



City of Bothell™

2021-2022 Preliminary Budget

Table of Contents

INTRODUCTORY

City Manager’s Budget Message	2
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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

[back to table of contents](#)

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
- Strive for Environmental Sustainability

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

[back to table of contents](#)

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.

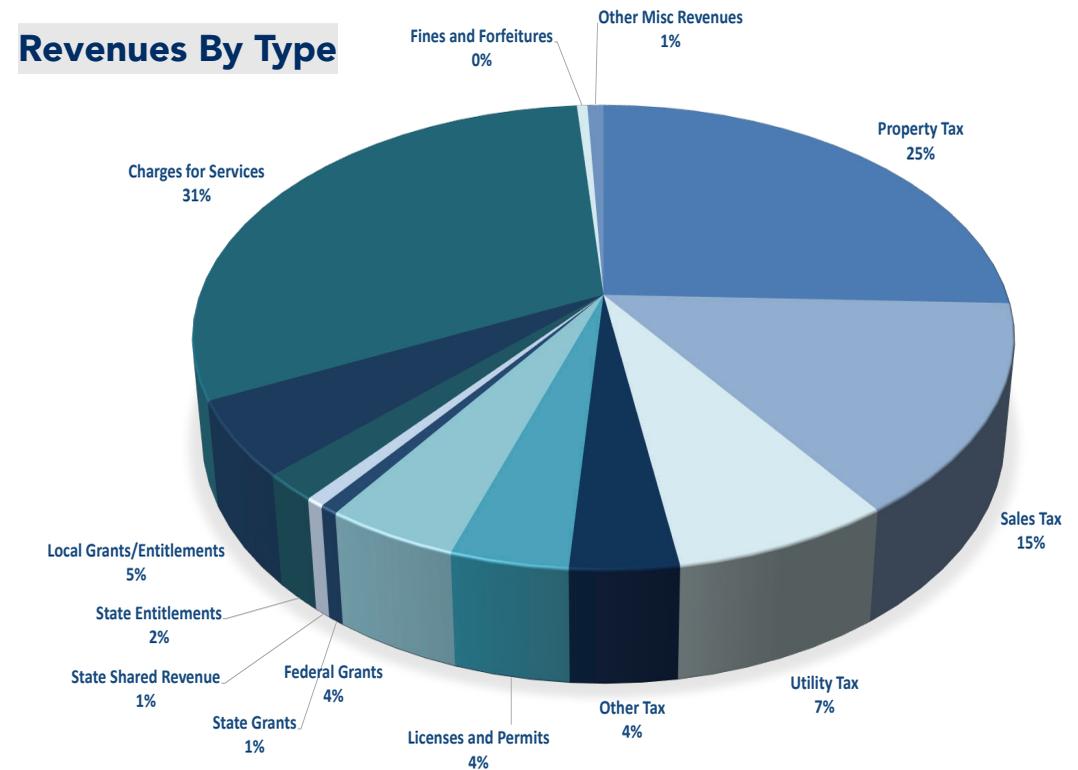
The City receives less than one-percent of the overall sales and use taxes collected within Bothell. (\$31,260,255)

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)

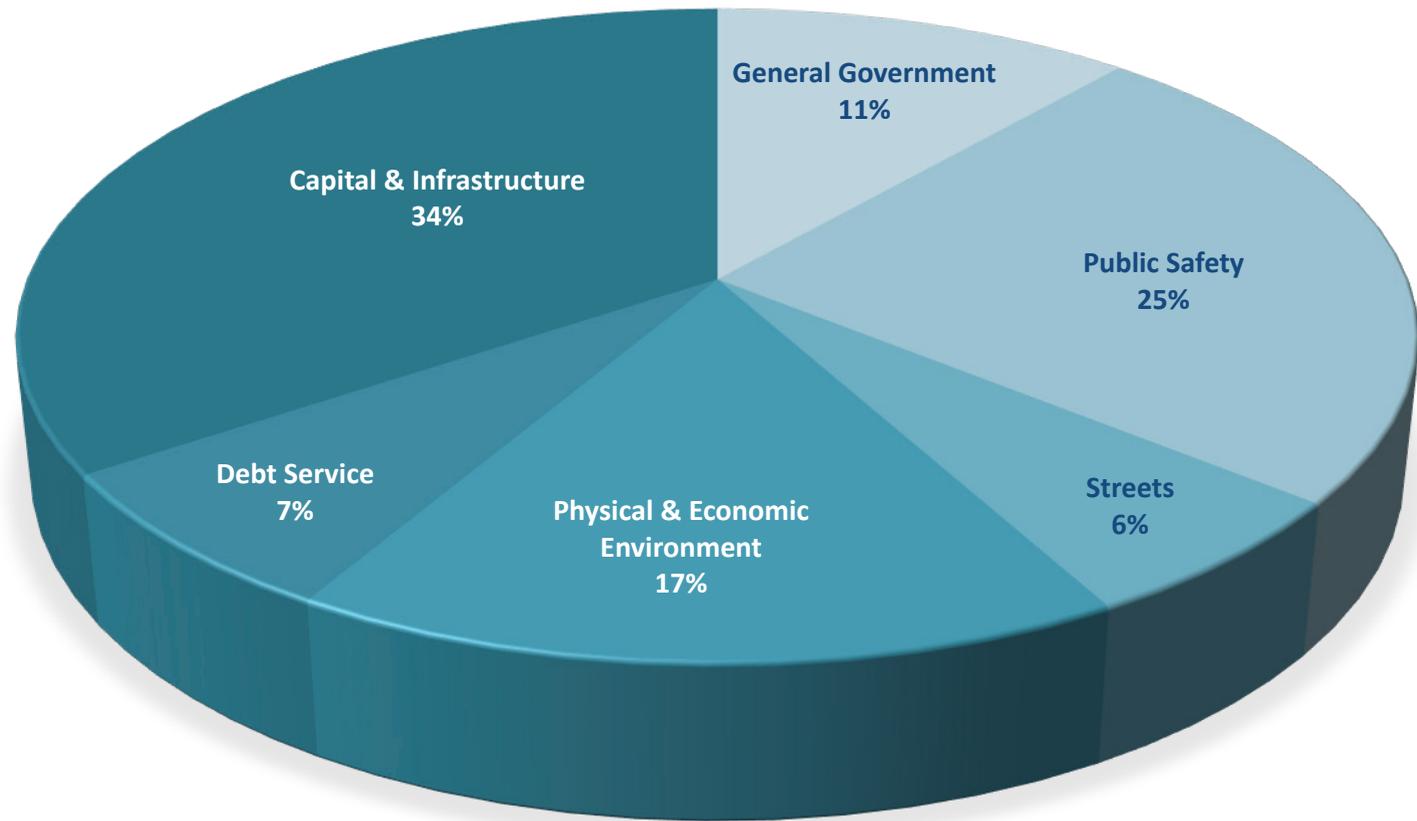
Streets. Streets is a category that includes expenditures related to the City's transportation system. (\$16,303,690)

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

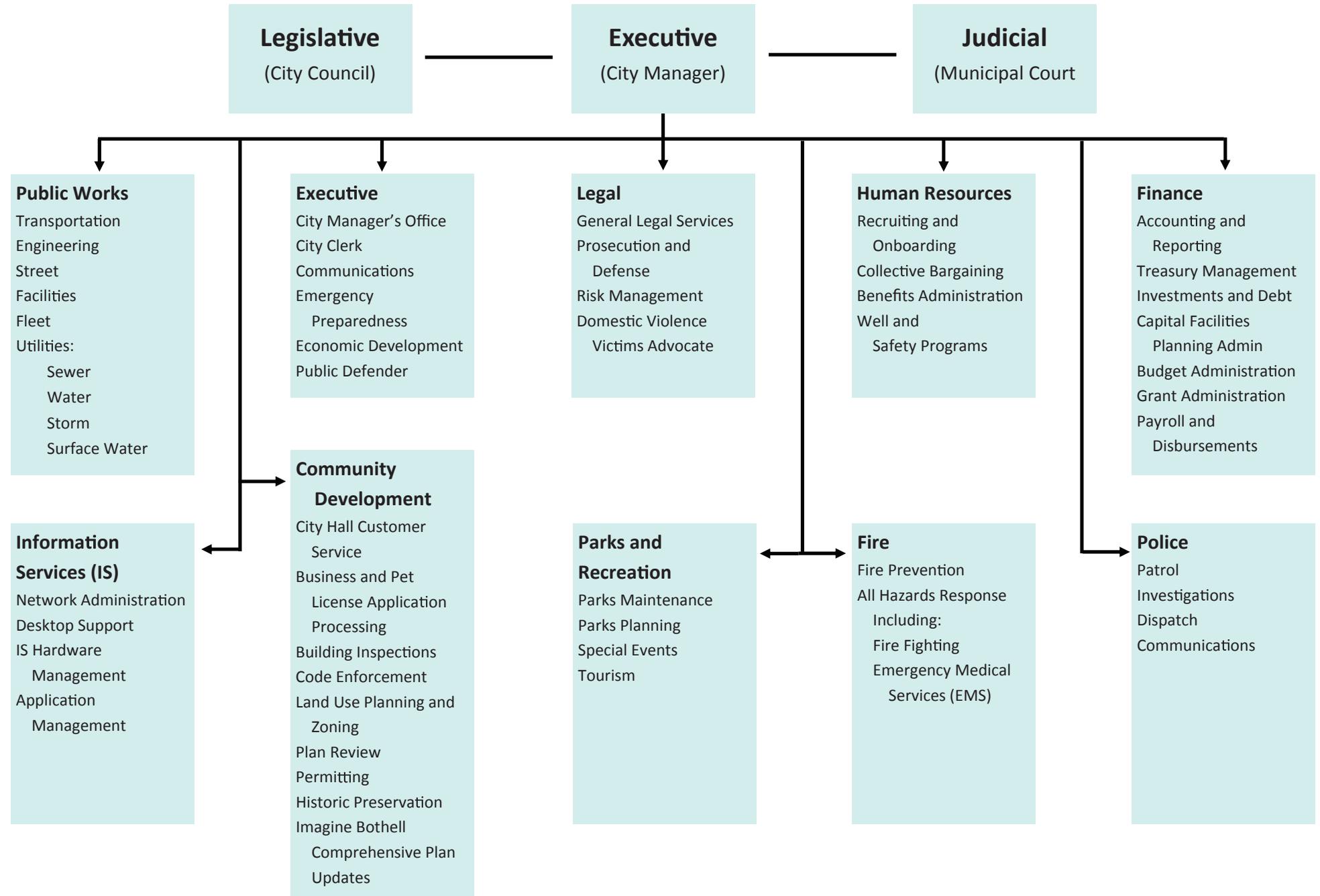
- 32% of residents identify as people of color (2018 Est.)
- 19.6% of residents report being foreign born (2018 Est.)
- 24.3% of residents speak a language other than english



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



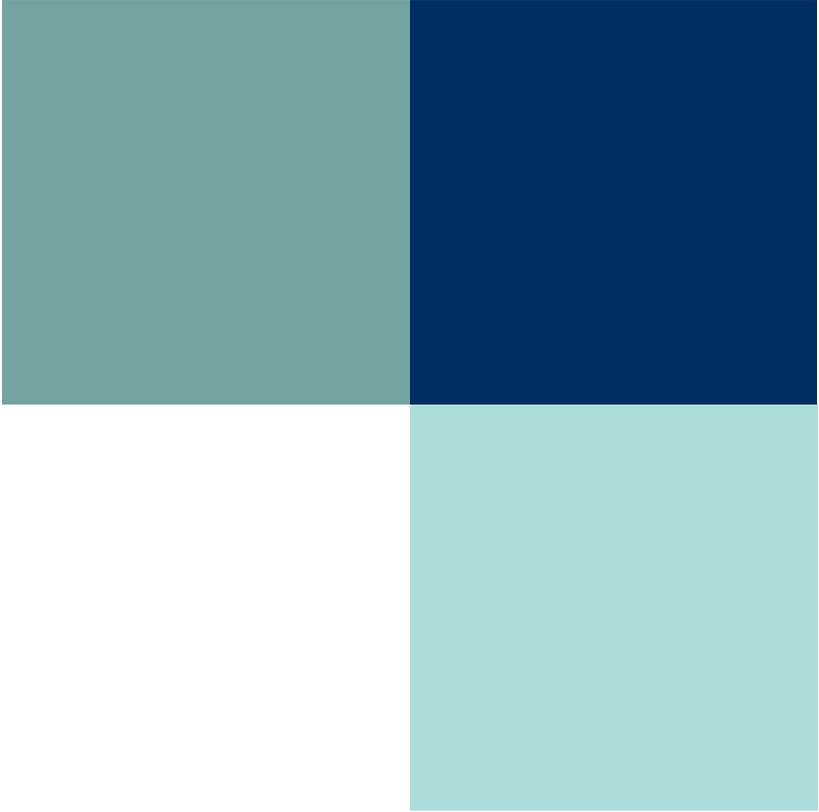
OCTOBER
City Manager's Budget
Proposal Unveiled



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
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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

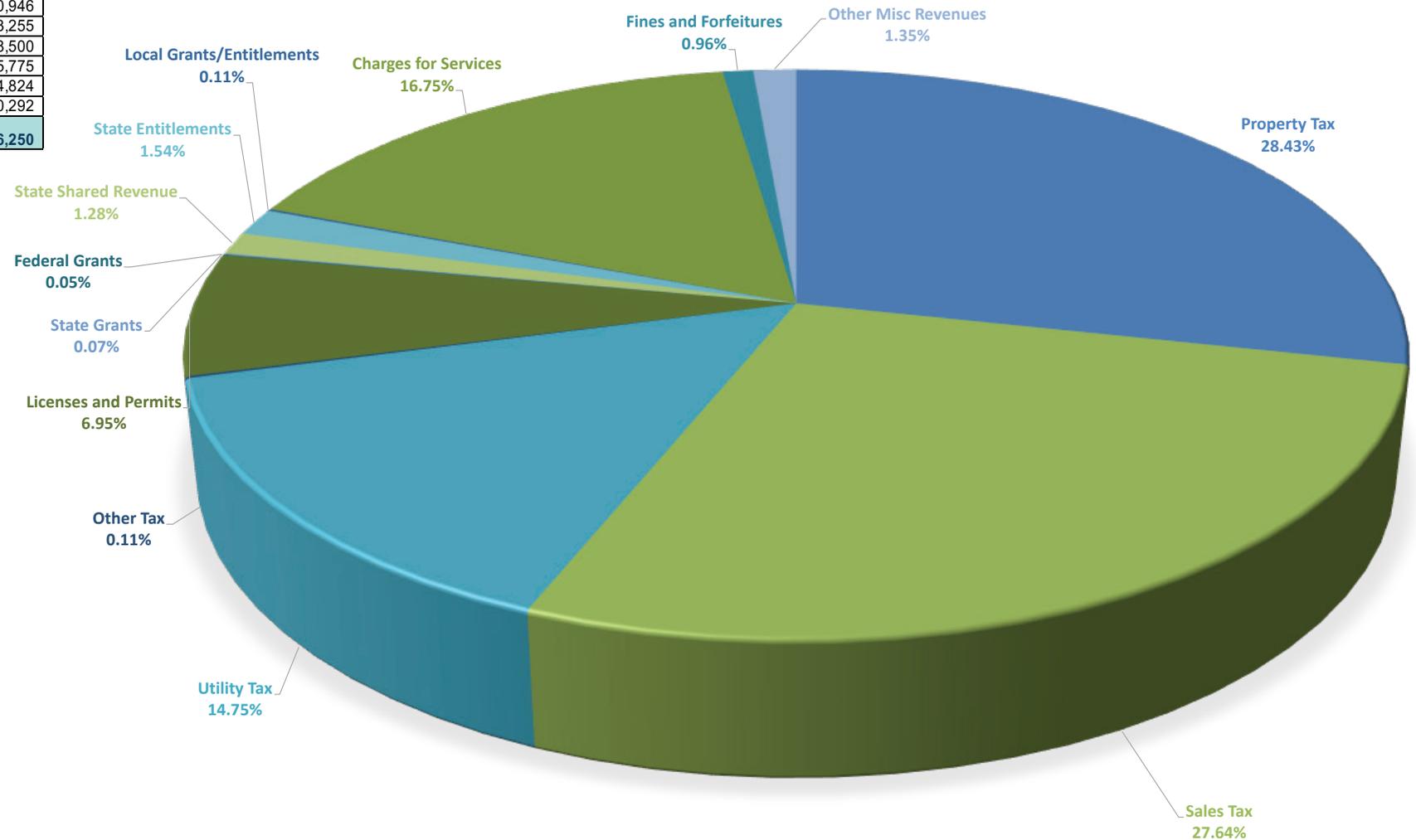
The 2021-2022 budget was developed during a pandemic and time of tremendous economic uncertainty. Several important assumptions were made in the development of the revenue forecast:

- 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

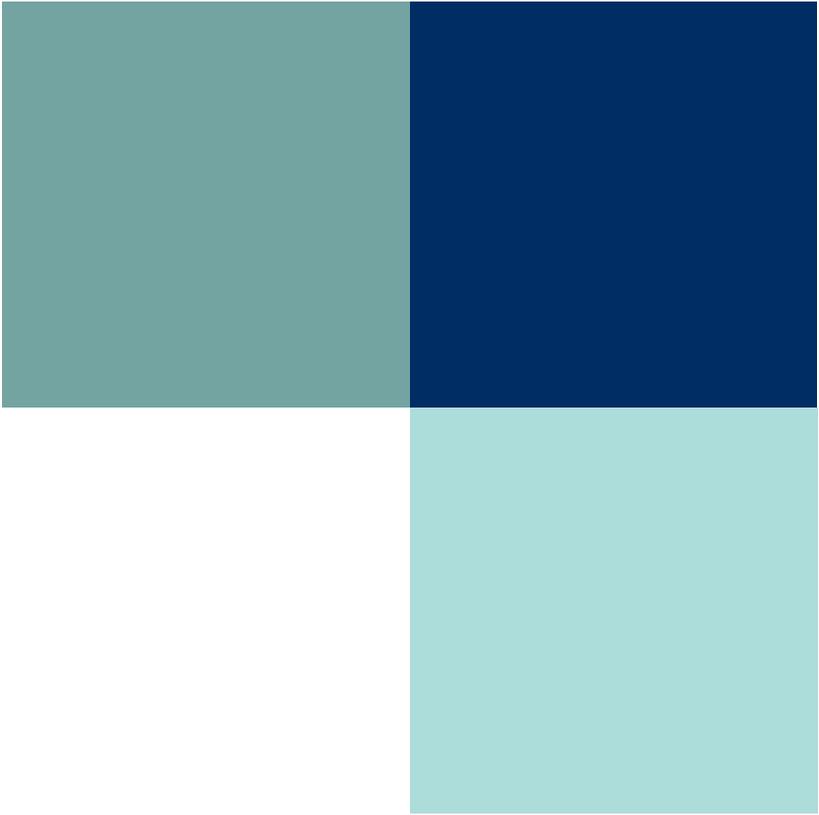
In this budget the Executive Department increased its permanent position count by adding a position to staff the Northshore Parks and Recreation Service Center (NPRSA), funding for the position is provided by the NPRSA. The Executive Department also added a half-time (0.5 FTE) position to its Emergency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

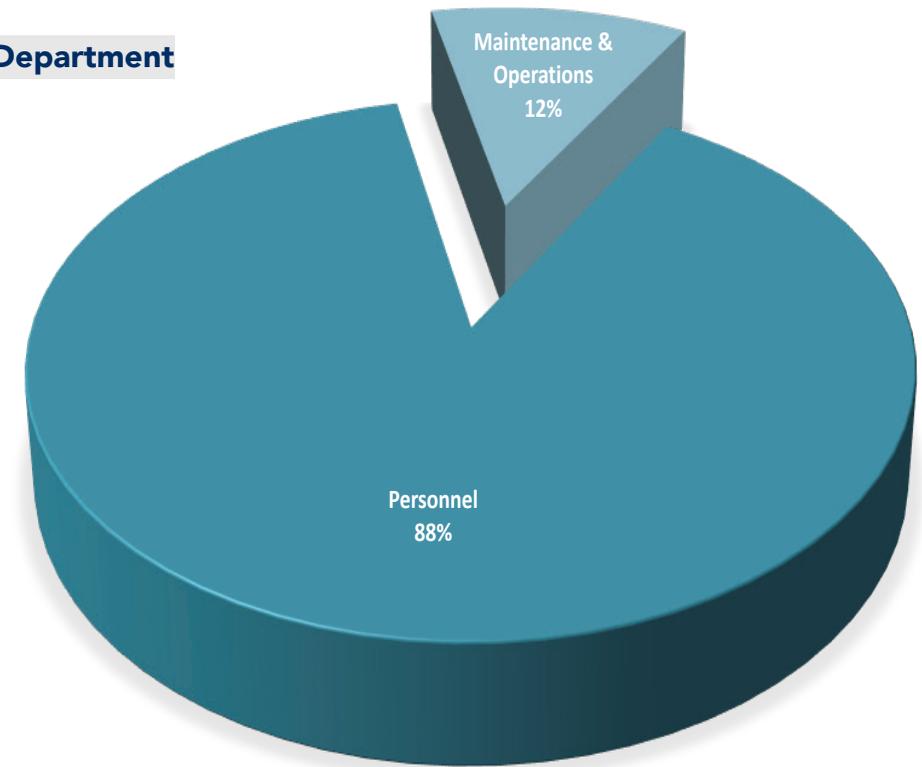
- Set annual goals and priorities for the City.
- Develop Community Engagement 101 training for city staff
- Evaluate new methods and technological tools to help us better engage with the entire community. Consistently connect with underrepresented groups or those members in our community that we are 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.

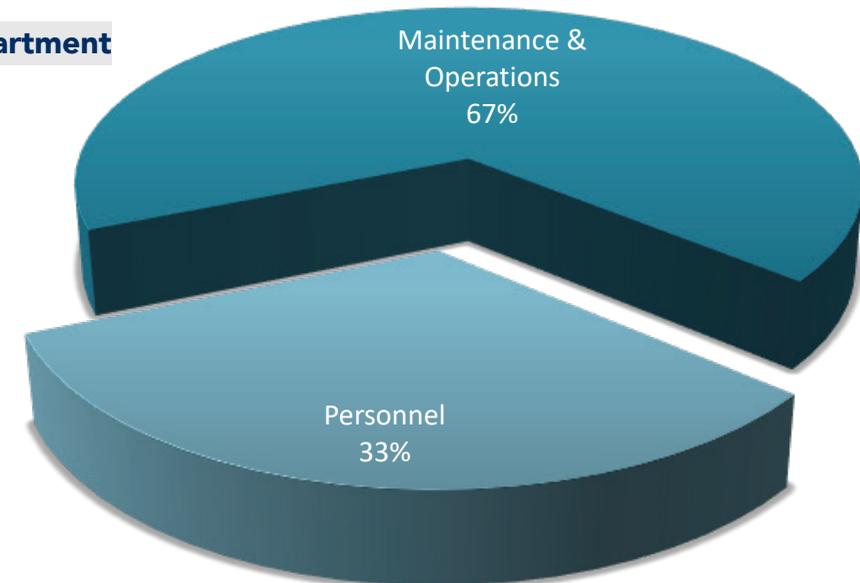
- Review standard agreements within three business days.
- Provide a target date for providing legal advice within 48 hours.
- Continued to provide service to Domestic Violence (DV) victims.

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

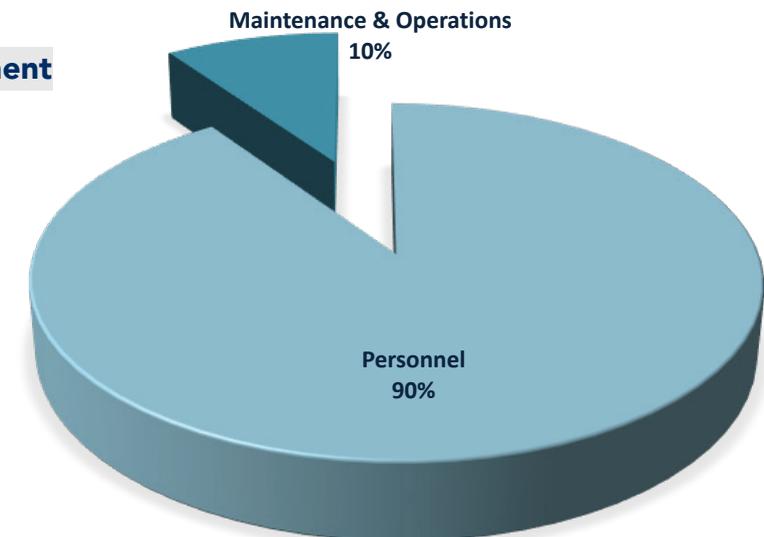
- Financial operations continuity during the pandemic
- Credit rating upgrade to Aa1
- Public Safety Bond issuance, first round \$25.5M
- Updated and formalized financial policies
- Received CAFR Award and Distinguished Budget Presentation Award

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.

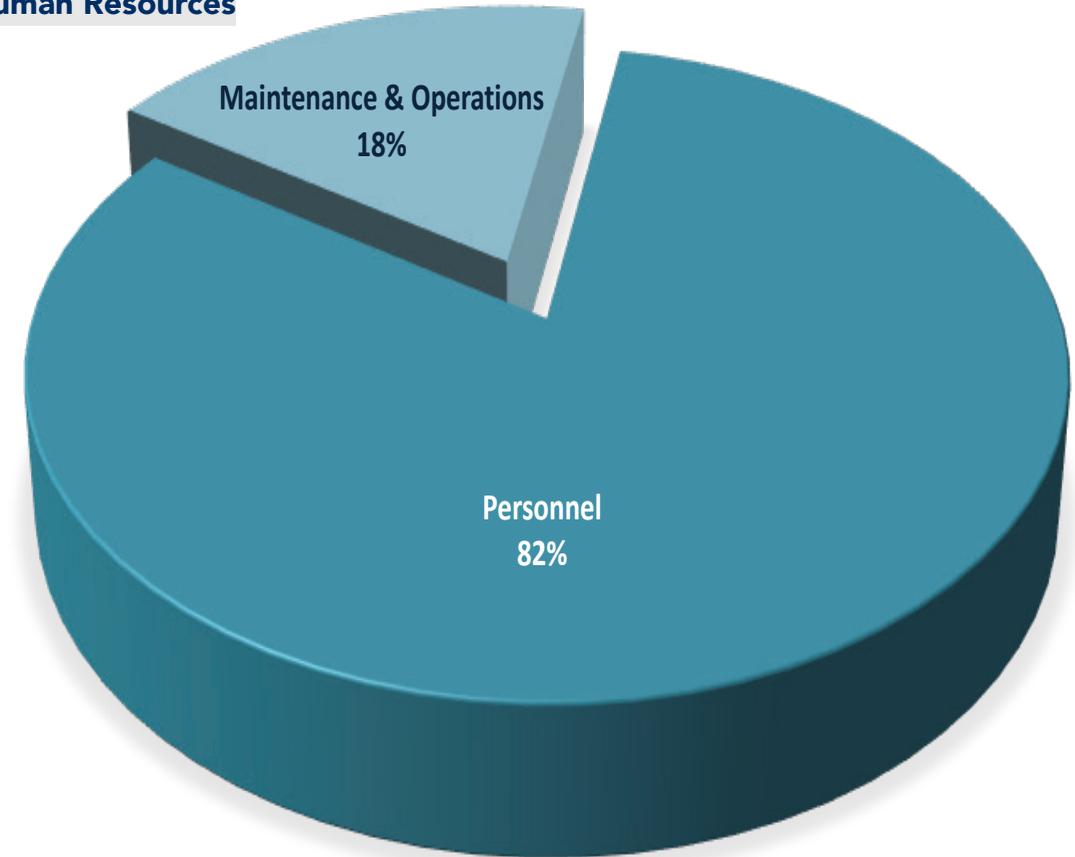
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Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,373,563	\$1,448,957	\$1,598,744
Maintenance & Operations	301,790	570,100	360,600
Capital	-	-	-
Total Expenditures	\$1,675,353	\$2,019,057	\$1,959,344
Annual Cost Per Capita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

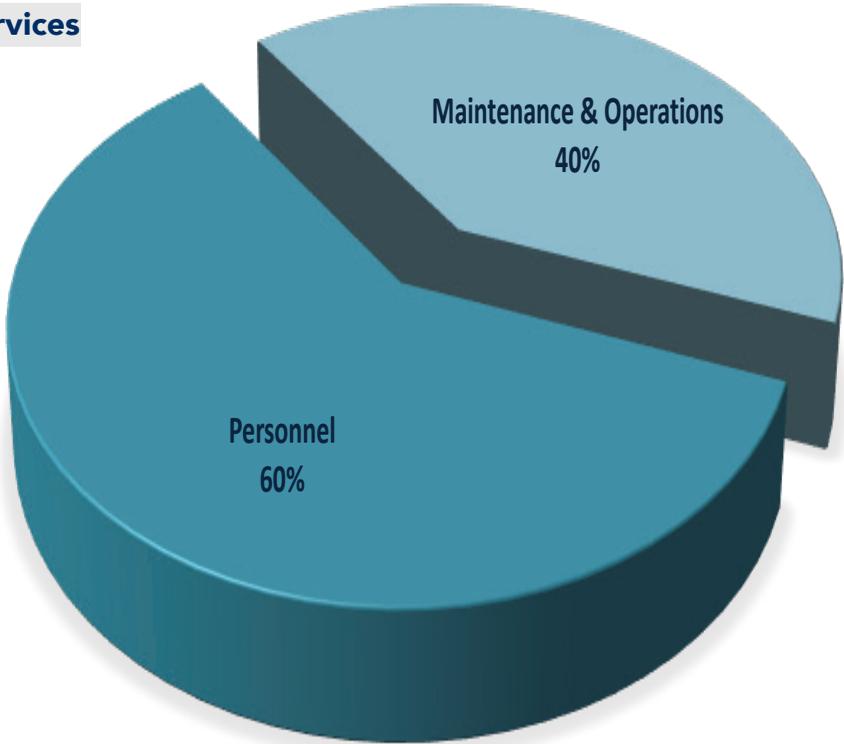
Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$3,457,604	\$4,548,238	\$4,540,594
Maintenance & Operations	2,754,133	3,452,433	3,068,701
Capital	-	-	-
Total Expenditures	\$6,211,737	\$8,000,671	\$7,609,295
Annual Cost Per Capita	\$138.61	\$168.17	\$152.05

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

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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

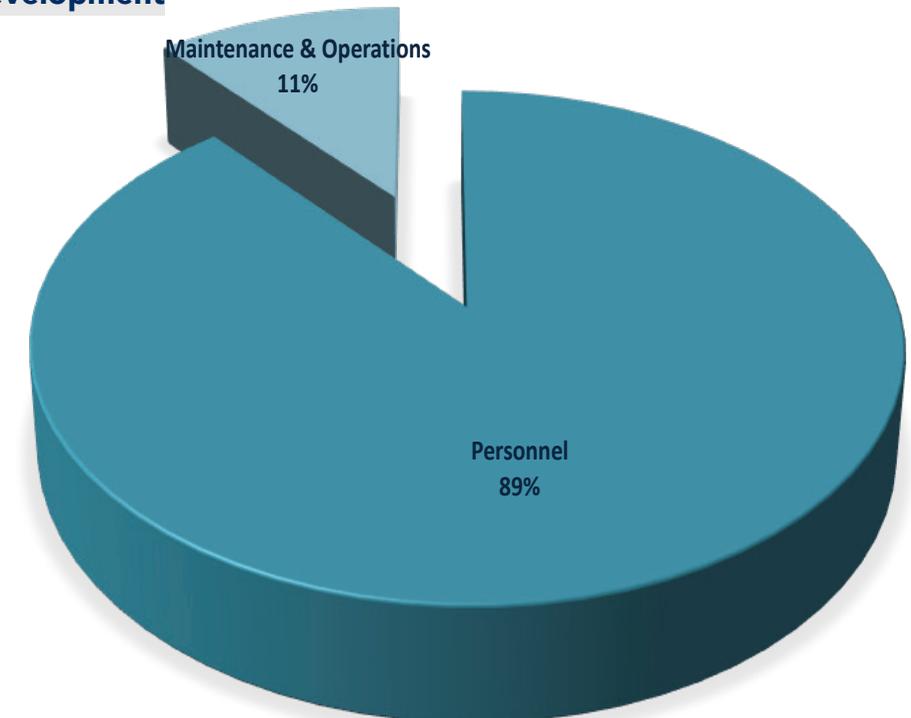
- Major update of Canyon Park Subarea Plan, Development Regulations and Planned Action EIS.
- Amended city code to encourage more accessory dwelling units.
- Adopted reduced parking citywide for housing close to frequent transit service
- Facilitated acquisition of city-owned downtown parcel by affordable 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 COMISSION - 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

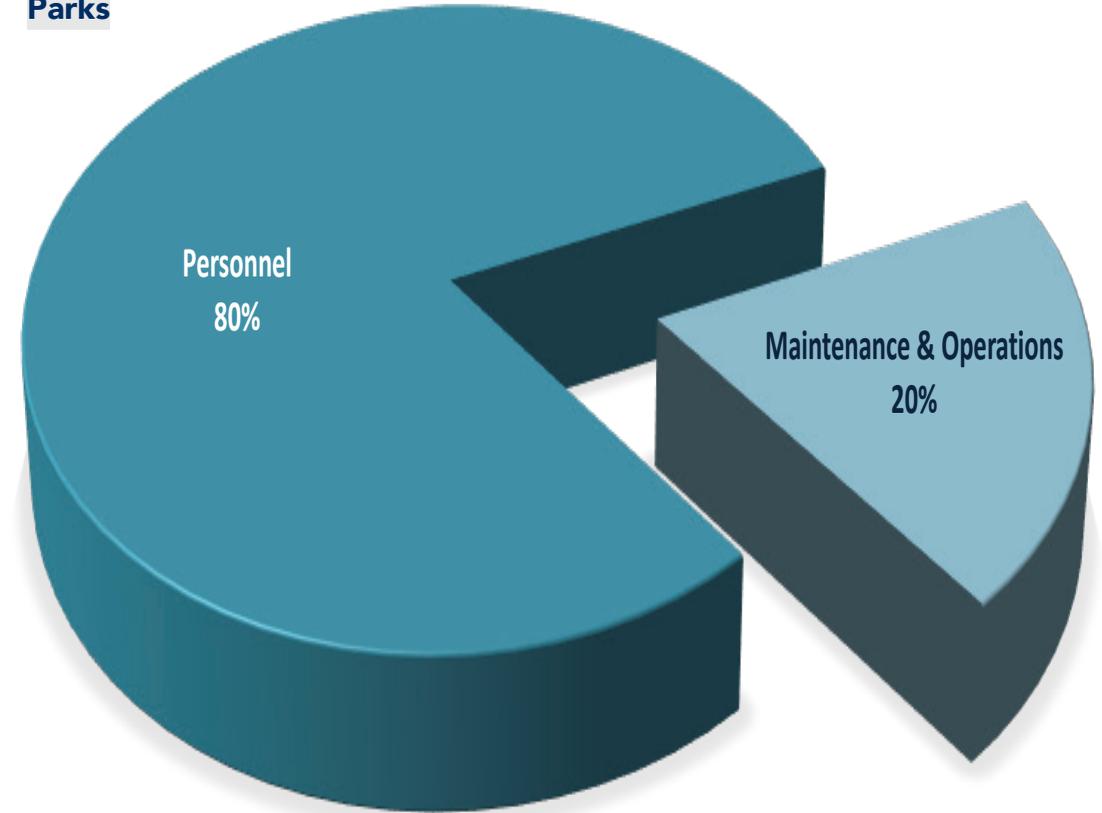
- Created popular Pop-Up Dog park series
- Successfully produced many large community events - 4th of July parade, Music in the Park, Blyth Family campout, Arbor Day, Safe Halloween on Main Street, etc.
- Successfully executed a maintenance agreement with Chamber of Commerce to maintain the flower beds 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

[back to table of contents](#)

Legislative

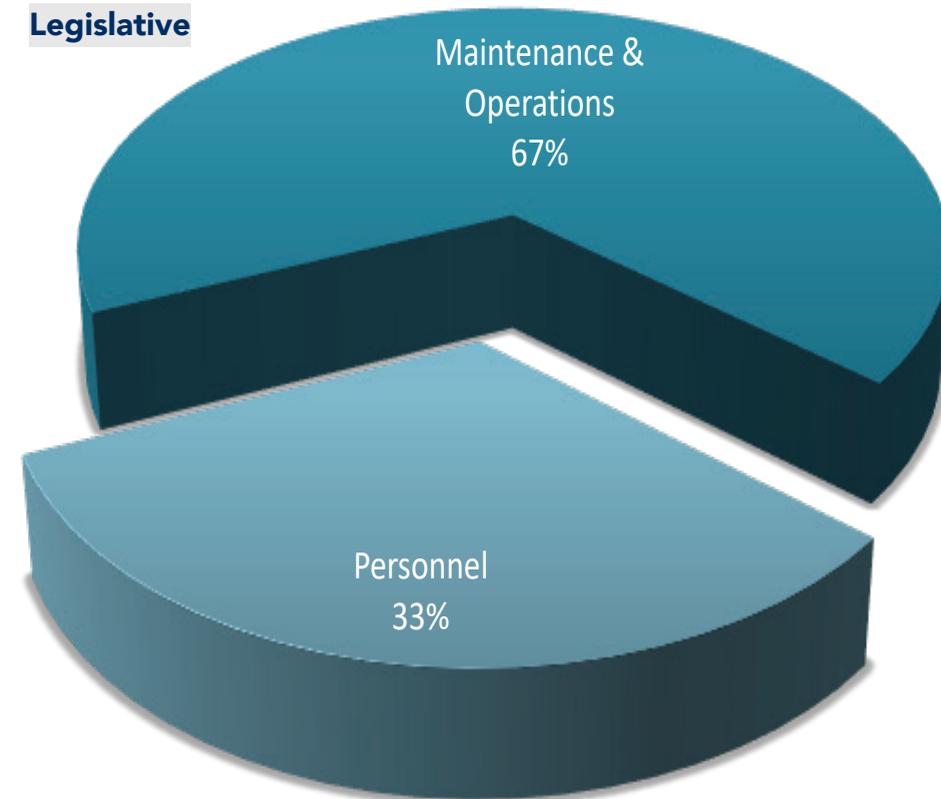
The City Council is the legislative branch of the local government and sits as the governing body of the City. City Council duties include participation in City Council meetings and public events, participation in regional coalitions and effort, and general governance of the City.

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

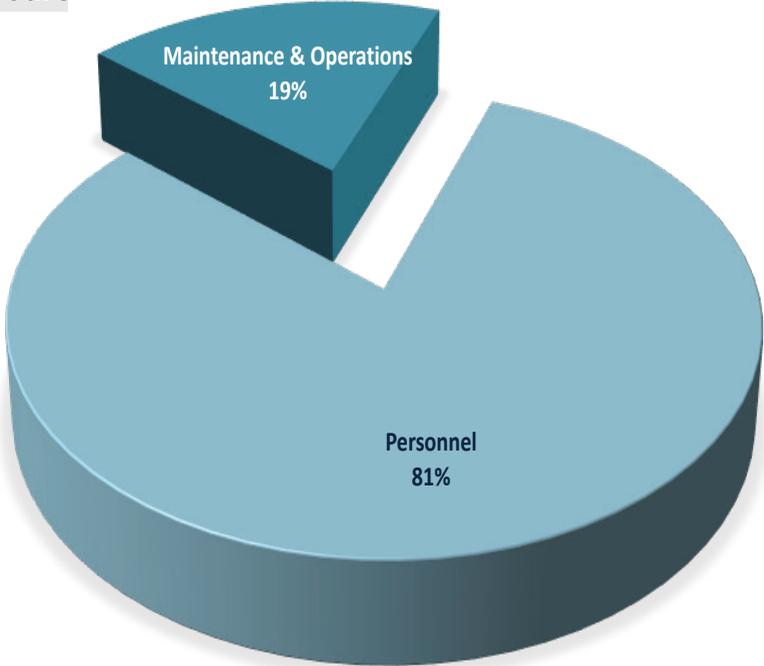
Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	\$1,443,027	\$1,506,388	\$1,484,785
Maintenance & Operations	351,912	352,080	349,380
Capital	-	-	-
Total Expenditures	\$1,794,939	\$1,858,468	\$1,834,165
Annual Cost Per Capita	\$40.05	\$39.06	\$36.65

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

[back to table of contents](#)

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

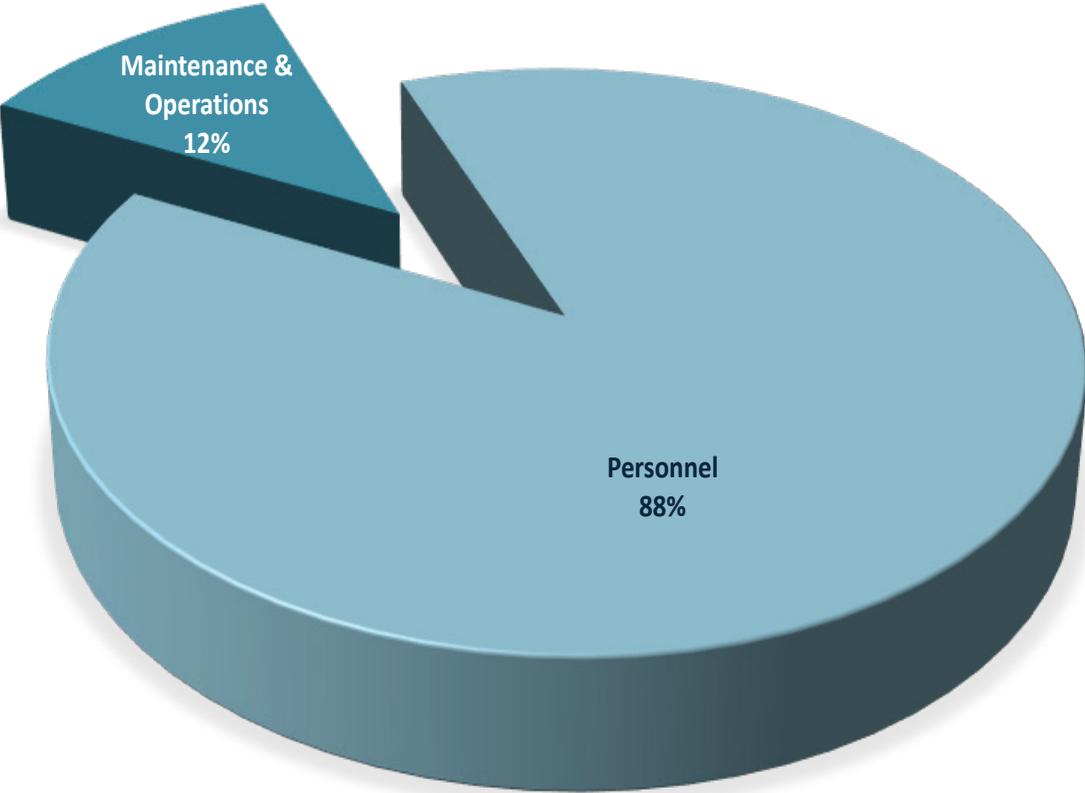
- The design of our two new fire stations that were approved by voters in the 2018 Public Safety Bond is in the final stages. We are now finalizing the interim facilities for the firefighters of both Station 42 (Downtown) and Station 45 (Canyon Park).
- Fire has hired 4 of the 6 firefighters authorized 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.

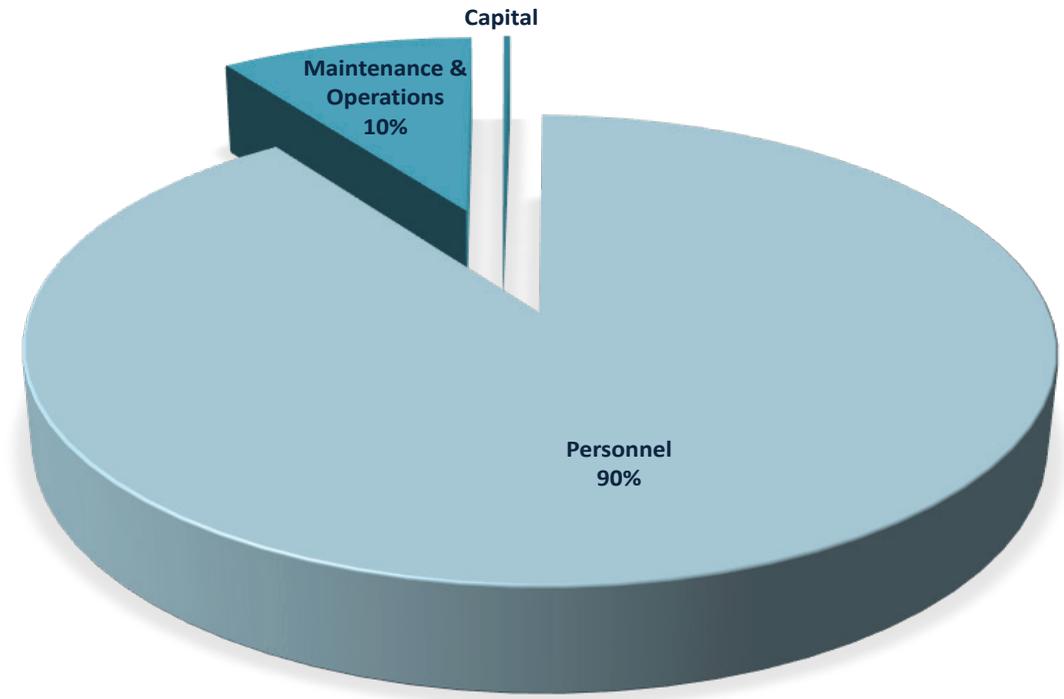
Mental Health Professional Navigators respond in the field with law enforcement to directly address people’ behavioral health needs and make referrals to community-based care. The RADAR program is 100% grant funded by MIDD (Mental Illness and Drug Dependency) through a King County-wide .1% sales tax.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



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

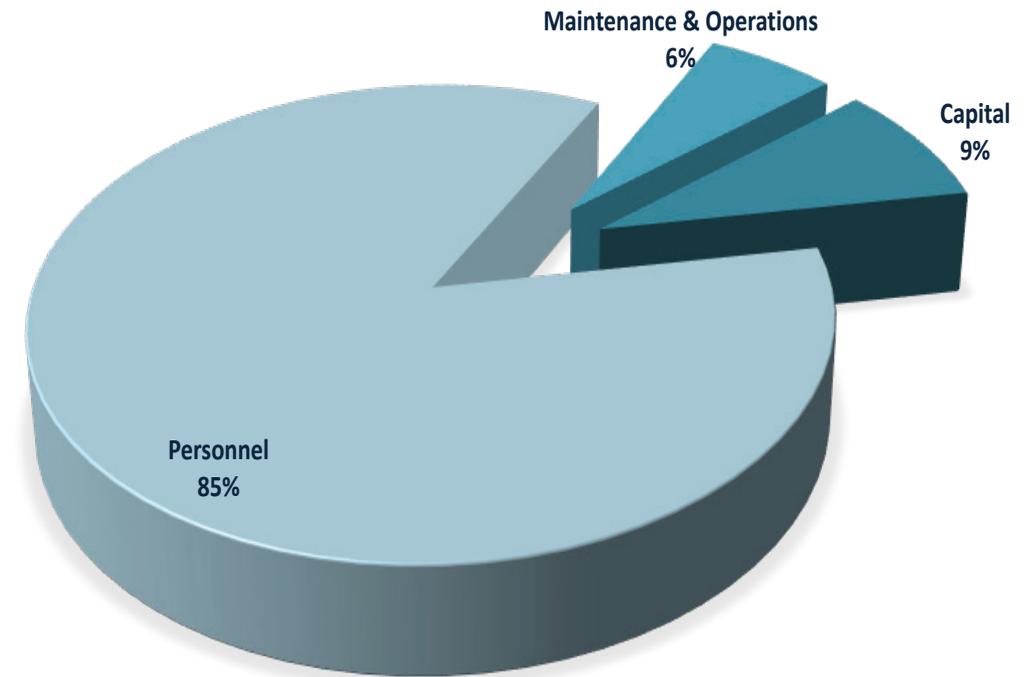
In 2019, voters approved Proposition 1 a twelve-year property tax levy lid lift to fund public safety operations and equipment. The passage of the proposition enhances the City's public safety services, mental health support for those in need, and proactive policing to better protect the community.

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.

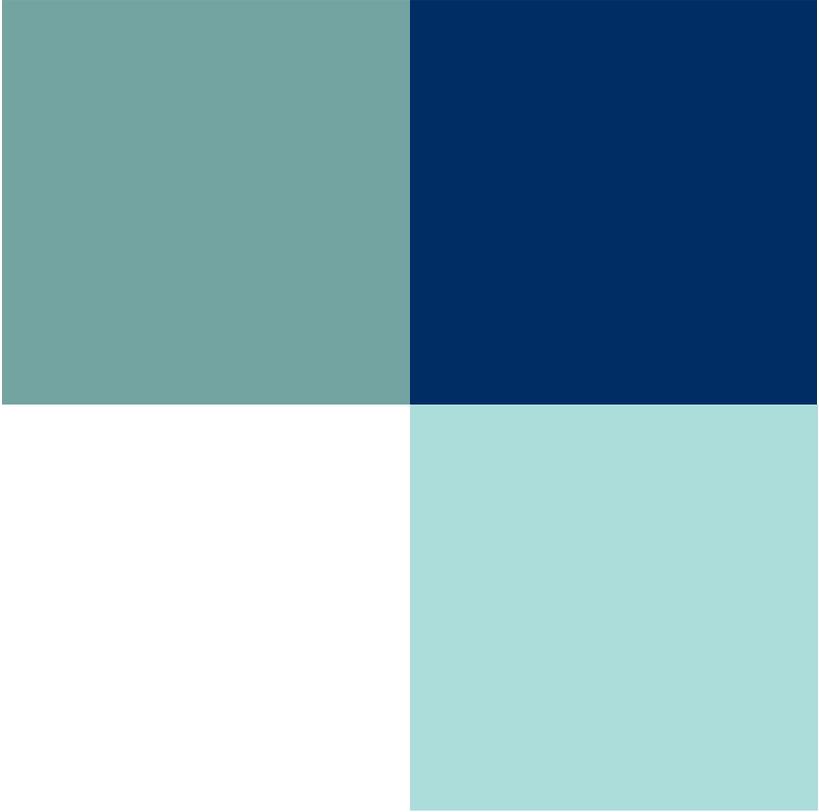
Expenditures	Actual 2017-2018	Budget 2019-2020	Budget 2021-2022
Personnel	-	6,610,856	6,885,941
Maintenance & Operations	-	1,032,079	505,760
Capital	-	745,364	700,000
Total Expenditures	-	\$8,388,299	\$8,091,701
Annual Cost Per Capita	\$0.00	\$176.32	\$161.69

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:

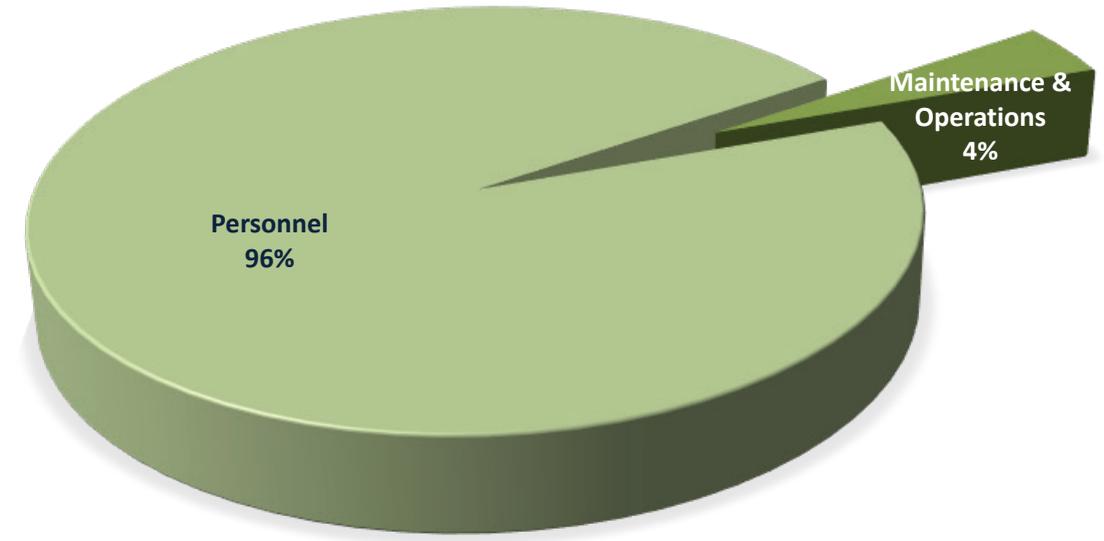
- Lot P South Contamination Cleanup;
- Bothell Landing Pedestrian Bridge Replacement;
- Safe Streets & Sidewalks Levy and Grant Funded Projects
- Slurry Seal, Crack Seal, Asphalt Patching
- Pavement Overlays on 228th, 120th and Woodinville Drive
- 19th Ave SE/232nd St SE/23rd Ave SE Non-Motorized Improvements
- 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

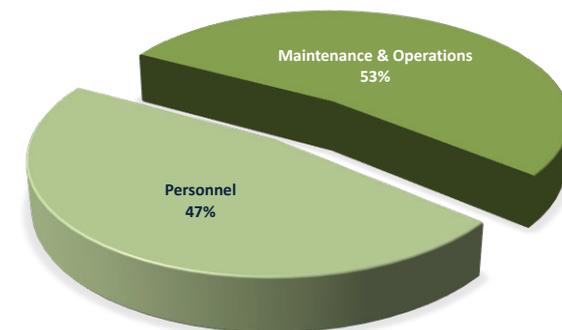
- Completed Phase 2 of Police Department's Heating, Ventilation and Air Conditioning (HVAC) upgrade project
- Completed multiple cubicle reconfigurations at City Hall
- Oversaw Police Department space configuration project related to Safe and Secure Levy
- Managed small remodel of an office at Court 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
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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

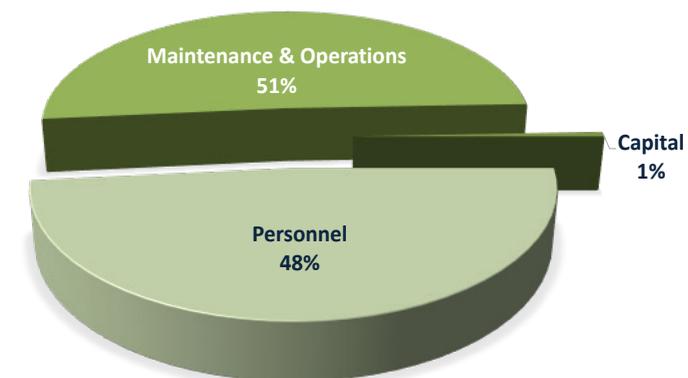
- Maintained City equipment and vehicles efficiently and effectively, completing 539 work orders in 2019
- Assumed responsibility of Fire Apparatus in-house maintenance and repair
- Replaced and outfitted 2 Police Department vehicles with hybrid models

- 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			
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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

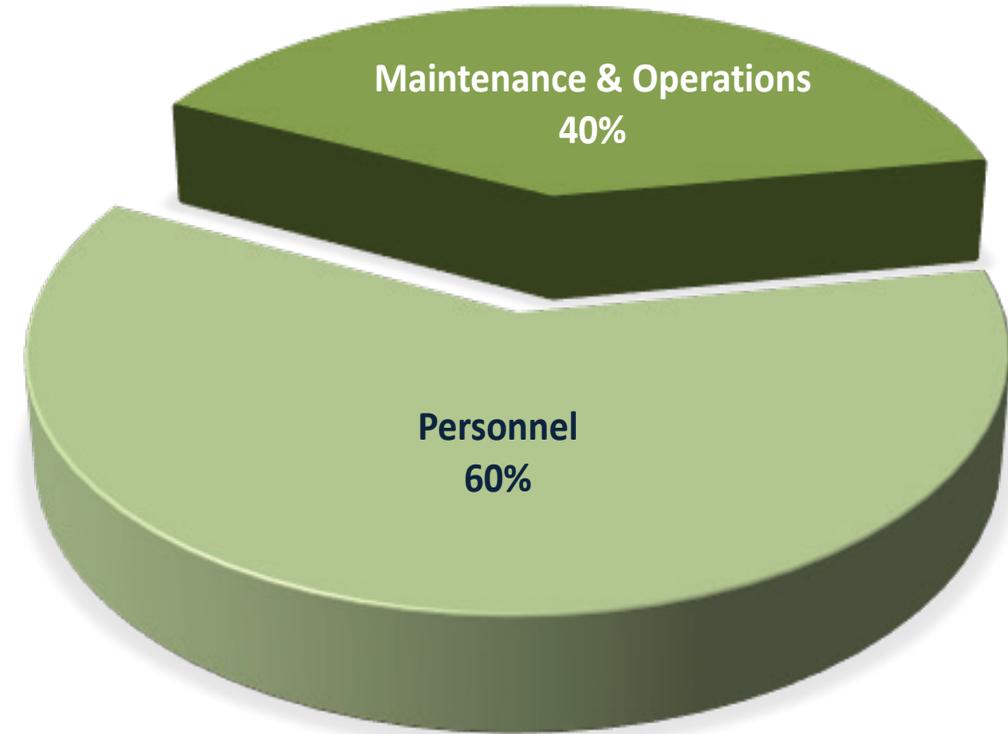
- Maintained 145,000 square feet of right-of-way landscaping installed with the Crossroads, Wayne Curve, Multiway Boulevard, Bothell-Everett Highway Widening projects and throughout the City
- Mowed 75 edge miles of roadway, repaired 4,512 potholes and maintained, repaired, and replaced 2,124 street 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

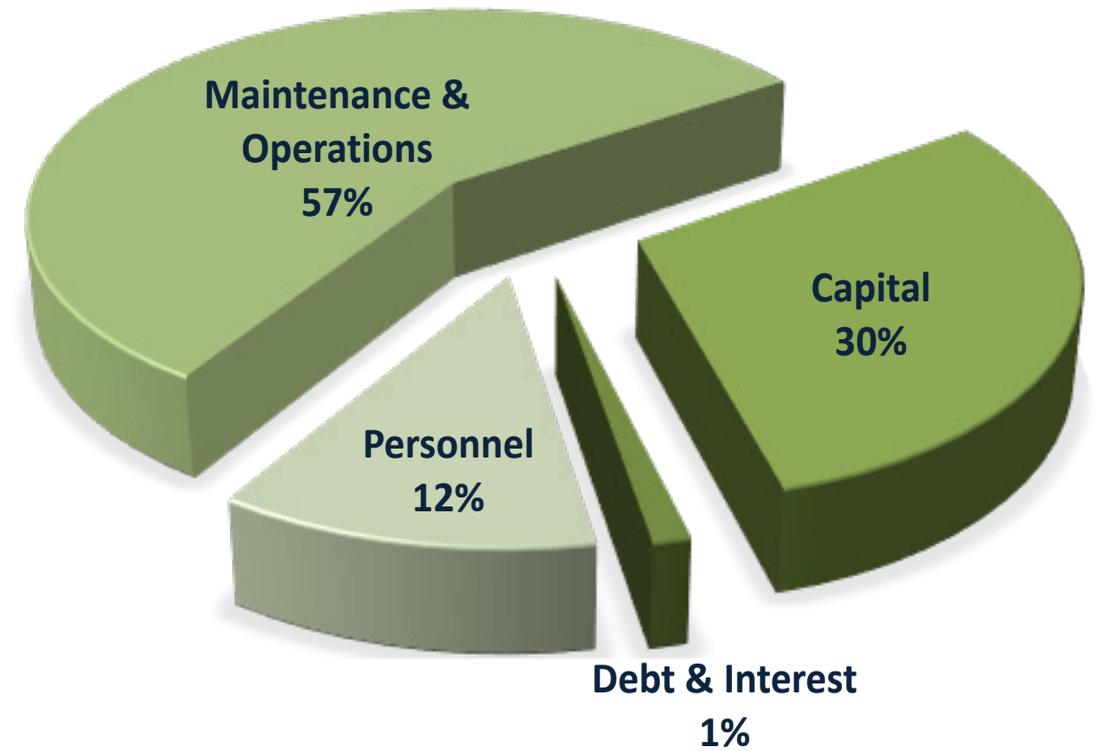
- Implementation of the new utility billing software that includes online bill option for customers.
- Installation and implementation of an upgraded SCADA system
- Established a more comprehensive Fats Oil Grease (FOG) program focused on education and outreach before enforcement with dedicated staffing 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
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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

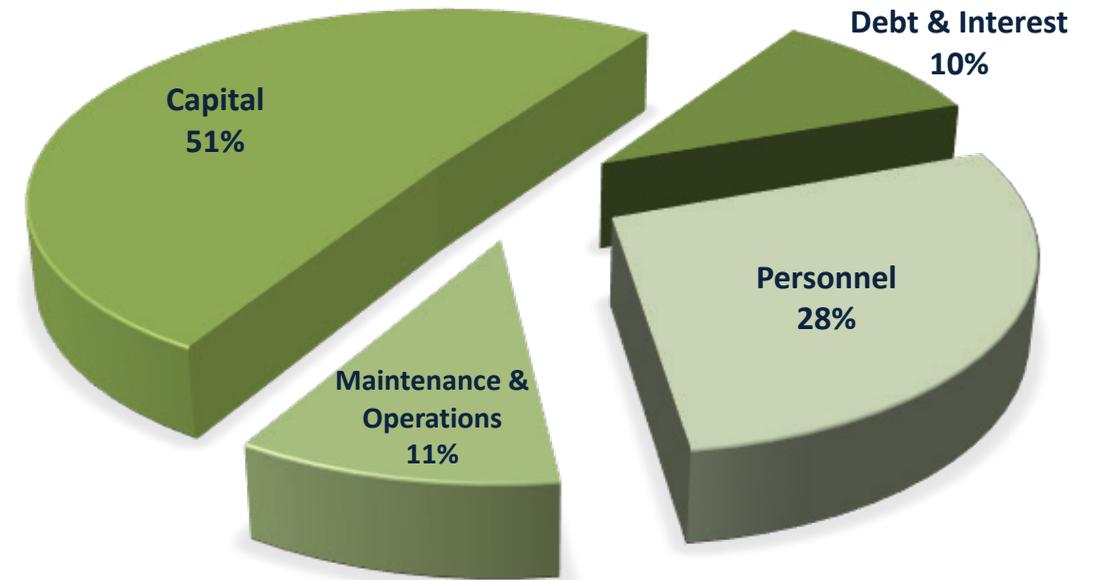
- Education and outreach- provided several opportunities to learn and engage in stormwater pollution prevention through 19 videos, 5 blog posts, 23 Bridge articles, 9 campaigns, 15 E-news articles, 31 flyers, 23 City sponsored outreach events, 171 social media posts, 85 business inspections, 9 targeted 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.
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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.

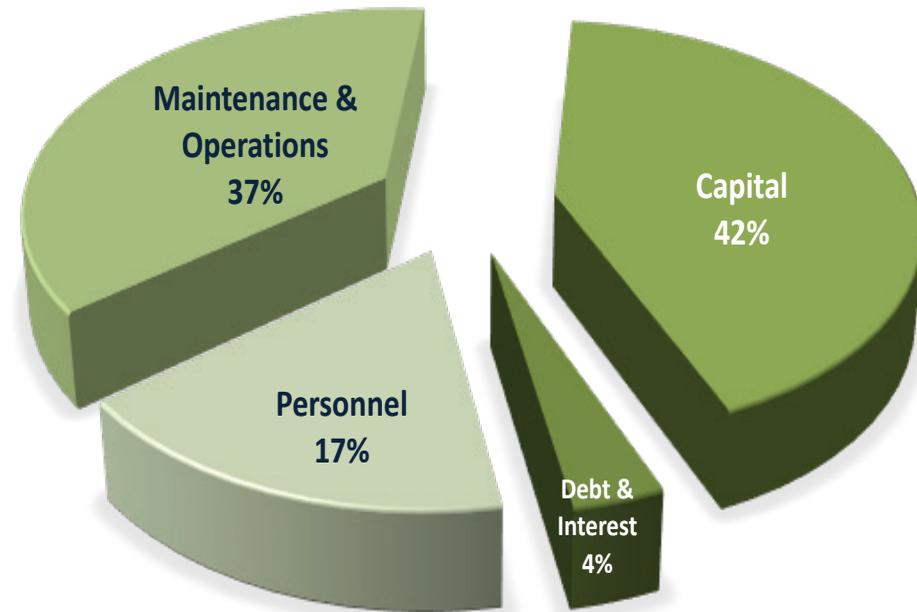
Accomplishments

- 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.
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Department/Division	Authorized Positions			
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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 Rockery 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

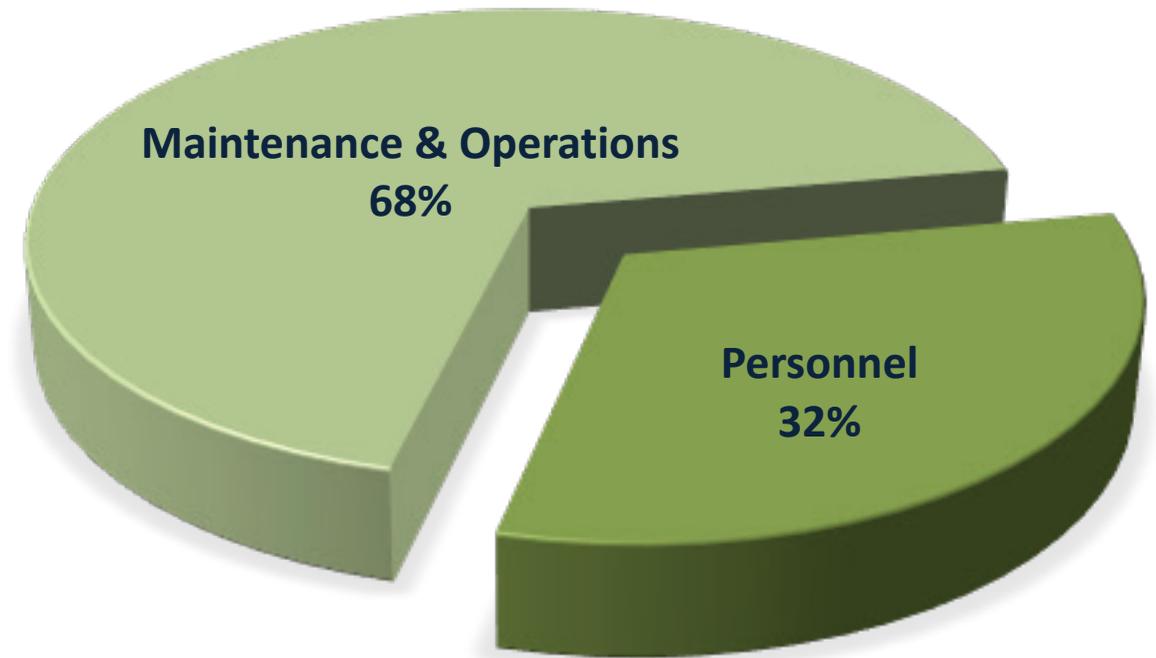
Self-Insurance

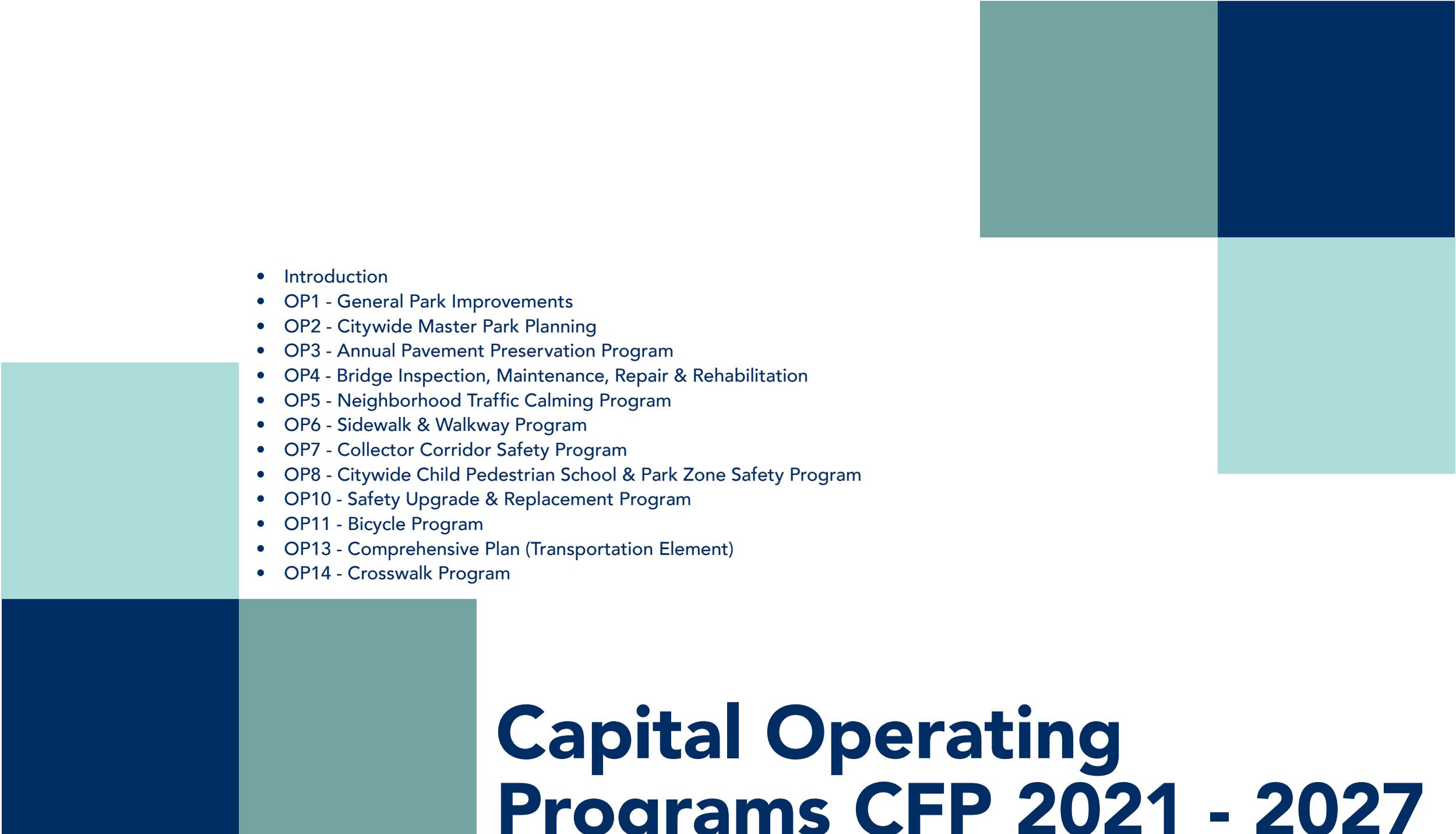
Self-Insurance is a non-departmental fund that is staffed by personnel within the functional departments of Legal and Human Resources. The self-insurance fund is an accounting entity that accounts for the costs of administering the City's self-insurance liability, property insurance risks, safety program, 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

Capital Operating Programs

OP3 - Annual Pavement Preservation Program

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

[back to table of contents](#)

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

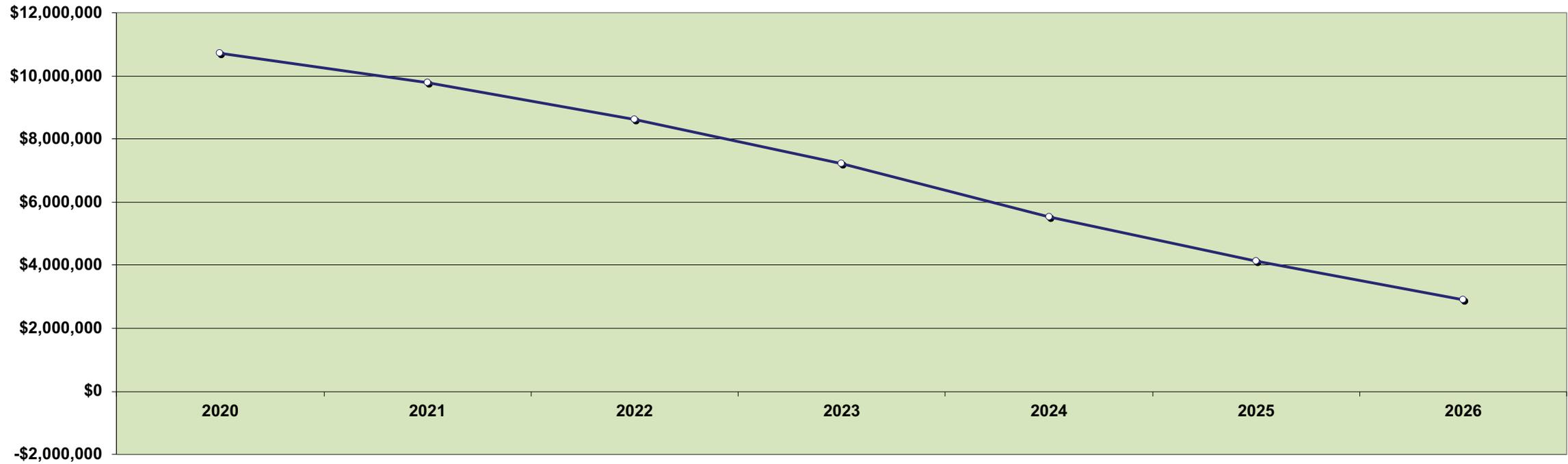
	2019 Budget	2019 Actual	2020 Budget	2020 Reprojected	2021 Budget	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection
Legislative	271,729	471,246	274,822	210,223	362,382	364,695	372,288	377,539	384,126	390,202
Judicial	922,797	914,253	957,979	807,386	930,289	960,109	982,144	1,003,617	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
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