEMBERSHIP DUES	14,700			14,700	14,700	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	980			980	800	(180)	-18.4%	
	Services Total	664,219	0	0	664,219	543,747	(120,472)	-18.1%	
541086	PARAMEDIC SERVICES	535,000			535,000	574,500	39,500	7.4%	
541087	FIRE & EMS DISPATCH	833,264			833,264	885,000	51,736	6.2%	
541088	HAZMAT SERVICES	18,500			18,500	18,500	0	0.0%	
541089	OTHER INTERGOVERNMENTAL SVCS	82,000			82,000	792,000	710,000	865.9%	Training consortium (offset by revenue - providing instructors)
	Intergovernmental Total	1,468,764	0	0	1,468,764	2,270,000	801,236	54.6%	
564003	NEW EQUIPMENT	13,000		(13,000)	0	0	0	#DIV/0!	
	Capital Total	13,000	0	(13,000)	0	0	0	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	986,006			986,006	534,160	(451,846)	-45.8%	Cost allocation. No asset replacement set-aside.
546001	INTERFUND SVCS - SELF INSURANCE	240,350			240,350	208,225	(32,125)	-13.4%	Cost allocation.
	Interfund Total	1,226,356	0	0	1,226,356	742,385	(483,971)	-39.5%	
	GRAND TOTAL	26,523,757	0	(13,000)	26,510,757	27,696,147	1,185,390	4.5%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				616,928	1,012,650	395,722	64.1%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,217,884	928,701	(289,183)	-23.7%	
	INTERGOVERNMENTAL TOTAL				1,468,764	2,270,000	801,236	54.6%	

POLICE DEPARTMENT (001.55)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	19,222,885			19,222,885	18,511,301	(711,584)	-3.7%	Frozen positions
511001	DEFERRED COMP MATCH	482,484			482,484	503,015	20,531	4.3%	
511003	OVERTIME	920,429			920,429	1,320,410	399,981	43.5%	Postion vacancies
	Salary Total	20,625,798	0	0	20,625,798	20,334,726	(291,072)	-1.4%	
521001	SOCIAL SECURITY	1,193,885			1,193,885	1,124,659	(69,226)	-5.8%	
521003	MEDICARE	285,788			285,788	268,111	(17,677)	-6.2%	
521005	PENSION	1,409,368			1,409,368	1,776,665	367,297	26.1%	GASB 68 pension liability (offset by revenue)
521008	INSURANCE	4,066,589			4,066,589	3,955,253	(111,336)	-2.7%	
521012	WORKER'S COMPENSATION	360,946			360,946	461,543	100,597	27.9%	
521014	UNIFORM ALLOWANCE	136,350			136,350	147,350	11,000	8.1%	New hires when unfrozen
521019	PAID FAMILY LEAVE PREMIUMS	28,500			28,500	60,820	32,320	113.4%	
	Benefits Total	7,481,426	0	0	7,481,426	7,794,401	312,975	4.2%	
531002	OFFICE SUPPLIES	31,240			31,240	31,240	0	0.0%	
531005	CLEANING/SANITATION SUPPLIES	375			375	375	0	0.0%	conservative due to unknown COVID impacts
531021	PUBLICATIONS	1,000			1,000	1,000	0	0.0%	
531033	OTHER OPERATING SUPPLIES	130,375			130,375	130,375	0	0.0%	conservative due to unknown COVID impacts
535001	SMALL TOOLS & MINOR EQUIPMENT	120,002			120,002	120,002	0	0.0%	conservative due to unknown COVID impacts
535004	ATTRACTIVE EQUIPMENT	6,500			6,500	47,850	41,350	636.2%	Cloud data analyzer, thermal imaging device, office furniture
	Supplies Total	289,492	0	0	289,492	330,842	41,350	14.3%	
541015	ADVERTISING/PRINTING	200			200	200	0	0.0%	
541021	EMPLOYMENT	33,000			33,000	33,000	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	94,200			94,200	98,200	4,000	4.2%	primarily increased towing volume
542001	TELEPHONE	12,200			12,200	12,200	0	0.0%	
542003	CELL PHONE/RADIO/PAGER	172,200			172,200	172,200	0	0.0%	
542004	POSTAGE	6,700			6,700	6,700	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	65,300			65,300	41,300	(24,000)	-36.8%	conservative due to unknown COVID impacts
545000	OPERATING RENTALS & LEASES	7,000			7,000	7,000	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	0			0	512,400	512,400	#DIV/0!	Red light camera lease (would be offset by revenue)
548001	REPAIRS & MAINTENANCE	12,500			12,500	45,500	33,000	264.0%	Misentry: move 33K to 541024
548005	MAINTENANCE CONTRACTS	17,250			17,250	1,250	(16,000)	-92.8%	artifact of Dispatch equipment maintenance contract
549003	TRAINING & CONF REGISTRATIONS	106,700			106,700	107,500	800	0.7%	conservative due to unknown COVID impacts
549004	MEMBERSHIP DUES	20,900			20,900	20,900	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	9,500			9,500	21,000	11,500	121.1%	Increased biohazard remediation
549007	OTHER MISCELLANEOUS	66,500			66,500	77,700	11,200	16.8%	Reflects trend
	Services Total	624,150	0	0	624,150	1,157,050	532,900	85.4%	
541092	DETENTION SERVICES	1,561,362			1,561,362	1,561,362	0	0.0%	conservative due to unknown COVID impacts
	Intergovernmental Total	1,561,362	0	0	1,561,362	1,561,362	0	0.0%	
564003	NEW EQUIPMENT	0			0	77,750	77,750	#DIV/0!	Forensic password software, drone, license plate reader
	Capital Total	0	0	0	0	77,750	77,750	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	1,349,266			1,349,266	648,164	(701,102)	-52.0%	Cost allocation. No asset replacement set-aside.
546001	INTERFUND SVCS - SELF INSURANCE	1,125,332			1,125,332	578,346	(546,986)	-48.6%	Cost allocation
	Interfund Total	2,474,598	0	0	2,474,598	1,226,510	(1,248,088)	-50.4%	
	GRAND TOTAL	33,056,826	0	0	33,056,826	32,482,641	(574,185)	-1.7%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				920,429	1,320,410	399,981	43.5%	
	M&O (SUPPLIES & SERVICES) TOTAL				913,642	1,487,892	574,250	62.9%	
	INTERGOVERNMENTAL TOTAL				1,561,362	1,561,362	0	0.0%	
	CAPITAL TOTAL				0	77,750	77,750	#DIV/0!	

PUBLIC SAFETY LEVY FUND (114)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	0	4,524,436		4,524,436	4,762,221	237,785	5.3%	City is still moving forward with filling levy positions
511001	DEFERRED COMP MATCH	0			0	3,095	3,095	#DIV/0!	
511003	OVERTIME	0	313,817		313,817	112,000	(201,817)	-64.3%	
	Salary Total	0	4,838,253	0	4,838,253	4,877,316	39,063	0.8%	
521001	SOCIAL SECURITY	0	199,901		199,901	226,254	26,353	13.2%	City is still moving forward with filling levy positions
521003	MEDICARE	0	46,750		46,750	68,933	22,183	47.5%	
521005	PENSION	0	248,680		248,680	353,093	104,413	42.0%	
521008	INSURANCE	0	1,055,096		1,055,096	1,113,613	58,517	5.5%	
521012	WORKER'S COMPENSATION	0	36,777		36,777	168,005	131,228	356.8%	
521014	UNIFORM ALLOWANCE	0	185,300		185,300	65,775	(119,525)	-64.5%	
521019	PAID FAMILY LEAVE PREMIUMS	0	99		99	12,952	12,853	12982.8%	
	Benefits Total	0	1,772,603	0	1,772,603	2,008,625	236,022	13.3%	
531002	OFFICE SUPPLIES	0	5,502		5,502	6,050	548	10.0%	M&O budgets evolving as positions/services come on board
531005	CLEANING/SANITATION SUPPLIES	0			0	500	500	#DIV/0!	
531021	PUBLICATIONS	0			0	500	500	#DIV/0!	
531022	COMPUTER SOFTWARE	0	263,000		263,000	190,200	(72,800)	-27.7%	
531023	SOFTWARE - POLICE (NEW WORLD)	0			0	3,100	3,100	#DIV/0!	
531031	PERSONAL PROTECTIVE EQUIPMENT	0	36,000		36,000	10,700	(25,300)	-70.3%	
531033	OTHER OPERATING SUPPLIES	0	9,566		9,566	17,260	7,694	80.4%	
535001	SMALL TOOLS & MINOR EQUIPMENT	0	11,788		11,788	12,600	812	6.9%	
535004	ATTRACTIVE EQUIPMENT	0	80,105		80,105	2,350	(77,755)	-97.1%	
	Supplies Total	0	405,961	0	405,961	243,260	(162,701)	-40.1%	
541013	COMPUTER	0			0	5,700	5,700	#DIV/0!	M&O budgets evolving as positions/services come on board
541021	EMPLOYMENT	0	80,966		80,966	6,500	(74,466)	-92.0%	
541024	OTHER PROFESSIONAL SERVICES	0	16,920		16,920	14,100	(2,820)	-16.7%	
542003	CELL PHONE/RADIO/PAGER	0	57,340		57,340	31,400	(25,940)	-45.2%	
543001	OUT OF TOWN TRAVEL EXPENSES	0	16,005		16,005	19,000	2,995	18.7%	
548005	MAINTENANCE CONTRACTS	0			0	7,000	7,000	#DIV/0!	
549003	TRAINING & CONF REGISTRATIONS	0	441,867		441,867	92,000	(349,867)	-79.2%	
549004	MEMBERSHIP DUES	0	1,800		1,800	2,400	600	33.3%	
549005	LAUNDRY & OTHER SANITATION SVCS	0	5,200		5,200	4,000	(1,200)	-23.1%	
549007	OTHER MISCELLANEOUS	0	6,020		6,020	6,000	(20)	-0.3%	
	Services Total	0	626,118	0	626,118	188,100	(438,018)	-70.0%	
541089	OTHER INTERGOVERNMENTAL SVCS	0			0	74,400	74,400	#DIV/0!	Training consortium fees for 6 levy FF positions
	Intergovernmental Total	0	0	0	0	74,400	74,400	#DIV/0!	
563000	OTHER IMPROVEMENTS	0	45,000		45,000	50,000	5,000	11.1%	Completion of Police buiding facility improvements
564003	NEW EQUIPMENT	0	700,364		700,364	650,000	(50,364)	-7.2%	5 Police vehicles & 1 aid car (includes outfitting costs)
	Capital Total	0	745,364	0	745,364	700,000	(45,364)	-6.1%	
541010	INTERFUND SVCS - FINANCE/HR	0			0	196,338	196,338	#DIV/0!	Cost allocation for central services
541017	INTERFUND SVCS - INFORMATION SVCS	0			0	239,794	239,794	#DIV/0!	
541018	INTERFUND SVCS - LEGAL	0			0	73,342	73,342	#DIV/0!	
541019	INTERFUND SVCS - CITY MGR/CLERK	0			0	216,120	216,120	#DIV/0!	Cost allocation for fleet services
541023	INTERFUND SVCS - FACILITIES	0			0	10,752	10,752	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	0	301,655		301,655	76,262	(225,393)	-74.7%	Cost allocation for self-insurance/risk management
546001	INTERFUND SVCS - SELF INSURANCE	0	121,360		121,360	82,616	(38,744)	-31.9%	Levy share of City Hall lease
500xxx	OPERATING TRANSFERS - OUT	0			0	52,848	52,848	#DIV/0!	
	Interfund Total	0	423,015	0	423,015	948,072	525,057	124.1%	
	GRAND TOTAL	0	8,811,314	0	8,811,314	9,039,773	228,459	2.6%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				313,817	112,000	(201,817)	-64.3%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,032,079	431,360	(600,719)	-58.2%	
	INTERGOVERNMENTAL TOTAL				0	74,400	74,400	#DIV/0!	
	CAPITAL TOTAL				745,364	700,000	(45,364)	-6.1%	

POLICE - DRUG SEIZURES FUND (109) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
521014	UNIFORM ALLOWANCE	3,000			3,000	3,000	0	0.0%	
	Benefits Total	3,000	0	0	3,000	3,000	0	0.0%	
531033	OTHER OPERATING SUPPLIES	3,000			3,000	3,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	4,000			4,000	4,000	0	0.0%	
	Supplies Total	7,000	0	0	7,000	7,000	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	3,000			3,000	3,000	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	2,000			2,000	2,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	4,800			4,800	4,800	0	0.0%	
549007	OTHER MISCELLANEOUS	3,000			3,000	9,000	6,000	200.0%	Moved from capital accounts below
	Services Total	12,800	0	0	12,800	18,800	6,000	46.9%	
563xxx	OTHER IMPROVEMENTS	3,500			3,500	0	(3,500)	-100.0%	
564003	NEW EQUIPMENT	2,500			2,500	0	(2,500)	-100.0%	
	Capital Total	6,000	0	0	6,000	0	(6,000)	-100.0%	
	GRAND TOTAL	28,800	0	0	28,800	28,800	0	0.0%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				19,800	25,800	6,000	30.3%	
	CAPITAL TOTAL				6,000	0	(6,000)	-100.0%	

PW FACILITIES (001.45)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020	
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr	
511000	SALARIES	967,341			967,341	901,770	(65,571)	-6.8%	Custodian position authorized/unfunded	
511001	DEFERRED COMP MATCH	4,070			4,070	5,458	1,388	34.1%	More staff eligible for match	
511003	OVERTIME	13,600			13,600	13,600	0	0.0%		
	Salary Total	985,011	0	0	985,011	920,828	(64,183)	-6.5%		
521001	SOCIAL SECURITY	59,430			59,430	54,542	(4,888)	-8.2%	Custodian position authorized/unfunded	
521003	MEDICARE	13,904			13,904	12,888	(1,016)	-7.3%		
521005	PENSION	119,224			119,224	115,766	(3,458)	-2.9%		
521008	INSURANCE	259,178			259,178	185,583	(73,595)	-28.4%		
521012	WORKER'S COMPENSATION	31,352			31,352	24,878	(6,474)	-20.6%		
521019	PAID FAMILY LEAVE PREMIUMS	1,418			1,418	1,308	(110)	-7.8%		
	Benefits Total	484,506	0	0	484,506	394,965	(89,541)	-18.5%		
531002	OFFICE SUPPLIES	2,200			2,200	2,200	0	0.0%		
531005	CLEANING/SANITATION SUPPLIES	40,000			40,000	45,000	5,000	12.5%	Increased based on product price increases	
531006	CLEANING/SANITATION SUPP - CITY HALL	5,000			5,000	7,000	2,000	40.0%	Increased based on product price increases	
531007	CONSTRUCTION MATERIALS/SUPPLIES	44,000			44,000	40,000	(4,000)	-9.1%	Decreased based on prior years actual costs	
531008	CONST MATERIALS/SUPPLIES - CITY HALL	14,000			14,000	14,000	0	0.0%		
531016	HOUSEHOLD SUPPLIES	16,000			16,000	18,000	2,000	12.5%		
531017	HOUSEHOLD SUPPLIES - CITY HALL	5,000			5,000	5,000	0	0.0%		
531019	PAINT SUPPLIES	2,400			2,400	2,400	0	0.0%		
531031	PERSONAL PROTECTIVE EQUIPMENT	1,500			1,500	4,000	2,500	166.7%		
532002	DIESEL	1,200			1,200	1,200	0	0.0%		
532003	DIESEL - CITY HALL	2,000			2,000	2,000	0	0.0%		
535001	SMALL TOOLS & MINOR EQUIPMENT	1,600			1,600	1,600	0	0.0%		
535004	ATTRACTIVE EQUIPMENT	16,500			16,500	14,000	(2,500)	-15.2%		
	Supplies Total	151,400	0	0	151,400	156,400	5,000	3.3%		
541009	COMMUNICATIONS - CITY HALL	920			920	1,500	580	63.0%		
542008	COMMUNICATIONS	1,230			1,230	2,260	1,030	83.7%		
541011	CUSTODIAL	18,626			18,626	18,626	0	0.0%		
541012	CUSTODIAL - CITY HALL	10,750			10,750	12,500	1,750	16.3%		
541024	OTHER PROFESSIONAL SERVICES	99,120			99,120	90,020	(9,100)	-9.2%	Decreased - 19-20 budget included one-time expense for ADA Transition	
541035	OTHER PROF SVCS - CITY HALL	103,030			103,030	71,030	(32,000)	-31.1%	Decreased - HVAC services now being provided by staff	
542001	TELEPHONE	203,203	(103,103)		100,100	203,203	103,103	103.0%	Budget moved to IS in 2020; back in Facilities for 2021-22	
542004	POSTAGE	100			100	100	0	0.0%		
543001	OUT OF TOWN TRAVEL EXPENSES	600			600	600	0	0.0%		
543003	BUSINESS MEALS	600			600	600	0	0.0%		
545003	GENERAL EQUIPMENT RENTAL	5,600			5,600	7,600	2,000	35.7%		
545004	FACILITIES RENTAL	480			480	0	(480)	-100.0%		
547000	WATER	34,616			34,616	36,008	1,392	4.0%		
547001	WATER - CITY HALL	11,307			11,307	12,180	873	7.7%		
547002	SEWER	39,349			39,349	37,820	(1,529)	-3.9%		
547003	SEWER - CITY HALL	8,282			8,282	9,118	836	10.1%		
547006	NATURAL GAS	87,791			87,791	87,791	0	0.0%		
547007	ELECTRICITY	369,184			369,184	369,184	0	0.0%		
547008	ELECTRICITY - CITY HALL	183,750			183,750	183,750	0	0.0%		
548001	REPAIRS & MAINTENANCE	60,000			60,000	60,000	0	0.0%		
548002	REPAIRS & MAINTENANCE - CITY HALL	20,000			20,000	20,000	0	0.0%		
549003	TRAINING & CONF REGISTRATIONS	12,550			12,550	3,060	(9,490)	-75.6%	Reduction in staff training opportunities	
549005	LAUNDRY & OTHER SANITATION SVCS	3,600			3,600	3,600	0	0.0%		
	Services Total	1,274,688	(103,103)	0	1,171,585	1,230,550	58,965	5.0%		
541084	SEWER CAPACITY CHARGES - CITY HALL	17,000			17,000	18,666	1,666	9.8%		
541085	PROPERTY TAX	83,025			83,025	83,025	0	0.0%		
	Intergovernmental Total	100,025	0	0	100,025	101,691	1,666	1.7%		
563xxx	OTHER IMPROVEMENTS	115,000		(115,000)	0	0	0	#DIV/0!		
	Capital Total	115,000	0	(115,000)	0	0	0	#DIV/0!		
545002	INTERFUND SVCS - EQUIPMENT RENTAL	79,868			79,868	49,734	(30,134)	-37.7%	Cost allocation. No asset replacement set-aside.	
546001	INTERFUND SVCS - SELF INSURANCE	24,914			24,914	20,997	(3,917)	-15.7%	Cost allocation	
	Interfund Total	104,782	0	0	104,782	70,731	(34,051)	-32.5%		
	GRAND TOTAL	3,215,412	(103,103)	(115,000)	2,997,309	2,875,165	(122,144)	-4.1%		
	% INCREASE CHECKS:									
	OVERTIME TOTAL				13,600	13,600	0	0.0%		
	M&O (SUPPLIES & SERVICES) TOTAL				1,322,985	1,386,950	63,965	4.8%		
	INTERGOVERNMENTAL TOTAL				100,025	101,691	1,666	1.7%		

PW ENGINEERING (001.75) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	5,403,561			5,403,561	5,330,360	(73,201)	-1.4%	1.2 FTEs unfunded
511001	DEFERRED COMP MATCH	26,497			26,497	70,013	43,516	164.2%	More staff eligible for match
511003	OVERTIME	100,000			100,000	100,000	0	0.0%	
	Salary Total	5,530,058	0	0	5,530,058	5,500,373	(29,685)	-0.5%	
521001	SOCIAL SECURITY	324,085			324,085	326,136	2,051	0.6%	
521003	MEDICARE	77,115			77,115	76,974	(141)	-0.2%	
521005	PENSION	681,606			681,606	691,429	9,823	1.4%	
521008	INSURANCE	1,042,330			1,042,330	952,527	(89,803)	-8.6%	1.2 FTEs unfunded
521012	WORKER'S COMPENSATION	106,392			106,392	102,362	(4,030)	-3.8%	
521014	UNIFORM ALLOWANCE	800			800	800	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	7,901			7,901	7,754	(147)	-1.9%	
	Benefits Total	2,240,229	0	0	2,240,229	2,157,982	(82,247)	-3.7%	
531002	OFFICE SUPPLIES	10,700			10,700	9,900	(800)	-7.5%	
531021	PUBLICATIONS	3,250			3,250	1,750	(1,500)	-46.2%	
531031	PERSONAL PROTECTIVE EQUIPMENT	4,400			4,400	9,800	5,400	122.7%	Increased due to COVID19
531035	FOOD & REFRESHMENTS	800			800	1,000	200	25.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	3,600			3,600	3,400	(200)	-5.6%	
	Supplies Total	22,750	0	0	22,750	25,850	3,100	13.6%	
541000	PROFESSIONAL SERVICES	30,000			30,000	25,000	(5,000)	-16.7%	Performing more work in-house
541006	ENGINEERING	31,000			31,000	23,000	(8,000)	-25.8%	Performing more work in-house
541061	ENGINEERING - PLAN REVIEW	300,000			300,000	160,000	(140,000)	-46.7%	Performing more work in-house
541015	ADVERTISING/PRINTING	3,700			3,700	2,850	(850)	-23.0%	
541024	OTHER PROFESSIONAL SERVICES	31,000			31,000	31,000	0	0.0%	
542004	POSTAGE	3,600			3,600	3,600	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	7,700			7,700	4,200	(3,500)	-45.5%	
543002	MILEAGE REIMBURSEMENT	1,850			1,850	1,450	(400)	-21.6%	
543003	BUSINESS MEALS	3,600			3,600	3,200	(400)	-11.1%	
545003	GENERAL EQUIPMENT RENTAL	2,400			2,400	2,400	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	55,540			55,540	39,100	(16,440)	-29.6%	Reduction in staff training opportunities
549004	MEMBERSHIP DUES	5,835			5,835	5,835	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	1,800			1,800	1,000	(800)	-44.4%	
	Services Total	478,025	0	0	478,025	302,635	(175,390)	-36.7%	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	129,518			129,518	90,786	(38,732)	-29.9%	Cost allocation. No asset replacement set-aside.
546001	INTERFUND SVCS - SELF INSURANCE	117,643			117,643	130,605	12,962	11.0%	Cost allocation
	Interfund Total	247,161	0	0	247,161	221,391	(25,770)	-10.4%	
	GRAND TOTAL	8,518,223	0	0	8,518,223	8,208,231	(309,992)	-3.6%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				100,000	100,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				500,775	328,485	(172,290)	-34.4%	

TOTAL PUBLIC WORKS GENERAL FUND		2017-2018	Add:	Less:	2017-2018	2019-2020	2019-2020	2019-2020	2019-2020 vs 2017-2018
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	6,370,902	0	0	6,370,902	6,232,130	(138,772)	-2.2%	
511001	DEFERRED COMP MATCH	30,567	0	0	30,567	75,471	44,904	146.9%	
511003	OVERTIME	113,600	0	0	113,600	113,600	0	0.0%	
	Salary Total	6,515,069	0	0	6,515,069	6,421,201	(93,868)	-1.4%	
521001	SOCIAL SECURITY	383,515	0	0	383,515	380,678	(2,837)	-0.7%	
521003	MEDICARE	91,019	0	0	91,019	89,862	(1,157)	-1.3%	
521005	PENSION	800,830	0	0	800,830	807,195	6,365	0.8%	
521008	INSURANCE	1,301,508	0	0	1,301,508	1,138,110	(163,398)	-12.6%	
521012	WORKER'S COMPENSATION	137,744	0	0	137,744	127,240	(10,504)	-7.6%	
521014	UNIFORM ALLOWANCE	800	0	0	800	800	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	9,319	0	0	9,319	9,062	(257)	-2.8%	
	Benefits Total	2,724,735	0	0	2,724,735	2,552,947	(171,788)	-6.3%	
531002	OFFICE SUPPLIES	12,900	0	0	12,900	12,100	(800)	-6.2%	
531005	CLEANING/SANITATION SUPPLIES	40,000	0	0	40,000	45,000	5,000	12.5%	
531006	CLEANING/SANITATION SUPP - CITY HALL	5,000	0	0	5,000	7,000	2,000	40.0%	
531007	CONSTRUCTION MATERIALS/SUPPLIES	44,000	0	0	44,000	40,000	(4,000)	-9.1%	
531008	CONST MATERIALS/SUPPLIES - CITY HALL	14,000	0	0	14,000	14,000	0	0.0%	
531016	HOUSEHOLD SUPPLIES	16,000	0	0	16,000	18,000	2,000	12.5%	
531017	HOUSEHOLD SUPPLIES - CITY HALL	5,000	0	0	5,000	5,000	0	0.0%	
531019	PAINT SUPPLIES	2,400	0	0	2,400	2,400	0	0.0%	
531021	PUBLICATIONS	3,250	0	0	3,250	1,750	(1,500)	-46.2%	
531031	PERSONAL PROTECTIVE EQUIPMENT	5,900	0	0	5,900	13,800	7,900	133.9%	
531035	FOOD & REFRESHMENTS	800	0	0	800	1,000	200	25.0%	
532002	DIESEL	1,200	0	0	1,200	1,200	0	0.0%	
532003	DIESEL - CITY HALL	2,000	0	0	2,000	2,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	5,200	0	0	5,200	5,000	(200)	-3.8%	
535004	ATTRACTIVE EQUIPMENT	16,500	0	0	16,500	14,000	(2,500)	-15.2%	
	Supplies Total	174,150	0	0	174,150	182,250	8,100	4.7%	
541000	PROFESSIONAL SERVICES	30,000	0	0	30,000	25,000	(5,000)	-16.7%	
541006	ENGINEERING	31,000	0	0	31,000	23,000	(8,000)	-25.8%	
541061	ENGINEERING - PLAN REVIEW	300,000	0	0	300,000	160,000	(140,000)	-46.7%	
541009	COMMUNICATIONS - CITY HALL	920	0	0	920	1,500	580	63.0%	
542008	COMMUNICATIONS	1,230	0	0	1,230	2,260	1,030	83.7%	
541011	CUSTODIAL	18,626	0	0	18,626	18,626	0	0.0%	
541012	CUSTODIAL - CITY HALL	10,750	0	0	10,750	12,500	1,750	16.3%	
541015	ADVERTISING/PRINTING	3,700	0	0	3,700	2,850	(850)	-23.0%	
541024	OTHER PROFESSIONAL SERVICES	130,120	0	0	130,120	121,020	(9,100)	-7.0%	
541035	OTHER PROF SVCS - CITY HALL	103,030	0	0	103,030	71,030	(32,000)	-31.1%	
542001	TELEPHONE	203,203	(103,103)	0	100,100	203,203	103,103	103.0%	
542004	POSTAGE	3,700	0	0	3,700	3,700	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	8,300	0	0	8,300	4,800	(3,500)	-42.2%	
543002	MILEAGE REIMBURSEMENT	1,850	0	0	1,850	1,450	(400)	-21.6%	
543003	BUSINESS MEALS	4,200	0	0	4,200	3,800	(400)	-9.5%	
545003	GENERAL EQUIPMENT RENTAL	8,000	0	0	8,000	10,000	2,000	25.0%	
545004	FACILITIES RENTAL	480	0	0	480	0	(480)	-100.0%	
547000	WATER	34,616	0	0	34,616	36,008	1,392	4.0%	
547001	WATER - CITY HALL	11,307	0	0	11,307	12,180	873	7.7%	
547002	SEWER	39,349	0	0	39,349	37,820	(1,529)	-3.9%	
547003	SEWER - CITY HALL	8,282	0	0	8,282	9,118	836	10.1%	
547006	NATURAL GAS	87,791	0	0	87,791	87,791	0	0.0%	
547007	ELECTRICITY	369,184	0	0	369,184	369,184	0	0.0%	
547008	ELECTRICITY - CITY HALL	183,750	0	0	183,750	183,750	0	0.0%	
548001	REPAIRS & MAINTENANCE	60,000	0	0	60,000	60,000	0	0.0%	
548002	REPAIRS & MAINTENANCE - CITY HALL	20,000	0	0	20,000	20,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	68,090	0	0	68,090	42,160	(25,930)	-38.1%	
549004	MEMBERSHIP DUES	5,835	0	0	5,835	5,835	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	3,600	0	0	3,600	3,600	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	1,800	0	0	1,800	1,000	(800)	-44.4%	
	Services Total	1,752,713	(103,103)	0	1,649,610	1,533,185	(116,425)	-7.1%	
551010	SEWER CAPACITY CHARGES - CITY HALL	17,000	0	0	17,000	18,666	1,666	9.8%	
553001	PROPERTY TAX	83,025	0	0	83,025	83,025	0	0.0%	

TOTAL PUBLIC WORKS GENERAL FUND Budget Request Summary		2017-2018 Orig Budget	Add: Amend/Trans	Less: One-Times	2017-2018 Mod Budget	2019-2020 Requested	2019-2020 Incr/Decr	2019-2020 % Incr/Decr	2019-2020 vs 2017-2018 Justification of Need and Incr/Decr
	Intergovernmental Total	100,025	0	0	100,025	101,691	1,666	1.7%	
563xxx	OTHER IMPROVEMENTS	115,000	0	(115,000)	0	0	0	#DIV/0!	
	Capital Total	115,000	0	(115,000)	0	0	0	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	209,386	0	0	209,386	140,520	(68,866)	-32.9%	
546001	INTERFUND SVCS - SELF INSURANCE	142,557	0	0	142,557	151,602	9,045	6.3%	
	Interfund Total	351,943	0	0	351,943	292,122	(59,821)	-17.0%	
	GRAND TOTAL	11,733,635	(103,103)	(115,000)	11,515,532	11,083,396	(432,136)	-3.8%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				113,600	113,600	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,823,760	1,715,435	(108,325)	-5.9%	
	INTERGOVERNMENTAL TOTAL				100,025	101,691	1,666	1.7%	

PUBLIC WORKS - FLEET/EQUIPMENT RENTAL (501)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	969,893			969,893	844,795	(125,098)	-12.9%	budget
511001	DEFERRED COMP MATCH	3,696			3,696	6,985	3,289	89.0%	
511003	OVERTIME	2,000			2,000	2,000	0	0.0%	
	Salary Total	975,589	0	0	975,589	853,780	(121,809)	-12.5%	
521001	SOCIAL SECURITY	30,319			30,319	52,078	21,759	71.8%	Mechanic position added to just salary line late in 19-20 budget
521003	MEDICARE	7,165			7,165	12,244	5,079	70.9%	
521005	PENSION	63,180			63,180	109,999	46,819	74.1%	
521008	INSURANCE	117,538			117,538	243,566	126,028	107.2%	
521012	WORKER'S COMPENSATION	10,374			10,374	20,380	10,006	96.5%	
521014	UNIFORM ALLOWANCE	1,000			1,000	1,000	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	723			723	1,233	510	70.5%	
	Benefits Total	230,299	0	0	230,299	440,500	210,201	91.3%	
531002	OFFICE SUPPLIES	2,000			2,000	2,000	0	0.0%	
531005	CLEANING/SANITATION SUPPLIES	1,000			1,000	2,000	1,000	100.0%	Increased based on increase in staff
531019	PAINT SUPPLIES	200			200	200	0	0.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	4,000			4,000	4,500	500	12.5%	
531033	OTHER OPERATING SUPPLIES	9,000			9,000	15,250	6,250	69.4%	Increased based on prior years actuals
531039	CAR WASH	4,000			4,000	5,600	1,600	40.0%	Increased based on prior years actuals
532000	FUEL CONSUMED	655,750			655,750	644,250	(11,500)	-1.8%	Reduction based on prior years actuals
534004	FLEET PARTS	116,000			116,000	116,000	0	0.0%	
534005	NON-STOCKED FLEET PARTS	146,000			146,000	240,000	94,000	64.4%	Increased to cover work on Fire vehicles/apparatus
535002	SMALL TOOLS - NEW	11,000			11,000	11,000	0	0.0%	
535003	SMALL TOOLS - REPLACEMENT	17,450			17,450	2,000	(15,450)	-88.5%	Reduction based on one-time expenses in 2019
	Supplies Total	966,400	0	0	966,400	1,042,800	76,400	7.9%	
541021	EMPLOYMENT	600			600	600	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	34,200			34,200	12,250	(21,950)	-64.2%	Increased to cover tow service, Good2Go charges and vehicle fire extinguishers
542004	POSTAGE	100			100	100	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	1,000			1,000	1,000	0	0.0%	
543003	BUSINESS MEALS	300			300	300	0	0.0%	
545003	GENERAL EQUIPMENT RENTAL	200			200	200	0	0.0%	
545004	FACILITIES RENTAL	164,400			164,400	168,080	3,680	2.2%	Increased based on rental adjustment agreement with NSD
548004	OUTSIDE MAINTENANCE/REPAIRS	122,000			122,000	122,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	10,100			10,100	7,100	(3,000)	-29.7%	Reduction in staff training opportunities
549004	MEMBERSHIP DUES	1,680			1,680	1,580	(100)	-6.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	1,900			1,900	3,000	1,100	57.9%	Increase based on increase in staff
	Services Total	336,480	0	0	336,480	316,210	(20,270)	-6.0%	
569xxx	CAPITAL RECOVERY/DEPRECIATION	14,000			14,000	16,028	2,028	14.5%	
	Capital Total	14,000	0	0	14,000	16,028	2,028	14.5%	
546001	INTERFUND SVCS - SELF INSURANCE	9,282			9,282	14,840	5,558	59.9%	Cost allocation
500xxx	OPERATING TRANSFERS - OUT	2,165,548			2,165,548	798,448	(1,367,100)	-63.1%	Transfer to 505/Asset Replacement. No \$ from Gen Fund.
	Interfund Total	2,174,830	0	0	2,174,830	813,288	(1,361,542)	-62.6%	
	GRAND TOTAL	4,697,598	0	0	4,697,598	3,482,606	(1,214,992)	-25.9%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				2,000	2,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,302,880	1,359,010	56,130	4.3%	
	CAPITAL TOTAL				14,000	16,028	2,028	14.5%	

PUBLIC WORKS - STREET FUND (101) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	2,236,866			2,236,866	2,272,001	35,135	1.6%	0.2 FTEs unfunded
511001	DEFERRED COMP MATCH	11,906			11,906	10,068	(1,838)	-15.4%	
511003	OVERTIME	42,000			42,000	42,000	0	0.0%	
	Salary Total	2,290,772	0	0	2,290,772	2,324,069	33,297	1.5%	
521001	SOCIAL SECURITY	130,415			130,415	131,967	1,552	1.2%	
521003	MEDICARE	30,802			30,802	31,100	298	1.0%	
521005	PENSION	272,094			272,094	279,372	7,278	2.7%	
521008	INSURANCE	483,681			483,681	535,005	51,324	10.6%	0.2 FTEs unfunded
521012	WORKER'S COMPENSATION	58,412			58,412	57,524	(888)	-1.5%	
521014	UNIFORM ALLOWANCE	6,500			6,500	7,000	500	7.7%	
521019	PAID FAMILY LEAVE PREMIUMS	3,117			3,117	3,130	13	0.4%	
	Benefits Total	985,021	0	0	985,021	1,045,098	60,077	6.1%	
531002	OFFICE SUPPLIES	8,200			8,200	6,300	(1,900)	-23.2%	
531007	CONSTRUCTION MATERIALS/SUPPLIES	233,200			233,200	240,200	7,000	3.0%	
531013	SIGNS	49,000			49,000	49,000	0	0.0%	
531014	PAVEMENT MARKING	21,500			21,500	15,500	(6,000)	-27.9%	Reduction based on prior years actual costs
531015	CURB/GUTTER/SIDEWALK	129,000			129,000	129,000	0	0.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	16,450			16,450	21,700	5,250	31.9%	Increased due to COVID19
531032	SAFETY SUPPLIES	800			800	800	0	0.0%	
531033	OTHER OPERATING SUPPLIES	73,500			73,500	91,500	18,000	24.5%	Increase in costs for downtown furnishings (garbage cans, tree grates, bike racks, etc)
531035	FOOD & REFRESHMENTS	300			300	500	200	66.7%	
532000	FUEL CONSUMED	6,000			6,000	6,000	0	0.0%	
535002	SMALL TOOLS - NEW	4,000			4,000	4,000	0	0.0%	
535003	SMALL TOOLS - REPLACEMENT	11,600			11,600	11,600	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	4,700			4,700	4,700	0	0.0%	
	Supplies Total	558,250	0	0	558,250	580,800	22,550	4.0%	
541015	ADVERTISING/PRINTING	11,600			11,600	11,600	0	0.0%	
541021	EMPLOYMENT	4,060			4,060	4,060	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	1,800			1,800	1,000	(800)	-44.4%	
542001	TELEPHONE	12,500			12,500	12,500	0	0.0%	
542004	POSTAGE	1,100			1,100	1,100	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	1,740			1,740	400	(1,340)	-77.0%	
543002	MILEAGE REIMBURSEMENT	560			560	560	0	0.0%	
543003	BUSINESS MEALS	3,230			3,230	2,680	(550)	-17.0%	
545003	GENERAL EQUIPMENT RENTAL	21,200			21,200	9,200	(12,000)	-56.6%	Reduction based on prior years actual costs
547000	WATER	121,200			121,200	95,000	(26,200)	-21.6%	Reduction based on prior years actual costs
547007	ELECTRICITY	855,909			855,909	877,653	21,744	2.5%	Increased based on rate increases from utility providers
548001	REPAIRS & MAINTENANCE	40,000			40,000	40,000	0	0.0%	
548005	MAINTENANCE CONTRACTS	215,000			215,000	215,000	0	0.0%	
548010	STRIPING	310,000			310,000	310,000	0	0.0%	
549000	MISCELLANEOUS	240			240	240	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	57,700			57,700	53,900	(3,800)	-6.6%	Reduction in staff training opportunities
549004	MEMBERSHIP DUES	1,200			1,200	1,200	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	6,000			6,000	6,000	0	0.0%	
549007	OTHER MISCELLANEOUS	1,000			1,000	1,000	0	0.0%	
	Services Total	1,666,039	0	0	1,666,039	1,643,093	(22,946)	-1.4%	
547004	SURFACE WATER RUNOFF FEE	889,935			889,935	0	(889,935)	-100.0%	Payment to 406/Storm - discontinued
553001	PROPERTY TAX	1,000			1,000	1,000	0	0.0%	
	Intergovernmental Total	890,935	0	0	890,935	1,000	(889,935)	-99.9%	
564003	NEW EQUIPMENT	5,600		(5,600)	0	0	0	#DIV/0!	
	Capital Total	5,600	0	(5,600)	0	0	0	#DIV/0!	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	424,714			424,714	451,642	26,928	6.3%	Cost allocation
546001	INTERFUND SVCS - SELF INSURANCE	201,549			201,549	341,691	140,142	69.5%	Cost allocation. Numerous claims.
500xxx	OPERATING TRANSFERS - OUT	5,242,000			5,242,000	4,170,615	(1,071,385)	-20.4%	Transfer of SSW levy \$ to fund 305 for capital projects
	Interfund Total	5,868,263	0	0	5,868,263	4,963,948	(904,315)	-15.4%	
	GRAND TOTAL	12,264,880	0	(5,600)	12,259,280	10,558,008	(1,701,272)	-13.9%	
	OVERTIME TOTAL				42,000	42,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				2,224,289	2,223,893	(396)	0.0%	
	INTERGOVERNMENTAL TOTAL				890,935	1,000	(889,935)	-99.9%	

PUBLIC WORKS - SEWER FUND (402) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	1,578,081			1,578,081	1,653,892	75,811	4.8%	0.75 FTE added; 0.2 FTE unfunded
511001	DEFERRED COMP MATCH	11,406			11,406	17,653	6,247	54.8%	More staff eligible for match
511003	OVERTIME	24,000			24,000	24,000	0	0.0%	
	Salary Total	1,613,487	0	0	1,613,487	1,695,545	82,058	5.1%	
521001	SOCIAL SECURITY	91,877			91,877	97,741	5,864	6.4%	
521003	MEDICARE	22,021			22,021	23,308	1,287	5.8%	
521005	PENSION	194,145			194,145	209,329	15,184	7.8%	
521008	INSURANCE	418,047			418,047	404,878	(13,169)	-3.2%	0.75 FTE added; 0.2 FTE unfunded
521012	WORKER'S COMPENSATION	35,056			35,056	29,525	(5,531)	-15.8%	
521014	UNIFORM ALLOWANCE	4,200			4,200	4,200	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	2,223			2,223	2,326	103	4.6%	
	Benefits Total	767,569	0	0	767,569	771,307	3,738	0.5%	
531002	OFFICE SUPPLIES	13,500			13,500	13,500	0	0.0%	
531007	CONSTRUCTION MATERIALS/SUPPLIES	60,000			60,000	60,000	0	0.0%	
531010	CONST MAT/SUPP - HOMELAND SEC	1,600			1,600	1,600	0	0.0%	
531019	PAINT SUPPLIES	1,400			1,400	1,400	0	0.0%	
531021	PUBLICATIONS	2,800			2,800	2,800	0	0.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	4,900			4,900	4,900	0	0.0%	
531032	SAFETY SUPPLIES	7,050			7,050	7,050	0	0.0%	
531033	OTHER OPERATING SUPPLIES	21,990			21,990	21,490	(500)	-2.3%	
531035	FOOD & REFRESHMENTS	500			500	500	0	0.0%	
532000	FUEL CONSUMED	1,000			1,000	1,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	9,900			9,900	9,900	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	6,000			6,000	6,000	0	0.0%	
	Supplies Total	130,640	0	0	130,640	130,140	(500)	-0.4%	
541006	ENGINEERING	120,000			120,000	190,000	70,000	58.3%	Increase for CFP related costs and funding rate study
541015	ADVERTISING/PRINTING	3,500			3,500	3,500	0	0.0%	
541021	EMPLOYMENT	4,800			4,800	4,800	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	77,300			77,300	77,300	0	0.0%	
541081	NON-CAPITAL MAIN REPLACEMENT	0			0	90,000	90,000	#DIV/0!	S4 I&I Studies and S6 Fat, Oil, Grease (FOG) Study
542001	TELEPHONE	1,000			1,000	1,000	0	0.0%	
542003	CELL PHONE/RADIO/PAGER	7,000			7,000	7,000	0	0.0%	
542004	POSTAGE	20,760			20,760	20,760	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	2,150			2,150	1,100	(1,050)	-48.8%	
543002	MILEAGE REIMBURSEMENT	100			100	100	0	0.0%	
543003	BUSINESS MEALS	1,860			1,860	1,460	(400)	-21.5%	
545003	GENERAL EQUIPMENT RENTAL	2,100			2,100	2,100	0	0.0%	
547000	WATER	1,000			1,000	1,000	0	0.0%	
547006	NATURAL GAS	2,000			2,000	2,000	0	0.0%	
547007	ELECTRICITY	17,000			17,000	17,000	0	0.0%	
548005	MAINTENANCE CONTRACTS	21,500			21,500	29,500	8,000	37.2%	Increase for monthly maintenance fees for new meter reading system
549000	MISCELLANEOUS	0			0	8,300	8,300	#DIV/0!	Increased based on railroad property lease payments
549003	TRAINING & CONF REGISTRATIONS	17,800			17,800	15,300	(2,500)	-14.0%	
549004	MEMBERSHIP DUES	540			540	540	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	4,000			4,000	4,000	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	2,800			2,800	2,800	0	0.0%	
549007	OTHER MISCELLANEOUS	80,000			80,000	80,000	0	0.0%	
549009	SOIL DISPOSAL	30,000			30,000	30,000	0	0.0%	
	Services Total	417,210	0	0	417,210	589,560	172,350	41.3%	
541105	SEWAGE TREATMENT	9,015,494			9,015,494	9,888,527	873,033	9.7%	Increase based on 4.5% increase in 2021
541098	EXCISE TAX	236,847			236,847	236,848	1	0.0%	
541103	PROPERTY TAX	400			400	400	0	0.0%	
541100	INTERFUND UTILITY TAX	878,764			878,764	1,075,882	197,118	22.4%	Proposed tax increase to 8% in 2022
	Intergovernmental Total	10,131,505	0	0	10,131,505	11,201,657	1,070,152	10.6%	
564003	NEW EQUIPMENT	4,200		(4,200)	0	0	0	#DIV/0!	
565xxx	CONSTRUCTION PROJECTS	4,425,000			4,425,000	5,158,551	733,551	16.6%	See CFP
569xxx	CAPITAL RECOVERY/DEPRECIATION	1,240,963			1,240,963	1,207,833	(33,130)	-2.7%	
	Capital Total	5,670,163	0	(4,200)	5,665,963	6,366,384	700,421	12.4%	

PUBLIC WORKS - SEWER FUND (402) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
572xxx	DEBT SERVICE - REV BOND PRINCIPAL	140,000			140,000	155,000	15,000	10.7%	
581306	INTERFUND LOAN - TO 306/PS CAPITAL	0	1,000,000	(1,000,000)	0	0	0	#DIV/0!	
583xxx	DEBT SERVICE - INTEREST	109,112			109,112	96,962	(12,150)	-11.1%	
	Debt Service Total	249,112	1,000,000	(1,000,000)	249,112	251,962	2,850	1.1%	
541010	INTERFUND SVCS - FINANCE/HR	113,942			113,942	632,330	518,388	455.0%	Cost allocation
541017	INTERFUND SVCS - INFORMATION SVCS	177,022			177,022	167,912	(9,110)	-5.1%	Cost allocation
541018	INTERFUND SVCS - LEGAL	23,912			23,912	25,602	1,690	7.1%	Cost allocation
541019	INTERFUND SVCS - CITY MGR/CLERK	74,890			74,890	75,442	552	0.7%	Cost allocation
541023	INTERFUND SVCS - FACILITIES	72,274			72,274	67,710	(4,564)	-6.3%	Cost allocation
545002	INTERFUND SVCS - EQUIPMENT RENTAL	317,214			317,214	315,006	(2,208)	-0.7%	Cost allocation
546001	INTERFUND SVCS - SELF INSURANCE	844,746			844,746	616,762	(227,984)	-27.0%	Cost allocation
500xxx	OPERATING TRANSFERS - OUT	0			0	162,395	162,395	#DIV/0!	Shares of City Hall lease and BOC parking lot project
	Interfund Total	1,624,000	0	0	1,624,000	2,063,159	439,159	27.0%	
	GRAND TOTAL	20,603,686	1,000,000	(1,004,200)	20,599,486	23,069,714	2,470,228	12.0%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				24,000	24,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				547,850	719,700	171,850	31.4%	
	INTERGOVERNMENTAL TOTAL				10,131,505	11,201,657	1,070,152	10.6%	
	CAPITAL TOTAL				5,665,963	6,366,384	700,421	12.4%	

PUBLIC WORKS-STORM/SURFACE WATER FUND (406) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	3,604,480			3,604,480	3,763,392	158,912	4.4%	0.5 FTE added; 0.2 FTE unfunded
511001	DEFERRED COMP MATCH	12,337			12,337	42,180	29,843	241.9%	More staff eligible for match
511003	OVERTIME	41,000			41,000	41,000	0	0.0%	
	Salary Total	3,657,817	0	0	3,657,817	3,846,572	188,755	5.2%	
521001	SOCIAL SECURITY	209,534			209,534	221,688	12,154	5.8%	
521003	MEDICARE	49,597			49,597	52,338	2,741	5.5%	
521005	PENSION	438,992			438,992	470,130	31,138	7.1%	
521008	INSURANCE	758,893			758,893	760,208	1,315	0.2%	0.5 FTE added; 0.2 FTE unfunded
521012	WORKER'S COMPENSATION	84,194			84,194	83,088	(1,106)	-1.3%	
521014	UNIFORM ALLOWANCE	7,900			7,900	11,400	3,500	44.3%	
521019	PAID FAMILY LEAVE PREMIUMS	5,039			5,039	5,294	255	5.1%	
	Benefits Total	1,554,149	0	0	1,554,149	1,604,146	49,997	3.2%	
531002	OFFICE SUPPLIES	8,600			8,600	8,600	0	0.0%	
531007	CONSTRUCTION MATERIALS/SUPPLIES	111,200			111,200	114,300	3,100	2.8%	Increased based on vendor price increases
531019	PAINT SUPPLIES	600			600	1,400	800	133.3%	
531021	PUBLICATIONS	820			820	820	0	0.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	12,700			12,700	24,300	11,600	91.3%	Increased due to COVID19
531033	OTHER OPERATING SUPPLIES	42,900			42,900	43,500	600	1.4%	
531035	FOOD & REFRESHMENTS	900			900	1,500	600	66.7%	
532000	FUEL CONSUMED	1,000			1,000	1,000	0	0.0%	
534000	INVENTORY	17,800			17,800	17,800	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	9,400			9,400	9,400	0	0.0%	
535002	SMALL TOOLS - NEW	9,500			9,500	9,500	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	15,800			15,800	6,800	(9,000)	-57.0%	Reduction based on one-time expense in 19-20 budget
	Supplies Total	231,220	0	0	231,220	238,920	7,700	3.3%	
541006	ENGINEERING	120,000			120,000	145,000	25,000	20.8%	
541061	ENGINEERING - PLAN REVIEW	57,000			57,000	57,000	0	0.0%	
541015	ADVERTISING/PRINTING	26,800			26,800	36,800	10,000	37.3%	Increased cost related to pet waste outreach in parks and public spaces
541024	OTHER PROFESSIONAL SERVICES	400,950			400,950	408,950	8,000	2.0%	Increase in cost of contracted services
541037	PROF SVCS - OUTSIDE LEGAL SVCS	250,000			250,000	0	(250,000)	-100.0%	One-time expense related to litigation
542003	CELL PHONE/RADIO/PAGER	100			100	0	(100)	-100.0%	
542004	POSTAGE	4,660			4,660	4,660	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	10,450			10,450	3,000	(7,450)	-71.3%	Reduction in staff travel for trainings
543002	MILEAGE REIMBURSEMENT	1,000			1,000	1,000	0	0.0%	
543003	BUSINESS MEALS	4,250			4,250	1,600	(2,650)	-62.4%	
545003	GENERAL EQUIPMENT RENTAL	42,400			42,400	28,400	(14,000)	-33.0%	Reduction based on prior years actual costs
547000	WATER	66,000			66,000	36,000	(30,000)	-45.5%	Reduction based on prior years actual costs
548005	MAINTENANCE CONTRACTS	22,400			22,400	10,400	(12,000)	-53.6%	Reduction based on prior years actual costs
549000	MISCELLANEOUS	5,000			5,000	5,000	0	0.0%	
549003	TRAINING & CONF REGISTRATIONS	60,500			60,500	33,450	(27,050)	-44.7%	Reduction in staff training opportunities
549004	MEMBERSHIP DUES	940			940	940	0	0.0%	
549005	LAUNDRY & OTHER SANITATION SVCS	5,400			5,400	5,500	100	1.9%	
549006	OTHER CONTRACTUAL SERVICES	1,200			1,200	1,200	0	0.0%	
549009	SOIL DISPOSAL	104,000			104,000	114,000	10,000	9.6%	Increase in price per ton
	Services Total	1,183,050	0	0	1,183,050	892,900	(290,150)	-24.5%	
541098	EXCISE TAX	154,262			154,262	161,775	7,513	4.9%	
541108	PROPERTY TAX	2,502			2,502	2,502	0	0.0%	
541106	STORM DRAIN UTILITY TAX	658,690			658,690	717,887	59,197	9.0%	Proposed tax increase to 8% in 2022
	Intergovernmental Total	815,454	0	0	815,454	882,164	66,710	8.2%	
563xxx	OTHER IMPROVEMENTS	5,660,000			5,660,000	7,063,000	1,403,000	24.8%	See CFP
564003	NEW EQUIPMENT	14,000		(14,000)	0	0	0	#DIV/0!	
569xxx	CAPITAL RECOVERY/DEPRECIATION	2,555,653			2,555,653	2,664,414	108,761	4.3%	
	Capital Total	8,229,653	0	(14,000)	8,215,653	9,727,414	1,511,761	18.4%	
572000	DEBT SERVICE - REV BOND PRINCIPAL	1,020,000			1,020,000	1,105,000	85,000	8.3%	
578xxx	DEBT SERVICE - PRINCIPAL	91,032			91,032	91,032	0	0.0%	
581305	INTERFUND LOAN - TO 305/CAPITAL IMPR	0	1,115,000	(1,115,000)	0	0	0	#DIV/0!	
583xxx	DEBT SERVICE - INTEREST	803,334			803,334	714,279	(89,055)	-11.1%	
	Debt Service Total	1,914,366	1,115,000	(1,115,000)	1,914,366	1,910,311	(4,055)	-0.2%	

PUBLIC WORKS-STORM/SURFACE WATER FUND (406) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
541010	INTERFUND SVCS - FINANCE/HR	259,216			259,216	171,156	(88,060)	-34.0%	Cost allocation
541017	INTERFUND SVCS - INFORMATION SVCS	217,789			217,789	288,082	70,293	32.3%	Cost allocation
541018	INTERFUND SVCS - LEGAL	54,396			54,396	54,734	338	0.6%	Cost allocation
541019	INTERFUND SVCS - CITY MGR/CLERK	170,372			170,372	161,290	(9,082)	-5.3%	Cost allocation
541023	INTERFUND SVCS - FACILITIES	148,724			148,724	129,070	(19,654)	-13.2%	Cost allocation
545002	INTERFUND SVCS - EQUIPMENT RENTAL	681,236			681,236	736,036	54,800	8.0%	Cost allocation
546001	INTERFUND SVCS - SELF INSURANCE	81,853			81,853	63,056	(18,797)	-23.0%	Cost allocation
500xxx	OPERATING TRANSFERS - OUT	0			0	521,244	521,244	#DIV/0!	Shares of City Hall lease and BOC parking lot project
	Interfund Total	1,613,586	0	0	1,613,586	2,124,668	511,082	31.7%	
	GRAND TOTAL	19,199,295	1,115,000	(1,129,000)	19,185,295	21,227,095	2,041,800	10.6%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				41,000	41,000	0	0.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				1,414,270	1,131,820	(282,450)	-20.0%	
	INTERGOVERNMENTAL TOTAL				815,454	882,164	66,710	8.2%	
	CAPITAL TOTAL				8,215,653	9,727,414	1,511,761	18.4%	

PUBLIC WORKS - WATER FUND (401) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	1,679,230			1,679,230	1,855,390	176,160	10.5%	1.75 FTE added; 0.2 FTE unfunded
511001	DEFERRED COMP MATCH	11,406			11,406	15,562	4,156	36.4%	More staff eligible for match
511003	OVERTIME	21,000			21,000	21,000	0	0.0%	
	Salary Total	1,711,636	0	0	1,711,636	1,891,952	180,316	10.5%	
521001	SOCIAL SECURITY	98,149			98,149	109,906	11,757	12.0%	
521003	MEDICARE	23,487			23,487	26,154	2,667	11.4%	
521005	PENSION	207,171			207,171	234,894	27,723	13.4%	
521008	INSURANCE	438,094			438,094	436,549	(1,545)	-0.4%	1.75 FTE added; 0.2 FTE unfunded
521012	WORKER'S COMPENSATION	37,334			37,334	36,424	(910)	-2.4%	
521014	UNIFORM ALLOWANCE	4,600			4,600	4,600	0	0.0%	
521019	PAID FAMILY LEAVE PREMIUMS	2,372			2,372	2,621	249	10.5%	
	Benefits Total	811,207	0	0	811,207	851,148	39,941	4.9%	
531002	OFFICE SUPPLIES	17,900			17,900	16,300	(1,600)	-8.9%	
531007	CONSTRUCTION MATERIALS/SUPPLIES	74,400			74,400	86,200	11,800	15.9%	Increased based on addition of 2 booster chlorination systems
531010	HOMELAND SECURITY SUPPLIES	14,300			14,300	14,300	0	0.0%	
531011	CONST MAT/SUPP - HOMELAND SEC	1,000			1,000	1,000	0	0.0%	
531019	PAINT SUPPLIES	3,800			3,800	3,800	0	0.0%	
531021	PUBLICATIONS	1,060			1,060	1,060	0	0.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	5,000			5,000	5,000	0	0.0%	
531032	SAFETY SUPPLIES	8,900			8,900	8,900	0	0.0%	
531033	OTHER OPERATING SUPPLIES	11,850			11,850	11,850	0	0.0%	
531035	FOOD & REFRESHMENTS	460			460	460	0	0.0%	
532004	GASOLINE	3,000			3,000	3,000	0	0.0%	
533000	WATER PURCHASED FOR RESALE	3,544,971			3,544,971	3,544,971	0	0.0%	
534000	INVENTORY	30,000			30,000	30,000	0	0.0%	
534001	WATER METER INVENTORY	40,000			40,000	40,000	0	0.0%	
534002	METER REPLACEMENT	150,000			150,000	150,000	0	0.0%	
534003	WATER INVENTORY - MATERIALS	40,000			40,000	40,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	11,300			11,300	20,300	9,000	79.6%	Increased based on one-time purchase of chlorine analyzer system in 2021
535003	SMALL TOOLS - REPLACEMENT	5,500			5,500	5,500	0	0.0%	
535004	ATTRACTIVE EQUIPMENT	11,000			11,000	11,000	0	0.0%	
	Supplies Total	3,974,441	0	0	3,974,441	3,993,641	19,200	0.5%	
541006	ENGINEERING	270,000			270,000	190,000	(80,000)	-29.6%	Reduction in actual costs
541015	ADVERTISING/PRINTING	3,500			3,500	3,500	0	0.0%	
541021	EMPLOYMENT	10,000			10,000	10,000	0	0.0%	
541024	OTHER PROFESSIONAL SERVICES	73,000			73,000	73,000	0	0.0%	
541038	PROF SVCS - WATER CONSERVATION	6,000			6,000	6,000	0	0.0%	
541080	NON-CAPITAL WATER MAIN REPLACEMENT	0			0	50,000	50,000	#DIV/0!	W13 - Risk and resiliency plan
542001	TELEPHONE	15,000			15,000	15,000	0	0.0%	
542003	CELL PHONE/RADIO/PAGER	400			400	400	0	0.0%	
542004	POSTAGE	24,000			24,000	22,000	(2,000)	-8.3%	
543000	TRAVEL EXPENSES	2,000			2,000	1,200	(800)	-40.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	7,400			7,400	4,200	(3,200)	-43.2%	
543002	MILEAGE REIMBURSEMENT	100			100	100	0	0.0%	
543003	BUSINESS MEALS	3,400			3,400	3,000	(400)	-11.8%	
545003	GENERAL EQUIPMENT RENTAL	4,000			4,000	4,000	0	0.0%	
547007	ELECTRICITY	70,000			70,000	70,000	0	0.0%	
547009	ELECTRICITY - NORWAY HILL TOWER	7,000			7,000	7,000	0	0.0%	
548005	MAINTENANCE CONTRACTS	18,000			18,000	26,000	8,000	44.4%	Increase for monthly maintenance fees for new meter reading system
549003	TRAINING & CONF REGISTRATIONS	12,900			12,900	18,600	5,700	44.2%	Increased training for utility billing staff
549004	MEMBERSHIP DUES	13,500			13,500	2,500	(11,000)	-81.5%	Reduction of duplicate budget line item for state operating permit
549005	LAUNDRY & OTHER SANITATION SVCS	4,000			4,000	4,000	0	0.0%	
549006	OTHER CONTRACTUAL SERVICES	14,900			14,900	14,900	0	0.0%	
549007	OTHER MISCELLANEOUS	100,000			100,000	90,000	(10,000)	-10.0%	Reduction based on decreased banking fees
549009	SOIL DISPOSAL	15,000			15,000	15,000	0	0.0%	
	Services Total	674,100	0	0	674,100	630,400	(43,700)	-6.5%	
541098	EXCISE TAX	429,306			429,306	429,306	0	0.0%	
541099	PROPERTY TAX	8,400			8,400	8,400	0	0.0%	
541100	INTERFUND UTILITY TAX	1,007,161			1,007,161	912,669	(94,492)	-9.4%	Proposed tax decrease in 2022 (11.15% to 8%)

PUBLIC WORKS - WATER FUND (401) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
541101	STATE OPERATING PERMIT	12,000			12,000	12,000	0	0.0%	
Intergovernmental Total		1,456,867	0	0	1,456,867	1,362,375	(94,492)	-6.5%	
564003	NEW EQUIPMENT	4,200		(4,200)	0	0	0	#DIV/0!	
565xxx	CONSTRUCTION PROJECTS	3,372,000			3,372,000	5,125,079	1,753,079	52.0%	See CFP
569xxx	CAPITAL RECOVERY/DEPRECIATION	1,566,548			1,566,548	1,684,230	117,682	7.5%	
Capital Total		4,942,748	0	(4,200)	4,938,548	6,809,309	1,870,761	37.9%	
572000	DEBT SERVICE - REV BOND PRINCIPAL	310,000			310,000	335,000	25,000	8.1%	
580004	DEBT SERVICE - INTEREST	242,862			242,862	215,812	(27,050)	-11.1%	
581114	INTERFUND LOAN TO 114/PS LEVY	0	1,000,000	(1,000,000)	0	0	0	#DIV/0!	
Debt Service Total		552,862	1,000,000	(1,000,000)	552,862	550,812	(2,050)	-0.4%	
541010	INTERFUND SVCS - FINANCE/HR	120,538			120,538	525,680	405,142	336.1%	Cost allocation
541017	INTERFUND SVCS - INFORMATION SVCS	178,925			178,925	189,018	10,093	5.6%	Cost allocation
541018	INTERFUND SVCS - LEGAL	25,296			25,296	29,676	4,380	17.3%	Cost allocation
541019	INTERFUND SVCS - CITY MGR/CLERK	79,226			79,226	87,448	8,222	10.4%	Cost allocation
541023	INTERFUND SVCS - FACILITIES	75,026			75,026	73,780	(1,246)	-1.7%	Cost allocation
545002	INTERFUND SVCS - EQUIPMENT RENTAL	252,076			252,076	253,166	1,090	0.4%	Cost allocation
546001	INTERFUND SVCS - SELF INSURANCE	82,244			82,244	93,991	11,747	14.3%	Cost allocation
500xxx	OPERATING TRANSFERS - OUT	0			0	170,835	170,835	#DIV/0!	Shares of City Hall lease and BOC parking lot project
Interfund Total		813,331	0	0	813,331	1,423,594	610,263	75.0%	
GRAND TOTAL		14,937,192	1,000,000	(1,004,200)	14,932,992	17,513,231	2,580,239	17.3%	
% INCREASE CHECKS:									
OVERTIME TOTAL					21,000	21,000	0	0.0%	
M&O (SUPPLIES & SERVICES) TOTAL					4,648,541	4,624,041	(24,500)	-0.5%	
INTERGOVERNMENTAL TOTAL					1,456,867	1,362,375	(94,492)	-6.5%	
CAPITAL TOTAL					4,938,548	6,809,309	1,870,761	37.9%	

CUSTOMER SERVICE CENTER (00151891)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	105,430			105,430	76,647	(28,783)	-27.3%	
	Salary Total	105,430	0	0	105,430	76,647	(28,783)	-27.3%	
521001	SOCIAL SECURITY	6,537			6,537	4,752	(1,785)	-27.3%	
521003	MEDICARE	1,529			1,529	1,111	(418)	-27.3%	
521005	PENSION	13,581			13,581	9,991	(3,590)	-26.4%	
521008	INSURANCE	32,086			32,086	37,390	5,304	16.5%	
521012	WORKER'S COMPENSATION	902			902	368	(534)	-59.2%	
521019	PAID FAMILY LEAVE PREMIUMS	156			156	112	(44)	-28.2%	
	Benefits Total	54,791	0	0	54,791	53,724	(1,067)	-1.9%	
	GRAND TOTAL	160,221	0	0	160,221	130,371	(29,850)	-18.6%	

RECYCLING/SUSTAINABILITY PROGRAM (00155490)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	114,104			114,104	89,655	(24,449)	-21.4%	PT Sustainability Assistant Vacancy in 2021
511001	DEFERRED COMP MATCH				0	928	928	#DIV/0!	
511003	OVERTIME	1,000			1,000	5,200	4,200	420.0%	
	Salary Total	115,104	0	0	115,104	95,783	(19,321)	-16.8%	
521001	SOCIAL SECURITY	6,207			6,207	4,690	(1,517)	-24.4%	PT Sustainability Assistant Vacancy in 2021
521003	MEDICARE	1,452			1,452	1,097	(355)	-24.4%	
521005	PENSION	12,893			12,893	9,870	(3,023)	-23.4%	
521008	INSURANCE	38,319			38,319	19,478	(18,841)	-49.2%	
521012	WORKER'S COMPENSATION	2,280			2,280	2,460	180	7.9%	
521019	PAID FAMILY LEAVE PREMIUMS	148			148	111	(37)	-25.0%	
	Benefits Total	61,299	0	0	61,299	37,706	(23,593)	-38.5%	
531002	OFFICE SUPPLIES	10,000			10,000	4,000	(6,000)	-60.0%	Reduction based on prior years actual costs
531021	PUBLICATIONS	200			200	0	(200)	-100.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	400			400	400	0	0.0%	
531033	OTHER OPERATING SUPPLIES	24,000			24,000	24,000	0	0.0%	
531035	FOOD & REFRESHMENTS	7,000			7,000	7,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	200			200	200	0	0.0%	
	Supplies Total	41,800	0	0	41,800	35,600	(6,200)	-14.8%	
541000	PROFESSIONAL SERVICES	0	145,000		145,000	53,500	(91,500)	-63.1%	Includes only existing grant-funded PPA program through June 2021
541015	ADVERTISING/PRINTING	10,000			10,000	6,000	(4,000)	-40.0%	
541021	EMPLOYMENT	100			100	200	100	100.0%	
541024	OTHER PROFESSIONAL SERVICES	25,600			25,600	25,600	0	0.0%	
542004	POSTAGE	600			600	600	0	0.0%	
543001	OUT OF TOWN TRAVEL EXPENSES	2,000			2,000	1,000	(1,000)	-50.0%	
543002	MILEAGE REIMBURSEMENT	1,600			1,600	400	(1,200)	-75.0%	
545003	GENERAL EQUIPMENT RENTAL	5,000			5,000	3,000	(2,000)	-40.0%	
545004	FACILITIES RENTAL	600			600	0	(600)	-100.0%	
549003	TRAINING & CONF REGISTRATIONS	5,898			5,898	1,150	(4,748)	-80.5%	
549004	MEMBERSHIP DUES	800			800	800	0	0.0%	
	Services Total	52,198	145,000	0	197,198	92,250	(104,948)	-53.2%	
	GRAND TOTAL	270,401	145,000	0	415,401	261,339	(154,062)	-37.1%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				1,000	5,200	4,200	420.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				238,998	127,850	(111,148)	-46.5%	

TOURISM (00155730) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	130,749			130,749	169,625	38,876	29.7%	80% of Tourism Coordinator (formerly 70%)
	Salary Total	130,749	0	0	130,749	169,625	38,876	29.7%	
521001	SOCIAL SECURITY	8,107			8,107	10,254	2,147	26.5%	80% of Tourism Coordinator (formerly 70%)
521003	MEDICARE	1,896			1,896	2,398	502	26.5%	80% of Tourism Coordinator (formerly 70%)
521005	PENSION	16,842			16,842	21,546	4,704	27.9%	80% of Tourism Coordinator (formerly 70%)
521008	INSURANCE	18,349			18,349	21,097	2,748	15.0%	80% of Tourism Coordinator (formerly 70%)
521012	WORKER'S COMPENSATION	496			496	470	(26)	-5.2%	80% of Tourism Coordinator (formerly 70%)
521019	PAID FAMILY LEAVE PREMIUMS	193			193	249	56	29.0%	80% of Tourism Coordinator (formerly 70%)
	Benefits Total	45,883	0	0	45,883	56,014	10,131	22.1%	
531002	OFFICE SUPPLIES	0			0	1,000	1,000	#DIV/0!	
531033	OTHER OPERATING SUPPLIES				0	1,000	1,000	#DIV/0!	
	Supplies Total	0	0	0	0	2,000	2,000	#DIV/0!	
541015	ADVERTISING/PRINTING				0	52,649	52,649	#DIV/0!	
541024	OTHER PROFESSIONAL SERVICES	822,903			822,903	30,000	(792,903)	-96.4%	
541044	PROF SVCS - WEBSITE				0	41,200	41,200	#DIV/0!	
541045	TOURISM - VISITOR SUPPORT				0	60,000	60,000	#DIV/0!	
541046	TOURISM - COMMUNITY GRANTS				0	20,000	20,000	#DIV/0!	
541047	TOURISM - HOLIDAY LIGHTING				0	22,000	22,000	#DIV/0!	
541062	TOURISM - PROGRAM MGMT				0	292,000	292,000	#DIV/0!	
542004	POSTAGE				0	200	200	#DIV/0!	
543003	BUSINESS MEALS				0	1,000	1,000	#DIV/0!	
549004	MEMBERSHIP DUES				0	2,650	2,650	#DIV/0!	
	Services Total	822,903	0	0	822,903	521,699	(301,204)	-36.6%	
	GRAND TOTAL	999,535	0	0	999,535	749,338	(250,197)	-25.0%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL	822,903			822,903	523,699	(299,204)	-36.4%	

ARTS COMMISSION (00157320) Budget Request Summary		2019-2020 Orig Budget	Add: Amend/Trans	Less: One-Times	2019-2020 Mod Budget	2021-2022 Requested	2021-2022 Incr/Decr	2021-2022 % Incr/Decr	2021-2022 vs 2019-2020 Justification of Need and Incr/Decr
511000	SALARIES	56,035			56,035	42,407	(13,628)	-24.3%	20% of Tourism Coord. Previously 10%.
	Salary Total	56,035	0	0	56,035	42,407	(13,628)	-24.3%	
521001	SOCIAL SECURITY	3,474			3,474	2,564	(910)	-26.2%	20% of Tourism Coord. Previously 10%.
521003	MEDICARE	813			813	600	(213)	-26.2%	20% of Tourism Coord. Previously 10%.
521005	PENSION	7,218			7,218	5,387	(1,831)	-25.4%	20% of Tourism Coord. Previously 10%.
521008	INSURANCE	7,864			7,864	5,274	(2,590)	-32.9%	20% of Tourism Coord. Previously 10%.
521012	WORKER'S COMPENSATION	212			212	118	(94)	-44.3%	20% of Tourism Coord. Previously 10%.
521019	PAID FAMILY LEAVE PREMIUMS	83			83	62	(21)	-25.3%	20% of Tourism Coord. Previously 10%.
	Benefits Total	19,664	0	0	19,664	14,005	(5,659)	-28.8%	
541024	OTHER PROFESSIONAL SERVICES	43,280			43,280	20,000	(23,280)	-53.8%	
541025	SECURITY				0	2,880	2,880	#DIV/0!	
	Services Total	43,280	0	0	43,280	22,880	(20,400)	-47.1%	
	GRAND TOTAL	118,979	0	0	118,979	79,292	(39,687)	-33.4%	
	% INCREASE CHECKS:								
	M&O (SUPPLIES & SERVICES) TOTAL				43,280	22,880	(20,400)	-47.1%	

MISCELLANEOUS - MEMBERSHIPS, HUMAN SVCS, ETC		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
521018	PENSION - OLD AGE/SURVIVORS INS	300			300	300	0	0.0%	
521011	UNEMPLOYMENT	50,000			50,000	50,000	0	0.0%	Citywide unemployment payments
	Benefits Total	50,300	0	0	50,300	50,300	0	0.0%	
541022	PUBLIC DEFENDER	400,000			400,000	600,000	200,000	50.0%	
541058	HUMAN SERVICES	1,002,000			1,002,000	341,400	(660,600)	-65.9%	Human service grants discontinued
541063	PROF SVCS - COMMUTE TRIP REDUCTION	32,200			32,200	31,200	(1,000)	-3.1%	
541066	SECURITY OFFICERS - PUBLIC MEETINGS	17,912			17,912	17,912	0	0.0%	
548000	FIRE PROTECTION MAINTENANCE	465,191			465,191	243,504	(221,687)	-47.7%	Fire hydrant maint - to Water Fund (ceasing in 2022)
549004	MEMBERSHIP DUES	80,000			80,000	86,100	6,100	7.6%	
	Services Total	1,997,303	0	0	1,997,303	1,320,116	(677,187)	-33.9%	
551000	INTERGOVT PROFESSIONAL SVCS	162,465			162,465	167,865	5,400	3.3%	
551003	POLLUTION CONTROL	79,200			79,200	85,500	6,300	8.0%	
553000	EXCISE TAX	400			400	400	0	0.0%	
	Intergovernmental Total	242,065	0	0	242,065	253,765	11,700	4.8%	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	62,834			62,834	35,234	(27,600)	-43.9%	Fleet cost allocation - asset replacement not being funded
	Interfund Total	62,834	0	0	62,834	35,234	(27,600)	-43.9%	
	GRAND TOTAL	2,352,502	0	0	2,352,502	1,659,415	(693,087)	-29.5%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				0	0	0	#DIV/0!	
	M&O (SUPPLIES & SERVICES) TOTAL				1,997,303	1,320,116	(677,187)	-33.9%	
	INTERGOVERNMENTAL TOTAL				242,065	253,765	11,700	4.8%	
	CAPITAL TOTAL				0	0	0	#DIV/0!	

TOTAL NON-DEPARTMENTAL (001.50)		2019-2020	Add:	Less:	2019-2020	2021-2022	2021-2022	2021-2022	2021-2022 vs 2019-2020
Budget Request Summary		Orig Budget	Amend/Trans	One-Times	Mod Budget	Requested	Incr/Decr	% Incr/Decr	Justification of Need and Incr/Decr
511000	SALARIES	406,318	0	0	406,318	378,334	(27,984)	-6.9%	
511001	DEFERRED COMP MATCH	0	0	0	0	928	928	#DIV/0!	
511003	OVERTIME	1,000	0	0	1,000	5,200	4,200	420.0%	
	Salary Total	407,318	0	0	407,318	384,462	(22,856)	-5.6%	
521001	SOCIAL SECURITY	24,325	0	0	24,325	22,260	(2,065)	-8.5%	
521003	MEDICARE	5,690	0	0	5,690	5,206	(484)	-8.5%	
521005	PENSION	50,534	0	0	50,534	46,794	(3,740)	-7.4%	
521018	PENSION - OLD AGE/SURVIVORS INS	300	0	0	300	300	0	0.0%	
521008	INSURANCE	96,618	0	0	96,618	83,239	(13,379)	-13.8%	
521011	UNEMPLOYMENT	50,000	0	0	50,000	50,000	0	0.0%	
521012	WORKER'S COMPENSATION	3,890	0	0	3,890	3,416	(474)	-12.2%	
521019	PAID FAMILY LEAVE PREMIUMS	580	0	0	580	534	(46)	-7.9%	
	Benefits Total	231,937	0	0	231,937	211,749	(20,188)	-8.7%	
531002	OFFICE SUPPLIES	10,000	0	0	10,000	5,000	(5,000)	-50.0%	
531021	PUBLICATIONS	200	0	0	200	0	(200)	-100.0%	
531031	PERSONAL PROTECTIVE EQUIPMENT	400	0	0	400	400	0	0.0%	
531033	OTHER OPERATING SUPPLIES	24,000	0	0	24,000	25,000	1,000	4.2%	
531035	FOOD & REFRESHMENTS	7,000	0	0	7,000	7,000	0	0.0%	
535001	SMALL TOOLS & MINOR EQUIPMENT	200	0	0	200	200	0	0.0%	
	Supplies Total	41,800	0	0	41,800	37,600	(4,200)	-10.0%	
541000	PROFESSIONAL SERVICES	0	145,000	0	145,000	53,500	(91,500)	-63.1%	
541015	ADVERTISING/PRINTING	10,000	0	0	10,000	58,649	48,649	486.5%	
541021	EMPLOYMENT	100	0	0	100	200	100	100.0%	
541022	PUBLIC DEFENDER	400,000	0	0	400,000	600,000	200,000	50.0%	
541024	OTHER PROFESSIONAL SERVICES	891,783	0	0	891,783	75,600	(816,183)	-91.5%	
541025	SECURITY	0	0	0	0	2,880	2,880	#DIV/0!	
541044	PROF SVCS - CITY WEBSITE	0	0	0	0	41,200	41,200	#DIV/0!	
541045	TOURISM - VISITOR SUPPORT	0	0	0	0	60,000	60,000	#DIV/0!	
541046	TOURISM - COMMUNITY GRANTS	0	0	0	0	20,000	20,000	#DIV/0!	
541047	TOURISM - HOLIDAY LIGHTING	0	0	0	0	22,000	22,000	#DIV/0!	
541058	HUMAN SERVICES GRANTS	1,002,000	0	0	1,002,000	341,400	(660,600)	-65.9%	
541062	TOURISM - PROGRAM MGMT	0	0	0	0	292,000	292,000	#DIV/0!	
541063	PROF SVCS - COMMUTE TRIP REDUCTION	32,200	0	0	32,200	31,200	(1,000)	-3.1%	
541066	SECURITY OFFICERS - PUBLIC MEETINGS	17,912	0	0	17,912	17,912	0	0.0%	
542004	POSTAGE	600	0	0	600	800	200	33.3%	
543001	OUT OF TOWN TRAVEL EXPENSES	2,000	0	0	2,000	1,000	(1,000)	-50.0%	
543002	MILEAGE REIMBURSEMENT	1,600	0	0	1,600	400	(1,200)	-75.0%	
543003	BUSINESS MEALS	0	0	0	0	1,000	1,000	#DIV/0!	
545003	GENERAL EQUIPMENT RENTAL	5,000	0	0	5,000	3,000	(2,000)	-40.0%	
545004	FACILITIES RENTAL	600	0	0	600	0	(600)	-100.0%	
548000	FIRE PROTECTION MAINTENANCE	465,191	0	0	465,191	243,504	(221,687)	-47.7%	
549003	TRAINING & CONF REGISTRATIONS	5,898	0	0	5,898	1,150	(4,748)	-80.5%	
549004	MEMBERSHIP DUES	80,800	0	0	80,800	89,550	8,750	10.8%	
	Services Total	2,915,684	145,000	0	3,060,684	1,956,945	(1,103,739)	-36.1%	
551000	INTERGOVT PROFESSIONAL SVCS	162,465	0	0	162,465	167,865	5,400	3.3%	
551003	POLLUTION CONTROL	79,200	0	0	79,200	85,500	6,300	8.0%	
553000	EXCISE TAX	400	0	0	400	400	0	0.0%	
	Intergovernmental Total	242,065	0	0	242,065	253,765	11,700	4.8%	
545002	INTERFUND SVCS - EQUIPMENT RENTAL	62,834	0	0	62,834	35,234	(27,600)	-43.9%	
	Interfund Total	62,834	0	0	62,834	35,234	(27,600)	-43.9%	
	GRAND TOTAL	3,901,638	145,000	0	4,046,638	2,879,755	(1,166,883)	-28.8%	
	% INCREASE CHECKS:								
	OVERTIME TOTAL				1,000	5,200	4,200	420.0%	
	M&O (SUPPLIES & SERVICES) TOTAL				3,102,484	1,994,545	(1,107,939)	-35.7%	
	INTERGOVERNMENTAL TOTAL				242,065	253,765	11,700	4.8%	

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Chris Bothell, Director of Department
Additional Presenters:
Nik Stroup, Parks Director
Boyd Benson, Utilities and Development Division Manager
Steve Morikawa, Capital Division Manager
Jeff Sperry, Facilities Manager

DATE: October 6, 2020

SUBJECT: Presentation of the draft 2021-2027 Capital Facilities Plan

POLICY CONSIDERATION: This item is a presentation of the draft 2021-2027 Capital Facilities Plan. Following consideration of the draft and a public hearing the City Council is scheduled to adopt a 2021-2027 Capital Facilities Plan (CFP) update before year end.

HISTORY:	DATE	ACTION
	FEBRUARY 2006	City Council adopted the City’s CFP process
	JUNE 2, 2020	City Council adopted Resolution 1402 temporarily suspending the CFP update process

DISCUSSION: The Washington State Growth Management Act (GMA) requires that cities establish a Capital Facilities Plan (CFP) that covers a six-year period. The 2021-2027 CFP is a multi-year plan of capital projects with projected beginning and completion dates, estimated costs, proposed funding sources, and future maintenance and operating cost impacts that each project is anticipated to have on future City budgets.

The GMA requires periodic CFP updates of the CFP. Updates typically incorporate changes to: project timelines, budgets, and funding packages; the addition and deletion of projects to respond to changing community desires and emergent issues;

and, to account for changes in the economic conditions and regional partnerships. The City's CFP is due for an update in 2020, covering the years 2021-2027.

In February 2006, the Bothell City Council adopted Resolution 1183 (2006), which established a biennial update cycle and describes the City's biennial CFP process.

The Resolution states the following with respect to CFP updates:

1. Eligible projects are described;
2. Funding sources are described;
3. States that the first two years of the CFP shall be incorporated into the biennial budget;
4. Calls for the assembly of a Capital Facilities Plan Process Committee (CFPPC), identifies stakeholders, and establishes roles;
5. Describes prioritization criteria to be used to evaluate potential projects;
6. Lists steps leading to adoption of the update; and
7. Recognizes the ability to amend the CFP during off-cycle CFP updates, plus other housekeeping items.

The pandemic has had significant impacts on capital funding sources and our ability to gather groups of people consistent with the CFP process described in the Resolution. As such, the City Council adopted Resolution 1402 (2020) temporarily suspending assembly of a CFPPC and the call for new projects in favor of an update consisting of a realignment of projects and resources.

Staff performed the following for this update:

- Re-forecasted revenues to reflect current economic conditions;
- Updated project timelines, budgets, and funding packages;
- Removed projects scheduled for completion before year end 2020; and
- Rescheduled the remaining projects consistent with the prioritization criteria and funding availability.

Staff's modifications did not change the scope of the original CFP, but recalibrated the CFP to reflect current conditions. It is expected that the next update will resume the complete process established by Resolution.

The 2021-2027 CFP contains 62 facility, park, transportation and utility projects, along with debt service. It comprises of secured funding capital funding sources of \$453

million - \$360 million is non-utility capital revenues and \$93 million is utility capital revenues. Thirty-eight percent (38%) or \$173 million of \$453 million is funded by non-city resources such as grants, other agencies, mitigation fees and developer contributions.

FISCAL IMPACTS: The first two years of the 2021-2027 CFP will be included in the adopted 2021-2022 biennial budget consistent with the process described by Resolution 1183 (2006).

ATTACHMENTS: Att-1. Draft Capital Facilities Plan

RECOMMENDED ACTION: Discuss as appropriate.

(This page intentionally left blank)



City of Bothell™

Att-1

2021-2027 Capital Facilities Plan

TABLE OF CONTENTS

2 Introduction & Executive Summary

Revenue

1 - 3 Capital Facilities Revenue

4 - 5 Capital Utilities Revenue

1 - 9 Capital Debt Services

1 - 4 Facility Capital Projects

1 - 8 Park Capital Projects

1 - 33 Transportation Capital Projects

1 - 7 Sewer Capital Projects

1 - 14 Storm & Surface Water Capital Projects

1 - 12 Water Capital Projects

1 - 4 Future Projects

City Council

Liam Olsen, Mayor

Jeanne Zornes, Deputy Mayor

Davina Duerr, Council Member

James McNeal, Council Member

Mason Thompson, Council Member

Rosemary McAuliffe, Council Member

Tom Agnew, Council Member

Directors

Jennifer Phillips, City Manager

Chris Bothwell, Finance Director

Erin Leonhart, Public Works Director

Nik Stroup, Parks & Recreation Director

Capital Facilities Plan Team

Eddie Low, Deputy Public Works Director / City Engineer

Jaclynn Brandenburg, Deputy Public Works Director - Operations

Maureen Schols, Deputy Finance Director

Bong Mangaser, Graphic Designer

Boyd E. Benson, Utilities & Development Services Manager

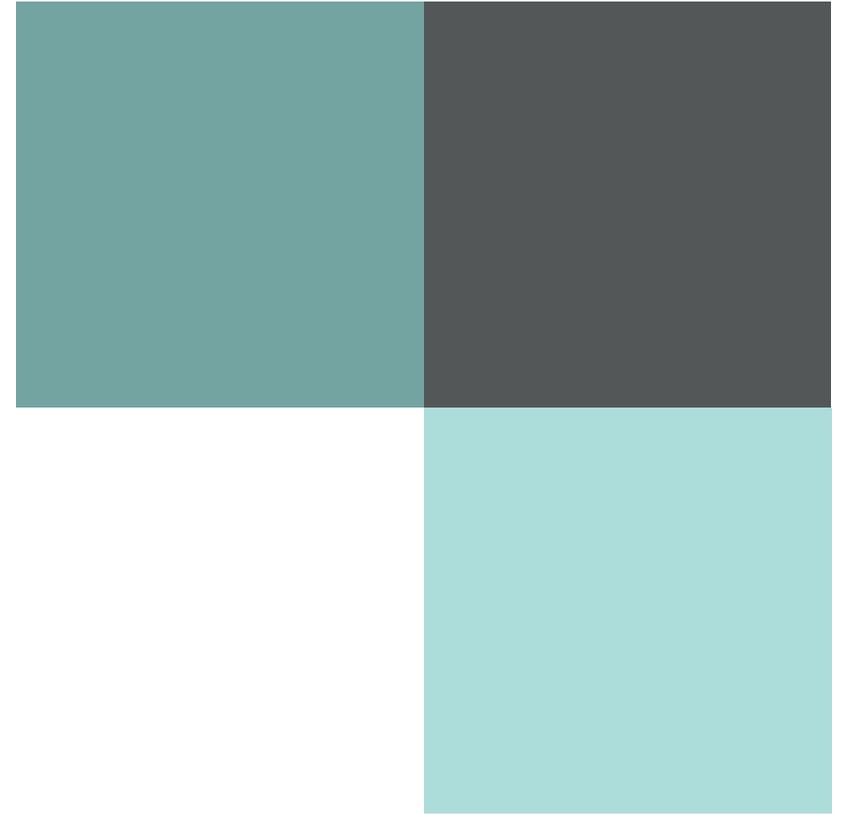
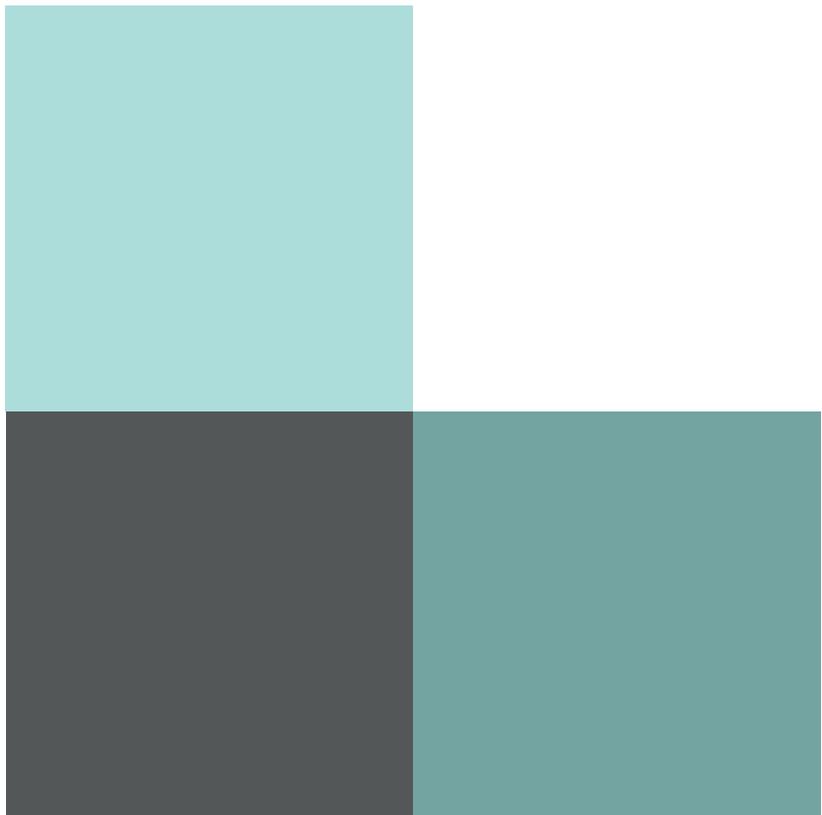
Cameron Ogard, Associate Engineer

Gretchen Zundel, Senior Financial Analyst

Janet Geer, Supervising Surface Water Engineer

Jeff Sperry, Fleet & Facilities Manager

Steven Morikawa, Capital Division Manager



Introduction & Executive Summary

Introduction & Executive Summary

The Washington State Growth Management Act (GMA) requires that Bothell's Comprehensive Plan include a Capital Facilities Plan (CFP) element.

The 2021-2027 CFP is a multi-year plan of citywide capital projects. The CFP schedules projects based on the availability of staff and funding resources and includes: project schedules, cost estimates, project funding packages, and projected ongoing maintenance and operating costs. The CFP is updated biannually to add and remove projects and for updates to project funding and cost estimates.

Capital projects are scheduled and prioritized based on responses to the following:

- Consistency with Bothell's Comprehensive Plan
- General Community Benefit(s)/Necessity
- Availability of Funding
- Breadth of Community Impacted/Benefitting
- Impact on Community Health and Safety
- Community Support
- Availability of External Funding
- Projected Economic Benefit
- Consistency with the Transportation Improvement Program (TIP), Parks, Recreation & Open Space Plan (PROS) and Utility Comprehensive Plans (Water, Sewer and Storm & Surface Water).

The key CFP update process steps are described in Resolution 1183 (2006) as follows:

- A Capital Facilities Plan Process Committee (CFPPC) is created and it is made up of three City Council Members, one Planning Commission Member, one Parks & Recreation Board Member, City Manager and Finance Director.
- A call for new projects is made to all City Boards and Commissions, the public, the City Council, and City staff.
- Staff gathers expenditure and revenue data and assembles project requests.
- Staff presents the resulting project requests to the City Manager, feedback is solicited.
- A revenue forecast is drafted for CFP funding sources.
- CFPPC reviews the project requests, establishes project priorities, identifies funding sources, and makes recommendations to the City Council.

- City Council provides opportunity for public review and comment.
- City Council adopts the CFP.

In 2020, the pandemic had significant impacts on revenues and the City's ability to fund projects in the current CFP. As a result, the call for new projects was temporarily suspended for the 2021-2027 update. In the 2021-2027 update, staff was tasked with: updating project timelines; reforecasting revenues; and, realigning the project schedule with the re-forecasted revenues/resources consistent with the prioritization criteria. The update did not significantly change the scope of the original CFP, but further refined the current project timelines and funding plans with consideration given to current economic conditions.

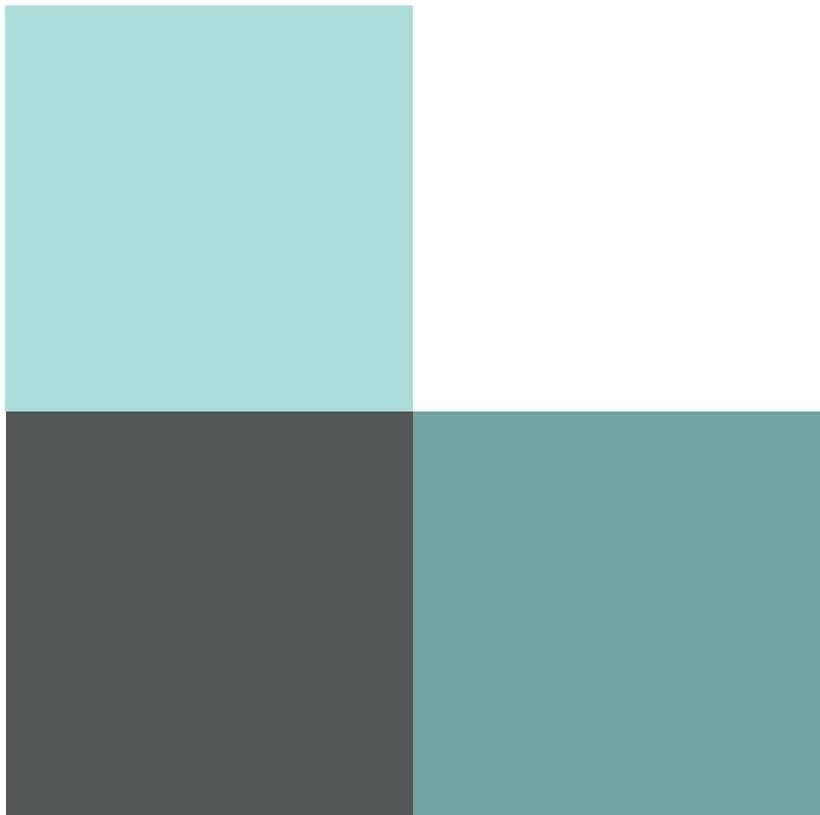
Levy Funded Projects

The passage by voters of Sound Transit 3 (ST3) will bring bus rapid transit (BRT) to Bothell's downtown. Transit improvements that have been identified in the CFP include the SR 522, Stage 3 and 2B Improvements and the NE 185th St Transit-Oriented Street. The passage of the Safe Streets and Sidewalks levy include arterial street pavement overlays and several sidewalk projects. Funding from the levy has been leveraged to obtain grants to make the levy funding continue. The City Council approved including a bond measure to fund the rebuild of Downtown Fire Station 42 and Canyon Park Fire Station 45 at the current site locations. Voters approved the Public Safety Capital Bond for the construction of the City's two fire stations.

Financial Summary

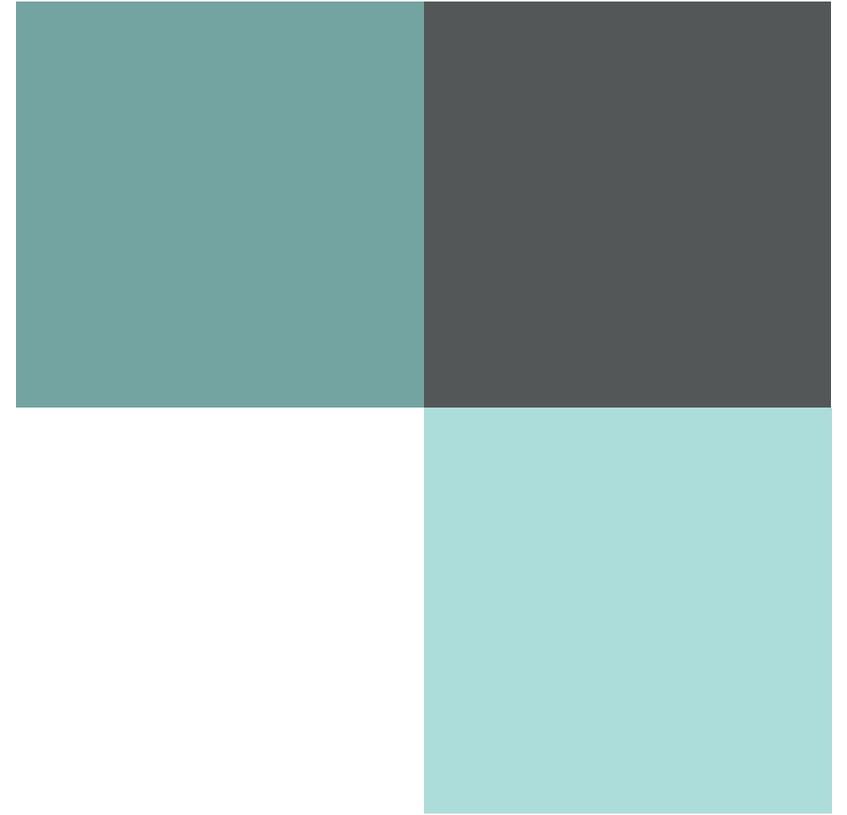
The 2021-2027 CFP contains 62 facility, park, transportation and utility projects along with debt service. It comprises secured funding capital funding sources of \$453 million - \$360 million is non-utility capital revenues and \$93 million is utility capital revenues. Thirty-eight percent (38%) or \$173 million of \$453 million is funded by non-city resources such as grants, other agencies, mitigation fees and developer contributions.

The 2021-2027 CFP continues to advance the community's long-term capital vision by delivering both vitally needed and community desired capital infrastructure.



Revenues

Capital Facilities Revenue
Capital Utility Revenue



Capital Facilities Revenue

Fiscal strategies have historically been communicated in the Capital Facilities Plan (CFP); past strategies have served a number of purposes including to ensure allocated certain monies to specific uses, to hold financial reserves to support project cost overruns, and to set aside funding for strategic opportunities that may arise. Unfortunately, strains on CFP resources have made the achievement of these strategies difficult in the 2019-2020 biennium and it appears that the strategies are not achievable in the upcoming biennium. Several factors have contributed to this situation including the following:

- The high and unpredictable cost of City owned property environmental cleanup;
- Optimistic revenue forecasts that have not been realized;
- Long term financial commitments made for recent projects (debt service); and
- Revenue losses caused by the COVID-19 pandemic.

The following is a summary of the fiscal strategies that have been incorporated into past CFPs:

- A minimum of 10 percent of projected revenues from Real Estate Excise Tax (REET) will be designated as Opportunity Funds;
- \$1 million REET Receipts are held in reserve;
- Councilmanic General Obligation debt service should not exceed REET revenue estimates unless other secured funding is identified; and
- A minimum of one half of one-time revenue transfers are allocated as follows:
 - 25 percent Park Improvements
 - 25 percent Pavement Improvements

The above fiscal strategies have been suspended for this CFP update and indefinitely thereafter. The current fiscal strategies are to:

- Ensure that funding is secured to complete projects that are currently underway or planned to begin in the near term, including cleanup of City owned properties;
- Prioritize current and future projects with a majority of funding provided from outside of the City of Bothell;
- Fund ongoing maintenance and operating costs associated with current and past projects; and,
- Ensure revenue forecasts are realistic and plan for future economic cycles and unforeseeable events.

Staff is preparing to discuss updated fiscal strategies with the CFP Committee and City Council at the next update, planned for 2022. The resulting fiscal strategies will continue to be communicated in the CFP document, but will also be incorporated into the next update of the February 2020 Comprehensive Financial Management Policies of the City.

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

FUNDING SOURCES

The following funding sources are available for allocation to the capital projects:

1. Real Estate Excise Tax
2. General fund reserve transfer
3. One-time revenue transfers
4. Mitigation from:
 - Developers for streets & parks
 - Solid Waste Management street fee
 - Brightwater – general & transportation
 - King County Wastewater Storage Facility
5. Arterial street funds
6. Bonds
7. Public Works Trust Fund Loans
8. Grants
9. Other sources:
 - Contributions by others

Description of funding sources along with the assumptions used to build potential financing scenarios.

Real Estate Excise Tax

Real Estate Excise Tax (REET) is a tax levied on the sale of real estate as measured by the full selling price.

The City of Bothell collects REET funds at 0.5 percent on real estate sales in Bothell. REET receipts are subject to variations due to volatility in the local housing market.

Capital Facilities Revenue

State law restricts REET 1 and REET 2, or the first and second quarter percent (.25%) of REET funds to the following uses:

Planning, acquisition, construction, re-construction, repair, replacement, rehabilitation or improvement of: streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water system and storm and sanitary sewer systems.

Planning, construction, reconstruction, repair, rehabilitation or improvement of park and recreation facilities.

State law allows REET 1, or the first quarter percent (.25%) to also be used for:

Acquisition of parks and recreation facilities.

Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of: law enforcement or fire protection facilities, trails, libraries and administrative and judicial facilities.

General Fund Reserve Transfer

There are four categories of fund balance: restricted, committed, assigned, and unassigned.

Restricted – Amounts reserved to specific purposes by their providers (such as grantors, bondholders and enabling legislation);

Committed – Amounts reserved to specific purposes by a government itself, using its highest level of decision-making authority;

Assigned – Amounts a government proposes to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority; and

Unassigned – Amounts that are available for any purpose; these amounts are reported only in the general fund.

City Management strives to attain a minimum 24 percent, or 90 day, General Fund operating reserve. Adequate reserves help ensure that a municipality's immediate operating and capital obligations can be met without compromising the City's fiscal stability or impacting citizen services should unanticipated revenue shortfalls or expenditure outflow arise. Maintaining an operating reserve is vital to financial solvency because it protects against unanticipated revenue shortfalls and/or expenditure obligations. When spending down operating reserves is necessary, City Management develops and implements a well-defined plan to replenish reserves.

One-Time Revenue Transfers

One-time revenues are non-reoccurring revenue received by the City. The City's Comprehensive Financial Management Policies recommend that one-time revenues be used for one-time expenditures; capital expenditures would be a use consistent with the policy.

Mitigation

Transportation, Fire & Parks: The City receives revenues from developers to mitigate impacts on transportation, fire and park systems. These funding sources have restrictions on how the funds are expended.

Solid Waste Management: This administration fee is part of the City's solid waste collection contract with Recology. All receipts are dedicated to street overlay projects.

Brightwater – General and Transportation: The City of Bothell received monies from King County to mitigate the effects of the new Brightwater wastewater treatment facility. The City also received monies for traffic mitigation. These funds are restricted for capital projects, which includes NE 195th Sewer Main Replacement.

King County Wastewater Storage Facility: These funds are restricted to projects at the North Creek sports complex, which includes 1st Lt. Nicholas Madrazo Memorial Park.

Arterial Street Funds

In 2006, the City began receiving its portion of the State's 9.5 cent gas tax. This tax increase was approved by the voters in 2005. Revenue receipts are restricted for uses supporting the City's transportation system.

Capital Facilities Revenue

Bonds

Bond revenue is available to finance capital projects through two sources: general obligation bonds and revenue bonds. General obligation bonds are backed by the full faith and credit of the issuing local government. General obligation bonds are either non-voted (Councilmanic) or voter-approved. Under Washington State law, general government debt is restricted to 2.5 percent of a jurisdiction's taxable assessed value of property for general purpose bonds. In 2020, this equates to nearly \$285 million. Of this amount, \$114 million may be in the form of Councilmanic bonds. Councilmanic bonds are authorized by the jurisdiction's legislative body without the need for voter approval.

Revenue bonds are secured by a specific revenue source, most commonly a user fee or charge for service and therefore do not require voter approval. This type of bond is generally associated with utilities funds.

In November 2018, voters approved a public safety capital ballot measure. Proposition 2 is a 20-year \$35.5 million bond measure to fund replacement of two city-owned fire stations.

63-20 Lease Financing

A 63-20 financing strategy is an alternative development approach that negotiates the liability for project financing, development and/or operational responsibility to a nonprofit issuer.

63-20 financing offers a municipality the opportunity to combine tax-exempt financing with a private development approach to a public project, which ultimately results in a lease or use agreement between the nonprofit issuer and the governmental entity, while the terms of the development agreement remain between the nonprofit issuer and the developer.

Public Works Trust Fund Loans

State of Washington's Public Works Board has in the past provided low interest loans (0.25 percent to 2.55 percent) to local governments to finance public infrastructure improvements. These loans are provided under the Public Works Trust Fund Program and offer lower than market rates payable over periods ranging to a maximum of 20 years.

Grants

The City pursues federal, state and local grants to help finance City projects. Historically, the City has been very successful obtaining grants, especially for transportation projects. Grant funding included in the Plan has either been approved by the grantor or has been deemed likely to be received by staff as required by the Comprehensive Financial Management Policies.

Other Sources

Other revenue sources include a variety of known or reasonably expected one-time funding sources.

Contributions by others: The City often partners with other jurisdictions such as King County, Snohomish County, Sound Transit, etc., to fund projects that benefit the citizens of Bothell.

Capital Utility Revenue

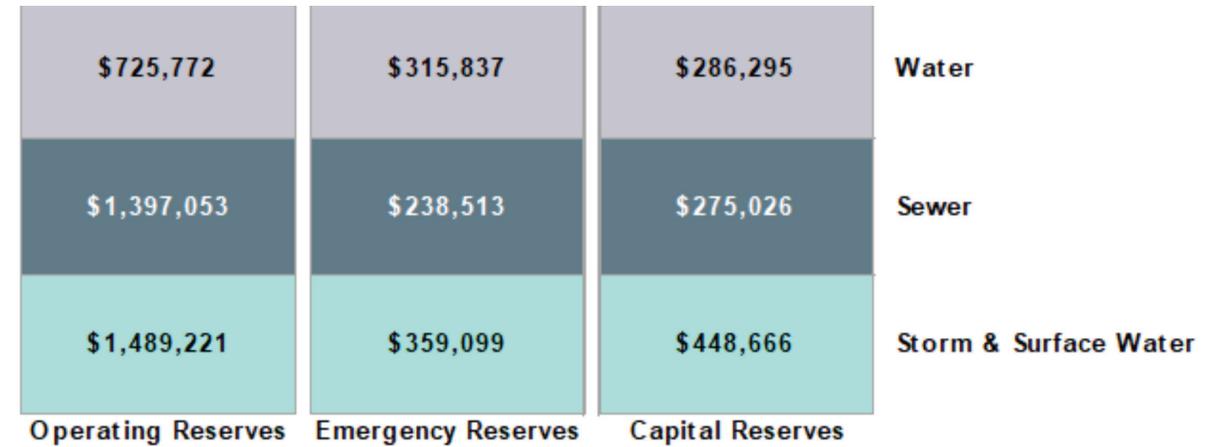
The City operates three utility enterprise funds (water, sewer, and storm & surface water). The revenues and expenditures for each of the three utilities are accounted for independently.

As part of the biennial budget, an evaluation of appropriate reserve levels and determination of an equitable breakdown of existing reserves between operating and capital funds is completed. The purpose of setting aside capital funds is to provide for necessary future capital improvements. The utilities accumulate funds over time for scheduled capital improvement projects and to provide a contingency for unexpected capital needs.

Prudent utility fiscal management requires responsible management of utility reserves and the establishment of a sound reserve policy. Operating contingency reserves reduce the unknown economic risk factor associated with long-term financial planning. In accordance with the fiscal policies adopted in the 2019-2025 Capital Facilities Plan (CFP) and the February 2020 Comprehensive Financial Management Policies, the following financial strategies were utilized in the 2021-2027 CFP for all three City utilities:

- Sixty day or 16 percent operating reserves should be maintained in the Water Utility Fund.
- Sixty day or 16 percent operating reserves should be maintained in the Sewer Utility Fund.
- One hundred twenty day or 32 percent operating reserves should be maintained in the Storm & Surface Water Utility Fund.
- Capital reserves amounting to 2 percent of the asset replacement (value of the utility's infrastructure) should be maintained in each utility fund to provide for unexpected major repairs.
- Capital reserves amounting to 10 percent of average annual capital improvement projects should be maintained in each utility fund to protect against unanticipated increases in project costs.

The following chart presents reserve set aside for each Utility Fund:



FUNDING SOURCES

The objective of this Utility Capital Facilities Plan process is the same as identified in the Capital Projects Fund. This Plan identifies and prioritizes capital needs with available funding sources for each of the City's utilities. The following funding sources are available for allocation towards the capital projects identified later in this section:

- Customer user fees
- Interest earnings
- Facility charges/connection fees
- Mitigation fees from new street projects
- Revenue bonds
- Public Works Trust Fund loans
- Interfund loans
- Grants

Funding sources, along with the assumptions used to build potential financing scenarios, are described below.

Capital Utility Revenue

Utility Customer User Fees/Utility Bills

The City's utility enterprise funds are 100 percent user funded. This includes the funding of the utilities' infrastructure, as well as replacement. Funds set aside to fund future replacement expenditures should be designated in the fund balance. The portion of the user fees allocated towards asset replacement should increase annually to include anticipated increases in utility construction costs.

Interest Earnings from Unallocated Funds

The interest earned from utility fund balances should be dedicated for utility fund capital projects.

Facility Charges/Connection Fees

Similar to parks and transportation mitigation fees, the water, sewer, storm & surface water utilities collect connection fees, sometimes also referred to as facility charges, from new customers when they request to be connected to the system. Connection fees are determined as a percentage of the capital infrastructure owned by the utility. Based on future development projections, the water, sewer, storm & surface water utility systems combined are expected to collect an estimated \$3,002,026 in Water, \$2,410,819 in Sewer, and \$3,687,252 in Storm & Surface Water connection fee revenues during the seven-year Capital Facilities Planning period (total utility connection fee revenues = \$9,100,097).

Revenue Bonds

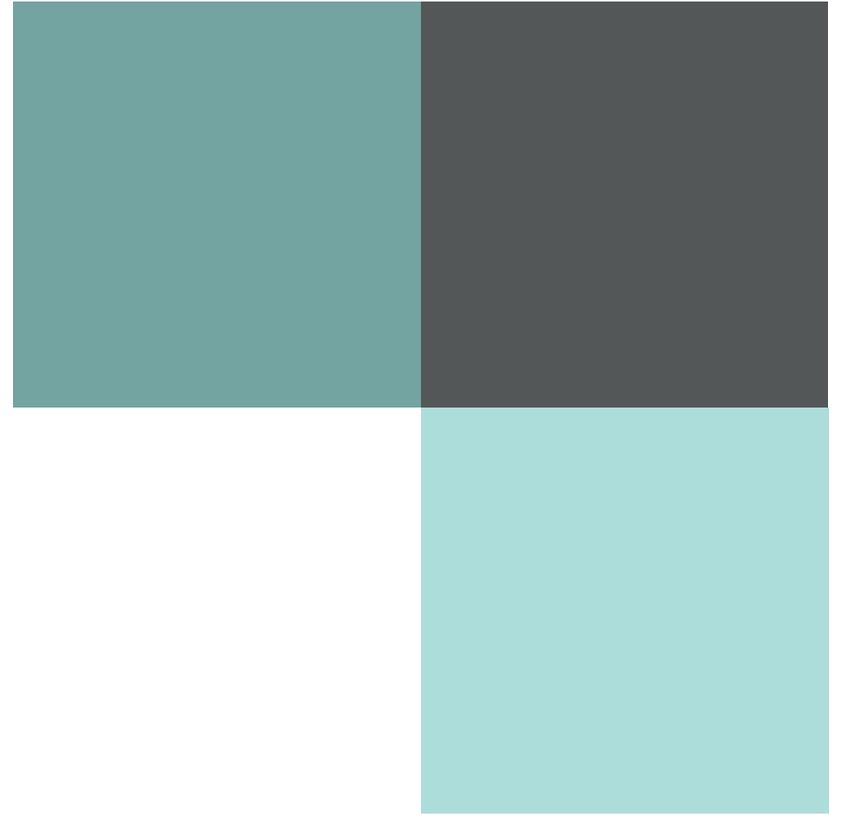
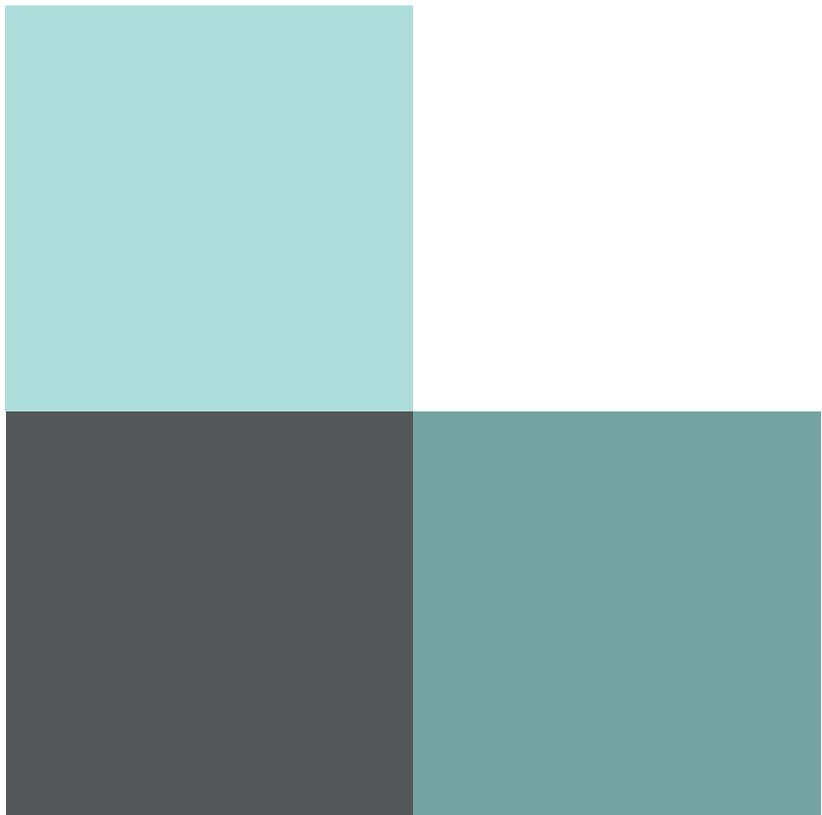
Revenue bonds are secured by a specific revenue source, usually a user fee or charge for service and therefore do not require voter approval. This type of bond is generally associated with utilities funds.

Public Works Trust Fund Loans

State of Washington's Public Works Board and Snohomish County provide low interest loans (0.25 percent to 2.55 percent) to local governments to finance public infrastructure improvements. These loans are provided under the Public Works Trust Fund Program and offer lower than market rates payable over periods ranging to a maximum of 20 years.

Interfund Loans

Interfund loans from other City Funds may be utilized for three year periods to inexpensively finance utility capital projects.



Capital Debt Services

Capital Debt Services

D1 - Local Infrastructure Financing Tool (LIFT) Bond Debt Service
D2 - City Hall Lease
D4 - Public Works Trust Fund Debt Service (Bothell Crossroads - T6)
D6 - Public Works Trust Fund Debt Service (Horse Creek Improvements - SW11)
D7 - 2013 A & B Bond Debt Service
D8 - Utility Revenue Bond Debt Service
D9 - Public Safety Capital Bond Debt Service

Capital Debt Services

Estimated Costs & Funding Source Summary of Capital Debt Services

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
D1	Local Infrastructure Financing Tool Bond Debt Service	\$12,626	\$1,996	\$1,999	\$1,996	\$1,996	\$1,994	\$1,994	\$1,994	\$13,969	\$26,595
	Other Resources	848								0	848
	State LIFT Award	7,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	7,000	14,000
	Traffic Impact Fees Transfer	4,778	996	999	996	996	994	994	994	6,969	11,747
	Total Secured Funding	\$12,626	\$1,996	\$1,999	\$1,996	\$1,996	\$1,994	\$1,994	\$1,994	\$13,969	\$26,595
D2	City Hall Lease	\$18,707	\$3,323	\$3,328	\$3,324	\$3,325	\$3,328	\$3,326	\$3,324	\$23,278	\$41,985
	Real Estate Excise Tax 1st Qtr.	8,439	1,884	1,889	2,385	2,386	2,389	2,387	2,885	16,205	24,644
	Bonds/Loans	2,213								0	2,213
	Other Resources	7,176	1,000	1,000	500	500	500	500		4,000	11,176
	Utility Costs Share	879	439	439	439	439	439	439	439	3,073	3,952
	Total Secured Funding	\$18,707	\$3,323	\$3,328	\$3,324	\$3,325	\$3,328	\$3,326	\$3,324	\$23,278	\$41,985
D4	Public Works Trust Fund Debt Service (Crossroads - T6)	\$3,214	\$459	\$458	\$457	\$456	\$455	\$454	\$453	\$3,192	\$6,406
	Traffic Impact Fees Transfer	3,214	459	458	457	456	455	454	453	3,192	6,406
	Total Secured Funding	\$3,214	\$459	\$458	\$457	\$456	\$455	\$454	\$453	\$3,192	\$6,406
D6	Public Works Trust Fund Debt Service (Horse Creek - SW11)	\$265	\$47	\$47	\$47	\$47	\$46	\$46	\$46	\$326	\$591
	Utilities - Storm & Surface Water	265	47	47	47	47	46	46	46	326	591
	Total Secured Funding	\$265	\$47	\$47	\$47	\$47	\$46	\$46	\$46	\$326	\$591
D7	2013 A & B Bond Debt Service	\$5,176	\$696	\$698	\$695	\$697	\$698	\$699	\$699	\$4,882	\$10,058
	Real Estate Excise Tax 2nd Qtr.	2,622	328	328	327	328	328	329	329	2,297	4,919
	Traffic Impact Fees Transfer	2,554	368	370	368	369	370	370	370	2,585	5,139
	Total Secured Funding	\$5,176	\$696	\$698	\$695	\$697	\$698	\$699	\$699	\$4,882	\$10,058
D8	Utility Revenue Bond Debt Service	\$7,843	\$1,311	\$1,309	\$1,307	\$1,309	\$1,310	\$1,312	\$1,310	\$9,168	\$17,011
	Utilities - Sewer	751	125	127	123	124	124	125	122	870	1,621
	Utilities - Storm & Surface Water	5,424	909	908	909	909	909	910	912	6,366	11,790
	Utilities - Water	1,668	277	274	275	276	277	277	276	1,932	3,600
	Total Secured Funding	\$7,843	\$1,311	\$1,309	\$1,307	\$1,309	\$1,310	\$1,312	\$1,310	\$9,168	\$17,011
D9	Public Safety Capital Bond Fund Debt Service (Fire Stations 42 & 45- F3)	\$2,092	\$1,627	\$1,628	\$1,627	\$1,629	\$1,629	\$1,626	\$1,627	\$11,393	\$13,485
	Public Safety Levy	2,092	1,627	1,628	1,627	1,629	1,629	1,626	1,627	11,393	13,485
	Total Secured Funding	\$2,092	\$1,627	\$1,628	\$1,627	\$1,629	\$1,629	\$1,626	\$1,627	\$11,393	\$13,485
TOTAL DEBT SERVICE ESTIMATED COSTS		\$49,923	\$9,459	\$9,467	\$9,453	\$9,459	\$9,460	\$9,457	\$9,453	\$66,208	\$116,131
Secured Funding		49,923	9,459	9,467	9,453	9,459	9,460	9,457	9,453	66,208	116,131
TOTAL DEBT SERVICE ESTIMATED FUNDING SOURCES		\$49,923	\$9,459	\$9,467	\$9,453	\$9,459	\$9,460	\$9,457	\$9,453	\$66,208	\$116,131

DESCRIPTION:

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

JUSTIFICATION:

Due to the large capital outlay associated with meeting the City's LIFT debt service payments, staff includes funding for the LIFT GO Bond debt service in the City's Capital Facilities Plan (CFP).

FUTURE DEBT SERVICE COSTS:

The City's debt obligation is presented in the proceeding worksheet.

TIMING PRIORITY CONSIDERATIONS:

Debt service payments through 2039 are allocated in the City's biennial budget and CFP.

PROJECT COMMENCEMENT REQUIREMENTS:

In January 2014, the City issued \$30 million in LIFT bonds.

PROJECT STOPPING POINT(S):

No longer applicable.

STATUS:

The State Department of Revenue has concluded that the City has met all obligations pertaining to LIFT Legislation and is due an annual \$1 million state tax rebate beginning in 2014 and ending upon maturity of the LIFT Bonds. LIFT debt payments are anticipated to span 25 years beginning in 2014.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
LIFT GO Bond Debt Service	12,626	1,996	1,999	1,996	1,996	1,994	1,994	1,994	13,969	26,595
TOTAL ESTIMATED COSTS	\$12,626	\$1,996	\$1,999	\$1,996	\$1,996	\$1,994	\$1,994	\$1,994	\$13,969	\$26,595

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Other Resources)	848								0	848
Capital Improvement Fund (State LIFT Award)	7,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	7,000	14,000
Capital Improvement Fund (Traffic Impact Fees Transfer)	4,778	996	999	996	996	994	994	994	6,969	11,747
TOTAL SECURED FUNDING	\$12,626	\$1,996	\$1,999	\$1,996	\$1,996	\$1,994	\$1,994	\$1,994	\$13,969	\$26,595

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	12,626	1,996	1,999	1,996	1,996	1,994	1,994	1,994	13,969	26,595
Estimated Project Cost	12,626	1,996	1,999	1,996	1,996	1,994	1,994	1,994	13,969	26,595
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

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

Phase 1: This phase consists of activities to prepare the site for future construction (Phase 2) and was completed in 2014. Specifically, this phase relocated onsite private utilities and established temporary and new power facilities, removed five buildings and established temporary employee parking.

Phase 2: This phase includes actual construction of a new City Hall building. Phase 2 entails a developer agreement to construct the facility and associated parking under a guaranteed maximum price (GMP) scenario. The Council authorized construction of Phase 2 in June 2014. Construction was substantially completed in mid-October 2015.

JUSTIFICATION:

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

FUTURE CAPITAL LEASE COSTS:

As outlined in Council's City Hall Ordinance (2150) that was adopted June 3, 2014, the annual City Hall lease payment would be based on a 30 year financing period and was not to exceed \$3.3 million. The actual City Hall lease payment is based on a 25 year financing period, which begins in 2016 at \$3 million and trends upward to \$3.3 million in 2039. The impact of the strong credit rating Standards & Poor's assigned to the bond issue allowed the City to decrease the term of the financing period, as well as the overall financing costs while still keeping the lease payment well under the original annual estimate (\$3.3 million).

TIMING PRIORITY CONSIDERATIONS:

No longer applicable.

PROJECT COMMENCEMENT REQUIREMENTS:

No longer applicable.

PROJECT STOPPING POINT(S):

Construction for City Hall Phase 2 was completed in mid-October 2015.

STATUS:

Construction City Hall Phase 2 was completed in mid-October 2015 under a 63-20 developer-lease option with debt service payments over a 25 year period that began in 2016.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Lease Payments	18,707	3,323	3,328	3,324	3,325	3,328	3,326	3,324	23,278	41,985
TOTAL ESTIMATED COSTS	\$18,707	\$3,323	\$3,328	\$3,324	\$3,325	\$3,328	\$3,326	\$3,324	\$23,278	\$41,985

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 1st Qtr.)	8,439	1,884	1,889	2,385	2,386	2,389	2,387	2,885	16,205	24,644
Annexation Allocation	1,000								0	1,000
Design Credit	2,213								0	2,213
Unspent Capitalized Interest & Contingency *	6,176								0	6,176
General Fund Principal Payment		1,000	1,000	500	500	500	500		4,000	4,000
Water Lease Payment Share	163	81	81	81	81	81	81	81	567	730
Sewer Lease Payment Share	155	78	78	78	78	78	78	78	546	701
Storm Lease Payment Share	508	254	254	254	254	254	254	254	1,778	2,286
Public Safety Levy Lease Payment Share	53	26	26	26	26	26	26	26	182	235
TOTAL SECURED FUNDING	\$18,707	\$3,323	\$3,328	\$3,324	\$3,325	\$3,328	\$3,326	\$3,324	\$23,278	\$41,985

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	18,707	3,323	3,328	3,324	3,325	3,328	3,326	3,324	23,278	41,985
Estimated Project Cost	18,707	3,323	3,328	3,324	3,325	3,328	3,326	3,324	23,278	41,985
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

* These monies can only be applied to City Hall Lease principal.

Capital Debt Services

D4 - Public Works Trust Fund Debt Service (Bothell Crossroads - T6)

DESCRIPTION:

The State Public Works Board (PWB) provides low interest construction loans to local government to meet vital capital infrastructure needs. Interest rates range from 0.25% to 2.55% and are linked to the repayment period, which ranges from 10 to 30 years. Bothell applied for and received an \$8 million Public Works Trust Fund (PWTF) loan. This financing opportunity provided the means necessary to fund construction of the City's Bothell Crossroads project that facilitates the redevelopment of the community's historic downtown area.

JUSTIFICATION:

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

FUTURE DEBT SERVICE COSTS:

Debt service payments are allocated in the City's biennial budget and Capital Facilities Plan (CFP).

TIMING PRIORITY CONSIDERATIONS:

Construction for Bothell Crossroads was completed in June 2014.

PROJECT COMMENCEMENT REQUIREMENTS:

Construction for Bothell Crossroads was completed in June 2014.

PROJECT STOPPING POINT(S):

Debt service payments are allocated in the City's biennial budget and CFP.

STATUS:

The \$8 million PWTF loan was awarded in 2011. Debt service payments commenced in 2013 and will be allocated over a 20 year period. The interest rate is 0.25%.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
PW Trust Loan Debt Service	3,214	459	458	457	456	455	454	453	3,192	6,406
TOTAL ESTIMATED COSTS	\$3,214	\$459	\$458	\$457	\$456	\$455	\$454	\$453	\$3,192	\$6,406

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	3,214	459	458	457	456	455	454	453	3,192	6,406
TOTAL SECURED FUNDING	\$3,214	\$459	\$458	\$457	\$456	\$455	\$454	\$453	\$3,192	\$6,406

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	3,214	459	458	457	456	455	454	453	3,192	6,406
Estimated Project Cost	3,214	459	458	457	456	455	454	453	3,192	6,406
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Debt Services

D6 - Public Works Trust Fund Debt Service (Horse Creek Improvements - SW11)

DESCRIPTION:

The State Public Works Board (PWB) provides low interest construction loans to local government to fund vital capital infrastructure needs. Interest rates range from 0.25% to 2.55% and are linked to the repayment period, which ranges from 10 to 30 years. Bothell applied for and received an \$800,000 Public Works Trust Fund (PWTF) loan. This financing opportunity provided the means necessary to fund construction of the City's Horse Creek Improvements project.

JUSTIFICATION:

The existing Horse Creek pipe through downtown cannot adequately pass large storm event flows. This puts downtown properties at risk for flooding. With downtown redevelopment imminent, it is critical to improve the capacity and reliability of Horse Creek. This project will protect existing and future downtown investments. The location of the existing pipe also impedes redevelopment of key downtown properties, which this project will remedy.

FUTURE DEBT SERVICE COSTS:

Debt service payments are allocated from the City's Storm & Surface Water Utility Fund.

TIMING PRIORITY CONSIDERATIONS:

The project needs to move forward in a manner that supports the redevelopment in the downtown. This ensures that adequate coordination takes place and impacts are minimized to newly opened facilities. This project emancipates City-owned surplus properties for future sale.

PROJECT COMMENCEMENT REQUIREMENTS:

This storm and surface water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

The \$800,000 PWTF loan was awarded in 2012. Debt service payments commenced in 2014 and will be allocated over a 20 year period. The interest rate is 0.25%.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
PW Trust Loan Debt Service	265	47	47	47	47	46	46	46	326	591
TOTAL ESTIMATED COSTS	\$265	\$47	\$47	\$47	\$47	\$46	\$46	\$46	\$326	\$591

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water	265	47	47	47	47	46	46	46	326	591
TOTAL SECURED FUNDING	\$265	\$47	\$47	\$47	\$47	\$46	\$46	\$46	\$326	\$591

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	265	47	47	47	47	46	46	46	326	591
Estimated Project Cost	265	47	47	47	47	46	46	46	326	591
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

Bank Qualified (BQ) Bonds were used to provide longer-term financing for the final two Northshore School District (NSD) properties and Multiway Boulevard Phase 1 project.

JUSTIFICATION:

Securing 20-year bank qualified (BQ), General Obligation (GO) Bonds sufficient to generate \$10 million in proceeds to provide long term financing for the last two NSD properties and to fund construction of the Multiway Boulevard Phase 1 project.

FUTURE DEBT SERVICE COSTS:

Debt service payments through 2033 are allocated in the City's biennial budget and CFP.

TIMING PRIORITY CONSIDERATIONS:

Not applicable.

PROJECT COMMENCEMENT REQUIREMENTS:

Not applicable.

PROJECT STOPPING POINT(S):

Not applicable.

STATUS:

In May 2013, the City issued \$10 million in BQ bonds that mature in 2033.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
2013 A Bond (Taxable) Debt Service	1,597								0	1,597
2013 B Bond (Tax-Exempt) Debt Service	3,579	696	698	695	697	698	699	699	4,882	8,461
TOTAL ESTIMATED COSTS	\$5,176	\$696	\$698	\$695	\$697	\$698	\$699	\$699	\$4,882	\$10,058

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	2,622	328	328	327	328	328	329	329	2,297	4,919
Capital Improvement Fund (Traffic Impact Fees Transfer)	2,554	368	370	368	369	370	370	370	2,585	5,139
TOTAL SECURED FUNDING	\$5,176	\$696	\$698	\$695	\$697	\$698	\$699	\$699	\$4,882	\$10,058

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	5,176	696	698	695	697	698	699	699	4,882	10,058
Estimated Project Cost	5,176	696	698	695	697	698	699	699	4,882	10,058
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

Utility revenue bonds are issued to finance various large utility capital projects such as: Lift Station 3 Improvements, Promontory Hillside Sewer Main Replacement, Penn Park Reservoir Replacement, Horse Creek Improvements, and Downtown Revitalization Utility Improvements (96th Ave, 98th Ave, 101st Ave, 180th St, and 182nd St, Main Street Enhancement and Multiway Boulevard Phase 2) projects. The associated annual debt service payments are to be paid from user fee revenues.

JUSTIFICATION:

The 20-year utility revenue bonds sufficient to provide long-term financing for utility capital projects listed above.

FUTURE DEBT SERVICE COSTS:

Debt service payments are allocated from the City's Sewer, Storm & Surface Water, and Water Funds.

TIMING PRIORITY CONSIDERATIONS:

The utility capital projects listed above need to move forward in a manner that supports the redevelopment in the downtown. This ensures that adequate coordination takes place and impacts are minimized to newly opened facilities. Timely completion of these utility capital projects is necessary to support the downtown redevelopment schedule.

PROJECT COMMENCEMENT REQUIREMENTS:

Not applicable.

PROJECT STOPPING POINT(S):

Not applicable.

STATUS:

Utility revenue bonds were issued in October 2014. Debt services payments commenced in 2014 and will be allocated over a 20 year period.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Utility Revenue Bond Debt Service	7,843	1,311	1,309	1,307	1,309	1,310	1,312	1,310	9,168	17,011
TOTAL ESTIMATED COSTS	\$7,843	\$1,311	\$1,309	\$1,307	\$1,309	\$1,310	\$1,312	\$1,310	\$9,168	\$17,011

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Sewer	751	125	127	123	124	124	125	122	870	1,621
Utilities - Storm & Surface Water	5,424	909	908	909	909	909	910	912	6,366	11,790
Utilities - Water	1,668	277	274	275	276	277	277	276	1,932	3,600
TOTAL SECURED FUNDING	\$7,843	\$1,311	\$1,309	\$1,307	\$1,309	\$1,310	\$1,312	\$1,310	\$9,168	\$17,011

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	7,843	1,311	1,309	1,307	1,309	1,310	1,312	1,310	9,168	17,011
Estimated Project Cost	7,843	1,311	1,309	1,307	1,309	1,310	1,312	1,310	9,168	17,011
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

DESCRIPTION:

In 2018, a third-party Facilities Analysis on Space Needs and Budgeting study was prepared for Bothell Fire Stations. The study's purpose was to define operational space needs, provide conceptual facility and site planning at existing and potential new locations, and identify order of magnitude budget estimates. The analysis included the rebuild of Downtown Fire Station 42 and Canyon Park Fire Station 45 at the current site locations. The Bothell City Council approved including a bond measure to fund the rebuild of Station 42 and 45 on the November 2018 election ballot. On November 8, 2018, voters approved the Public Safety Capital Bond to fund construction of the City's two fire stations.

JUSTIFICATION:

The 20 year Public Safety Capital Bonds sufficient to provide long-term financing for the rebuild of Station 42 and 45.

FUTURE DEBT SERVICE COSTS:

The City's debt obligation is presented in the proceeding worksheet.

TIMING PRIORITY CONSIDERATIONS:

Debt service payments through 2039 are allocated in the City's biennial budget and CFP.

PROJECT COMMENCEMENT REQUIREMENTS:

In December 2019, the City issued \$25.5 million in public safety capital bonds.

PROJECT STOPPING POINT(S):

No longer applicable.

STATUS:

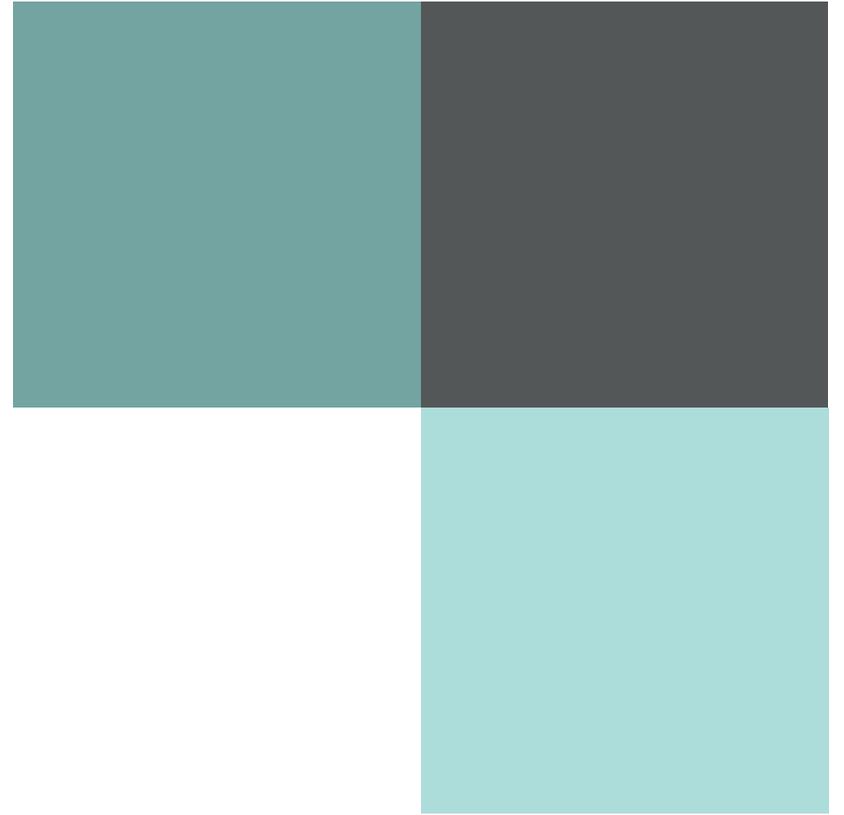
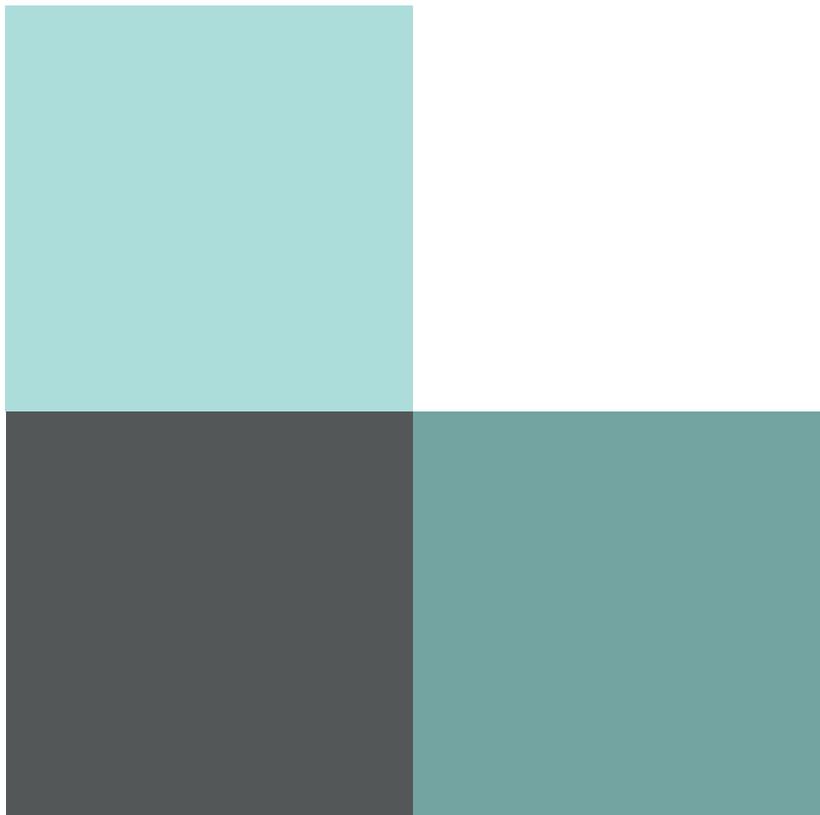
Public Safety Capital bonds were issued in December 2019. Debt services payments commenced in 2020 and will be allocated over a 20 year period.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Public Safety Bond Debt Service	2,092	1,627	1,628	1,627	1,629	1,629	1,626	1,627	11,393	13,485
TOTAL ESTIMATED COSTS	\$2,092	\$1,627	\$1,628	\$1,627	\$1,629	\$1,629	\$1,626	\$1,627	\$11,393	\$13,485

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Public Safety Levy	2,092	1,627	1,628	1,627	1,629	1,629	1,626	1,627	11,393	13,485
TOTAL SECURED FUNDING	\$2,092	\$1,627	\$1,628	\$1,627	\$1,629	\$1,629	\$1,626	\$1,627	\$11,393	\$13,485

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	2,092	1,627	1,628	1,627	1,629	1,629	1,626	1,627	11,393	13,485
Estimated Project Cost	2,092	1,627	1,628	1,627	1,629	1,629	1,626	1,627	11,393	13,485
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Facility Capital Projects

Facility Capital Projects

Estimated Costs & Funding Sources Summary of Facility Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
F3	Replacement of Fire Stations 42 & 45	\$4,197	\$21,745	\$9,603						\$31,348	\$35,545
	Voter-Approved Public Safety Capital Bond	4,197	21,084							21,084	25,281
	Utility Costs Share		45							45	45
	Total Secured Funding	\$4,197	\$21,129	\$0	\$0	\$0	\$0	\$0	\$0	\$21,129	\$25,326
	Total Unsecured Funding		\$616	\$9,603						\$10,219	\$10,219
F4	Shop 1 Building Replacement	\$75	\$625	\$700	\$2,675					\$4,000	\$4,075
	Real Estate Excise Tax 2nd Qtr.	7			21					21	28
	Other Agency (WSDOT)	50	625	700	2,600					3,925	3,975
	Utility Costs Share	18			54					54	72
	Total Secured Funding	\$75	\$625	\$700	\$2,675	\$0	\$0	\$0	\$0	\$4,000	\$4,075
TOTAL FACILITY CAPITAL PROJECT ESTIMATED COSTS		\$4,272	\$22,370	\$10,303	\$2,675	\$0	\$0	\$0	\$0	\$35,348	\$39,620
Secured Funding		4,272	21,754	700	2,675	0	0	0	0	25,129	29,401
Unsecured Funding		0	616	9,603	0	0	0	0	0	10,219	10,219
TOTAL FACILITY CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$4,272	\$22,370	\$10,303	\$2,675	\$0	\$0	\$0	\$0	\$35,348	\$39,620

DESCRIPTION:

In 2018, a third-party Facilities Analysis on Space Needs and Budgeting study was prepared for Bothell Fire Stations. The study's purpose was to define operational space needs, provide conceptual facility and site planning at existing and potential new locations, and identify order of magnitude budget estimates. The analysis included the rebuild of Downtown Fire Station 42 and Canyon Park Fire Station 45 at the current site locations. The Bothell City Council approved including a bond measure to fund the rebuild of Station 42 and 45 on the November 2018 election ballot. On November 8, 2018, voters approved the Public Safety Capital Bond to fund construction of the City's two fire stations.

JUSTIFICATION:

Currently, Downtown Fire Station 42 that was built in 1980 (39 years old) and Canyon Park Fire Station 45 that was built in 1985 (33 years old) are both outdated. Public Safety Capital Bonds fund the complete rebuild of two fire stations including safety upgrades, technical modernization and energy efficiency to accommodate current and future growth. The new facilities will bring safety requirements into compliance, including installing sprinklers; improve decontamination area for firefighter health and safety; provide industry-standard separate sleeping quarters for male and female firefighters; and also provide space for on-site training and parking and accommodates future staffing needs. Canyon Park Fire Station 45 will house new Police satellite office at the Canyon Park fire station for police officers to better serve North Bothell residents.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future maintenance and operating (M & O) costs will be determined based on final design and incorporated into the operating budget at that time. The Safe and Secure Levy included a Building Maintenance position to assist the Facilities Division with added maintenance responsibilities associated with the new stations.

TIMING PRIORITY CONSIDERATIONS:

Design work for both Stations began in 2019. The goals are construction of Station 45 to begin in summer 2021 and completion of Station 45 by early 2022 and Station 42 by late 2022.

PROJECT COMMENCEMENT REQUIREMENTS:

The project was voter-approved capital bond for design and construction. The City issued bonds to accommodate the design and construction schedules in fall 2019.

PROJECT STOPPING POINT(S):

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

STATUS:

The project was voter-approved capital bond for design and construction. The City issued bonds to accommodate the design and construction schedules in fall 2019.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Fire Station 42 (Downtown)	2,127	10,493	3,355						13,848	15,975
Fire Station 45 (Canyon Park)	2,070	11,252	6,248						17,500	19,570
TOTAL ESTIMATED COSTS	\$4,197	\$21,745	\$9,603	\$0	\$0	\$0	\$0	\$0	\$31,348	\$35,545

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Voter-Approved Public Safety Capital Bond #1	4,197	21,084							21,084	25,281
General Fund - Street Share		16							16	16
Utilities - Sewer Share		8							8	8
Utilities - Storm & Surface Water Share		13							13	13
Utilities - Water Share		8							8	8
TOTAL SECURED FUNDING	\$4,197	\$21,129	\$0	\$0	\$0	\$0	\$0	\$0	\$21,129	\$25,326

UNSECURED FUNDING										
Voter-Approved Public Safety Capital Bond #2 (to be issued 2021)		616	9,603						10,219	10,219
TOTAL UNSECURED FUNDING	\$0	\$616	\$9,603	\$0	\$0	\$0	\$0	\$0	\$10,219	\$10,219

TOTAL ESTIMATED FUNDING	\$4,197	\$21,745	\$9,603	\$0	\$0	\$0	\$0	\$0	\$31,348	\$35,545
--------------------------------	----------------	-----------------	----------------	------------	------------	------------	------------	------------	-----------------	-----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	4,197	21,129	0	0	0	0	0	0	21,129	25,326
Unsecured Funding:	0	616	9,603	0	0	0	0	0	10,219	10,219
Estimated Project Cost	4,197	21,745	9,603	0	0	0	0	0	31,348	35,545
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
General Fund - Facilities	390	402	414	426	439	452	466	2,989
Dollars include 1 FTE starting in 2019								
TOTAL FUTURE M&O COSTS	\$390	\$402	\$414	\$426	\$439	\$452	\$466	\$2,989
TOTAL FTE IMPACT	Dollars include 1 FTE starting in 2019							

DESCRIPTION:

Demolition and rebuild of a new Bothell Public Works (PW) Shop 1, including all necessary site work and utility work. PW Shop 1 is anticipated to include large equipment bays, restroom, break area and relocation of the existing back-up electric generator. The current shop is approximately 6,650 square feet in size and is located at 17555 120th Ave NE, Bothell, WA, 98011.

JUSTIFICATION:

The Washington State Department of Transportation (WSDOT), with its planned I405 Express Toll Lane project, proposes to impact the existing PW Shop 1 building and require its demolition. To mitigate this, WSDOT has agreed to fund the demolition and replacement of a new, comparable shop.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future maintenance and operating (M & O) costs will be determined based on final design and incorporated into the operating budget at that time.

TIMING PRIORITY CONSIDERATIONS:

The demolition and rebuild of PW Shop 1 must take place before WSDOT begins construction of the I405 Express Toll Lane project. The WSDOT project is anticipated to start in 2022. It is anticipated that the City will begin design in 2020, complete design and permitting in 2021-2022, and construct the new shop in 2022- 2023.

PROJECT COMMENCEMENT REQUIREMENTS:

Preliminary planning work took place in 2020 to assist with negotiating an agreement with WSDOT and to provide a basic cost assumption. Design began in fall 2020 after an agreement with WSDOT and the City was executed.

PROJECT STOPPING POINT(S):

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

STATUS:

Design began in fall 2020.

Dollars in Thousands (000)

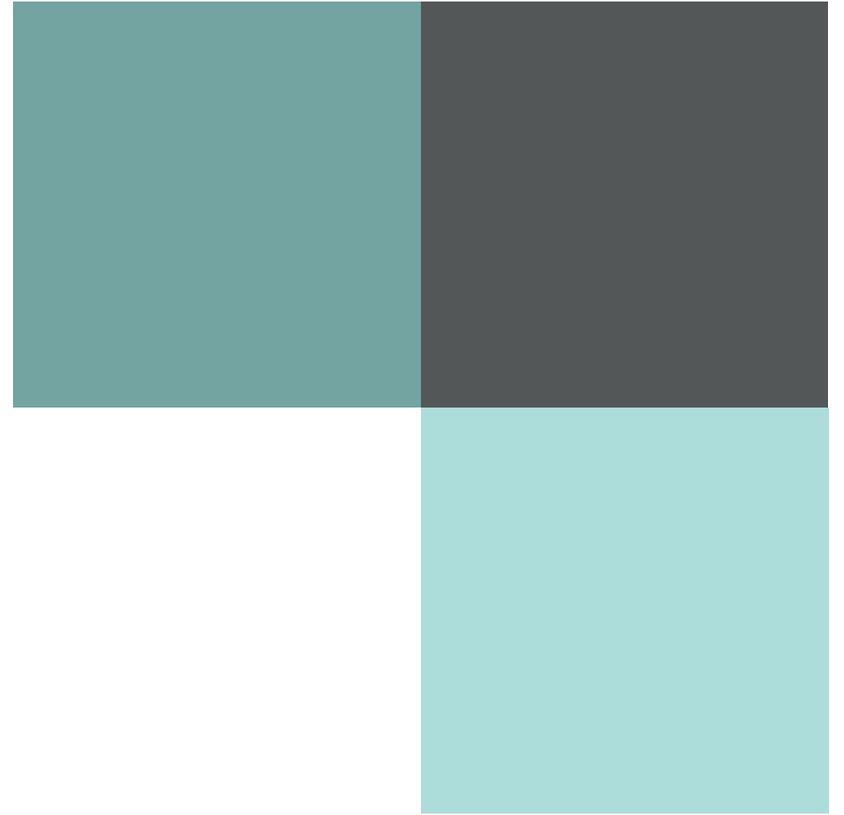
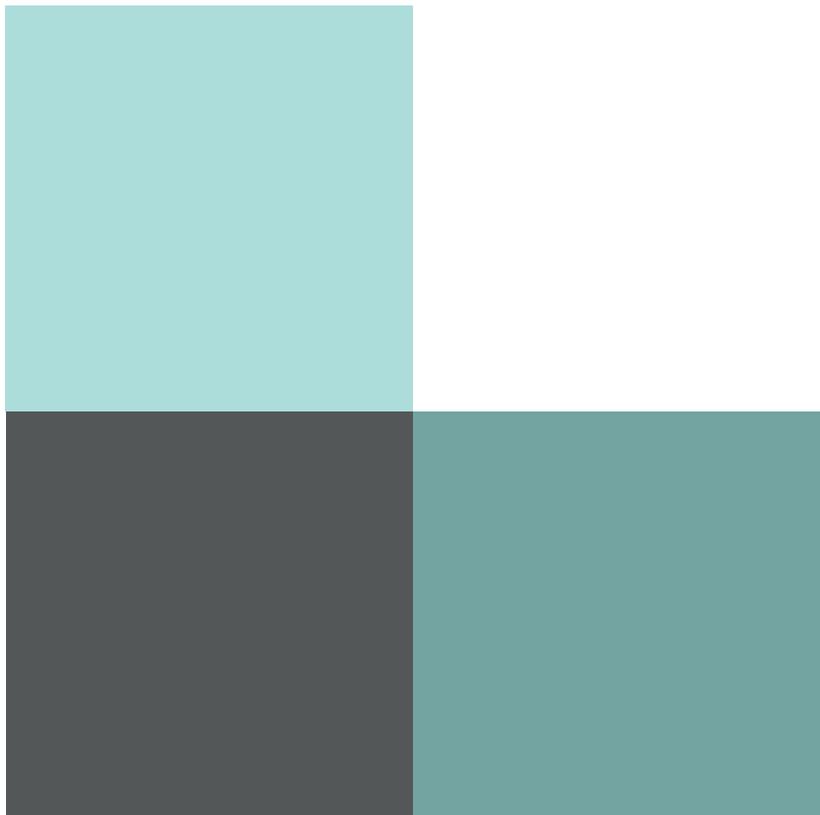
ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	75	625	200						825	900
Construction			500	2,675					3,175	3,175
TOTAL ESTIMATED COSTS	\$75	\$625	\$700	\$2,675	\$0	\$0	\$0	\$0	\$4,000	\$4,075

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	7			21					21	28
Water Fund	6			18					18	24
Sewer Fund	6			18					18	24
Storm & Surface Water Fund	6			18					18	24
Other Agency - WSDOT	50	625	700	2,600					3,925	3,975
TOTAL SECURED FUNDING	\$75	\$625	\$700	\$2,675	\$0	\$0	\$0	\$0	\$4,000	\$4,075

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	75	625	700	2,675	0	0	0	0	4,000	4,075
Estimated Project Cost	75	625	700	2,675	0	0	0	0	4,000	4,075
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

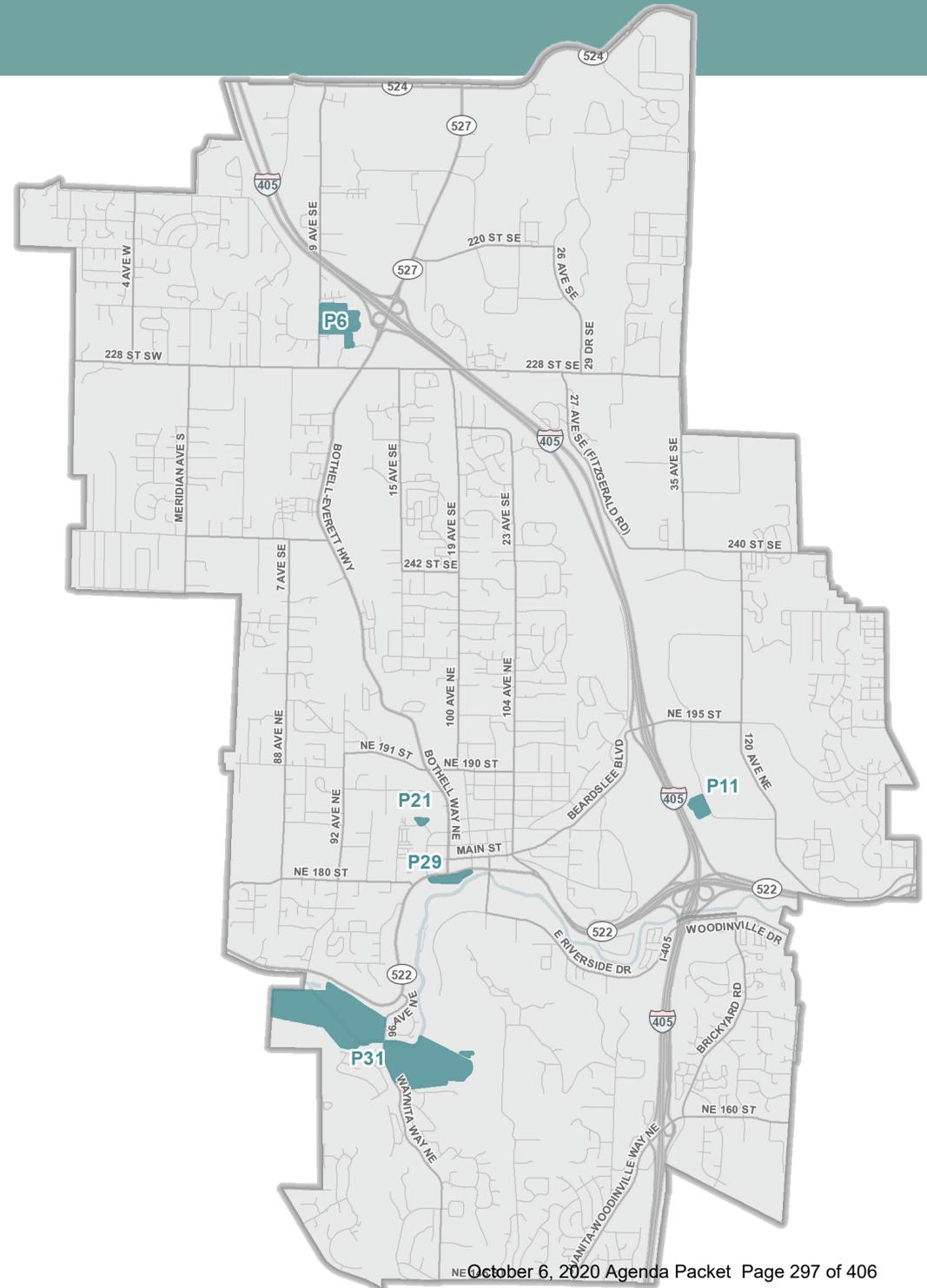
PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							



Parks Capital Projects

Park Capital Projects

P6 - Cedar Grove Park Field Improvements
P11 - 1st Lieutenant Nicholas Madrazo US Marine Corps Memorial Park
P21 - Horse Creek Plaza
P29 - Park at Bothell Landing Improvements
P30 - Demolish of Various Vacant Buildings (not displayed on map)
P31 - Former Wayne Golf Course Plan & Designs



Park Capital Projects

Estimated Costs & Funding Sources Summary of Park Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
P6	Cedar Grove Park Field Improvements				\$350					\$350	\$350
	Grants				350					350	350
	Total Secured Funding	\$0	\$0	\$0	\$350	\$0	\$0	\$0	\$0	\$350	\$350
P11	1st Lieutenant Nicholas Madrazo US Marine Corps Memorial Park	\$194				\$750				\$750	\$944
	Other Resources	23				617				617	640
	Park Impact Fees Transfer	171								0	171
	Total Secured Funding	\$194	\$0	\$0	\$0	\$617	\$0	\$0	\$0	\$617	\$811
	Total Unsecured Funding					\$133				\$133	\$133
P21	Horse Creek Plaza	\$197			\$937					\$937	\$1,134
	Real Estate Excise Tax 2nd Qtr.				171					171	171
	Other Resources	192			766					766	958
	Park Impact Fees Transfer	5								0	5
	Total Secured Funding	\$197	\$0	\$0	\$937	\$0	\$0	\$0	\$0	\$937	\$1,134
P29	Park at Bothell Landing Improvements					\$87				\$87	\$87
	King County Park Levy Transfer					15				15	15
	Park Impact Fees Transfer					72				72	72
	Total Secured Funding	\$0	\$0	\$0	\$0	\$87	\$0	\$0	\$0	\$87	\$87
P30	Demolish Various Vacant Buildings				\$500					\$500	\$500
	Park Impact Fees Transfer				50					50	50
	Total Secured Funding	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50	\$50
	Total Unsecured Funding				\$450					\$450	\$450
P31	Former Wayne Golf Course Master Plan & Designs					\$150				\$150	\$150
	King County Park Levy Transfer					25				25	25
	Park Impact Fees Transfer					125				125	125
	Total Secured Funding	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	\$150
TOTAL PARK CAPITAL PROJECTS ESTIMATED COSTS		\$391	\$0	\$0	\$1,787	\$987	\$0	\$0	\$0	\$2,774	\$3,165
Secured Funding		391	0	0	1,337	854	0	0	0	2,191	2,582
Unsecured Funding		0	0	0	450	133	0	0	0	583	583
TOTAL PARK CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$391	\$0	\$0	\$1,787	\$987	\$0	\$0	\$0	\$2,774	\$3,165

Park Capital Projects

DESCRIPTION:

Complete development of this park, including athletic field drainage improvements.

JUSTIFICATION:

Athletic field improvements are a high priority in order to bring the field up to playable conditions, currently the field is only used to about 40% to 50% of capacity because the field is prone to usage cancellations when rain events occur. This project will allow additional field usage due to drainage improvements.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS

No maintenance and operating (M&O) costs are associated with the implementation of this project during 2021-2027 planning period.

TIMING PRIORITY CONSIDERATIONS:

Grant funding that will expire.

PROJECT COMMENCEMENT REQUIREMENTS:

Project spending is not authorized to exceed monies received and available.

PROJECT STOPPING POINT(S):

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

STATUS:

There is no activity on this project at this time.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design				125					125	125
Construction				225					225	225
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$350	\$0	\$0	\$0	\$0	\$350	\$350

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Pending (WA St RCO)				300					300	300
Grant Pending (Snohomish County)				50					50	50
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$350	\$0	\$0	\$0	\$0	\$350	\$350

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	350	0	0	0	0	350	350
Estimated Project Cost	0	0	0	350	0	0	0	0	350	350
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

Park Capital Projects

P11 - 1st Lieutenant Nicholas Madrazo US Marine Corps Memorial Park

DESCRIPTION:

This project develops a community park on top of a wastewater storage tank that is owned and operated by King County. The adopted 2013 Master Plan calls for one basketball court, walking paths, informal play field, parking lot (26 spaces), landscaping, picnic tables and benches, a restroom, picnic shelter and a memorial to 1st Lieutenant Nicholas Madrazo and veterans.

JUSTIFICATION:

This project is funded with mitigation funds associated with the construction impacts of the King County Wastewater Pump Station Storage Facility. Development is prescribed in a Memorandum of Agreement between the City of Bothell and King County. This project is listed as a priority in the adopted 2018 Parks, Recreation & Open Space Action Program (PROS).

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Using the master plan, an annual increase in maintenance and operating (M&O) costs amounting to \$76,800 is anticipated as a result of this project.

TIMING PRIORITY CONSIDERATIONS:

Use Agreement for the site is approved by City Council and King County Council.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

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

STATUS:

Council adopted mater plan in 2013. City and King County jointly approved a Use Agreement. There is no activity on this project at this time

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	194								0	194
Construction					750				750	750
TOTAL ESTIMATED COSTS	\$194	\$0	\$0	\$0	\$750	\$0	\$0	\$0	\$750	\$944

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (KC Pump Station Mitigation)	23				577				577	600
Capital Improvement Fund (Park Impact Fees Transfer)	171								0	171
Donations					40				40	40
TOTAL SECURED FUNDING	\$194	\$0	\$0	\$0	\$617	\$0	\$0	\$0	\$617	\$811

UNSECURED FUNDING										
Funding Source (TBD)					133				133	133
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$0	\$133	\$0	\$0	\$0	\$133	\$133

TOTAL ESTIMATED FUNDING	\$194	\$0	\$0	\$0	\$750	\$0	\$0	\$0	\$750	\$944
--------------------------------	--------------	------------	------------	------------	--------------	------------	------------	------------	--------------	--------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	194	0	0	0	617	0	0	0	617	811
Unsecured Funding	0	0	0	0	133	0	0	0	133	133
Estimated Project Cost	194	0	0	0	750	0	0	0	750	944
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Park Fund					77	77	77	231
Dollars include .75 FTEs starting in 2025								
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$77	\$77	\$77	\$231
TOTAL FTE IMPACT	Dollars include .75 FTEs starting in 2025							

DESCRIPTION:

This project will provide an urban half acre open space located just south of the Pop Keeney Stadium as called for by the Downtown Subarea Plan. The design concept was developed in conjunction with Pop Keeney Way and will result in the open space being a key component of the view and pedestrian corridor between the downtown core and Pop Keeney Stadium. The open space will be designed to provide a place to gather as well as provide a viewing point for a portion of the day-lighted Horse Creek.

JUSTIFICATION:

The project is a required component of the adopted Downtown Subarea Plan. As the former Northshore School District parcels are redeveloped, this open space is required to be developed.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Initial costs are based upon conceptual design and the labor, materials, utilities, etc. associated with new infrastructure. Final estimates will be determined once the design is completed.

TIMING PRIORITY CONSIDERATIONS:

This project is currently at approximately 60% design. Design will proceed in 2023 subject to redevelopment and payment of fees by Lot P South.

PROJECT COMMENCEMENT REQUIREMENTS:

City advanced design funds to complete sufficient design to coordinate with the Horse Creek Improvement Project. Construction is not authorized to start until developer funds are secured.

PROJECT STOPPING POINT(S):

Private development will provide funds for this project. However, additional funds will be needed to complete the project.

STATUS:

There is no activity on this project at this time. City advanced design funds to complete sufficient design to coordinate with the Horse Creek Improvement Project. Design began in 2018. Construction is anticipated to take place no earlier than 2023.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	197			131					131	328
Construction				806					806	806
TOTAL ESTIMATED COSTS	\$197	\$0	\$0	\$937	\$0	\$0	\$0	\$0	\$937	\$1,134

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)				171					171	171
Capital Improvement Fund (Park Impact Fees Transfer)	5								0	5
Contributions (Developers) *	192			766					766	958
TOTAL SECURED FUNDING	\$197	\$0	\$0	\$937	\$0	\$0	\$0	\$0	\$937	\$1,134

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	197	0	0	937	0	0	0	0	937	1,134
Estimated Project Cost	197	0	0	937	0	0	0	0	937	1,134
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Park Fund				66	66	66	66	264
	Dollars include .43 FTEs starting in 2024							
Water Fund								1
	Dollars include .001 FTEs starting in 2024							
Sewer Fund								1
	Dollars include .002 FTEs starting in 2024							
Storm & Surface Water Fund				97	97	97	97	387
	Dollars include .39 FTEs starting in 2024							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$163	\$163	\$163	\$163	\$651
TOTAL FTE IMPACT	Dollars include .82 FTEs starting in 2024							

* Developers: Lot K (Six Oaks) \$183,000, Lot L (Junction) \$167,000, Lots O & P (North & South) \$608,000

DESCRIPTION:

This project will review the existing master plan and consider the construction of an off leash dog park adjacent to SR-522. The budget allows for a shade structure for all season use of the area. If accepted by Council, this project will construct these new amenities.

JUSTIFICATION:

In the 2020 Update to the Parks, Recreation and Open Space Plan ranked a dog park as a top amenity. The adopted Plan also encouraged the construction of shade structures for additional usage of amenities as well as for health and safety.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs will be determined during the design phase and included in the 2023-2029 Capital Facilities Plan.

TIMING PRIORITY CONSIDERATIONS:

The City has 10 years from the collection date to expend the Sub Area Park Impact Fees. Additional funding is from the King County Parks Levy Per Capital allocation.

PROJECT COMMENCEMENT REQUIREMENTS:

All funding is currently secured.

PROJECT STOPPING POINT(S):

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

STATUS:

This project has not yet started.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design					15				15	15
Construction					72				72	72
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$87	\$0	\$0	\$0	\$87	\$87

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (KC Park Levy Transfer)					15				15	15
Capital Improvement Fund (Park Impact Fees Transfer)					72				72	72
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$87	\$0	\$0	\$0	\$87	\$87

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	87	0	0	0	87	87
Estimated Project Cost	0	0	0	0	87	0	0	0	87	87
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

DESCRIPTION:

This project tests and removes hazardous materials and demolishes vacant buildings on park properties. The actual buildings demolished will be depend on the hazardous materials testing and removal as well as historic preservation requirements but could include structures at the former Wayne Golf Course, North Creek Forest and William Penn Park.

JUSTIFICATION:

These structures currently pose maintenance, health and safety hazards.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Maintenance and Operating (M & O) costs will be reduced by removing these structures.

TIMING PRIORITY CONSIDERATIONS:

If some of these structures continue to decline, there could be structural failure which will then require unanticipated budget to demolish them.

PROJECT COMMENCEMENT REQUIREMENTS:

All funding is currently secured.

PROJECT STOPPING POINT(S):

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

STATUS:

This project has not yet started.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction				500					500	500
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$500	\$500

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Park Impact Fees Transfer)				50					50	50
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$50	\$0	\$0	\$0	\$0	\$50	\$50

UNSECURED FUNDING										
Funding Source (TBD)				450					450	450
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$450	\$0	\$0	\$0	\$0	\$450	\$450

TOTAL ESTIMATED FUNDING	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$500	\$500
--------------------------------	------------	------------	------------	--------------	------------	------------	------------	------------	--------------	--------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	50	0	0	0	0	50	50
Unsecured Funding	0	0	0	450	0	0	0	0	450	450
Estimated Project Cost	0	0	0	500	0	0	0	0	500	500
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

Park Capital Projects

P31 - Former Wayne Golf Course Master Plan & Designs for Passive Use Areas

DESCRIPTION:

This project develops a master plan and designs for the passive use areas of the former Wayne Golf Course. This includes all areas of the open space except the Active Use Area on the westside and the designated salmon habitat on the east side. The master plan and designs will position the City for grant funding for possible “shovel ready” projects in the future.

JUSTIFICATION:

In the 2020 Update to the Parks, Recreation and Open Space Plan ranked trails as a top amenity for Bothell residents. This area which is designated for passive use only lends itself to adding to Bothell’s walking trails and trailhead amenities.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future Maintenance and Operating Costs (M&O) will be determined during the master planning process before designs are created.

TIMING PRIORITY CONSIDERATIONS:

The City has 10 years from the collection date to expend the Open Space Park Impact Fees.

PROJECT COMMENCEMENT REQUIREMENTS:

All funding is currently secured.

PROJECT STOPPING POINT(S):

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

STATUS:

This project has not yet started.

Dollars in Thousands (000)

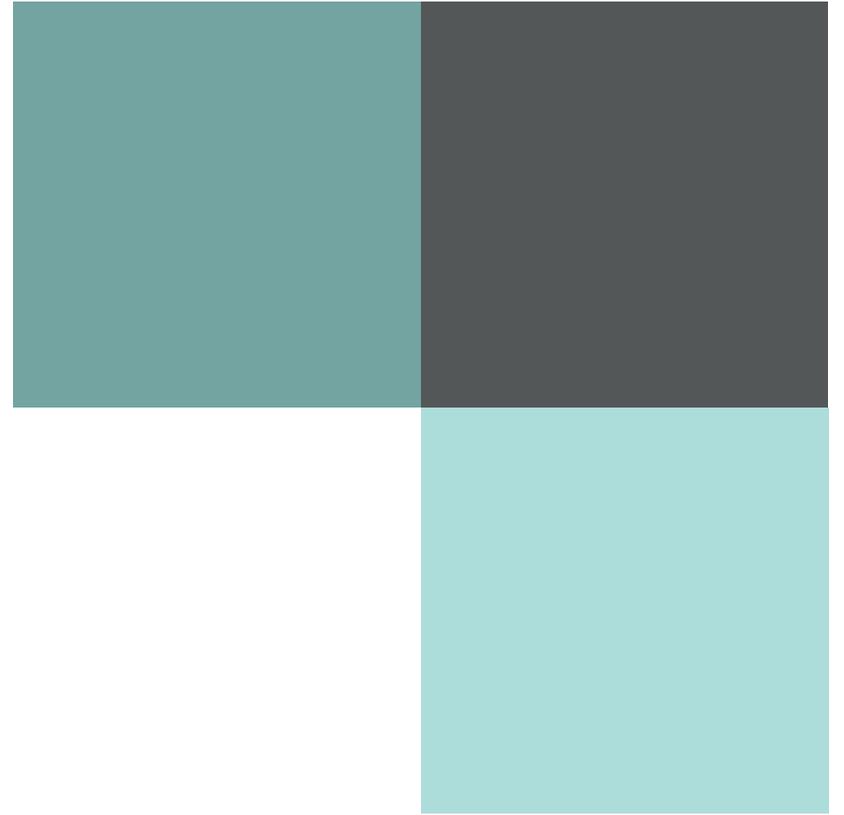
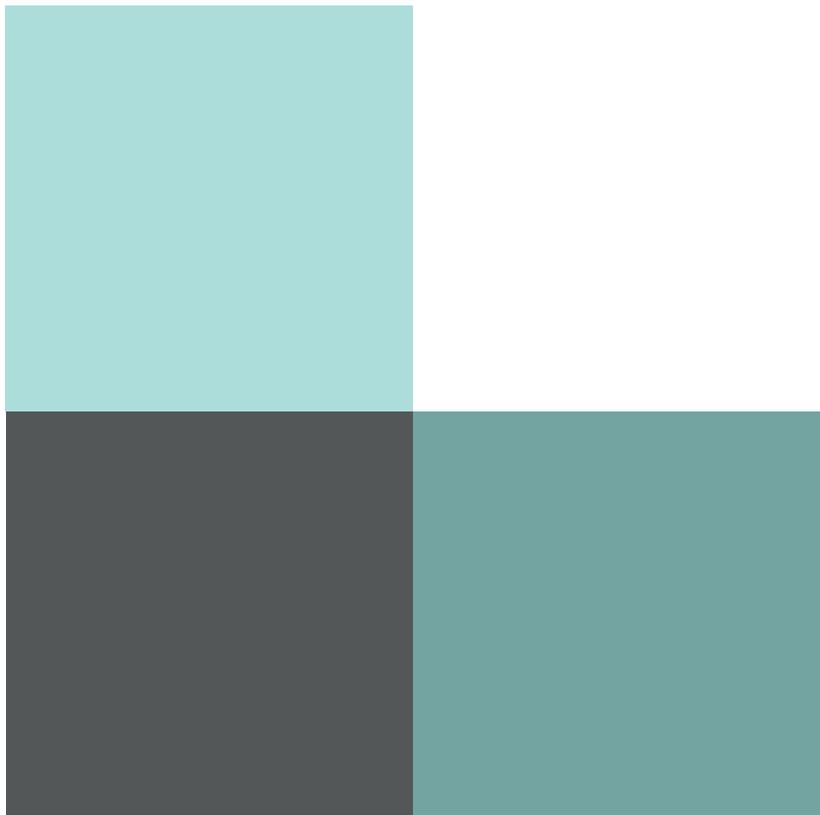
ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design					150				150	150
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	\$150

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (KC Park Levy Transfer)					25				25	25
Capital Improvement Fund (Park Impact Fees Transfer)					125				125	125
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$150	\$150

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	150	0	0	0	150	150
Estimated Project Cost	0	0	0	0	150	0	0	0	150	150
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

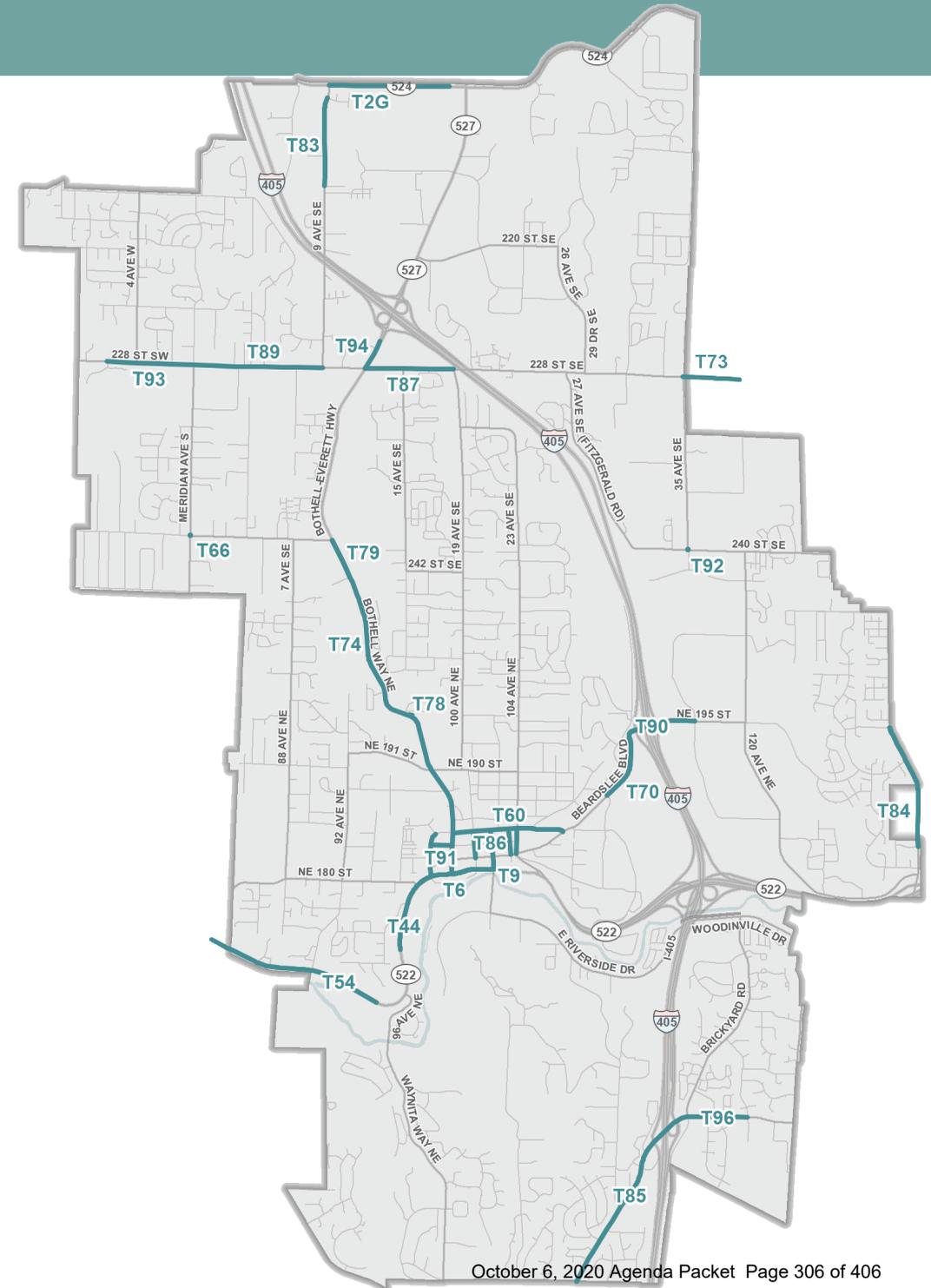
PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							



Transportation Capital Projects

Transportation Capital Projects

T2g - North Creek Trail - Section 4
T6 - Bothell Crossroads
T9 - 102nd Ave NE Bridge Replacement
T44 - SR 522 Stage 2B Improvements (Wayne Curve to NE 180th St)
T47 - Downtown Contaminated Soil & Groundwater Clean Up (not displayed map)
T54 - SR 522 Stage 3 Improvements
T60 - NE 185th St Reconstruction & Transit Center (Beardslee Blvd to Bothell Way)
T65a - Adaptive Signal Control System: Phase 1 (not displayed on map)
T65b - Adaptive Signal Control System: Phase 2 (not displayed on map)
T66 - Meridian Ave S & 240th St SE Roundabout
T70 - Beardslee Blvd Widening (Campus to I-405)
T73 - 228th St SE from 35th St SE to 39th Ave SE Widening
T74 - Bothell Way NE Widening (Reeder Way to 240th St NE)
T78 - Bothell Way NE Stream Rockery Repair North of NE 190th St
T79 - Bothell-Everett Hwy Interim Rechanelization
T83 - 9th Ave SE Non-Motorized Improvements: North Phase
T84 - 130th Pl NE & 132nd Ave NE Sidewalk Improvements
T85 - Juanita-Woodinville Way Overlay Project
T86 - 102nd Ave NE Downtown Access Improvements
T87 - 228th St SE Pavement Preservation (19th Ave SE to Bothell Everett Hwy & Paving West)
T89 - 228th St SW Pavement (2nd Ave SE to 9th Ave SE)
T90 - NE 195th St Pavement Preservation
T91 - Multiway Boulevard & Crossroad Street Light Reorientation
T92 - 240th St SE & 35th Ave SE Intersection Improvements
T93 - 228th St SW Pavement (5th Ave W to 2nd Ave SE)
T94 - Bothell-Everett Hwy Pavement Preservation (240th St SE to I-405 Limits)
T95 - Rectangular Rapid Flashing Beacon at School Crossings (not displayed on map)
T96 - NE 160th St Overlay Project



Transportation Capital Projects

Estimated Costs & Funding Sources Summary of Transportation Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding
			2021	2022	2023	2024	2025	2026	2027		
T2g	North Creek Trail - Section 4	\$1,092	\$2,250	\$22	\$2,400	\$42	\$1,520	\$20	\$20	\$6,274	\$7,366
	Real Estate Excise Tax 2nd Qtr.	155	553	3	450	42	222	20	20	1,310	1,465
	Grants	937	1,697	19	1,650		1,298			4,664	5,601
	Other Resources				300					300	300
	Total Secured Funding	\$1,092	\$2,250	\$22	\$2,400	\$42	\$1,520	\$20	\$20	\$6,274	\$7,366
T6	Bothell Crossroads	\$52,653	\$9	\$9						\$18	\$52,671
	Grants	11,073								0	11,073
	Bonds/Loans	17,587								0	17,587
	Other Resources	22,177								0	22,177
	Traffic Impact Fees Transfer	598	9	9						18	616
	Utility Cost Share	1,218								0	1,218
	Total Secured Funding	\$52,653	\$9	\$9	\$0	\$0	\$0	\$0	\$0	\$18	\$52,671
T9	102nd Ave NE Bridge Replacement							\$7,000	\$24,000	\$31,000	\$31,000
	Real Estate Excise Tax 2nd Qtr.							500	1,500	2,000	2,000
	Grants							2,000	15,000	17,000	17,000
	Total Secured Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$16,500	\$19,000	\$19,000
	Total Unsecured Funding							\$4,500	\$7,500	\$12,000	\$12,000
T44	SR 522 Stage 2B Improvements	\$456	\$1,000	\$2,000	\$3,000	\$5,000	\$5,000			\$16,000	\$16,456
	Real Estate Excise Tax 2nd Qtr.	101								0	101
	Grants	47								0	47
	Other Agency (Sound Transit 3)		1,000	2,000	3,000	5,000	5,000			16,000	16,000
	Other Resources	308								0	308
	Total Secured Funding	\$456	\$1,000	\$2,000	\$3,000	\$5,000	\$5,000	\$0	\$0	\$16,000	\$16,456
T47	Downtown Contaminated Soil & Groundwater Clean Up	\$20,442	\$649	\$1,569	\$1,569	\$1,452	\$1,020	\$1,000	\$1,000	\$8,259	\$28,701
	Grants	9,058	271	741	741	726	510	500	500	3,989	13,047
	Bonds/Loans	1,798								0	1,798
	Other Resources	9,227	378	828	87					1,293	10,520
	Traffic Impact Fees Transfer	359								0	359
	Total Secured Funding	\$20,442	\$649	\$1,569	\$828	\$726	\$510	\$500	\$500	\$5,282	\$25,724
	Total Unsecured Funding				\$741	\$726	\$510	\$500	\$500	\$2,977	\$2,977

Transportation Capital Projects

Estimated Costs & Funding Sources Summary of Transportation Capital Projects

T54	SR 522 Stage 3 Improvements	\$26,381	\$5,600							\$5,600	\$31,981
	Grants	3,449								0	3,449
	Other Agency (Sound Transit 3)	20,153	5,313							5,313	25,466
	Other Resources	1,923	287							287	2,210
	Traffic Impact Fees Transfer	856								0	856
	Total Secured Funding	\$26,381	\$5,600	\$0	\$0	\$0	\$0	\$0	\$0	\$5,600	\$31,981
T60	NE 185th St Reconstruction & Transit Center		\$1,000	\$1,000	\$1,000	\$4,000	\$4,000			\$11,000	\$11,000
	Other Agency (Sound Transit 3)		1,000	1,000	1,000	4,000	4,000			11,000	11,000
	Total Secured Funding	\$0	\$1,000	\$1,000	\$1,000	\$4,000	\$4,000	\$0	\$0	\$11,000	\$11,000
T65a	Adaptive Signal Control System: Phase 1	\$31	\$80	\$31	\$2	\$2	\$2	\$2	\$2	\$121	\$152
	Real Estate Excise Tax 2nd Qtr.	31	80	31	2	2	2	2	2	121	152
	Total Secured Funding	\$31	\$80	\$31	\$2	\$2	\$2	\$2	\$2	\$121	\$152
T65b	Adaptive Signal Control System: Phase 2	\$75	\$420	\$140						\$560	\$635
	Real Estate Excise Tax 2nd Qtr.	24	91	30						121	145
	Grants	51	329	110						439	490
	Total Secured Funding	\$75	\$420	\$140	\$0	\$0	\$0	\$0	\$0	\$560	\$635
T66	Meridian Ave S & 240th St SE Roundabout		\$310	\$1,457						\$1,767	\$1,767
	Grants		278	1,321						1,599	1,599
	Traffic Impact Fees Transfer		32	136						168	168
	Total Secured Funding	\$0	\$310	\$1,457	\$0	\$0	\$0	\$0	\$0	\$1,767	\$1,767
T70	Beardslee Blvd Widening (Campus to I-405)	\$28	\$851	\$533			\$9,032			\$10,416	\$10,444
	Grants	14	386	254			8,000			8,640	8,654
	Traffic Impact Fees Transfer	14	465	279						744	758
	Total Secured Funding	\$28	\$851	\$533	\$0	\$0	\$8,000	\$0	\$0	\$9,384	\$9,412
	Total Unsecured Funding						\$1,032			\$1,032	\$1,032
T73	228th St SE from 35th St SE to 39th Ave SE Widening	\$99	\$480	\$193	\$584		\$5,650			\$6,907	\$7,006
	Grants	84	415	110	505		3,500			4,530	4,614
	Other Resources	10	31	53	59		1,612			1,755	1,765
	Traffic Impact Fees Transfer	5	34	30	20		538			622	627
	Total Secured Funding	\$99	\$480	\$193	\$584	\$0	\$5,650	\$0	\$0	\$6,907	\$7,006
T74	Bothell Way NE Widening	\$178	\$1,412	\$1,412	\$530	\$4,325	\$4,325	\$10,656	\$10,656	\$33,316	\$33,494
	Grants	153	1,221	1,221	458	3,275	3,275	7,314	7,314	24,078	24,231
	Traffic Impact Fees Transfer	25	191	191	72	1,050	1,050	861	861	4,276	4,301
	Total Secured Funding	\$178	\$1,412	\$1,412	\$530	\$4,325	\$4,325	\$8,175	\$8,175	\$28,354	\$28,532
	Total Unsecured Funding							\$2,481	\$2,481	\$4,962	\$4,962

Transportation Capital Projects

Estimated Costs & Funding Sources Summary of Transportation Capital Projects

T78	Bothell Way NE Stream Rockery Repair	\$227	\$4	\$4	\$4	\$3	\$3			\$18	\$245
	Real Estate Excise Tax 2nd Qtr.	227	4	4	4	3	3			18	245
	Total Secured Funding	\$227	\$4	\$4	\$4	\$3	\$3	\$0	\$0	\$18	\$245
T79	Bothell-Everett Hwy Interim Rechannelization		\$107							\$107	\$107
	Real Estate Excise Tax 2nd Qtr.		107							107	107
	Total Secured Funding	\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$107	\$107
T83	9th Ave NE Pedestrian Improvements: North Phase			\$41	\$301	\$1,138				\$1,480	\$1,480
	Real Estate Excise Tax 2nd Qtr.			8	60	227				295	295
	Grants			25	181	683				889	889
	Other Resources			8	60	228				296	296
	Total Secured Funding	\$0	\$0	\$41	\$301	\$1,138	\$0	\$0	\$0	\$1,480	\$1,480
T84	130th Pl NE & 132nd Ave NE Sidewalk Improvements			\$156	\$115	\$1,291				\$1,562	\$1,562
	Real Estate Excise Tax 2nd Qtr.			19	14	154				187	187
	Grants			93	69	775				937	937
	Other Resources			44	32	362				438	438
	Total Secured Funding	\$0	\$0	\$156	\$115	\$1,291	\$0	\$0	\$0	\$1,562	\$1,562
T85	Juanita-Woodinville Way Overlay Project	\$150	\$1,776							\$1,776	\$1,926
	Grants		1,114							1,114	1,114
	Other Resources	150	662							662	812
	Total Secured Funding	\$150	\$1,776	\$0	\$0	\$0	\$0	\$0	\$0	\$1,776	\$1,926
T86	102nd Ave NE Downtown Access Improvements		\$100	\$55	\$970					\$1,125	\$1,125
	Real Estate Excise Tax 2nd Qtr.				300					300	300
	Grants		100	55	670					825	825
	Total Secured Funding	\$0	\$100	\$55	\$970	\$0	\$0	\$0	\$0	\$1,125	\$1,125
T87	228th St SE Pavement Preservation (19th Ave SE - Bothell Everett Hwy)	\$198	\$1,436							\$1,436	\$1,634
	Real Estate Excise Tax 2nd Qtr.		96							96	96
	Grants		718							718	718
	Other Resources	198	622							622	820
	Total Secured Funding	\$198	\$1,436	\$0	\$0	\$0	\$0	\$0	\$0	\$1,436	\$1,634
T89	228th St SE Pavement Preservation (2nd Ave SE to 9th Ave SE)				\$182	\$1,452				\$1,634	\$1,634
	Real Estate Excise Tax 2nd Qtr.				21	254				275	275
	Grants				15	750				765	765
	Other Resources				146	448				594	594
	Total Secured Funding	\$0	\$0	\$0	\$182	\$1,452	\$0	\$0	\$0	\$1,634	\$1,634

Transportation Capital Projects

Estimated Costs & Funding Sources Summary of Transportation Capital Projects

T90	NE 195th St Pavement Preservation				\$260	\$2,075				\$2,335	\$2,335
	Real Estate Excise Tax 2nd Qtr.				31	441				472	472
	Grants					860				860	860
	Other Resources				229	774				1,003	1,003
	Total Secured Funding	\$0	\$0	\$0	\$260	\$2,075	\$0	\$0	\$0	\$2,335	\$2,335
T91	Multway Boulevard & Crossroad Street Light Reorientation	\$72			\$80					\$80	\$152
	Real Estate Excise Tax 2nd Qtr.	72			80					80	152
	Total Secured Funding	\$72	\$0	\$0	\$80	\$0	\$0	\$0	\$0	\$80	\$152
T92	240th Ave SE & 35th Ave SE Intersection Improvements		\$728	\$686	\$3,480					\$4,894	\$4,894
	Traffic Impact Fees Transfer		100							100	100
	Total Secured Funding	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100
	Total Unsecured Funding		\$628	\$686	\$3,480					\$4,794	\$4,794
T93	228th St SE Pavement Preservation (5th Ave W to 2nd Ave W)					\$187	\$1,496			\$1,683	\$1,683
	Real Estate Excise Tax 2nd Qtr.					67				67	67
	Grants						750			750	750
	Other Resources					120	746			866	866
	Total Secured Funding	\$0	\$0	\$0	\$0	\$187	\$1,496	\$0	\$0	\$1,683	\$1,683
T94	Bothell-Everett Highway Pavement Preservation							\$250	\$1,995	\$2,245	\$2,245
	Real Estate Excise Tax 2nd Qtr.							108	534	642	642
	Grants								750	750	750
	Other Resources							142	711	853	853
	Total Secured Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$1,995	\$2,245	\$2,245
T95	Rectangular Rapid Flashing Beacon at School Crossings		\$15	\$305						\$320	\$320
	Grants		12	244						256	256
	Other Resources		3	61						64	64
	Total Secured Funding	\$0	\$15	\$305	\$0	\$0	\$0	\$0	\$0	\$320	\$320
T96	NE 160th St Overlay Project	\$61	\$0	\$0	\$765					\$765	\$826
	Real Estate Excise Tax 2nd Qtr.				48					48	48
	Grants				625					625	625
	Other Resources	61			92					92	153
	Total Secured Funding	\$61	\$0	\$0	\$765	\$0	\$0	\$0	\$0	\$765	\$826
TOTAL TRANSPORTATION CAPITAL PROJECTS ESTIMATED COSTS		\$102,143	\$18,227	\$9,613	\$15,242	\$20,967	\$32,048	\$18,928	\$37,673	\$152,698	\$254,841
Secured Funding		102,143	17,599	8,927	11,021	20,241	30,506	11,447	27,192	126,933	229,076
Unsecured Funding		0	628	686	4,221	726	1,542	7,481	10,481	25,765	25,765
TOTAL TRANSPORTATION CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$102,143	\$18,227	\$9,613	\$15,242	\$20,967	\$32,048	\$18,928	\$37,673	\$152,698	\$254,841

DESCRIPTION:

North Creek Trail is a seven-mile regional, multi-use trail connecting the Burke-Gilman/Sammamish River Trail in King County and the Interurban Trail at McCollum Park in Snohomish County. This project will complete the missing link between the proposed Snohomish County portion of the trail and the existing Bothell portion of the trail. This trail will consist of a separated 12' wide multi-purpose paved path and will connect to the planned Snohomish County North Creek Trail north of the SR 524 and the North Creek Trail Section 3 in Bothell. This project may consist of an elevated boardwalk structure over the wetland areas. This project will be constructed in 3 phases – Phase 1 (Filbert Road to east side of Centennial Park entrance), Phase 2 (Centennial Park entrance to east side of North Creek bridge), and Phase 3 (east side of North Creek bridge to NCT3).

JUSTIFICATION:

This project will complete a missing segment between the proposed Snohomish County segment of the trail and the recently completed Bothell segment (North Creek Trail Section 3). This trail is an important piece of the regional trail system that starts with the Burke-Gilman/Sammamish River Trail in King County and connects to the Interurban Trail at McCollum Park in Snohomish County.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that were added by this project.

TIMING PRIORITY CONSIDERATIONS:

Right of way acquisition began in 2019 to meet grant funding timing requirements. The project will be constructed in phases. Phase 1 was awarded grant construction funds and is scheduled to start in 2021 pending completion right of way acquisition. A federal grant was awarded for construction of Phase 2. Phase 2 construction likely will begin in 2023.

The City has accepted grant funds for this project and, therefore, is committed to completing the funded phase of the project per the schedule in the grant award. If the grant was for design and/or right of way acquisition, the City is also committed to constructing the project.

PROJECT COMMENCEMENT REQUIREMENTS:

Funding has been secured and work will proceed for design, ROW acquisition, and Phase 1 of construction.

PROJECT STOPPING POINT(S):

Funding is not secured for Phase 2 and 3 of construction. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Additional Federal funds for right of way acquisition were awarded in 2016 and programmed for use in 2019. Federal funds were previously received for the design phase. The design phase started in spring 2016 and is expected to be completed in late 2020 with minor work remaining to prepare phased construction packages. Federal funds for phase 1 construction were applied for in 2018 and programmed for use in 2021. Federal funds for phase 2 construction were applied for in 2020 and programmed for use in 2023.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	815		22		22				44	859
ROW Acquisition	277	970							970	1,247
Construction		1,280		2,400	20	1,520	20	20	5,260	5,260
TOTAL ESTIMATED COSTS	\$1,092	\$2,250	\$22	\$2,400	\$42	\$1,520	\$20	\$20	\$6,274	\$7,366

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	155	553	3	450	42	222	20	20	1,310	1,465
Grant Awarded (Federal - WSDOT)	698	19	19						38	736
Grant Awarded (STP)	239	1,678		1,650					3,328	3,567
Grant Pending (STP)						1,298			1,298	1,298
Non-City Utility Costs*				300					300	300
TOTAL SECURED FUNDING	\$1,092	\$2,250	\$22	\$2,400	\$42	\$1,520	\$20	\$20	\$6,274	\$7,366

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	1,092	2,250	22	2,400	42	1,520	20	20	6,274	7,366
Estimated Project Cost	1,092	2,250	22	2,400	42	1,520	20	20	6,274	7,366
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund		7	7	8	8	8	9	47
Dollars include .02 FTEs starting in 2022								
TOTAL FUTURE M&O COSTS	\$0	\$7	\$7	\$8	\$8	\$8	\$9	\$47
TOTAL FTE IMPACT	Dollars include .02 FTEs starting in 2022							

* Non-City utility providers compensate for their share in construction costs: AWWWD

DESCRIPTION:

The Bothell Crossroads project was vital to the City's Downtown vision. The project realigned SR 522 to the south of the existing SR 522 to create new "T" intersections at Bothell Way and 98th Ave NE. Bothell Way and 98th Ave NE were extended from Main Street to the new SR 522. The roadway consists of two lanes in each direction with turn lanes, sidewalks, and landscaping.

JUSTIFICATION:

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

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that were added by this project. Staff and operating budget were added in 2015-2016 budget therefore are not reflected here.

TIMING PRIORITY CONSIDERATIONS:

The project is complete. An environmental permit requires monitoring and maintenance of stream restoration areas through 2022.

PROJECT COMMENCEMENT REQUIREMENTS:

The project is complete with only environmental maintenance of stream restoration areas through 2022.

PROJECT STOPPING POINT(S):

The project is complete with only environmental mitigation/monitoring requirements remaining.

STATUS:

The project is complete. An environmental permit requires monitoring and maintenance of stream restoration areas through 2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Pre-design	62								0	62
Design	6,793								0	6,793
ROW Acquisition	25,315								0	25,315
Construction	20,483	9	9						18	20,501
TOTAL ESTIMATED COSTS	\$52,653	\$9	\$9	\$0	\$0	\$0	\$0	\$0	\$18	\$52,671

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Other Resources)	20,914								0	20,914
Capital Improvement Fund (Traffic Impact Fees Transfer)	598	9	9						18	616
Arterial Street Fund	2								0	2
Bond Anticipation Note	9,635								0	9,635
Grant Awarded (CTED)	6,980								0	6,980
Grant Awarded (TIB)	3,593								0	3,593
State Contribution (WSDOT Overlay)	500								0	500
Mitigation - Brightwater	650								0	650
Non-City Utility Costs*	611								0	611
Public Works Trust Fund	7,952								0	7,952
Utilities - Sewer	430								0	430
Utilities - Water	788								0	788
TOTAL SECURED FUNDING	\$52,653	\$9	\$9	\$0	\$0	\$0	\$0	\$0	\$18	\$52,671

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	52,653	9	9	0	0	0	0	0	18	52,671
Estimated Project Cost	52,653	9	9	0	0	0	0	0	18	52,671
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Incorporated into 2021-2022 Budget							

* Non-City utility providers compensate for their share in construction costs: PSE, Comcast, Frontier, UW & Integra

DESCRIPTION:

This project will replace the existing 102nd Ave NE Bridge and re-construct the roadway approaches.

JUSTIFICATION:

This is the highest-priority bridge replacement project in the City. The bridge has the lowest structural deficiency rating of the City's bridges. The existing bridge is not currently rated for certain types of emergency vehicles due to age and design and requires these types of vehicles to cross one at a time. It also has periodic damage due to permit vehicles traveling on State Route 522 that exceed height restrictions. With time, the bridge is expected to be rated for a lower vehicular loading which will require weight restrictions.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Staff recommends that this bridge be replaced within the next 7 years.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

Project spending is not authorized at this time.

STATUS:

There is no activity on this project at this time

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design							5,000		5,000	5,000
ROW Acquisition							2,000		2,000	2,000
Construction								24,000	24,000	24,000
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$24,000	\$31,000	\$31,000

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)							500	1,500	2,000	2,000
Grant Pending (BRAC)							2,000	6,000	8,000	8,000
Grant Pending (STP)								4,000	4,000	4,000
Grant Pending (TIB)								5,000	5,000	5,000
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$16,500	\$19,000	\$19,000

UNSECURED FUNDING										
Funding Source (TBD)							4,500	7,500	12,000	12,000
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$7,500	\$12,000	\$12,000

TOTAL ESTIMATED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$7,000	\$24,000	\$31,000	\$31,000
--------------------------------	------------	------------	------------	------------	------------	------------	----------------	-----------------	-----------------	-----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	0	0	2,500	16,500	19,000	19,000
Unsecured Funding	0	0	0	0	0	0	4,500	7,500	12,000	12,000
Estimated Project Cost	0	0	0	0	0	0	7,000	24,000	31,000	31,000
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

DESCRIPTION:

This project will provide transit improvements on SR 522 between 96th Ave NE (Wayne Curve) and 98th Ave NE. This Improvements could be in the form of a westbound or eastbound business, access, and transit (BAT) lane. If so, it will also install curb, gutter, drainage, landscape strip, sidewalk, and lighting on the side of the installation. The project could also install queue jumps to allow transit to efficiently move through the corridor at intersections. The project is currently a Sound Transit project that would be funded (except for utility work) by Sound Transit 3 funds. The project scope, budget, and timeline is dependent on Sound Transit’s allocation of funds.

JUSTIFICATION:

Improving traffic/transit flow and pedestrian safety along this corridor is needed to address current and future mobility needs. The project is currently in the Sound Transit 3 plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs will be determined during the design phase and included in the 2023-2029 Capital Facilities Plan.

TIMING PRIORITY CONSIDERATIONS:

The project is included in the voter-approved Sound Transit 3 program as part of the SR 522 BRT via NE 145th Street project. The project scope, budget, and timeline is dependent on Sound Transit’s allocation of funding. The Sound Transit 3 plan calls for this project to be completed by 2024, but it appears more likely to be completed in 2025.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

Project spending is not authorized at this time.

STATUS:

Sound Transit is currently the lead on this project. The City is working with Sound Transit on the initial design phase of the project.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	439	1,000	1,000						2,000	2,439
ROW Acquisition	17		1,000	2,000					3,000	3,017
Construction				1,000	5,000	5,000			11,000	11,000
TOTAL ESTIMATED COSTS	\$456	\$1,000	\$2,000	\$3,000	\$5,000	\$5,000	\$0	\$0	\$16,000	\$16,456

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	101								0	101
Arterial Street Fund	308								0	308
Grant Awarded (TIB)	47								0	47
Other Agency (Sound Transit 3)		1,000	2,000	3,000	5,000	5,000			16,000	16,000
TOTAL SECURED FUNDING	\$456	\$1,000	\$2,000	\$3,000	\$5,000	\$5,000	\$0	\$0	\$16,000	\$16,456

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	456	1,000	2,000	3,000	5,000	5,000	0	0	16,000	16,456
Estimated Project Cost	456	1,000	2,000	3,000	5,000	5,000	0	0	16,000	16,456
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund						63	63	127
	Dollars include .37 FTEs starting in 2026							
Storm & Surface Water Fund						12	12	24
	Dollars include .03 FTEs starting in 2026							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$75	\$75	\$151
TOTAL FTE IMPACT	Dollars include .40 FTEs starting in 2026							

Transportation Capital Projects

T47 - Downtown Contaminated Soil & Groundwater Clean Up

DESCRIPTION:

This project will assess, design, and implement remediation of contaminated soil and groundwater at various sites in the downtown area.

JUSTIFICATION:

This project is a key component of the Downtown Plan. The types of cleanups involved are for petroleum-contaminated sites (old gas and service stations) and solvent-contaminated sites (old drycleaners). It is necessary to clean up the contaminated sites as the City continues to advance cleanup efforts in conjunction with preparing the properties for development. Several City actions have been implemented, including the cleanup of four major petroleum-contaminated sites along SR522 within downtown limits i.e. Bothell Landing, Bothell Paint, Bothell Hertz and Bothell Riverside. Additional clean-up efforts for petroleum-contaminated sites that were previously occupied by old transportation facilities have been completed in the northern portion of the downtown core (former Northshore School District (NSD) properties). Investigations on former Ultra Custom Cleaners (ULTRA) dry cleaner (next to the City Hall block) and Riverside (in the park area east of Park at Bothell Landing) have been completed, while cleanup of the former Bothell Service Center site (BSC) are currently underway.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

It is not anticipated that there will be future maintenance and operating costs once clean-up on the sites has been completed to the point where the Washington State Department of Ecology issues a "no further action" or "satisfaction of order" letter or other approval. Until this time, monitoring and maintenance costs are included in the project costs since they are part of the ongoing clean-up requirements.

TIMING PRIORITY CONSIDERATIONS:

Remediation must take place when there is the opportunity to do so. As such, a substantial portion of the remediation will take place as the City surpluses parcels or constructs any of the large City projects.

PROJECT COMMENCEMENT REQUIREMENTS:

Through 2020, the City has obtained approximately \$7.2 million in grant funding from the Department of Ecology (Ecology), a \$1.47 million appropriation through the Department of Commerce and a \$200,000 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup grant. The City will continue to pursue additional grant opportunities to assist with funding. Remediation must take place while access to open land is available. As such, the remediation will take place during construction of capital projects and prior to surplus/development of private parcels. In addition to the petroleum and solvent clean-up areas, Ecology directed the City to move forward with an interim action at Riverside to prevent solvents from entering the Sammamish River near the gravel parking lot for the Park at Bothell Landing. Project spending is not authorized in excess of adopted funding resources.

PROJECT STOPPING POINT(S):

As clean-up is integral with the success of the resale and redevelopment of downtown parcels, this project will continue until such time as the agreed-upon requirements on each site are met.

STATUS:

Clean-ups of solvent contamination are underway for three sites under formal agreements: former Ultra Custom Cleaners (ULTRA) dry cleaner (next to the City Hall block), Riverside (in the park area east of Park at Bothell Landing) and the former Bothell Service Center site (BSC). For ULTRA and Riverside, only interim cleanup actions have been completed to date, with formal clean-up anticipated to start in 2021 or soon thereafter. Whereas for BSC, the majority of the final cleanup remedy has been completed, with bioremediation continuing a few more years until compliance is reached.

The City has completed clean-up and is currently performing five years of groundwater compliance monitoring for Bothell Paint, Bothell Hertz, and Bothell Landing sites; this is anticipated to continue through 2024. In addition, the clean-up associated with the former NSD site was completed in November 2019 with compliance monitoring completed in spring 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	6,118	389	339	339	222	20			1,309	7,427
Construction	14,324	260	1,230	1,230	1,230	1,000	1,000	1,000	6,950	21,274
TOTAL ESTIMATED COSTS	\$20,442	\$649	\$1,569	\$1,569	\$1,452	\$1,020	\$1,000	\$1,000	\$8,259	\$28,701

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Other Resources)	8,796	378	828	87					1,293	10,089
Capital Improvement Fund (Traffic Impact Fees Transfer)	359								0	359
Capital Improvement Fund (Settlement Claim)	167								0	167
Capital Improvement Fund (NSD Contribution)	264								0	264
Bond Anticipation Note	1,750								0	1,750
State Legislature Appropriation	1,470								0	1,470
Grant Awarded (Dept of Ecology)	7,258	271	741	741	726	510	500	500	3,989	11,247
Grant Awarded (EPA-Brownfield)	200								0	200
Grant Awarded (TIB)	130								0	130
Public Works Trust Fund	48								0	48
TOTAL SECURED FUNDING	\$20,442	\$649	\$1,569	\$828	\$726	\$510	\$500	\$500	\$5,282	\$25,724

UNSECURED FUNDING										
Funding Source (TBD)				741	726	510	500	500	2,977	2,977
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$741	\$726	\$510	\$500	\$500	\$2,977	\$2,977

TOTAL ESTIMATED FUNDING	\$20,442	\$649	\$1,569	\$1,569	\$1,452	\$1,020	\$1,000	\$1,000	\$8,259	\$28,701
--------------------------------	-----------------	--------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	-----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	20,442	649	1,569	828	726	510	500	500	5,282	25,724
Unsecured Funding	0	0	0	741	726	510	500	500	2,977	2,977
Estimated Project Cost	20,442	649	1,569	1,569	1,452	1,020	1,000	1,000	8,259	28,701
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The project is a continuation of the SR 522 Stage 1 and 2 improvements. It will provide road improvements and business access and transit (BAT) lanes from the end of the Stage 1 and 2 improvements to 83rd Place NE (Bothell's western city limits). Key elements include: widening of general purpose lanes; adding BAT lanes in each direction (including the missing Seattle outbound direction of the BAT lane from 91st Ave NE to approximately 800 feet west of the 96th Ave NE intersection); access management; center medians; interconnection of signals; sidewalk (north side only with the existing Sammamish River/Burke Gilman Trail on the south side); curb and gutters; retaining walls; street illumination; drainage improvements; landscaping; and utility undergrounding. The total project length is approximately 4,000 linear feet.

JUSTIFICATION:

SR 522 is a regional corridor that connects not only downtown Bothell to Seattle but the eastside cities on the northern side of Lake Washington to the west-side cities. The project segment currently carries about 37,000 average daily trips (ADT) with 50,000 expected in 2025. It serves as an alternate route to the SR 520 Bridge. Completion of this segment provides essentially continuous BAT lanes from Seattle to Bothell. Transit speed and reliability will be improved with the installation of BAT lanes where none currently exist. This supports the vision of downtown Bothell as a transit-friendly urban core. Finally, there currently is no sidewalk on the northern side of the highway. Installation of a new sidewalk allows the neighborhoods to access intersections along SR 522 and cross to the regional trail system and transit stops. This promotes pedestrian and bicycle usage.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that were added by this project.

TIMING PRIORITY CONSIDERATIONS:

Construction work is currently underway with funding provided by Sound Transit. The City of Kenmore will provide a \$50,000 contribution. The project is included in the voter-approved Sound Transit 3 program as part of the SR 522 BRT via NE 145th Street project. Construction is currently planned to be completed in mid-2021.

PROJECT COMMENCEMENT REQUIREMENTS:

The City has an agreement with Sound Transit that Sound Transit will pay for 100% of the costs not reimbursed by others. Construction work continues.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is currently under construction and scheduled to be completed in mid-2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	3,788								0	3,788
ROW Acquisition	531								0	531
Construction	22,062	5,600							5,600	27,662
TOTAL ESTIMATED COSTS	\$26,381	\$5,600	\$0	\$0	\$0	\$0	\$0	\$0	\$5,600	\$31,981

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	856								0	856
City of Kenmore	50								0	50
Grant Awarded (Federal)	3,449								0	3,449
Other Agency (Sound Transit 3)	20,153	5,313							5,313	25,466
Non-City Utility Costs*	1,873	287							287	2,160
TOTAL SECURED FUNDING	\$26,381	\$5,600	\$0	\$0	\$0	\$0	\$0	\$0	\$5,600	\$31,981

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	26,381	5,600	0	0	0	0	0	0	5,600	31,981
Estimated Project Cost	26,381	5,600	0	0	0	0	0	0	5,600	31,981
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund		71	74	77	80	83	87	472
	Dollars include .16 FTEs starting in 2022							
Storm & Surface Water Fund		20	20	21	22	23	24	129
	Dollars include .06 FTEs starting in 2022							
TOTAL FUTURE M&O COSTS	\$0	\$91	\$94	\$98	\$102	\$106	\$110	\$602
TOTAL FTE IMPACT	Dollars include .22 FTEs starting in 2022							

* Non-City utility providers compensate for their share in construction costs: PSE, City of Seattle, UW-Bothell & MCI

Transportation Capital Projects

T60 - NE 185th St Reconstruction & Transit Center (Beardslee Blvd to Bothell Way)

DESCRIPTION:

This project will provide transit improvements on 98th Ave NE between SR 522 and Bothell Way NE and on NE 185th Street between Bothell Way NE and Beardslee Boulevard. Work will primarily include intersection modifications/improvements along 98th Ave NE at NE 183rd St as well as channelization modifications north of the intersection. It will also include intersection modifications on NE 185th St at Bothell Way NE, 101st Ave NE and 102nd Ave NE with traffic signals installed at the 104th Avenue NE and Beardslee Boulevard. Transit stations are anticipated to be installed near the King County Library, at 104th Ave NE, and near the UW Bothell's Husky Village on Beardslee Boulevard. The work will be coordinated with necessary water, sewer, and storm water utility improvements along NE 185th St. If funding is available, pavement rehabilitation may occur.

JUSTIFICATION:

This project will improve NE 185th St to allow it to function as a key east-west downtown street. It will prepare the roadway for use as a transit-oriented street (TOS). The Downtown Revitalization process identified this street as the TOS. The transit agencies have committed to moving their routes to this corridor when a park and ride is provided somewhere along this corridor. The proposed Sound Transit 3 initiative includes funds to proceed with transit-related work on this corridor.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs will be determined during the design phase and included in the 2023-2029 Capital Facilities Plan. At a minimum, it is estimated that the signalization at intersections, installation of street lights, addition of turn lanes, and installation of trees will increase M&O costs for this facility in the future. If funding is not received for roadway pavement structure rebuild, transit use will require this to be accomplished sooner at City expense.

TIMING PRIORITY CONSIDERATIONS:

The project is included in the voter-approved Sound Transit 3 program as part of the SR 522 BRT via NE 145th Street project. The project scope, budget, and timeline is dependent on Sound Transit's allocation of funding. The Sound Transit 3 plan calls for this project to be completed by 2024, but it appears more likely to be completed in 2025.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

Project spending is not authorized at this time.

STATUS:

Sound Transit is currently the lead on this project. The City is working with Sound Transit on the initial design phase of the project.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		1,000	1,000						2,000	2,000
ROW Acquisition				1,000					1,000	1,000
Construction					4,000	4,000			8,000	8,000
TOTAL ESTIMATED COSTS	\$0	\$1,000	\$1,000	\$1,000	\$4,000	\$4,000	\$0	\$0	\$11,000	\$11,000

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Other Agency (Sound Transit 3)		1,000	1,000	1,000	4,000	4,000			11,000	11,000
TOTAL SECURED FUNDING	\$0	\$1,000	\$1,000	\$1,000	\$4,000	\$4,000	\$0	\$0	\$11,000	\$11,000

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	1,000	1,000	1,000	4,000	4,000	0	0	11,000	11,000
Estimated Project Cost	0	1,000	1,000	1,000	4,000	4,000	0	0	11,000	11,000
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

DESCRIPTION:

Installation of an adaptive signal control system in nine (9) of the City’s traffic signals. This project would be in coordination with Snohomish County, Everett, and WSDOT covering a total of 47 traffic signal controlled intersections. Snohomish County is leading this project.

JUSTIFICATION:

Poor traffic signal timing contributes to traffic congestion and delay. Conventional signal systems use pre-programmed, daily signal timing schedules. Adaptive signal control technology adjusts the timing of red, yellow, and green lights to accommodate changing traffic patterns and ease traffic congestion. The main benefits of adaptive signal control technology over conventional signal systems are that it can: 1) Continually distribute green light time equitably for all traffic movements, 2) Improve traffic time reliability by progressively moving vehicles through green lights, 3) Reduce congestion by creating smoother flow, and 4) prolong the effectiveness of traffic signal timing.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Future maintenance and operation (M&O) costs are based on anticipated annual system maintenance.

TIMING PRIORITY CONSIDERATIONS:

The project will be completed by 2021. However, there will be a five-year agreement with the vender for monitoring the project and technical support. This agreement will end by 2025/2026. Snohomish County is the lead agency to implement this project.

PROJECT COMMENCEMENT REQUIREMENTS:

Project spending is authorized for design and construction.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is in testing stage as of August 2020. There is more work expected to be done in 2021 in addition to the five-year agreement with the vendor for monitoring and technical support with a cost of \$60,000 per year. The annual maintenance, technical support, and monitoring activities beginning in late 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	24	30	1						31	55
Construction	7	50	30	2	2	2	2	2	90	97
TOTAL ESTIMATED COSTS	\$31	\$80	\$31	\$2	\$2	\$2	\$2	\$2	\$121	\$152

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	31	80	31	2	2	2	2	2	121	152
TOTAL SECURED FUNDING	\$31	\$80	\$31	\$2	\$2	\$2	\$2	\$2	\$121	\$152

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	31	80	31	2	2	2	2	2	121	152
Estimated Project Cost	31	80	31	2	2	2	2	2	121	152
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund	1	1	1	1	1	1	1	4
Dollars include .15 FTEs starting in 2021								
TOTAL FUTURE M&O COSTS	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$4
TOTAL FTE IMPACT	Dollars include .15 FTEs starting in 2021							

DESCRIPTION:

This is the second phase of the project that will install adaptive signal control systems in city traffic signals to improve traffic circulation and reduce delay. This project will install the systems in eleven (11) Bothell intersections along Bothell Way (NE 191st St to SR 522) and SR 522 (96th Ave NE to Campus Way S). A regional federal grant application has been awarded and Snohomish County will be the project lead. Mill Creek, Lynnwood, Mountlake Terrace, and WSDOT are other partners.

JUSTIFICATION:

Poor traffic signal timing contributes to traffic congestion and delay. Conventional signal systems use pre-programmed, daily signal timing schedules. Adaptive signal control technology adjusts the timing of red, yellow, and green lights to accommodate changing traffic patterns and ease traffic congestion. The main benefits of adaptive signal control technology over conventional signal systems are that it can: 1) Continually distribute green light time equitably for all traffic movements, 2) Improve traffic time reliability by progressively moving vehicles through green lights, 3) Reduce congestion by creating smoother flow, and 4) Prolong the effectiveness of traffic signal timing.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

A federal regional grant has been awarded and Snohomish County will be the lead agency. The project is anticipated to start construction in 2021 and be completed in 2022. The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Project spending is authorized for design and construction.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is in design phase which is expected to last until 2021. Construction is expected to be completed in 2023 with annual maintenance, technical support, and monitoring activities beginning in 2024 for five-years with a cost of \$60,000 per year.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	65								0	65
Construction	10	420	140						560	570
TOTAL ESTIMATED COSTS	\$75	\$420	\$140	\$0	\$0	\$0	\$0	\$0	\$560	\$635

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	24	91	30						121	145
Grant Awarded (Federal)	51	329	110						439	490
TOTAL SECURED FUNDING	\$75	\$420	\$140	\$0	\$0	\$0	\$0	\$0	\$560	\$635

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	75	420	140	0	0	0	0	0	560	635
Estimated Project Cost	75	420	140	0	0	0	0	0	560	635
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund			1	1	1	1	1	3
Dollars include .15 FTEs starting in 2023								
TOTAL FUTURE M&O COSTS	\$0	\$0	\$1	\$1	\$1	\$1	\$1	\$3
TOTAL FTE IMPACT	Dollars include .15 FTEs starting in 2023							

Transportation Capital Projects

T66 - Meridian Ave S & 240th St SE Roundabout

DESCRIPTION:

This project will construct a roundabout at the intersection of 240th St SE and Meridian Ave S. In addition, sidewalks, crosswalks, Americans with Disabilities Act (ADA) ramps, drainage, and illumination will be installed.

JUSTIFICATION:

Currently, this is an all way stop controlled intersection. Installing a traffic signal will improve safety, traffic flow, and air quality at this intersection. Installation of crosswalks with the roundabout will improve the pedestrian and student crossing, reduce serious accidents, and provide a safer walkway to Shelton View Elementary School.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City applied for a federal safety grant in 2020. If the City is successful in obtaining the grant funding, design would likely begin in 2021, with ROW acquisition in 2021-2022, and construction starting as early as 2022. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project it is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

Project spending is not authorized at this time.

STATUS:

A federal safety grant application was submitted in 2020.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		165							165	165
ROW Acquisition		145							145	145
Construction			1,457						1,457	1,457
TOTAL ESTIMATED COSTS	\$0	\$310	\$1,457	\$0	\$0	\$0	\$0	\$0	\$1,767	\$1,767

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027	
		2021	2022	2023	2024	2025	2026	2027			
SECURED FUNDING											
Capital Improvement Fund (Traffic Impact Fees Transfer)		32	136							168	168
Grant Pending (Federal)		278	1,321							1,599	1,599
TOTAL SECURED FUNDING	\$0	\$310	\$1,457	\$0	\$0	\$0	\$0	\$0	\$0	\$1,767	\$1,767

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	310	1,457	0	0	0	0	0	1,767	1,767
Estimated Project Cost	0	310	1,457	0	0	0	0	0	1,767	1,767
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund			37	39	40	42	43	201
	Dollars include .11 FTEs starting in 2023							
Storm & Surface Water Fund			3	3	4	4	4	18
	Dollars include .01 FTEs starting in 2023							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$40	\$42	\$44	\$45	\$47	\$219
TOTAL FTE IMPACT	Dollars include .12 FTEs starting in 2023							

DESCRIPTION:

This project provides an additional eastbound lane along Beardslee Blvd from 110th Ave NE (the entrance to the University of Washington Bothell/Cascadia College Campus) to I-405. The project will include roadway widening, concrete curb and gutter, bike lane, signal modifications, trail relocation, street illumination, retaining walls and wetland mitigation.

JUSTIFICATION:

This project will provide the full cross-section for this segment of Beardslee Blvd to provide adequate traffic capacity.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that were added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City was awarded a federal grant for design. Design work has begun. Construction is contingent on grant applications in 2022 for construction in 2025.

The City has accepted grant funds for this project and, therefore, is committed to completing the funded phase of the project per the schedule in the grant award. If the grant was for design and/or right of way acquisition, the City is also committed to constructing the project.

PROJECT COMMENCEMENT REQUIREMENTS:

Funding for design is secured and design will begin.

PROJECT STOPPING POINT(S):

Construction will not begin until funding is secured for that phase. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Design work has begun.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	28	811	533						1,344	1,372
ROW Acquisition		40							40	40
Construction						9,032			9,032	9,032
TOTAL ESTIMATED COSTS	\$28	\$851	\$533	\$0	\$0	\$9,032	\$0	\$0	\$10,416	\$10,444

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Koll Traffic Impact Fees)	14	378	279						657	671
Capital Improvement Fund (Traffic Impact Fees Transfer)		87							87	87
Grant Awarded (Federal)	14	386	254						640	654
Grant Pending (Federal)						4,500			4,500	4,500
Grant Pending (TIB)						3,500			3,500	3,500
TOTAL SECURED FUNDING	\$28	\$851	\$533	\$0	\$0	\$8,000	\$0	\$0	\$9,384	\$9,412

UNSECURED FUNDING										
Funding Source (TBD)						1,032			1,032	1,032
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$1,032	\$0	\$0	\$1,032	\$1,032

TOTAL ESTIMATED FUNDING	\$28	\$851	\$533	\$0	\$0	\$9,032	\$0	\$0	\$10,416	\$10,444
--------------------------------	-------------	--------------	--------------	------------	------------	----------------	------------	------------	-----------------	-----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	28	851	533	0	0	8,000	0	0	9,384	9,412
Unsecured Funding	0	0	0	0	0	1,032	0	0	1,032	1,032
Estimated Project Cost	28	851	533	0	0	9,032	0	0	10,416	10,444
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund						4	4	8
	Dollars include .01 FTEs starting in 2026							
Storm & Surface Water Fund						18	19	36
	Dollars include .03 FTEs starting in 2026							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$22	\$22	\$44
TOTAL FTE IMPACT	Dollars include .04 FTEs starting in 2026							

DESCRIPTION:

This project will improve 228th St SE between 35th St SE and 39th Ave SE for approximately 1500 feet in length with an additional 300 feet of 228th St SE west of 35th St SE. Work will include widening 228th St from 3 lanes to 5 lanes and improving intersections at 35th Ave and 39th Ave. The project will include roadway widening, signal modifications, storm water improvements, concrete curbs, gutters, sidewalks, bike/pedestrian facilities, street lighting, landscaping and wetland mitigation.

JUSTIFICATION:

Both the intersections of 228th/35th and 228th/39th are congested during weekday peak hours, as well as some weekends. Both are operating at or near acceptable level of service (LOS) limits. With the growth of the business activities within the Canyon Park Regional Center and the North Creek Business Park, there is a need to make safety and traffic capacity improvements along the 228th corridor and its intersections with 35th and 39th Ave SE. This project would include Snohomish County as a partner.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. The majority of this project lies in Snohomish County. As such, the majority of the M&O would be their responsibility.

TIMING PRIORITY CONSIDERATIONS:

The City has received a federal grant for design funds. Design began in 2020. A federal grant was not awarded for the right-of-way acquisition phase, however, the project will remain on the contingency list for potential funding in 2023. If grant funds are obtained, construction is estimated for 2025. If grant funds for right-of-way acquisition and construction are not obtained, the City and Snohomish County will have to re-evaluate project timing.

The City has accepted grant funds for this project and, therefore, is committed to completing the funded phase of the project per the schedule in the grant award. If the grant was for design and/or right of way acquisition, the City is also committed to constructing the project.

PROJECT COMMENCEMENT REQUIREMENTS:

Funding has been secured for the design phase and that work will proceed.

PROJECT STOPPING POINT(S):

Project spending is authorized through the design phase only. Project spending is not authorized in excess of adopted funding resources.

STATUS:

The project began design in 2020. It is anticipated that the design will be completed by the end of 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	99	480	193						673	772
ROW Acquisition				584					584	584
Construction						5,650			5,650	5,650
TOTAL ESTIMATED COSTS	\$99	\$480	\$193	\$584	\$0	\$5,650	\$0	\$0	\$6,907	\$7,006

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	5	34	30	20		538			622	627
Snohomish County Contribution	10	31	53	59		1,612			1,755	1,765
Grant Awarded (STP)	84	415	110						525	609
Grant Pending (STP)				505		3,500			4,005	4,005
TOTAL SECURED FUNDING	\$99	\$480	\$193	\$584	\$0	\$5,650	\$0	\$0	\$6,907	\$7,006

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	99	480	193	584	0	5,650	0	0	6,907	7,006
Estimated Project Cost	99	480	193	584	0	5,650	0	0	6,907	7,006
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund						58	61	119
	Dollars include .15 FTEs starting in 2026							
Storm & Surface Water Fund						17	17	34
	Dollars include .05 FTEs starting in 2026							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$75	\$78	\$153
TOTAL FTE IMPACT	Dollars include .20 FTEs starting in 2026							

Transportation Capital Projects

T74 - Bothell Way NE Widening (Reder Way to 240th St NE)

DESCRIPTION:

This project will widen Bothell Way NE from Reder Way to 240th Street NE from 2 lanes to 4 or 5 lanes: 2 through-lanes in each direction, a two-way left turn where needed, intersection improvements, protected bicycle lanes, landscaping strips, and sidewalks. The work includes street lighting, retaining walls, removing and replacing fish barrier culverts, storm drain system improvements, water / sewer improvements, and wetland mitigation.

The project is anticipated to be divided into 3 segments: King County Phase 1 and 3, and Snohomish County Phase 2. The King County Phase 1 and Snohomish County Phase 2 segments will construct about 1/3 of the project at each end. The King County Phase 3 will construct the remaining middle third section.

JUSTIFICATION:

This corridor is a backbone of the City, connecting the economic and residential center of the Canyon Park Regional Growth Center with the growth and enhancements occurring in Downtown. This project is required to better connect north and south Bothell, reduce congestion, provide the infrastructure for transit and offer connectivity of non-motorized transportation network through the center of the City of Bothell. The project is considered critical for Community Transit to consider extending the Swift green line to the University of Washington Bothell/Cascadia College campus.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City was awarded a federal grant for design of all phases of the project and received advance funds in 2019. A right of way plan and project funding estimate (PFE) must be completed as part of design before right of way phase can start. Additional grant funding for right of way King County Phase 1 was awarded for 2024. The Snohomish County Phase 2 portion of the project is on a contingency list for federal grant funding for 2024. Right of way funding for King County Phase 3 segment will be beyond 2024. If contingency grant funds are not obtained, the City will have to re-evaluate project timing.

The City has accepted grant funds for this project and, therefore, is committed to completing the funded phase of the project per the schedule in the grant award. If the grant was for design and/or right of way acquisition, the City is also committed to constructing the project.

PROJECT COMMENCEMENT REQUIREMENTS:

Funding has been secured for the design phase and a portion of the right of way phase. Work will proceed with these phases.

PROJECT STOPPING POINT(S):

Project funding has not been secured for right-of-way acquisition and construction phases. Project spending is not authorized in excess of adopted funding resources.

STATUS:

Design was authorized to start in 2019 and has started.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	178	1,412	1,412	530					3,354	3,532
ROW Acquisition					4,325	4,325			8,650	8,650
Construction							10,656	10,656	21,312	21,312
TOTAL ESTIMATED COSTS	\$178	\$1,412	\$1,412	\$530	\$4,325	\$4,325	\$10,656	\$10,656	\$33,316	\$33,494

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)	25	191	191	72	1,050	1,050	861	861	4,276	4,301
Grant Awarded (Federal)	153	1,221	1,221	458					2,900	3,053
Grant Pending (Federal)					3,275	3,275	4,064	4,064	14,678	14,678
Grant Pending (TIB)							2,000	2,000	4,000	4,000
Grant Pending (Regional Mobility)							1,250	1,250	2,500	2,500
TOTAL SECURED FUNDING	\$178	\$1,412	\$1,412	\$530	\$4,325	\$4,325	\$8,175	\$8,175	\$28,354	\$28,532

UNSECURED FUNDING										
Funding Source (TBD)							2,481	2,481	4,962	4,962
TOTAL UNSECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$2,481	\$2,481	\$4,962	\$4,962

TOTAL ESTIMATED FUNDING	\$178	\$1,412	\$1,412	\$530	\$4,325	\$4,325	\$10,656	\$10,656	\$33,316	\$33,494
--------------------------------	--------------	----------------	----------------	--------------	----------------	----------------	-----------------	-----------------	-----------------	-----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	178	1,412	1,412	530	4,325	4,325	8,175	8,175	28,354	28,532
Unsecured Funding	0	0	0	0	0	0	2,481	2,481	4,962	4,962
Estimated Project Cost	178	1,412	1,412	530	4,325	4,325	10,656	10,656	33,316	33,494
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

DESCRIPTION:

This project repairs a small portion of a rockery along Horse Creek just north of 19213 Bothell Way NE that has failed.

JUSTIFICATION:

The rockery is important in supporting Bothell Way. Currently the failure is largely localized. The longer this remains unaddressed, the more risk that the failure zone will enlarge.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Costs for stream restoration maintenance and monitoring as required by permit requirements are included in the CFP as part of the project cost.

TIMING PRIORITY CONSIDERATIONS:

The repair work was completed in 2020. Stream restoration maintenance and monitoring will continue until 2025 as part of environmental permit requirements.

PROJECT COMMENCEMENT REQUIREMENTS:

The repair work has been completed.

PROJECT STOPPING POINT(S):

The repair work has been completed but maintenance and monitoring of the stream restoration is required as part of environmental permit requirements.

STATUS:

The repair work has been completed. Monitoring and maintenance of the stream restoration is required as part of environmental permit requirements.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	122								0	122
ROW Acquisition	5								0	5
Construction	100	4	4	4	3	3			18	118
TOTAL ESTIMATED COSTS	\$227	\$4	\$4	\$4	\$3	\$3	\$0	\$0	\$18	\$245

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	227	4	4	4	3	3			18	245
TOTAL SECURED FUNDING	\$227	\$4	\$4	\$4	\$3	\$3	\$0	\$0	\$18	\$245

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	227	4	4	4	3	3	0	0	18	245
Estimated Project Cost	227	4	4	4	3	3	0	0	18	245
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will shift the Bothell-Everett Highway (BEH) north of 242nd St SE to the west by approximately one lane's width to remove traffic loading from the edge of the slope. The median will be eliminated and the lanes restriped. This is an interim improvement until such time that a permanent solution can be funded. The permanent solution is estimated to cost over \$3 million.

JUSTIFICATION:

The rockery on the east side of BEH has experienced local failures, including loss of rock down the slope. Initial geotechnical investigation and analysis indicates that the fill on this slope could experience failure on a larger scale. This segment of BEH will eventually be widened to the east. The cost to structurally address the slope issues in the final highway configuration will cost over \$3 million. As such, a temporary measure is required until the larger, final project can be funded.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

This is a high-priority repair project that should be completed as soon as possible to minimize further damage. The project was delayed because of a potential opportunity for a developer to accomplish the work. Since a developer is not anticipated to complete the work in the near future, this project should move forward as soon as possible.

PROJECT COMMENCEMENT REQUIREMENTS:

Project funding is secured. Work will commence.

PROJECT STOPPING POINT(S):

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

STATUS:

Work has not started on this project. Geotechnical analysis has occurred.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		5							5	5
ROW Acquisition		102							102	102
TOTAL ESTIMATED COSTS	\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$107	\$107

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)		107							107	107
TOTAL SECURED FUNDING	\$0	\$107	\$0	\$0	\$0	\$0	\$0	\$0	\$107	\$107

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	107	0	0	0	0	0	0	107	107
Estimated Project Cost	0	107	0	0	0	0	0	0	107	107
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

Transportation Capital Projects

T83 - 9th Ave NE Pedestrian Improvements: North Phase

DESCRIPTION:

This project will provide a safe and continuous walk route for students who live north of Crystal Springs Elementary School, including the residential neighborhoods north of 208th Street SE (SR 524). The project will complete missing segments of sidewalk to provide a continuous sidewalk on the east side of the street. The project is located on the east side of 9th Ave SE, between 209th Pl SE and 215th St SE. The improvements include sidewalk, curb, gutter, and storm drainage. Crossing improvements are proposed at the intersection of 9th Ave SE and 213th St SE, which include striped crosswalks, pedestrian flags, and ADA compliant curb ramps.

JUSTIFICATION:

This is a high-priority pedestrian sidewalk project as it fills in missing pieces of sidewalk along a busy collector. The City has been collaborating with the Northshore School District (NSD) and City's Safe School Walk Routes Taskforce (SSWR) to identify pedestrian safety deficiencies along school walk routes. This project has been identified as one of the highest priority to allow all users to safely walk to/from school, local business /employment centers, transit facilities, and local residential neighborhoods.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City is applying for grant funding through the Safe Routes to School program. If the City is successful in obtaining the grant funding, design will likely begin in 2022 with construction in 2024. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project, it will be committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

The project is not approved to commence until funding is secured.

STATUS:

There is no activity on this project at this time.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design			41	164					205	205
ROW Acquisition				137					137	137
Construction					1,138				1,138	1,138
TOTAL ESTIMATED COSTS	\$0	\$0	\$41	\$301	\$1,138	\$0	\$0	\$0	\$1,480	\$1,480

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)			8	60	227				295	295
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)			8	60	228				296	296
Grant Pending (Federal)			25	181	683				889	889
TOTAL SECURED FUNDING	\$0	\$0	\$41	\$301	\$1,138	\$0	\$0	\$0	\$1,480	\$1,480

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	41	301	1,138	0	0	0	1,480	1,480
Estimated Project Cost	0	0	41	301	1,138	0	0	0	1,480	1,480
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund					12	12	13	37
	Dollars include .04 FTEs starting in 2025							
Storm & Surface Water Fund					1	1	1	3
	Dollars include .01 FTEs starting in 2025							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$13	\$13	\$14	\$39
TOTAL FTE IMPACT	Dollars include .05 FTEs starting in 2025							

* Allocated from Sidewalk & Walkway Program (OP6) \$296,000.

DESCRIPTION:

The proposed improvements consist of concrete sidewalk, planting strip buffer, curb and gutter, storm drainage, ADA curb ramps and crosswalks on the west side of 132nd Ave NE and 130th PI NE between NE 184th PI and NE 195th St in the City of Bothell and the City of Woodinville.

JUSTIFICATION:

The project will enable and encourage students to walk to school by improving safety and connectivity.

The 130th PL NE and 132nd Ave NE is part of planned walk routes for the Woodin Elementary School Students who live within 1 mile of the school. The City has been collaborating with the Northshore School District (NSD) and City’s Safe School Walk Routes Taskforce (SSWR) to identify pedestrian safety deficiencies along school walk routes. 130th PL NE and 132nd Ave NE has been identified as one of the highest priority streets that needs sidewalk to allow all users to safely walk to/from school, local business /employment centers, transit facilities, and local residential neighborhoods. The City of Woodinville is a funding partner in this project.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City is applying for grant funding through the Safe Routes to School program. If the City is successful in obtaining the grant funding, design will likely begin in 2022 with construction in 2024. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project, it will be committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

The project is not approved to commence until funding is secured.

STATUS:

There is no activity on this project at this time.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design			156	52					208	208
ROW Acquisition				63					63	63
Construction					1,291				1,291	1,291
TOTAL ESTIMATED COSTS	\$0	\$0	\$156	\$115	\$1,291	\$0	\$0	\$0	\$1,562	\$1,562

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)			19	14	154				187	187
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)			19	14	155				188	188
City of Woodinville Contribution			25	18	207				250	250
Grant Pending (Federal)			93	69	775				937	937
TOTAL SECURED FUNDING	\$0	\$0	\$156	\$115	\$1,291	\$0	\$0	\$0	\$1,562	\$1,562

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	156	115	1,291	0	0	0	1,562	1,562
Estimated Project Cost	0	0	156	115	1,291	0	0	0	1,562	1,562
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund					14	14	15	43
	Dollars include .05 FTEs starting in 2025							
Storm & Surface Water Fund					5	5	5	15
	Dollars include .02 FTEs starting in 2025							
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$19	\$19	\$20	\$58
TOTAL FTE IMPACT	Dollars include .07 FTEs starting in 2025							

* Allocated from Sidewalk & Walkway Program (OP6) \$187,000.

DESCRIPTION:

This project includes rehabilitating the existing pavement of Juanita-Woodinville Way NE (from NE 145th St to 116th Ave NE). The project consists of milling, spot repairs, pavement overlay and striping work.

JUSTIFICATION:

This roadway is the main connecting arterial to a transit park and ride, Northshore Junior High School, Woodmoor Elementary, Evergreen Academy, Cedar Park Christian Schools, the Northshore Community Service Center and Interstate 405 interchange.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design was completed in 2019 with local Annual Pavement Program funds. A federal grant for construction funding was awarded in 2018 with additional contingency funds awarded in 2020. The grant requires the City to advertise the project for construction in 2020 with construction to occur in 2021.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Project funding has been secured for construction and will commence in 2021.

PROJECT STOPPING POINT(S):

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

STATUS:

Design is complete and ready for construction in 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	150								0	150
Construction		1,776							1,776	1,776
TOTAL ESTIMATED COSTS	\$150	\$1,776	\$0	\$0	\$0	\$0	\$0	\$0	\$1,776	\$1,926

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Solid Waste Management Fee)	31	85							85	116
Capital Improvement Fund (Sawcut Fee Transfer)	52	40							40	92
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)	67	537							537	604
Grant Pending (Federal)		1,114							1,114	1,114
TOTAL SECURED FUNDING	\$150	\$1,776	\$0	\$0	\$0	\$0	\$0	\$0	\$1,776	\$1,926

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	150	1,776	0	0	0	0	0	0	1,776	1,926
Estimated Project Cost	150	1,776	0	0	0	0	0	0	1,776	1,926
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Annual Overlay Program (OP3) \$604,000.

DESCRIPTION:

This project will replace existing damaged sidewalks in the north-south direction between NE 185th and the King County Park and Ride along 102nd Ave NE in order to connect transit users with the downtown businesses. The work will consist of reconstructing sidewalks, curb ramps, tree wells; and installing lighting to provide a safe and accessible route meeting ADA requirements to and from multimodal corridors.

JUSTIFICATION:

The existing sidewalks in the downtown area were constructed in excess of 20 years ago. As most of the downtown area is redeveloped, pedestrian facilities are being brought to current standards; however, redevelopment will not happen on all downtown streets thus leaving areas of sidewalks in very poor condition. The streets most affected by lack of redevelopment are the north-south streets between the main transit corridor, NE 185th St., and the downtown businesses on Main Street, one of which is 102nd Ave NE.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

A Sound Transit 3 access grant was obtained for the 102nd Ave NE portion of the project. Work will begin on this portion of the project in order to be complete in coordination with the SR 522/NE 145th St BRT.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Funding has been secured for this project – all phases and work will commence.

PROJECT STOPPING POINT(S):

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

STATUS:

Sound Transit has awarded grant funds to complete downtown access improvements on 102nd Ave.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		100	35						135	135
ROW Acquisition			20						20	20
Construction				970					970	970
TOTAL ESTIMATED COSTS	\$0	\$100	\$55	\$970	\$0	\$0	\$0	\$0	\$1,125	\$1,125

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)				300					300	300
Sound Transit Access Fund		100	55	670					825	825
TOTAL SECURED FUNDING	\$0	\$100	\$55	\$970	\$0	\$0	\$0	\$0	\$1,125	\$1,125

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	100	55	970	0	0	0	0	1,125	1,125
Estimated Project Cost	0	100	55	970	0	0	0	0	1,125	1,125
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Street Fund				8	8	8	9	33
Dollars include .01 FTEs starting in 2024								
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$8	\$8	\$8	\$9	\$33
TOTAL FTE IMPACT	Dollars include .01 FTEs starting in 2024							

DESCRIPTION:

Description: This project includes rehabilitating the existing pavement on 228th Street SW from the West City limit to 6th Ave W, on 228th Street SE from Bothell-Everett Highway to 19th Avenue SE, and on 19th Ave SE from 228th St about 300' +/- to the south. The project consists of milling, spot repairs, pavement overlay, and striping work for each segment of the roadway.

JUSTIFICATION:

228th St is a key arterial and will benefit from an overlay. The result will be to extend the life of this segment of roadway with cost-effective treatment rather than wait for further degradation and higher rebuild costs. This link serves the Canyon Park center and is the primary east-west corridor in the area.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design was completed in 2019 with local Annual Pavement Program funds. Federal grant contingency funding for construction funding was awarded in 2020. The grant requires the City to advertise the project for construction in 2020 with construction to occur in 2021.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Construction project funding has been secured. Work will commence in 2021.

PROJECT STOPPING POINT(S):

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

STATUS:

The project design is complete

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	198								0	198
Construction		1,436							1,436	1,436
TOTAL ESTIMATED COSTS	\$198	\$1,436	\$0	\$0	\$0	\$0	\$0	\$0	\$1,436	\$1,634

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)		96							96	96
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)	81	487							487	568
Capital Improvement Fund (Solid Waste Management Fee)	43	90							90	133
Capital Improvement Fund (Sawcut Fee Transfer)	74	45							45	119
Grant Pending (Federal)		718							718	718
TOTAL SECURED FUNDING	\$198	\$1,436	\$0	\$0	\$0	\$0	\$0	\$0	\$1,436	\$1,634

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	198	1,436	0	0	0	0	0	0	1,436	1,634
Estimated Project Cost	198	1,436	0	0	0	0	0	0	1,436	1,634
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Annual Overlay Program (OP3) \$568,000.

Transportation Capital Projects

T89 - 228th St SW Pavement Preservation (2nd Ave SE to 9th Ave SE)

DESCRIPTION:

This project will overlay 228th St from 2nd Ave SE to 9th Ave SE. The project consists of milling, spot repairs, pavement overlay and striping work for each segment of the roadway.

JUSTIFICATION:

228th St is a key arterial and will benefit from an overlay. The result will be to extend the life of this segment of roadway with cost-effective treatment rather than wait for further degradation and higher rebuild costs. This link serves the Canyon Park Regional Growth Center and is the primary east-west corridor in the area.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design is expected to start in 2023 with local Annual Pavement Program funds with construction in 2024. A federal grant has been awarded for construction funding.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Project has secured grant funding. Upon 2023-2024 Budget approval project will commence.

PROJECT STOPPING POINT(S):

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

STATUS:

Grant funding has been applied for and obtained.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design				182					182	182
Construction					1,452				1,452	1,452
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$182	\$1,452	\$0	\$0	\$0	\$1,634	\$1,634

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)				21	254				275	275
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)				116	322				438	438
Capital Improvement Fund (Solid Waste Management Fee)					85				85	85
Capital Improvement Fund (Sawcut Fee Transfer)				30	41				71	71
Grant Pending (Federal)				15	750				765	765
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$182	\$1,452	\$0	\$0	\$0	\$1,634	\$1,634

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	182	1,452	0	0	0	1,634	1,634
Estimated Project Cost	0	0	0	182	1,452	0	0	0	1,634	1,634
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Annual Overlay Program (OP3) \$438,000.

DESCRIPTION:

This project will overlay NE 195th St from 112th Ave NE to North Creek Parkway.

JUSTIFICATION:

195th Ave is a key arterial and will benefit from an overlay. The result will be to extend the life of this segment of roadway with cost-effective treatment rather than wait for further degradation and higher rebuild costs. This link serves the combined campus of the University of Washington – Bothell and Cascadia Collage, and the North Creek business park.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design is expected to start in 2023 with local Annual Pavement Program funds with construction in 2024. A federal grant has been awarded for construction funding.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Project has secured grant funding. Upon 2023-2024 Budget approval project will commence.

PROJECT STOPPING POINT(S):

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

STATUS:

Grant funding has been applied for and obtained.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design				260					260	260
Construction					2,075				2,075	2,075
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$260	\$2,075	\$0	\$0	\$0	\$2,335	\$2,335

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)				31	441				472	472
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)				165	557				722	722
Capital Improvement Fund (Solid Waste Management Fee)				43	147				190	190
Capital Improvement Fund (Sawcut Fee Transfer)				21	70				91	91
Grant Pending (Federal)					860				860	860
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$260	\$2,075	\$0	\$0	\$0	\$2,335	\$2,335

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	260	2,075	0	0	0	2,335	2,335
Estimated Project Cost	0	0	0	260	2,075	0	0	0	2,335	2,335
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Annual Overlay Program (OP3) \$722,000.

DESCRIPTION:

This project reorients the LED street lights to their proper orientation.

JUSTIFICATION:

A portion of the lamps need to be reoriented to optimize the light levels.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This is a corrective action. No additional M&O costs will be incurred after completion.

TIMING PRIORITY CONSIDERATIONS:

The City will proceed with this project only if it is deemed desirable and necessary to turn over maintenance and ownership of the street lights to PSE. To date, this has been the City's desired operating methodology. However, it will consider long-term ownership if this is in the City's best interest.

PROJECT COMMENCEMENT REQUIREMENTS:

Project funding is secured. Work will commence in 2023.

PROJECT STOPPING POINT(S):

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

STATUS:

The City and PSE agreed in principle on this corrective action. Once a formal agreement is in place, work will commence in 2023.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction	72			80					80	152
TOTAL ESTIMATED COSTS	\$72	\$0	\$0	\$80	\$0	\$0	\$0	\$0	\$80	\$152

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)	72			80					80	152
TOTAL SECURED FUNDING	\$72	\$0	\$0	\$80	\$0	\$0	\$0	\$0	\$80	\$152

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	72	0	0	80	0	0	0	0	80	152
Estimated Project Cost	72	0	0	80	0	0	0	0	80	152
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

DESCRIPTION:

This project will improve the 35th Ave SE 240th St SE intersection that serves as the north entrance to the Monte Villa Business Park. The project will install a traffic signal with required turn lanes or a roundabout. Installation would include necessary storm water improvements, concrete curbs, gutters, sidewalks, bike/pedestrian facilities, street lighting, and landscaping.

JUSTIFICATION:

This project is identified in the Imagine Bothell Comprehensive Plan. This intersection is part of a key north-south arterial corridor that serves the Monte Villa and North Creek Business Parks. The project would improve the corridor vehicular level of service.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

Adequate funding is identified only to complete 5 to 10% design. This is sufficient to complete an alternative analysis to determine whether a traffic signal or roundabout is the optimal solution.

PROJECT COMMENCEMENT REQUIREMENTS:

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

PROJECT STOPPING POINT(S):

Project spending would not exceed funding. It is anticipated the stopping point will be 5% to 10% design. This would be sufficient to do an alternative analysis and develop a scope of work and cost estimate that would prepare the project for future transportation grant applications.

STATUS:

The project will begin design in 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		728							728	728
ROW Acquisition			686						686	686
Construction				3,480					3,480	3,480
TOTAL ESTIMATED COSTS	\$0	\$728	\$686	\$3,480	\$0	\$0	\$0	\$0	\$4,894	\$4,894

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Traffic Impact Fees Transfer)		100							100	100
TOTAL SECURED FUNDING	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$100

UNSECURED FUNDING										
Funding Source (TBD)		628	686	3,480					4,794	4,794
TOTAL UNSECURED FUNDING	\$0	\$628	\$686	\$3,480	\$0	\$0	\$0	\$0	\$4,794	\$4,794

TOTAL ESTIMATED FUNDING	\$0	\$728	\$686	\$3,480	\$0	\$0	\$0	\$0	\$4,894	\$4,894
--------------------------------	------------	--------------	--------------	----------------	------------	------------	------------	------------	----------------	----------------

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	100	0	0	0	0	0	0	100	100
Unsecured Funding	0	628	686	3,480	0	0	0	0	4,794	4,794
Estimated Project Cost	0	728	686	3,480	0	0	0	0	4,894	4,894
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Future M&O Impact Not Determined Yet							

Transportation Capital Projects

T93 - 228th St SW Pavement Preservation (5th Ave W to 2nd Ave SE)

DESCRIPTION:

This project will overlay 228th St SW from 5th Ave W to 2nd Ave SE. The project consists of milling, spot repairs, pavement overlay and striping work for each segment of the roadway.

JUSTIFICATION:

228th St is a key arterial and will benefit from an overlay. The result will be to extend the life of this segment of roadway with cost-effective treatment rather than wait for further degradation and higher rebuild costs. This link serves the Canyon Park center and is the primary east-west corridor in the area.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design is expected to start in 2024 with local Annual Pavement Program funds. A grant application for federal construction funding will be submitted in 2022. Pending award and subsequent authorization for use, construction is scheduled to start in 2025. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project it is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

The project is not approved to commence until funding is secured. If the grant is not obtained, the project delivery schedule must be reconsidered.

STATUS:

There is no activity on this project at this time.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design					187				187	187
Construction						1,496			1,496	1,496
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$187	\$1,496	\$0	\$0	\$1,683	\$1,683

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)					67				67	67
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)					86	571			657	657
Capital Improvement Fund (Solid Waste Management Fee)					23	119			142	142
Capital Improvement Fund (Sawcut Fee Transfer)					11	56			67	67
Grant Pending (Federal)						750			750	750
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$187	\$1,496	\$0	\$0	\$1,683	\$1,683

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	187	1,496	0	0	1,683	1,683
Estimated Project Cost	0	0	0	0	187	1,496	0	0	1,683	1,683
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Annual Overlay Program (OP3) \$657,000.

Transportation Capital Projects

T94 - Bothell-Everett Highway Pavement Preservation (240th St SE to I-405 Limits)

DESCRIPTION:

This project will overlay Bothell-Everett Hwy from 228th St SE to the I-405 limited access area. The project consists of milling, spot repairs, pavement overlay and striping work for each segment of the roadway.

JUSTIFICATION:

Bothell-Everett Hwy is a key arterial and will benefit from an overlay. The result will be to extend the life of this segment of roadway with cost-effective treatment rather than wait for further degradation and higher rebuild costs. This link serves the Canyon Park center and Downtown Bothell and is the primary north-south corridor in the area.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design is expected to start in 2026 with local Annual Pavement Program funds. A grant application for federal construction funding will be submitted in 2024. Pending award and subsequent authorization for use, construction is scheduled to start in 2027. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project it is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

The project is not approved to commence until funding is secured. If the grant is not obtained, the project delivery schedule must be reconsidered.

STATUS:

There is no activity on this project at this time.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design							250		250	250
Construction								1,995	1,995	1,995
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$1,995	\$2,245	\$2,245

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)							108	534	642	642
Capital Improvement Fund (Solid Waste Management Fee)							96	483	579	579
Capital Improvement Fund (Sawcut Fee Transfer)							46	228	274	274
Grant Pending (Federal)								750	750	750
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$1,995	\$2,245	\$2,245

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	0	0	250	1,995	2,245	2,245
Estimated Project Cost	0	0	0	0	0	0	250	1,995	2,245	2,245
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Additional M&O Impact							

Transportation Capital Projects

T95 - Rectangular Rapid Flashing Beacon at School Crossings

DESCRIPTION:

The project consists of installation of Rectangular Rapid Flashing Beacons (RRFB) at three school crosswalk locations. The scope of work also includes construction of American with Disabilities Act (ADA) ramps, curb work and necessary pedestrian landing and related work at the crosswalks, signs, and installation of three sets of RRFB at 9th Ave SE/226th St SE, 104th Ave NE/200th St NE, and 112th Ave NE/NE 160th Pl.

JUSTIFICATION:

Based on the City of Bothell Road Safety Strategic Plan, this project is listed as priority #1 for the Spot Safety Improvement Project. Though there is no serious accidents, there are high risk factors identified in this school corridor where the AR is higher than acceptable level for such a corridor. In addition, the report found that there are high risk factors present in these corridors near the schools.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project.

TIMING PRIORITY CONSIDERATIONS:

The City applied for a federal safety grant in 2020. If the City is successful in obtaining the grant funding, design would likely begin in 2021 with construction in 2022. If grant funds are not obtained, the City will have to re-evaluate project timing.

If the City accepts grant funds for this project it is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

The project will not proceed unless funding is obtained.

PROJECT STOPPING POINT(S):

Project spending is not authorized at this time.

STATUS:

Grant application submitted in 2020.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		15							15	15
Construction			305						305	305
TOTAL ESTIMATED COSTS	\$0	\$15	\$305	\$0	\$0	\$0	\$0	\$0	\$320	\$320

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)		3	61						64	64
Grant Pending (Safety)		12	244						256	256
TOTAL SECURED FUNDING	\$0	\$15	\$305	\$0	\$0	\$0	\$0	\$0	\$320	\$320

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	15	305	0	0	0	0	0	320	320
Estimated Project Cost	0	15	305	0	0	0	0	0	320	320
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

* Allocated from Crosswalk Program (OP14) \$64,000.

DESCRIPTION:

This project includes overlay of the existing pavement of NE 160th St (from 116th Ave NE to 121st Ave NE). The project consists of milling, spot repairs, pavement overlay and striping work for each segment of the roadway.

JUSTIFICATION:

This roadway is the main connecting arterial to a transit park and ride, Northshore Junior High School, Woodmoor Elementary, Evergreen Academy, Cedar Park Christian Schools, the Northshore Community Service Center and Interstate 405 interchange.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No maintenance and operating (M&O) costs are associated with the implementation of this project.

TIMING PRIORITY CONSIDERATIONS:

Design was completed in 2019 with local Annual Pavement Program funds. Federal grant funding has been awarded for the project in 2023.

The City has accepted grant funds for this project and, therefore, is committed to completing the project per the schedule in the grant award.

PROJECT COMMENCEMENT REQUIREMENTS:

Project has secured grant funding. Upon 2023-2024 Budget approval project will commence.

PROJECT STOPPING POINT(S):

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

STATUS:

Design is complete.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	61								0	61
Construction				765					765	765
TOTAL ESTIMATED COSTS	\$61	\$0	\$0	\$765	\$0	\$0	\$0	\$0	\$765	\$826

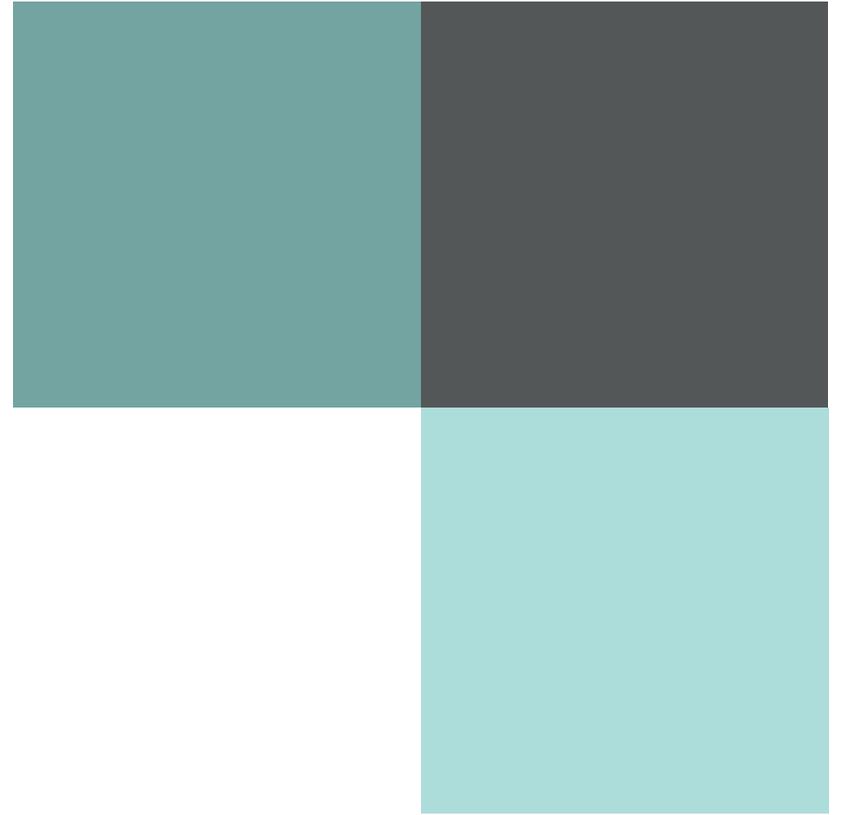
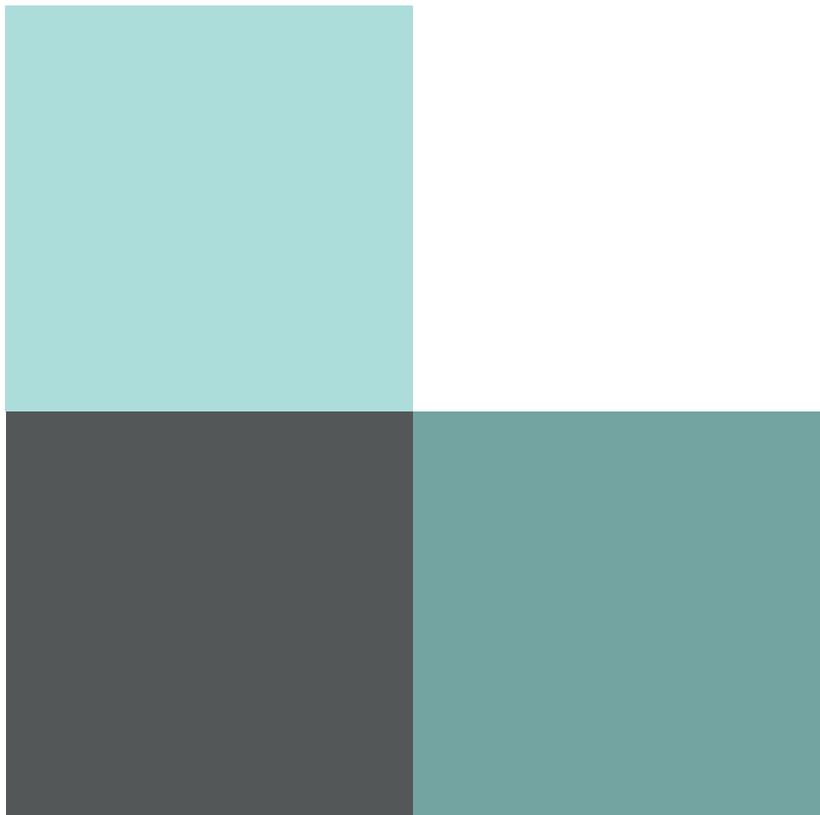
ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Capital Improvement Fund (Real Estate Excise Tax 2nd Qtr.)				48					48	48
Capital Improvement Fund (Solid Waste Management Fee)	18								0	18
Capital Improvement Fund (Sawcut Fee Transfer)	30			46					46	76
Capital Improvement Fund * (Safe Streets & Sidewalks Levy)	13			46					46	59
Grant Pending (Federal)				625					625	625
TOTAL SECURED FUNDING	\$61	\$0	\$0	\$765	\$0	\$0	\$0	\$0	\$765	\$826

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	61	0	0	765	0	0	0	0	765	826
Estimated Project Cost	61	0	0	765	0	0	0	0	765	826
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

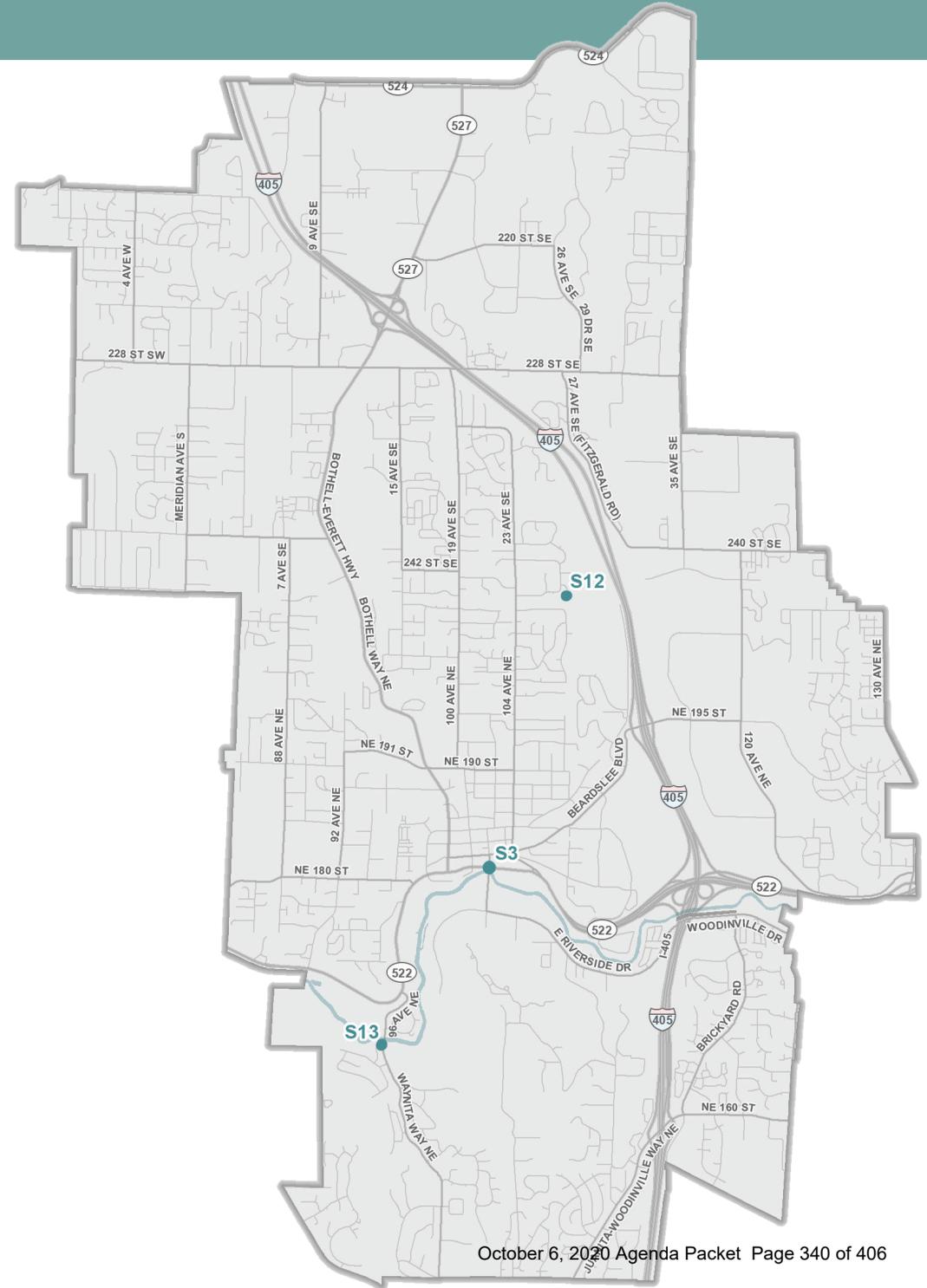
* Allocated from Annual Overlay Program (OP3) \$59,000.



Sewer Capital Projects

Sewer Capital Projects

S1 - Annual Sewer Main Capital Replacement (not displayed on map)
S2 - Annual Sewer Main Extension Program (not displayed on map)
S3 - SR 522 Gravity Sewer Replacement
S12 - Lift Station 4 Replacement
S13 - Lift Station 1 Improvements



Sewer Capital Projects

Estimated Costs & Funding Sources Summary of Sewer Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
S1	Annual Sewer Main Capital Replacement	\$2,081	\$326	\$2,747	\$512	\$1,185	\$218	\$1,423	\$2,472	\$8,883	\$10,964
	Utilities - Sewer	2,081	326	2,647	512	1,185	218	1,423	2,472	8,783	10,864
	Mitigation - Brightwater			100						100	100
	Total Secured Funding	\$2,081	\$326	\$2,747	\$512	\$1,185	\$218	\$1,423	\$2,472	\$8,883	\$10,964
S2	Sewer Main Extension Program			\$250			\$250			\$500	\$500
	Utilities - Sewer			250			250			500	500
	Total Secured Funding	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$0	\$500	\$500
S3	SR 522 Gravity Sewer Replacement								\$200	\$200	\$200
	Utilities - Sewer								200	200	200
	Total Secured Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$200
S12	Lift Station 4 Replacement	\$61	\$685							\$685	\$746
	Utilities - Sewer	61	685							685	746
	Total Secured Funding	\$61	\$685	\$0	\$0	\$0	\$0	\$0	\$0	\$685	\$746
S13	Lift Station 1 Improvements		\$150	\$1,000						\$1,150	\$1,150
	Utilities - Sewer		150	1,000						1,150	1,150
	Total Secured Funding	\$0	\$150	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,150	\$1,150
TOTAL SEWER CAPITAL PROJECTS ESTIMATED COSTS		\$2,142	\$1,161	\$3,997	\$512	\$1,185	\$468	\$1,423	\$2,672	\$11,418	\$13,560
Secured Funding		2,142	1,161	3,997	512	1,185	468	1,423	2,672	11,418	13,560
TOTAL SEWER CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$2,142	\$1,161	\$3,997	\$512	\$1,185	\$468	\$1,423	\$2,672	\$11,418	\$13,560

DESCRIPTION:

This program will provide sewer system improvements to repair or replace aging sewer mains, repair or upgrade sewer pump stations and other related infrastructure, and provide necessary capacity improvements and related planning and feasibility evaluations.

JUSTIFICATION:

This program provides programmatic replacement of aging sewer infrastructure consistent with the City's Sewer Comprehensive Plan.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual sewer maintenance program by reducing problems through the construction of improvements, resulting in reduced cleaning, pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:

The sewer projects are coordinated with other projects to provide opportunities for efficiencies, cost savings, and reduced construction impacts. Some of the projects are identified and prioritized in the City's adopted 2018 Sewer Comprehensive Plan but some have been added based on updated information.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Sewer Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

In preparation for major projects, replacements/repairs are needed along these roads: E Riverside Dr, N Creek Pkwy S, Kaysner Way, Main St, Beardslee Blvd, 102 Ave NE, NE 180 St, 96 Ave NE, NE 191 St, NE 190 St, 242 St SE, 132 Ave NE, NE Riverbend Dr, NE 195 St, 100 Ave NE, 104 Ave NE, SR 522, NE 185th St, Bothell Way NE, NE 188 Pl, 101 Ave NE, 103 Ave NE.. Other replacement projects are identified in the adopted Sewer Comprehensive Plan and as stand-alone projects.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	113								0	113
Construction	1,968	326	2,747	512	1,185	218	1,423	2,472	8,883	10,851
TOTAL ESTIMATED COSTS	\$2,081	\$326	\$2,747	\$512	\$1,185	\$218	\$1,423	\$2,472	\$8,883	\$10,964

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Mitigation - Brightwater			100						100	100
Utilities - Sewer	2,081	326	2,647	512	1,185	218	1,423	2,472	8,783	10,864
TOTAL SECURED FUNDING	\$2,081	\$326	\$2,747	\$512	\$1,185	\$218	\$1,423	\$2,472	\$8,883	\$10,964

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	2,081	326	2,747	512	1,185	218	1,423	2,472	8,883	10,964
Estimated Project Cost	2,081	326	2,747	512	1,185	218	1,423	2,472	8,883	10,964
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

Sewer Capital Projects

S2 - Annual Sewer Main Extension Program

DESCRIPTION:

This program will extend sewer main to areas within the Bothell Retail Service Area boundary where on-site septic systems are failing within developed neighborhoods. Residents with on-site septic systems that have sewer main extended across their frontage as a result of these projects will be required to connect to the sewer system within 5 years as outlined in the Bothell Municipal Code. Proposed funding for this program includes Recovery Contracts, Utility Local Improvement Districts (ULIDS), and possible grant opportunities.

JUSTIFICATION:

Failing septic systems endanger water quality and environmental health, which is why the Municipal Code requires homeowners to connect to public sewers if their on-site septic systems fails. However, installation of a new sewer main to connect to a public sewer can be a large financial burden for a homeowner. This program plans to address these issues by completing sewer main extensions with processes in place to recover the Sewer Utility's investment as properties connect to public sewer. Connection to public sewers, and the associated General Facility Charge and monthly rates, typically costs less than installation of a replacement on-site system and provides on-going Utility revenue. This program will apply only to developed neighborhoods where the potential for redevelopment, and mandatory installation of public sewer, is low.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Sewer main extensions within this program are estimated to be typically 200 to 500 feet in length and will require nominal maintenance and operating costs for inspection and possible cleaning every few years. These projects will allow households with septic systems to connect to public sewer mains, improve environmental health, and provide increased long-term utility revenue.

TIMING PRIORITY CONSIDERATIONS:

These sewer projects will be conducted every few years as money is saved and budgeted.

PROJECT COMMENCEMENT REQUIREMENTS:

Sewer extension projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Projects are currently estimated to construct in 2022 and 2025.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction			250			250			500	500
TOTAL ESTIMATED COSTS	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$0	\$500	\$500

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Sewer			250			250			500	500
TOTAL SECURED FUNDING	\$0	\$0	\$250	\$0	\$0	\$250	\$0	\$0	\$500	\$500

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	250	0	0	250	0	0	500	500
Estimated Project Cost	0	0	250	0	0	250	0	0	500	500
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City plans to replace approximately 250 LF of 12-inch gravity sewer along SR 522 near 102nd Avenue NE with 18-inch gravity sewer.

JUSTIFICATION:

This project will correct an existing capacity deficiency.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No change from existing conditions.

TIMING PRIORITY CONSIDERATIONS:

The project is planned to be constructed in 2027.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This issue has been identified as needing improvements in the Sewer Comprehensive Plan and is planned to construct in 2027.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction								200	200	200
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$200

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Sewer								200	200	200
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$200

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	0	0	0	200	200	200
Estimated Project Cost	0	0	0	0	0	0	0	200	200	200
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

Built in 1984, Lift Station 4 serves approximately 23 homes in the Camden Crest Basin. The station has reached the end of its usefulness and replacement parts have become difficult for City staff to obtain. The lift station will be replaced with a new lift station built to current City Standards.

JUSTIFICATION:

This lift station was built in 1984 with components that are becoming difficult to find or not available. Replacement of the facility will reduce staff effort and expense associated with existing high maintenance and repair burden

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Replacement of the lift station will considerably reduce existing high maintenance and repair costs and effort.

TIMING PRIORITY CONSIDERATIONS:

Project should commence in 2021.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project will be designed dependent on the alternative selected. Construction will commence after design is complete and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Alternative analysis and design is planned for 2020. Construction is planned for 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	61								0	61
Construction		685							685	685
TOTAL ESTIMATED COSTS	\$61	\$685	\$0	\$0	\$0	\$0	\$0	\$0	\$685	\$746

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Sewer	61	685							685	746
TOTAL SECURED FUNDING	\$61	\$685	\$0	\$0	\$0	\$0	\$0	\$0	\$685	\$746

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	61	685	0	0	0	0	0	0	685	746
Estimated Project Cost	61	685	0	0	0	0	0	0	685	746
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Additional M&O Impact							

DESCRIPTION:

Lift Station 1 was originally built in 1990. In 2008, the two main pumps at the station were replaced and an additional bypass vault and pump was added. The station has limited wet well storage and no space at its current location to increase wet well capacity. The City is considering alternatives to alleviate the condition. These options include:

- Construct a siphon between the existing lift station and the King County Interceptor on the north side of the Sammamish River; abandon existing lift station.
- Construct a tight line that allows a portion of the Waynita basin to be served by gravity and the remaining portion to be served by the existing lift station.
- Relocate lift station to Wayne Golf Course to provide for more wet well storage.
- Add storage capacity to the existing station.

The estimated project cost will be adjusted depending on the alternative selected.

JUSTIFICATION:

This lift station was built in 1990. Improvements to increase wet well storage space will reduce staff response efforts during high flow, repair expenses, and the potential for an inadvertent sewage release.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Depends on the solution that is selected, but will result in a decrease in from the existing condition.

TIMING PRIORITY CONSIDERATIONS:

Project design will begin in 2021 with construction following in 2022.

PROJECT COMMENCEMENT REQUIREMENTS:

This sewer project will be designed dependent on the alternative selected. Construction will commence after design is complete and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Pre-design is currently being worked on with construction plans for 2021.

Dollars in Thousands (000)

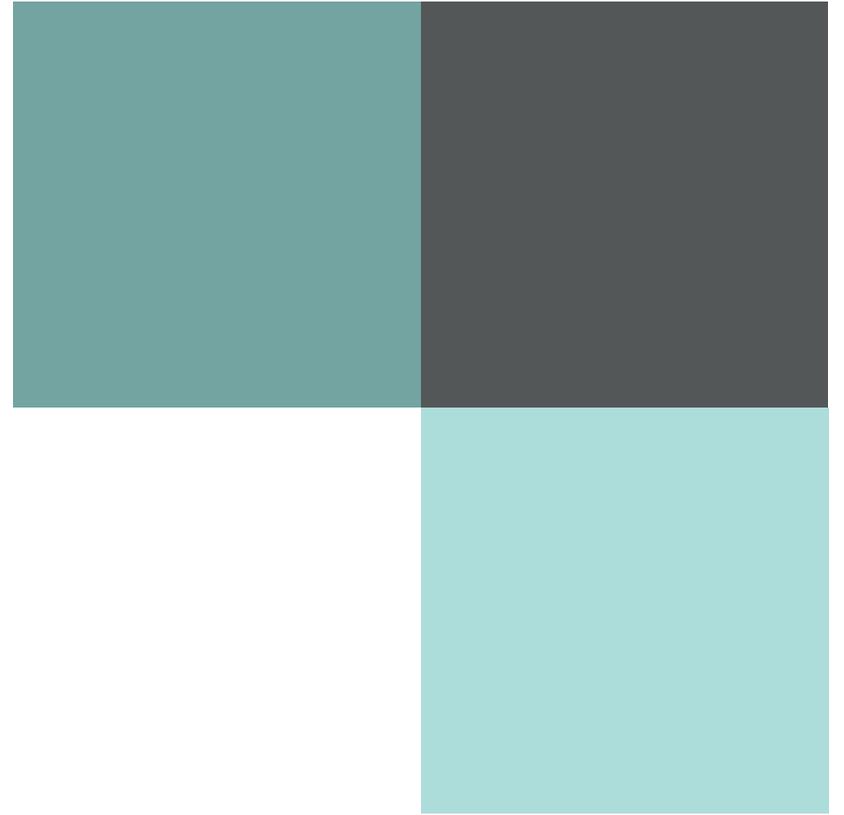
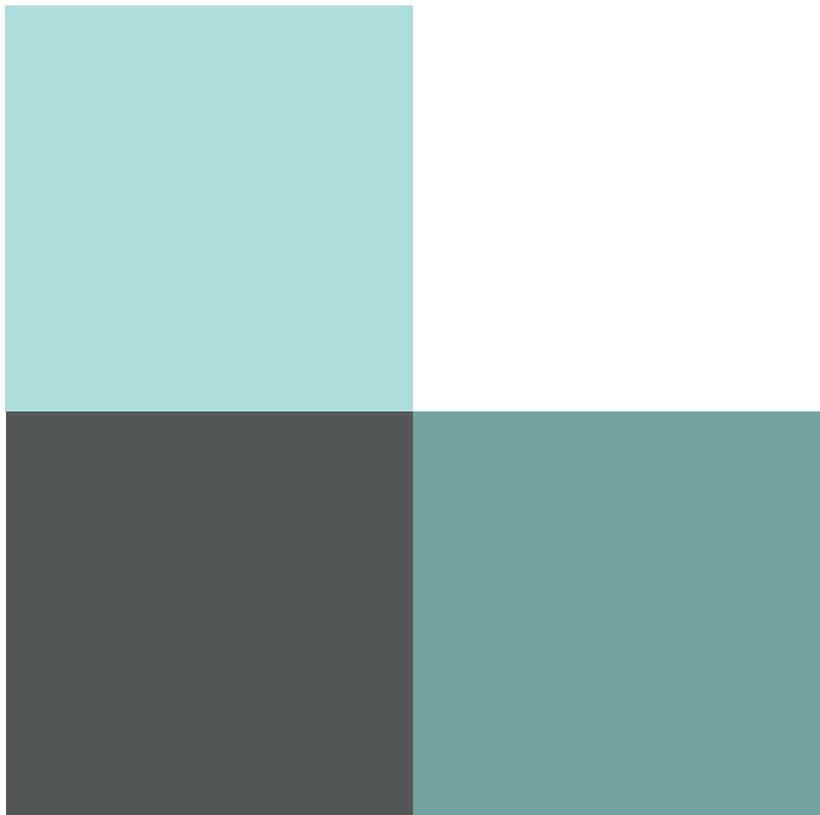
ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		150							150	150
Construction			1,000						1,000	1,000
TOTAL ESTIMATED COSTS	\$0	\$150	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,150	\$1,150

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Sewer		150	1,000						1,150	1,150
TOTAL SECURED FUNDING	\$0	\$150	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,150	\$1,150

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	150	1,000	0	0	0	0	0	1,150	1,150
Estimated Project Cost	0	150	1,000	0	0	0	0	0	1,150	1,150
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

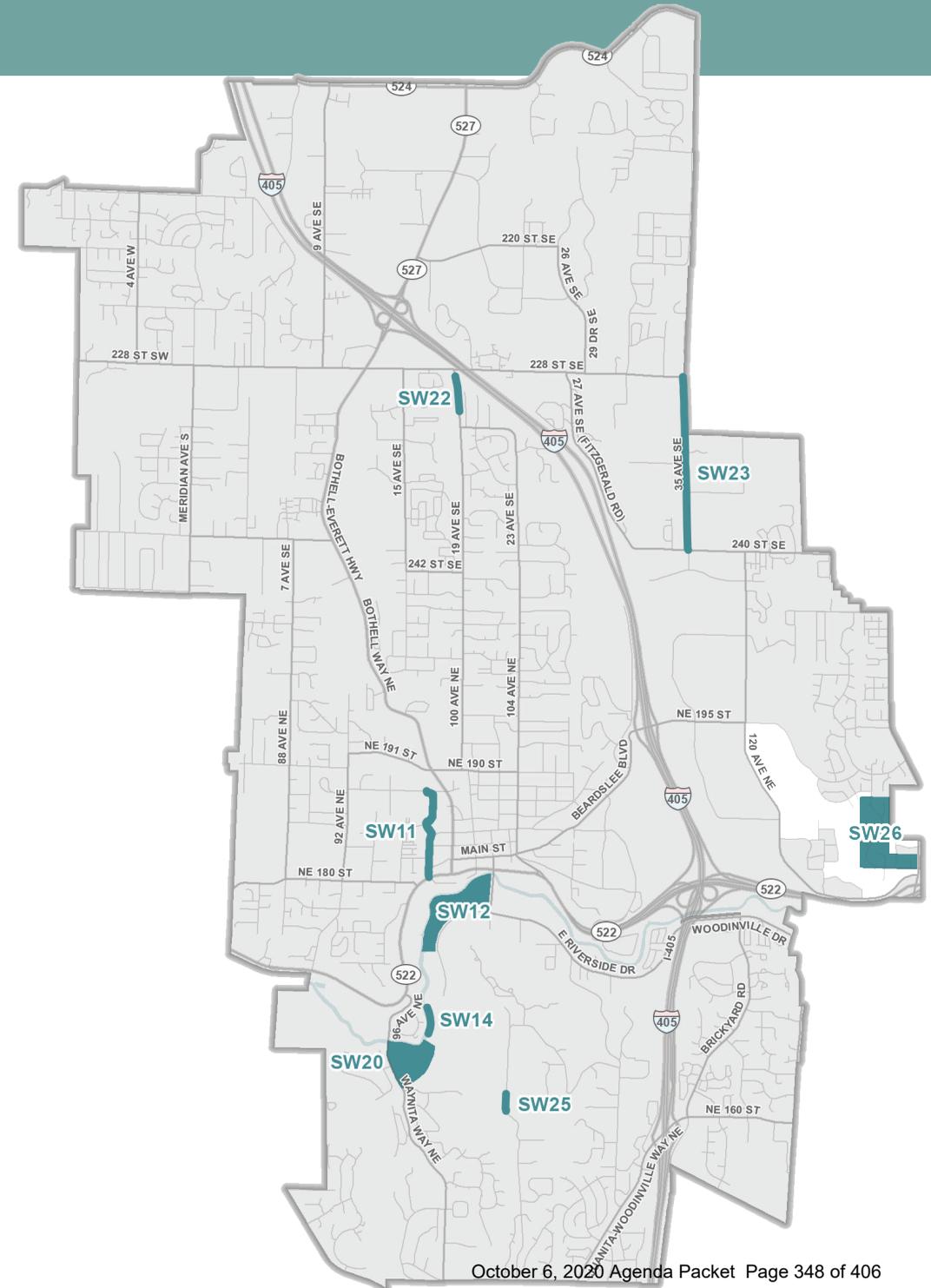
PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							



Storm & Surface Water Capital Projects

Storm & Surface Water Capital Projects

SW1 - Annual Storm & Surface Water Capital Replacement (not displayed on map)
SW2 - Annual Storm & Surface Water Retrofit Capital Improvements (not displayed on map)
SW11 - Horse Creek Improvements
SW12 - Sammamish River Side Channel Restoration
SW13 - Downtown Revitalization Utility Improvements (not displayed on map)
SW14 - Blyth Creek Erosion Control
SW20 - Sammamish River & Waynita Creek Restoration
SW22 - Perry Creek & 228th St SE Culverts
SW23 - 35th Ave SE Drainage Improvements
SW25 - Norway Hill - 104th Ave from 16039 to 15949
SW26 - Pioneer Hills - Replacement of CMP



Storm & Surface Water Capital Projects

Estimated Costs & Funding Sources Summary of Storm & Surface Water Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
SW1	Annual Storm & Surface Water Capital Improvements	\$5,002	\$276	\$1,920	\$321	\$337	\$716	\$1,895	\$432	\$5,897	\$10,899
	Utilities - Storm & Surface Water	4,964	276	1,920	321	337	716	1,895	432	5,897	10,861
	Grants	38								0	38
	Total Secured Funding	\$5,002	\$276	\$1,920	\$321	\$337	\$716	\$1,895	\$432	\$5,897	\$10,899
SW2	Annual Storm & Surface Water Retrofit Capital Improvements		\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$700	\$700
	Utilities - Storm & Surface Water		100	100	100	100	100	100	100	700	700
	Total Secured Funding	\$0	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$700	\$700
SW11	Horse Creek Improvements	\$19,645	\$67	\$67						\$134	\$19,779
	Utilities - Storm & Surface Water	4,886	67	67						134	5,020
	Utilities - Sewer & Water	1,257								0	1,257
	Bonds/Loans	13,300								0	13,300
	Other Resources	202								0	202
	Total Secured Funding	\$19,645	\$67	\$67	\$0	\$0	\$0	\$0	\$0	\$134	\$19,779
SW12	Sammamish River Side Channel Restoration	\$1,492	\$18	\$85	\$18	\$18	\$18	\$18	\$18	\$193	\$1,685
	Utilities - Storm & Surface Water	296	18	85	18	18	18	18	18	193	489
	Grants	1,196								0	1,196
	Total Secured Funding	\$1,492	\$18	\$85	\$18	\$18	\$18	\$18	\$18	\$193	\$1,685
SW13	Downtown Revitalization Utility Improvements	\$2,165		\$520						\$520	\$2,685
	Utilities - Storm & Surface Water	2,165		520						520	2,685
	Total Secured Funding	\$2,165	\$0	\$520	\$0	\$0	\$0	\$0	\$0	\$520	\$2,685
SW14	Blyth Creek Erosion Control	\$352	\$500							\$500	\$852
	Utilities - Storm & Surface Water	152	300							300	452
	Grants	200	200							200	400
	Total Secured Funding	\$352	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$852
SW20	Sammamish River & Waynita Creek Restoration		\$650	\$650						\$1,300	\$1,300
	Utilities - Storm & Surface Water		467	650						1,117	1,117
	Grants		183							183	183
	Total Secured Funding	\$0	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$1,300	\$1,300
SW22	Perry Creek & 228th St SE Culverts	\$282	\$5	\$5						\$10	\$292
	Utilities - Storm & Surface Water	282	5	5						10	292
	Total Secured Funding	\$282	\$5	\$5	\$0	\$0	\$0	\$0	\$0	\$10	\$292

Storm & Surface Water Capital Projects

Estimated Costs & Funding Sources Summary of Storm Capital Projects

SW23	35th Ave SE Drainage Improvements	\$310	\$200	\$1,900	\$1,900					\$4,000	\$4,310
	Utilities - Storm & Surface Water	215		1,800	1,900					3,700	3,915
	Grants	95	200	100						300	395
	Total Secured Funding	\$310	\$200	\$1,900	\$1,900	\$0	\$0	\$0	\$0	\$4,000	\$4,310
SW25	Norway Hill - 104th Ave from 16039 to 15949					\$80	\$250			\$330	\$330
	Utilities - Storm & Surface Water					80	250			330	330
	Total Secured Funding	\$0	\$0	\$0	\$0	\$80	\$250	\$0	\$0	\$330	\$330
SW26	Pioneer Hills - Replacement of CMP				\$155	\$1,007				\$1,162	\$1,162
	Utilities - Storm & Surface Water				155	1,007				1,162	1,162
	Total Secured Funding	\$0	\$0	\$0	\$155	\$1,007	\$0	\$0	\$0	\$1,162	\$1,162
TOTAL STORM & SURFACE WATER CAPITAL PROJECTS ESTIMATED COSTS		\$29,248	\$1,816	\$5,247	\$2,494	\$1,542	\$1,084	\$2,013	\$550	\$14,746	\$43,994
Secured Funding		29,248	1,816	5,247	2,494	1,542	1,084	2,013	550	14,746	43,994
TOTAL STORM & SURFACE WATER CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$29,248	\$1,816	\$5,247	\$2,494	\$1,542	\$1,084	\$2,013	\$550	\$14,746	\$43,994

Storm & Surface Water Capital Projects

SW1 - Annual Storm & Surface Water Capital Replacement

DESCRIPTION:

Annual capital projects to correct existing storm & surface water deficiencies, prevent flooding, and replace aging infrastructure in conjunction with other utility and transportation projects.

JUSTIFICATION:

These projects will reduce flooding, erosion, and improve water quality, as well as maintain the integrity of the storm & surface water infrastructure.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

These projects benefit the City's annual storm & surface water maintenance program by reducing the amount of unscheduled maintenance. This is accomplished through the elimination of root intrusion, replacement of failed and aging infrastructure, increased pipe capacity, elimination of excessive erosion, and better stormwater catchment. Construction of these improvements should also reduce cleaning frequency, pipe repair, and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized annually.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Storm & Surface Water Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Funding has been planned through the Storm and Surface Water Master Plan and in conjunction with citywide projects identified through aging or failed utility infrastructures throughout the City.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	338								0	338
Construction	4,664	276	1,920	321	337	716	1,895	432	5,897	10,561
TOTAL ESTIMATED COSTS	\$5,002	\$276	\$1,920	\$321	\$337	\$716	\$1,895	\$432	\$5,897	\$10,899

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Awarded (KC Flood Conservation District)	38								0	38
Utilities - Storm & Surface Water	4,964	276	1,920	321	337	716	1,895	432	5,897	10,861
TOTAL SECURED FUNDING	\$5,002	\$276	\$1,920	\$321	\$337	\$716	\$1,895	\$432	\$5,897	\$10,899

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	5,002	276	1,920	321	337	716	1,895	432	5,897	10,899
Estimated Project Cost	5,002	276	1,920	321	337	716	1,895	432	5,897	10,899
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

Storm & Surface Water Capital Projects

SW2 - Annual Storm & Surface Water Retrofit Capital Improvements

DESCRIPTION:

Biennial capital projects to correct and improve capacity and water quality of existing storm & surface water facilities.

JUSTIFICATION:

These projects will reduce flooding and erosion and improve water quality, as well as maintain the integrity of the storm & surface water infrastructure.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

These projects benefit the City's annual storm & surface water maintenance program by reducing flooding through increased stormwater storage and capacity, and improves water quality through the installation of enhanced water quality treatment. Construction of these improvements will improve function and reduce the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized annually.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Storm & Surface Water Retrofit Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Funding has been planned through the Surface Water Master Plan and in conjunction with citywide projects identified through aging or failed utility infrastructures throughout the City.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction		100	100	100	100	100	100	100	700	700
TOTAL ESTIMATED COSTS	\$0	\$100	\$700	\$700						

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water		100	100	100	100	100	100	100	700	700
TOTAL SECURED FUNDING	\$0	\$100	\$700	\$700						

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	100	100	100	100	100	100	100	700	700
Estimated Project Cost	0	100	100	100	100	100	100	100	700	700
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project replaced the Horse Creek piped system with a hybrid open-channel/culvert system along 98th Ave NE. The system was designed to convey flows exceeding the 100-year storm event and meets the fish passage criteria established by the State Department of Fish and Wildlife. The project begins at NE 188th St, north of Pop Keeney Field, and extends along 98th Ave to the Sammamish River. The stream is within an open channel south of the realigned SR 522. The cost for the culvert beneath SR 522 was excluded from this project cost.

JUSTIFICATION:

The previous Horse Creek piped system through downtown did not adequately pass large storm event flows, which put downtown properties at risk for flooding. With downtown redevelopment underway, it was critical to improve the capacity and reliability of Horse Creek. This project protects existing and future downtown investments. The location of the former pipe also impeded redevelopment of key downtown properties. This project eliminated this obstacle.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The future maintenance and operating (M&O) costs were developed by analyzing the infrastructure that was added by this project.

TIMING PRIORITY CONSIDERATIONS:

The project is complete. An environmental permit requires monitoring and maintenance of stream restoration areas through 2022.

PROJECT COMMENCEMENT REQUIREMENTS:

This storm & surface water project was approved to commence.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is complete. An environmental permit requires monitoring and maintenance of stream restoration areas through 2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	2,524								0	2,524
ROW Acquisition *	1,880								0	1,880
Construction	15,241	67	67						134	15,375
TOTAL ESTIMATED COSTS	\$19,645	\$67	\$67	\$0	\$0	\$0	\$0	\$0	\$134	\$19,779

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Revenue Bond	12,500								0	12,500
Contributions (Developers) **	38								0	38
Non-City Utility Costs ***	164								0	164
Public Works Trust Fund	800								0	800
Utilities - Sewer	806								0	806
Utilities - Storm & Surface Water	4,886	67	67						134	5,020
Utilities - Water	451								0	451
TOTAL SECURED FUNDING	\$19,645	\$67	\$67	\$0	\$0	\$0	\$0	\$0	\$134	\$19,779

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	19,645	67	67	0	0	0	0	0	134	19,779
Estimated Project Cost	19,645	67	67	0	0	0	0	0	134	19,779
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	Incorporated into 2021-2022 Budget							

* Does not include the cost of ROW obtained by exchanging surplus property for required land.

** Developers Contribution: McMenamin's

*** Non-City utility providers compensate for their share in construction costs: Frontier \$132K and Comcast \$32K.

DESCRIPTION:

This project enhanced and reconnected riparian wetlands and remnant side channels on the left bank of the Sammamish River adjacent to 102nd Ave Bridge. Wetland mitigation on this project will require monitoring and maintenance through 2027.

JUSTIFICATION:

This goal of this project was to restore highly valuable salmon habitat, improve water quality, increase habitat diversity for wildlife (amphibians, insects, birds and mammals), and reduce potential of downstream flooding by adding water storage capacity to the Sammamish River floodplain.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Maintenance and operating (M&O) costs were developed by analyzing the infrastructure that will be added by this project. Costs associated with the required ten years of maintenance activities and materials are included in the stormwater utility budget.

TIMING PRIORITY CONSIDERATIONS:

Construction began in summer 2016 and was completed in 2018.

PROJECT COMMENCEMENT REQUIREMENTS:

This storm & surface water project was approved to commence.

PROJECT STOPPING POINT(S):

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

STATUS:

The project is complete. Environmental permitting and grant reporting requires monitoring and maintenance of stream creation and wetland restoration areas through 2027.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	360								0	360
Construction	1,132	18	85	18	18	18	18	18	193	1,325
TOTAL ESTIMATED COSTS	\$1,492	\$18	\$85	\$18	\$18	\$18	\$18	\$18	\$193	\$1,685

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Awarded (KC Coop Watershed)	268								0	268
Grant Awarded (KC Conservation District)	75								0	75
Grant Awarded (Wa St RCO)	853								0	853
Utilities - Storm & Surface Water	296	18	85	18	18	18	18	18	193	489
TOTAL SECURED FUNDING	\$1,492	\$18	\$85	\$18	\$18	\$18	\$18	\$18	\$193	\$1,685

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	1,492	18	85	18	18	18	18	18	193	1,685
Estimated Project Cost	1,492	18	85	18	18	18	18	18	193	1,685
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
Storm & Surface Water Fund	11	11	11	11	11	11	11	77
Dollars include .02 FTE starting in 2019								
TOTAL FUTURE M&O COSTS	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$77
TOTAL FTE IMPACT	Dollars include .019 FTE starting in 2019							

DESCRIPTION:

Capital projects to correct existing storm & surface water deficiencies, prevent flooding, and replace aging infrastructure in the Downtown Revitalization Area. The projects are identified in the April 2011 Downtown Revitalization Utility Phasing, Cost partitioning, and Financing Study by Gray and Osborne, Inc. The Downtown Study identifies the City Utility portion/share of the Storm & Surface Water System improvements (as well as identifying developer costs).

JUSTIFICATION:

These projects will reduce flooding and erosion and improve water quality, as well as maintain the integrity of the storm & surface water infrastructure.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual storm & surface water maintenance program, it reduces flooding through the elimination of root intrusion, increase in pipe capacity, elimination of excessive erosion and better catchment. Construction of these improvements will reduce cleaning, pipe repair and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized annually.

PROJECT COMMENCEMENT REQUIREMENTS:

Storm & Surface Water projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Projects may be advanced to coincide with downtown developments' construction timing. The following projects are currently identified: NE 182nd St (96th Ave NE to 97th Ave NE), Ormbrek, and daylighting unnamed stream south of SR 522.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	156								0	156
Construction	2,009		520						520	2,529
TOTAL ESTIMATED COSTS	\$2,165	\$0	\$520	\$0	\$0	\$0	\$0	\$0	\$520	\$2,685

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water	2,165		520						520	2,685
TOTAL SECURED FUNDING	\$2,165	\$0	\$520	\$0	\$0	\$0	\$0	\$0	\$520	\$2,685

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	2,165	0	520	0	0	0	0	0	520	2,685
Estimated Project Cost	2,165	0	520	0	0	0	0	0	520	2,685
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will reduce stream erosion in Blyth Creek by installing log structures and side slope stabilization and renovating the City-maintained sediment basin to improve capacity, reduce maintenance, and improve water quality of the Sammamish River.

JUSTIFICATION:

Stream erosion in Blyth Creek produces sediments which are captured in a downstream pond prior to discharge to the Sammamish River. The sediment overwhelms the pond and overflows into the Sammamish River despite the City's annual pond dredging. Citizens have voiced concern over the turbidity levels in the River and the enlarging sediment bar downstream of the confluence with the Sammamish River. The City identified sediment erosion as an issue in the Master Plan for Blyth Park in 2011.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Installation of log structures, slope stabilization and renovation of the sediment pond will not result in additional maintenance and operations demands. The project seeks to lower current maintenance costs by reducing the annual need for dredging.

TIMING PRIORITY CONSIDERATIONS:

Delay in renovating the sediment pond will require the current high level of maintenance activity to continue with the possibility of sediment discharge into the Sammamish River.

PROJECT COMMENCEMENT REQUIREMENTS:

Grant funding for design and construction has been secured through King County Flood District Opportunity Funds and includes a match from City utility funds. Sources of grant funds for final design and construction have been identified through the same King County Flood District and will be secured for each phase of the project.

PROJECT STOPPING POINT(S):

Design approval, permitting, and associated grant funding for all phases are all potential stopping points.

STATUS:

Concept design was funded by a King County Flood District grant and was completed in November 2013. Final design is currently underway and expected to be completed in 2020 with construction scheduled for the summer of 2021, depending on receipt of grant funding.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	139								0	139
Construction	213	500							500	713
TOTAL ESTIMATED COSTS	\$352	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$852

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Pending (KC Flood District)	200	200							200	400
Utilities - Storm & Surface Water	152	300							300	452
TOTAL SECURED FUNDING	\$352	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$852

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	352	500	0	0	0	0	0	0	500	852
Estimated Project Cost	352	500	0	0	0	0	0	0	500	852
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project includes stream and wetland habitat restoration for the east side of the former Wayne Golf Course property. It includes 1,000 linear feet of the south bank of the Sammamish River along with the mouth and lower reach of Waynita Creek and reconnection with unnamed tributaries and wetlands in the confluence area to address fish refuge and water temperature.

JUSTIFICATION:

The Sammamish River channel has been modified from its historic conditions and the habitat suffers from a combination of fish passage issues, disconnected and degraded riparian habitat and side channels, and lack of cool-water refuge pools. Fish habitat and water quality are impacted by the current conditions. US EPA and the State Department of Ecology have identified concerns with water temperature and dissolved oxygen in the Sammamish River through Bothell.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Maintenance and operating (M&O) costs will be developed when design is closer to completion by analyzing the plantings and infrastructure added by this project. Costs associated with the required ten years of maintenance activities and materials are included in the stormwater utility budget.

TIMING PRIORITY CONSIDERATIONS:

Agreements were made to conserve and restore the area as part of the property acquisition. Grant funding is available if the project is combined with the water rights given to the site. Design and construction will depend on the concept chosen by City Council and associated available grant funding.

PROJECT COMMENCEMENT REQUIREMENTS:

The project could begin design in 2021-2022 if a concept is approved and grant funding is secured.

PROJECT STOPPING POINT(S):

Conceptual design approval, permitting, and associated grant funding for all phases are all potential stopping points.

STATUS:

Property acquisition is complete. Conceptual design is underway with final design scheduled for 2021-2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design									0	0
Construction		650	650						1,300	1,300
TOTAL ESTIMATED COSTS	\$0	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$1,300	\$1,300

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Pending (Federal)		183							183	183
Utilities - Storm & Surface Water		467	650						1,117	1,117
TOTAL SECURED FUNDING	\$0	\$650	\$650	\$0	\$0	\$0	\$0	\$0	\$1,300	\$1,300

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	650	650	0	0	0	0	0	1,300	1,300
Estimated Project Cost	0	650	650	0	0	0	0	0	1,300	1,300
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project involved removing an existing access road culvert and reworking the stream just east of the 19th Ave SE culvert.

JUSTIFICATION:

While the 2009 culvert replacement under 19th Ave SE addressed most of the flooding issues in this location, a short culvert under a maintenance access road continued to provide a restriction. This project eliminated the restriction.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Minor costs associated with new storm pipe and culvert - offset by lower flood response costs.

TIMING PRIORITY CONSIDERATIONS:

This project is complete except for permit-required monitoring and maintenance of the restoration work.

PROJECT COMMENCEMENT REQUIREMENTS:

This project is complete.

PROJECT STOPPING POINT(S):

This project is complete.

STATUS:

The project is complete. An environmental permit requires monitoring and maintenance of plantings within the restoration areas through 2023.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction	282	5	5						10	292
TOTAL ESTIMATED COSTS	\$282	\$5	\$5	\$0	\$0	\$0	\$0	\$0	10	292

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water	282	5	5						10	292
TOTAL SECURED FUNDING	\$282	\$5	\$5	\$0	\$0	\$0	\$0	\$0	\$10	\$292

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	282	5	5	0	0	0	0	0	10	292
Estimated Project Cost	282	5	5	0	0	0	0	0	10	292
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project addresses an area-wide flooding issue along 35th Ave SE between Cole/Woods Creek and 240th St SE. Design will include a combination of a new fish-passage culvert for Cole/Woods Creek under 35th Ave SE and selected downstream conveyance improvements, such as culvert and pipe upgrades.

JUSTIFICATION:

Flooding occurred over multiple years at the creek crossing at 23600 block of 35th Ave SE and along 35th Ave SE corridor between 228th St SE and 240th St SE overflowing from the north down the ditch lines. Culverts and inlets were clogged with debris and the culverts are undersized. During the December 3, 2007 storm, the ditch overtopped 35th Ave SE and flowed into Monte Villa Business Park. This ditch overflows almost every rain event, Two Ops crew members spent a combination of ten overtime and regular hours at this location in 2019-through the first half of 2020. A full buildout analysis of the basin determined changes that needed to be made including a new culvert at the Cole/ Woods Creek crossing. Cole/Woods Creek currently exceeds the capacity of its culvert, splitting the flows and sending creek water south on 35th Ave NE, affecting the roadway capacity. The design calls for water to flow to its natural discharge location so this portion of the project seeks to restore Cole/Woods Creek to its channel. In addition, a couple of restriction points in the 35th Ave SE and 240th St SE stormwater conveyance system will be upsized to reduce the future potential of flooding.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project will reduce the need for response due to flooding through the replacement of failed and aging infrastructure, increased pipe capacity, elimination of excessive erosion, and better stormwater catchment. Construction of these improvements will reduce cleaning, pipe repair, and the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

Fish passable culvert replacement where Cole/Woods Creek crosses under 35th Ave SE has been identified as a high-priority by the Washington Department of Fish and Wildlife. Planning and preliminary design of the Cole/Woods Creek culvert began in 2019.

PROJECT COMMENCEMENT REQUIREMENTS:

Agreements with adjacent property owners are necessary prior to construction of this project. The project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Basin analysis and design for replacement of the 236th St SE culvert were completed in 2018. Conceptual design for the Cole/Woods fish passable culvert is currently underway. Permitting and final design is scheduled for 2021 with construction scheduled to continue through 2023.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	95								0	95
Construction	215	200	1,900	1,900					4,000	4,215
TOTAL ESTIMATED COSTS	\$310	\$200	\$1,900	\$1,900	\$0	\$0	\$0	\$0	\$4,000	\$4,310

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Grant Pending (Federal)	95	200	100						300	395
Utilities - Storm & Surface Water	215		1,800	1,900					3,700	3,915
TOTAL SECURED FUNDING	\$310	\$200	\$1,900	\$1,900	\$0	\$0	\$0	\$0	\$4,000	\$4,310

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	310	200	1,900	1,900	0	0	0	0	4,000	4,310
Estimated Project Cost	310	200	1,900	1,900	0	0	0	0	4,000	4,310
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will improve roadside drainage flowing south along 104th Ave. Design could include a combination of improved ditch and pipe conveyance and a more appropriate discharge point to reduce potential erosion and sloughing.

JUSTIFICATION:

This neighborhood has insufficient drainage causing a ditch to pond, overflow, and discharge onto private property. Drainage south along 104th is insufficient and outlets at the top of a landslide slope. In the past, King County would clear the ditch whenever it filled, but a more permanent solution to prevent flooding is needed to prevent water encroachment on the roadway and private property. Operations spent 24 Overtime and Regular hours at this location working to prevent flooding in 2019 and the first part of 2020.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project reduces flooding through drainage improvement and elimination of excessive erosion. Construction of these improvements will reduce the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

This project could be pursued during 2024 for design. Construction would likely take place in 2025.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Storm & Surface Water Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Surface Water has identified the issue and is requesting funds to study the area.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design					80				80	80
Construction						250			250	250
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$80	\$250	\$0	\$0	\$330	\$330

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water					80	250			330	330
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$80	\$250	\$0	\$0	\$330	\$330

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	80	250	0	0	330	330
Estimated Project Cost	0	0	0	0	80	250	0	0	330	330
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will replace the existing corrugated metal pipe conveyance system in the Pioneer Hills neighborhood.

JUSTIFICATION:

The corrugated metal piping within the Pioneer Hills neighborhood has disintegrated to the point where stormwater is no longer being conveyed to the appropriate discharge point. Design will replace the existing pipe conveyance system to reduce potential flooding and erosion.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Replacement of this piped system will improve stormwater conveyance, protect the road system, and reduce the number of responses required during major rain events.

TIMING PRIORITY CONSIDERATIONS:

This project could be pursued during 2023 for design. Construction would likely take place in 2024.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Storm & Surface Water Capital Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Storm Operations has identified the issue and Surface Water is requesting funds for full pipe replacement.

Dollars in Thousands (000)

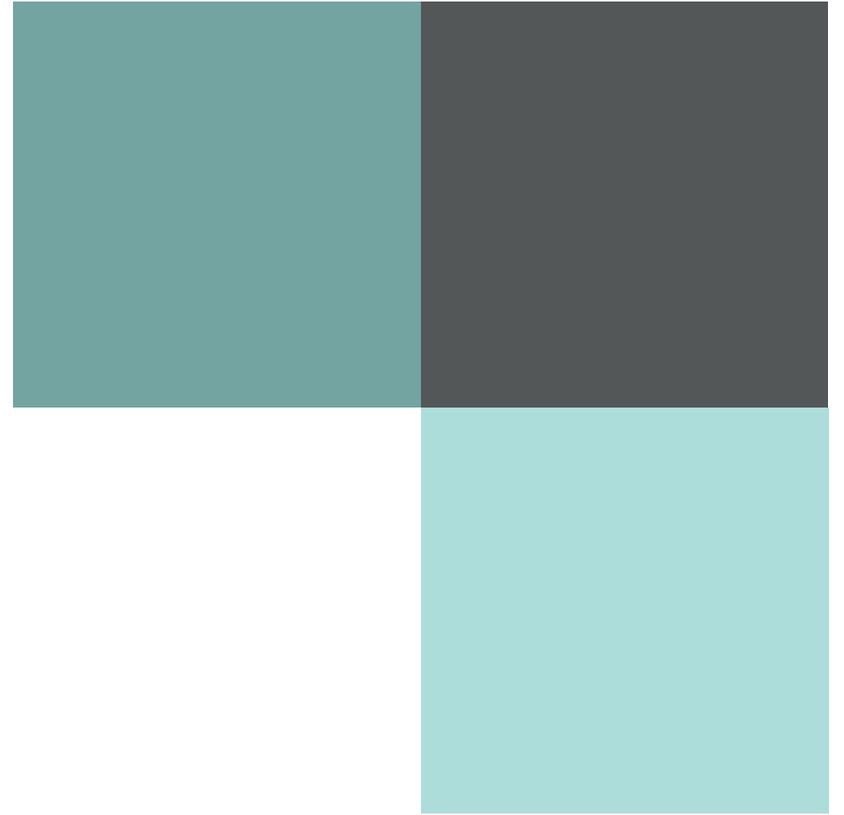
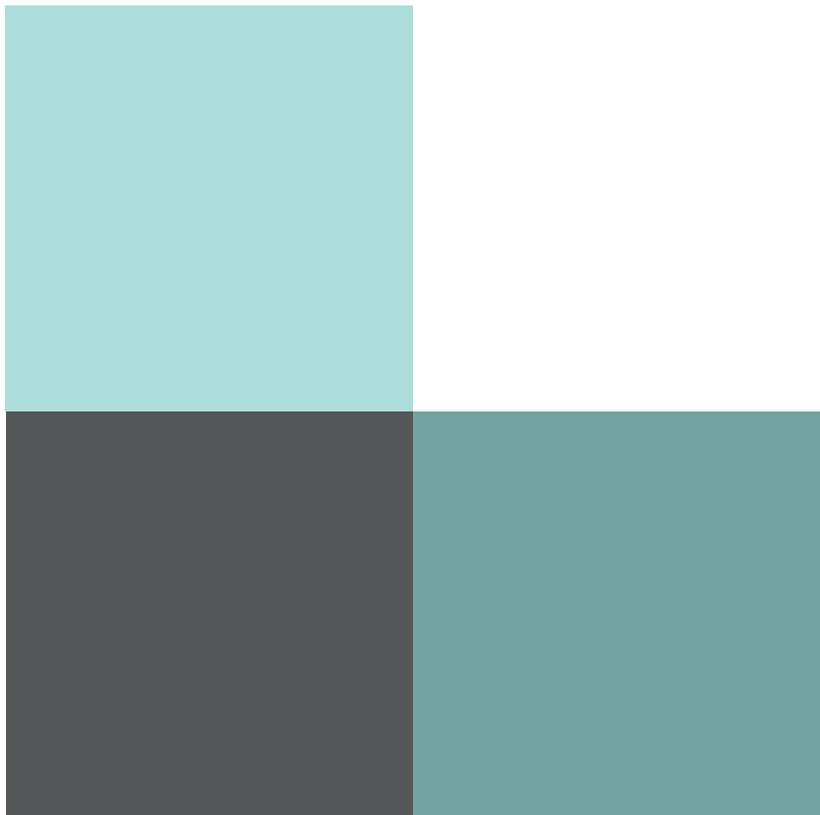
ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design				155					155	155
Construction					1,007				1,007	1,007
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$155	\$1,007	\$0	\$0	\$0	\$1,162	\$1,162

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Storm & Surface Water				155	1,007				1,162	1,162
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$155	\$1,007	\$0	\$0	\$0	\$1,162	\$1,162

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	155	1,007	0	0	0	1,162	1,162
Estimated Project Cost	0	0	0	155	1,007	0	0	0	1,162	1,162
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

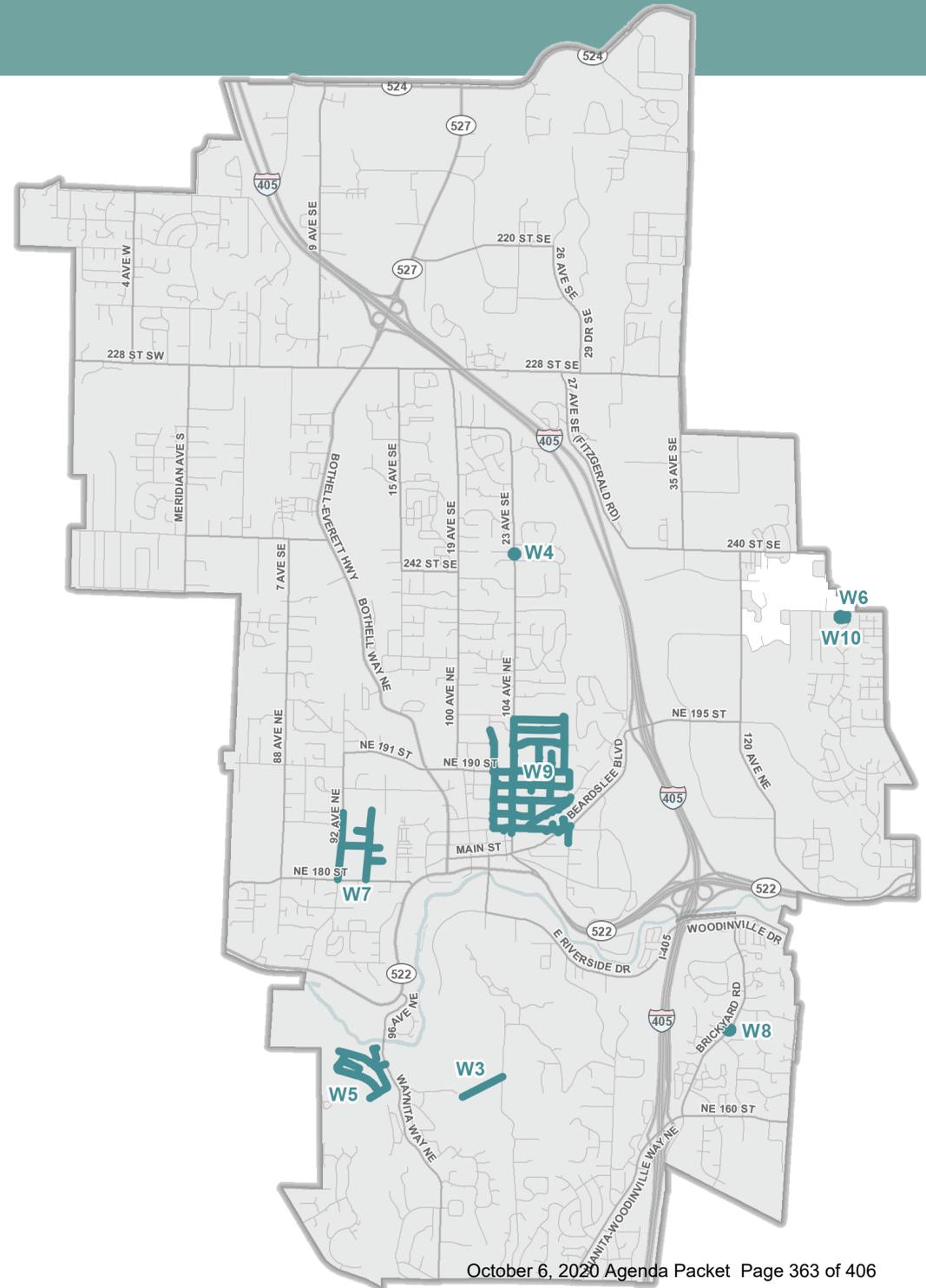
PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							



Water Capital Projects

Water Capital Projects

W1 - Annual Water Main Capital Replacement (not displayed on map)
W2 - Annual Water Facility Improvements (not displayed on map)
W3 - Piper's Glen Transmission Main
W4 - AWWD Intertie - Site 15 Adjustments
W5 - Valhalla Utility Project
W6 - Morningside Water System Improvements
W7 - Bothell High School Utility Project
W8 - Northshore Utility District Norway Hill Intertie
W9 - Lower Maywood Hills Utility Project
W10 - Bloomberg Reservoir Painting



Water Capital Projects

Estimated Costs & Funding Sources Summary of Water Capital Projects

Dollars in Thousands (000)

CFP No.	CFP Project Name	Projected to 2020	Budgeted		Estimated					Total Estimated 2021-2027	Total Estimated Project Funding Thru 2027
			2021	2022	2023	2024	2025	2026	2027		
W1	Annual Water Main Capital Replacement	\$6,803	\$263	\$1,483	\$1,178	\$453	\$320	\$794		\$4,491	\$11,294
	Utilities - Water	6,803	263	1,483	1,178	453	320	794		4,491	11,294
	Total Secured Funding	\$6,803	\$263	\$1,483	\$1,178	\$453	\$320	\$794	\$0	\$4,491	\$11,294
W2	Annual Water Facility Improvements		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$350	\$350
	Utilities - Water		50	50	50	50	50	50	50	350	350
	Total Secured Funding	\$0	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$350	\$350
W3	Piper's Glen Transmission Main (D-10)			\$304						\$304	\$304
	Utilities - Water			304						304	304
	Total Secured Funding	\$0	\$0	\$304	\$0	\$0	\$0	\$0	\$0	\$304	\$304
W4	AWWD Intertie – Site 15 Adjustments			\$75						\$75	\$75
	Utilities - Water			75						75	75
	Total Secured Funding	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$75	\$75
W5	Valhalla Utility Project		\$357	\$2,334						\$2,691	\$2,691
	Utilities - Water		357	2,334						2,691	2,691
	Total Secured Funding	\$0	\$357	\$2,334	\$0	\$0	\$0	\$0	\$0	\$2,691	\$2,691
W6	Morningside Water System Improvements	\$142	\$160							\$160	\$302
	Utilities - Water	142	160							160	302
	Total Secured Funding	\$142	\$160	\$0	\$0	\$0	\$0	\$0	\$0	\$160	\$302
W7	Bothell High School Utility Project								\$186	\$186	\$186
	Utilities - Water								186	186	186
	Total Secured Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186	\$186	\$186
W8	Northshore Utility District Norway Hill Intertie		\$50							\$50	\$50
	Utilities - Water		50							50	50
	Total Secured Funding	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$50
W9	Lower Maywood Hills Utility Project							\$599	\$1,957	\$2,556	\$2,556
	Utilities - Water							599	1,957	2,556	2,556
	Total Secured Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$599	\$1,957	\$2,556	\$2,556
W10	Bloomberg Reservoir Painting	\$13			\$828					\$828	\$841
	Utilities - Water	13			828					828	841
	Total Secured Funding	\$13	\$0	\$0	\$828	\$0	\$0	\$0	\$0	\$828	\$841
TOTAL WATER CAPITAL PROJECTS ESTIMATED COSTS		\$6,958	\$880	\$4,246	\$2,056	\$503	\$370	\$1,443	\$2,193	\$11,691	\$18,649
Secured Funding		6,958	880	4,246	2,056	503	370	1,443	2,193	11,691	18,649
TOTAL WATER CAPITAL PROJECTS ESTIMATED FUNDING SOURCES		\$6,958	\$880	\$4,246	\$2,056	\$503	\$370	\$1,443	\$2,193	\$11,691	\$18,649

DESCRIPTION:

This program will provide water system improvements that will either repair or replace aging mains and other related water components, or provide necessary level-of-service improvements to improve pressure, water quality and/or fire flow.

JUSTIFICATION:

This program provides improvements to meet the water system needs identified in the Water Comprehensive Plan and in coordination with major street reconstruction and overlay projects.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual water maintenance program, it reduces maintenance and fire flow problems by installation of larger and newer water mains. Construction of these improvements will reduce pipe repair and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Water Replacement Program projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

In preparation for major projects, replacements/repairs are needed along these roads: E Riverside Dr, Riverside Pl, Kaysner Way, Beardslee Blvd, Main St, 102 Ave NE, Sunrise Dr, Beardslee Pl, NE 180 St, 96 Ave NE, 93 Pl NE, NE 191 St, QFC parking lot, NE 190 St, 101 Pl NE, 103 Ave NE, NE 192 St, 32 Ave NE, 100 Ave NE, 104 Ave NE, NE 202 Pl, SR 522, NE 185 St, Bothell Way NE, 105 Ave NE.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	712								0	712
Construction	6,091	263	1,483	1,178	453	320	794		4,491	10,582
TOTAL ESTIMATED COSTS	\$6,803	\$263	\$1,483	\$1,178	\$453	\$320	\$794	\$0	\$4,491	\$11,294

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water	6,803	263	1,483	1,178	453	320	794		4,491	11,294
TOTAL SECURED FUNDING	\$6,803	\$263	\$1,483	\$1,178	\$453	\$320	\$794	\$0	\$4,491	\$11,294

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	6,803	263	1,483	1,178	453	320	794	0	4,491	11,294
Estimated Project Cost	6,803	263	1,483	1,178	453	320	794	0	4,491	11,294
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This program will provide water system improvements that will either repair or replace aging water components, structures, or provide necessary level-of-service improvements and evaluations not specifically associated with watermain replacement to improve pressure, water quality and/or fire flow.

JUSTIFICATION:

This program provides improvements to meet the water system needs identified in the Water Comprehensive Plan by improving reliability, water quality, and fire flow.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

This project benefits the City's annual water maintenance program, it reduces maintenance and fire flow problems by installation of new and replacement pumps, meters, water quality equipment, and other associated infrastructure. Construction of these improvements will reduce repairs and the number of responses required.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

Annual Water Facility Improvement projects are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

PRV Station #2 Upgrade (PZ-1), New 498 Pressure Zone (PZ-3), NUD Norway Hill Intertie (G-5).

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction		50	50	50	50	50	50	50	350	350
TOTAL ESTIMATED COSTS	\$0	\$50	\$350	\$350						

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water		50	50	50	50	50	50	50	350	350
TOTAL SECURED FUNDING	\$0	\$50	\$350	\$350						

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	50	50	50	50	50	50	50	350	350
Estimated Project Cost	0	50	50	50	50	50	50	50	350	350
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City plans to install 1,300 LF of 12-inch DI pipe from Site No. 1 to the proposed Piper's Glen development off of Waynita Drive. The development is currently being served by Northshore Utility District until the City builds this transmission main. The main will also serve as an additional source connection to the 284 Zone, which may improve fire flows along Waynita Drive.

JUSTIFICATION:

This project will provide water to a newer section of the service area and will improve fire flows.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Adding new piping will have associated typical M & O costs including watermain flushing, valve exercising, and replacement at the end of useful lifespan. However, completion of this project will improve reliability to the area which should reduce service disruption and reduce wholesale water purchase costs by replacing high-cost Northshore Utility District water purchase.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan and is planned to be constructed in 2022 in association with private development work.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Project is anticipated to commence in 2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction			304						304	304
TOTAL ESTIMATED COSTS	\$0	\$0	\$304	\$0	\$0	\$0	\$0	\$0	\$304	\$304

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water			304						304	304
TOTAL SECURED FUNDING	\$0	\$0	\$304	\$0	\$0	\$0	\$0	\$0	\$304	\$304

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	304	0	0	0	0	0	304	304
Estimated Project Cost	0	0	304	0	0	0	0	0	304	304
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will provide necessary level-of-service improvements to improve pressure, water quality and/or fire flow.

JUSTIFICATION:

This project provides improvements to meet the water system needs identified in the Water Comprehensive Plan by improving reliability and fire flow. There are several structures within the zone that require greater than 1,500 gpm fire flow, which cannot be met by the reservoir alone. The intertie is needed to meet these flows.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

No changes in cost from existing infrastructure.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

AWWD Intertie and adjustments are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This project is planned to commence in 2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction			75						75	75
TOTAL ESTIMATED COSTS	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$75	\$75

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water			75						75	75
TOTAL SECURED FUNDING	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$0	\$75	\$75

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	75	0	0	0	0	0	75	75
Estimated Project Cost	0	0	75	0	0	0	0	0	75	75
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City plans to replace all of the asbestos concrete water pipes and failing sewer lines within the Valhalla neighborhood. This will improve the reliability of the water and sewer system in the area, will improve fire flows to the area, and improve water system reliability. Storm and sewer replacement work within the project area, within projects SW1 and S1, will be completed in conjunction with this project.

JUSTIFICATION:

This project will improve reliability and fire flow in the area. Improved reliability will also reduce the amount of maintenance calls and repairs associated with older asbestos concrete pipe.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Reductions associated with fewer repairs, current watermain flushing and valve exercising will continue.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan and is planned to be constructed in 2022.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This issue has been identified as needing improvements in the Water Comprehensive Plan and is planned to design in 2021 and construct in 2022.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design		357							357	357
Construction			2,334						2,334	2,334
TOTAL ESTIMATED COSTS	\$0	\$357	\$2,334	\$0	\$0	\$0	\$0	\$0	\$2,691	\$2,691

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water		357	2,334						2,691	2,691
TOTAL SECURED FUNDING	\$0	\$357	\$2,334	\$0	\$0	\$0	\$0	\$0	\$2,691	\$2,691

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	357	2,334	0	0	0	0	0	2,691	2,691
Estimated Project Cost	0	357	2,334	0	0	0	0	0	2,691	2,691
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The existing Morningside Booster Station cannot currently meet the City’s minimum residential fire flow requirement. The Water System Plan identified a project to upgrade the booster station in order to meet fire flow requirements. However, an alternative approach includes a fire-flow intertie with the Alderwood Water and Waste Water District (AWWD) to the north completed in conjunction with private developer improvements. AWWD has tentatively agreed to this alternative fire-flow intertie plan. The intertie will also be located in an ideal location for a future domestic water intertie to the AWWD system.

JUSTIFICATION:

This project provides improvements to meet the water system needs identified in the Water Comprehensive Plan and established fire flow requirements for the system.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Improving the pump system will require less Operations and Maintenance (M & O) requirement than the existing, older, less efficient system. Completion of the alternative fire-flow intertie would replace the pump system which would reduce M & O requirements further.

TIMING PRIORITY CONSIDERATIONS:

This project is identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Project design is underway. Construction in 2021 with fire-flow intertie to commence after Water Supply agreement is finalized with AWWD.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	142								0	142
Construction		160							160	160
TOTAL ESTIMATED COSTS	\$142	\$160	\$0	\$0	\$0	\$0	\$0	\$0	\$160	\$302

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water	142	160							160	302
TOTAL SECURED FUNDING	\$142	\$160	\$0	\$0	\$0	\$0	\$0	\$0	\$160	\$302

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	142	160	0	0	0	0	0	0	160	302
Estimated Project Cost	142	160	0	0	0	0	0	0	160	302
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City plans to replace asbestos concrete water pipes, failing sewer lines, and improve storm drainage in the neighborhoods near Bothell High School. This will improve the reliability of the water and sewer system in the area, will improve fire flows to the area, and improve water system reliability. Storm and sewer replacement work within the project area, within projects SW1 and S1, will be completed in conjunction with this project.

JUSTIFICATION:

This project will improve reliability and fire flow in the area. Improved reliability will also reduce the amount of maintenance calls that staff have to respond to.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Reductions associated with fewer repairs, current watermain flushing and valve exercising will continue.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan. It is being coordinated with other projects and is planned to be designed in 2027.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This issue has been identified as needing improvements in the Water Comprehensive Plan and is planned to design in 2027.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design								186	186	186
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186	\$186	\$186

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water								186	186	186
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186	\$186	\$186

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	0	0	0	186	186	186
Estimated Project Cost	0	0	0	0	0	0	0	186	186	186
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City and Northshore Utility District (NUD) currently have parallel lines near the Norway Hill Surge Tank. During periods when the Tolt Pipeline is shut down, the City has used jumper hoses to connect to NUD’s 601 Zone. The City is in the process of constructing permanent intertie to provide system reliability in the event that the Tolt is shutdown. Due to the modifications to Site Nos. 1, 2, and 3, the existing flow control valve vault located at Site No. 1 will be inactive, under normal conditions. However, modifications to the existing flow control valve vault will allow the City to operate off of NUD’s 601 Zone by opening an isolation valve. The flow control valve is already connected to the City’s telemetry, so the City can monitor and control flow from NUD. City staff will complete the design and installation.

JUSTIFICATION:

This program provides improvements to meet the water system needs identified in the Water Comprehensive Plan by improving reliability and fire flow.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

The new intertie will require additional maintenance but once it is complete it will bring greater reliability and fire flow which will reduce maintenance calls. It will also eliminate the need for crews to connect to NUD’s system through jumper hoses.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan.

PROJECT COMMENCEMENT REQUIREMENTS:

AWWD Intertie and adjustments are approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This project is planned to commence in 2021.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Construction		50							50	50
TOTAL ESTIMATED COSTS	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$50

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water		50							50	50
TOTAL SECURED FUNDING	\$0	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$50

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	50	0	0	0	0	0	0	50	50
Estimated Project Cost	0	50	0	0	0	0	0	0	50	50
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

The City plans to replace asbestos concrete water pipes, failing sewer lines, and improve storm drainage in the Maywood Hills neighborhoods. This will improve the reliability of the water and sewer system in the area, will improve fire flows to the area, and improve water system reliability. Storm and sewer replacement work within the project area, within projects SW1 and S1, will be completed in conjunction with this project.

JUSTIFICATION:

This project will improve reliability and fire flow in the area. Improved reliability will also reduce the amount of maintenance calls that staff have to respond to.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Reductions associated with fewer repairs, current watermain flushing and valve exercising will continue.

TIMING PRIORITY CONSIDERATIONS:

Projects are identified and prioritized in the City's Water Comprehensive Plan. It is being coordinated with other projects and is planned to be constructed in 2027.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

This issue has been identified as needing improvements in the Water Comprehensive Plan and is planned to design in 2026 and construct in 2027.

Dollars in Thousands (000)

ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design							599		599	599
Construction								1,957	1,957	1,957
TOTAL ESTIMATED COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$599	\$1,957	\$2,556	\$2,556

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water							599	1,957	2,556	2,556
TOTAL SECURED FUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$599	\$1,957	\$2,556	\$2,556

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	0	0	0	0	0	0	599	1,957	2,556	2,556
Estimated Project Cost	0	0	0	0	0	0	599	1,957	2,556	2,556
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							

DESCRIPTION:

This project will consist of sandblasting, spot repairs, and painting the interior and exterior of the 5 million gallon steel tank Bloomberg reservoir.

JUSTIFICATION:

The reservoir was constructed in 1985 and the exterior was repainted in early 2000. The interior and exterior are both due for coating repairs and new paint. Operationally, it would be to the City's advantage to wait on this project until the City's new Morningside Intertie with Alderwood Water District is in service. Prior to commencement of this project it is also recommended that the City evaluate the need for seal welding win the reservoir interior. Other considerations to be evaluated include access sizing, access stairs, gutters and downspouts, roof guardrail and interior platforms. A planning level estimate of these total additional considerations is an additional \$800,000 according to a 2017 technical memorandum.

FUTURE MAINTENANCE AND OPERATING (M & O) COSTS:

Once repainted, there are minimal Maintenance and Operations (M&O) costs. It is recommended that interior inspection be performed once every five years to insure that the interior of the tank is in good condition.

TIMING PRIORITY CONSIDERATIONS:

The project is identified in the City's Water Comprehensive Plan and in a May 2017 technical memorandum.

PROJECT COMMENCEMENT REQUIREMENTS:

This water project is approved to commence when financing is secured and funding resources are appropriated in the City's budget.

PROJECT STOPPING POINT(S):

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

STATUS:

Construction is anticipated for this project in 2023.

Dollars in Thousands (000)

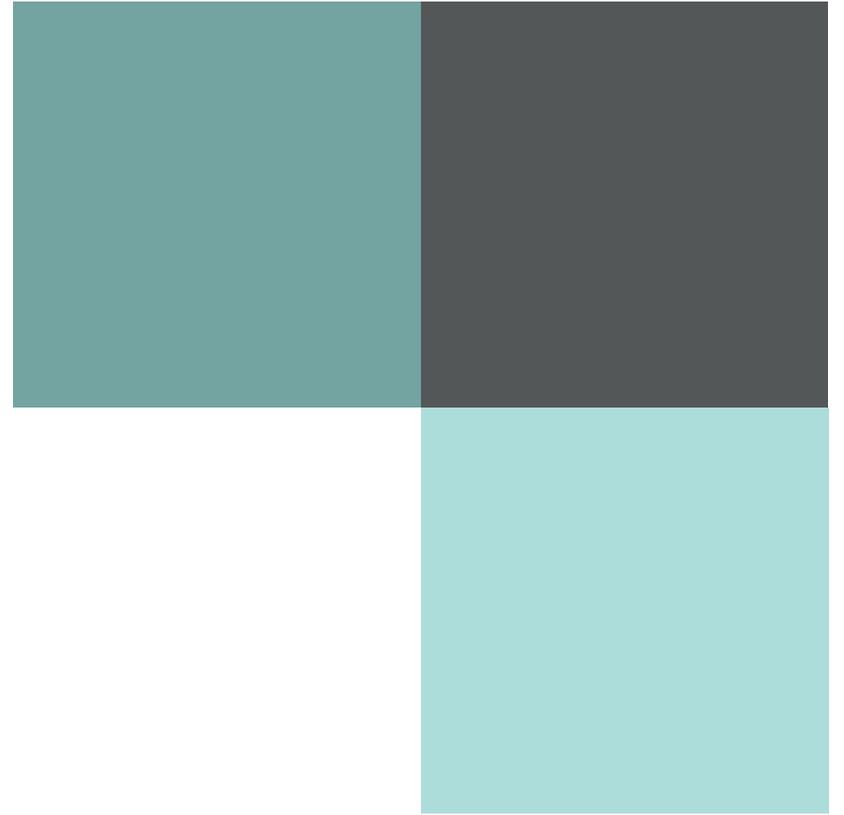
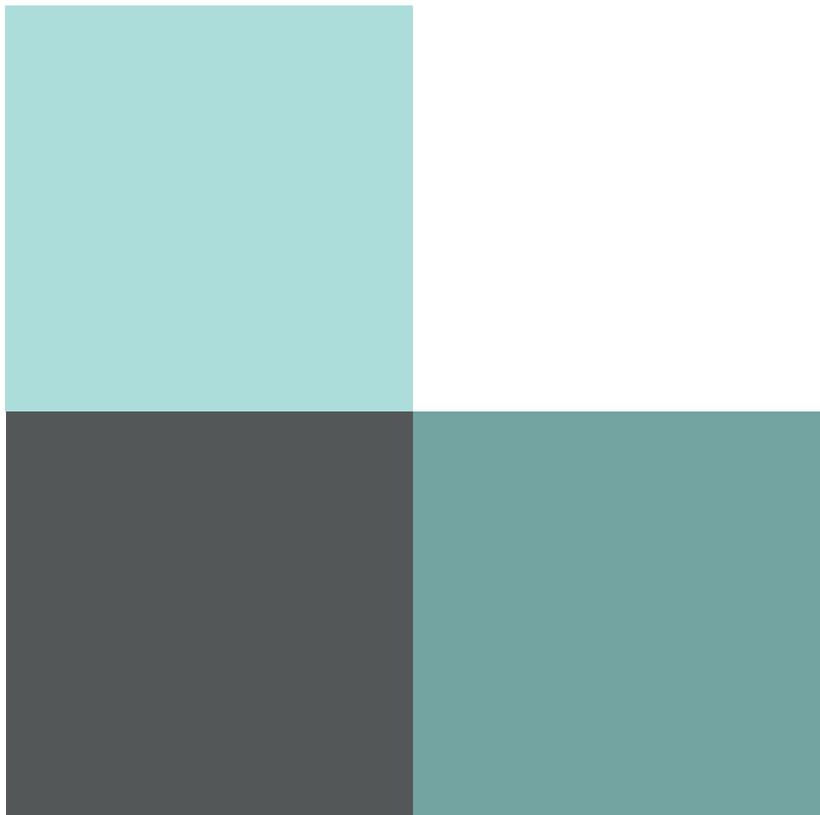
ESTIMATED PROJECT COSTS	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Spending 2021 - 2027	Total Estimated Project Costs Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Design	13								0	13
Construction				828					828	828
TOTAL ESTIMATED COSTS	\$13	\$0	\$0	\$828	\$0	\$0	\$0	\$0	\$828	\$841

ESTIMATED PROJECT FUNDING	Projected Spending Thru 2020	Budgeted		Estimated					Estimated Funding 2021 - 2027	Total Estimated Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
SECURED FUNDING										
Utilities - Water	13			828					828	841
TOTAL SECURED FUNDING	\$13	\$0	\$0	\$828	\$0	\$0	\$0	\$0	\$828	\$841

PROJECT VARIANCES	Projected to 12/31/2020	Budgeted		Estimated					Project Variances 2021 - 2027	Total Project Funding Thru 2027
		2021	2022	2023	2024	2025	2026	2027		
Secured Funding	13	0	0	828	0	0	0	0	828	841
Estimated Project Cost	13	0	0	828	0	0	0	0	828	841
TOTAL PROJECT VARIANCES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Dollars in Thousands (000)

PROJECT M&O IMPACT	Budgeted		Estimated					Total Project M&O Impact 2021 - 2027
	2021	2022	2023	2024	2025	2026	2027	
TOTAL FUTURE M&O COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FTE IMPACT	No Future M&O Impact							



Future Capital Projects

Project Type	Project Name	Project Description	Source	Estimated Costs (if available)
Park Projects				
Planning/Capacity	Blyth Park Improvements	In 2011, the City Council adopted the master plan for Blyth Park. The master plan allows for park development in phases: South Gathering Space, Parking & Drives, Restroom and Gathering space, Forest Opening, Large Shelter, Stream Restoration, Meadow, River Edge, Hillside Woodland and Disc Golf. These phases are listed in no particular order.	Previous CFP	\$2,300,000
Capacity/ Condition	Centennial Park Improvements: Phase II	Project plan would include pocket wetland restoration, boardwalk loop, bridges, overlooks and wetland restoration.	Previous CFP	\$2,224,000
Planning/Capacity	East Norway Hill	This underdeveloped park site came to the City of Bothell from King County upon 2014 annexation. The site has limited improvements that consist of two small sports fields and a few informal trails. This project will add parking, restroom, open field, trails and off-lease dog park.	Previous CFP	\$2,000,000
Planning/Capacity	North Bothell Park Acquisition	Acquisition and development of a 5+ acre community park in Snohomish County. Location to be determined once funding is secured. Park development will include a skate park, off-leash area and other park amenities such playground, restroom, picnic areas.	Previous CFP	\$5,500,000
Condition	North Creek Field #3	Replacement of grass field to synthetic turf, new fencing and baseball-softball backstop.	Previous CFP	\$1,775,000
Planning/Capacity	North Creek Forest	Master planning and site development.	Previous CFP	\$375,000
Capacity/Planning	Open Space Acquisition & Development	This project consists of acquisition of open space land throughout the City. Funds may be used as a match for grant funded projects, acquisitions projects identified in the adopted 2020 PROS plan or other opportunities that might be presented over the next seven years.	Previous CFP	\$1,000,000
Capacity/Economic/ Planning	Park at Bothell Landing Renovation (Future Phases)	This project involves the expansion and redevelopment of the Park at Bothell Landing. The project is associated with the Bothell Crossroads project (realignment of SR 522), and is vital to the City's Downtown Revitalization vision. The park was analyzed in its entirety, but will be developed in phases as funding is secured.	Previous CFP	\$14,214,000
Capacity	Regional Aquatic Center & Community Center	Construction of an aquatic and/or community center to serve either the Northshore School District, the Parks and Recreation Service Area or the local Bothell community. The type and size of the pool/community center will be determined through outreach to the community to ensure it fits the needs of our citizens prior to proceeding with a bond issue. If a regional pool and community center proceeds, the project costs would be equivalent to the City's citizens' share of the total regional bond.	Previous CFP	\$18,000,000
Planning/Capacity	Shelton View Woods	Land acquisition, master planning and development.	Previous CFP	\$10,000,000
Planning/Capacity	Downtown Parks Connectivity and Master Plan	The former Wayne Golf Course property offers a unique opportunity for a comprehensive approach to planning park amenities in the downtown area. This includes community input on six nearly contiguous parks and proposed parks – former Wayne Golf Course, Blyth Park, Red Brick Park, Sammamish River Park and Park at Bothell Landing. The community will review the existing master plans for the individual parks, provide input on possible amenities and the creation of a phased master plan for the downtown parks.	New	\$150,000
Planning/Capacity	Skate park/Bike Skills Adventure Park	Planning documents recommend building a skate park at a new North Bothell Park. Another option listed in the 2020 PROS plan is to look at building a combination skate park/bike skills adventure course with pump track. In the event a North Bothell site is not realized, this project would call for conducting a site search for a skate park at a Bothell location, or revisiting existing Park Master Plans for potential of building a Bothell Skate park.	New	\$2,500,000 Estimated. Does not include land acquisition costs.
Planning/Capacity	Splash Pad	Construct a water/splash feature park as identified in the 2020 PROS plan. Once a location is determined, funding, design/construction and long term cost estimates for ongoing maintenance of the new amenity will need to be further developed.	New	\$550,000
Planning/Capacity	Neighborhood Park Acquisition & Development	Acquisition and development of a 2-5 acre sites for development of neighborhood parks in the East Central, Norway Hill, West Central, Alderwood and Kennard subareas of Bothell as identified in the 2020 PROS Plan. Location to be determined once funding is secured. Park development will include a skate park, off-leash area and other park amenities such playground, restroom, picnic areas.	New	\$6,650,000
Capacity/Planning	Trails/River Access Acquisition & Development	This project consists of acquisition of land throughout the City. Funds may be used as a match for grant funded projects, acquisitions for trail and river access projects identified in the adopted 2020 PROS plan or other opportunities that might be presented over the next seven years.	New	\$2,000,000
Condition	Wayne Golf Course Bridges	Develop Project plan to reimagine, design and construct new pedestrian bridges replacing old structures on site.	New	\$3,000,000 to \$6,000,000

Project Type	Project Name	Project Description	Source	Estimated Costs (if available)
Transportation Projects				
Trail	North Creek Trail - Canyon Park	Replaces approximately 600 linear feet of a substandard section of the trail located within Canyon Park along 220th Street SE between North Creek and 20th Ave SE.	Previous CFP	No planning est.
Safety	5th Ave W Pedestrian Safety Improvements	Constructs an extruded curb along the east side of 5th Ave W between 240th St SE and the Shelton View Elementary School.	Previous TIP	\$73,000
Capacity	9th Avenue SE Widening: 228th St SE to SR 524	Upgrades 9th Ave SE to meet existing Collector standards. Proposed improvements would provide: one travel lane in each direction; a center turn lane; a bicycle lane; curbs/gutters; sidewalks; drainage and utility improvements; and pedestrian improvements. This project will also include improvements at the 228th and SR 524 intersections.	Previous TIP	\$7,839,000
Condition	108th Ave NE Roadway Rehabilitation	Rebuilds 108th Ave NE/112th PI NE from approximately E. Riverside Dr to NE 164th St to address slope stability and drainage issues and provide pedestrian and bicycle facilities.	Previous TIP	\$29,320,000
Condition	240th Street Improvements (Fitzgerald Road to 240th St SE Bridge)	Rebuilds the 240th St SE roadway west of the bridge to Fitzgerald Road at a higher elevation to raise it above the 100 year flood elevation.	Previous TIP	\$3,184,000
Economic	Main Street Enhancement, Phase 2: 102nd Ave NE to Kaysner Way	Implements improvements to Main Street from just east of 102nd Ave NE to Kaysner Way. The project reworks the entire streetscape within the existing right-of-way.	Previous TIP	\$5,654,000
Condition	Sammamish River Bridge Replacement (BOT-10)	Replaces the existing bridge and make road, bicycle, and pedestrian improvements along Waynita Drive NE and 96th Avenue NE.	Previous TIP	\$8,742,000
Condition	Fitzgerald Road Improvements: 240th Street SE to 228th Street SE	Minor roadway widening including curb/gutter and sidewalks along east side of roadway to meet City standards	Previous TIP / Comp Plan	No planning est.
Safety/Capacity	SR 524 Safety and Access Improvements: SR 527 to 39th Ave SE (also known as SR 524 Corridor Improvements)	Addresses the safety and access concerns on SR 524 between SR 527 and 39th Ave SE. Access improvements will be limited to roadway widening to provide for left turn pockets and improve sight distances.	Previous TIP / Congestion List	No planning est.
Capacity	240th St SE & 39th Ave SE Intersection Improvements (Traffic signal or roundabout)	Adds signal and eastbound right turn pocket or a roundabout.	Previous TIP/ Comp Plan / Congestion List	\$1,394,000
Capacity	Beardslee Boulevard Widening (NE 185th Street to 110th Avenue NE)	Widens to 4 or 5 lanes. Add northbound left turn lane (2 left) from 110th Avenue NE. Re-channelize southbound right turn lane to through/right configuration on Beardslee Boulevard.	Previous TIP/ Comp Plan/ Congestion List	\$7,593,000
Capacity	35th Avenue SE (240th St SE to 228th St SE)	Widens to 3 lanes. Includes curb/gutter and sidewalk improvements. Shared bike facilities or bike lane.	Comp Plan	\$33,427,000
Capacity	SR 527 (211th Street SE to north of SR 524) (Also known as SR 527/SR 524 Intersection Improvements)	Adds third northbound through lane. Add southbound left turn lane at SR 524 (2 left).	Comp Plan / Congestion List	\$5,609,000
Capacity	112th Ave NE & Juanita-Woodinville Way NE	Adds southbound right turn pocket on Juanita-Woodinville Way.	Comp Plan / Congestion List	\$900,000
Capacity	NE 160th St & 124th Ave NE	Adds southbound right turn pocket.	Comp Plan / Congestion List	\$900,000
Capacity	228th Street SE and Fitzgerald Road	Adds eastbound right turn pocket.	Comp Plan / Congestion List	\$900,000
Capacity	228th Street SE and 29th Drive SE	Adds westbound right turn pocket.	Comp Plan / Congestion List	\$900,000

Project Type	Project Name	Project Description	Source	Estimated Costs (if available)
Capacity	228th Street SE and 31st Avenue SE	Adds westbound right turn pocket.	Comp Plan / Congestion List	\$900,000
Capacity	220th Street SE and SR 527	Adds eastbound left turn lane (2 left).	Comp Plan / Congestion List	\$700,000
Capacity	214th Street SE and SR 527	Re-channelizes westbound through/left lane to through/right.	Comp Plan / Congestion List	No planning est.
Capacity	SR 524 and 9th Avenue SE	Add northbound left turn lane (2 left).	Comp Plan / Congestion List	\$900,000
Capacity	100th Ave NE/NE 145th Street Intersection Improvements	No definitive work scope. Planning and alternative analyses need to be completed.	Congestion List	No planning est.
Capacity	228th St SE Corridor Improvements (Meridian Ave to Fitzgerald Rd)	No definitive work scope. Planning and alternative analyses need to be completed.	Congestion List	No planning est.
Capacity	Adaptive Signal Control (228th)	Install an adaptive signal control system along 228th St SE.	Congestion List	No planning est.
Capacity	Bothell Everett Hwy/228th St SE Intersection Capacity Improvements	No definitive work scope. Planning and alternative analyses need to be completed.	Congestion List	No planning est.
Capacity	NE 180th St/132nd Ave NE Intersection (SR 522 Interchange)	No definitive work scope. Planning and alternative analyses need to be completed.	Congestion List	No planning est.
Capacity	SR 522/96th Ave NE Intersection Improvements (Northbound approach)	No definitive work scope. Planning and alternative analyses need to be completed.	Congestion List	No planning est.
Capacity	SR 522 Corridor, Phase 4: East of 101st	Installs sidewalks, access management, signal prioritization, and non-motorized connections. Improvements to Kaysner Way intersection.	Previous TIP / Comp Plan / Congestion List	No planning est.
Capacity	SR 527: SR 524 to I-405 Southbound Land and Intersection Improvements	Widens roadway from 2 to 3 lanes southbound from SR 524 to 220th St SE	Previous TIP / Comp Plan / Congestion List	No planning est.
Condition	102nd Ave NE Sidewalk Replacement	Replaces 102nd Ave NE sidewalk between East Riverside and 102nd Ave Bridge.	New	No planning est.
Capacity	Alternate North-South Corridor (Connect 120th Ave NE to 124th Ave NE)	Constructs an overpass across SR 522 to connect 120th Ave NE to 124th Ave NE to create a continuous north-south corridor.	New	No planning est.
Planning	Downtown Circulation Study	Analyzes traffic within the Downtown Core to develop a plan to address congestion. This study will involve alternative analyses and public involvement.	New	\$100,000
Planning	Downtown Parking Study: Phase 2	Evaluates the current and future parking situation in downtown Bothell, sets goals for desired state, and looks further into various policy options for Council consideration. These may include: - Changes to parking requirements on new buildings - Additional parking enforcement - Additional public parking facilities If scope and budget allow, this could also include an evaluation and recommendations on time-limited parking zones and permit parking strategies in the downtown and surrounding area.	New	No planning est.

Project Type	Project Name	Project Description	Source	Estimated Costs (if available)
Bike/Pedestrian	Pedestrian/bicycle bridge over the Sammamish River	Constructs a bridge over the Sammamish River to connect the Brickyard Road area to the Sammamish River Trail.	New	No planning est.
Trail	East Riverside Drive Trail (102nd Ave NE to City Limits)	This project constructs a 12' wide multi-use trail along the north side of East Riverside Drive within the old railroad right-of-way. This segment of trail will extend from just east of 102nd Ave NE to the City's eastern City Limits east of Brickyard Road. It is assumed that the City will not need to purchase right-of-way for the approximately 8000 linear foot long trail segment. This project will have to be coordinated with King County.	Previous CFP / Previous TIP	\$4,050,000
Program	Concurrency Monitoring and Modeling Program	This program will gather annual traffic counts and compute intersection level of service throughout the City along arterial and collector streets. This work is required to ensure that the City is meeting its concurrency requirements per the comprehensive plan.	Previous TIP	No planning est.
Program	Emergency and Spot Improvements Program	This program provides funding for immediate actions to address landslides, erosion, deterioration, vandalism, and spot hazardous locations. The ability to maintain will be a determining factor for selection of improvements. Work on this program deals with emergency situations when work cannot be delayed.	Previous TIP	No planning est.
Sidewalk	Bothell Downtown Center Access Improvements to SR 522 BRT and Transit (Phase 2 - 101st, 103rd, and 104th)	This project represents Phase 2 of the Downtown access improvements to transit facilities. The improvements will occur along 101st Ave, 103rd Ave, and 104th Ave (Phase 1 only includes 102nd Ave). The project will replace existing damaged sidewalks in the north-south direction between NE 185th and Main Street in order to connect transit users with the downtown businesses. The work will consist of reconstructing sidewalks, curb ramps, tree wells; and installing lighting to provide a safe and accessible route meeting ADA requirements to and from multimodal corridors.	Previous TIP	No planning est.

Note: Sidewalk projects are included on sidewalk inventory list

(This page intentionally left blank)



City of Bothell™

TO: Mayor Olsen and Members of the Bothell City Council

FROM: Jennifer Phillips, City Manager
Kellye Mazzoli, Assistant City Manager (Presenter)

DATE: October 6, 2020

SUBJECT: Consideration of Dedicating State-Shared CARES Act Funding to the City for COVID-19 Related Expenses

POLICY CONSIDERATION: This item asks the City Council to consider utilizing State CARES Act funds to reimburse the City for COVID-19 related expenses.

If approved, distribution of the allotted CARES Act funding has the potential to positively impact the Bothell community and economy by supporting the City’s response to COVID-19.

HISTORY:

DATE	ACTION
MARCH 05, 2020	Mayor Olsen signed Declaration of Emergency
MARCH 24, 2020	Governor Inslee issued “Stay Home, Stay Healthy” Order
MARCH 27, 2020	Federal government signed the CARES Act into law
MAY 20, 2020	Bothell received Dept. of Commerce CARES Award Letter awarding the City \$1.4 million for COVID related expenses City Council allocated \$1 million to City-related expenses
JUNE 2, 2020	(\$500K) and Community Assistance (\$500K) including Businesses and Residents City Council allocated \$402,500 to additional Resident
SEPTEMBER 1, 2020	Assistance (\$200,500), Business Assistance (\$90,000), and remaining (\$112,000) to city-related expenses

In late February, news of COVID-19 (Coronavirus) began to ramp up locally with the first U.S. deaths occurring in this area. On March 2, 2020, the City of Bothell activated the City’s Emergency Coordination Center (ECC) to address communications and policy matters related to this event and to begin developing response plans in preparation for any potential escalation. On March 5, 2020, Mayor Olsen signed an Emergency Declaration based on the COVID-19 outbreak.

Shortly thereafter, the Governor and King County Executive announced that they would impose restrictions on large events and gatherings, closing schools

statewide and closing restaurants, bars, and other non-essential businesses. The Governor officially issued the “Stay Home, Stay Healthy” proclamation, ordering residents to stay at home beginning March 24, 2020. The original two-week order was extended twice and is currently in effect until May 31, 2020. As Washington nears the end of the order, the Governor released a “Safe Start” approach to resume recreational, social, and business activities, with progression based upon monitoring the impacts of reopening in each phase before proceeding with the next phase.

On March 27, 2020, the Federal government signed into law the “Coronavirus Aid, Relief, and Economic Security Act” or “CARES Act” to begin addressing the economic fallout from the coronavirus pandemic. At \$2 trillion, this Act is the largest economic stimulus package ever enacted by the US Government. It provided loans and loan guarantees to small businesses and allocated \$150 billion in direct aid to states and local governments with populations over 500,000 to address COVID-19 expenses.

The City of Bothell did not qualify for direct funding from the CARES Act, but of the \$150 billion shared with states and local governments across the US, the state of Washington received \$2.16 billion. For those cities and counties not eligible to receive direct funding, the State is sharing a portion of their allocation using a population-based formula set at \$30 per capita. On May 20, 2020 Bothell was awarded and authorized to apply for reimbursement of up to \$1.4 million of qualifying COVID-19 response-related expenses.

On June 2, 2020, the Bothell City Council allocated a portion of the award toward city-related expenses to the COVID-19 response (up to \$500,000), community assistance (up to \$500,000) including both businesses and residents. On September 1, 2020, the Bothell City Council allocated the remaining \$402,500 of the original award with \$200,500 dedicated to additional Resident Assistance, \$90,000 to additional Business Assistance, and the remaining \$112,000 to city-related costs. Projections for the first four (4) months of city response expenses total more than \$ 3 million and continue as the response continues.

On September 2, 2020, the Department of Commerce announced that the City qualified for an additional distribution of \$701,250 with an extended deadline of November 30, 2020.

DISCUSSION: To date, the City Council has allocated \$1.4 million state-shared CARES Act funding. The City is submitting to the Washington Department of Commerce for reimbursement on a rolling basis. The Economic Development division has

awarded and is distributing \$390,000 in business relief grants and the City contracted for \$351,500 with the Northshore Senior Center (NSC) for a communitywide resident assistance program. An additional portion of funds, \$27,500, was granted for upgrades to expand the community food pantry located in the NSC lobby that has been serving all of Bothell's residents and families with food assistance since the start of the COVID-19 outbreak.

At this time, Council is being asked to consider allocating the additional \$701,250 in State-shared CARES Act funding recently awarded by the Department of Commerce to the City. Response related expenses are expected to continue through the end of the funding term (November 30, 2020) and possibly even into 2021. Due to the ongoing nature of the City's response, it is recommended that Council dedicate the remaining funds to city response efforts. If, for some reason, it becomes apparent that a portion of the funds cannot be used for city-related expenses, staff requests the ability to reallocate the balance of funds for quick distribution to Bothell businesses and residents through the already established community response programs.

FISCAL IMPACTS: These revenues and associated COVID-19 expenditures are not included in the Adopted 2019-2020 Budget. Depending upon the direction given by Council, this funding may allow the City to recover qualified expenditure related to COVID-19 response and recovery, as well as provide for additional community assistance for Bothell residents and businesses.

Depending on the direction given by the City Council a budget amendment may be required to implement this item. If necessary, staff will bring a budget amendment forward for City Council consideration after the City Council provides direction on this matter, but before the end of the calendar year.

ATTACHMENTS: Att-1. Safe Start Washington Plan – Governor Inslee
Att-2. Relief Funds Program Guidelines – Department of Commerce

RECOMMENDED ACTION: Direct staff to proportion the remaining \$701,250 of state-shared CARES Act funds to City cost recovery, allowing staff to reallocate to community assistance if necessary.

(This page intentionally left blank)



Safe Start Washington

A Phased Approach to Recovery

ISSUED BY THE OFFICE OF THE GOVERNOR | MAY 4, 2020



Safe Start Washington Governor Jay Inslee

Governor Jay Inslee, in collaboration with the Washington State Department of Health, has established a data-driven approach to reopen Washington and modify physical distancing measures while minimizing the health impacts of COVID-19.

This approach reduces the risk of COVID-19 to Washington's most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping, and recreation. The plan involves assessing COVID-19 activity in the state along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations.



COVID-19 DISEASE ACTIVITY

Before reopening Washington and modifying physical distancing measures, COVID-19 disease burden must be low and decreasing as measured by:

- Number and trend of [COVID-19 cases, hospitalizations and deaths in Washington State](#)
- Modeling data, including [Institute for Disease Modeling](#) on Puget Sound area rates of COVID-19 spread, University of Washington [Institute for Health Metrics and Evaluation](#) modeling, and [Youyang Gu](#) modeling
- Mobility trends in Washington State, including [WSDOT traffic data](#) and [Google Mobility Data](#)

READINESS AND CAPABILITIES NEEDED

The Department of Health and local public health officials will monitor data to assess our state's readiness for safely reopening and modifying physical distancing measures. In addition to a low and decreasing disease burden, readiness must be achieved in four key areas to proceed from where we are now in the "Stay Home, Stay Healthy" order (Phase I) to Phase II, III and IV of the plan. The four key areas include healthcare system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The overall goals for each area, along with the pertinent data that will be considered, are detailed below.





1. Health Care System Readiness

Adequate bed capacity, staffing and supplies in the health care system to handle a surge in COVID-19 cases, measured by:

- Number and percentage of licensed beds and ICU beds available in hospitals
- Number of available ventilators
- Days of personal protective equipment (PPE) supply available at hospitals, long-term care facilities, and other health care settings
- Ability of the state to fill high priority PPE requests from local emergency management agencies
- Ability of hospitals and other health care facilities to surge and coordinate movement of patients



2. Testing Capacity and Availability

Ability for everyone with COVID-19 symptoms and those with high-risk exposures to be tested immediately using a polymerase chain reaction (PCR) test and rapidly receive test results as measured by:

- Geographic distribution of testing sites and ability to serve the entire population
- Number and capacity of laboratories in Washington performing COVID-19 testing
- Availability of sufficient swabs, viral transport media, lab reagents, and other materials required for COVID-19 testing
- Number of tests performed per day



3. Case and Contact Investigations

Ability to rapidly isolate those with COVID-19, identify and quarantine their contacts, and provide case management services as measured by:

- Number of investigators trained and working
- Plans for case management
- Availability of isolation and quarantine facilities in local jurisdictions
- Percent of cases investigated within 24 hours of receipt of positive test report
- Percent of contact investigations initiated within 48 hours of receipt of positive test report





4. Ability to Protect High-Risk Populations

Ability to immediately respond to outbreaks in congregate settings, such as long-term care facilities, behavioral health facilities, agricultural worker housing, homeless shelters and correctional facilities, and address the needs of other high-risk populations, including the elderly and the medically frail, measured by:

- Number of outbreaks in long-term care facilities
- Demographic data, including race/ethnicity data, on COVID-19 cases, hospitalizations and deaths
- Ability of local or state strike teams with adequate PPE to respond to an outbreak within 24 hours

ALL INDIVIDUALS AND BUSINESSES

Until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery. This includes heightened protections for the health and safety of workers in essential sectors, people living and working in high-risk facilities (e.g., senior care facilities) and all other workers.

All Washingtonians have a responsibility to protect themselves and others. Each phase, while allowing for additional services to open and return to full capacity, is grounded in the following required basic practices:

Guidance for Individuals

All phases – Individuals should continue to:

- Engage in physical distancing, staying at least six feet away from other people
- Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance)
- Stay home if sick
- Avoid others who are sick
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)
- Cover coughs and sneezes
- Avoid touching eyes, nose and mouth with unwashed hands
- Disinfect surfaces and objects regularly



Requirements for All Employers

All phases – Employers are required to:

- Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.
- Provide services while limiting close interactions with patrons.
- Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
- Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.
- Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.
- Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.
- On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials, implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Follow requirements in [Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights](#).
- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Coronavirus Prevention Under Stay Home, Stay Healthy Order](#) and the Washington State Department of Health [Workplace and Employer Resources & Recommendations](#).
- Challenge Seattle and the Washington Roundtable have developed a [business checklist](#) which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers.

Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.



PHASED APPROACH TO REOPENING WASHINGTON AND MODIFYING PHYSICAL DISTANCING MEASURES

Phase I of reopening Washington begins on May 5, 2020. When COVID-19 disease burden is low and decreasing and the four above capabilities are met, the Governor will issue an order for the state to move into future phases. The state will stay in every phase for a **minimum of three weeks**. During that time, the Department of Health and the Governor will re-evaluate the above indicators and determine if the state should remain in the current phase, advance to the next phase or return to the previous phase. No phase will last less than three weeks before moving to the next phase, in order to allow one complete disease incubation period plus an additional week to compile complete data and confirm trends.

The following table shows the phased approach for reopening businesses and resuming activities not authorized under Proclamation 20-25. **This phased approach may be adjusted as the pandemic evolves.** The industries listed are not an exclusive or exhaustive list of industries. Businesses listed in each phase of the plan will have industry-specific guidance and safety criteria developed to ensure workplace safety and public health are maintained. Those business activities are not authorized to open until the industry-specific guidance and safety criteria are issued.

A number of different factors were considered when deciding which activities could be resumed and which businesses could be reopened in various phases. These factors included:

- Risk of disease spread during the individual or business activity
- Number of people who could potentially be infected during the individual or business activity
- Economic benefits to opening the business
- Individual benefits to opening the business

Additional plans for a phased approach to restarting health care and educational activities are under development.

Families are adjusting to a new way of life, and we understand the impacts this is having on them. The connection between education, childcare, youth sports, summer programs and extracurricular activities is critical and must be viewed from a holistic lens to ensure equity and high quality of life. As we prepare for what the reopening of school looks like, we will be working closely with the Department of Health, Office of the Superintendent for Public Instruction, Department of Children, Youth and Families, and parents to release plans in the future.

While childcare is currently an essential business activity and a key component to the reopening plan, we know there is more to do. The state will continue efforts to ensure adequate access and affordability for families.



WASHINGTON'S PHASED APPROACH

Modifying Physical Distancing Measures as we Reopen the State

INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES



Phase 1



Phase 2



Phase 3



Phase 4

High-Risk Populations*

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Resume public interactions, with physical distancing

Recreation

Some outdoor recreation (hunting, fishing, golf, boating, hiking)

Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)

- Outdoor group rec. sports activities (50 or fewer people)
- Recreational facilities at <50% capacity (gyms, public pools, etc.)
- Professional sports without audience participation (horseracing, baseball, etc.)

Resume all recreational activity

Gatherings (social, spiritual)

- None
- Drive-in spiritual service with one household per vehicle

Gather with no more than 5 people outside your household per week

Allow gatherings with no more than 50 people

Allow gatherings with >50 people

Travel

Essential travel and limited non-essential travel for Phase I permissible activities

Essential travel and limited non-essential travel for Phase I & II permissible activities

Resume non-essential travel

Continue non-essential travel

Business/Employers

- Essential businesses open
- Existing construction that meets agreed upon criteria
- Landscaping
- Auto/RV/boat/ORV sales
- Retail (curb-side pick-up orders only)
- Car washes
- Pet walkers

- Remaining manufacturing
- Additional construction phases
- In-home/domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Real estate
- Professional services/office-based businesses (telework remains strongly encouraged)
- Hair and nail salons/barbers
- Pet grooming
- Restaurants/taverns <50% capacity table size no larger than 5 (no bar-area seating)

- Restaurants/taverns <75% capacity/ table size no larger than 10
- Bar areas in restaurant/taverns at <25% capacity
- Movie theaters at <50% capacity
- Customer-facing government services (telework remains strongly encouraged)
- Libraries
- Museums
- All other business activities not yet listed except for nightclubs and events with greater than 50 people

- Nightclubs
- Concert venues
- Large sporting events
- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

COUNTY VARIANCE REQUESTS

The Department of Health recognizes that there are currently some small counties with a population of less than 75,000 that have not identified a resident with COVID-19 for the past three weeks. These counties have the opportunity to apply for a variance to move to Phase II of this plan before the rest of the state. To apply for a variance, the local jurisdiction must follow the below process and submit the following materials to the Department of Health. County variance applications will be approved or denied by the Secretary of Health.

1. The process must adhere to the following steps:

- a. The local public health officer must submit a signed recommendation to the local board of health with one of the following recommendations: not request a variance and stay in Phase I, request a variance to include all of the Phase II modifications above, or request a variance to include a subset of Phase II modifications.
- b. The local board of health, if they choose to move forward with a variance request, must vote on such a request.
- c. The local hospital(s) must submit a letter certifying that they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe.
- d. The county commission/council must request to move to Phase II (or a subset of Phase II) of the plan.

2. The county commissioner must submit a letter requesting a variance, the letter from the local hospital certifying they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe, and a document that includes the following information to the Department of Health:

- a. Plans to make COVID-19 testing available and accessible to everyone in the county with symptoms consistent with COVID-19.
- b. The number of tests performed by week over the past three weeks.
- c. The number of people trained and ready to perform case investigations and contact tracing.
- d. Plans to house people in isolation or quarantine who do not have a home or wish to isolate or quarantine themselves outside of their home.
- e. Plans to provide case management services to cases and contacts in isolation and quarantine.
- f. Plans to rapidly respond to outbreaks in congregate settings.



3. Included with this application are documents demonstrating approvals and endorsements for all of the following:

- a. The local public health officers' recommendation to the Board of Health.
- b. Documentation of the vote of the Board of Health, including the motion and the vote totals.
- c. Letters from all hospitals used by the county certifying their bed capacity for COVID-19 patients and PPE supplies.
- d. Documentation of the vote of the county commission, including the vote totals.

In the next two weeks, the Department of Health and Governor Inslee will consider additional criteria which could include cases per capita for allowing other counties to apply for a variance. Local jurisdictions will be allowed to partially implement a phase.



(This page intentionally left blank)



Att-2

Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

*P.O. Box 42525
Olympia, WA 98504-2525*

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Program Leadership:

Tony Hanson
Deputy Assistant Director
Community Capital Facilities Unit
360-725-3005
Tony.Hanson@commerce.wa.gov

Tina Hochwender
Managing Director
Community Assistance and Research Unit
360-725-3087
Tina.Hochwender@commerce.wa.gov

Commerce Leadership:

Lisa Brown, Ph.D.
Director

Mark Barkley
Assistant Director
Local Government Division

This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days' notice by calling 360-725-3087

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

TABLE OF CONTENTS

General Information.....	1
1. Source of Funds.....	1
2. Allocation Formula	1
3. Period of Performance	1
4. Intended Use.....	1
5. Eligible Costs	2
6. Ineligible Costs	4
7. Eligible Cost Test	4
8. Cost Reimbursements.....	5
Process & Procedure to Obtain Funds	7
1. Award Letter.....	7
2. Working Papers	7
3. Contract	7
4. Reimbursement Requests.....	8
5. A-19 Certification and Activity Report.....	8

General Information

1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

All final requests for reimbursement must be submitted no later than November 15, 2020.

4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); *AND*
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
 - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

5. Eligible costs

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in the grantee's contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an eligibility cost test. This test gives each grantee full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the immediate impacts of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the immediate impacts? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

All final requests for reimbursement must be submitted no later than November 15, 2020.

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
 - A. Public hospitals, clinics, and similar facilities
 - B. Temporary public medical facilities & increased capacity
 - C. COVID-19 testing, including serological testing
 - D. Emergency medical response expenses
 - E. Telemedicine capabilities
 - F. Other
2. Public Health Expenses
 - A. Communication and enforcement of public health measures
 - B. Medical and protective supplies, including sanitation and PPE
 - C. Disinfecting public areas and other facilities
 - D. Technical assistance on COVID-19 threat mitigation
 - E. Public safety measures undertaken
 - F. Quarantining individuals
 - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
 - A. Public Safety
 - B. Public Health
 - C. Health Care
 - D. Human Services
 - E. Economic Development
 - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
 - A. Food access and delivery to residents
 - B. Distance learning tied to school closings
 - C. Telework capabilities of public employees

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

Process and Procedure to Obtain Funds

1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22nd. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed **A-19 Certification**:
 - An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

2. A completed **A-19 Activity Report** (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add “other” sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - Providing a brief description of the specific activities performed.
 - Identifying specific populations served.
 - Identifying specific programs created or utilized.
 - Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.