City of Bothell

BOTHELL CITY COUNCIL

SPECIAL BUDGET WORKSHOP MEETINGS

*****VIRTUAL MEETINGS*****

AMENDED AGENDA

June 24, 2020

6:00 PM - 9:00 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, the extension of Proclamation 20-28 until July 1, 2020, and in effort to curtail the spread of the COVID-19 virus, these City Council meetings will be conducted virtually. We encourage members of the public to attend and participate in the meeting virtually as described in more detail below.

To attend the meeting:

- Watch the meeting LIVE online
- 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: ~~126-008-0617~~ NEW ACCESS CODE 126-903-4816
- 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 3PM, 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 and Pledge of Allegiance

1. **Meeting Agenda Approval**
   During this item, the City Council may identify agenda items to be continued, withdrawn, or added.

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. Other Items

A. 2021-2022 Budget Workshop and Department Presentations
(Materials for the Budget Workshop will be made available on Monday, June 22, 2020)

- Financial Overview
- Council Goals

BREAK

- Department Budget Presentations
  - Executive Office, Finance, Human Resources, Information Services, Legal

Adjourn to Wednesday 6/24

- Department Budget Presentations
  - Police, Municipal Court, Fire

Adjourn to Thursday 6/25

- Department Budget Presentations
  - Community Development, Parks & Recreation, Public Works

- Summary of Policy Issues

4. Adjourn

CERTIFICATE
I hereby certify that the above agenda was posted on 6/18/2020 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

2021-2022 Budget Development

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Presentation Outline

City of Bothell

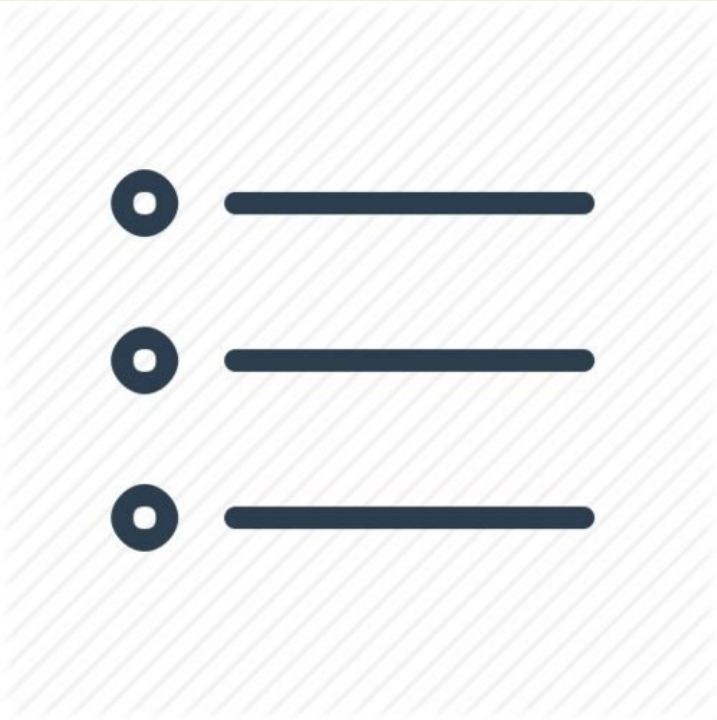
FORECASTS

- Revenue Assumptions
- Expenditure Assumptions
- The Gap

REVENUE CAPACITY ANALYSIS

DEBT PROFILE ANALYSIS

FUND BALANCE PROJECTION



2021-2022 FORECAST

- ethics
- service
- safety
- innovation
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Revenue Forecast

City of Bothell

21-22 Working Assumptions

Sales Tax

- 2021 - $1.5M reduction compared to 2019
- 2022 – Sales tax restored to 2019 collections

Property Tax

- Modest Decrease in New Construction Value
- 1% Allowable Increase, May Need Additional Resolution
- Slow Pay and Defaults Could Cause Cash Flow Issue

Revenue Forecast

City of Bothell

21-22 Working Assumptions

Utility Tax

- Hold at 2019 Levels or Inflationary Increase

Development Fee Revenue

- Significant reduction based on department data

Everything Else

- Granular analysis, mix of inflation and industry forecasts

Expenditure Forecast

City of Bothell

2021-2022 Working Assumptions

- Salaries Ranges Frozen (no COLA)
- Healthcare Costs Increase by 8%
- All Other Benefits, No Increase
- Line Item Expenditures, No Increase
- Department Cuts Implemented

Preliminary Operating Deficit

City of Bothell

2021-2022 Fully Funded at Current Levels of Service

Operating Deficit

$12.5M

Savings Opportunities

City of Bothell

Included in Current Levels, but Identified as Savings Opportunity:

- Asset replacements due in the 21-22 biennium
- Future asset replacement set aside
- Human services grant program
- Phased unfreezing of vacant positions
- Contracting specific services

The Balancing Strategy

City of Bothell

- ✓ Focus on balancing 2021
- ✓ Advance Goals with Existing Resources
- ✓ Recognize Trade Offs
- ✓ Use Lot D Proceeds to Rebuild Fund Balance and Fund Downtown Clean Up; Backfill City Hall lease payments if necessary

REVENUE CAPACITY ANALYSIS

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- service
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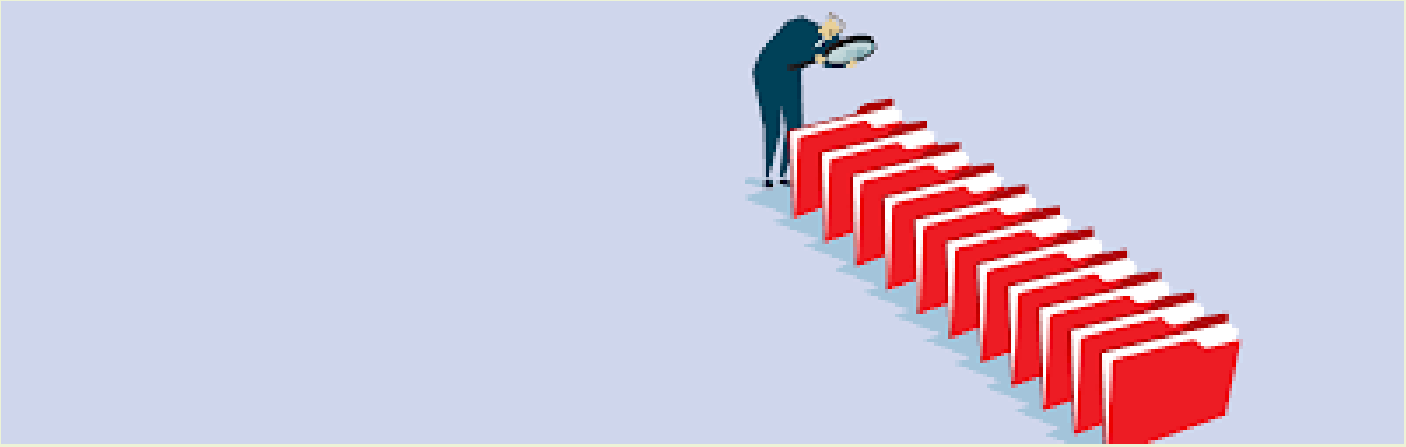
Revenue Capacity Analysis

City of Bothell

Two Primary Types of Opportunities

1. Councilmanic
2. Voted



Councilmanic Opportunities

City of Bothell

Taxes Affecting Businesses

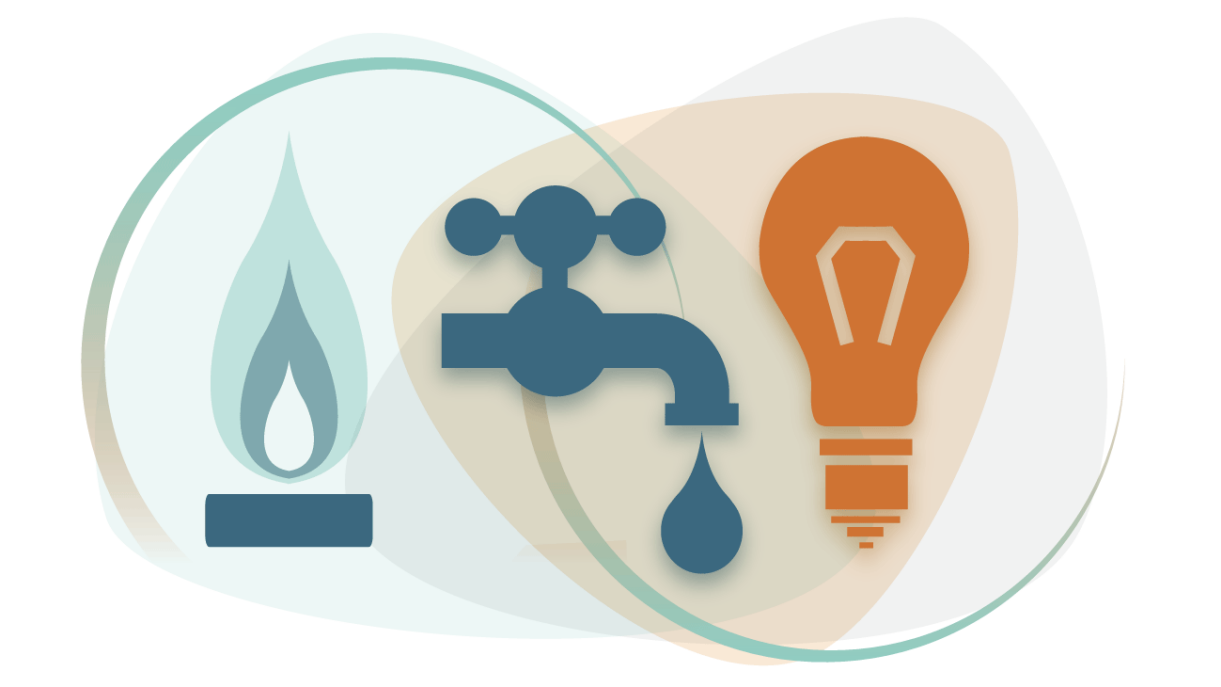
1. Revenue Generating Business Licenses - $2M
2. Local Business and Occupations Tax - $3M

Councilmanic Opportunities

City of Bothell

Utility Taxes

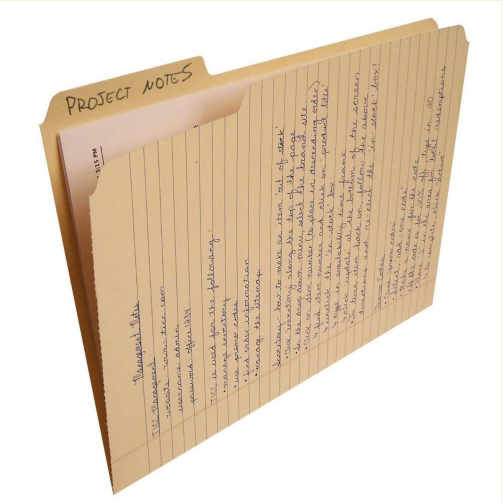
1. Cable - $250k
2. Storm Water - $280k
3. Water - $105k
4. Sewer - $165k



Estimates based on 2% increase

Councilmanic Opportunities

City of Bothell



Others

1. Commercial Parking Tax
2. Admissions Tax

Voted Opportunities

City of Bothell

Sales Taxes for Specific Purposes

- ✓Public Safety Sales Tax - $1.5M
- ✓Transportation Benefit District Sales Tax - $3M

Voted Opportunities

City of Bothell

Utility Taxes

✓Telephone - $363k

✓Electricity - $990k

✓Natural Gas - $264k

Estimates based on 2% increase

Voted Opportunities

City of Bothell

Property Tax Levy Lid Lift for a Any Purpose Described to Voters

DEBT ANALYSIS

- ethics
- service
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- teamwork

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Debt Analysis

City of Bothell

Two Attributes Used to Classify Debt

1. General Obligation or Revenue
2. Voted or Non-Voted

Bothell's GO Debt

City of Bothell

Description	Principal Balance	Remaining Interest to Maturity	Maturity
2013B Bond	7,355,000	2,489,301	2033
2014 LIFT Bond	25,255,000	15,189,125	2034
PWTF	5,365,477	87,190	2031
Public Safety	23,235,000	9,313,389	2039
Sno. Cnty. PWAF	103,758	6,606	2027
City Hall Lease Revenue Bonds	45,060,000	21,107,034	2035
Total	$ 106,374,235	$ 48,192,645	

Comparison to Neighbors

City of Bothell

City	GO Debt at Jan. 1, 2020 ($)	Population	GO Debt Per Capita ($)
Bothell	106,374,235	46,750	2,275
Redmond	48,553,409	65,860	737
Shoreline	31,024,920	56,370	550
Lynnwood	21,275,000	39,600	537
Kirkland	31,319,670	93,010	337
Kenmore	6,482,960	23,320	278
Mill Creek	3,380,054	20,590	164

FUND BALANCE

- ethics
- service
- safety
- innovation
- teamwork

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General Fund

City of Bothell

Projected 2020 Ending Fund Balance	$7.9M
Fund Balance Target (90days)	$13.2M
Minimum Fund Balance (60days)	$8.8M

The Challenge

City of Bothell

To balance the budget without using fund balance and to rebuild the fund balance

City of Bothell

Questions?

City of Bothell™

June 23, 2020

2020 City of Bothell Debt Analysis

The purpose of this report is to inform the City's leadership and the community of the City of Bothell's debt profile at January 1, 2020 in conjunction with the development of the 2021-2022 budget. A brief background on debt types, limits, and a comparison with neighboring jurisdictions is also provided.

It is important to note that voters approved, and the City intends to pursue, a second debt issue for $10 million of general obligation debt for the purpose of rebuilding of two aging fire stations. The issuance of this debt is expected to occur within 24 months.

MUNICIPAL DEBT TYPES AND LIMITS

Most municipal debt can be categorized based on two attributes:

1. Whether the debt was approved by a vote of the people (voted) or approved by majority vote of the governing body (councilmanic); and,
2. Whether the issuer pledged specific revenues for repayment (revenue debt) or all revenues and the full faith and credit of the issuer (General Obligation debt).

The result is four general "types" of debt that a municipal entity can issue:

1. Councilmanic General Obligation (or GO) Debt
2. Voted GO Debt
3. Councilmanic Revenue Debt
4. Voted Revenue Debt

Each of the four types of debt is best suited for a specific purpose. Investors associate different levels of risk with each type and correlate different rates of return with the varying types.

State law establishes limits for the various types of municipal debt, including whether the debt is voted or councilmanic.[1] The limits are stated as percentages the assessed value of property within the jurisdiction.

[1] RCW Chapter 39.36.020 "Limitations on Indebtedness Prescribed".

Bothell's total debt limit, using 2019 assessed value, is approximately $744 million. As a practical matter, a city's ability to service the debt is more important than the debt limit.

CURRENT DEBT PROFILE

The following table contains Bothell's General Obligation debt outstanding as of January 1, 2020.[2]

Description	Principal Balance	Remaining Interest to Maturity	Maturity
2013B Bond	7,355,000	2,489,301	2033
2014 LIFT Bond	25,255,000	15,189,125	2034
PWTF	5,365,477	87,190	2031
Public Safety	23,235,000	9,313,389	2039
Sno. Cnty. PWAF	103,758	6,606	2027
City Hall Lease Revenue Bonds	45,060,000	21,107,034	2035
Total	$ 106,374,235	$ 48,192,645	

The total payments on the City's General Obligation debt at maturity is $154,566,880. It's important to highlight that the significant debt maturities are more than 10 years away. In addition, the City of Bothell has approximately $16 million of revenue debt that is associated with its utilities; the total of payments at maturity for the revenue debt is just under $20 million.

[2] 2019 DRAFT Basic Financial Statements, Note 13 "Long Term Debt".

BENCHMARKING

The following table contains a list of neighboring cities and their current General Obligation debt.[3] Populations vary in neighboring cities, so the per capita debt load is provided to aid in comparison.

City	GO Debt at Jan. 1, 2020 ($)	Population	GO Debt Per Capita ($)
Bothell	106,374,235	46,750	2,275
Redmond	48,553,409	65,860	737
Shoreline	31,024,920	56,370	550
Lynnwood	21,275,000	39,600	537
Kirkland	31,319,670	93,010	337
Kenmore	6,482,960	23,320	278
Mill Creek	3,380,054	20,590	164

As is displayed in the table, Bothell's current load is more than double the next highest neighboring city found in the table and the per capita debt load is more than three times the next highest city.

[3] Other city data was compiled from a mix of sources including published data and inquiry to other city finance staff. The reasonableness of the values was confirmed by reviewing debt by local jurisdictions reports published by the Washington State Department of Commerce. No other procedures were performed to confirm the other city values.

2020 City of Bothell Revenue Capacity Analysis

June 23, 2020

EXECUTIVE SUMMARY

The purpose of this report is to inform Bothell's leadership and the Community of opportunities in increase ongoing revenues to fund general government operations. The following table contains a list of revenue opportunities and an estimated annual value, additional details are provided in the body of the report.

Councilmanic Options	
Business and Occupations Tax	3,000,000
Revenue Generating Business License	2,000,000
Storm Water Utility Tax	280,000
Cable Utility Tax	250,000
Solid Waste Collection Utility Tax	180,000
Sewer Utility Tax	165,000
Water Utility Tax	105,000
Commercial Parking Tax	unknown
Admissions Tax	unknown
Voted Options	
Transportation Benefit District Sales Tax	3,000,000
Public Safety Sales Tax	1,500,000
Electricity Utility Tax	990,000
Telephone Utility Tax	363,000
Natural Gas Utility Tax	264,000
Property Tax Levies for Various Purposes	tbd

SCOPE

The scope of this report is opportunities to increase ongoing revenues to fund general government operations, primarily General Fund operations. The report results are organized into two broad categories: non-voted, or councilmanic, revenue opportunities and voted revenue opportunities. Two types of revenue generating opportunities are excluded from the report: programmatic revenues (revenues resulting from new programs or services that the City could choose to implement, such as a traffic safety camera program or US passport services) and one-time revenues. Timelines to implement

the opportunities vary by opportunity. Staff is prepared to provide additional details, including implementation timelines, for any opportunities that leadership would like to explore further.

THE RESULTS – COUNCILMANIC OPPORTUNITIES TO INCREASE REVENUES

Business and Occupations Tax[1]

Cities have the authority to impose a local business and occupations tax (local B&O tax) on business activities occurring within their borders. The tax base is business gross receipts; State law limits the tax rate to 0.2% of business gross receipts from activities occurring or attributed to business activities occurring within a city's borders.

Data to create a precise calculation of the value of a local B&O tax in Bothell is not currently available. An estimated minimum value was, however, calculated based on reported retail sales in Bothell; the estimated maximum opportunity value is likely higher. A study would be required to refine the revenue opportunity estimate. It should be noted that there are significant costs associated with the administration of a local B&O tax including staffing and technology costs.

Estimated Value *– TBD $3M+ annually*

Use of Proceeds *- Any lawful purpose of government (General Fund)*

Time Required for Implementation *– 18-24 Months*

Revenue Generating Business License[2]

Bothell's current business licensing program is revenue generating, meaning that the program generates more revenue than the cost of program administration. There are effectively no limits on the rates and charges that a city can impose for a revenue generating business license. If Bothell increased its business licensing fees to align with the average rate charged in neighboring jurisdictions, the City could generate up to an additional $2M annually. The current business licensing program generates approximately $1M annually.

Estimated Value *- $2M annually*

Use of Proceeds *– Any lawful purpose of government (General Fund)*

Time Required for Implementation *– Up to 14 Months*

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[1] RCW 35A.82.020 "Licenses and permits—Excises for regulation" and RCW 35.21.710 "License fees or taxes on certain business activities—Uniform rate required—Maximum rate established".

[2] RCW 35A.82.020 "Licenses and permits—Excises for regulation".

Councilmanic Utility Tax Increases[3]

Bothell levies utility taxes at a rate of six percent, with two exceptions: water utility tax (11.5%) and solid waste collection tax (5%). The utility tax rates imposed by the City can be increased by a simple majority vote of the City Council for the following utilities: solid waste collection, stormwater management, water, and sewer. Cable utility tax can also be increased by a vote of the City Council, but the utility tax rate must be in line with the rates charged on other utilities. [4]

Estimated Value *- The following estimated revenue opportunity values are based on a two-percent increase in the tax levied (in most cases taking the current six-percent tax rate up to eight-percent).*

Solid Waste Collection Tax - $180,000

Stormwater Utility - $280,000

Water Utility - $105,000

Sewer Utility - $165,000

Cable Utility - $225,000

Use of Proceeds *– Any lawful purpose of government (General Fund)*

Time Required for Implementation *– Up to 12 Months*

Commercial Parking Tax[5]

The City may levy a tax on commercial parking businesses operating within the city. The tax is somewhat flexible and can be levied on the commercial parking business or the patrons of the business. Currently, Bothell does not collect data related to commercial parking businesses operating in the city and thus an estimated value for this opportunity is not available. Staff has identified a means to estimate the revenue related to this item utilizing data that may be obtained from a State agency, should leadership desire more information on this proposal.

Estimated Value *– To be determined*

Use of Proceeds *– Transportation purposes only*

Time Required for Implementation *– Up to 12 Months*

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[3] RCW 35A.82.020 "Licenses and permits—Excises for regulation". Code cities may impose a tax on utilities; State law does not limit the rate of utility tax imposed by a local jurisdiction on the following utilities: solid waste, storm water, water, and sewer.

[4] The cable utility tax rate cannot exceed the average rate imposed on other utilities per Cable Communications Policy Act of 1984, 47 U.S.C. §542(g)(2)(A).

[5] RCW 82.80.030 "Commercial parking tax".

Admissions Tax[6]

As the name suggests, admissions taxes impose a tax on the admission to certain events. Common examples of events subject to the tax include movies and concerts. State law limits admissions taxes to five-percent of the admission charge. The City does not have any data to support the annual value of admissions charges within the city that would be subject to the tax.

Estimated Value *– $50,000 for every $1M of admissions charges subject to the tax*

Use of Proceeds *– Any lawful purpose of government (General Fund)*

Time Required for Implementation *– Up to 12 Months*

THE RESULTS – REVENUE OPPORTUNITIES REQUIRING A VOTE OF THE PEOPLE

Voted Property Tax Levies - Various[7]

State law allows local jurisdictions to increase the amount of property tax they collect to an amount in excess of the local jurisdiction's regular levy, if approved by a vote of the people. Voted property tax increases to fund operations come in two varieties: excess levies and levy lid lifts. Excess levies last only one year; levy lid lifts can be in effect for any duration from one year to permanent. Proceeds from excess levies and levy lid lifts can be used for any lawful purpose of government, but actual use of the proceeds must be consistent with the uses described to voters. State law recognizes two additional varieties of excess levies: an affordable housing levy and a cultural access levy. Both of these varieties have their own specific requirements and limits on the use of funds.

Estimated Value *– Upper limit established in State law*

Use of Proceeds *– Any lawful purpose of government that is presented to voters*

Time Required for Implementation *– Up to 12 Months*

Voted Utility Taxes – Various[8]

Electric utility tax, telephone utility tax, and natural gas utility tax all have rate limits set by State law. A vote of the people is required for a local jurisdiction to increase the tax rate on any of these utilities above the limits established in State law. Bothell's utility tax rates are currently levied at the maximum

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[6] RCW 35.21.280 "Tax on admissions—Exceptions".

[7] RCW 84.55.050 "Election to authorize increase in regular property tax levy—Limited propositions—Procedure".

[8] RCW 35.21.870 "Electricity, telephone, natural gas, or steam energy business—Tax limited to six percent—Exception".

rate authorized without a vote; a vote of the people would be required to increase any of these utility tax rates.

Estimated Value *- The following estimated revenue opportunity values are based on a two-percent increase in the tax levied (taking the current six-percent tax rate up to eight-percent).*

Electric Utility Tax - $1,000,000

Telephone Utility - $350,000

Natural Gas Utility - $250,000

Use of Proceeds *– Any lawful purpose of government (General Fund)*

Time Required for Implementation *– Up to 18 Months*

Transportation Benefit District Sales Tax[9]

Voters recently approved Initiative 976 limiting motor vehicle fees and charges and as a result, a local jurisdiction's ability to levy a transportation benefit per vehicle fee is in peril. Transportation benefit districts can, however, still impose a sales tax of up to 0.2%, if approved by voters. The maximum duration of the voter approved sales tax increase is ten years.

Estimated Value *– $3M*

Use of Proceeds *–Transportation system uses that are consistent with the TBD's funding plan*

Time Required for Implementation *– Up to 16 Months*

Public Safety Sales Tax[10]

A voted local option sales tax of 0.1% is available to fund public safety. The proceeds of this opportunity must be used for public safety purposes.

Estimated Value *– $1.5M*

Use of Proceeds *– Public Safety*

Time Required for Implementation *– Up to 16 Months*

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[9] RCW 82.14.0455 "Sales and use tax for transportation benefit districts".

[10] RCW 82.14.450 "Sales and use tax for counties and cities".

2021-2022
Council Goal Setting

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Imagine Bothell…..

City of Bothell

- **Vision Statement**

We are Bothell. We cherish our verdant setting, honor our heritage and celebrate our community spirit as together we imagine and create a better world.

- **Mission Statement**

Foster a healthy, safe, vibrant, caring and sustainable community through municipal services and legislative actions, which are guided by a shared commitment to honesty, equity, creativity, fiscal responsibility, environmental stewardship and community involvement.

Imagine Bothell…..

City of Bothell

- Essence of a prosperous and vibrant city is found in the collective spirit of those who live and who work within the community.
- The built aspects of a community is a means for enhancing the quality of life and enriching the human spirit.
- Certain controls on the choices of individual actions are appropriate to ensure that the community's best interests are realized.
- Seek a mutually supportive balance via responsible development and adherence to an ethos of sustainability that encourages economic growth and the delivery of city services.

Imagine Bothell Principles

City of Bothell

- Celebrate and respect picturesque setting
- Foster employment, educational, recreational and cultural opportunities available to individuals and families of all ages, incomes and ethnic backgrounds;
- Meet the needs of the present without compromising the ability of future generations to meet their own needs;
- Ensure the safety and security of community residents, employees and visitors through responsive police, fire and emergency medical aid services;
- Develop and maintain a transportation system that serves land use and conservation goals and offers a variety of motorized and non-motorized modes of travel.

Imagine Bothell Principles

City of Bothell

- Enhance neighborhood identity and protect neighborhoods from intrusion by incompatible uses;
- Offer a range of housing types and prices to ensure an adequate choice of attractive living accommodations.
- Provide commercial areas which offer multiple transportation modes and are located and sized to ensure adequate selection and availability of goods and services for all Bothell residents;
- Provide an appealing business environment and thriving employment "hub" attracting and retaining businesses, and generating economic value for the community;
- Honor the past and provide a perspective for the future by preserving significant historic buildings and other links to the early years of the City;

Imagine Bothell Principles

City of Bothell

- Promote protection of native wildlife habitats, recognizing that the human species is but one of many within the Bothell area;
- Provide a diversity of active and passive recreation
- Offer a range of affordable and physically accessible human services to assist individuals and families in need;
- Ensure necessary utility services via public or private providers in a manner which is fiscally and environmentally responsible;
- Continually strive to improve the quality and cost-effectiveness of municipal services
- Work closely with other public agencies at the city, county, state and federal levels to ensure that local and regional goals are achieved

Principles

City of Bothell

Overarching Principles

City of Bothell

- **Transportation** – allocate public funds for pedestrian, bicycle, mass transit and vehicles
- **Housing** – access to stable, healthy and safe housing
- **Land Use** – plan for and allow growth
- **Civic** – protect and affirm all communities regardless of race, age, sex, gender, sexual orientation, immigrant status, age, religion, veteran status or income
- **Public space** – provide adequate access to public spaces
- **Development design** – ensure consistent and predictable processes, minimize negative impacts and incorporate cultural needs
- **Public service** – provide universal access to essential services
- **Environment** – mitigate environmental threats to achieve long term sustainability

2019-2020 Council Goals

City of Bothell

- Affordable Housing Strategy
- Citywide 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

2021-2022 Proposed Goals

City of Bothell

Consolidation of 10 goals into 5 *proposed* goal categories

- **Smart Organization:** *strong principles, engaged staff, aligned with community*
- **Community Health for All:** *supporting physical, financial and mental wellbeing*
- **Community Engagement:** *connecting people and fostering change*
- **Community Safety & Accountability:** *fostering a feeling of wellbeing*
- **Environmental Stewardship and Sustainability:** *protecting our future*

Smart Organization

strong principles, engaged staff, aligned with community

City of Bothell

Strategic Objectives to Accomplish Goals:

- *Succession Planning*
- *Maximize/Leverage technology*
- *Employee engagement*
- *Safety Program*
- *Wellness Program*
- *Diversity & Inclusion Committee (DiveIn)*
- *Security Officer*
- *Asset Replacement*
- *Financial Strategy and Stability*

Community Health for All

supporting physical, financial and mental wellbeing

City of Bothell

Strategic Objectives to Accomplish Goals

- *Affordable Housing Strategic Plan implementation*
- *Navigator Program*
- *Community Court*
- *Human Services*
- *NPRSA Administration*
- *Ballfield Replacement*
- *Downtown Parking Program*
- *Economic Development & Business Resiliency*
- *Community Resiliency & Preparedness*
- *Canyon Park Subarea Plan implementation*
- *Front 9 Property Development*

Community Engagement

Connecting people and fostering change

City of Bothell

Strategic Objectives to Accomplish Goals

- *Diversity Strategic Plan*
- *City Sponsored Events*
- *Arts & Cultural Plan*
- *Volunteer Program*
- *Communications Program*
- *Engagement Program*
- *On-line engagement tool*
- *Historic building preservation*
- *Former Wayne master plan and naming*
- *Tourism Program*

Community Safety & Accountability

Fostering a Feeling of Wellbeing

City of Bothell

Strategic Objectives to Accomplish Goals

- *Emergency Preparedness plans*
- *Construct 2 fire stations*
- *Community connection to policing*
- *Navigator/community policing*
- *Dispatch options*
- *Fire Strategic Plan*
- *Police Station remodel*
- *School zone cameras*
- *Red light cameras*
- *Municipal Court*

Environmental Sustainability

Protecting our Future

City of Bothell

Strategic Objectives to Accomplish Goals

- *Sammamish River restoration*
- *Mobility*
- *Comprehensive Plan Update (2024)*
- *Development/Environmental regulations update (2024)*
- *Tree Canopy*
- *Trip Reduction Program*
- *Property clean up*
- *Stormwater Quality Programs*
- Pollution Prevention Assistance Program

Next Steps

City of Bothell

- ✓ Discuss Council Goals and desired strategic objectives
- ✓ Consider Department Budget priorities
- ✓ Provide policy direction to City Manager for development of final draft budget at July 7 City Council Meetings

City of Bothell

Questions?

Executive Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

The Executive Department consists of:

- Legislative Branch (Council)
- The City Manager's Office
- The City Clerk's Office
- Communications
- Economic Development
- Emergency Preparedness
- Tourism
- Arts Commission
- Human Services
- Public Defender

2019-2020 Accomplishments

City of Bothell

- Stood up the City's Emergency Coordination Center and staff for the on-going COVID-19 response.
- Supporting Bothell Businesses through COVID-19 shutdown, including delivery of 150 Phase 2 Reopening Kits.
- Brought in-house all remaining records that were stored off-site, saving thousands of dollars per year.
- Rebranded the City's tourism program and launched new website.
- Drafted a Cultural Plan for Council's consideration and adoption.

Preliminary Budget Estimate Legislative/Council

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$195,361	$209,811	$229,047
Maintenance & Operations	229,634	336,740	362,400
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$424,996**	**$546,551**	**$591,447**

See subsequent slides for submitted budget request forms.

City Manager's Office: Communications, Economic Development, and Emergency Preparedness

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$1,751,407	$2,053,849	$2,347,678
Maintenance & Operations	914,697	404,851	375,637
Capital	0	0	0
Interfund Services	8,447	16,284	17,098
Total Expenditures	**$2,674,551**	**$2,474,984**	**$2,740,413**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

See subsequent slides for submitted budget request forms.

City Clerk

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$622,176	$701,112	$782,055
Maintenance & Operations	75,386	75,500	90,100
Capital	0	0	0
Interfund Services	4,222	9,770	10,258
Total Expenditures	**$701,784**	**$786,382**	**$882,413**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

See subsequent slides for submitted budget request forms.

Tourism Program

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$169,077	$176,632	$223,579
Maintenance & Operations	583,837	822,903	523,699
Capital	114,998	0	0
Interfund Services	0	0	0
Total Expenditures	**$867,912**	**$999,535**	**$747,278**

See subsequent slides for submitted budget request forms.

Arts Commission

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$27,384	$75,699	$55,897
Maintenance & Operations	0	43,280	22,880
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$27,384**	**$118,979**	**$78,777**

See subsequent slides for submitted budget request forms.

Human Services

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$0	$0	$0
Maintenance & Operations	880,889	1,002,000	398,344
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$880,889**	**$1,002,000**	**$398,344**

See subsequent slides for submitted budget request forms.

Misc – City Memberships, etc

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$39,232	$50,300	$50,300
Maintenance & Operations	850,986	1,205,168	1,454,168
Capital	0	0	0
Interfund Services	51,051	62,834	65,976
Total Expenditures	**$941,269**	**$1,318,302**	**$1,570,444**

Interfund Services = Fleet allocation (pool vehicles)

See subsequent slides for submitted budget request forms.

2021-2022 Budget Reductions

City of Bothell

- (Human Services) Human Services grant program: $776,000
- (Tourism) Tourism operating costs: $315,000
- (Legislative) Lobbyist & Executive Consultant: $128,000

Future Opportunities

City of Bothell

- NPRSA Administration
- Strategic diversity initiative
- Strategic human services initiative
- Community engagement program
- Agenda management system w/ online community participation
- Downtown parking
- Cultural plan implementation

City of Bothell

Questions?

Finance
Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

The Finance Department is responsible for:

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

2019-2020 Accomplishments

City of Bothell

- Financial operations continuity during the pandemic
- Credit rating upgrade to Aa1
- Public Safety Bond issuance
- Updated and formalized financial policies
- Received CAFR Award and Distinguished Budget Presentation Award

2021-2022 Budget Request

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$2,841,879	$2,910,726	$2,863,035
Maintenance & Operations	262,226	359,140	359,140
Capital	0	0	0
Interfund Services	14,970	33,381	35,050
Total Expenditures	**$3,119,074**	**$3,303,247**	**$3,257,225**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

2021-2022 Budget Reductions

City of Bothell

- Re-engineering the Treasury Function: $40,000
- Perform utility tax audit in-house: $20,000
- Sustain position laid off in 2020 (0.5FTE)

Future Opportunities

City of Bothell

- Increase Staff Analyst position from PT to FT (currently frozen)
- Restore administrative support position
- Fund purchasing position
- Integrate data management and infographics tools with financial software
- Implement a long-range forecasting tool

City of Bothell

Questions?

Human Resources Budget Presentation

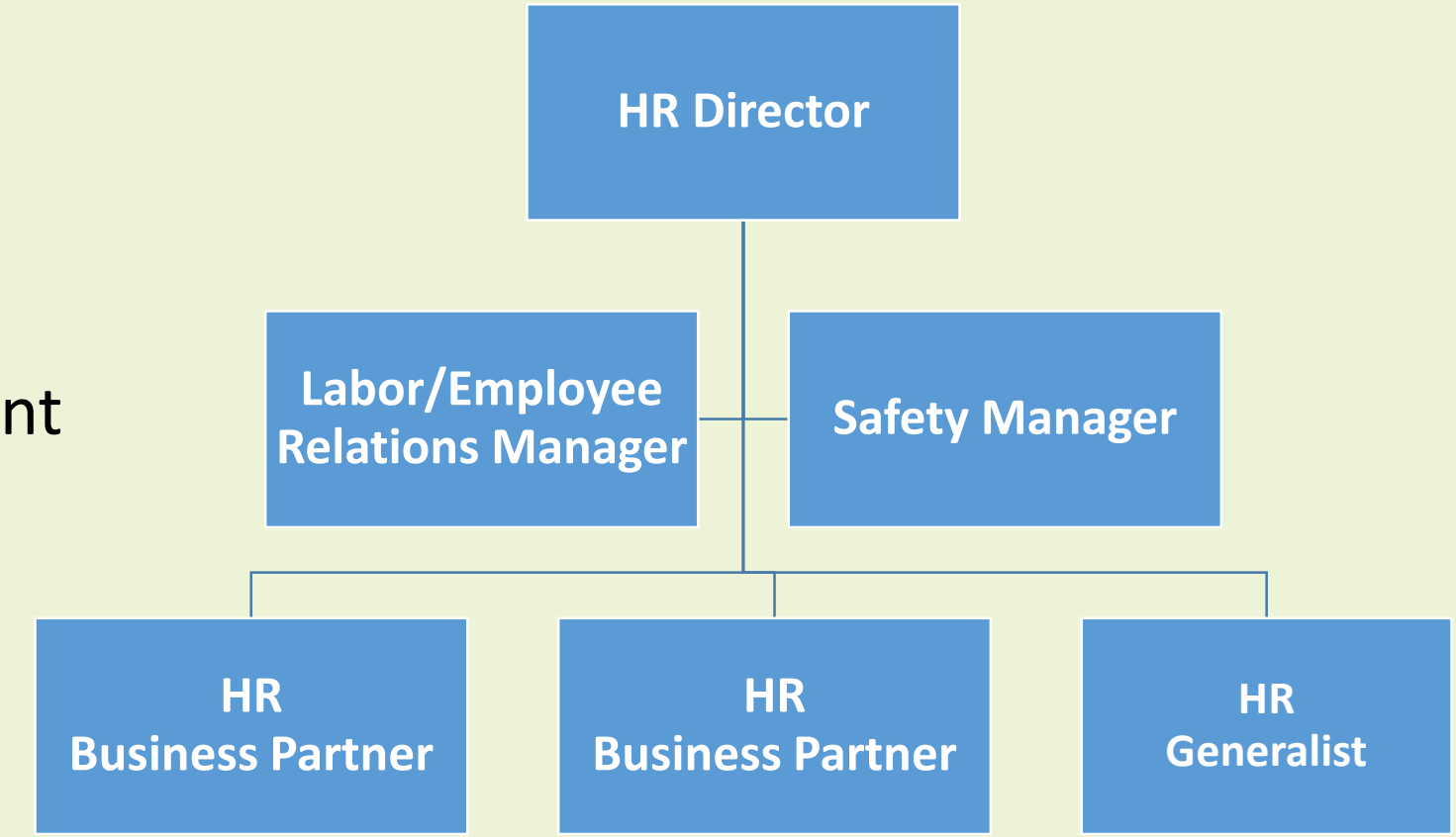
- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

- Benefits Administration
- Compensation
- Staffing
- Labor Relations
- Performance Management
- Safety Program
- Wellness Program
- Diversity and Inclusion
- Training/Development



Department Overview

City of Bothell

- Recruitment and retention of a diverse and talented workforce
- Accessible and paperless HR
- Clear and meaningful policy
- A safe work environment
- Strategic employee development planning

2019-2020 Accomplishments

City of Bothell

- WellCity Award ($200k savings)
- Stay at Work Program ($100k savings)
- DiveIn Committee
- Levy Hiring
- Contract Negotiations
- New Regulations

Safe & Secure BOTHELL
Thank you, voters!
bothellwa.gov/safebothell

Washington Paid Family & Medical Leave

AFSCME
We Make America Happen

DiveIn
Diversity & Inclusion Committee

2021-2022 Budget Estimate – HR Department

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$1,373,563	$1,448,957	$1,584,634
Maintenance & Operations	301,790	570,100	360,600
Capital	0	0	0
Interfund Services	21,810	104,159	109,366
Total Expenditures	**$1,697,163**	**$2,123,216**	**$2,054,600**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

No budget request forms submitted.

2021-2022 Budget Estimate – LEOFF

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$297,061	$385,731	$385,731
Maintenance & Operations	0	0	0
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$297,061**	**$385,731**	**$385,731**

No budget request forms submitted.

2021-2022 Budget Estimate – Safety Program

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$0	$320,368	$335,216
Maintenance & Operations	17,908	272,490	249,290
Capital	1,339	0	5,356
Interfund Services	2,208	14,990	15,740
Total Expenditures	**$21,456**	**$607,848**	**$605,602**

Interfund Services = Fleet allocation on Safety vehicle

Capital = depreciation on vehicle

No budget request forms submitted.

2021-2022 Budget Reductions

City of Bothell

- Various HR line item reductions: $209,500
  - Recruitment
  - Legal
  - HRIS Supplement to MUNIS
  - Organization-wide Training/Development
  - Out-of-Town Travel
- Various Safety line item reductions: $21,700
  - Organization-wide Training/Development

Future Opportunities

City of Bothell

- Employee Program Staffing
  - Diversity/Inclusion
  - Wellness
- Administrative Support/Training Officer
- Human Resources Information Systems
  - Learning Management
  - Performance Appraisals
  - Onboarding
  - HR Metrics

City of Bothell

Questions?

Information Services Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

- Supports technologies that serve businesses and residents of the City.
- Every departments' operations depend upon support from Information Services.
- Implement technology that supports the values of the organization and aligns with the goals of the City Council.

2019-2020 Accomplishments

City of Bothell

- Added Parks to existing Asset Management System.
- Fire Mobile Fleet Replacement.
- Implemented Fire Annual Inspections System.
- Implemented digital electronic signature solution.
- Implemented Enhanced Utility Billing (including On-Line Bill Pay).

- Within two weeks, facilitated the remote tele-working environment for over 200 City employees.

Preliminary Budget Estimate

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$3,457,604	$4,548,238	$4,470,056
Maintenance & Operations	2,754,133	3,452,433	3,058,701
Capital	0	0	0
Interfund Services	19,727	55,364	58,132
Total Expenditures	**$6,231,464**	**$8,056,035**	**$7,586,889**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

2021-2022 Budget Increase

City of Bothell

(already included in numbers on prior slide)

- Security Officer ($80,000)
  - No additional staff (Reorganization)
  - Data Integrity
  - Customer Information
  - Employee Confidentiality

2021-2022 Budget Reductions

City of Bothell

(already included in numbers on prior slide)

Un-funded Staff:

1 FTE - GIS Analyst

.5 FTE - ADMINISTRATIVE SERVICES COORDINATOR

Future Opportunities

City of Bothell

- Information Systems Technician

City of Bothell

Questions?

Legal
Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

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. It endeavors to:

- Provide legal advice and support to the City Council and all City departments;
- Prepare and review ordinances, resolutions, leases, easements, agreements and any other legal documents for City departments;
- Prosecute misdemeanors and infractions committed in the City;
- Defend the City, its elected and appointed officials and employees in civil litigation;
- Provide risk management services and the coordination of insurance coverage with the Washington Cities Insurance Authority (WCIA);
- Minimize the City of Bothell's exposure to financial risks by responding to claims for damages with a plan of action for preventing future claims of a similar nature and pursue loss recovery activity to reimburse the City for losses;
- Provide services to Domestic Violence (DV) victims.

2019-2020 Accomplishments

City of Bothell

Brief description of department accomplishments from the 2019-2020 biennium

- 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

2021-2022 Preliminary Budget Estimate

Legal Department (001.35)

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$1,496,010	$1,745,414	$1,791,182
Maintenance & Operations	320,514	246,744	235,149
Capital	0	0	0
Interfund Services	7,889	18,726	19,662
Total Expenditures	**$1,824,414**	**$2,010,884**	**$2,045,993**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

No budget request forms submitted.

2021-2022 Preliminary Budget Estimate

Risk Management (fund 502)

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$317,008	$405,374	$406,357
Maintenance & Operations	2,134,829	2,241,102	2,336,396
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$2,451,838**	**$2,646,476**	**$2,742,753**

No budget request forms submitted.

2021-2022 Budget Reductions

City of Bothell

- Continuation of part-time hours for the Domestic Violence Victims' Advocate

Future Opportunities

City of Bothell

- Full-Time Legal Assistant to be split between civil and criminal divisions
- Paperless office

City of Bothell

Questions?

Police
Budget Presentation

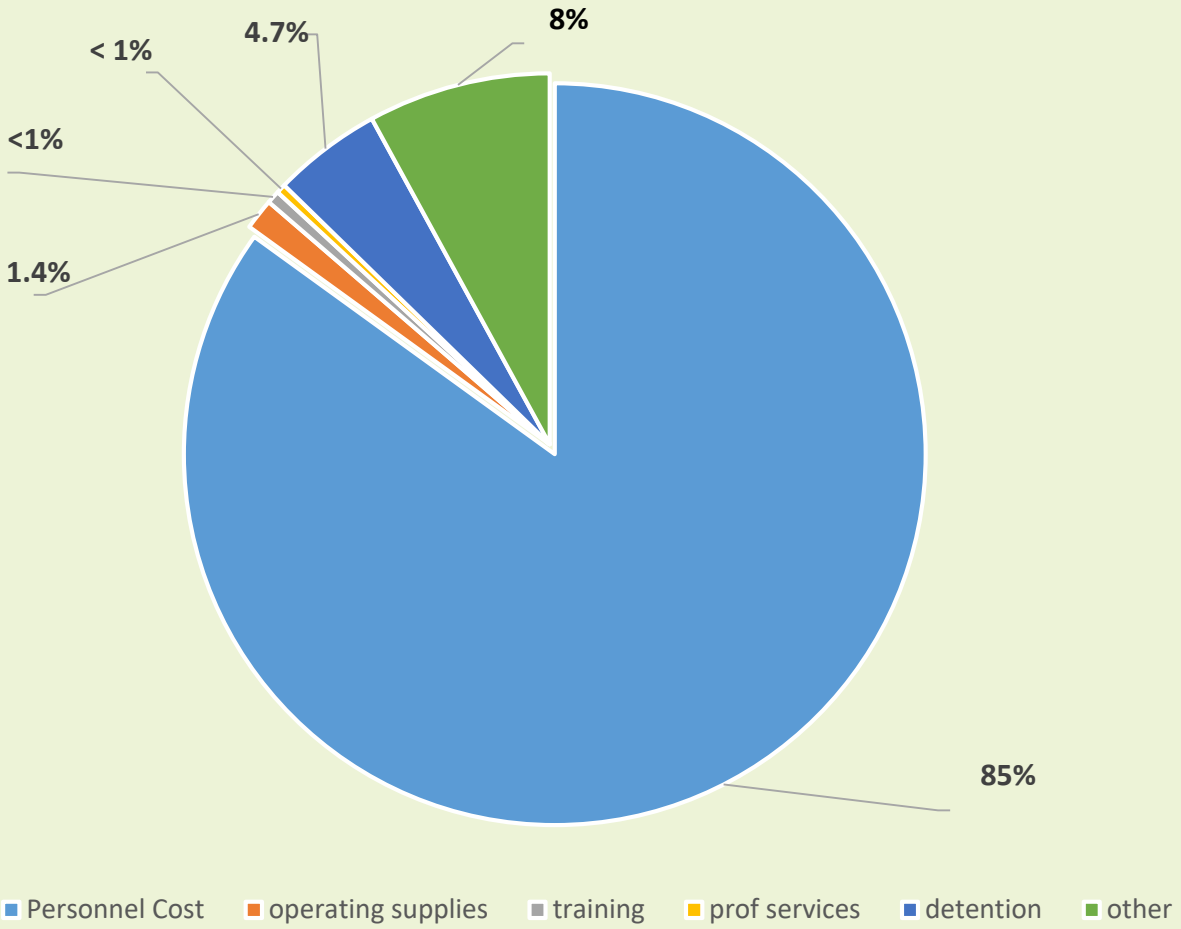
- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

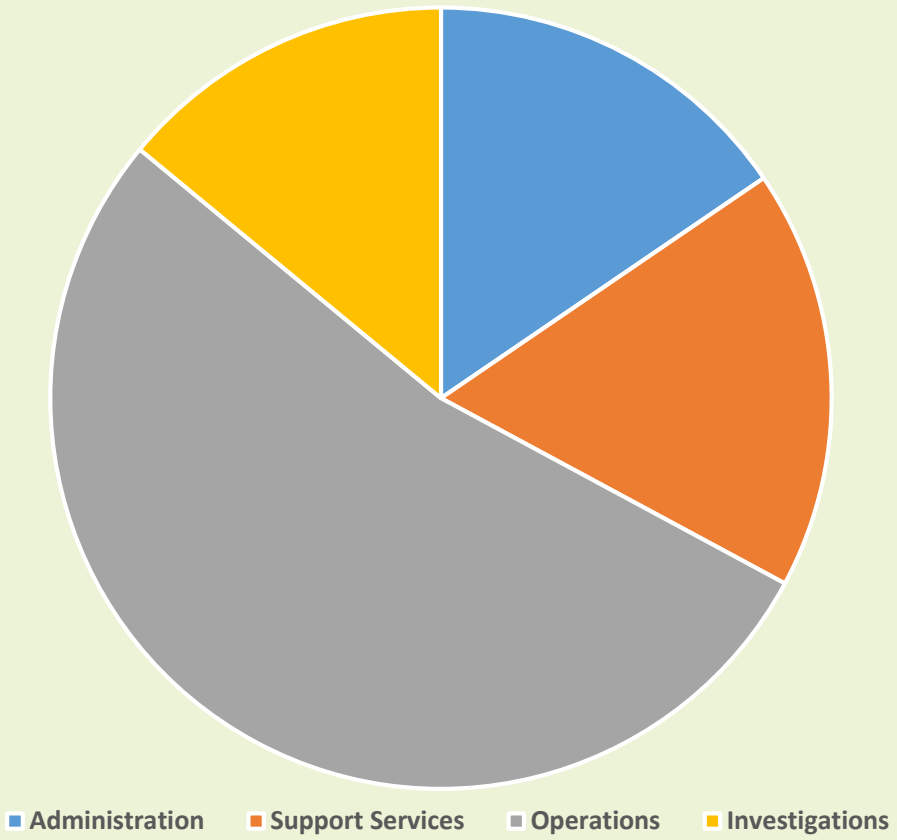
Department Overview

City of Bothell

2019 Police Actual



Divisions as % of Budget



Department Overview

City of Bothell

Operations Division

2 Captains

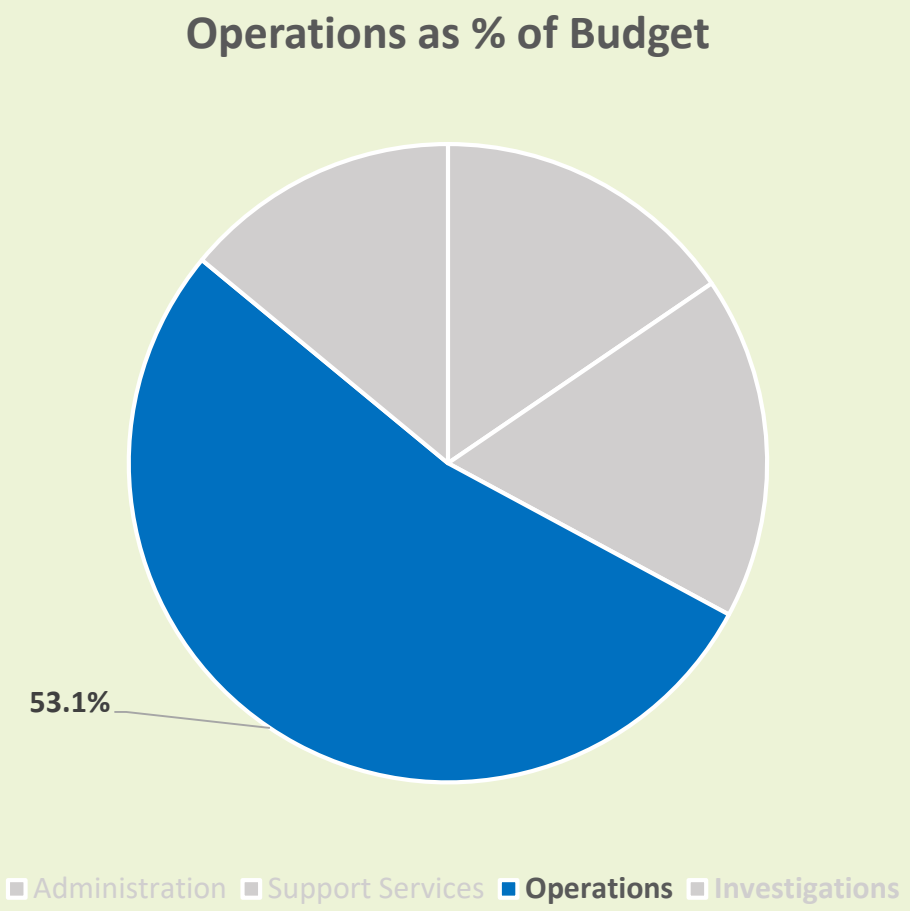
5 Sergeants

4 Master Police Officers

4 Squads of 6 Police Officers Day/Night Shift

2 swing shifts of 2 Police Officers

1 Administrative Assistant



Department Overview

City of Bothell

Support Services Division

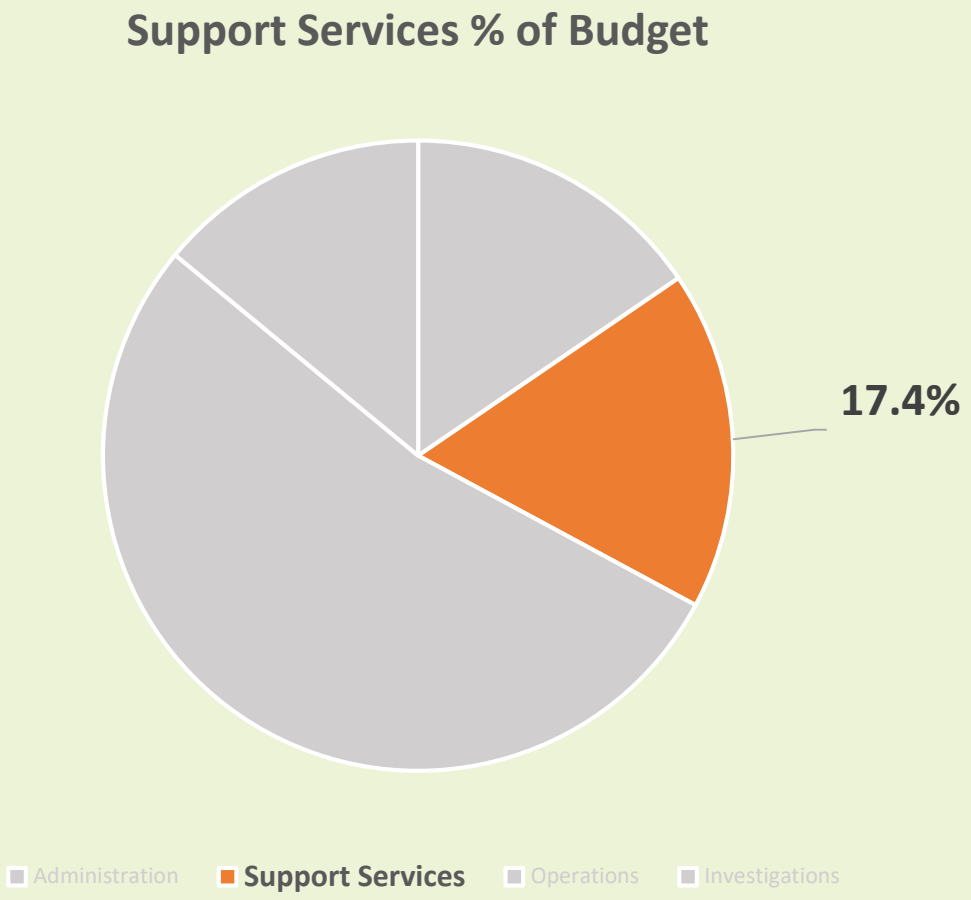
1 Manager

~~3~~ 2 Supervisors

~~13~~ 12 Telecommunicators

3 Records Specialists

1 Public Records Specialist

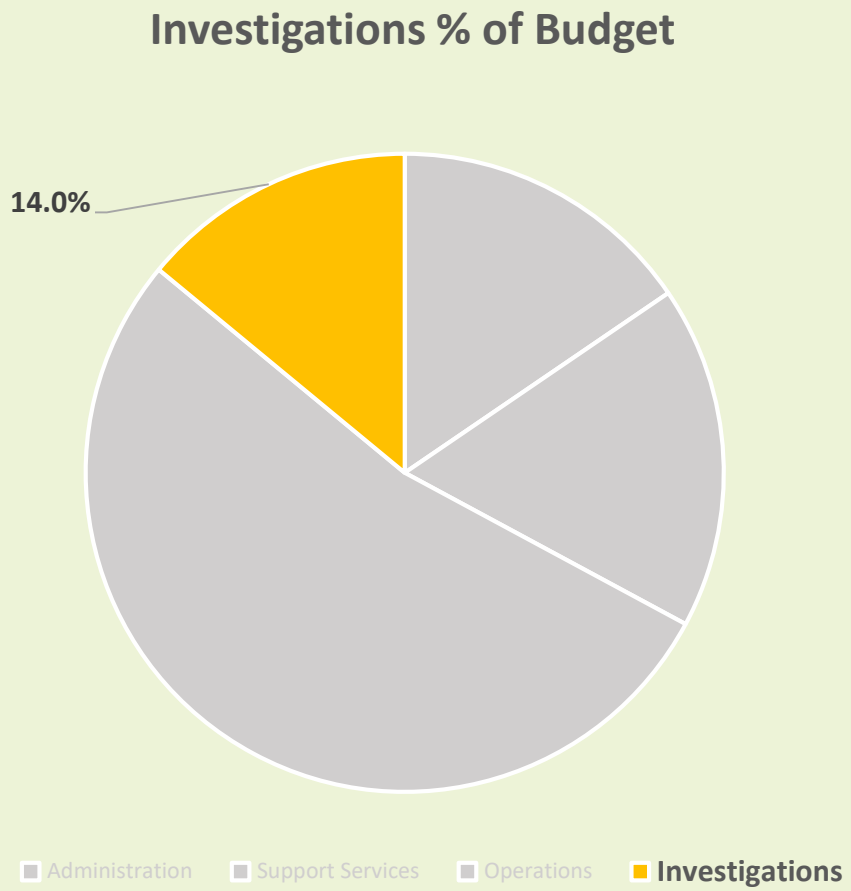


Department Overview

City of Bothell

<u>Investigations Division</u>

1 Captain
2 Sergeants
6 Detectives
1 Crime Analyst Detective
1 School Resource Officer
1 Campus Resource Officer
1 Crime Analyst (Levy)
~~1~~ Administrative Assistant



Department Overview

City of Bothell

Administration Division

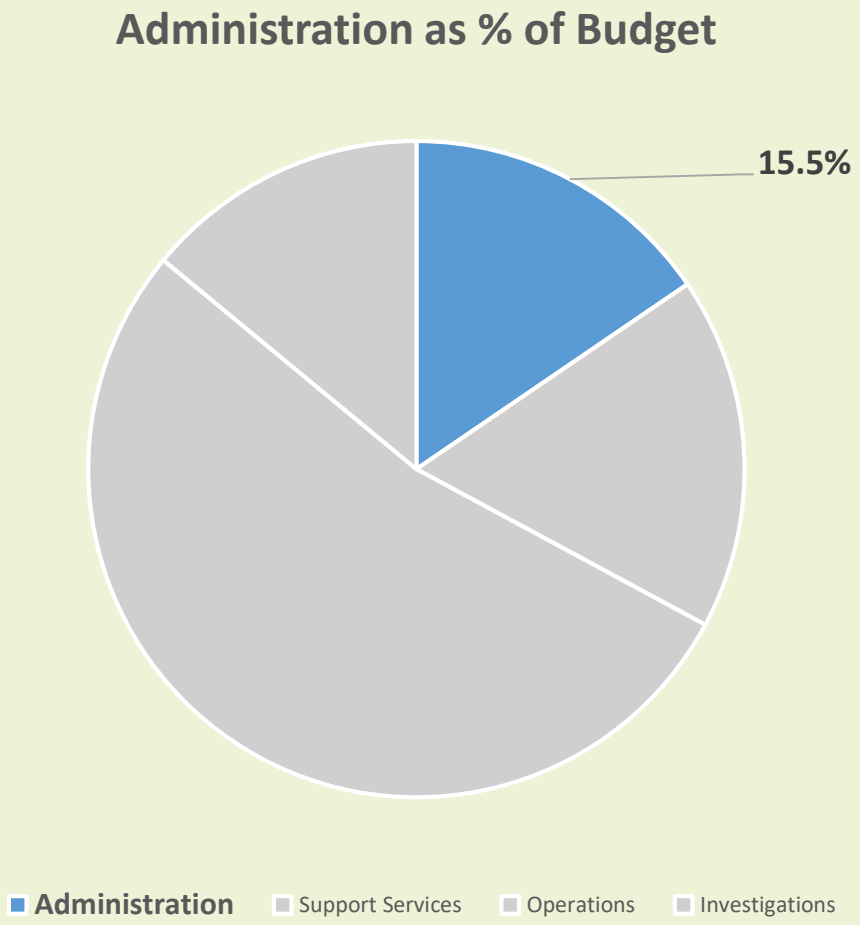
1 Chief of Police

1 Deputy Chief of Police

1 Admin Support Manager

1 Admin Assistant

2019/2020 budget includes Risk Management



Department Overview

City of Bothell

Risk Management Division

1 Captain

3 Sergeants

1 Training Officer

~~3~~ 2 Police Support Officers

2 Evidence and Property Room Coordinators,

2 Traffic Officers

1 Animal Control Officer

1 K9 Narcotics Team

1 Admin Assistant

1 Navigator (Mental Health Professional) Program

and up to 10 Student/Trainees

2019-2020 Accomplishments

City of Bothell

- 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 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.
- Crisis Intervention Training: Capt. Rogers and MPO O'Neal attended the CIT International Conference in Seattle and, all commissioned employees have completed the mandatory CIT annual refresher.

2019-2020 Accomplishments

City of Bothell

- 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.
- Community Policing
- 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.

2021-2022 Preliminary Budget Estimate

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Request 2021-2022
Personnel	$26,171,735	$28,107,224	$29,491,463
Maintenance & Operations	2,630,944	2,475,004	2,495,504
Capital	43,290	0	0
Interfund Services	2,732,720	2,474,598	2,598,328
Total Expenditures	**$31,578,689**	**$33,056,826**	**$34,585,295**

Click to add text

See next slide for submitted budget request forms.

2021-2022 Budget Requests

City of Bothell

- Impound vehicle storage: $1,236,000
- Tac House training panels: $89,000
- Expand K9 program: $38,000
- Grey Key password software: $30,000
- Drone: $25,750
- License plate reader: $22,000
- Cellubrite cloud data analyzer: $22,000
- Standing desks/furnishings: $14,850
- Smart board: $7,050
- Thermal imaging device: $4,500

2021-2022 Budget Reductions

City of Bothell

Currently, vacancies through attrition consist of 8 Police Officers and 1 Sergeant. Due to COVID-19 and the unexpected impact that has had with hiring and training, specifically at the State Academy level, we expect most of these positions to remain unfilled through 2021. We continue to monitor this situation and will make adjustments as the situation dictates.

2021 Expense Reduction $1,423,091
2022 Expense Reduction $1,130,367

2021-2022 Budget Reductions

City of Bothell

One Administrative Assistant position frozen in 2021 will remain frozen until midyear 2022

- 2021 expense reduction $109,520
- 2022 expense reduction $72,684

One Telecommunications Specialist position frozen in 2020 will remain vacant through this budget cycle

- 2021 expense reduction $106,252
- 2022 expense reduction $112,177

Future Opportunities

City of Bothell

- Body Cameras for Officers
- Expand Navigator Program
- Community Academy
- Open House Forums
- Post COVID-19: resume National Night Out, Coffee with a Cop, Cops & Clergy
- Dispatch Options
- Red Light Enforcement (cameras)
- School Zone Enforcement (cameras)

City of Bothell

Questions?

Municipal Court Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

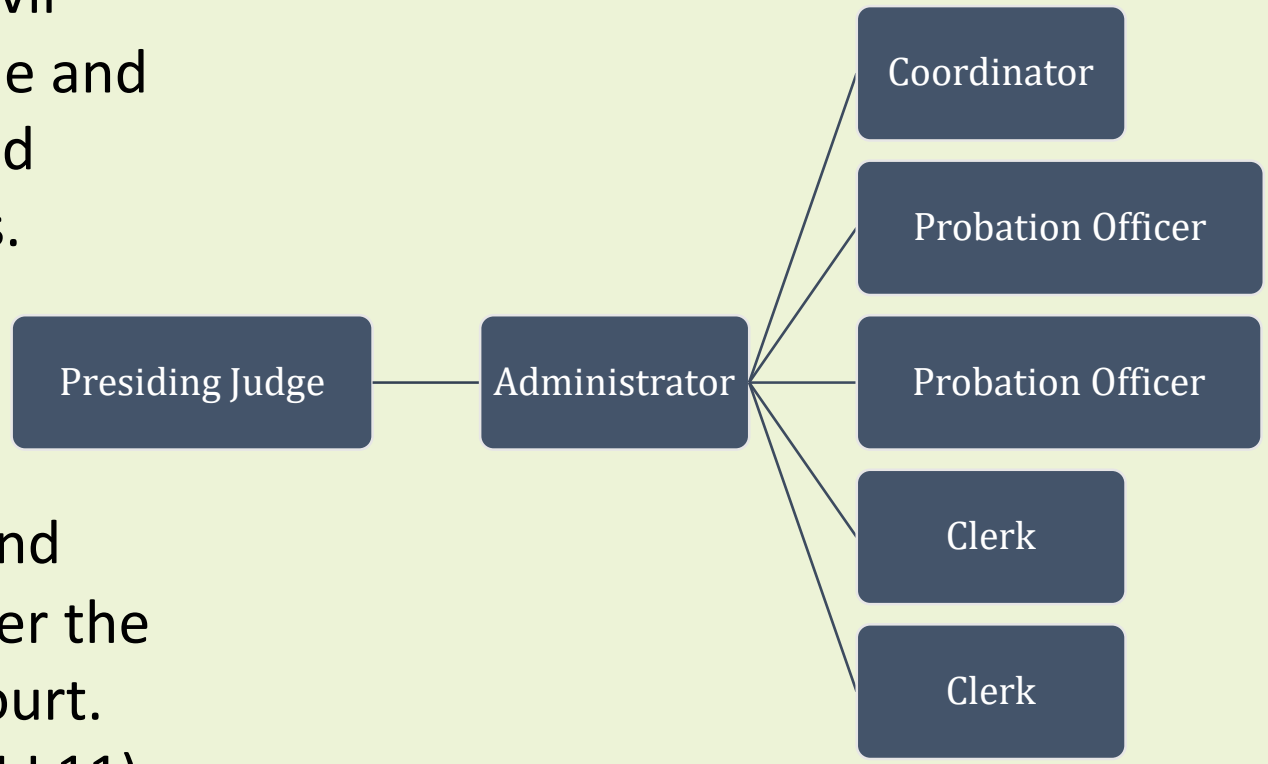
City of Bothell™

Department Overview

City of Bothell

Court | Resolves misdemeanor and civil violations of the Bothell Municipal Code and Revised Code of Washington committed within Bothell's geographic boundaries. (RCW 3.50 and BMC 2.14)

Probation | Supervises defendants and their conditions of sentence while under the jurisdiction of the Bothell Municipal Court. (RCW 3.66.067, RCW 3.50.320, and ARLJ 11)



2019-2020 Accomplishments

City of Bothell

Ethics

in-house collections/LFO amnesty
community resource room
universal payment program
interjurisdictional warrant program

Service

hired new judge
hired new probation officer
adjusted jury week
probation classes

Teamwork

master calendar efficiencies
COVID-19 crisis

Innovation

bench warrant efficiencies
virtual court
electronic infraction hearings
website improvements
paperless probation

Safety

in-custody calendar changes
probation office move

2021-2022 Preliminary Budget Estimate

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$1,443,027	$1,506,388	$1,471,330
Maintenance & Operations	351,912	352,080	349,380
Capital	0	0	0
Interfund Services	8,949	22,308	23,424
Total Expenditures	**$1,803,888**	**$1,880,776**	**$1,844,134**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

2021-2022 Budget Reductions

City of Bothell

- Reduction in budget during the 2019-2020 process
- One clerk position unfunded due to COVID-19 (25% of clerk staff)
- Anticipated efficiencies and cost savings to reflect in 2021-2022
  - Master Calendar
  - Search Warrant Process/Judicial Hours
  - Work Crew/Community Service
  - Public Records Portal

Future Opportunities

City of Bothell

- Explore Community Court options
- Develop Human Services resource strategy
- Work crew in City of Bothell
- Potential City-wide implementation of parking/traffic strategies
- Pursue an electronic case file product
- Virtual court – continue to develop technologies

City of Bothell

Questions?

Fire
Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

City of Bothell

- All-Hazards Service
- 24/7, 365 coverage
- Serve citizens in City of Bothell and Snohomish County Fire District 10
- Responded to 6,640 incidents in 2019
- Moved to a 4-platoon schedule in 2020

2019-2020 Accomplishments

City of Bothell

- 2018 Public Safety Bond - Station design underway.
- 2018 Public Safety Levy - 4 of the 6 Firefighters hired.
- Completed nearly 100% of our 2019 crew and permitted inspections.
- Development of Acting Lieutenant and Acting Battalion Chief Task Books.
- North King County Training Consortium established.

Preliminary Budget Estimate

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$23,052,382	$22,597,753	$24,453,478
Maintenance & Operations	2,686,234	2,686,648	2,422,925
Capital	66,492	13,000	0
Interfund Services	691,081	1,226,356	1,287,674
Total Expenditures	**$26,496,188**	**$26,523,757**	**$28,164,077**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

2021-2022 Budget Requests

City of Bothell

- Response Overtime Staffing

2021-2022 Budget Reductions

City of Bothell

- Unfunded Positions:
  - Training Administrative Assistant
  - Fire Records Specialist
- Maintenance/Operations Reductions

Future Opportunities

City of Bothell

- Ladder Truck replacement in 2021
- Drone to aid in Fire Investigations and Inspections
- Funding to expand key outreach events
- Social Worker
- Shared Services

City of Bothell

Questions?

Community Dev Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

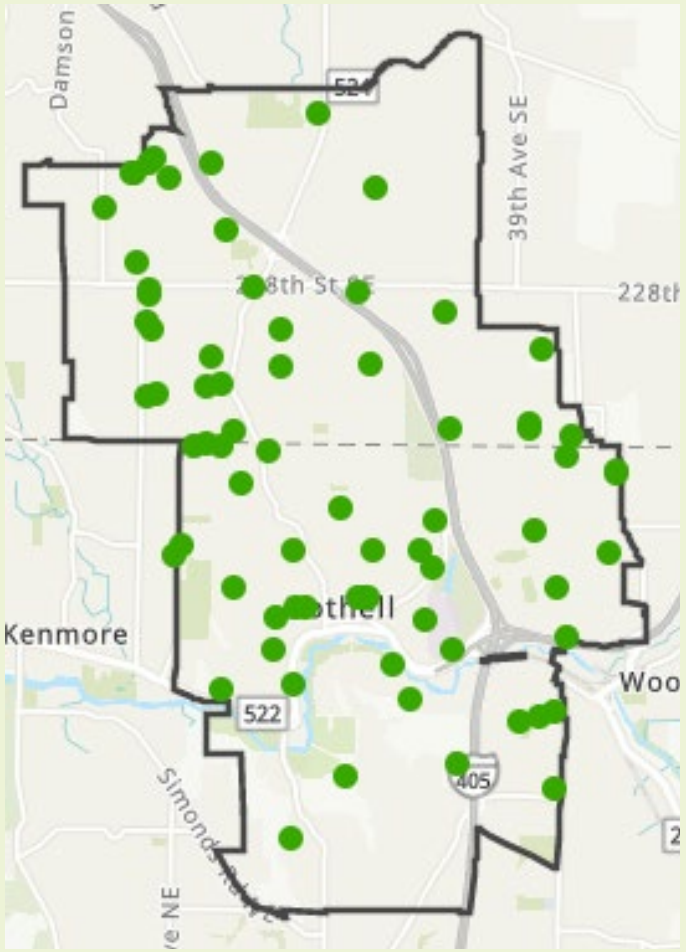
City of Bothell

BUILDING	Plan Review	Code Updates	Structural/Plumbing/Mechanical
	Code Interpretation	Applicant Assistance	Pre-Construction
PERMITTING	Permit Counter	Intake	Tracking
	Applicant Assistance	Coordination	Pre-application Conferences
DEVELOPMENT REVIEW	Land Use Review	Subdivisions	Short Plats/Site Plans
	Code Compliance	Environmental Regulation	Hearing Examiner
ADMINISTRATION	Customer Service Counter	Business & Pet Licenses	Utility Payments
	Budget Tracking	Development Review Billing	Public Records
STRATEGIC PLANNING	Subarea Plans	Boards & Commissions	Regional Coordination
	Historic Preservation	Affordable Housing	Downtown Development
OVERALL	Imagine Bothell… Comprehensive Plan	Plan Implementation	Public Engagement
	Census/Population	Bothell Municipal Code	Community Vision

2019-2020 Accomplishments

City of Bothell

- Canyon Park Subarea Plan Update
- Affordable Housing – ADU & MFTE
- Downtown MU, Plats/Townhomes, Major TI's, Education
- Customer Service/Permitting
  - Cross-trained staff functions
  - Electronic submittal & permit processing
  - Transitioned to work remotely w/min service interruption



2021-2022 Preliminary Budget Estimate
CD Department

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$5,435,886	$6,802,627	$6,344,909
Maintenance & Operations	1,341,602	1,307,365	684,215
Capital	0	22,000	0
Interfund Services	110,210	152,698	183,428
Total Expenditures	**$6,887,698**	**$8,284,690**	**$7,212,552**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

2021-2022 Budget Request

City of Bothell

Planned Action EIS update Downtown Subarea

- Approaching max thresholds PAEIS (residential)
- Incentive for downtown development
- Alternative – require individual SEPA

2021-2022 Budget Reductions

City of Bothell

Unfunded Positions:

- Building inspector (2)
- Senior planner
- Customer service specialist

Line item reductions:

- Consultants
- Misc. supplies & services
- Vehicle transfer to pool

Future Opportunities

City of Bothell

- Additional Long-Range Planners (1-2) (e.g. affordable housing implementation)
- More robust, consistent community engagement
- Code & Comp Plan updates
- Additional electronic file storage

City of Bothell

Questions?

Parks & Recreation Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

An Amazing Foundation

City of Bothell

Department Overview

City of Bothell

- 14 full time employees
- 400+ acres of parklands
- 26 parks
- 3.6 miles of regional trails
- 3 synthetic and 6 grass sports fields
- 14 playgrounds
- 8 public restrooms
- 4 picnic shelters
- Disc golf course
- 2 special use facilities
- 2 cemeteries
- Citywide volunteer and special event programming
- Popular community programming 4th of July parade, Music in the Park, Halloween Main St, Pop-Up Dog Park, Pet Parade, etc.

2019-2020 Accomplishments

City of Bothell

- Parks, Recreation and Open Space (PROS) Plan
- Final purchase and easements for the former Wayne Golf Course
- Reduced and eliminated pesticide/herbicide use in parks
- Created popular Pop-Up Dog park series
- Produced many large community events

Preliminary Budget Estimate

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$2,909,385	$3,782,267	$3,541,569
Maintenance & Operations	1,031,848	1,215,290	881,800
Capital	115,514	0	0
Interfund Services	320,004	413,602	434,282
Total Expenditures	**$4,376,752**	**$5,411,159**	**$4,857,651**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

2021-2022 Budget Reductions

City of Bothell

Unfunded Positions

- Grants/Planning Manager
- Recreation Coordinator
- 3 Seasonal Maintenance Workers
- Reduction of 6,500 hours per year

Line Item Cuts

- Recreation Professional Services
- Irrigation

Future Opportunities

City of Bothell

Future Opportunities

City of Bothell

- Short term and long-term projects - PROS Plan
- Master Planning for former Wayne Golf Course/Sammamish River corridor
- Demolition of 11 existing structures
- Asset Replacement Fund - ballfields, playgrounds and restrooms
- Additional staffing needs

Questions?

City of Bothell

Public Works Budget Presentation

- ethics
- service
- safety
- innovation
- teamwork

City of Bothell™

Department Overview

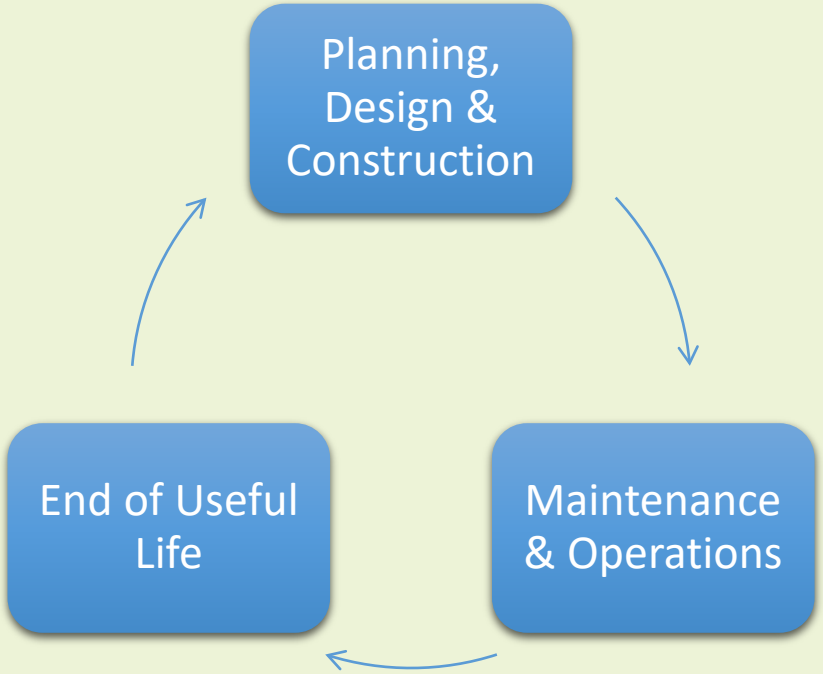
City of Bothell

The Public Works Department's primary responsibility is City infrastructure and equipment:

- Fleet, Facilities, Streets, Water, Sewer and Storm

Other PW services and programs:

- Solid Waste & Recycling
- Sustainability Engagement & Education
- Admin Support
- Utility Billing – Water & Sewer
- Code Compliance – Utilities & Streets



Tonight's Presentation Focused on General Fund & Streets

2019-2020 Accomplishments

City of Bothell

Department-wide

- APWA Accreditation
- COVID – Safety, Engagement, Services, Projects

Recycling/Sustainability

- Pollution Prevention Assistance Grant/Program

2019-2020 Accomplishments

City of Bothell

Facilities

- Safe & Secure Projects
  - State Approved Progressive Design Build

Fleet

- Fire Apparatus Maintenance
- 25 Vehicle Replacements/Purchases

2019-2020 Accomplishments

City of Bothell

Engineering

- Estimate Completion of 20 Capital Projects, including:
  - Lot P South Contamination Clean-up
  - Bothell Landing Pedestrian Bridge
  - 10 Safe Streets & Sidewalks/Grants
  - 6 Utilities
- Received 9 grants for ~$10 million (4 others pending)

2019-2020 Accomplishments

City of Bothell

Streets

- 53 asphalt patching projects
- 121 sidewalk repair & replacement projects
- Snow Response
  - February 2019 (2 weeks!)
  - January 2020

2021-2022 Preliminary Budget Estimate
Facilities Division

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$1,260,761	$1,469,517	$1,490,548
Maintenance & Operations	1,660,697	1,526,113	1,643,641
Capital	47,248	115,000	0
Interfund Services	70,496	104,782	110,022
Total Expenditures	**$3,039,202**	**$3,215,412**	**$3,244,211**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

2020 Reductions - PROVAIL Day Porters, Custodian

2021-2022 Preliminary Budget Estimate Recycling/Sustainability

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$111,518	$176,403	$184,101
Maintenance & Operations	91,417	271,198	75,350
Capital	0	0	0
Interfund Services	0	0	0
Total Expenditures	**$202,935**	**$447,601**	**$259,451**

- See Budget Request slide

2021-2022 Preliminary Budget Estimate
Engineering Division

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$6,470,163	$7,770,287	$7,652,296
Maintenance & Operations	444,382	500,775	338,485
Capital	3,599	0	0
Interfund Services	185,242	247,161	259,520
Total Expenditures	**$7,103,385**	**$8,518,223**	**$8,250,301**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

2020 Reduction – Transportation Engineering Technician

2021-2022 Reduction – Professional Services for Development Review

2021-2022 Preliminary Budget Estimate
Street Fund

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$2,599,634	$3,275,793	$3,439,337
Maintenance & Operations	2,485,386	3,115,224	3,114,828
Capital	280,704	5,600	0
Interfund Services	489,702	626,263	657,576
Transfers Out	0	5,242,000	5,242,000
Total Expenditures	**$5,855,426**	**$12,264,880**	**$12,453,741**

Interfund Services = Fleet & Self-Insurance (Risk Mgmt & Safety) allocations

Transfers Out = Safe Streets & Sidewalks Levy funds transferred to Capital for Paving and Sidewalk projects

(current figure is a placeholder as this is determined during the Capital Facilities Plan process)

- See Budget Request slide

2021-2022 Preliminary Budget Estimate
Equipment Rental (Fleet) Fund

City of Bothell

Expenditures	Actual 2017-2018	Budget 2019-2020	Estimate 2021-2022
Personnel	$613,307	$1,205,888	$1,045,096
Maintenance & Operations	1,042,262	1,302,880	1,359,002
Capital	7,919	14,000	16,028
Interfund Services	4,334	9,282	9,746
Transfers Out	1,949,238	2,165,548	2,273,826
Total Expenditures	**$3,617,061**	**$4,697,598**	**$4,703,698**

Interfund Services = Self-Insurance allocation (Risk Mgmt & Safety)

Capital = depreciation on equipment

Transfers Out = funds transferred to Asset Replacement for scheduled vehicle/equipment replacements

Budget Requests

City of Bothell

REQUESTED ADDITION - SUSTAINABILITY

- Pollution Prevention Assistance Consultant (grant funded) $157,000/biennium

REQUESTED REDUCTION – STREET FUND

- Eliminate Storm Utility Charge ~ $930,000/biennium

  Due to Decreased Revenue/General Fund Subsidy

  Impacts Storm Capital, Rates, WSDOT Fee Collection

Future Concerns/Opportunities

City of Bothell

Transportation Engineering/Streets

- Planning, Community Response, etc.
- Sidewalk/Walkway Funding
- Local Street Paving
- Canyon Park Subarea Plan Implementation
- Regional Participation

Asset Replacement Fund, esp. Facilities

Dedicated Funding for Contamination Clean-up

Future Opportunities

City of Bothell

- Office Remodel/Expansions for Mechanics and Building Maintenance
- Loader for Operations, esp. Street Crew
- Community Engagement

City of Bothell

Questions?