2017-2018 Biennial Budget

Unveiling a Community Vision

City of Bothell™

City of Bothell™

Biennial Budget 2017-2018

Prepared by the City of Bothell
Finance Department
18415 - 101st Avenue NE
Bothell, WA 98011

www.bothellwa.gov

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Bothell

Washington

For the Biennium Beginning

January 1, 2015

Executive Director

Elected Officials

Andy Rheaume
Mayor

Executive Staff
(Officials as of December 31, 2016)

Interim City Manager	Bob Jean
Assistant City Manager	Peter Troedsson
Finance Director	Tami Schackman
Human Resources Director	Dean Perez
City Attorney	Paul Byrne
Community Development Director	Tom Burdett
Fire Chief	Bob Van Horne
Police Chief	Carol Cummings
Public Works Director	Erin Leonhart
Parks & Recreation	John Keates

Davina Duerr
Deputy Mayor

James McNeal
Council Member

Tom Agnew
Council Member

Del Spivey
Council Member

Joshua Freed
Council Member

Tris Samberg
Council Member

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Introduction

April 18, 2017

City of Bothell™

Honorable Mayor, City Council Members and all Bothell Stakeholders
City of Bothell, Washington

First I would like to express how pleased I was to be selected as your new City Manager. Bothell is an exceptional City and I feel very fortunate to be involved with this organization and community.

I began my duties as City Manager on January 17, 2017. This was just a little more than a month after the December 6, 2016 adoption of the Council's goals and 2017-2018 biennial budget that was developed under the direction of the Interim City Manager and whose original 2017-2018 budget transmittal letter follows this letter.

In my first weeks on the job, many future unfunded needs were brought to my attention, so in early February, I organized a Council and staff retreat, which brought about revisions and refinements to the Council's goals along with the reinstatement of a long ago instituted fiscal stability goal.

- Fiscal Stability
- Safe Streets & Sidewalks
- Main Street Enhancements
- Community Health for Those in Need
- City-wide Technology Strategy
- Public Safety Strategy
- Community Events & Activities
- Canyon Park Master Planning
- Affordable Housing Strategy
- Complete Downtown Redevelopment
  - Environmental Cleanup
  - Transportation Impact Fees
  - Downtown Parking
- Wayne Golf Course Plan & Purchase
- Parks & Recreation/Open Space Partnerships
- City-wide Teambuilding, Training, & Organizational Development

I plan to use the first half of 2017 to weigh the adopted 2017-2018 budget appropriation with directors' strategies for achieving Council's revised goals, while also carefully gauging actual revenue receipts and unfunded City needs.

Overall, the City's fiscal position today is sound, but service delivery demands, non-discretionary obligations, and the Council's goals place financial pressure on the City's resources. Below is a list of known unfunded expenditures that require further analysis by staff, sound funding options and direction from the Council on priorities and funding strategy preferences:

- Reinstatement of General Fund operating and Asset Replacement Fund reserves.
- Identification of contamination clean up grant matching funds.
- Exploration of construction of a South Bothell Fire Station and remodeling the City's current fire stations along with an ongoing maintenance and operating costs.
- Police Department staffing to meet reactive and proactive policing service policy levels, which has a direct impact on police administration staff, court staff, prosecution, public defense funding, and judicial costs.
- Culminate procurement of Wayne Golf Course requiring full funding strategy for the purchase, maintenance and operation of the entire property, as well as grant management and seeking possible public private partnerships.
- Securing north Bothell park land, open space opportunities and various other park properties, along with ongoing maintenance and operating costs and future park master planning and construction expenses.
- Consideration of an accelerated Canyon Park visioning plan estimated at $800,000.
- Consideration of filling the City's Economic Development Manager position. This is both a relationship fostering and revenue generating investment that would focus on attraction, retention and expansion of businesses in Bothell.
- Review and cost estimates for accomplishing the Council's goals.

Now that I have had a few months on the job to gain a full understanding of the fiscal and operating plan that the City currently has in place – as well as its major revenue streams and unfunded operating needs, I intend to work with staff to prepare a recommended budget amendment for Council consideration in September 2017.

FISCAL STABILITY

Strategic Objectives	Performance Measures	Responsible Dept(s)	Target Completion Date	Updates	Status
Close books, determine 2016 ending fund balances and 2017 beginning fund balances and amend the 2017-2018 budget as needed to achieve Council's revised goals	1. Close books. 2. Prepare for SAO Audit. 3. Analyze budget rebalancing and reserve needs for 2017-2018 in light of Council's revised goals. 4. Determine rebalancing and reserve strategy options based on Council goals. 5. Amend 2017-2018 budget and tie the modified spending plan to the achievement of Council goals.	Finance	1. 04/04/2017 2. 05/01/2017 3. 06/30/2017 4. 08/30/2017 5. 09/30/2017	Year end 2016 and beginning 2017 fund balances are now known, GL staff is preparing for the 2016 SAO audit, and budget staff is reanalyzing the 2017-2018 budget in light of revised Council goals and results of 2016 operations.	

The table above provides the strategic objectives, performance measures and staff's proposed timeline for realigning and rebalancing the 2017-2018 budget in a manner that sustains fiscal stability while also progresses the achievement of Council's revised goals.

Again, I am so excited to be your City Manager. I look forward to working with the Council, community and staff to accomplish great things.

Sincerely,

Jennifer Phillips
City Manager

City of Bothell™

Bothell Road Map

"For a Day or a Lifetime"

VISION

"Bothell is a vibrant, 'green,' mid-sized city, still with a 'small town' feel. Bothell has balanced both managed growth/economic development and environmental protection/ neighborhood liveability. Bothell is first a community of quality residential neighborhoods, with an active downtown, a vibrant college campus, multiple business centers, and light industrial park areas. Because of its strong, diverse, commercial/ light industrial economy, Bothell services are high quality and comparatively affordable. Bothell's streets are walkable, multi-modal, with local and regional transit availability. Bothell has a mix of active parks and recreation available city-wide, and several large open space areas preserved and protected. Our citizens are informed, involved, and connected by events and activities. Bothell is proud of its past and future.

STRATEGIES

- Quality of Life/Liveability
- Involved and Informed Community Partnerships & Volunteers
- Community Events and Activities
- Safe and Secure
- Quality and Affordable City Services
- Financial Stability
- Diverse Economy and Local Jobs
- Technologically "Smart" Community
- Diverse Housing for All
- Involved/Engaged City Workforce

VALUES

- Respect for All and Differing Viewpoints
- Welcoming, Open and Transparent Government
- Integrity and Honesty as Foundation of Trust
- Professional Pride in Serving the Public Interest
- Involved and Engaged City Workforce Teams

COUNCIL 2017-2018 GOALS

- ☐ Safe Streets and Sidewalks
- ☐ Main Street Enhancements
- ☐ Heroin Addiction Action Plan
- ☐ City-Wide Technology Strategy
- ☐ Fire and E.M.S. Training & Equipment
- ☐ Community Events & Activities
- ☐ Start Canyon Park Master Planning
- ☐ Complete Downtown Redevelopment
- ☐ Affordable Housing Strategy
- ☐ Wayne Golf Course Plan and Purchase
- ☐ Parks & Recreation/Open Space Partnerships
- ☐ City-Wide Teambuilding, Training, & Organizational Development

December 2016

Introduction

City of Bothell™
"For a day or a lifetime"

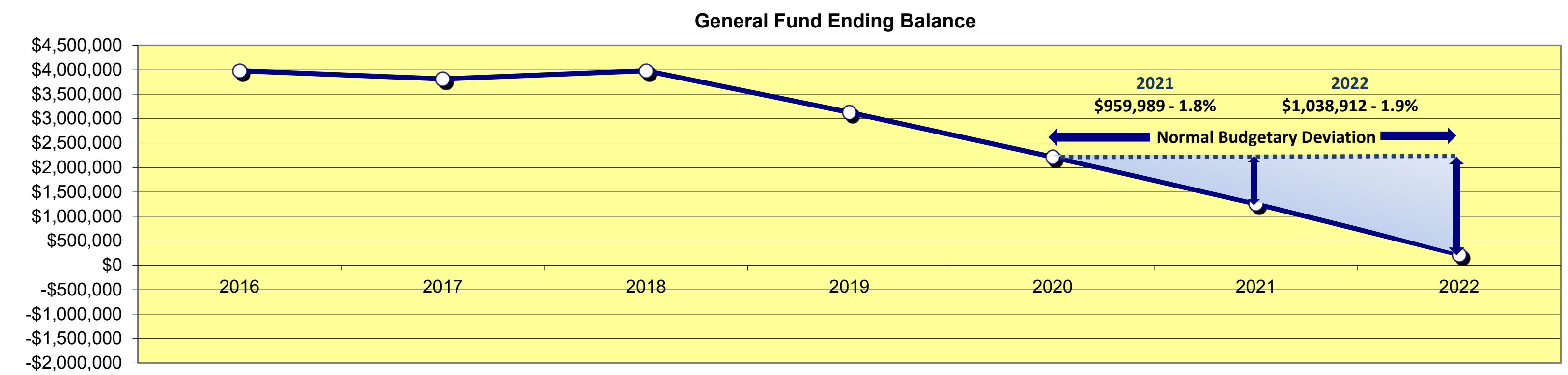
City of Bothell, Washington
2017-2018 Budget Message

BUDGET PROCESS AND GOALS

"You Talked. We Listened." The City Council asked staff for expanded community input and involvement before preparation of the 2017-2018 Budget. Public Works, Police and Finance hosted a series of community meetings in early 2016. Additionally, the City Manager's Office hosted the BOTHELL COMMUNITY CONVERSATIONS focus groups, and summarized their findings to the City Council in July.

Also in July, the City Council and Department Directors met to review the City's long-range Vision, Values, Strategies, and the Goals for 2017-2018. The Council then held a Special Meeting workshop in early August to review and update the Capital Facilities Plan and budget. In September, a General Fund "Snapshot" meeting previewed current revenues and requested expenditures. This resulted in a draft BOTHELL ROAD MAP that guided the overall budget preparations and priorities.

Bothell is in a "Sweet Spot" of regional growth and economic opportunity. Our local economy is strong, but should not be taken for granted. The Council's stated vision is a Bothell that has balanced Economic Development/ Managed Growth AND Environmental Protection/Community Quality of Life. The Capital Facilities Plan and Utility Fund budgets outline the priority infrastructure replacements and improvements. The Streets budget has been underfunded for at least the past 15+ years, and was referred to the voters to consider the needed Safe Streets and Sidewalks Levy Lid Lift. The General Fund is relatively stable and manageable with normal budgetary discipline. Unlike the initial "Snapshot" budget with a $2 million short fall, the City Manager Proposed 2017-2018 General Fund Budget is balanced with modest revenue adjustments and expenditure controls, while maintaining established minimum reserve levels.



The formal budget process for the Fall started with the presentation of the City Manager Proposed 2017-2018 Budget, followed by Council and department budget reviews on October 25. Public comment was invited at the November 8 Public Hearing. The Safe Streets and Sidewalks Levy Lid Lift election was also passed on November 8. Council budget consideration and direction continued on November 15, and the budget was adopted on December 6.

The CHALLENGE made to staff was to balance the initial "Snapshot" $2 million gap between forecasted revenues and requested expenditures, and achieving the Council's Goals when asked to:

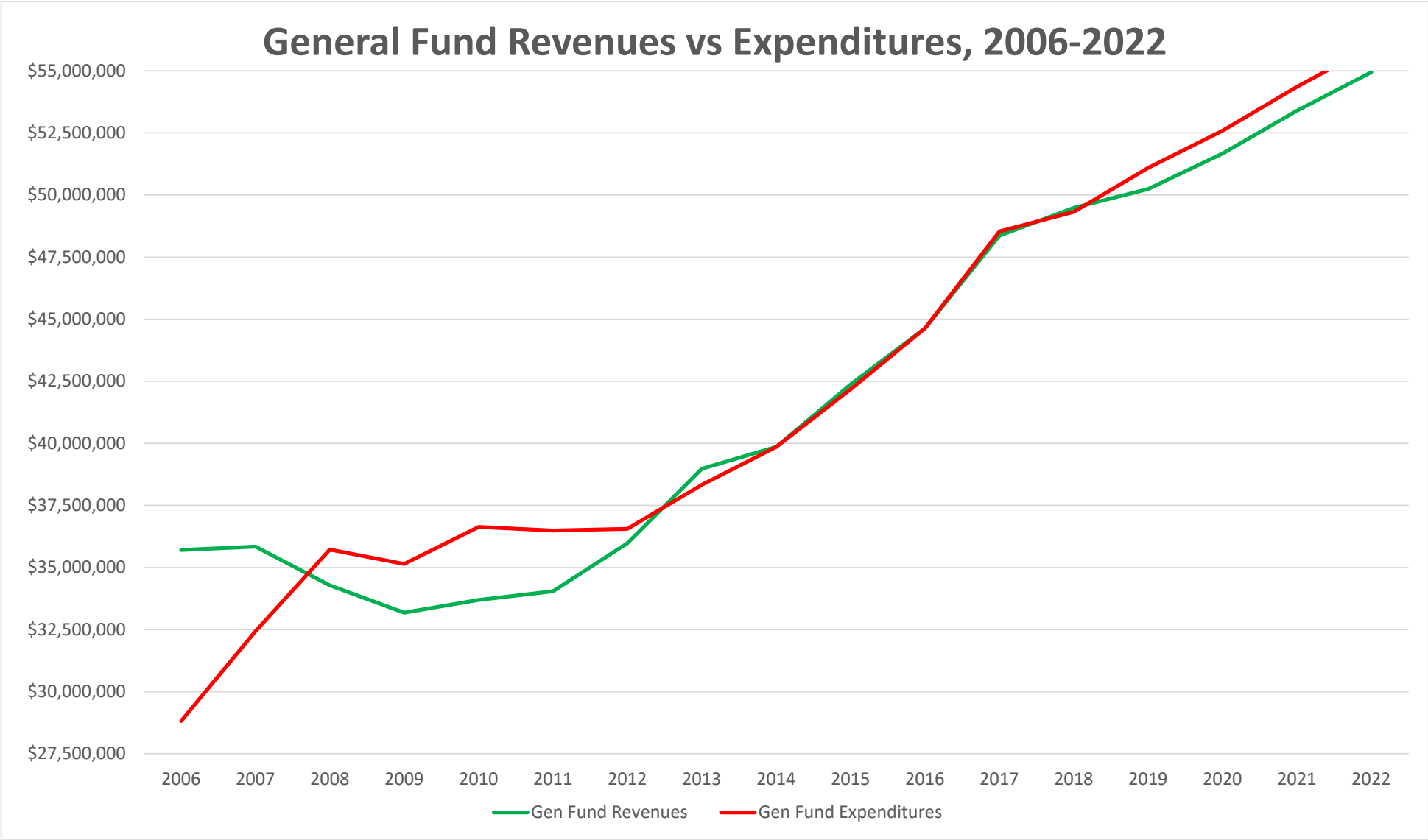
- RETHINK—What are the alternative service delivery options before hiring additional staff or consultants? How might volunteers or community partners help leverage the City's efforts?
- REVIEW—Using comparative data and workload indicators, can we be just as effective but even more efficient in delivering City services? Are we staffed to workloads, and not just satisfied with the status quo?
- REDEPLOY—Can we better align workloads and staff by redeploying existing staff from areas of low demand to areas of higher demand? And in the case of the Development Services Improvement reorganization and Customer Service Center creation, can we be more effective?

From the Road Map Council Goals, a MASTER WORK PLAN was developed that includes milestones for Department and Unit Work Plans to improve accountability during ensuing budget years. Looking longer-range a STRATEGIC CALENDAR was developed to identify major projects and significant unmet capital needs.

City of Bothell Strategic Calendar

2016	2017	2018	2019	2020	BEYOND
• Road Map • Master Work Plan • Work Plans	• Police/Fire/Court/ Parks, Rec & Open Space • Strategic Ops Studies			• Police/Fire/Court Org & Staffing	
• Safe Streets and Sidewalks	• Councilmanic Bond Sale $18 million?				• Streets/Congestion G.O. Bond Election?
• Mercantile Fire Recovery • Consent Decree	• Main St Enhancmnt • Façade Loans? • TIB grant? • UWB/CC Campus Plan	• Main Street East Design • UWB to Downtown Corridors	• Main Street East Engineering • Councilmanic Bond Sale to Refi Interfund Loan	• Main Street East Construction	
• Wayne Golf Course Visioning	• $4M Wayne Golf Course Purchase (Interfund loan?)	• Parks/Open Space Bond Election? • Wayne Golf Course Improvements/CFP	• Wayne Golf Course/ Parks O&M Dollars		• City Metropolitan Park District?
• Canyon Park Grant Application	• Canyon Park Visioning	• Canyon Park Master Plan			
• Bothell/Kirkland/ Kenmore Fire Options?	• Fire Impact Fees? • Station Needs/Costs • So. Bothell Options	• Fire Station Upgrades			• North Fire Station? • South Fire Station?
• Housing Inventory	• Housing Needs & Strategy	• Affordable Housing Incentives?			
• Bothell/NSSD Partnerships	• Bothell/NSSD Interlocal Fields & Facilities	• School Impact Fees? Bothell & Woodinville • NSSD Levy?	• Parks and Recreation Needs		
• Downtown Parking Quick Fixes	• Parking Needs/ Options Study	• Downtown TOD Parking Garage(s)			• Canyon Park TOD Parking
• Court Study	• Heroin/Opioid Strategy	• Education • Diversion			
• Police Efficiency Study	• Power Shift • Investigations Study • Dispatch Options			• Public Safety Levy Lid Lift? (Police, Court, Fire)	

Revised Nov. 16, 2016


General Fund Revenues vs Expenditures, 2006-2022
$55,000,000
$52,500,000
$50,000,000
$47,500,000
$45,000,000
$42,500,000
$40,000,000
$37,500,000
$35,000,000
$32,500,000
$30,000,000
$27,500,000
2006
2007
2008
2009
2010
2011
2012
2013
2014
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2020
2021
2022
Gen Fund Revenues
Gen Fund Expenditures

Introduction

BUDGET PRIORITIES AND ASSUMPTIONS

The major priorities and assumptions in the 2017-2018 Budget development process were as follows:

- Council Goals were given top priority, recognizing ongoing operational service delivery needs;
- Preservation of direct "Line Services" to citizens from Fire/EMS Operations Response, Police Patrol/Traffic, Court Services, Parks Maintenance and Recreation Services, Development Services, Customer Service Center, Utility Services and Streets Maintenance was a given high priority, with adjustments to support services functions and management levels, if needed.
- Streets services will be increased following voter approval of the Safe Streets and Sidewalks Levy Lift, which proposed a levy increase of $0.50/thousand of assessed property value to generate an additional $4 million per year. Without approval of this levy, there would have been a net shortfall for Operations of $1.4 million per year in the Street Maintenance Fund, thereby requiring a "Plan B" budget that would have required citywide service cuts in all departments, or new revenues establishing a Transportation Benefit District (TBD) vehicle fee, further utility tax rate increases from 6% to 8%, as well as increases in the City's business license fee.
- General Fund revenues were forecast to grow by an average 5% per year over the ensuing two-year budget period, with 1% from the property tax, 6-7% growth in sales and utility taxes (being restored to pre-recession levels), fees and charges was proposed at a CPI 2% annual increase. In addition, a pass-thru credit card merchant's fee charge was proposed for credit card charges, previously costing the City an estimated $250,000 per year! (And we don't even get the miles!)
- Expenditures for salaries were forecast at 2% per CPI-W plus step increases and implementation of the market classification and compensation study adjustments. Benefit costs, mostly medical insurance, were forecast at 9% in 2017 and 5% for 2018. Combined salary and benefit costs were anticipated to increase on average 7% per year during the biennium.
- Reserves in the General Fund were held at the 10% level plus the Asset Replacement Fund provides an additional $2 million in 2019-20 or 5%, for a combined 15% General Fund reserve.
- The City currently has no General Fund debt, although the future City Hall lease obligation needs to be managed as if it were General Fund debt once programmed reserves in the Capital Facility Plan are exhausted. These monies are projected to fully fund the City Hall lease obligations until 2023, when the City can elect to refinance the remaining debt or purchase the remaining balance outright.
- The purchase of the Wayne Golf Course property from the Forterra not-for-profit holding group is an unmet need that will need to be addressed in 2017, along with Bothell's other parks and open space needs.
- The major Information Technology software and hardware replacement cost (held off for more than 10 years) is being funded through a one-time Capital Improvements Fund operating transfer, with supplies/services and staff as the only net charge to the City's Operating Budget.
- Utility revenue increases to fund ongoing infrastructure improvements and operations were implemented at 3% for Water, 2% for Sewer and 2.5% for Stormwater utility rates.
- Passage of the Safe Streets and Sidewalks Levy Lift adds $4 million per year for the next nine years and, with some Councilmanic debt financing, could front-end pavement and walkway portions. Without the Levy Lift, further new revenues or citywide service level cuts (in all departments, including Police and Fire) of $1.4 million would have been needed just to sustain current maintenance levels.
- Capital Facilities Program funding is largely Pay-As-You-Go and funded by grants, growth impact fees, Real Estate Excise Tax (REET), proceeds from the sale of downtown properties, and developer contributions. Any major land acquisitions for parks and open space will likely require voter approved bonds.
- City Hall uses were proposed to be expanded within the terms of our lease conditions, allowing for some free parking in the City Hall garage, increased community events and activities on the plaza. In addition, a lease for Congressional District office space is included in the Proposed Budget, bringing the "Other Washington" closer to our Washington.
- Also addressed is the $2 per capita funding request from the Snohomish County Health Department, which amounts to approximately $45,000 per year. Staff is also participating with a multitude of partners working on both local and regional solutions for homelessness, crisis intervention, the opiate epidemic, etc. Bothell is increasing Human Services funding from $7 to $8 per capita.

<u>Future budgetary impacts to consider:</u>

- Human Services - Due to the well-documented opiate epidemic, increased homeless population and unmet mental illness needs, human service providers (such as ARCH, county health departments and non-profits) are all asking for significant increases in municipal funding. Cities are already struggling fiscally to meet the associated criminal justice system impacts and, therefore, future financial commitments to other community organizations need to be weighed carefully within a regional perspective to ensure that funding is allocated in the most effective and meaningful manner. This includes facilitating regional partnerships, encouraging vast volunteer participation and a true collaboration of efforts through a well-defined plan developed by experts in the applicable field. Staff suggests a comprehensive conversation on this unprecedented issue at Council's February retreat.
- Reinstating Asset Replacement Reserves - A 2015-2016 Council goal was to "Continue to…further support asset replacement levels". In 2017-2018 this need continues to outpace available resources. Staff suggests a conversation on this issue at Council's February retreat.

Introduction

FINANCIAL SUMMARY—ALL FUNDS AND GENERAL FUND

All City funds are projected to grow at an average of 7% per year and the General Fund at 5.5% per year.

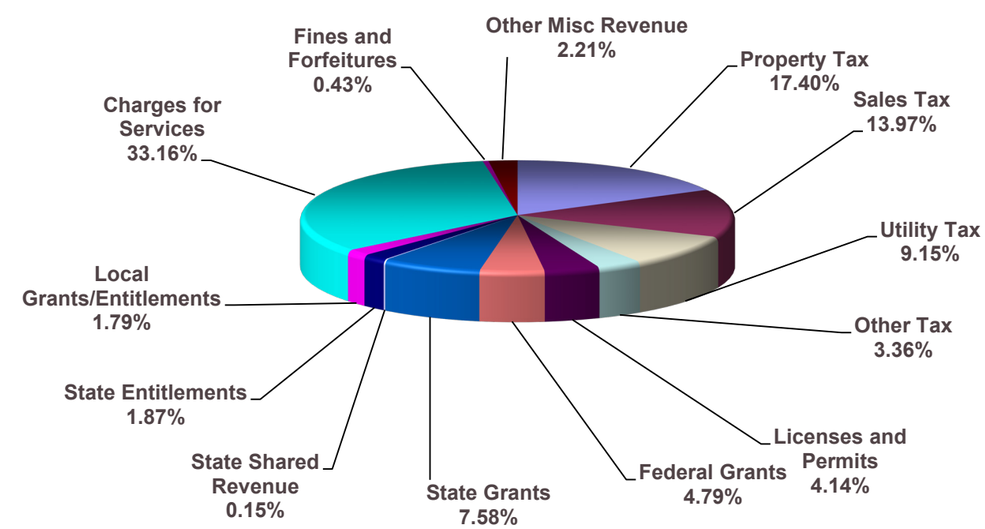
Revenues - All Funds
(Includes operating transfers and interfund transactions)

Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,843,684	$87,998,323	$97,850,909
Special Revenue Funds			
Street	4,888,430	3,581,576	7,262,417
Arterial Street	3,668,024	7,396,849	10,208,113
Park Cumulative Reserve	433,519	86,000	86,000
Drug Seizure Fund	60,326	50,000	27,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,374,603	1,638,827	812,000
LIFT GO Bond Redemption	1,444,540	3,323,700	3,991,300
2013 GO Bond Redemption	866,690	1,420,330	1,395,678
Capital Funds			
Capital Improvements	76,912,582	38,590,424	51,445,324
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	1,928	2,626,072	2,626,138
Water	9,525,507	13,186,622	10,732,439
Sewer	13,447,487	15,694,505	15,450,181
Storm & Surface Water	10,209,060	23,786,065	14,845,505
Internal Service Funds			
Equipment Rental	2,922,411	3,654,526	3,734,782
Self Insurance	1,968,671	2,329,027	2,913,336
Asset Replacement	2,296,992	2,402,568	2,353,838
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	108,235	122,000	114,553
Total Appropriation All Funds	**$208,972,688**	**$207,887,414**	**$225,849,513**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**196,859,649**	**173,794,897**	**201,600,024**
Biennium Beginning Fund Balance	**17,301,656**	**27,327,109**	**40,140,965**
Total Appropriation Plus Beginning Fund Balance	**$214,161,305**	**$201,122,006**	**$241,740,989**

2017 Beginning Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Source	2017-2018 Revenue
Property Tax	$33,920,064
Sales Tax	27,241,680
Utility Tax	17,839,600
Other Tax	6,546,000
Licenses and Permits	8,067,849
Federal Grants	9,349,592
State Grants	14,779,474
State Shared Revenue	284,000
State Entitlements	3,653,470
Local Grants/Entitlements	3,497,817
Intergovernmental Revenue	-
Charges for Services	64,666,970
Fines and Forfeitures	839,100
Other Misc Revenue	4,309,844
Total Revenue	**$194,995,460**

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



Introduction

Expenditures - All Funds
(Includes operating transfers and interfund transactions)

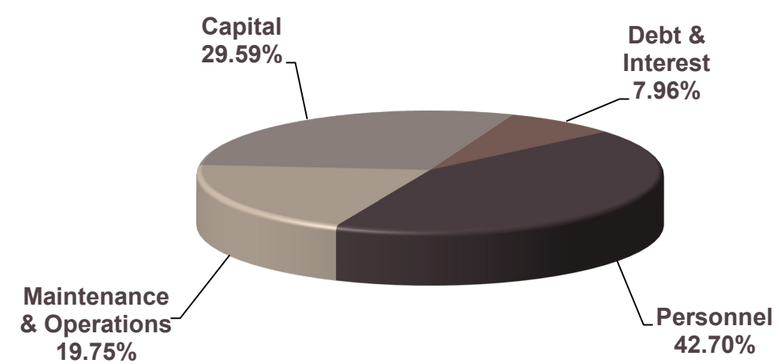
Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,190,860	$88,194,520	$97,850,909
Special Revenue Funds			
Street	3,762,253	5,342,844	6,592,303
Arterial Street	1,983,848	3,483,350	4,028,656
Park Cumulative Reserve	78,770	363,000	-
Drug Seizure Fund	52,857	73,200	17,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,444,944	1,462,800	722,800
LIFT GO Bond Redemption	1,612,103	3,323,700	3,991,300
2013 GO Bond Redemption	699,128	1,420,330	1,395,678
Capital Funds			
Capital Improvements	72,294,016	39,078,366	52,912,586
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	365,094	15,502,069	3,390,283
Water	7,916,131	15,113,624	13,306,942
Sewer	10,967,804	16,635,696	16,621,175
Storm & Surface Water	6,524,793	22,838,230	15,574,088
Internal Service Funds			
Equipment Rental	2,912,367	3,667,506	3,734,777
Self Insurance	1,942,426	2,354,407	2,813,334
Asset Replacement	1,885,113	5,555,863	5,808,416
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	85,326	95,000	95,000
Total Appropriation All Funds	**$192,717,832**	**$224,504,505**	**$228,855,247**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**180,604,793**	**190,411,988**	**204,605,758**
Less Depreciation Expense	**(3,986,486)**	**(3,766,105)**	**(6,829,534)**
Biennium Ending Fund Balance	**27,327,109**	**40,140,965**	**43,964,765**
Total Appropriation Plus Ending Fund Balance	**$203,945,416**	**$226,786,848**	**$241,740,989**

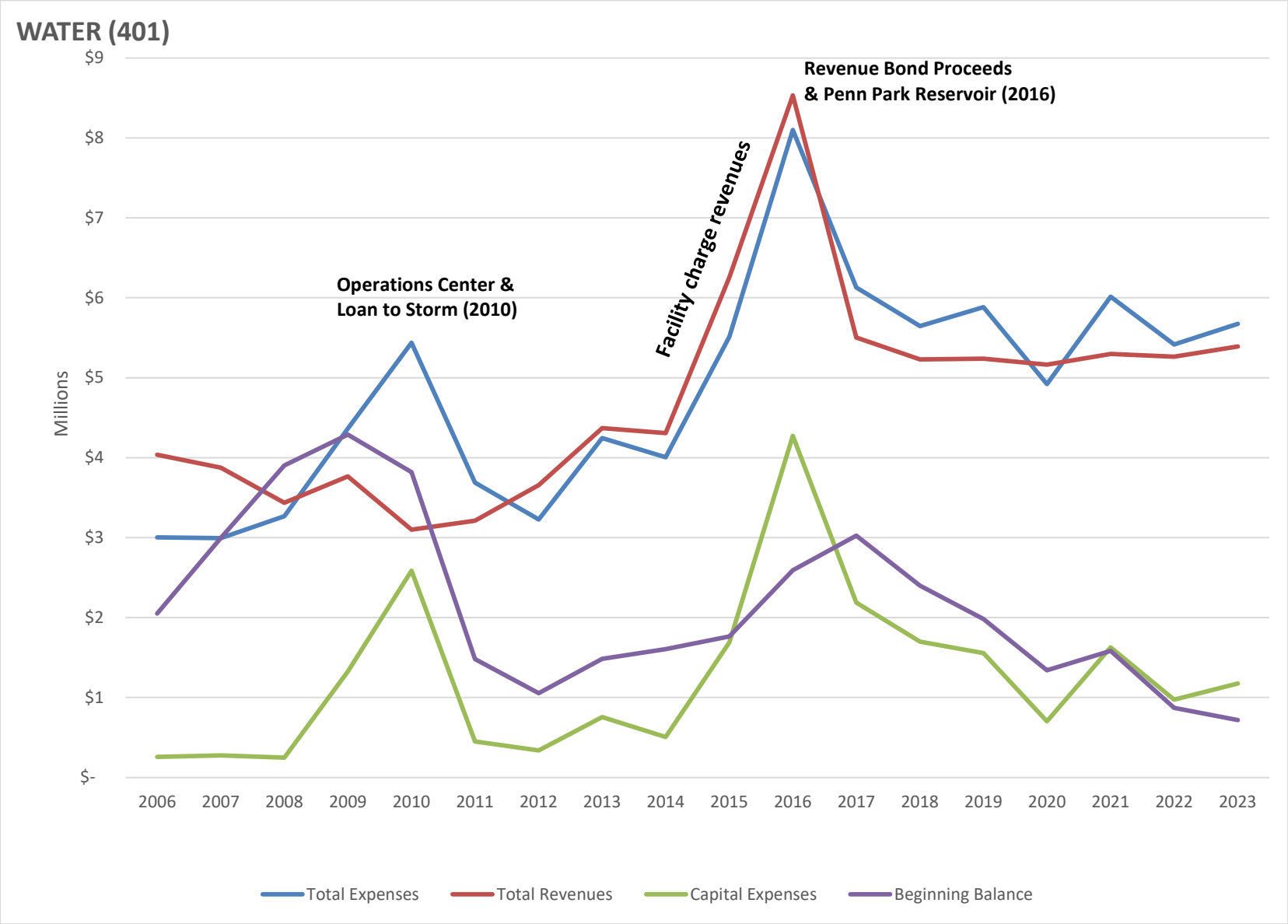
Depreciation expense is appropriated in the budget, but does not affect liquid fund balance.

2016 Ending Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$70,632,802	$80,391,934	$87,364,265
Maintenance & Operations	31,074,923	35,951,402	40,414,971
Capital	38,905,552	60,473,489	60,543,691
Debt & Interest	39,991,516	13,595,163	16,282,831
Total Expenditures	**$180,604,793**	**$190,411,988**	**$204,605,758**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



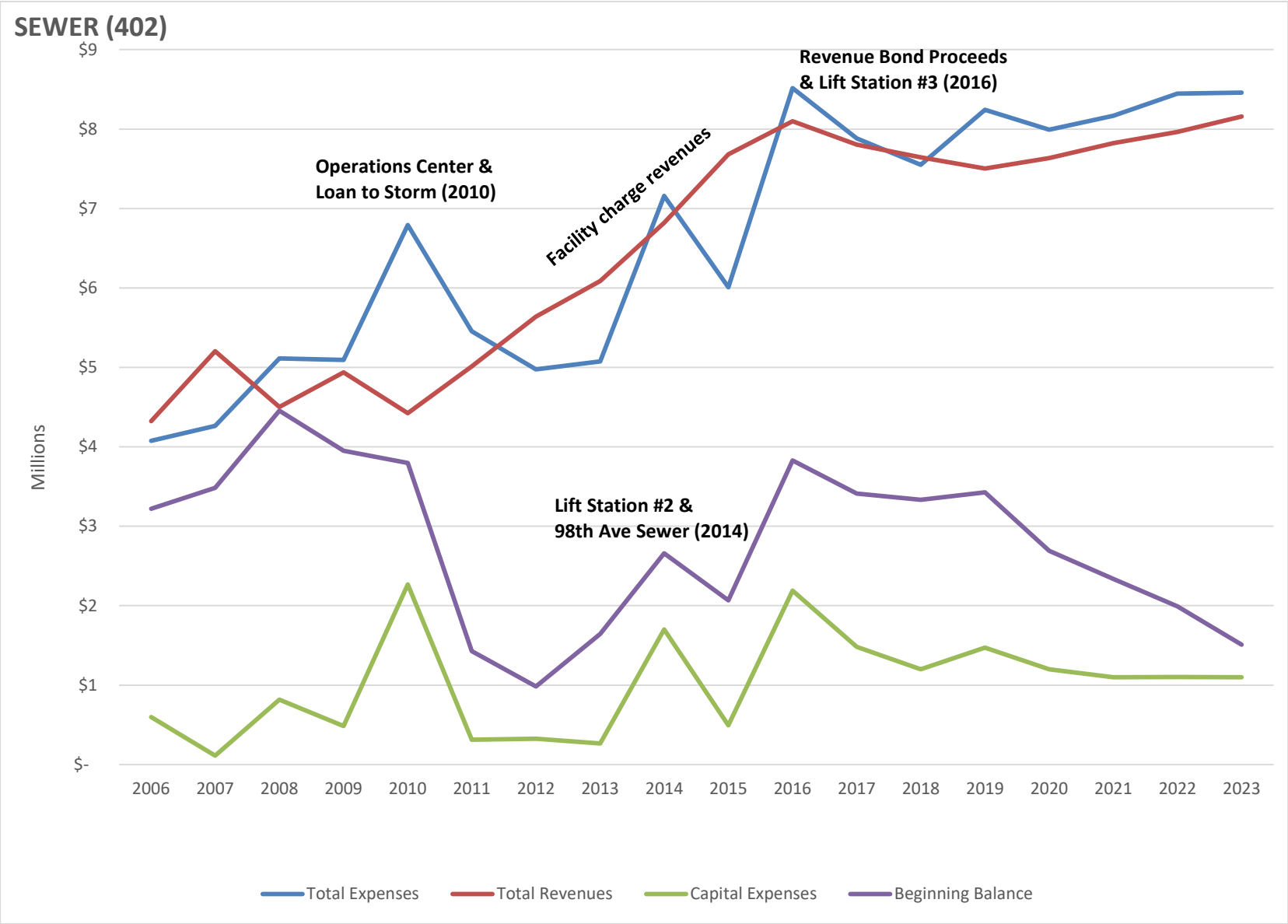


UTILITIES

As forecast, utility rates and budgets have now stabilized. Water rates are forecast at 3% increases, sewer at 2% increases, and stormwater at 2-1/2% increases per year.

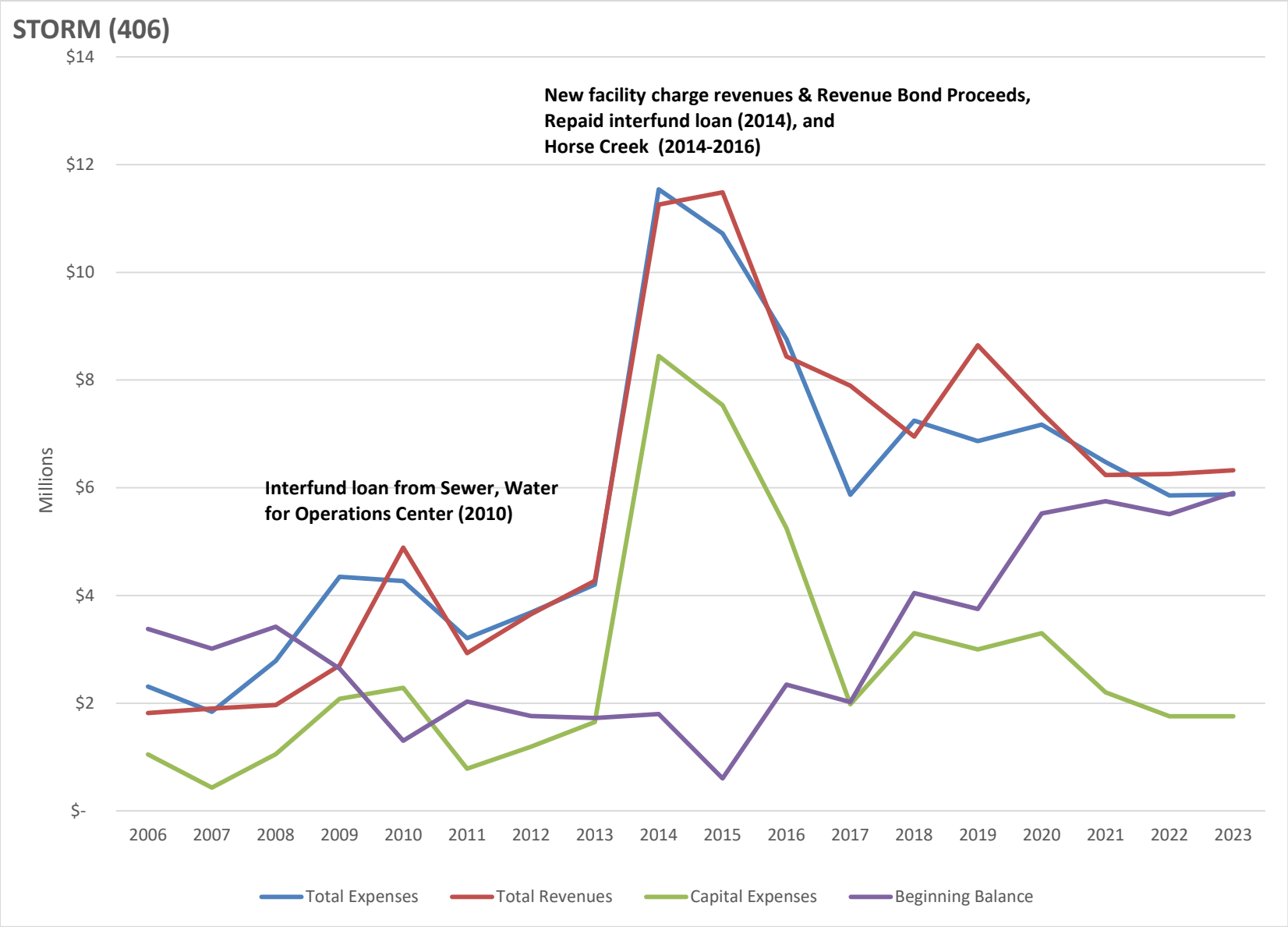
FUND 401: WATER FUND BALANCE

	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Projected 2016	2017	2018	2019	Estimated 2020	2021	2022	2023
Unrestricted Beg Bal (per CAFR)	1,540,069	2,474,148	3,332,419	3,683,944	3,259,489	900,884	422,078	896,979	935,692	1,078,041	1,476,303	2,030,278	1,448,907	1,021,033	340,488	579,304	(156,607)	(316,201)
Restricted for Debt Service (per CAFR)											109,785	109,785	109,785	109,785	109,785	109,785	109,785	109,785
Capital Reserve (Incl. Emergency)	174,377	180,166	230,707	229,213	180,937	230,183	229,217	226,394	234,096	249,247	531,654	431,245	361,350	361,350	378,500	378,500	378,500	378,500
Operating Reserve	335,000	343,522	339,750	377,448	379,664	351,034	404,719	361,052	436,276	437,536	475,282	453,680	480,096	490,917	512,160	517,372	538,523	545,585
Total Estimated Beg Fund Bal	**2,049,446**	**2,997,836**	**3,902,876**	**4,290,605**	**3,820,089**	**1,482,101**	**1,056,015**	**1,484,425**	**1,606,064**	**1,764,824**	**2,593,024**	**3,024,988**	**2,400,138**	**1,983,085**	**1,340,933**	**1,584,961**	**870,202**	**717,669**
Revenues																		
Permits, General, etc.	93,601	51,447	39,467	19,649	24,506	8,104	11,217	23,135	23,096	53,565	20,000	20,000	20,000	21,000	21,000	22,000	22,000	22,000
Rents & Royalties (hydrant meter & Norway Hill)	36,968	198,757	39,082	32,114	37,988	28,085	58,453	39,213	41,691	35,833	37,618	36,548	37,618	39,499	39,499	41,474	41,474	41,474
Physical Environment (user fees)	3,238,084	3,138,869	3,103,500	3,568,283	3,028,656	3,110,939	3,204,344	3,450,626	3,711,664	4,851,357	4,179,441	4,222,580	4,371,003	4,480,715	4,593,181	4,708,470	4,826,653	4,947,802
Water Utility Tax For Fire Protection Srvcs (5.15%)							129,690	159,138	166,310	219,538	188,531	193,374	200,171	248,116	260,522	276,283	248,573	254,812
Facility Charges	612,951	398,950	195,593	111,344	2,430	49,469	232,879	695,122	300,557	890,902	800,000	600,000	600,000	450,000	250,000	250,000	125,000	125,000
Total Operating Revenues	**3,981,603**	**3,788,022**	**3,377,642**	**3,731,390**	**3,093,581**	**3,196,598**	**3,636,582**	**4,367,235**	**4,243,317**	**6,051,196**	**5,225,590**	**5,072,502**	**5,228,792**	**5,239,330**	**5,164,202**	**5,298,227**	**5,263,699**	**5,391,087**
Grants (FEMA, DOE, King County)				9,371	5,000	13,975	20,000	4,146	3,909	2,092								
Interest Earnings	56,553	86,710	58,474	24,259	1,148	264	14											
Transfer In from Revenue Bond Fund									59,730	202,287	3,306,838	431,145						
Total Non-Operating Revenues	**56,553**	**86,710**	**58,474**	**33,630**	**6,148**	**14,238**	**20,014**	**4,146**	**63,640**	**204,379**	**3,306,838**	**431,145**	**0**	**0**	**0**	**0**	**0**	**0**
Total Revenues	**4,038,156**	**3,874,732**	**3,436,117**	**3,765,020**	**3,099,728**	**3,210,836**	**3,656,596**	**4,371,380**	**4,306,957**	**6,255,574**	**8,532,428**	**5,503,647**	**5,228,792**	**5,239,330**	**5,164,202**	**5,298,227**	**5,263,699**	**5,391,087**
Operating Expenses																		
Salaries	419,453	459,816	554,027	597,115	569,948	601,783	573,509	638,902	614,710	624,595	678,132	756,821	779,302	818,267	818,267	859,180	859,180	859,180
Benefits	136,875	167,655	220,845	237,510	213,795	264,967	252,473	283,063	257,273	278,031	315,705	346,898	367,190	403,909	403,909	444,300	444,300	444,300
Supplies	118,516	45,932	225,832	67,428	80,934	73,232	102,256	207,466	137,617	182,074	158,850	201,500	194,800	204,540	204,540	214,767	214,767	214,767
Water Purchase	1,382,442	1,384,581	1,429,596	1,330,641	1,253,587	1,562,666	1,183,907	1,504,942	1,559,322	1,641,659	1,426,500	1,455,030	1,484,131	1,513,814	1,544,090	1,574,972	1,606,471	1,638,601
Services	116,592	112,163	277,067	233,666	209,021	203,738	125,830	120,660	206,379	132,753	366,293	254,975	172,375	389,757	239,757	247,856	260,856	273,856
Excise Tax/Property Tax	216,442	183,066	(48,194)	155,300	130,280	131,035	122,868	149,531	135,724	202,806	183,736	178,671	183,736	192,923	192,923	202,569	202,569	202,569
Water Utility Tax Paid to General Fund	187,555	175,703	151,475	181,044	149,936	148,123	274,422	313,461	328,521	437,856	371,570	418,664	433,380	454,793	466,208	477,910	489,905	502,202
OPS Transfer Out	170,300	189,083	208,934	234,607	245,086	252,212	253,151	272,185	260,742	322,748	325,393	328,909	330,523	347,049	347,049	364,402	364,402	364,402
Total Operating Expenses	**2,748,174**	**2,717,999**	**3,019,583**	**3,037,311**	**2,852,588**	**3,237,755**	**2,888,416**	**3,490,209**	**3,500,288**	**3,822,522**	**3,826,179**	**3,941,468**	**3,945,437**	**4,325,051**	**4,216,743**	**4,385,955**	**4,442,450**	**4,499,876**
Capital Expenses																		
Projects	122,651	150,265	122,906	1,195,974	2,463,521	330,449	220,016	640,740	383,294	1,241,876	3,880,625	1,794,895	1,310,000	1,282,000	425,000	1,350,000	700,000	900,000
Water New Equipment									5,295									
Debts (Principal and Interest)	133,447	126,111	124,985	129,488	121,607	121,044	119,918	115,977	117,822	447,685	393,660	392,134	390,408	274,431	278,431	277,031	273,781	275,281
Total Capital Expenses	**256,098**	**276,376**	**247,890**	**1,325,463**	**2,585,128**	**451,492**	**339,933**	**756,717**	**506,411**	**1,689,561**	**4,274,285**	**2,187,029**	**1,700,408**	**1,556,431**	**703,431**	**1,627,031**	**973,781**	**1,175,281**
Total Expenses	**3,004,272**	**2,994,375**	**3,267,473**	**4,362,774**	**5,437,715**	**3,689,247**	**3,228,349**	**4,246,926**	**4,006,699**	**5,512,083**	**8,100,464**	**6,128,497**	**5,645,845**	**5,881,482**	**4,920,174**	**6,012,986**	**5,416,231**	**5,675,157**
Restricted for Debt Service (per CAFR)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**109,785**	**109,785**	**109,785**	**109,785**	**109,785**	**109,785**	**109,785**	**109,785**	**109,785**
Capital Reserve (Incl. Emergency)	**174,377**	**180,166**	**230,707**	**229,213**	**180,937**	**282,508**	**229,380**	**226,394**	**234,096**	**249,247**	**531,654**	**431,245**	**361,350**	**361,350**	**378,500**	**378,500**	**378,500**	**378,500**
Operating Reserve	**249,506**	**368,205**	**558,835**	**504,685**	**379,663**	**351,034**	**404,719**	**358,237**	**294,778**	**522,245**	**475,282**	**453,680**	**480,096**	**490,917**	**512,160**	**517,372**	**538,523**	**545,585**
Total Estimated End Fund Bal	**2,997,836**	**3,902,876**	**4,290,605**	**3,820,089**	**1,482,101**	**1,056,015**	**1,484,425**	**1,606,064**	**1,764,824**	**2,593,024**	**3,024,988**	**2,400,138**	**1,983,085**	**1,340,933**	**1,584,961**	**870,202**	**717,669**	**433,599**


SEWER (402)
Millions
$9
$8
$7
$6
$5
$4
$3
$2
$1
$-
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
Revenue Bond Proceeds
& Lift Station #3 (2016)
Operations Center &
Loan to Storm (2010)
Facility charge revenues
Lift Station #2 &
98th Ave Sewer (2014)
Total Expenses
Total Revenues
Capital Expenses
Beginning Balance

FUND 402: SEWER FUND BALANCE

	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Projected 2016	2017	2018	2019	Estimated 2020	2021	2022	2023
Unrestricted Beg Bal (per CAFR)	2,785,999	3,025,399	3,413,499	2,883,527	2,632,566	324,790	(170,218)	463,907	1,861,741	1,160,364	2,622,629	2,257,726	2,164,201	2,254,309	1,486,824	1,152,888	787,168	290,573
Restricted for Debt Service (per CAFR)											292,497	292,497	292,497	292,497	292,497	292,497	292,497	292,497
Capital Reserve (Incl. Emergency)	155,662	167,904	196,378	209,119	279,038	225,658	226,302	294,140	296,509	350,986	353,812	356,490	356,490	355,980	355,980	332,500	332,500	332,500
Operating Reserve	280,000	289,776	345,932	358,203	384,147	377,120	428,505	387,681	400,798	454,856	459,613	504,558	519,439	525,491	555,731	557,517	580,284	593,147
Brightwater Mitigation Reserve	0	0	500,000	500,000	500,000	500,000	500,000	500,000	100,000	100,000	100,000	0	0	0	0	0	0	0
Total Estimated Beg Fund Bal	**3,221,661**	**3,483,079**	**4,455,809**	**3,950,849**	**3,795,751**	**1,427,568**	**984,589**	**1,645,728**	**2,659,048**	**2,066,206**	**3,828,551**	**3,411,271**	**3,332,628**	**3,428,277**	**2,691,032**	**2,335,403**	**1,992,449**	**1,508,716**
Revenues																		
Permits, General, etc.	20,010	19,795	21,362	8,812	(40,774)	13,647	15,139	73,192	32,374	38,957	55,000	55,000	55,000	57,750	57,750	60,638	60,638	60,638
Physical Environment (user fees)	4,003,134	4,408,436	4,338,160	4,862,842	4,399,521	4,926,404	5,233,931	5,240,132	6,237,298	6,858,989	6,745,638	6,916,785	7,090,396	7,197,106	7,377,754	7,562,935	7,752,765	7,947,360
Facility Charges	234,124	179,026	88,908	46,168	63,156	72,200	365,699	527,326	330,355	434,533	350,000	350,000	350,000	150,000	125,000	125,000	75,000	75,000
Additional Downtown Facility Charges								245,233		194,835	150,000	150,000	150,000	100,000	75,000	75,000	75,000	75,000
Total Operating Revenues	**4,257,268**	**4,607,257**	**4,448,431**	**4,917,821**	**4,421,902**	**5,012,251**	**5,614,769**	**6,085,882**	**6,600,027**	**7,527,314**	**7,300,638**	**7,471,785**	**7,645,396**	**7,504,856**	**7,635,504**	**7,823,573**	**7,963,403**	**8,157,997**
Grants (FEMA-snowstorm, DOE-recycling)		500,000					24,938	2,731	1,946	1,467								
Interest Earnings	65,797	96,237	51,931	20,174	1,462	582	406											
Transfer In from Revenue Bond Fund									217,186	152,676	797,138	333,000						
Total Non-Operating Revenues	**65,797**	**596,237**	**51,931**	**20,174**	**1,462**	**582**	**25,345**	**2,731**	**219,132**	**154,143**	**797,138**	**333,000**	**0**	**0**	**0**	**0**	**0**	**0**
Total Revenues	**4,323,065**	**5,203,493**	**4,500,362**	**4,937,995**	**4,423,364**	**5,012,833**	**5,640,114**	**6,088,614**	**6,819,159**	**7,681,457**	**8,097,776**	**7,804,785**	**7,645,396**	**7,504,856**	**7,635,504**	**7,823,573**	**7,963,403**	**8,157,997**
Operating Expenses																		
Salaries	394,572	440,830	514,762	568,074	556,606	580,078	553,528	617,490	630,809	638,701	649,936	724,664	746,660	783,993	783,993	823,193	823,193	823,193
Benefits	127,124	157,157	202,124	225,121	206,207	248,646	250,223	268,581	265,074	291,739	314,176	342,958	363,140	399,454	399,454	439,399	439,399	439,399
Supplies	50,592	30,099	64,551	41,381	34,772	49,843	38,273	37,759	57,491	34,855	62,150	70,850	68,100	71,505	71,505	75,080	75,080	75,080
Sewer Treatment	2,175,821	2,779,592	2,708,998	3,014,741	2,965,696	3,546,825	3,110,051	3,167,714	3,685,390	3,704,524	4,010,656	4,034,145	4,054,315	4,286,465	4,307,897	4,442,002	4,580,282	4,722,866
Services	81,879	54,119	195,319	98,487	94,486	131,193	83,328	69,550	174,448	106,165	396,283	278,445	144,545	209,233	209,233	214,556	355,635	230,635
Excise Tax/Property Tax	70,639	95,386	(9,281)	50,457	48,324	48,352	69,283	87,408	77,459	100,697	258,063	248,352	258,063	270,966	270,966	284,514	284,514	284,514
Sewer Utility *Tax Paid to General Fund*	220,310	204,950	213,058	217,932	216,713	233,935	241,729	262,236	283,427	311,481	325,157	390,385	400,183	420,192	420,192	441,202	441,202	441,202
OPS Transfer Out	356,382	389,054	408,905	393,571	402,632	303,185	305,755	298,836	284,173	327,192	310,012	313,523	314,035	329,737	329,737	346,224	346,224	346,224
Total Operating Expenses	**3,477,318**	**4,151,186**	**4,298,437**	**4,609,764**	**4,525,436**	**5,142,057**	**4,652,170**	**4,809,574**	**5,458,270**	**5,515,355**	**6,326,433**	**6,403,322**	**6,349,041**	**6,771,545**	**6,792,977**	**7,066,170**	**7,345,529**	**7,363,113**
Capital Expenses																		
Projects	598,074	112,675	815,674	483,831	2,267,714	312,184	323,875	265,721	1,699,489	344,817	2,064,417	1,353,300	1,076,500	1,344,600	1,075,000	975,000	975,000	975,000
Sewer New Equipment									2,647									
Debts (Principal and Interest)										150,017	124,206	126,806	124,206	125,956	123,156	125,356	126,606	122,606
Total Capital Expenses	**598,074**	**112,675**	**815,674**	**483,831**	**2,267,714**	**312,184**	**323,875**	**265,721**	**1,702,137**	**494,834**	**2,188,623**	**1,480,106**	**1,200,706**	**1,470,556**	**1,198,156**	**1,100,356**	**1,101,606**	**1,097,606**
Total Expenses	**4,075,392**	**4,263,862**	**5,114,111**	**5,093,595**	**6,793,150**	**5,454,241**	**4,976,045**	**5,075,294**	**7,160,407**	**6,010,189**	**8,515,056**	**7,883,428**	**7,549,747**	**8,242,101**	**7,991,133**	**8,166,527**	**8,447,135**	**8,460,719**
Restricted for Debt Service (per CAFR)											**292,497**	**292,497**	**292,497**	**292,497**	**292,497**	**292,497**	**292,497**	**292,497**
Capital Reserve (Incl. Emergency)	**155,662**	**167,904**	**196,378**	**209,119**	**279,038**	**225,658**	**226,302**	**294,140**	**44,916**	**442,064**	**353,812**	**356,490**	**356,490**	**355,980**	**355,980**	**332,500**	**332,500**	**332,500**
Operating Reserve	**293,744**	**322,875**	**454,721**	**358,705**	**385,750**	**375,549**	**425,575**	**387,681**	**400,798**	**454,856**	**459,613**	**504,558**	**519,439**	**525,491**	**555,731**	**557,517**	**580,284**	**593,147**
Brightwater Mitigation Reserve	**0**	**0**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**100,000**	**100,000**	**100,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total Estimated End Fund Bal	**3,483,079**	**4,455,809**	**3,950,849**	**3,795,751**	**1,427,568**	**984,589**	**1,645,728**	**2,659,048**	**2,066,206**	**3,828,551**	**3,411,271**	**3,332,628**	**3,428,277**	**2,691,032**	**2,335,403**	**1,992,449**	**1,508,716**	**1,205,994**


STORM (406)
$14
$12
$10
$8
$6
$4
$2
$-
Millions
New facility charge revenues & Revenue Bond Proceeds,
Repaid interfund loan (2014), and
Horse Creek (2014-2016)
Interfund loan from Sewer, Water
for Operations Center (2010)
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
Total Expenses
Total Revenues
Capital Expenses
Beginning Balance

FUND 406: STORM WATER FUND BALANCE

	Actual 2006	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Projected 2016	2017	2018	2019	Estimated 2020	2021	2022	2023
Unrestricted Beg Bal (per CAFR)	2,780,591	2,370,910	2,648,640	1,758,393	226,191	1,112,426	688,321	272,410	271,092	(1,240,862)	(455,823)	(485,135)	1,398,420	1,023,240	2,832,349	3,175,260	2,858,079	3,254,184
Restricted for Debt Service (per CAFR)											914,086	914,086	914,086	914,086	914,086	914,086	914,086	914,086
Capital Reserve (Incl. Emergency)	196,486	221,496	303,431	307,090	323,558	257,147	267,511	623,196	677,916	813,264	827,356	461,100	461,100	512,000	512,000	395,100	395,100	395,100
Operating Reserve	400,000	419,885	469,364	577,469	754,941	660,943	807,034	830,747	849,528	1,032,284	1,061,077	1,130,310	1,270,885	1,298,547	1,264,385	1,264,385	1,341,530	1,341,530
Total Estimated Beg Fund Bal	**3,377,077**	**3,012,291**	**3,421,434**	**2,642,952**	**1,304,690**	**2,030,516**	**1,762,866**	**1,726,353**	**1,798,536**	**604,686**	**2,346,695**	**2,020,361**	**4,044,491**	**3,747,873**	**5,522,820**	**5,748,831**	**5,508,795**	**5,904,900**
Revenues																		
Permits, General, etc.	27,199	11,133	11,974	34,854	21,435	16,921	23,008	62,965	28,789	26,181	27,909	27,909	27,909	29,304	29,304	30,770	30,770	32,308
Physical Environment (user fees, roads, WSDOT)	1,666,084	1,719,831	1,741,946	2,465,235	2,503,176	2,640,910	3,185,682	3,414,187	4,424,373	4,755,666	5,206,694	5,379,421	5,569,010	5,674,805	5,782,664	5,892,630	6,004,743	6,064,790
Citywide Facility Charges							211,907	276,574	170,467	183,052	175,000	150,000	150,000	100,000	100,000	100,000	90,143	90,143
Downtown Sub Basin Facility Charges							0	367,836	224,353	287,010	885,819	*2,119,743*	898,935	1,788,281				
Total Operating Revenues	**1,693,282**	**1,730,963**	**1,753,920**	**2,500,089**	**2,524,611**	**2,657,831**	**3,420,598**	**4,121,563**	**4,847,981**	**5,251,909**	**6,295,422**	**7,677,073**	**6,645,854**	**7,592,390**	**5,911,969**	**6,023,399**	**6,125,655**	**6,187,241**
Grants (FEMA, DOE, King County)	42,210	51,818	149,161	183,187	80,665	269,228	224,977	151,661	299,354	210,082	977,964	216,899	305,679	1,051,314	1,484,571	213,501	128,159	138,604
Interest Earnings	83,800	119,258	64,629	17,780	1,608	505	4,265											
Interfund Loan Proceeds					2,282,000													
PWTF Loan Proceeds									564,022	154,235	81,743							
Transfer In from Revenue Bond Fund									5,548,562	5,870,307	1,081,132							
Total Non-Operating Revenues	**126,009**	**171,076**	**213,790**	**200,967**	**2,364,273**	**269,732**	**229,242**	**151,661**	**6,411,938**	**6,234,624**	**2,140,839**	**216,899**	**305,679**	**1,051,314**	**1,484,571**	**213,501**	**128,159**	**138,604**
Total Revenues	**1,819,291**	**1,902,039**	**1,967,710**	**2,701,056**	**4,888,884**	**2,927,564**	**3,649,840**	**4,273,224**	**#########**	**#########**	**8,436,261**	**7,893,972**	**6,951,533**	**8,643,704**	**7,396,539**	**6,236,900**	**6,253,814**	**6,325,845**
Operating Expenses																		
Salaries	561,407	618,813	749,070	877,369	907,534	970,033	1,022,094	1,037,591	1,195,048	1,441,074	1,456,734	1,407,375	1,338,666	1,405,599	1,405,599	1,475,879	1,475,879	1,475,879
Benefits	178,371	217,684	288,226	354,080	335,419	389,539	416,171	432,558	472,305	593,832	620,458	685,046	723,231	795,554	795,554	875,110	875,110	875,110
Additional Staff (Salary, Benefit, Supplies)												125,000	250,000	260,000	260,000	275,000	275,000	290,000
Supplies	37,248	73,696	101,511	52,098	47,042.18	51,675	42,777	38,622	78,737	60,381	92,810	110,510	105,910	111,206	111,206	116,766	116,766	116,766
Services	100,231	153,523	220,821	464,827	146,601	180,475	159,563	147,021	492,711	231,281	444,163	419,250	350,375	391,377	391,377	582,057	407,057	407,057
Excise Tax/Property Tax	111,597	22,956	31,509	26,077	44,131	41,953	50,123	48,726	74,877	63,916	117,082	94,080	117,082	122,936	122,936	129,083	129,083	129,083
Storm Drain Utility Tax												304,439	315,170					
OPS Transfer Out	270,801	321,420	341,271	490,372	502,103	787,426	801,513	844,065	783,173	792,746	781,421	743,754	746,906	784,251	784,251	823,464	823,464	823,464
Total Operating Expenses	**1,259,655**	**1,408,092**	**1,732,408**	**2,264,823**	**1,982,829**	**2,421,101**	**2,492,241**	**2,548,584**	**3,096,851**	**3,183,230**	**3,512,668**	**3,889,454**	**3,947,340**	**3,870,923**	**3,870,923**	**4,277,359**	**4,102,359**	**4,117,359**
Capital Expenses																		
Projects	1,049,543	433,236	1,051,365	2,080,961	2,284,874	532,160	940,876	1,400,170	6,848,004	6,397,258	4,296,396	1,019,000	2,343,000	2,039,000	2,341,000	1,242,000	800,000	800,000
Storm New Equipment									63,713									
Debts (Principal and Interest)					1,166	253,458	253,237	252,287	1,533,155	1,137,905	953,531	*961,388*	*957,811*	*958,833*	*958,606*	*957,578*	*955,351*	*956,873*
Total Capital Expenses	**1,049,543**	**433,236**	**1,051,365**	**2,080,961**	**2,286,040**	**785,618**	**1,194,113**	**1,652,457**	**8,444,871**	**7,535,164**	**5,249,927**	**1,980,388**	**3,300,811**	**2,997,833**	**3,299,606**	**2,199,578**	**1,755,351**	**1,756,873**
Total Expenses	**2,309,198**	**1,841,328**	**2,783,773**	**4,345,784**	**4,268,868**	**3,206,719**	**3,686,353**	**4,201,041**	**#########**	**#########**	**8,762,595**	**5,869,842**	**7,248,151**	**6,868,756**	**7,170,529**	**6,476,937**	**5,857,709**	**5,874,231**
Restricted for Debt Service (per CAFR)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**914,086**	**914,086**	**914,086**	**914,086**	**914,086**	**914,086**	**914,086**	**914,086**
Capital Emergency Reserve	**321,607**	**221,496**	**303,431**	**613,557**	**429,369**	**257,147**	**267,511**	**623,196**	**1,589,963**	**813,264**	**827,356**	**461,100**	**461,100**	**512,000**	**512,000**	**395,100**	**395,100**	**395,100**
Operating Reserve	**400,000**	**768,316**	**506,945**	**577,469**	**754,941**	**672,448**	**807,034**	**830,747**	**849,528**	**58,414**	**1,061,077**	**1,130,310**	**1,270,885**	**1,298,547**	**1,264,385**	**1,264,385**	**1,341,530**	**1,341,530**
Total Estimated End Fund Bal	**3,012,291**	**3,421,434**	**2,642,952**	**1,304,690**	**2,030,516**	**1,762,866**	**1,726,353**	**1,798,536**	**604,686**	**2,346,695**	**2,020,361**	**4,044,491**	**3,747,873**	**5,522,820**	**5,748,831**	**5,508,795**	**5,904,900**	**6,356,514**

Introduction

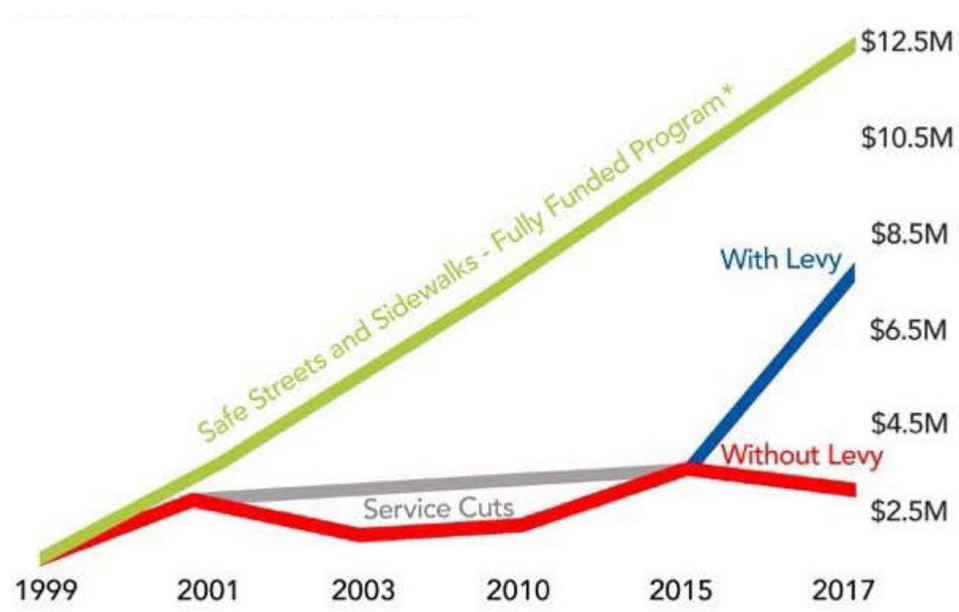
Streets

Washington communities struggling to fund an appropriate level of maintenance for their roadway systems is not a new phenomenon. The elimination of Motor Vehicle Excise Tax (MVET) receipts happened in 1999. It has been more than 15 years now since most cities – including Bothell - have had a designated revenue stream for street maintenance.

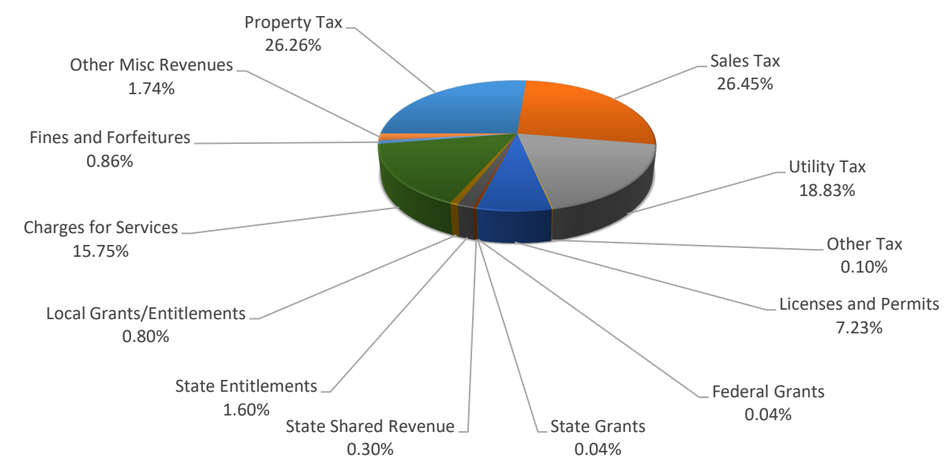
The addition of storm water fees in 1996, which are based on the impervious surface area of the roadway system, has further compounded matters for the Street Fund.

The 2015-2016 Street Fund budget was sufficiently funded by utilizing King County road taxes that Bothell received in 2014 in lieu of property tax, as well as a subsidy from the General Fund, but the King County monies were one-time funds and, therefore, are not available to help balance any future budgets.

The City Council recognized that a continued practice of progressively absorbing more street maintenance costs into the General Fund through subsidy funding is not a sustainable solution. As an acknowledgment that maintaining Bothell's roadway system is important to the community, Council placed the Safe Streets and Sidewalks Levy Lid Lift on the November 2016 ballot. This measure will significantly improve funding for Street Operations and restore maintenance programs, as well as improve pavement condition and construct safe school walk routes for a period of nine years. This 2017-2018 budget reflects passage of the Levy Lid Lift.



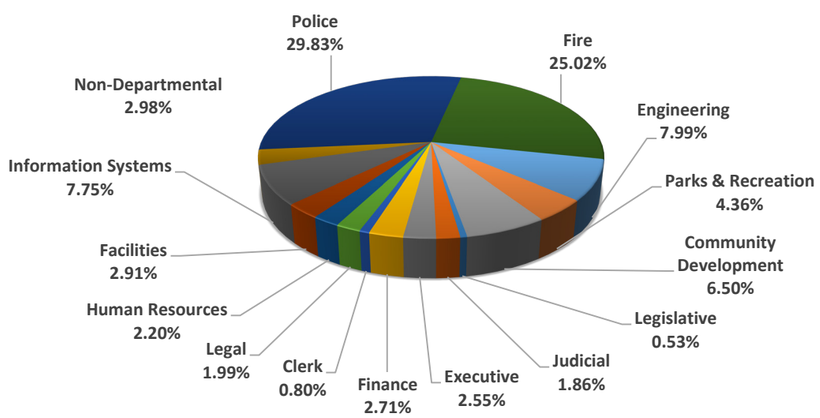
Source	2015-2016 Revenue	2017-2018 Revenue	Avg Annual Change from 2015-2018
Property Tax	$23,674,278	$24,959,564	1%
Sales Tax	24,110,035	25,241,680	1%
Utility Tax	14,942,613	17,839,600	4%
Other Tax	70,000	96,000	7%
Licenses and Permits	5,868,479	7,027,649	4%
Federal Grants	40,000	40,000	0%
State Grants	3,000	40,404	23%
State Shared Revenue	865,000	284,000	-51%
State Entitlements	1,290,300	1,512,500	4%
Local Grants/Entitlements	530,000	759,817	8%
Intergovernmental Revenue	-	-	-
Charges for Services	13,621,440	14,927,439	2%
Fines and Forfeitures	749,300	812,100	2%
Other Misc Revenues	906,200	1,647,940	11%
Total Revenue	**$86,670,645**	**$95,188,693**	**2%**



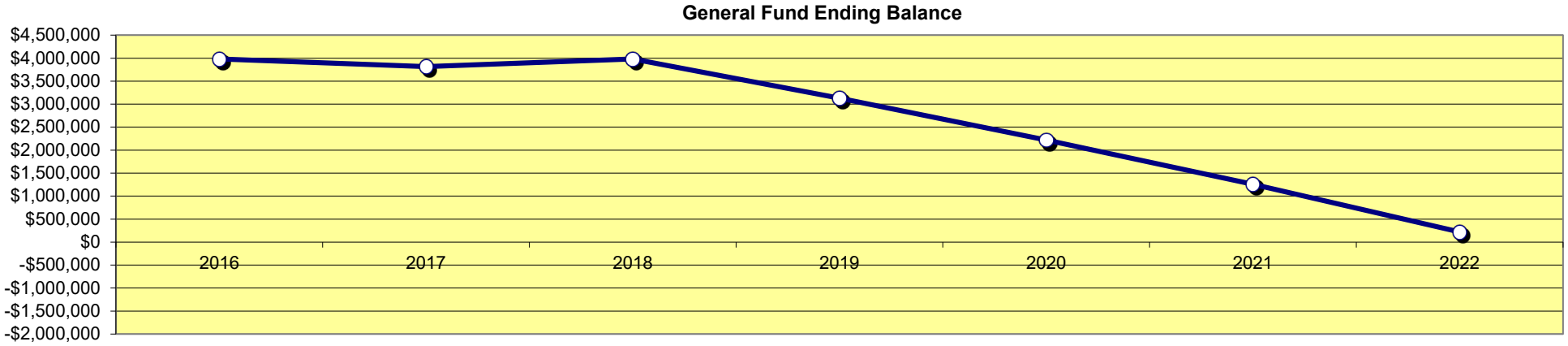
Introduction

Department	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018	Avg Annual Change from 2015-2018
Legislative	$446,008	$457,299	$484,968	2%
Judicial	1,025,475	1,134,754	1,684,780	12%
Executive	2,961,789	2,110,692	2,309,709	2%
Finance	2,109,546	2,300,413	2,460,461	2%
Clerk	556,198	619,881	724,542	4%
Legal	1,534,513	1,795,812	1,806,521	0%
Human Resources	1,471,658	1,687,537	1,999,272	5%
Facilities	2,107,437	2,205,008	2,643,118	5%
Information Systems	3,962,410	4,518,213	7,033,341	14%
Non-Departmental	1,695,794	2,527,923	2,706,364	2%
Police	22,560,160	25,273,853	27,058,258	2%
Fire	19,654,335	21,351,260	22,693,709	2%
Engineering	5,834,160	7,180,640	7,250,229	0%
Parks & Recreation	2,745,422	3,500,404	3,951,306	3%
Community Development	5,382,396	6,244,762	5,899,889	-1%
Total Expenditures	**$74,047,301**	**$82,908,451**	**$90,706,467**	**2%**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



City Of Bothell
General Fund Revenue & Expense Summary

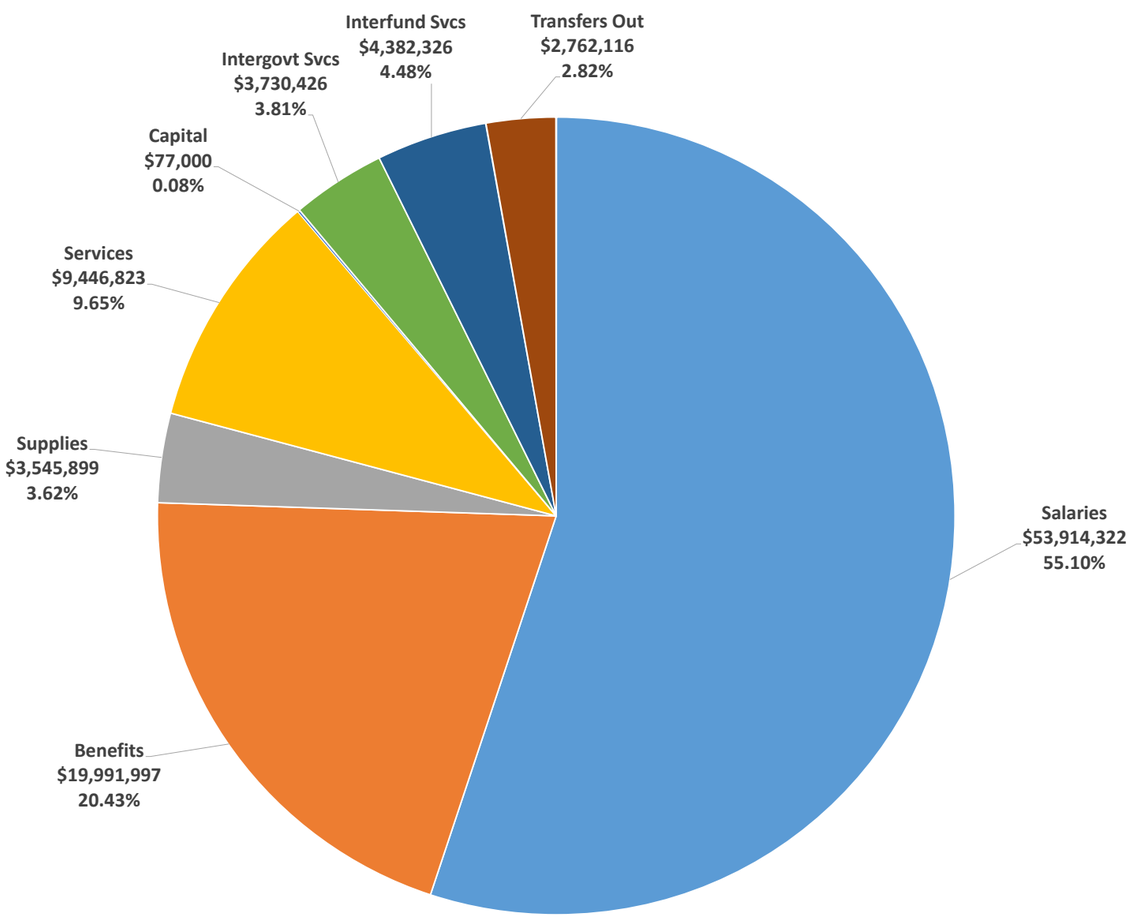


	2015 Budget	2015 Actual	2016 Budget	2016 Reprojected	2017 Budget	2018 Budget	2019 Projection	2020 Projection	2021 Projection	2022 Projection
EST BEGINNING FUND BAL.	4,335,733	3,788,557	3,982,604	3,982,604	3,982,604	3,814,871	3,982,604	3,131,152	2,218,246	1,258,258
PROPERTY TAXES	11,663,093	11,573,914	12,100,364	11,933,255	12,201,446	12,758,118	12,938,118	13,118,118	13,298,118	13,478,118
SALES TAXES	11,761,805	11,414,515	12,695,520	11,691,906	12,372,047	12,869,633	13,366,302	13,854,254	14,359,058	14,887,117
BUSINESS/UTILITY TAXES	7,304,672	7,192,780	7,749,833	8,004,342	8,725,795	9,113,805	9,520,015	9,943,509	10,448,671	10,914,583
OTHER TAXES	35,000	34,599	35,401	48,000	48,000	48,000	51,000	51,000	54,000	54,000
FRANCHISE & LICENSE REVENUES	1,450,995	1,490,317	1,488,778	1,538,375	1,604,700	1,674,054	1,746,587	1,822,444	1,901,782	1,984,764
NON-BUS LICENSE & PERMIT FEES	1,437,865	1,374,066	1,515,318	1,777,000	1,870,350	1,878,545	1,592,000	1,597,000	1,602,000	1,607,000
FEDERAL DIRECT GRANTS	0	0	0	0	0	0	0	0	0	0
FEDERAL INDIRECT GRANTS	20,000	22,692	17,308	20,000	20,000	20,000	20,000	20,000	20,000	20,000
STATE GRANTS	1,500	3,416	(416)	1,455	20,202	20,202	20,350	20,350	20,350	20,350
STATE ENTITLEMENTS	758,460	1,233,088	922,212	863,756	906,000	906,500	945,000	955,500	994,000	1,004,500
INTERGOVERNMENTAL REVENUES	265,000	180,386	349,614	267,263	390,969	368,848	369,500	369,500	369,500	369,500
CHARGES FOR SERVICES	4,721,972	4,577,984	4,787,114	4,901,349	5,345,797	5,476,748	5,354,355	5,483,288	5,663,668	5,802,460
INTERFUND SERVICES	2,735,295	2,450,617	3,133,403	2,848,725	2,773,250	2,877,860	3,060,410	3,170,910	3,371,977	3,493,803
FINES & FORFEITURES	374,150	349,365	399,935	398,250	403,550	408,550	420,250	425,250	435,750	440,750
MISCELLANEOUS REVENUES	295,240	367,572	223,028	220,581	569,270	574,270	583,680	593,024	602,606	612,127
INTEREST EARNINGS	200,600	108,599	207,001	118,128	252,200	252,200	253,700	253,700	255,200	255,200
TRANSFERS IN	0	0	0	0	863,000	237,000	0	0	0	0
Projected Revenues:	43,025,647	42,373,910	45,624,413	44,632,385	48,366,576	49,484,333	50,241,266	51,677,848	53,396,680	54,944,272
Projected Expenditures:	42,396,752	42,179,862	46,014,658	44,632,385	48,534,309	49,316,600	51,092,719	52,590,753	54,356,669	55,983,184
Difference:	628,895	194,047	(390,244)	0	(167,733)	167,733	(851,453)	(912,905)	(959,989)	(1,038,912)
Estimated Ending Fund Balance:	4,964,628	3,982,604	3,592,360	3,982,604	3,814,871	3,982,604	3,131,152	2,218,246	1,258,258	219,346

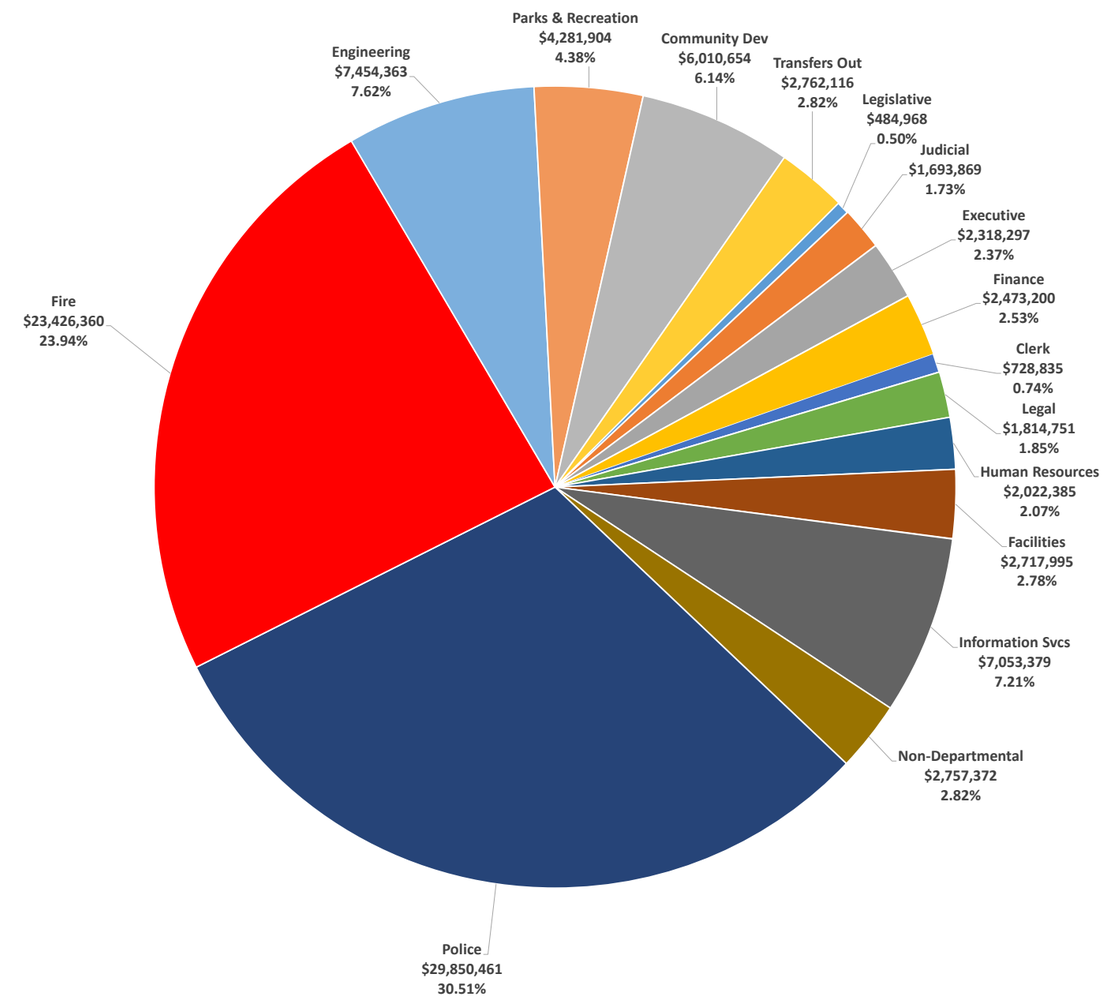
	2015 Budget	2015 Actual	2016 Budget	2016 Reprojected	2017 Budget	2018 Budget	2019 Projection	2020 Projection	2021 Projection	2022 Projection
Legislative	268,440	228,102	229,197		268,804	216,164	249,500	252,029	258,330	260,988
Judicial	559,749	573,627	570,084		830,304	863,565	892,618	918,265	949,608	977,542
Executive	1,048,882	1,062,375	1,071,947		1,215,716	1,102,581	1,128,856	1,154,972	1,190,086	1,218,260
Finance	1,131,542	1,108,650	1,202,324		1,215,522	1,257,678	1,299,857	1,340,393	1,385,662	1,429,636
Clerk	302,664	281,500	343,854		357,423	371,412	385,705	396,779	409,387	421,339
Legal	836,765	956,986	845,542		895,116	919,635	950,428	979,727	1,013,330	1,045,186
Human Resources	833,806	752,009	942,854		972,214	1,050,171	1,061,113	1,092,250	1,129,697	1,163,607
Facilities	1,106,732	1,180,705	1,081,554		1,345,402	1,372,593	1,417,753	1,445,805	1,491,718	1,522,342
Information Services	2,286,823	2,077,401	2,470,420		3,827,790	3,225,589	3,306,193	3,371,055	3,477,626	3,548,403
Non-Departmental	1,224,813	1,104,369	1,423,554		1,221,447	1,213,559	1,251,980	1,257,860	1,291,608	1,298,057
Police	13,188,255	13,465,562	13,501,747		14,667,980	15,182,481	15,703,588	16,238,559	16,826,115	17,406,766
Fire	10,688,341	11,000,412	10,774,305		11,259,792	11,667,425	12,068,829	12,465,271	12,908,226	13,337,823
Engineering	3,605,057	3,295,657	4,085,476		3,665,579	3,788,784	3,883,590	4,013,690	4,154,964	4,296,480
Parks & Recreation	1,853,963	1,758,955	2,021,935		2,043,067	2,327,703	2,405,455	2,472,265	2,554,189	2,626,755
Community Development	3,148,720	2,931,353	3,487,664		3,006,119	3,094,309	3,217,237	3,320,937	3,436,211	3,548,967
Transfers Out	312,200	402,200	1,457,200		1,381,058	1,589,571	1,581,058	1,581,058	1,581,058	1,581,058
	42,396,752	42,179,862	45,509,658	44,632,385	48,173,333	49,243,220	50,803,760	52,300,915	54,057,815	55,683,209
Ending Fund Balance	4,964,628	3,982,604	3,597,360	3,982,604	4,002,540	3,982,604	3,245,255	2,442,132	1,595,599	665,706

	2015 Budget	2015 Actual	2016 Budget	2016 Reprojected	2017 Budget	2018 Budget	2019 Projection	2020 Projection	2021 Projection	2022 Projection
Salaries	24,790,243	24,392,971	26,247,677		26,455,443	27,542,868	28,316,496	29,112,018	29,930,055	30,771,249
						4.1%	2.8%	2.8%	2.8%	2.8%
Benefits	8,553,180	8,802,611	8,907,527		9,702,879	10,208,180	10,753,061	11,397,987	12,081,602	12,806,227
						5.2%	5.3%	6.0%	6.0%	6.0%
Supplies	1,125,153	973,847	1,187,083		2,048,345	1,412,384	1,408,726	1,408,726	1,443,945	1,443,945
						-31.0%	-0.3%	0.0%	2.5%	0.0%
Services	5,917,439	5,866,387	5,940,348		6,359,173	6,277,326	6,476,206	6,476,206	6,638,111	6,638,111
						-1.3%	3.2%	0.0%	2.5%	0.0%
Capital	0	43,310	46,690		57,000	0	0	0	0	0
						-100.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Op Transfers	312,200	402,200	1,457,200		1,381,058	1,589,571	1,581,058	1,581,058	1,581,058	1,581,058
						15.1%	-0.5%	0.0%	0.0%	0.0%
Interfund Services	1,698,537	1,698,537	1,723,132		2,169,435	2,212,891	2,268,213	2,324,920	2,383,044	2,442,619
						2.0%	2.5%	2.5%	2.5%	2.5%
	42,396,752	42,179,862	45,509,658	44,632,385	48,173,333	49,243,220	50,803,760	52,300,915	54,057,815	55,683,209
					7.9%	2.2%	3.2%	2.9%	3.4%	3.0%

2017-18 General Fund Budget Request - by Object



2017-18 General Fund Budget Request - by Department



2017-2018 GENERAL FUND BUDGET SNAPSHOT
FINAL - COUNCIL-ADOPTED BUDGET

	2017	2018	Total	
REVENUES				
Projected revenues	$46,716,692	$48,435,675	$95,152,367	Assumes 1% property tax increases in 2017 and 2018
Add: Utility tax revenues	400,494	413,978	814,472	Proposed reinstatement of tax rates decreased in 2007 Water/Sewer: +1% Stormwater: reinstate 6% tax
Add: 9-1-1 revenues	46,390	49,680	96,070	For proposed new PD Communications Specialist
Add: Transfer from capital $	863,000	237,000	1,100,000	Proposed transfer from 305/Capital Improvements - financial, police, fleet/facility software/hardware upgrades
Add: Credit card fee	100,000	100,000	200,000	Proposed service charge to recoup merchant credit card fees
Add: Rental revenue	60,000	60,000	120,000	Proposed office space rental to Congressional staff
Add: UWB revenue	180,000	188,000	368,000	Projected UW payment for proposed Police Storefront Officer
PROPOSED REVENUES	**$48,366,576**	**$49,484,333**	**$97,850,909**	
EXPENDITURES				
Legislative - base	$268,804	$216,164	$484,968	
Municipal Court - base	$830,304	$863,565	$1,693,869	
Executive - base	$1,215,716	$1,263,737	$2,479,453	
Proposed cut	0	(161,156)	(161,156)	Staff cut: Senior Management Analyst retires
Executive - proposed	$1,215,716	$1,102,581	$2,318,297	
Finance - base	$1,199,287	$1,240,289	$2,439,576	
Proposed add	16,235	17,389	33,624	Accounting Specialist --> Interim Mgr of Customer Svc Center
Finance - proposed	$1,215,522	$1,257,678	$2,473,200	
Clerk - base	$344,787	$356,065	$700,852	
Proposed add	90,353	95,905	186,258	Staff add: Records Management Specialist
Proposed staff transfer	(77,717)	(80,558)	(158,275)	Staff transfer: Office Specialist to HR (for Customer Svc Center)
Clerk - proposed	$357,423	$371,412	$728,835	
Legal - base	$837,084	$859,425	$1,696,509	
Proposed add	58,032	60,210	118,242	Staff add: increase DV Advocate from 0.5 --> 1.0 FTE
Legal - proposed	$895,116	$919,635	$1,814,751	
Human Resources - base	$844,497	$869,613	$1,714,110	
Proposed staff transfer	77,717	80,558	158,275	Staff transfer: Office Specialist from Clerk (for CS Center)
Proposed add	50,000	100,000	150,000	Additional Citywide training
Human Resources - proposed	$972,214	$1,050,171	$2,022,385	
Facilities - base	$1,415,002	$1,439,593	$2,854,595	
Proposed cut	(69,600)	(67,000)	(136,600)	Cuts to various Facilities M&O line items
Facilities - proposed	$1,345,402	$1,372,593	$2,717,995	
Information Services - base	$2,755,216	$2,764,321	$5,519,537	
Proposed add	863,000	237,000	1,100,000	Implement software upgrades (see above)
Proposed add	105,090	112,524	217,614	Staff add: IS Applications Analyst (for financial software)
Proposed add	104,484	111,744	216,228	Staff add: IS Technician
Information Svcs - proposed	$3,827,790	$3,225,589	$7,053,379	

2017-2018 GENERAL FUND BUDGET SNAPSHOT
FINAL - COUNCIL-ADOPTED BUDGET

	2017	2018	Total	
Non-Departmental - base	$1,275,609	$1,270,478	$2,546,087	Citywide expenditures not belonging to a single department
Proposed staff transfer	(10,832)	(11,383)	(22,215)	Proposing to change existing Tourism Coordinator to Tourism/Events Coordinator (90% Tourism, 10% Parks & Rec)
Proposed add	116,500	117,000	233,500	Increasing Human Services funding from $7 to $8/capita; establishing ARCH & Snohomish County Health contributions
Non-Departmental - updated	$1,381,277	$1,376,095	$2,757,372	
Police - base	$14,411,159	$14,978,509	$29,389,668	
Proposed add	92,780	99,360	192,140	Staff add: Communications Specialist (partial 911 funding)
Proposed add	133,041	140,612	273,653	Staff add: UWB Storefront Officer (UWB funded)
Proposed add	67,000	0	67,000	One-time startup costs for Storefront Officer (uniform, equipment, vehicle) - paid over time by UWB
Proposed cut	(36,000)	(36,000)	(72,000)	Police misc operations cuts (also not adding proposed Community Resource Coordinator)
Police - proposed	$14,667,980	$15,182,481	$29,850,461	
Fire - base	$11,841,420	$12,245,204	$24,086,624	
Proposed cut	(183,560)	(188,055)	(371,615)	Vacant DC/Fire Marshal - remains authorized but isn't funded
Proposed cut	(141,942)	(146,707)	(288,649)	Vacant FF position TBD - remains authorized but isn't funded
Fire - proposed	$11,515,918	$11,910,442	$23,426,360	
Engineering - base	$3,665,579	$3,788,784	$7,454,363	
Parks & Recreation - base	$1,857,221	$1,909,362	$3,766,583	
Proposed staff transfer	10,832	11,383	22,215	10% of Tourism/Events Manager (formerly Tourism Coordinator)
Proposed add	43,100	44,886	87,986	Staff add: increase Recreation Specialist from 0.5 --> 1.0 FTE
Proposed add	88,584	189,458	278,042	Staff adds: 2 Maintenance Workers (1 starting in 2017, 1 in 2018)
Proposed add	0	127,078	127,078	Staff add: Maintenance Worker Lead (2018 only)
Parks & Recreation - proposed	$1,999,737	$2,282,167	$4,281,904	
Community Dev - base	$3,089,864	$3,113,764	$6,203,628	
Proposed add	88,350	91,545	179,895	Staff add: Permit Services Technician
Proposed cut	(183,745)	(189,124)	(372,869)	Staff cut: Deputy Director position eliminated
Community Dev - proposed	$2,994,469	$3,016,185	$6,010,654	
Transfers Out - base	$1,381,058	$1,381,058	$2,762,116	Business license $ to Street Fund, City Hall lease $ to Capital Fund, LEOFF subsidy to Self-Insurance Fund
PROPOSED EXPENDITURES	**$48,534,309**	**$49,316,600**	**$97,850,909**	
PROPOSED SURPLUS (DEFICIT)	**($167,733)**	**$167,733**	**$0**	

Introduction

Capital Improvement Fund Balance
Adopted 2017-2023 CFP

Council Adopted 12/06/2016

		BEGINNING FUND BALANCE (CAFR)				BEGINNING FUND BALANCE (PROJECTED)								
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Accumulative General Opportunity Reserve		297,000	446,001	614,179	893,671	841,054	1,042,260	1,342,260	1,657,260	1,987,260	2,332,260	2,722,260	3,132,260	Accumulation of 10% of received REET receipts
Annual REET Reserve		745,007	840,888	1,397,460	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	2015-2023: $1M Reserve
2nd Qtr. REET Refund (2012)		0	0	(469,421)	0	0	0	0	0	0	0	0	0	
One Percent Public Arts Fund		0	0	134,224	134,224	257,553	137,553	137,553	137,553	137,553	137,553	137,553	137,553	
Proceeds from Sale of NSD Properties (L, O, P-S, P-N)		0	0	0	1,800,000	1,800,000	5,949,174	5,825,959	3,076,640	329,921	0	0	0	**Restricted for City Hall Lease (D2)**: 2015: Lot L $1.8M 2017: Lot O $3.42M, Lot P-N $2.11M ($2.54M-$434K) See MWB Ph 2 2018: Lot P-S $2.62M
Proceeds from Sale of City Center Lots		0	0	0	0	0	1,635,847	1,635,847	1,635,847	1,635,847	0	0	0	2017: Lot City Center $1.64M
Proceeds from Sale of SR 522 Properties (A, D, EFG)		0	0	0	0	0	1,428,870	5,189,230	5,189,230	5,189,230	4,331,529	1,503,561	0	2017: Lot A $1.08M, Lot EFG $1.43M 2018: Lot D $2.69M
Lot L - Contingent Purchase Price		0	0	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0	Contingent on Horse Creek completion 8/28/2016
Negotiation Fees: Lots A, EFG, O, N, P-S & P-N		0	0	15,113	30,113	45,113	120,113	120,113	120,113	120,113	120,113	120,113	0	2014: Lot O $15K 2015: Lot EFG $15K 2016: Lot O N $7.5K ea. 2017: Lot A EFG P-S P-N, City $15K ea.
Design Credit for City Hall Lease (D2)		0	0	0	2,212,573	1,169,163	1,169,163	0	0	0	0	0	0	2015: City Hall Design Credit $2.2M
Restricted - City Hall Lease (D2)		**0**	**0**	**415,113**	**4,442,686**	**3,414,276**	**10,703,167**	**13,171,149**	**10,421,830**	**7,675,111**	**4,851,642**	**2,023,674**	**0**	
Proceeds from Sale of Dawson Building (Lot N)		0	0	0	0	0	886,731	0	0	0	0	0	0	**Restricted for Multiway Blvd Ph 2 (T39)**: 2017: Lot N $3.37 ($2.48M spent down in 2016) = $887K
Proceeds from Sale of NSD Property (Lot P-N)		0	0	0	0	0	433,903	0	0	0	0	0	0	2017: Lot P-N $2.54 minus $2.11M (City Hall Lease) = $434K
Restricted - Multiway Blvd Ph 2 (T39)		**0**	**0**	**0**	**0**	**0**	**1,320,634**	**0**	**0**	**0**	**0**	**0**	**0**	
Proceeds from Sale of SR 522 Property (Lot C)		0	0	0	0	746,483	0	0	0	0	0	0	0	2016: Lot C (Weidner) Restricted for Main Street Extension (T40) - Bothell Service Center
Restricted - Main Street Extension (T40)		**0**	**0**	**0**	**0**	**746,483**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
Developers Contributions for Horse Creek Plaza (P21)		0	0	96,332	84,320	84,320	0	0	0	0	0	0	0	Formerly known as Half Acre Park
KC Pump Station Mitigation for Madrazo Park (P11)		600,000	600,000	597,935	597,935	597,935	597,935	75,000	0	0	0	0	0	
Brightwater Mitigation Reserve		293,000	181,641	400,000	335,966	263,176	0	0	0	0	0	0	0	2012-2016: Restricted for Annual Arterial Program (OP3) - King County overlay only
Subtotal Restricted Reserves		***1,935,007***	***2,068,531***	***3,185,821***	***7,488,801***	***7,204,797***	***14,801,549***	***15,725,962***	***13,216,643***	***10,799,925***	***8,321,456***	***5,883,487***	***4,269,813***	
Unrestricted Reserves		***5,130,232***	***907,834***	***3,732,137***	***(143,743)***	***2,102,448***	***224,806***	***218,463***	***92,449***	***1,275,142***	***3,645,189***	***5,901,264***	***7,466,837***	
BEGINNING FUND BALANCE (Sum of Restricted & Unrestricted Reserves)	**A**	**7,065,239**	**2,976,365**	**6,917,958**	**7,345,058**	**9,307,244**	**15,026,355**	**15,944,426**	**13,309,093**	**12,075,066**	**11,966,645**	**11,784,751**	**11,736,650**	
REVENUES/INFLOWS														
REET (1st & 2nd Qtr.)		1,681,776	2,794,919	1,993,831	4,512,064	3,000,000	3,150,000	3,300,000	3,450,000	3,900,000	4,100,000	4,230,000	4,500,000	Per Berk study
State LIFT Award Inflows (Fund 213)				907,096	1,092,904	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	2014-2023: Per Pink Slips. $1M annual move to Debt Service Fund. Transfer to Fund 213 for State portion of LIFT Debt Service
State LIFT Award Outflows (Fund 213)				(907,096)	(1,092,904)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	
Property Tax - Streets & Sidewalks Levy							1,886,250	2,081,250	2,050,000	2,050,000	2,050,000	2,050,000	2,050,000	
Interest Earnings					1,955									
Solid Waste Management Admin Fees		342,885			447,216	372,750	383,932	395,450	407,314	419,533	432,119	445,471	459,236	2015-2016: Waste Mgmt transfer out to Street Fund 101 2017-2023: Inc. 3% per year for development & CPI
Proceeds from 2013 A & B Bonds			10,120,236											2013: Multiway Boulevard Ph 1 (T38) and Downtown Property Acquisition (F8). Total $10M
Bond Anticipation Note		6,550,000												2011: Fully Drawn $30M in 2011 2012: Additional $6.6M
Contributions						22,000	247,000							2016: Other Cities $22K 2017: Other Cities $247K
Design Credit (City Hall Lease - D2)				2,212,573										2016: City Hall Lease (D2) $2.4M (Restricted Credit of $2.2M in 2014)
Developers' Contributions (NSD - 9th Ave Sidewalk)					13,903									2015: NSSD Contribution for sidewalk repair at 9th Ave (Crystal Spring Elementary School)
Developers' Contributions (Horse Creek Plaza - CFP P21)			183,000			175,000	600,000							2013: Lot K $183K 2016: Lot L $175K 2017: Lot O, P-N, P-S $600K
Developers' Contributions (Multiway Blvd Ph 1 - CFP T38)			572,470	339,000										2013: Lot K $572K 2014: McM $339K
Developers' Contributions (Multiway Blvd Ph 2 - CFP T39)						345,720	1,711,875	12,863						2016: Lot L $346K 2017: Lot D $672K Lot EFG $606K, Lot City Ctr $414K 2018: Lot City Ctr $13K
Donations (North Creek School House - CFP P9)		10		40,994										2012 & 2014: North Creek School House (P9)
Grants (awarded)		4,317,766	9,289,326	7,161,641	3,838,073	10,832,524	9,981,661	3,999,915		622,437				2012-2023: $50,043,343 Awarded Grants
Grants (pending)						1,104,012	4,000,520	8,281,988	2,424,110	717,800	626,450	600,000	550,000	2016-2023: $18,304,880 Pending Grants
Proceeds from LIFT Bond				30,347,096										2014: Per LIFT award to reimburse Crossroads (T6) costs
Proceeds from Sale of Property (Multiway Blvd Ph 1)						285,177								2016: Price of the land we will deed to Boulevard Place (Old Safeway)
Proceeds from Sale of Property (Northshore School)		4,607,525	15,113	1,800,000	7,500	5,990,733	2,623,604							2012: Lot K $2.2M, MCM $2.4M 2013: Lot O $15K 2014: Lot L $1.8M 2015: Lot O $7.5K 2016: Lot O $3.4M, P-N $2.5M, P-S & P-N $15K ea. 2017: Lot P-S $2.6M
Proceeds from Sale of Property (Dawson Bldg)					7,500	3,366,731								2015: Lot N $7.5K 2016: Lot N $3.4M
Proceeds from Sale of Property (along SR 522)					842,983	1,458,870	3,760,360							2015: Lot C $746K, SR 522 easement $14K, Bothell Ops Ctr easement $83K 2016: Lot A $15K, Lot EFG $1.43M, Lot EFT $15K 2017: Lot D $2.7M, Lot A $1.08M
Proceeds from Sale of Property (City Center)						1,650,847								2016: Lot City Center $1.64M & $15K
Public Works Trust Fund Loan			5,953,936	1,819,279	226,786									2013-2015: Crossroads (T6) $8M
Rent & Royalties		21,939	1,207			32,340								2012-2013: Beta Bothell Lease $23K 2016: Bothell Service Center $32K
Sale of Fixed Assets		5,100												2012: Chiller sold at auction PW Ops Ctr (F2)
Settlements & Judgements		166,667	2,533	15,000	2,476									2012: Downtown Contaminated Soil Clean Up (T47) Bothell Landing $167K 2013: 102nd Ave NE Bridge (T9) $3K 2014: Lot EFG $15K 2015: Crossroads (T6) $3K
Transfers In from Fund 001 - Facilities (Annex Allocation)						500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	2016-2023: Annual $500K designated to City Hall Lease (D2)
Transfers In from Fund 102 (traffic impact fees) - Projects		1,536,765	1,064,213	4,880	63,200	956,611	56,207	177,413	9,142	9,460	9,006			2015-2021: Crossroads (T6) $72K 2016: BEH Wide (T7) $23K, MWB 1 (T38) $136K, MWB 2 (T39) $539K, BEH & 228th (T48) $48K 2015-2017: 228th & 29th (T68) $263K 2018: Beardslee Wide (T70) $169K
Transfers In from Fund 102 (traffic impact fees) - Debts			130,198	717,181	1,066,997	1,811,275	1,808,111	1,826,925	1,828,082	1,827,153	1,823,538	1,827,836	1,821,274	2013-2023: PWTF (D4) $4.599M, 2013 A & B Bonds (D7) $3.681M 2014-2023: LIFT (D1) $8.209M
Transfers In from Fund 102 (Sawcut Fees) - Overlay Program							80,000	80,000	80,000	80,000	80,000	80,000	80,000	2017-2023: Annual Overlay Program (OP3)
Transfers In from Fund 107 (park impact fees)				78,770	60,822	260,000								2014-2015: General Park (OP1) $13K Madrazo Park (P11) $52K 2014: Park @ BL $22K (P20) NC Forest (P22) $48K 2015-2016: Open Space $51K (P7) 2016: Bridge @ Park BL (P24) $179K Park Planning $35K (OP2)
Transfers In from Fund 505 (asset replacement)		14,686		5,314										2012, 2014: Park at Bothell Landing (P20) $20K
TOTAL REVENUES/INFLOWS	**B**	**19,245,120**	**30,127,151**	**46,535,557**	**11,091,474**	**32,164,589**	**30,789,520**	**20,655,804**	**10,748,648**	**10,126,383**	**9,621,113**	**9,733,307**	**9,960,510**	**101,635,286 2017-2023 Capital Revenues**
TOTAL AVAILABLE FISCAL RESOURCES	**C = A+B**	**26,310,358**	**33,103,516**	**53,453,516**	**18,436,532**	**41,471,833**	**45,815,875**	**36,600,230**	**24,057,741**	**22,201,449**	**21,587,758**	**21,518,058**	**21,697,161**	

2015: Lot N Negotiation Fee $7.5K 2016: Lot N $3.37M

2014: Lot EFG

2012: Lot K (Six Oaks) $2.2M, McMenamins $2.4M 2013: Lot O Negotiation Fee $15K 2014: Lot L (The Junction) $1.8M 2015: Lot O Negotiation Fee $7.5K 2016: Lot O $3.42M, Lot P (north) $2.5M, Lots P-N & P-S Negotiation Fees $30K 2017: Lot P (south) $2.6M

2015: Lot C $746K, SR 522 easement to Bothell Pet Hospital $14K 2016: Lot EFG $1.43M, Lots EFG & A Negotiation Fees $15K ea 2017: Lot D $2.69M , Lot A $1.07M

2016: Lot City Ctr $1.64M, Negotiation Fee $15K

Introduction

Capital Improvement Fund Balance
Adopted 2017-2023 CFP

Council Adopted 12/06/2016

		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
TOTAL AVAILABLE FISCAL RESOURCES	C = A+B	26,310,358	33,103,516	53,453,516	18,436,532	41,471,833	45,815,875	36,600,230	24,057,741	22,201,449	21,587,758	21,518,058	21,697,161	Includes Restricted and Unrestricted Funding
CAPITAL EXPENDITURES/OUTFLOWS														
Debt Service Costs														**Funding Source Allocation:**
LIFT Debt Payment (D1)				(846,794)	(233,935)	(1,090,929)	(996,225)	(995,075)	(998,250)	(996,850)	(995,650)	(998,875)	(996,125)	Crossroads Project (T6): 100% Traffic Impact Fees (City portion of LIFT Debt Service)
City Hall Lease Payment (D2)						(1,543,409)	(3,046,819)	(3,246,819)	(3,249,319)	(3,246,719)	(3,323,469)	(3,327,969)	(3,323,469)	City Hall Lease (D2): 84% Proceeds from Sale of Surplus Property and 16% Annexation Allocation. Funded through 2022
PWTF Loan Payment (D4)			(56,212)	(368,896)	(484,548)	(464,947)	(463,890)	(462,772)	(461,655)	(460,537)	(459,419)	(458,301)	(457,183)	Crossroads Project (T6): 100% Traffic Impact Fees
2013 B Bond Payment (D7)			(283,634)	(701,200)	(703,012)	(708,265)	(698,515)	(697,163)	(695,463)	(698,463)	(696,013)	(698,263)	(695,063)	2013 B Bond (D7), Multiway Blvd Ph 1 (T38) and Downtown Property Acquisition (F8): 50% REET and 50% Traffic Impact Fees
Project Costs														(75,556,070) 2017-2023 CFP Costs
Park - Existing Park Projects from 2015-2021 CFP		(102,688)	(284,042)	(35,952)	(87,507)	(3,597,884)	(3,205,000)	(325,000)						
Park - New Park Projects							**(755,000)**	**(6,085,000)**						
Transportation - Existing Transpo Projects from 2015-2021 CFP		(6,500,947)	(8,806,716)	(5,525,141)	(3,712,978)	(11,926,828)	(14,180,750)	(4,991,033)	(791,988)	(932,235)	(85,456)	(50,000)		
Transportation - New Transpo Projects						(100,000)	**(1,817,000)**	**(2,190,275)**	**(2,253,000)**	**(10,000)**	**(40,000)**			
Program Costs														
Program - Existing Programs from 2015-2021 CFP		(161,941)	(670,636)	(213,108)	(825,362)	(3,324,955)	(3,435,250)	(3,801,000)	(3,533,000)	(3,890,000)	(4,203,000)	(4,248,000)	(4,253,000)	
Programs - New Programs		(46,492)	0	0	0	**0**	**(260,000)**	**(260,000)**	**0**	**0**	**0**	**0**	**0**	
Bond Anticipation Note (BAN) Debt Payment		(2,358,476)	(4,994,564)	(30,001,858)										
Capital Costs prior to 2017-2023 CFP		(14,163,449)	(11,089,754)	(8,415,510)	(2,696,946)	(3,284,820)								
City Hall Tenant Improvements							(150,000)							
Op Transfer Out to Fund 001 (General) - IS Dept							(863,000)	(237,000)						
Op Transfer Out to Fund 101 (Street) - Waste Mgmt					(385,000)	(403,440)								
TOTAL CAPITAL EXPENDITURES/OUTFLOWS	D	**(23,333,993)**	**(26,185,557)**	**(46,108,458)**	**(9,129,287)**	**(26,445,478)**	**(29,871,449)**	**(23,291,137)**	**(11,982,675)**	**(10,234,804)**	**(9,803,007)**	**(9,781,408)**	**(9,724,840)**	**(104,689,320) 2017-2023 Capital Costs**

		ENDING FUND BALANCE (CAFR)				ENDING FUND BALANCE (ESTIMATED)									
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		
Accumulative General Opportunity Reserve		446,001	614,179	893,671	841,054	1,042,260	1,342,260	1,657,260	1,987,260	2,332,260	2,722,260	3,132,260	3,790,137	Accumulation of 10% of received REET receipts	
Annual REET Reserve		840,888	1,397,460	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	$1M Reserve	
2nd Qtr. REET Refund (2012)		0	(469,421)	0	0	0	0	0	0	0	0	0	0		
One Percent Public Arts Fund		0	134,224	134,224	257,553	137,553	137,553	137,553	137,553	137,553	137,553	137,553	137,553		
Proceeds from Sale of NSD Properties (L, O, P-S, P-N)		0	0	1,800,000	1,800,000	5,949,174	5,825,959	3,076,640	329,921	0	0	0	0	Restricted for City Hall Lease (D2)	2015: Lot L $1.8M 2017: Lot O $3.42M, Lot P-N $2.11M ($2.54M-$434K) See MWB Ph 2 2018: Lot P-S $2.62M
Proceeds from Sale of City Center Lots		0	0	0	0	1,635,847	1,635,847	1,635,847	1,635,847	0	0	0	0		2017: Lot City Center $1.64M
Proceeds from Sale of SR 522 Properties (A, D, EFG)		0	0	0	0	1,428,870	5,189,230	5,189,230	5,189,230	4,331,529	1,503,561	0	0		2017: Lot A $1.08M, Lot EFG $1.43M 2018: Lot D $2.69M
Lot L - Contingent Purchase Price		0	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	0	0		Contingent on Horse Creek completion 8/28/2016
Negotiation Fees: Lots A, O, N, P-S & P-N		0	15,113	30,113	45,113	120,113	120,113	120,113	120,113	120,113	120,113	0	0		2014: Lot O $15K 2015: Lot EFG $15K 2016: Lot O N $7.5K 2017: Lot A EFG P-S P-N, City $15K
Design Credit for City Hall Lease (D2)		0	0	2,212,573	1,169,163	1,169,163	0	0	0	0	0	0	0		2015: City Hall Design Credit $2.2M
Restricted - City Hall Lease (D2)		**0**	**415,113**	**4,442,686**	**3,414,276**	**10,703,167**	**13,171,149**	**10,421,830**	**7,675,111**	**4,851,642**	**2,023,674**	**0**	**0**		
Proceeds from Sale of Dawson Building (Lot N)		0	0	0	0	886,731	0	0	0	0	0	0	0	Restricted for Multiway Blvd Ph 2 (T39)	2017: Lot N $3.37 ($2.48M spent down in 2016) = $887K
Proceeds from Sale of NSD Property (Lot P-N)		0	0	0	0	433,903	0	0	0	0	0	0	0		2017: Lot P-N $2.54 minus $2.11M (City Hall Lease) = $434K
Restricted - Multiway Blvd Ph 2 (T39)		**0**	**0**	**0**	**0**	**1,320,634**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		
Proceeds from Sale of SR 522 Property (Lot C)		0	0	0	746,483	0	0	0	0	0	0	0	0		2016: Lot C (Weidner). Restricted for Main Street Extension (T40) - Bothell Service Center
Restricted - Main Street Extension (T40)		**0**	**0**	**0**	**746,483**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**		
Developers Contributions for Horse Creek Plaza (P21)		0	96,332	84,320	84,320	0	0	0	0	0	0	0	0		Formerly known as Half Acre Park
Developers Contributions for Multiway Blvd (T38)		0	0	0	0	0	0	0	0	0	0	0	0		
KC Pump Station Mitigation for Madrazo Park (P11)		600,000	597,935	597,935	597,935	597,935	75,000	0	0	0	0	0	0		
NC School House (P9) - Donations, Then & Now Books		0	0	0	0	0	0	0	0	0	0	0	0		2013: $10 (donations) 2015: $20,348 (donations), $20,646 (Then & Now Books Sale)
Brightwater Mitigation Reserve		181,641	400,000	335,966	263,176	0	0	0	0	0	0	0	0		2012-2016: Restricted for Annual Arterial Program (OP3) - King County overlay only
Subtotal Restricted Reserves		***2,068,531***	***3,185,821***	***7,488,801***	***7,204,797***	***14,801,549***	***15,725,962***	***13,216,643***	***10,799,925***	***8,321,456***	***5,883,487***	***4,269,813***	***4,927,690***		
Unrestricted Reserves		907,834	3,732,137	(143,743)	2,102,448	224,806	218,463	92,449	1,275,142	3,645,189	5,901,264	7,466,837	7,044,630		
Unrestricted Reserves		***907,834***	***3,732,137***	***(143,743)***	***2,102,448***	***224,806***	***218,463***	***92,449***	***1,275,142***	***3,645,189***	***5,901,264***	***7,466,837***	***7,044,630***		
ENDING FUND BALANCE (Sum of Restricted & Unrestricted Reserves)	C - D	**2,976,365**	**6,917,958**	**7,345,058**	**9,307,244**	**15,026,355**	**15,944,426**	**13,309,093**	**12,075,066**	**11,966,645**	**11,784,751**	**11,736,650**	**11,972,321**		

Introduction

ORGANIZATIONAL AND DEPARTMENTAL HIGHLIGHTS

Over the Summer of 2016, the City Council directed the Interim City Manager to develop an Organization Assessment Report, outlining organizational and departmental strengths and weaknesses. This report played a key part in balancing the 2017-2018 Budget and determining appropriate program service levels.

The report concludes that "the citizens of Bothell are generally well served by a good staff, committed to effective and efficient citizen service, to residents, businesses and the development community alike. While Bothell services are mostly EFFECTIVE, they are not always as EFFICIENT in the use of personnel and budget dollars as they could be. Two significant reorganizational changes were recommended and approved by Council during development of the 2017-2018 budget. These reorganization efforts are currently in the process of implementation and include the establishment of one multi-disciplinary Development Services Improvement team under one Manager (vs. five!), and the creation of a new Customer Services Center. Both of these reorganization efforts were accomplished with the redeployment of existing personnel. Citywide management and professional staff training and development beyond technical skills and funding for LEAN process improvement training are also included in the Proposed Budget. "Bothell is GOOD and GREAT is within reach, but the organization needs to continue to challenge itself to become a truly GREAT municipal organization."

CITY OF BOTHELL, WASHINGTON

Organizational Chart

COUNCIL GOALS AND STAFFING/BUDGET IMPACTS

The Council Goals outlined in the Road Map can largely be accomplished with current staffing levels and budget resources, though some adjustments are necessary. The Goals are summarized below:

- Safe Streets and Sidewalks—$4 million additional investment per year to fund Operations, including return of sidewalk and pavement maintenance, as well as preserve the City's streets and construct safe school walk routes.
- Main Street Enhancements—A TIB Grant has been received along with some possible UWB/CC corridor funding post the Downtown Mercantile fire. This project is on a fast track for 2017 improvements.
- Heroin/Opioid Addiction Plan—Following the failure of the Snohomish County Public Safety Sales Tax, the City is looking at 2017, as a study year to fully evaluate the problem and alternative solutions. A possible volunteer option is also being investigated. Police, Court, Legal, Fire and Parks are all impacted by this nationwide epidemic.
- Technology—The vitally needed software and hardware upgrades are funded mostly from a one-time operating transfer from the Capital Improvements Fund, with staff and services included in the proposed operating budget. 2017 will also see the development of a 5-year citywide Information Technology Plan.
- Fire Training and Equipment—The additional $600,000 determined necessary to reinstate pre-recession, training, maintenance and operation levels, as well as financially providing for a fully funded Fire Department is included.
- Community Events and Activities—A full-time position titled Tourism and Events Coordinator is proposed in the Parks and Recreation budget and is funded 90% from lodging tax and 10% from the General Fund.
- Canyon Park Master Planning—Grant funding from the Port of Seattle along with matching City funds are budgeted to start this multi-year planning and community involvement process.
- Affordable Housing—Council will be holding a community workshop, and from there will provide direction on various strategies and options. A public/private/not-for-profit option is likely.
- Wayne Golf Course—The visioning study will conclude in 2016, then funding will have to guide the next steps, which likely includes a voter approved bond that could possibly address other parks and open space lands needs.
- Parks and Recreation/Open Space Lands—Partnerships with community groups and the North Shore School District are most likely the best ways to leverage Parks and Recreation services. Any major land purchases will likely require a voter approved bond.
- Citywide Training and Teambuilding—Funding at 1% of payroll is recommended for Citywide training and development, beyond technical skills needs.

DEPARTMENT HIGHLIGHTS

The following are the department changes and highlights, addressing both Council goals and workloads:

- City Manager's Office—Senior Management Analyst position eliminated in 2018 following retirement of the incumbent.
- City Clerk's Office—Customer Service Specialist transferred to Human Resources and the Customer Service Center and a Records Management Specialist position is added.
- Information Technology—An Analyst and Technician are added to install and administer new and upgraded software. In 2017, the Information Technology Plan will address ongoing staffing needs and cloud services options.
- City Attorney—The part-time Domestic Violence Advocate moves to full-time.
- Municipal Court—The Passport function transfers to the Customer Service Center.
- Finance—An Accounting Specialist is redeployed as the Customer Service Center Manager.
- Human Resources—Continues with Personnel, Labor Relations and Payroll, but assumes oversight of the new Customer Service Center team that is being redeployed from various City Departments.
- Police—Dispatcher position is added, 50% funded by state 9-1-1 monies. A redeployment of existing Patrol personnel into a "Power Shift" should better align call volumes with personnel on duty.
- Fire—A transfer of an existing Firefighter/Inspector from Development Services reviews to Fire Operations keeps the line services at full strength after a recent retirement.
- Parks and Recreation—An new Maintenance Worker is added in 2017 along with two additional positions in 2018 as additional parks lands are acquired (Wayne Golf Course impact unknown). The current Recreation Specialist is increased from part-time to full-time with the funding being offset by fees.
- Community/Economic Development—Creation of the Development Services Initiative team allowed the elimination of the Deputy Director position and reassignment of Building Official duties. A new Economic Development Manager position was proposed to assist with retention of existing businesses, their expansion, as well as the attraction of new business/light industry employers. That position was added, pending the identification of a funding source.
- Engineering—Staffing is at current levels but consulting contracts are cut about in half to match anticipated project workloads. Staffing is all project funding dependent.
- Utilities and Operations—Current staffing levels are maintained, including the expansion of current Streets staff from the 8 filled positions to 12 total and the addition of one Stormwater maintenance worker consistent with the adopted 2015-2016 Capital Facilities Plan.

Staffing History
2013-2018

Fund/Department	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Full-Time Equivalent Employees as of December 31										Proposed FTEs	
Executive												
Council	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Court	4.00	4.00	4.00	4.00	4.50	4.50	4.50	4.50	4.50	4.85	6.35	6.35
City Manager	7.00	7.00	7.00	7.00	7.00	7.00	7.00	6.00	6.00	6.00	6.00	5.00
City Clerk	2.75	2.75	2.75	2.75	2.75	2.75	2.75	2.75	2.75	3.00	3.00	3.00
Information Services	7.00	7.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	12.00	14.00	14.00
Non-Dept/Tourism	0.50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.20	1.20
Finance	7.80	7.80	8.25	8.25	8.25	8.25	8.65	8.65	8.85	8.85	8.90	8.90
Legal	2.56	2.56	3.56	3.56	3.56	3.56	4.15	4.15	4.15	5.15	5.75	5.75
Human Resources	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	7.00	7.00
Police												
Officers	57.00	57.00	58.00	58.00	58.00	58.00	58.00	58.00	57.00	63.00	61.00	61.00
Civilians	26.75	26.75	25.75	25.75	25.75	25.75	26.75	32.00	32.00	27.00	28.00	28.00
Fire												
Firefighters	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	59.00	59.00	59.00
Civilians	6.75	6.75	7.75	7.75	7.75	7.75	7.75	9.75	9.75	8.25	8.25	8.25
Community Development	24.00	24.00	22.50	22.50	21.00	21.00	21.00	22.00	23.50	23.50	24.00	24.00
Parks & Recreation	10.79	10.79	10.42	10.42	10.42	10.42	9.45	11.45	11.50	11.50	12.80	14.80
Public Works												
Facilities	1.33	1.33	4.71	4.71	4.71	4.71	4.55	5.30	5.30	7.30	7.60	7.60
Engineering	23.80	23.80	26.27	26.27	26.27	26.27	25.20	25.20	25.71	25.71	24.80	24.80
Street	7.54	7.54	7.80	7.80	7.80	7.80	7.30	8.60	10.71	11.71	13.35	13.35
Water	8.78	8.78	8.83	8.83	8.83	8.83	8.81	8.83	8.94	9.27	9.71	9.71
Sewer	8.38	8.38	8.41	8.41	8.41	8.41	8.43	9.43	9.54	9.87	9.30	9.30
Storm & Surface Water	12.82	12.82	13.31	13.31	13.31	13.31	15.06	17.24	18.35	18.69	20.54	20.54
Fleet	2.33	2.33	2.72	2.72	2.72	2.72	2.55	2.80	2.80	2.80	2.80	2.80
Self-Insurance	.70	.70	.70	.70	.70	.70	1.35	1.35	1.35	1.35	1.25	1.25
Totals	**291.58**	**292.08**	**303.73**	**303.73**	**302.73**	**302.73**	**304.25**	**319.00**	**323.70**	**332.80**	**341.60**	**342.60**

Source: 2007-2015 as reported in the CAFR; 2016-2018 from Human Resources

CONCLUSION

As the American humorist Mark Twain once commented, "The rumors of my demise have been greatly exaggerated." The City of Bothell is in excellent financial shape, coming out of the Great Recession better than many communities. The City is NOT going broke and has adequate fund reserves to cover its debt and lease obligations. That's not to say that normal budgetary discipline and small annual adjustments to revenues and expenditures won't be necessary as a matter of course. As service levels and workloads shift, any staffing adjustments can be accomplished within normal retirements and turnover attrition levels. Revenue adjustments can for the most part remain in line with inflationary increases.

The City Council represents the diverse community opinions, but is united in their Goals and long-range vision for the community. The Department Directors are remarkably talented and along with their Division and Unit managers provide the leadership core capable of implementing the Council's Goals and providing for the citizens service needs. Reserves are holding and will continue to strengthen over the next few years.

The City of Bothell is truly in a "Sweet Spot" of regional and community economic growth. Managing this growth through the next few years will be a challenge, but like a teenager's awkward growth spurts, Bothell should turn out just fine. Bothell can balance Economic Development/Growth Management AND Environmental Protection/Community Quality of life that keeps Bothell, Bothell—"For a Day or a Lifetime."

I want to thank all the City's Department Heads and staff for contributing to the 2017-2018 Budget balancing. In particular, I want to thank the Finance Department for their putting up with my different approaches to budgeting. The City is in their good hands financially. And finally, I thank the City Council for their extra work in setting clear goals and priorities, and for the opportunity to serve as your Interim City Manager.

Respectfully submitted,

Robert W. Jean
Interim City Manager

Revenues

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Revenues - All Funds

(Includes operating transfers and interfund transactions)

Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,843,684	$87,998,323	$97,850,909
Special Revenue Funds			
Street	4,888,430	3,581,576	7,262,417
Arterial Street	3,668,024	7,396,849	10,208,113
Park Cumulative Reserve	433,519	86,000	86,000
Drug Seizure Fund	60,326	50,000	27,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,374,603	1,638,827	812,000
LIFT GO Bond Redemption	1,444,540	3,323,700	3,991,300
2013 GO Bond Redemption	866,690	1,420,330	1,395,678
Capital Funds			
Capital Improvements	76,912,582	38,590,424	51,445,324
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	1,928	2,626,072	2,626,138
Water	9,525,507	13,186,622	10,732,439
Sewer	13,447,487	15,694,505	15,450,181
Storm & Surface Water	10,209,060	23,786,065	14,845,505
Internal Service Funds			
Equipment Rental	2,922,411	3,654,526	3,734,782
Self Insurance	1,968,671	2,329,027	2,913,336
Asset Replacement	2,296,992	2,402,568	2,353,838
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	108,235	122,000	114,553
Total Appropriation All Funds	**$208,972,688**	**$207,887,414**	**$225,849,513**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**196,859,649**	**173,794,897**	**201,600,024**
Biennium Beginning Fund Balance	**17,301,656**	**27,327,109**	**40,140,965**
Total Appropriation Plus Beginning Fund Balance	**$214,161,305**	**$201,122,006**	**$241,740,989**

2017 Beginning Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Expenditures - All Funds

(Includes operating transfers and interfund transactions)

Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,190,860	$88,194,520	$97,850,909
Special Revenue Funds			
Street	3,762,253	5,342,844	6,592,303
Arterial Street	1,983,848	3,483,350	4,028,656
Park Cumulative Reserve	78,770	363,000	-
Drug Seizure Fund	52,857	73,200	17,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,444,944	1,462,800	722,800
LIFT GO Bond Redemption	1,612,103	3,323,700	3,991,300
2013 GO Bond Redemption	699,128	1,420,330	1,395,678
Capital Funds			
Capital Improvements	72,294,016	39,078,366	52,912,586
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	365,094	15,502,069	3,390,283
Water	7,916,131	15,113,624	13,306,942
Sewer	10,967,804	16,635,696	16,621,175
Storm & Surface Water	6,524,793	22,838,230	15,574,088
Internal Service Funds			
Equipment Rental	2,912,367	3,667,506	3,734,777
Self Insurance	1,942,426	2,354,407	2,813,334
Asset Replacement	1,885,113	5,555,863	5,808,416
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	85,326	95,000	95,000
Total Appropriation All Funds	**$192,717,832**	**$224,504,505**	**$228,855,247**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**180,604,793**	**190,411,988**	**204,605,758**
Less Depreciation Expense	**(3,986,486)**	**(3,766,105)**	**(6,829,534)**
Biennium Ending Fund Balance	**27,327,109**	**40,140,965**	**43,964,765**
Total Appropriation Plus Ending Fund Balance	**$203,945,416**	**$226,786,848**	**$241,740,989**

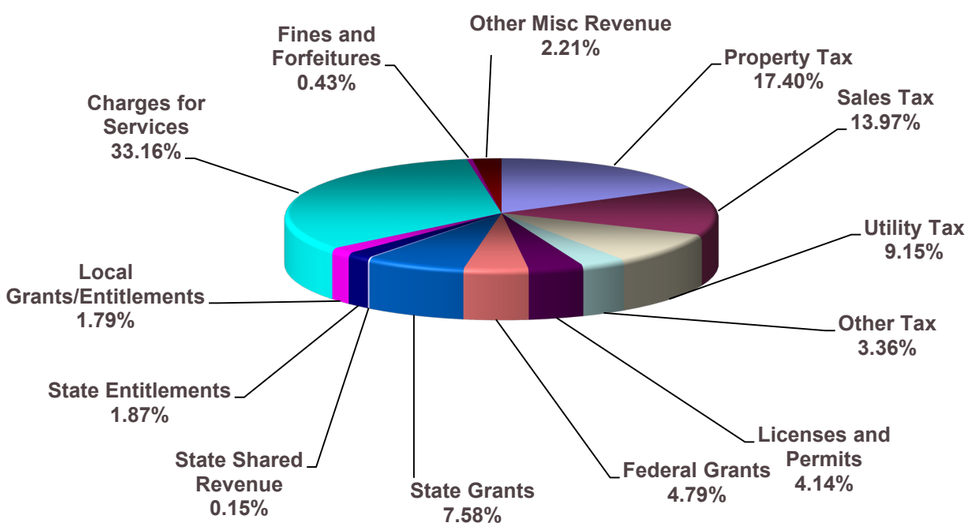
Depreciation expense is appropriated in the budget, but does not affect liquid fund balance.

2016 Ending Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Revenue Summary - All Funds

Source	2017-2018 Revenue
Property Tax	$33,920,064
Sales Tax	27,241,680
Utility Tax	17,839,600
Other Tax	6,546,000
Licenses and Permits	8,067,849
Federal Grants	9,349,592
State Grants	14,779,474
State Shared Revenue	284,000
State Entitlements	3,653,470
Local Grants/Entitlements	3,497,817
Intergovernmental Revenue	-
Charges for Services	64,666,970
Fines and Forfeitures	839,100
Other Misc Revenue	4,309,844
Total Revenue	**$194,995,460**

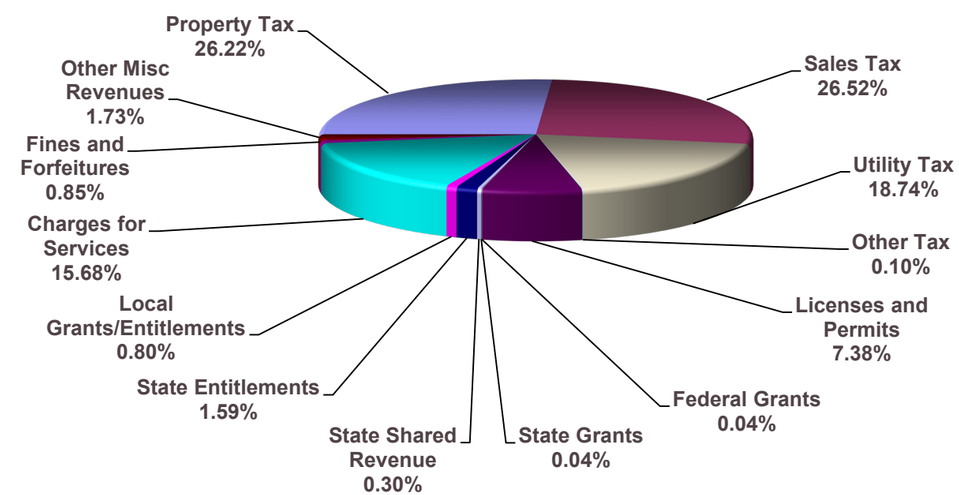
Total excludes non-revenue, operating transfers and interfund transactions.



Revenue Summary - General Fund

Source	2017-2018 Revenue
Property Tax	$24,959,564
Sales Tax	25,241,680
Utility Tax	17,839,600
Other Tax	96,000
Licenses and Permits	7,027,649
Federal Grants	40,000
State Grants	40,404
State Shared Revenue	284,000
State Entitlements	1,512,500
Local Grants/Entitlements	759,817
Intergovernmental Revenue	-
Charges for Services	14,927,439
Fines and Forfeitures	812,100
Other Misc Revenues	1,647,940
Total Revenue	**$95,188,693**

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



Revenue Assumptions and Significant Changes

The City updates its revenue forecasts routinely to stay aligned with ongoing changes in the economy. Maintaining a far-sighted fiscal approach provides City management the valuable time needed to plan for and manage both potential revenue shortfalls, as well as one-time revenue spikes.

The City relies on three major revenue streams to fund services for its citizens: sales tax, property tax and utility tax. These revenue streams make up 40.51% of the City's overall revenues and 71.48% of its General Fund revenues. The following analysis accounts for 87.85% of citywide revenue streams.

Sales Tax
The Puget Sound Economic Forecaster, a prominent local journal which features economic forecasts, analysis and commentary for the greater Seattle area, projects taxable retail sales to increase 5.65% in 2017 and 4.55% in 2018. We expect Bothell's sales tax receipts to follow regional expectations. 2017-2018 sales tax projections also include a modest amount for anticipated economic growth and new population.

Property Tax
In compliance with Initiative 747 (I-747), Bothell is limited to a 1% annual increase in its property tax levy.

In 2017 dollars, a 1% property tax levy increase amounts to approximately $110,000 for the City and equates to a little more than 1 cent per $1,000 of assessed property value, or about $4.00 per year on a $400,000 home.

In addition, the 2017-2018 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
2017-2018 General Fund utility tax revenues are projected to exceed 2015-2016 receipts by $2.8 million or 19.4%. This increase is supported by new construction, as well as expected rate increases in both City and non-City owned utilities.

This increase includes a proposed reinstatement of utility tax rates that were reduced in 2007 - water (10.15% to 11.15%), sewer (5% to 6%), and stormwater (0 to 6%), along with known new construction.

Grants
Federal and state grants are projected to make up approximately $24,129,066, or 12.4% of citywide revenues. As was the case in 2015-2016, nearly all the City's grant funding in 2017-2018 is allocated in the Capital Improvements Fund for transportation projects.

A comprehensive listing of 2017-2018 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 2017-2023 Capital Facilities Plan (CFP);
- The capital discussion within the City Manager's Budget Message found in the Introduction Section; and the Capital Improvements Fund Section.

Charges for Services
Citywide charges for service fees are expected to exceed $64.6 million in 2017-2018. The projected increase amounts to $6.9 million, or 12% over projected 2015-2016 receipts.

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

The increase in receipts is mainly attributable to development and utility user fees.

Significant Changes
Bothell experienced a significant increase in both commercial and residential development during the 2015-2016 biennium. This trend is expected to remain strong throughout the ensuing 2017-2018 biennium.

The employment rate is projected to remain strong in both King County (1.5%) and Snohomish County (1.3%) during the coming biennium while personal income growth is anticipated to rise approximately 5% in in both 2017 and 2018. From a long-term perspective, the region's job creation projection remains comparatively strong - creating 33,000 new jobs annually through and 2040.

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

Budget Overview

Fund	Projected* Balance 12/31/2016	2017 Projected Revenues	2017 Expenditure Appropriation	Projected Balance 12/31/2017	2018 Projected Revenues	2018 Expenditure Appropriation	Projected Balance 12/31/2018
General	$3,982,604	$48,366,576	$48,534,309	$3,814,871	$49,484,333	$49,316,600	$3,982,604
Special Revenue Funds							
Street	64,460	3,716,043	3,409,516	370,987	3,546,374	3,182,787	734,574
Arterial Street	6,836,297	3,617,283	1,944,318	8,509,262	6,590,830	2,084,338	13,015,754
Park Cumulative Reserve	2,427,344	43,000	-	2,470,344	43,000	-	2,513,344
Drug Seizure Fund	33,170	13,000	8,500	37,670	14,000	8,500	43,170
Debt Service Funds							
2008 GO Refunding Bond	696	812,000	722,800	89,896	-	-	89,896
LIFT GO Bond Redemption	-	1,996,225	1,996,225	-	1,995,075	1,995,075	-
2013 GO Bond Redemption	-	698,515	698,515	-	697,163	697,163	-
Capital Funds							
Capital Improvements	15,026,355	30,789,520	29,621,449	16,194,426	20,655,804	23,291,137	13,559,093
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	764,145	1,316,369	2,080,514	-	1,309,769	1,309,769	-
Water❖	3,024,988	5,503,647	6,869,097	2,400,138	5,228,792	6,437,845	1,983,085
Sewer❖	3,411,271	7,804,785	8,459,428	3,332,628	7,645,396	8,161,747	3,428,277
Storm & Surface Water❖	2,020,361	7,893,972	7,067,937	4,044,491	6,951,533	8,506,151	3,747,873
Internal Service Funds							
Equipment Rental❖	188,587	1,867,391	1,841,952	219,791	1,867,391	1,892,825	200,431
Self Insurance	18,842	1,430,169	1,372,489	76,522	1,483,167	1,440,845	118,844
Asset Replacement❖	1,914,213	1,181,919	3,148,496	753,636	1,171,919	2,659,920	100,635
Expendable Trust Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	343,619	56,918	45,000	355,537	57,635	50,000	363,172
Subtotal	**$40,140,965**	**$117,107,332**	**$117,820,545**	**$42,754,212**	**$108,742,181**	**$111,034,702**	**$43,964,765**
Less Operating Transfers		8,938,249	8,938,249		7,679,022	7,679,022	
Less Interfund Transactions		3,789,610	3,789,610		3,842,608	3,842,608	
Total	**$40,140,965**	**$104,379,473**	**$105,092,686**	**$42,754,212**	**$97,220,551**	**$99,513,072**	**$43,964,765**

*Figures are based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

❖Depreciation expense does not impact liquid fund balance.

Depreciation is budgeted annually as follows:

	2017	2018		2017	2018
Water	$740,600	$792,000	Storm & Surface Water	$1,198,095	$1,258,000
Sewer	576,000	612,000	Equipment Rental	5,765	6,074
			Asset Replacement	806,000	835,000

Expenditures

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Expenditures - All Funds

(Includes operating transfers and interfund transactions)

Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,190,860	$88,194,520	$97,850,909
Special Revenue Funds			
Street	3,762,253	5,342,844	6,592,303
Arterial Street	1,983,848	3,483,350	4,028,656
Park Cumulative Reserve	78,770	363,000	-
Drug Seizure Fund	52,857	73,200	17,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,444,944	1,462,800	722,800
LIFT GO Bond Redemption	1,612,103	3,323,700	3,991,300
2013 GO Bond Redemption	699,128	1,420,330	1,395,678
Capital Funds			
Capital Improvements	72,294,016	39,078,366	52,912,586
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	365,094	15,502,069	3,390,283
Water	7,916,131	15,113,624	13,306,942
Sewer	10,967,804	16,635,696	16,621,175
Storm & Surface Water	6,524,793	22,838,230	15,574,088
Internal Service Funds			
Equipment Rental	2,912,367	3,667,506	3,734,777
Self Insurance	1,942,426	2,354,407	2,813,334
Asset Replacement	1,885,113	5,555,863	5,808,416
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	85,326	95,000	95,000
Total Appropriation All Funds	**$192,717,832**	**$224,504,505**	**$228,855,247**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**180,604,793**	**190,411,988**	**204,605,758**
Less Depreciation Expense	**(3,986,486)**	**(3,766,105)**	**(6,829,534)**
Biennium Ending Fund Balance	**27,327,109**	**40,140,965**	**43,964,765**
Total Appropriation Plus Ending Fund Balance	**$203,945,416**	**$226,786,848**	**$241,740,989**

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

2016 Ending Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

Revenues - All Funds

(Includes operating transfers and interfund transactions)

Fund	2013-2014 Actuals	2015-2016 Modified Budget	2017-2018 Budget
General Fund	$78,843,684	$87,998,323	$97,850,909
Special Revenue Funds			
Street	4,888,430	3,581,576	7,262,417
Arterial Street	3,668,024	7,396,849	10,208,113
Park Cumulative Reserve	433,519	86,000	86,000
Drug Seizure Fund	60,326	50,000	27,000
Debt Service Funds			
2008 GO Refunding Bond Redemption	1,374,603	1,638,827	812,000
LIFT GO Bond Redemption	1,444,540	3,323,700	3,991,300
2013 GO Bond Redemption	866,690	1,420,330	1,395,678
Capital Funds			
Capital Improvements	76,912,582	38,590,424	51,445,324
Construction & Acquisition	-	-	-
Utility Funds			
Combined Utility Systems	1,928	2,626,072	2,626,138
Water	9,525,507	13,186,622	10,732,439
Sewer	13,447,487	15,694,505	15,450,181
Storm & Surface Water	10,209,060	23,786,065	14,845,505
Internal Service Funds			
Equipment Rental	2,922,411	3,654,526	3,734,782
Self Insurance	1,968,671	2,329,027	2,913,336
Asset Replacement	2,296,992	2,402,568	2,353,838
Expendable Trust Funds			
Cemetery Endowment	-	-	-
Firemen's Pension Reserve	108,235	122,000	114,553
Total Appropriation All Funds	**$208,972,688**	**$207,887,414**	**$225,849,513**
Less Operating Transfers	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
Less Interfund Transactions	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
Total Appropriation All Funds Less Transfers	**196,859,649**	**173,794,897**	**201,600,024**
Biennium Beginning Fund Balance	**17,301,656**	**27,327,109**	**40,140,965**
Total Appropriation Plus Beginning Fund Balance	**$214,161,305**	**$201,122,006**	**$241,740,989**

2017 Beginning Fund Balance figure is based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

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

Providing Clear Direction for Spending

In 2016, Bothell's City Council affirmed 12 key goals for the 2017-2018 biennium. These goals were used by departments to determine their program service levels, staffing and operating needs, and ultimately their budget requests for the ensuing biennium. The City Manager used Council's priority directives to weigh department budget requests, and to prepare a comprehensive spending plan that focuses City resources towards achieving Council goals. Council's 2017-2018 Budget Goals.

Establishing and Prioritizing Needs

Council is set to adopt the City's 2017-2023 Capital Facilities Plan (CFP) in December 2016. The plan provides for approximately $246 million in needed capital and infrastructure investment such as land acquisition and improvements in facilities, transportation, utilities and parks.

The CFP helps define and streamline the City's budget process by first taking a thorough inventory of Bothell's capital needs and its available resources, in order to establish a realistic and achievable long-term plan to address the City's infrastructure needs. It should be noted that the CFP is a long-term planning document, while the budget actually appropriates funding for the projects. The 2017-2018 budget appropriates $57,528,000 in CFP investments. This figure includes facilities, transportation, utility and parks capital projects, as well as debt service.

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

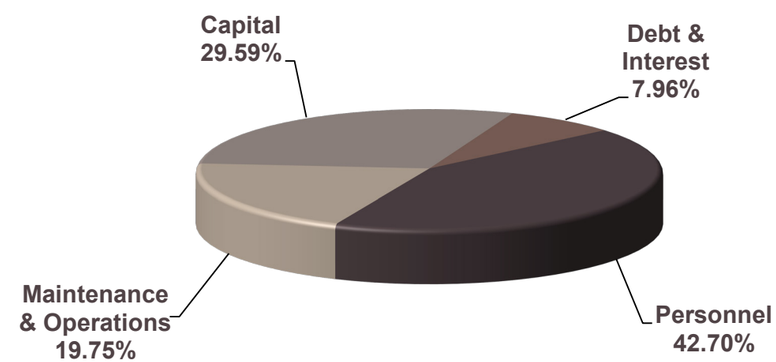
2017-2018 Citywide Budgeted Spending

Citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at $204,605,758 for the biennium. This is a 7.5% increase from budgeted spending in the previous biennium.

All Funds

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$70,632,802	$80,391,934	$87,364,265
Maintenance & Operations	31,074,923	35,951,402	40,414,971
Capital	38,905,552	60,473,489	60,543,691
Debt & Interest	39,991,516	13,595,163	16,282,831
Total Expenditures	**$180,604,793**	**$190,411,988**	**$204,605,758**

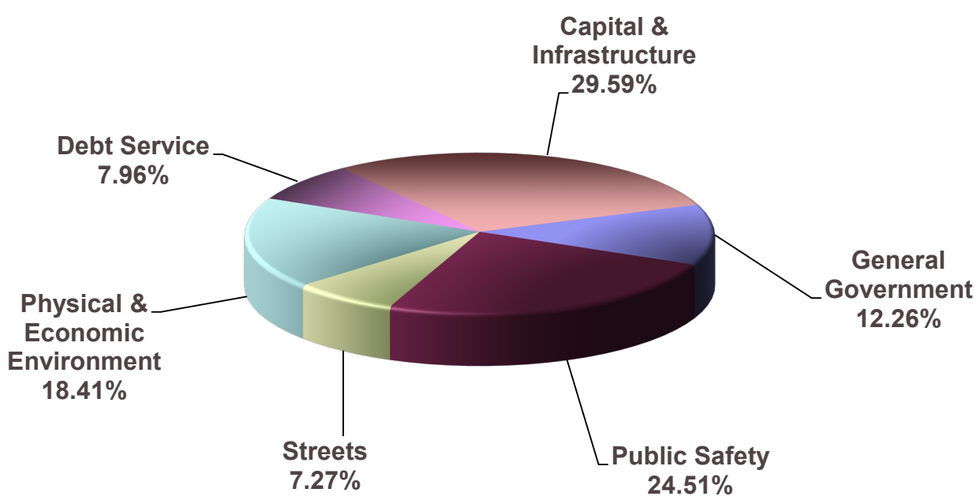
Total Expenditures excludes Operating Transfers and Interfund Transactions.



Expenditures by Function - All Funds

Source	2017-2018 Budget
General Government	$25,077,901
Public Safety	50,152,763
Streets	14,880,460
Physical & Economic Environment	37,668,112
Debt Service	16,282,831
Capital & Infrastructure	60,543,691
Total Expenditures	**$204,605,758**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



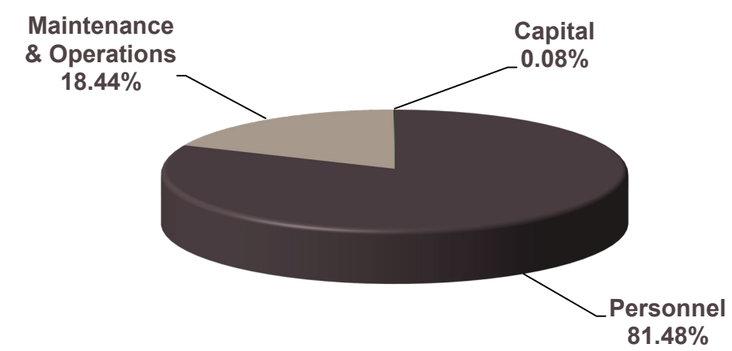
Expenditures Summary by Category - General Fund

2017-2018 General Fund Budgeted Spending

General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at $90,706,467 for the biennium, or 44.3% of citywide projected expenditures. This is a 9.4% increase over budgeted spending in the previous biennium.

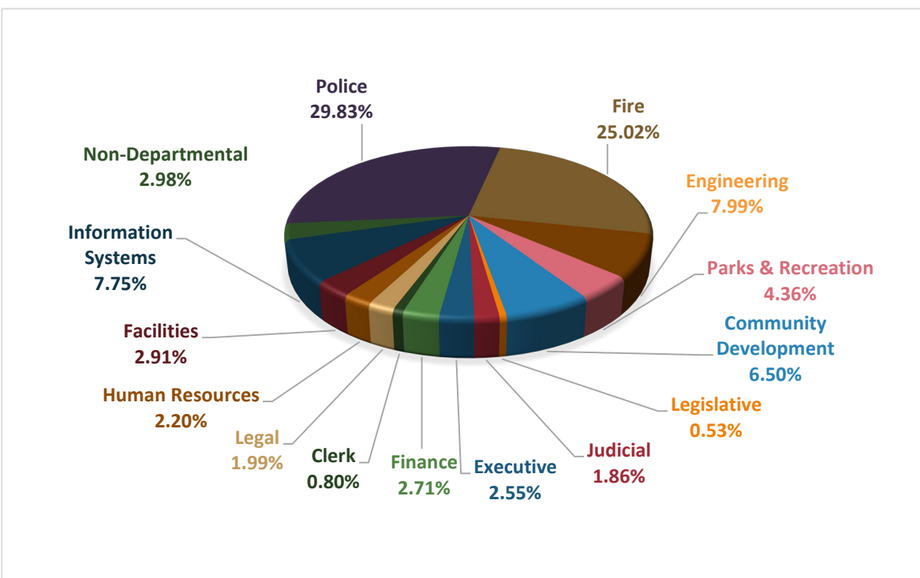
Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$61,240,726	$68,850,786	$73,906,319
Maintenance & Operations	12,167,226	13,967,665	16,723,148
Capital	639,349	90,000	77,000
Total Expenditures	**$74,047,301**	**$82,908,451**	**$90,706,467**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



Department	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Legislative	$446,008	$457,299	$484,968
Judicial	1,025,475	1,134,754	1,684,780
Executive	2,961,789	2,110,692	2,309,709
Finance	2,109,546	2,300,413	2,460,461
Clerk	556,198	619,881	724,542
Legal	1,534,513	1,795,812	1,806,521
Human Resources	1,471,658	1,687,537	1,999,272
Facilities	2,107,437	2,205,008	2,643,118
Information Systems	3,962,410	4,518,213	7,033,341
Non-Departmental	1,695,794	2,527,923	2,706,364
Police	22,560,160	25,273,853	27,058,258
Fire	19,654,335	21,351,260	22,693,709
Engineering	5,834,160	7,180,640	7,250,229
Parks & Recreation	2,745,422	3,500,404	3,951,306
Community Development	5,382,396	6,244,762	5,899,889
Total Expenditures	**$74,047,301**	**$82,908,451**	**$90,706,467**

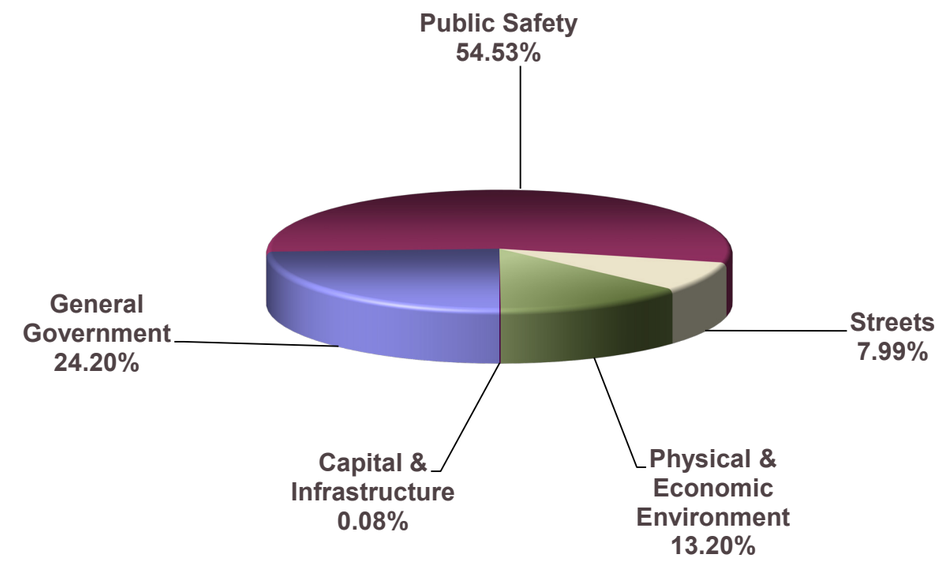
Total Expenditures excludes Operating Transfers and Interfund Transactions.



Expenditures by Function - General Fund

Source	2017-2018 Budget
General Government	$21,949,209
Public Safety	49,460,829
Streets	7,250,229
Physical & Economic Environment	11,969,200
Debt Service	-
Capital & Infrastructure	77,000
Total Expenditures	**$90,706,467**

Total Expenditures excludes Operating Transfers and Interfund Transactions.



RCW 43.09.002 grants authority to the Washington State Auditor to prescribe and audit the accounting and financial reports of local governments. The City's 2017-2018 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 - $25,077,901
General Fund - $21,949,209
Other City Funds - $3,128,692

General government expenditures are those that provide for the administration of the City. The following City functions are expensed under this expenditure type: Legislative (Council), Judicial (Municipal Court), Executive (City Manager's Office, Economic Development, non-capital Information Systems and Public Information), Finance, City Clerk, Legal, Human Resources, Facilities, Non-Departmental expenditures (excluding tourism promotion) and Self-Insurance.

In 2017-2018, these expenditures amount to $25,077,901 citywide, or 12.3% of the City's overall projected spending. This is a 23.7% increase from budgeted 2015-2016 spending.

In 2017-2018, the General Fund's share of the City's general government expenditures amount to $21,949,209, or 24.2% of the General Fund's overall projected spending. This is a 24.7% increase from budgeted 2015-2016 spending.

Citywide Public Safety Expenditures - $50,152,763
General Fund – $49,460,829
Other City Funds - $691,934

Public Safety expenditures include the City's Fire and Police Departments, as well as the City's Drug Forfeiture Fund. In 2017-2018, the projected cost of providing public safety services amounts to $50,152,763, or 24.5% of the City's overall projected budget. 2017-2018 public safety spending is 7.1% higher than budgeted 2015-2016 spending.

In 2017-2018, the General Fund's share of the City's public safety expenditures amount to $49,460,829, or 54.5% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to $3,078,254 (6.6%) more than budgeted 2015-2016 spending.

Citywide Transportation Expenditures - $14,880,460
General Fund - $7,250,229
Other City Funds - $7,630,231

Transportation expenditures include the Public Works Engineering Division, along with the City's Equipment Rental and Street Operating Funds. In 2017-2018, the projected cost of maintaining the City's current service level amounts to $14,880,460, or 7.3% of the City's overall projected budget. This is a 9.1% increase from budgeted 2015-2016 non-capital transportation spending.

In 2017-2018, the General Fund's share of the City's transportation expenditures amount to $7,250,229, or 8.0% of the General Fund's overall projected spending. This amount is 1.0% higher than budgeted 2015-2016 spending.

Citywide Utility and Community Environment Expenditures - $37,668,112
General Fund - $11,969,200
Other City Funds - $25,698,912

Utility and community environment expenditures include Public Works Engineering, Community Development, Parks and Recreation, Tourism, Nuisance Abatement and all three of the City's Utility Funds - Water, Sewer and Storm & Surface Water. In 2017-2018, the projected cost of providing these services amounts to $37,668,112, approximately 18.4% of the City's overall projected budget. This is an 1.0% decrease over budgeted 2015-2016 spending.

In 2017-2018, the General Fund's share of the City's community environment type expenditures amount to $11,969,200, or 13.2% of the overall General Fund projected budget. This is an increase of $320,828, or 2.8% higher than budgeted 2015-2016 community environment expenditures.

Citywide Debt Service Expenditures - $16,282,831
Other City Funds - $16,282,831

Citywide Debt Service expenditures in 2017-2018 amount to $16,282,831, or 8.0% of the City's overall projected budget.

Expenditures - Debt Schedules

The following two debt schedule charts detail the City's future debt service obligations: Schedule of Current Long-Term Debt Payments by Fund - Including Interest and Schedule of Long-Term Debt 2017 Through Maturity.

Schedule of Current Long-Term Debt Payments By Fund - Including Interest

Description	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	Balance 1/1/2017	Issued	Redeemed	Balance 12/31/2017	Due Within One Year
Governmental Activities									
GO Refund Bond	5/20/2008	12/1/2017	3.5-4.0%	$6,070,000	$695,000		$695,000		
GO Bond 2013A	6/25/2013	12/1/2017	.6-1.65%	1,520,000	385,000		385,000		
GO Bond 2013B	6/25/2013	12/1/2033	3-4.5%	8,145,000	8,145,000			8,145,000	390,000
GO 2014 LIFT Bond	1/3/2014	3/1/2039	2.0-5.0%	28,210,000	27,405,000		695,000	26,710,000	715,000
PWTW Loan PC12-951-22	6/1/2012	6/1/2031	0.005	8,000,000	6,706,846		447,123	6,259,723	447,123
COB City Hall Lease Revenue Bonds	7/1/2014	12/31/2039		49,625,000	48,625,000		1,000,000	47,625,000	1,250,000
Subtotal					$91,961,846	-		$88,739,723	
Business-Type Activities									
PWA Loan 98-791-007	10/15/1998	10/13/2018	1.00%	$1,890,000	$225,196		$112,599	$112,597	$112,599
Combined Utility Revenue Bonds	10/8/2014	10/8/2034	2.99%	$18,355,000	$17,200,000		$665,000	$16,535,000	$685,000
Construction Loan PC13-961-060	12/1/2014	12/1/2033	0.50%	$800,000	$728,258		$45,516	$682,742	$45,516
Subtotal				$21,045,000	$18,153,454	-	$823,115	$17,330,339	$843,115
Total				$122,615,000	$110,115,300	-	$4,045,238	$106,070,062	$3,645,238

Debt Limit Capacities

State law dictates that City debt cannot be incurred in excess of the following taxable percentages: 1.5% without a vote of the people; 2.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities; and 7.5% with a vote of the people, provided the indebtedness in excess of 2.5% is for utilities, parks or open space development. As of January 1, 2017, City debt limits were based on assessed property totaling $8,713,799,500.

General Obligation Debt Capacity as of January 1, 2017

Regular levy assessed value including annexations $8,713,799,500

Item	Without a Vote	With a Vote of the People			Total
	1.5%	1.0%	2.5%	2.5%	7.5%
Legal limit	$130,706,993	$87,137,995	$217,844,988	$217,844,988	$653,534,963
Outstanding net debt	91,561,510	695,000			92,256,510
Margin available	**$39,145,483**	**$86,442,995**	**$217,844,988**	**$217,844,988**	**$561,278,453**

Schedule of Long-Term Debt

Through 2018

Year	2017		2018		Totals
	Principal	Interest	Principal	Interest	
Governmental Activities					
GO Refund Bond	$695,000	$27,800			$722,800
GO Bond 2013A	385,000	6,353			391,353
GO Bond 2013B		307,163	390,000	307,163	1,004,326
GO 2014 LIFT Bond	695,000	1,301,225	715,000	1,280,075	3,991,300
PWTF Loan PC12-951-22	447,123	16,767	447,123	15,649	926,662
COB City Hall Lease Revenue Bonds	1,000,000	2,046,818	1,250,000	1,996,818	6,293,636
Subtotal	**$3,222,123**	**$3,706,126**	**$2,802,123**	**$3,599,705**	**$13,330,077**
Business-Type Activities					
PWA Loan 98-791-007	$112,599	$2,252	$112,599	$1,126	$228,576
Combined Utility Revenue Bonds 2014	$665,000	$651,369	$685,000	$624,769	$2,626,138
Construction Loan PC13-961-060	45,516	3,591	45,516	3,414	98,037
Subtotal	**$823,115**	**$657,212**	**$843,115**	**$629,309**	**$2,952,751**
Total	**$4,045,238**	**$4,363,338**	**$3,645,238**	**$4,229,014**	**$16,282,828**

Citywide Capital and Infrastructure Expenditures - $60,543,691

General Fund $77,000
Other City Funds - $60,466,691 (includes $6,829,534 in depreciation expense)

Capital and Infrastructure expenditures in 2017-2018 amount to $60,543,691, or 30.0% of the City's overall projected budget. This is a 4.2% increase from 2015-2016 capital spending, and provides for $3,235,654 in scheduled capital asset replacement, $376,500 in capital outlay, $6,829,534 in depreciation expense and $50,102,003 for capital projects, which was identified and funded in the City's adopted 2017-2023 Capital Facilities Plan (CFP).

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

The City's 2017-2023 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

Scheduled asset replacement is financed through an Internal Service Fund. Monies are allocated to this Fund each year based on the future cost and expected life of each asset. The City's Asset Replacement Fund is completely funded through 2018.

Capital outlay is defined as an expenditure (over $5,000) that results in the acquisition or addition to capital fixed assets. Capital assets include items such as land, buildings and equipment are expensed in the fund or department of the original purchase, and are then added to the City's asset replacement schedule.

Capital projects are accounted for in the City's Capital Improvements Fund and three Utility Funds. 2017-2018 capital projects are funded with resources such as: Real Estate Excise Tax (REET), utility-user fees, impact fees, mitigation fees, grants, bond proceeds, Asset Replacement Fund resources and proceeds from the sale of surplus properties.

The charts provided on the following four pages itemize the City's planned 2017-2018 capital spending.

Fund	Description	CFP Project #	2017	2018	Project Funding
001 General					
	Police - Vehicle for new UW Bothell Storefront Officer		$57,000		General Fund
	Fire - Technical Rescue Trailer		20,000		General Fund
			$77,000	-	
101 Street					
	Sidewalk REI - Flatbed truck with dump		$57,000		SS&SW Levy
	Sidewalk REI - Concrete mixing cart		19,500		SS&SW Levy
	Asphalt REI - Hot box, crackseal, tack machines		95,000		SS&SW Levy
	ROW REI - Flatbed truck with dump		57,000		SS&SW Levy
	ROW REI - 3/4-1 ton crew cab truck		38,000		SS&SW Levy
	CFP REI - Service truck		33,000		SS&SW Levy
			$299,500	-	
401 Water					
	Water Main Capital Replacement	W1	$50,000	$600,000	CFP
	Penn Park Reservoir Replacement	W7	320,000		CFP
	Morningside Water System Improvements*	W6	520,000		CFP
	Bloomberg Reservoir Painting	W10	121,000	710,000	CFP
	Downtown Revitalization - Main St Enhancements*	W11	430,145		CFP
	Downtown Revitalization - 96th Ave NE	W11	204,750		CFP
	Downtown Revitalization - NE 180th St	W11	149,000		CFP
			$1,794,895	$1,310,000	
402 Sewer					
	Sewer Main Capital Replacement*	S1	$855,300	$1,076,500	CFP
	Lift Station 3 Improvements*	S11	200,000		CFP
	Promontory Hillside Sewer Main Replacement*	S8	298,000		CFP
			$1,353,300	$1,076,500	
406 Storm & Surface Water					
	Annual Storm & Surface Water Capital Improvements*	SW1	$250,000	$650,000	CFP
	Sammamish River Side Channel Restoration*	SW12	125,000		CFP
	Horse Creek Improvements - plant monitoring	SW11	61,000	$62,000	CFP
	Downtown Revitalization - Westhill	SW13	91,000		CFP
	Downtown Revitalization - NE 180th St	SW13	26,000	494,000	CFP
	Blyth Park Erosion Control*	SW14	61,000	122,000	CFP
	Parr Creek Flood Mitigation*	SW16	25,000	125,000	CFP
	208th St SE Water Quality	SW17		100,000	CFP
	East Riverside Dr Drainage & Sediment	SW19	130,000	200,000	CFP
	Sammamish River & Waynita Creek Restoration	SW20		200,000	CFP
	Perry Creek & 228th St SE Culverts	SW22		390,000	CFP
	Monte Villa Drainage Improvements	SW23	250,000		CFP
			$1,019,000	$2,343,000	

Fund	Description	CFP Project #	2017	2018	Project Funding
305 Capital Improvement					
	Cedar Grove Park Field Improvements	P6	$505,000		CFP
	General Park Improvements	OP1	25,000	25,000	CFP
	Downtown Contaminated Soil Clean-Up*	T47	1,465,520	522,550	CFP
	Park Master Planning (NC Forest, Penn Park, Wayne Golf)	OP2	50,000	75,000	CFP
	Pedestrian Bridge Replacement at Park at Bothell Landing*	P24	2,007,000		CFP
	Bothell Crossroads - plant monitoring	T6	7,875	8,138	CFP
	Collector Corridor Safety Program	OP7	85,000	85,000	CFP
	Main Street Enhancement	T41	3,568,000	1,640,000	CFP
	North Creek Trail Section 3 - plant monitoring	T2E	5,000	5,000	CFP
	North Creek Trail Section 4*	T2G	392,577	682,914	CFP
	Beardslee Boulevard Widening	T70		169,275	CFP
	Stream Rockery Repair North of NE 190th Street	T78	8,000	42,000	CFP
	Bothell-Everett Highway Interim Rechannelization	T79	5,000	102,000	CFP
	Horse Creek Plaza*	P21	600,000		CFP
	Multiway Boulevard - Phase 2	T39	5,820,041	12,500	CFP
	Neighborhood Traffic Calming Program	OP5	100,000	100,000	CFP
	Bridge Inspection, Maintenance, Repair & Rehabilitation*	OP4	398,000	103,000	CFP
	Sidewalk/Walkway Program	OP6	330,000	756,000	CFP
	Annual Pavement Preservation Program	OP3	2,532,250	2,742,000	CFP
	SR 522 Stage 3*	T54	874,407	1,559,931	CFP
	Adaptive Signal Control System - Phase 1*	T65a	1,800,000		CFP
	228th St SE & 29th Dr SE Traffic*	T68	172,199		CFP
	Pedestrian Crossing Beacons at Beardslee Boulevard*	T67	10,131		CFP
	Bothell Way Sidewalk, 19300 Block	T69		13,000	CFP
	NE 188th St Non-Motorized Improvements	T71	1,380,000		CFP
	Meridan Ave S Pedestrian/Bike Improvements - Phase 1	T72	53,000		CFP
	19th Ave SE & 232nd St SE Pedestrian/Bike Improvements	T75	50,000	461,000	CFP
	19th Ave SE & 242nd St SE Pedestrian/Bike Improvements	T76	97,000		CFP
	7th Ave SE/88th Ave NE Non-Motorized Improvements	T77	20,000	115,000	CFP
	228th St SE Pavement Preservation	T80	179,000	1,263,000	CFP
	Citywide Child Pedestrian School/Park Zone Safety Program	OP8	50,000	50,000	CFP
	Safety Upgrade & Replacement Program	OP10	80,000	80,000	CFP
	Bicycle Program	OP11	25,000	25,000	CFP
	Comprehensive Plan - Transportation Element	OP13	20,000	20,000	CFP
	Adaptive Signal Control System - Phase 2	T65b	65,000	560,000	CFP
	1st Lt Nicholas Madrazo USMC Memorial Park*	P11	598,000	325,000	CFP
	Wayne Golf Course Acquisition	P27		6,085,000	CFP
	East Riverside Drive Trail	T81	25,000	25,000	CFP
	City Hall Tenant Improvements	N/A	150,000		Non-CFP
			$23,553,000	$17,652,308	

*Includes re-appropriation of 2016 expenditures that are not anticipated to be spent by December 31, 2016

2017-2018 Capital Spending

Fund/ Dept	Description	2017	2018	Project Funding
505 Asset Replacement				
Executive - Information Services				
	BCTV - field cameras (2)	$10,000		Replacement
	Server (1)	5,000		Replacement
	Ruggedized laptops (4,6)	20,000	30,600	Replacement
	ESX servers (3)		30,600	Replacement
		$35,000	$61,220	
Facilities				
	Courthouse - A/V room HVAC unit	$5,000		Replacement
	Police Station - server room UPS batteries	17,500		Replacement
	Police Station - interior paint (offices)	22,500		Replacement
	Downtown Fire - carpeting	52,500		Replacement
	Downtown Fire - tile flooring	20,000		Replacement
	Canyon Park Fire - interior paint	6,000		Replacement
	Canyon Park Fire - tile flooring	5,000		Replacement
	Public Works Shop 1 - de-icing station	20,000		Replacement
	Public Works Shop 1 - carpeting	6,000		Replacement
	Hannan House - roof*	11,000		Replacement
	Bothell Landing Schoolhouse - exterior paint*	5,000		Replacement
	Cedar Grove Park - caretaker's interior paint*	5,000		Replacement
	Police Station - HVAC unit #HP2A*		16,320	Replacement
	Police Secondary Bldg - interior paint		10,200	Replacement
	Downtown Fire - HVAC units #AHU1 & 2		32,640	Replacement
	Downtown Fire - HVAC unit #AHU3		12,240	Replacement
	Downtown Fire - HVAC units #AHU4 & 5		36,720	Replacement
	Downtown Fire - interior paint		26,520	Replacement
	Downtown Fire - equipment bay floor finish		20,400	Replacement
	Canyon Park Fire - carpeting		15,300	Replacement
	Bothell Landing - Beckstrom Cabin roof		5,100	Replacement
	North Creek Schoolhouse - roof		12,240	Replacement
	#63 - 2008 Chevy Express Van		28,000	Replacement
		$175,500	$215,680	

*Includes re-appropriation of 2016 expenditures that are not anticipated to be spent by December 31, 2016

Fund	Description	2017	2018	Project Funding
505 Asset Replacement				
Police				
	Live scan fingerprinting system	$20,054		Replacement
	P003 - 2013 Chevy Tahoe (Patrol)	52,000		Replacement
	P017 - 2014 Ford Interceptor Utility (Patrol)	52,000		Replacement
	P022 - 2010 Chevy Express Van (PSO)	60,000		Replacement
	P028 - 2009 Dodge Charger (Admin)	45,000		Replacement
	P037 - 2010 Chevy Tahoe (Investigations)	40,000		Replacement
	Traffic vehicle video cameras (5)*		33,262	Replacement
	Incident command vehicle equipment		35,700	Replacement
	Biohazard dry safe		8,874	Replacement
	P002 - 2014 Ford Interceptor Sedan (Patrol)		52,000	Replacement
	P012 - 2014 Ford Interceptor Sedan (Patrol)		52,000	Replacement
	P013 - 2014 Ford Interceptor Utility (Patrol)		52,000	Replacement
	P023 - 2010 Chevy Express Van (PSO)		60,000	Replacement
		$269,854	$293,836	
Fire				
	Hydraulic combo rescue tools	$24,000		Replacement
	Hydraulic heavy rescue tools	24,000		Replacement
	Rescue air bags	15,000		Replacement
	SCBA fill station - Downtown Fire	50,000		Replacement
	Thermal imagers (5)	90,000		Replacement
	Washer/extractor for bunker gear	12,000		Replacement
	F1417 - 2003 Chevy Impala (Training)	30,000		Replacement
	F2406 - 1999 Ford Explorer (CRR)	40,000		Replacement
	F2407 - 1999 Ford Explorer (CRR)	40,000		Replacement
	F2408 - 2002 Chevy Astro Van (Public Ed)	30,000		Replacement
	F8411 - 1994 Seagrave Fire Engine	500,000		Replacement
	Emergency Communications Center - equip upgrades		53,040	Replacement
	Smart board - Downtown Fire		5,100	Replacement
	Power Pro Stryker Gurneys (2)		51,000	Replacement
	Wildland skid load life detector		14,280	Replacement
	Zistos search camera		6,324	Replacement
	F8412 - 2001 Spartan Fire Engine		500,000	Replacement
		$855,000	$629,744	
Public Works & Pool Cars				
	#4 - 2001 GMC Sonoma (PW Engineering)	$26,000		Replacement
	#59 - 2009 Honda Civic Hybrid (pool)		26,000	Replacement
	#62 - 2009 Honda Civic Hybrid (pool)		26,000	Replacement
		$26,000	$52,000	

*Includes re-appropriation of 2016 expenditures that are not anticipated to be spent by December 31, 2016

2017-2018 Capital Spending

Fund/ Dept	Description	2017	2018	Project Funding
505 Asset Replacement				
Parks				
	Blyth Park - small picnic shelter	$16,000		Replacement
	Bloomberg Hill Park - playground equipment	24,650		Replacement
	Brickyard Rd Park - playground equipment*	25,000		Replacement
	Conifer View Park - playground equipment	30,000		Replacement
	Royal Oaks Park - playground equipment	24,650		Replacement
	William Penn Park - playground equipment	24,650		Replacement
	#P12 - 2010 TX Gator	18,000		Replacement
	Brickyard Rd Park - sports court		12,240	Replacement
	Conifer View Park - sports court		15,300	Replacement
	Royal Oaks Park - sports court		15,300	Replacement
	William Penn Park - sports court		12,240	Replacement
	Buffalo mower/blower*		5,610	Replacement
		$162,950	$60,690	
Community Development				
	Microfiche reader*	$6,000		Replacement
	#44 - 2007 Ford Focus	18,000		Replacement
	#46 - 2007 Ford Focus	18,000		Replacement
		$42,000	-	
Street				
	Grinder	$6,000		Replacement
	Hot tar machine	9,000		Replacement
	Service truck sanding attachment	15,000		Replacement
	#37 - 2006 Caterpillar backhoe	90,000		Replacement
	#43 - 1987 Garland trailer	10,000		Replacement
	#98 - 1998 Vermeer chipper*	35,000		Replacement
	#2 - 2008 Toyota Prius		30,000	Replacement
	#70S - Sanding attachment for truck #70		40,000	Replacement
		$165,000	$70,000	
Water				
	#56 - 1992 I/R generator	$25,000		Replacement
	#WTR1 - 1980 Garland trailer	10,000		Replacement
		$35,000	-	
Sewer				
	#51 - 2008 Workhorse box van		$80,000	Replacement
Storm				
	#68 - 1992 NW Custom equipment trailer	$7,000		Replacement
		$7,000	-	
	Total	$29,869,199	$23,844,958	

*Includes re-appropriation of 2016 expenditures that are not anticipated to be spent by December 31, 2016
Totals do not include depreciation or amortization expense totaling $6,829,534

2017-2018 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
General	Finance / HR Allocations - from Water, Sewer, Storm	$463,658	
	Legal Allocations - from Water, Sewer, Storm	99,554	
	Executive / Clerk Allocations - from Water, Sewer, Storm	310,714	
	Information Services Allocations - from Water, Sewer, Storm	392,914	
	Facilities Allocations - from Water, Sewer, Storm	279,376	
	IS Hardware/Software Upgrades - from Capital Imp Fund	1,100,000	
	Fleet & Equipment Rental Allocations		2,454,390
	Self-Insurance Departmental Allocations		1,927,936
	Business License Fee Transfer to Street Fund		1,000,000
	Subsidy to Self-Insurance Fund		462,116
	City Hall Lease Payment - to Capital Improvement Fund		1,000,000
	IS Equipment Replacement - to Asset Replacement Fund		300,000
Street	Business License Fee Transfer from General Fund	1,000,000	
	Fleet & Equipment Rental Allocation		283,064
	Self-Insurance Allocation		185,170
Arterial Street	Capital Facilities Plan transfer to Capital Improvement Fund		4,028,656
LIFT GO Bond	LIFT Bond transfer from Capital Improvement Fund	1,991,300	
2013 GO Bond	2013 GO Bond transfer from Capital Improvement Fund	1,395,678	
Capital Improvement	Capital Facilities Plan transfer from Arterial Street Fund	4,028,656	
	City Hall Lease Payment - from General Fund	1,000,000	
	IS Hardware/Software Upgrades - to General Fund		1,100,000
	LIFT Bond transfer to LIFT GO Bond Fund		1,991,300
	2013 GO Bond transfer to 2013 GO Bond Fund		1,395,678
Combined Utility System	Revenue bond debt service from Water Fund	553,964	
	Revenue bond debt service from Sewer Fund	251,012	
	Revenue bond debt service from Storm & Surface Water Fund	1,821,162	
	Revenue bond transfer to Water Fund		431,145
	Revenue bond transfer to Sewer Fund		333,000
Water	Revenue bond proceeds from Combined Utility Systems Fund	431,145	
	Revenue bond debt service to Combined Utility Systems Fund		553,964
	Information Services Allocation - to General Fund		98,238
	Finance / HR Allocation - to General Fund		116,726
	Legal Allocation - to General Fund		25,062
	Executive / Clerk Allocation - to General Fund		78,222
	Facilities Allocation - to General Fund		72,862
	Fleet & Equipment Rental Allocation		196,686
	Self-Insurance Allocation		71,636

Fund	Description	Transfers In	Transfers Out
Sewer	Revenue bond proceeds from Combined Utility Systems Fund	$333,000	
	Revenue bond debt service to Combined Utility Systems Fund		251,012
	Information Services Allocation - to General Fund		86,748
	Finance / HR Allocation - to General Fund		111,916
	Legal Allocation - to General Fund		24,030
	Executive / Clerk Allocation - to General Fund		74,998
	Facilities Allocation - to General Fund		71,316
	Fleet & Equipment Rental Allocation		235,874
	Self-Insurance Allocation		22,676
Storm/Surface Water	Revenue bond debt service to Combined Utility Systems Fund		1,821,162
	Information Services Allocation - to General Fund		207,928
	Finance / HR Allocation - to General Fund		235,016
	Legal Allocation - to General Fund		50,462
	Executive / Clerk Allocation - to General Fund		157,494
	Facilities Allocation - to General Fund		135,198
	Fleet & Equipment Rental Allocation		564,768
	Self-Insurance Allocation		139,794
Equipment Rental	General Fund Fleet Allocation	2,454,390	
	Street Fund Fleet Allocation	283,064	
	Water Fund Fleet Allocation	196,686	
	Sewer Fund Fleet Allocation	235,874	
	Storm Fund Fleet Allocation	564,768	
	Fleet Replacement Transfer - to Asset Replacement		1,949,238
	Self-Insurance Allocation		4,008
Self-Insurance	Self-Insurance Allocation - General Fund	1,927,936	
	Self-Insurance Allocation - Street	185,170	
	Self-Insurance Allocation - Water	71,636	
	Self-Insurance Allocation - Sewer	22,676	
	Self-Insurance Allocation - Storm	139,794	
	Self-Insurance Allocation - Equipment Rental	4,008	
	Subsidy from General Fund	462,116	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	1,949,238	
	IS Equipment Replacement - from General Fund	300,000	
	Total Operating Transfers & Interfund Transactions	**$24,249,489**	**$24,249,489**

Operating transfers and interfund transactions are excluded from the total adopted budget so that expenditures and revenues are not overstated due to these items being accounted for in more than one fund. Operating transfers and interfund transactions happen for a variety of reasons. Transfers are made to subsidize projects in other funds, to pay for costs in one fund associated with operations in another fund, when revenue is required to be accounted for in one fund but can be used to support a portion of a project in another fund, or when one fund is providing services to another fund.

2017-2018 One Time Expenditures

Dept	Description	2017	2018
Information Services	Software/hardware upgrades - Finance, Police, Fleet/Facilities	$863,000	$237,000
	Total Information Services	**$863,000**	**$237,000**
Police	Vehicle for new UW Bothell Storefront Officer	$57,000	-
	Total Police	**$57,000**	**-**
Fire	Technical Rescue Trailer	$20,000	-
	Total Police	**$20,000**	**-**
Public Works Engineering	Transportation comprehensive plan update - Canyon Park Re-Visioning	$10,000	$10,000
	Total Public Works/Engineering	**$10,000**	**$10,000**
Community Development	Lean training	$40,000	-
	Plan & Code amendment - Canyon Park Re-Visioning	50,820	-
	Total Community Development	**$90,820**	**-**
	Total General Fund One-Time Expenditures	**$1,040,820**	**$247,000**

Fund Balance

The City strives to maintain assigned reserves within the General Fund's fund balance equivalent to 15% of the General Fund's average biennial operating expenditures. General Fund reserves protect against unanticipated revenue shortfalls. Reserves help ensure that in the event of a sudden or unexpected economic change, the City's immediate operating and capital obligations could still be met without compromising the City's fiscal stability or services to its citizens.

Classifications of Fund Balance

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

General Fund Estimated Ending Fund Balance at 12/31/18	
Impressed Funds	$16,750
Total Nonspendable Fund Balance	**$16,750**
Tourism (Lodging Tax)	$1,002,536
Donated Funds	116,468
Forfeited Proceeds (Police)	11,746
Total Restricted Fund Balance	**$1,130,750**
General Fund Reserves	$2,835,104
Total Assigned Fund Balance	**$2,835,104**
2018 General Fund Estimated Ending Fund Balance	**$3,982,604**

Sound spending of assigned and unassigned fund balance is vital to maintaining stability in meeting future years' operating costs. Sound spending principles presume using available fund balance for one-time, nonrecurring expenditures such as:

- Capital purchases.
- Capital improvements.
- Land acquisition.
- Replenishing/augmenting reserves.

Fund Balance

See the "2017-2018 Budget Overview" chart at the end of this section for projected fund balances for all City Funds at 12/31/2018.

By the end of the 2017-2018 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than $100,000:

Fund	Amount	Description
Capital Projects Fund		
Capital Improvements	$1,467,262	Per Capital Facilities Plan
Utility Funds		
Water	$1,041,903	Per Capital Facilities Plan
Internal Service Funds		
Asset Replacement	$1,813,578	Per Asset Replacement Plan

Special Revenue Funds operate using Restricted Funds or through a General Fund subsidy. In both instances the fund balance is intended to provide the service or complete the project for which the City received the restricted funds, or to reduce the General Fund subsidy required in the subsequent budget period.

Utility and Internal Service Funds are funded by user fees. Their billing rate structures are designed to fully cover the costs of providing the service and to finance future capital improvement projects and/or scheduled asset replacement needs. Fund balances in these funds that are not designated as emergency or operating reserves are designated for future one-time capital spending.

Budget Overview

Fund	Projected* Balance 12/31/2016	2017 Projected Revenues	2017 Expenditure Appropriation	Projected Balance 12/31/2017	2018 Projected Revenues	2018 Expenditure Appropriation	Projected Balance 12/31/2018
General	$3,982,604	$48,366,576	$48,534,309	$3,814,871	$49,484,333	$49,316,600	$3,982,604
Special Revenue Funds							
Street	64,460	3,716,043	3,409,516	370,987	3,546,374	3,182,787	734,574
Arterial Street	6,836,297	3,617,283	1,944,318	8,509,262	6,590,830	2,084,338	13,015,754
Park Cumulative Reserve	2,427,344	43,000	-	2,470,344	43,000	-	2,513,344
Drug Seizure Fund	33,170	13,000	8,500	37,670	14,000	8,500	43,170
Debt Service Funds							
2008 GO Refunding Bond	696	812,000	722,800	89,896	-	-	89,896
LIFT GO Bond Redemption	-	1,996,225	1,996,225	-	1,995,075	1,995,075	-
2013 GO Bond Redemption	-	698,515	698,515	-	697,163	697,163	-
Capital Funds							
Capital Improvements	15,026,355	30,789,520	29,621,449	16,194,426	20,655,804	23,291,137	13,559,093
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Combined Utility Systems	764,145	1,316,369	2,080,514	-	1,309,769	1,309,769	-
Water❖	3,024,988	5,503,647	6,869,097	2,400,138	5,228,792	6,437,845	1,983,085
Sewer❖	3,411,271	7,804,785	8,459,428	3,332,628	7,645,396	8,161,747	3,428,277
Storm & Surface Water❖	2,020,361	7,893,972	7,067,937	4,044,491	6,951,533	8,506,151	3,747,873
Internal Service Funds							
Equipment Rental❖	188,587	1,867,391	1,841,952	219,791	1,867,391	1,892,825	200,431
Self Insurance	18,842	1,430,169	1,372,489	76,522	1,483,167	1,440,845	118,844
Asset Replacement❖	1,914,213	1,181,919	3,148,496	753,636	1,171,919	2,659,920	100,635
Expendable Trust Funds							
Cemetery Endowment	84,013	-	-	84,013	-	-	84,013
Firemen's Pension Reserve	343,619	56,918	45,000	355,537	57,635	50,000	363,172
Subtotal	**$40,140,965**	**$117,107,332**	**$117,820,545**	**$42,754,212**	**$108,742,181**	**$111,034,702**	**$43,964,765**
Less Operating Transfers		8,938,249	8,938,249		7,679,022	7,679,022	
Less Interfund Transactions		3,789,610	3,789,610		3,842,608	3,842,608	
Total	**$40,140,965**	**$104,379,473**	**$105,092,686**	**$42,754,212**	**$97,220,551**	**$99,513,072**	**$43,964,765**

*Figures are based on actual 2016 1st-3rd quarter and projected 4th quarter receipts and spending, not on budgeted appropriation.

❖Depreciation expense does not impact liquid fund balance.

Depreciation is budgeted annually as follows:

	2017	2018		2017	2018
Water	$740,600	$792,000	Storm & Surface Water	$1,198,095	$1,258,000
Sewer	576,000	612,000	Equipment Rental	5,765	6,074
			Asset Replacement	806,000	835,000

General Fund

The General Fund consists of the following funds:

Executive
Finance
Legal
Human Resources
Police
Fire & EMS
Public Works
Parks & Recreation
Community Development

Executive Department

The Executive Department consists of 6 divisions:

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

Executive Department

Executive Department

The Executive Department consists of four divisions: Office of the City Manager, City Clerk, Communications/Public Information and Information Services.

The administrative affairs of the City are managed by the Executive Department. The City Manager serves as the administrative head and Chief Executive Officer of the City government, with support from the Assistant City Manager.

Some of the key projects included in the 2017-2018 Executive Department budget proposal include:

- Continue implementing the Downtown Revitalization Plan, including fostering development of a strong retail, service and entertainment base to create a vibrant, attractive Downtown. Continuing specific and key activities include:
  - Implementation of environmental clean-up to get Downtown properties "shovel-ready" for revitalization.
  - Recruit employers and retail for vacant space and new development.
  - Sell remaining surplus City properties for development consistent with the downtown plan.
  - Continue to advance and improve development services to promote reliability and predictability for those who invest in Bothell.
  - Enhancing corridor connections between Downtown and the University of Washington Bothell/Cascadia College campus.

Executive Department

Office of the City Manager

The primary mission of this Office is to implement all Council policy decisions, create an organizational culture that results in the delivery of excellent municipal services to the community, and efficiently direct the City's operations and activities. In addition, the Public Information function, City Clerk Division, Information Services Division, Municipal Court Administration and Economic Development function report directly to the Office of the City Manager.

The City Manager is appointed by the City Council and is the Chief Executive Officer of the municipal government. The City Manager is responsible for assisting the Council in policy formation and is accountable to them for the proper administration of all affairs of the City through professional leadership and management practices.

Communications/Public Information

The Public Information function responsibilities include managing public relations, marketing, media relations, emergency communications and community relations/ outreach for the City of Bothell. Communication tools include (but are not limited to) social media, print, radio and television media sources, news releases, the City's Website, Bothell Community Television (BCTV) Channel 21 and the *Bothell BRIDGE* quarterly newsletter.

Economic Development

The City economic development program assures proactive economic activities to promote the growth and retention of existing businesses and industries and the recruitment of new business and industry by focusing on primary job development, commercial recruitment, strategic public investments and regional advocacy. This function is shared between the City Manager's Office and the Department of Community and Economic Development.

Office of the City Manager

Implement City Council's goals and priorities

~ Facilitate Council's annual retreat to provide the opportunity to develop and update the City's goals and priorities.
~ Provide organizational leadership to ensure staff understanding of the City's goals and priorities, as well as appropriate utilization of resources.
~ Assure that the organization is as efficient as possible and meets organizational needs.
~ Implement financial options to ensure that the long-range financial plan provides the necessary resources to sustain the City's levels of service and capital programs.

Promote the City's interests in regional matters with other city, county and State officials

~ Provide timely response to Council requests for information on regional issues.
~ Work to ensure that the City is represented on regional committees and boards; provide and/or coordinate staffing support for Council Members serving on regional and statewide committees and boards.

Provide consistent leadership to the organization

~ Provide the necessary information, support and guidance for the successful completion of projects by staff.
~ Promote an atmosphere of effective support, training, opportunity and recognition for staff.
~ Promote an atmosphere of excellence in customer service.

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

~ Develop and distribute solicitation materials for possible purchase and development of City surplus property not needed to accommodate public facilities, streets or other public amenities.
~ Negotiate development agreements for the Downtown revitalization.
~ Advance City Hall/City Center Development under public-private development approach.

Continue Financial Sustainability

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

Advance key public investments as part of the downtown revitalization activities

~ In accordance with the City's Capital Facilities Plan and adopted Budget, provide executive oversight and leadership for continuation of the financing, and construction of infrastructure projects.

2017-2018 Outcomes & Activities

~ Ensure a plan for utility infrastructure to allow development to occur based on the desired schedule.

Oversee the Development Services Initiative

~ Provide executive leadership, guidance and direction to maintain and update the Development Services Action Plan.
~ Continue to advance the goals of this initiative.

Communications Function

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

~ Utilize public relations tools such as social media, BCTV Channel 21/26, the City's Website, the City's newsletter and other means of communications.
~ Provide information to encourage citizen understanding and participation in City government, as well as, educate and inform citizens on City issues and initiatives.
~ Work effectively with local and regional media outlets to provide clear, accurate and timely information about City issues, events and emergency situations.
~ Work interdepartmentally to communicate and manage City key messages and outreach on capital investment projects.

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

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

Economic Development Function

Update the Economic Development element of the Bothell Comprehensive Plan

Cultivate an active and economically vibrant Downtown

~ Recruit and retain private investors for development.
~ Recruit commercial tenants for office and retail space.
~ Acquire needed real estate for the implementation of public capital projects.
~ Market the Downtown to the commercial real estate industry in the region and nationally.
~ Serve as a business and development liaison for the City.

Foster the growth and expansion of family-wage jobs in Bothell

Foster the growth and expansion of a stable City tax base

~ Promote the Bothell Discovery Center for State legislative funding.

Leverage the Visitor Promotion program to foster growth in local businesses

2015-2016 Accomplishments

Office of the City Manager

- ✓ Provided leadership of municipal services.
- ✓ Provided leadership and direction related to revitalization of the City's downtown.
- ✓ Facilitated retreats for City Council to set annual goals.
- ✓ Updated and brought the Capital Facilities Plan to Council for approval, thereby making important public investments.
- ✓ Completed City Center/City Hall.
- ✓ Established BART to assist downtown businesses following the major fire of July 22, 2016.

Communications Function

- ✓ Produced the grand opening for the new City Hall, about 500 citizens attended.
- ✓ Redesigned the City Website, offering more online services for citizens, businesses and visitors.
- ✓ Developed and launched the new community outreach program, Community Conversations.
- ✓ Produced the *Bothell Bridge* quarterly newsletter.
- ✓ Reinvigorated the City's use of social media, by posting regularly on Facebook and Twitter and responding to inquiries.
- ✓ Managed media relations for the City, including informing media of special events, road closures, City accomplishments and opportunities for public engagement.

Economic Development Function

- ✓ Facilitated the establishment/location of the Juno Therapeutics facility in Bothell.
- ✓ Negotiated and secured purchase and sale agreements for downtown redevelopment properties.
- ✓ Managed development agreements with downtown developers.
- ✓ Pursued legislative support for environmental remediation of downtown properties.

Visitor Development

- ✓ Planned and coordinated the second annual Bothell Beer Festival.
- ✓ Promoted Bothell's ongoing partnership between Woodinville wineries and Bothell hotels.
- ✓ Overhauled the ExploreBothell.com Website.
- ✓ Supported the re-establishment of the Christmas tree lighting ceremony.
- ✓ Supported the Bothell Biomedical Start-Up Weekend.
- ✓ Initiated the Canyon Park visioning process.

Performance Measures

Office of the City Manager

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of Council's top goals completed	100%	100%	100%	100%
% of Department goals achieved	100%	100%	100%	100%
Conduct 3 State of the City meetings for staff annually	3	1	3	3

Communications Function

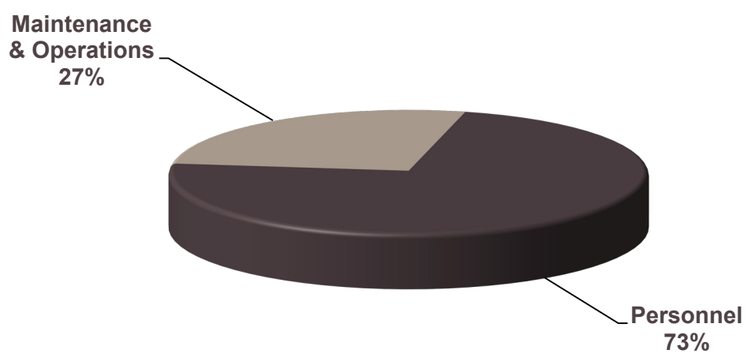
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Publish Bothell Bridge quarterly	8	8	4	4
Increased Bothell's presence, post reach & post engagement on social media (Facebook & Twitter) by posting at least three times/week on each platform	No target set	118 Facebook posts in first 6 months of 2016 1,248 Tweets as of June 2016 since account launched in 2009	200	200
Increase # of "Likes" on Facebook	1,000	2,284 (June)	3,000	3,500
Increase # of followers on Twitter	No target set	2,658 (June)	3,000	3,500
Website overhaul	Issue RFP, launch	Redesign complete, site launched	Conduct usability testing every 6 months	Conduct usability testing every 6 months
Community Conversations program	Develop & launch	Launched, completed 7 conversations	TBD	TBD

Total Executive Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,691,967	$1,762,845	$1,685,869
Maintenance & Operations	841,624	347,847	623,840
Capital	428,198	-	-
Total Expenditures	$2,961,789	$2,110,692	$2,309,709
Annual Cost Per Capita	$77.85	$48.73	$50.98

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are decreasing $76,976 in 2017-2018. Salary step, cost of living, pension and insurance increases are partially offset by the elimination of the Senior Management Analyst position in 2018, following a staff retirement.
- The $275,993 increase in maintenance and operations costs is entirely attributable to the Public Defender function moving from the Legal Department beginning in 2017-2018.

Legislative

Legislative

The Mayor and City Council (comprising the Legislative Branch) serve as the elected representatives of Bothell citizens. As the legislative and policy-making body of the City, it is their mission to provide effective community leadership and to formulate sound public policy that meet the community's needs.

The City Council:

- Represents the citizens of Bothell by receiving citizen input, by working with advisory boards, and by maintaining intergovernmental relations at the local, state and federal levels.
- Formulates legislation in the form of ordinances and resolutions.
- Establishes and enacts public policy by setting goals and allocating resources.
- Appoints the City Manager.

DRAFT

City of Bothell™

Bothell Road Map

"For a Day or a Lifetime"

VISION

"Bothell is a vibrant, 'green,' mid-sized city, still with a 'small town' feel. Bothell has balanced both managed growth/economic development and environmental protection/ neighborhood liveability. Bothell is first a community of quality residential neighborhoods, with an active downtown, a vibrant college campus, multiple business centers, and light industrial park areas. Because of its strong, diverse, commercial/ light industrial economy, Bothell services are high quality and comparatively affordable. Bothell's streets are walkable, multi-modal, with local and regional transit availability. Bothell has a mix of active parks and recreation available city-wide, and several large open space areas preserved and protected. Our citizens are informed, involved, and connected by events and activities. Bothell is proud of its past and future.

STRATEGIES

- Quality of Life/Liveability
- Involved and Informed Community Partnerships & Volunteers
- Community Events and Activities
- Safe and Secure
- Quality and Affordable City Services
- Financial Stability
- Diverse Economy and Local Jobs
- Technologically "Smart" Community
- Diverse Housing for All
- Involved/Engaged City Workforce

VALUES

- Respect for All and Differing Viewpoints
- Welcoming, Open and Transparent Government
- Integrity and Honesty as Foundation of Trust
- Professional Pride in Serving the Public Interest
- Involved and Engaged City Workforce Teams

COUNCIL 2017-2018 GOALS

1. Safe Streets and Sidewalks
2. Main Street Enhancements
3. Heroin Addiction Action Plan
4. City-Wide Technology Strategy
5. Fire and E.M.S. Training & Equipment
6. Community Events & Activities
7. Start Canyon Park Master Planning
8. Complete Downtown Redevelopment
9. Affordable Housing Strategy
10. Wayne Golf Course Plan and Purchase
11. Parks & Recreation/Open Space Partnerships
12. City-Wide Teambuilding, Training, & Organizational Development

NOTE: Goals are numbered for reference and not prioritized.

September 2016

Encourage greater citizen involvement in the City's policy setting process, operations and capital planning and other public issues or local concerns

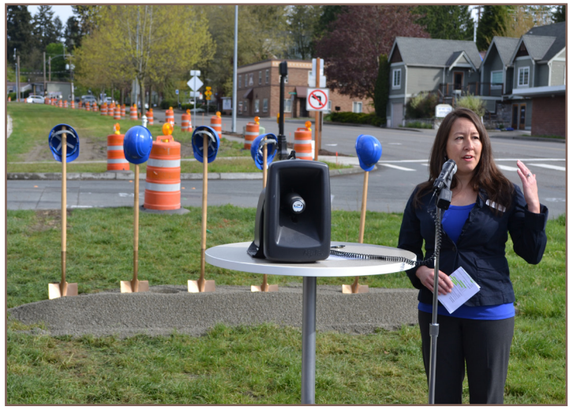
~ Create opportunities for citizens to be involved in their community.
~ Provide timely and thorough responses to citizen comments and complaints.

Provide effective and efficient governance

~ Set annual goals and priorities.
~ Legislate and govern at the "30,000 foot level", this allows Council to address multiple issues at the policy level.
~ Provide clear policy direction to staff based on "corporate" position.

2015-2016 Accomplishments

- ✓ Held annual retreats to establish goals for each year as well as a special retreat in 2016 regarding the budget, teamwork and communication.
- ✓ Conducted a review of Parliamentary procedures.
- ✓ Received the 2015 and 2016 WellCity Award.
- ✓ Received the Bravo Award for work with the Friends of the North Creek Forest in obtaining grant funding.
- ✓ Elected the Mayor and Deputy Mayor.
- ✓ Approved the contract for and rolled out the new website.
- ✓ Officially named the Horse Creek Plaza.
- ✓ Approved the Recology CleanScapes contract for solid waste collection and recycling.
- ✓ Established the Transportation Benefit District.
- ✓ Received the GreenRoads Silver Certification for the Crossroads Project and the Bronze Certification for the Multiway Boulevard project.
- ✓ Approved and completed a community survey.
- ✓ Declared numerous downtown blocks surplus and approved the Purchase and Sale Agreements for those blocks - including A, P, D, N, O, E/F/G and City Center.
- ✓ Approved the acknowledgement allowing Forterra NW to purchase both the Front and Back Nine of the Wayne Golf Course and approved a $35,000 appropriation.
- ✓ Approved the Safe Street and Sidewalk Levy Lid Lift Ballot Measure for the November 8, 2016 Election.
- ✓ Approved a resolution authorizing grant applications for several Recreation and Conservation Office (RCO) grants.
- ✓ Authorized a contract with Slavin Consulting for the new city manager recruitment.
- ✓ Approved the Class and Compensation Study.
- ✓ Approved the Purchase and Sale Agreements for two of three remaining North Creek Forest parcels in private ownership.



- ✓ Held a joint meeting with the Northshore School District and both entities committed to having joint meetings on a regular basis.
- ✓ Declared an Emergency Proclamation due to the Mercantile/ Downtown fire allowing the City to provide appropriate emergency assistance and to enter into contracts and incur the necessary obligations without regard to time consuming procedures.

Performance Measures

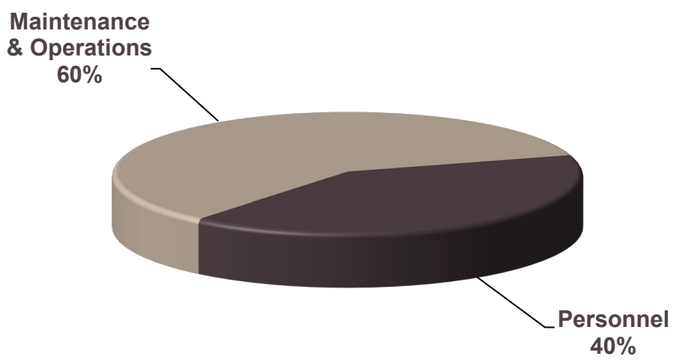
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of Council Member attendance at scheduled meetings (including excused absences)	100%	99%	100%	100%
% of consent items on consent agenda approved by Council	96%	96%	100%	100%
% of council agendas completed as scheduled	100%	95%	100%	100%
# of Council meeting hours per year	150	150	150	150

Total Legislative Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$168,337	$190,519	$195,548
Maintenance & Operations	277,671	266,780	289,420
Capital	-	-	-
Total Expenditures	$446,008	$457,299	$484,968
Annual Cost Per Capita	$11.72	$10.56	$10.70

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Maintenance and operations costs are increasing by $22,640. This is due to the biannual citizen survey, which was not budgeted in 2015-2016.

Judicial/Municipal Court

Back to Table of Contents

Judicial/Municipal Court

The Judicial Branch is the Municipal Court which provides services related to all infraction and criminal misdemeanor and gross misdemeanor incidents that occur within the City of Bothell and are filed with the Court. The Municipal Court also provides passport processing services.

PASSPORT SERVICES

No Longer Available

is moving soon to the Customer Counter in the New City Hall

Passport Service hours are currently Friday 9:00 am - 4:00 pm at the Municipal Court

2017-2018 Outcomes & Activities

Pursue procedures that are efficient and effective for Court operations

~ Review and update the procedures manual to ensure that the latest processes are clear and current.
~ Distribute even workloads and provide cross training on all essential duties.
~ Partner with the King County Relicensing program to give offenders the opportunity to regain their license.
~ Utilize probation services to increase jail alternatives thereby reducing jail costs and to help reduce recidivism.

Meet or surpass trial Court performance standards

~ Ensure that 100% of criminal cases are set for trial within 90 days of their first appearance in court.
~ Guarantee that 100% of civil infractions are set within 120 days of the hearing request.

Be accountable to the public and participants in the system

~ Lead quarterly Court stakeholder meetings to improve effectiveness and communication.
~ Commit Court resources to allow greater access to justice for the public.
~ Continue the Judges in the Community (Street Law) program at Bothell High School.

Promote diversity and excellence through training

~ Continue education for the Court staff through professional training offered by the Administrative Office of the Courts, District and Municipal Court Management Association and District and Municipal Court Judges Association.
~ Explore additional staff training opportunities available within the community.

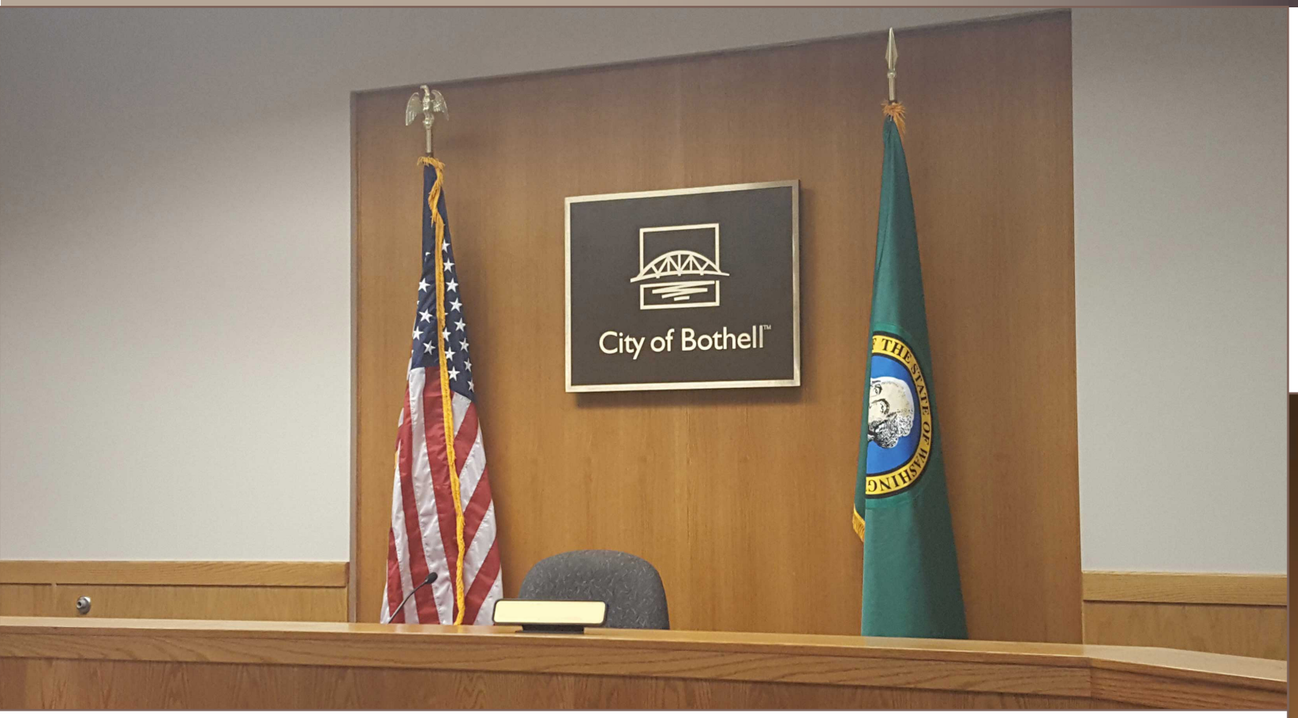
Promote an atmosphere of trust and confidence in the judicial system

~ Continue to expand the Bothell Youth Court program, which provides mentoring opportunities for students and reduces recidivism in youth offenders.
~ Continue participation in the Street Law project - whereby the Judge participates in teaching high school students about law, democracy and human rights.
~ Enhance the City's Website content regarding Court information and other services including updated user-friendly forms, website links and resources to improve citizen access to critical information.

Provide a safe work environment

~ Continue to contract with a professional security service for excellent court security.
~ Perform regular testing of the Court security systems.
~ Train and perform drills pertaining to Emergency Evacuation Procedures.
~ Work with the Safety Committee to bring relevant safety training to the Court staff.

2015-2016 Accomplishments



- ✓ Continued the successful Bothell Youth Court Traffic program.
- ✓ Signed a contract with Providence Community Corrections (PCC) for probation services.
- ✓ Installed a new court audio system improving the quality of court recordings to ensure that we maintain an accurate record.
- ✓ Signed a contract with 1Lingua for interpreter services.
- ✓ Successfully created a temporary probation service when PCC dissolved, ensuring that offenders continued probation services and worked with partners to develop a long term solution.
- ✓ Performed audits to ensure that all cases had proper accounting set up, enabling the court to receive appropriate revenue and to ensure that all old cases were properly sorted for destruction thereby reducing liability.
- ✓ Developed court administrative records retention policies in compliance with Washington State Courts GR 31.1.

Performance Measures

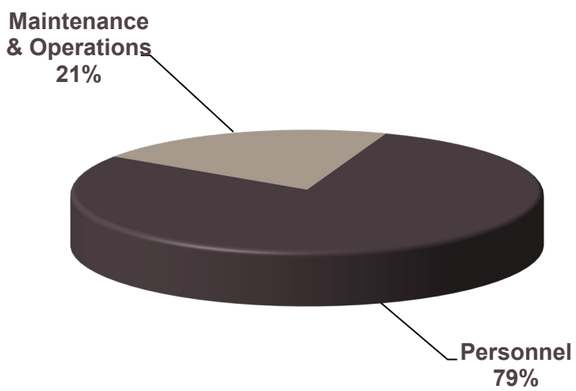
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Criminal trials set within 90 days of a speedy trial	100%	100%	100%	100%
Traffic hearings set within 120 days of a speedy trial	100%	100%	100%	100%
Active probation cases monitored for compliance every 30 days	N/A	N/A	100%	100%

Total Judicial/Municipal Court Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$813,650	$900,934	$1,327,280
Maintenance & Operations	211,825	233,820	357,500
Capital	-	-	-
Total Expenditures	$1,025,475	$1,134,754	$1,684,780
Annual Cost Per Capita	$26.95	$26.20	$37.18

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $426,346 in 2017-2018. Two new staff positions were added in 2016 as part of the probation function being brought in-house. Estimated costs for these positions total $294,198 for 2017-2018. The balance of the increase can be attributed to salary step, cost of living, pension, and insurance cost increases.
- Maintenance and operations costs are increasing $123,680. $80,000 was added to increase security service levels to cover all court calendars. Costs also increased as a result of the new in-house probation department.
- The cost increases related to the in-house probation function are being offset by increased probation revenues.

City Clerk

City Clerk

PetData
Animal Licensing Made Easy

The City Clerk Division is responsible for Legislative support to the City Council including preparing agenda packets and meeting minutes, managing official city records and oversight and coordination of the citywide records management program of public record requests (PRR). Other duties include contract management, elections liaison to both King and Snohomish Counties, pet licensing, cemetery management along with processing special event permits.

One of the Council's on-going Budget Focus Areas is community connections and transparency. The City Clerk's Division is responsible for public outreach for recruitment to the City's many boards and commissions. The Division is also actively working on programs and procedures to enhance transparency and ease of use for citizens looking for public records electronically.

"The goal of the Community Connections/Involvement Focus Area is to increase citizens' understanding of, and engagement in, City issues and to build strong partnerships."

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

~ Continue to consistently provide agenda packet materials for Council meetings five days prior to the meeting primarily in an electronic format with a limited number of paper copies.
~ Provide meeting minutes within two weeks or by the next regular meeting for council approval.
~ Provide timely information to the City Council via email correspondence.

Maintain official City records in a manner responsive to the Public Records Act, consistent with State law

~ Continue with the advancement of the Citywide Records Management program, including expanding the number and types of documents available to both the public and staff electronically.
~ Implement a Public Records Management System and continue to respond to all requestors within the mandated 5-day period.

2015-2016 Accomplishments

- ✓ In anticipation of the move into new City Hall, staff scanned and transferred 53 ordinance books, 48 resolution books and 34 minute books to Washington State Archives for permanent retention and destroyed over 2,000 contracts which had met retention. Also oversaw and assisted other departments with their transfers and destructions.
- ✓ Moved 50% of all department records from our off-site storage facility to on-site records center at new City Hall to reduce storage costs.
- ✓ Began implementation of a new PRR management program (to be completed late 2016/early 2017).
- ✓ Re-classed the part-time Senior Office Assistant to a full-time Administrative Assistant.
- ✓ Continued to work with Information Services to move the public records portal project of Laserfiche forward.
- ✓ Improved the citywide records destruction processes.
- ✓ Citywide records management staff, supervised by the City Clerk, researched and competed over 3,500 public records requests.
- ✓ Routed and processed 436 contracts (not including contract amendments).

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of public disclosure requests resolved in 10 or fewer days	85%	80%	85%	85%
% of minutes available within 2 weeks or next available regular meeting	85%	80%	90%	90%
% of agenda packets distributed 5 days prior to the meeting	100%	100%	100%	100%

"To restore and keep the public's confidence in the integrity of their government, state government and its officials must be open, honest and transparent."

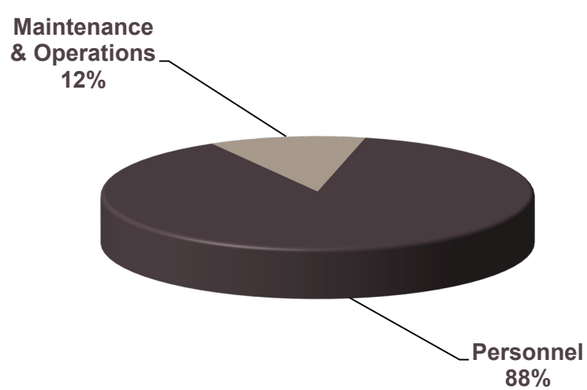
- John Lynch

Total City Clerk Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$465,113	$538,431	$638,292
Maintenance & Operations	91,085	81,450	86,250
Capital	-	-	-
Total Expenditures	$556,198	$619,881	$724,542
Annual Cost Per Capita	$14.62	$14.31	$15.99

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Personnel costs are increasing $99,861 in 2017-2018. A new Records Management Specialist position is being proposed in response to the ongoing increase in public records requests. The existing Office Specialist position is moving to Human Resources as part of the new Customer Service Center.

Information Services

Information Services

The Information Services (IS) Division provides for an integrated technology system that supports the entire City government and its citizens. The Division's 14 employees maintain more than 80 servers and network appliances, 345 workstations and laptops, 60 printers, 180 phones and 135 cell phones, and other electronic equipment. Additionally, the Division manages the City's geographic information data, which includes more than 155 map layers arranged by geographic waypoint. Geographic Information System (GIS) data form the *backbone* of integrated data by which departments plan, file and track city information, assets, projects and calls for service by physical location.

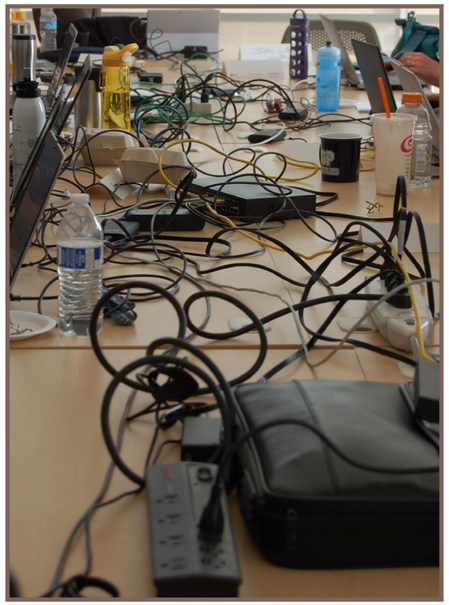
The Division is responsible for developing and implementing the long-term technology vision to deliver efficient, effective and innovative technology systems that optimize the operational performance of the City - 24-hours a day, 7 days a week - while assuring that sensitive data are protected as required by federal banking regulations and the Federal Bureau of Investigation requirements.

The 2017-2018 budget reflects a City Council directed investment to raise the City's technology standards to match the citizens' needs and local jurisdictions by:

- Upgrading the Finance, Human Resources, Parks and Recreation, Police, Fleet and Facilities software.
- Adding the appropriate staffing to match the current and requested technology needs.
- Investing to enhance the mobility of City staff.

2017-2018 Outcomes & Activities

The Information Services Division develops overarching goals to serve as a compass for the Division. The Division's bi-annual priorities and work plans are as follows:



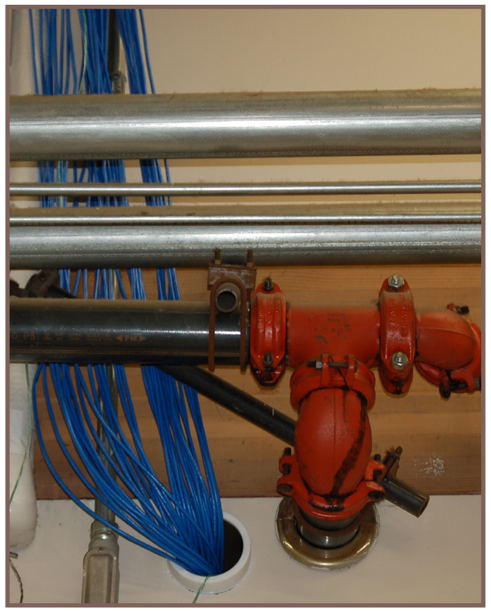
Operational Resilience

This goal supports the City Council's focus on public safety and security by providing the City with effective services while being pro-active and responsive to community safety and security issues.

~ The IS Division provides the ability to sustain data as required, maintain 24-hour operations and recover full data storage and operational levels following a disruption or failure.

Business Optimization

This goal supports the City Council's focus on financial stability by providing the City with sustainable levels of cost effective and innovative services and by leveraging technology advancements to benefit the community.



~ The Information Services Division provides the ability to virtualize, improve cost and energy efficiency, enhance application, infrastructure and operational management.

Information Access

~ The IS Division provides the ability to facilitate and promote community engagement through technology.

Workforce Mobility

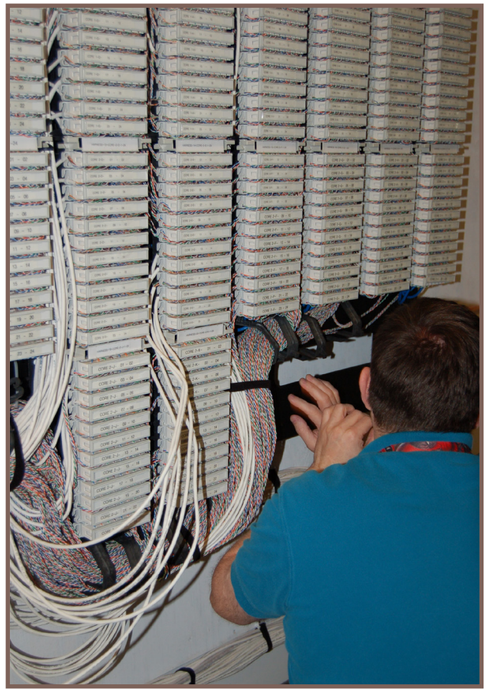
This goal supports the City Council's Focus Areas on financial stability by providing the City with efficiencies, cost containment and technology enhancements.

~ The IS Division provides City staff and policy makers with access to necessary information whenever and wherever it is needed.

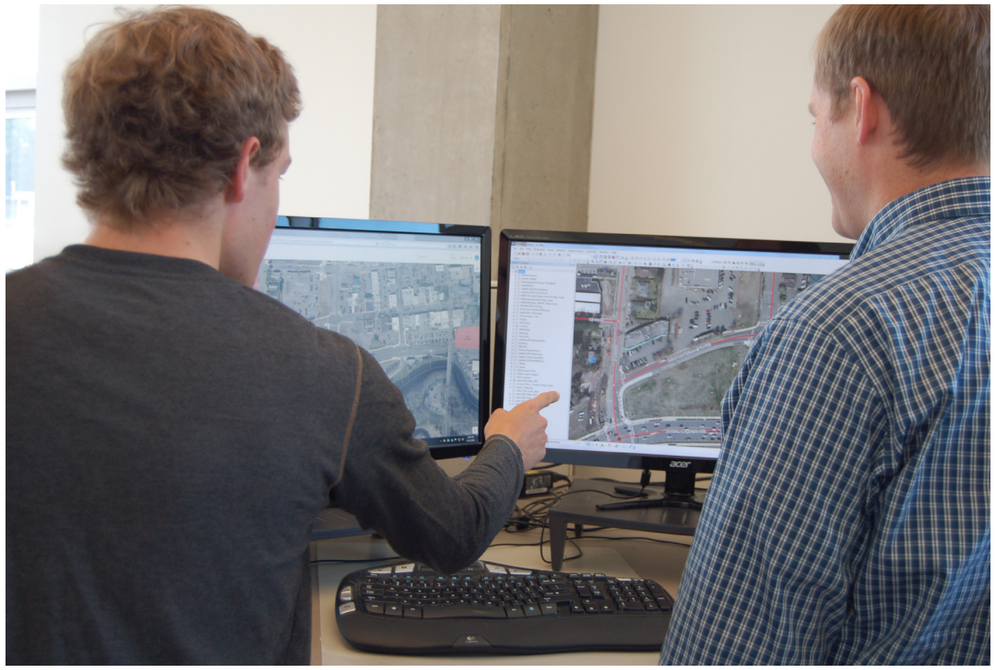
2015-2016 Accomplishments

In 2015-2016, the Information Services Division focused on implementing new technologies in the new City Hall ensuring that aging legacy systems and infrastructures were updated.

- ✓ Upgraded the City's email system to a cloud based Microsoft solution for improved remote access to email and market compatibility. Implemented email compliance archiving system and centralized email compliance searches in IS for improved email records disclosures.
- ✓ Changed the method used to connect to the Emergency Services Intergovernmental Network (IGN), saving $6,000 annually.
- ✓ Completed an RFP and initial pilot installation of Enterprise Asset & Maintenance Management System for better asset utilization, pro-active maintenance of complex infrastructure systems, reduced emergency failures and better record keeping with regard to those assets.
- ✓ Upgraded backup software and expanded backup storage to accommodate growing demand for electronic file storage.
- ✓ Replaced aging legacy phone system and phones with new technology eliminating many antiquated handsets and allowing for full featured support.



- ✓ Completed a two-year project to re-design the City's aging website and to implement a new content management system that will enable staff to manage website information more efficiently.
- ✓ Utilized new technologies to further improve public safety. Implemented "Cad View", a tool that allows Bothell Police staff to monitor active police calls using a web browser and from any location. Improved evidence handling through the implementation of an evidence barcode scanning system.
- ✓ Installed and configured the new network switching infrastructure for City Hall - connecting all computers, printers, phones and peripheral devices allowing for consolidation of devices and upgrading backbone bandwidth.

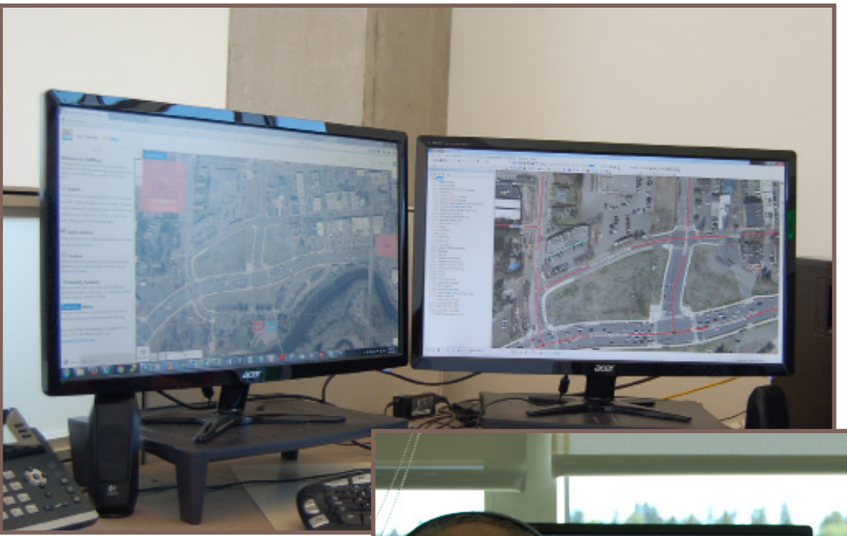


"Launched the City's first comprehensive web mapping application COBMap that enables all city staff access to the full range of City GIS data."

- ✓ Performed total cable infrastructure replacement for Fire Station 42 allowing for consolidation for data closets, support for new and much needed phone system technology, increasing ability to add and expand network connections and add wireless networking.
- ✓ Participated and helped administer the largest ever 2015 Regional King County Aerial Acquisition project including delivery of new Bothell Aerial GIS data.
- ✓ Completed GIS updates for 46 new construction projects and resolved 170 City addressing assignments or issues.
- ✓ GIS maps and analysis for: Public Works Stormwater Master Plan, community Development 2015 City Comprehensive Plan, Parks Urban Tree Canopy Study and Capital ADA Sidewalk Program.
- ✓ Created a new City of Bothell Parks Map tour web application with a public link now found on the City's Website.

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of help desk high priority calls resolved within one business day (excluding project planned maintenance & Geographic Information System requests completed)	85%	87%	89%	90%
% of major projects completed on schedule	94%	94%	95%	96%

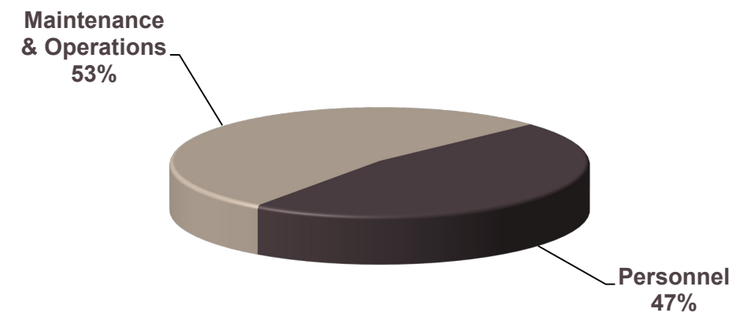


Total Information Services Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$2,144,303	$2,338,619	$3,290,999
Maintenance & Operations	1,753,124	2,179,594	3,742,342
Capital	64,984	-	-
Total Expenditures	$3,962,410	$4,518,213	$7,033,341
Annual Cost Per Capita	$104.15	$104.32	$155.23

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Budgeted personnel costs are increasing $952,380 in 2017-2018. Two GIS positions were moved from the utility funds into IS in 2016, and now charge the utilities for project-specific work on a quarterly basis. Two new positions are being added for 2017-2018 – an IS Technician position to meet the demands associated with a growing technology "fleet", and an IS Applications Analyst position that will serve as the administrator for the new citywide financial system that is scheduled to be implemented in 2017.
- Maintenance and operations costs are increasing $1,562,748. $1.1 million of this increase is associated with needed citywide hardware and software upgrades that were deferred during the recession. This $1.1 million is being funded with a one-time transfer from the Capital Improvements Fund – monies that had previously been set aside before the onset of the recession.

Non-Departmental

Non-Departmental

The Non-Departmental Fund resides within the Executive Department budget and includes programs and expenditures that benefit the City as a whole and/or are not specific to a single department. The main budget impacts contained within the 2017-2018 budget include the following expenses:

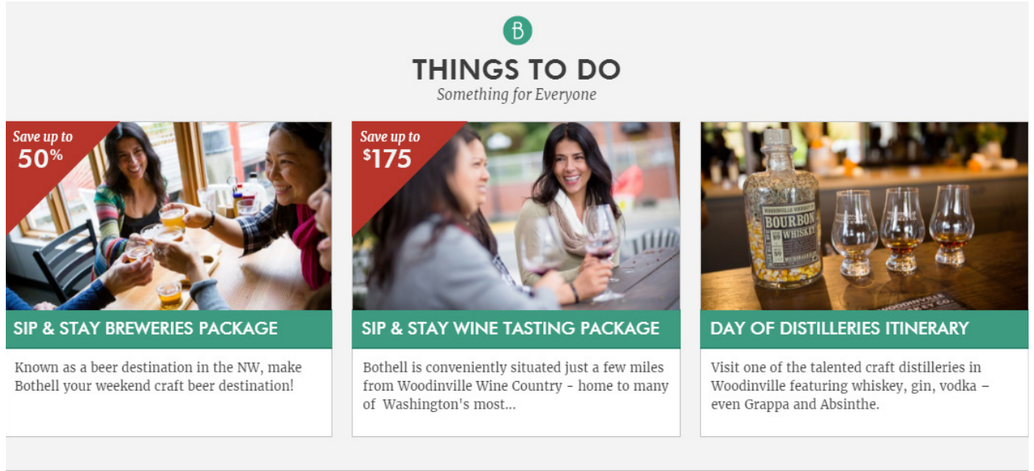
- $358,895 for membership dues and intergovernmental agency fees, including but not limited to:
  - $14,000 Economic Alliance of Snohomish County
  - $20,000 Economic Development Council of King County and Seattle
  - $34,500 Puget Sound Regional Council
  - $61,500 Association of Washington Cities
  - $31,500 Sound Cities Association
  - $78,095 eGov subscription
  - $7,500 Snohomish County Tomorrow
  - $4,800 Northshore Parks & Rec Service Area
  - $77,000 Pollution control mandated by the Clean Air Act
- $696,905 for the Tourism Program, which is completely funded by lodging tax dollars (which are restricted for that purpose only).
- $961,161 for general human services (calculated at $8/capita) as well as funding for A Regional Coalition for Housing (ARCH) and the Snohomish Health District.

The Non-Departmental Fund also includes excise taxes, unemployment taxes, fire protection (fire hydrant) maintenance and the Commute Trip Reduction Program.

"Beginning in the 2017-2018 budget, the Solid Waste and Recycling Program administered by Public Works, and funded with grants and administrative fees from Recology CleanScapes, also resides in the Non-Departmental Fund."

2017-2018 Outcomes & Activities

~ **Tourism -** Support the cultural arts and visitor development program by leveraging Lodging Tax dollars to promote events, activities and businesses in Bothell.
~ **Commute Trip Reduction -** Promote alternatives to driving alone.
~ **Human Services -** Support accessible human service programs to preserve client dignity and promote options to make them self-sustaining.

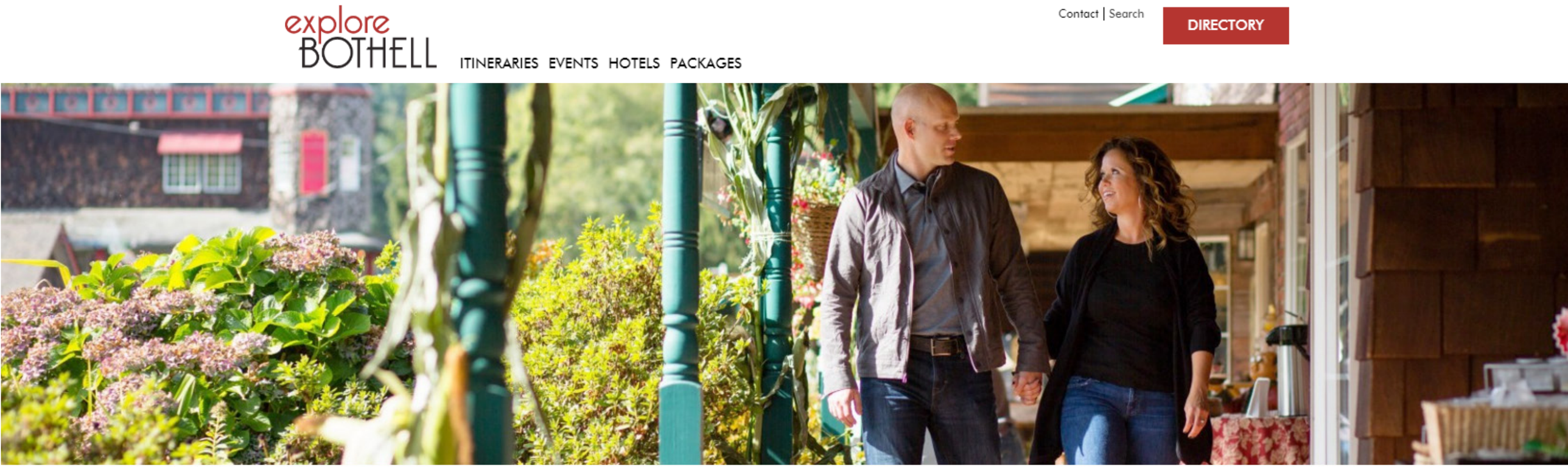


2015-2016 Accomplishments

- ✓ Redesigned ExploreBothell.com, the visitor Website.
- ✓ Continued implementing strategies to leverage nearby visitor attractions to increase visitor traffic and revenues.
- ✓ In partnership with the Bothell Chamber of Commerce, planned and coordinated the annual Bothell Beer Festival.
- ✓ Strengthened social media presence with Twitter, Facebook and online advertisements to increase visits to the visitor Website.
- ✓ Continued to develop visitor content through packages promoting antiquing, shopping, wine tasting. Expanded packages to include beer tourism and family attractions.
- ✓ Developed and implemented a new advertising program to bring more visitors to Bothell.
- ✓ Provided a $15,000 award to support the 2016 holiday tree lighting event and downtown merchants' "Come Home for the Holidays" theme.

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Tourism Function				
Revenue per hotel room compared to the prior the year	0%	5%	(2-3%)	(2-3%)

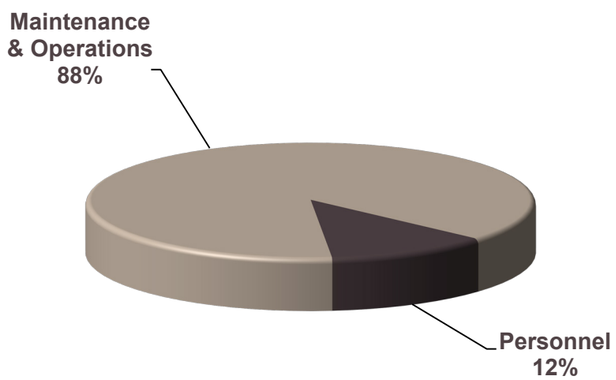


Total Non-Departmental Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$62,476	$166,597	$319,450
Maintenance & Operations	1,582,746	2,271,326	2,386,914
Capital	50,571	90,000	-
Total Expenditures	$1,695,794	$2,527,923	$2,706,364
Annual Cost Per Capita	$44.57	$58.37	$59.73

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $152,853 in 2017-2018. A new Tourism and Events Coordinator is being proposed to replace the existing Tourism Coordinator position – this position will be shared with Parks & Recreation. Additionally, the citywide recycling program is shifting over from the Street Fund – 0.3 existing Full Time Equivalent (FTE) is associated with this primarily grant-funded program.
- Maintenance and operations costs are increasing $115,588. Human Services spending is increasing from $7 to $8 per capita, and funding for both ARCH and the Snohomish Health District is being added for 2017-2018.

Finance Department

The Finance Department's daily mission is...

Responsibilities Include:

- Financial reporting
- Financial planning
- Financial policy administration
- Audit administration
- Asset tracking
- Budget development
- Budget analysis and reporting
- Purchasing policy administration
- Capital Facilities Plan development
- General ledger administration
- Project accounting
- Contract management
- Accounts payable
- Treasury management
- Business license renewals

Continue to receive Government Finance Officers (GFOA) awards

~ The Distinguished Budget Presentation Award signifies that Bothell is meeting the highest principals of governmental budgeting.

~ The Certificate of Achievement for Excellence in financial reporting is the highest form of recognition in the area of governmental accounting and financial reporting.

Upgrade financial system

~ Citizen access to financial data and report writing.

~ Online bill pay.

Maintain Bothell's Aa2 credit rating

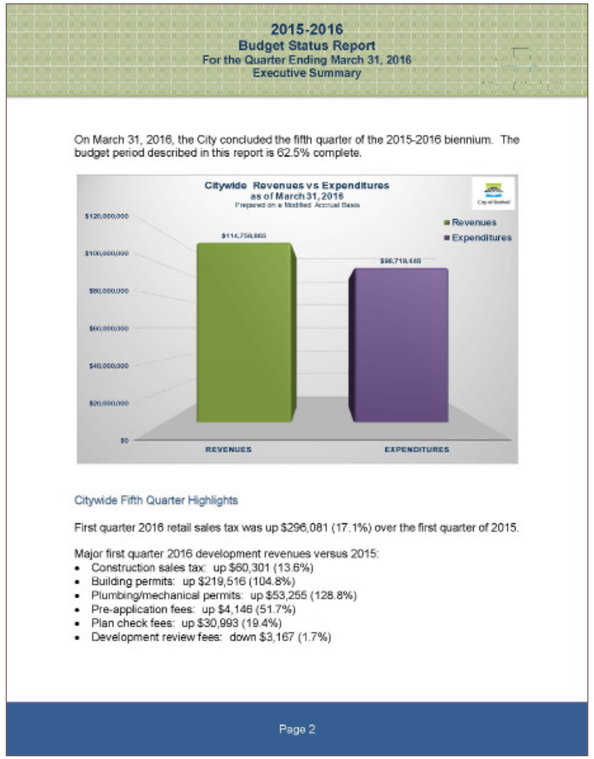
Reformat and design the Budget document for optimal online viewing.

...to provide accountability for all public funds, assets, policies and systems in an effective, efficient and transparent manner.

The 2017-2018 Finance budget is $160,048 more than the Department's 2015-2016 budget. Salary and benefit costs are expected to exceed the previous biennium by $116,445.

The increased cost of personnel is due to union negotiated salary step and cost-of-living increases, pension contributions and health insurance premiums.

"The new quarterly budget status report provides a concise means of oversight in a visual format that quickly conveys both budget progress and status compared to the Council's adopted plan."



2015-2016
Budget Status Report
For the Quarter Ending March 31, 2016
Executive Summary

On March 31, 2016, the City concluded the fifth quarter of the 2015-2016 biennium. The budget period described in this report is 62.5% complete.

Citywide Fifth Quarter Highlights

First quarter 2016 retail sales tax was up $296,081 (17.1%) over the first quarter of 2015.

Major first quarter 2016 development revenues versus 2015:

- Construction sales tax: up $60,301 (13.6%)
- Building permits: up $219,516 (104.8%)
- Plumbing/mechanical permits: up $53,255 (128.8%)
- Pre-application fees: up $4,146 (51.7%)
- Plan check fees: up $30,993 (19.4%)
- Development review fees: down $3,167 (1.7%)

Page 2

- ✓ Created a new fiscal transparency page on the City's Finance web-page that offers on demand financial reports; access to budget development guidelines, presentations, and time lines as well as an updated quarterly report format for easier readability.
- ✓ Mentored four accounting interns from UW/Bothell Cascadia.
- ✓ Earned the GFOA Distinguished Budget Presentation Award consecutively since 2001.
- ✓ Earned the GFOA Certificate of Achievement for Excellence in Financial Reporting for the City's past 15 Comprehensive Annual Financial Reports. The certificate signifies the highest level of professional certification obtainable in the field of governmental accounting.
- ✓ Received consistent unqualified audit opinions from the Washington State Auditor.

2015-2016 Accomplishments

The Finance Department's emphasis areas for the 2015-2016 budget period was fiscal transparency and identifying and implementing new ways to foster more public participation in the City's 2017-2018 budget development process, along with the subsequent oversight of the adopted spending plan.

The City's financial system does not have the capability to provide open access to real-time financial data, so to accommodate the community's desire for more fiscal transparency, staff created interim web-based budget tools – including on-line requests for financial reports.

In 2015-2016 staff strived to:

- ✓ Engage the broadest number of people.
- ✓ Encourage a strong sense of transparent democracy.
- ✓ Foster ownership of the budget plan and its oversight.
- ✓ Create online financial transparency tools.

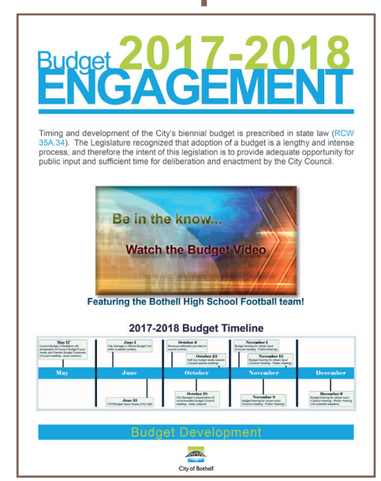
Oversight

Budget 2015-2016
ENGAGEMENT

Budget Oversight

City of Bothell

Development



Budget 2017-2018
ENGAGEMENT

Timing and development of the City's biennial budget is prescribed in state law (RCW 35A.34). The Legislature recognized that adoption of a budget is a lengthy and intense process, and therefore the intent of this legislation is to provide adequate opportunity for public input and sufficient time for deliberation and enactment by the City Council.

Featuring the Bothell High School Football team!

2017-2018 Budget Timeline

Budget Development

City of Bothell

Overview

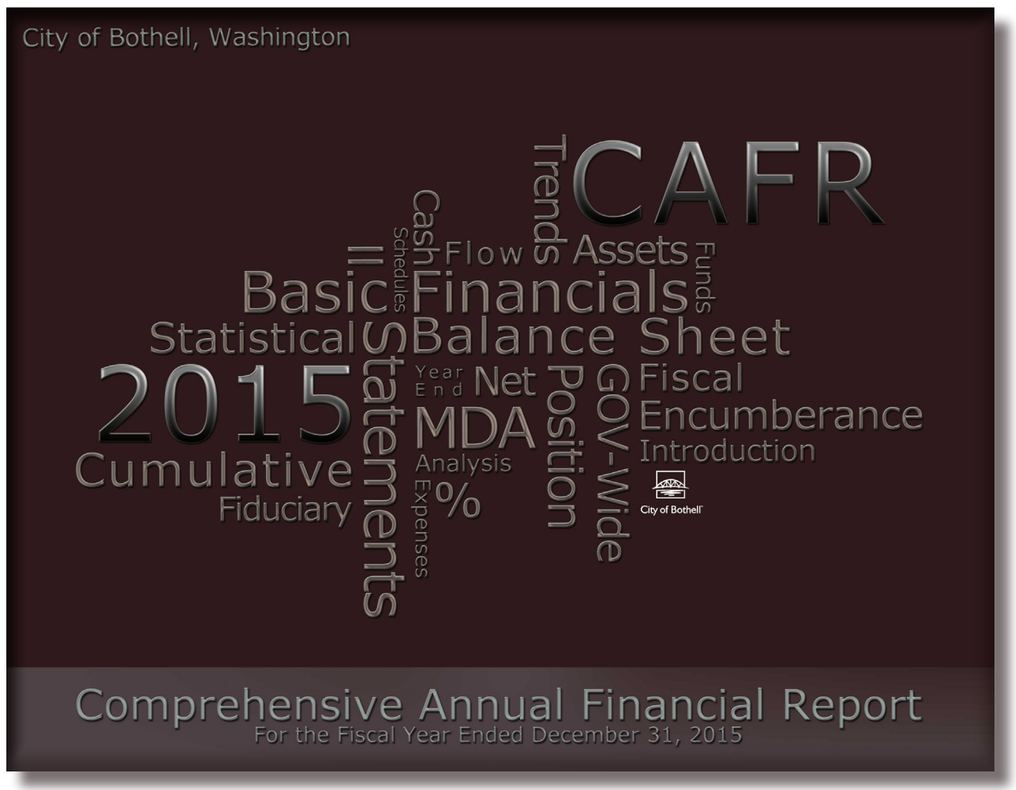
Budget 2015-2016
ENGAGEMENT

Budget Overview

City of Bothell

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Earn Distinguished Biennial Budget Award	1	1	1	1
Earn Annual Certificate of Excellence in Financial Reporting Award	1	1	1	1
State Auditor Audit Findings	0	0	0	0
Budget accounted for	$219.5 M	$219.8 M	$116.7 M	$102.9 M
Utility customers billed	5,650	5,622	5,700	5,800
Annual business license renewals	3,175	3,182	3,200	3,300

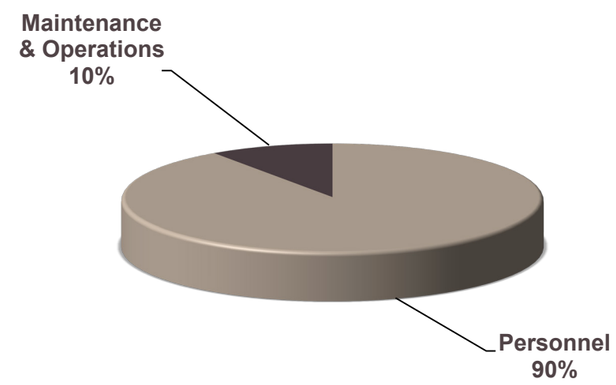


Total Finance Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,902,669	$2,105,623	$2,222,068
Maintenance & Operations	206,877	194,790	238,393
Capital	-	-	-
Total Expenditures	**$2,109,546**	**$2,300,413**	**$2,460,461**
Annual Cost Per Capita	**$55.45**	**$53.12**	**$54.30**

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $116,445 in 2017-2018. This increase is due to salary step, cost of living, pension, and insurance cost increases.
- The $43,603 increase in maintenance and operations costs is primarily due to increases in citywide banking costs.

Legal Department

Legal Department

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 2017-2018 Legal budget appropriation is anticipated to remain at the same level as 2015-2016.

Responsibilities Include:

- Advise and represent the city government in its day-to-day operations.
- Represent and coordinate the defense and prosecution of all litigation involving the City.
- Provide legal support to the City Council and all City departments.
- Attend all meetings of the City Council, advising and rendering opinions upon request.
- Prepare and review ordinances, resolutions, leases, easements, agreements and any other legal documents for City departments.
- Lobby the Washington State Legislature and coordinate advancement of the City Council legislative priorities.
- Handle the prosecution of traffic infractions and misdemeanors committed in the City.
- Responsible for risk management services and the coordination of insurance coverage with the Washington Cities Insurance Authority (WCIA).
- Review and research updates to federal, state and local laws, ordinances and court decisions and the preparation of memoranda and legal opinions.

2017-2018 Outcomes & Activities

Minimize the City of Bothell's exposure to financial risks

- Respond to claims for damages with a plan of action for preventing future claims of a similar nature.
- Conduct and/or coordinate training sessions for employees on risk reduction and loss prevention.
- Pursue loss recovery activity to reimburse the City for losses.

Defend the City, its elected and appointed officials and employees in civil litigation

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

Provide ongoing legal advice to all departments in a timely manner

- Respond to Public Records Act requests from staff within three business days.
- Prepare and/or complete the review of City ordinances and resolutions within ten business days.
- Review standard agreements within three business days.
- Provide a target date for providing legal advice within 48 hours.

Resolve cases at the early stage to reduce the number of cases set for trial

- Prosecutor appearance at arraignments reduces the number of cases that go to trial.

Manage the 2017-2018 Legislative Programs

- Attend Association of Washington Cities (AWC) Legislative Action Conferences.
- Adoption of 2017-2018 legislative priorities by Council.
- Communicate legislative priorities to key legislators.
- Maintain contact with AWC, other cities and other partners on important legislative issues relating to Bothell.
- Provide input and/or testify to legislature on bills and issues of importance.
- Provide updates to Council.

2015-2016 Accomplishments

- ✓ Oversaw the City's legislative program.
- ✓ Hired a second prosecutor to allow the City to continue its diligent prosecution of crimes involving and related to opiate abuse.
- ✓ Prevailed on 100% of appeals.
- ✓ Continued to provide outstanding service to Domestic Violence (DV) victims.

Performance Measures

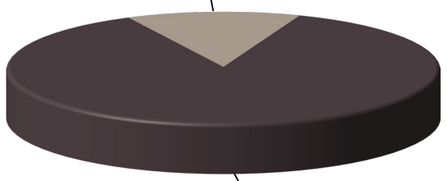
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of claims filed that proceeded to litigation	<10%	<10%	<10%	<10%
% of risk losses recovered	75%	75%	75%	75%
% of cases set for jury trial resolved without a trial	90%	90%	90%	90%
% of cases set for bench trial resolved without a trial	95%	95%	95%	95%
% of cases affirmed on appeal	100%	100%	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	100%	100%	100%	100%
% of filed charges resolved by conviction, diversion, deferred prosecution or civil compromise	90%	95%	90%	95%
% of decisions to charge individuals with crimes in less than 30 days	90%	90%	90%	90%
# of jury trials held	12	12	12	12
# of cases reviewed for charges	600	350	350	350
# of appeals	20	12	10	10
# of review hearings	1,400	1,200	1,200	1,200
# of motions	130	100	100	100
# of bench trials	10	10	10	10

Total Legal Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,071,096	$1,203,009	$1,567,961
Maintenance & Operations	463,418	592,803	238,560
Capital	-	-	-
Total Expenditures	$1,534,513	$1,795,812	$1,806,521
Annual Cost Per Capita	$40.33	$41.46	$39.87

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $364,952 in 2017-2018. A second prosecutor position was added in 2016, and an increase in the Domestic Violence Advocate position from half-time to full-time is proposed for 2017-2018. These positions will help to address the increase in opiate-related criminal justice impacts.
- The $354,243 decrease in maintenance and operations costs is the result of the Public Defender function moving to the Executive Department.

Human Resources Department

Human Resources Department

The Human Resources (HR) Department delivers a full range of professional HR services to over 300 regular employees. Additionally, HR provides quality support and service to our vitally important seasonal employees, interns, volunteers and the citizens we serve.

The outcomes of this expert service and support are:

Fiscal Responsibility: HR helps to conserve and control costs by developing and implementing compensation and benefit packages that are aligned with the City's budget and Council's strategic goals, to include negotiation of fair and competitive collective bargaining agreements through a collaborative "interest based" bargaining process.

Compliance Management: HR helps to limit legal exposure through prompt response to labor relations issues and by utilizing effective dispute resolution methods. HR's current policies and procedures, streamlined recruitment and selection process and proactive safety program help to ensure compliance with governmental regulations, civil service rules and safety guidelines.

Staff Development: HR's City-wide team building, training and organizational development programs help to enhance skills and increase employee performance and job satisfaction, which have a positive impact on the City's overall business results.

"**Talent Acquisition and Retention:** HR continually leverages technology to simplify the recruitment processes to attract highly qualified, diverse and committed candidates who are career minded and proud public servants."

Strategic Business Partners:
HR's highly trained, knowledgeable and experienced staff seek to form strategic partnerships with all the departments by providing responsive and timely communication regarding pay, benefit and policy/contract questions and requests for service. HR is especially adept at assisting supervisors and staff with recruitments, investigations and by resolving employee/labor relations issues at the lowest level. It is paramount for HR to foster teamwork and to promote transparency, trust, ethics and integrity throughout the organization. HR is committed to upholding the highest level of confidentiality and professionalism in handling extremely sensitive information. HR works to streamline processes and develop new ways to deliver services that best meet stakeholder and customer needs. HR is committed to supporting Quality of Life initiatives and actively promotes health and wellness programs. HR also supports and facilitates City events and recognition programs.

2017-2018 Outcomes & Activities

Successful implementation of a new payroll and time and attendance software solution to comply with stringent Information Services security requirements and industry best practice
~ Begin implementation once the new Financial Accounting solution is online.

Successful adoption of a new collective bargaining agreement with the American Federation of State, County & Municipal Employees (AFSCME) Local #3845 union to meet the City's budget sustainability goal and remain competitive in the market place with regards to total compensation
~ Adoption of a new collective bargaining agreement in early 2017.

City employees receive customer service and career development training
~ Beginning 2nd quarter 2017.

City receives the Association of Washington Cities (AWC) WellCity Award
~ Application is submitted in February 2017 and 2018.

Continue to implement required changes of the new Health Care Reform Act
~ Address appropriate collective bargaining issues with unions as specified by law.

2015-2016 Accomplishments

Major Projects & Other Accomplishments:

- ✓ Successful completion of the Comprehensive Classification and Compensation Study for the 148 employees represented by the AFSCME Local #3845 union and 43 Management and Professional employees.
- ✓ Successful negotiation of a new collective bargaining agreement with the International Association of Firefighters (IAFF) Local #2099 union.
- ✓ Successful negotiation of a new collective bargaining agreement with the Bothell Police Officers Guild.
- ✓ Successful negotiation of a new collective bargaining agreement with the Bothell Police Captains.
- ✓ Coordinated the annual benefit fair, City picnic and employee recognition luncheon.
- ✓ Successful application and receipt of the WellCity Award in 2015 and 2016, which resulted in a 2% annual savings in AWC medical premiums for the City.
- ✓ Successful recruitment and new hire of 51 employees for position vacancies due to retirements, separations and annexation.
- ✓ Successful implementation of required changes based on the new Health Care Reform Act.

Performance Measures

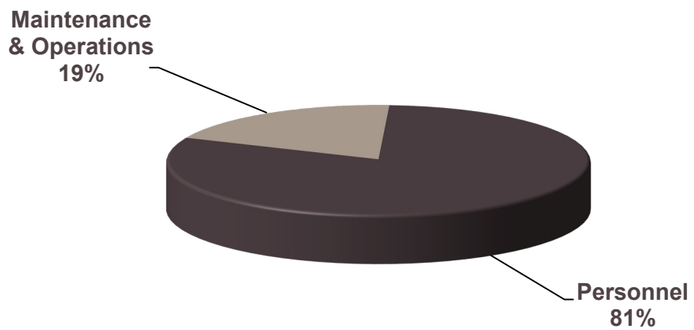
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
# of collective bargaining agreements finalized	3	2	1	0
# of Workers' Compensation claims per 100 Full Time Equivalents (FTE)	6	6	5	5
Average number of working days for external recruitment	60 (estimate)	64	55	50
# of positions for which recruitment was completed	40	51	40	40
# of Citywide training programs presented or facilitated	3	1	6	6
# of Wellness programs facilitated	25	25	20	20
# of safety trainings facilitated	5	5	5	5

Total Human Resources Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,291,616	$1,446,718	$1,612,300
Maintenance & Operations	180,042	240,819	386,972
Capital	-	-	-
Total Expenditures	$1,471,658	$1,687,537	$1,999,272
Annual Cost Per Capita	$38.68	$38.96	$44.13

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- The $165,582 increase in personnel costs results from the transfer of an existing Office Specialist position from the City Clerk's office. This position will be part of the newly formed Customer Service Center.
- Maintenance and operations costs are increasing $146,153. $150,000 for an increase in citywide staff training is being proposed for 2017-2018.

Police Department

Police Department

Police Department

The 2017-2018 overall Police Department budget reflects a 9.8% increase compared to the 2015-2016 budget (including interfund transfers). Increasing labor costs account for 54% of this increase, 32% is due to increased interfund expenses and 13% to projected increases in Detention population and fees.

The Bothell Police Department serves the citizens of Bothell 24 hours a day 365 days a year with its 61 commissioned officers and 27 civilian employees working in several different divisions. These divisions are Administration, Risk Management, Support Services, Investigations and the Operations Bureau (Patrol and Special Operations Divisions).

The Police Department's overtime budget request for 2017-2018 reflects a 2.2% increase compared to the 2015-2016 Council approved budget. This increase is due to cost of living increases.

The maintenance and operations portion of the Police Department's 2017-2018 budget reflects a 3.4% decrease from the 2015-2016 Council approved budget.

The Detention Services budget line-item in the 2017-2018 budget reflects a larger increase over the 2015-2016 appropriation. This increase of $340,711 is attributable to several factors, including high risk offenders being seen in Bothell courts, increased opioid use, and increases in both booking and housing costs for inmates. Each county jail now has a tiered system to recoup expenses for an inmate that requires medical care, mental health treatment or increased supervision.

The University of Washington Bothell entered into an agreement with the Bothell Police Department (BPD) contracting for a Store Front Police Officer (SFO), a dedicated Bothell Police Officer who will provide safety for students/staff, act as a liaison between the Police Department and the Cascadia College campus and the University of Washington Bothell (UWB) campus. One new commissioned position is associated with this agreement, which insures full cost recovery to the BPD. This is the first position add to the Department since the King County Annexation.

Bothell Police Department staff have increased their use of social media, seeing it as an important tool in an effort to build and maintain relationships within the community. The Police Department's Twitter account is used to communicate road closures, traffic enforcement locations, department events, crime prevention tips and to share information about criminal activity. The police page on the City's Website is used to share information that has been traditionally distributed through press releases. More recently, we have been posting to Facebook and Instagram.

The Bothell Police Department is now offering citizens an online reporting option of minor crimes through the website which can also be used for citizens to provide compliments, complaints or general feedback. Of course, the traditional ways of writing, phone calls or in person are also encouraged.

Administration

The Police Administration Division has the responsibility of commanding the day-to-day operations within the Department. The Chief of Police works with the City Manager and Council to develop the philosophy and direction of the Department and also communicates with varied police leaders throughout the region. The Deputy Chief deals with the day-to-day operations of the Department and manages the Commanders of the various divisions and are all included in this section. In addition, a Senior Administrative Coordinator and a Senior Office Specialist are assigned such duties as administering payroll and accounting functions associated with the Department's budget, procuring training and travel arrangements and other administrative duties.

Risk Management

The Risk Management Section is responsible for the administration of department-wide training programs, Animal Control services and the Professional Standards Unit (PSU). The Risk Management Section personnel includes a Captain, Administrative Services Sergeant, PSU Sergeant, Training Officer, Animal Control Officer and an Administrative Assistant.

Animal Control Services

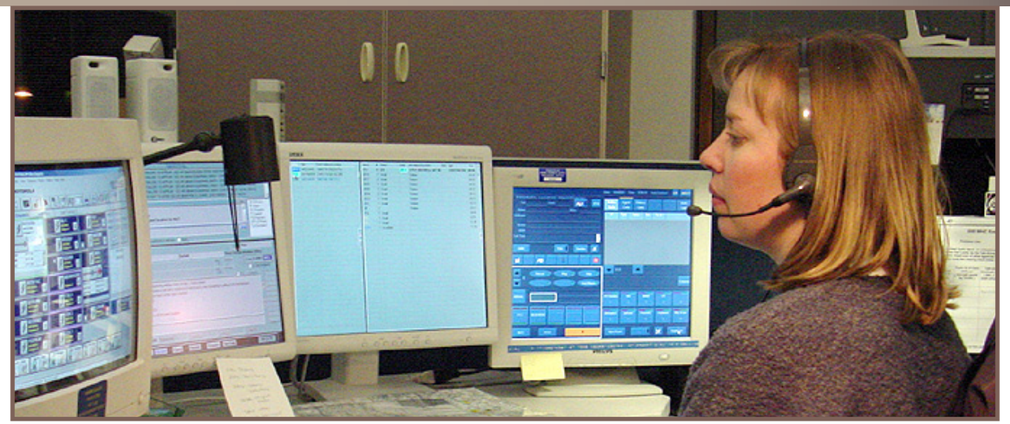
The animal control program provides all animal control services in the City and consists of three primary components: sheltering, licensing and field services. This is a 40 hour per week function that interacts with the community and a variety of local veterinarians to ensure that animals are being dealt with humanely.

Professional Standards Unit

The PSU is responsible for a variety of professional services that include policy development and implementation. The sergeant assigned to this unit is specifically trained in background and internal investigations, audits, complaint investigations and review boards. This unit also has a certified polygraph examiner that assists with varied investigations.

Training Unit

The Training Unit is responsible for the development and administration of department-wide training programs and ensures that the Department meets various federal, state and local training mandates for commissioned and non-commissioned personnel. These trainings are diverse and involve frequent recertification and updates based on legislative requirement/changes and case law rulings to ensure that all Bothell Police Department employees are in compliance.



Support Services

The Support Services Division consists of two sections, the Communications Center and Police Records.

Communications Center

The Communications Section is responsible for all incoming 911 calls and the dispatching of all police related calls for both Bothell and Lake Forest Park Police, as well as answering all business lines for the Bothell Police Department. The Communications Center also receives Fire/Aid calls which are then transferred to a regional call center. These calls are monitored and evaluated to determine if added police response is necessary. The Communications Center is open 24 hours a day, 7 days a week.

Police Records

The Records Section is responsible for processing police reports and maintaining the integrity of all police records. Staff also process concealed weapons permits, take fingerprints and are the first point of contact for citizens coming into the Police Department. The Records unit also interacts with the public on behalf of the Medicaid Evidence Based Decisions Project (MED-Project) to receive unused medications for proper disposal.

The Records Section is responsible for any Public Records Requests (PRR) involving police investigations. This section receives frequent training in any law related changes regarding PRR issues.

Operations Bureau

The Operations Bureau consists of two divisions, Patrol Operations Division and the Special Operations Division.

Patrol Operations Division

The Patrol Operations Division of the Police Department provides police officers to ensure the safety of all citizens within the City of Bothell, 24 hours a day, 7 days a week. In addition to uniformed officers on patrol in six “beats” throughout the City, the Operations Division has several specialty units including a Disturbance Response Team (DRT) and a Crisis Negotiations Team (CNT), both ready to provide immediate response should a critical incident arise.

Special Operations Division

This Division consists of the Traffic Unit, the Detention and Corrections Section and Evidence.

Traffic Unit

The Traffic Unit has the responsibility of enforcing traffic laws and investigating traffic accidents within the City of Bothell. Its primary focus is to provide high quality traffic safety to all neighborhoods within the community through education, awareness and enforcement.

Members of the Traffic Unit receive specialized training in accident reconstruction, advanced roadside impaired driving enforcement, crosswalk enforcement and are involved in a variety of Target Zero programs.

The Bothell Police Department has three trained motorcycle officers that can be deployed into areas that are difficult for a patrol car to monitor, which increases their effectiveness in high volume areas.

Detention and Corrections Section

The Detention and Corrections Section includes police support officers whose functions include the processing and storage of police evidence in accordance with state laws and the processing and transporting of suspects to and from the police station to jail facilities that the Department contracts with.

The Department primarily contracts with the King County Jail, Snohomish County Jail, Sunnyside Jail and the Lynnwood Jail. All jails frequently operate at or above prisoner capacities, and therefore finding bed space can also be a factor in determining the location of prisoner housing.

Evidence

The Bothell Police Department evidence room holds secured evidence related to any police investigations. This facility also stores found property as well as firearms for safekeeping.

Investigations

The Investigations Division previously consisted of the Criminal Investigations Unit (CIU) and the Special Investigations Unit (SIU). Beginning in 2017, these units will integrate and become the Major Crimes Investigations Unit. This Division includes Major Crimes Detectives, a Crime Analysis Detective and the Bothell High School Resource Officer.

Major Crimes Investigations Unit

Detectives are cross-trained to assist each other in their investigations. The detective's primary duty is to conduct secondary investigations for felony crimes. Examples include homicides, robberies, arson, prostitution, sexual assault, identity thefts and fraud. Detectives also coordinate the registered sex offender notification and monitoring program and conduct Child Protective Services referrals investigations.

Crime Analysis Detective - The Crime Analysis Detective works directly with investigations staff and other analysts throughout the region to assist in identifying crime trends, as well as sharing intelligence to improve the efficiency of police investigations. The Bothell analyst also specializes in cellular phone data extraction and has worked a large number of investigations related to fraud, sexual exploitation and harassment type cases.

Bothell High School Resource Officer (SRO) - The School Resource Officer is partially funded by the Northshore School District and is assigned full-time during the school year at Bothell High School. The SRO interacts with parents, students and faculty and is the primary investigator for the majority of incidents that occur on campus. This position also assists patrol as a liaison for other investigations involving students that attend the school. You can frequently see the SRO at various school activities such as sporting events as well as assisting school administration if necessary.

Administration

Implement an Operational Strategic Plan formed around four pillars

~ Reduce crime and the fear of crime.
~ Build community trust.
~ Improve technology, logistics and equipment.
~ Ensure employee wellness and support.

Implement goals and strategies that make up the foundation of the Operational Strategic Plan for our department

Implementation of results of efficiency study

~ Implementation of this study, which focuses on the Operations Division, looks at resource allocation, schedule optimization, Beat alignment and workload accounting systems.

Maintain accreditation by the Washington Association of Sheriffs and Police Chiefs (WASPC)

~ Achieve compliance with WASPC's 131 policy and practice standards, verification of adherence to these policies and standards and review work of every area of the department.

Risk Management - Training Unit

All commissioned personnel to achieve completion of the Crisis Intervention Training (CIT)

Commissioned personnel to attend police skills refresher courses

~ Courses include: Emergency Vehicle Operations Course (EVOC), Use of Force, Defensive Tactics, Lateral Incident Command, Vascular Neck Restraint, Domestic Violence update, Legal update and First Aid/CPR/Automated External Defibrillator (AED).

Coordinate the hiring, outfitting, equipping and training of four police officers to include the field training program

Risk Management - Animal Control

Develop and implement strategies to encourage a higher number of pets to be licensed thereby increasing pet license revenues over previous years

~ Utilize a pet license door-hanger distribution program in residential neighborhoods. The goal is to educate residents on pet license requirements and increase license sales.

Animal Control Officer (ACO) response

~ Respond to animal-related incidents, conduct foot patrols and assist patrol officers while out on incidents.

Risk Management - Professional Standards Unit

Strive for 90 day completion of pre-employment investigations

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

Implement a department-wide auditing process

~ Audit processes include: risk management annual audits of internal investigations, citizen complaints, bias-based profiling and vehicle pursuits.

Maintain policy development and implementation, Standard Operating Procedures and rules in compliance with WASPC standards

Support Services

Answer 95% of all 911 calls within ten seconds

~ Staff the 9-1-1 Communication Center 24 hours a day, 7 days a week.

Front counter open to the public 12 hours a day, 5 days a week

~ Process Concealed Pistol License (CPL) applications.

~ Offer fingerprinting of citizens for purposes other than CPLs. Move from ink-based printing to live scan digital printing.

~ Process public records requests for police-related records, following the standards of the state Public Records Act.

~ Serve as a drop-off location for expired or unneeded medications, which are disposed of in a safe, environmentally responsible method.

Operations

Proactively identify crime trends within the City through citizen input, officer observation and crime analysis - Once the issue has been identified and verified, Operations personnel will develop a planned response to the issue

~ Promote a ProActive Criminal Enforcement (PACE) unit to focus on identifiable issues in a timely fashion.

~ Create protocols to identify, verify and track reported issues.

~ Review progress on reported issues every 30 days to analyze effectiveness of response (has the problem been resolved, or are more resources needed?).

2017-2018 Outcomes & Activities

Continue to utilize and expand social media as a community engagement tool

Implement the University of Washington Bothell Store Front Officer Program

Ensure that shifts with a minimum of four officers and one supervisor remain staffed above 95% of total hours needed per 24-hour patrol shift

~ Assure that patrol staffing levels are appropriate to respond to calls for service.

~ Continue to have Patrol Operations commanders and supervisors manage the patrol schedule to maximize staffing while minimizing overtime.

~ Commanders will work with other divisions to temporarily transfer officers to cover patrol when coverage is effected by disabilities, vacations, mandatory training, other leave and attrition, as long as this can be accomplished without significantly disturbing the goals of the other divisions and the Department.

Traffic

Work to increase the safety of pedestrian and vehicular traffic by compliance with traffic laws through violator education and enforcement

~ Target school zone traffic emphasis patrols every week during the school year.

~ Track and respond to citizen concerns and reports of high violation areas.

Investigations - Major Crimes

The Special Investigations Unit and the Criminal Investigations Units are merging into Major Crimes for increased efficiency

Provide excellent investigative service delivery

~ Cases will be completed within 12 months of assignment to the division.

~ Supervisors and Commanders will conduct regular reviews of all assigned cases to assure proper resource allocation.

~ All cases will be screened using standard solvability factors to determine if investigative resources should be applied, and when necessary refer the case back to Patrol for primary case investigation.

~ Strive for full staffing of all detective positions.

Investigations - Crime Analysis

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

~ Produce monthly department crime analysis reports to be shared and evaluated throughout the Department.

~ Produce period crime bulletins throughout the Department to educate officers and target repeat offenders.

~ Provide crime analysis intelligence resources to officers investigating specific crimes.

Administration

Drafted an Operational Strategic Plan formed around four pillars

- ✓ Reduce crime and the fear of crime.
- ✓ Build community trust.
- ✓ Improve technology, logistics and equipment.
- ✓ Ensure employee wellness and support.

Developed a University of Washington Bothell Store Front Officer program and negotiated a full cost recovery system

Completed an efficiency study of the Operations Patrol unit

- ✓ This study focused on the Operations Patrol Division to assess resource allocation, schedule optimization, Beat alignment and workload accounting systems.

Earned accreditation, for the first time, by the WASPC

- ✓ Accreditation ensures compliance with the WASPC's 131 policy and practice standards. A review and verified adherence to these policies and standards was performed throughout every area of the Department.

Risk Management – Training Unit

Designed and executed a multi-agency two day Armed Gunman Training

- ✓ Training took place on the University of Washington Bothell campus and simulated an armed suspect, shots being fired, and included simulated explosive devices placed around campus.

Established an online training course program for all Department staff

Developed a policy-based testing program

Conducted Department-wide training on an updated pursuit policy

2015-2016 Accomplishments

Coordinated the hiring, outfitting, equipping and training (including the field training program) of eight new police officers

Ensured that commissioned personnel attended mandated police skills refresher courses

- ✓ Courses included:
  - Emergency Vehicle Operations Course,
  - Use of Force,
  - Defensive Tactics,
  - Lateral Incident Command,
  - Vascular Neck Restraint,
  - Domestic Violence update,
  - Legal update and
  - First Aid/CPR/Automated External Defibrillator.

Risk Management – Animal Control

Developed and implemented strategies to encourage a higher number of pets to be licensed, thereby increasing pet license revenues over the previous year

- ✓ Pet license door-hangers were distributed in residential neighborhoods. The goal was to educate residents on pet license requirements and to increase license sales.
- ✓ The ACO designated and developed a new Bothell Animal Control Brochure to be displayed in City buildings and available at all City parks.

Animal Control Officer responses

- ✓ Responded to 624 animal-related incidents, conducted 24 foot patrols and assisted patrol officers on 26 different incident call outs during 2015.
- ✓ Responses consisted of:
  - Cruelty and other criminal investigations,
  - bite reports and vicious dog complaints,
  - stray animals and loose livestock pick-up,
  - animal transport to owners and shelters,
  - barking dog complaints,
  - enforcement of animal nuisance Codes,
  - injured and deceased animal pick-up,
  - animal related problems advice,
  - City event promotion of animal licensing.

2015-2016 Accomplishments

Risk Management – Professional Standards Unit

Completion of pre-employment investigations for all Department new hires

- ✓ Conducted background investigations on a total of 22 job applicants, leading to eight employee in-house hires for positions within the Police Department.

Successfully completed the Department-wide auditing process

- ✓ Performed a Risk Management annual audit of Internal Investigations, citizen complaints, bias-based profiling and vehicle pursuits.

Developed and completed an accreditation work plan and achieved WASPC accreditation

- ✓ Policy development and implementation of an accreditation work plan and Standard Operating Procedures and rules in compliance with WASPC standards.

Ensured yearly training and re-qualifications for all officers for handguns and patrol rifles

- ✓ Firearm qualifications were conducted at the BPD firearms range as well as at several other area ranges.

Support Services

More than 95% of all 911 calls were answered within ten seconds

- ✓ The 9-1-1 Communication Center was staffed 24 hours a day, 7 days a week.
- ✓ In 2015, the Center received and answered 57,403 calls. Communications personnel prioritized all the calls that came into the Center.

The Police Station front counter was open to the public 12 hours a day, 5 days a week

- ✓ 411 CPL applications were processed by the Records Section in 2015.
- ✓ 497 citizens were fingerprinted by the records staff for purposes other than CPLs in 2016.
- ✓ Public records requests for police-related records were fulfilled by the Records Section and processed according to the State Public Records Act. There were 1,485 individual requests received in 2015.
- ✓ The Records Section serves as a drop-off location for unneeded and expired medications, which are then disposed of using an environmentally safe method. In 2015, 699.4 pounds of medications were collected from the Bothell Police Department for destruction through this program.

Operations

Completed an audit of evidence that was in holding and implemented an improved barcode tracking system along with developing and revising all related Department policies

Worked to maintain shifts with a minimum of four officers and one supervisor for best practice coverage

- ✓ Ensured that patrol staffing levels were sufficient enough to respond to calls for service.
- ✓ Responded to 3,468 alarms through August 30, 2016.
- ✓ Actively managed schedules to maximize staffing needs while minimizing overtime.
- ✓ Patrol staff worked with commanders of other divisions to temporarily transfer officers to cover patrol when coverage was effected by disabilities, vacation, military training and other leave and attrition, without significantly disturbing the other divisions or the Department.
- ✓ Handled 351 Bothell Municipal Court arrest warrants and 156 vehicle warrants through August 31, 2016.
- ✓ The number of drug related offenses, specifically cases that involved either possession of controlled substances and/or possession of drug paraphernalia, showed continued overall increases in the number of amphetamine and heroin related offenses, which is consistent with regional and national trends.

Successfully expanded Social Media as a community engagement tool

- ✓ Over 3,200 people are following @bothellpolice on Twitter, and over 1,000 are following on Facebook as of July 2016.
- ✓ The Bothell Police Department provides online crime statistics on crimemapping.com.

Joined with other local agencies through participation

- ✓ North Sound Metro Special Weapons and Tactics (SWAT), which is a joint specialty team for incidents with a need for specially trained and equipped response. Incident types range from dealing with an armed bank robbery suspect to serving Search Warrants in dangerous circumstances.
- ✓ Allied Law Enforcement Response Team (ALERT), incident types vary from presidential candidate rallies to a coal train protest.

Conducted canine-assisted school searches

- ✓ The School Resource Officer worked with the Narcotic Canine Officer to conduct four canine-assisted school searches so far in this budget cycle. These occurred at Bothell High School (two searches), Skyview Junior High and Canyon Park Junior High.

2015-2016 Accomplishments

Focused on pedestrian and vehicular traffic safety compliance with traffic laws through violator education and enforcement

- ✓ Conducted 10,864 traffic stops through August 31, 2016.
- ✓ Traffic related criminal offenses (such as reckless driving), infractions (for example, speeding), parking infractions, traffic collision reports and Driving Under the Influence (DUI) offenses were handled by both Patrol and Traffic Units. Reports show a continuing increase in vehicle collisions (591/year-to-date) from the five year average of 470. Many of these collisions continue to be minor, non-injury rear-end collisions due to inattentive driving or following too closely, with other contributing factors such as road construction and increased traffic congestion.
- ✓ Issued 5,153 tickets through August 30, 2016.
- ✓ School zone traffic emphasis patrols were conducted during the school year.

Investigations – Criminal and Special Investigations Units

Provided excellent investigative service delivery for a broad range of crimes

- ✓ Smith Homicide Conviction - In 2013, patrol officers responded to a welfare check and discovered an adult female who had been brutally murdered. Bothell detectives worked with other local, state, federal and international agencies. The investigative team's work resulted in the arrest of the victim's estranged husband for Investigation of Murder in the First Degree. At a three week trial in January 2015, the defendant was found guilty of Murder in the First Degree (premeditated murder). He was sentenced to 344 months (28 years, 8 months) in prison.
- ✓ Rape of a Child Case Concludes - In 2014, detectives began an investigation involving a 26 year old man accused of having sexual contact with his 22 month old and five month old children. The suspect was also alleged to have been involved in voyeurism and exposing himself. Detectives arrested the suspect who admitted to significant deviant sexual behaviors. On March 16, 2015, the suspect was sentenced to 20 years in prison followed by indefinite community supervision.
- ✓ Malicious Harassment - Skyview Junior High and a Hindu Temple in Snohomish County were "tagged" with hate graffiti including two swastikas and the words "Musliums (sic) be gone". The Bothell High School Resource Officer developed a lead and detectives obtained one confession and search warrants to seize three other suspects' cell phones. The investigation resulted in three juveniles pleading guilty to Malicious Harassment (Class C Felony).
- ✓ Death Investigation / House Fire - Officers responded to assist the Bothell Fire Department with a fully engulfed house fire. First responders saw a body inside a bedroom on a bed and detectives were called out to investigate. It was determined that the 52 year old female homeowner had perished in the fire.
- ✓ Suicide - Patrol officers responded to a welfare check concerning an adult male. While the two officers were attempting contact, they heard a gunshot. Multiple officers and detectives responded and a robot with video capabilities was sent into the residence. The man was discovered dead, having suffered from a gunshot wound to the head. Detectives processed the scene and it was determined that the man had ended his own life.
- ✓ Missing At-Risk Adult - Detectives investigated the disappearance of a 39 year old female, a vulnerable adult in need of daily medication. The woman failed to show up at her mother's place of employment and detectives checked locations where the woman was known to go, and learned that her debit card had been used in the Westlake Mall. Detectives searched the mall area and handed out bulletins created by Chad Davis. The next day, Westlake Mall Security located the missing woman based on the bulletin. The woman appeared to be confused and hungry. She was reunited with her mother.
- ✓ Door to Door Scammer / Fraud - Officers were alerted that a man was conducting fraudulent door to door sales in the city. He told one victim that he was selling magazines to raise money for a soccer team and the magazines would be given to troops overseas. He told other victims he was selling raffle tickets for season tickets to the Seahawks. Other agencies were also investigating the man for similar activity. The Bothell Police Department distributed a public warning about the man, and he was recognized by a citizen and then arrested and booked.
- ✓ Theft 1st Degree / Forgery - Multiple suspects began a counterfeit check cashing ring that resulted in twenty known victims including ANCO/Taco Time. ANCO reported a loss of over $8,000. Multiple law enforcement agencies were also involved in the investigation with the Bothell Police Department. The suspects were identified and most were arrested and booked into Snohomish County Jail on multiple financial criminal and theft charges. The lead detective completed his investigation, that resulted in adding an additional 21 counts of financial crimes and theft charges to the main suspect.

Conducted an active, effective analysis by the Crime Analyst (CA) resulting in the identification of crime trends, the proper allocation of department resources and the capture of criminals

- ✓ The CA produced monthly department crime analysis reports to be shared and evaluated throughout the Department.
- ✓ The CA produced period crime bulletins throughout the Department to educate officers and target repeat offenders.
- ✓ The CA provided crime analysis intelligence to officers investigating specific crimes.
- ✓ The CA shares information regionally on crime trends that involve outside jurisdictions.

Conducted Registered Sex Offender monitoring

- ✓ The Special Investigations Unit detectives continued to monitor and conduct regular address verification checks for all known registered sex offenders in the city.

Risk Management - Professional Standards Unit

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
90-day completion of pre-employment investigations	N/A	N/A	75%	100%

Risk Management - Training Unit

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Commissioned personnel completion of Crisis Intervention Training	N/A	N/A	75%	100%

Risk Management - Animal Control

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Increase pet license revenues from 2015-2016	5%	(10%)	5%	5%

Based on estimates of revenue through June 2016.

Support Services

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of 911 calls answered within ten seconds	95%	95%	95%	95%
% of time the front counter is open to the public an average of 12 hours a day, 5 days a week	100%	100%	100%	100%
Annual # of 911 calls received	15,000	17,200	15,500	15,500
Annual # of fingerprinting	700	497	700	700
Annual # of concealed pistol license applications	275	411	400	400

Operations

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of patrol shifts with a minimum of 4 officers & a supervisor	N/A	N/A	95%	95%
Increase Community Engagement as measured through social media followers	N/A	3,129 /930	3,500 /1,200	4,000 /1,500
# of canine assisted searches per secondary school	2	1	2	2

Operations - Traffic

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
# of targeted school zones traffic emphasis patrols per week during the school year	N/A	N/A	3	3

We have added new tracking to measure SCHOOL ZONE ENFORCEMENT call type entries.

Investigations - CIU & SIU Detectives

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Cases completed within 12 months of assignment to the Division	75%	85%	80%	80%

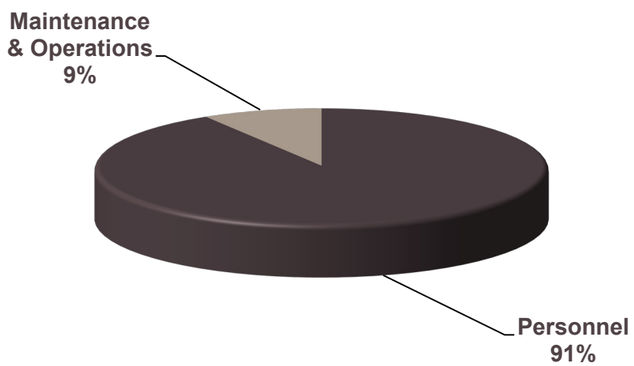
Estimate based on actual cases completed in 2015 of 95.28%.

Total Police Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$20,881,477	$23,193,687	$24,638,714
Maintenance & Operations	1,643,975	2,080,166	2,362,544
Capital	34,708	-	57,000
Total Expenditures	$22,560,160	$25,273,853	$27,058,258
Annual Cost Per Capita	$592.99	$583.56	$597.20

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $1,695,027 in 2017-2018. A new University of Washington-Bothell Storefront Officer position (to be funded by UW Bothell) was approved by Council in late 2016. A new Communications Specialist (dispatch) position is being proposed, which would be partially funded by 9-1-1 monies. Salary step, cost of living, pension, and insurance cost increases are also contributing to the increase.
- Maintenance and operations costs are increasing $282,378. A $340,000 increase in jail costs (versus the 2015-2016 budgeted figure) is projected for 2017-2018.

Fire & Emergency Medical Services Department

Fire & Emergency Medical Services Department

2017-2018 Outcomes & Activities

In 2015 and 2016, Fire and Emergency Medical Services (EMS) provided quality service in a fiscally responsible manner. The 2015 Citizen Survey gave the Department a satisfaction rating of 83%, which is based on receiving a rating of 87% for Quality of Service, and 78% for Timeliness of Response. This was accomplished through positive relationships with labor, Snohomish County Fire Protection District 10, our neighboring fire departments and City Council and staff.

In May 2015, the Commissioners of Woodinville Fire & Rescue decided they no longer required the services of the City's Fire Chief and Deputy Fire Chief; and in February of 2016, the Regional Fire Authority partners of Northshore, Woodinville and Snohomish County Fire District 10 decided to no longer pursue a consolidated fire department. These decisions allowed the Department to focus on unfilled needs within the Department, and communicate to Council what it would take to achieve a well-funded Fire and EMS Department.

Since 2011, emergency responses have increased by 1,221 incidents, or 25%; during the same 5-years the level of service (response times) fluctuated between 7-minutes and 18-seconds—90% of the time, and 8-minutes and 16-seconds; the supplies and services budget, which supports training, equipment, and supplies, was reduced by $180,000, or 45%; and intergovernmental services, which includes contracts for dispatch, apparatus maintenance, hazmat services and paramedics, increased $526,000, or 48%.

In January 2016, one lieutenant and one firefighter were moved to days to provide coverage and increased effectiveness for the Department's Training and Support Services divisions. These changes were made possible due to two funded, but unfilled, firefighter positions that were received with the south end annexation. The Department currently has 59 commissioned full-time employees and 8.25 civilian staff.

Department personnel have created greater efficiency and effectiveness through a regional response to hazardous material and technical rescue emergencies; joining the East Metro Training Group has unified many fire departments in both training and response; the automatic and mutual aid agreements are providing a timely response by sending the closest emergency resource regardless of jurisdiction and the agreements also provide resources to work large emergencies; and administrative staff continue to cross train in order to provide back up for key tasks.

In 2017 and 2018, staff will continue to support a timely, effective and efficient response model, continue to look for ways to improve our service model and research both current and future station needs for a potential capital facilities bond measure in 2018.

Office of the Chief

Organizational and staff development

~ Conduct monthly, senior staff meetings to promote an efficient, effective and unified department.
~ Conduct quarterly, all supervisor meetings to address issues and unify leadership.
~ Provide training for administrative staff to help learn and advance their knowledge, skills and abilities.
~ Cross-train administrative staff to create depth.
~ Complete quality personnel evaluations in the month they are due.

Effective management of department financial resources

~ Seek efficient and cost savings methods to support the Department's service model.
~ Track the 2017-2018 budget each month to identify trends in income and expenditures.
~ Develop the 2019-2020 budget based on community service and budget history.
~ Provide cost effective services through relationships with neighboring fire departments.

Prepare for attrition through retirements

~ Provide new and existing personnel with good training and equipment.
~ Promote a quality testing and hiring process.
~ Provide opportunities for personnel to prepare for new positions and responsibilities.

Emergency Management

Minimize loss caused by disasters

~ Maintain the Comprehensive Emergency Management Plan (CEMP).
~ Maintain preparedness team participation in all departments.
~ Continue to train staff on their responsibilities.
~ Conduct windshield survey drills.
~ Conduct a yearly table-top exercise.
~ Continue to implement Homeland Security and regional measures.

Participate in regional emergency preparedness activities

~ Continue to strengthen partnerships with King County, Snohomish County and the State of Washington.
~ Assure coordination of local plans with regional and state plans.
~ Coordinate training and exercising with regional activities.
~ Participate in local Homeland Security and Emergency Management meetings, exercises and events.

Equip the City with tools to help mitigate disasters

~ Purchase tools and equipment that will benefit the City and its citizens during a disaster response.
~ Provide preparedness response information to City staff and citizens through a variety of means.
~ Expand collaboration and cooperation in building additional sheltering sites and supply stores.
~ Pursue grants related to preparedness and response.

Community Risk Reduction

Continued development of knowledge, skills and abilities for section staff

~ Provide workflow and EnerGov software training thereby creating staff effectiveness.
~ Hold regular staff meetings developing efficiencies in fire prevention services.
~ Provide timely performance appraisals with coaching/counseling that encourages individual development.

Support professional development

~ Provide International Code Council and Washington State Patrol approved continuing education for certified Plans Review, Life and Safety Inspections and Fire Investigations.
~ Attend the National Fire Academy for training in fire investigations and prevention disciplines.
~ Support and facilitate attendance at the Fire Officer Development Academy.
~ Mandated attendance of Response Operations training/qualifications.

Provide Development Services for the community

~ Review all land use submittals to the City of Bothell.
~ Review all building and fire protection plans for code compliance.

2017-2018 Outcomes & Activities

~ Provide construction inspections for building and fire permits.
~ Participate in the Development Services Initiative thus working to reduce review times.
~ Collaborate with Development Services disciplines in project coordinator meetings for consistency and efficiency of permitting projects.
~ Attend pre-construction meetings to coordinate with developers' specific requirements for their projects.
~ Respond to public records requests supporting property analysis for potential development.

Provide Fire Investigation Services for the City of Bothell

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

Provide Safety and Support Services to the Department

~ Review incident and accident reports for hazard trends.
~ Recommend changes to policies and procedures to improve member safety.
~ Maintain all apparatus and provide for response readiness.
~ Maintain communications equipment which includes: radios, computers, tablets and phones.
~ Maintain incident response databases which includes: FireHouse for National Fire Incident Reporting System (NFIRS) and ESO Solutions Incorporated for medical incident reporting.
~ Produce reports from the database for the department annual report, level of service reports, state and national reports and reports requested by citizens.

Public Education

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

~ Provide training courses, such as Community Emergency Response Team (CERT), Safe Sitter, Cardiopulmonary Resuscitation (CPR) and First Aid.
~ Provide the Driving Under the Influence (DUI) drills at Bothell High School.
~ Distribute safety devices such as bike helmets, smoke detectors and risk reduction devices.
~ Provide car seat inspections.
~ Deliver safety presentations for schools, businesses and community groups.

Continue to maintain a positive presence in our community and region by attending events and activities

~ Participate in safety focused events.
~ Participate in school events and parades.

Market the City of Bothell Fire and EMS and its services
~ Place articles in The Weekly, Pride Post and Bothell Bridge.
~ Distribute press releases and social media posts for major incidents.
~ Manage and update content on the City's Website.

Response Operations

Provide Response Operations to the communities we serve
~ To protect life and property, whether from fire, disasters or medical emergencies.
~ Provide timely, effective and consistent emergency responses.
~ Maintain facilities that provide a safe and liable work environment for firefighters.
~ Respond to 90% of alarms within 7 minutes 15 seconds.
~ Improve firefighter and workplace safety by standardizing emergency operations to increase effectiveness and safety.

Special Operations

Train and meet the challenges and dangers of specific rescue environments
~ Provide annual refresher training to all Technical Rescue Technicians.
~ Provide in-house training for all firefighters to advance them to the operations level.
~ Participate in regional grant programs.
~ Participate in the regional Hazmat team.
~ Train firefighters to advance to the operations level as required by Washington Administrative Code (WAC), Code of Federal Regulations (CFR) and the National Fire Protection Association (NFPA).
~ Participate in training opportunities with other agencies.
~ Participate in regional grant funded programs.

Training

Maintain basic proficiencies in fire suppression, rescue, hazardous materials spill response and emergency medical services capabilities of response members
~ Schedule and track completion and documentation of assigned quarterly training.
~ Evaluate member's performance and competence during training events.
~ Ensure that 100% of all Emergency Medical Technician (EMT) certifications are current and EMT tri-annual re-certification requirements are completed, properly documented and submitted.
~ Provide annual driver training to all members commensurate with their apparatus certification level.
~ Facilitate provision of operations-level training in hazardous materials, technical rescue and water rescue.
~ Track completion and documentation of technician-level training in hazardous materials, technical rescue and water rescue.
~ Participate in the East Metro Training Group multi-company drills and command officer training.
~ Participate in live fire training, according to state guidelines every three years.

2017-2018 Outcomes & Activities

Enhance the fire suppression, rescue, leadership and management skills of response members
~ Participate in regional specialty academies, for example, truck, pump and extrication academies.
~ Provide advanced technical training to department members who will instruct department-wide training sessions.
~ Provide advanced driver training to select driver-training instructors within the department.
~ Provide skills training for instructors, such as adult learning, modern teaching methods and high-stress performance.
~ Provide quarterly officer development training on leadership, management and communication.
~ Provide advanced firefighter rescue and self-rescue training utilizing on-site training props.
~ Utilize acquired structures for advanced skill training in highly realistic environments.
~ Provide quarterly health and safety training.

Evaluate and plan for future members training
~ Review and update the current plan to meet job performance needs, standard requirements such as WAC and NFPA and high-performance frequency requirements.
~ Conduct risk versus benefit analysis of training topics in order to modify and update frequency schedule of topics on the three year training plan.
~ Collaborate with Woodinville Fire and Rescue to create, schedule and deliver quarterly training.

Participate in regional planning meetings with the East Metro Training Group
~ Develop and deliver annual promotional examinations that evaluate the knowledge, skills and abilities for the rank being tested.
~ Comply with Civil Service and labor agreement mandates.
~ Ensure that exam elements meet jurisdictional requirements and industry best practices.
~ Communicate all exam information in an accurate format for candidates.
~ Provide the Civil Service Commission with a viable list for certifications.

2015-2016 Accomplishments

Office of the Chief

- ✓ Created front office efficiencies through restructure.
- ✓ Senior leadership team development.
- ✓ Continued revision of the Department's Standard Operating Procedures.
- ✓ Improved timeliness of completion of performance evaluations.
- ✓ Published Fire Department annual reports.
- ✓ Received an 83% customer satisfaction rating based on our timeliness and quality of response.

Emergency Management

- ✓ Held regular tabletop and functional exercises, including windshield surveys and participation in Cascadia Rising.
- ✓ Prepared and distributed an employee emergency flip chart.
- ✓ Worked with City departments to create a continuity of government/operations plan.
- ✓ Created and sent out to the citizens of Bothell an emergency preparedness mailer.
- ✓ Worked with King County to have the entire City covered under Code Red (reverse 911).
- ✓ Activated the Emergency Communications Center for the Mercantile Fire.
- ✓ Worked with King County and Washington's Division of Emergency Management to provide economic relief for the businesses affected by the Mercantile Fire.

Community Risk Reduction

- ✓ Coordinated annual fire and life safety occupancy inspections.
- ✓ Completed land, building and fire suppression detection plan reviews.
- ✓ Completed fire suppression and detection plan reviews.
- ✓ Completed all construction inspections.
- ✓ Participated in Development Services Initiative (DSI) reducing review cycle time and improving customer service.
- ✓ Provided staff education to improve knowledge, skills and abilities.
- ✓ Investigated fire incidents for cause and origin; assisted Bothell Detectives with one fatal fire investigation, ruling out a possible criminal act.

Safety and Support Services

- ✓ A firefighter position was reassigned to Safety and Support Services thereby increasing efficiency and capacity due to the workload within this division.
- ✓ Re-templated and reprogrammed all mobile radios with new talk groups and re-banded to new frequencies.
- ✓ A New Battalion vehicle was placed into service at Fire Station 42.
- ✓ Coordinated with Public Works to complete a new concrete front apron at Station 45.
- ✓ Worked with Public Works to install a sewer line/vehicle washing system behind Station 42.
- ✓ Identified a natural gas leak coming from under Station 42 and worked with Puget Sound Energy for a gas line replacement.
- ✓ Coordinated the installation of new sensors for the back apparatus bay doors at Station 42 to improve safety.
- ✓ Active participation in the City of Bothell Safety Committee.

Public Education

- ✓ Installed fall prevention risk reduction devices provided by a King County EMS grant.
- ✓ Performed a joint CERT class with University of Washington Bothell/Cascadia.
- ✓ Offered and instructed CPR and First Aid training for City employees.
- ✓ Completed 99 car seat inspections and 221 bike helmet fittings.
- ✓ Completed 75 safety presentations.
- ✓ Distributed 40 free bike helmets each year on Care Day.
- ✓ Established as a Community Conversations leadership team member.
- ✓ Provided a website participant for the new Website Development Team.
- ✓ Participated in the development and implementation of the Community Medical Team (CMT) unit.
- ✓ Completed two Safe Sitter classes.

Response Operations

- ✓ Maintained response readiness to the Bothell community.
- ✓ Improved firefighter health and safety.
- ✓ Increased structural collapse capabilities by certifying two additional Technical Rescue Team members.
- ✓ Increased water rescue staffing with a total of 21 members now on the team.
- ✓ Participated in city-wide active shooter training at the Bothell UW campus.

Training

- ✓ A Training Lieutenant position was reassigned to the Training Division, thereby increasing efficiency and capacity due to the workload in this division.
- ✓ Acquired and prepared three residential structures on East Riverside Drive for simulated fire fighting drills.
- ✓ Completed 7,223 hours of training in 2015 with an average completion rate of 92% of all primary training.
- ✓ Participated East Metro Training Group (EMTG) multi-jurisdictional drills in 2015 and 2016.
- ✓ Developed, managed and implemented an in-house promotional process for the ranks of Lieutenant and Battalion Chief.
- ✓ Improved the Department's expertise in the following disciplines: Aerial Apparatus Operator, Firefighter Instructor 1, Red Card Certification for wildland fire fighting, Criteria Based Training Instructors and Aid Car Drivers.

Firefighters rescue baby ducks
Citizen Response

I was remiss in getting the names of the great men who helped rescue the ducklings on Tuesday evening but I wanted to thank you for having the heart to help these little guys and their mama. I was so impressed with not only the willingness to help but their sincerity and dedication to getting as many of the babies to safety as possible. You guys have such an important and busy role in our community and I'm grateful that your men were willing to help with what could be seen as an insignificant rescue.

You guys are amazing!

2015-2016 Accomplishments

Office of the Chief

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Grant applications submitted/awarded	8	4	4	4
Operate within Department budget	100%	66%	100%	100%
Complete quality performance evaluations on schedule	100%	80%	100%	100%
Monthly Senior Leadership meetings to develop staff and unite the department	NA	77%	100%	100%

Emergency Management

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of Comprehensive Emergency Management Plan that is updated & current	100%	100%	100%	100%
% of employees receiving disaster training	80%	80%	80%	80%
% of population receiving preparedness information	40%	40%	25%	25%
% of employees that are National Incident Management System compliant	100%	100%	100%	100%
% of costs recovered from disasters	75%	75%	75%	75%
# of people receiving emergency preparedness information	1,000	1,000	500	500
# of City staff training exercises	10	10	5	5
# of regional exercises including Bothell	2	2	1	1

Performance Measures

Community Risk Reduction

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Conduct a safety review within 30 days of a departmental accident or incident	100%	100%	100%	100%
Life and safety inspections completed by Response Operations staff	3,367	1,350	1,784	1,784
Life and safety inspections completed by Community Risk Reduction staff	388	42	127	127
Building, land-use, suppression & detection reviews	1,200	1,650	750	750
International fire code permit inspections	514	463	245	245
False fire response billings	N/A	361	180	180
Public records requests processed	N/A	161	81	84
Cause and origin fire investigations	N/A	30	18	20

Public Education

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
# of Community Emergency Response Team graduates	30	35	15	15
# of students who receive drink/drive seatbelt information	1,400	1,250	700	700
# of citizens trained in CPR	600	623	300	300
# of citizens trained in First Aid	300	369	150	150
# of bike helmets sold/fitted	200	221	100	100
# of non-emergency press releases	6	4	3	3
# of emergency press releases	6	6	3	3
# of Bothell social media posts	40	44	20	20
# of City Manager weekly submittals	24	29	12	12
# of car seat inspections performed	100	117	50	50
# of total lives touched	15,000	16,690	7,500	7,500

Response Operations

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Maintain full staffing at every fire station	100%	100%	100%	100%
% of incidents responded to within 7 minutes 15 seconds or less	90%	90%	90%	90%
# of incidents per year	12,300	12,990	7,416	7,650
# of Emergency Medical Service incidents per year	10,100	9,585	5,000	5,100
# of structure fires per year	93	93	45	48

Special Operations

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Complete annual refresher training for all Special Operations members	100%	85%	100%	100%
12 hours of technical rescue operations training per firefighter	100%	75%	100%	100%
8 hours of haz-mat awareness and operations training per firefighter	100%	95%	100%	100%
Complete initial technical rescue training (technician)	100%	100%	100%	100%
Complete surface water operations training per firefighter	100%	100%	100%	100%

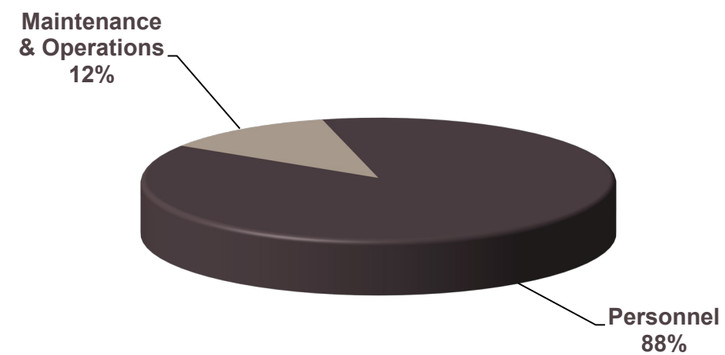
Training

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of suppression personnel attending a live fire session every three years	100%	100%	100%	100%
% of suppression personnel completing 100% of assigned quarterly training	90%	70%	100%	100%
# of personnel that maintain their Emergency Medical Technician certification	106	109	56	56
# of promotional examinations completed	2	2	1	1

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$17,800,232	$19,341,083	$19,915,797
Maintenance & Operations	1,854,103	2,010,177	2,757,912
Capital	-	-	20,000
Total Expenditures	$19,654,335	$21,351,260	$22,693,709
Annual Cost Per Capita	$414.77	$398.87	$407.56

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $824,714 in 2017-2018. This increase is attributable to salary step, cost of living, pension and insurance cost increases. Two authorized positions are not currently funded in 2017-2018 - a firefighter position and the Deputy Chief/Fire Marshal position.
- Maintenance and operations costs are increasing $747,735, as the department reinstates funding (particularly related to training) that was lost during the recession.

Public Works Department

The General Fund divisions of the Public Works Department consists of 3 divisions:

Administration
Capital, Development & Utilities
Facilities

Public Works Department

Public Works Department

Public Works Department

The Public Works Department is responsible for the overall planning, design, construction and stewardship of the City's infrastructure to enhance the quality of life for our residents, visitors and businesses.

Public Works maintains City streets; manages fleet and facilities programs; leads solid waste, recycling and sustainability programs; and operates water, sanitary sewer, storm and surface water utilities. Details regarding the utilities can be found elsewhere in this document.

The Department is responsible for implementation of the Capital Facilities Plan (CFP), National Pollutant Discharge Elimination System (NPDES) Phase 2 requirements and all long-range utility planning for the water, sewer, storm and surface water utilities. Public Works also manages all long-range transportation planning, daily operations of the transportation network and issues relating to traffic engineering.

Public Works provides engineering review and inspections in conjunction with associated private development and the City's Community Development and Fire Departments to ensure adequate infrastructure is in place and development regulations related to land use are compliant with City codes.

Administration

Public Works Administration provides overall administrative support and policy direction for the Department. This division also provides services to the Department which include: written communication functions, budgeting and accounts payable/receivable, payroll, website management and other public communications, grant writing, hydrant use permit processing, contracts and capital projects administration, Council agenda bill management, records management, department-wide procurement as well as a wide range of general administrative functions. Additionally, the administration team manages the internal Commute Trip Reduction (CTR) program for all employees. This division also provides citywide training in Council agenda bill processes, small works roster use, procurement and contract/agreement execution.

Capital, Development and Utilities

The Capital, Development and Utilities Division of Public Works focuses on the planning, design and development of the City's infrastructure. Responsibilities include the completion of capital projects identified in the adopted 2017-2023 Capital Facilities Plan, traffic signal operations, surface water quality programming (including the administration of the Stormwater utility) and long-range planning for water, sewer and storm water. Capital investments are based on the vision established in the City's Comprehensive and Downtown Revitalization Plans. This budget cycle, significant investments are aimed at providing economic stimulus to development in the downtown area.

Capital, Development and Utilities also oversees transportation and utility infrastructure projects initiated by private development and franchise utilities. These activities are coordinated closely with the City's Community Development and Fire Departments to ensure compliance with design standards, fire procedures and development regulations.

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

2017-2018 Outcomes & Activities

Administration

Public Works Administration Support Services work to improve efficiencies within the Department

~ Implement standard document templates and procedures within Public Works as well as citywide.
~ Design a comprehensive records management systems consistent with the Washington State Records Retention Schedule.
~ Promote professional standards for written communication, budgeting and contracts management.
~ Improve community communications and explore additional regional partnerships.

Capital, Development and Utilities

Complete the implementation of the capital projects included in the 2017-2018 budget for the City's transportation system and utilities

~ Deliver high-quality capital improvement projects on schedule and within budget.
~ Keep the community informed through open houses, meetings, notifications, social media updates, newsletters and published articles.
~ Manage and monitor the fiscal integrity of the assigned capital projects.

Ensure that public infrastructure is designed and constructed in compliance with standards and codes policies and practices

~ Complete an accurate and timely review of land use and building permit applications for code compliance and to mitigate impacts of ensuing development.
~ Communicate with applicants to ensure that smooth processes are being achieved.

Work closely with developers, community groups and governmental agencies to preserve and enhance both the City and the region's transportation systems

~ Ensure that traffic associated with adjacent growth in unincorporated Snohomish County is mitigated based on the inter-local agreement.
~ Monitor concurrency in relation to traffic growth and development activity.
~ Investigate safety concerns, develop plans to address collision reduction and implement a Traffic Calming Program.
~ Work with regional partners to improve transportation system efficiencies to address congestion and to improve traffic safety.
~ Plan a multi-modal transportation network and work with transit agencies to promote more frequent and extensive transit service.
~ Initiate pedestrian and bicycle programs.

2015-2016 Accomplishments

Administration

✓ Provided accounts payable support in processing over 5,000 invoices per year department-wide.
✓ Participated in the transition to a new City website by providing department content and oversight over the transition for three departments.
✓ Developed the Safe Streets and Sidewalks ballot measure and managed outreach efforts.
✓ Maintained Public Works's social media presence by submitting content to the Communications Officer for Facebook posts, as well as maintaining independent Twitter and Pinterest pages.
✓ Supported Community Conversations efforts by speaking with community members, sharing information and attending meetings.
✓ Supported emergency response efforts following the Main Street Fire.
✓ Ensured departmental transparency by processing ongoing public records requests.
✓ Participated in the citywide Records and Information Management Committee efforts to improve records management and storage and destruction processes consistent with the Washington State Records Retention Schedule.
✓ Administered annual updates of the Bothell Design and Construction Standards.
✓ Managed public engagement for capital projects along with the delivery of newsletter emails.

Capital, Development and Utilities

This past biennium, progress has been made on numerous large capital projects and designs.

Construction projects substantially completed:

✓ Horse Creek Hybrid Open Channel & Culvert Project (including replacement of sewer and water mains as well as roadway improvement on 98th Avenue NE).
✓ 228th Street SE/Bothell-Everett Highway Intersection Safety Improvements.
✓ 228th Street SE Corridor Safety Improvements.
✓ NE 195th Street Bridge Seismic Retrofit.
✓ NE 182nd Street Water, Sewer and Stormwater Main Replacement.
✓ NE 188th Street Sewer Main Replacement.
✓ Ormbrek Road Stormwater Main Replacement.
✓ 4th Avenue W, 9th Avenue SE and Fitzgerald Road/240th Street SE Pavement Overlay Project.
✓ Bothell 2016 Pavement Overlay and Preservation Project.
✓ Sammamish River Side Channel Restoration.
✓ 9th Avenue SE Sidewalk, north of Crystal Springs Elementary School.

Grant funding received:

- ✓ $1,081,750 from the Federal Surface Transportation Program (STP) for purchase of the right-of-way for the North Creek Trail Section 4 Project.
- ✓ $540,000 from STP for design and construction of the Adaptive Signal Control System, Phase 2 (2016).
- ✓ $865,000 from STP for construction of the 228th Street SE Pavement Overlay Project.
- ✓ $1,042,000 from Congestion Mitigation and the Air Quality Improvement Program (CMAQ) for construction of the Pedestrian Bridge at the Park at Bothell Landing.
- ✓ $1,700,000 Remediation Action Grant (RAG) from the Department of Ecology (ECY) for clean-up of the Bothell Service Center Solvent site.
- ✓ $5,381,318 Transportation Improvement Board (TIB) grant for construction of the Multiway Boulevard, Phase 2 (late 2015).

Other studies and programs:

- ✓ Completed and Council adoption the 2017-2022 Transportation Improvement Program (TIP).
- ✓ 2017-2023 Capital Facilities Plan update.
- ✓ *Imagine Bothell...*Comprehensive Plan Transportation Element, 2015 Periodic Plan and code update.
- ✓ Developed a Complete Streets policy.
- ✓ Coordinated City input for the Sound Transit 3 Ballot Measure.
- ✓ Monitored traffic impacts related to the opening of the I-405 Express Toll Lanes.
- ✓ Completed the annual pavement marking program.
- ✓ Completed the City's Design and Construction Standards update.
- ✓ Adopted the Water System Comprehensive Plan update.

Design projects completed:

- ✓ Lift Station #3.
- ✓ 228th Street SE and 29th Drive SE Traffic and Intersection Improvements.
- ✓ Multiway Boulevard, Phase 2.
- ✓ Penn Park Reservoir Replacement.

Administration

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of agenda bills to the City Clerk's Office on time	85%	85%	90%	90%

Capital, Development and Utilities

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of projects completed within budget (at time of construction contract award)	90%	100%	N/A	N/A
% total actual project cost over budget*	N/A	0.4%	0%	0%
% of projects completed passing State and Federal audits (if appropriate)	100%	100%	N/A	N/A
% of sewer service applications processed within targeted time lines	100%	100%	100%	100%
% of water availability applications that are processed within targeted time lines	100%	100%	100%	100%
% of engineering permit reviews completed within the target date	80%	93%	80%	80%
# of audit findings on capital projects	N/A	0	0	0
# of development reviews**	N/A	1,467	N/A	N/A
# of detention systems inspected	470	347	235	240

*Budget is determined at construction contract award.
**As of June 8, 2016.

Transportation

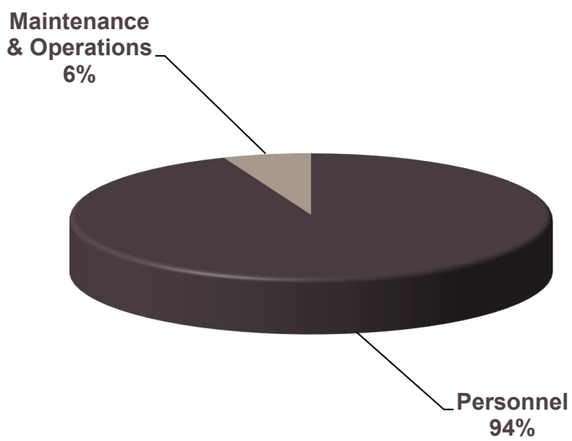
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of developer traffic analysis reviews completed within targeted time lines	80%	100%	80%	80%
% of citizen traffic-related inquiries/ complaints responded to within four weeks	80-85%	100%	100%	100%
% of development-related traffic signal & channelization plans approved on time	80%	96%	80%	80%

Total Public Works Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2015-2016
Personnel	$5,594,399	$6,758,940	$6,812,789
Maintenance & Operations	239,760	421,700	437,440
Capital	-	-	-
Total Expenditures	$5,834,160	$7,180,640	$7,250,229
Annual Cost Per Capita	$153.35	$165.80	$160.02

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.

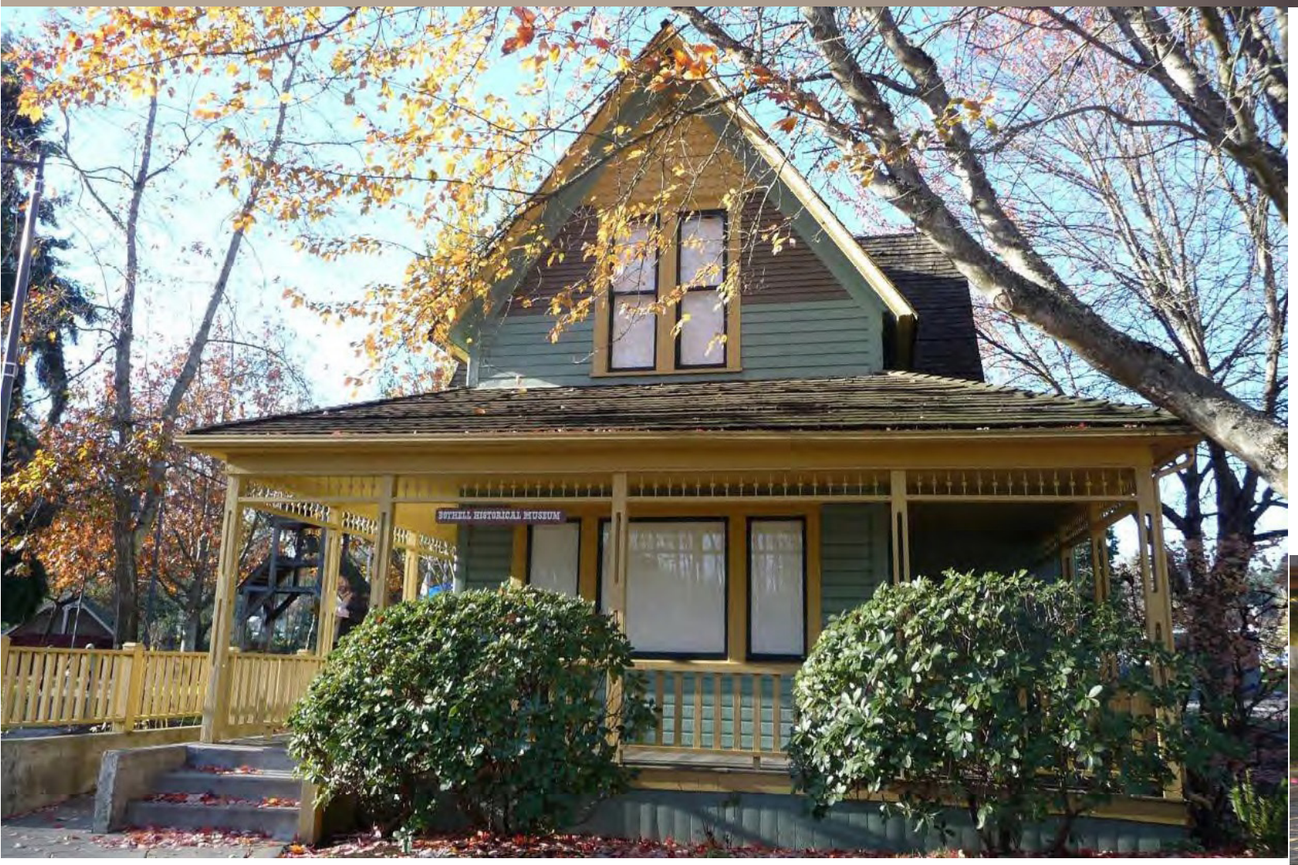


2017-2018 Financial Notes

- Personnel costs are increasing $53,849 in 2017-2018. This increase is attributable to salary step, cost of living, pension, and insurance cost increases.
- Maintenance and operations costs are increasing $15,740. Outside engineering costs that are passed through to developers make up the majority of this increase.

Facilities

Facilities



Facilities Services is an internal services division responsible for maintenance, repair and improvements to City-owned facilities. This division works closely with all departments to ensure that capital improvements; including remodels, painting, roof repairs, etc., are completed with minimal impact on the City's workforce.

The 2017-2018 Facilities budget removes costs associated with the eliminated buildings which include the Dawson complex and the old City Hall buildings and includes budget for the new City Hall building with its more increased square footage and its much more advanced systems.

2017-2018 Outcomes & Activities

Address citywide facility needs

- Assume the property management and maintenance of the new City Hall facility.
- Coordinate the completion of all budgeted asset replacement projects on time and within budget.
- Coordinate with other departments to ensure that improvements are completed with minimal impact on the City's workforce.
- Assess facility needs including review of the asset replacement schedule.
- Implement the new Enterprise Asset Management System for Facilities.

Provide safe, clean and comfortable City-owned facilities

- Ensure efficient management and maintenance of all facilities and equipment.
- Respond to service requests in a timely manner.
- Ensure that equipment is in good working condition and safety requirements are being met.
- Direct and oversee the custodial staff.

2015-2016 Accomplishments

- ✓ Completed over 1,400 facility requests.
- ✓ Upgraded the Police Department (PD) keycard and security camera system. This included the transition of the Citywide keycards to a one-card system.
- ✓ Oversaw the remodel of the PD Records and Animal Control office areas.
- ✓ Oversaw the Lytle House interior painting and flooring project.
- ✓ Oversaw the replacement of the Fire Station 42 Heating, Ventilation and Air Conditioning (HVAC) unit replacement project.
- ✓ Participated in the City Hall development project along with the relocation of staff from multiple buildings.

"Developed a plan and a budget in order to assume responsibility of the maintenance of the new City Hall building in the most effective and cost-efficient manner."

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of internal customers responding to customer service surveys with a "good" or "excellent" rating*	unknown*	unknown*	90%	90%
% of responses to facility maintenance and service requests within one business day	70%	unknown**	80%	80%
# of facility maintenance/service requests	900	1,472	500	500

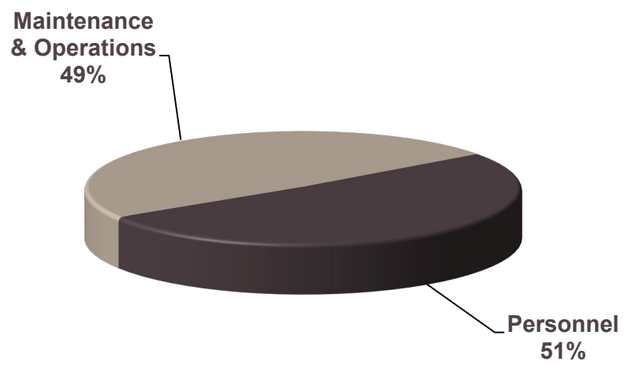
*Plan to resume survey in 2017-2018.
**Responses were not tracked but plan to resume in 2017-2018.

Total Facilities Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$759,662	$890,755	$1,346,927
Maintenance & Operations	1,317,883	1,314,253	1,296,191
Capital	29,891	-	-
Total Expenditures	$2,107,437	$2,205,008	$2,643,118
Annual Cost Per Capita	$55.39	$50.91	$58.34

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $456,172 in 2017-2018. A new Building Maintenance Lead position was approved by Council in 2016 as part of the City taking over maintenance responsibilities for City Hall. An increase in the Custodial Day Porter position that serves City Hall (from 0.5 FTE to 0.75 Full-Time Equivalent (FTE)) is being proposed for 2017-2018. Salary step, cost of living, pension, and insurance cost increases make up the balance of the projected increase.
- Maintenance and operations costs are decreasing $18,062. Cost increases associated with maintaining Citywide facilities are being offset by the savings associated with taking over City Hall maintenance from an outside provider.

Parks & Recreation Department

Parks & Recreation Department

Parks & Recreation Department

Parks & Recreation Department Mission Statement November 2015

The Parks & Recreation Department enhances the quality of life for the Bothell community by providing high quality parks, natural spaces, trails, community gathering places, recreation programs and events with a strong emphasis on customer service and safety.

In 2015, the Bothell City Council decided to form a new Parks and Recreation Department. With this change Parks Maintenance and Recreation staff moved from Public Works to the new department. Under this arrangement, a Parks and Recreation Director was hired and an Office Specialist position was reclassified to an Administrative Assistant position. The Parks and Recreation Department has two divisions; Recreation and Parks Maintenance. The park planning, project management, grant writing and similar administrative functions fall under the department director.

Parks Maintenance

This section of the Parks and Recreation Department ensures that there is a broad range of positive leisure experiences for users of City parks, trails and grounds. The park system encompasses 23 parks and facilities totaling 76.97 acres of developed land, 20.10 acres of undeveloped land and 150 acres of open space that includes:

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

Park maintenance also maintains the grounds for City Hall and emergency services buildings, Municipal Courthouse, downtown properties currently owned by the City and streetscapes along Main Street.

Responsibilities include:

- Landscaping, mowing, litter pick up, ballfield maintenance, ballfield preparation, playground and sports court safety inspections and repair, graffiti removal, trail maintenance and all other items as they relate to the daily maintenance and operations of Bothell's Park system.
- Managing various programs including contracted cemetery operations, North Creek Sportsfield operations, Tree City USA, Freedom Festival and the City-owned irrigation and field lighting systems.

Parks Planning/Park Development/Department Administration

Park Planning and Development is responsible for the acquisition and development of park facilities; the development of park master plans; implementation of asset replacement projects; update of the Parks, Recreation and Open Space Action Program (PROSAP) and grant applications for the above activities. Some of the projects completed include land acquisition at North Creek Forest, master plan for East Norway Hill Park and implementation of the new Park Impact Fee program. In the coming budget cycle key projects will include potential acquisition of the Wayne Golf Course and Shelton View Department of Natural Resources (DNR) Property.

Recreation and Special Events

This section of the Parks and Recreation Department provides a broad range of recreation program services and special events for all members of the community including personal enrichment, physical fitness, competitive sports and after-school opportunities. Staff is also responsible for the rental and management of the City's nine sports fields, four picnic shelters and the Lytle House at the Park at Bothell Landing and North Creek School House at Centennial Park. The department also helps manage the community use of the community room at McMenamins and the rooms and grounds at City Hall. Annual special events include the Freedom Festival, Safe Halloween, Community Campout, Arbor Day and Concerts in the Park. All community events are free to the public.

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

2017-2018 Outcomes & Activities

Recreation and Special Events

Provide outstanding recreation opportunities for the community while preserving and enhancing the quality of life in Bothell in response to the recommendations made in the PROSAP and from public input, as well as organize and support community events, adult and youth sports, leagues and field use

~ Develop and nurture strong relationships with community partners.
~ Provide quality recreation programs at a competitive, yet responsible price.
~ Increase recreation programs, special events and activities that meet the public's interest and needs.
~ Market the Lytle House, City Hall and the Northcreek Schoolhouse to the public to increase their use.
~ Bring back the summer youth program "Ramblin' Rec".
~ Add up to three youth special events to the summer schedule and possible musical performances or special events at the Park at Bothell Landing.
~ Increase the Recreation Assistant position from .5 Full-Time Equivalent (FTE) to 1 FTE. Administrative support and overall work capacity have been a key challenge since the Parks and Recreation Department was formed officially in 2015. The increase in the Recreation Assistant position could provide valuable support to the Recreation Coordinator, solicit additional sponsorships, develop and administer programs and take the lead on various facility rentals.

Parks Operations and Maintenance

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

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

Planning for the future with the potential to add additional parkland will require more maintenance and operations, park staff will need to create a baseline maintenance plan that includes current parks, facilities and trails

~ Additional planning will be needed to ascertain what resources will be required in the current maintenance program to add additional parkland and trails. Possible additions include the 1st Lieutenant Nicholas Madrazo Park, North Creek Forest, Wayne Golf Course and the Shelton View Woods property.

This division would benefit greatly from utilization of the maintenance MMS software that was previously purchased, staff have been coordinating attendance of the parks maintenance employees to the Pacific Northwest Maintenance Management School (the school promotes using maintenance management plans in the day to day park maintenance field operations)

~ Send two additional staff to the Maintenance Management School.
~ Begin the process of creating maintenance management plans for each park and the assets that the parks and recreation staff are responsible for maintaining. The regional/community parks will be the first in the planning process.
~ Add one seasonal employee in the Park Maintenance division which will bring the number of employees from five to six.
~ Add one FTE in 2017 and two FTEs in 2018.

Administration/Planning/Projects

Add one Office Assistant FTE position to support administration, recreation and special event functions

~ Replace the existing "Class" software with a new software program since "Class" is no longer supported. This will result in improved customer service and staff efficiencies.
~ Develop a Master Plan for the North Creek Forest land.
~ Develop a Master Plan for the Wayne Golf Course after its acquisition.
~ Develop a Master Plan for William Penn Park.

2017-2018 Outcomes & Activities

- ~ Fund the 1st Lieutenant Nicholas Madrazo Park to complete this project which includes tennis courts and a picnic shelter.
- ~ Complete Phase I of the Park at Bothell Landing Improvements.
- ~ Complete the Cedar Grove Park Field Improvements. The total project costs $490,000 and two state grant awards (each $250,000) have been submitted to fund the project.
- ~ Staff have approached Snohomish County regarding Conservation Futures funding for Shelton View Woods property. The Department of Natural Resources parcel, 26 acres, will be the first project addressed.
- ~ Forterra has purchased the Wayne golf course property and has provided the City, King County, and OneBothell with three years to purchase the property for the Wayne Golf Course project.
- ~ Parks staff have submitted a $700,000 grant to the Recreation and Conservation Office to supplement the $1.1 million federal funds for the Park at Bothell Landing Bridge which supports the Public Works effort to replace the bridge.
- ~ Begin to strategize the funding and acquisition of the MC Coast property, which is part of the Shelton View Woods property.
- ~ Begin the process of determining a recommended location and funding sources for a skate park in Bothell.
- ~ Initiate the process of identifying land for a North Bothell Park in Snohomish County.
- ~ Begin discussions with the Northshore School District to potentially partner with them for the development of park and recreation facilities on school property.
- ~ Create a City of Bothell Parks and Recreation Foundation and recruit the initial foundation board members and then provide support for the board's development.
- ~ Create a Bothell Walking Guide in conjunction with the implementation of a Park and Walking Prescription Program with local health care providers.

Additional Outcomes & Activities

Improve customer service through the implementation of a customer service counter at City Hall

- ~ Implement an improved and coordinated customer service program. Currently, park staff are located on the second floor and must go down to the first floor when customers require service. The current process is inefficient and there are times when parks and recreation staff are unavailable, leaving the customer without any service whatsoever.

2015-2016 Accomplishments

Planning and Administration

- ✓ Park Impact Fee Ordinance was updated and passed by Council with an effective date of October 1, 2016.
- ✓ East Norway Hill Master Plan has commenced.
- ✓ Wayne Golf Course Vision Plan was completed.
- ✓ Community Walking Guide Project has commenced.
- ✓ Grant Applications for eight grants were submitted to the Recreation & Conservation Office.
- ✓ Snohomish County Grant for the North Creek Forest for $10,000 was secured.
- ✓ Received a King County Youth Sports Grant for the Doug Allen Park.
- ✓ Developed bid documents for Madrazo Park.
- ✓ Continued working towards the acquisition of three parcels at North Creek Forest.
- ✓ Completed the Washington State Department of Transportation (WSDOT) acquisition.
- ✓ Completed the Tree Canopy Study, the report is posted on the City's Website.

Recreation

- ✓ Provided 357 in-person classes as well as online courses through Ed2Go for the community.
- ✓ Offered 11 new half day summer camps.
- ✓ 1,100 kids signed up for camps organized by Skyhawks.
- ✓ 200 adult softball teams played.
- ✓ Five educational programs were held in partnership with the Bothell Library at the Park at Bothell Landing.
- ✓ Continued picnic shelter rentals at Blyth Park, Centennial Park and Cedar Grove Park.
- ✓ Continued room rentals at the Lytle House, North Creek School House, City Hall conference rooms and the City Hall plaza.
- ✓ Continued field rentals of the North Creek Fields 1, 2, 3, 4, the Doug Allen Sportsfields and the Cedar Grove Sportsfields.
- ✓ McMenamins Community Room reservations are now taken through McMenamins.
- ✓ Held the Community Egg Hunt event in partnership with the YMCA.
- ✓ Successfully organized the 4th of July Parade.
- ✓ Offered eight Music in the Park Concert Series to the community.
- ✓ Offered two community concerts at the Bothell Landing Park.
- ✓ Offered a Community Camp Out event at Blyth Park. Twenty families enjoyed the camp out event.
- ✓ Offered the Safe Halloween event that took place on Main Street.

Park Maintenance and Operation

- ✓ Blyth Park Play Area renovations were completed.
- ✓ Bought a Top dresser (row mulcher equipment).
- ✓ Ten new benches were installed.
- ✓ Two Arbor Day events were held.
- ✓ Installed new flower pots on Main Street.
- ✓ Removed brush from East Norway Hill Park.
- ✓ City Hall grounds maintenance came online.
- ✓ Batters box and pitching areas were renovated at the North Creek Field.
- ✓ Completed ten volunteer projects throughout the Parks.
- ✓ New evening shifts were implemented.
- ✓ Repaired the fencing at the North Creek Fields.
- ✓ Created a boating display at the Bracketts Landing Park.
- ✓ Installed a new hole at the Blyth Park Disc Golf Course.
- ✓ Painted the interiors of all Park restrooms.
- ✓ Two staff members attended school for Maintenance Management.
- ✓ Hosted an irrigation training with participants from ten different cities.
- ✓ Completed turf renovation at the North Creek Field #1.
- ✓ Completed infield and dugout drainage systems at North Creek Field #3.
- ✓ Installed an art structure at the Red Brick Park.

Parks Planning and Operations and Maintenance

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
# of safety inspections of park facilities	52	52	52	52
# of playgrounds safety inspections	24	24	24	24
# of playground areas repaired &/or replaced	1	1	2	2
# of Recreation and Conservation Office (RCO) grant applications for acquisition and park improvements	8	8	4	4

Recreation and Special Events

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of survey respondents stating that the program was of “good” or “excellent” quality*	90%	90%	90%	90%
% of facility renters rating their experience as “good” or “excellent”	90%	90%	90%	90%
Recreation staff will process all picnic shelter, indoor facility & athletic field requests with 90% or better “good” or “excellent” success rate	90%	95%	90%	90%
# of community events/programs offered annually	10	22	14	14
# of recreation class opportunities offered	235	357	185	190
Offer up two new programs each year	N/A	N/A	2	2

Customer Service

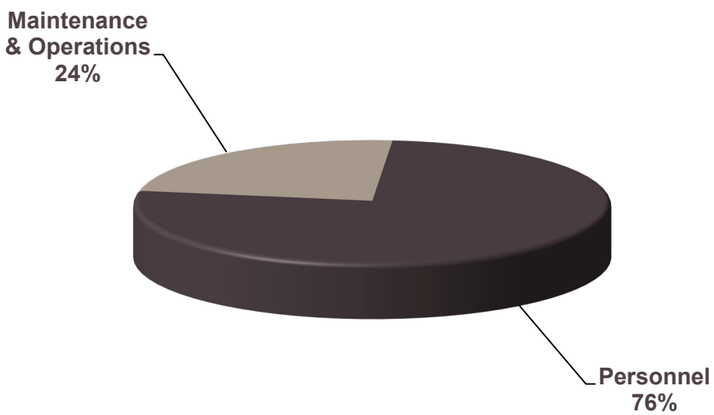
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
Reduce the amount of customer complaints related to customer service to less than 2 per quarter	N/A	N/A	2	2
Strive to return phone/email inquiries in 24 hours or less	N/A	N/A	24 hours	24 hours
% of respondents that say the registration process was courteous & helpful	N/A	N/A	90%	90%

Total Parks & Recreation Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$2,011,120	$2,557,414	$2,990,956
Maintenance & Operations	703,306	942,990	960,350
Capital	30,996	-	-
Total Expenditures	$2,745,422	$3,500,404	$3,951,306
Annual Cost Per Capita	$72.16	$80.82	$87.21

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are increasing $433,542 in 2017-2018. Proposed staffing changes include increasing the Recreation Specialist position from half-time to full-time, adding one Maintenance Worker in 2017, adding one Maintenance Worker and one Maintenance Worker Lead position in 2018, and funding 10% of the new Tourism & Events Manager position.
- Maintenance and operations costs are increasing $17,360. Just over half of the increase is associated with increased staff training opportunities as the department continues to evolve.

Community Development Department

Community Development Department

2017-2018 Outcomes & Activities

It is the mission of the Bothell Community Development Department:

- To help the community articulate its vision for the city, through the annual update of the *Imagine Bothell…* Comprehensive Plan and ongoing development regulations; and
- To ensure that the vision becomes a reality, by concomitantly applying and administering the City's development regulations, supporting annexation efforts within the Planning Area, guaranteeing safe building construction, providing accurate technical information, and carrying out community-enhancing programs.

Achieving the above mission in the years 2017 and 2018 will involve the continued daily dedication of Community Development staff to activities including researching, recommending and facilitating Plan and Code amendments; processing legislative actions, including citizen engagement; facilitating the preservation of local historic landmarks; performing planning and building review and inspection of proposed developments; coordinating permit processing across three city departments; ensuring compliance with health, safety and zoning regulations; managing multi-departmental records and responding to public information requests; and providing development billing, board and commission support, customer service, reception and other administrative functions.

Activities of particular note for which funding is allocated in the proposed 2017-2018 Community Development budget include the following:

- Improving the City's Development Services function via advances in efficiency, predictability and effectiveness in the permitting process, including refinement of the City's automated permit management system, enhancing permit center operations and expansion of electronic plan review;
- Completing 2017 and 2018 Plan and Code Updates, including revised Plan designations and implementing zoning changes to create additional population and employment capacity in the Snohomish and King Counties portions of the City, in order to meet growth targets;
- Commencing a detailed plan update specifically for the Canyon Park Subarea, to position the area for future redevelopment as a mixed-use residential / office / retail regional growth and employment center in accordance with Vision 2040;
- Performing development review for and otherwise facilitating private development and public capital facilities projects that contribute to the revitalization of Downtown Bothell, consistent with the Downtown Subarea Plan and Regulations and the Capital Facilities Plan;
- Facilitating annexation efforts within Bothell's designated Municipal Urban Growth Area in Snohomish County; and supporting ensuing activities relating to the transition of services from Snohomish County to Bothell; and
- Implementing a program to abate code violations including illegal structures within the City's mobile home parks.

Administrative Services Division

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

~ Continue the advancement of the Citywide Records Management program, including expanding the number and types of documents available to both staff and the public electronically.
~ Respond to all requesters of public records disclosure requests within the mandated five day period.

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

~ Provide clear direction, expectations and realistic productivity standards.
~ Update and maintain department Standard Operating Procedures (SOP) as time allows.
~ Provide a safe and organized work environment through quality work stations and proper equipment.

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

~ Post and distribute monthly *Imagine Bothell…* notices.
~ Support Hearing Examiner, Landmark Preservation Board, Shorelines Board and Planning Commission meetings.
~ Publish and post Land Use notices to the website in a timely manner.
~ Manage and update the Department's web pages regularly.
~ Process Accounts Payable/Receivable in a timely manner, ensuring compliance with State requirements.
~ Manage the Development Review invoicing system and revenue accounts.
~ Process payroll and Position Change Notices (PCN) as scheduled and keep staff informed of any changes in the system.
~ Process new business license applications in a reasonable amount of time (within two weeks).

Building and Permit Services Division

Assure that buildings and structures are designed and constructed to comply with City, State and Federal codes and standards

~ Conduct thorough and timely review of plans, specifications and engineering calculations.
~ Inspect all active construction projects, ensuring that all required inspections are occurring in the order and sequence required to determine compliance.
~ Actively abate unsafe or dangerous structures.

Assure consistency with surrounding jurisdictions in the application of the codes and standards

~ Provide technical assistance to the design community, contractors and the public.
~ Provide training to the design community, contractors and the public as it relates to building codes and construction standards.
~ Coordinate the creation of "Common Building Code" tip sheets and informational flyers in association with other partner cities of the eCityGov Alliance and MyBuildingPermit.com.

Resolve disputes to gain compliance with City and State Codes

~ Proactively enforce all regulations related to public health and safety.
~ Use voluntary compliance and the civil infraction process to resolve substantiated violations.

Planning Division

Assist the public and its elected and appointed representatives in defining and refining the community vision

~ Manage the processing of Plan and Code amendments as initiated by the City Council.
~ Implement standard operating procedures to ensure adherence to all process components mandated by local and state Growth Management laws.

Coordinate and cooperate with King and Snohomish Counties, neighboring cities and special districts having jurisdiction within or near the City of Bothell on planning issues of mutual concern

~ Participate in A Regional Coalition for Housing (ARCH) activities.
~ Continue to review proposed development applications in unincorporated King and Snohomish Counties that may impact Bothell and provide comments to the counties as appropriate.

Provide accurate and timely planning review of permit applications, proposed annexations and general public inquiries

~ Perform pre-application reviews.
~ Review land use applications for code compliance.
~ Provide planning and zoning information to the public.
~ Respond to citizen and business inquiries regarding potential annexation.
~ Return telephone calls within 24 hours, and answer correspondence within five working days.

Ensure that approved land use projects are developed and constructed in accordance with applicable planning regulations and conditions of approval

~ Perform field inspections to ensure compliance with approved plans, planning regulations and conditions of approval.

2017-2018 Outcomes & Activities

Ensure that critical areas are protected in accordance with adopted critical area regulations

~ Perform field inspections to ensure compliance with adopted critical area regulations. Respond to citizen complaints regarding critical area violations.

Continue to provide staff support to the Landmark Preservation Board

~ Identify sources of funding for projects and programs.
~ Apply for grants as warranted.
~ Provide oversight and management of Board projects and programs.
~ Update the Historic Resources Inventory (HRI).

Complete Plan and Code amendments as initiated by City Council in the annual dockets

~ Manage staff resources to ensure that initiated Plan and Code amendments are processed in a timely manner.

2015-2016 Accomplishments

Administrative Services Division

- ✓ Played an integral role in the Department's relocation to the new City Hall, which included moving the records center.
- ✓ Assisted in the development and implementation of the new City website.
- ✓ Received and processed over 875 public disclosure requests with 100% completion or response to the requestor within the 5 day requirement period. This is a 30% increase over the 2013-2014 biennium.
- ✓ Processed over 900 business license applications to date.
- ✓ Served over 5,000 customers at the Permit Center reception counter for the Community Development (CD) and Public Works (PW) departments and the Community Risk Reduction (CRR) division.
- ✓ Processed over 500 financial invoices through accounts payable while monitoring the Department's budget to avoid overages.
- ✓ Managed and maintained the Department's web pages including the Planning and Zoning, Planning Commission, Permitting and business license pages on the City's Website.
- ✓ Continued to improve communications between developers and billing staff in relation to development services, billable hours and other costs associated with development review, resulting in a reduction of past due accounts as reported to Finance on the Aging Accounts Receivable Quarterly Report.
- ✓ Continued refining processes for departmental efficiency and effectiveness.

Building and Permit Services Division

- ✓ Received 1,061 building permit applications totaling $253,604,083 in valuation, compared to 989 building permit applications totaling $317,006,060 in valuation over the same time period in the preceding biennium.*
- ✓ Issued 985 building permits totaling $281,347,213 in valuation, compared to 858 building permits totaling $220,526,210 in valuation over the same time period in the preceding biennium.*
- ✓ Performed 8,474 building inspections, compared to 7,205 building inspections over the same time period in the preceding biennium.*
- ✓ Received 253 violation cases.*
- ✓ Closed 246 violation cases.*
- ✓ Maintained a customer service average rating of +4.72 on a maximum scale of -5.0 to +5.0.*
- ✓ Continued to promote regional consistency through the eCityGov Alliance and www.MyBuildingPermit.com by aligning business practices with the other 15 participating jurisdictions through:
  - Adoption of a common code ordinance;
  - regional tip sheets;
  - inspection checklists; and
  - regional code training for builders and designers.
- ✓ Completed all permitting processes for the new City Hall.
- ✓ Completed all permitting processes for the new Bothell McMenamins.
- ✓ Competed all permitting processes for the new University of Washington Bothell (UWB) Student Activity Center.
- ✓ Completed all permitting processes for the new Gateway Building II-A at the gateway of Canyon Park Business Center.
- ✓ Initiated the Development Services Stakeholders Advisory Group (DSSAG).

*Numbers are through June 30, 2016.

Planning Division

- ✓ Facilitated Planning Commission and City Council deliberations on numerous Plan and/or Code amendments (some of these are still in progress), including amendments pertaining to:
  - Completed the 2015 Periodic Plan and Code Update, a Growth Management mandated update of the *Imagine Bothell…* Comprehensive Plan and related implementing Codes (this major, one and one-half year task was adopted by City Council in July, 2015 and took up all of the long-range planning resources in 2014 and the first half of 2015);
  - Completed a special collaborative process for the Fitzgerald Low Impact Development overlay Plan and Code amendments and began public hearings before City Council (ongoing);
  - Began Plan and Code amendments for the University of Washington Bothell / Cascadia College (ongoing);
  - Completed Planning Commission public hearings and Code amendments for the Nike Hill Plan;
  - Completed Planning Commission public hearings and Code amendments for the South Riverside Drive Plan;

- Completed Code amendments regarding plat approval times;
- Completed Code amendments regarding mailing requirements for land use public notices;
- Completed state-mandated annual population and housing estimates;
- Continued to support Downtown revitalization via participation in the public capital facilities planning, informational meetings with prospective developers and review of proposed construction projects.

✓ Performed Code consistency and environmental review on a variety of land use approvals and residential and commercial construction projects, including (the following are examples and not a complete list of all projects completed):

- The Junction, a mixed use project in the Downtown subarea;
- the Mercantile Building;
- Multi-way Boulevard, Phase II;
- Tall Cedars preliminary plat;
- Palm Creek preliminary plat;
- Verde Green Plat and Planned Unit Developments (PUD);
- Waude preliminary plat;
- Spring Ridge preliminary plat;
- Berolina preliminary plat;
- Raven's Ridge preliminary plat;
- Taylor preliminary plat and PUD;
- Braeton Woods preliminary plat;
- Blueberry Hills preliminary plat;
- Swedish Crest condominiums;
- McMenamins;
- Boulevard Place;
- the University of Washington, Bothell Phase 6 (Student Activity Center) and Phase 7 (parking lot).

✓ Landmark Preservation Board activities:

- Formulated a recommendation from the Landmark Preservation Board regarding creation of a Historic District in the Downtown Subarea;
- created the STQRY web application, "STQRY is a mobile storytelling platform that helps visitors explore further, engage deeper, and discover more," for walking tour(s);
- completed the Red Brick Road park sculpture project;
- completed the Anderson School Special Valuation;
- continued the post-WWII inventory update - 200 structures have been surveyed to date;
- establishment of the North Creek Schoolhouse onto historic registries;
- participated in the Sustainamania event.

Administrative Services Division

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of public disclosure requests resolved within prescribed time lines (5 days) (S)	100%	100%	100%	100%
# of public disclosure requests tracked to resolution (W)	800	860 as of 5/31/16	450*	450*
Development review fees collected (W)	$1,250,000	$1,004,785 as of 5/31/16	$650,000	$650,000
# of new business licenses processed (W)	1,000	750 as of 5/31/16	500	500

Performance Measures are categorized into two types, coded as follows:
S - for service-related, measuring how efficiently and effectively the City conducts a function; and
W - for workload-related, measuring the volume of activity generated by customer requests and applications.
*Increased workload requires extra hours to process.

Building and Permit Services Division

Development Services Initiative measures included in quarterly reports

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
First time or change-of-use tenant improvement permits -				
% of first reviews completed within 3 weeks & % of re-submittal reviews completed within 2 weeks (S)	80% min	61% avg	80% min	80% min
New single family permits -				
% of first reviews completed within 3 weeks & % of re-submittal reviews completed within 2 weeks (S)	80% min	64% avg	80% min	80% min
Commercial permits -				
% of first reviews completed within 5 weeks & % of re-submittal reviews completed within 2 weeks (S)	80% min	72% avg	80% min	80% min
% of inspections completed within 24 hours (S)	100%	100%	100%	100%
Customer survey satisfaction ratings, on a scale of -5 (extremely dissatisfied) to +5 (extremely satisfied) (S)	+3 or better	+3.7 avg	+3 or better	+3 or better
Maintain a building code effectiveness classification rating of 2 or better (1 is the highest rating) (S)	2	2	2	2

Performance Measures are categorized into two types, coded as follows:
S - for service-related, measuring how efficiently and effectively the City conducts a function; and
W - for workload-related, measuring the volume of activity generated by customer requests and applications.

Performance Measures

Planning Division

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
# of working days to complete response to external customer requests (counter, telephone, email) (S)	5	5 or less	5	5
Planning Division development review & inspections (S)	See Building & Permit Service Measures	See Building & Permit Service Measures	See Building & Permit Service Measures	See Building & Permit Service Measures
# of local, state or national Historic Register Nominations processed to approval (W)	1	1	1	1
# of Plan & Code amendments processed to approval (W)	6	6	6	6

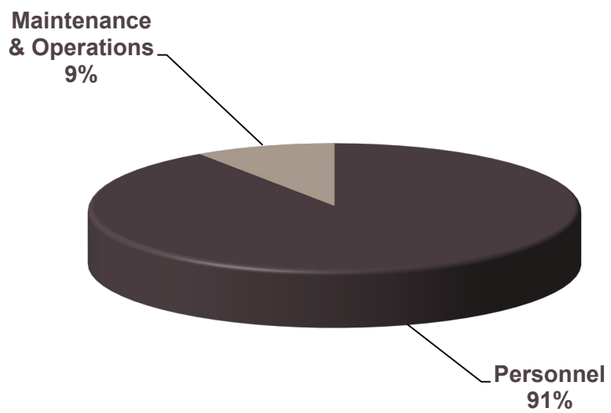
Performance Measures are categorized into two types, coded as follows:
S - for service-related, measuring how efficiently and effectively the City conducts a function; and
W - for workload-related, measuring the volume of activity generated by customer requests and applications.

Total Community Development Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$4,582,608	$5,455,612	$5,341,369
Maintenance & Operations	799,788	789,150	558,520
Capital	-	-	-
Total Expenditures	$5,382,396	$6,244,762	$5,899,889
Annual Cost Per Capita	$141.47	$144.19	$130.22

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel costs are decreasing $114,243 in 2017-2018. Salary step, cost of living, pension, and insurance cost increases, along with the proposed new Permit Technician position, are offset by the elimination of the Deputy Director position.
- Maintenance and operations costs are decreasing $230,630. Outside engineering and review costs are projected to decrease as the backlog from the development boom subsides. Projected bankcard fees have also been reduced; the City is considering imposing a dollar limit on individual credit card transactions.

Restricted Revenue Funds

The Restricted Revenue Funds consist of the following funds:

Street
Arterial Street
Park Cumulative Reserve
Drug Seizure

Street Fund

Street

2017-2018 Outcomes & Activities

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

Through 2016, management of the City's solid waste and recycling programs was funded out of the Street Fund. This includes monitoring the City's solid waste contract, developing and implementing recycling/waste reduction programs, developing hazardous waste programs and grant management. This program is funded primarily through grants. The budget for these programs is now in the Non-Departmental section of the 2017-2018 Budget.

Major projects that allow the City to meet its transportation goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Capital Fund. These projects are managed by the Public Works Capital Division.

Bothell's Street Division is responsible for the following:

- Daily operations include roadway patching and potholes, street and traffic control signs, street striping and pavement markings, snow and ice removal and 24-hour emergency response.
- Right-of-way activities include shoulder maintenance, curb and gutter maintenance, emergency sidewalk repair, street lights, trail and landscape maintenance within the downtown corridor and other improved areas.
- Administration of various programs including contracted traffic signal repair services by Snohomish County, traffic signal operations, plan review of developer projects, concurrency, traffic mitigation, traffic control throughout the City and bridge maintenance.

Provide safe public streets, paths and walkways

- Maintain the condition of trees and vegetation on all City right-of-ways to prevent hazardous conditions.
- Public street restriping as necessary to maintain visibility.
- Keep roadway surfaces in good repair.
- Clean and maintain signage on public streets.
- Keep the roads free and clear of debris.
- Inspect streetlights and facilitate repair/replacement when necessary.

Implement Safe Streets and Sidewalks Levy levels of service

- Improve the condition of local streets using the asphalt patching and repair program for restoration in conjunction with local street seals from the capital program.
- Improve the condition of the sidewalk system through the sidewalk repair and replacement program for restoration.
- Establish an annual progress report that is then distributed to the community.

2015-2016 Accomplishments

- ✓ Completed annual striping of all school zone crosswalks and other school related pavement markings.
- ✓ Rebuilt and paved West Riverside trail adjacent to Blyth Park and performed extensive asphalt repairs to the pedestrian trail at the Park at Bothell Landing.
- ✓ Mowed 406 edge miles of roadway, repaired 870 potholes, as well as maintained, repaired and replaced 2,100 street signs.
- ✓ Coordinated annual Sustainamania events for the promotion of sustainable practices and the Public Works Department.
- ✓ Coordinated and planned other citywide events including the spring and fall Recycling Events, Bike to Work Day, outreach events at schools, businesses, the Senior Center and churches. Participated in and provided recycling and solid waste information for other events such as the July 4th Parade.
- ✓ Managed the Recology Cleanscapes and Waste Management contracts.
- ✓ Participated in the development and outreach for the Safe Streets and Sidewalks ballot measure.

Received three grants to provide funding for a recycling promotion and various events in the combined amount of $143,000.

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of regulatory street sign inventory inspected annually*	100%	100%	50%	50%
% of single-family recycling diversion**	65%	63%	66%	66%
Average pavement ratings for streets	68	69.5	N/A	N/A
Average pavement ratings for arterials***	N/A	N/A	75	76

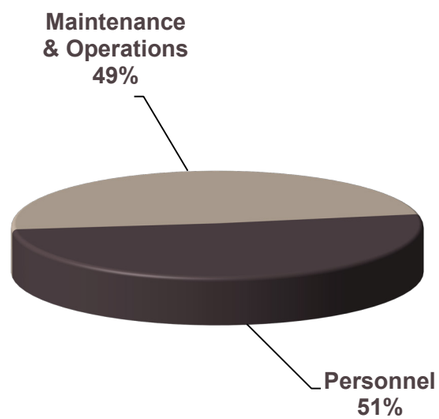
*Regulatory signs indicate or reinforce traffic laws, regulations or requirements.
**Actual data reported comes from Recology Cleanscapes/Waste Management reports. Targets are based on goals set by the King County Solid Waste Division Comprehensive Plan.
***This performance measure replaces the average rating for all streets.

Total Street Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,380,285	$2,137,535	$2,968,612
Maintenance & Operations	1,896,273	2,558,325	2,855,957
Capital	61,298	-	299,500
Total Expenditures	$3,337,855	$4,695,860	$6,124,069
Annual Cost Per Capita	$87.73	$108.42	$135.16

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- The 2017-2018 budget reflects passage of the Safe Streets & Sidewalks in November 2016.
- Personnel costs are increasing $831,077 in 2017-2018. The budget adds two new Maintenance Worker positions plus $90,000 annually for additional seasonal employees.
- Maintenance and operations costs are increasing $297,632. These increases are related to asphalt repair and other programs that are being reinstated.
- $299,500 in capital outlay is planned for 2017-2018.

Arterial Street Fund

Arterial Street

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

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

Total Arterial Street Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	6,390	-	-
Capital	1	-	-
Debt & Interest	10,466	-	-
Total Expenditures	$16,857	-	-
Annual Cost Per Capita	$0.44	-	-

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.

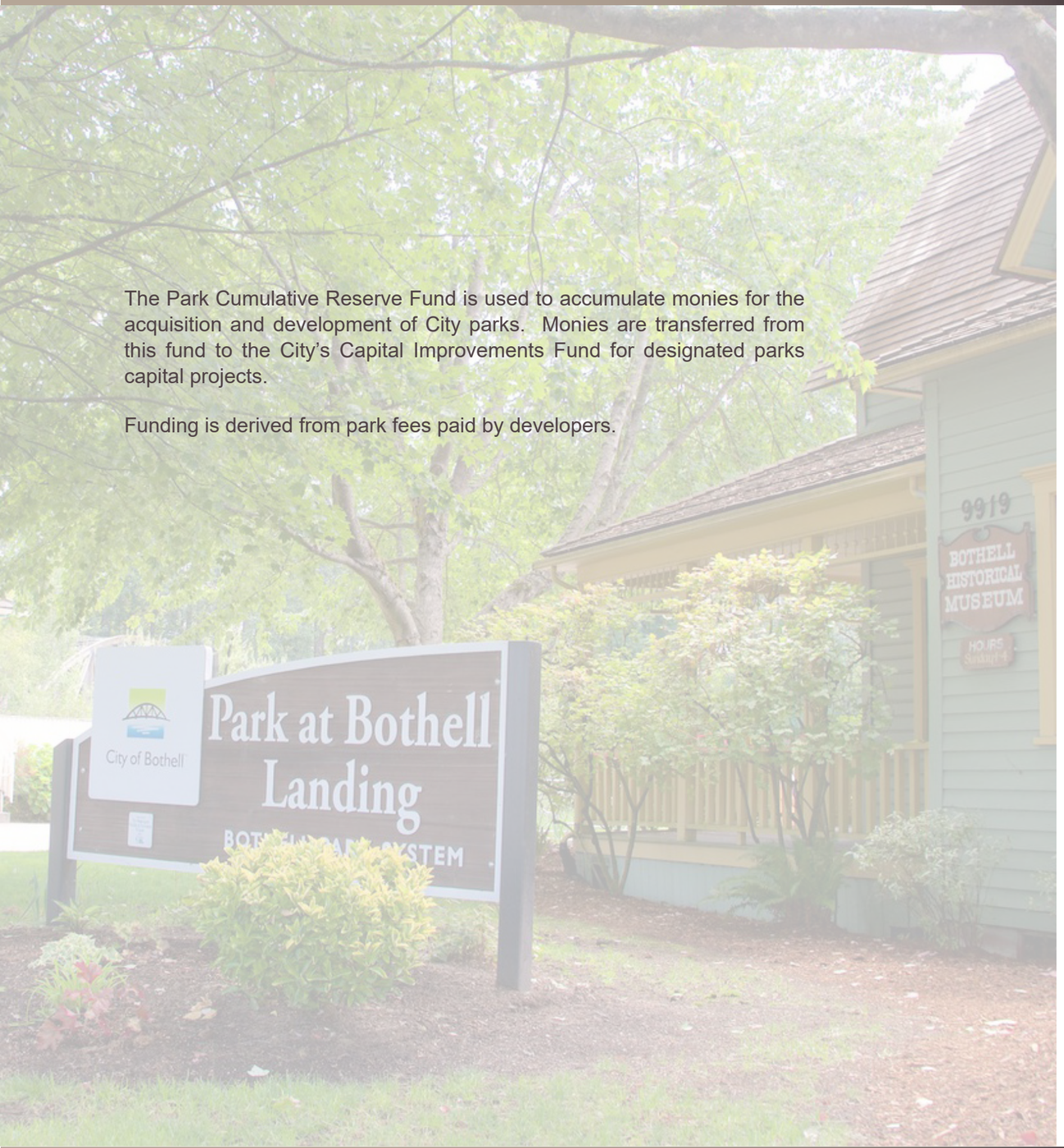
2017-2018 Financial Notes

No expenditures are anticipated during 2017-2018, although $4,028,656 is budgeted for operating transfers to the City's Capital Improvements Fund. These funds are allocated for the following 2017-2023 Capital Facilities Plan projects:

- OP3 – Arterial Overlay Program
- T6 - Bothell Crossroads
- T68 – 228th Street SE & 29th Drive SE Traffic Improvements
- D1 – Local Infrastructure Financing Tool (LIFT) Debt Service
- D4 – Public Works Trust Fund (PWTF) Loan for Bothell Crossroads
- D7 – 2013 A&B Bonds Debt Service for Multiway Boulevard

Park Cumulative Reserve Fund

Park Cumulative Reserve



The Park Cumulative Reserve Fund is used to accumulate monies for the acquisition and development of City parks. Monies are transferred from this fund to the City's Capital Improvements Fund for designated parks capital projects.

Funding is derived from park fees paid by developers.

Total Park Cumulative Reserve Request

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

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.

2017-2018 Financial Notes

No expenditures or operating transfers are currently anticipated for 2017-2018.

Drug Seizure Fund

Drug Seizure

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

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

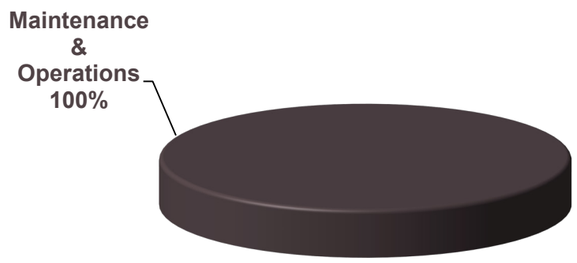
"Forfeited property and net proceeds not required to be paid to the state treasurer shall be retained by the seizing law enforcement agency exclusively for the expansion and improvement of controlled substances related law enforcement activity. Money retained under this section may not be used to supplant pre-existing funding sources."

Total Drug Seizure Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	$6,000	-
Maintenance & Operations	30,953	57,000	17,000
Capital	16,667	10,200	-
Total Expenditures	$47,620	$73,200	$17,000
Annual Cost Per Capita	$1.25	$1.69	$0.38

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Drug Seizure revenues and expenditures are dependent on the net proceeds of forfeited property.
- $17,000 is budgeted for maintenance and operations in 2017-2018. This includes operating supplies, towing service associated with vehicle search warrants, and training costs.

Debt Service Funds

The Debt Service Funds consist of the following funds:

2008 GO Refunding Bond
LIFT Debt Service Fund
2013 GO Bond

2008 General Obligation Refunding Bond

2008 General Obligation Refunding Bond

General Obligation (GO) Bond Funds are created to account for the retirement of general purpose bonds issued on behalf of the City to finance various public projects such as construction or improvement of facilities, parks and streets.

When a municipality issues GO Bonds (authorized by a vote of the people) the monies generated to retire the debt comes from excess property tax – a “new” dedicated funding source. GO Bonds authorized by the City Council do not have a “new” dedicated funding source - debt service payments come from the City’s current revenue streams.

Bothell has one “voter approved” GO Bond outstanding, which was refinanced in 2008 to save Bothell taxpayers more than $500,000 in interest payments.

The City’s original 1997 GO Bond Redemption Fund was created to account for the retirement of general purpose bonds issued on behalf of the City to finance construction of a public safety building. This debt issue was authorized by a vote of the people, and therefore each year, debt service payments are made with monies collected from excess property tax.

In 2017, the excess property tax associated with repayment of this debt, now referred to as the 2008 General Obligation Refunding Bond, is expected to be approximately 10.0 cents per thousand dollars of assessed value in 2016.

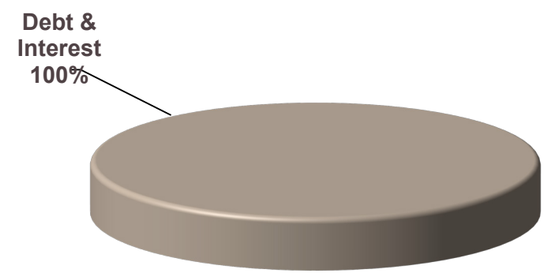
Original Issue Date:	November 1, 1997
Refinanced:	5/20/08
Original Issue Amount:	$9,700,000
Outstanding as of 12/31/16:	$1,360,000
Interest Rates:	3.5% to 4.0%
Debt Service 2017:	$722,800 (includes principal and interest)
Final Maturity:	December 1, 2017

Total 2008 GO Refunding Bond Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	656	25,000	-
Capital	-	-	-
Debt & Interest	1,444,288	1,437,800	722,800
Total Expenditures	$1,444,944	$1,462,800	$722,800
Annual Cost Per Capita	$37.98	$33.78	$15.95

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

This voter-approved bond issue (associated with the construction of the Police Department building) will be fully repaid at the end of 2017.

Local Infrastructure Financing Tool
Debt Service Fund

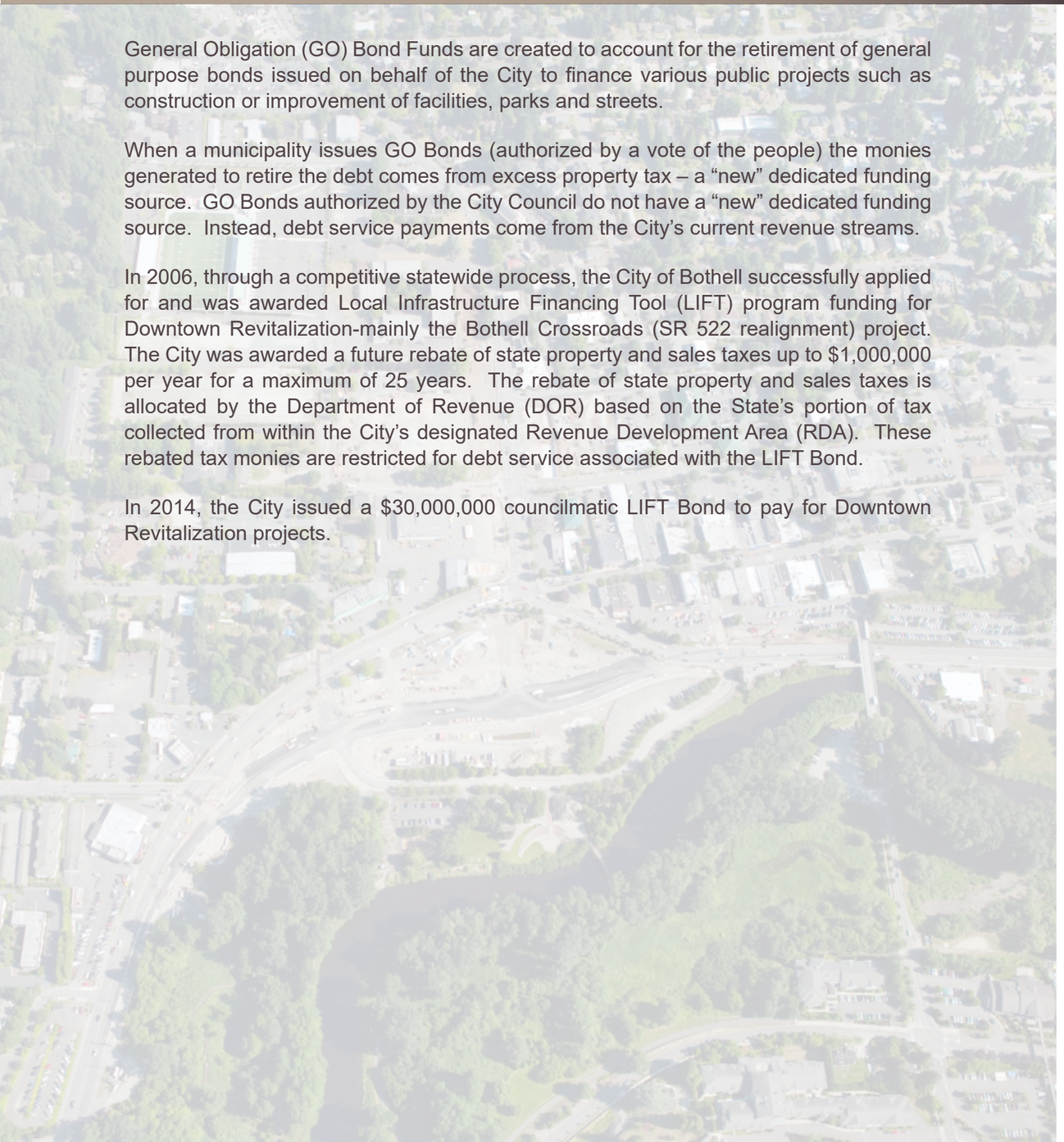
LIFT Debt Service

General Obligation (GO) Bond Funds are created to account for the retirement of general purpose bonds issued on behalf of the City to finance various public projects such as construction or improvement of facilities, parks and streets.

When a municipality issues GO Bonds (authorized by a vote of the people) the monies generated to retire the debt comes from excess property tax – a “new” dedicated funding source. GO Bonds authorized by the City Council do not have a “new” dedicated funding source. Instead, debt service payments come from the City’s current revenue streams.

In 2006, through a competitive statewide process, the City of Bothell successfully applied for and was awarded Local Infrastructure Financing Tool (LIFT) program funding for Downtown Revitalization-mainly the Bothell Crossroads (SR 522 realignment) project. The City was awarded a future rebate of state property and sales taxes up to $1,000,000 per year for a maximum of 25 years. The rebate of state property and sales taxes is allocated by the Department of Revenue (DOR) based on the State’s portion of tax collected from within the City’s designated Revenue Development Area (RDA). These rebated tax monies are restricted for debt service associated with the LIFT Bond.

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

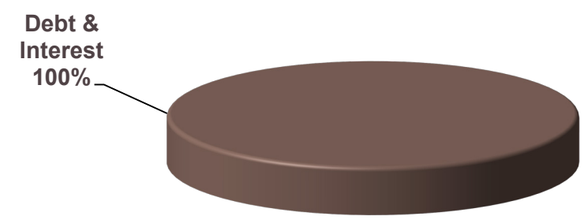


Total LIFT Debt Service Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	1,444,540	3,323,700	3,991,300
Total Expenditures	$1,444,540	$3,323,700	$3,991,300
Annual Cost Per Capita	$37.97	$76.74	$88.09

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

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

2013 General Obligation Bond

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2013 General Obligation Bond

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

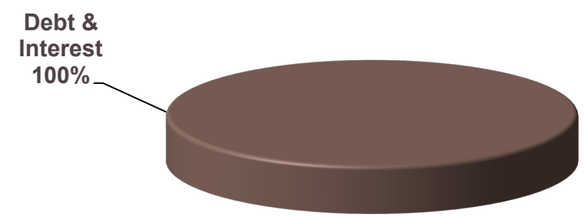
	2013 A (taxable)	2013 B
Issue Amount:	$1,520,000	$8,145,000
Outstanding balance as of 12/31/16:	$385,000	
Interest Rates:	0.60% - 1.00%	3%
2017 Debt Service including interest:	$391,353	$307,163
2018 Debt Service including interest:		$697,163
Final Maturity:	12/1/2017	12/1/2033

Total 2013 General Obligation Bond Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	866,690	1,420,330	1,395,678
Total Expenditures	$866,690	$1,420,330	$1,395,678
Annual Cost Per Capita	$22.78	$32.79	$30.80

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Proceeds from the 2013 GO Bond provided funding to finance street improvements, acquire additional property in the downtown area, and retire the City's outstanding Limited Tax General Obligation Bond Anticipation Note from 2012.

Capital Fund

The Capital Fund consists of the following fund:

Capital Improvements

Capital Improvements Fund

Capital Improvements Fund

Capital Improvements Fund

The capital projects in the adopted 2017-2023 Capital Facilities Plan (CFP) are budgeted in the Capital Improvements Fund. Funding sources utilized to fund capital projects include:

- Real Estate Excise Tax
- Annexation allocation, facility transfer
- Contributions by developers and non-City providers
- Grants
- Proceeds from the sale of property

Mitigation from:

- Developers
- Brightwater
- Solid Waste Management

The 2017-2018 Capital Improvements budget includes $33,299,058 for capital investments that address our community's pressing need for parks and transportation. The projects included in the 2017-2018 Capital Improvements Fund are:

Park:

- Cedar Grove Park Field Improvements
- 1st Lieutenant Nicholas Madrazo US Marine Corps Memorial Park
- Horse Creek Plaza
- Park at Bothell Landing Pedestrian Bridge Replacement
- Wayne Golf Course Acquisition

Transportation:

- North Creek Trail - Section 3
- North Creek Trail - Section 4
- Bothell Crossroads
- Multiway Boulevard: Phase 2
- Main Street Enhancement: Phase 1
- Downtown Contaminated Soil & Groundwater Clean Up
- SR 522 Stage 3 Improvements
- Adaptive Signal Control System: Phases 1 and 2
- Pedestrian Crossing Beacons at Beardslee Blvd & NE 185th St
- 228th Street SE & 29th Drive SE Traffic & Intersection Improvements
- Bothell Way Sidewalk 19300 Block
- Beardslee Blvd Widening
- NE 188th St Non-Motorized Improvements
- Meridian Ave S Pedestrian & Bicycle Improvements: Phase 1
- 19th Ave NE & 232nd St SE Pedestrian & Bicycle Improvements
- 19th Ave NE & 242nd St SE Pedestrian & Bicycle Improvements
- 7th Ave SE/88th Ave NE Non-Motorized Improvements
- Stream Rockery Repair North of NE 190th St
- Bothell-Everett Hwy Interim Rechannelization
- 228th St SE Pavement Preservation
- East Riverside Drive Trail

Additionally, the 2017-2018 Capital Improvements budget includes $18,363,528 for capital debt services and operating program funds that support the capital projects included in the 2017-2023 CFP. The debt services and operating programs included in the 2017-2018 Capital Improvements Fund are:

Debt Services:

- Local Infrastructure Financing Tool Bond Debt Service
- City Hall Lease
- Public Works Trust Fund Debt Service (Bothell Crossroads - T6)
- 2013 A & B Bond Debt Service

Capital Improvements Operating Programs:

- General Park Improvements Program
- Citywide Park Master Planning
- Annual Pavement Preservation Program
- Bridge Inspection, Maintenance, Repair & Rehabilitation
- Neighborhood Traffic Calming Program
- Sidewalk/Walkway Program
- Collector Corridor Safety Program
- Citywide Child Pedestrian School & Park Zone Safety Program
- Safety Upgrade & Replacement Program
- Bicycle Program
- Comprehensive Plan - Transportation Element

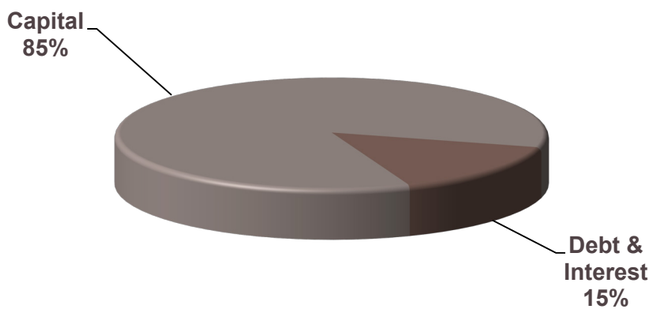
For complete project details on the 2017-2018 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2017-2023 CFP, which is available on the City's Website or by request from the City Clerk's office.

Total Capital Improvements Fund Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	839,108	-	-
Capital	34,201,751	31,078,714	41,205,308
Debt & Interest	35,849,022	4,467,182	7,220,300
Total Expenditures	$70,889,881	$35,545,896	$48,425,608
Annual Cost Per Capita	$1,863.32	$820.73	$1,068.80

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Scheduled capital expenditures in 2017-2018 are the direct result of implementing the City's 2017-2023 Capital Facilities Plan.

Utility Funds

The Utility Funds consists of the following funds:

Combined Utility System
Water
Sewer
Storm & Surface Water

Combined Utility System Fund

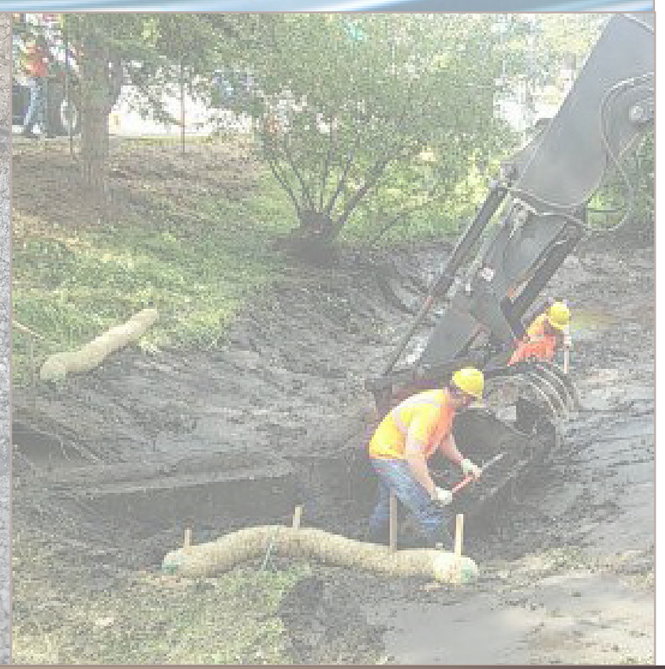
Combined Utility System

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

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

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

The outstanding balance as of January 1, 2017 is $17,200,000. These bonds will mature in 2035.

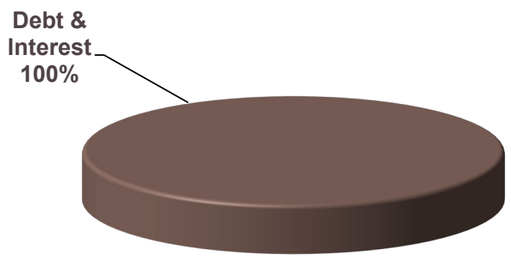


Total Combined Utility System Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Debt & Interest	365,094	2,626,069	2,626,138
Total Expenditures	365,094	$2,626,069	$2,626,138
Annual Cost Per Capita	$9.60	$60.63	$57.96

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 201-2018 figures projected internally.



2017-2018 Financial Notes

In 2014, the City issued an $18 million Councilmanic Combined Utility System Bond to pay for the following Capital Facilities Plan projects:

- W7 – Penn Park Reservoir ($3,040,000)
- W11 – Downtown Revitalization Utility Improvements ($960,000)
- S8 – Promontory Hillside Sewer Main Replacement ($360,000)
- S9 – Downtown Revitalization Utility Improvements ($260,000)
- S11 – Lift Station #3 Improvements ($880,000)
- SW11 – Horse Creek Improvements ($12,500,000)

Water Fund

Water

2017-2018 Outcomes & Activities

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

The Water Section of Public Works ensures the delivery of safe and reliable drinking water to approximately 15,000 citizens primarily in the King County portion of the city. The City's water system consists of 94 miles of water mains, four pumping stations, 22 control valves, 780 fire hydrants and three water reservoirs.

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

Bothell's Water Utility Fund staff are responsible for the following:

- Operations include bimonthly reading of over 4,200 meters, customer response, data collection, fire flow analysis, 24-hour monitoring of the City's water system, water line flushing, plan review, utility locates, pump station maintenance, system and control valve maintenance, fire hydrant maintenance and tank cleaning and maintenance.
- Maintenance includes, water meter testing, repair and replacement, water service flow testing, fire hydrant, pump station and control valve maintenance.
- Manage various programs including the annual water main replacement program, cross connection control, meter change out, water service replacement and analysis of current consumption patterns and projected trends.
- Sample, test, monitor and report for water quality and disinfection by-products in compliance with Federal, State and local regulations and laws.
- Data collection and management of utility assets in the Geographic Information Systems (GIS) database. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis and network tracing. The overall aim of the program is to better facilitate cost effective and environmentally friendly decisions concerning the City's utility infrastructure, maintenance and construction.

Ensure water system reliability and cost effectiveness

~ Investigate the purchase of a less-costly water supply source and other service arrangements with the Alderwood Water and Wastewater District that are of benefit and value to both the City and the District.

~ Provide a responsible maintenance program including:

- Exercise valves.
- Timely meter installation and repairs.
- Monthly service and inspection of all control valves, pump stations, tank sites and fire hydrants.

~ Complete implementation of the Enterprise Asset Management System (Lucity) to manage assets and reduce liability.

Ensure water system integrity

~ Minimize water system breaks and leaks by maintaining a proactive maintenance program including replacement activities for substandard lines, connections, services and quality repairs.

~ Monitor and track unaccounted for water.

Protect the public from the introduction of potential contamination hazards in accordance with industry and Homeland Security standards

~ Maintain the security and integrity of the system.

~ Ensure that backflow assemblies are monitored and properly maintained.

~ Investigate and address water quality concerns immediately.

Provide accurate and timely hydraulic data

~ Maintain and update the City's water system hydraulic model.

Reduce water usage through water conservation programs and education

~ Provide water conservation programs and community outreach.

~ Offer educational information through publications and at City sponsored events.

Downtown Revitalization

~ Ensure that water system improvements in the Downtown Revitalization area are implemented as planned.

Construction projects

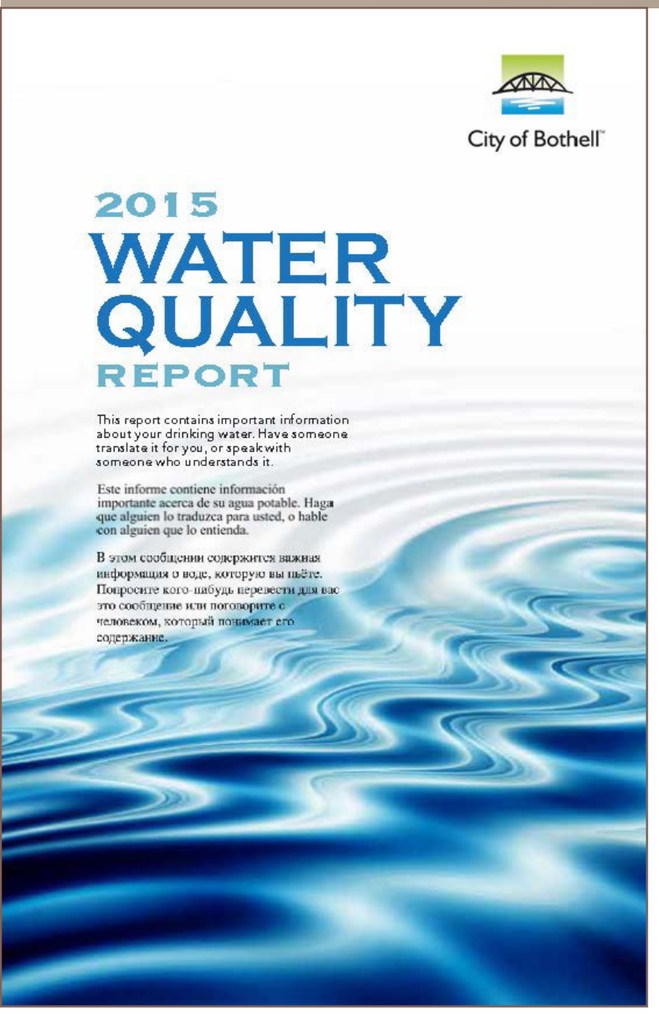
~ Construction of the Penn Park Reservoir Improvements.

~ Construction of the Morningside Booster Station Improvements.

Citywide Water Main Replacement Program

~ Ensure that water system improvements are carried out as described in the Water Comprehensive Plan and the Capital Improvement program.

2015-2016 Accomplishments



- ✓ Replaced over 759 under-registered, stuck or damaged water meters.
- ✓ Installed 124 new meters to homes, condominiums and commercial businesses.
- ✓ Continued Homeland Security improvements as addressed in the Water Utility Vulnerability Assessment.
- ✓ Operations crews helped to promote Bothell's water conservation efforts while sponsoring and working at the Sustainamania event.
- ✓ Implemented new Supervisory Control and Data Acquisition (SCADA) software that monitors water and wastewater infrastructure.
- ✓ Updated and distributed the annual Water Quality Report (also known as the Consumer Confidence Report) to customers and the Washington State Department of Health.
- ✓ Partnered with various businesses to address the removal of several trees that were causing damage to the City's water system.
- ✓ Re-connected existing water services along East Riverside Drive and eliminated a sub-standard water main.
- ✓ Designed the new Penn Park Reservoir, awarded the construction contract and began its construction.
- ✓ Oversaw the design and construction of 2015 water system improvements which included over 2,100 feet of water main on 193rd Street, 108th Avenue and the AT&T property.
- ✓ Selected the Enterprise Asset Management System (Lucity) for implementation and development in order to manage assets and reduce liability.
- ✓ Coordination and construction, through both the development and capital improvement processes, of several water main replacement projects listed in the Downtown Utility Plan.

Performance Measures

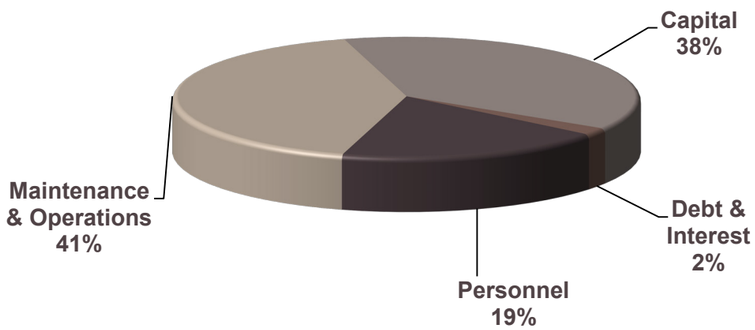
Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of service interruptions per 1,000 service connections	0%	0%	<1%	<1%
% of unaccounted for water	<6%	<6%	<6%	<6%
# of violations of the State & Federal drinking water standards	0	0	0	0
# of linear feet of mains flushed	10,000	10,000	7,500	7,500
# of valves exercised	400	400	200	200
# of replacement water meters installed	400	1,000	600	600
# of pressure reducing valves rebuilt	12	12	12	12

Total Water Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,793,947	$1,938,250	$2,250,211
Maintenance & Operations	4,663,623	4,936,942	4,977,262
Capital	914,218	6,802,054	4,637,495
Debt & Interest	11,416	233,082	228,578
Total Expenditures	$7,383,204	$13,910,328	$12,093,546
Annual Cost Per Capita	$194.07	$321.18	$266.92

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 201-2018 figures projected internally.



2017-2018 Financial Notes

- Maintenance and operations costs are driven by two primary factors:
  - Cost increases for water purchased from the City of Seattle
  - Increased excise taxes associated with higher revenues
- Capital projects planned for 2017-2018 include:
  - W1 - Water Main Capital Replacement
  - W6 – Morningside Water System Improvements
  - W7 – Penn Park Reservoir
  - W10 – Bloomberg Reservoir Painting
  - W11 – Downtown Revitalization Projects
- Rate increases of 3% are anticipated for both 2017 and 2018.

Sewer Fund

Sewer

2017-2018 Outcomes & Activities

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

The City's collection system is located predominately in north King County and serves approximately 15,000 citizens. The Sewer Section of Public Works operates, maintains and repairs 62 miles of sewer mains, including three-quarters of a mile of sewer forced mains, over 1,600 manholes and five pump (lift) stations. Public Works also ensures that the wastewater generated is safely and reliably transported to the King County wastewater system for treatment.

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Sewer Utility Fund. These projects are managed by the Public Works Capital Division. Customer billing is administered by the City's Finance Department.

Bothell's Sewer Utility Fund staff are responsible for the following:

- Daily operational maintenance includes plan review, underground utility locates, 24-hour monitoring of the City's sewer system, backwater valve installations, pump station maintenance, manhole maintenance and mainline cleaning.
- Manage various programs including contracted treatment services by King County, the annual sewer replacement program, the annual infiltration and inflow improvement program, the replacement and upgrade of projects of pumps and pump control systems, additional storage, security and illicit connections.
- Fats, Oils and Grease (FOG) program, this program was developed to prevent FOG from entering into the City's conveyance system. FOG is a major problem that creates flow obstructions, reduced pumping rates, septic and odor conditions as well as premature erosion in pipes.
- Compliance with Capacity Management Operation and Maintenance (CMOM) regulations issued by the US Environmental Protection Agency (EPA).
- Data collection and management of utility assets in the Geographic Information Systems (GIS) database. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis and network tracing.

Ensure sewer system integrity

~ Minimize the number of pipe breaks or leaks through scheduled maintenance programs.
~ Perform repairs, replacements, installations and maintenance on sewer mains in a timely manner.
~ Service all sanitary sewer lift stations within the established service levels.

Maintain a reliable sewer system

~ Educate customers on compliance issues by strengthening the FOG discharge monitoring program.
~ Perform preventative maintenance activities including maintaining that lines are free and clear of blockage from illegal discharges into the sanitary sewer.
~ Complete implementation of the Enterprise Asset Management System (Lucity) to manage assets and reduce liability.

Update the Sanitary Sewer Comprehensive Plan

~ Complete the Plan and submit it to Council for consideration of adoption.

Downtown Revitalization

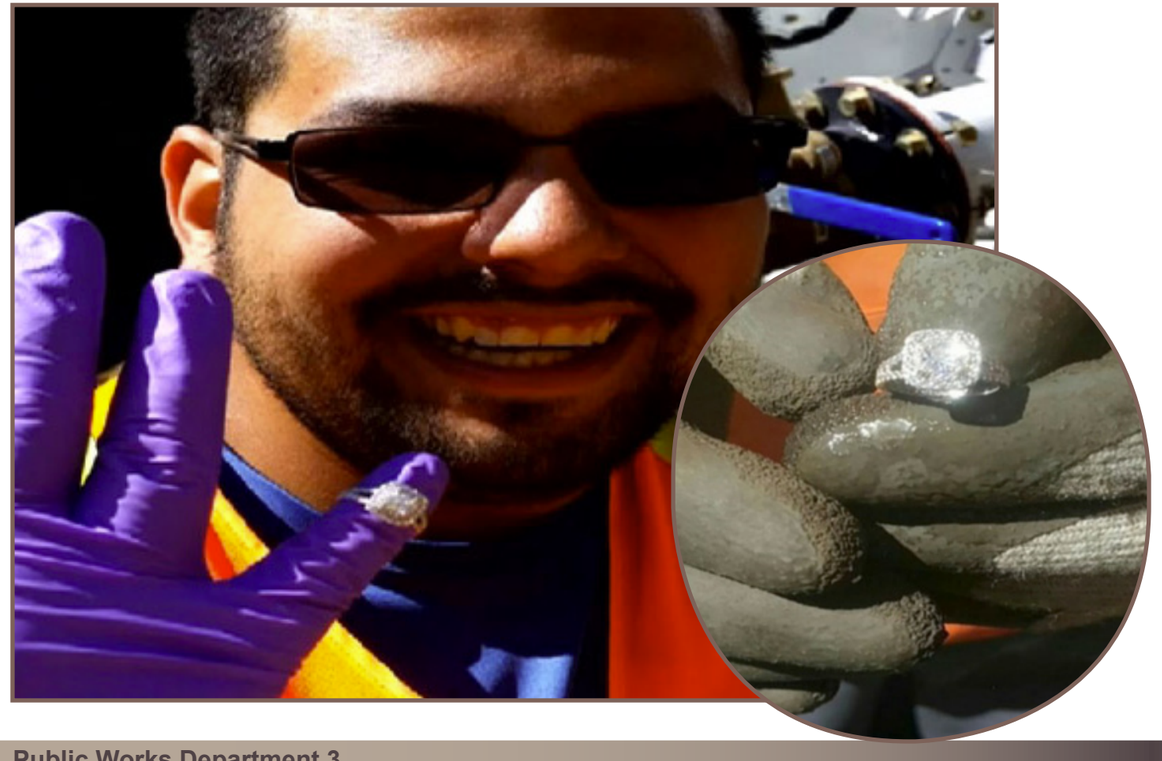
~ Ensure that Sanitary Sewer System Improvements in the Downtown Revitalization area are implemented as planned.

Citywide Sewer Main Replacement Program

~ Ensure that sanitary sewer system improvements are carried out as described in the Sewer Comprehensive Plan and the Capital Facilities Plan.

2015-2016 Accomplishments

- ✓ Continued Homeland Security improvements as addressed in the Sewer Utility Vulnerability Assessment.
- ✓ Performed sewer main video inspections to collect data and identify deficiencies, thus preventing potential problems.
- ✓ Worked with multiple businesses to eliminate illicit discharge by the installation of grease inceptors.
- ✓ Administered the FOG educational outreach program developed through the Sanitary Sewer Comprehensive Plan update.
- ✓ Continued a proactive maintenance program that is geared towards promoting system reliability to lesson public and private property damage from sewer backups and to ensure environmental protection.
- ✓ Designed Lift Station 3 improvements and awarded the contract for its construction.
- ✓ Worked with contractors to identify unknown utilities that were uncovered during various downtown projects.
- ✓ Selected the Enterprise Asset Management System (Lucity) for implementation and development in order to manage assets and reduce liability.
- ✓ Coordination and construction, through both the development and capital improvement processes, of several sewer main replacement projects listed in the Downtown Utility Plan.



Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of completion of planned bi-weekly inspections & maintenance programs for the City's lift stations	100%	100%	100%	100%
% of completion of the planned sewer line inspection program	100%	100%	100%	100%
% of completion of the planned FOG inspection program	15%	25%	25%	25%
% of completion of the planned sewer pipe jet cleaning program	100%	80%	100%	100%

Public Works Saves the Day...

While performing regular maintenance on a sewer pipe, a citizen approached City Operations Staff, inquiring about the possibility of locating a wedding ring that had accidently been dropped in their toilet by their young son approximately two weeks prior.

Water and Sewer Maintenance Workers were performing regular maintenance near the couple's home when the husband came out to share his story. He explained that he had attempt to recover it, using a private company, but with no luck.

Once our team heard about his predicament, they immediately hatched a plan to find it. Public Works Maintenance Workers located the ring by running a utility camera up the sewer to see if they could see it. The crew then used the Vactor truck to flush debris out of the pipe and into the truck. Crews then took the debris to the City's decant facility and carefully sifted through it. After about 45 minutes of sifting through the debris, staff located the missing ring.

On Thursday, June 16, the entire Water and Sewer Operations team returned the ring to the husband so that he could surprise his wife with it. At first the husband was literally speechless upon seeing the ring. He then thanked the Public Works Team stating that, once the ring was cleaned, he was going to put it in a box and have his son present it back to his mom as a surprise.

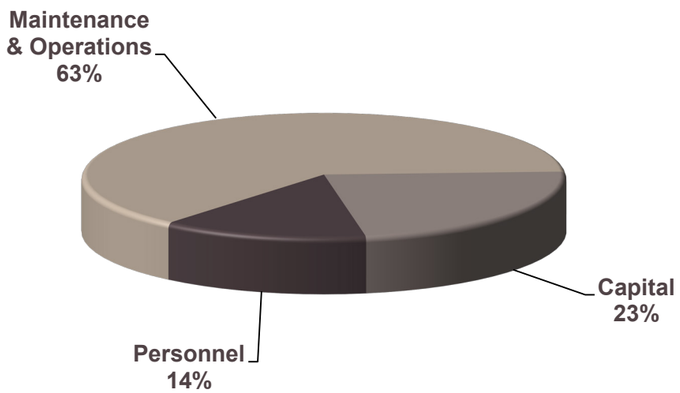
On Friday, June 17, the Public Works Maintenance Supervisor received a very heartfelt thank you email from the woman who had her ring returned. In part, she wrote, "You and your crew are proof that amidst the darkness of this week, our world is still full of kind and good people who genuinely care for others. I am proud to be a resident in the City of Bothell knowing our city employees prioritize the wellbeing of the community first and foremost in their jobs."

Total Sewer Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$1,781,954	$1,878,939	$2,177,422
Maintenance & Operations	7,902,882	9,855,617	9,947,383
Capital	699,960	4,014,300	3,617,800
Debt & Interest	-	-	-
Total Expenditures	$10,384,795	$15,748,856	$15,742,605
Annual Cost Per Capita	$272.96	$363.63	$347.45

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 201-2018 figures projected internally.



2017-2018 Financial Notes

- Personnel and maintenance and operations costs are projected to increase only slightly in 2017-2018.
- Capital projects for 2017-2018 include:
  - S1 – Sewer Main Capital Replacement
  - S8 – Promontory Hillside Sewer Main Replacement
  - S11 – Lift Station #3 Improvements
- Rate increases of 2% are anticipated for both 2017 and 2018.

Storm & Surface Water Fund

Storm & Surface Water

2017-2018 Outcomes & Activities

The Storm Water Utility Fund was established to account for the resources necessary for the maintenance, operation and construction of the City's storm drainage system. The system consists of approximately 140 miles of pipe, 8,000 catch basins and manholes and retention/detention facilities (dry ponds, wet ponds and underground vaults).

Major projects that allow the City to meet its system goals and objectives are adopted in the Capital Facilities Plan and budgeted within the Storm Water Utility Fund. These projects are managed by the Public Works Capital Division. Customer billing is currently administered by King and Snohomish County through property tax collections.

Bothell's Storm Water Utility Fund staff are responsible for the following:

- Daily operations include the maintenance of storm water ditches, street sweeping, emergency spill response, lab analysis and protection of public waters from pollution.
- Manage various programs including the annual storm water and surface water improvements.
- Rehabilitate and replace sub-standard conveyance components which include catch basins, manholes, retention and detention systems and mainline pipe restoration.
- Implement the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit requirements.
- Data collection and management of utility assets in the Geographic Information Systems (GIS) database. This program provides staff with graphic and database components that provide tools to address utility needs such as asset inventory, analysis and network tracing.

Horse Creek Grand Opening
On October 5, 2016, city officials, staff and residents attended the grand opening of the Horse Creek improvement project.

Minimize the introduction of pollutants into surface waters

- Collect and convey surface water in a controlled manner to the natural drainage systems.
- Maintain ditch drainage ways in a manner that allows adequate revegetation for the cleaning of surface water.
- Perform adequate revegetation to allow for the cleaning of surface water.
- Sweep streets and gutters regularly to prevent contaminants from entering the storm system.

Maintain the drainage system capacity to protect streams, streets and private property from flooding

- Continue the system maintenance program of catch basin repair, cleaning and vactoring.
- Maintain system flow capacities through open channel cleaning.

Maintain City detention pond sites to ensure that they are safe, secure and operating as designed

- Inspect and repair pond fencing and gates regularly.
- Maintain pond landscapes by regularly mowing and cutting vegetation.
- Inspect pond inlets and outfalls and remove debris to ensure unrestricted flow.
- Inspect detention vault filters regularly and replace as necessary.

Administer a water quality program that meets NPDES requirements

- Expand existing programs to implement the requirements of the State mandated NPDES program.
- Complete Illicit Discharge Detection and Elimination (IDDE) screening requirements.

Downtown Revitalization

- Ensure that storm system improvements in the Downtown Revitalization area are implemented as planned.

Complete implementation of the Enterprise Asset Management System (Lucity) to manage assets and reduce liability

Citywide storm improvements

- Ensure that storm system improvements are carried out as described in the Storm and Surface Water Master Plan and the Capital Facility Program.

2015-2016 Accomplishments

- ✓ Inspected the entire storm system and identified City owned storm structures in need of maintenance or cleaning.
- ✓ Conducted stream and ditch maintenance under the Washington Department of Fish and Wildlife (WDFW) Programmatic Hydraulic Permit Approval (HPA) for maintenance activities.
- ✓ Cleaned over 2,000 Catch Basins (CB) and 28,000 Linear Feet (LF) of storm system mainline.
- ✓ Completed GIS right-of-way data collection for the annexation area and continued data collection for both private and commercial facilities.
- ✓ Completed 830 feet of ditch restoration.
- ✓ Assisted the Public Works Capital Division with the Closed Circuit Television (CCTV) inspection to identify storm pipe conditions at Penn Park.
- ✓ Received over $950,000 in grants, completed the design, procured environmental permits and commenced construction of the Sammamish River Side Channel improvements. Construction to be completed in the fall of 2016.
- ✓ Substantial completion of the Horse Creek Improvements project.
- ✓ Completed review of the Bothell Municipal Code regarding integration of Low Impact Development requirements and instituted the appropriate code changes.
- ✓ Completed the revised Storm and Surface Water Comprehensive Plan that was adopted by Council.
- ✓ Selected the Enterprise Asset Management System (Lucity) for implementation and development in order to manage assets and reduce liability.

Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of customer service concerns addressed within 48-hours	95%	95%	95%	95%
% of the planned storm drainage pipe cleaning program completed	100%	75%	100%	100%
% of the planned catch basin cleaning program completed	100%	75%	50%	50%
% of catch basins cleaned within six months after being identified as needing maintenance (NPDES requirement)	100%	100%	100%	100%
# of cited violations under the Clean Water Act	0	5	0	0
# of business site visits to provide education on the Illicit Discharge Elimination program*	300	332 estimate	150	150

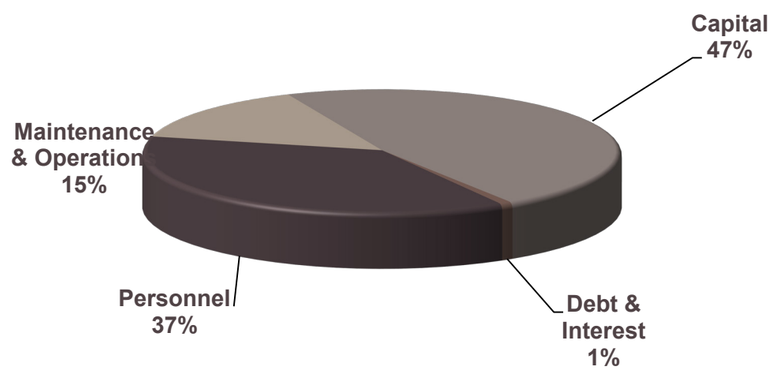
*As of June 8, 2016.

Total Storm & Surface Water Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$3,137,503	$4,039,277	$4,529,318
Maintenance & Operations	880,694	1,313,407	1,816,816
Capital	875,916	14,003,000	5,818,095
Debt & Interest	-	87,000	98,037
Total Expenditures	$4,894,114	$19,442,684	$12,262,266
Annual Cost Per Capita	$128.64	$448.92	$270.64

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 201-2018 figures projected internally.



2017-2018 Financial Notes

- Capital projects for 2017-2018 include:
  - SW1 – Annual Storm & Surface Water Capital Improvements
  - SW11 – Horse Creek Improvements (plant monitoring)
  - SW12 – Sammamish River Side Channel Restoration
  - SW13 – Downtown Revitalization Projects
  - SW14 – Blyth Park Erosion Control
  - SW16 – Parr Creek Flood Mitigation
  - SW17 – 208th Street SE Water Quality
  - SW19 – East Riverside Drive Drainage & Sediment
  - SW20 – Sammamish River & Waynita Creek Restoration
  - SW22 – Perry Creek & 228th Street SE Culverts
  - SW23 – Monte Villa Drainage Improvements

Internal Service Funds

The Internal Service Funds consist of the following funds:

Equipment Rental
Self Insurance
Asset Replacement

Equipment Rental Fund

Equipment Rental (Fleet)

The Equipment Rental (Fleet) Division of the Public Works Department is an internal service division that maintains and repairs 200 pieces of City-owned equipment and vehicles. Maintenance records are managed with a software system that is capable of creating monthly reports detailing costs, mileage, usage and upcoming maintenance schedules. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

This Division is also responsible for the acquisition and disposal of equipment and provides oversight, along with the Finance Department, for the City's Vehicle Asset Replacement program.

2017-2018 Outcomes & Activities

Manage a safe and cost-effective fleet program for City vehicles

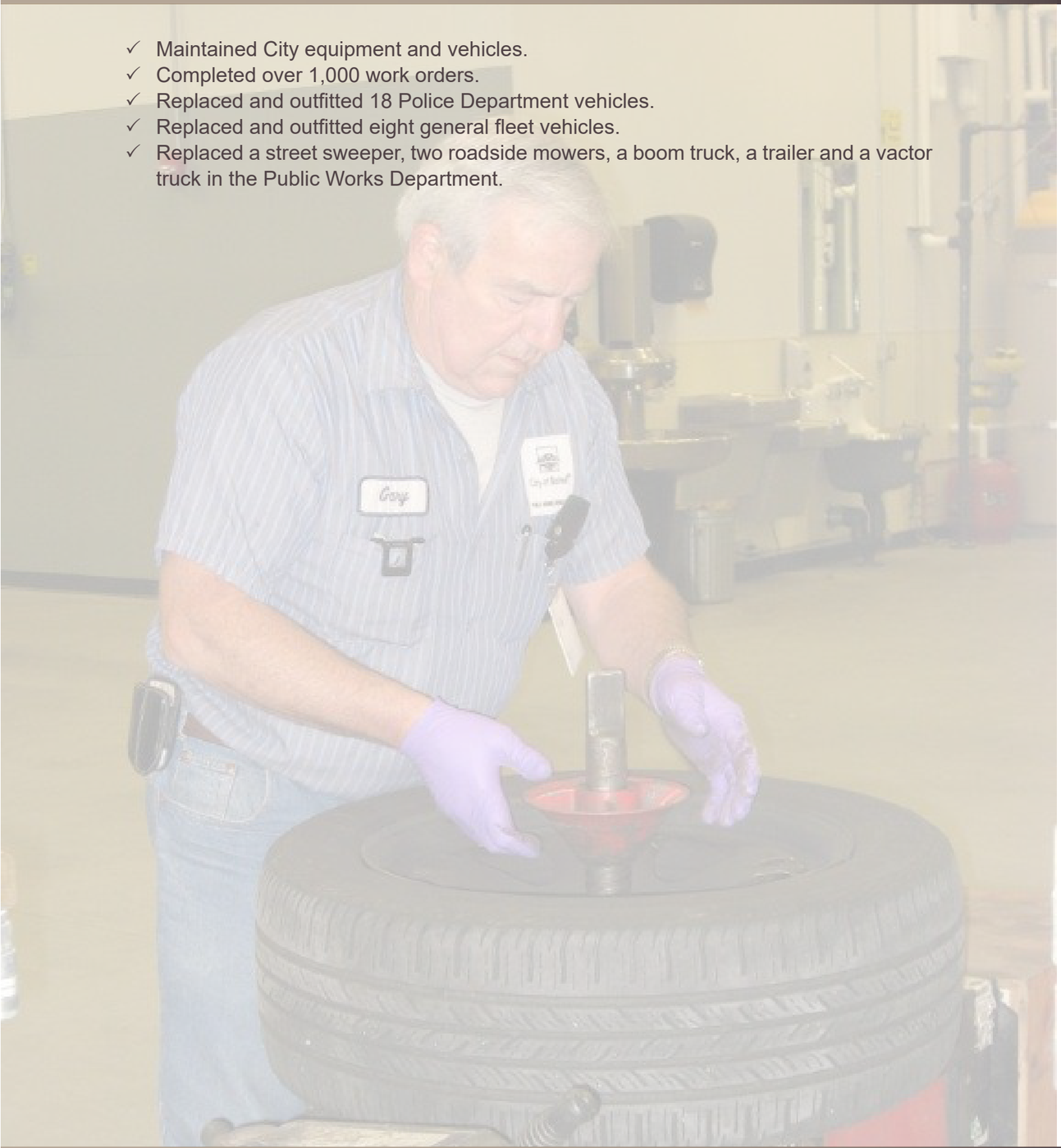
- ~ Complete timely preventative maintenance to vehicles and equipment.
- ~ Implement a replacement/rental program that maximizes the use and resale of all vehicles and equipment.
- ~ Standardize fleet composition.
- ~ Research and implement the use of energy efficient vehicles and practices as well as alternative fuel options.

Educate City staff on proper procedures for fleet operations

- ~ Develop Citywide policies on vehicle operation.
- ~ Develop fleet operation policies consistent with the Evergreen Fleet Green Initiative.
- ~ Provide educational information in staff newsletters.

2015-2016 Accomplishments

- ✓ Maintained City equipment and vehicles.
- ✓ Completed over 1,000 work orders.
- ✓ Replaced and outfitted 18 Police Department vehicles.
- ✓ Replaced and outfitted eight general fleet vehicles.
- ✓ Replaced a street sweeper, two roadside mowers, a boom truck, a trailer and a vactor truck in the Public Works Department.



Performance Measures

Measures	2015-2016 Target	2015-2016 Actual	2017 Target	2018 Target
% of preventative maintenance services completed within 500 miles of targeted mileage*	90%	80%	90%	90%
# of vehicles & mechanical equipment in service	138	143	145	146

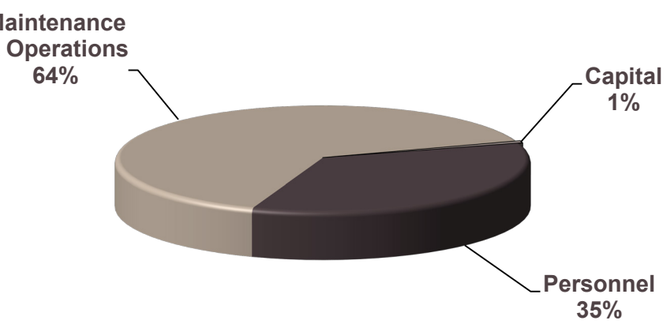
*100% on emergency vehicles, 80% on all others

Total Equipment Rental (Fleet) Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$555,268	$620,163	$622,896
Maintenance & Operations	1,010,589	1,121,630	1,146,796
Capital	8,489	6,751	11,839
Total Expenditures	$1,574,347	$1,748,544	$1,781,531
Annual Cost Per Capita	$41.38	$40.37	$39.32

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Personnel and maintenance and operations costs are projected to increase only marginally in 2017-2018.

Self Insurance Fund

Self Insurance

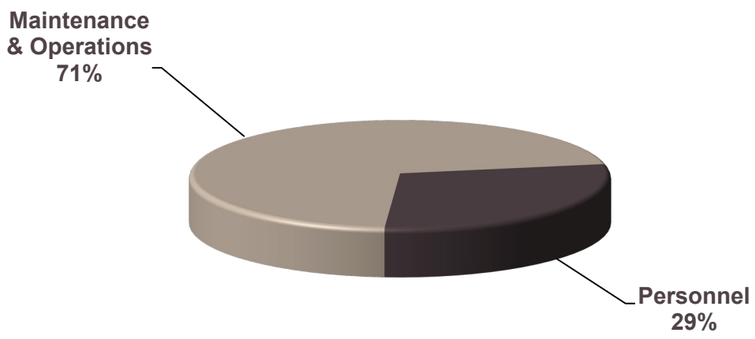
The Self Insurance Fund accounts for the costs of administering the City's self-insurance liability, property insurance risks, and Law Enforcement Officers and Firefighters (LEOFF) 1 medical insurance and long-term care premiums, as well as any uninsured benefit reimbursement payments.

Total Self Insurance Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$657,793	$825,984	$814,487
Maintenance & Operations	1,284,633	1,528,423	1,998,847
Capital	-	-	-
Total Expenditures	$1,942,426	$2,354,407	$2,813,334
Annual Cost Per Capita	$51.06	$54.36	$62.09

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

Risk Management insurance premiums are projected to increase $469,000 from 2015-2016 to 2017-2018.

Asset Replacement Fund

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Asset Replacement

The Asset Replacement Fund was established in 2000 to provide a mechanism for the City to set aside monies and ensure that funds are available to replace major assets when they reach the end of their useful lives.

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

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

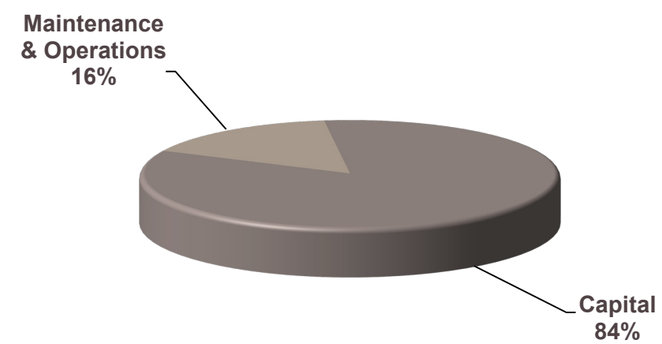
The Asset Replacement Fund is fully funded through the year 2018 – funding is sufficient to cover replacement asset purchases that are scheduled over the next two years. Significant monies will need to be set aside to fund purchases beyond 2018.

Total Asset Replacement Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	-	-	-
Maintenance & Operations	391,896	587,393	931,762
Capital	1,487,903	4,468,470	4,876,654
Total Expenditures	$1,879,799	$5,055,863	$5,808,416
Annual Cost Per Capita	$49.41	$116.74	$128.20

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes

- Information Services scheduled equipment purchases total $277,158.
- Replacements for a backhoe, two fire engines, and replacement firefighter bunker gear are among the purchases scheduled for 2017-2018.
- The Asset Replacement Fund has sufficient funding to cover scheduled purchases during the 2017-2018 biennium. Significant monies will need to be set aside to fund purchases beyond 2018.

Asset Replacement

2017-2018 Items Budgeted for Purchase

Department	Asset Description	2017	2018
Police	Live scan fingerprinting system	$20,054	
	P003 - 2013 Chevy Tahoe (Patrol)	52,000	
	P017 - 2014 Ford Interceptor Utility (Patrol)	52,000	
	P022 - 2010 Chevy Express Van (PSO)	60,000	
	P028 - 2009 Dodge Charger (Admin)	45,000	
	P037 - 2010 Chevy Tahoe (Investigations)	40,000	
	Traffic vehicle video cameras (5)*		33,262
	Incident command vehicle equipment		35,700
	Biohazard dry safe		8,874
	P002 - 2014 Ford Interceptor Sedan (Patrol)		52,000
	P012 - 2014 Ford Interceptor Sedan (Patrol)		52,000
	P013 - 2014 Ford Interceptor Utility (Patrol)		52,000
	P023 - 2010 Chevy Express Van (PSO)		60,000
	Portable digital radios (38)	120,916	
	Mobile vehicle radios (26)	103,766	
	Handguns (10)	9,250	
	Rifles (14)	39,200	
	Tasers (18)	19,710	
	Duty vests (6)	5,250	
	Viper recording system	3,800	
	Portable digital radios (28)		90,878
	Handguns (18)		16,983
	Rifles (7)		19,992
	Tasers (24)		26,806
	Duty vests (24)		21,420
	SRT helmets (7)		6,324
	Pole camera/equipment		4,182
	Evidence room security system		969
	Total Police	**$570,946**	**$481,390**

2017-2018 Items Budgeted for Purchase

Department	Asset Description	2017	2018
Fire	Hydraulic combo rescue tools	$24,000	
	Hydraulic heavy rescue tools	24,000	
	Rescue air bags	15,000	
	SCBA fill station - Downtown Fire	50,000	
	Thermal imagers (5)	90,000	
	Washer/extractor for bunker gear	12,000	
	F1417 - 2003 Chevy Impala (Training)	30,000	
	F2406 - 1999 Ford Explorer (CRR)	40,000	
	F2407 - 1999 Ford Explorer (CRR)	40,000	
	F2408 - 2002 Chevy Astro Van (Public Ed)	30,000	
	F8411 - 1994 Seagrave Fire Engine	500,000	
	Emergency Comm Ctr (ECC) equip upgrade		53,040
	Smart board - Downtown Fire		5,100
	Power Pro Stryker Gurneys (2)		51,000
	Wildland skid load life detector		14,280
	Zistos search camera		6,324
	F8412 - 2001 Spartan Fire Engine		500,000
	Bunker gear (55)	121,000	
	Chainsaws/rescue saws (3)	3,600	
	Climber mills (3)	10,500	
	Chainsaws/rescue saws (3)		3,672
	Gas detectors (5)		12,240
	Heavy rescue cutting tools		5,100
	Paratrench equipment		4,080
	Portable generators (2)		4,896
	Rappel gloves/pads/glasses		2,040
	Rescue harnesses		4,590
	Rowing machines (3)		3,570
	Technical rescue backpacks		7,140
	Technical rescue helmets		3,060
	Total Fire	**$990,100**	**$680,132**

Asset Replacement

2017-2018 Items Budgeted for Purchase

Department	Asset Description	2017	2018
Facilities	Courthouse - A/V room HVAC unit	$5,000	
	Police Station - server rm UPS batteries	17,500	
	Police Station - interior paint (offices)*	22,500	
	Downtown Fire - carpeting	52,500	
	Downtown Fire - tile flooring	20,000	
	Canyon Park Fire - interior paint	6,000	
	Canyon Park Fire - tile flooring	5,000	
	Public Works Shop 1 - de-icing station	20,000	
	Public Works Shop 1 - carpeting	6,000	
	Hannan House - roof*	11,000	
	Bothell Landing Schoolhouse - ext paint*	5,000	
	Cedar Grove Park - caretaker's int paint*	5,000	
	Police Station - parking lot reseal	8,000	
	Police Station - HVAC unit #HP2A*		16,320
	Police Secondary Bldg - interior paint		10,200
	Downtown Fire - HVAC units #AHU1 & 2		32,640
	Downtown Fire - HVAC unit #AHU3		12,240
	Downtown Fire - HVAC units #AHU5 & 6		36,720
	Downtown Fire - interior paint		26,520
	Downtown Fire - equip bay floor finish		20,400
	Canyon Park Fire - carpeting		15,300
	Bothell Landing - Beckstrom Cabin roof		5,100
	North Creek Schoohouse - roof		12,240
	#63 - 2008 Chevy Express Van		28,000
	Downtown Fire - asphalt reseal		10,200
	Blyth Park - asphalt reseal		6,120
	Police Secondary Bldg - exterior paint*	2,000	
	Downtown Fire - equip bay heaters (3)	5,000	
	Downtown Fire - dishwasher	800	
	Canyon Park Fire - dishwasher	800	
	Canyon Park Fire - washer/dryer	1,500	
	Public Works Shop 1 - radiant heater	3,000	
	Park at Bothell Landing - restroom roof*	3,000	
	Cedar Grove Park - shop interior paint	800	
	Cedar Grove Park - restroom interior paint*	3,000	
	Cedar Grove park - restroom exterior seal*	4,500	
	Cedar Grove Park - septic pumps #2 & 3*	5,000	
	Courthouse - parking lot reseal	2,000	
	Canyon Park Fire - parking lot reseal	2,000	
	Total Facilities	**$216,900**	**$232,000**

2017-2018 Items Budgeted for Purchase

Department	Asset Description	2017	2018
Exec - BCTV & IS	BCTV - Field cameras (2)	$10,000	
	Server (1)	5,000	
	Ruggedized laptops (4)	20,000	
	ESX servers (3)		30,600
	Ruggedized laptops (6)		30,600
	Laptop computers (30)	42,000	
	Desktop computers (33)	36,300	
	Tablet PCs (8)	12,800	
	Laptop computers (22)		31,416
	Desktop computers (61)		68,442
	Total Executive - BCTV & IS	**$126,100**	**$161,058**

Department	Asset Description	2017	2018
Parks	Blyth Park - small picnic shelter	$16,000	
	Bloomberg Hill Park - playground equipment	24,650	
	Brickyard Rd Park - playground equipment*	25,000	
	Conifer View Park - playground equipment	30,000	
	Royal Oaks Park - playground equipment	24,650	
	William Penn Park - playground equipment	24,650	
	#P12 - 2010 TX Gator	18,000	
	Brickyard Rd Park - sports court		12,240
	Conifer View Park - sports court		15,300
	Royal Oaks Park - sports court		15,300
	William Penn Park - sports court		12,240
	Buffalo mower/blower*		5,610
	Lytle House - park signage*	500	
	Total Parks	**$163,450**	**$60,690**

Department	Asset Description	2017	2018
CD	Microfiche reader*	$6,000	
	#44 - 2007 Ford Focus	18,000	
	#46 - 2007 Ford Focus	18,000	
	Total Community Development	**$42,000**	**-**

Asset Replacement

2017-2018 Items Budgeted for Purchase

Department	Asset Description	2017	2018
Street	Grinder	$6,000	
	Hot tar machine	9,000	
	Service truck sanding attachment	15,000	
	#37 - 2006 Caterpillar Backhoe	90,000	
	#43 - 1987 Garland Trailer	10,000	
	#98 - 1998 Vermeer Chipper*	35,000	
	#2 - 2008 Toyota Prius		30,000
	#70S - Sanding attachment for truck #70		40,000
	Mower trailers (2)		7,650
	Total Street	$165,000	$77,650

Department	Asset Description	2017	2018
Water	#56 - 1992 I/R Generator	$25,000	
	#WTR1 - 1980 Garland Trailer	10,000	
	Total Water	$35,000	-

Department	Asset Description	2017	2018
Sewer	#51 - 2008 Workhorse Box Van		$80,000
	Total Sewer	-	$80,000

Department	Asset Description	2017	2018
Storm	#68 - 1992 NW Custom equipment trailer	$7,000	
	Total Storm	$7,000	-

Department	Asset Description	2017	2018
PW & Pool Vehicles	#4 - 2001 GMC Sonoma (PW Engineering)	$26,000	
	#59 - 2009 Honda Civic Hybrid (pool)		26,000
	#62 - 2009 Honda Civic Hybrid (pool)		26,000
	Total PW & Pool Vehicles	$26,000	$52,000

Expendable Trust Funds

The Expendable Trust Funds consist of the following funds:

Cemetery Endowment
Firemen's Pension Reserve

Cemetery Endowment Fund

Cemetery Endowment Fund

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

Total Cemetery Endowment Fund Request

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

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.

2017-2018 Financial Notes

Maintenance and operations costs are typically minimal for this fund. No spending is currently planned for 2017-2018.

Firemen's Pension Reserve Fund

Firemen's Pension Reserve

State law (RCW 41.16.050) requires all municipalities in the State of Washington to designate a Firemen's Pension Fund.

Washington State collects a 2 percent tax on all insurance premiums. Twenty-five percent of taxes collected on fire policies and the fire component of multi-peril policies are allocated to cities and fire districts, based on the number of full-time firefighters they employ.

The monies accumulated in the City's Firemen's Pension Reserve Fund include:

- Bequests.
- Donations.
- All moneys received from taxes on fire insurance premiums.
- All interest earned from investing the Reserve's financial resources.

In 2017, the Municipal Research and Service Center (MRSC) of Washington anticipates the State's fire insurance premium tax allocation will be approximately $1,035 per firefighter per year.

As of 1/1/16, the Firemen's Pension Reserve had accumulated a fund balance of $328,414.

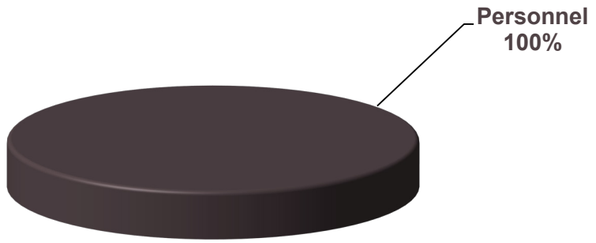
Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for Law Enforcement Officers and Firefighters (LEOFF) 1 retirees.

Total Firemen's Pension Reserve Request

Expenditures	Actual 2013-2014	Budget 2015-2016	Budget 2017-2018
Personnel	$85,326	$95,000	$95,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	$85,326	$95,000	$95,000
Annual Cost Per Capita	$2.24	$2.19	$2.10

Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2013-2016 population estimates from Washington State Office of Financial Management; 2017-2018 figures projected internally.



2017-2018 Financial Notes
Fire Pension Reserve resources are utilized to supplement annuity benefit payments for LEOFF 1 retirees.

Appendices

The Appendices consist of the following:

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Organizational Chart

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Non-Represented Classifications by Salary Range

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Office Specialist
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Range 11
Administrative Assistant
Range 16
Financial Information Specialist
Senior Administrative Assistant
Range 20
Executive Assistant
Human Resources Analyst
Human Resources Payroll Specialist
Prosecutor
Range 23
Associate City Attorney
Paralegal
Public Safety Administrative Coordinator
Senior Human Resources Analyst
Range 25
Administrative Support Manager
Customer Service Manager
Range 27
City Clerk
Court Administrator
Economic Development Manager
Maintenance Supervisor
Public Information Officer
Range 31
Fleet & Facilities Manager

Range 34
Public Works Superintendent
Range 35
Assistant City Attorney/Prosecutor
Deputy Finance Director
Information Systems Manager
Planning Manager
Police Support Services Manager
Senior Management Analyst
Supervising Engineer
Range 37
Capital Division Manager
Utility & Development Services Manager
Range 41
Parks & Recreation Director
Deputy Public Works Director/City Engineer
Range 45
Deputy Fire Chief/Fire Marshal
Deputy Fire Chief/OPS
Deputy Police Chief
Range 46
Community Development Director
Finance Director
Human Resources Director
Public Works Director
Range 48
City Attorney
Range 49
Assistant City Manager
Fire Chief
Police Chief

To Be Updated Pending the Classification & Compensation Study

AFSCME Classifications by Salary Range

Range 1
Custodian
Recreation Assistant
Range 2
Office Specialist
Range 3
Lead Custodian
Range 6
Senior Office Specialist
Range 10
Animal Control Officer
Court Clerk
Range 11
Administrative Assistant
Range 12
Accounting Specialist
Fire Records Specialist
Maintenance Worker
Permit Services Technician
Police Records Specialist
Police Support Officer
Public Information Coordinator
Public Records Specialist
Range 15
Engineering Technician
Range 16
Communications Specialist
Equipment Mechanic
GIS Technician
Legal Assistant
Senior Administrative Assistant
Senior Maintenance Worker
Range 17
Evidence & Property Room Coordinator
Lead Permit Services Technician
Senior Accounting Specialist
Range 18
Domestic Violence Victims Coordinator
Probation Officer
Range 19
Construction Inspector
GIS Specialist
Senior Engineering Technician
Surface Water Inspector

Range 20
Building Inspector
Building Maintenance Specialist
Code Compliance Officer
Information Systems Technician
Lead Equipment Mechanic
Maintenance Specialist
Planner/Inspector
Police Records Supervisor
Recycling and Public Services Projects Administrator
SCADA Specialist
Range 23
Communications Supervisor
Emergency Preparedness Coordinator
Financial Analyst
Information Systems Application Analyst
Lead Maintenance Worker
Planner
Plans Examiner
Public Educator/Public Information Specialist
Recreation Coordinator
Senior Building Inspector
Senior Construction Inspector
Surface Water Program Coordinator
Tourism and Events Coordinator
Range 24
GIS Administrator
Range 26
Civil Engineer
Range 27
Information Systems Administrator
Senior Financial Analyst
Senior Planner
Senior Plans Examiner
Transportation Planner
Range 32
Senior Civil Engineer
Transportation Engineer

To Be Updated Pending the Classification & Compensation Study

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
City Manager	1	Executive	City Manager	1	1	1	1
Assistant City Manager	2	Executive	Non-Rep	1	1	1	1
Executive Assistant	3	Executive	Non-Rep	1	1	1	1
Human Resources Director	4	Human Resources	Non-Rep	1	1	1	1
City Clerk	5	City Clerk	Non-Rep	1	1	1	1
Accounting Specialist	6	Finance	AFSCME	1	1	1	1
Human Resources Analyst	8	Human Resources	Non-Rep	1	1	1	1
Deputy Finance Director	11	Finance	Non-Rep	1	1	1	1
Human Resources Payroll Specialist	12	Human Resources	Non-Rep	1	1	1	1
Accounting Specialist, Senior	13	Finance	AFSCME	1	1	1	1
Customer Service Manager	14	Human Resources	Non-Rep	1	1	1	1
Accounting Specialist	15	Finance	AFSCME	1	1	1	1
Community Development Director	16	Community Development	Non-Rep	1	1	1	1
Planning Manager	18	Community Development	Non-Rep	1	1	1	1
Transportation Planner	19	Public Works	AFSCME	1	1	1	1
Planner, Senior	20	Community Development	AFSCME	1	1	1	1
Planner, Senior	21	Community Development	AFSCME	1	1	1	1
Planner	22	Community Development	AFSCME	1	1	1	1
Planner, Senior	23	Community Development	AFSCME	1	1	1	1
Legal Assistant	25	Legal	AFSCME	1	1	1	1
GIS Administrator	26	Information Services	AFSCME	1	1	1	1
Permit Services Technician, Lead	29	Community Development	AFSCME	1	1	1	1
Office Specialist, Senior	30	Community Development	AFSCME	1	1	1	1
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1	1	1	1
Fleet & Facilities Manager	32	Public Works	Non-Rep	1	1	1	1
Maintenance Worker, Lead	33	Parks & Recreation	AFSCME	1	1	1	1
Maintenance Worker, Senior	34	Parks & Recreation	AFSCME	1	1	1	1
Maintenance Worker, Senior	35	Parks & Recreation	AFSCME	1	1	1	1
Maintenance Worker, Senior	36	Parks & Recreation	AFSCME	1	1	1	1
Fire Chief	37	Fire & EMS	Non-Rep	1	1	1	1
Deputy Fire Chief	38	Fire & EMS	Non-Rep	1	1	1	1
Fire Battalion Chief	39	Fire & EMS	IAFF	1	1	1	1
Fire Battalion Chief	40	Fire & EMS	IAFF	1	1	1	1
Deputy Fire Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1	1	1	1
Fire Lieutenant	42	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	43	Fire & EMS	IAFF	1	1	1	1
Firefighter	44	Fire & EMS	IAFF	1	1	1	1

Authorized Position Classification Listing

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Fire Lieutenant	45	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	46	Fire & EMS	IAFF	1	1	1	1
Fire Battalion Chief	47	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	48	Fire & EMS	IAFF	1	1	1	1
Firefighter	49	Fire & EMS	IAFF	1	1	1	1
Firefighter	50	Fire & EMS	IAFF	1	1	1	1
Firefighter	51	Fire & EMS	IAFF	1	1	1	1
Firefighter	52	Fire & EMS	IAFF	1	1	1	1
Firefighter	53	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	54	Fire & EMS	IAFF	1	1	1	1
Firefighter	55	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	56	Fire & EMS	IAFF	1	1	1	1
Firefighter	57	Fire & EMS	IAFF	1	1	1	1
Firefighter	58	Fire & EMS	IAFF	1	1	1	1
Fire Battalion Chief	59	Fire & EMS	IAFF	1	1	1	1
Firefighter	60	Fire & EMS	IAFF	1	1	1	1
Firefighter	61	Fire & EMS	IAFF	1	1	1	1
Firefighter	62	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	63	Fire & EMS	IAFF	1	1	1	1
Firefighter	64	Fire & EMS	IAFF	1	1	1	1
Firefighter	65	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	66	Fire & EMS	IAFF	1	1	1	1
Firefighter	67	Fire & EMS	IAFF	1	1	1	1
Fire Lieutenant	68	Fire & EMS	IAFF	1	1	1	1
Public Educator/Public Information Specialist	69	Fire & EMS	AFSCME	.5	.5	.5	.5
Public Safety Administrative Coordinator	70	Fire & EMS	Non-Rep	1	1	1	1
Fire Records Specialist	71	Fire & EMS	AFSCME	.75	.75	.75	.75
Police Chief	72	Police	Non-Rep	1	1	1	1
Police Captain	73	Police	Police Captains	1	1	1	1
Deputy Police Chief	74	Police	Non-Rep	1	1	1	1
Police Officer	75	Police	BPOG	1	1	1	1
Police Sergeant	76	Police	BPOG	1	1	1	1
Police Sergeant	77	Police	BPOG	1	1	1	1
Police Sergeant	78	Police	BPOG	1	1	1	1
Police Officer	79	Police	BPOG	1	1	1	1
Police Officer	80	Police	BPOG	1	1	1	1
Police Officer	81	Police	BPOG	1	1	1	1

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Police Officer	82	Police	BPOG	1	1	1	1
Police Officer	83	Police	BPOG	1	1	0	0
Police Officer	84	Police	BPOG	1	1	1	1
Police Officer	85	Police	BPOG	1	1	1	1
Police Officer	87	Police	BPOG	1	1	1	1
Police Sergeant	88	Police	BPOG	1	1	1	1
Police Officer	89	Police	BPOG	1	1	1	1
Police Captain	90	Police	Police Captains	1	1	1	1
Police Officer	91	Police	BPOG	1	1	1	1
Police Officer	92	Police	BPOG	1	1	1	1
Police Officer	93	Police	BPOG	1	1	1	1
Police Officer	94	Police	BPOG	1	1	1	1
Police Officer	95	Police	BPOG	1	1	0	0
Police Officer	96	Police	BPOG	1	1	1	1
Police Sergeant	97	Police	BPOG	1	1	1	1
Police Sergeant	98	Police	BPOG	1	1	1	1
Police Officer	99	Police	BPOG	1	1	1	1
Police Sergeant	100	Police	BPOG	1	1	1	1
Police Officer	101	Police	BPOG	1	1	1	1
Evidence & Property Room Coordinator	102	Police	AFSCME	1	1	1	1
Police Records Specialist	103	Police	AFSCME	1	1	1	1
Police Records Specialist	104	Police	AFSCME	1	1	1	1
Police Support Services Manager	105	Police	Non-Rep	1	1	1	1
Communications Specialist	106	Police	AFSCME	1	1	1	1
Communications Specialist	107	Police	AFSCME	1	1	1	1
Communications Specialist	108	Police	AFSCME	1	1	1	1
Communications Specialist	109	Police	AFSCME	1	1	1	1
Communications Specialist	110	Police	AFSCME	1	1	1	1
Communications Specialist	111	Police	AFSCME	1	1	1	1
Communications Supervisor	112	Police	AFSCME	1	1	1	1
Communications Specialist	113	Police	AFSCME	1	1	1	1
Communications Specialist	114	Police	AFSCME	1	1	1	1
Police Records Supervisor	115	Police	AFSCME	1	1	1	1
Public Works Director	116	Public Works	Non-Rep	1	1	1	1
Deputy Public Works Director/City Engineer	117	Public Works	Non-Rep	1	1	1	1
Supervising Engineer	119	Public Works	Non-Rep	1	1	1	1
Capital Division Manager	120	Public Works	Non-Rep	1	1	1	1

Authorized Position Classification Listing

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Engineering Technician	121	Public Works	AFSCME	1	1	1	1
Civil Engineer, Senior	122	Public Works	AFSCME	1	1	1	1
Community Development Deputy Director/Building Official	123	Community Development	Non-Rep	1	1	0	0
Plans Examiner, Senior	124	Community Development	AFSCME	1	1	1	1
Building Inspector, Senior	125	Community Development	AFSCME	1	1	1	1
Plans Examiner, Senior	126	Community Development	AFSCME	1	1	1	1
Construction Inspector, Senior	127	Public Works	AFSCME	1	1	1	1
GIS Specialist	129	Information Services	AFSCME	1	1	1	1
Construction Inspector, Senior	130	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Lead	132	Public Works	AFSCME	1	1	1	1
SCADA Specialist	133	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	134	Public Works	AFSCME	1	1	1	1
Maintenance Specialist	135	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Lead	136	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	137	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	138	Public Works	AFSCME	1	1	1	1
Maintenance Worker	139	Public Works	AFSCME	1	1	1	1
Maintenance Supervisor	140	Public Works	Non-Rep	1	1	1	1
Maintenance Worker, Senior	141	Public Works	AFSCME	1	1	1	1
Maintenance Worker	142	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	143	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Lead	144	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	145	Public Works	AFSCME	1	1	1	1
Maintenance Worker, Senior	146	Public Works	AFSCME	1	1	1	1
Equipment Mechanic, Lead	147	Public Works	AFSCME	1	1	1	1
Equipment Mechanic	148	Public Works	AFSCME	1	1	1	1
Management Analyst, Senior	149	Executive	Non-Rep	1	1	1	0
Permit Services Technician	150	Community Development	AFSCME	1	1	1	1
Administrative Support Manager	151	Community Development	Non-Rep	1	1	1	1
Administrative Assistant	152	Public Works	AFSCME	1	1	1	1
Maintenance Supervisor	154	Public Works	Non-Rep	1	1	1	1
Police Officer	155	Police	BPOG	1	1	1	1
Police Records Specialist	156	Police	AFSCME	1	1	1	1
Surface Water Program Coordinator	157	Public Works	AFSCME	1	1	1	1
Construction Inspector, Senior	158	Public Works	AFSCME	1	1	1	1
Court Administrator	159	Municipal Court	Non-Rep	1	1	1	1

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Court Clerk	160	Municipal Court	AFSCME	1	1	1	1
Firefighter	161	Fire & EMS	IAFF	1	1	1	1
Firefighter	162	Fire & EMS	IAFF	1	1	1	1
Firefighter	163	Fire & EMS	IAFF	1	1	1	1
Firefighter	164	Fire & EMS	IAFF	1	1	1	1
Firefighter	165	Fire & EMS	IAFF	1	1	1	1
Firefighter	166	Fire & EMS	IAFF	1	1	1	1
Firefighter	167	Fire & EMS	IAFF	1	1	1	1
Firefighter	168	Fire & EMS	IAFF	1	1	1	1
Firefighter	169	Fire & EMS	IAFF	1	1	1	1
Police Captain	170	Police	Police Captains	1	1	1	1
Police Officer	171	Police	BPOG	1	1	1	1
Police Sergeant	172	Police	BPOG	1	1	1	1
Communications Supervisor	175	Police	AFSCME	1	1	1	1
Police Sergeant	176	Police	BPOG	1	1	1	1
Information Systems Administrator	177	Information Services	AFSCME	1	1	1	1
Police Support Officer	178	Police	AFSCME	1	1	1	1
Firefighter	180	Fire & EMS	IAFF	1	1	1	1
Firefighter	181	Fire & EMS	IAFF	1	1	1	1
Police Officer	182	Police	BPOG	1	1	1	1
Police Officer	183	Police	BPOG	1	1	1	1
Firefighter	184	Fire & EMS	IAFF	1	1	1	1
Maintenance Worker, Senior	185	Parks & Recreation	AFSCME	1	1	1	1
Administrative Assistant	186	Parks & Recreation	AFSCME	1	1	1	1
Office Specialist, Senior	187	Community Development	AFSCME	1	1	1	1
Communications Specialist	188	Police	AFSCME	1	1	1	1
Public Safety Administrative Coordinator	189	Police	Non-Rep	1	1	1	1
Administrative Assistant, Senior	190	Executive	Non-Rep	1	1	1	1
Administrative Assistant	191	Police	Non-Rep	1	1	1	1
Administrative Assistant	192	Police	Non-Rep	1	1	1	1
Administrative Assistant	193	Public Works	AFSCME	1	1	1	1
Transportation Engineer	194	Public Works	AFSCME	1	1	1	1
Recreation Coordinator	195	Public Works	AFSCME	1	1	1	1
Office Specialist	196	Fire & EMS	AFSCME	1	1	1	1
Police Officer	197	Police	BPOG	1	1	1	1
Police Officer	198	Police	BPOG	1	1	1	1
Firefighter	199	Fire & EMS	IAFF	1	1	1	1

Authorized Position Classification Listing

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Maintenance Worker	200	Public Works	AFSCME	1	1	1	1
Administrative Assistant	201	Police	Non-Rep	1	1	1	1
Permit Services Technician	202	Community Development	AFSCME	1	1	1	1
Civil Engineer, Senior	204	Public Works	AFSCME	1	1	1	1
Firefighter	205	Fire & EMS	IAFF	1	1	1	1
Firefighter	206	Fire & EMS	IAFF	1	1	1	1
Firefighter	207	Fire & EMS	IAFF	1	1	1	1
Police Officer	208	Police	BPOG	1	1	1	1
Police Officer	209	Police	BPOG	1	1	1	1
Firefighter	210	Fire & EMS	IAFF	1	1	1	1
Firefighter	211	Fire & EMS	IAFF	1	1	1	1
Firefighter	212	Fire & EMS	IAFF	1	1	1	1
Police Officer	213	Police	BPOG	1	1	1	1
Police Officer	215	Police	BPOG	1	1	1	1
Police Officer	216	Police	BPOG	1	1	1	1
Information Systems Applications Analyst	232	Information Services	AFSCME	1	1	1	1
Maintenance Worker, Senior	233	Public Works	AFSCME	1	1	1	1
Office Specialist, Senior	234	Community Development	AFSCME	1	1	1	1
Fire Battalion Chief	235	Fire & EMS	IAFF	1	1	1	1
Police Records Specialist	236	Police	AFSCME	1	1	1	1
Police Sergeant	239	Police	BPOG	1	1	1	1
Transportation Engineer	240	Public Works	AFSCME	1	1	1	1
Building Maintenance Specialist	241	Public Works	AFSCME	1	1	1	1
Financial Analyst, Senior	242	Finance	AFSCME	1	1	1	1
Public Information Officer	245	Executive	Non-Rep	1	1	1	1
Information Systems Administrator	246	Information Services	AFSCME	1	1	1	1
Fire Plans Examiner	248	Fire & EMS	IAFF	1	1	1	1
Police Officer	249	Police	BPOG	1	1	1	1
Police Officer	250	Police	BPOG	1	1	1	1
Police Support Officer	251	Police	AFSCME	1	1	1	1
Communications Specialist	252	Police	AFSCME	1	1	1	1
Office Specialist, Senior	253	Police	AFSCME	1	1	1	1
Court Clerk	255	Municipal Court	AFSCME	1	1	1	1
City Attorney	256	Legal	Non-Rep	1	1	1	1
Assistant City Attorney/Prosecutor	257	Legal	Non-Rep	1	1	1	1
Paralegal	258	Legal	Non-Rep	1	1	1	1
Human Resources Analyst, Senior	259	Human Resources	Non-Rep	1	1	1	1

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Financial Information Specialist	261	Finance	Non-Rep	1	1	1	1
Code Compliance Officer	264	Community Development	AFSCME	1	1	1	1
Administrative Assistant	265	Fire & EMS	AFSCME	1	1	1	1
Police Sergeant	266	Police	BPOG	1	1	1	1
Police Officer	269	Police	BPOG	1	1	1	1
Police Officer	270	Police	BPOG	1	1	1	1
Police Captain	271	Police	Police Captains	1	1	1	1
Administrative Assistant	272	City Clerk	AFSCME	.75	1	1	1
Information Systems Applications Analyst	274	Information Services	AFSCME	1	1	1	1
Police Officer	275	Police	BPOG	1	1	1	1
Police Officer	276	Police	BPOG	1	1	1	1
Firefighter	277	Fire & EMS	IAFF	1	1	1	1
Administrative Assistant	278	Fire & EMS	AFSCME	1	1	1	1
Surface Water Program Coordinator	279	Public Works	AFSCME	1	1	1	1
Maintenance Worker	280	Public Works	AFSCME	1	1	1	1
Utility & Development Services Manager	281	Public Works	Non-Rep	1	1	1	1
Financial Analyst, Senior	284	Finance	AFSCME	1	1	1	1
Public Educator/Public Information Specialist	286	Fire & EMS	AFSCME	1	1	1	1
Information Systems Manager	287	Information Services	Non-Rep	1	1	1	1
Information Systems Technician	288	Information Services	AFSCME	1	1	1	1
GIS Specialist	290	Information Services	AFSCME	1	1	1	1
Office Specialist	292	Human Resources	Non-Rep	1	1	1	1
Civil Engineer	293	Public Works	AFSCME	1	1	1	1
Supervising Engineer	294	Public Works	Non-Rep	1	1	1	1
Civil Engineer	295	Public Works	AFSCME	1	1	1	1
Civil Engineer	296	Public Works	AFSCME	1	1	1	1
Administrative Assistant	297	Public Works	AFSCME	1	1	1	1
Administrative Support Manager	298	Public Works	Non-Rep	1	1	1	1
Finance Director	299	Finance	Non-Rep	1	1	1	1
Police Officer	300	Police	BPOG	1	1	1	1
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1	1	1	1
Office Specialist	302	Human Resources	AFSCME	1	1	1	1
Building Inspector, Senior	303	Community Development	AFSCME	1	1	1	1
Information Systems Technician	310	Information Services	AFSCME	1	1	1	1
Tourism & Events Coordinator	311	Parks & Recreation	AFSCME	1	1	1	1
Maintenance Worker	312	Parks & Recreation	AFSCME	1	1	1	1
Recreation Assistant	315	Parks & Recreation	AFSCME	.5	.5	1	1

Authorized Position Classification Listing

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Public Works Superintendent	318	Public Works	Non-Rep	1	1	1	1
Construction Inspector	319	Public Works	AFSCME	1	1	1	1
Construction Inspector, Senior	320	Public Works	AFSCME	1	1	1	1
Firefighter	321	Fire & EMS	IAFF	1	1	1	1
Firefighter	322	Fire & EMS	IAFF	1	1	1	1
Firefighter	323	Fire & EMS	IAFF	1	1	1	1
Maintenance Worker	324	Public Works	AFSCME	1	1	1	1
Court Clerk	326	Municipal Court	AFSCME	1	1	1	1
Police Officer	327	Police	BPOG	1	1	1	1
Police Officer	328	Police	BPOG	1	1	1	1
Police Officer	329	Police	BPOG	1	1	1	1
Planner/Inspector	330	Community Development	AFSCME	1	1	1	1
Civil Engineer	331	Public Works	AFSCME	1	1	1	1
Civil Engineer	332	Public Works	AFSCME	1	1	1	1
Civil Engineer, Senior	333	Public Works	AFSCME	1	1	1	1
Financial Analyst	334	Finance	AFSCME	.8	.8	.75	.75
Engineering Technician, Senior	335	Public Works	AFSCME	1	1	1	1
Office Specialist	336	Community Development	AFSCME	1	1	1	1
Civil Engineer	337	Public Works	AFSCME	1	1	1	1
Maintenance Worker	338	Public Works	AFSCME	1	1	1	1
Maintenance Worker	339	Public Works	AFSCME	1	1	1	1
Police Officer	341	Police	BPOG	1	1	1	1
Administrative Assistant	344	Public Works	AFSCME	1	1	1	1
Office Specialist	345	Public Works	AFSCME	1	1	1	1
Financial Analyst, Senior	347	Finance	AFSCME	1	1	1	1
Surface Water Inspector	348	Public Works	AFSCME	1	1	1	1
Administrative Assistant	350	Fire & EMS	AFSCME	1	1	1	1
Civil Engineer, Senior	351	Public Works	AFSCME	1	1	1	1
Civil Engineer, Senior	352	Public Works	AFSCME	1	1	1	1
Custodian, Lead	353	Public Works	AFSCME	1	1	1	1
Custodian	354	Public Works	AFSCME	1	1	1	1
Custodian	355	Public Works	AFSCME	1	1	1	1
Municipal Court Judge	357	Municipal Court	Non-Rep	.5	.85	.85	.85
Domestic Violence Victims Coordinator	359	Legal	AFSCME	.5	.5	1	1
Information Systems Applications Analyst	360	Information Services	AFSCME	1	1	1	1
Human Resources Analyst	361	Human Resources	Non-Rep	1	1	1	1
Associate City Attorney	362	Legal	Non-Rep	1	1	1	1

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Maintenance Worker	363	Public Works	AFSCME	1	1	1	1
Animal Control Officer	364	Police	AFSCME	1	1	1	1
Maintenance Worker	365	Public Works	AFSCME	1	1	1	1
Custodian	366	Public Works	AFSCME	.5	1	1	1
Maintenance Supervisor	367	Parks & Recreation	Non-Rep	1	1	1	1
Maintenance Worker	368	Parks & Recreation	AFSCME	1	1	1	1
Maintenance Supervisor	369	Public Works	Non-Rep	1	1	1	1
Maintenance Worker	370	Public Works	AFSCME	1	1	1	1
Supervising Engineer	371	Public Works	Non-Rep	1	1	1	1
Surface Water Inspector	372	Public Works	AFSCME	1	1	1	1
Police Officer	373	Police	BPOG	1	1	1	1
Police Officer	374	Police	BPOG	1	1	1	1
Police Officer	375	Police	BPOG	1	1	1	1
Police Officer	376	Police	BPOG	1	1	1	1
Police Officer	377	Police	BPOG	1	1	1	1
Firefighter	378	Fire & EMS	IAFF	1	1	1	1
Firefighter	379	Fire & EMS	IAFF	1	1	1	1
Plans Examiner, Senior	380	Community Development	AFSCME	1	1	1	1
Building Inspector, Senior	381	Community Development	AFSCME	1	1	1	1
Construction Inspector	382	Public Works	AFSCME	1	1	1	1
Permit Services Technician - Limited Term	383	Community Development	AFSCME	.5	.5	0	0
Maintenance Worker	384	Public Works	AFSCME	1	1	1	1
Maintenance Worker	385	Public Works	AFSCME	0	1	1	1
Maintenance Worker, Senior	386	Public Works	AFSCME	1	1	1	1
Accounting Specialist	387	Finance	AFSCME	.4	.4	.5	.5
Surface Water Inspector	388	Public Works	AFSCME	1	1	1	1
Parks & Recreation Director	389	Parks & Recreation	Non-Rep	1	1	1	1
GIS Technician	390	Information Services	AFSCME	0	1	1	1
GIS Specialist	391	Information Services	AFSCME	0	1	1	1
Information Systems Applications Analyst	392	Information Services	AFSCME	0	1	1	1
Custodial Day Porter	393	Public Works	Non-Rep	0	.5	.75	.75
Prosecutor	394	Legal	Non-Rep	0	1	1	1
Building Maintenance Lead	395	Public Works	AFSCME	0	1	1	1
Police Officer	396	Police	BPOG	0	0	1	1
Communications Specialist	TBD	Police	AFSCME	0	0	1	1
Probation Officer	TBD	Municipal Court	AFSCME	0	0	1	1
Court Clerk	TBD	Municipal Court	AFSCME	0	0	.5	.5

Authorized Position Classification Listing

Position Title	Position Control Number	Department/ Division	Group	2015	2016	2017	2018
Economic Development Manager	TBD	Community Development	Non-Rep	0	0	1	1
Permit Technician	TBD	Community Development	AFSCME	0	0	1	1
Information Systems Applications Analyst	TBD	Information Services	AFSCME	0	0	1	1
Information Systems Technician	TBD	Information Services	AFSCME	0	0	1	1
Records Management Specialist	TBD	City Clerk	AFSCME	0	0	1	1
Maintenance Worker	TBD	Public Works	AFSCME	0	0	1	1
Maintenance Worker	TBD	Public Works	AFSCME	0	0	1	1
Maintenance Worker	TBD	Public Works	AFSCME	0	0	1	1
Maintenance Worker	TBD	Parks & Recreation	AFSCME	0	0	1	1
Maintenance Worker	TBD	Parks & Recreation	AFSCME	0	0	0	1
Maintenance Worker, Lead	TBD	Parks & Recreation	AFSCME	0	0	0	1
			Total Position Classifications	**316.7**	**324.3**	**334.6**	**335.6**

Appendix B

Budget Policies

Fiscal Assessment
City management recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds.

We continue to focus efforts on sound long-range financial planning, and implementing cost and process efficiencies.

The Budget document reflects the City's commitment to sound budget and fiscal policies and processes. This plan ensures that the City is in a position to maintain its current level of service delivery for the community throughout the ensuing biennium. The plan makes the best choices for resource allocations, meets current operational needs, and addresses future fiscal capacity.

Budget Process
This budget document represents months of hard work by City staff and the City Council. The budget as adopted by the City Council provides the plan and the resources to deliver citizen services and accomplish stated goals.

The City's Budget process incorporates a long-term perspective and linked departmental spending plans directly to the City's Budget Focus Areas and Desired Budget Outcomes. The process was also designed to promote involvement from citizens, staff, local businesses, and other interested stakeholders.

The City upheld the following long-standing ideals in preparing its spending plan:

- Living within our means by adopting a balanced budget (current revenues plus fund balance are sufficient to support current expenditures).
- Providing accurate and timely financial information – including the City's current or anticipated fiscal condition.
- Providing prudent and sound fiscal direction to help guide decision making.
- Maintaining a pay-as-you-go philosophy regarding debt and capital spending.
- Avoiding paying for ongoing expenditures with one-time revenues.
- Maintaining adequate General Fund reserves.
- Including maintenance and replacement funds to maintain essential facilities and equipment.

The City prepares budgets for all of its funds. Three of these are internal service funds, whose costs are allocated (based on usage) to the funds that utilize their services. Budgets are appropriated at the fund level, as presented on the first page of the Revenue section.

Budget Planning Process
Planning for the Budget begins in the first quarter of the prior year, immediately following the mid-biennial budget review.

The development and adoption of our City's budget is a lengthy and intense process, designed to provide adequate opportunity for public input and sufficient time for deliberation and enactment by the City Council.

See the Budget Development Process document located directly after the Desired Budget Outcomes in this section.

The major steps involved in development of the budget are listed in the budget calendars at the end of this section.

Local Government Budgeting
Local government budgeting began in the early 1900s to:

- Administer control over how public monies were spent.
- Mitigate the risk of over-spending.

Bothell's Biennial Budget
Bothell's two-year biennial budget was established by Municipal Code 3.70.010, pursuant to RCW 35A.34.040.

Bothell's first biennial budget period was 2003-2004. Less than 40 Washington cities use biennial budgets.

Advantage:
- Increases focus toward long-term planning.
- Reduces planning time, so more staff resources can be spent on achieving community goals.

Disadvantage:
- Increases the challenge of forecasting revenues and expenditures from one to two years.
- Decreases the ongoing accuracy of the spending strategy because it is more realistic to plan for shorter periods when the economy is unstable or suddenly becomes volatile.

RCW 35A.34.050
Budget Estimates and Submittal
A budget call is required on or before the second Monday of September in an even-numbered year.

The budget call defines the parameters and guidelines for budget development, along with each department's role and responsibility within the process.

Fourteen days after notification, detailed estimates of probable revenues and all expenditures required by the departments for the ensuing fiscal biennium are due.

RCW 35A.34.070
Proposed Preliminary Budget
On or before the first business day in September of an even-numbered year, the Finance Director shall submit to the City Manager a proposed preliminary budget setting forth the complete financial program of the city for the ensuing fiscal biennium by department.

RCW 35A.34.080
Preliminary Budget
The City Manager shall make any revisions or additions he deems necessary to the department head's budget submittals, and shall file them with the City Clerk as the recommended final budget by November 1st of an even-numbered year.

RCW 35A.34.090
Budget Message
A budget message prepared by or under the direction of the City Manager shall be submitted as part of the preliminary budget to the City Council by the first of November.

Prior to the final budget hearing, the City Council shall schedule hearings on the budget, and may require department heads to be present to provide information regarding estimates and programs.

Budget Message Requirements

- An explanation of the budget document.
- An outline of the recommended financial policies and programs.
- A correlation of the recommended appropriation to such policies and programs.
- A rationale for significant appropriation and revenue estimate changes.
- An explanation for any recommended major changes in financial policy.

RCW 35A.34.100

Budget Notice of Hearing

Immediately following the filing of the preliminary budget, the City Clerk shall publish a notice once a week for two consecutive weeks in the City's official newspaper stating:

- The preliminary budget for the ensuing fiscal biennium has been filed, and a copy is available for review at the Clerk's Office by any taxpayer.
- The designated date, time, and place of the City Council budget meeting, and an invitation for any taxpayer to appear and be heard for or against any part of the proposed budget.

The City Council shall meet on or before the first Monday in December of an even-numbered year to receive taxpayer input and fix the final budget.

RCW 35A.34.110

Budget – Hearing

The City Council can continue the budget hearing (RCW 35A.34.100) from day to day, but not later than December 7th of an even-numbered year.

RCW 35A.34.120

Budget – Adoption

Following conclusion of the hearing but prior to the beginning of the fiscal biennium, the City Council shall make changes as it deems necessary or proper and shall by ordinance adopt the budget in its final form and content.

A copy of the final budget as adopted shall be transmitted to the State Auditor and the Association of Washington Cities.

Budget Foundation

The foundation of the budget process is generating operational and financial plans, reviewing programs, and establishing The City's Budget Focus Areas and Desired Budget Outcomes that best serve the community - not just for the ensuing biennium, but also well into the future.

The budget process includes reassessing citywide goals and objectives and the means to accomplish them. Council meets and reconfirms budget focus areas for developing the City's upcoming budget. These budget focus areas are all compatible with the City's vision and mission statements.

Financial Stability

Maintain a long-range financial plan and biennial budget that provide sustainable levels of service within investment limits citizens are willing to make.

Strive for cost-effective service delivery by encouraging operational efficiencies, cost containment, innovative revenue enhancement, and technology advancements.

Budget Policies

Economic Development

Create and sustain economic development, which builds and diversifies the City's revenue streams, while complementing and enhancing the quality of life for all who live, work and play in Bothell.

Quality of Life/Livability

Achieve harmony between the built and protected natural environments, and target available resources to build infrastructure and provide services which strengthen and sustain our community.

Community Connections and Involvement

Engage in ongoing dialogue with the public to increase citizens' understanding of and engagement in City issues, and to build strong partnerships.

Public Safety and Security

Provide effective service to allow citizens to use and enjoy their community without fear of loss of life or property, while being proactive and responsive to community safety and security issues.

The needs of the community are best met through adept planning and exhaustive analysis. The City Manager, Finance Director, and departmental staff carefully evaluate all City programs and funding requests to ensure all budget appropriations clearly contribute to the accomplishment of the City's Budget Focus Areas and Desired Budget Outcomes.

The City cannot meet all demands of the community because it has finite resources. Thus, an integral part of the budget process is to prioritize needs according to the City's Desired Budget Outcomes for the upcoming two years, and to identify dependable funding sources.

The following questions are applied to evaluate priority and need of services:

Budget Prioritization Questions:

- Is this service mandated by Federal or State law?
- Should the City provide the service?
- Is the service provided by other public sector service providers?
- Is the service included in the City's Comprehensive Plan?
- Does the service alleviate identified deficiencies?
- Is there strong public and political support for the service?
- Does this service address life-safety issues?
- Are the benefits derived in line with the cost of providing the service?
- Should the service be contracted out?
- Are other potential revenues sources available to fund the service?
- Would other services be impacted if this service was eliminated?
- Does the service contribute to economic growth?

City Manager's Budget Message

The Budget Message provides the following information to stakeholders:

- Outlines the City's long-range vision and mission, current City needs and available resources, along with the City's Budget Focus Areas.

- Summarizes the City's budget planning process and financial policies. Describes the City's fiscal position and long-term sustainability strategies.
- Communicates and highlights the City's Desired Budget Outcomes.

The City Manager's Budget Message is located in the Introduction Section

Budget Amendments

Washington State law requires the City Council to adopt a balanced budget. Biennial appropriations are therefore limited to total estimated revenues for the upcoming biennium, plus any unencumbered fund balance estimated to be available at the close of the current fiscal biennium.

Modifications to the adopted biennial budget may take place no sooner than eight months after the beginning of the biennium, nor later than the conclusion of the first year of the fiscal biennium.

The City Manager and Finance Director prepare the annual budget modification for the Council's consideration.

The City Clerk publishes hearing notices consistent with the publication requirements for adoption of other city ordinances.

The budget modification must be by ordinance, and approved in the same manner as other ordinances of the city - including making the proposed amendments available to the public and providing time for public input.

A complete copy of the budget modification as adopted is transmitted to the State Auditor's office and to the Association of Washington Cities.

The Finance Director approves administrative budget transfers that do not move budget appropriations between funds. Administrative budget transfers are documented and tracked by the Finance Department.

Background and Purpose

The stewardship of public funds is one of the greatest responsibilities given to the officials and managers of the City of Bothell.

Establishment and maintenance of prudent fiscal policies enables City officials to protect public interests and ensure public trust.

This document incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially sound manner. These policies have been established to provide general fiscal guidelines, and are intended to provide sound direction in the management of the City's financial affairs.

General Financial Philosophy

The general financial philosophy of the City is to provide a sufficient financial reserve, along with the resources necessary to sustain a high level of municipal services while ensuring public safety, maintaining the infrastructure and surroundings of the City, and promoting the social well-being of all its citizens.

The City strives to achieve a strong financial condition with the ability to:

- Withstand local and regional economic impacts;
- Adjust efficiently to the community's changing service requirements;
- Effectively maintain and improve the City's infrastructure;
- Prudently plan, coordinate, review, and implement responsible development and growth; and
- Provide a high level of police, fire, and other protective services to assure public health and safety.

Accounting, Auditing, and Financial Reporting Policies

An independent audit is performed annually. The City produces a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP), as outlined by the Governmental Accounting Standards Board (GASB). The City consistently meets the guidelines and criteria necessary to receive the Government Finance Officers Association (GFOA) Certificate of Excellence in Achievement in Financial Reporting.

The City of Bothell has established and continues to maintain a high standard of accounting practices.

The City's accounting and budgetary systems conform to Generally Accepted Accounting Principles, the State of Washington Budgeting Accounting Reporting System (BARS), and local regulations.

A comprehensive accounting system shall be maintained to track all financial transactions necessary to effectively operate the City.

The City will meet the financial reporting standards set by the Governmental Accounting Standards Board.

Full disclosure will be provided in all City financial reports and bond representations.

An annual audit will be performed by the State Auditor's Office, including the issuance of a financial opinion.

Importance shall be placed on protection and enhancement of the City's credit rating.

Revenue Policies

- Revenue estimates are to be conservatively forecasted.
- The budget amendment process should be used to appropriate questionable revenues when they become certain and measurable.
- Employ revenue policies which prevent undue or unbalanced reliance on any one revenue source.
- Distribute the cost of municipal services accurately and fairly.
- Provide reliable and adequate funding sources to operate approved programs.
- Utilize annual cost allocation methods to monitor current fees for City services and ensure best business practices for cost recovery.
- Maintain an updated six-year financial forecast that estimates future revenues, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

Expenditures, Cost Containment, and Budgetary Control Policies

Although the Budget includes sufficient resources to finance City services for the ensuing biennium, it is imperative that an adequate and effective cost analysis and containment program be maintained.

- Regularly examine programs and services (including expenditure outflows) for more efficient and/or less costly ways to deliver services to citizens.
- Perform frequent and routine fiscal and operational reviews to assess changing economic conditions and identify possible programmatic modification needs. On-going efficiency savings are a result of these type of routine fiscal and operational reviews. Routine process reviews are essential for our City's long-term fiscal sustainability.
- Provide, maintain, and track capital assets (including essential public facilities) at a level adequate to protect the investment, and minimize future maintenance, replacement and liability costs.
- Update a rolling six-year financial forecast that estimates future expenditures, and utilize this data to analyze and evaluate the long-term fiscal impacts of current budget choices, decisions, and policy options.

Cost Recovery

The City Council considered and adopted a comprehensive fee schedule for the upcoming biennium. The City's fee schedule increases annually to reflect actual increases in the cost of providing a service, or minimally by the rate of inflation. The City bases its inflation figures on the June Consumer Price Index – Urban Wage and Clerical Workers (CPI-W) for Seattle/ Tacoma-Bremerton.

Cost analyses are prepared to capture all direct and indirect costs associated with providing a City program or service. In nearly all cases, fee rates are set to recoup 100% cost recovery.

The City's fee schedule sets fees and charges collected by the City that are not dictated by the Bothell Municipal Code, State statute, or by contract.

Internal Services

Internal Service funds account for the goods and services provided by one fund for the benefit of another. This is done on a cost/benefit reimbursement basis.

The City has three internal service funds: Risk Management/Self Insurance, Fleet Management, and Asset Replacement.

The City utilizes Internal Service funds to: Account for the total cost of providing services between funds and accumulating resources for replacing fixed assets.

Isolate interfund transactions so they can be accounted for like those of a private sector business, and thus provide accurate fund expenditure reporting by including all costs resulting from the Fund's operation.

Cash Management Policies

The City deposits funds within 24 hours of receipt. Investment of City funds emphasizes the preservation of principal, with liquidity and yield being secondary factors.

Cash Handling

State law requires deposit of all cash and cash-like items to be deposited within 24 hours. City policy allows for weekly deposit of receipts totaling less than $100.

Each person receipting funds must have their own locking cash drawer.

Cash handling training is required for all staff that work with or supervise functions which require the handling of City cash or cash-like items.

Cash handling refresher training should be repeated every three years.

Cash drawers are balanced daily.

Checks are endorsed immediately with the City's restrictive endorsement stamp.

Financial transactions are entered into the City's accounting system immediately.

Mailed payments are opened with more than one person in the room. Sequentially numbered receipts are to be used and accounted for.

Cash handling duties are segregated so the same people do not have responsibility for collection of money, authorization to approve account adjustments, preparation of the deposit, and reconciliation of the bank statement.

Those who prepare or sign checks do not have responsibility for reconciling the accounting system or checkbook to the bank statement.

Petty Cash funds are reconciled once per month by a person who is not responsible for the day-to-day management of the fund.

Customer account adjustments and refunds are preauthorized by a manager.

Cashier overages or shortages which exceed $50 must be reported to the City's Finance Department immediately.

Financial Policies

Investment Policies

Watchful control of the City's daily operations is an important part of Bothell's overall fiscal management program. Achieving adequate cash management and investment control requires sound financial planning to ensure that sufficient funds are available to meet current operating needs. Idle funds are invested until such time as they are required to cover City operating expenditures.

The City's investment policy has been certified by the Municipal Treasurer's Association.

The City's idle cash is invested on a continuous basis, in accordance with the City's adopted investment policies.

The City should maintain a formal investment policy, which is reviewed and endorsed by state and national professional organizations.

The City should invest all funds (in excess of current requirements) based upon the following order of priority: 1) legality; 2) safety; 3) liquidity; and 4) yield.

Investments with City funds should not be made for purposes of speculation.

The City is prohibited from investing in derivative financial instruments for the City's managed investment portfolio.

Proper security measures should be taken to safeguard investments. The City's designated banking institution should provide adequate collateral to insure City funds.

The City's investment portfolio should be reviewed regularly to assess the portfolio's degree of risk and compliance with the adopted investment policies.

An analysis of the City's cash position should be prepared at regular intervals throughout the fiscal year.

The City Council should be provided timely updates related to changes in the City's investment policy and performance strategy.

Sufficient cash should be maintained to provide adequate funds for current operating needs.

Where permitted, the City should pool its cash resources from various funds ("Treasurer's Cash") for investment purposes.

Net investment income from Treasurer's Cash should be allocated in accordance with RCW 5.24.060 considering 1) average cash balance of the participating fund and 2) the minimum cash balance needs of each fund as determined by the Treasurer. Net investment income is the amount of annual investment proceeds after an allocation is made to enterprise funds and Council-directed obligations are met for Current Expense Fund purposes.

The City of Bothell should select its official banking institution through a formal bidding process in order to provide the City with the most comprehensive, flexible, and cost-effective banking services available.

The City should diversify its deposit and investment assets by investment instrument and maturity scheduling.

All available City funds should be invested, recognizing that daily market activity or other constraints may affect investment goals.

In most cases interest should be allocated back to the fund that earned it.

Debt Policies

The City issues bonds for capital improvements. The City will not issue notes to finance operating deficits. The City publishes and distributes an official statement for each bond issue.

The City provides continuing note disclosure, in compliance with the Securities and Exchange Commission (SEC) requirements to ensure the continued marketability of City issued debt. The City annually reviews the status of outstanding and future potential debt to facilitate financial planning. City Council approval is required prior to issuance of debt.

The City's Schedule of Long-Term Debt to Maturity is Located in the Expenditure Section

Capital Facilities Plan Policies

In the fourth quarter of even numbered years, the City Council adopts the Capital Facilities Plan (CFP). This plan includes a seven-year minimum financing plan and identifies funding sources and capital projects, including their anticipated costs.

The objective of the CFP process is to establish a spending plan that identifies and prioritizes capital needs (and future maintenance and operating costs) with available funding sources. Appropriations for the first two years of the CFP are included in the biennial budget.

The following fiscal strategies are incorporated in the CFP:

- A minimum of 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as Opportunity Funds. Only at Council discretion can these funds be appropriated towards currently unidentified projects. Per this policy, the Opportunity Fund equates to 10% of projected REET receipts.
- Annual REET receipts amounting to $1 million should be held in reserves. These funds are reserved to address any cash flow issues that should arise for REET eligible projects.
- Councilmanic General Obligation debt service should not exceed REET revenue estimates unless other secured funding is identified.
- A 50% minimum of one-time revenue transfers should be allocated as follows: 25% Park Improvements and 25% Pavement Improvements.
- One-time revenues include construction sales tax and permit fees in excess of base figures. The City's adopted financial policy utilizes one-time revenues for one-time expenditures such as capital. The city's long-term financial plan therefore includes the transfer of one-time General Fund revenues to the Capital Improvement Fund contingent on a minimum 15%

Financial Policies

committed General Fund operating reserve, as well as a 10-year fully committed Asset Replacement reserve.

- Forty-five to sixty day operating reserves should be maintained in the Water Utility Fund.
- Thirty to sixty day operating reserves should be maintained in the Sewer Utility Fund.
- One hundred twenty to one hundred fifty day operating reserves should be maintained in the Storm & Surface Water Utility Fund.
- Capital reserves amounting to 2% of the asset replacement (value of the utility's infrastructure) should be maintained in each utility fund to provide for unexpected major repairs.
- Capital reserves amounting to 10% of average annual capital improvements projects should be maintained in each utility fund to protect against unanticipated increases in project costs.
- Asset replacement funding should be collected as an element of the utility user fees on the utility bills.

Should the City's budget process result in the budget being inconsistent with the adopted CFP, the CFP will be amended as part of the budget adoption process.

Reserve Fund Balance Policies

Adequate fund balance and reserve levels are a necessary component of the City's financial strategy, and a key factor in external agencies' measurement of the City's financial strength.

Maintenance of fund balance for accounting funds assures adequate resources for cash flow, and mitigates short term effects of unexpected revenue shortfalls.

City and State regulations have been established to allow the City of Bothell to create and maintain specific reserve funds.

Prudent use of reserve funds enables the City to defray future costs and take advantage of matching funds and beneficial opportunities. Reserve funds provide the City with the ability to exercise flexible financial planning in developing future capital projects.

Reserve funds are necessary to enable the City to deal with unforeseen emergencies or changes in economic conditions.

The City should establish minimum fund balance targets based on cash flow requirements.

The City should include all fund balances in its biennial budget document.

Minimum fund balances should be attained and maintained through expenditure management, revenue management, and/or contributions from the General Fund.

All expenditures drawn from reserve accounts require Council approval, unless previously appropriated by the City Council in the City's biennial budget.

The City should maintain reserves for the replacement of vehicles and fixed assets.

Additional reserve designations may be created by Council to account for monies for future known expenditures, special projects, or other specific purposes.

All reserves should be presented in the annual budget document.

Unrestricted reserves, along with one-time and unpredictable revenues, should be utilized for one-time expenditures - therefore avoiding using them to fund routine ongoing operating expenditures.

Basis of Budgeting and Accounting

"Basis of accounting" refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made, regardless of the measurement focus applied:

1) Accrual

Both governmental and business-type activities in the government-wide financial statements, and the proprietary and fiduciary fund financial statements, are presented on the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

2) Modified Accrual

The governmental funds financial statements are presented on the modified accrual basis of accounting. Revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The City considers all revenue reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

The City of Bothell's budget is prepared on a modified accrual basis.

The Comprehensive Annual Financial Report presents the City's financial position on the basis of generally accepted accounting principles.

MEMORANDUM

Office of the City Manager

City of Bothell™

DATE: September 9, 2016

TO: Department Directors

CC: Budget Coordinators

FROM: Bob Jean, Interim City Manager

SUBJECT: **2017-2018 Official Budget Call and Development Directives**

The 2017-2018 budget development process is well underway. In the absence of the longtime City Manager and the hiring of an Interim City Manager, the City's standard budget development process guidelines and updated budget calendar were provided to Departments by the Finance Department (both documents are available on the City's website), along with the following directives from the Finance Director to help guide Directors in preparing their budget proposal.

Budget Focus Areas and Desired Outcomes
At the May 17, 2016, study session, Councilmembers discussed their individual goals for the ensuing biennium to further help Directors in preparing their budget proposals.

The City's Budget Focus Areas normally do not change, because they are general themes that support the organization's long-term vision and mission over many years. Desired Budget Outcomes, on the other hand, are much more specific. Their purpose is to help advance the City's Budget Focus Areas in the short-term by identifying the most critical priorities or needs of the organization and community to address in the upcoming two-year budget period.

In order to realize the City's long-term vision and continue to support its overall mission, it is important that the City's 2017-2018 Budget Focus Areas and specific Desired Budget Outcomes are made the key drivers in planning and developing each department director's spending plan.

Modified Zero-Based Budget
As in recent biennia, departments are to prepare their budget proposals utilizing the modified zero-based budgeting method. This budget method clearly identifies spending by itemizing expenditures. Preparing a modified zero-based budget is more staff-time intensive than preparing a typical incremental budget. The City continues to employ a modified zero-based method for two reasons:

City Manager's Budget Call Letter

1. To maintain a comprehensive historical tracking of base budget figures associated with City services that can be utilized to substantiate needs, as well as expenditure projections, for future budget periods.

2. To allow for thorough examination of all spending citywide, in order to help ensure provision of equitable levels of funding for all departments.

Capital Facility/Improvement Expenditures
Bothell continues to refine its robust Capital Facilities Plan (CFP). By design, the CFP project revenues and expenditures included in the first two years of the ensuing plan (2017-2023) will be folded into the City's 2017-2018 Biennial Budget. The lion's share of the City's Capital Facilities Plan is funded through grants and restricted revenues that are legally limited to capital spending. These funds cannot be appropriated toward operating expenditures, such as personnel and operating supplies. The City's initiative to invest in vitally needed capital improvements, especially in regards to its downtown revitalization, is key to generating the future revenues needed to maintain long-term fiscal stability.

Economic Condition and Future Fiscal Stability
Since impacts of the Great Recession were first experienced by our community, City management has consistently made fiscal decisions based on capital strategies that invested public monies (restricted to capital purposes) into revenue-generating infrastructure in Bothell's historic downtown that was deliberately intended to inspire even greater levels of private investment.

In addition to downtown revitalization, City management elected to maintain municipal service and staffing levels by adding and increasing specific revenue streams, while also reducing and deferring expenditures and spending down operating reserves. These fiscal strategies were undertaken during the most economically challenging period of the past 75 years.

During the 2015-2016 biennium, the nation experienced significant economic improvement, while Bothell experienced an even greater level of improvement. This higher level of economic growth is expected to continue during the ensuing biennium. This speaks directly to the success of the City's downtown investment strategy, which over the next few years is expected to generate substantial revenue expansion to help sustain community-expected service levels through the reinstatement of pre-recession reserves (operating and asset replacement) and deferred operational spending.

Implementing the successful capital strategy, as well as the prudent operating measures described above, generated a stronger long-term economic base for Bothell while in the short term maintaining a balanced General Fund operating budget. The operating strategy employed was prudent at the time, but relied upon the use of reserves and forgoing or deferring necessary expenditures.

Utilizing this operating strategy for more than a short period of time results in diminished operating resources and devalued assets, which inherently reduces service levels. It is, therefore, important that, as the economy improves and revenue streams strengthen, the City commits to reestablishing pre-recession financial position. Specifically, this means restoring full-funding of asset replacement reserves in excess of 10 years, and replenishing sufficient General Fund operating reserves before implementing any value-added investments, such as additional staff, programs, capital outlay, or even full reestablishment of pre-recession departmental maintenance and operating budgets.

Projected Revenues Compared To Projected Expenditures
At the beginning of the 2017-2018 budget development process, Departments were advised that the City's General Fund revenue base for the ensuing 2017-2018 biennium could support current biennium expenditure levels along with 2.4% growth for maintenance and operating spending. Departments were also advised that economic indicators can change significantly over short periods of time so it was important that departments prepare an expenditure reduction strategy should a reduction in 2016 spending or 2017-2018 proposed appropriation become necessary between now and December 2016. Additionally, Council budget discussions can compel the restructuring of departmental operating plans and corresponding appropriation requests.

Department Expenditures
Personnel costs are prepared for departments by the City's Human Resources Department and were provided to departments. Department directors are responsible for verifying and approving accurate salary splits. Personnel costs are not included in departmental 2.4% maintenance and operating spending calculations.

As in past biennia, the Finance Director conveyed that all position requests for 2017-2018 must specify a new or increased ongoing revenue source that equaled to or greater than the ongoing cost of the position.

Capital requests (excluding CFP projects) would only be considered after personnel and maintenance and operating expenditures were 100% funded. "Capital outlay" and "facility project" requests forms would be evaluated and prioritized according to their impact on helping achieve the Council's Desired Budget Outcomes, and current "citywide" needs.

City Manager's Budget Call Letter

One-Time Expenditures
Each department was to provide the Finance Department with an itemized list of their proposed one-time expenditures. This list was to be grouped by fund/department. One-time expenditures are non-recurring, such as the purchase of an asset or a capital improvement. One-time expenditures also include professional services, or operating expenditures that are not expected to occur "routinely" on a cyclical basis. In addition, all proposed one-time spending needs were to be identified and flagged as a one-time expenditure in the Eden budget module.

Efficiency Savings and Generation of "New or Augmented" Revenue
As in previous years, Departments were once again tasked with evaluating program expenditures and revenues to determine any possible efficiency savings or potential "new or augmented" revenue stream. Each department was asked to provide the Finance Director with documentation of their service delivery efficiencies and/or additions that result in expenditure savings, and/or generate additional revenue.

Fee Schedule
In nearly all situations, the City strives to recoup 100% of costs (both direct and indirect) associated with City programs and services. The City updates its fee schedule annually to incorporate actual increases in the cost of providing programs and services, or minimal increases by the rate of inflation. Department directors were reminded of their responsibility for ensuring their department's fees for services recouped the applicable associated cost for providing a service and that departmental services are appropriately included in the City's fee schedule.

Department Budget Submittals
Departments were advised to adhere to the budget preparation guidelines, 2017-2018 budget timeline (calendar) provided by the Finance Department and to participate productively within the Budget Coordinator's group.

Department directors were further instructed to submit proposed 2017-2018 budgets that conform to the budget directives provided by the Finance Director - including adequately justifying all expenditures.

Council Early Involvement
Council has asked for its earlier involvement in the budget development process. To this end, we met on Council Goals with Department Directors on July 16 ("Road Map"), and again on July 26 regarding Operating Budget requests, revenues and trends ("A/B/C" Scenarios). Then on August 8, we met on the Capital Facilities Plan updates. On September 13, we developed a budget "snapshot" and proposed a series of meetings this Fall, leading to the 2017-2018 Budget adoption by the end of November or early December.

Organization Assessment Report
Concurrent with the budget development process, as the Interim City Manager, a separate Organization Assessment Report was prepared, evaluating ongoing workloads to staffing needs and overall efficiency improvement opportunities.

Conclusion
Evaluating all the City's needs, anticipating revenue streams in a perpetually shifting economic environment, and balancing the two to craft an effective two year work and spending plan is an arduous task. I am grateful for the commitment and hard work of all staff involved in this process.

In October, I look forward to presenting the City Council with a recommended budget that not only clearly reflects the City's Vision, Mission, and Focus Areas, but also outlines an effective work plan that efficiently uses community resources to attain Council's Desired Budget Outcomes.

City of Bothell™

City Council
2017-2018 Goals

(revised and adopted March 21, 2017)

- ☐ Fiscal Stability
- ☐ Safe Streets and Sidewalks
- ☐ Main Street Enhancements
- ☐ Community Health for Those in Need
- ☐ City-wide Technology Strategy
- ☐ Public Safety Strategy
- ☐ Community Events & Activities
- ☐ Canyon Park Master Planning
- ☐ Complete Downtown Redevelopment
  - Environmental Cleanup
  - Transportation Impact Fees
  - Downtown Parking
- ☐ Affordable Housing Strategy
- ☐ Wayne Golf Course Plan and Purchase
- ☐ Parks & Recreation/Open Space Partnerships
- ☐ City-wide Teambuilding, Training, and Organizational Development

Budget 2017-2018 ENGAGEMENT

Purpose

Per state law, the City Manager must submit his recommended "balanced" biennial budget to Council by the first business day in November. The proposed budget needs to address all fiscal issues - including revenues, expenditures, and service levels. The City Council will consider the City Manager's recommended budget, provide ample opportunity for public input, make modifications as they deem necessary, and adopt the final budget in advance of the beginning of the ensuing biennium.

The adopted budget serves as a financial planning and policy document for use by the community, staff, and Council members. The staff's mission is to prepare the best information possible - including the detailed impact of choices related to fiscal issues, along with program costs and levels of service. Armed with this information and assisted by public input, the Council can make well-informed decisions that ensure the continuance of good public policy in Bothell.

Approach

City management utilizes a collaborative, decentralized approach to budgeting, involving Council, staff, and the community. This approach:

- exposes the broadest number of people to the process;
- encourages a strong sense of community; and
- allows all those involved to take ownership of the budget process, as well as the final adopted spending plan and its **quarterly oversight**.

Public input is collected through:

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

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

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

Overview of Community Responsibilities

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

The budget is a plan for spending residents' money on municipal services (public safety, streets and sidewalks, parks, etc.) For this reason, City management is making every affordable effort to ensure the budget process is open and interactive from beginning to end. For more information on management's ongoing budget engagement plans and proposed budget development mileposts, please read the **City Manager's 2017-2018 budget process and citizen engagement memo** to the Mayor and Council.

Overview of Council Responsibilities

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

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

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

Overview of City Manager Responsibilities

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

Overview of Finance Director Responsibilities

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

Overview of Department Director Responsibilities

Directors are tasked with preparing proposed work plans for the City Manager in accordance with Council's identified **Budget Focus Areas** and **Desired Budget Outcomes**.

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

Budget Development Process

Overview of Budget Team Responsibilities

Budget Team meetings are held in a "roundtable" format. Each director appoints staff to the budget team whom they deem key in the development and oversight of their department's budget. The Budget Team meets routinely with the Finance staff throughout the budget development process (normally 9-12 months) to foster strong communication between departments, facilitate a budget development calendar that takes into account timelines and staffing requirements needed for other City endeavors, and ensure the timeliness and accuracy of budget data.

Overview of Department Coordinator Responsibilities

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

- participates in the creation of a citywide **Budget Development Calendar**, which takes into account the timelines and staffing requirements needed for other similarly timed City endeavors;
- participates in the preparation of a coordinated citywide date-driven **Budget Tasks Status Listing** that includes all the tasks required to generate a City Manager recommended budget;
- provides a central point within their department to receive and disseminate information to the department director and staff with budget responsibilities;
- copies and distributes materials for appropriate staff members;
- provides a central point of collection for their department's budget materials and assembles data for submittal to the Finance Department;
- is responsible for final review of materials before submittal; and
- provides clarification and responds to specific finance concerns.

Budget Development Schedule Mandates

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

Departmental Budget Sessions

In September, following the submittal of proposed departmental budgets, budget discussion sessions are scheduled. During budget sessions, directors (in coordination with their budget teams and the Assistant City Manager) have the opportunity to present their budget submittals, describe their work plan and outline their operational needs (such as staffing and new equipment) to the City Manager and Finance Director.

Budget sessions provide the City Manager and Finance Director the opportunity to ask questions, review line-item detail, and clarify departmental goals and objectives.

Budget Balancing

Balancing departmental expenditure requests with available funding is where dividing up the City's limited fiscal and staffing resources to try to meet the many needs of the community becomes most difficult.

The City Manager, with the assistance of the Assistant City Manager and Finance Director, analyzes departmental budget requests and prioritizes citywide needs based on Council's **Budget Focus Areas** and **Desired Budget Outcomes**.

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

Recommended Budget

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

Budget Development Process

Adopted Budget

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

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

Budget Oversight

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

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

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

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

City of Bothell

Budget Awards

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

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

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

Throughout the United States and Canada, there are only 1,424 government entities who have received a current Distinguished Budget Presentation Award.

The GFOA's Distinguished Budget Presentation Awards Program is the only national award program in government budgeting.

Budget Tools

City management recognizes its ethical and fiduciary responsibility to wisely budget and account for public funds, as well as the importance of doing so in an open and transparent manner that promotes community participation and oversight.

The City's current financial system does not have the capability to provide open access to real-time financial data online. The **budget tools** below were therefore developed in-house by Finance Department staff to help illuminate Bothell's budget process, provide individuals and groups access to budget educational opportunities and detailed and summary PDF budget reports, and to provide a quick graphic means of tracking the City's budget progress and status throughout the two-year budget period.

New Web-based Budget Tools:

- **Engagement**: Finance staff are using available citywide public engagement effort resources (PIO, etc.) to begin producing and promoting budget videos that provide basic budget awareness or

City of Bothell

specific budget issue education, while also encouraging participation in public processes and Council meetings. The recent "**Tackling the Budget**" video is currently accessible on the City's website and YouTube channel.

- **Overview**: Bothell's nearly 500 page biennial budget document comprises a comprehensive spending plan that allocates our community's finite resources toward competing priorities. The document includes many sections that together provide a sound foundation for understanding the City's two-year budget and the participatory process that was utilized to develop the plan. This tool breaks out and explains all the various sections of the document on one page to help readers quickly locate and link to any information of interest.
- **Oversight**: The City's quarterly budget report was updated to provide a more concise means of budget oversight in a graph format that quickly (a mere couple of minutes) conveys both the budget progress and its status compared to the adopted spending plan - including the local and regional economic outlook and the City's fiscal position, which is the overall impact of budget inflows (revenues) and outflows (expenditures).

Staff plans to add additional budget tools throughout 2016 – including a means for requesting detailed and summary PDF budget reports.

These web-based budget tools were developed in a manner that provides Finance staff who have access to the City's website the ability to educate groups or individuals in City Hall or in settings such as the public library or a meeting of a local neighborhood group.

The media promotion for the **budget tools** and staff-guided educational opportunities is anticipated to begin in April. Web budget tool users will be invited to schedule a Finance Department staff-guided tour through the budget development process and the City's current budget document. In addition, users will be asked to provide input on whether they found the tools beneficial and if they believe they will use them again in the future.

Proposed 2017-2018 Budget Development Mileposts

- April through budget adoption: Implement and promote new public engagement efforts.
- May: Council identifies Budget Focus Areas and Desired Budget Outcomes.

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- June 15: CFP/Budget open House from 5:30 – 7:00 pm at the City Hall Town Room 107/108.
- October 18: City Manager's recommended 2017-2018 budget presented to Council and public.
- October 25: Half day Council Study Discussion of proposed budget.
- November 8 through December 13: Scheduled budget study sessions and/or public hearings for citizen input (seven sessions compared with three during the 2015-2016 process), with an opportunity to add two additional meetings (on the last Tuesdays in November and December).

In Conclusion

Successful budget development means:

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

A successful budget development process results in:

- everyone understanding the strategic direction of the City; and
- adoption of a balanced budget, which implements efficient use of community resources towards accomplishing Council's Desired Budget Outcomes and making meaningful steps toward realizing the community's long-term vision (Council's Budget Focus Areas).

Once again, as a City, we commit ourselves to working through this comprehensive budget development process to produce a fiscally and operationally sound 2017-2018 budget that not only supports Council's **Budget Focus Areas**, but also incorporates a spending plan to efficiently achieve Council's **Desired Budget Outcomes**.

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

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Budget Process Map & Calendar

State Law Budget Development Requirements

September

RCW 35A.34.050 & RCW 35A.34.060
Budget Estimates - Submittal

Official Budget Call

On or before the second
Monday in September

October

RCW 35A.34.070
Proposed Preliminary Budget

Dept Preliminary Budgets Submitted to City Manager

On or before the first
Business Day of October

October

RCW 35A.33.135

Ensuing Biennium Revenue Estimates Provided to Council

On or before the first
Monday in October

November

RCW 35A.34.080 & RCW 35A.34.090
Preliminary Budget

City Manager Recommended Budget Submitted to City Clerk, Council & Public

On or before November 1st

November

RCW 35A.34.100
Notice of Hearing

Published Once per Week
For Two Weeks Prior to Hearing

December

RCW 35A.34.110
Budget Hearings

Commencement of Public Hearings on City Manager Recommended Budget

On or before the first
Monday in December

December

RCW 35A.34.120
Budget - Adoption

Public Hearing Continuation & Conclusion

On or before
December 31st

Budget Development Calendar

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

MAY

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 April Fool's Day	2
3	4	5	6	7 1) Projected budget calendar e-mailed to staff	8	9
10	11	12	13 2) Eden budget module available for data entry 3) Salary splits to depts **Budget Meeting Special Time**	14	15	16
17	18	19	20	21	22 Earth Day	23
	----------	4) Departmental revenue meetings (including grant revenue estimates)			----------	
24	25	26	27	28	29	30
	----------	4) Departmental revenue meetings (including grant revenue estimates)			----------	
			5) IS catalogs updated/ distributed to depts 6) Visuals for book 7) Dept/div org charts **Budget Meeting**			

APRIL

S	M	T	W	T	F	S
					1	2
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May 2016

JUNE

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8 Mother's Day	9	10	11 8) Reclass forms to HR 9) New position req forms to HR 10) Salary splits confirmed by depts **Budget Meeting**	12	13	14
15	16	17	18 11) Asset replace sch updated/distibuted to depts 12) Vehicle replace schedule updated/ distributed to depts	19	20	21 Armed Forces Day
22	23	24	25 13) Facilities req/ just forms to PW 14) Capital asset (non IS) request forms 15) One-time/non cap attract asset (non IS) request forms	26	27	28
29	30 Memorial Day	31				

Budget Development Calendar

MAY

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June 2016

JULY

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24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 16) IS request/ justification forms to IS **Budget Meeting**	2	3	4
5	6	7	8 17) Vehicle replace/ asset replacement schedule change requests (date?) **Budget Meeting**	9	10	11
12	13	14 Flag Day	15 18) Salary/benefit projections to depts for lump sum entry **Budget Meeting**	16	17	18
19 Father's Day	20 Summer Begins	21	22 19) Performance measures for book **Budget Meeting**	23	24	25
26	27	28	29 20) Salary/benefit projections confirmed/entered by depts 21) Overtime requests **Budget Meeting**	30 22) Tuition reimbursement forms to HR		

July 2016

JUNE

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12	13	14	15	16	17	18
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26	27	28	29	30		

AUGUST

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21	22	23	24	25	26	27
28	29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 23) Preliminary fleet/ self-insurance rates available to depts	2
3	4 Independence Day	5	6 Budget Meeting	7	8	9
10	11	12	13 Budget Meeting	14	15	16
17	18	19	20 Budget Meeting	21	22	23
24 31	25	26	27 Budget Meeting	28	29	30

Budget Development Calendar

JULY

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31						

August 2016

SEPTEMBER

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25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 27) General Fund subsidy justification forms **Budget Meeting**	4	5 28) Revenue projs posted to Eden budget module 29) Depreciation estimates posted to Eden budget module	6
7	8	9 24) 2015-2016 dept/div accomplishments 25) Outcomes & activities for book 26) 2016 revenue/exp year-end projs	10 30) Salary/benefit re-projections (after June CPI) to depts for entry **Budget Meeting**	11	12 31) All non-utility budget numbers entered into Eden budget module	13
14	15 32) 2017-2018 dept director comments/ highlights for book	16	17 33) Appendix C **Budget Meeting**	18	19 34) "Yellow" work-sheets available 35) Central svc chrgs - invoices to Utilities 36) Utility #s entered 37) Operating transfers posted to Eden	20
21	22	23	24 **Budget Meeting**	25	26 38) Proj Water/ Sewer/Storm & Surface Water rates (date?) 39) "Yellow" worksheets to Finance	27
28	29	30	31 **Budget Meeting**			

Budget Development Calendar

AUGUST

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September 2016

OCTOBER

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30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day	6	7	8	9	10
		----------	40) Department budget	sessions with City Manager	----------	
					41 - 43) Appendix A	
			Budget Meeting			
11	12	13	14	15	16	17
	----------	----------	40) Department budget	sessions with City Manager	----------	
	RCW 35A.34.050-060 Budget Estimates - Submittal		Budget Meeting			
18	19	20	21	22	23	24
	----------	----------	40) Department budget	sessions with City Manager	----------	
			Budget Meeting	Autumn Begins		
25	26	27	28	29	30	
	----------	----------	40) Department budget	sessions with City Manager	----------	
			44) 2016 budget amendment requests to Finance		**RCW 34A.34.070** Proposed Preliminary Budget	
			Budget Meeting			

Budget Development Calendar

SEPTEMBER

S	M	T	W	T	F	S
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October 2016

NOVEMBER

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27	28	29	30			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 **RCW 35A.33.135** Biennium Revenue Estimates to Council	4	5 45) Fee schedule data to depts **Budget Meeting**	6	7	8
9	10 Columbus Day	11	12 **Budget Meeting**	13	14 46) City Manager's proposed budget document complete	15
16	17	18 47) City Manager's proposed budget presented at Council meeting	19 **Budget Meeting**	20	21	22
23	24	25	26	27	28 48) 2017 proposed fee schedule updates to Finance	29
30	Halloween 31		**Budget Meeting**			

November 2016

OCTOBER

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DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 49) Hearings/Study Sessions on CM's proposed budget **RCW 34A.34.080-090** Preliminary Budget	2 Budget Meeting	3	4	5
6 Daylight Savings Ends	7	8 49) Hearings/Study Sessions on CM's proposed budget 50) Study Session on 2017 Water/Sewer/ Storm & Surface Water rates	9 Budget Meeting	10	11 Veteran's Day	12
13	14	15 49) Hearings/Study Sessions on CM's proposed budget 51) Hearings on proposed adoption of property tax levies & utility rates 52) Proposed adoption 2017 fee schedule	16 Budget Meeting	17	18	19
20	21 **RCW 35A.34.100** Notice of Hearing	22	23 Budget Meeting	24 Thanksgiving Day	25 Day After Thanksgiving	26
27	28	29 49) Hearings/Study Sessions on CM's proposed budget	30 Budget Meeting			

Budget Development Calendar

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 **RCW 35A.34.110** Budget Hearings	6 49) Public Hearings/ Study Sessions on City Manager's proposed budget 53) 2017-2018 proposed budget adoption/distribution & web posting	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Winter Begins	22	23	24
25 Christmas Day	26 Christmas Day Observed	27	28	29	30 **RCW 35A.34.120** Budget Adoption	31 New Year's Eve

Appendix C

2017-2018 Budget Focus Areas

Key Department Projects	Council Goals: Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Executive Department					
Downtown Revitalization	✓	✓	✓		
City Hall Planning	✓	✓	✓	✓	
Update Information Technology Strategic Plan	✓		✓	✓	✓
Human Services Grants			✓		
Continue Participation in the Innovation Partnership Zone Discovery Center	✓	✓			
Continue Financial Sustainability Through Executive Oversight and Leadership	✓	✓	✓	✓	✓
Visitor Promotion	✓	✓			
Finance Department					
Oversee Development of the 2019-2025 Capital Facilities Plan	✓	✓	✓	✓	✓
Coordination and Development of the 2019-2020 Biennial Budget	✓	✓	✓	✓	✓
Earn the Certificate of Achievement of Excellence in Financial Reporting	✓				
Earn the Distinguished Budget Presentation Award	✓				
Legal Department					
Oversee 2017 Legislative Programs	✓	✓			
Comprehensive Review of Criminal Code					✓
Human Resources					
Approval of the International Association of Firefighters (IAFF) Local #2099 Collective Bargaining Agreement	✓		✓		✓
Approval of the American Federation of State, County & Municipal Employees (AFSCME) Local #3845 Union Collective Bargaining Agreement	✓		✓		
Approval of the Bothell Police Officers Guild (BPOG) Collective Bargaining Agreement	✓		✓		✓
Approval of the Bothell Police Captains Public Safety Employees Union, Local #519 Collective Bargaining Agreement	✓		✓		✓
Approval of the Comprehensive Classification and Compensation Study for AFSCME and Non-Represented Positions					
Submission of the Association of Washington Cities (AWC) WellCity Award Application	✓		✓		

2017-2018 Budget Focus Areas

Key Department Projects	Council Goals: Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety & Security
Police Department					
Implement Goals and Strategies that make up the Foundation of the Operational Strategic Plan for our Department	✓		✓	✓	✓
Utilize Results of the Etico Efficiency Study for Schedule Optimization to Maximize the Efficiency of Current Resources	✓		✓	✓	✓
Merge the Special Investigations Unit and the Criminal Investigations Unit into the Major Crimes Investigations Division	✓				✓
Develop a Response Plan to the Regional Opioid use Epidemic			✓	✓	✓
Fire and Emergency Medical Services Department					
Downtown Revitalization	✓	✓	✓	✓	✓
Level of Service			✓	✓	✓
Fire Service Inspections	✓		✓	✓	✓
Build a Cohesive Senior Staff					✓
Assess Future Needs of Existing and Additional Facilities	✓		✓		✓
Public Works Department					
Safe Streets and Sidewalks	✓	✓	✓	✓	✓
Oversee the 2017-2023 Capital Facilities Projects	✓	✓	✓	✓	✓
Oversee Remediation of the Downtown Contaminated Sites to Support Downtown Redevelopment and Protect the Environment	✓	✓	✓		✓
Work with Sound Transit to Site and Construct a Downtown Park & Ride and Other ST3 Improvements as Funded		✓	✓	✓	
Continue Implementation and Report on the City's Progress in Meeting the National Pollutant Discharge Elimination System Phase II Permit Requirements			✓	✓	✓
Cost Effective Maintenance and Preservation of City Infrastructure	✓		✓		✓
Parks & Recreation Department					
Bothell Park Land Acquisitions		✓	✓	✓	
Implementation of Park Projects and Park Improvements		✓	✓	✓	✓
Park and Recreation Master Planning			✓	✓	
Replace "Class" with a New Registration Software System	✓	✓	✓	✓	✓
Community Development Department					
2017 and 2018 Plan and Code Amendments	✓	✓	✓	✓	
Facilitation of Downtown Projects	✓	✓	✓	✓	✓
Continued Development Services Improvements	✓	✓	✓	✓	✓
Mobile Home Park Illegal Structure Abatement			✓	✓	✓
Commencement of Canyon Park Regional Growth Center Plan Update	✓	✓	✓	✓	
Unprogrammed Assignments Such as Land Use Appeals, Annexation Petitions or Council Directives	✓	✓	✓	✓	✓

Executive Department Key Goals

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

City Hall Planning	
Outcome	Engage the public in the use of the new Town Hall public plazas and public meeting rooms.
Benefit	Provides for a needed public facility while also stimulating other private sector investments in Downtown and engages the public.
Milestones	2017-2018 - Schedule specific public events utilizing the plazas.
Completion	Ongoing programming of public spaces.
Participants	Executive and Parks & Recreation Departments.
Council Role	Council to receive periodic updates.

Update Information Technology Strategic Plan	
Outcome	Enhance technology infrastructure systems and platforms to improve reliability and assure that staff and previous technology investments are protected and leveraged.
Benefit	Strategic planning ensures that the technology program keeps pace with City Council goals and priorities and is ready to support them.
Milestones	Implement projects as approved. ➢ Upgrade Finance, Police and Human Resources software. ➢ Implement more mobile technologies.
Completion	Ongoing.
Participants	Executive and all Departments.
Council Role	Approval of funding for strategic plan initiatives and projects.

Human Services Grants	
Outcome	Develop proposals and select grant recipients for the 2017-2018 period.
Benefit	Ensures access to Bothell residents for essential services.
Milestones	1st Quarter 2017 - Award.
Completion	1st Quarter 2017 through 4th Quarter 2018 - Monitor and visit.
Participants	Executive Department and Human Services Committee.
Council Role	Review committee recommendation and approve awards.

Executive Department Key Goals

Continue Participation in the Innovation Partnership Zone Discovery Center	
Outcome	Improved business climate for biomedical technology companies; growth and expansion of industry.
Benefit	Economic viability of the City and regional leader in competitive industry.
Milestones	➢ Working with King and Snohomish counties to identify funding sources for development of Bothell Discovery Center. ➢ Continue to participate on the Innovation Partnership Zone (IPZ) Board of Directors for continued operation of incubator and machine shop at Lake Washington Institute of Technology on an interim basis until Bothell Discover Center is built.
Completion	Ongoing.
Participants	Executive Department.
Council Role	Council approval of contracts.

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

Visitor Promotion	
Outcome	The City uses funds received through Lodging Taxes to support visitor development, especially that which draws overnight hotel stays, with an emphasis on the “shoulder” seasons and weekends when business travel is lighter.
Benefit	The visitor promotion program supports hotel marketing efforts through a comprehensive advertising campaign and the website drawing visitors to Bothell, particularly for overnight stays.
Milestones	**2017** ➢ 1st Quarter - Council approves the spending plan. ➢ 2nd Quarter - Hire a new tourism coordinator and hold the holiday downtown event. ➢ 3rd Quarter - Engage in the Fall advertising campaign and hold the Beer Fest event. ➢ 4th Quarter - Winter advertising campaign. **2018** ➢ 1st Quarter - Council approves the spending plan. ➢ 2nd Quarter - Holiday downtown event. ➢ 3rd Quarter - Engage in the Fall advertising campaign and hold the Beer Fest event. ➢ 4th Quarter - Winter advertising campaign.
Completion	Ongoing.
Participants	Executive Department, Lodging Tax Advisory Committee and the tourism consultant.
Council Role	One Councilmember sits on the Long Term Acute Care (LTAC) board. The full Council’s role is to approve the visitor spending plan.

Finance Department Key Goals

Oversee Development of the 2019-2025 Capital Facilities Plan	
Outcome	Council consideration of the City's 2019-2025 Capital Facilities Plan (CFP).
Benefit	The CFP drives the City's 2019-2025 budget process.
Milestones	➢ 2nd Quarter - Identify resources and needs. ➢ 3rd Quarter - Facilitate the Capital Facilities Plan Process Committee (CFPPC) meetings. Develop CFPPC recommendation for Council consideration. CFPPC recommended 2019-2025 CFP submitted to Council and the public.
Completion	September 2017.
Participants	Finance and Public Works Departments.
Council Role	Council consideration of CFP.

Coordination and Development of the 2019-2020 Biennial Budget	
Outcome	Council consideration of the City's 2019-2020 Biennial Budget.
Benefit	A prudent two-year fiscal plan for achieving Council's short-and long-term goals.
Milestones	➢ 2nd Quarter - Identification of Council Focus Areas and Desired Budget outcomes for 2019-2020. ➢ 2nd Quarter - Incorporate the updated Capital Facilities Plan into the proposed 2019-2020 Biennial Budget. ➢ 2nd Quarter and 3rd Quarter - Budget call, revenues projected, development and analysis of department budget proposals. ➢ 4th Quarter - City Manager's proposed 2019-2020 budget submitted to Council and public.
Completion	December 2018.
Participants	Finance and Executive Departments.
Council Role	Council consideration of Budget.

Earn the Certificate of Achievement of Excellence in Financial Reporting	
Outcome	Certificate of Achievement of Excellence in Financial Reporting.
Benefit	Demonstrates to credit rating agencies that the City has met the highest level of government accounting certification. The City's credit rating in turn directly bears on borrowing costs.
Milestones	Meeting annual certification requirements.
Completion	Annual.
Participants	Finance Department.
Council Role	None.

Earn the Distinguished Budget Presentation Award	
Outcome	Certificate of Achievement of Excellence in Financial Reporting.
Benefit	Demonstrates to credit rating agencies that the City has met the highest level of government accounting certification. The City's credit rating in turn directly bears on borrowing costs.
Milestones	Meeting annual certification requirements.
Completion	Annual.
Participants	Finance Department.
Council Role	None.

Legal Department Key Goals

Oversee 2017 Legislative Programs	
Outcome	Effective pursuit of Legislative priorities.
Benefit	Ensures City's interests are addressed at the State level.
Milestones	➢ January - Attendance at AWC Legislative Action Conference. ➢ Ongoing during sessions - Maintain contact with AWC, other cities and other partners on legislative issues of importance to Bothell; testify and/or provide input to legislature on bills/ issues of importance to Bothell; provide updates to Council. ➢ 4th Quarter - Consideration of 2017 Legislative priorities by Council. ➢ 4th Quarter - Communication of Legislative priorities to key legislators.
Completion	Ongoing.
Participants	Legal and Executive Departments.
Council Role	Staff updates to Council and Council input, involvement and direction.

Comprehensive Review of Criminal Code	
Outcome	To certify that Bothell's Municipal Code regarding misdemeanor and gross misdemeanor language is current and accurate.
Benefit	Eliminates inconsistencies in the Code.
Milestones	1st Quarter and 2nd Quarter - Completion of strike throughs should be finalized by June 2017.
Completion	Ongoing.
Participants	Legal Department.
Council Role	None.

Human Resources Department Key Goals

Approval of the IAFF Local #2099 Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with IAFF Local #2099 to remain competitive in the market place.
Benefit	Establishes a fair and consistent bargaining agreement between the City and union members.
Milestones	➢ 1st Quarter 2016 - Gather market data; begin contract negotiations. ➢ 2nd Quarter 2016 - Reach a tentative agreement with the union.
Completion	4th Quarter 2016.
Participants	Human Resources and the Fire Department.
Council Role	Consider approval of the new agreement.

Approval of the AFSCME Local #3845 Union Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with AFSCME Local #3845 to remain competitive in the market place.
Benefit	Establishes a fair and consistent bargaining agreement between the City and union members.
Milestones	➢ 3rd Quarter 2016 - Gather market data. ➢ 3rd Quarter 2016 - Begin contract negotiations. ➢ 4th Quarter 2016 - Reach a tentative agreement with the union.
Completion	1st Quarter 2017.
Participants	Human Resources and departments.
Council Role	Consider approval of the new agreement.

Human Resources Department Key Goals

Approval of the Bothell Police Officers Guild Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with the Bothell Police Officers Guild to remain competitive in the market place.
Benefit	Establishes a fair and consistent bargaining agreement between the City and union members.
Milestones	➢ 3rd Quarter 2016 - Gather market data. ➢ 3rd Quarter 2016 - Begin contract negotiations. ➢ 4th Quarter 2016 - Reach a tentative agreement with the union.
Completion	4th Quarter 2016.
Participants	Human Resources and the Police Department.
Council Role	Consider approval of the new agreement.

Approval of the Bothell Police Captains Public Safety Employees Union, Local #519 Collective Bargaining Agreement	
Outcome	Successful negotiation of a new collective bargaining agreement with the Bothell Police Captains Union to remain competitive in the market place.
Benefit	Establishes a fair and consistent bargaining agreement between the City and union members.
Milestones	➢ 3rd Quarter 2016 - Gather market data. ➢ 3rd Quarter 2016 - Begin contract negotiations. ➢ 4th Quarter 2016 - Reach a tentative agreement with the union.
Completion	4th Quarter 2016.
Participants	Human Resources and the Police Department.
Council Role	Consider approval of the new agreement.

Approval of the Comprehensive Classification and Compensation Study for AFSCME and Non-Represented Positions	
Outcome	Successful completion of a Comprehensive Classification and Compensation Study of AFSCME and Non-Represented positions.
Benefit	Maintains accurate job descriptions, keeps positions appropriately classified and aligned, and evaluates the compensation system to the market.
Milestones	➢ 1st Quarter 2016 - Consultant gathers market data. ➢ 3rd Quarter 2016 - Draft report from consultant and presentations to the Advisory Committee and Executive Leadership Team (ELT). ➢ 4th Quarter 2016 - Negotiate impacts of the Study; present recommendations of the Study to City Council.
Completion	4th Quarter 2016.
Participants	Human Resources and departments.
Council Role	Consider adoption of a resolution accepting the recommendations of the Classification and Compensation Study and approving new position classification plans and fiscal year 2017 salary schedules for AFSCME and Non-Represented positions.

Submission of the AWC WellCity Award Application	
Outcome	City awarded the WellCity Award for 2016.
Benefit	Reduced cost of healthcare insurance.
Milestones	November/December 2015 - Wellness programs developed for 2016 to meet established criteria for the award. Employee programs are provided monthly throughout the calendar years. The WellCity Award Application is submitted in February 2016.
Completion	February 2016.
Participants	Human Resources, the Wellness Committee and employees.
Council Role	Consider approval of the budget.

Implement Goals and Strategies that Make up the Foundation of the Operational Strategic Plan for our Department	
Outcome	Increase efforts as a department to advance the Four Pillars: reduce fear of crime, maintain community trust, improve technology and ensure employee wellness and support.
Benefit	Stronger connections with the community we serve and improved efficiency by employees who feel supported.
Milestones	Key projects advanced/completed, community outreach events and support provided to employees and families to strengthen the Department.
Completion	Ongoing.
Participants	All Police Department staff.
Council Role	None.

Utilize Results of the Etico Efficiency Study for Schedule Optimization to Maximize the Efficiency of Current Resources	
Outcome	Increase operational efficiency and improve the overall effectiveness of the Patrol Division.
Benefit	Improved staffing efficiency and budgetary impact.
Milestones	Reduced reactive and increased proactive times.
Completion	Ongoing.
Participants	Police Department.
Council Role	None.

Police Department Key Goals

Merge the Special Investigations Unit and the Criminal Investigations Unit into the Major Crimes Investigations Division	
Outcome	Major Crimes Investigations Division.
Benefit	Increased efficiency.
Milestones	Reduce “specialization” and increase “generalization” of detective cases. All detectives will be able to handle the investigation of any case.
Completion	1st Quarter 2017.
Participants	Police Department.
Council Role	Awareness that the complexity of all felony investigations has significantly increased, leading the division focus primarily on felony crimes against persons and major felony property crimes.

Develop a Response Plan to the Regional Opioid use Epidemic	
Outcome	All officers will carry Naloxone.
Benefit	Decrease in narcotic overdose deaths.
Milestones	100% training and the delivery of Naloxone to all officers.
Completion	3rd Quarter 2017.
Participants	All patrol officers.
Council Role	None.

Downtown Revitalization	
Outcome	Support the City wide effort to revitalize the downtown core.
Benefit	Fire and Emergency Medical Services (EMS) participation will enhance a safe downtown core through plans review, inspection and response to a growing community.
Milestones	➢ 100% attendance in planning meetings. ➢ 100% completion of plan reviews on, or before deadline. ➢ 100% completion of Development Services Initiative (DSI) inspections. ➢ Maintain or improve response capabilities to the downtown area.
Completion	Ongoing throughout the biennium.
Participants	Fire, Public Works, Finance and the Executive Departments as well as Community Services.
Council Role	Continued support of Fire personnel to maintain service.

Level of Service	
Outcome	Maintain and improve response times and service capabilities.
Benefit	Provide the City with a quality and efficient response to the community's emergent and non-emergent needs.
Milestones	➢ Monitor the response crew's reaction and travel time on a monthly basis. ➢ Research Department-wide efficiencies. ➢ Implement and monitor efficiencies.
Completion	Ongoing throughout the biennium.
Participants	Fire Department.
Council Role	Support Council's adopted level of service desires.

Fire Department Key Goals

Fire Service Inspections	
Outcome	Complete annual fire code permitted inspections and correct any potentially hazardous conditions.
Benefit	Reduce or eliminate fire loss and injuries within the City's business community.
Milestones	➢ Assign monthly inspection response crews and Community Risk Reduction (CRR) staff to perform inspections. ➢ Complete inspections and correct any code infractions. ➢ Verify compliance through re-inspection. ➢ Track and monitor the process. ➢ Invoice 100% of all permit fees.
Completion	Ongoing throughout the biennium.
Participants	Fire Department.
Council Role	Support the inspection program within the business community.

Build a Cohesive Senior Staff	
Outcome	A united Fire and EMS Department.
Benefit	Fire staff working in concert with one another for the benefit of the Department.
Milestones	➢ Build and maintain a foundation of trust and respect. ➢ Have courageous conversations about difficult issues. ➢ Build, create and reinforce clarity within the Department. ➢ Develop unity with the next level supervisors.
Completion	Ongoing in 2016.
Participants	Fire and Human Resources Departments.
Council Role	Support the Fire Department's time to build and maintain a cohesive leadership team.

Assess Future Needs of Existing and Additional Facilities	
Outcome	Evaluative modern fire facilities to better serve customers and the community.
Benefit	Safe working environments for personnel along with an improved level of service/response times.
Milestones	➢ Assign the project to the Deputy Chief/Fire Marshal. ➢ Analysis of all existing and future facility needs. ➢ City Council consideration and approval with a potential ballot measure.
Completion	December 31, 2017.
Participants	Fire, Public Works, Community Development and Executive Departments.
Council Role	Consider and approve identified facility needs.

Safe Streets and Sidewalks	
Outcome	The Pavement Condition Index rating for arterial streets increased from 75 to the ultimate goal of 80. Asphalt repair, sidewalk repair and replacement programs have been established. The Safe Routes to School Program was developed and under construction as a result of the established task force recommendation.
Benefit	City infrastructure that will support quality of life, extended life for Bothell's street system and improved pedestrian and driver safety.
Milestones	➢ 1st Quarter 2017 - Street maintenance programs (sidewalk repair/replacement, asphalt repair) project lists developed with full implementation by 3rd quarter 2017. ➢ 1st Quarter 2017 - Safe Routes to School (sidewalk and crosswalk construction) task force assembled with the first project list developed by July 2017. ➢ 2nd Quarter 2017 - Pavement preservation project list developed and bid date for initial pavement overlay and sealing project in May 2017. ➢ 1st quarter 2018 - Annual report to the community.
Completion	Ongoing.
Participants	Public Works Department and the Task Force.
Council Role	Receive semi-annual progress reports and award contracts for consultants and contractors.

Public Works Department Key Goals

Oversee the 2017-2023 Capital Facilities Projects	
Outcome	Implementation of the first two years of the City's Transportation, Parks and Utilities Capital Improvement program as outlined in the City's 2017-2023 Capital Facilities Plan (CFP).
Benefit	Investment in infrastructure to support the quality of life while sustaining growth.
Milestones	➢ 1st Quarter 2017 - Main Street Enhancement Phase 1, secure funding and go out to bid with construction beginning by the 2nd quarter 2017. ➢ 3rd Quarter 2017 - Multiway Boulevard Phase 2, construction completed. ➢ Refer to project schedules outlined in the 2017-2023 CFP.
Completion	Ongoing.
Participants	Public Works, Parks & Recreation and Finance Departments.
Council Role	Contract awards for consultants and contractors.

Oversee Remediation of the Downtown Contaminated Sites to Support Downtown Redevelopment and Protect the Environment	
Outcome	A vital Downtown resulting from the successful implementation of the Downtown Vision and Plan. Ensure that contamination is remediated consistent with the Department of Ecology (DOE) agreements.
Benefit	Achievement of the citizens' Downtown vision of a lively gathering place and heart of the community, generation of new revenue to provide enhanced services to the people of Bothell along with a safer environment.
Milestones	Consent Decrees for two solvent sites in 2017.
Completion	To be determined.
Participants	Public Works, Executive, Legal and Finance Departments, Washington State Department of Ecology, Washington State Attorney General's Office.
Council Role	Approve agreements along with legislative advocacy.

Work with Sound Transit to Site and Construct a Downtown Park & Ride and Other ST3 Improvements as Funded	
Outcome	Improved transit access for Bothell residents, businesses and visitors.
Benefit	Greater mobility for all populations, reduced traffic congestion and greenhouse gas emissions.
Milestones	➢ Sound Transit 3 election - November 8, 2016. ➢ 1st Quarter 2017 - Develop an agreement with Sound Transit.
Completion	Determination based on Sound Transit funding.
Participants	Public Works and Executive Departments and Sound Transit.
Council Role	Approval of agreements and contract awards for consultants and contractors.

Continue Implementation and Report on the City's Progress in Meeting the National Pollutant Discharge Elimination System Phase II Permit Requirements	
Outcome	Compliance per the Washington State DOE with the National Pollutant Discharge Elimination System (NPDES) program mandated by the Federal Clean Water Act.
Benefit	Improve water quality and habitats throughout Bothell and meet NPDES requirements established by the DOE.
Milestones	➢ Annual reporting for permit requirement compliance. ➢ Illicit discharge detection and elimination - review and revise the Code if necessary by February 2018. ➢ Low Impact Development Code Update Summary report due in March 2017. ➢ All catch basins in the City cleaned once every two years. ➢ NPDES permit updated in August 2018.
Completion	Ongoing.
Participants	Public Works Department.
Council Role	Receive annual reports and updates from City staff and approve regulatory changes.

Public Works Department Key Goals

Cost Effective Maintenance and Preservation of City Infrastructure	
Outcome	Implement a series of cost effective programs to address City infrastructure maintenance needs.
Benefit	Efficient and effective management of infrastructure and financial resources.
Milestones	➢ 1st Quarter 2017 - Implement the Enterprise Asset Management System (Lucity) for Utility asset data. ➢ 2nd Quarter 2017 - Implement Lucity for Facility asset data. ➢ 3rd Quarter 2017 - Develop an asset replacement schedule for City Hall. ➢ 2nd Quarter 2018 - Implement Lucity for Fleet asset data.
Completion	Ongoing.
Participants	Public Works and Finance Departments and the Information Services Division.
Council Role	Receive briefings and updates from City staff.

Parks & Recreation Department Key Goals

Bothell Park Land Acquisitions	
Outcome	Implementation of acquisition of key park land acquisitions in Bothell. Included are the Wayne Golf Course, Shelton View Woods and MC Coast land.
Benefit	Purchase needed land that was identified in the Parks, Recreation and Open Space Plan (PROSAP) while there is an opportunity to purchase property from willing sellers. This keeps property in either an open space or park classification rather than as residential development. The City of Bothell is in need of additional neighborhood park land.
Milestones	Grant writing for the Wayne Golf Course and Shelton View Woods. Visioning process for the Wayne Golf Course.
Completion	Schedule to be determined by funding sources. The City has through 2018 to acquire both the Wayne Golf Course land and the Shelton View Woods property.
Participants	Parks & Recreation, Legal and Executive Departments.
Council Role	Review and consideration of possible grant opportunities, acquisition funding and approval of the purchase agreements.

Implementation of Park Projects and Park Improvements	
Outcome	Implementation of park development and park improvement projects. Including development of Madrazo Park, Improvements for Cedar Grove outfield drainage, phase I of Park at Bothell Landing (PABL) improvements and conversion of the North Creek Sportsfield from natural grass to synthetic turf.
Benefit	All projects are listed in the City's CFP for completion and each have specific benefits such as adding additional park land or extending field playability.
Milestones	Completion of grant writing for PABL and Cedar Grove. Bidding for Madrazo is set for late 2016.
Completion	Madrazo completion in mid-2016. The remaining projects are dependent on grant funds.
Participants	Parks & Recreation, Legal, Public Works and Executive Departments.
Council Role	Review and consideration of possible grant opportunities, additional funding and project bidding.

Parks & Recreation Department Key Goals

Park and Recreation Master Planning	
Outcome	Implementation of parks and recreation planning, which provides guidelines for park development and recreation facilities. Projects include East Norway Hill Park, Wayne Golf Course, North Creek Forest and Penn Park.
Benefit	Provides for coordination of the PROSAP and the CFP and strengthens funding opportunities for parks and recreation.
Milestones	East Norway Hill Plan is 50% complete. North Creek Forest and Penn Park have yet to commence.
Completion	All projects are set for completion by 2018.
Participants	Parks & Recreation, Information Services, Public Works and Executive Departments.
Council Role	Review and consideration of Master Plans, contracts and long-term funding options.

Replace "Class" with a New Registration Software System	
Outcome	Implement a new registration software system.
Benefit	Replaces the outdated "Class" registration software system and as a result, improves customer service, efficiency and is considerably more user friendly.
Milestones	Request for proposal to be submitted in early 2017.
Completion	Selection by mid-2017 along with implementation.
Participants	Parks & Recreation, Information Services, Executive and Legal Departments.
Council Role	Review and consideration of funding for the new registration program. "Class" will be 100% unsupported in the later part of 2017.

Community Development Department Key Goals

2017 and 2018 Plan and Code Amendments	
Outcome	Council adoption in 2017 and 2018 of ordinance amending the Comprehensive Plan and Bothell Municipal Code concerning issues initiated by the Council in the 2017 and 2018 dockets.
Benefit	Plan and Code amendments will provide for evolving community needs and desires in guiding development within the City.
Milestones	➢ First quarter of each year - Council initiates consideration of potential amendments. ➢ Remainder of each year - Planning Commission and other advisory bodies, as appropriate, hold hearings, deliberate and make recommendations to Council. Council to hold hearings, deliberate and adopt findings and ordinances approving the amendments.
Completion	2017 and 2018 Plan amendments would be adopted at the end of each year. Code amendments would be adopted over the course of 2017 and 2018 as hearings and deliberations are completed.
Participants	Community Development and Public Works Departments.
Council Role	Conduct public hearings, deliberate and adopt ordinances.

Facilitation of Downtown Projects	
Outcome	Development of the urban design review, update of the design guidelines for Main Street, update of the parking management plan, issuance of building permits and, subsequently, certificates of occupancy, for new development in Downtown Bothell.
Benefit	Achievement of the citizens' Downtown vision of a lively gathering place and heart of the community; generation of new revenue to provide enhanced services to the people of Bothell.
Milestones	Ongoing - every new building is a key milestone.
Completion	Ongoing.
Participants	Community Development, Public Works and Fire Departments.
Council Role	Monitor and support.

Community Development Department Key Goals

Continued Development Services Improvements	
Outcome	Enhanced customer satisfaction, lower permit processing time, and continued gains in predictability and efficiency.
Benefit	Development Services improvements will attract quality developers to Bothell, generating short-term revenue from permit fees, development review fees and construction sales tax; and long-term revenue from higher property taxes and, in the case of retail development, sales tax. These improvements contribute to the community's quality of life by providing more places to live, work, shop, dine and recreate.
Milestones	➢ Biannual or quarterly meetings with Development Services Stakeholders Advisory Group (DSSAG). ➢ Maintain service levels without growing a backlog of permits. ➢ Weekly reports to gauge progress on Development Services. ➢ Continuous refinement of existing procedures, and the creation and implementation of new measures to promote the Development Services principles. ➢ Expansion of the electronic plan review.
Completion	Ongoing.
Participants	Community Development and Public Works Departments and the Fire Department Community Risk Reduction Division.
Council Role	Provide feedback following quarterly reports, during periodic "check-ins" at Council meetings, or in response to development-related customer contacts.

Mobile Home Park Illegal Structure Abatement	
Outcome	Fewer illegal structures in the community's mobile home parks.
Benefit	Reduction in living conditions that are unsafe and adversely impact the quality of life.
Milestones	Second quarter, 2017 - Staff brings abatement proposal to Council.
Completion	Ongoing, although the initial high-emphasis effort is expected to be completed by December 2018.
Participants	Community Development, Public Works, Fire and Police Departments.
Council Role	Monitor and support.

Commencement of Canyon Park Regional Growth Center Plan Update	
Outcome	Council adoption of ordinance amending the Comprehensive Plan and Bothell Municipal Code for the Canyon Park area.
Benefit	The Canyon Park business park and surrounding area is designated a Regional Growth Center in Vision 2040, the four-county (King, Snohomish, Pierce and Kitsap) regional growth strategy. A detailed "re-imagining" of this area is necessary to position the area for redevelopment, when market conditions warrant, as a compact, walkable employment center with integrated residential, retail and service opportunities. It is anticipated that the 2015 Periodic Plan and Code Update will increase development potential via changes to Plan designations and implementing zoning: this second planning phase would develop an infrastructure vision, craft site and building design requirements and address other considerations.
Milestones	➢ January 2017 - Hire a consultant to begin the phase 1 visioning process. ➢ July 2017 - Report to the Planning Commission. ➢ December 2017 - Report to the City Council.
Completion	December 2017 (estimated).
Participants	Community Development, Public Works, Executive, Fire, Police and Finance Departments.
Council Role	Conduct public hearings, deliberate and adopt the ordinance.

Unprogrammed Assignments Such as Land Use Appeals, Annexation Petitions or Council Directives	
Outcome	Each year, about 20% of staff time is devoted to unprogrammed assignments.
Benefit	These items are required projects due to legal obligations, citizen initiatives and "as assigned by City Council".
Milestones	Unknown - Milestone timing is dependant on directed activities.
Completion	Unknown - See Key Milestones above.
Participants	Community Development, Legal, Public Works and Executive Departments.
Council Role	Direct policy and act on the results.

Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
Executive Department			
Downtown Revitalization	✓		✓
City Hall Planning		✓	
Updated the Information Technology Strategic Plan			✓
Human Services Grants			✓
Continued Participation in the Innovation Partnership Zone Discovery Center			✓
Continued Financial Sustainability Through Executive Oversight and Leadership			✓
Visitor Promotions			✓
Finance Department			
Development oversight of the 2017-2023 Capital Facilities Plan		✓	
Oversight of the 2017-2018 Biennial Budget Process		✓	
Earned the Certificate of Achievement of Excellence in Financial Reporting in 2015 and 2016		✓	
Earned the 2015-2016 Distinguished Budget Presentation Award		✓	
Legal Department			
Enhanced In-House Legal Services			✓
Oversaw 2015-2016 Legislative Programs		✓	
Comprehensive Review and Update of Criminal, Traffic and Administrative Codes to Ensure Consistent and Up-to-Date Provisions	✓		✓
Human Resources Department			
Concluded Negotiations of the Bothell Police Officers Guild Union Contract	✓		
Concluded Negotiations of the Bothell Police Captains' Contract	✓		
Negotiated the American Federation of State, County and Municipal Employees Union Contract			✓
Implementation of the Required Changes based on the New Health Care Reform Act			✓
Police Department			
Performed Crime Analysis of Significant Crime Problems in the City			✓
Conducted Enforcement Emphasis on Fraud Cases			✓
Plan for Homeland Security Issues			✓
Fire and Emergency Medical Services Department			
Supported the Citywide Effort to Revitalize the Downtown Core			✓
Maintained and Improve Response Times and Service Capabilities			✓
Completed the Annual Fire Code Permit Inspections and Corrected Potential Hazardous Conditions			✓
Completed a Regional Fire Authority Study and Partial Implementation		✓	
Built a Cohesive Senior Staff	✓		

2015-2016 Budget Focus Areas

Key Department Projects	Partially Completed	100% Completed	Multi-Year/ Ongoing
Public Works Department			
Continued to implement Development Services Initiatives			✓
Oversaw the 2015-2021 Capital Facilities Projects Including Completion of Horse Creek	✓		✓
Oversaw the Water Quality Program to Meet National Pollution Discharge Elimination System Permit Requirements			✓
Continued to Implement and Report on the City's Progress Meeting of the NPDES Phase II Permit Requirements	✓		✓
Implemented Cost Effective Maintenance and Preservation of City Infrastructure			✓
Parks & Recreation Department			
Implementation of East Norway Hill Park Master Plan	✓		
Creation of a new Park Impact Fee Rate Study		✓	
Preparation and presentation of State applications		✓	
Implementation of the 1st Lieutenant Nicholas Madrazo Park Project	✓		
Development of the Bothell Parks and Recreation Foundation	✓		
Installation of the Blyth Park playground equipment		✓	
Acquisition of the North Creek Forest	✓		
Acquisitions of the Wayne Golf Course and Shelton View Woods property	✓		
Community Development Department			
Facilitation of the King County Potential Annexation Area (PAA) Annexations		✓	
2013-2014 Plan and Code Amendments (by 12/31/14)		✓	
Development Services Initiative Including Refinement of New Permit Tracking Software and Preparation for Electronic Plan Review			✓
Commencement of 2015 GMA Periodic Plan and Code Update	✓		
Mobile Home Park Illegal Structure Abatement			✓
Development Review and Inspection of Downtown Projects			✓

Appendix D

Capital Facilities Plan Projects

On December 6, 2016, the City Council adopted the Capital Facilities Plan (CFP). The objective of the Capital Facilities development process is to establish a funding plan that identifies and prioritizes the City's capital needs with available funding sources. The following funding sources are utilized to fund the 2017-2023 capital projects:

- Real Estate Excise Tax
- Mitigation from Developers
- Bonds
- Contributions by developers and non-City providers
- Grants
- Annexation allocation, facility transfer
- Proceeds from lease revenue bonds
- Proceeds from the sale of surplus property
- Proceeds from State Local Infrastructure Financing Tool Award
- Utility customer user fees
- Utility facility charges/connection fees

The first two years of the adopted CFP is incorporated into the current biennial budget. CFP projects included in the current budget total $57,528,000. This figure consists of secured funding ($42,196,000) for capital projects that address our community's pressing need for capital infrastructure improvements and $15,332,000 for debt services that support the capital projects included in the Capital Facilities Plan.

Variances between the CFP and the budget include:

- Re-appropriating $11,122,753 in 2016 expenditures that are no longer anticipated to be spent by December 31, 2016.

The CFP includes project sheets for each capital project and provide a brief description, justification, timing considerations, commencement requirements, stopping points and the status for each project. They also indicate the time line for each phase of the project, future maintenance and operating costs as well as identify funding sources.

Readers are encouraged to review the budget document in conjunction with the City's adopted CFP. The CFP drives the City's budget process and provides detail for all capital projects and is available on the City's Website or by request from the City Clerk's office.

Capital Facilities Plan Projects

The Capital Improvements Fund also budgets for the following operating programs:

Capital Operating Programs

Bicycle Program
Sidewalk/Walkway Program
Citywide Master Park Planning
Collector Corridor Safety Program
General Park Improvements Program
Neighborhood Traffic Calming Program
Safety Upgrade Replacement Program
Annual Pavement Preservation Program
Comprehensive Plan – Transportation Element
Bridge Inspection, Maintenance, Repair, & Rehabilitation
Citywide Child Pedestrian School & Park Zone Safety Program

Utility Operating Programs

SCADA Improvements
Water Comprehensive Plan Update
Sewer Comprehensive Plan Update
Annual Infiltration & Inflow Improvements
Storm & Surface Water Comprehensive Plan Update

Appendix E

Vision

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

Mission

The mission of the City of Bothell Council, advisory boards, and employees is to foster a healthy, safe, vibrant, caring and sustainable community through municipal services and legislative actions, which are guided by a shared commitment to honesty, equity, creativity, fiscal responsibility, environmental stewardship and community involvement.

Community Profile

Evolving from an isolated logging village Bothell was settled in the early 1870s, Bothell has become a vibrant city that attracts visitors to its tree-lined Burke-Gilman Trail along the river for walking and cycling, to its fascinating wetlands habitat and its interesting historical museum, as well as its many eclectic shops, restaurants, and national-quality hotels.

Located within the Seattle metropolitan area, the City's 14.38 square miles straddle two counties (King and Snohomish). In 2015, Bothell ranked number 26 among the largest cities in the State of Washington.

The City is draped over six moderately steep-sided hills and is drained by two main waterways. This topography contributes to Bothell's image as a community of extensive green spaces.

Because Bothell is central to two interstate highways and three major state highways, the City has become increasingly desirable to homebuyers and renters, as well as to an extensive amount of commercial development.

Bothell is also esteemed for its education opportunities. The University of Washington and Cascadia Community College share a common campus within Bothell's historic downtown and the Northshore School District has consistently been recognized amount the State's top school districts.

Dubbed "The Technology Corridor", Bothell's three business parks have proven to be a particularly appealing location for technology firms, wireless communications, medical device manufacturing, and ultrasound research.

Despite its rapid growth, Bothell has managed to retain a "hometown" feeling that extends to its residential neighborhoods, its historic downtown, and even its more recently developed business parks and commercial centers.

Bothell is a Non-Charter, Optional Municipal Code City operating under a Council-City Manager form of government. The City's seven Council members are elected at-large to 4-year terms. The Council contracts with a professional City Manager to direct day-to-day operations. The City Manager appoints seven department heads, an Assistant City Manager and a Deputy City Manager.

See Appendix "A" for number of authorized positions.

Bothell's full and part-time employees provide a full range of municipal services for 43,980 residents, including general government administration, public safety (police and fire services), community development, public works, and parks and recreation.

The City operates Enterprise Funds for its Water, Sewer, and Storm Drain Utilities. The City and adjacent water districts provide water and sewer services. Garbage service is provided through an independent contractor. Library services are provided through the King County Library System.

Major events throughout the year draw many visitors to Bothell including the Freedom Festival and Music in the Park in the summer and Safe Halloween in the fall and holiday celebrations throughout the community in the winter.

Additional Community Statistics

Government

Incorporated	1909
Form of Government	Council-City Manager

Elected Body

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

Demographics

Population	43,980
Land Area	Approximately 9,200 acres 14.38 square miles
Unemployment Rate	4.1%
Median Age	40
Business Licenses	3,100

Household Data - 2016

Median Household Income
- $78,657 - King County
- $71,092 - Snohomish County

Median Home Assessed Value - 2016
- $448,000 - King County
- $337,100 - Snohomish County

Median Rental $2,034

Education

Northshore School District
- 32 attendance center
- 3,432 employees
- 20,952 students

Cascadia Community College
- 4,764 students

University of Washington - Bothell
- 5,279 Students

City of Bothell Public Transportation
- Maintains 303.4 miles of paved roads
- Owns 2,100 street lights within the Bothell City limits

City of Bothell Utility Services
- Maintains over 4,000 water and sewer customer accounts
- Maintains approximately 98 miles of water mains, 65 miles of sewer mains and 143 miles of storm drains

Public Safety - Fire Protection

Number of Full-time Firefighters	57
Number of Fire Stations	3
Number of Emergency Alarms	6,196

Public Safety - Police Protection

Number of Sworn Police Officers	57
Number of Police Stations	1
Number of Calls for Service	25,865

Parks, Recreation & Culture

Number of Parks	24
Number of Acres	262.7
Number of Field & Shelter Bookings	2,808

Top Ten Businesses - 2016

The City of Bothell is home to a very diverse group of employers. The top ten include:

Northshore School District	3,432
AT&T Mobile	2,044
Philips Ultrasound	1,740
Seattle Genetics Inc	780
University of Washington-Bothell	659
T-Mobile	550
Sonosite	498
Molina Healthcare of WA, Inc.	481
Panasonic (Matsushita) Avionics	479
Vertafore Inc	472

Appendix F

Fund Descriptions

Fund Descriptions

The financial operations of the City are organized into funds and account groups. Each fund is a separate fiscal and accounting entity. All revenues received or expenditures made by the City are accounted for through one of the funds or account groups listed below.

Governmental Funds
Most City functions are financed through what are referred to as governmental funds. There are five types of governmental funds:

1) General Fund
2) Special Revenue Fund
3) Debt Service Fund
4) Capital Projects Fund
5) Permanent Fund

Governmental Accounting Standards Board (GASB) No. 54 requires each governmental fund balance to be classified into five classifications:

1) Nonspendable Fund Balance
2) Restricted Fund Balance
3) Committed Fund Balance
4) Assigned Fund Balance
5) Unassigned Fund Balance

General Fund
The General Fund is the major operating fund of the City. It accounts for the vast majority of City operations, such as City administration, police and fire services, community planning and development services, and parks and recreation.

Major General Fund revenues are property tax, sales tax, utility tax, State shared revenue, fines and forfeitures, license and permit fees, charges for services, and investment interest.

Special Revenue Funds
Special Revenue Funds are used to account for and report the revenues of specific revenue sources that are legally restricted or committed to a specific purpose other than debt service or capital projects.

Debt Service Funds
Debt Service Funds are used to account for and report financial resources that are restricted, committed, or assigned for principal and interest. The following are the types of debt generally issued and debt limit for general government purposes:

- **Unlimited "Voted" Tax General Obligation Bonds** represent debt that was approved by voters for a specific purpose. Citizens repay the debt over a stated period of time through an excess property tax levy.
- **Limited "Non-Voted" Tax General Obligation Bonds** (also called Councilmanic Bonds) can be issued by the City Council without a vote of the people. The debt is repaid from current unrestricted revenue sources.
- **Legal Debt Limits** State law dictates that voters may approve general obligation debt issues up to 7.5% of assessed valuation. This 7.5% debt capacity is allocated evenly among general government, parks/open space, and utilities in a 2.5% limit for each. Within the 2.5% limit for general government, the City Council has authority to issue debt up to 1.5% assessed valuation without voter approval.
- **General Obligation (GO) Bond Funds** are created to account for the retirement of general purpose bonds to finance various public projects such as construction or improvement of facilities, parks, and streets.
- **2013 Limited Tax GO Bonds** provides cost-effective tax-exempt financing for designated capital projects.
- **Local Infrastructure Financing Tool (LIFT) Debt Service Funds** is intended to account for the retirement of general purpose bonds. In 2014, a $30,000,000 councilmatic LIFT Bond was issued to support downtown revitalization projects.
- **Local Improvement District Control Funds** accounts for special assessment bonds that are not the direct responsibility of the City. The City collects special assessment payments to finance public improvements or services deemed to benefit the properties against which the special assessments are levied.
- **Local Improvement District (LID) Bonds** represent debt that is repaid by the property owners who directly benefited from the capital improvement. Debt payments are funded through annual assessments paid to the City by property owners. LIDs are formed by the City Council after a majority of property owners agree to the assessment. State law does not require cities to budget for LIDs.
- **Local Improvement District Guaranty Fund** was established for the purpose of guaranteeing the payment of local improvement bonds and is funded from any surplus from Local Improvement District Funds.

Fund Descriptions

Capital Improvements Fund
(See Capital Projects List in the Expenditures section)

This Fund is used to account for monies used to acquire land and/or construct major capital facilities (such as buildings or roads).

The City's Capital Improvements Fund is funded by real estate excise tax, grants, private sources, and transfers from other City funds.

Permanent Funds
These funds are used to report resources received that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs.

Governmental Funds and the City's Financial Structure
The City's financial structure is consistent with the Washington State Auditor's prescribed Budget, Accounting, and Reporting System (BARS), as required by law for all Washington local governments. The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP).

Expenditure budgets are prepared at the "line item" or "object-of-expense" level. Examples are: wages, uniforms/clothing, office supplies, and professional services. Summary totals are provided for object groups such as: wages, benefits, supplies, and capital outlay. Further subtotals are provided for organizational units within departments/ divisions, which are an approximation of costs by function. Finally, department and fund totals provide a broader viewpoint of the budget. The financial overview page contained within each operating department section provides summary level financial data over comparative years.

Governmental funds are budgeted using the modified accrual basis of accounting. Under this basis, revenues are recognized when received and earned. Expenditures are accounted for on the accrual basis with the exception of employee leave benefits and long-term debt, which are recognized when due.

Proprietary Funds
Proprietary operations of the City (enterprise and internal service functions) are accounted for using the accrual basis of accounting, in a manner comparable to private industry. Proprietary funds are used to account for the City's activities that are similar to those found in the private sector. These activities are not financed by taxes, but rather by fees charged to the users of the service. The accounting principles used for proprietary funds are the same as those applicable to similar businesses in the private sector.

Utility Enterprise Funds
Utility Enterprise Funds account for the activities connected with providing utility services to citizens within the City's service area. Enterprise activities are fully supported by user charges. Customers connected to the system are billed for the full cost of the City providing the service to that customer.

Internal Service Funds
Internal Service Funds are used to account for the financing of goods or services provided by one government fund, or department to another on a cost-reimbursement basis. By reporting inter-governmental transactions in this manner, the City is able to:

- Account for and fund the total cost of the activity,
- Accumulate resources for replacing fixed assets, and
- Isolate inter-fund services so governmental fund types do not report related revenues and expenditures twice within the same fund type - once by the department furnishing the goods or services, and again by the department receiving the goods or services.

The City currently has three internal service funds:

- Equipment Rental
- Self Insurance
- Asset Replacement

Though not required by law, budgets for Internal Service Funds are prepared for internal management purposes. Revenues for these funds are derived from the charges assessed to each fund/department that utilizes their services.

Equipment Rental Fund
The Fund accounts for the activities of the Fleet Division of the Public Works Department.

Self Insurance Fund
The Self Insurance Fund was established to pay liability, property, and Law Enforcement Officers & Fire Fighters (LEOFF) I health insurance premium costs.

In addition, an amount is set aside each year to pay claims within the self-insured retention of our 1997 liability insurance policy (there is a three year "tail" on liability claims due to the statute of limitations to file a claim), and to pay defense costs for claims that fall outside of coverage.

This fund also pays the premiums for our retired LEOFF employees' health care insurance, and active and retired LEOFF I employees' uninsured medical benefits.

Asset Replacement Fund
The Asset Replacement Fund was established in 2000 to set aside funds for known future asset replacement needs. Funds are set aside each year based on projected future costs of assets and their life expectancies.

City of Bothell (COB) Properties Fund
The COB Properties Fund accounts for the activities of the City Hall lease revenue bond issuance, debt service and maintenance. It is a blended component unit of the City.

Expenditure accounts are categorized by object code classification. Classifications are used to describe the service or commodity obtained. There are nine major categories, each of which is further subdivided. The following are definitions of the object classes and subcategories.

1000 - Salaries & Wages

Amounts paid to both permanent and temporary City employees. This category includes gross salary for personal services rendered while on the City's payroll.

1100 Salaries
Wages earned a normal 40-hour (or less) work week. To calculate annual wages, multiply the hourly rate by the number of working hours in the year. Normally, there are 2,080 working hours per fiscal year.

Wages for American Federation of State, County and Municipal Employees (AFSCME), Non-Represented and Police Guild employees are based on 2,080 hours per year.

Wages for International Association of Firefighters (IAFF) employees working a standard (40 hour week) shift are based on 2,080 hours per year. Wages for IAFF employees working a non-standard (24 hour duty) shift are based on 2,600 hours per year.

1200 Overtime
Wages paid at regular time and a half in accordance with City of Bothell Personnel Policies and Procedures, union contracts and Fair Labor Standards Act (FLSA).

1300 Part-Time/Temporary Labor
Part-time is defined as working less than 40 hours per week. Temporary is defined as working less than five months in a 12-month period. Limited-term employees, under the City's Personnel Policies and Procedures, and the AFSCME union contract is defined as more than five months, but less than 24 months, and a minimum of 70 hours per month.

2000 - Personnel Benefits

Amounts paid by the City on behalf of employees. These amounts are not included in gross salary, but instead are in addition to that amount. Although not paid directly to the employee, these payments are made on behalf of the employee and are a cost of employment. Rates can change as a result of collective bargaining negotiations.

2110-2120 Federal Insurance Contribution Act (FICA)
The City is required to contribute 7.65% (6.2% Social Security and 1.45% Medicare) of employee earnings to Social Security. For IAFF employees, the City contributes Medicare tax only (1.45%).

2130 Pension
The City's pension contribution rates as of September 1, 2016 are:
Public Employees' Retirement System (PERS) 1, 2, & 3 - 11.18%
Public Safety Employees Retirement System (PSERS) 2 - 11.54%
Law Enforcement Officers' and Fire Fighters' Retirement System 2 - 5.23%

2140 Insurance

Health Insurance
Employer cost of health, vision, dental, and life insurance for employees.

Disability Insurance
Employer cost to provide long-term disability insurance for those City employees that are disabled and unable to work.

The City does not pay disability insurance for Police Guild employees. Employees are required to pay for their own disability insurance via payroll deduction per the Guild contract.

2150 Unemployment
The City has a "reimbursable account" with the State and only pays unemployment when a former employee files a claim. The State bills the City for actual wages paid from such claims.

2160 Workers' Compensation
Payments made per the City Workers' Compensation Policy with Washington State Department of Labor and Industries. Rates vary according to the class of work an employee provides.

2170 Uniform Allowance

AFSCME
The City provides protective clothing required by the City. Uniforms are provided through a quartermaster system.

Police
Uniforms and equipment provided by the City using a Quartermaster System. The City pays up to $50/month per member for cleaning service. Detectives allowance is $750/year.

Expenditure Chart of Account Descriptions

Fire
Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

Bothell Police Captains (BPC)
Shall receive uniforms pursuant to the Quartermaster System.

2180 Tuition Reimbursement
Amounts reimbursed by the City to any employee qualifying for tuition reimbursement, in accordance with the City's Personnel Policies and Procedures.

2190 Other Allowances and Payouts
All employees are entitled to cash payout of their accrued vacation and/or comp time upon separation.

3000 – Supplies
Amounts paid for items that are consumed or deteriorated through use. Expenditures for all supplies needed for the operation and administration of the City. Included here are office supplies, computer supplies, photo supplies and miscellaneous operating supplies and materials.

3110 Office Supplies
All costs for supplies to maintain office operations - including paper, pens, pencils, miscellaneous supplies and small office equipment or furniture that does not meet the criteria for fixed assets.

3120 Cleaning and Sanitation Supplies
Costs to purchase janitorial supplies or cleaning supplies used in operations.

3130 Construction Materials and Supplies
Costs associated with maintaining City property such as asphalt, concrete, crack sealant, street signs, etc.

3140 Household Supplies
Coffee, tea, napkins, paper towels and other supplies used by employees.

3150 Paint Supplies
Paint, striping, and related supplies.

3160 Plumbing Supplies
Pipes, fittings and other related supplies.

Expenditure Chart of Account Descriptions

3170 Publications
Purchases of books, periodicals, and library updates.

3180 Computer Supplies
Cables and other small miscellaneous items needed for computers.

3200 Fuel Consumed
Fuel costs necessary to operate City vehicles and equipment.

3500 Small Tools and Minor Equipment
Small and attractive assets that fall below the City's capitalization threshold. Examples include firearms, video equipment, electronic equipment, and laptops.

4000 - Other Services and Charges

Includes expenditures for services other than personal services which are needed by the government.

4100 Professional Services
Services that can be performed only by persons or firms with specialized skills and knowledge. The primary purchase is the service that is provided, although a product may or may not result from the transaction. Examples of professional service providers involve architects, engineers, auditors, physicians, lawyers and consultants.

4110 Auditing
Auditing expenditures include tax auditing and the Washington State Auditor's annual independent audit of the City's financial records.

4120 Engineering/Plan Review
Specialized services such as those provided by professional consulting engineers, surveyors, and architects.

4130 Legal
Legal services provided per contract.

4140 Communications
Specialized technical services provided by vendors specializing in communications.

4150 Custodial
Fees paid to outside vendors for professional maintenance services for City facilities.

4160 Computer
Specialized technical services provided by consultants specializing in hardware, software, and/or programming.

4170 Messenger
Services provided by outside vendors specializing in messenger services.

4180 Advertising/Printing
Costs incurred to advertise in professional publications, newspapers or radio broadcasts. Expenditures include advertising for personnel recruitment, legal notices, and promotion of the City and its programs. Expenditures also include designing and printing City forms, documents, and publications.

4190 Employment
All services performed by a physician or counselor, including physical examinations, drug testing, counseling and guidance services.

4195 Other
Professional technical services, other than those described above, that support the operation of the City government, i.e., recording services, microfilm development, mechanical services, etc.

4200 Communications
Costs related to the use of communications media, including telephone, cell phones, radio, and postage.

4210 Telephone
Telephone costs including local and long-distance service including, rental of equipment.

4220 Cell-phone/Radio/Pager
Costs associated with the rent and maintenance of cell phones, radios, and pagers.

4230 Postage
Postage supplies and equipment, along with the cost of mailing correspondence, and freight charges.

4300 Travel Expenses

4310 Out of Town
Local and out-of-town travel expenditures, including transportation, lodging, meals and other costs related to employees conducting City business while in travel mode.

4320 Mileage Reimbursement
The Internal Revenue Service mileage reimbursement rate is used to reimburse employees for use of their private vehicles while conducting City business.

Expenditure Chart of Account Descriptions

4330 Business Meals
Cost of providing refreshments for business meetings and training seminars.

4500 Operating Rentals and Leases
Expenditures related to leasing or renting land, buildings, equipment or vehicles for both temporary and long-range use. This account does not include capital lease expenditures.

4600 Insurance
Premiums paid for the City's liability and casualty insurance.

4700 Utilities

4710 Water
Cost of water utility services for City facilities.

4720 Sewer
Cost of sewer utility service for City facilities.

4725 Storm Drainage
Cost of storm drain utility service for City facilities.

4730 Sanitation
Cost of sanitation utility service for City facilities.

4740 Natural Gas
Cost of natural gas utility service for City facilities.

4750 Electric
Cost of electric utility service for City facilities.

4800 Repairs and Maintenance

4810 Repairs and Maintenance
Facility maintenance includes cleaning, alarm service, pest treatment, repairs, etc. This account also includes one-time expenses for unanticipated repairs and maintenance of City property.

4820 Maintenance Contracts
Expenditures include contracts and agreements covering the upkeep of buildings and equipment.

4900 Miscellaneous
Immaterial non-routine expenditures not previously classified.

4910 Training and Conference Registrations

4920 Membership Dues

4930 Laundry & Other Sanitation Services

4950 Other Miscellaneous

5000 – Intergovernmental/Interfund Services and Taxes

Includes the expenditures associated with services provided by other governmental agencies or school districts. Examples of such expenditures include prisoner, detention, and elections.

5100 Intergovernmental Professional Services
Charges paid to other governmental entities for services provided. This category includes expenditures such as pollution control, election costs, and voter registration.

6000 - Capital Outlay

Expenditures for acquiring fixed assets, including land, buildings, capital improvements, and equipment.

6100 Land
Expenditures for the purchase of land.

6200 Buildings and Structures
Cost of acquiring buildings. These expenditures may include the principal amount of capital lease payments resulting in the acquisition of buildings, (except payments to building authorities or similar agencies).

6300 Other Improvements
Expenditures for procuring improvements not associated with buildings. Included are permanent improvements such as fences, retaining walls and capital improvements like streets, curbs and drains.

6400 Machinery and Equipment
Expenditures for machinery and equipment include heavy equipment, vehicles, office equipment, and furniture that meet the cost threshold of a fixed asset.

6500 Construction of Fixed Assets
This classification is used for improvement projects that involve several sub objects, such as land, buildings, structures and other improvements. It may be used to collect work in progress costs of uncompleted projects.

6600 Capitalized Rents and Leases
At the time an asset is acquired under a conditional sales contract, a lease-purchase agreement, an installment purchase agreement, or other such arrangements that defer payment for capital outlays, the principal amount paid for the fixed asset is booked to this account.

7000 - Debt Service Principal
Repayment of debt, which reduces the principal amount owed.

8000 - Debt Service Interest and Related Costs
Expenditures associated with debt repayment.

9000 - Interfund Payments for Services
Payments made to other funds.

Accrual Basis Accounting
Under this accounting method, transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. Enterprise funds use this basis of accounting.

Assigned Fund Balance
Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority; the expression of intent does not have to be made prior to year end.

Assessed Valuation
The value placed upon real and personal property by the County Assessor to levy annual property taxes.

Blending
Presentation of the data of a component unit as though it were one or more fund(s) of the primary government.

Budget Adjustment
An accounting transaction to modify a budget appropriation - by Council adoption of an ordinance, or by Finance Director authorization to adjust appropriations within a fund.

Budget Basis
The form of accounting utilized throughout the budget process. The City budgets for its general government funds using the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Liabilities are recognized when incurred (except for long-term debt, which is carried in the general long-term debt account group). The City's accounting records for its Enterprise Funds (Water, Sewer and Storm & Surface Water Utilities) are maintained on a full accrual basis; revenues are recognized when earned and expenses are recognized when incurred.

Budget Calendar
The schedule of key dates or milestones, which the City follows during the preparation, adoption and administration of its budget.

Budget Document
The City's budget document is used to present a comprehensive financial spending plan to its citizens, the City Council, and other interested parties.

Budget Message
The budget message is written by the City Manager. It is provided in the Introduction section of the budget document to provide City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding financial policies for the coming period.

Budget Policies
Guidelines that govern financial plan preparation and administration.

Budgetary Control
Budgetary safeguards used to ensure that expenditures do not exceed a fund's legally authorized appropriation.

Capital Asset
A long-term asset over $5,000 that is not purchased or sold in the normal course of business. Capital assets generally include fixed assets, e.g., land, buildings, equipment, fixtures, and furniture.

Capital Facilities Plan (CFP)
The CFP is a seven-year comprehensive financial plan and needs assessment that identifies and prioritizes funding for capital improvements such as facilities, parks, transportation, and utility projects.

Capital Improvement Program (CIP)
A plan to provide for the maintenance or replacement of existing public facilities and capital assets and for the construction or acquisition of new ones.

Capital Improvement Program Budget
A Capital Improvement Program Budget is accounted for separately from a government's operating budget. Items in the CIP are usually construction or renovation projects designed to improve the value of the governmental assets. Examples of capital improvement projects include new roads, sewer lines, buildings, recreational facilities, and large scale remodeling.

Capital Outlay
Expenditures which result in the acquisition of (or additions to) a government's fixed assets.

Capital Projects Fund
A fund created to account for financial resources designated for the acquisition, construction, or renovation of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

Consumer Price Index (CPI)
An index established and updated by the Federal Department of Labor. It measures the change in prices paid over time for a fixed set of goods and services.

Cost Center
An organizational budget/operating unit or division within a City department, i.e., Information Technology Services is a cost center within the General Fund's Executive Department.

Committed Fund Balance
Amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action (Resolution by City Council) to remove or change the constraint.

Component Unit
A legally separate organization for which the elected officials of the primary government are financially accountable. Component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Current Expense Fund
This fund is used to pay the expenses and liabilities of the City's general services and programs, and is commonly called the General Fund.

Debt Limitation
For general municipal purposes, the City is limited to unvoted debt of 1.5% of the value of taxable property within the City. With a 3/5 majority vote, the City may issue debt of up to 2.5% of the value of taxable property. With voter approval, the City may issue debt of up to an additional 2.5% for municipal utilities - and an additional 2.5% for acquiring or developing open space and parks facilities.

Debt Service
The amount of principal and interest the City is obligated to pay each year on long-term debt, plus the interest it is obligated to pay on short-term debt.

Debt Service Fund
A fund established to account for the accumulation of resources for (and the payment of) general long-term debt principal and interest.

Deficit
An excess of expenditures over revenues.

Department
A major administrative division of the City, which indicates overall management responsibility for an operation or group of related operations with a functional area.

Direct Debt
The sum of total bonded debt plus any unfunded debt (i.e., short-term notes) for which the City has pledged its "full faith and credit." This does not include the debt of overlapping jurisdictions.

Encumbrance
The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund
A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. It is the intent of the City that the costs (including depreciation) of providing services to the general public be financed or recovered primarily through user fees. Rates for services should be established to ensure revenues are adequate to meet all necessary expenditures.

Estimated Revenue
The amount of revenue projected to be collected during a fiscal period.

Excess Property Tax
An unlimited tax levy which may be used only to retire the principal and interest or redemption charges on bond indebtedness. Under State law, the City may impose an excess operating tax levy if approved by a majority of the voters. An excess property tax is also commonly called a levy lid lift.

Expenditure
The outflow of financial resources for goods and services received. NOTE: An encumbrance is not an expenditure; an encumbrance only reserves funds expected to be expended.

Federal Emergency Management Agency (FEMA)
An agency that provides funding for hazard mitigation.

Fiduciary Fund Type
The trust and agency funds used to account for assets held by the City in a trustee capacity.

Glossary

Financial Plan
A long-term spending plan which establishes fiscal policies, goals and objectives for the City.

Fiscal Year (FY)
The time period designated by the City signifying the beginning and ending dates for recording financial transactions. The City of Bothell has specified January 1 through December 31 as its fiscal year.

Fixed Assets
Assets such as land, building, machinery, furniture, and other equipment. The City has defined fixed assets as those with an acquisition cost of $5,000 or more and a minimum estimated life of two years.

Full-Time Equivalent (FTE)
Number of commensurable hours equivalent to those of a regular, full-time employees (2,080 hours per year).

Fund
An accounting entity that records all financial transactions for specific activities or government functions. Eight commonly used fund types in public accounting are: general fund, special revenue fund, debt service fund, capital projects fund, enterprise fund, trust and agency fund, internal service fund, and special assessment fund.

Fund Balance
Also know as financial position, fund balance is the excess of current assets over current liabilities (plus any reserves).

General Fixed Asset Account Group
A self-balancing group of accounts established to record all transactions pertaining to the City's fixed assets.

General Fund (Current Fund)
The primary operating fund of the City. General Fund revenues include regular property taxes, retail sales tax, utility taxes, licenses and permits, service charges, and other locally generated types of revenue. The fund accounts for basic government services such as police and fire protection, finance, data processing, courts, attorneys, and administration.

General Government Revenue
The revenues of a government other than those derived from and retained in Enterprise Funds.

Glossary

General Long-Term Debt Account Group
An account group that accounts for the balances due on long-term indebtedness. The group also accounts for the dollar value of the accrued vacation and other compensated absences of City employees.

General Obligation Bonds
General Obligation Bonds, also known as GO Bonds, finance a variety of public projects such as streets, buildings, and capital improvements. Bonds are repaid from excess property taxes, and are backed by the "full faith and credit" of the issuing government. The issuance of Unlimited General Obligation Bonds must be submitted to voters for approval. The City can also issue Councilmanic General Obligation Bonds, which are non-voted.

Goal
A statement of broad direction, purpose, or intent.

Grant
A contribution by a government or other organization to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee.

Implicit Price Deflator (IPD)
An index used by the State to determine allowable annual growth in inflation for property tax calculation.

Improvement District
An area that is established to receive specific capital improvements or services deemed to benefit primarily those properties within its boundaries.

Interfund Services
Services provided by one fund to another and are considered as reciprocal interfund activities because payment is made for services received. The City records and reports these transactions as "charges for service revenues and expenditures" in the appropriate funds.

Interfund Transfers
Recorded transactions that support the operations of other funds and are classified as "other financing sources or uses" in the fund statements. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Internal Service Fund
A fund used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis.

Lease Purchase Agreement
A contractual agreement by which capital outlay may be purchased by making annual lease payments.

Line-Item Budget
A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

Local Improvement District Bonds
Local improvement district bonds can be issued by a City to finance improvements in specific areas of the municipality. The property owners benefiting from the improvements are assessed and billed annually to pay for the cost of retiring the bonds. This type of financing mechanism is generally used for projects such as street improvements and the extension of sewer lines.

Long-Term Debt
Debt that matures more than one year after the date of issuance.

Maturity Date
The date by which long-term debt is scheduled to be paid off.

Modified Accrual Basis Accounting
Under this accounting method, revenues are recognized when they become both measurable and available to finance expenditures for the current period. Expenditures, for the most part, are recognized when the fund liability is incurred-except for pre-payments, accumulated employee leave, and long-term debt.

Net Assets
Excess of the value of assets (cash, investments, receivables, and other assets) over the value of liabilities.

Net Direct Debt (or Net Bonded Debt)
Direct debt minus self-supporting debt.

Non-Operating Expense
An expense which is not directly related to the provision of the services, i.e., debt service.

Non-Operating Revenue
Revenue which is generated from other sources, i.e., interest, and is not directly related to service activities.

Nonspendable Fund Balance
Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Objective
A statement of specific direction, purpose, or intent based on the goals established for a specific department.

Operating Budget
The portion of the budget that pertains to daily operations and supports basic governmental services. An operating budget contains appropriations for expenditures such as personnel, supplies, utilities, training, travel, and fuel.

Operating Revenue
Funds that the government receives as income, exclusive of other financing sources such as bond proceeds. In governmental fund types, this includes revenues such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, grants, state shared revenues, and interest income. Proprietary Fund revenues are directly related to the primary activities of the fund, i.e., user fees.

Overlapping Debt
The City's proportionate share of the debt of other local governmental units which either overlap it or underlie it. The debt is generally apportioned based on assessed value.

Performance Budget
A budget that focuses upon departmental goals and objectives rather than line items, programs, or funds. Workload and unit cost data are often collected and analyzed in order to assess the effectiveness and efficiency of services.

Performance Measures
Specific quantitative and qualitative measures that provide a means of analyzing the effectiveness and efficiency of a work product.

Program Budget
A budget that focuses on broad functions or activities, rather than organizational budget units or object expenditure classifications.

Property Tax Limits
The amount of property tax allowable under State law that the City may levy annually without voter approval. Bothell utilizes property tax revenue primarily to support its General Fund and public safety.

Puget Sound Regional Council (PSRC)
A council of governments representing the Puget Sound region of western Washington. The PSRC is headed by an executive board that assists member agencies with the administration of government, community development, planning of municipal facilities, and road improvements.

Real Estate Excise Tax (REET)
The City collects a 0.5% REET on all sales of real estate within the City. These funds are restricted for capital spending that is identified in the City's capital facilities plan. Both the first and second 0.25% may be spent for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalk, street and road lighting systems, traffic signals, bridges, water systems, and storm and sewer systems. In addition, the first 0.25% may be spent for parks and recreation facility acquisition; as well as the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of law enforcement facilities, fire protection facilities, trails, and administrative and judicial facilities.

Regular Property Tax
A statutory limited tax levy, which is based on assessed property value and may be imposed by a government for any purpose.

Reserve
An account used to indicate that a portion of a fund's assets is dedicated for or legally restricted to a specific purpose and is, therefore, not available for general appropriation.

Residential Customer Equivalent (RCE)
Used by King County as a unit for determining sewer service volume charges for commercial customers.

Restricted Fund Balance
Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

Revenue Bonds
Bonds usually sold for construction projects that will produce additional revenues for the government. The new revenue is pledged to pay the principal and interest of the bond. Revenue bonds are not subject to the debt limitation as regulated by the State constitution. Revenue bonds are often utilized by a government's business type activities, which are funded by user fees.

Risk Management
Protecting a government's assets against loss in the most efficient and effective method.

Self-Supporting Debt
Debt for which the City has pledged a repayment source separate from its general revenues.

Source of Revenue
Revenues are classified according to their source or point of origin.

Special Revenue Funds
Funds used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

Transportation Improvement Program (TIP)
A TIP is required to be prepared annually; it prioritizes transportation projects and potential funding sources.

Trust and Agency Funds
Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The Fiduciary Funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as governmental funds (general, special revenue, debt service and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

Unassigned Fund Balance
Amounts that are available for any purpose; these amounts are reported only in the General Fund.

A/C	Asbestos/Cement
ACA	Affordable Care Act
ACO	Animal Control Officer
ADA	Americans with Disabilities Act
AED	Automatic External Defibrillators
AFSCME	American Federation of State, County & Municipal Employees
ALERT	Allied Law Enforcement Response Team
ALS	Advanced Life Support
ARCH	A Regional Coalition for Housing
AWC	Association of Washington Cities
BAN	Bond Anticipation Note
BARS	Budgeting Accounting Reporting System
BART	Business Assistance & Recovery Team
BCTV	Bothell Community Television
BRB	Boundary Review Board
BMC	Bothell Municipal Code
BPC	Bothell Police Captains
BPD	Bothell Police Department
BPMS	Backflow Prevention Management Software
BPOG	Bothell Police Officers' Guild
BQ	Bank Qualified
BRE	Business Retention and Expansion
CA	Crime Analyst
CAD	Computer Aided Dispatch
CAFR	Comprehensive Annual Financial Report
CB	Catch Basin
CC	Code Compliance
CBT	Competency Based Training
CCTV	Closed Circuit Television
CD	Community Development
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Training
CFP	Capital Facilities Plan
CFPPC	Capital Facilities Plan Process Committee
CFR	Code of Federal Regulations
CIP	Capital Improvement Program
CIT	Crisis Intervention Training
CIU	Criminal Investigations Unit
CMAQ	Congestion Mitigation and Air Quality
CMOM	Capacity Management Operation & Maintenance
CMT	Community Medical Team

CMW	City Manager Weekly Report
CNT	Crisis Negotiations Team
COB	City of Bothell
CPI	Consumer Price Index
CPI-W	Consumer Price Index–Urban Wage & Clerical Workers
CPL	Concealed Pistol License
CPP	Countrywide Planning Policies
CPR	Cardiopulmonary Resuscitation
CRE	Commercial Real Estate
CRR	Community Risk Reduction
CTR	Commute Trip Reduction
DAWN	Domestic Abuse Women's Network
DCM	Deputy City Manager
DNR	Department of Natural Resources
DOE	Department of Ecology
DOH	Department of Health
DOR	Department of Revenue
DRT	Disturbance Response Team
DSI	Development Services Initiative
DSSAG	Development Services Stakeholders Advisory Group
DUI	Driving Under the Influence
DV	Domestic Violence
ECC	Emergency Coordination Center
ECTC	Eastside Cities Training Consortium
EHMRT	Eastside Hazardous Materials Response Team
EIS	Environmental Impact Statement
EIS	Electronic Imaging System
ELT	Executive Leadership Team
EMI	Emergency Management Institute
EMPG	Emergency Management Preparedness Grant
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMTG	East Metro Training Group
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ESA	Endangered Species Act
ESCA	Emergency Services Coordinating Agency
ESF&R	Eastside Fire & Rescue
ETC	Employee Transportation Coordinator
ETP	Eastside Transportation Program
EVOC	Emergency Vehicle Operations Course

Acronyms

FBI	Federal Bureau of Investigation
FBRP	Federal Bridge Replacement Program
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FF	Firefighters
FHPB	Fire Hazard Prevention Bureau
FICA	Federal Insurance Contribution Act
FLSA	Fair Labor Standards Act
FOG	Fats, Oils & Grease
FTE	Full Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GBCC	Greater Bothell Chamber of Commerce
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GMA	Growth Management Act
GMP	Guaranteed Maximum Price
GO	General Obligation
GPS	Global Positioning System
GR	General Rules
HAM	Not an acronym – slang for Amateur Radio Operator
HAZ-MAT	Hazardous Materials
HPA	Hydraulic Permit Approval
HR	Human Resources
HRI	Historic Resources Inventory
HSO	Health & Safety Officer
HVAC	Heating, Ventilation and Air Conditioning
IAFF	International Association of Firefighters
ICC	Infrastructure Coordinating Committee
ICMA	International City/County Management Association
ICS	Incident Command System
IDDE	Illicit Discharge Detection & Elimination
IEMC	Integrated Emergency Management Course
IFC	International Fire Code
IGN	Intergovernmental Network
ILA	Interlocal Agreement
IPD	Implicit Price Deflator
IPS	Institute for Policy Studies
IPZ	Innovation Partnership Zone

IRS	Internal Revenue Service
IS	Information Services
ITS	Intelligent Transportation System
ITSP	Information Technology Strategic Plan
KCBRB	King County Boundary Review Board
KCIRT	King County Investigative Response Team
KCPEC	King County Project Evaluation Committee
LED	Light Emitting Diode
LEED	Leadership in Energy & Environment Design
LEOFF	Law Enforcement Officers & Firefighters
LF	Linear Feet
LID	Local Impact Development
LID	Local Improvement District
LIFT	Local Infrastructure Financing Tool
LOS	Level of Service
LTAC	Long Term Acute Care
LVNR	Lateral Vascular Neck Restraint
MHz	Megahertz
M&O	Maintenance & Operations
MPD	Metropolitan Park District
MRSC	Municipal Research Service Center
MUGA	Municipal Urban Growth Area
MVA	Motor Vehicle Accident
MVET	Motor Vehicle Excise Tax
NCR	No Carbon Required
NEWBA	North East West Bothell Annexation
NFIRS	National Fire Incident Reporting System
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NORCOM	North East King County Regional Public Safety Communication Agency
Northshore PRSA	Northshore Parks & Recreation Service Area
NPDES	National Pollutant Discharge Elimination System
NSD	Northshore School District
OPS	Office of Professional Standards
OSHA	Occupational Safety & Health Administration
PAA	Potential Annexation Area

Acronyms

PAB	Peer Advisory Board
PABL	Park at Bothell Landing
PACE	ProActive Criminal Enforcement
PC	Personal Computer
PCC	Providence Community Corrections
PCI	Payment Card Industry
PCN	Position Change Notice
RCO	Recreation & Conservation Office
PD	Police Department
PE	Public Education
PERS	Public Employees Retirement System
PIO	Public Information Officer
PROSAP	Parks, Recreation & Open Space Action Program
PRR	Public Records Request
PSA	Purchase and Sale Agreement
PSERS	Public Safety Employees Retirement System
PSRC	Puget Sound Regional Council
PSU	Professional Standards Unit
PUD	Planned Unit Developments
PUD	Public Utility District
PWOC	Public Works Operations Center
PW	Public Works
PWS	Personal Wireless Services
PWTF	Public Works Trust Fund
RAG	Remediation Action Grant
RCE	Residential Customer Equivalent
RCO	Recreation and Conservation Office
RCW	Revised Code of Washington
RDA	Revenue Development Area
REET	Real Estate Excise Tax
RFA	Regional Fire Authority
RFP	Request for Proposal
RHS	Retiree Health Savings Plan
RIMC	Records Information Management Committee
RMS	Record Management Software
ROW	Right-of-Way
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
SAO	State Auditor's Office
SCA	Sudden Cardiac Arrest
SCADA	Supervisory Control and Data Acquisition

SCBA	Self Contained Breathing Apparatus
SCBRB	Snohomish County Boundary Review Board
SEC	Securities & Exchange Commission
SEPA	State Environmental Policy Act
SFO	Store Front Officer
SIU	Special Investigations Unit
SMART	Snohomish County Multi-Agency Response Team
SMP	Shoreline Master Program
SOC	Stipulated Order of Continuance
SOP	Standard Operating Procedures
SPU	Seattle Public Utilities
SR	State Route
SRO	School Resource Officer
SRT	Special Response Team
STEP	Selective Traffic Enforcement Program
STP	Surface Transportation Program
SUIDI	Sudden, Unexplained Infant Death Investigation
SWAT	Special Weapons & Tactics
TB	Tuberculosis
TBD	To Be Determined
TBD	Transportation Benefit District
TDM	Transportation Demand Management
TIB	Transportation Improvement Board
TIP	Transportation Improvement Program
TMC	Traffic Management Center
TMDL	Total Maximum Daily Load
TRT	Technical Rescue Team
UASI	Urban Areas Security Initiative
UFC	Uniform Fire Code
UPS	Uninterruptable Power Supply
UWB	University of Washington Bothell
WAC	Washington Administrative Code
WACA	Washington Animal Control Association
WADOE	Washington State Department of Ecology
WASPC	Washington Association of Sheriffs & Police Captains
WCIA	Washington Cities Insurance Authority
WDFW	Washington Department of Fish & Wildlife
WSDOT	Washington State Department of Transportation
WSRA	Washington State Recycling Association
YMCA	Young Men's Christian Association

Appendix G

Budget Ordinance

Budget Ordinance

ORDINANCE NO. 2206 (2016)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2017; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

WHEREAS, on or before the first business day in the third month prior to the beginning of fiscal year 2017, the Finance Director submitted to the City Manager the estimates of revenue and expenditures for the next biennium as required by law; and

WHEREAS, the City Manager reviewed the estimates and made such revisions and/or additions as deemed advisable, and prior to sixty (60) days before January 1, 2017, filed the said revised preliminary budget with the City Clerk together with his budget message and his recommendation for the final budget; and

WHEREAS, the City Clerk provided sufficient copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers and posted notice of filing for the availability of said preliminary budget, together with the date of a public hearing for the purpose of fixing the final budget, all as required by law; and

WHEREAS, the City Council met on October 11, 2016, which was on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year, for the purpose of fixing a final budget at which continued public hearings all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, following the conclusion of said hearings the City Council made such adoptions and changes as it deemed necessary and proper.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The final budget for the biennium 2017-2018, a copy of which has been and is now on file with the office of the City Clerk, by this reference is hereby incorporated herein as if set forth in full, and said final budget shall be and the same is hereby adopted in full.

Section 2. **Exhibit A**, which is attached hereto and incorporated herein by this reference as though set forth in full, sets forth the totals of estimated revenues for each separate fund and the aggregate totals for all such funds combined, the totals of estimated expenditures for each separate fund and the aggregate totals for all such

funds combined, and the authorized positions of employment with the City for 2017-2018.

Section 3. A complete copy of the final budget for 2017-2018, as adopted, together with a copy of this adopting ordinance, shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor, the Association of Washington Cities, and the Municipal Research and Services Center of Washington.

Section 4. Severability. If any section, sentence, clause, subsection, or phrase of this ordinance shall be held to be invalid or unconstitutional by any court, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, subsection, or phrase of this ordinance.

Section 5. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Section 6. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

APPROVED:

ANDREW J. RHEAUME
MAYOR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY
CITY CLERK

APPROVED AS TO FORM:

PAUL BYRNE
INTERIM CITY ATTORNEY

FILED WITH THE CITY CLERK: 12/1/2016
PASSED BY THE CITY COUNCIL: 12/6/2016
PUBLISHED: 12/9/2016
EFFECTIVE DATE: 12/14/2016
ORDINANCE NO.: 2206 (2016)

Budget Ordinance

SUMMARY OF ORDINANCE NO. 2206 (2016)

City of Bothell, Washington

On the 6th day of December, 2016, the City Council of the City of Bothell passed Ordinance No. 2206 (2016). A summary of the content of said Ordinance, consisting of the title, provides as follows:

ORDINANCE NO. 2206 (2016)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2017; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION

The full text of this Ordinance will be mailed upon request.

Dated this 6th day of December, 2016.

LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: 12/1/2016
PASSED BY THE CITY COUNCIL: 12/6/2016
PUBLISHED: 12/9/2016
EFFECTIVE DATE: 12/14/2016
ORDINANCE NO.: 2206 (2016)

Exhibit A

Revenues – All Funds
(Includes operating transfers and interfund transactions)

FUND	2013-14 Actuals	2015-16 Modified Budget	2017-18 Proposed Budget
General Fund	$78,843,684	$87,498,323	$97,850,909
Special Revenue Funds			
Street	4,888,430	3,581,576	7,262,417
Arterial Street	3,668,024	7,396,849	10,208,113
Park Cumulative Reserve	433,519	86,000	86,000
Drug Seizure Fund	60,326	50,000	27,000
Debt Service Funds			
2008 G.O. Refunding Bond Redemption	1,374,603	1,638,827	812,000
LIFT G.O. Bond Redemption	1,444,540	3,323,700	3,991,300
2013 G.O. Bond Redemption	866,690	1,420,330	1,395,678
Capital Funds			
Capital Improvements	76,912,582	38,590,424	51,445,324
Construction & Acquisition	0	0	0
Utility Funds			
Combined Utility Systems	1,928	2,626,072	2,626,138
Water	9,525,507	13,186,622	10,732,439
Sewer	13,447,487	15,694,505	15,450,181
Storm & Surface Water	10,209,060	23,786,065	14,845,505
Internal Service Funds			
Equipment Rental	2,922,411	3,654,526	3,734,782
Self Insurance	1,968,671	2,329,027	2,913,336
Asset Replacement	2,296,992	2,402,568	2,353,838
Expendable Trust Funds			
Cemetery Endowment	0	0	0
Firemen's Pension Reserve	108,235	122,000	114,553
TOTAL APPROPRIATION ALL FUNDS	**$208,972,688**	**$207,387,414**	**$225,849,513**
LESS OPERATING TRANSFERS	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
LESS INTERFUND TRANSACTIONS	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
TOTAL APPROPRIATION ALL FUNDS LESS TRANSFERS	**$196,859,649**	**$173,294,897**	**$201,600,024**
BIENNIUM BEGINNING FUND BALANCE	**17,301,656**	**27,327,109**	**40,140,965**
TOTAL OPERATING SOURCES AVAILABLE	**$214,161,305**	**$200,622,006**	**$241,740,989**

Exhibit A

Expenditures – All Funds
(Includes operating transfers and interfund transactions)

FUND	2013-14 Actuals	2015-16 Modified Budget	2017-18 Proposed Budget
General Fund	$78,190,860	$87,694,520	$97,850,909
Special Revenue Funds			
Street	3,762,253	5,342,844	6,592,303
Arterial Street	1,983,848	3,483,350	4,028,656
Park Cumulative Reserve	78,770	363,000	0
Drug Seizure Fund	52,857	73,200	17,000
Debt Service Funds			
2008 G.O. Refunding Bond Redemption	1,444,944	1,462,800	722,800
LIFT G.O. Bond Redemption	1,612,103	3,323,700	3,991,300
2013 G.O. Bond Redemption	699,128	1,420,330	1,395,678
Capital Funds			
Capital Improvements	72,294,016	39,078,366	52,912,586
Construction & Acquisition	0	0	0
Utility Funds			
Combined Utility Systems	365,094	15,502,069	3,390,283
Water	7,916,131	15,113,624	13,306,942
Sewer	10,967,804	16,635,696	16,621,175
Storm & Surface Water	6,524,793	22,838,230	15,574,088
Internal Service Funds			
Equipment Rental	2,912,367	3,667,506	3,734,777
Self Insurance	1,942,426	2,354,407	2,813,334
Asset Replacement	1,885,113	5,555,863	5,808,416
Expendable Trust Funds			
Cemetery Endowment	0	0	0
Firemen's Pension Reserve	85,326	95,000	95,000
TOTAL APPROPRIATION ALL FUNDS	**$192,717,832**	**$224,004,505**	**$228,855,247**
LESS OPERATING TRANSFERS	**(6,451,018)**	**(27,205,686)**	**(16,617,271)**
LESS INTERFUND TRANSACTIONS	**(5,662,020)**	**(6,886,831)**	**(7,632,218)**
TOTAL APPROPRIATION ALL FUNDS LESS TRANSFERS	**$180,604,793**	**$189,911,988**	**$204,605,758**
LESS DEPRECIATION EXPENSE	**(3,986,486)**	**(3,766,105)**	**(6,829,534)**
BIENNIUM ENDING FUND BALANCE	**27,327,109**	**40,140,965**	**43,964,765**
TOTAL APPROPRIATION PLUS ENDING FUND BALANCE	**$203,945,416**	**$226,286,848**	**$241,740,989**

Budget Ordinance

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
City Manager	1	Executive	City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	2	Executive	Non-Rep	1.00	1.00	1.00	1.00
Executive Assistant	3	Executive	Non-Rep	1.00	1.00	1.00	1.00
Human Resources Director	4	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
City Clerk	5	City Clerk	Non-Rep	1.00	1.00	1.00	1.00
Accounting Specialist	6	Finance	AFSCME	1.00	1.00	1.00	1.00
Human Resources Analyst	8	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
Deputy Finance Director	11	Finance	Non-Rep	1.00	1.00	1.00	1.00
Human Resources Payroll Specialist	12	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
Accounting Specialist, Senior	13	Finance	AFSCME	1.00	1.00	1.00	1.00
Accounting Specialist Customer Service Manager	14	Finance Human Resources	AFSCME Non-Rep	1.00	1.00	1.00	1.00
Accounting Specialist	15	Finance	AFSCME	1.00	1.00	1.00	1.00
Community Development Director	16	Community Development	Non-Rep	1.00	1.00	1.00	1.00
Planning Manager	18	Community Development	Non-Rep	1.00	1.00	1.00	1.00
Transportation Planner	19	Public Works	AFSCME	1.00	1.00	1.00	1.00
Planner, Senior	20	Community Development	AFSCME	1.00	1.00	1.00	1.00
Planner, Senior	21	Community Development	AFSCME	1.00	1.00	1.00	1.00
Planner	22	Community Development	AFSCME	1.00	1.00	1.00	1.00
Planner, Senior	23	Community Development	AFSCME	1.00	1.00	1.00	1.00
Legal Assistant	25	Legal	AFSCME	1.00	1.00	1.00	1.00
GIS Administrator	26	Information Services	AFSCME	1.00	1.00	1.00	1.00
Permit Srvcs Technician, Lead	29	Community Development	AFSCME	1.00	1.00	1.00	1.00
Office Specialist, Senior	30	Community Development	AFSCME	1.00	1.00	1.00	1.00
Recycle & Public Services Project Administrator	31	Public Works	AFSCME	1.00	1.00	1.00	1.00
Fleet & Facilities Manager	32	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Maintenance Worker, Lead	33	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	34	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	35	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	36	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Fire Chief	37	Fire & E.M.S.	Non-Rep	1.00	1.00	1.00	1.00
Deputy Fire Chief	38	Fire & E.M.S.	Non-Rep	1.00	1.00	1.00	1.00
Fire Battalion Chief	39	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Battalion Chief	40	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Deputy Fire Chief/Fire Marshal	41	Fire & E.M.S.	Non-Rep	1.00	1.00	1.00	1.00
Fire Lieutenant	42	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	43	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	44	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	45	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	46	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Battalion Chief	47	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	48	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	49	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	50	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	51	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	52	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	53	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	54	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	55	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	56	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	57	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	58	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Battalion Chief	59	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	60	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	61	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	62	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Fire Lieutenant	63	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	64	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	65	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	66	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	67	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Fire Lieutenant	68	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Public Educator/Public Information Specialist	69	Fire & E.M.S.	AFSCME	0.50	0.50	0.50	0.50
Public Safety Administrative Coordinator	70	Fire & E.M.S.	Non-Rep	1.00	1.00	1.00	1.00
Fire Records Specialist	71	Fire & E.M.S.	AFSCME	0.75	0.75	0.75	0.75
Police Chief	72	Police	Non-Rep	1.00	1.00	1.00	1.00
Police Captain	73	Police	Police Captains	1.00	1.00	1.00	1.00
Deputy Police Chief	74	Police	Non-Rep	1.00	1.00	1.00	1.00
Police Officer	75	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	76	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	77	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	78	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	79	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	80	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	81	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	82	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	83	Police	BPOG	1.00	1.00		
Police Officer	84	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	85	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	87	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	88	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	89	Police	BPOG	1.00	1.00	1.00	1.00
Police Captain	90	Police	Police Captains	1.00	1.00	1.00	1.00
Police Officer	91	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	92	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	93	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	94	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	95	Police	BPOG	1.00	1.00		
Police Officer	96	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	97	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	98	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	99	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	100	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	101	Police	BPOG	1.00	1.00	1.00	1.00
Evidence & Property Room Coordinator	102	Police	AFSCME	1.00	1.00	1.00	1.00
Police Records Specialist	103	Police	AFSCME	1.00	1.00	1.00	1.00
Police Records Specialist	104	Police	AFSCME	1.00	1.00	1.00	1.00
Police Support Services Manager	105	Police	Non-Rep	1.00	1.00	1.00	1.00
Communications Specialist	106	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	107	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	108	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	109	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	110	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	111	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Supervisor	112	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	113	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	114	Police	AFSCME	1.00	1.00	1.00	1.00
Police Records Supervisor	115	Police	AFSCME	1.00	1.00	1.00	1.00
Public Works Director	116	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Deputy Pw Director/City Engr	117	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Supervising Engineer	119	Public Works	Non-Rep	1.00	1.00	1.00	1.00

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Budget Ordinance

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Capital Division Manager	120	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Engineering Technician, Senior	121	Public Works	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer, Senior	122	Public Works	AFSCME	1.00	1.00	1.00	1.00
Com Dev Dep Dir/ Bldg Official	123	Community Development	Non-Rep	1.00	1.00		
Plans Examiner, Senior	124	Community Development	AFSCME	1.00	1.00	1.00	1.00
Building Inspector, Senior	125	Community Development	AFSCME	1.00	1.00	1.00	1.00
Plans Examiner, Senior	126	Community Development	AFSCME	1.00	1.00	1.00	1.00
Construction Inspector, Senior	127	Public Works	AFSCME	1.00	1.00	1.00	1.00
GIS Specialist	129	Information Services	AFSCME	1.00	1.00	1.00	1.00
Construction Inspector, Senior	130	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Lead	132	Public Works	AFSCME	1.00	1.00	1.00	1.00
SCADA Specialist	133	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	134	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Specialist	135	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Lead	136	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	137	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	138	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	139	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Supervisor	140	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	141	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	142	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	143	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Lead	144	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	145	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	146	Public Works	AFSCME	1.00	1.00	1.00	1.00
Equipment Mechanic, Lead	147	Public Works	AFSCME	1.00	1.00	1.00	1.00
Equipment Mechanic	148	Public Works	AFSCME	1.00	1.00	1.00	1.00
Management Analyst, Senior	149	Executive	Non-Rep	1.00	1.00	1.00	
Permit Services Technician	150	Community Development	AFSCME	1.00	1.00	1.00	1.00
Administrative Support Manager	151	Community Development	Non-Rep	1.00	1.00	1.00	1.00
Administrative Assistant	152	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Supervisor	154	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Police Officer	155	Police	BPOG	1.00	1.00	1.00	1.00
Police Records Specialist	156	Police	AFSCME	1.00	1.00	1.00	1.00
Surface Water Program Coordinator	157	Public Works	AFSCME	1.00	1.00	1.00	1.00
Construction Inspector, Senior	158	Public Works	AFSCME	1.00	1.00	1.00	1.00
Court Administrator	159	Municipal Court	Non-Rep	1.00	1.00	1.00	1.00
Court Clerk	160	Municipal Court	AFSCME	1.00	1.00	1.00	1.00
Firefighter	161	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	162	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	163	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	164	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	165	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	166	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	167	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	168	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	169	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Captain	170	Police	Police Captains	1.00	1.00	1.00	1.00
Police Officer	171	Police	BPOG	1.00	1.00	1.00	1.00
Police Sergeant	172	Police	BPOG	1.00	1.00	1.00	1.00
Communications Supervisor	175	Police	AFSCME	1.00	1.00	1.00	1.00
Police Sergeant	176	Police	BPOG	1.00	1.00	1.00	1.00
Information Systems Administrator	177	Information Services	AFSCME	1.00	1.00	1.00	1.00
Police Support Officer	178	Police	AFSCME	1.00	1.00	1.00	1.00
Firefighter	180	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00

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Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Firefighter	181	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Officer	182	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	183	Police	BPOG	1.00	1.00	1.00	1.00
Firefighter	184	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	185	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Administrative Assistant	186	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Office Specialist, Senior	187	Community Development	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	188	Police	AFSCME	1.00	1.00	1.00	1.00
Public Safety Administrative Coordinator	189	Police	Non-Rep	1.00	1.00	1.00	1.00
Administrative Assistant, Senior	190	Executive	Non-Rep	1.00	1.00	1.00	1.00
Administrative Assistant	191	Police	Non-Rep	1.00	1.00	1.00	1.00
Administrative Assistant	192	Police	Non-Rep	1.00	1.00	1.00	1.00
Administrative Assistant	193	Public Works	AFSCME	1.00	1.00	1.00	1.00
Transportation Engineer	194	Public Works	AFSCME	1.00	1.00	1.00	1.00
Recreation Coordinator	195	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Office Specialist	196	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Police Officer	197	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	198	Police	BPOG	1.00	1.00	1.00	1.00
Firefighter	199	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Maintenance Worker	200	Public Works	AFSCME	1.00	1.00	1.00	1.00
Administrative Assistant	201	Police	Non-Rep	1.00	1.00	1.00	1.00
Permit Services Technician	202	Community Development	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer, Senior	204	Public Works	AFSCME	1.00	1.00	1.00	1.00
Firefighter	205	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	206	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	207	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Officer	208	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	209	Police	BPOG	1.00	1.00	1.00	1.00
Firefighter	210	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	211	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	212	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Officer	213	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	215	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	216	Police	BPOG	1.00	1.00	1.00	1.00
Information Systems Applications Analyst	232	Information Services	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker, Senior	233	Public Works	AFSCME	1.00	1.00	1.00	1.00
Office Specialist, Senior	234	Community Development	AFSCME	1.00	1.00	1.00	1.00
Fire Battalion Chief	235	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Records Specialist	236	Police	AFSCME	1.00	1.00	1.00	1.00
Police Sergeant	239	Police	BPOG	1.00	1.00	1.00	1.00
Transportation Engineer	240	Public Works	AFSCME	1.00	1.00	1.00	1.00
Building Maint Specialist	241	Public Works	AFSCME	1.00	1.00	1.00	1.00
Financial Analyst, Senior	242	Finance	AFSCME	1.00	1.00	1.00	1.00
Public Information Officer	245	Executive	Non-Rep	1.00	1.00	1.00	1.00
Information Systems Administrator	246	Information Services	AFSCMF	1.00	1.00	1.00	1.00
Fire Plans Examiner	248	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Police Officer	249	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	250	Police	BPOG	1.00	1.00	1.00	1.00
Police Support Officer	251	Police	AFSCME	1.00	1.00	1.00	1.00
Communications Specialist	252	Police	AFSCME	1.00	1.00	1.00	1.00
Office Specialist, Senior	253	Police	AFSCME	1.00	1.00	1.00	1.00
Court Clerk	255	Municipal Court	AFSCME	1.00	1.00	1.00	1.00
City Attorney	256	Legal	Non-Rep	1.00	1.00	1.00	1.00
Assistant City Attorney/Prosecutor	257	Legal	Non-Rep	1.00	1.00	1.00	1.00
Paralegal	258	Legal	Non-Rep	1.00	1.00	1.00	1.00

Budget Ordinance

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Human Resources Analyst, Senior	259	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
Financial Information Specialist	261	Finance	Non-Rep	1.00	1.00	1.00	1.00
Code Compliance Officer	264	Community Development	AFSCME	1.00	1.00	1.00	1.00
Administrative Assistant	265	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Police Sergeant	266	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	269	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	270	Police	BPOG	1.00	1.00	1.00	1.00
Police Captain	271	Police	Police Captains	1.00	1.00	1.00	1.00
Administrative Assistant	272	City Clerk	AFSCME	0.75	1.00	1.00	1.00
Information Systems Applications Analyst	274	Information Services	AFSCME	1.00	1.00	1.00	1.00
Police Officer	275	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	276	Police	BPOG	1.00	1.00	1.00	1.00
Firefighter	277	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Administrative Assistant	278	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Surface Water Program Coordinator	279	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	280	Public Works	AFSCME	1.00	1.00	1.00	1.00
Utility & Development Services Manager	281	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Financial Analyst, Senior	284	Finance	AFSCME	1.00	1.00	1.00	1.00
Public Educator/Public Information Specialist	286	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Information Systems Manager	287	Information Services	Non-Rep	1.00	1.00	1.00	1.00
Information Systems Technician	288	Information Services	AFSCME	1.00	1.00	1.00	1.00
GIS Specialist	290	Information Services	AFSCME	1.00	1.00	1.00	1.00
Office Specialist	292	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
Civil Engineer	293	Public Works	AFSCME	1.00	1.00	1.00	1.00
Supervising Engineer	294	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Civil Engineer	295	Public Works	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer	296	Public Works	AFSCME	1.00	1.00	1.00	1.00
Administrative Assistant	297	Public Works	AFSCME	1.00	1.00	1.00	1.00
Administrative Support Manager	298	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Finance Director	299	Finance	Non-Rep	1.00	1.00	1.00	1.00
Police Officer	300	Police	BPOG	1.00	1.00	1.00	1.00
Emergency Preparedness Coordinator	301	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Office Specialist	302	City Clerk Human Resources	AFSCME	1.00	1.00	1.00	1.00
Building Inspector, Senior	303	Community Development	AFSCME	1.00	1.00	1.00	1.00
Information Systems Technician	310	Information Services	AFSCME	1.00	1.00	1.00	1.00
Tourism & Marketing Coordinator Tourism & Events Coordinator	311	Executive Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	312	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Recreation Assistant	315	Parks & Recreation	AFSCME	0.50	0.50	1.00	1.00
Public Works Superintendent	318	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Construction Inspector	319	Public Works	AFSCME	1.00	1.00	1.00	1.00
Construction Inspector, Senior	320	Public Works	AFSCME	1.00	1.00	1.00	1.00
Firefighter	321	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	322	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	323	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Maintenance Worker	324	Public Works	AFSCME	1.00	1.00	1.00	1.00
Court Clerk	326	Municipal Court	AFSCME	1.00	1.00	1.00	1.00
Police Officer	327	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	328	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	329	Police	BPOG	1.00	1.00	1.00	1.00
Planner/Inspector	330	Community Development	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer	331	Public Works	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer	332	Public Works	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer, Senior	333	Public Works	AFSCME	1.00	1.00	1.00	1.00
Financial Analyst	334	Finance	AFSCME	0.80	0.80	0.75	0.75

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Engineering Technician, Senior	335	Public Works	AFSCME	1.00	1.00	1.00	1.00
Office Specialist	336	Community Development	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer	337	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	338	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	339	Public Works	AFSCME	1.00	1.00	1.00	1.00
Police Officer	341	Police	BPOG	1.00	1.00	1.00	1.00
Administrative Assistant	344	Public Works	AFSCME	1.00	1.00	1.00	1.00
Office Specialist	345	Public Works	AFSCME	1.00	1.00	1.00	1.00
Financial Analyst, Senior	347	Finance	AFSCME	1.00	1.00	1.00	1.00
Surface Water Inspector	348	Public Works	AFSCME	1.00	1.00	1.00	1.00
Administrative Assistant	350	Fire & E.M.S.	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer, Senior	351	Public Works	AFSCME	1.00	1.00	1.00	1.00
Civil Engineer, Senior	352	Public Works	AFSCME	1.00	1.00	1.00	1.00
Custodian, Lead	353	Public Works	AFSCME	1.00	1.00	1.00	1.00
Custodian	354	Public Works	AFSCME	1.00	1.00	1.00	1.00
Custodian	355	Public Works	AFSCME	1.00	1.00	1.00	1.00
Municipal Court Judge	357	Municipal Court	Non-Rep	0.50	0.85	0.85	0.85
Domestic Violence Victims Coordinator	359	Legal	AFSCME	0.50	0.50	1.00	1.00
Information Systems Applications Analyst	360	Information Services	AFSCME	1.00	1.00	1.00	1.00
Human Resources Analyst	361	Human Resources	Non-Rep	1.00	1.00	1.00	1.00
Associate City Attorney	362	Legal	Non-Rep	1.00	1.00	1.00	1.00
Maintenance Worker	363	Public Works	AFSCME	1.00	1.00	1.00	1.00
Animal Control Officer	364	Police	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	365	Public Works	AFSCME	1.00	1.00	1.00	1.00
Custodian	366	Public Works	AFSCME	0.50	1.00	1.00	1.00
Maintenance Supervisor	367	Parks & Recreation	Non-Rep	1.00	1.00	1.00	1.00
Maintenance Worker	368	Parks & Recreation	AFSCME	1.00	1.00	1.00	1.00
Maintenance Supervisor	369	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Maintenance Worker	370	Public Works	AFSCME	1.00	1.00	1.00	1.00
Supervising Engineer	371	Public Works	Non-Rep	1.00	1.00	1.00	1.00
Surface Water Inspector	372	Public Works	AFSCME	1.00	1.00	1.00	1.00
Police Officer	373	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	374	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	375	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	376	Police	BPOG	1.00	1.00	1.00	1.00
Police Officer	377	Police	BPOG	1.00	1.00	1.00	1.00
Firefighter	378	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Firefighter	379	Fire & E.M.S.	IAFF	1.00	1.00	1.00	1.00
Plans Examiner, Senior	380	Community Development	AFSCME	1.00	1.00	1.00	1.00
Building Inspector, Senior	381	Community Development	AFSCME	1.00	1.00	1.00	1.00
Construction Inspector	382	Public Works	AFSCME	1.00	1.00	1.00	1.00
Permit Services Technician - Ltd	383	Community Development	AFSCME	0.50	0.50		
Maintenance Worker	384	Public Works	AFSCME	1.00	1.00	1.00	1.00
Maintenance Worker	385	Public Works	AFSCME		1.00	1.00	1.00
Maintenance Worker, Senior	386	Public Works	AFSCME	1.00	1.00	1.00	1.00
Accounting Specialist - Ltd	387	Finance	AFSCME	0.40	0.40	0.50	0.50
Surface Water Inspector - Ltd	388	Public Works	AFSCME	1.00	1.00	1.00	1.00
Parks & Recreation Director	389	Parks & Recreation	Non-Rep	1.00	1.00	1.00	1.00
GIS Technician	390	Information Services	AFSCME		1.00	1.00	1.00
GIS Specialist	391	Information Services	AFSCME		1.00	1.00	1.00
Information Systems Applications Analyst	392	Information Services	AFSCME		1.00	1.00	1.00
Custodial Day Porter	393	Public Works	Non-Rep		0.50	0.75	0.75
Prosecutor	394	Legal	Non-Rep		1.00	1.00	1.00
Building Maintenance Lead	395	Public Works	AFSCME		1.00	1.00	1.00
Police Officer	396	Police	BPOG			1.00	1.00

Budget Ordinance

Exhibit A
Authorized Position Classification Listing

Title	PCN	Dept	Group	2015	2016	2017	2018
Communications Specialist	TBD	Police	AFSCME			1.00	1.00
Probation Officer	TBD	Municipal Court	AFSCME			1.00	1.00
Court Clerk	TBD	Municipal Court	AFSCME			0.50	0.50
Economic Development Manager	TBD	Community Development	Non-Rep			1.00	1.00
Permit Technician	TBD	Community Development	AFSCME			1.00	1.00
Information Systems Applications Analyst	TBD	Information Services	AFSCME			1.00	1.00
Information Systems Technician	TBD	Information Services	AFSCME			1.00	1.00
Records Management Specialist	TBD	City Clerk	AFSCME			1.00	1.00
Maintenance Worker	TBD	Public Works	AFSCME			1.00	1.00
Maintenance Worker	TBD	Public Works	AFSCME			1.00	1.00
Maintenance Worker	TBD	Public Works	AFSCME			1.00	1.00
Maintenance Worker	TBD	Parks & Recreation	AFSCME			1.00	1.00
Maintenance Worker	TBD	Parks & Recreation	AFSCME				1.00
Maintenance Worker, Lead	TBD	Parks & Recreation	AFSCME				1.00
				316.70	324.30	334.60	335.60

Fee Schedule Resolution

RESOLUTION NO. 1354 (2016)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, ESTABLISHING THE 2017 FEE SCHEDULE AND RESCINDING RESOLUTION NO. 1331 (2015).

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary for the year 2017.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Effective January 1, 2017, the schedule of fees set forth herein is hereby adopted, superceding the 2016 Fee Schedule as originally adopted:

	2016 Fee	2017 Fee
CITY CLERK DIVISION		
1. Animal license fees		
a. Altered dog or cat annual license	30.00	**30.00**
b. Unaltered dog or cat annual license	60.00	**60.00**
c. Senior (65 & over) life of altered pet	Initial fee $15.00 Renewal fee $0	**Initial fee $15.00** **Renewal fee $0**
d. Service animal, altered pets only (with statement owner is disabled & animal is used as service animal)	0.00	**0.00**
e. Replacement tag	5.00	**5.00**
f. Transfer fee	3.00	**3.00**
g. Late fee	15.00	**15.00**
h. Juvenile animal license (8 wks - 6 mos)	15.00	**15.00**
i. Dangerous dog registration fee	250.00	**250.00**
j. Hobby kennel/cattery - application fee	100.00	**100.00**
2. Cemetery charges and fees		
a. Sale price of spaces		
Full size space	660.00	**674.00**
Quarter size space	225.00	**230.00**
b. Burial services		
Standard	Cost plus 100.00	**Cost plus 100.00**
Urn	Cost plus 100.00	**Cost plus 100.00**
Headstone installation	Cost plus 100.00	**Cost plus 100.00**
Vaults/liners (required for regular burials, optional for burial of cremated remains)	Cost plus 100.00	**Cost plus 100.00**
Rental of canopy (optional)	Cost plus 100.00	**Cost plus 100.00**
c. Miscellaneous cemetery services, (minor landscape changes, unique marker settings, etc.)		
3 hours or less	Cost plus 50.00	**Cost plus 50.00**
4 hours or more	Cost plus 100.00	**Cost plus 100.00**
3. DVD copies of meetings, per DVD	10.00	**11.00**

	2016 Fee	2017 Fee
4. Publication request on CD	7.00	**8.00**
5. Special events permits:		
a. 75 or more participants	163.00	**167.00**
b. Block party	19.00	**20.00**
FINANCE DEPARTMENT		
1. Non-sufficient funds (NSF) check handling fee	37.00	**38.00**
2. Utility account fees and late charges		
a. Late Fee Penalty	10.00	**11.00**
b. Collection agency assignment fee	37.00	**38.00**
c. Customer request water shut-off or turn-on fee	29.00	**30.00**
d. Non-payment water shut-off fee	53.00	**55.00**
e. Non-payment water turn-on fee	53.00	**55.00**
f. Meter tampering administrative fee, in cases of meter tampering or water theft. Cumulative to any fines, penalties, water charges, or other fees and costs.	342.00	**349.00**
g. Meter re-reads (One re-read per year at no charge)	35.00	**36.00**
h. Final meter reads	35.00	**36.00**
i. Utility lien filing administrative fee, in addition to County recording costs	45.00	**46.00**
j. After hours water service reactivation charge for delinquent accounts	85.00	**87.00**
3. Credit card transaction fee	n/a	**3%**
POLICE DEPARTMENT		
1. Fingerprinting		
a. First card - residents	15.00	**15.00**
b. Each additional card - residents	5.00	**5.00**
c. First card - nonresidents	20.00	**20.00**
d. Each additional card - nonresidents	10.00	**10.00**
2. Case reports or miscellaneous reports		
a. 5 pages or less	4.00	**4.00**
b. 6 pages or more	4.00 plus 0.15/page	**4.00 plus 0.15/page**
c. Photos on CD	5.00	**7.00**
3. Accident reports		
a. 5 pages or less	4.00	**4.00**
b. 6 pages or more	4.00 plus 0.15/page	**4.00 plus 0.15/page**
c. Photos on CD	5.00	**7.00**
4. Audio and video recordings	17.00	**17.00**

	2016 Fee	2017 Fee
5. False alarms		
a. First response	No Charge	**No Charge**
b. Second response within six months of first alarm	50.00	**50.00**
c. Third response within six months of first response	75.00	**75.00**
d. Fourth or higher response within six months of first response	100.00	**100.00**
6. Concealed pistol license		
a. Original	As set by WA State DOL	**As set by WA State DOL**
b. Renewal	As set by WA State DOL	**As set by WA State DOL**
c. Late renewal	As set by WA State DOL	**As set by WA State DOL**
d. Replacements	As set by WA State DOL	**As set by WA State DOL**
7. Clearance letter (notarized)	10.00	**10.00**
8. Animal control fees		
a. Shelter intake fee	175.00	**185.00**
b. Daily holding/kennel fee	20.00	**25.00**
c. Emergency veterinary care	Actual cost	**Actual Cost**
d. Euthanasia and animal disposal	Actual cost	**Actual Cost**
e. Hearing examiner costs associated with unsuccessful appeal of dangerous dog declaration	Actual cost	**Actual Cost**

FIRE DEPARTMENT

1. **Bothell Municipal Code Fire Fees**		
False alarms		
a. First non-exempt preventable alarm	151.00	**155.00**
b. Subsequent non-exempt preventable alarm	191.00	**195.00**
Fireworks		
a. Retail seller permit	100.00	**100.00**
Plus cash bond	100.00	**100.00**
b. Public display permit	100.00	**100.00**
Plus cash bond	100.00	**100.00**
2. **Development Review Fees**		
Building plan review fee, per square foot of gross building floor area	0.07	**0.07**
Land use reviews (Fire land-use review being added to Development Review fee structure, with associated billable hourly rates)		
5 acres or less	Hourly rate - See Dev Review Fee	Hourly rate - See Dev Review Fee
Over 5 acres		
Hazardous Materials Review	Peer review fee	**Peer review fee**

	2016 Fee	2017 Fee
3. **IFC Operational Permits 105.6.1 - 46**		
Aerosol products	213.00	**218.00**
Amusement buildings	173.00	**177.00**
Aviation facilities	207.00	**212.00**
Carnivals and fairs:		
Commercial	307.00	**314.00**
Non-profit	152.00	**156.00**
Cellulose nitrate film	119.00	**122.00**
Combustible fibers	119.00	**122.00**
Compressed gases	151.00	**155.00**
Covered mall buildings	207.00	**212.00**
Cryogenic fluids	151.00	**155.00**
Cutting and welding	173.00	**177.00**
Distributed antenna system	173.00	**177.00**
Dry cleaning plants	151.00	**155.00**
Dust producing operations	173.00	**177.00**
Exhibits and trade shows	173.00	**177.00**
Explosives	307.00	**314.00**
Fire hydrants and valves	173.00	**177.00**
Flammable and combustible liquids	301.00	**308.00**
Floor finishing	173.00	**177.00**
Fruit and crop ripening	207.00	**212.00**
Fumigation or thermal insecticidal fogging	207.00	**212.00**
Hazardous materials	448.00	**457.00**
Hazardous production materials	173.00	**177.00**
High-piled storage	384.00	**392.00**
Hot work operations	173.00	**177.00**
Industrial ovens	151.00	**155.00**
Liquid/gas fueled vehicles/equipment in assembly building	119.00	**122.00**
Liquified petroleum gases	151.00	**155.00**
Lumber yards and woodworking plants	138.00	**141.00**
Magnesium	151.00	**155.00**
Miscellaneous combustible storage	119.00	**122.00**
Open flames and candles	93.00	**95.00**
Open flames and torches	173.00	**177.00**
Organic coatings	207.00	**212.00**
Places of assembly - Non-Profit	177.00	**181.00**
Places of assembly - Commercial	207.00	**212.00**
Positive alarm sequence fire alarm	173.00	**177.00**
Private fire hydrants	173.00	**177.00**
Pyrotechnical special effects material	275.00	**281.00**
Pyroxlin plastics	173.00	**177.00**
Refrigeration equipment	207.00	**212.00**
Repair garages and motor fuel-dispensing facilities	138.00	**141.00**
Rooftop heliports	173.00	**177.00**
Spraying or dipping	207.00	**212.00**

	2016 Fee	2017 Fee
Temporary membrane structures and tents:		
a. Commercial	177.00	**181.00**
b. Non-profit	151.00	**155.00**
5. **Inspection Fees**		
After-hours inspections (billed half-hourly)	Hourly rate - See Dev Review Fee	**Hourly rate-See Dev Review Fee**
Stop Work Order Fee	85.00	**87.00**
Fire Code construction permit re-inspection fee. (Billed for each inspection occurrence after primary inspection and first re-inspection.)	66.00	**68.00**
6. **Response Operations Section Fees**		
Fees for Non-Public Records Act Requests		
Fire incident/investigation reports	15.00	**15.00**
Medical incident reports	15.00	**15.00**
EMS transport fee	550.00 or Medicare Allowable Rate	**550.00 or Medicare Allowable Rate**
Transport mileage fee	14.00 per mile	**14.00 per mile**
Motor Vehicle Collision (MVC) and Vehicle Fire recovery fees		
Level One Response	456.00	**466.00**
Level Two Response	577.00	**589.00**
Level Three Response	733.00	**748.00**
Level Four Response	1,375.00	**1,403.00**
7. **CRR - Public Education Fees**		
CPR class fees - Organizations requesting required CPR training. Class size limited to 8.		
a. Adult and child CPR w/AED	324.00	**331.00**
~~b. Infant CPR~~	~~306.00~~	**n/a**
~~c. Adut, child, & infant CPR/AED~~	~~488.00~~	**n/a**
b. Healthcare provider CPR	324.00	**331.00**
c. First aid	328.00	**335.00**
CPR class fees - Scheduled classes open to all individuals for enrollment. (Resident charge applies to all Snohomish County District 10 residents)		
~~a. Adult and child CPR w/AED - Resident~~	~~45.00~~	**n/a**
~~b. Adult and child CPR w/AED - Nonresident~~	~~54.00~~	**n/a**
a. Adult, child, & infant CPR/AED - Resident	45.00	**46.00**
b. Adult, child, & infant CPR/AED - Nonresident	54.00	**56.00**

	2016 Fee	2017 Fee
Temporary membrane structures and tents:		
a. Commercial	177.00	**181.00**
b. Non-profit	151.00	**155.00**
Tires: Rebuilding plants, storage of scrap and by-products	200.00	**204.00**
Waste handling	173.00	**177.00**
Wood products	173.00	**177.00**
4. **IFC Construction Permits 105.7.1 - 14**		
Automatic Fire Protection Systems		
Automatic fire-extinguishing systems.		
Fire sprinkler NFPA 13, 13D, and 13R.		
a. New commerical buildings NFPA 13, fee per riser (plus $1.00 per sprinkler head)	301.00	**308.00**
b. Commerical tenant improvements NFPA 13, fee per riser (plus $1.00 per sprinkler head)	173.00	**177.00**
c. Single and multi-family residential NDPA 13D and 13R	162.00	**166.00**
d. Underground fire sprinkler supply line	173.00	**177.00**
e. Commerical kitchen hood and duct systems	259.00	**265.00**
f. VESDA/FM-200 fire suppression systems	342.00	**349.00**
Battery systems	228.00	**233.00**
Compressed gases	151.00	**155.00**
Cryogenic fluids	151.00	**155.00**
Automatic Fire Detection Systems		
Fire alarm/detection systems and related equipment.		
NFPA 10 fire alarm and signaling systems.		
a. Fire alarm panels, 1-4 zones, plus $1.50/device	177.00	**181.00**
b. Fire alarm panels, 5 or more zones, plus $1.50/device	228.00	**233.00**
c. Addressable control panels, plus $1.00/device	301.00	**308.00**
d. Fire alarm transmission devices	177.00	**181.00**
Other Systems		
Industrial ovens	151.00	**155.00**
Liquified petroleum gas	151.00	**155.00**
Private fire hydrants	289.00	**295.00**
Spraying and dipping	207.00	**212.00**
Standpipe systems	177.00	**181.00**
Distributed antenna system	173.00	**177.00**
Fire pumps and related equipment	177.00	**181.00**
Flammable and combustible liquids storage and transport		
Level 1: Less than 1000 gallon capacity	185.00	**189.00**
Level 2: 1000+ gallon capacity	328.00	**335.00**
Hazardous Materials Processing Systems	Peer review fee	**Peer review fee**

	2016 Fee	2017 Fee
c. First aid - Resident	45.00	46.00
d. First aid - Nonresident	54.00	56.00
Public Education safety classes		
a. Mock impaired driving demonstration	800.00	800.00
b. CERT (Community Emergency Response Team) - -Scheduled classes open to individuals for enrollment.	54.00	50.00
c. Safe Sitter class	27.00	25.00
d. Search & Rescue	Instructor Hourly Rate	Instructor Hourly Rate
e. Triage	Instructor Hourly Rate	Instructor Hourly Rate
f. ICS/NIMS	Instructor Hourly Rate	Instructor Hourly Rate
g. Other safety classes	Instructor Hourly Rate	Instructor Hourly Rate
Bicycle Helmets (per helmet fee)	10.00	10.00

COMMUNITY DEVELOPMENT

	2016 Fee	2017 Fee
1. Pre-application and development processing fees		
a. First pre-application meeting	1,352.00	1,380.00
All subsequent pre-application meetings, project review, and any additional staff time spent on processing a development applicant's proposal prior to and following submittal of a formal land use or building permit application shall be billed monthly at the applicable staff hourly rate, including benefits and overhead.		
b. First pre-application meeting for actions initiated by single-family homeowners	679.00	693.00
2. Site rezone application fee		

An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing and review of the application, including public hearing presentations and hearing body findings, conclusions and decisions. (as specified in Development Review Fee section)

The Applicant shall be invoiced for actual costs by the Community Development and Public Works staff to provide for reimbursement of municipal employee time. The charges will be based on the applicable staff hourly rate of the employee performing the review, including benefits and overhead. At the request of the applicant, overtime may be authorized for plan review and/or inspections performed outside of normal working hour and will be charged at the applicable staff overtime hourly rate, including benefits and overhead. Payments shall be paid to the City upon demand. Maintenance bonds will not be released until all fees are paid in full.

	2016 Fee	2017 Fee
The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee time.		
3. Appeals	1,500.00	1,530.00
4. Sign permits - first sign	146.00	149.00
Additional signs	25.00	26.00
5. Custom map requests. For custom requests requiring plotting, a fee of $60.00 per hour with a 15 minute minimum ($15.00); plus reimbursement for supplies as follows:		
11" x 17" paper	4.00	4.00
36" minimum wide plot, per lineal foot	5.00	5.00
DVD-recordable	1.00	1.00
6. Bothell Municipal Code amendments	4,434.00	4,523.00
7. Comprehensive Plan amendments (property specific) Fee applies during annual updates. 50% discount during major plan update years.	4,434.00	4,523.00
8. Request for extension of construction noise hours	154.00	158.00
9. Zoning confirmation request	154.00	158.00

	2016 Fee	2017 Fee
BUSINESS LICENSES		
1. Business license fee (total of a, b, and c)		
a. Number of employees:		
0-2	27.00	28.00
3-10	72.00	74.00
11-25	152.00	156.00
26-50	328.00	335.00
51-75	495.00	505.00
76-100	660.00	674.00
100+	660.00	674.00
Additional fee for each employee over 100	10.00	11.00
Transfer to new location	27.00	28.00
Transfer to new owner	27.00	28.00
Duplicate License	7.00	8.00
b. Type of business:		
Contractors	36.00	37.00
Public assembly	70.00	72.00
Educational	70.00	72.00
Institutional	70.00	72.00
Residential	52.00	54.00
Store, office	36.00	37.00
Basic industry/utility	87.00	89.00
Manufacturing	87.00	89.00
Storage	70.00	72.00
Special properties	70.00	72.00
Apartments	274.00	280.00
c. Occupancy size for businesses (square feet)		
Less than 3,000	0.00	0.00
3,001-5,000	54.00	56.00
5,001-10,000	85.00	87.00
10,001-15,000	1,344.00	1,371.00
15,001-17,000	1,850.00	1,887.00
17,001-20,000	2,075.00	2,117.00
20,001-50,000	2,504.00	2,555.00
Greater than 50,000	4,351.00	4,439.00
d. Occupancy size for apartment buildings (square feet)		
Less than 3,000	0.00	0.00
3,001-5,000	54.00	56.00
5,001-10,000	85.00	87.00
10,001-15,000	1,344.00	1,371.00
15,001-17,000	1,850.00	1,887.00
17,001-20,000	2,075.00	2,117.00
20,001-50,000	2,504.00	2,555.00
Greater than 50,000	2,901.00	2,960.00

	2016 Fee	2017 Fee
2. Adult entertainment facilities		
a. Adult entertainment facility license, per year, plus business license fee	3,033.00	3,094.00
b. Manager license, per year	759.00	775.00
c. Entertainer license, per year	759.00	775.00
3. Public/teen dance, per year	502.00	513.00
4. Amusement game device, per game, per year	46.00	47.00
5. Pawnbrokers, per year	169.00	173.00
6. Secondhand dealers, per year	46.00	47.00
7. Family day care homes, per year	18.00	19.00
BUILDING/CODE ENFORCEMENT		
1. Building moving - through City		
$216.00 minimum charge or actual cost, whichever is greater		
2. Building moving - into or within City		
Permit fee	37.00	38.00
Pre-move inspection fee of $108 or actual cost, whichever is greater		
3. Plan reviews and inspections to ensure compliance with the Washington State Energy Code:		
Per single family dwelling	149.00	152.00
Per residential remodel/addition	149.00	152.00
Per multi-family structure	296.00	302.00
Additional per unit fee	77.00	79.00
Per commercial building	296.00	302.00
Per tenant improvement	149.00	152.00
4. Code enforcement violations		
a. Hearing Examiner - Actual charge to City for services		
b. City staff time at hearing - Actual cost based on applicable staff hourly rate, including benefits and overhead.		
c. City Attorney - Actual charge based on hourly rate of pay for City Attorney, including benefits and overhead.		
d. Administrative Fee	151.00	155.00
5. Demolition Fee		
a. Main Structure	311.00	318.00
b. Accessory Strucure	53.00	55.00
c. Historic Structure	311.00 + Dev Review Fee	317.00 + Dev Review Fee

	2016 Fee	2017 Fee

PUBLIC WORKS, COMMUNITY DEVELOPMENT, & FIRE DEVELOPMENT REVIEW, PERMIT FEES AND CHARGES

Development Review Fee

An applicant shall pay for all work done by, or on behalf of, the City in connection with the processing, reviewing, checking, computing, and inspecting and correcting for compliance with City codes of the plans or other documents provided by the applicant and for plan checking, land use evaluations, inspection and testing for all public and private infrastructure improvements including water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters and sidewalks, parking, landscaping, building heights & setbacks, signage, verification of conditions of approval and performing concurrency evaluations, impact fee assessments, and all non-SEPA traffic evaluations in conjunction with a land use, building, or construction application. Individual single family residences exempt from SEPA review are not required to pay a Development Review fee. The applicant shall be invoiced for actual costs on a monthly basis. Payment is due to the City upon demand.

The Development Review fees provide for reimbursement of municipal employee time. The charges will be based on the applicable staff billing rate of the employee performing the review, including benefits and overhead and out of pocket expenses such as outside consultant peer review, specialized subconsultants, printing expenses, and other related costs. Billing will occur on a monthly basis. At the request of the applicant overtime may be authorized for plan review and or inspections performed outside of normal working hours and will be charged at the applicable staff overtime hourly rate (time and a half), including benefits and overhead. Maintenance bonds will not be released until all fees are paid in full.

The applicant shall be responsible for the cost of legal counsel review, hearing examiner review, all recording fees associated with final plats, binding site plans and all other development documents requiring recording, consultants, and any additional required studies, and for reimbursement of municipal employee's time at their current billable hourly rate.

Development Review Technology Surcharge

In order to reimburse the City for costs specifically related to the maintenance and regular upgrading of local and regional electronic development review and tracking systems, which benefit the City's development customers via an increasingly efficient and effective review process, a five percent technology surcharge will be added to pre-application conference fees; plan review fees; permit fees; and development review fees. The technology surcharge will not be placed on facilities charges or impact fees.

	2016 Fee	2017 Fee
PUBLIC WORKS		
WATER FEES & CHARGES		
1. Water main facility charges		
3/4" (5/8") meter	4,454.00	**4,524.00**
1" meter	9,683.00	**9,835.00**
1.5" meter	21,749.00	**22,901.00**
2" meter	34,797.00	**35,344.00**
3" meter	74,776.00	**75,951.00**
4" meter	113,921.00	**115,711.00**
6" meter	231,296.00	**234,931.00**
8" meter	375,602.00	**381,505.00**
2. Fire hydrant use		
Permit (per calendar year)	114.00	**117.00**
Hydrant use deposit	1,000.00	**1,020.00**
City hydrant meter (make-up) damage deposit	1,500.00	**1,530.00**
Hydrant meter (make-up) rental/per month	107.00	**110.00**
Water/per 100 cubic feet	11.00	**12.00**
3. Water meters		
a. Water meter processing fee, per meter	35.00	**36.00**
b. Existing service line to property and meter box		
3/4"	429.00	**438.00**
1"	488.00	**498.00**
1 1/2"	730.00	**745.00**
2"	896.00	**914.00**
c. Complete water service (no existing service to property). At the discretion of the Public Works Director, City crew provides main water tap, brings service to property, and provides and installs meter box and meter.		
3/4" short side	5,095.00	**5,197.00**
3/4" long side	6,306.00	**6,433.00**
1" short side	5,216.00	**5,321.00**
1" long side	5,216.00	**5,321.00**
4. Water main tap: Not associated with a development project	221.00	**226.00**
5. Water main tap: Associated with a development project. Water main tap fee + development review fee.	$117 + Dev Review Fee	**$119 + Dev Review Fee**
6. Fire flow/hydraulic analysis	262.00	**268.00**
7. Flushing/dechlorination/disinfection Service (Depending on availability)	$154 + Dev Review Fee	**$156 + Dev Review Fee**
8. Backflow assembly inspection	169.00	**173.00**

	2016 Fee	2017 Fee
9. Fire service line base charge		
Residential	8.00	**9.00**
4" Commercial	15.00	**16.00**
6" Commercial	20.00	**21.00**
8" Commercial	25.00	**26.00**
SEWER FEES & CHARGES		
1. Sewer main facility charges		
a. Single family	2,140.00	**2,855.00**
b. Commercial/multi-family (RCE*)	2,140.00	**2,855.00**
*(Resident customer equivalent, as determined by METRO capacity form)		
2. Side sewer connections		
Side sewer processing fee	34.00	**35.00**
Single family side sewer	329.00	**336.00**
Commercial/multi-family side sewer (1st unit/bldg) associated w/development project. Side connection fee + development review fee	$117 + Dev Review Fee	**$119 + Dev Review Fee**
Additional per unit charge per building	27.00	**28.00**
Repair/modify side sewer existing line(s)	329.00	**336.00**
3. Sewer main tap: not associated with a development project	221.00	**226.00**
4. Sewer main tap: associated with a development project. Sewer main tap fee + development review fee	$117 + Dev Review Fee	**$119 + Dev Review Fee**
5. Television pipeline inspection service (Depending on availability)	$164 per hour (3 hr minimum)	**$166 per hour (3 hr minimum)**
6. Re-inspection fee - to include supervision, overhead, equipment, hourly wages/benefits of employees involved	n/a	**$75.00 or total staff cost**
STORM DRAIN AND SURFACE WATER		
1. Single family storm drain inspection fee	221.00	**226.00**
2. Television pipeline inspection service (Depending on availability)	$164 per hour (3 hr minimum)	**$166 per hour (3 hr minimum)**
3. Citywide Stormwater Facility Charge	$982 per Impervious Surface Unit	**$1,248 per impervious Surface unit**
4. Stormwater facility charge - downtown sub-basin area	$12,911 per Impervious Surface Unit	**$13,170 per Impervious Surface Unit**

	2016 Fee	2017 Fee
ROADS & STREETS		
1. Driveway approach - right of way invasion permit	450.00	**459.00**
2. Street excavation, minor: right of way invasion permit	246.00	**251.00**
3. Street excavation, major: right of way invasion permit 0-300 lineal feet	439.00	**448.00**
Additional per foot charge for over 300 feet	8.00	**9.00**
4. Street excavation, major: right of way invasion permit 0-300 lineal feet associated with a development project. Street excavation fee + development review fee.	$246 + Dev Review Fee	**$248 + Dev Review Fee**
Additional per foot charge for over 300 feet	8.00	**9.00**
5. Public utilities blanket permit (per calendar year)	682.00	**696.00**
6. Public utilities right of way invasion permit, per site	218.00	**223.00**
7. Street vacation application	1,360.00	**1,388.00**
Applicant responsible for cost of appraisal & recording fees		
8. Purchase and installation of up to two DUI memorial sign(s)	587.00	**599.00**
9. Accident clean-up / emergency response	204.00	**209.00**
10. Concurrency capacity reporting & monitoring surcharge		
a. Major development	3,033.00	**3,094.00**
A "Major development" means any development that generates more than fifty (50) peak hour trips.		
b. Medium development	1,820.00	**1,857.00**
A "Medium development" means any development that generates twenty to fifty (20-50) peak hour trips.		
c. Minor development	912.00	**931.00**
A "Minor development" means any development that generates at least three (3) peak hour trips, but less than twenty (20) peak hour trips.		
11. Street cut mitigation fee		
"Mitigation fee" (17.08.050). The fee is based upon the cost of overlay for permanent repair of damage/deterioration of streets and shoulders caused by trenching/utility operations. Lineal feet of opening x **$21.00** = overlay cost.		

	2016 Fee	2017 Fee
~~12. Single family site review and inspection~~	~~548.00~~	See "Inspection Fees" section
~~Construction and additions. Prior to issuance of building permits, site plans for single family construction are reviewed for consistency with applicable City codes and design and construction standards and specifications, which may include water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters, driveways, sidewalks, and easements. Subsequent to permit issuance, required site inspections are performed.~~		
12. Public Area Use Permit application fees		
Uses with access restricted to patrons	323.00	**330.00**
Other uses, without restricted access	50.00	**51.00**
13. Traffic control devices for public area use permits	158.00	**162.00**
INSPECTION FEES		
1. Single family site review and inspection	548.00	**559.00**
Construction and additions. Prior to issuance of building permits, site plans for single family construction are reviewed for consistency with applicable City codes and design and construction standards and specifications, which may include water lines, sanitary sewer lines, storm water retention/detention and drainage systems, streets, curbs, gutters, driveways, sidewalks, and easements. Subsequent to permit issuance, required site inspections are performed.		
2. Re-inspection fee		
Public Works construction permit re-inspection fee. (Billed for each inspection occurrence after primary inspection and first re-inspection.)	n/a	**75.00**
PARKS AND RECREATION		
1. Picnic shelters (per hour)		
Over 75 individuals requires special rental application.		
a. Large shelter -		
~~100~~ 60 or less individuals :		
Residents	37.00	**38.00**
Non-residents	46.00	**47.00**
~~101 & up~~ 61-75 individuals		
(must reserve both shelters at Blyth Park):		
Residents	53.00	**55.00**
Non-residents	66.00	**68.00**
b. Small shelter - no more than 15 individuals		
Residents	17.00	**18.00**
Non-residents	21.00	**22.00**

	2016 Fee	2017 Fee
2. Park at Bothell Landing (per hour)		
Amphitheater		
Residents	65.00	**65.00**
Non-residents	97.00	**97.00**
Use of electricity	20.00	**22.00**
3. Lytle House		
a. Meeting room		
Residents (per hour)	67.00	**67.00**
Non-residents (per hour)	80.00	**80.00**
b. Site supervisor charge	21.00	**22.00**
(3 hour minimum rental when site supervisor required)		
c. Damage deposit	200.00	**200.00**
d. Damage deposit for reservations with alcohol	400.00	**400.00**
4. North Creek Schoolhouse		
a. Meeting room		
Residents (per hour)	40.00	**40.00**
Non-residents (per hour)	48.00	**48.00**
b. Damage deposit	100.00	**100.00**
Long term use agreements may be negotiated by director at a rate different than above, and may include community service projects.		
5. Sportsfields (per hour)		
a. Adult teams on grass	39.00	**39.00**
Adult teams on synthetic turf	55.00	**55.00**
Youth teams on grass	20.00	**20.00**
Youth teams on synthetic turf	28.00	**28.00**
b. Tournament events		
Payment in full and tournament bracket or participant roster must be turned in at least four weeks prior to event. Hourly field rates are shown above.		
Adult teams	198.00	**200.00**
Youth teams	98.00	**100.00**
(Non-refundable deposit applied to the total due)		
Refundable damage deposit	200.00	**200.00**
c. Non-prepped sports field		
Adult teams	33.00	**33.00**
Youth teams	17.00	**17.00**
d. Additional field preparation may be provided by the City at the request of the user upon advance payment of estimated labor and materials costs as determined by the Director or designee.		

	2016 Fee	2017 Fee
6. North Creek field lights (per hour)	22.00	**23.00**
7. Commercial use of sportsfields		
a. Synthetic turf (per hour)	67.00	**70.00**
b. Grass fields (per hour)	48.00	**50.00**
8. Commercial photography (per day)	102.00	**105.00**
9. Concessions		
a. Ongoing concessions/vendors (Rate negotiable with Director.)	10% of Gross Revenue	**10% of Gross Revenue**
b. Special event/tournament concessions/vendors (per vendor) - applies to all City properties	$27/day or $50/weekend	**$28/day or $52 /weekend**
10. Other commercial use, per hour (Rate negotiable with Director.)	73.00	**75.00**
11. Adult softball leagues		
Per game rate	62.00	**62.00**
12. Recreation programs		
a. Recreation classes - Cancellation fee		
If class fee is less than $10.00, the cancellation fee is the amount of the class fee.	10.00	**10.00**
b. Youth & teen programs	Per adopted Parks & Rec fee policies	**Per adopted Parks & Rec fee policies**
c. Open gym/drop-in athletics, per night	3.00	**3.00**
13. Cancellation fee for facility and picnic shelter reservations		
More than 30 days notice of cancellation:	25% of fee	**25% of fee**
15 to 30 days notice of cancellation:	50% of fee	**50% of fee**
14 days or less notice of cancellation:	No refund	**No refund**
14. Disc golf		
Tournament fee, per participant	5.00	**5.00**
Disc rental, per set	8.00	**8.00**
Disc rental damage deposit	10.00	**10.00**
~~15. McMenamins Community Room Reservation Deposit~~	~~50.00~~	~~n/a~~
15. City Hall Council Chambers and Study Session Room		
Council Chambers (per hour)		
Residents	40.00	**40.00**
Non-Residents	48.00	**48.00**
Study Session Room (per hour)		
Residents	No Charge	**No charge**
Non-Residents	30.00	**30.00**

	2016 Fee	2017 Fee
Damage Deposit	200.00	**200.00**
16. City Hall Plaza (per hour)		
Residents	65.00	**65.00**
Non Residents	97.00	**97.00**
Use of Electricity	20.00	**22.00**
MISCELLANEOUS FEES		
1. Photocopies per page (per imprint) or actual cost if not printed by City	0.15	**0.15**
2. Blueprint copies	Actual Cost	**Actual Cost**
3. Notary fee (includes first 2 signatures)	10.00	**10.00**
Each additional person	10.00	**10.00**
4. Certified copies (per certification)	10.00	**10.00**
Additional pages	0.15	**0.15**

Section 2. Unless otherwise specifically stated, Resolution No. 1331 (2015) and prior fee resolutions are hereby rescinded and superseded by this Resolution.

Section 3. On January 1 of each year, the fees set forth in this resolution may increase (if allowed by law) by the rate of increase, if any, of the CPI-W Seattle-Tacoma-Bremerton June to June Index published by the Bureau of Labor Statistics in the year prior, or by the actual increase in the cost of providing the service. Fees will be rounded to the next highest whole dollar.

Section 4. Washington State Sales Tax will be added to fees listed in this resolution where required by State law.

Section 5. The City Manager or Finance Director shall have the right to waive a fee if significant economic development or financial benefit of equal or greater value to the City can be demonstrated.

Section 6. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED this 15th day of November, 2016.

APPROVED:

ANDREW J. RHEAUME
MAYOR

ATTEST/AUTHENTICATED:

LAURA HATHAWAY
CITY CLERK

Filed with the City Clerk: November 10, 2016
Passed by the City Council: November 15, 2016
Resolution No. 1354 (2016)

Appendix H

General Fund Revenues

General Fund Revenues

2017-2018 Estimated Revenues

FB = Fund Balance CPI = Consumer Price Index
CFP = Capital Facilities Plan
GASB = Governmental Accounting Standards Board

General Fund Revenues General Ledger Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2016 Reprojected Revenues	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget	Revenue Assumptions
Estimated Beginning Fund Balance							
308.90.00.000 ESTIMATED BEGINNING FUND BALANCE	3,982,604			3,982,604		3,982,604	Based on estimated 2016 ending FB
General Property Taxes							
311.10.00.000 REAL & PERSONAL PROPERTY - REGULAR LEVY	10,697,793	11,171,243	11,040,022	11,278,213	11,558,118	22,836,331	1% levy increase, plus $100,000 new construction
311.10.00.003 REAL & PERSONAL PROPERTY - SNO CO EMS LEVY	876,121	929,121	893,233	923,233	1,200,000	2,123,233	1% levy increase, plus new construction (Relevy in 2023)
Total General Property Taxes	**11,573,914**	**12,100,364**	**11,933,255**	**12,201,446**	**12,758,118**	**24,959,564**	
Sales & Use Taxes							
313.11.00.000 LOCAL RETAIL SALES TAX	7,949,710	9,857,125	8,400,000	9,024,600	9,435,219	18,459,819	Puget Sound Forecaster projections
313.11.00.001 LOCAL CONSTRUCTION SALES TAX	2,176,662	1,823,338	2,000,000	2,000,000	2,000,000	4,000,000	Add'l revenue applied to reserves, then to Capital Fund
313.31.00.000 HOTEL/MOTEL TAX	371,532	344,942	375,296	379,049	421,954	801,003	10% increase annually based on new amenities
313.71.00.000 SALES TAX - CRIMINAL JUSTICE	916,610	670,116	916,610	968,398	1,012,460	1,980,858	Puget Sound Forecaster projections
Total Sales & Use Taxes	**11,414,515**	**12,695,520**	**11,691,906**	**12,372,047**	**12,869,633**	**25,241,680**	
Business & Utility Taxes							
316.41.00.000 ELECTRIC PUBLIC UTILITY TAX	2,817,483	3,459,927	3,265,259	3,493,827	3,668,518	7,162,345	3-5% provider rate increases, plus estimated growth
316.41.01.000 UTILITY TAX REBATE	(2,375)	(7,225)	(2,800)	(2,800)	(2,800)	(5,600)	Trending down from 2013 peak. $2800/year last 2 years
316.43.00.000 GAS PUBLIC UTILITY TAX	752,939	1,308,773	1,065,716	1,172,288	1,254,348	2,426,636	Historical trend >10% annual increase - projecting 7% + growth
316.46.00.000 CABLE TV UTILITY TAX	718,869	465,252	718,869	754,812	792,553	1,547,365	Historical trend plus 5% growth
316.46.00.001 CABLE TV PEG FEES	29,582	(29,582)	32,000	32,000	32,000	64,000	New in 2015 - for BCTV public access channel
316.47.00.000 TELEPHONE UTILITY TAX	1,050,325	1,099,731	1,085,672	1,107,385	1,129,533	2,236,918	Growth supplants downward trend in 2015, then 2% thereafter
316.47.00.001 CELLULAR UTILITY TAX	683,569	587,572	683,569	704,076	725,198	1,429,274	Historical trend plus 3% growth
316.48.00.000 WATER UTILITY TAX	432,682	296,167	432,682	418,664	433,380	852,044	Tied to Water Fund revenues - tax rate increasing 1% in 2017
316.48.00.001 STORM DRAIN UTILITY TAX	0	0	0	304,439	315,170	619,609	6% tax reinstated in 2017
316.48.00.002 SEWER UTILITY TAX	311,481	326,237	325,157	390,385	400,183	790,568	Tied to Sewer Fund revenues - tax rate increasing 1% in 2017
316.48.00.003 SANITATION UTILITY TAX	383,118	222,088	383,118	295,303	309,903	605,206	Tied to sanitation revenues
316.55.00.000 SANITATION ADMIN FEE - RECYCLING	0	0	0	40,316	40,719	81,035	Moving from 101/Street along with recycling program expenses
316.81.00.000 GAMBLING TAXES	15,107	20,893	15,100	15,100	15,100	30,200	
Total Business & Utility Taxes	**7,192,780**	**7,749,833**	**8,004,342**	**8,725,795**	**9,113,805**	**17,839,600**	
Other Taxes							
317.20.00.000 LEASEHOLD EXCISE TAX	29,497	40,503	30,000	30,000	30,000	60,000	Historical trend
317.40.00.000 TIMBER HARVEST TAX	145	(145)	0	0	0	0	
318.11.00.000 ADMISSIONS TAX	4,957	(4,957)	18,000	18,000	18,000	36,000	New in 2015
Total Other Taxes	**34,599**	**35,401**	**48,000**	**48,000**	**48,000**	**96,000**	
Licenses & Permits							
321.70.00.000 "WHATSSUP" FACILITIES PERMITS	5,312	(5,312)	5,000	5,000	5,000	10,000	New in 2015
321.91.00.000 ALDERWOOD WATER FRANCHISE FEE	333,006	394,589	346,250	360,100	374,500	734,600	Historical trend plus growth
321.91.00.002 NORTHSHORE UTILITY DISTRICT FRANCHISE FEE	190,190	(22,690)	190,190	195,896	201,773	397,668	Historical trend plus growth
321.91.00.003 FRONTIER FIOS FRANCHISE FEE	76,936	57,064	76,935	77,704	78,481	156,186	Historical trend
321.99.00.000 BUSINESS & SIGN LICENSES	884,873	1,065,127	920,000	966,000	1,014,300	1,980,300	Historical trend, plus CPI and growth
322.10.01.000 BUILDING PERMITS	997,830	1,087,554	1,200,000	1,288,350	1,291,545	2,579,895	Known development + historical trend
322.10.02.000 PLUMBING & MECHANICAL PERMITS	225,577	254,423	400,000	400,000	400,000	800,000	Follows development trend
322.10.04.000 PRE-APPLICATION FEE	74,877	55,123	100,000	100,000	100,000	200,000	Follows development trend
322.30.00.000 ANIMAL LICENSES	68,653	111,347	70,000	75,000	80,000	155,000	Anticipate increase to follow population trend
322.90.00.000 CONCEALED WEAPON PERMITS	7,128	6,872	7,000	7,000	7,000	14,000	Historical trend
Total Licenses & Permits	**2,864,382**	**3,004,097**	**3,315,375**	**3,475,050**	**3,552,599**	**7,027,649**	
Federal Indirect Grants							
333.20.60.005 DISTRACTED DRIVING GRANT	1,413	(1,413)	0	0	0	0	
333.97.02.003 WATF-1 WATER OPS GRANT	1,097	(1,097)	0	0	0	0	
333.97.04.001 EMPG GRANT	20,183	19,817	20,000	20,000	20,000	40,000	Emergency management grants - approved annually
Total Federal Indirect Grants	**22,692**	**17,308**	**20,000**	**20,000**	**20,000**	**40,000**	

General Fund Revenues

2017-2018 Estimated Revenues

FB = Fund Balance CPI = Consumer Price Index
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General Fund Revenues General Ledger Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2016 Reprojected Revenues	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget	Revenue Assumptions
State Grants							
334.01.30.000 FF TRAINING REIMB - WSP	153	(153)	0	0	0	0	
334.03.10.000 CPG RECYCLE GRANT	1,922	(1,922)	105	18,852	18,852	37,704	Moving from 101/Street along with recycling program expenses
334.04.90.001 EMS PREHOSPITAL GRANT	1,341	1,659	1,350	1,350	1,350	2,700	Grant is approved annually
Total State Grants	**3,416**	**(416)**	**1,455**	**20,202**	**20,202**	**40,404**	
State Shared Revenues							
335.00.91.000 P.U.D. PRIVILEGE TAX	141,320	223,680	142,000	142,000	142,000	284,000	Historical trend
335.03.01.000 LEOFF SPECIAL FUNDING	482,384	17,616	0	0	0	0	State offset to GASB 68 pension expense
Total State Shared Revenues	**623,704**	**241,296**	**142,000**	**142,000**	**142,000**	**284,000**	
State Entitlements							
336.06.21.000 MVET/CRIM JUSTICE - POPULATION	11,278	9,722	12,000	12,500	13,000	25,500	MRSC projection + population growth + regional inflation
336.06.26.000 CJ - SPECIAL PROGRAMS	41,273	35,127	40,000	42,000	42,000	84,000	MRSC projection + population growth + regional inflation
336.06.41.000 MARIJUANA ENFORCEMENT	43,361	90,040	90,000	90,000	90,000	180,000	State shared revenue
336.06.51.000 DUI - CITIES	6,155	6,845	6,500	6,500	6,500	13,000	Historical trend and economic condition
336.06.94.000 LIQUOR EXCISE TAX	137,839	169,461	193,800	225,000	225,000	450,000	MRSC projection + population growth + regional inflation
336.06.95.000 LIQUOR PROFITS	364,880	374,320	372,000	380,000	380,000	760,000	MRSC projection + population growth + regional inflation
Total State Entitlements	**604,786**	**685,514**	**714,300**	**756,000**	**756,500**	**1,512,500**	
Local Grants & Entitlements							
337.07.00.000 PORT OF SEATTLE GRANT	0	0	0	25,410	0	25,410	For Canyon Park Revisioning project
337.07.00.008 KING CTY LHWMP GRANT	1,932	(1,932)	686	15,844	15,843	31,687	Moving from 101/Street along with recycling program expenses
337.07.00.013 KING CTY WR&R GRANT	3,691	(3,691)	77	36,825	36,825	73,650	Moving from 101/Street along with recycling program expenses
337.07.04.001 HISTORIC UPDATE	5,105	(5,105)	0	0	0	0	2014 & 2015 grants were first since 2006
337.09.01.003 KING CTY INJURY PREV GRANT	1,352	(1,352)	1,500	1,500	1,500	3,000	Senior fall prevention grant
337.19.00.001 KING CO IS STAFF (911 FEES)	168,307	361,693	265,000	311,390	314,680	626,070	King County E911 fees
Total Local Grants & Entitlements	**180,386**	**349,614**	**267,263**	**390,969**	**368,848**	**759,817**	
Charges for Services / External Fees							
341.32.00.000 CIVIL FEE - APP	37	163	50	50	50	100	Court fee
341.33.00.000 COURT ADMIN FEES	7,757	3,243	8,000	8,000	8,000	16,000	Court fee
341.33.06.000 IT TIME PAY FEE	1,625	2,875	1,700	1,700	1,700	3,400	Court fee
341.35.00.000 OTHER STAT CERT/COPY FEES	97	(97)	200	200	200	400	
341.35.00.002 MICROFILM & COPY CHARGES	0	380	0	0	0	0	
341.43.00.001 CREDIT CARD SVC FEES	0	0	0	100,000	100,000	200,000	To recoup banking fees for credit card transactions
341.62.00.000 COPY CHARGES	210	990	225	225	225	450	
341.70.00.000 MAPS/PUBLICATIONS	914	86	900	900	900	1,800	
341.70.00.001 SALE OF TAXABLE ITEMS	548	(348)	1,500	1,500	1,500	3,000	
341.81.00.000 PRINTING/DUPLICATING	1,349	6,851	1,000	1,000	1,000	2,000	
341.96.00.000 PERSONAL SERVICES	100	300	100	100	100	200	
341.99.00.000 PASSPORT FEES	61,145	38,855	53,500	55,000	55,000	110,000	Averaged $53,250/year from 2011-2015
342.10.00.000 FINGERPRINT FEES	20,057	11,943	21,000	21,000	21,000	42,000	
342.11.00.002 NSD - SRO OFFICERS	67,805	22,195	49,000	50,000	50,000	100,000	Cost recovery for School Resource Officer
342.11.00.003 PD - UW ATHLETICS EVENTS	34,418	(34,418)	35,000	35,000	35,000	70,000	Cost recovery for UW football game security services
342.11.00.004 UWB STOREFRONT OFFICER	0	0	0	180,000	188,000	368,000	Cost recovery for new UW Bothell Storefront Officer
342.20.00.001 FIRE REPORT FEES	810	190	700	700	700	1,400	
342.20.00.002 FIRE CODE PERMIT FEES	111,218	78,782	100,000	100,000	100,000	200,000	5-year average: $96,850
342.20.00.003 DUI EMERGENCY - FIRE	547	(547)	500	500	500	1,000	
342.20.10.001 ADULT CPR - FIRE	4,160	(4,160)	4,500	4,500	4,500	9,000	
342.20.10.002 ADULT CPR/AED - FIRE	8,633	11,367	8,650	8,650	8,650	17,300	4-year average: $8,600
342.20.10.004 FIRST AID - FIRE	2,233	(933)	2,000	2,000	2,000	4,000	
342.20.10.006 BIKE HELMETS - FIRE	1,540	2,060	1,650	1,650	1,650	3,300	

General Fund Revenues

2017-2018 Estimated Revenues

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General Fund Revenues General Ledger Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2016 Reprojected Revenues	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget	Revenue Assumptions
342.20.10.007	DUI DRILL - FIRE	800	800	800	800	800	1,600	
342.20.10.009	CERT COURSES - FIRE	1,000	(1,000)	1,000	1,000	1,000	2,000	
342.22.00.000	FIRE PROTECTION SVCS	1,688,341	1,699,257	1,770,811	1,846,551	1,925,886	3,772,437	Fire District 10 contract and King County BLS levy
342.22.00.001	FD TRAIN - OUTSIDE AGENCIES	5,919	3,081	4,500	4,500	4,500	9,000	
342.22.00.002	WOODINVILLE FIRE ADMIN SVC	101,143	80,914	0	0	0	0	Contract terminated in mid-2015
342.33.00.000	ADULT PROBATION	41,237	78,763	100,000	309,000	324,450	633,450	Probation function moved in-house beginning in 2016
342.33.06.000	RECORD CHECK FEE	4,611	4,389	4,500	4,500	4,500	9,000	
342.37.00.000	BOOKING FEES	5,029	471	5,000	5,000	5,000	10,000	
342.50.00.000	DUI EMERGENCY RESPONSE	12,586	2,414	14,000	14,000	14,000	28,000	
342.60.00.000	AMR AMBULANCE FEES	19,100	24,900	19,000	19,000	19,000	38,000	Penalties paid by private ambulance provider
342.60.00.004	MVA FEES	8,254	31,746	8,000	8,000	8,000	16,000	Declining since 2013 peak
342.60.00.010	EMS TRANSPORT FEES	236,700	483,300	260,000	260,000	260,000	520,000	Trending downward since 2013
342.60.00.011	EMS TRANSPORT FEES (FD 10)	34,464	98,036	40,000	40,000	40,000	80,000	Trending downward since 2013
342.80.00.001	LAKE FOREST PARK DISPATCH	121,935	130,543	124,594	128,955	133,468	262,423	5% increase in 2015, 2.7% in 2016 - assume 3.5% forward
343.61.00.000	BURIAL	323	3,177	1,200	1,200	1,200	2,400	
343.62.00.000	CEMETERY FEES	920	1,580	750	750	750	1,500	
345.81.00.000	ZONING/SUBDIVISION FEES	6,080	(6,080)	2,000	0	0	0	
345.83.00.000	PLAN CHECK FEES	755,591	1,229,794	999,519	985,866	999,519	1,985,385	Follows development trend
345.83.03.000	FIRE PLAN REVIEW FEES	44,922	75,078	60,000	60,000	60,000	120,000	Follows development trend
345.83.04.000	FIRE SUPP SYS REVIEW	53,188	56,812	55,000	55,000	55,000	110,000	Follows development trend
345.89.00.000	COMP PLAN AMENDMENTS	0	0	0	0	0	0	
345.89.02.000	DEVELOPMENT REVIEW FEE	775,000	475,000	775,000	650,000	650,000	1,300,000	Follows development trend
345.89.02.001	DEV SVCS TECH SURCHARGE	121,610	78,390	150,000	160,000	170,000	330,000	5% fee on development services
347.30.00.037	SOFTBALL LEAGUES	53,111	56,889	55,000	55,000	55,000	110,000	
347.40.00.000	EVENT ADMISSION FEES	28,361	(28,361)	28,500	29,000	29,000	58,000	Bothell Beer Festival
347.60.00.000	REC PROGRAM FEES	132,556	67,444	132,000	135,000	135,000	270,000	
	Total Charges for Services / External Fees	**4,577,984**	**4,787,114**	**4,901,349**	**5,345,797**	**5,476,748**	**10,822,545**	
Interfund Services								
341.43.00.000	INTERFUND SVCS - FINANCE/HUMAN RESOURCES	202,842	202,842	202,842	231,829	231,829	463,658	Interfund cost allocation
341.81.00.001	INTERFUND SVCS - CITY MGR/CLERK	150,718	150,718	150,718	155,357	155,357	310,714	Interfund cost allocation
341.81.00.002	INTERFUND SVCS - INFORMATION SVCS	152,940	152,940	152,940	196,457	196,457	392,914	Interfund cost allocation
341.93.00.000	INTERFUND SVCS - FACILITIES	110,320	110,320	110,320	139,688	139,688	279,376	Interfund cost allocation
341.95.00.001	INTERFUND SVCS - LEGAL	47,019	47,019	47,019	49,777	49,777	99,554	Interfund cost allocation
341.82.00.001	CFP TRANSFERS	1,786,778	2,469,564	2,184,886	2,000,142	2,104,752	4,104,894	Tied to Capital Facilities Plan personnel expenditures
	Total Interfund Services	**2,450,617**	**3,133,403**	**2,848,725**	**2,773,250**	**2,877,860**	**5,651,110**	
Fines & Forfeitures								
352.30.00.000	COURT MANDATED INS ADMIN	2,736	5,464	3,000	3,000	3,000	6,000	Trending downward since 2013
353.10.00.000	TRAFFIC INFRACTION REFUND	152,250	272,751	205,000	210,000	215,000	425,000	State allocation, based on population
353.70.00.000	NON TRAFFIC PENALTIES	1,032	3,368	2,200	2,200	2,200	4,400	State allocation, based on population
354.00.00.000	PARKING INFRACTIONS	9,511	5,489	9,700	10,000	10,000	20,000	
354.00.01.000	PARKING HANDICAPPED	4,340	7,660	6,000	6,000	6,000	12,000	
355.20.00.000	DUI FINES	22,568	11,432	21,000	21,000	21,000	42,000	Tied to criminal filings
355.20.02.000	DUI - YOUTH IN VEHICLE	150	(150)	150	150	150	300	
355.20.03.000	CRIMINAL CONV FEE DUI	473	327	400	400	400	800	
355.80.00.000	OTHER CRIM MISDEMEANORS	289	(289)	0	0	0	0	
355.80.01.000	CRIM TRAFFIC MISDEMEANOR	59,037	35,963	60,000	60,000	60,000	120,000	Increased from $46K to $59K in 2015
355.80.02.000	CRIMINAL CONV FEE CT	4,608	592	4,800	4,800	4,800	9,600	
356.90.00.000	CRIMINAL NON-TRAFFIC	40,813	9,187	36,000	36,000	36,000	72,000	
356.90.14.000	CRIMINAL CONV FEE CN	3,355	345	3,500	3,500	3,500	7,000	

2017-2018 Estimated Revenues

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357.32.00.000 WITNESS COSTS	17	(17)	0	0	0	0	
357.33.00.000 PUBLIC DEFENSE COST	16,377	13,623	15,000	15,000	15,000	30,000	
357.35.00.000 COURT INTERPRETER COST	489	1,511	500	500	500	1,000	
357.39.00.000 COURT COST RECOUPMENTS	13,356	16,644	13,000	13,000	13,000	26,000	
359.90.00.000 POLICE - FALSE ALARM FINES	12,750	7,250	12,000	12,000	12,000	24,000	Historical trend
359.90.02.000 FINES - CODE COMPLIANCE	0	0	0	0	0	0	
359.90.03.000 FIRE - FALSE ALARM FINES	5,216	8,784	6,000	6,000	6,000	12,000	Historical trend
Total Fines & Forfeitures	**349,365**	**399,935**	**398,250**	**403,550**	**408,550**	**812,100**	
Other Miscellaneous Revenues							
361.11.00.XXX INVESTMENT EARNINGS	85,085	180,515	90,928	225,000	225,000	450,000	Based on annualized interest earned on investments
361.31.00.000 GAIN/LOSS ON SALE OF INVEST	0	0	0	0	0	0	
361.40.00.000 SALES TAX INTEREST	5,313	(1,313)	6,000	6,000	6,000	12,000	
361.40.01.000 COURT INTEREST COLLECTED	18,009	27,991	21,000	21,000	21,000	42,000	
361.44.00.000 INTEREST ON PROPERTY TAX	191	(191)	200	200	200	400	
362.30.00.000 CITY HALL GARAGE RENTAL	0	0	0	195,000	200,000	395,000	Construction/hotel rental of garage parking spaces
362.40.10.010 BLYTH PARK FACILITIES	14,713	29,287	15,000	22,000	22,000	44,000	
362.40.10.015 CEDAR GROVE FACILITIES	6,687	5,313	7,000	6,000	6,000	12,000	
362.40.10.020 BOTHELL LANDING FACILITIES	1,285	8,715	1,300	5,000	5,000	10,000	
362.40.10.025 LYTLE HOUSE RENTAL	9,253	2,748	9,300	6,000	6,000	12,000	
362.40.10.031 NORTH CREEK SPORTSFIELDS	103,000	187,000	105,000	145,000	145,000	290,000	
362.40.10.032 DOUG ALLEN SPORTSFIELDS	(6,086)	56,086	0	25,000	25,000	50,000	
362.40.10.040 CENTENNIAL PARK FACILITIES	686	1,314	1,000	1,000	1,000	2,000	
362.40.10.045 NORTH CREEK SCHOOLHOUSE	0	6,000	0	3,000	3,000	6,000	
362.50.00.000 LONG-TERM SPACE RENTAL	0	0	0	60,000	60,000	120,000	For planned Congressional district office
362.60.10.003 CEDAR PK CARETAKER RENT	9,445	9,755	9,420	9,420	9,420	18,840	
362.80.00.040 CONCESSIONS - WELLNESS	83	(83)	0	0	0	0	
362.90.00.000 RENTS & ROYALTIES	0	0	100	100	100	200	
367.11.00.055 POLICE DONATIONS	726	1,274	750	750	750	1,500	
367.11.00.061 FIRE DONATIONS	5,371	4,629	5,000	5,000	5,000	10,000	
367.11.00.077 PARKS & REC DONATIONS	29,270	30,730	30,000	50,000	50,000	100,000	Community event sponsorhips & contributions
369.10.00.000 SALE OF SCRAP & JUNK	614	(614)	0	0	0	0	
369.20.00.000 SALE OF UNCLAIMED PROP	1,589	(1,589)	0	0	0	0	
369.40.00.000 JUDGEMENT/SETTLEMENT	660	(660)	0	0	0	0	
369.81.00.000 CASHIER'S OVER/SHORT	16	(16)	0	0	0	0	
369.90.00.000 OTHER MISC REVENUE	188,094	(118,094)	35,000	35,000	35,000	70,000	Includes state wildfire reimbursements
369.90.01.000 SMALL OVERPAYMENT	267	(267)	0	0	0	0	Clearing account for overpayment refunds
369.90.10.000 OTHER GENERAL GOVT	1,500	(500)	500	500	500	1,000	
369.91.00.000 MISC SERVICE CHARGES	400	2,000	500	500	500	1,000	
Total Other Miscellaneous Revenues	**476,171**	**430,029**	**337,998**	**821,470**	**826,470**	**1,647,940**	
JIS/Trauma/School Zone Safety							
386.83.08.000 JIS/TRAUMA	1,086	(1,086)	6,329	7,000	7,000	14,000	
386.83.20.000 JIS/TRAUMA LEGIS	3,482	(3,482)	0	0	0	0	
386.83.33.000 LEG ASSMT	0	0	0	0	0	0	
386.97.03.000 JIS STATE REMITTANCES	30	(30)	0	0	0	0	
386.97.05.000 LOCAL/JIS ACCOUNT	0	0	21	0	0	0	
386.99.00.000 SCHOOL ZONE SAFETY	0	0	1,106	1,000	1,000	2,000	
Total JIS/Trauma/School Zone Safety	**4,598**	**(4,598)**	**7,456**	**8,000**	**8,000**	**16,000**	

2017-2018 Estimated Revenues

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General Fund Revenues General Ledger Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2016 Reprojected Revenues	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget	Revenue Assumptions
Other Financing Sources							
389.00.00.000 FORFEITURE PROCEEDS - POLICE	0	0	711	0	0	0	
395.10.00.000 SALE OF FIXED ASSETS	0	0	0	0	0	0	
Total Other Financing Sources	**0**	**0**	**711**	**0**	**0**	**0**	
Operating Transfers							
397.00.00.305 OPERATING TRANSFER FROM FUND 305	0	0	0	863,000	237,000	1,100,000	Transfer from 305/Capital - for hardware/software upgrades
Total Operating Transfers	**0**	**0**	**0**	**863,000**	**237,000**	**1,100,000**	
Total General Fund Revenues	**42,373,910**	**45,624,413**	**44,632,385**	**48,366,576**	**49,484,333**	**97,850,909**	

Revenues

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
101 - Street					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,755,754		64,460		64,460
General Property Taxes					
311.10.00.000 PROP TAX - SAFE STREET/SIDEWALK	0	0	2,145,000	1,950,000	4,095,000
Total General Property Taxes	**0**	**0**	**2,145,000**	**1,950,000**	**4,095,000**
Business & Utility Taxes					
316.55.00.000 WASTE MGMT STREET MAINT RECEIPTS	46,228	13,772	0	0	0
Total Business & Utility Taxes	**46,228**	**13,772**	**0**	**0**	**0**
Licenses & Permits					
322.40.00.000 STREET & CURB PERMITS	43,177	8,823	0	0	0
322.40.02.000 SINGLE FAMILY SITE PLAN REVIEW	50,022	39,978	55,000	60,000	115,000
Total Licenses & Permits	**93,199**	**48,801**	**55,000**	**60,000**	**115,000**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT-CPG	24,662	25,338	0	0	0
Total State Grants	**24,662**	**25,338**	**0**	**0**	**0**
State Entitlements					
336.00.71.000 MULTIMODAL TRANSPORTATION REVENUE	0	0	46,500	47,500	94,000
336.00.87.000 STREET MOTOR VEHICLE FUEL TAX	872,846	825,154	916,543	934,874	1,851,417
336.00.87.003 MVA TRANSPORTATION REV - CITIES	12,650	(12,650)	40,000	41,000	81,000
Total State Entitlements	**885,495**	**812,505**	**1,003,043**	**1,023,374**	**2,026,417**
Local Grants & Entitlements					
337.07.00.003 WASTE RED/RECYCLING - KING COUNTY	30,325	34,209	0	0	0
337.07.00.008 LOCAL HAZ WASTE MGMT	12,873	12,729	0	0	0
Total Local Grants & Entitlements	**43,198**	**46,938**	**0**	**0**	**0**
Charges for Services / External Fees					
341.96.00.000 PERSONNEL SERVICES	11,426	(11,426)	0	0	0
345.89.00.001 PLANNING & DEVELOPMENT FEES/CHGS	13,018	4,982	13,000	13,000	26,000
Total Charges for Services / External Fees	**24,444**	**(6,444)**	**13,000**	**13,000**	**26,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL INTEREST	0	0	0	0	0
369.90.00.000 OTHER MISCELLANEOUS REVENUE	1,185	(1,185)	0	0	0
Total Other Miscellaneous Revenues	**1,185**	**(1,185)**	**0**	**0**	**0**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0	735,000	500,000	500,000	1,000,000
397.00.00.102 OPERATING TRANSFERS - IN FROM 102	0	0	0	0	0
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	385,000	403,440	0	0	0
Total Operating Transfers	**385,000**	**1,138,440**	**500,000**	**500,000**	**1,000,000**
Total Street Revenues	**1,503,412**	**2,078,164**	**3,716,043**	**3,546,374**	**7,262,417**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
102 - Arterial Street					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	2,672,329		6,836,297		6,836,297
Charges for Services / External Fees					
345.85.00.001 IMPACT FEES	836,287	6,472,912	3,537,283	6,510,830	10,048,113
345.85.00.002 IMPACT FEES - SNO COUNTY ILA	846,117	(846,117)	0	0	0
345.85.10.001 RIGHT-OF-WAY MITIGATION	143,145	(63,145)	80,000	80,000	160,000
345.85.20.000 IMPACT FEES - RESTRICTED TRAFFIC	0	0	0	0	0
345.89.00.000 TRAFFIC IMPACT ADM FEE - CITYWIDE	25,689	(25,689)	0	0	0
Total Charges for Services / External Fees	**1,851,238**	**5,537,961**	**3,617,283**	**6,590,830**	**10,208,113**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	3,014	(3,014)	0	0	0
397.00.00.001 OPERATING TRANSFERS - IN FROM 101	7,621	29	0	0	0
398.00.00.000 INSURANCE RECOVERY	6,390	(6,390)	0	0	0
Total Other Miscellaneous Revenues	**17,025**	**(9,375)**	**0**	**0**	**0**
Total Arterial Street Revenues	**1,868,263**	**5,528,586**	**3,617,283**	**6,590,830**	**10,208,113**
107 - Park Cumulative Reserve					
Estimated Beginning Fund Balance					
308.90.00.000 ESTIMATED BEGINNING FUND BALANCE	1,883,880		242,734		242,734
General Property Taxes					
311.10.00.001 PARKS LEVY PROP 2	1,825	84,175	43,000	43,000	86,000
311.10.00.002 KING COUNTY PARKS LEVY 2014-2019	54,879	(54,879)	0	0	0
Total General Property Taxes	**56,704**	**29,296**	**43,000**	**43,000**	**86,000**
Charges for Services / External Fees					
345.85.02.500 IMPACT FEES - CITYWIDE	186,635	(186,635)	0	0	0
345.85.02.510 QUEENSBOROUGH/BRENT/CRYSTAL	2,166	(2,166)	0	0	0
345.85.02.540 COUNTRY VILLEAGE/LK PLEASANT/527	928	(928)	0	0	0
345.85.02.550 MAYWOOD/BECKSTROM HILL	309	(309)	0	0	0
345.85.02.560 SHELTON VIEW/MERIDIAN/3RD AVE	1,547	(1,547)	0	0	0
345.85.02.580 DOWNTOWN/190TH/RIVERFRONT	30,685	(30,685)	0	0	0
345.85.02.600 NORTH CREEK/195TH	9,901	(9,901)	0	0	0
345.85.02.610 WAYNITA/SIMONDS/NORWAY HILL	9,592	(9,592)	0	0	0
345.85.02.620 BRICKYARD RD/QUEENSGATE	619	(619)	0	0	0
Total Charges for Services / External Fees	**242,382**	**(242,382)**	**0**	**0**	**0**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
388.88.00.000 PRIOR PERIOD ADJUSTMENT	(24,668)	24,668	0	0	0
Total Other Miscellaneous Revenues	**(24,668)**	**24,668**	**0**	**0**	**0**
Total Park Cumulative Reserve Revenues	**274,418**	**(188,418)**	**43,000**	**43,000**	**86,000**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
109 - Drug Forfeitures					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	36,571		33,170		33,170
Fines & Forfeitures					
359.90.10.000 DRUG SEIZURES	28,598	21,402	13,000	14,000	27,000
Total Fines & Forfeitures	**28,598**	**21,402**	**13,000**	**14,000**	**27,000**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Drug Forfeiture Revenues	**28,598**	**21,402**	**13,000**	**14,000**	**27,000**
212 - 2008 GO Refunding Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	149,811		696		696
General Property Taxes					
311.10.00.000 REAL & PERSONAL PROPERTY TAXES	597,741	1,041,086	812,000	0	812,000
Total General Property Taxes	**597,741**	**1,041,086**	**812,000**	**0**	**812,000**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	90,000	(90,000)	0	0	0
Total Operating Transfers	**90,000**	**(90,000)**	**0**	**0**	**0**
Total 2008 GO Refunding Bond Revenues	**687,741**	**951,086**	**812,000**	**0**	**812,000**
213 - LIFT GO Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	0		0		0
Sales & Use Taxes					
313.11.00.000 SALES TAX - LIFT	1,092,904	907,096	1,000,000	1,000,000	2,000,000
Total Sales & Use Taxes	**1,092,904**	**907,096**	**1,000,000**	**1,000,000**	**2,000,000**
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	232,771	1,090,929	996,225	995,075	1,991,300
Total Operating Transfers	**232,771**	**1,090,929**	**996,225**	**995,075**	**1,991,300**
Total LIFT GO Bond Revenues	**1,325,675**	**1,998,025**	**1,996,225**	**1,995,075**	**3,991,300**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
214 - 2013 GO Bond					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	0		0		0
Operating Transfers					
397.00.00.305 OPERATING TRANSFERS - IN FROM 305	702,598	717,732	698,515	697,163	1,395,678
Total Operating Transfers	**702,598**	**717,732**	**698,515**	**697,163**	**1,395,678**
Total 2013 GO Bond Revenues	**702,598**	**717,732**	**698,515**	**697,163**	**1,395,678**
305 - Capital Improvement					
Estimated Beginning Fund Balance					
308.30.00.xxx ESTIMATED BEGINNING FUND BALANCE	2,813,515		15,026,355		15,026,355
General Property Taxes					
311.10.00.000 PROP TAX - SAFE STREET/SIDEWALK	0	0	1,886,250	2,081,250	3,967,500
Total General Property Taxes	**0**	**0**	**1,886,250**	**2,081,250**	**3,967,500**
Other Taxes					
318.34.00.000 1ST 1/4% REET	2,256,949	743,051	1,575,000	1,650,000	3,225,000
318.35.30.000 2ND 1/4% REET	2,255,116	744,885	1,575,000	1,650,000	3,225,000
Total Other Taxes	**4,512,065**	**1,487,936**	**3,150,000**	**3,300,000**	**6,450,000**
Licenses & Permits					
321.91.00.002 WASTE MGMT ADMIN FEE IN LIEU OF TAX	447,216	280,534	383,932	395,450	779,382
Total Business & Utility Taxes	**447,216**	**280,534**	**383,932**	**395,450**	**779,382**
Federal Direct Grants					
331.66.80.999 EPA - BROWNSFIELD CLEANUP GRANT	2,550	(2,550)	0	0	0
Total Federal Direct Grants	**2,550**	**(2,550)**	**0**	**0**	**0**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
Federal Indirect Grants						
333.20.00.128	BRIDGE AT PARK AT BOTHELL LANDING	20,206	1,155,794	1,042,000	0	1,042,000
333.20.00.360	SR527 WIDENING - 240TH SE TO 228TH SE	130,086	(130,086)	0	0	0
333.20.00.383	SR522 PHASE 1 STAGE 2	6,886	(6,886)	0	0	0
333.20.00.384	SR522 PH 1 STG 2B (WAYNE CURVE-180TH)	(152,398)	152,398	0	0	0
333.20.00.385	SIDEWALK/WALKWAY PROGRAM	0	164,000	150,000	150,000	300,000
333.20.00.394	ANNUAL ARTERIAL OVERLAY	305,865	367,135	0	400,000	400,000
333.20.00.395	MAIN ST ENHANCEMENT	669,431	360,569	0	0	0
333.20.00.400	NORTH CREEK TRAIL, SECTION 3	43,343	(43,343)	0	0	0
333.20.00.401	SR522 PHASE 1 STAGE 3	1,000,117	2,773,883	745,725	1,310,931	2,056,656
333.20.00.402	CITYWIDE TRANSPORTATION SAFETY	462	265,538	0	0	0
333.20.00.403	SR527 AND 228TH INTERSECTION	1,138,250	703,750	0	0	0
333.20.00.405	NC TRAIL, CANYON PARK (MISSING LINK)	0	175,000	0	0	0
333.20.00.407	SAMMAMISH RIVER BRIDGE RETROFIT	0	761,000	0	0	0
333.20.00.408	NE 195TH BRIDGE RETROFIT	111,626	7,374	0	0	0
333.20.00.410	228TH ST CORRIDOR SAFETY	522	368,478	0	0	0
333.20.00.416	ADAPTIVE SIGNAL CONTROL - WSDOT	0	1,730,000	1,557,000	0	1,557,000
333.20.00.418	NORTH CREEK TRAIL SECTION 4	0	432,000	309,069	540,422	849,491
333.20.00.419	228TH ST SE & 29TH DR TRAFFIC	60,400	371,600	123,867	0	123,867
333.20.00.420	PED CROSSING BEACONS @ BEARDSLEE	0	225,000	0	0	0
333.20.00.423	NE 188TH ST NON-MOTORIZED IMPROVE	0	0	888,000	0	888,000
333.20.00.427	19TH AVE NE & 232ND ST SE PED/BIKE IMP	0	0	30,000	276,000	306,000
333.20.00.429	7TH AVE SE/88TH AVE NE NON-MOTOR IMP	0	0	12,000	69,000	81,000
333.20.00.433	228TH ST SE PAVEMENT PRESERVATION	0	0	0	830,000	830,000
333.20.00.442	ADAPTIVE SIGNAL CONTROL SYSTEM PH2	0	0	52,000	438,000	490,000
	Total Federal Indirect Grants	**3,334,796**	**9,833,204**	**4,909,661**	**4,014,353**	**8,924,014**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
State Grants						
334.02.70.114	RCO - CEDAR GROVE PARK	0	0	490,000	0	490,000
334.02.70.120	YOUTH ATHLETIC FAC - MADRAZO PARK	0	0	0	250,000	250,000
334.02.70.127	NORTH CREEK FOREST - WA RCO GRANT	0	1,697,000	0	0	0
334.02.70.128	RCO - PABL PEDESTRIAN BRIDGE REPL	0	0	965,000	0	965,000
334.02.70.133	RCO - WAYNE GOLF COURSE	0	0	0	985,000	985,000
334.03.10.999	DEPT OF ECOLOGY - DOWNTOWN HAZMAT	237,880	3,048,120	1,465,520	522,550	1,988,070
334.03.80.357	TIB - CROSSROADS	47,976	(47,976)	0	0	0
334.03.80.360	SR527 WIDENING (228TH-240TH ST)	92,668	(92,668)	0	0	0
334.03.80.368	MULTIWAY BLVD GRANT - TIB	0	2,967,000	2,787,000	0	2,787,000
334.03.80.383	TIB - WAYNE CURVE STAGE II	122,203	(122,203)	0	0	0
334.03.80.395	TIB - MAIN STREET ENHANCEMENT	0	0	3,290,000	1,410,000	4,700,000
334.04.20.127	NORTH CREEK FOREST	0	985,000	0	0	0
334.04.20.444	WAYNE GOLF - WILDLIFE/REC GRANT	0	0	0	2,500,000	2,500,000
334.20.60.417	TRAFFIC MINI ROUNDABOUT - SAFETY	0	558,000	0	0	0
	Total State Grants	**500,727**	**8,992,273**	**8,997,520**	**5,667,550**	**14,665,070**
Local Grants & Entitlements						
337.09.00.120	KC YOUTH SPORTS - MADRAZO PARK	0	0	75,000	0	75,000
337.09.01.444	WAYNE GOLF - KING CTY CONS FUTURES	0	0	0	2,600,000	2,600,000
	Total Local Grants & Entitlements	**0**	**0**	**75,000**	**2,600,000**	**2,675,000**
Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	1,955	598,045	0	0	0
362.50.00.002	LEASE REVENUE BONDS 2014	0	2,400,000	0	0	0
362.90.00.000	OTHER CHARGES - EASEMENT AGREEMENT	96,500	(96,500)	0	0	0
	Total Other Miscellaneous Revenues	**98,455**	**2,901,545**	**0**	**0**	**0**
Contributions						
367.00.00.000	CONTRIBUTIONS - NORTHSHORE SD	13,903	(13,903)	50,000	0	50,000
367.00.00.416	CONTRIBUTIONS - ADAPTIVE SIGNAL	0	0	197,000	0	197,000
367.11.00.126	CONTRIBUTIONS - 1/2 ACRE OPEN SPACE	0	776,000	600,000	0	600,000
367.11.00.368	CONTRIBUTIONS - MULTIWAY BLVD PH2	0	0	1,711,875	12,863	1,724,738
	Total Contributions	**13,903**	**762,097**	**2,558,875**	**12,863**	**2,571,738**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
Other Miscellaneous Revenues						
369.40.00.000	JUDGEMENTS & SETTLEMENTS	0	0	0	0	0
	Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Proceeds of General Long-Term Debt						
391.50.00.100	PROCEEDS FROM CITY HALL LEASE	51,475,433	(51,475,433)	0	0	0
391.80.00.357	PWTF LOAN - CROSSROADS	226,786	(226,786)	0	0	0
	Total Debt Proceeds	**51,702,219**	**(51,702,219)**	**0**	**0**	**0**
Disposition of Fixed Assets						
395.10.00.117	SALE OF NC SCHOOLHOUSE PROPERTY	0	35,000	0	0	0
395.10.00.119	SALE OF NORTHSHORE SD PROPERTY	7,500	186,104	2,623,604	0	2,623,604
395.10.00.125	SALE OF SR522 PROPERTY	746,483	(746,483)	3,760,360	0	3,760,360
395.10.00.131	SALE OF PROPERTY - LOT N (DAWSON)	7,500	(7,500)	0	0	0
	Total Disposition of Fixed Assets	**761,483**	**(532,879)**	**6,383,964**	**0**	**6,383,964**
Operating Transfers						
397.00.00.001	OP TRANSFERS IN FROM 001	0	5,000	0	0	0
397.00.00.102	OP TRANSFERS IN FROM 102	1,130,196	2,353,154	1,944,318	2,084,338	4,028,656
397.00.00.107	OP TRANSFERS IN FROM 107	60,822	302,178	0	0	0
397.00.00.505	OP TRANSFERS IN FROM 505	0	500,000	0	0	0
397.00.95.001	OP TRANSFERS IN FROM 001 - FAC LEASE	0	500,000	500,000	500,000	1,000,000
398.00.00.000	INSURANCE RECOVERY	2,476	(2,476)	0	0	0
	Total Operating Transfers	**1,193,494**	**3,657,856**	**2,444,318**	**2,584,338**	**5,028,656**
	Total Capital Improvement Revenues	**62,566,907**	**(24,322,203)**	**30,789,520**	**20,655,804**	**51,445,324**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
400 - Combined Utility Systems					
Estimated Beginning Fund Balance					
308.10.00.000 ESTIMATED BEGINNING FUND BALANCE	14,278,681		764,145		764,145
Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	20,233	(20,233)	0	0	0
Total Other Miscellaneous Revenues	**20,233**	**(20,233)**	**0**	**0**	**0**
Operating Transfers					
397.00.00.401 BOND OP TRANSFER - IN FROM 401	331,485	223,670	277,282	276,682	553,964
397.00.00.402 BOND OP TRANSFER - IN FROM 402	150,017	99,570	126,806	124,206	251,012
397.00.00.406 BOND OP TRANSFER - IN FROM 406	1,105,529	715,801	912,281	908,881	1,821,162
Total Operating Transfers	**1,587,031**	**1,039,041**	**1,316,369**	**1,309,769**	**2,626,138**
Total Combined Utility Systems Revenues	**1,607,264**	**1,018,808**	**1,316,369**	**1,309,769**	**2,626,138**
401 - Water					
Estimated Beginning Fund Balance					
308.10.00.xxx ESTIMATED BEGINNING FUND BALANCE	1,435,479		3,024,988		3,024,988
Licenses & Permits					
322.10.05.000 HYDRANT PERMITS	2,128	1,872	2,000	2,000	4,000
Total Licenses & Permits	**2,128**	**1,872**	**2,000**	**2,000**	**4,000**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT - CPG	1,396	(1,396)	0	0	0
Total State Grants	**1,396**	**(1,396)**	**0**	**0**	**0**
Local Grants & Entitlements					
337.07.00.002 WASTE REDUCTION/RECYCLING GRANT	696	(696)	0	0	0
Total Local Grants & Entitlements	**696**	**(696)**	**0**	**0**	**0**
Charges for Services / External Fees					
341.70.00.000 SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000 PERSONNEL SERVICES	13,741	6,259	10,000	10,000	20,000
343.40.21.001 METERED SALES - RESIDENTIAL	1,325,995	1,240,004	1,354,138	1,401,736	2,755,874
343.40.21.002 METERED SALES - APARTMENTS	1,309,801	234,042	814,722	843,359	1,658,081
343.40.21.003 METERED SALES - TRAILER COURTS	207,184	67,635	145,029	150,127	295,156
343.40.22.000 METERED SALES - COMMERCIAL	891,066	750,228	866,149	896,594	1,762,743
343.40.24.000 METERED SALES - IRRIGATION	1,027,296	687,626	905,005	936,816	1,841,821
343.40.25.000 HYDRANT USAGE	6,433	27,325	17,210	17,815	35,025
343.40.29.000 METERED SALES - PUBLIC AUTHORITY	50,702	84,297	71,242	73,746	144,988
343.40.30.000 METER SALES/CONNECTION CHARGES	32,880	60,132	49,085	50,810	99,895
343.40.42.000 FIRE PROTECTION SERVICE CHARGES	219,538	150,273	193,374	200,171	393,545
343.90.00.409 WATER FACILITY CHARGES	890,902	(190,902)	600,000	600,000	1,200,000
Total Charges for Services / External Fees	**5,975,538**	**3,116,918**	**5,025,954**	**5,181,174**	**10,207,128**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	0	0	0	0	0
362.10.00.000	HYDRANT METER RENTAL	4,160	5,840	5,000	5,000	10,000
362.40.00.000	BOOTH RENTALS - SPRING GARDEN FAIR	125	(125)	0	0	0
362.50.00.000	NORWAY HILL TOWER RENTAL	31,548	32,618	31,548	32,618	64,166
369.90.00.000	MISC OPERATING INCOME	37,696	(21,696)	8,000	8,000	16,000
379.00.00.000	CAP CONTRIBUTIONS FROM DEVELOPERS	536,145	(536,145)	0	0	0
	Total Other Miscellaneous Revenues	**609,674**	**(519,508)**	**44,548**	**45,618**	**90,166**
Operating Transfers						
397.00.00.400	BOND OP TRANSFER IN FROM FUND 400	116,495	3,883,505	431,145	0	431,145
	Total Operating Transfers	**116,495**	**3,883,505**	**431,145**	**0**	**431,145**
	Total Water Revenues	**6,705,927**	**6,480,695**	**5,503,647**	**5,228,792**	**10,732,439**

402 - Sewer

Estimated Beginning Fund Balance						
308.xx.00.xxx	ESTIMATED BEGINNING FUND BALANCE	1,753,526		3,411,271		3,411,271
Licenses & Permits						
322.10.04.000	SEWER PERMITS	36,629	53,371	45,000	45,000	90,000
	Total Licenses & Permits	**36,629**	**53,371**	**45,000**	**45,000**	**90,000**
State Grants						
334.03.10.000	DEPT OF ECOLOGY RECYCLE GRANT - CPG	1,158	(1,158)	0	0	0
	Total State Grants	**1,158**	**(1,158)**	**0**	**0**	**0**
Local Grants & Entitlements						
337.07.00.002	WASTE REDUCTION/RECYCLING GRANT	309	(309)	0	0	0
337.07.00.008	LHWMP GRANT - KING COUNTY	0	0	0	0	0
	Total Local Grants & Entitlements	**309**	**(309)**	**0**	**0**	**0**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
Charges for Services / External Fees						
341.70.00.000	SALES OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000	PERSONNEL SERVICES	2,328	17,672	10,000	10,000	20,000
343.50.11.001	GENERAL SERVICE - RESIDENTIAL	3,849,148	3,715,391	4,095,516	4,198,313	8,293,829
343.50.11.002	GENERAL SERVICE - APARTMENTS	1,409,517	1,109,913	1,364,044	1,398,282	2,762,326
343.50.21.003	GENERAL SERVICE - TRAILER COURTS	268,004	229,113	269,144	275,900	545,044
343.50.22.000	GENERAL SERVICE - COMMERCIAL	1,102,107	1,355,626	1,082,134	1,109,296	2,191,430
343.50.28.000	FORFEITED DISCOUNTS (L/C)	50,235	(34,459)	8,541	8,755	17,296
343.50.29.000	GENERAL SERVICE - PUBLIC AUTHORITY	80,960	77,808	85,959	88,116	174,075
343.90.00.001	SEWER WASTEWATER DISCHARGE FEES	99,018	(77,876)	11,447	11,734	23,181
343.90.00.409	SEWER FACILITY CHARGES	629,368	220,632	500,000	500,000	1,000,000
	Total Charges for Services / External Fees	**7,490,685**	**6,613,820**	**7,426,785**	**7,600,396**	**15,027,181**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	0	0	0	0	0
369.90.00.000	OTHER MISCELLANEOUS REVENUE	27,460	(27,460)	0	0	0
379.00.00.000	CAP CONTRIBUTIONS FROM DEVELOPERS	288,065	(288,065)	0	0	0
	Total Other Miscellaneous Revenues	**315,525**	**(315,525)**	**0**	**0**	**0**
Operating Transfers						
397.00.00.400	BOND OP TRANSFER IN FROM FUND 400	52,863	1,447,137	333,000	0	333,000
	Total Operating Transfers	**52,863**	**1,447,137**	**333,000**	**0**	**333,000**
	Total Sewer Revenues	**7,897,169**	**7,797,336**	**7,804,785**	**7,645,396**	**15,450,181**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
406 - Storm & Surface Water					
Estimated Beginning Fund Balance					
308.10.00.xxx ESTIMATED BEGINNING FUND BALANCE	3,295,140		2,020,361		2,020,361
Licenses & Permits					
322.10.05.000 STORM PERMITS	23,577	28,241	25,909	25,909	51,818
Total Licenses & Permits	**23,577**	**28,241**	**25,909**	**25,909**	**51,818**
Federal Indirect Grants					
333.20.20.764 208TH ST WATER QUALITY	0	0	0	50,000	50,000
333.20.20.766 EAST RIVERSIDE DR DRAINAGE/SEDIMENT	0	0	35,000	50,000	85,000
333.20.20.767 SAMMAMISH RIVER/WAYNITA CREEK REST	0	0	0	70,000	70,000
333.66.12.001 LOCAL SOURCE CONTROL PARTNERSHIP	90,306	90,272	86,899	93,679	180,578
Total Federal Indirect Grants	**90,306**	**90,272**	**121,899**	**263,679**	**385,578**
State Grants					
334.02.70.016 SRFB/RCO - SAMM SIDE CHANNEL GRANT	0	0	74,000	0	74,000
334.02.70.017 SRFB/RCO - SAMM SIDE CHANNEL 2	99,204	(99,204)	0	0	0
334.02.70.113 SAMM RIVER SIDE CHANNEL RESTORATION	0	1,275,000	0	0	0
334.03.10.000 DOE LOCAL STORMWATER GRANT	6,210	(6,210)	0	0	0
334.03.10.010 DEPT OF ECOLOGY RECYCLE GRANT - CPG	3,534	(3,534)	0	0	0
334.03.10.762 DOE - QUEENSBOROUGH WATERSHED LID	0	360,000	0	0	0
Total State Grants	**108,949**	**1,526,051**	**74,000**	**0**	**74,000**
Local Grants & Entitlements					
337.07.00.003 WASTE REDUCTION/RECYCLING GRANT	943	(943)	0	0	0
337.07.00.008 - LHWMP GRANT - KING COUNTY	65	(65)	0	0	0
337.07.00.023 KING CTY COOP WATERSHED MGMT GRANT	9,820	(9,820)	0	0	0
337.07.00.761 BLYTH CREEK EROSION - KC FLOOD DIST	0	63,000	21,000	42,000	63,000
Total Local Grants & Entitlements	**10,828**	**52,173**	**21,000**	**42,000**	**63,000**

2017-2018 Estimated Revenues

Account Number and Title		2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
Charges for Services / External Fees						
341.70.00.000	SALE OF MAPS & PUBLICATIONS	0	0	0	0	0
341.96.00.000	PERSONNEL SERVICES	2,194	1,806	2,000	2,000	4,000
343.10.00.001	STORM DRAIN FEES - SINGLE FAMILY	4,226,939	4,597,338	4,790,953	4,959,834	9,750,787
343.10.00.002	STORM DRAIN FEES - HWY/ROADS (DOT)	0	0	173,312	179,421	352,733
343.10.00.003	STORM DRAIN FEES - HIWY/ROADS (CITY)	528,727	384,545	414,156	428,755	842,911
343.10.00.004	CITYWIDE STORMWATER FACILITY CHG	183,052	116,948	150,000	150,000	300,000
343.10.00.005	DOWNTOWN STORMWATER FAC CHG	287,010	3,701,110	2,119,743	898,935	3,018,678
343.10.00.007	FACILITY CHARGES	0	448,000	0	0	0
343.83.90.000	STORM WATER FINES	0	2,000	1,000	1,000	2,000
	Total Charges for Services / External Fees	**5,227,922**	**9,251,747**	**7,651,164**	**6,619,945**	**14,271,109**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	0	0	0	0	0
369.90.00.000	OTHER MISC REVENUE	1,190	(1,190)	0	0	0
379.00.00.000	CAP CONTRIBUTIONS FROM DEVELOPERS	281,444	(281,444)	0	0	0
	Total Other Miscellaneous Revenues	**282,634**	**(282,634)**	**0**	**0**	**0**
Operating Transfers						
397.00.00.102	OPERATING TRANSFER IN FROM FUND 102	0	0	0	0	0
397.00.00.400	BOND OP TRANSFER IN FROM FUND 400	376,655	6,999,345	0	0	0
	Total Operating Transfers	**376,655**	**6,999,345**	**0**	**0**	**0**
	Total Storm Drain Revenues	**6,120,871**	**17,665,194**	**7,893,972**	**6,951,533**	**14,845,505**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
501 - Equipment Rental					
Estimated Beginning Fund Balance					
308.90.00.000 ESTIMATED BEGINNING FUND BALANCE	88,742		188,587		188,587
Interfund Services - Fleet					
349.48.00.000 INTERFUND SERVICES - FLEET	1,827,263	1,827,263	1,867,391	1,867,391	3,734,782
Total Interfund Services - Fleet	**1,827,263**	**1,827,263**	**1,867,391**	**1,867,391**	**3,734,782**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Equipment Rental Revenues	**1,827,263**	**1,827,263**	**1,867,391**	**1,867,391**	**3,734,782**
502 - Self Insurance					
Estimated Beginning Fund Balance					
308.90.00.000 ESTIMATED BEGINNING FUND BALANCE	266,393		18,842		18,842
Interfund Services - Self-Insurance					
349.69.00.000 INTERFUND SERVICES - SELF-INSURANCE	929,913	974,714	1,149,111	1,202,109	2,351,220
Total Interfund Services - Self-Insurance	**929,913**	**974,714**	**1,149,111**	**1,202,109**	**2,351,220**
Other Miscellaneous Revenues					
395.00.00.000 INSURANCE RECOVERY	56,488	43,512	50,000	50,000	100,000
Total Other Miscellaneous Revenues	**56,488**	**43,512**	**50,000**	**50,000**	**100,000**
Operating Transfers					
397.00.00.001 OP TRANSFERS - FROM 001	162,200	162,200	231,058	231,058	462,116
Total Operating Transfers	**162,200**	**162,200**	**231,058**	**231,058**	**462,116**
Total Self-Insurance Revenues	**1,148,601**	**1,180,426**	**1,430,169**	**1,483,167**	**2,913,336**

2017-2018 Estimated Revenues

Account Number and Title	2015 Actual Revenues	2015-16 Remaining Budget	2017 Projected Revenues	2018 Projected Revenues	2017-18 Revenue Budget
505 - Asset Replacement					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	2,600,000		1,914,213		1,914,213
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	0	40,524	0	0	0
395.10.00.000 SALE OF FIXED ASSETS	115,318	(6,018)	57,300	47,300	104,600
Total Other Miscellaneous Revenues	**115,318**	**34,506**	**57,300**	**47,300**	**104,600**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	150,000	150,000	150,000	150,000	300,000
397.00.00.402 OPERATING TRANSFERS - IN FROM 402	18,551	49	0	0	0
397.00.00.406 OPERATING TRANSFERS - IN FROM 406	18,551	49	0	0	0
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	957,772	957,772	974,619	974,619	1,949,238
Total Operating Transfers	**1,144,875**	**1,107,869**	**1,124,619**	**1,124,619**	**2,249,238**
Total Asset Replacement Revenues	**1,260,193**	**1,142,375**	**1,181,919**	**1,171,919**	**2,353,838**
603 - Cemetery Endowment					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	84,013		84,013		84,013
Other Miscellaneous Revenues					
361.11.00.002 INTEREST - STATE POOL	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Cemetery Endowment Revenues	**0**	**0**	**0**	**0**	**0**
604 - Firemen's Pension Reserve					
Estimated Beginning Fund Balance					
308.30.00.000 ESTIMATED BEGINNING FUND BALANCE	317,444		343,619		343,619
State Entitlements					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	56,524	65,476	56,918	57,635	114,553
Total State Entitlements	**56,524**	**65,476**	**56,918**	**57,635**	**114,553**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	0	0	0	0	0
Total Other Miscellaneous Revenues	**0**	**0**	**0**	**0**	**0**
Total Firemen's Pension Reserve Revenues	**56,524**	**65,476**	**56,918**	**57,635**	**114,553**