Bothell High School 1908

BIENNIAL BUDGET
CITY OF BOTHELL, WASHINGTON

2007-2008

City of Bothell
Budget

Council Meeting - August 21, 1911

…Committee appointed at last regular meeting August 7th, to prepare an itemized estimate of funds needed to meet the expenses, of the ensuing year, reported as follows:

Streets and Roads	300
Bridge	500
City Hall	50
Marshall	300
Town Clerk	120
Printing	120
Attorney	60
Stationary and Incidentals	25
Total	**$1,475**

…It was regularly moved and seconded, that the Estimate be excepted, and forwarded at once to THE STATE BOARD of TAX COMMISSIONERS at Olympia. Carried. So ordered.

City of Bothell 1911 Adopted Budget

A special thanks to:

Sue Kienast, Lisa Melton,
& the Landmark Preservation Board
for their assistance with historical photographs

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Introduction

City of Bothell
Elected Officials
(Officials at Time of Report Submission)

MAYOR
Mark Lamb

Joshua Freed

Sandy Guinn
Deputy Mayor

Tim Tobin

Del Spivey

Andrea Perry

Patrick Ewing

EXECUTIVE STAFF

City Manager	Robert S. Stowe
Assistant City Manager	Manny Ocampo
Finance Director	Tami Schackman
Human Resources Director	Jamie Marsden
City Attorney	Michael Weight
Community Development Director	Bill Wiselogle
Fire Chief	Warren Burns
Police Chief	Forrest Conover
Public Works Director	Doug Jacobson

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Bothell, Washington

For the Biennium Beginning

January 1, 2005

President

Executive Director

January 1, 2007

Honorable Mayor and City Council
City of Bothell, Washington

> The 2007-2008 budget:
> - provides better service;
> - makes significant capital investments;
> - includes no increase in the City's property tax levy.

Adopting a budget is perhaps the most important policy decision in the life of local government. Budgets are about choices. They are about when and where, by how much and for whose benefit, to raise or lower taxes, increase or decrease spending, incur or reduce debt. The decisions, and the measures we take to implement them, reflect our values and priorities. The consequences of these decisions can decisively affect the lives of our community.

It is with pride and responsibility that I submit to you the City of Bothell adopted 2007-2008 Biennial Budget. In brief, this budget will provide: better service, significant capital investments, and no increase to the City's Property Tax Levy.

This budget presents the overall plan for allocating City resources to a variety of programs. These resources are necessary to protect the community's physical security, enhance the quality of life, and also provide for significant capital investments back to the community to enjoy and use for generations to come. This budget defines and sets in motion capital investments and service levels to create a lasting and positive legacy for our community.

During 2006, the City Council provided policy direction that was used to guide the development of the 2007-2008 Budget. Council's directives were given in the form of the comprehensive strategic plan detailed in the City's *Roadmap: Setting the Course* document (Roadmap), the creation of Budget Focus Areas and Desired Outcomes for the ensuing two years, and the City's first Council-adopted Capital Facilities Plan.

These policy-defining documents are each referenced in the 2007-2008 Budget. In addition, this proposed spending plan addresses significant changes and issues from the 2005-2006 biennium.

Included in Appendix "C" are the 2007-2008 Budget Focus Areas and Desired Outcomes that were discussed by Council in July 2006 in preparation for the development of this budget.

Readers are encouraged to review the Budget Focus Areas and Desired Outcomes, as well as the Departments' individual work programs and performance measurements, to gain a detailed understanding of the services the City will be providing in 2007-2008.

Budget Process

The City recognizes its ethical and fiduciary responsibility to its citizens to carefully account for public funds, manage municipal finances wisely, and plan adequate funding for services and facilities desired and needed by the public.

> The Roadmap document pledged that City departments would seek efficiencies and reduce ongoing expenses of $500,000 starting in 2007.
>
> Expenses have been reduced by $531,000.

Washington State law requires the City to adopt a balanced budget. 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 2005-2006 fiscal biennium. In addition, State law requires the Finance Director to supply quarterly revenue and expenditure budget updates to the City Council. The Financial Policies and Goals used to develop the City's 2007-2008 Budget are fully detailed in Appendix "B".

The 2007-2008 Budget development process began with the analysis, discussion, and direction provided in the Roadmap during the City Council retreat held in early 2006. The Roadmap provided the City Council with three practical, realistic, and prudent methods or courses of action available to sustain City services based upon the known financial situation of the City at that time. The Council selected the possible option of a Property Tax Levy Lid Lift, subject to voter approval, if necessary to sustain the desired level of City services. The Council also identified capital investments, as recommended by the Roadmap, as a top priority.

The Roadmap pledged that City departments would seek efficiencies and reduce ongoing expenses of $500,000 starting in 2007, and also pursue economic development opportunities to provide for additional ongoing revenues to sustain City services.

Immediately following the retreat, Council, staff, and representatives from the Planning Commission and Parks & Recreation Board developed the City's first comprehensive Capital Facilities Plan (CFP). This plan was adopted by the Council on July 11, 2006. The CFP helped define and streamline the City's 2007-2008 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 those needs. The first two years of the adopted CFP are folded into the 2007-2008 budget. The Council and staff also engaged in strategic budget planning meetings that created

Budget Focus Areas and Desired Outcomes to guide the development of the 2007-2008 Budget.

On July 30, 2006, City department directors were asked to submit budget requests in recognition of the City Budget Focus Areas and Desired Outcomes along with a pledge to create efficiencies outlined in the Roadmap. The preliminary budget requests from each director were compiled and submitted to the City Manager for review in September.

> This 2007-2008 budget doubles the General Fund contingency reserve to 20 percent of General Fund expenditures and will provide an additional $3.3 million for capital investment projects.

During the months of September and October, the City Manager, along with the department directors, worked to refine and, in most cases, reduce expenditure requests for the budget in recognition of Budget Focus Areas and Desired Outcomes, service demands, and the City's long-term financial situation.

The preliminary department expenditure requests within the General Fund (the City's main operating fund) exceeded projected revenues. Non-personnel expenditures within the General Fund were reduced from the preliminary budget requests by $2,960,000 in the development of the proposed 2007-2008 Budget for Council review and consideration. Contained within the initial department requests were an additional 18.33 Full Time Equivalent (FTE) staff positions, amounting to $2,770,000 that was not included in the 2007-2008 Budget. A brief description of key positions not funded in the budget is contained in the Personnel Section below. I intend to reevaluate these positions during the mid-biennium review, subject to the City's ability to collect additional revenue from grant sources and our ability to sustain the projected revenues that have been forecasted for the 2007-2008 biennium.

I am pleased to report that as part of this budget, City Staff have identified or have already implemented approximately $531,000 in ongoing expenditure reductions. Appendix "C" includes a listing of recent efficiencies and cost containment efforts made by the City.

In addition to the City's cost containment actions and an unprecedented amount of sales tax received in 2006 and projected to continue in the future from existing and new businesses (specifically within the City's business parks), a ballot measure asking voters to consider a Property Tax Levy Lid Lift **will not** be needed during the 2007-2008 biennium.

It is prudent to approach the 2007-2008 biennium and future budget processes with cautious optimism. To do this, the City can reserve revenue that is not needed to support the proposed increased service levels until we further evaluate our ability to sustain current revenue levels. This budget doubles the General Fund contingency reserve to 20 percent of annual General Fund operating expenditures, resulting in a reserve of $7.3 million, and will provide over $3.3 million for capital investment projects

directed by the Council in the future that are not fully funded within the Council-adopted Capital Facilities Plan.

Washington State law allows the City to increase its property tax levy up to one percent. This increase of property tax would generate approximately $75,000 per year in additional revenue for the City if enacted by the Council.

Because of the City's strong financial position, a **property tax levy increase of one percent <u>was not</u> included** in the proposed budget, nor adopted by Council, based upon the level of services and capital investment expenditures included within the budget at this time. The Council could consider a levy increase of up to one percent if additional service levels are desired as part of the 2007-2008 mid-biennium review to be held in October-November of 2007.

The City is fortunate in its ability to offer a high level of services through innovation, creativity, efficiency, and a strong financial tax base.

The City is fortunate in its ability to offer a high level of service through innovation, creativity, efficiency, and a strong financial tax base. The 2007-2008 Budget provides for increased levels of service, particularly in public safety, development services, utilities, and capital investments - the latter being in accordance with the Council-adopted Capital Facilities Plan.

Adoption of the Budget by Council

The 2007-2008 Budget proposal was submitted to Council on October 26, 2006. The City Council held two complete study sessions regarding the 2007-2008 Budget on October 30 and November 8, 2006. A public hearing on the proposed budget was held on November 14, 2006. Based upon the above-mentioned Council review, discussions and public testimony, the Council decided to adopt the proposed budget with the following changes:

- Reduce the City's Water and Sewer Utility Tax by one percent
- Eliminate the City's six percent Storm Drain Utility Tax
- Authorize the position of an Office Specialist within the Community Development Department as a Limited-Term Position instead of a Regular Position, subject to the completion and review of the Development Services Improvement Initiative consultant report in early 2007.

The City's 2007-2008 Budget was adopted by Council on November 21, 2006.

General Fund Major Revenues

General Fund revenues (excluding operating transfers and interfund transactions) are forecasted to exceed $75 million in the 2007-2008 Budget. This is an increase of nearly $16.5 million over the two-year period, or approximately 28 percent more than was budgeted in 2005-2006.

Bothell is following the same unexpectedly robust revenue trend as the State and most other Washington municipalities. The lion's share of the revenue surge is attributable to sales tax.

The General Fund relies on three major revenue streams to fund services for its citizens: sales tax, property tax, and utility tax. In 2007-2008, these revenue streams are expected to make up 77 percent of all General Fund revenues.

Property tax revenue derived from new construction is expected to add an additional $90,000 - $110,000 to the City's property tax receipts in both 2007 and 2008.

Sales Tax

In 2006, sales tax revenue is on track to reach an unprecedented $12.7 million by year-end, or 23 percent above 2005 receipts ($10.3 million). In general, all sales tax categories are performing well throughout our state. For Bothell, wholesale trade, information, and professional science/technical services are performing especially strong and account for much of the City's expected $2.4 million increase in sales tax receipts.

Property Tax

The 2007-2008 Budget includes no increase in the City's property tax levy. Property tax revenue derived from new construction is expected to add an additional $90,000 - $110,000 to the City's property tax receipts in both 2007 and 2008. Additionally, new State-assessed property is also expected to add to the City's tax roll during 2007-2008. State-assessed property is property belonging to inter-county utilities (transportation and telephone companies).

Utility Tax

Utility tax revenues are projected to increase nearly $505,000 in 2007-2008. This sizeable increase is supported by the extensive amount of new construction taking place within the City along with expected rate increases in both City and non-City owned utilities.

Additional detail on City's revenue sources, including historical data, charts, and graphs, is included in the Revenue Section of the budget document.

General Fund Major Expenses

The 2007-2008 Budget General Fund expenditures (excluding operating transfers and interfund transactions) are anticipated to be $64,502,164 or 40 percent of citywide expenditures. This equates to a 13 percent increase over spending appropriated for the 2005-2006 biennium.

The two main General Fund expense categories are personnel and maintenance and operating (M&O).

> The City's three utilities (water, sewer, and storm drain) are separate enterprise funds supported through user fees.

Personnel Expenditures

General Fund personnel costs account for $50,076,462 in the 2007-2008 Budget (salaries, benefits and overtime). These expenses are 18 percent more compared to the City's modified 2005-2006 budget - overtime by itself is up only 6.5 percent. This increase drops to 10 percent when the new positions summarized in the Personnel section of this message are excluded from the calculation.

Maintenance & Operating Expenditures

General Fund Maintenance & Operating (M&O) expenditures, included in the 2007-2008 Budget, amount to $13,774,755. These expenses are increasing 13 percent overall when compared to the modified 2005-2006 budget. This figure includes $888,875 in one-time expenditures. A list of 2007-2008 one-time M&O expenditures is provided in the Expenditure section of the budget.

City Utility Rates

The City's three utilities (Water, Sewer, and Storm Drain) are separate enterprise funds supported through user fees. The following utility rate increases are included in the 2007-2008 budget.

Water Utility

Requires an increase in customer user fees of 6.5 percent in 2007 and 3 percent in 2008. The increases include a 5 percent increase in water supply costs from Seattle Water in 2007 and a 7.6 percent increase in 2008, plus new personnel to address the increased needs of the water system as outlined in the Personnel Section of this message. The last increase in water customer user fees was 1.8 percent in the 2005.

Sewer Utility

Requires an increase in customer user fees of 11.5 percent in 2007 and 7 percent in 2008. The increases include a 9.2 percent increase in King County treatment costs in 2007 and a 10.5 percent increase in 2008, plus new personnel to address new responsibilities and regulations placed on the Sewer Utility as outlined in the Personnel Section of this message. The last increase in sewer customer user fees was 9 percent in 2005.

Storm Drain Utility

Requires an increase of storm water customer user fees of 9.5 percent in 2007 and 2 percent in 2008. The increases include permit and consultant costs to address the National Pollutant Discharge Elimination System (NPDES) Phase 2 requirements, plus additional proposed personnel to perform new requirements mandated by NPDES as outlined in the Personnel Section of this message. The last increase in storm water customer user fees was 3.1 percent in 2006.

> One of the City's core services is public safety. The 2007-2008 budget includes the addition of:
>
> - 3 patrol officers
> - 3 firefighters
> - 1 Emergency Preparedness Coordinator
> - 1 Information Systems Technician

Personnel

The 2007-2008 Budget includes increases in personnel within the areas of public safety, development services, capital investment projects, utilities, and positions that have a dedicated revenue source and/or generate sufficient revenue to pay for their expenses.

Listed below by category is a brief description of each new position.

Public Safety Regular Positions - General Fund

- Three Police Patrol Officers
- Three Firefighters
- One Emergency Preparedness Coordinator
- One Public Safety Information Systems Technician

One of the City's core services is public safety. The 2007-2008 budget includes the addition of three patrol officers, which will increase the service levels of our primary patrol emergency response. These new police patrol positions will ensure that a four-patrol officer minimum is maintained 24 hours per day, seven days a week. This minimum staffing level is important for safety considerations and will reduce response times as well as increase officer visibility in neighborhoods. The Police Department has not hired a patrol officer since 2002 and, since that time, has experienced a 35 percent

increase in calls for service. The three additional police officers are projected to reduce overtime expenses of the department by approximately $50,000 on an annual basis.

Three additional firefighters are also included in the 2007-2008 Budget. The Downtown Fire Station, the busiest of Bothell's three stations, is only capable of staffing two firefighters on a fire engine to respond to fire calls during times of high call volume when a medical aid car, requiring two staff members, has been dispatched to a medical aid call. However, due to firefighter safety protocols, two firefighters have limited response capability and require a third firefighter to arrive before fire suppression efforts can occur. Three additional firefighters would allow for the minimum staffing to occur in the City's Downtown Fire Station 24 hours a day, 7 days a week, while also allowing for additional flexibility in scheduling voluntary absences and accommodating injuries. The three additional firefighters are projected to reduce overtime expenses of the department by approximately $145,000 annually.

Disaster preparedness is not a one-time event or activity that occurs every five years.

The Emergency Preparedness Coordinator will serve a critical role in assisting all City departments prepare to respond to a variety of threats and natural disasters within our community. This position was a limited-term position in 2005-2006 and has proven to be invaluable as the City prepares its workforce to assist citizens during a time when they will need public services the most. Disaster preparedness is not a one-time event or activity that occurs every five years. The City needs to have a designated individual whose primary purpose is to assist the readiness of City departments to respond to and recover from natural and manmade disasters that may occur at any given moment.

The Public Safety Information Systems Technician was a limited-term position in 2005-2006 that will become a regular full-time position in the 2007-2008 Budget. The benefit of having this technical position is that it enables public safety staff to perform their job and not require them to attempt to perform information technology maintenance related to public safety.

Development Services Regular Positions – General Fund

- One Planner/Inspector
- One Building Inspector
- One Construction Inspector
- One Office Specialist

Earlier this year, the City embarked upon a Development Services Improvement Initiative to assess the City's development review and permitting services to:

1) Identify organizational or functional alternatives to increase the City's ability to process development applications, including for compliance with applicable conditions of approval;
2) Ensure timely and thorough development inspections for compliance with regulations and conditions of approval;
3) Develop a program to monitor the City's performance; and
4) Develop a program to communicate and promote the City's actions.

> The preliminary findings of the Development Services Improvement Initiative consultant report reveal the need for the positions identified in the 2007-2008 budget.

This initiative began with the City engaging the services of a consultant experienced with development review services. Although the consultant report is not scheduled to be completed until February of 2007, the preliminary findings of the report reveal the need for the positions identified in the 2007-2008 budget. In addition to the new staff positions identified in the Development Services category, the budget includes an additional $100,000 over the biennium to be used for process improvements, fee study, and/or additional staff or contract support if needed to assist the City with development services issues and projects. This budget appropriation will be held in reserve in the Executive Department's professional services account and used, if necessary, to fully implement the Development Services Improvement Initiative.

Listed below are the new staff positions that have been identified to date, associated with this initiative.

- The Planner/Inspector position enables the Planning Division to better understand the site development characteristics, including critical areas, before a development project begins construction, and to better monitor compliance with development regulations and conditions during and after construction. The Planning Division has never had a position dedicated to inspection of projects for compliance with zoning and critical areas regulations, relying instead on the planners themselves to perform these inspections. With the increase in development activity over the past few years (projected to continue throughout the biennium) the previous approach has adversely impacted development review times and compliance inspections.

- The Building Inspector was a limited-term position authorized in the modified 2005-2006 Budget and will be a regular position in the 2007-2008 Budget. This position will allow the Building and Permit Services Division to adequately service the projected number of inspections associated with development. This new position will also allow the City's two existing Plans Examiners to concentrate on plan review, rather than having to divide their time between plan review and inspections, therefore, improving permit processing time.

- The Construction Inspector will be assigned to the Public Works Department and, similar to the Community Development Department Planning and Building and Permit Services Divisions, will provide the needed staff resources to meet demands caused by the increase in private development oversight. The number and complexity of sites being developed has steadily increased over the past couple years. This has required more time to inspect site development activities such as erosion control measures during construction, complex permanent storm water facilities and infill projects requiring pavement cuts and restoration.

- The Office Specialist position will extend an existing limited term position created out of necessity during the prior biennium to perform receptionist duties for Community Development, Public Works, and the Fire Prevention Bureau. This position enables other staff to concentrate on project filing and public records requests which has increased with the boom of development activity.

> The increase in passport hours from 24 to 40 hours per week will provide sufficient revenue to pay for the new Office Specialist positions in the Judicial and City Clerk Divisions of the Executive Department.

Revenue Funded Regular Positions – General Fund

- One Office Specialist (Passport)
- One Part-time (.50 FTE) Office Specialist (City Hall)
- One Part-time (.50 FTE) Tourism Coordinator
- Increase Public Education/Public Information Officer from .50 to .75 FTE (Fire)

The Office Specialist position in the Judicial/Municipal Court Division, comprised of two part time (.50 FTE) positions, and the part-time City Hall Office Specialist position within the City Clerk Division will be fully paid for by revenues generated from the issuance of passports revenues by increasing passport hours from 24 to 40 hours per week. The Office Specialists assigned to issue passports will not only provide a desired public service, but these positions will also allow for additional service capabilities to assist with court records and clerical work during non-passport issuance hours. The Office Specialist position (.50 FTE) assigned to City Hall will allow the City Clerk Division to provide a personal greeting to walk-in customers and serve as the first contact point for telephone requests and inquiries (in lieu of an automated telephone response system). This position will also assist in maintaining public record requests in a timely and responsive manner.

The part-time Tourism Coordinator position was an authorized limited term position in the 2005-2006 Budget and will be a regular part-time position in the 2007-2008 Budget. The position has created positive results in increasing tourism activities and revenue in its first year. This position is supported by lodging tax dollars that can only be used for

tourism-related expenses in accordance with state law and therefore does not compete with any General Fund expenses.

The Public Education Division within the Fire Department includes an increase of staff hours of .25 FTE to one of their Public Education/Public Information Officer positions. This increase will allow the Division to increase public safety programs. All expenses associated with the increase in hours will be paid for by revenues associated with new public safety programs.

> All positions identified in the Capital Investment Projects category are funded 100 percent by the capital projects included in the 2007-2008 Budget.

Capital Investment Project Term Positions - General Fund (Funded by Capital Projects)

- Three Project Engineers
- One Construction Inspector
- One Senior Accounting Specialist

All positions identified in this category are funded 100 percent by the capital projects included in the 2007-2008 Budget and previously identified in the Council-adopted Capital Facilities Plan (CFP).

These positions are considered to be "project-term", meaning that when capital investment projects are completed, and their services are no longer required, or revenue sources associated with any of the above positions are projected to be insufficient, service is concluded. This approach utilizes a mix of consultant staff and in-house project-term staff to deliver the most cost effective method to efficiently complete the City's capital investment projects.

The Public Works Department projected the number of staff positions (including those hired as part of the City's Infrastructure Investment Program in the 2005-2006 Budget) needed to accomplish the projects included in the CFP. This analysis projected a reduction of additional two project-term positions in late 2010, and a reduction of two additional positions in the 2011-2012 biennium. The need for project-term positions is proposed to be regularly evaluated prior to the adoption of updates to the CFP and future budgets. As current and future projects in the CFP materialize over the coming years, staffing needs and priorities will be continually reevaluated and adjusted up or down to meet program needs.

The three new Project Engineers are necessary to provide engineering support for the projects included within the first two years of the Council-adopted Capital Facilities Plan. Similarly, the new Construction Inspector position is needed to meet the inspection demands associated with the City's capital investment projects. The new Senior Accounting Specialist position, a first for the Public Works Department, will provide needed financial oversight and analysis, grant reimbursement accounting, and project budget tracking for the large number of capital investment projects scheduled to occur in the next two years and beyond.

Utilities Regular Positions – Sewer, Water, and Storm Drain Funds

- One Utilities Geographic Information System (GIS) Specialist
- Two Maintenance Workers
- One Senior Engineering Technician

> There are several key positions that were initially proposed by departments that I recommend we review and analyze again as part of the City's mid-year biennium review.

The Utilities GIS Specialist position would replace a limited term position with a regular full-time position. This position is equally funded by the City's three utility funds (Water, Sewer, and Storm Drain) and is responsible for transferring utility data to a geographic information platform, greatly improving the capabilities of the Public Works maintenance workers to identify, diagnose and resolve problems in the field. The position will be a member of the Community Development's Planning and GIS Division.

One of the two new Maintenance Worker positions will be equally funded and shared between the Sewer Division and the Water Division of the Public Works Department. The purpose of this position is to strengthen and increase the preventative maintenance activities of the sewer and water utilities. The second Maintenance Worker position will be dedicated to and funded by the City's Storm Drain Utility. The purpose of this position is to increase the City's frequency of preventative maintenance activities and to help address the new requirements associated with implementing the National Pollutant Discharge Elimination System (NPDES) requirements.

The new Senior Engineering Technician position will be funded and shared between the Water, Sewer, and Storm Drain utilities to assist in assessing capacity improvements and expansion needs for all City utilities to properly meet demand.

Positions to Be Reevaluated During Mid-Biennium Review

As previously indicated in the budget message, initial requests by departments for positions totaled 41.58 new full time equivalent (FTE) personnel. All of the positions initially proposed have merit and were worthy of consideration. However, cost containment and prudent financial decisions were necessary resulting in only the above positions being included in the proposed budget at this time. There are several key positions that were initially proposed by departments that I recommend we review and analyze again as part of the City's mid-year biennium review. The purpose of this review and analysis will allow the City to further examine its revenue situation, particularly in regards to projected sale tax, and will permit the City to seek "outside" funding sources, such a grant opportunities to offset the cost of personnel expenses.

These positions include a Crime Prevention Police Officer to assist with crime analysis, promote preventive crime fighting programs, and to engage citizens and businesses in neighborhood and business Block Watch programs. Consideration for additional firefighters is also proposed during the mid-year biennium to provide additional flexibility in scheduling voluntary absences and accommodating injuries within the Fire Department while also addressing future fire service needs. The Fire Department has the best opportunity of any City department to capture available federal grant funding from the Department of Homeland Security. This grant would provide a significant portion of the salary and benefit expenses of firefighters in their first year and would decrease toward lower percentages of the expenses by the third year.

> The City's current fiscal strength is largely due to sales tax revenue and is a significant reason why the City's long-term financial projections are far more positive than earlier predictions.

Within the City's Utility funds (Sewer, Water, Storm Drain) an additional maintenance worker should be considered subject to the completion of the various utility plan updates and further analysis of the City's maintenance responsibilities and impacts upon customer rates.

The last position I propose the Council consider during the mid-year biennium is to increase the part-time (.50 FTE) Tourism Coordinator position to a full-time position. As previously noted, this position has shown positive results in creating tourism activities and revenue in its first year. If such success continues, a full time Tourism Coordinator position would be warranted and beneficial. Funding for this position would be restricted to lodging tax dollars and does not impact the City's General Fund.

Capital Investments

The 2007-2008 Budget implements the first phase of the 2007-2013 Council-adopted Capital Facilities Plan (CFP). The CFP provides the City with an opportunity to make vital capital investments and to address Bothell's most pressing capital needs such as land acquisition, facility, park, transportation, and utility systems.

The first two years of the adopted CFP includes capital investments of $71,264,000 and is included in the 2007-2008 Budget.

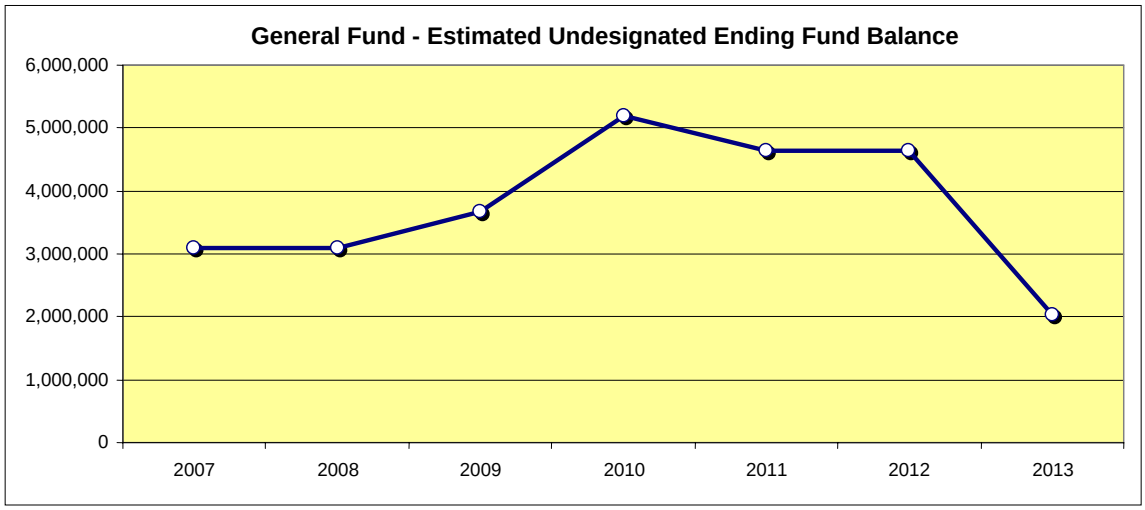
Funding for 2007-2008 CFP projects is derived from Real Estate Excise Tax (REET), one-time General Fund revenue transfers, utility user fees, mitigation fees, grants, and private donations/contributions.

A list of 2007-2008 CFP projects is provided in Appendix "D". Charts itemizing all capital spending (capital project, capital outlay, and asset replacement expenditures) are provided in the Expenditure section of the budget.

Our Financial Condition

As previously noted, the City is financially strong. General Fund revenues are forecasted to exceed expenditure needs through 2012 as represented on the graph below. The City's current fiscal strength is largely due to sales tax revenue and is a significant reason why the City's long-term financial projections are far more positive than those predicted during the development of the Roadmap.

The following graph presents estimated year-end undesignated/unrestricted fund balance figures for 2007 through 2013. The anticipated revenue surplus in 2007-2008 ($3.3 million) is budgeted for transfer to the Capital Projects Fund and added to its "opportunity" fund balance. Over the subsequent two biennia, only 50 percent of revenue surplus ($2,885,000) is allocated to the Capital Projects fund.



Designated fund balances such as the General Fund 20% operating reserve are not included in the above graph.
The City's Asset Replacement fund is fully funded throughout this forecast period.

Statewide, sales tax revenues are expected to rise approximately six percent per year over the ensuing biennium. Conversely, we are projecting Bothell's sales tax receipts to rise only to the extent of the City's projected growth in population – two percent per year over the 2007-2008 biennium and three percent per year in future biennia. In addition, as previously mentioned, the 2007-2008 budget doubles the General Fund contingency

reserve to 20 percent of the General Fund expenditures, and allocates additional funds for possible future capital investment opportunities.

The City's revenue forecasts are routinely updated to stay aligned with ongoing changes in the local economy. An up-to-date and far-sighted fiscal approach allows the City adequate time to plan and successfully manage both potential revenue shortfalls and one-time revenue spikes. This practice is vital so that the City can be responsive to sudden or potential changes in our local and regional economy.

Given the diversity of the City's sales tax revenue stream, these revenues are projected to be on-going and sustainable barring any major unforeseen change in the economy. Notwithstanding the City's financial projections, concerns such as recession, rising interest rates, and the slowing of the housing market, I am choosing to be "cautiously optimistic" with the 2007-2008 Budget and our 2007-2013 economic forecast, and striving to provide as much protection against future revenue shortfalls as possible.

Economic development projects and significant capital investments have and will further energize our community. We have made bold accomplishments and our future is even brighter.

Future Economic Development and Community Development Opportunities

A great amount of effort and focus has been placed on encouraging economic development within Bothell. The results of these efforts will assist our ability to sustain and in some cases, improve quality service levels. At the same time, these activities will enhance the quality of life so Bothell continues to be a premier place to live, work, and raise a family.

Economic development projects, such as the redevelopment of the downtown, the creation of programs to retain and recruit quality businesses, and the significant capital investments supported by the Council with the adoption of the Capital Facilities Plan, have and will further energize our community. Together, we have made bold accomplishments and our future is even brighter. I have great optimism that our collective vision will be achieved as a result of the leadership provided by Council, staff and community.

In addition to economic development activities, the Council, staff, and community will have the opportunity to consider annexation of areas within the City's Municipal Urban Growth Area (MUGA) in Snohomish County and the Potential Annexation Area (PAA) within King County during 2007-2008. The City has completed and the Council has preliminarily reviewed a comprehensive fiscal analysis of all possible annexation areas within Snohomish and King Counties. In early 2007, Council will receive a staff

presentation regarding the capital facility needs within these potential annexation areas to fully determine the City's ability to provide quality services and necessary capital investments. No expenses or revenues associated with any potential annexation areas have been included in the 2007-2008 budget and, therefore, would require a budget amendment during the ensuing biennium if such actions are desired and approved by the Council.

Conclusion

Developing a quality and balanced budget is always a challenge. There never seems to be enough resources to satisfy all the wants and needs, even in good economic times. The City of Bothell has made the most of its available resources by establishing value between the services it provides and the taxes paid by its citizens. Future decisions on how to maintain services while funding needed capital investment projects will make our task even more difficult. This budget is a reflection of the quality services we are providing now and the steps we are taking to ensure we can continue to do so in the future.

This budget is a reflection of the quality services we are providing now and the steps we are taking to ensure we can continue to do so in the future.

Finally, I cannot conclude this budget message without thanking the many devoted employees who have worked countless extra hours in the preparation of this budget. Without the expertise, professionalism, and steadfast dedication of the staff, this comprehensive budget document could not have been developed. I would also like to thank the Bothell City Council and the citizens of Bothell for their input and guidance during the development of this budget.

Respectfully submitted,

Robert S. Stowe
City Manager

COMMUNITY PROFILE

Bothell was settled in the early 1870's, and quickly became a logging village.

In a little over a century, Bothell has evolved from an isolated logging village to a multi-faceted, full-service city - with a resident population of 31,690 and an employment population of over 20,000.

Bothell is situated within the Seattle metropolitan area, northeast of Lake Washington. It comprises 12.6 square miles, half in King County and half in Snohomish County.

On the Slough

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.

Bothell is unique and highly desirable because it is central to an Interstate and three major State highways. For this reason, Bothell experienced substantial growth in recent years as businesses sought locations with access to new markets, with attractive surroundings for both their employees and customers.

Hannan Store 1890

Homebuyers and renters also came to Bothell seeking residential areas with direct access to the interstate and major highways, as well as amenities, security, esteemed schools, and a strong sense of community.

The City has proven to be a particularly appealing location for technology firms. Among Bothell's resident businesses are several international biotechnology firms.

City Drug Store 1893

Bothell is recognized as one of our nation's leading biotechnology centers. Numerous computer hardware and software development corporations and the nation's largest wireless telecommunication company reside in Bothell as well.

Bothell is also home to a relatively rare higher-education partnership, between the University of Washington–Bothell and Cascadia Community College. Their shared campus includes one of our nation's largest wetland restoration projects.

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 was incorporated in 1909. The City is an 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 and an Assistant City Manager.

In 2007-2008, the City of Bothell has 288 authorized positions.

Bothell's full and part-time employees provide a full range of municipal services for our 31,690 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.

City of Bothell Community Statistical Information is located in Appendix E pages 10 and 11.

Downtown Bothell 1900

Population Growth*

1910	599
1920	613
1930	818
1940	794
1950	1,019
1960	2,237
1970	5,329
1980	8,014
1990	12,346
1999	27,810
2000	28,140
2001	30,084
2002	30,404
2003	30,754
2004	30,910
2005	30,930
2006	31,000
2007	31,690

*Figures obtained from the State Office of Financial Management

Growth in Land Area (Square Miles)**

1970	3.25
1980	4.08
1990	5.60
1999	12.07
2002	12.09
2005	12.60
2006	12.60

**Data Provided by City staff

Housing Unit Distribution***

Owner-occupied housing units	68%
Renter-occupied housing units	32%

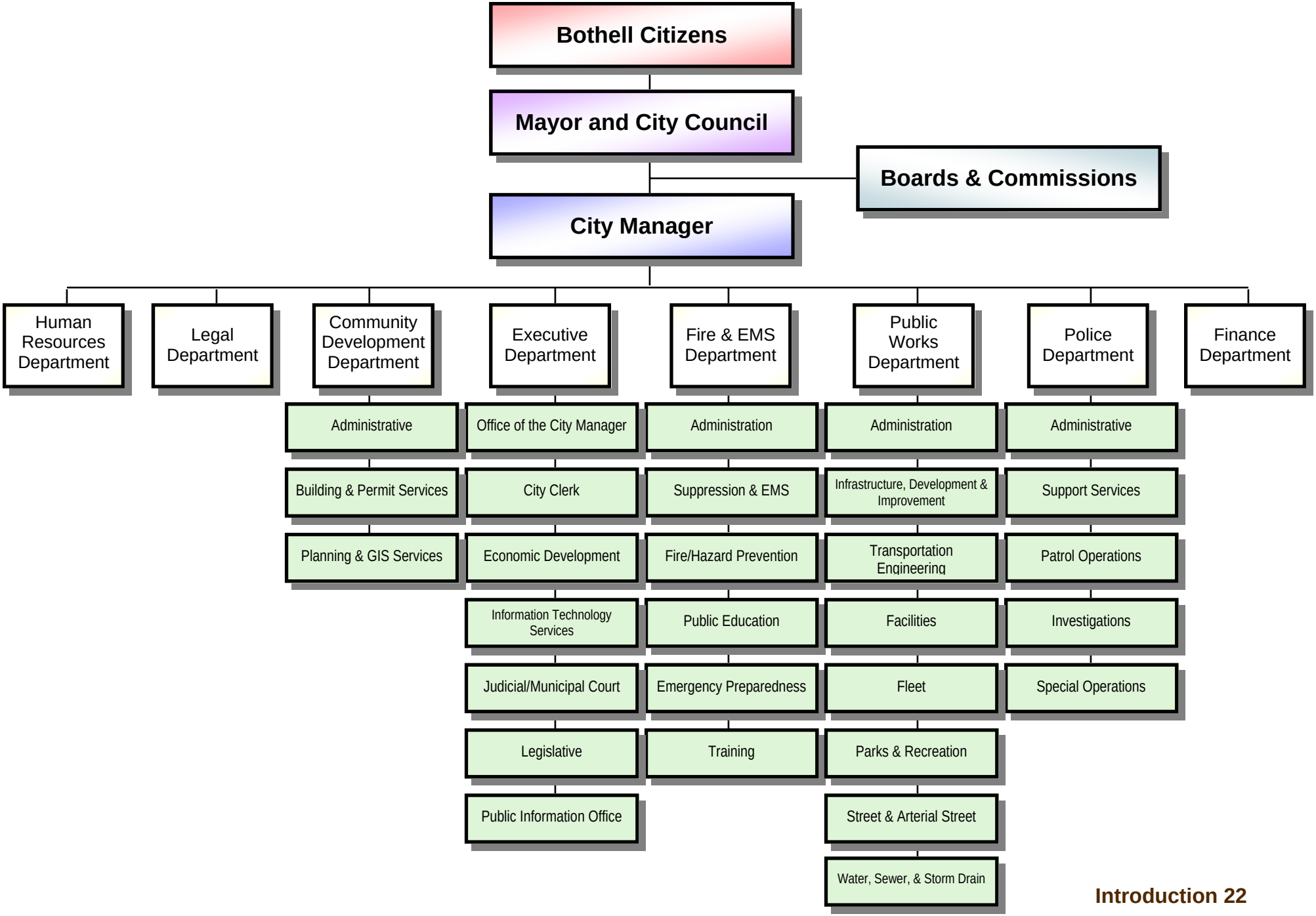
Family Households	66.5%
Non-Family Households	33.5%

Households with individuals under 18	35.6%
Households with individuals over 65	16.9%

***Based on US Census 2000 results

Additional Community Statistical Data in Appendix E on pages 10 and 11.

City of Bothell
2007-2008



Revenues

Revenues

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2003-2004 Actuals	2005-2006 Modified Budget	2007-2008 Budget
General Fund	$55,616,477	$59,636,520	$76,128,622
Special Revenue Funds			
Street	3,305,194	3,302,460	3,198,030
Arterial Street	2,004,012	25,544,974	35,376,000
Cable TV Fund	155	1,000	2,400
Park Cumulative Reserve	263,723	270,400	779,200
Drug Seizure Fund	13,980	26,500	38,000
Nuisance Abatement Fund	25,356	2,550	5,400
Debt Service Funds			
Bothell Property Assessment Redemption	6,134	-	-
1990 General Obligation Bond Redemption	915	-	-
1995 General Obligation Bond Redemption	807,189	819,000	-
1997 General Obligation Bond Redemption	1,570,468	1,558,000	1,600,000
Capital Funds			
Capital Improvements	3,768,627	20,810,265	20,151,835
Construction & Acquisition	17,262	622,000	-
Utility Funds			
Water	6,490,201	6,972,858	9,943,184
Sewer	7,117,435	8,177,143	12,549,751
Storm Drain	3,234,686	3,911,377	6,601,200
Internal Service Funds			
Fleet Management	2,733,850	1,800,288	3,062,518
Self Insurance	1,594,641	2,108,211	2,015,701
Asset Replacement	2,344,099	1,276,352	2,612,818
Expendable Trust Funds			
Cemetery Endowment	778	5,650	8,200
Firemen's Pension Reserve	67,479	74,950	94,000
Total All Funds	**$90,982,660**	**$136,920,498**	**$174,166,859**
Less Operating Transfers	(8,887,962)	(24,581,781)	(16,020,874)
Less Interfund Transactions	(1,050,371)	(636,776)	(7,697,000)
Total All Funds Less Transfers	81,044,327	111,701,941	150,448,985
Biennium Beginning Fund Balance	39,992,520	36,174,425	56,694,010
Total Operating Sources Available	$121,036,847	$147,876,366	$207,142,995

⇨2005-2006 figures were modified to include the final 2006 budget amendment

⇨2007-2008 Capital Improvements Fund revenues were reduced by $370,565 due to an arithmetic error

⇨For an updated 2006 Fund Balance figure, based on actual 2006 1st-3rd quarter receipts and projected 4th quarter receipts, see "2007-2008 Budget Overview" Revenues Section page 13

⇨Bothell Property Assessment Redemption was closed in 2005

⇨1995 General Obligation Bond Redemption Fund to be closed in 2006

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2003-2004 Actuals	2005-2006 Modified Budget	2007-2008 Budget
General Fund	53,226,208	78,401,462	81,091,782
Special Revenue Funds			
Street	2,653,863	3,508,709	3,659,181
Arterial Street	3,988,634	26,238,790	36,787,419
Cable TV Fund	-	29,038	26,747
Park Cumulative Reserve	516,720	364,000	490,000
Drug Seizure Fund	15,525	32,000	59,281
Nuisance Abatement Fund	249	50,000	50,000
Debt Service Funds			
Bothell Property Assessment Redemption	6,660	-	-
1990 General Obligation Bond Redemption	-	-	-
1995 General Obligation Bond Redemption	805,757	875,762	-
1997 General Obligation Bond Redemption	1,495,362	1,559,000	1,601,000
Capital Funds			
Capital Improvements	1,228,499	6,706,750	23,080,000
Construction & Acquisition	1,017,617	600,000	-
Utility Funds			
Water	6,029,676	7,357,539	10,724,662
Sewer	6,522,737	9,096,666	12,887,264
Storm Drain	2,562,498	4,994,074	8,354,666
Internal Service Funds			
Fleet Management	2,751,424	1,783,796	3,013,397
Self Insurance	1,560,183	2,108,211	1,965,179
Asset Replacement	1,555,135	2,396,527	4,643,946
Expendable Trust Funds			
Cemetery Endowment	-	2,500	4,000
Firemen's Pension Reserve	53,981	50,000	50,000
Total Appropriation All Funds	**$85,990,728**	**$146,154,824**	**$188,488,524**
Less Operating Transfers	(8,887,962)	(24,581,781)	(16,020,874)
Less Interfund Transactions	(1,050,371)	(636,776)	(7,697,000)
Total Appropriation All Funds Less Transfers	76,052,395	120,936,267	164,770,650
Biennium Ending Fund Balance	43,896,451	56,694,010	42,372,345
Total Appropiration Plus Ending Fund Balance	$119,948,846	$177,630,277	$207,142,995

⇨2005-2006 figures were modified to include the final 2006 budget amendment

⇨For an updated 2006 Fund Balance figure, based on actual 2006 1st-3rd quarter spending and projected 4th quarter spending, see "2007-2008 Budget Overview" Expenditures Section page 27

⇨Bothell Property Assessment Redemption was closed in 2005

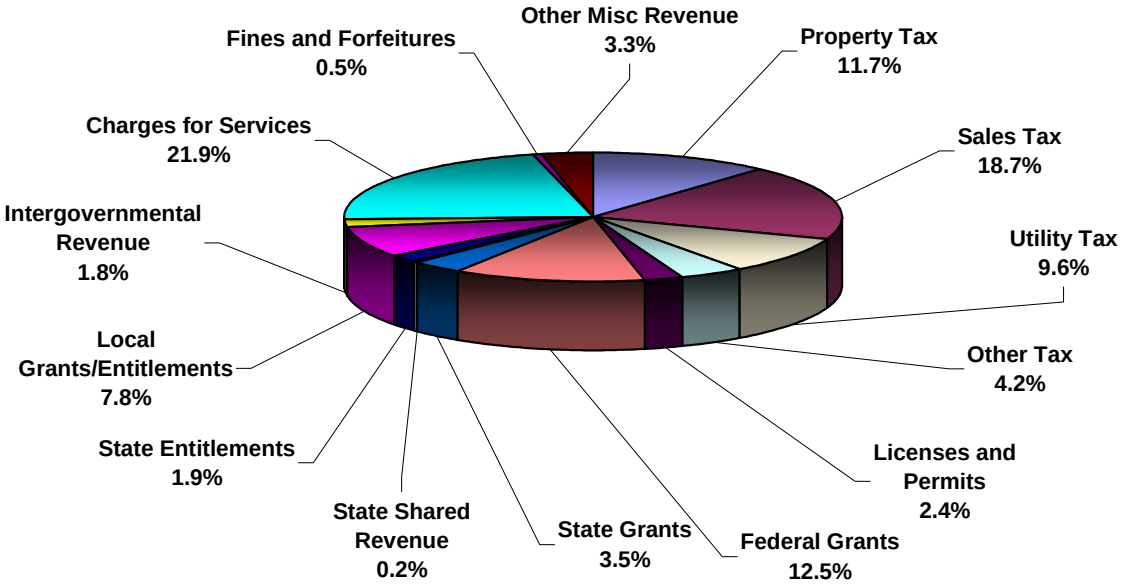
⇨1995 General Obligation Bond Redemption Fund to be closed in 2006

Revenue Summary

All Funds

Source	2007-2008 Revenue
Property Tax	$17,547,425
Sales Tax	28,071,445
Utility Tax	14,315,835
Other Tax	6,246,000
Licenses and Permits	3,616,700
Federal Grants	18,805,000
State Grants	5,232,830
State Shared Revenue	251,500
State Entitlements	2,792,500
Local Grants/Entitlements	11,765,000
Intergovernmental Revenue	2,730,900
Charges for Services	32,782,446
Fines and Forfeitures	768,500
Other Misc Revenue	4,956,904
Total Revenue	**$149,882,985**

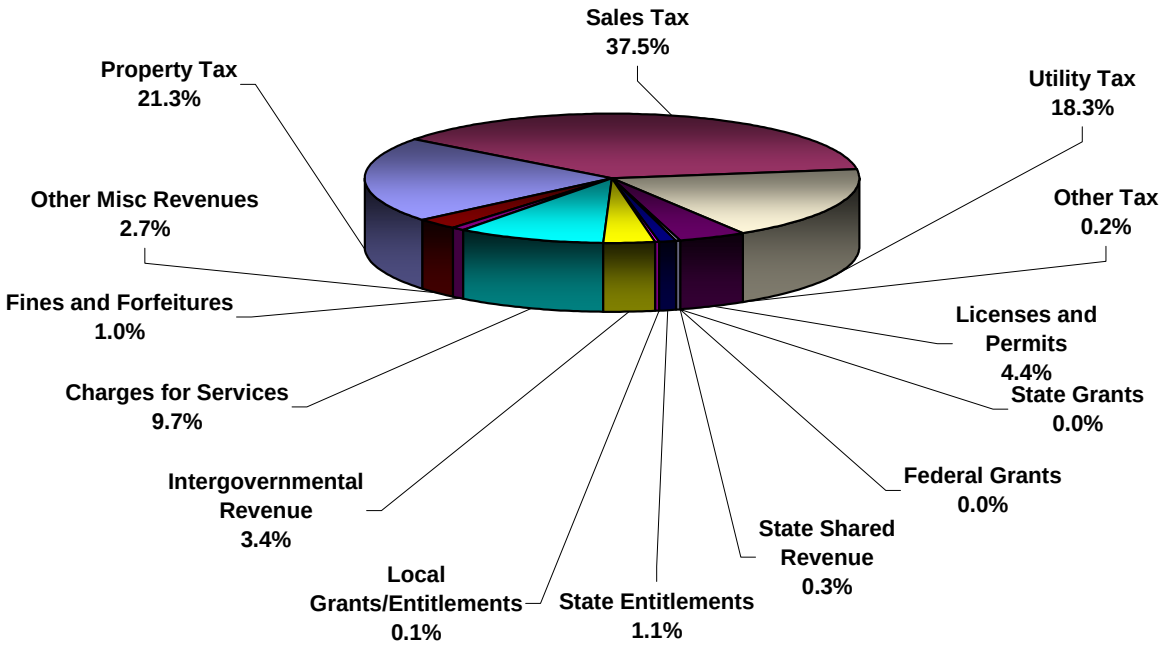
Total excludes non-revenue, operating transfers, and interfund transactions



Revenue Summary
General Fund

Source	2007-2008 General Fund
Property Tax	$15,947,425
Sales Tax	28,071,445
Utility Tax	13,715,835
Other Tax	146,000
Licenses and Permits	3,309,000
Federal Grants	-
State Grants	10,000
State Shared Revenue	251,500
State Entitlements	823,500
Local Grants/Entitlements	92,000
Intergovernmental Revenue	2,520,900
Charges for Services	7,235,411
Fines and Forfeitures	732,500
Other Misc Revenues	2,019,700
Total Revenue	**$74,875,216**

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



Revenue Assumptions and Significant Changes

City management and staff recognize the importance of continuously exploring and implementing cost and process efficiencies that help reduce government spending and prevent the need for increased taxation. Bothell takes a serious and proactive approach to managing the continuously escalating cost of maintaining citizen's desired service levels. This must be accomplished without jeopardizing the City's long-term fiscal stability.

Revenue forecasts are routinely updated to stay aligned with ongoing changes in the local economy. Maintaining a far-sighted fiscal approach allows the City adequate time to plan and manage both potential revenue shortfalls and one-time revenue spikes. This practice is vital – City management must be aware and responsive to sudden or potential changes in our region's economy. The City needs to be proactive and always prepared to quickly expand or contract spending as necessary to maintain desired core service levels to its citizens.

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 over 40% of the City's overall revenues and 77% of its General Fund revenues.

The following section provides background information on the City's main revenue sources by revenue type.

Sales Tax

Sales tax is the City's largest revenue source. In the second half of 2005 and throughout 2006, Bothell (along with most Washington cities) has seen a sharp increase in its sales tax receipts.

In 2005, strong increases in sales tax were partly a reestablishment of revenue losses that resulted from the world's shock and the subsequent recession that followed 9/11. By 2004, regular sales tax revenues were still nearly $300,000 (or 3%) less than what the City had experienced in 2001.

In 2006, sales tax revenue is currently on track to reach an unprecedented $12.7 million by year-end, or 23% above 2005 receipts. Wholesale trade and information and professional science/technical services were the major drivers behind this $2,350,000 expected increase in sales tax over the prior year.

Statewide sales tax revenues are expected to rise approximately 6% per year over the ensuing biennium. Conversely, we are consecutively projecting Bothell's regular sales tax receipts will rise only to the extent of the City's projected growth in population – 2% annually over the biennium.

It is imperative that the City safeguards its long-term fiscal stability.

Nationwide concerns over a possible recession, rising interest rates, and the slowing of the housing market have made us "cautiously optimistic" with our economic forecast. We are also striving to provide as much protection against future revenue shortfalls as possible, due to the uncertainty of the City's current unprecedented level of sales tax receipts.

Being “cautiously optimistic” requires us to implement appropriate safeguards. For this reason, the 2007-2008 budget doubles the City’s General Fund operating reserve from 10% to 20% (from approximately $3,600,000 to $7,300,000).

Local economists are predicting the Bothell area will continue to expand over the next five years - although at a much slower rate than we have seen in 2006. Further, this area is expected to maintain a stronger housing market than most of the nation. The economic drivers behind this positive outlook on local growth are aerospace jobs and additional population created by Seattle-area employees wanting to live in the suburbs.

Coincidently, our region’s current job growth rate (3.8%) is expected to decelerate (2.4%) in 2007-2008 - but this projection is still twice the predicted national average.

Property Tax

In compliance with Initiative 747 (I-747), Bothell is limited to a 1% annual increase in its property tax levy. I-747, which was overwhelmingly approved by voters in the fall of 2001 (passing statewide by 58%), was declared unconstitutional by a King County Superior Court judge on June 16, 2006. A stay was issued only two days later, making it clear that I-747 will stay in effect pending a decision by the Washington Supreme Court.

A 1% property tax levy increase amounts to approximately $75,000 per year for the City. This equates to 1.3 cents per $1,000 of assessed property value, or less than $4 per year on a $300,000 home.

Bothell’s 2007-2008 biennial budget presumes no increase in its property tax levy.

Prior to 2002 and I-747, property tax served as the City’s revenue stabilizer during economic downturns.

Property tax revenues are not directly tied to economic conditions. In the past, whenever the local economy weakened and created a subsequent decline in consumer spending and economic growth, the result was sales tax revenue shortfalls. During these times, adjusting the City’s property tax levy was an option for lessening the economy’s effects on the City’s overall revenue receipts. This provided a means for making certain that vital service delivery to citizens did not decline.

The implementation of I-747 in 2002 resulted in the loss of the City’s ability to utilize property tax as its revenue stabilizer. Today, when the economy weakens, sales tax revenue shortfalls directly impact the City’s ability to provide essential services to its citizens. From 2002-2006, the effect of I-747 on the City’s ability to levy property tax revenue exceeded $4.4 million.

The 2007-2008 budget assumes that new construction will continue to be added to property tax rolls. In 2006, the City experienced a significant rise in single and multi-family home construction. This trend is expected to continue in 2007, then slow to normal growth figures by 2009. Property tax revenues derived from new construction are expected to add an additional

$90,000 - $110,000 to the City's property tax receipts in both 2007 and 2008.

New state-assessed property is also expected to add to the City's tax roll during the 2007-2008 biennium. State-assessed property is property belonging to inter-county utilities (transportation and telephone companies).

Utility Tax

2007-2008 General Fund utility tax revenues are projected to exceed the 2005-2006 biennium projection by nearly $505,000. This sizeable predicted increase is supported by the extensive amount of new construction taking place within the City along with expected rate increases in both City and non-City owned utilities.

Federal Grants

In 2003-2004 and 2005-2006, federal grant funds made up less than 2% of the City's revenues. In 2007-2008, federal grant funding is expected to be 12.5% of citywide revenues ($18.8 million) – all of which is allocated in the Arterial Street Fund for transportation projects. A listing of all capital projects is included in the Expenditure Section, where the funding source for each project is also presented. Specific capital expenditure information is available in:

- The City's adopted Capital Facilities Plan (CFP);
- The capital discussion in the City Manager's Budget Message, found in the Introduction Section; and
- The Capital Project Fund Section.

Charges for Services

In 2007-2008, citywide charges for service fees are expected to approach $33 million. The projected increase of nearly $6 million over budgeted 2005-2006 receipts can be explained as follows:

General Fund - $100,000 in passport fees, $2,100,000 in development fees, and $900,000 in grant and project funded engineering transfers for various CFP projects. See the CFP discussion in the City Manager's Budget Message found in the Introduction Section. CFP transfers are not ongoing revenues.

Arterial Street Fund - $535,000 in development impact fees for development anticipated during the 2007-2008 biennium. These are one-time, not ongoing revenues.

Park Cumulative Reserve Fund - $400,000 in park impact fees for development anticipated during the 2007-2008 biennium. These are also one-time revenues.

Sewer Fund - $1,422,000 in general sewer services based on the projected 2007-2008 use and billing rate structure.

Storm Drain Fund - $417,000 in Storm Drain fees based on the 2007-2008 rate structure.

Significant Changes

From 1998 through the third quarter of 2001, the City experienced a commercial building boom. Development service fees contributed from $800,000 to $1,000,000 to the City's annual revenue receipts.

This spike in development and subsequent population growth also had a significant impact on the City's three major revenue streams.

Development increased:

- New construction, which resulted in additional property tax revenues;
- Construction sales tax transactions for added buildings and homes, which resulted in additional population and regular sales tax revenues; and
- Increased utility customers, which resulted in higher consumption and additional utility tax revenues.

Local, national (9/11), and world economic conditions all contributed to the building slump in late 2001 and 2002. Development fee revenues fell to $487,000 in 2002. Building remained slack in 2003-2004.

In 2005-2006, development service revenues were originally projected to remain steady in the mid $400,000 range with substantial growth anticipated in 2007-2008.

However, both single and multi-family residential permit applications began to escalate dramatically in 2005. This was in response to the region's declining unemployment rate, a 40 year low in interest rates, and its booming housing market.

Suddenly, the development anticipated in 2007-2008 hit - almost two years earlier than expected by the City's Community Development Department.

In the third quarter of 2006, most U.S. metropolitan areas are experiencing serious declines in housing starts. The Bothell area continues to fare better than most, due to its strong aerospace industry and a steady population shift from Seattle to the suburbs.

Residential building in Bothell is anticipated to remain strong throughout 2007 - resulting in development service fees revenues close to those we are seeing in 2006. A 40% drop is projected in 2008, followed by another 10% decline in 2009. By 2009, development is expected to level off and resume a normal annual residential growth factor until the much anticipated downtown redevelopment is in full-swing.

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

Revenues
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) Expendable Trust Fund

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.

General Fund revenues are considered unrestricted, and can be used for any governmental purpose.

Special Revenue Funds
Special Revenue Funds are normally used to account for revenues that are legally restricted to a specific purpose (except for expendable trusts or major capital projects) and are required to be accounted for separately.

Debt Service Fund
The following are the types of debt generally issued by the City 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 The City has incurred very little debt over the past two decades, and operates for the most part with a pay-as-you-go philosophy. Legal debt limits established by state statute are as follows: Councilmanic Bonds (non-voted) - 1.5% of assessed property valuation; Unlimited "Voted" Tax General Obligation Bonds – 1% of assessed property valuation; Park Bonds - 2.5% assessed property valuation.

Debt Capacity as of January 1, 2007

Regular levy assessed value less annexations $5,640,446,159

Item	Without a Vote	With a Vote of the People		
	1.5%	2.5%	5.0%	7.5%
Legal Limit	$84,606,692	$141,011,154	$282,022,308	$423,033,462
Outstanding Net Debt	-	6,405,000	6,405,000	6,405,000
Margin Available	$84,606,692	$134,606,154	$275,617,308	$416,628,462

City Management recognizes that the City could exceed the 1% limit for voter approved general obligation debt by using part or all of the 1.5% non-voted debt service capacity, as long as the total does not exceed 2.5%.

1997 General Obligation (GO) Bond Fund is used to accumulate monies for payment of General Obligation Bonds issued in 1997, after voters approved bonding $9,700,000 to finance construction of a new public safety (police and municipal court) facility. These are serial annuity bonds due annually, plus interest, until maturity in 2017. Debt service is provided by an annual excess property tax levy legally restricted to finance this debt. The outstanding principal on 12/31/06 is $6,405,000.

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. The City currently has two local improvement district (LIDs) that bill and collect semi-annual assessments. 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.

Capital Improvements Fund
(See Capital Projects List on Pages 18 – 20 of the Expenditures section)

The Capital 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.

Expendable Trust Funds

These funds are used to account for monies received by the City in a trustee capacity, where both the principal and earnings of the fund may be expended.

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:

- Fleet Management
- 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.

Fleet Management Fund

The Fleet Management Fund accounts for the activities of the Vehicle Fleet Maintenance Division of the Public Works Department.

Self Insurance Fund

The Self Insurance Fund was established to pay liability, property, and 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 Law Enforcement Officers & Fire Fighters (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.

Budget Overview
2007-2008

Fund	Projected* Balance 12/31/2006	2007 Projected Revenues	2007 Expenditure Appropriation	Projected Balance 12/31/2007	2008 Projected Revenues	2008 Expenditure Appropriation	Projected Balance 12/31/2008
Current	$15,842,492	$37,685,828	$42,649,505	$10,878,815	$38,442,794	$38,442,277	$10,879,332
Special Revenue Funds							
Street	640,880	1,568,830	1,803,153	406,557	1,629,200	1,856,028	179,729
Arterial Street	1,969,594	18,201,000	19,130,879	1,039,715	17,175,000	17,656,540	558,175
Cable TV Fund	24,347	1,200	25,349	198	1,200	1,398	-
Park Cumulative Reserve	702,674	414,600	-	1,117,274	364,600	490,000	991,874
Drug Seizure Fund	41,281	19,000	30,000	30,281	19,000	29,281	20,000
Nuisance Abatement Fund	55,029	2,700	25,000	32,729	2,700	25,000	10,429
Bond Funds							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
1997 GO Bond Redemption	94,893	800,000	800,500	94,393	800,000	800,500	93,893
Capital Funds							
Capital Improvements	22,207,108	11,916,234	18,401,000	15,722,342	8,235,601	4,679,000	19,278,943
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Water	2,831,037	5,967,167	6,424,103	2,374,101	3,976,017	4,300,559	2,049,559
Sewer	3,429,488	7,309,967	7,518,617	3,220,838	5,239,784	5,368,647	3,091,975
Storm Drain	3,329,435	4,451,900	5,037,117	2,744,218	2,149,300	3,317,549	1,575,969
Internal Service Funds							
Fleet Management	695,984	1,531,259	1,495,494	731,749	1,531,259	1,517,903	745,105
Self Insurance	180,200	984,619	959,722	205,097	1,031,082	1,005,457	230,722
Asset Replacement	4,387,333	1,202,859	4,130,800	1,459,392	1,409,959	513,146	2,356,205
Trust and Agency Funds							
Cemetery Endowment	81,835	4,100	2,000	83,935	4,100	2,000	86,035
Firemen's Pension Reserve	180,400	47,000	25,000	202,400	47,000	25,000	224,400
Subtotal	**$56,694,010**	**$92,108,263**	**$108,458,239**	**$40,344,034**	**$82,058,596**	**$80,030,285**	**$42,372,345**
Less Operating Transfers		7,745,028	7,745,028		8,275,846	8,275,846	
Less Interfund Transactions		7,154,000	7,154,000		543,000	543,000	
Total	**$56,694,010**	**$77,209,235**	**$93,559,211**	**$40,344,034**	**$73,239,750**	**$71,211,439**	**$42,372,345**

*Figures are based on actual 2006 1st-3rd quarter and projected 4th quarter receipts and spending; not budgeted appropriation.

Expenditures

Expenditures

Expenditures – All Funds

(Includes operating transfers and interfund transactions)

Fund	2003-2004 Actuals	2005-2006 Modified Budget	2007-2008 Budget
General Fund	53,226,208	78,401,462	81,091,782
Special Revenue Funds			
Street	2,653,863	3,508,709	3,659,181
Arterial Street	3,988,634	26,238,790	36,787,419
Cable TV Fund	-	29,038	26,747
Park Cumulative Reserve	516,720	364,000	490,000
Drug Seizure Fund	15,525	32,000	59,281
Nuisance Abatement Fund	249	50,000	50,000
Debt Service Funds			
Bothell Property Assessment Redemption	6,660	-	-
1990 General Obligation Bond Redemption	-	-	-
1995 General Obligation Bond Redemption	805,757	875,762	-
1997 General Obligation Bond Redemption	1,495,362	1,559,000	1,601,000
Capital Funds			
Capital Improvements	1,228,499	6,706,750	23,080,000
Construction & Acquisition	1,017,617	600,000	-
Utility Funds			
Water	6,029,676	7,357,539	10,724,662
Sewer	6,522,737	9,096,666	12,887,264
Storm Drain	2,562,498	4,994,074	8,354,666
Internal Service Funds			
Fleet Management	2,751,424	1,783,796	3,013,397
Self Insurance	1,560,183	2,108,211	1,965,179
Asset Replacement	1,555,135	2,396,527	4,643,946
Expendable Trust Funds			
Cemetery Endowment	-	2,500	4,000
Firemen's Pension Reserve	53,981	50,000	50,000
Total Appropriation All Funds	**$85,990,728**	**$146,154,824**	**$188,488,524**
Less Operating Transfers	(8,887,962)	(24,581,781)	(16,020,874)
Less Interfund Transactions	(1,050,371)	(636,776)	(7,697,000)
Total Appropriation All Funds Less Transfers	76,052,395	120,936,267	164,770,650
Biennium Ending Fund Balance	43,896,451	56,694,010	42,372,345
Total Appropiration Plus Ending Fund Balance	$119,948,846	$177,630,277	$207,142,995

⇨2005-2006 figures were modified to include the final 2006 budget amendment

⇨For an updated 2006 Fund Balance figure, based on actual 2006 1st-3rd quarter spending and projected 4th quarter spending, see "2007-2008 Budget Overview" Expenditures Section page 27

⇨Bothell Property Assessment Redemption was closed in 2005

⇨1995 General Obligation Bond Redemption Fund to be closed in 2006

Revenues – All Funds

(Includes operating transfers and interfund transactions)

Fund	2003-2004 Actuals	2005-2006 Modified Budget	2007-2008 Budget
General Fund	$55,616,477	$59,636,520	$76,128,622
Special Revenue Funds			
Street	3,305,194	3,302,460	3,198,030
Arterial Street	2,004,012	25,544,974	35,376,000
Cable TV Fund	155	1,000	2,400
Park Cumulative Reserve	263,723	270,400	779,200
Drug Seizure Fund	13,980	26,500	38,000
Nuisance Abatement Fund	25,356	2,550	5,400
Debt Service Funds			
Bothell Property Assessment Redemption	6,134	-	-
1990 General Obligation Bond Redemption	915	-	-
1995 General Obligation Bond Redemption	807,189	819,000	-
1997 General Obligation Bond Redemption	1,570,468	1,558,000	1,600,000
Capital Funds			
Capital Improvements	3,768,627	20,810,265	20,151,835
Construction & Acquisition	17,262	622,000	-
Utility Funds			
Water	6,490,201	6,972,858	9,943,184
Sewer	7,117,435	8,177,143	12,549,751
Storm Drain	3,234,686	3,911,377	6,601,200
Internal Service Funds			
Fleet Management	2,733,850	1,800,288	3,062,518
Self Insurance	1,594,641	2,108,211	2,015,701
Asset Replacement	2,344,099	1,276,352	2,612,818
Expendable Trust Funds			
Cemetery Endowment	778	5,650	8,200
Firemen's Pension Reserve	67,479	74,950	94,000
Total All Funds	**$90,982,660**	**$136,920,498**	**$174,166,859**
Less Operating Transfers	(8,887,962)	(24,581,781)	(16,020,874)
Less Interfund Transactions	(1,050,371)	(636,776)	(7,697,000)
Total All Funds Less Transfers	81,044,327	111,701,941	150,448,985
Biennium Beginning Fund Balance	39,992,520	36,174,425	56,694,010
Total Operating Sources Available	$121,036,847	$147,876,366	$207,142,995

⇨2005-2006 figures were modified to include the final 2006 budget amendment

⇨2007-2008 Capital Improvements Fund revenues were reduced by $370,565 due to an arithmetic error

⇨For an updated 2006 Fund Balance figure, based on actual 2006 1st-3rd quarter receipts and projected 4th quarter receipts, see "2007-2008 Budget Overview" Revenues Section page 13

⇨Bothell Property Assessment Redemption was closed in 2005

⇨1995 General Obligation Bond Redemption Fund to be closed in 2006

Expenditures

Our City is embarking on what will most likely be a key era in its history. The decisions being made today by City leaders have the potential magnitude to define Bothell for generations to come. Over the 2005-2006 biennium, the Council, City Manager, staff and citizens have engaged in multiple comprehensive and visionary strategic planning processes. These combined developments have provided clear direction for Bothell's 2007-2008 expenditure budget and possibly for many expenditure budget periods to come.

Planning for Long-range Fiscal Stability

The Roadmap – Setting the Course document provided a long-range financial plan that anticipated Bothell's ensuing six year economic outlook. This was done using current economic indicators and known future development. In addition, facility and infrastructure needs (and their potential funding sources) were outlined. Finally, the document presented multiple financing scenarios and their potential long-range fiscal impacts.

Three scenarios were recommended to Council as feasible opportunities for sustaining the City's financial stability. After much discussion and consideration, Council determined that if revenues fell short of minimum spending needs they would ask voters to consider a levy-lid lift, rather than diminish essential services for Bothell citizens.

Providing Clear Direction for Spending

Council deliberated on Budget Focus Areas and established their Desired 2007-2008 Budget Outcomes. This information was used by departments to determine their program service levels, staffing and operating needs - and ultimately their budget requests for the next two years. The City Manager used Council's priority directives to weigh department budget requests, and to prepare a comprehensive spending plan that focused City resources towards meeting these desired outcomes. Council's Budget Focus Areas and Desired 2007-2008 Budget Outcomes are presented in Appendix C.

Establishing and Prioritizing Needs

Council adopted the City's first Capital Facilities Plan (CFP). The CFP document as amended is a seven year (2007-2013) capital spending plan that provides for $166,747,000 in needed capital and infrastructure investment such as: land acquisition, facilities, street, utility, and park improvements.

The CFP helped define and streamline the City's 2007-2008 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 those needs. The first two years of the adopted CFP were folded into the 2007-2008 budget ($71,264,000).

The City's 2007-2013 Capital Facilities Plan document is available on the City's website or by request from the City Clerk's office.

2007-2008 Citywide Budgeted Spending

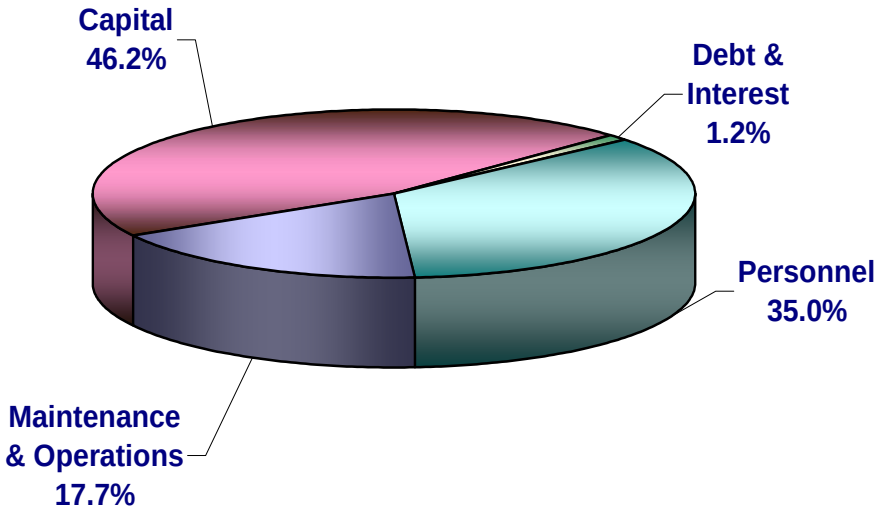
2007-2008 citywide expenditures (excluding operating transfers and interfund transactions) are budgeted at $164,770,650 for the biennium. This is a 36.2% increase over projected spending in the 2005-2006 biennium.

Expenditures by Category

All Funds

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$40,951,820	$48,753,180	$57,603,106
Maintenance & Operations	$21,844,176	$25,880,322	$29,178,855
Capital	$10,583,578	$41,246,917	$76,068,170
Debt & Interest	$2,672,820	$5,055,848	$1,920,519
Total Expenditures	**$76,052,395**	**$120,936,267**	**$164,770,650**

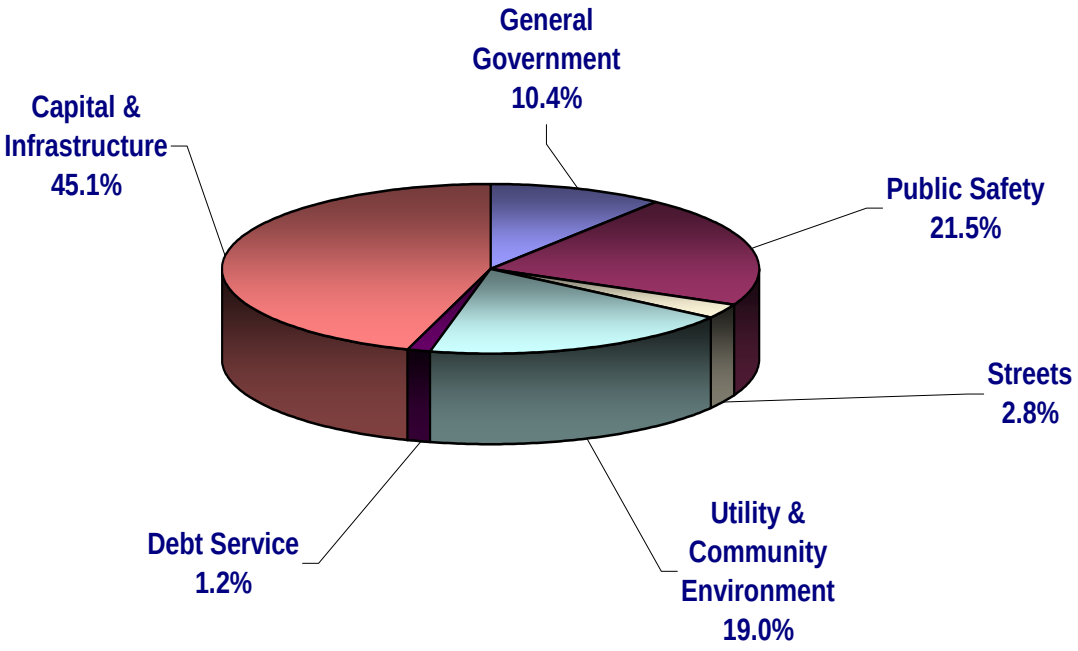
Total Expenditures excludes Operating Transfers and Interfund Transactions



Expenditures by Function
All Funds

Source	2007-2008 Budget
General Government	$17,192,160
Public Safety	$35,447,832
Streets	$4,566,433
Utility & Community Environment	$31,305,536
Debt Service	$1,920,519
Capital & Infrastructure	$74,338,170
Total Expenditures	**$164,770,650**

Total excludes Operating Transfers
and Interfund Transactions



2007-2008 General Fund Budgeted Spending

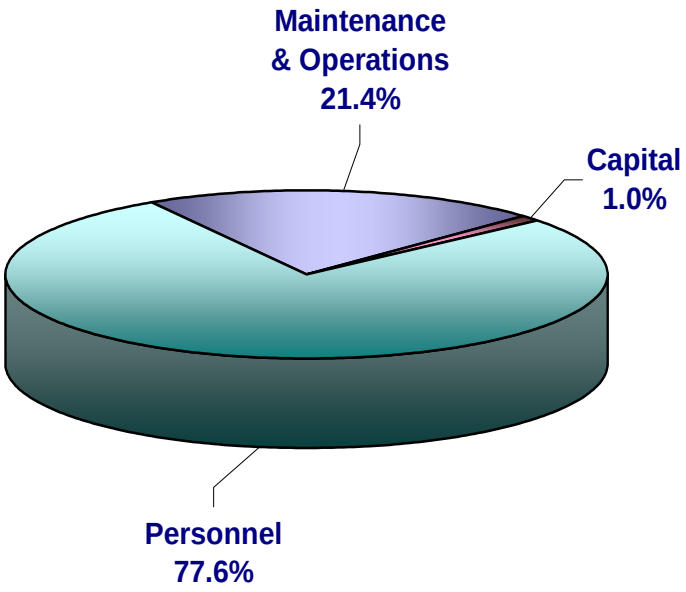
2007-2008 General Fund expenditures (excluding operating transfers and interfund transactions) are budgeted at $64,502,164 for the biennium or 39% of citywide projected expenditures. This is a 13% increase over budgeted spending in the 2005-2006 biennium.

Expenditures Summary by Category

General Fund

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$35,626,721	$42,428,116	$50,076,462
Maintenance & Operations	$10,463,512	$12,184,630	$13,774,755
Capital	$2,784,092	$2,475,845	$650,947
Total Expenditures	**$48,874,326**	**$57,088,591**	**$64,502,164**

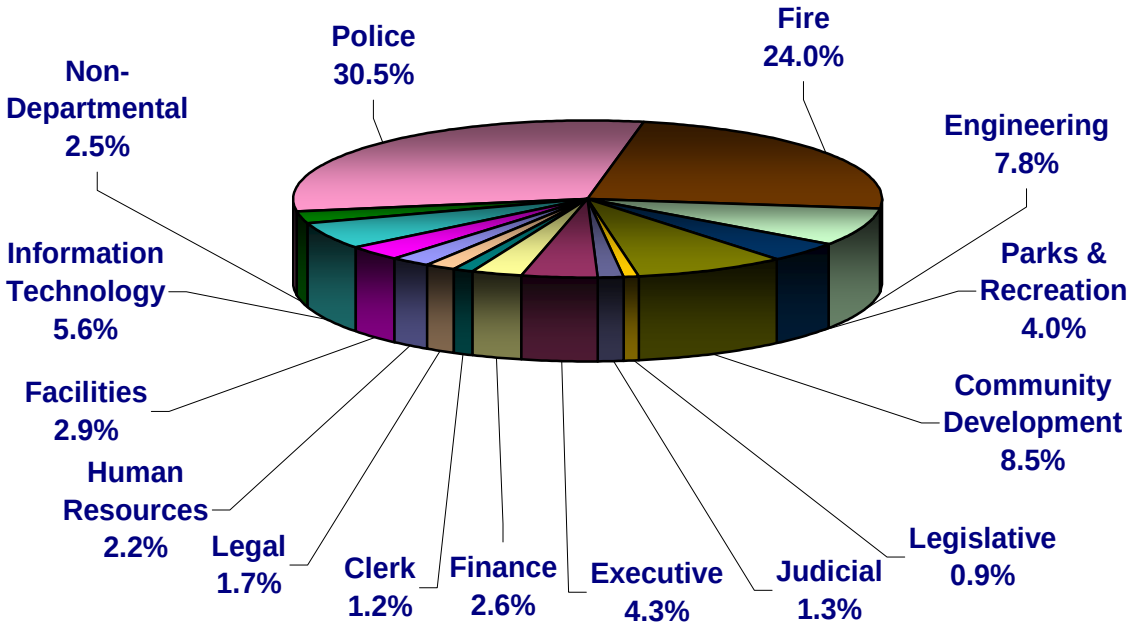
Total Expenditures excludes Operating Transfers and Interfund Transactions



Expenditures Summary by Department
General Fund

Department	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Legislative	$489,349	$701,437	$585,402
Judicial	536,498	644,726	850,887
Executive	1,375,859	1,776,579	2,751,559
Finance	1,288,247	1,521,778	1,697,878
Clerk	831,445	775,085	753,001
Legal	860,723	973,943	1,091,169
Human Resources	1,063,891	1,475,026	1,436,066
Facilities	2,748,306	1,504,246	1,857,284
Information Technology	3,512,097	3,905,758	3,616,225
Non-Departmental	259,898	1,290,071	1,629,856
Police	15,347,631	17,379,901	19,698,987
Fire	12,230,627	13,136,280	15,496,621
Engineering	1,898,668	3,403,336	5,032,858
Parks & Recreation	2,645,257	4,215,162	2,548,901
Community Development	3,785,832	4,385,263	5,455,470
Total Expenditures	**$48,874,326**	**$57,088,591**	**$64,502,164**

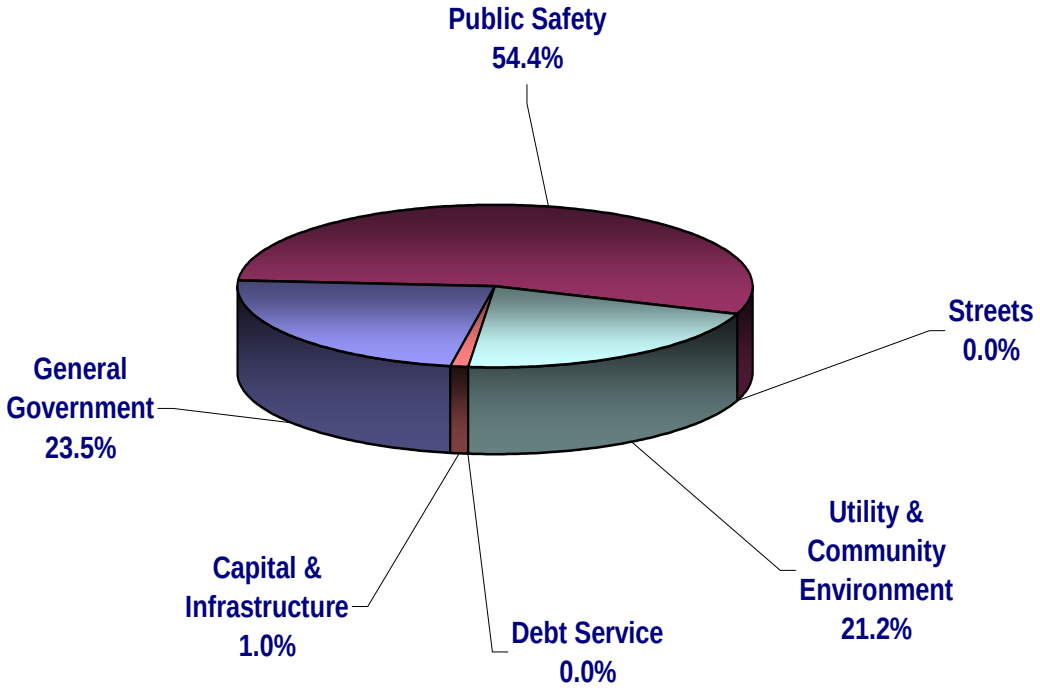
Total Expenditures excludes Operating Transfers and Interfund Transactions



Expenditures by Function
General Fund

Source	2007-2008 Budget
General Government	$15,136,101
Public Safety	35,063,961
Streets	-
Utility & Community Environment	13,651,155
Debt Service	-
Capital & Infrastructure	650,947
Total Expenditures	**$64,502,164**

Total 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 2007-2008 spending plan is presented in the charts on pages 4 – 8 of this section and is described below by the standardized expenditure types set forth by the State Auditor's Office (SAO).

Citywide General Government Expenditures - $17,192,160
General Fund - $15,136,101
Other City Funds - $2,056,059

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

In 2007-2008 these expenditures amount to $17,192,160 citywide - or close to 10.5% of the City's overall projected spending. This is less than a 6% increase from budgeted 2005-2006 spending and provides for the equivalent of 2½ additional staff members to help provide general government services - including a regular part-time Office Specialist in the Clerk's office and 2 regular part-time Office Specialists in the Court Division to expand the City's passport service to 40 hours per week. All 3 regular part-time positions are 100% funded by new passport revenues. An Information Technology Technician is also being funded. This position is dedicated entirely to the administration of the City's Public Safety operating systems.

In 2007-2008, the General Fund's share of the City's general government expenditures amount to $15,136,101 or 23.5% of the General Fund's overall projected spending. This is less than a 7% increase from budgeted 2005-2006 spending.

Citywide Public Safety Expenditures - $35,447,832
General Fund – $35,063,961
Other City Funds - $383,871

Public Safety expenditures include both the City's Fire and Police Departments and its Drug Forfeiture Fund. In 2007-2008, the projected cost of providing public safety services amounts to $35,447,832 - or 22% of the City's overall projected budget. This exceeds budgeted 2005-2006 public safety spending by more than 16%, and provides for an increase in the City's public safety level of service through the addition of three Patrol Officers, three Fire Fighters, and an Emergency Preparedness Coordinator position. A regular part-time Fire Public Information/Education Officer is also being increased to three-quarter time in order

to provide additional CPR class opportunities for citizens (100% funded with CPR revenues).

In 2007-2008, the General Fund's share of the City's public safety expenditures amount to $35,063,961 or 54% of the General Fund's overall projected spending. For the biennium, this increase in public safety spending equates to approximately $4,600,000 (15%) more than budgeted 2005-2006 spending.

Citywide Transportation Expenditures - $4,566,433
Other City Funds - $4,566,433

Transportation expenditures include the City's Equipment Rental and Street Operating Funds. In 2007-2008, the projected cost of maintaining the City's current service level for its Fleet and Road Maintenance Funds amounts to $4,566,433 - or less than 3% of the City's overall projected budget. This is an 8% increase over budgeted 2005-2006 non-capital transportation spending.

Citywide Utility and Community Environment Expenditures - $31,305,536 (include $1,730,000 in utility depreciation expense)
General Fund - $13,651,155
Other City Funds - $17,654,381 (includes $1,730,000 in utility depreciation expense)

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 Drain. In 2007-2008, the projected cost of providing these services amounts to $31,305,536 - approximately 19% of the City's overall projected budget. This is a 22% increase over budgeted 2005-2006 spending. The double digit increase over the preceding two year biennium is for the most part due to utility pass-through costs and the addition of essential staff. A total of thirteen and a half additional staff are being added – a regular part-time Tourism Coordinator, four development services staff, four utility staff, and five Public Works "project-term" engineering staff that are funded 100% by the Capital Projects fund through monthly interfund operating transfers. Utility Funds are 100% funded by user fees, Tourism is 100% funded by Hotel/Motel tax, and Public Works Engineering, Community Development and Parks and Recreation all charge for the external services they provide (therefore contributing fee revenue to the General Fund).

In 2007-2008, the General Fund's share of the City's community environment type expenditures amount to $13,651,155 or approximately 21% of the overall General Fund projected budget. This is an increase of close to $3,650,000 or 37% higher than budgeted 2005-2006 community environment expenditures.

Citywide Debt Service Expenditures - $1,920,519
Other City Funds - $1,920,519

Citywide Debt Service expenditures in 2007-2008 amount to $1,920,519 - or 1% of the City's overall projected budget. This is a $3,135,329 (62%) decrease compared to 2005-2006 Debt Service expenditures. The significant variance between 2005-2006 and 2007-2008 results from the City wisely choosing to pay off its only "non-voted" General Obligation (GO) Bond - a 1995 Park Acquisition and Street Improvement Bond in late 2005 – 5 years early.

The City currently has only one "voter" approved GO Bond ($6,405,000 outstanding at 1/1/2007) for its Public Safety building; the Arterial Street Fund has a 1% State Public Work's Trust Fund loan ($101,588 outstanding at 1/1/2007), which will be paid down completely in 2009; and the City's Water Utility Fund also has a 1% State Public Work's Trust Fund loan ($1,351,184 outstanding at 1/1/2007).

The General Fund does not possess any debt.

The following two debt schedule charts are provided to further detail the City's future debt service obligations: Schedule of Current Long-Term Debt Payments Including Interest and Schedule of Long-Term Debt 2006 Through Maturity.

City of Bothell
2006-2008 Schedule of Current Long-Term Debt Payments
By Fund - Including Interest

Fund	Date of Issue	Date of Final Maturity	Interest Rates	Amount of Original Issue	1/1/2006 Unmatured Debt	Amount Redeemed 2006	12/31/2006 Unmatured Debt	Due Plus Interest 2007	12/31/2007 Unmatured Debt	Due Plus Interest 2008	12/31/2008 Unmatured Debt
GENERAL OBLIGATION BOND DEBT											
1997 Voted GO bond	11/1/1997	12/1/2017	4.625-5.3%	$9,700,000	$6,835,000	$776,683	$6,405,000	$776,688	$5,955,000	$780,313	$5,480,000
OTHER GENERAL OBLIGATION DEBT											
Arterial Street PWA loan	12/31/1992	12/31/2009	1.00%	585,526	135,450	33,862	101,588	34,878	67,726	34,540	33,863
REVENUE DEBT											
Water Revenue bonds	2/15/1997	9/1/2006	4.1 - 5.4%	930,000	115,000	115,000	0	0	0	0	0
OTHER PROPRIETARY FUND DEBT											
Water PWA loan	10/15/1998	7/1/2018	1.00%	1,890,000	1,463,783	112,599	1,351,184	126,111	1,238,585	124,985	1,125,986
			Total	**$13,105,526**	**$8,549,233**	**$1,038,144**	**$7,857,772**	**$937,677**	**$7,261,311**	**$939,838**	**$6,639,849**

Schedule of Long-Term Debt
2006 through Maturity

	GO Bonds		Special Assessments		Revenue Bonds		Other Debt		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Totals
Governmental Activities									
2006	430,000	346,683	55,000	14,280			33,862	1,354	881,179
2007	450,000	326,688	250,000	11,750			33,862	1,016	1,073,316
2008	475,000	305,313					33,863	677	814,853
2009	495,000	282,513					33,863	338	811,714
2010	520,000	258,258							778,258
2011	545,000	232,258							777,258
2012	575,000	204,735							779,735
2013	605,000	175,410							780,410
2014	635,000	144,253							779,253
2015	665,000	111,233							776,233
2016	700,000	76,320							776,320
2017	740,000	39,220							779,220
Subtotal	**$6,835,000**	**$2,502,884**	**$305,000**	**$26,030**			**$135,450**	**$3,385**	**$9,807,749**
Business-type Activities									
2006					115,000	6,210	112,599	14,638	248,447
2007							112,599	13,512	126,111
2008							112,599	12,386	124,985
2009							112,599	11,260	123,859
2010							112,599	10,134	122,733
2011							112,599	9,008	121,607
2012							112,599	7,882	120,481
2013							112,599	6,756	119,355
2014							112,599	5,630	118,229
2015							112,599	4,504	117,103
2016							112,599	3,378	115,977
2017							112,599	2,252	114,851
2018							112,599	1,126	113,725
Subtotal					**$115,000**	**$6,210**	**$1,463,783**	**$102,465**	**$1,687,458**
Total	**$6,835,000**	**$2,502,884**	**$305,000**	**$26,030**	**$115,000**	**$6,210**	**$1,599,233**	**$105,850**	**$11,495,207**

Citywide Capital and Infrastructure Expenditures - $74,338,170

General Fund - $650,947
Other City Funds - $73,687,223 (excludes $1,730,000 in depreciation expense)

Capital and Infrastructure expenditures in 2007-2008 amount to $74,338,170 or 45% of the City's overall projected budget. This is a 89% increase over 2005-2006 capital spending and provides for $2,063,476 in scheduled capital asset replacement, $535,694 in capital outlay (excludes $1,730,000 in depreciation expense), and $71,739,000 for capital projects, of which $71,264,000 was prioritized and funding was allocated in the City's adopted 2007-2013 Capital Facilities Plan (CFP).

The City's 2007-2013 Capital Facilities Plan is available on the City's website or by request from the City Clerk's office.

In 2007-2008, the General Fund's portion of the citywide capital and infrastructure expenditures amount to $650,947 or 1% of General Fund spending. This is a decrease of $1,824,898 - or approximately 74% less than the budgeted General Fund capital spending in 2005-2006.

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 2013.

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 and 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 Projects Fund, Arterial Street Fund, and 3 Utility Funds. All 2007-2008 capital projects are funded by Real Estate Excise Tax (REET), one-time General Fund revenue transfers, utility-user fees, mitigation fees, grants, and private donations/contributions.

The charts on the following 7 pages itemize the City's planned 2007-2008 capital spending.

Asset Replacement Fund
2007-2008 Items Budgeted for Purchase

Dept	Asset Description	2007	2008
Police	Patrol - 2003 Ford Crown Vic (P011)	$27,900	-
	Patrol - 2003 Ford Crown Vic (P012)	27,900	-
	Patrol - 2003 Ford Crown Vic (P013)	27,900	-
	Patrol - 2003 Ford Crown Vic (P014)	27,900	-
	Traffic - 2001 Ford Crown Vic (P015)	27,900	-
	Patrol - 2003 Ford Crown Vic (P017)	27,900	-
	PSO - 2001 Chevy Astro Van (P022)	27,900	-
	1987 Armored GMC Truck (P031)	180,000	-
	Detective - 2001 Dodge Durango (P033)	29,700	-
	Detective - 2001 Dodge Durango (P034)	29,700	-
	Detective - 2001 Dodge Durango (P035)	29,700	-
	Detective - 2002 Dodge Intrepid (P036)	27,900	-
	Admin - 1998 Ford Crown Vic (P045)	27,900	-
	Traffic - 2001 Chevy Van (P048)	27,900	-
	Patrol - 2004 Ford Crown Vic (P001)	-	28,737
	Patrol - 2004 Ford Crown Vic (P002)	-	28,737
	Patrol - 2005 Chevy Tahoe (P003)	-	34,299
	Patrol - 2004 Ford Crown Vic (P004)	-	28,737
	Patrol - 2005 Chevy Tahoe (P009)	-	34,299
	Traffic - 2002 Kawasaki Motorcycle (P018)	-	24,102
	Admin - 2002 Dodge Durango (P028)	-	34,299
	K9 Unit - 2002 Chevy Tahoe (P037)	-	31,518
	Admin - 2002 Dodge Durango (P041)	-	34,299
	Detective - 2001 Dodge Intrepid (P042)	-	28,737
	Admin - 2001 Ford Escape (P043)	-	24,102
	Mobile vehicle radios (13)	-	46,865
	Total Police	**$548,100**	**$378,731**
Fire	Deputy Chief - 1994 Ford Crown Vic (F1412)	$29,700	-
	Training/Pool - 1995 Ford Taurus (F1413)	29,700	-
	Training/Pool - 1995 Ford Taurus (F1414)	20,700	-
	Elliptical trainer (1)	7,500	-
	Elliptical trainers (2)	-	15,450
	800 mhz portable radios (72)	270,000	-
	Gas detectors (3)	-	7,725
	Total Fire	**$357,600**	**$23,175**

Capital assets over $5,000
Attractive assets less than $5,000

Asset Replacement Fund
2007-2008 Items Budgeted for Purchase

Dept	Asset Description	2007	2008
Street	1979 Dakota Trailer (#31)	$5,400	-
	1992 GMC 3500 HP (#64)	27,000	-
	1992 Leeboy #400 (#67)	33,300	-
	1997 Tymco 600 (#89)	180,000	-
	2002 JD Tiger Mower Head (#71A)	10,800	-
	Total Street	**$256,500**	**$0**
Parks	2002 John Deere Batwing Mower	$40,500	-
	Penn Park - sports court	8,000	-
	Royal Oaks Park - sports court	8,000	-
	Conifer View Park - sports court	8,000	-
	Brickyard Road Park - sports court	16,000	-
	Skateboard Park - equipment	100,000	-
	Conifer View Park - play equipment	13,000	-
	North Creek Sports Fields - signage	8,000	-
	Tractor with front loader	-	33,475
	2002 John Deere Mower	-	18,540
	Brackets Landing - signage	2,000	-
	Bothell Landing - signage	3,500	-
	Blyth Park - signage	3,500	-
	Penn Park - signage	2,000	-
	Royal Oaks Park - signage	2,000	-
	Conifer View Park - signage (2)	4,000	-
	Westhill Sports Fields - signage	3,500	-
	102nd St Parking Lot - signage	3,500	-
	Brickyard Road Park - signage	2,000	-
	Total Parks	**$227,500**	**$52,015**
Facilities	1997 Ford E250 (#23)	$27,000	-
	City Hall HVAC units - upper (3)	18,000	-
	City Hall - exterior paint	25,000	-
	City Hall - interior tile, upper floor	6,000	-
	City Hall - parking lot reseal	5,000	-
	Dawson Bldg - interior paint	10,000	-
	Dawson Bldg - carpeting	30,000	-
	Police Station - UPS battery backups	10,000	-
	Police Station - interior paint, phase 1	22,500	-
	Police Station - parking lot reseal	8,000	-
	Downtown Fire - interior paint	26,000	-
	Downtown Fire - exterior paint/trim	20,000	-

Capital assets over $5,000
Attractive assets less than $5,000

Asset Replacement Fund
2007-2008 Items Budgeted for Purchase

Dept	Asset Description	2007	2008
Facilities	Downtown Fire - parking lot asphalt seal	$10,000	-
	Bothell Landing - schoolhouse roof	5,000	-
	Bothell Landing - wetland boardwalk trail	75,000	-
	City Hall - interior paint, upper floor	-	12,360
	Courthouse - interior paint, phase 2	-	6,180
	Police Station - interior paint, phase 2	-	23,175
	Cedar Grove Park - caretaker's roof	-	6,180
	Dawson Bldg - parking lot reseal	3,000	-
	Courthouse - parking lot reseal	2,000	-
	Downtown Fire - admin refrigerator	1,500	-
	Downtown Fire - admin stove	750	-
	Downtown Fire - admin dishwasher	500	-
	Downtown Fire - crew stoves (2)	3,000	-
	Canyon Park Fire - HVAC units (2)	8,000	-
	Canyon Park Fire - crew stove	1,500	-
	Canyon Park Fire - parking lot asphalt seal	2,000	-
	Blyth Park - paint restrooms	3,000	-
	Penn Park - parking lot reseal	2,500	-
	Cedar Grove Park - shop interior paint	800	-
	City Hall - server room A/C units (2)	-	8,240
	Bothell Landing - parking lot reseal	-	3,090
	Total Facilities	**$326,050**	**$59,225**
Storm	1997 Ford F350 Pickup (#82)	**$36,000**	**-**
Executive	BCTV - Presentation Equipment	$15,000	-
	BCTV - Trinity Non-Linear System	26,000	-
	Total Executive	**$41,000**	**$0**
City Hall	1999 Pontiac Bonneville (#5)	$16,650	-
(Pool cars)	1992 Ford Taurus (#57)	16,650	-
	1992 Ford Taurus (#62)	16,650	-
	Total City Hall	**$49,950**	**$0**
Water	1982 Stanley Generator (#20)	$9,000	-
	1992 GMC HD Pickup (#58)	36,000	-
	Total Water	**$45,000**	**$0**
Sewer	1993 Chevy 3500 (#70)	**$53,100**	**$0**
	GRAND TOTAL	**$1,940,800**	**$513,146**

Capital assets over $5,000 amount to $2,063,476

Attractive assets less than $5,000 amount to $390,470

2007-2008 Budgeted Capital Outlay

Fund	Dept	Description	(N)ew/ (R)eplacement	2007	2008
001 General Fund					
	Facilities	Dawson Building - Additional portable office building	N	$100,000	-
	IT	Network servers (3 each year)	N	18,000	18,000
	IT	IT - Ruggedized laptops (5 each year)	N	35,000	35,000
	IT	GIS - GPS Data Collection	N	8,600	9,000
	IT	Police - Ruggedized laptop	N	5,200	-
	IT	Community Dev - HP DesignJet 800 printer	N	5,000	-
	IT	Network servers (3 each year)	R	18,000	18,000
	IT	Police - Ruggedized laptops (5)	R	35,000	-
	Police	Portable X-ray machine for explosive device detection	N	5,850	-
	Police	Voice Activated Radio Dispatched Alarm (VARDA)	N	5,877	-
	Police	Vetronix CDR System (Black Box) - traffic investigation	N	6,420	-
	Fire	Fire hose washer	N	13,500	-
	Fire	Digital alerting system	N	100,000	-
	PW - Engineering	Vehicles for proposed new Construction Inspectors	N	54,000	-
	CD	Vehicle for proposed new Planner/Inspector	N	18,500	-
				$428,947	**$80,000**
105 Cable TV					
	Executive	Cable TV Equipment	N	$25,349	$1,398
				$25,349	**$1,398**
401 Water					
	Public Works	Depreciation - machinery & equipment		$300,000	$300,000
				$300,000	**$300,000**
402 Sewer					
	Public Works	Depreciation - machinery & equipment		$250,000	$250,000
				$250,000	**$250,000**
406 Storm					
	Public Works	Depreciation - machinery & equipment		$300,000	$300,000
				$300,000	**$300,000**
501 Equip Rental					
	Public Works	Depreciation - machinery & equipment		$15,000	$15,000
				$15,000	**$15,000**
		GRAND TOTAL		**$1,319,296**	**$946,398**

Includes $1,730,000 in depreciation expense

2007-2008 Budgeted Capital Projects

Fund	Dept	Description	2007	2008	Funding
001 General Fund					
	Facilities	Municipal Court - Passport window upgrade	$10,000	-	General Fund
		Dawson Building - Restroom expansion	90,000	-	General Fund
		Lytle House - Window replacement	-	7,000	General Fund
		Lytle House - Exterior repair & painting	-	15,000	General Fund
		Lytle House - Kitchen remodel	-	5,000	General Fund
		Hannan House - Exterior repair & painting	-	15,000	General Fund
			$100,000	**$42,000**	
102 Arterial Street					
	Public Works	39th St SE Extension ($1.1M carryforward funds)	$1,100,000	$6,360,000	CFP, Grant
		SR 524 Expansion - City limits to SR 527	5,400,000	1,212,000	CFP, Grant
		SR 522 Phase 1 - Wayne Curve Improvements	5,900,000	5,600,000	CFP, Grant, Sound Transit
		Ross Road Realignment ($90K carryforward funds)	390,000	-	CFP
		North Creek Trail	1,400,000	750,000	CFP, Grant
		Transportation Code Updating (reclass, concurrency, etc)	40,000	40,000	Arterial Street
		Downtown Mobility Circulation Study	150,000	375,000	CFP
		NE 195th St/I-405 Interchange Feasibility Study	100,000	100,000	CFP
		102nd Ave NE Bridge Rehab ($496K carryforward funds)	1,321,000	-	CFP, Grant
		North Creek Parkway Ramp to I-405 (carryforward funds)	255,000	-	CFP
		Downtown Gateway/SR 522 Corridor Realignment	-	10,000	CFP
		SR 527 Widening ($675K carryforward funds)	1,600,000	1,200,000	CFP, Grant
		240th St SE Sidewalks	430,000	150,000	CFP
		Arterial Pavement Resurfacing	-	200,000	CFP
		Citywide Intelligent Transportation System	350,000	690,000	CFP, Grant
		240th St SE Bridge Replacement	175,000	300,000	CFP, Grant
		Bridge Rehabilitation & Seismic Retrofitting	85,000	85,000	CFP
		NE 195th St/120th Ave NE Intersection Improvements	-	20,000	CFP
		North Creek Trail - Stage 1, Section 1	-	530,000	Grant
		North Creek Trail - Stage 1, Section 2	400,000	-	Grant
			$19,096,000	**$17,622,000**	

2007-2008 Budgeted Capital Projects

Fund	Dept	Description	2007	2008	Funding
305 Capital Improvement					
	Public Works	Queensborough Firehouse	$1,750,000	-	CFP
		Kaysner Property Park Development	-	20,000	CFP
		Thrasher's Corner Park Improvements	120,000	1,064,000	CFP
		General Park Improvements	50,000	50,000	CFP
		SR 524 Corridor Improvements	1,525,000	200,000	CFP
		North Creek Trail, Fitzgerald	400,000	50,000	CFP
		102nd Ave NE Bridge Rehab	175,000	-	CFP
		Guard Rail Improvements	110,000	110,000	CFP
		Residential Street Restoration	130,000	130,000	CFP
		City Hall/Dawson Building Replacement	-	1,000,000	CFP
		Public Works Shop	7,446,000	-	CFP
		Fire Capital Capacity Expansion	1,450,000	-	CFP
		North Creek Field #2 - synthetic turf	1,275,000	-	CFP
		North Creek Field #3 - synthetic turf	1,125,000	-	CFP
		North Creek School House	75,000	485,000	CFP
		39th St SE Extension	-	100,000	CFP
		North Creek Parkway Ramp to I-405	35,000	30,000	CFP
		Downtown Gateway/SR 522 Corridor Realignment	500,000	390,000	CFP
		Arterial Pavement Resurfacing	500,000	300,000	CFP
		East Riverside Drive Improvements	-	210,000	CFP
		North Creek Trail, Stage 1	100,000	60,000	CFP
		North Creek Trail, Stage 2	100,000	190,000	CFP
		General Park & Open Space Acquisition	1,000,000	-	CFP
		240th St SE Sidewalks	345,000	-	CFP
		Bridge Rehabilitation & Seismic Retrofitting	20,000	20,000	CFP
		Traffic Calming Program	120,000	120,000	CFP
		Citywide Intelligent Transportation System	50,000	150,000	CFP
			$18,401,000	**$4,679,000**	

2007-2008 Budgeted Capital Projects

Fund	Dept	Description	2007	2008	Funding
401 Water					
		Water main replacement	$200,000	$327,000	CFP, Water Fund
		Emergency rehab	50,000	50,000	Water Fund
		Penn Park Well	30,000	300,000	CFP
		Public Works Shop	2,482,000	-	CFP
		Morningside Booster Station Retrofit ($150K carryforward)	400,000	-	CFP
		Water Comprehensive Plan Update	50,000	50,000	CFP
			$3,212,000	**$727,000**	
402 Sewer					
		Sewer Replacement Program	-	$79,000	CFP
		Long-Range System Planning	12,500	12,500	Sewer Fund
		Valhalla Lift Station Construction	500,000	-	CFP
		Public Works Shop	2,482,000	-	CFP
		Annual Infiltration & Inflow Improvement Program	75,000	80,000	CFP
		Lift Station #2 Upgrades	37,000	210,000	CFP
			$3,106,500	**$381,500**	
406 Storm Drain					
		Enhancement of Natural Resources	$120,000	$150,000	CFP
		Storm Comprehensive Plan Update/Rate Study	12,500	12,500	Storm Fund
		Stormwater Pond/Line Rehab & Replacement	502,000	862,000	CFP
		North Creek TMDL Plan	125,000	75,000	CFP, Grant
		Other Improvements - Waste Management	9,000	9,000	Grant
		Sammamish Education Kiosks	105,000	-	CFP
		240th St SE Drainage Improvements	100,000	100,000	CFP
		Public Works Shop	2,190,000	-	CFP
			$3,163,500	**$1,208,500**	
		GRAND TOTAL	**$47,079,000**	**$24,660,000**	

2007-2008 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
General	Computer Services Allocation - from Water, Sewer, Storm Drain	165,778	
	Finance/HR Allocation - from Water, Sewer, Storm Drain	260,283	
	Executive/Clerk Allocation - from Water, Sewer, Storm Drain	239,040	
	Facilities Allocation - from Water, Sewer, Storm Drain	146,305	
	Interfund Loan Principal & Interest - from Water & Sewer	376,000	
	Subsidy to Street Fund		530,000
	Subsidy to Self-Insurance Fund		633,900
	Fleet & Equipment Rental Allocation		2,215,596
	Self-Insurance Allocation		732,487
	Equipment Replacement Transfer - to Asset Replacement		500,000
	One-Time CFP Revenues to Capital Improvement Fund		3,717,200
	Projected Surplus Revenues to Capital Improvement Fund		3,296,435
	Public Works Shop Interfund Loan to Water Fund		2,482,000
	Public Works Shop Interfund Loan to Sewer Fund		2,482,000
Street	Subsidy from General Fund	530,000	
	Fleet & Equipment Rental Allocation		223,032
	Self-Insurance Alllocation		158,098
Park Reserve	Thrasher's Corner Park - to Capital Improvement Fund		490,000
Capital Improvement	One-Time Revenues from General Fund	3,717,200	
	Projected Surplus Revenues from General Fund	3,296,435	
	Thrasher's Corner Park - from Park Reserve Fund	490,000	
Water	Public Works Shop Interfund Loan - from General Fund	2,482,000	
	Computer Service Allocation - to General Fund		51,897
	Finance/Human Resources Allocation - to General Fund		79,238
	Executive/City Clerk Allocation - to General Fund		72,771
	Facilities Management Allocation - to General Fund		45,613
	Fleet & Equipment Rental Allocation		82,726
	Self-Insurance Allocation		45,920
	Interfund Loan Principal & Interest - to General Fund		188,000
Sewer	Public Works Shop Interfund Loan - from General Fund	2,482,000	
	Computer Service Allocation - to General Fund		50,435
	Finance/Human Resources Allocation - to General Fund		76,836
	Executive/City Clerk Allocation - to General Fund		70,565
	Facilities Management Allocation - to General Fund		45,075
	Fleet & Equipment Rental Allocation		166,772
	Self-Insurance Allocation		368,424
	Interfund Loan Principal & Interest - to General Fund		188,000

2007-2008 Operating Transfers & Interfund Transactions

Fund	Description	Transfers In	Transfers Out
Storm Drain	Public Works Shop Interfund Loan - from Asset Replacement	2,190,000	
	Computer Service Allocation - to General Fund		63,446
	Finance / Human Resources Allocation - to General Fund		104,209
	Executive / City Clerk Allocation - to General Fund		95,704
	Facilities Management Allocation - to General Fund		55,617
	Fleet & Equipment Rental Allocation		304,392
	Self-Insurance Allocation		19,471
	Interfund Loan Principal & Interest - to Asset Replacement		167,000
Equipment Rental	General Fund Fleet Allocation	2,215,596	
	Street Fund Fleet Allocation	223,032	
	Water Fund Fleet Allocation	82,726	
	Sewer Fund Fleet Allocation	166,772	
	Storm Drain Fund Fleet Allocation	304,392	
	Fleet Replacement Transfer - to Asset Replacement		1,722,318
	Self-Insurance Allocation		2,697
Self-Insurance	Self-Insurance Allocation - General Fund	732,487	
	Self-Insurance Allocation - Street	158,098	
	Self-Insurance Allocation - Water	45,920	
	Self-Insurance Allocation - Sewer	368,424	
	Self-Insurance Allocation - Storm Drain	19,471	
	Self-Insurance Allocation - Equipment Rental	2,697	
	Subsidy from General Fund	633,900	
Asset Replacement	Fleet Replacement Transfer - from Equipment Rental	1,722,318	
	Equipment Replacement Transfer - from General Fund	500,000	
	Interfund Loan Principal & Interest - from Storm Drain Fund	167,000	
	Public Works Shop Interfund Loan - to Storm Drain Fund		2,190,000
	Total Operating Transfers & Interfund Transactions	**$23,717,874**	**$23,717,874**

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.

2007-2008 One Time Expenditures

Dept	Description	2007	2008
Executive	Downtown plan economic study	$75,000	-
	Retail demographic study	60,000	-
	Wayfinding/parking signage study	25,000	-
	Web design consultant	10,000	-
	Total Executive	**$170,000**	**$0**
Facilities	Dawson Building - portable unit	$100,000	-
	Court - passport window upgrade	10,000	-
	Dawson Building - restroom expansion	90,000	-
	Lytle House - window replacement	-	7,000
	Lytle House - exterior repair & painting	-	15,000
	Hannan House - exterior repair & painting	-	15,000
	Lytle House - kitchen remodel	-	5,000
	Total Facilities	**$200,000**	**$42,000**
Information	Timekeeping software	$25,000	-
Technology	IT departmental study	30,000	-
	E-mail archiving system	-	30,000
	Total Information Technology	**$55,000**	**$30,000**
Police	LIDAR speed measuring devices (3)	$9,830	-
	Portable x-ray machine - bomb detection	5,850	-
	Voice-activated radio dispatch alarm	5,877	-
	Vetronix CDR system ("Black box")	6,420	-
	Total Police	**$27,977**	**$0**
Fire	Air ride chassis system for 2 aid cars	$16,000	-
	Office furniture replacement	7,500	7,500
	Bunker gear/lockers for 3 new firefighters	10,665	-
	Bunker gear storage rack	10,970	-
	Hose washer	13,500	-
	High pressure air bags	6,410	-
	Digital alerting system (2006 carryforward $)	100,000	-
	MTS 2000 adapter install (7 mobile radios)	8,400	-
	Total Fire	**$173,445**	**$7,500**
Engineering	Vehicles for 3 new construction inspectors	$54,000	-
	Total Engineering	**$54,000**	**$0**
Parks & Rec	Site cleanup/restoration (endowment $)	$10,000	-
	PROSAP - update final billing	10,000	-
	Centennial street banners	-	15,000
	Centennial event planning	-	10,000
	Bothell Landing - wetland mitigation	-	15,000
	Total Parks & Rec	**$20,000**	**$40,000**
Community	Downtown Plan Update - consultant costs	$350,000	-
Development	Downtown Plan Update (2006 carryforward $)	20,000	-
	Vehicle for new Planner/Inspector position	18,500	-
	Model A historical display items (grant)	7,500	2,500
	GIS aerial photos (orthophotography)	-	120,000
	Historic inventory update	-	5,500
	Total Community Development	**$396,000**	**$128,000**
	One-Time Expenditures - Totals by year	**$1,096,422**	**$247,500**
	Less: Carry forward/Revenue funded projects from 2006	**($137,500)**	**(2,500)**
	Total 2007-2008 General Fund One-Time Expenditures	**$958,922**	**$245,000**

Non-Capital Expenditures amount to $849,375
Capital Expenditures amount to $354,547
Carry forward & revenue funded projects amount to $140,000

Fund Balance

In order to ensure that the City remains financially solvent, this budget has a designated operating reserve within the General Fund's fund balance equivalent to 20% of the General Fund's annual expenditures ($7,300,000). An operating reserve protects against unanticipated revenue shortfalls. A reserve ensures 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 services to its citizens.

Categories of Fund Balance

Reserved – Legally restricted for a specific purpose.
Designated – Set aside for a specific future use.
Undesignated/Unreserved – Available for general appropriation.

General Fund Estimated Ending Fund Balance at 12/31/08	
Tourism	$220,000
Tourism - Capital (10% of tax receipts)	105,000
Total Restricted Fund Balance:	**$325,000**
Impressed Funds	$11,250
Operating Contingency	100,000
Designated Reserve (20% of Annual Operating Expenditures)	7,300,000
Eden Web Designation for Phase II	60,000
Total Designated Fund Balance:	**$7,471,250**
Undesignated/Unreserved Fund Balance	$3,083,082
Total Undesignated/Unreserved Fund Balance:	**$3,083,082**
2008 Estimated Ending Fund Balance:	**$10,879,332**

Sound spending of undesignated/unreserved fund balance is vital to maintaining stability in meeting future year's operating costs. Applying sound spending principles presumes using available fund balance for one-time, nonrecurring expenditures such as:

- Capital purchases
- Capital improvements
- Land acquisition

The General Fund budget appropriates spending of the following restricted funds during the 2007-2008 biennium:

Restricted Fund Balance	2007-2008
Tourism (Hotel/Motel Tax Reserve)	$175,000
Total Restricted Fund Balance:	**$175,000**

The 2007-2008 General Fund budget "re-appropriates" funding for the following "*carry forward*" projects, which are not expected to be completed during the 2005-2006 biennium.

Carry Forward Projects	2007-2008
Fire Digital Alerting System	$100,000
Downtown Plan Update Consultant Contract	20,000
Total Carry forward:	**$120,000**

See the "2007-2008 Budget Overview" chart on page 27 for projected fund balances for all City Funds at 12/31/2008.

By the end of the 2007-2008 biennium, the following Funds are budgeted to spend down their beginning biennium fund balances by more than $100,000:

Fund	Amount	Description
General Fund		
General Fund	$4,963,160	Loan to Water/Sewer Funds per CFP
Special Revenue Funds		
Street	$461,151	Spending Down General Fund Subsidy
Arterial Street	1,411,419	Capital Projects per CFP
Utility Funds		
Water	$781,478	Capital Projects per CFP
Sewer	337,513	Capital Projects per CFP
Storm Drain	1,753,466	Capital Projects per CFP
Capital Improvements Fund		
Capital Improvements Fund	$2,928,165	Capital Projects per CFP
Internal Service Funds		
Asset Replacement	$2,031,128	Scheduled Replacement of Assets

Special Revenue Funds operate using Restricted Funds or through a General Fund subsidy. In both instances the fund balance is intended either 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 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, not designated as emergency or operating reserves are designated for future one-time capital spending.

2007-2008 Expenditure Budget
Statistical Comparisons

	General Fund Budget 2007-2008 vs 2005-2006	Citywide - All Funds 2007-2008 vs 2005-2006
Personnel - Salaries, benefits, and overtime	18.0%	18.2%
(Major factors: Proposed new positions; benefit cost increases)		
Overtime costs only	6.5%	7.1%
Operating supplies and non-capitalized equipment	-3.6%	12.7%
Outside and professional services	15.0%	9.1%
(Major factors: Special one-time projects - Downtown Master Plan, Economic Development studies)		
Staff training and development	.06%	6.7%
Intergovermental services (payments to other governments)	34.2%	19.0%
(Major factors: Police prisoner detention; paramedic & fire dispatch services; utility taxes paid to General Fund)		
Capital Outlay (includes depreciation expense)	44.4%	-1.3%
(Major factors: Fire communications equipment, vehicles for new project engineer and construction inspector positions)		
Capital Projects	-93.3%	94.6%
(Major factors: Capital Facilities Plan launched; Parks projects moved from General Fund to Capital Fund)		
Debt Service - Principal and interest	no debt	-62.0%
(1995 General Obligation Bond was paid off in 2005)		
Total Expenditures	**13.0%**	**36.2%**

	General Fund Only	Citywide - All Funds
Total City staff:		
2005-2006 budget proposal	231	264
2007-2008 budget proposal	250	288
Increase	8.2%	9.1%
Total staff per 1,000 capita:		
2005-2006 budget proposal	7.37	8.42
2007-2008 budget proposal	7.61	8.77
Increase	3.3%	4.1%
Personnel costs per capita:		
2005-2006 budget proposal	$1,354	$1,555
2007-2008 buget proposal	$1,525	$1,754
Increase	12.7%	12.8%
Maintenance and operations (M&O) costs per capita:		
2005-2006 budget proposal	$389	$826
2007-2008 budget proposal	$419	$889
Increase	7.9%	7.6%
2007-2008 General Fund, less one-time expenditures ($849,375)	$394	not available
2007-2008 Capital project breakdown:		
Facilities	$100,000	$23,545,000
Parks	$42,000	$5,306,000
Streets & transportation	$0	$42,888,000

Budget Overview
2007-2008

Fund	Projected* Balance 12/31/2006	2007 Projected Revenues	2007 Expenditure Appropriation	Projected Balance 12/31/2007	2008 Projected Revenues	2008 Expenditure Appropriation	Projected Balance 12/31/2008
Current	$15,842,492	$37,685,828	$42,649,505	$10,878,815	$38,442,794	$38,442,277	$10,879,332
Special Revenue Funds							
Street	640,880	1,568,830	1,803,153	406,557	1,629,200	1,856,028	179,729
Arterial Street	1,969,594	18,201,000	19,130,879	1,039,715	17,175,000	17,656,540	558,175
Cable TV Fund	24,347	1,200	25,349	198	1,200	1,398	-
Park Cumulative Reserve	702,674	414,600	-	1,117,274	364,600	490,000	991,874
Drug Seizure Fund	41,281	19,000	30,000	30,281	19,000	29,281	20,000
Nuisance Abatement Fund	55,029	2,700	25,000	32,729	2,700	25,000	10,429
Bond Funds							
Bothell Prop Assmt Redemption	-	-	-	-	-	-	-
1990 GO Bond Redemption	-	-	-	-	-	-	-
1995 GO Bond Redemption	-	-	-	-	-	-	-
1997 GO Bond Redemption	94,893	800,000	800,500	94,393	800,000	800,500	93,893
Capital Funds							
Capital Improvements	22,207,108	11,916,234	18,401,000	15,722,342	8,235,601	4,679,000	19,278,943
Construction & Acquisition	-	-	-	-	-	-	-
Utility Funds							
Water	2,831,037	5,967,167	6,424,103	2,374,101	3,976,017	4,300,559	2,049,559
Sewer	3,429,488	7,309,967	7,518,617	3,220,838	5,239,784	5,368,647	3,091,975
Storm Drain	3,329,435	4,451,900	5,037,117	2,744,218	2,149,300	3,317,549	1,575,969
Internal Service Funds							
Fleet Management	695,984	1,531,259	1,495,494	731,749	1,531,259	1,517,903	745,105
Self Insurance	180,200	984,619	959,722	205,097	1,031,082	1,005,457	230,722
Asset Replacement	4,387,333	1,202,859	4,130,800	1,459,392	1,409,959	513,146	2,356,205
Trust and Agency Funds							
Cemetery Endowment	81,835	4,100	2,000	83,935	4,100	2,000	86,035
Firemen's Pension Reserve	180,400	47,000	25,000	202,400	47,000	25,000	224,400
Subtotal	**$56,694,010**	**$92,108,263**	**$108,458,239**	**$40,344,034**	**$82,058,596**	**$80,030,285**	**$42,372,345**
Less Operating Transfers		7,745,028	7,745,028		8,275,846	8,275,846	
Less Interfund Transactions		7,154,000	7,154,000		543,000	543,000	
Total	**$56,694,010**	**$77,209,235**	**$93,559,211**	**$40,344,034**	**$73,239,750**	**$71,211,439**	**$42,372,345**

*Figures are based on actual 2006 1st-3rd quarter and projected 4th quarter receipts and spending; not budgeted appropriation.

General Fund

Executive Department

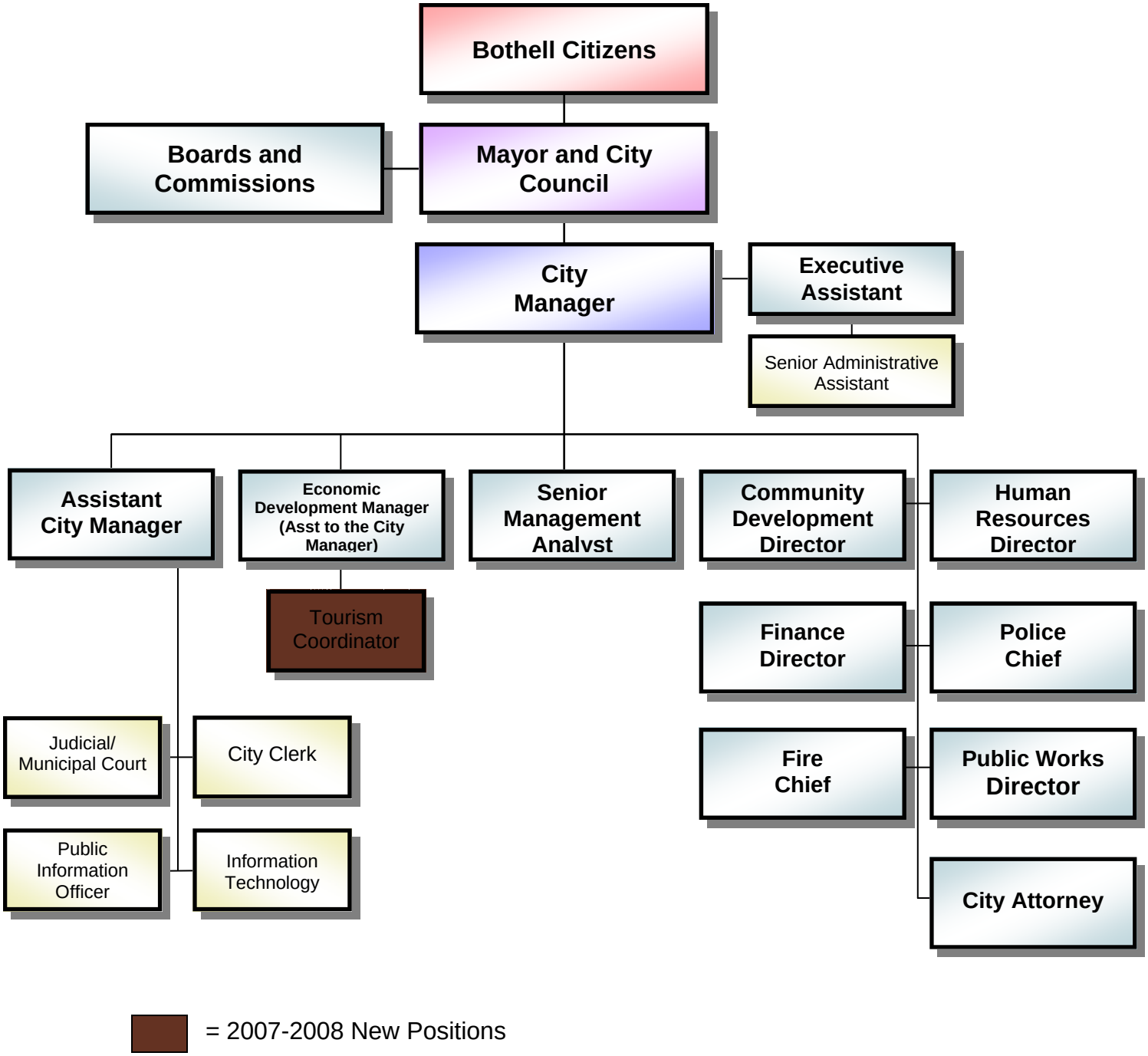
EXECUTIVE DEPARTMENT

The Executive Department consists of the Office of the City Manager, Public Information Office, Economic Development Division, City Clerk Division, Judicial/Municipal Court, and Information Technology Division. The Economic Development Division and Information Technology Division were transferred to the Executive Department as part of the City Manager's reorganization of the Executive Department in the 2005-2006 biennium.

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.

Some of the key projects included in the 2007-2008 Executive Department budget include implementing the Downtown Plan, developing the Northshore School District property, finalizing and overseeing the Development Services Improvement Initiative Study, and promoting the economic development program. The Executive Department will also conduct a citizen survey, develop a performance measurement program, update the City website, plan for the City's Centennial celebration, complete an information technology strategic plan, and expand the passport services program.

Bothell Main Street 1908


Bothell Citizens
Boards and Commissions
Mayor and City Council
City Manager
Executive Assistant
Senior Administrative Assistant
Assistant City Manager
Economic Development Manager (Asst to the City Manager)
Senior Management Analyst
Community Development Director
Human Resources Director
Tourism Coordinator
Finance Director
Police Chief
Judicial/ Municipal Court
City Clerk
Fire Chief
Public Works Director
Public Information Officer
Information Technology
City Attorney
= 2007-2008 New Positions

OFFICE OF THE CITY MANAGER

The Office of the City Manager, over the next 2 years, will be placing emphasis on the City's long-term financial sustainability, Capital Facilities Plan oversight, operational efficiencies and improvements, advancement of the Economic Development Program, the Northshore School District property development/ oversight, and community involvement.

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 Office, City Clerk Division, Information Technology Division, Judicial/Municipal Court, and Economic Development Division 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 City affairs through professional leadership and management practices.

The 2007-2008 Office of the City Manager budget is anticipated to increase by $91,061. Salary and benefit expenditures are expected to exceed the previous biennium's costs by $38,721. The increase is due to salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The overall increase in maintenance and operating expenditures include $100,000 for potential process improvements, fee study, and/or additional staff or contract support (if needed) to fully implement the City Manager's Development Services Improvement Initiative.

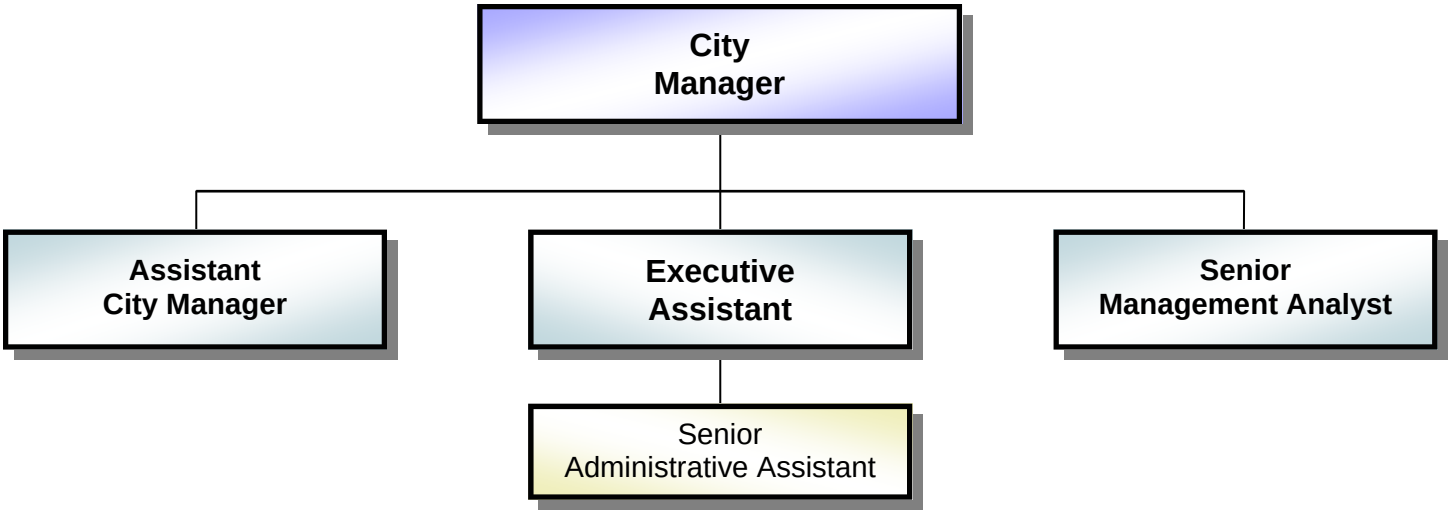
2005-2006 Accomplishments

- ✓ Advanced potential agreement with Northshore School District related to the downtown property and joint a School District/City Public Works Shop.
- ✓ Facilitated annual retreats for City Council to set annual goals.
- ✓ Implemented quarterly "State of the City" staff meetings to communicate the City's goals and provide updates on issues and projects.
- ✓ Developed "The Roadmap: Setting the Course" document to assist Council with financial policy decisions.
- ✓ Led the development of the City's first Comprehensive Capital Facilities Plan.
- ✓ Worked with the Transitory Accommodations Citizens Advisory Committee and staff from the Community Development Department to develop the Transitory Accommodations Code, and then presented it to the Planning Commission and Council for approval.

Acme Boat

2005-2006 Accomplishments

- ✓ Worked with staff from the University of Washington Bothell to form the Bothell Development Center, a resource for entrepreneurs and start-up businesses in Bothell.
- ✓ Conducted four national recruitments for the positions of Public Works Director, Human Resources Director, Fire Chief, and Economic Development Manager/Assistant to the City Manager, and also appointed the Finance Director.
- ✓ Coordinated "Interest Based" training with the City's collective bargaining leadership teams.
- ✓ Initiated a Development Services Improvement Initiative.
- ✓ Responsible for the development of the 2007-2008 budget.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Senior Management Analyst	1	1	1	1
Executive Assistant	1	1	1	1
Senior Administrative Assistant	1	1	1	1
TOTAL	**5**	**5**	**5**	**5**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Implement City Council's goals and priorities

Activities

- ★ Facilitate retreat to provide Council 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 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

Activities

- ★ 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

Activities

- ★ 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.

Oversee the Performance Measurement Program

Activities

- ★ Analyze performance measures and update if necessary to meet City goals.
- ★ Provide quarterly performance measure reports.

Determine City facilities as part of the Downtown Plan update

Activities

- ★ Develop public facility strategies.
- ★ Initiate design of the potential City Hall/Dawson Facility in 2008, based upon the adopted Capital Facilities Plan.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Develop the Northshore School District Downtown property

Activities

- ★ Ensure that the Downtown development is consistent with market capabilities and the community vision.
- ★ Finalize the City's role in determining how the Downtown property might be developed as part of an agreement with the School District.

Hannan Store 1889

Design and construct the joint School District and Public Works Shop

Activities

- ★ Provide oversight and direction to Public Works regarding the design and construction of a facility.
- ★ Construct and occupy the facility.

Analyze the *"Roadmap: Setting the Course"* – financial options

Activities

- ★ Update current projections and fiscal strategies with Council annually.

Oversee the Development Services Improvement Initiative

Activities

- ★ Finalize the Development Services Improvement Initiative Plan.
- ★ Make modifications, if necessary, to current development service processes and fee structure.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of Council's top goals completed (based on the top goals for the last 2 years)	100%	93%	100%	100%
% of staff attending State of the City meetings	NA	NA	75%	75%
Efficiency				
Capital budget/operating budget ratio	NA	NA	44%	44%
Workload				
# of internal State of the City meetings	NA	4	4	4
# of Executive Leadership Team meetings	72	94	42	42
Total budget managed in millions	$53M	$58M	$108M	$80M

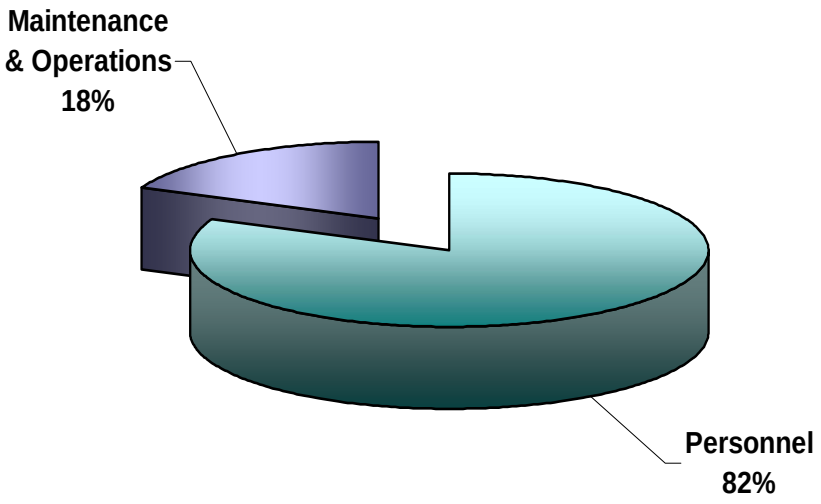
NA - Not Available

TOTAL CITY MANAGER OFFICE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,220,138	$1,330,022	$1,368,743
Maintenance & Operations	155,721	253,131	305,471
Capital	-	-	-
Total Expenditures	**$1,375,859**	**$1,583,153**	**$1,674,214**
Annual Cost Per Capita	**$44.50**	**$50.51**	**$50.98**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Economic Development operating expenses were transferred from this office's budget to the new Economic Development Section.
- Funding was added for Development Services Improvement Initiative.

PUBLIC INFORMATION

The Public Information Office (PIO) is responsible for 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) print, radio and television media sources, news releases, the City website, Bothell Community Television (BCTV) Channel 21, and the *Bothell Bylines* bi-monthly newsletter. BCTV airs City Council and Planning Commission meetings, as well as original BCTV-produced content on City services, projects, and events.

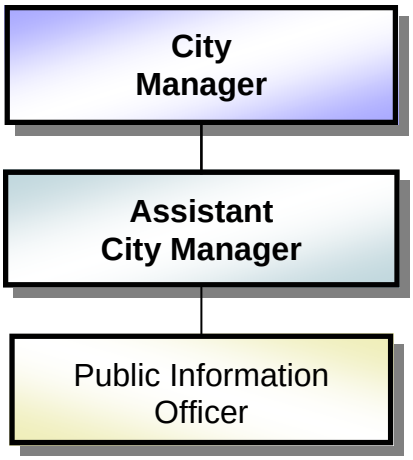
In 2007-2008, the Public Information Office's budget shows an anticipated increase of $236,548 compared to 2005-2006. The increase is due to the PIO's move from the City Clerk Division budget to the Executive budget in 2006. The Executive budget contains only the 2006 PIO budget, compared to the full budget in 2007-2008.

Salary and benefit costs are expected to exceed the 2005-2006 budget as a result of salary increases, pension contributions, and health insurance premiums. Other expenditure increases in this division include the transfer of the *Bothell Bylines* newsletter production and copywriter from the Legislative budget, funding to assist with website redesign, and work associated with the Centennial promotion project:

- Redesign the City's website.
- Evaluate and update the City's logo.
- Joint planning efforts for the City's 2009 Centennial Celebration with departments and community members.

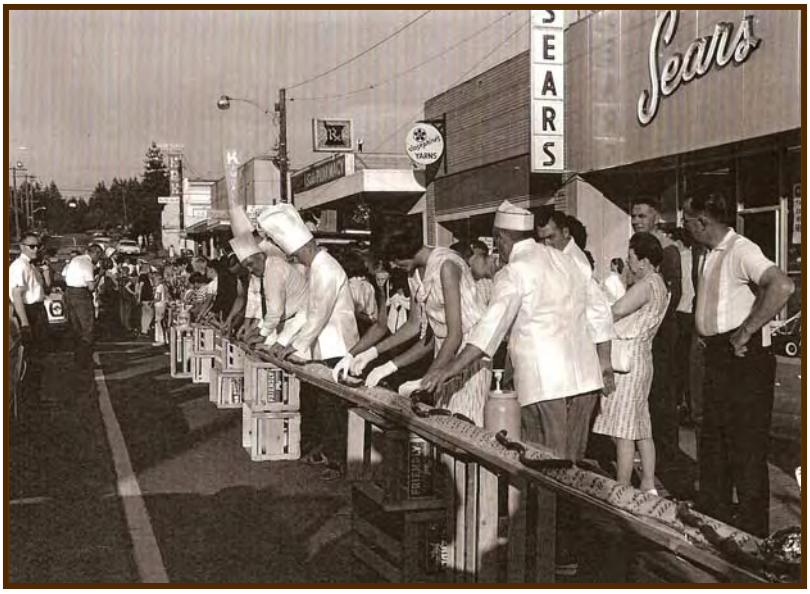
2005-2006 Accomplishments

- ✓ Positioned the new City Manager as a key player in the Greater Bothell Chamber of Commerce (GBCC) and created various exposure opportunities.
- ✓ Utilized media relationships; secured a new *Bothell Bylines* newsletter copywriter to provide a new approach and tone to the newsletter.
- ✓ Partnered with the GBCC establishing a corporate outreach program and "BuyBOTHELL" campaign.
- ✓ Established new ways for the Community Outreach Council Committee to gain exposure in unique ways, including "City Hall at the Mall" and "Coffee Talk" programs.
- ✓ BCTV Channel 21 celebrated its fifth year in production with a special anniversary show, in addition to various segments produced about City events, programs and projects, plus crime prevention information on identity theft and home security.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Information Officer	1	1	1	1
TOTAL	1	1	1	1

2007-2008 BUDGET OUTCOMES & ACTIVITIES



Longest Hot Dog

Did you know that we also formerly held world records for the tallest Christmas tree & the biggest apple pie?

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

Activities

- ★ Utilize public relations tools such as BCTV Channel 21, the City website, the City newsletter, and other means of communication.
- ★ Provide information to encourage citizen understanding and participation in City government, as well as to 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.
- ★ Provide citizens with information through the Council Community Outreach Committee.
- ★ Work with Community Development on the Downtown Plan.

Redesign the City website to increase its usability and effectiveness

Activities

- ★ Evaluate the current City website to identify deficiencies, inconsistencies, and areas that need improvement.
- ★ Redesign the City of Bothell website utilizing internal and external resources.

Approve an updated City logo to celebrate the City's Centennial and its future

Activities

- ★ Recreate the City logo utilizing internal and external resources to develop a strategy that communicates the City of Bothell's significant changes over the last 100 years, while incorporating its rich history. The logo can be applied to collateral such as (but not limited to) letterhead, street signage, promotional materials, banner promotions, and vehicle markings.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of citizens who utilize:				
BCTV Channel 21	NA	NA	50%	50%
Bothell Bylines newsletter	NA	NA	75%	75%
Website	NA	NA	75%	75%
% of BCTV promos produced	NA	NA	100%	100%
% of *Bothell Bylines* distributed	NA	NA	100%	100%
% of news releases resulting in news coverage	NA	NA	60%	60%
% of citizen survey response of "good" or "excellent" for the City's communication tools	NA	NA	75%	75%
Efficiency				
Cost per piece to produce *Bothell Bylines* newsletter	$0.12	$0.12	$0.20	$0.20
Workload				
# of City-produced programming hours on BCTV per year	NA	NA	400	450
# of City-produced programs on BCTV per year	NA	NA	120	150
# of *Bothell Bylines* published	6	6	6	6
# of BCTV promos produced	NA	99	90	100
# of news releases distributed	NA	227	48	48

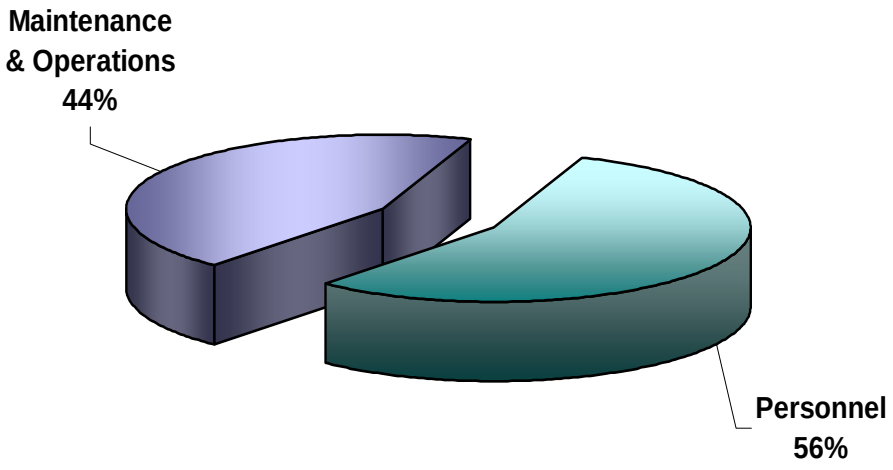
NA - Not Available

TOTAL PUBLIC INFORMATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	$122,402	$239,954
Maintenance & Operations	-	71,024	190,020
Capital	-	-	-
Total Expenditures	**-**	**$193,426**	**$429,974**
Annual Cost Per Capita	**$0.00**	**$6.17**	**$13.09**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The Division's funding was previously in the City Clerk's budget in 2005. The "Budget 2005-2006" column reflects the 2006 budget only.
- Expenditures for the *Bothell Bylines* were moved to this Division from the Legislative budget.
- Professional services funding was added to assist with website redesign.
- Centennial project promotion funding was added.

ECONOMIC DEVELOPMENT

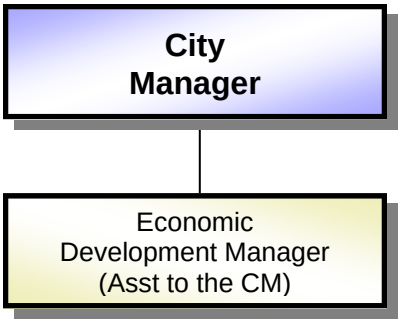
The Economic Development Division was established late in 2005, as part of the City Manager's reorganization plan for the Executive Department. The Division assures proactive economic activities that promote existing business retention and expansion, plus the creation of new business. These projects serve to provide economic opportunity for citizens and to meet municipal fiscal needs. Economic Development includes four focuses: primary job development, community amenity development (i.e. retail, public space, and public infrastructure), tourism, and regional advocacy.

The 2007-2008 Economic Development Division's Budget is anticipated to be $647,371. This figure includes the personnel costs for the Economic Development Manager/Assistant to the City Manager. Other major expenditures include:

- $100,000 to assist with the implementation of the Downtown Plan
- $60,000 for retail matching and marketing study for Downtown opportunity sites
- $40,000 for the "BuyBOTHELL" Program and the UWB Development Center
- $30,000 for retail sector technical support programs
- $25,000 for a commercial businesses way-finding sign plan
- $40,000 for primary job development and retention programs for businesses within the City's business parks

2005-2006 Accomplishments

- ✓ Hired the City's first Economic Development Manager/Assistant to the City Manager.
- ✓ Hired the City's first City Tourism Coordinator.
- ✓ Supported the creation of a regional Business Development Center in partnership with the University of Washington Bothell, Cascadia Community College, and other area cities and colleges to support the technical needs of businesses.
- ✓ Supported the development of Biotech Task Force groups to promote the expansion of local life sciences industries, in partnership with U.S. Congressman Jay Inslee's Office and the Snohomish County Economic Development Council.
- ✓ Supported the development of "BuyBOTHELL" customer loyalty campaigns in partnership with the Greater Bothell Chamber of Commerce.
- ✓ Supported through grants (from local Hotel/Motel tax) the advancement of the Northshore Performing Arts Center, as well as the creation of an Art Gala in conjunction with Riverfest.
- ✓ Conducted a study to determine opportunities, context, rationale, and recommended actions for tourism marketing.
- ✓ Initiated advertising campaigns to promote the City to out-of-town visitors.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Economic Development Manager/ Assistant to the City Manager	0	1	1	1
TOTAL	**0**	**1**	**1**	**1**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Retain area payroll levels through convenient and attractive retail opportunities that primarily serve the needs of area citizens

Activities

- ★ Aid the success and expansion of existing area businesses.
- ★ Encourage the creation of new retail and service businesses.
- ★ Identify and aggregate opportunities for retail development.
- ★ Assure the delivery of efficient government services.
- ★ Enhance public infrastructure and gathering spaces.

Expand the hospitality industry

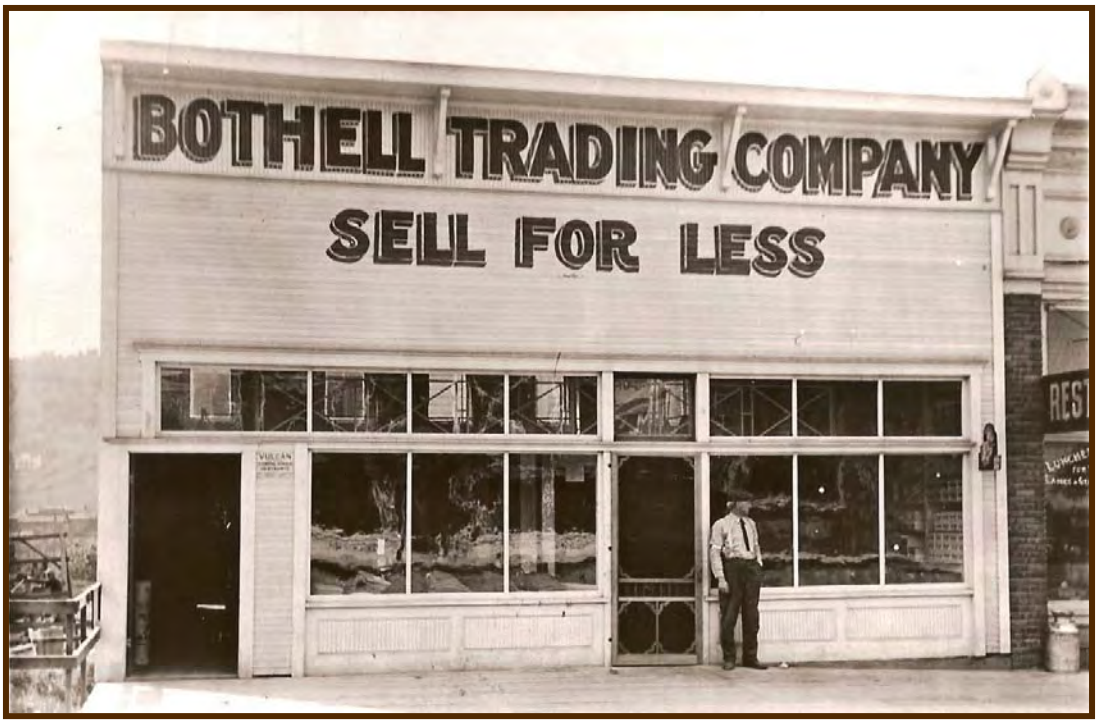
Activities

- ★ Promote Bothell as a convenient hub to area attractions.
- ★ Promote Bothell in a way that compliments the community.
- ★ Support the development and desirability of local visitor attractions, including way finding, the arts, and the community's history.

Retain and develop family-wage jobs from clean industries

Activities

- ★ Aid the expansion of established industries.
- ★ Recruit new primary job providers.
- ★ Enhance workforce and professional development opportunities.
- ★ Enhance the competitive conditions of business parks.



Frank Anderson's Store – Site of Sidie Pharmacy

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% increase in total retail sales tax	NA	NA	>7%	>7%
% of lodging occupancy compared to previous year	NA	1%	5%	5%
# of lodging rooms	NA	717	717	821
% of occupancy in Business Parks	NA	80%	85%	90%
Efficiency				
Retail trade sales tax per capita	NA	$8,619	$9,998	$10,798
% of lodging occupancy as compared to State average	NA	3%	4%	5%
Workload				
Total annual Retail Sales Tax	$16,465,850	$21,574,614	$14,247,700	$15,547,700
Total annual Lodging Tax	NA	$431,528	$253,000	$278,300
# of business retention interviews	NA	NA	24	24

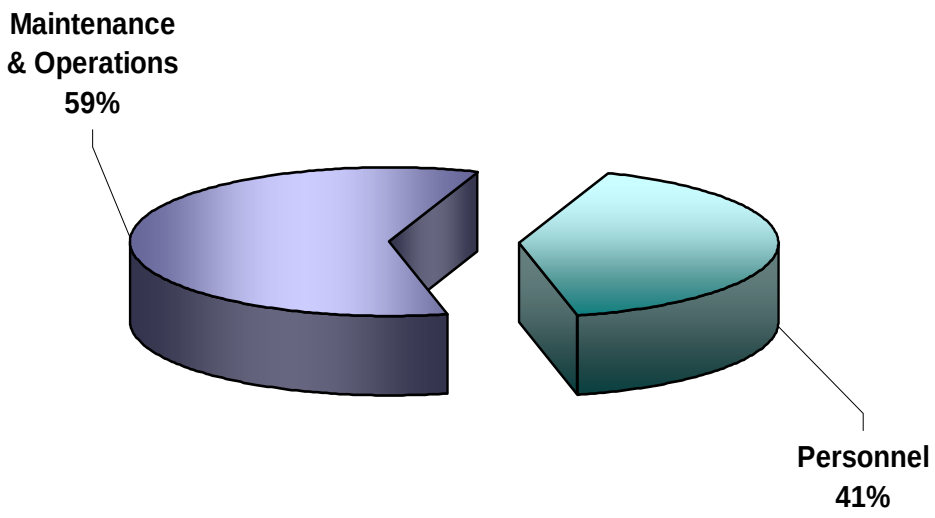
NA - Not Available

TOTAL ECONOMIC DEVELOPMENT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	$264,591
Maintenance & Operations	-	-	382,780
Capital	-	-	-
Total Expenditures	**-**	**-**	**$647,371**
Annual Cost Per Capita	**$0.00**	**$0.00**	**$19.71**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

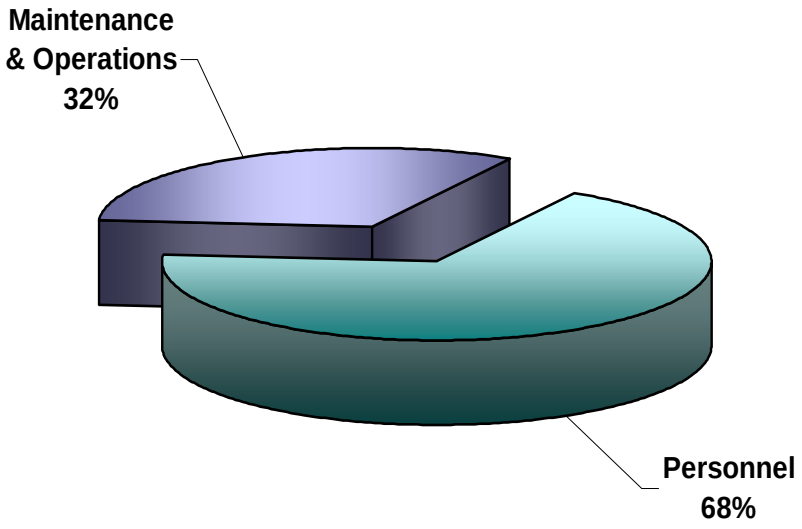
- This is a new division created as part of the City Manager's reorganization of the Executive Department in 2005.
- Funding is included for a retail matching and marketing study for Downtown opportunity sites, "BuyBOTHELL" Program, UWB Development Center, commercial business way-finding sign plan, and primary job development programs.

TOTAL EXECUTIVE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,220,138	$1,452,424	$1,873,288
Maintenance & Operations	155,721	324,155	878,271
Capital	-	-	-
Total Expenditures	**$1,375,859**	**$1,776,579**	**$2,751,559**
Annual Cost Per Capita	**$44.50**	**$56.68**	**$83.79**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Department Wide 2007-2008 Financial Highlights

- Development Services Improvement Initiative.
- Public Information Office Budget transferred from City Clerk Division.
- Expenditures for *Bothell Bylines* moved to Public Information Office Budget from the Legislative Budget.
- Website redesign.
- Centennial project promotion.
- Economic Development Division created.
- A retail matching and marketing study for the Downtown opportunity sites, “BuyBOTHELL” Program, UWB Development Center, commercial business way-finding sign plan, and primary job development programs.

Executive Department

Legislative Branch

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 to meet the community's needs.

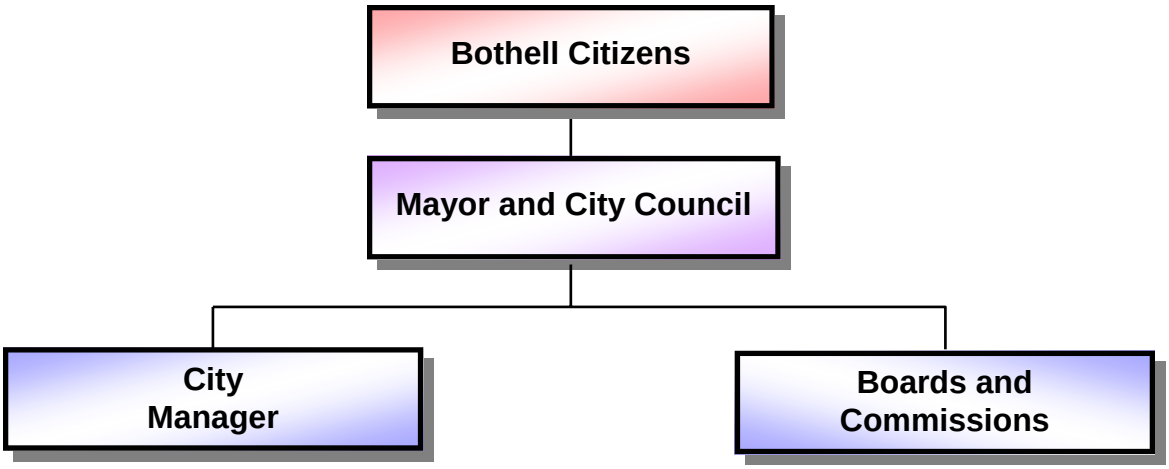
The City Council:

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

2005-2006 Accomplishments

- ✓ Held annual retreats to develop goals for each year.
- ✓ Received and provided direction on *"The Roadmap: Setting the Course"* financial plan.
- ✓ Adopted the 2007-2013 Capital Facilities Plan.
- ✓ Appointed the Transitory Accommodations Citizens Advisory Committee, held public hearings on proposed code language, and adopted the Transitory Accommodations Code.
- ✓ Amended the *Imagine Bothell…*Comprehensive Plan.
- ✓ Amended the Bothell Municipal Code Titles 11, 12, 14, 17, and 22 in order to implement the 2004 *Imagine Bothell…*Comprehensive Plan Update.
- ✓ Adopted a Citywide traffic calming program.
- ✓ Appointed the Downtown Stakeholders Resource Group and the Downtown Visionary Committee, and directed staff to update the Downtown Plan.
- ✓ Revised the City procurement policy.
- ✓ Established a 1-year moratorium on adult entertainment facilities.
- ✓ Created the Bothell Citizen Corps Council.
- ✓ Revised the City Council protocol manual.
- ✓ Authorized the Development Services Improvement Initiative.
- ✓ Authorized fiscal analysis of potential annexations within the unincorporated portions of the Bothell planning area.

The 2007-2008 Legislative Budget is anticipated to decrease by $116,035. The reduction is due to the transfer of the expenditures associated with the *Bothell Bylines* to the Public Information Office budget, plus a reduction in election costs.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Council - Mayor	1	1	1	1
City Council Member	6	6	6	6
TOTAL	7	7	7	7

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Maintain 87% or better citizen survey response that Bothell is a "good" or "excellent" place to live and 70% or better citizen survey response that Bothell is headed in the right direction

Activities

- ★ Survey citizens regarding their level of satisfaction with City services.
- ★ Adopt fiscally responsible budgets and CFP plans to fund City service programs and infrastructure needs.
- ★ Provide timely and effective decision making on policy issues.

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

Activities

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

Provide clear policy direction to staff

Activities

- ★ Set annual goals and priorities.
- ★ Obtain a majority Council consensus regarding policies and direction to staff.

Library July 12, 1949 – Later City Hall

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of Council Member attendance at scheduled meetings	90%	94%	95%	95%
% of citizens indicating Bothell is headed in the right direction	70%	66%	70%	70%
% of citizens rating the City as a "good" or "excellent" place to live	90%	87%	90%	90%
Efficiency				
% of items approved by Council on consent agenda	99%	64%	80%	80%
% of Council agendas completed as scheduled	NA	76%	98%	99%
Workload				
Avg Council Member attendance at regularly scheduled meetings	6	6.7	6	6
# of Council meeting hours	150	348	150	150
# of ordinances/resolutions adopted by Council	50	60	60	60
# of joint meetings with Boards & Commissions	4	1	2	2

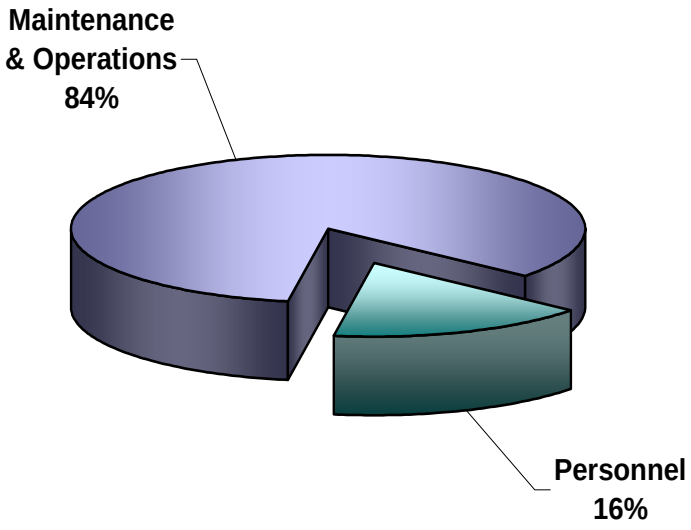
NA - Not Available

TOTAL LEGISLATIVE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$95,913	$96,294	$95,882
Maintenance & Operations	393,436	605,143	489,520
Capital	-	-	-
Total Expenditures	**$489,349**	**$701,437**	**$585,402**
Annual Cost Per Capita	**$15.83**	**$22.38**	**$17.83**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- *Bothell Bylines* funding was transferred to the Public Information Office Budget.
- Annual contributions to the Northshore Pool operating costs are included in this budget.
- Funding is not needed for a special election in 2007-2008.

Executive Department

Judicial/Municipal Court

JUDICIAL/MUNICIPAL COURT

The Judicial Branch is the City's Municipal Court, which provides services related to all infraction, criminal misdemeanor, and gross misdemeanor incidents that occur within the City of Bothell and that are filed with the Court. The Court also provides for civil protection orders to victims of domestic violence that reside in Bothell. Additionally, the Municipal Court provides passport processing services.

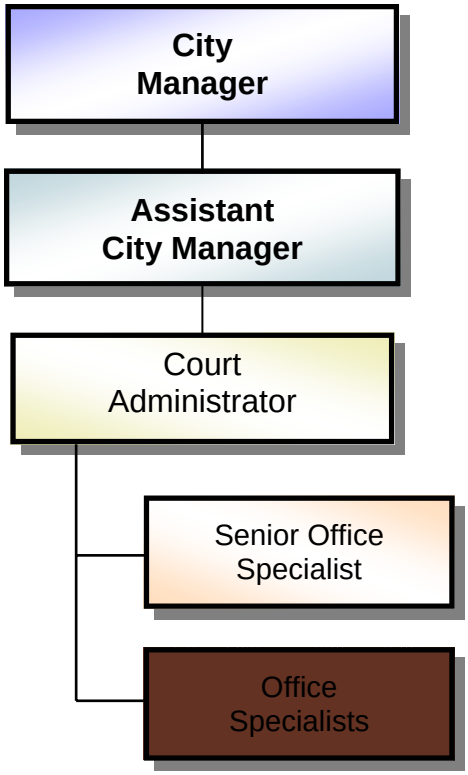
The Municipal Court's 2007-2008 Budget includes the addition of staff to expand the City passport program from 24 hours to 40 hours per week. The program expansion will be offset by a 66% increase ($38,000) in passport revenues per year.

The 2007-2008 Municipal Court Budget is anticipated to increase $206,161. Salary and benefit costs are expected to increase $176,756 due to an additional .5 FTE, union negotiated salary step and cost-of-living increases, and increases to pension contributions and health premiums. A $36,250 increase in operating costs is due to increases in judicial services costs, interpreter fees, bankcard fees, and jury costs.

2005-2006 Accomplishments

- ✓ Enhanced City's Passport Program from 8 hours per week to 24 hours per week.
- ✓ Added a part-time passport agent to support enhanced Passport Program.
- ✓ 25% increase in filings over 2003-2004.
- ✓ Installed a digital recording system for Court, Council, Planning Commission, and Park Board meetings.

Anderson School 1931-1992



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Court Administrator	1	1	1	1
Senior Office Specialist	1	1	1	1
Office Specialist (3 Office Specialists - 1 FT and 2 PT) (.5 in 2006 was limited-term)	1	1.5	2	2
TOTAL	3	3.5	4	4

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Provide efficient and effective Court operation services

Activities

- ★ Complete data entry of cases within 48 hours of filing.
- ★ Provide Court procedure brochures to simplify the Court process for pro se litigants.
- ★ Assist Court users through the Court system by providing clear understandable Court forms and access to Court staff for questions.

Provide a convenient venue for the public to apply for U.S. passports

Activities

- ★ Provide adequate staff to support application processing, telephone inquiries, and counter contacts.
- ★ Provide training and seminars for the Court passport agents.
- ★ Maintain an adequate supply of all types of passport forms for customers.

Meet or surpass trial Court performance standards

Activities

- ★ Set 100% of criminal cases for trial within 90 days of the defendant's first appearance in Court.
- ★ Set 100% of civil infractions for hearings within 120 days of the hearing requests.

Promote Municipal Court services and provide accurate information regarding the judicial system

Activities

- ★ Enhance the City's website regarding Court information and other services.
- ★ Hold Law Day Celebration and participate in Juror Appreciation Week.
- ★ Require accurate and courteous customer service.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of criminal trials set & held within 90 days of speedy trial	100%	100%	100%	100%
% of contested & mitigation hearings set within 120 days of speedy trial	100%	100%	100%	100%
% of conditions of court ordered sentence monitored through probation division	95%	90%	95%	95%
% of data entry of cases within 48 hours	100%	100%	100%	100%
% of processing & mailing of passport applications within 24 hours	100%	98%	100%	100%
% of correspondence answered within 3 days	95%	90%	95%	95%
Efficiency				
Clerk to filing ratio	1,000	1,530	1,000	1,000
Cost per filing [excluding overhead]	$90.00	$66.89	$75.00	$75.00
Revenue per filing	NA	$115.00	$112.00	$117.00
Cost per passport [excluding overhead]	NA	$11.50	$18.27	$15.07
Workload				
# of criminal hearings	3,960	2,761	3,600	3,600
# of contested/mitigation hearings	1,776	3,088	1,980	1,980
# of probation cases reviewed	8,400	11,553	11,400	11,400
# of passports processed	1,800	1,897	3,180	3,180
# of court filings	6,800	9,182	4,500	4,500

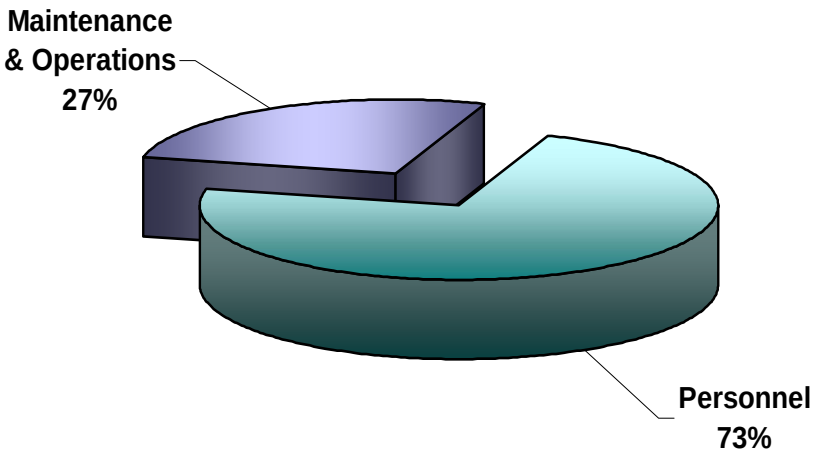
NA - Not Available

TOTAL JUDICIAL/COURT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$369,604	$443,781	$620,537
Maintenance & Operations	166,893	194,100	230,350
Capital	-	6,845	-
Total Expenditures	**$536,498**	**$644,726**	**$850,887**
Annual Cost Per Capita	**$17.35**	**$20.57**	**$25.91**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Budgetary increases due to higher costs in providing judicial services contracts, interpreter fees, bankcard fees, and jury costs.
- Additional .5 FTE and operating costs to increase hours of passport services. Revenues will offset the increased costs.

Executive Department

City Clerk Division

CITY CLERK

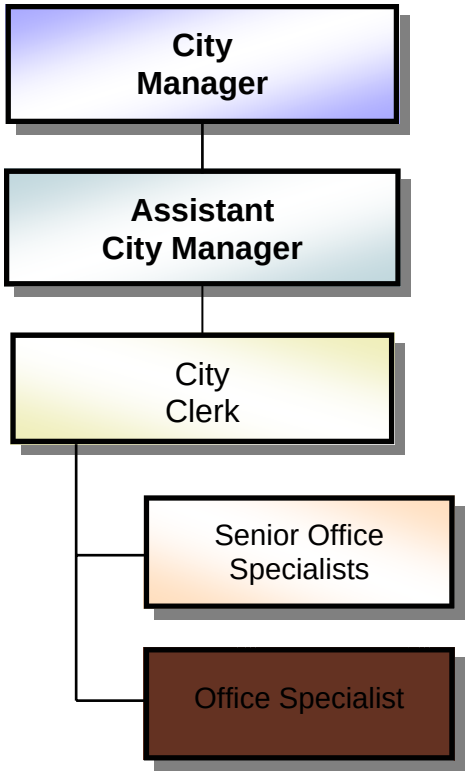
The City Clerk Division is responsible for legislative support to the Council, including preparing agenda packets and minutes for Council meetings; managing City records, including oversight and coordination of the Citywide Records and Information Program; processing and maintaining copies of all contracts for the City; and accepting and processing public records requests.

The 2007-2008 budget decreased $22,084 from the 2005-2006 budget, due to the transfer of Public Information Office (PIO) expenditures to its own division within the Executive Deparment in 2006. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by $84,795 for Clerk Division staff. The increase is due to the addition of a .5 FTE Office Specialist position, a union-negotiated salary step, pension contributions and health insurance premiums, and cost-of-living increases.

The 2007-2008 maintenance and operations costs increased $16,649 (not including PIO costs) over 2005-2006. This is the result of increased operating supplies and additional microfilming needs. In 2007-2008, the City Clerk Division will continue to implement the Citywide Records and Information Management Program to provide citizens and staff easy electronic access to more City records.

2005-2006 Accomplishments

- ✓ Continued implementation of Phase 1 of the LaserFiche document imaging project in the Community Development and Public Works Departments.
- ✓ Worked with the Information Technology Division on customization of the Web-link feature of LaserFiche to prepare for a Citywide roll-out of this program. Ordinances and resolutions through July 2005 and Council minutes through November 2005 were microfilmed and scanned for use with LaserFiche.
- ✓ Conducted annual board and commission recruitments.
- ✓ Took over the main reception duties for City Hall.
- ✓ Provided Agenda Bill workshops for staff.



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Clerk	1	1	1	1
Senior Office Specialist	1.75	1.75	1.75	1.75
Office Specialist	.5	.5	1	1
TOTAL	**3.25**	**3.25**	**3.75**	**3.75**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Support Council with efficient document processing

Activities

- ★ Provide agenda packets five days before the Council meeting in both paper and CD formats, and post the agenda on the City's website for citizen access.
- ★ Provide City Council minutes within two weeks or by the next scheduled regular meeting.
- ★ Provide timely Council Information Packets, Council calendars, correspondence, and newspaper articles.

Dr. Reuben Chase & City Drug Store 1893

Promote opportunities to participate in local government through volunteer services on City Council Advisory Boards and Commissions

Activities

- ★ Hold recruitments of board and commission candidates, utilizing creative and innovative methods to reach out to Bothell citizens.
- ★ Provide information packets pertaining to boards and commissions to interested citizens.

Maintain the official records of the City in a manner that is responsive to the public and consistent with State law

Activities

- ★ Continue to advance the Citywide Records Management Program, including expansion of the number and types of documents available to both staff and the public electronically.
- ★ Resolve all public records requests within 10 days of request (includes response to requestor within mandated 5-day period).

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of public disclosure requests resolved in 10 days	87%	95%	95%	95%
% of minutes available within 2 weeks or next available regular meeting	97%	72%	85%	85%
% of agenda packets distributed 5 days prior to meeting	85%	76%	85%	85%
Efficiency				
Cost per set of Council minutes	NA	$315	$315	$315
Workload				
# of public disclosure requests received	512	186	80	80
# of sets of minutes prepared	112	91	40	40
# of agenda bills processed	581	457	240	240
# of ordinances & resolutions processed	120	60	60	60
# of contracts processed	NA	273	260	260
# of phone calls per day (average)	79	51	60	60
# of walk-in customers per day (average)	27	20	25	25
# of office volunteer hours	894	800	400	400

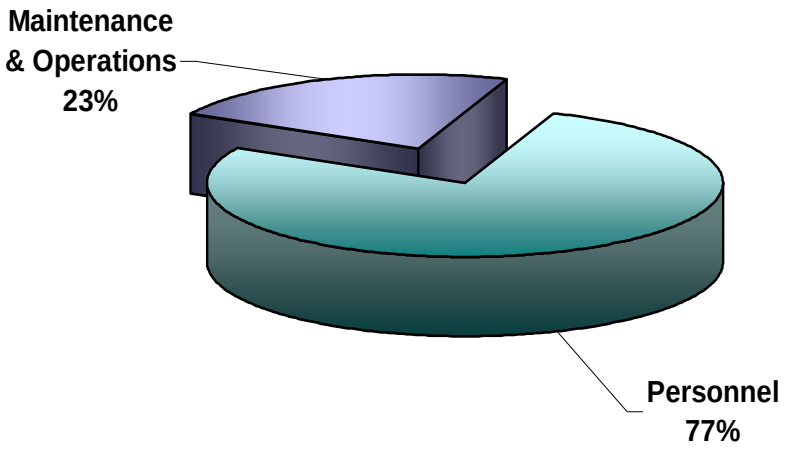
NA - Not Available

TOTAL CITY CLERK REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$566,202	$571,979	$582,012
Maintenance & Operations	182,340	203,106	170,989
Capital	82,902	-	-
Total Expenditures	**$831,445**	**$775,085**	**$753,001**
Annual Cost Per Capita	**$26.89**	**$24.73**	**$22.93**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Shifting resource needs in records management resulted in a reduction in Records and Information Management Committee needs.
- Reduction in overtime resulted from the addition of the .5 FTE Office Specialist.
- Reduction due to the Public Information Office Budget moved in 2006 from the City Clerk Division Budget to the Executive Department.

Executive Department

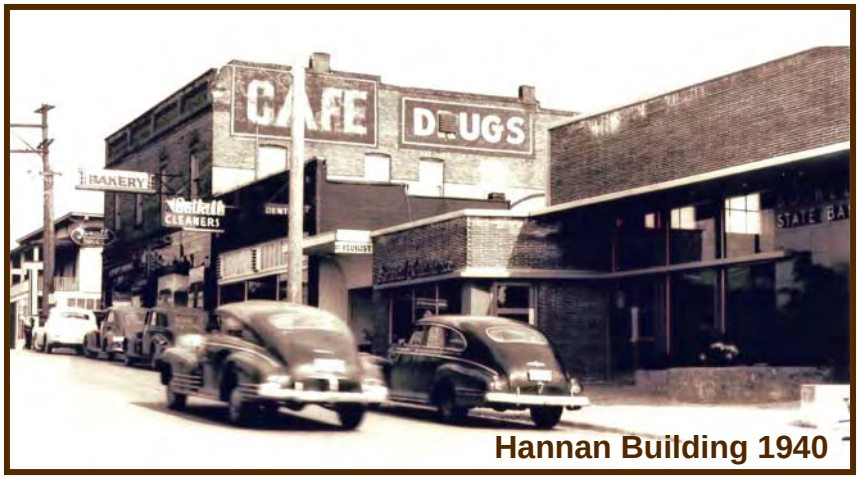
Information Technology Division

INFORMATION TECHNOLOGY

The Information Technology (IT) Services Division is responsible for researching, developing, and implementing cost-effective and flexible technological hardware and software requirements for the City; providing reliable and secure data services, network monitoring and support for intranet and internet as well as City fiber optic voice and data (including emergency services). This Division is responsible for learning and understanding changes in new technologies that may improve government service delivery to staff, Council, and citizens and by making more information accessible through common resources and identifying solutions for City projects and performance. The 2007-2008 budget includes an Information Systems Technician to be dedicated to the City's growing public safety technology needs. This position was a limited-term position in 2005 and 2006.

The 2007-2008 Information Technology Services Budget is anticipated to decrease by $289,533. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by $46,705. The increase is due to the union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. These increases are partly offset by the absence of the Administrative Services Director position, which was eliminated during the Executive Department reorganization in 2005. Maintenance and operations expenses decreased $257,038 due to cost savings from the implementation of more efficient technologies and maintenance systems. Capital costs have decreased to reflect anticipated 2-year replacement schedule needs.

Citywide systems include approximately 875 servers/workstations and three phone switches - all of which are integrated, connected, and imperative to City services. This Division provides direct customer support to 11 City sites and a varied and complex network of software and hardware which range from central services of email and voice mail to Wide Area Network (WAN) connections between City sites and outside agencies. Information Technology facilitates support for approximately 50 different applications, varied printers, and peripherals relating to laptop, desktop, and phone services. An Information Systems Technician has been added (to replace a limited-term position) to address the growing technical needs of the City's public safety departments.

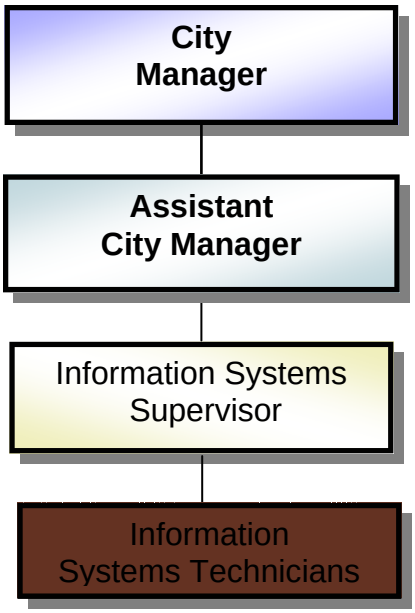


Hannan Building 1940

The Information Technology Division, over the last couple years, has focused on building the City's IT infrastructure and implementing technologies that have successfully resulted in large maintenance and operating cost-savings and process efficiencies that will continue in the future. With the tasks accomplished, the Division's focus now shifts to the ongoing management of the complex applications currently in place, and preparation for multiple new projects identified in the City's Capital Facilities Plan and by the public safety departments. The 2007-2008 Budget reflects this shift in focus and responds to the City's upcoming information technology needs in a cost-effective manner with appropriate staffing.

2005-2006 Accomplishments

- ✓ Installed and connected 10 workstations and phones to the City's network for the Downtown Public Works Shop.
- ✓ Installed and connected 3 wireless workstations and phones to the City's network at the Lytle House.
- ✓ Installed and implemented Voice Over IP in 2 separate locations.
- ✓ Installed connection to the Canyon Park Firehouse to the City's network via fiber connectivity.
- ✓ Homeland Security Regional Information Sharing Network (RAIN) servers installed and setup for the Police Department.
- ✓ Online Parks and Recreation software (Class) installed and implemented.
- ✓ Online Permit Plan installed and connected to MyBuildingPermit.com.
- ✓ BlackBerry enterprise installed and implemented; over 35 BlackBerry devices are currently being utilized in the field.
- ✓ Connected to the King County I-Net, creating dual redundancy for all incoming and outgoing network traffic.
- ✓ Established and implemented a connection for Firehouse software to Eastside communications.
- ✓ Two major phone systems were upgraded to support Voice Over IP and other functionalities.
- ✓ All Fire and Emergency Medical Services Department dispatch printers were upgraded to state-of-the-art laser printers.



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Administrative Services Director	.5	0	0	0
Information Systems Supervisor	1	1	1	1
Information Systems Technician	5	5	6	6
TOTAL	**6.5**	**6**	**7**	**7**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Users are able to easily obtain and use technology resources, including receiving internal customer service promptly

Activities

- ★ Work with departments to create and support advancing technologies to ensure that City employees have the tools to work efficiently.
- ★ Provide outstanding customer service by supporting the City of Bothell's technology services and demands. This includes troubleshooting problems and the coordination of all changes within the organization.
- ★ Maintain an equipment inventory along with detailed specifications for use in asset management, modeling, analysis, and decision making.
- ★ Review, prioritize, and apply the latest releases of software and operating system security patches and service packs to protect users and the network.

Provide an external website with essential City information for our community and provide an internal website for staff and Council so they have access to the information, tools, and resources they need to perform their jobs

Activities

- ★ Create applications and content to ensure that citizens have the ability to communicate and receive the information they need from the City's website.
- ★ Provide detailed reports and statistics to the Council based on the information received by staff from the community.

Initiate a strategic plan that maximizes investments to support any and all information technology needs associated with the Capital Facilities and Downtown Plans

Activities

- ★ Implement a strategic plan that works with departments to ensure that all technology infrastructure needs are met as directed in the Capital Facilities Plan.
- ★ Implement new technologies to assist the community and staff in conjunction with the Downtown Plan.

Maintain and/or improve public safety technologies to ensure that effective service levels are supplied to these departments

Activities

- ★ Provide increased service and support staff for public safety departments by ensuring existing and future budget-approved applications and technologies are supported.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of time servers are fully functional during business hours	98%	99%	99%	99%
% of time phone systems are fully functional during business hours	98%	98%	99%	99%
% of help desk calls responded to by the next business day	NA	95%	95%	95%
% of help desk calls resolved by the next business day (excluding project and planned maintenance)	NA	60%	60%	60%
Efficiency				
% of servers & workstations per technician	151%	157%	79%	83%
Workload				
# of servers/workstations maintained	755	875	475	500
# of IT service calls	9,800	10,550	6,540	7,040

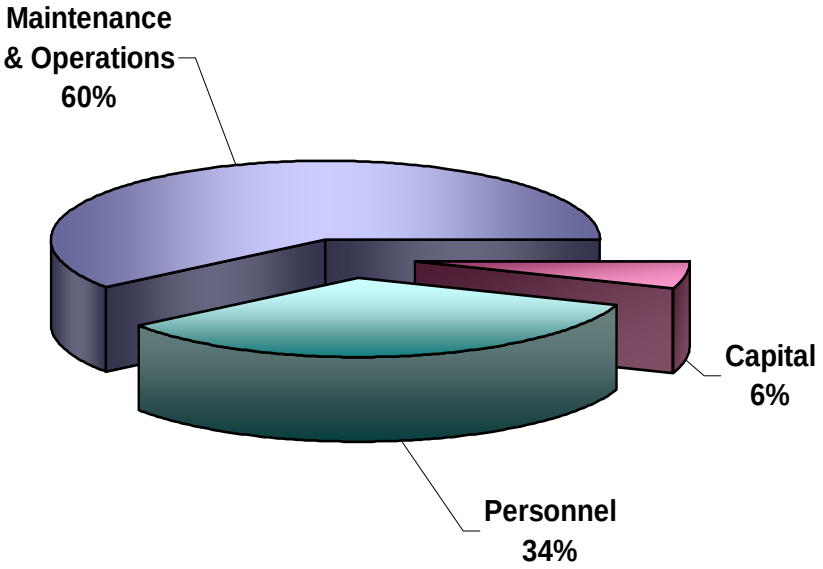
NA - Not Available

TOTAL INFORMATION TECHNOLOGY REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,107,615	$1,187,740	$1,234,445
Maintenance & Operations	2,098,909	2,434,018	2,176,980
Capital	305,572	284,000	204,800
Total Expenditures	**$3,512,097**	**$3,905,758**	**$3,616,225**
Annual Cost Per Capita	**$113.59**	**$124.61**	**$110.12**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- One Information Systems Technician was re-designated from limited-term to regular status to support the Information Technology needs and growth of the City's public safety departments.
- Decrease in maintenance and operations costs due to the many cost saving and technology efficiencies put in place by the IT Division.
- Consultant services were funded to initiate an information technology planning and implementation process for an IT Strategic Plan designed to align IT investments to match the City's Roadmap and Capital Facilities Plan thus ensuring a clear course for the City's technology future.

Non-Departmental

NON-DEPARTMENTAL

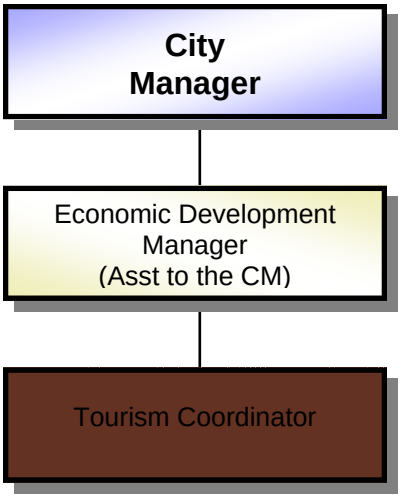
The Non-Departmental Budget includes City expenditures that benefit the City as a whole and/or are not specific to a single department. Examples include membership dues paid to regional and national organizations, as well as intergovernmental professional fees.

The City's Human Services and Tourism functions are also contained within this budget. These functions are managed by the Executive Department.

2005-2006 Accomplishments

- ✓ Issued and monitored 20 human services grants, totaling $351,555.
- ✓ Participated in regional human services activities, including membership in A Regional Coalition for Housing (ARCH).

Slough



= 2007-2008 New Positions

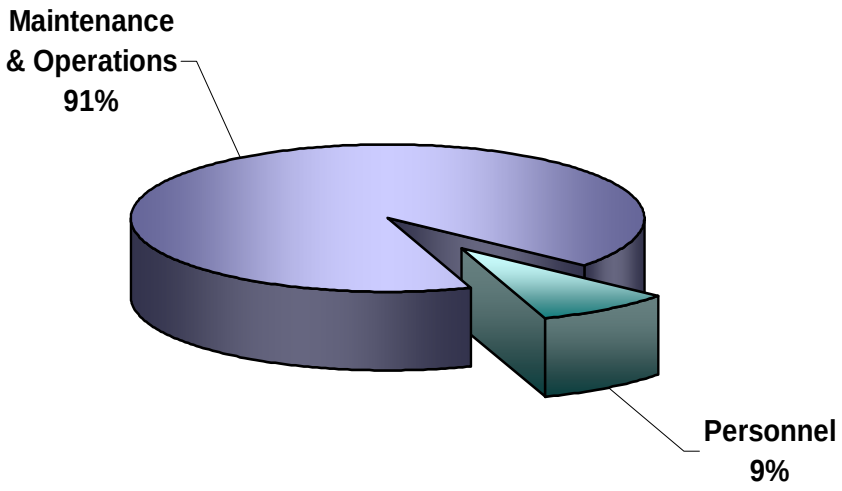
Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Tourism Coordinator (position became limited-term in 2006)	0	.5	.5	.5
TOTAL	**0**	**.5**	**.5**	**.5**

TOTAL NON-DEPARTMENTAL REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	$145,000	$140,358
Maintenance & Operations	259,898	1,145,071	1,489,498
Capital	-	-	-
Total Expenditures	**$259,898**	**$1,290,071**	**$1,629,856**
Annual Cost Per Capita	**$8.41**	**$41.16**	**$49.63**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

An increase of $339,785 is shown in the 2007-2008 budget. Major factors affecting the increase include:

- The Tourism Coordinator position was funded in the Executive Department in 2006, and moved to the Non-Departmental Division in 2007-2008. An increase in tourism marketing (supported by lodging tax reserves) is also shown in the 2007-2008 budget.
- An increase in Human Services spending, from $6.12 per capita to $7.00 per capita, was approved by Council. This translates into $449,330 in Human Services spending in 2007-2008, compared to $351,555 in 2005-2006.
- $18,000 was added for participation in the International City/County Management Association (ICMA) Performance Measurement Program.
- The e-Gov software maintenance contract ($72,000 for 2007-2008) was moved to the Non-Departmental Division of the Executive Department from the Community Development Department.

Finance Department

FINANCE DEPARTMENT

The Finance Department's daily mission is to provide accountability for all public funds, assets, policies and systems in the most effective and efficient manner possible, while delivering responsive, quality customer service to our citizens and fellow employees.

Staff is committed to the primary goal of the Finance Department: protecting and securing City assets for their proper and authorized use.

The Finance Department has adequate staff to sustain its expected high level of service standard – no staff additions were requested for 2007-2008.

The 2007-2008 Finance Budget is anticipated to increase $176,100 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $179,800. The increase is due to union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The difference between the overall budget increase and the rise in salary and benefit costs is the result of an internal efficiency analysis, which decreases the Department's maintenance and operating budget.

Responsibilities Include:

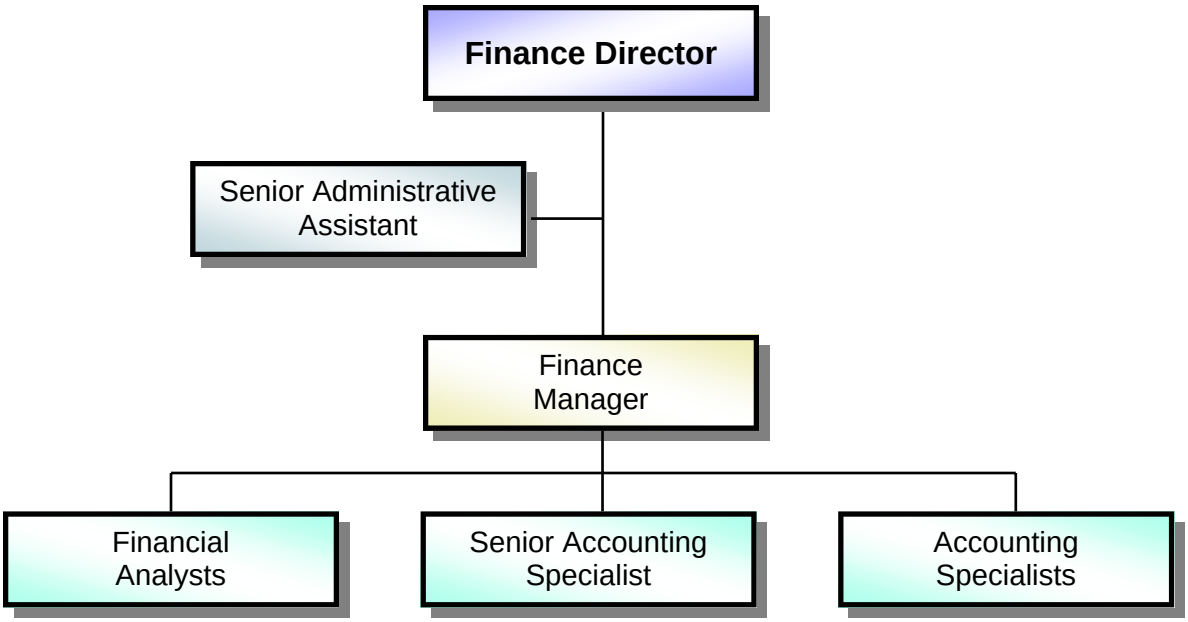
- Financial reporting, including preparation of the City's Comprehensive Annual Financial Report (CAFR).
- City's budget process, including preparation of the City's biennial budget document.
- Oversight of the City's annual audit, performed by the Washington State Auditor's office.
- Short- and long-term strategic financial planning.
- Budget versus actual revenue and expenditure analysis and reporting.
- Fiscal policy direction, implementation, and oversight.
- Cash flow and investment management.
- Management and oversight of the City's purchasing policy.
- Internal audit.
- Treasury management.
- Professional level financial and accounting support services.
- Administration of:
  - Utility billing
  - Accounts payable
  - Financial system
  - Fixed assets

2005-2006 Accomplishments

The City of Bothell is one of a handful of cities in the State to have been awarded both the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the Certificate of Achievement for Excellence in Financial Reporting. The City and the Finance Department have received:

- ✓ The Distinguished Budget Presentation Award for the City's past 3 biennial budget documents.
- ✓ The Certificate of Achievement for Excellence in Financial Reporting for the City's past 5 Comprehensive Annual Financial Reports. The City recently received this award again for its 2005 report. The certificate signifies the highest level of professional certification obtainable in the field of governmental accounting.
- ✓ Unqualified audit opinions from the State Auditor in both 2004 and 2005. The City has not received an audit finding in the past five years.

Hannan Store 1890



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Finance Director	1	1	1	1
Finance Manager	1	1	1	1
Senior Administrative Assistant	1	1	1	1
Senior Accounting Specialist	1	1	1	1
Accounting Specialist (2 Accounting Specialists - 1.2 FTEs are Utility funded)	.8	.8	.8	.8
Financial Analyst	2	2	2	2
TOTAL	**6.8**	**6.8**	**6.8**	**6.8**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Increase staff time and/or reduce spending by eliminating redundancies and implementing efficiencies

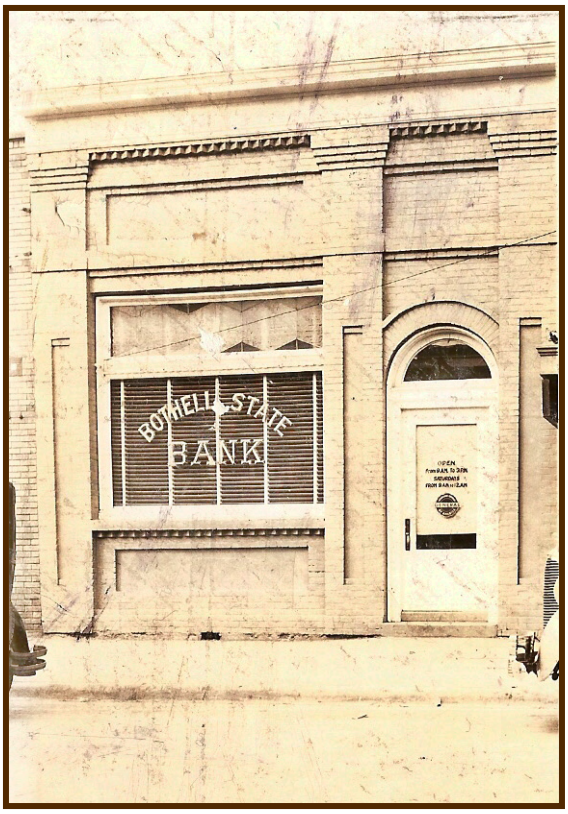
Activities

- ★ Train all City departments to enter their own accounts payable invoices into the City's financial system.
- ★ Outsource the City's utility bill printing and mailing functions.
- ★ Provide City departments with professional level accounting services.
- ★ Provide City departments with process auditing services.
- ★ Train departments to use the Eden financial system to its fullest capability and eliminate duplicate accounting systems.
- ★ Investigate innovative methods to reduce staff time when processing accounts payable requests.

Update City contract management and asset tracking procedures

Activities

- ★ Annual update of physical inventory and tracking of all City assets.
- ★ Incorporate a contract management function within the City's accounts payable audit process.
- ★ Train staff Citywide on best practices and updated procedures for contract management and asset tracking.



Bothell State Bank

Provide high quality financial information to City Management, staff, and the public to facilitate well-informed decision making

Activities

- ★ Coordinate the 2007-2008 mid-biennium budget update and provide report monitoring as well as financial forecast updates.
- ★ Evaluate and streamline the internal budget process.
- ★ Evaluate and model the impact of potential State and Federal legislation, economic development incentives, and fiscal stability strategies.
- ★ Develop sound financial policies and monitor subsequent practices.
- ★ Produce the Comprehensive Annual Financial Report.
- ★ Develop the 2009-2010 Operating and Capital Facilities Plan Budget that is responsive to Council and community priorities.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Oversee the City's financial management to ensure the City's fiscal stability
Activities

- ★ Maintain an up-to-date long range financial plan (Roadmap).
- ★ Prepare and distribute a quarterly comprehensive revenue and expenditure versus budget report.
- ★ Keep management informed of changes in the City's financial position.
- ★ Maintain the City's credit rating by following prudent fiscal management practices.
- ★ Identify one-time monies for one-time expenditures.
- ★ Limit citizens' tax burden whenever possible by actively investigating, evaluating, and implementing operational and/or technology efficiencies and innovative cost containment measures. Track cost recovery on City fees for services and make adjustments as necessary.
- ★ Update plans and revenue/ expenditure projections as often as the region's economy demands.
- ★ Operate the City's fiscal services during an emergency situation.
- ★ Anticipate and meet the changing cash flow needs of the City in order to optimize investment returns, and ensure adequate liquidity.

Ranch Drive In – Then The Freezer 1959

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
Earn Distinguished Biennial Budget Award	1	1	1	1
Receive Certificate of Excellence in Financial Reporting	1	1	1	1
# of State Auditor Audit Findings	0	0	0	0
Efficiency				
Debt ratio per capita	$385	$279	$250	$218
GO bond debt per capita	$300	$216	$197	$179
Legal debt capacity per capita	$11,035	$12,479	$13,385	$14,369
General Fund revenues vs budgeted revenues	102%	TBD	100%	100%
General Fund spending vs budgeted spending	86%	TBD	100%	100%
Ratio of citizens to staff	3,875	3,961	4,063	4,163
Workload				
Size of expenditure budget	$123.7M	$122.3M	$108.5M	$80.0M
Utility customers billed	4,441	4,790	5,000	5,300
Street light customers billed	9,017	9,332	9,300	9,700
Business license renewals billed	2,396	2,450	2,500	2,600
Frequency of investment & cash management activity	daily	daily	daily	daily
Frequency of accounts payable check runs	weekly	weekly	weekly	weekly
Frequency of utility billings	bi-monthly	bi-monthly	bi-monthly	bi-monthly
# of budget vs actual spending analysis reports	quarterly	quarterly	quarterly	quarterly
Comprehensive Annual Financial Reports prepared for the State & GFOA	annually	annually	annually	annually
Oversee annual audit performed by Washington State Auditor's Office	annually	annually	annually	annually
Coordinate preparation of the City's biennial budget	biennially	biennially	biennially	biennially

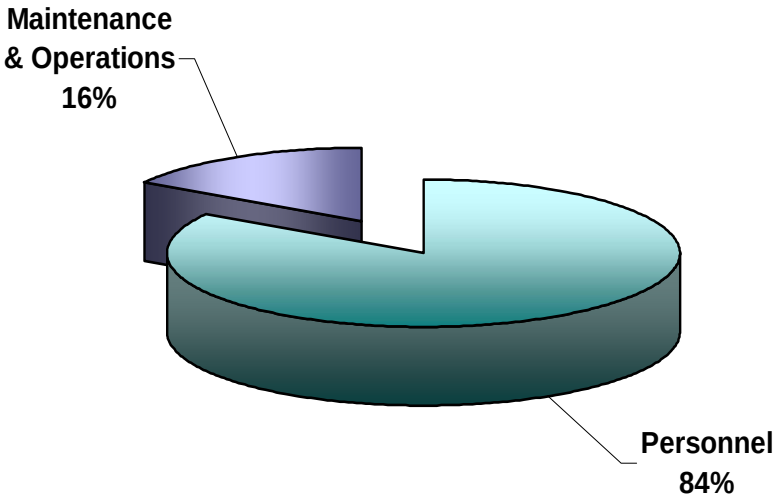
TBD - To Be Determined

TOTAL FINANCE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,029,056	$1,246,778	$1,426,578
Maintenance & Operations	259,192	275,000	271,300
Capital	-	-	-
Total Expenditures	**$1,288,247**	**$1,521,778**	**$1,697,878**
Annual Cost Per Capita	**$41.66**	**$48.55**	**$51.71**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The 2007-2008 maintenance and operations expenditures decreased in spite of a 5% increase in the Consumer Price Index. The expenditure reduction was due to an internal efficiency analysis that increased department process efficiencies and decreased banking and postage fees.

Legal Department

LEGAL DEPARTMENT

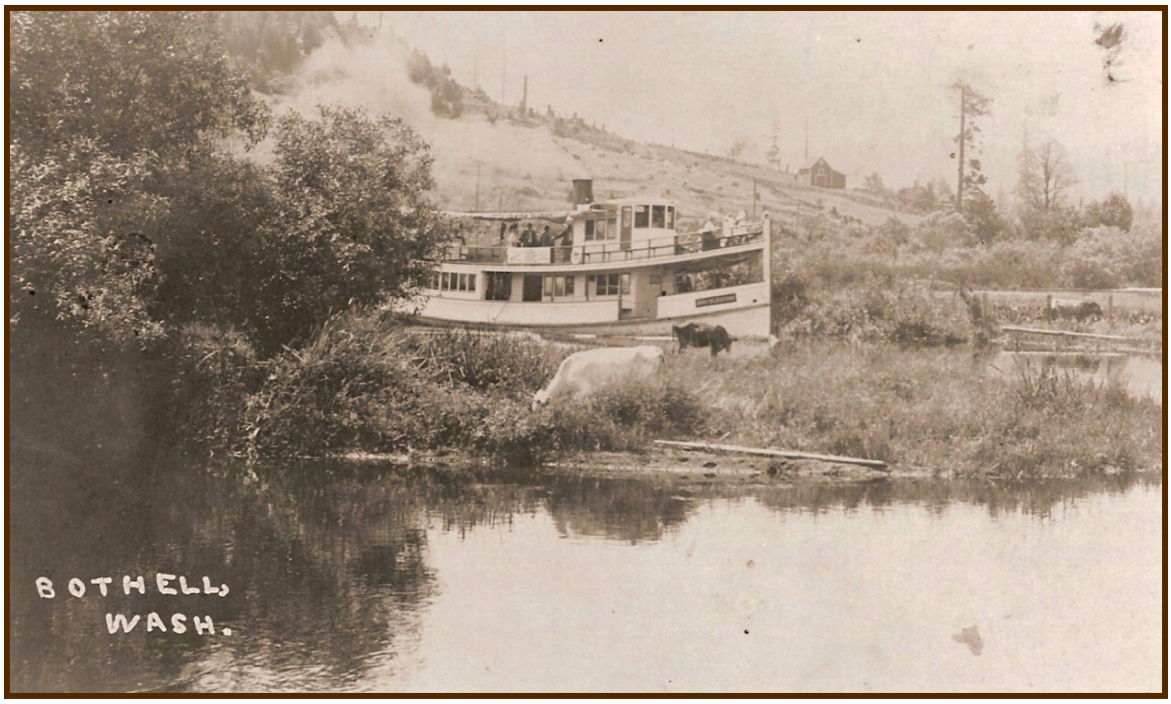
The Legal Department continually strives to provide the highest quality of legal services for the City of Bothell in furtherance of the public health, safety, and welfare of its citizens. The Legal Department's focus is on professional review of issues and controversies to reduce the liability and financial exposure of the City.

The Legal Department has adequate staff to sustain its expected high level of service standard – no staff additions were requested for 2007-2008.

The Legal budget is anticipated to increase $117,226 over its 2005-2006 budget. The bulk of this increase is due to the rise in personnel costs (cost of living salary increases, health insurance premiums, pension contributions, workers' compensation, etc.), anticipated increases in indigent defense fees, interpreter services, and an increase in the budget for claims not covered by insurance.

Responsibilities Include:

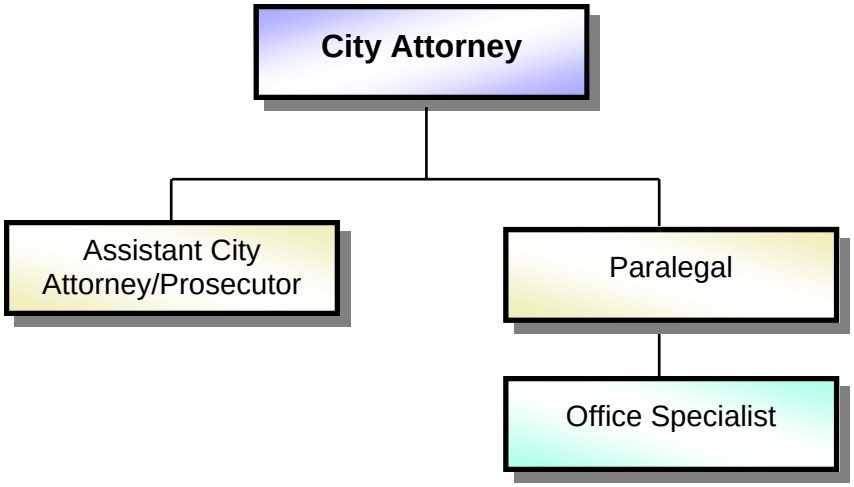
- Advise and represent the City government in its day-to-day operations.
- Represent and coordinate the defense and prosecution of all litigation involving the City.
- Provide legal support to the City Council and all City Departments.
- Attend all meetings of the City Council, advising and rendering 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 the 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.
- Review and research updates to Federal, State and local laws, ordinances, and court decisions, along with preparing memoranda and legal opinions.



Steamboat "May Blossom"

2005-2006 Accomplishments

- ✓ Successful defense of numerous challenges to the 2005 major updates to the *Imagine Bothell…* Comprehensive Plan before the Central Puget Sound Growth Management Hearings Board.
- ✓ Successful defense of challenge to the 2005 major updates to the City's Land Use Regulations and Zoning Code before the Central Puget Sound Growth Management Hearings Board.
- ✓ Successful defense of Petition for Writ of Mandamus asking King County Superior Court to order the City to issue an Adult Entertainment Facility License.
- ✓ Created the Bothell Urban Emergency Medical Services (EMS) District in the Snohomish County portion of Bothell.
- ✓ Successful passage of 6 year Urban EMS levy in the Snohomish County portion of Bothell.
- ✓ Passage of a bill in the 2006 Washington Legislature increasing the penalties for the crime of Identity Theft.
- ✓ 25% decrease in number of claims for damages filed against the City.
- ✓ Increased recovery of claims for property damage against the City.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Attorney	.6	.6	.6	.6
Assistant City Attorney/Prosecutor	.92	.92	.92	.92
Paralegal	.54	.54	.54	.54
Office Specialist	.5	.5	.5	.5
TOTAL	**2.56**	**2.56**	**2.56**	**2.56**

Direct salary allocations have been transferred to reflect actual costs to Legal, Risk Management, and Utilities.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Present draft amendments and regulations to the zoning code regarding adult entertainment facilities for Council consideration

Activities

- ★ Help guide the review of adult entertainment zoning and standards of conduct and operation.
- ★ Work with the Planning Commission regarding the legal issues of adult entertainment.
- ★ Present to Council adult entertainment facility regulations relating to conduct and operations.
- ★ Council to hold public hearings regarding proposed adult uses.
- ★ Council adoption of ordinances regarding plan and code amendments to adult entertainment facility regulations.

Minimize the City of Bothell's exposure to financial risks

Activities

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

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

Activities

- ★ 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

Activities

- ★ Respond to 95% of Public Records Act requests from staff within 3 business days.
- ★ Prepare and/or complete the review of City ordinances and resolutions within 10 business days of request, 95% of the time.
- ★ Review 100% of standard agreements within 3 business days.
- ★ Provide target date for providing legal advice within 48 hours of receiving staff request.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

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

Activities

★ Prosecutor to appear at arraignments.

Negotiate franchise agreement with Comcast

Activities

★ Begin negotiations with Comcast.
★ Council to conduct hearings, deliberate, and approve an ordinance adopting a franchise agreement.

Update 2008 City Council Protocol Manual

Activities

★ Hold study session regarding possible changes to the Council Protocol Manual.
★ Adopt resolution making changes to the Council Protocol Manual.

Manage the 2007 & 2008 Legislative Programs

Activities

★ Attend Association of Washington Cities (AWC) Legislative Action Conferences.
★ Adoption of 2008 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.

Bothell Main Street 1966

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of claims filed that proceeded to litigation	NA	6%	<10%	<10%
% of risk losses recovered*	NA	65%	75%	80%
% of cases set for jury trial resolved without jury trial	NA	95%	95%	95%
% of cases set for bench trial resolved without trial	NA	95%	95%	95%
% of cases affirmed on appeal	NA	100%	100%	100%
% of Public Records Act requests for legal review responded to within 3 business days	NA	NA	95%	95%
% of ordinances & resolutions prepared within 10 business days of request	NA	NA	80%	85%
% of standard agreements reviewed within 3 business days	NA	NA	95%	100%
% of time target date to provide legal advice was provided to departments within 48 hours	NA	NA	95%	100%
% of time target date to provide legal advice was met	NA	NA	75%	85%
% of filed charges resolved by conviction, diversion, deferred prosecution, or civil compromise	NA	NA	90%	95%

NA - Not Available

*Percentage of risk losses recovered when third party damage to City property is not covered by WCIA.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Efficiency				
% of decisions to charge individuals with crimes in less than 30 days	NA	80%	80%	80%
Workload				
# of claims filed	NA	31	14	12
# of claims that proceeded to litigation	NA	6	1	1
Jury trials held	NA	17	10	10
Cases reviewed for charges	NA	817	435	460
# of appeals	NA	0	20	22
# of review hearings	NA	2,338	1,300	1,350
# of motions	NA	197	125	140
# of bench trials	NA	167	90	100

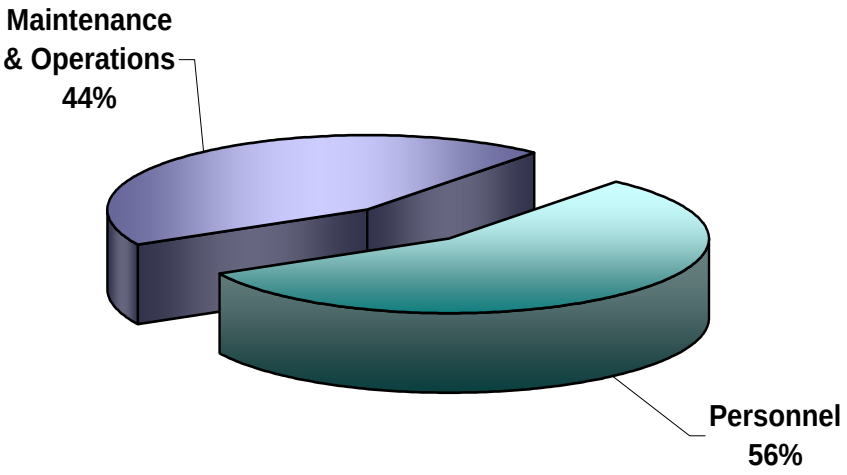
NA - Not Available

TOTAL LEGAL REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$460,465	$534,727	$612,972
Maintenance & Operations	400,258	439,216	478,197
Capital	-	-	-
Total Expenditures	**$860,723**	**$973,943**	**$1,091,169**
Annual Cost Per Capita	**$27.84**	**$31.07**	**$33.23**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Maintenance and operating expenditures increased due to cost of living adjustments and additional interpreter services were added to assist non-English speaking parties in public defense matters.

Human Resources Department

HUMAN RESOURCES DEPARTMENT

In 2005, a separate Human Resources Department was formed to provide centralized oversight and administration of City compensation and benefits, employment policies and procedures, and collective bargaining agreements. The current staff provides human resources services to over 250 City managers and employees. The major emphasis programs for 2007-2008 will be successful negotiations with all three bargaining units, a streamlined payroll process, completion of the personnel policy update, revival of the Wellness and Safety Committees, and the development and implementation of a Leadership Development Program for supervisors.

The 2007-2008 Human Resources budget reflects a $38,960 decrease compared to 2005-2006. This decrease is due to improved efficiencies in benefits administration, recruitment processes, and savings in personnel costs resulting from the department's reorganization during the 2005-2006 biennium.

It is the mission of the Human Resources Department to provide professional human resources services that facilitate the recruitment and retention of well-qualified City employees.

Responsibilities Include:

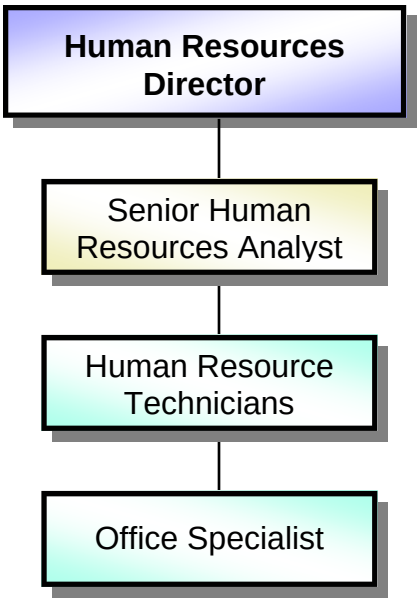
Recruitment - Day-to-day functions of the department include the oversight and coordination of recruitment and selection processes for civil service and non-civil service positions. Human Resources works with the hiring department to select the most qualified candidate that matches department needs, ensuring that fair and impartial application procedures are followed. When an individual is selected for employment, Human Resources provides new employee orientations to review City employment policies, and the salaries and benefits that are applicable to the position the person is filling.

Compensation and Benefits - Human Resources coordinates market surveys to prepare recommendations on competitive compensation policies and benefit levels. Administration of benefits includes entering into and maintaining contacts with vendors, enrolling employees, and providing benefit information and assistance to employees and their dependents. The Department also processes payroll twice each month, prepares State and Federal payroll tax reports and sends annual summaries of compensation and benefits to every City employee.

Employee Retention and Labor Relations - In addition to development, maintenance, and interpretation of the City's personnel policies and procedures, Human Resources serves as a resource to managers in the application of these policies, coordinates training opportunities for employees and managers to improve job and managerial skills, oversees the Wellness and Safety Committees, and plans special programs to recognize and reward employee performance. Human Resources also coordinates collective bargaining efforts with three employee unions and takes the lead in negotiating salaries, benefits, and working conditions.

2005-2006 Accomplishments

- ✓ Researched the appeal process regarding overpayment of unemployment insurance benefits – resulting in the repayment of $12,000 to the City.
- ✓ Conducted performance appraisal training and implemented a new evaluation form for the American Federation of State County and Municipal Employees Local #3845 (AFSCME) and unrepresented employees.
- ✓ Conducted Citywide diversity/sexual harassment training.
- ✓ Implemented a new vision plan for AFSCME, International Association of Fire Fighters Local #2099 (IAFF), Bothell Police Officers Guild (BPOG), and unrepresented employees.
- ✓ Amended, implemented, and provided information meetings to unrepresented employees on the City's Retiree Health Savings account benefit.
- ✓ Planned and coordinated the Annual Employee Benefits Fairs and the Annual Employee Recognition Luncheons.
- ✓ Conducted policy update meetings with staff and management.
- ✓ Created a direct deposit brochure for employees.
- ✓ Negotiated and coordinated computer training for City employees through Cascadia Community College.
- ✓ Transitioned from a manager led to a director led department.
- ✓ Updated the employee badge system for key-locks.
- ✓ Negotiated the transfer of employee section 457 deferred compensation accounts to one vendor for AFSCME, BPOG, and unrepresented employees.
- ✓ Obtained an audit of current personnel policies through the Washington Cities Insurance Authority.
- ✓ Coordinated HealthCheck Plus check-ups for employees and their dependents.
- ✓ Coordinated the City's Annual Employee Family Picnic.
- ✓ Prepared a training calendar for employees and made it available on the City's intranet.
- ✓ Began contract negotiations with the IAFF.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Administrative Services Director	.5	0	0	0
Human Resources Director	0	1	1	1
Human Resources Manager	1	0	0	0
Senior Human Resources Analyst	1	1	1	1
Human Resources Technician	2	2	2	2
Senior Administrative Assistant	1	0	0	0
Office Specialist	0	1	1	1
TOTAL	**5.5**	**5**	**5**	**5**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Successful negotiations with all three bargaining units to remain competitive in the market place with regards to total compensation

Activities

- ★ Sign new collective bargaining agreement with IAFF.
- ★ Conduct refresher training on Interest Based Bargaining with AFSCME and BPOG members.
- ★ Begin negotiations with AFSCME and BPOG.
- ★ Sign new collective bargaining agreements with AFSCME and BPOG.

Implement electronic timesheets interfaced with the City's payroll software

Activities

- ★ Begin beta testing of an electronic payroll processing system.
- ★ Implement electronic payroll processing in all departments.

Council's approval of revised or new personnel policies that reflect current labor laws and are an effective tool for City management and employees

Activities

- ★ Complete personnel policy update.
- ★ Negotiate policies that impact unionized employees' working conditions.

Incorporate creative methods to limit the growth of personnel costs while being conscientious of the City's philosophy on total compensation

Activities

- ★ Remain current with emerging health care and benefit trends, meet with employee groups to address issues, and distribute Citywide communications regarding benefit options.
- ★ Provide a Wellness Program that presents opportunities for employees to learn more about the benefits of maintaining good health.
- ★ Review the cost of current plans and make recommendations on funding strategy and plan designs.

Severance Bakery – Main Street Bothell 1903

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Reduce employee absences due to illnesses and injuries
Activities

- ★ Appoint Wellness Committee and Safety Committee members and begin regular monthly meetings.
- ★ Develop mission statements and strategic plans for both committees that focus on outcomes.
- ★ Share strategic plans with employees.
- ★ Implement employee training and education programs.

Develop and implement programs to ensure supervisors are well-skilled in the management of employees
Activities

- ★ Develop a training program for current supervisors and managers.
- ★ Implement a quarterly supervisory training for current supervisors and managers.
- ★ Develop a draft plan for a Leadership Development Program.
- ★ Approve Leadership Development Program.

American Hotel Looking Up First Street 1907-1910

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of bargaining units agreeing to revised personnel policies	NA	NA	100%	100%
% of supervisors/managers trained in administering revised personnel policies	NA	NA	Begins in 2008	100%
% of employees receiving training on new personnel policies	NA	NA	Begins in 2008	100%
# of collective bargaining agreements finalized	NA	NA	1	2
% of HR training budget expended on employee training	NA	NA	100%	100%
% of supervisors & employees trained in new payroll processing	NA	NA	33%	100%
% of employees attending Wellness Programs	NA	NA	33%	50%
% of employees attending Safety Awareness Programs	NA	NA	33%	50%
% of supervisors receiving leadership & supervisory training	NA	NA	100%	100%
# of employees completing Leadership Development Program	NA	NA	Begins in 2008	10

NA - Not Available

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Efficiency				
# of days prior to negotiations that comparable data is ready	15	15	15	No Contract
# of HR hours reduced in processing payroll	NA	NA	24	120
# of promotions	10	18	3	3
# of on-the-job injuries	45	52	20	16
Average # of non-FMLA sick leave days	NA	NA	6	6
Workload				
Hours devoted to communicating/ training employees & supervisors on revised personnel policies	NA	NA	10	50
Average # of days to process a reclassification request	45	54	30	30
Average # of days to process a PCN	3	3	3	3
Average # of days a vacancy goes unfilled	60	60	60	60
Average # of hours to process City payroll per pay period	35	35	25	25
# of Citywide training programs presented or facilitated	4	4	4	4
# of Wellness Programs facilitated	3	3	4	4
# of Safety trainings facilitated	0	0	4	4

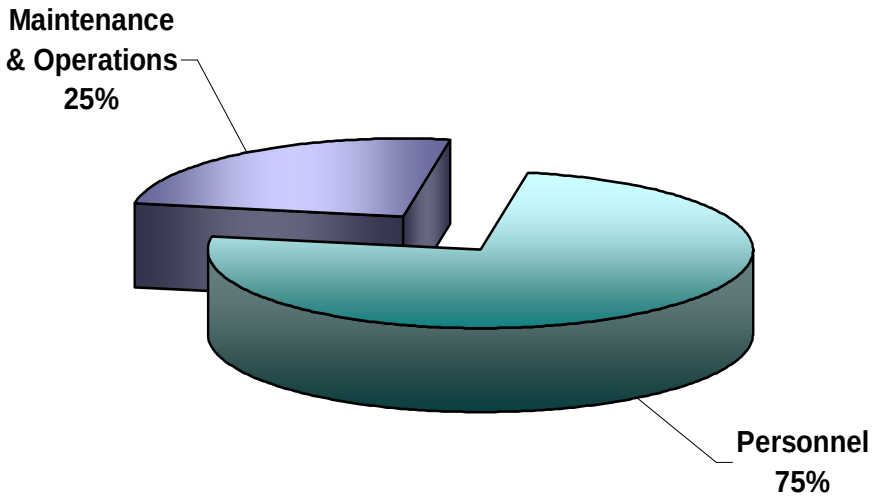
NA - Not Available

TOTAL HUMAN RESOURCES REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$904,671	$1,079,676	$1,076,566
Maintenance & Operations	159,219	395,350	359,500
Capital	-	-	-
Total Expenditures	**$1,063,891**	**$1,475,026**	**$1,436,066**
Annual Cost Per Capita	**$34.41**	**$47.06**	**$43.73**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Decrease in budget request due to improved efficiencies in benefits administration and recruitment processes, and savings in personnel expenses resulting from the Department's re-organization during the 2005-2006 biennium.

Police Department

POLICE DEPARTMENT

During the 2005-2006 biennium, the Police Department budget (with the exception of the fraud detective) was a “hold the line” budget in regards to maintenance and operations. This occurred during a biennium of continued increasing growth for the City of Bothell. Both the City’s daytime and nighttime population grew as a result of the increase in the number of multi-family dwellings, single family residences and employees working in our business community, along with students at our University and College. This growth further created an increase in police service level indicators as well. Since 2002, there has been a 35% increase in police calls for service. Since August 2005, police calls for service are up 6.4%, criminal cases by 39%, arrests by 33%, traffic accidents by 2.6%, and traffic citations by 119%. In spite of these increases, the Police Department continues to provide excellent police services which has helped in keeping our comparative crime rate amongst the lowest on the Eastside.

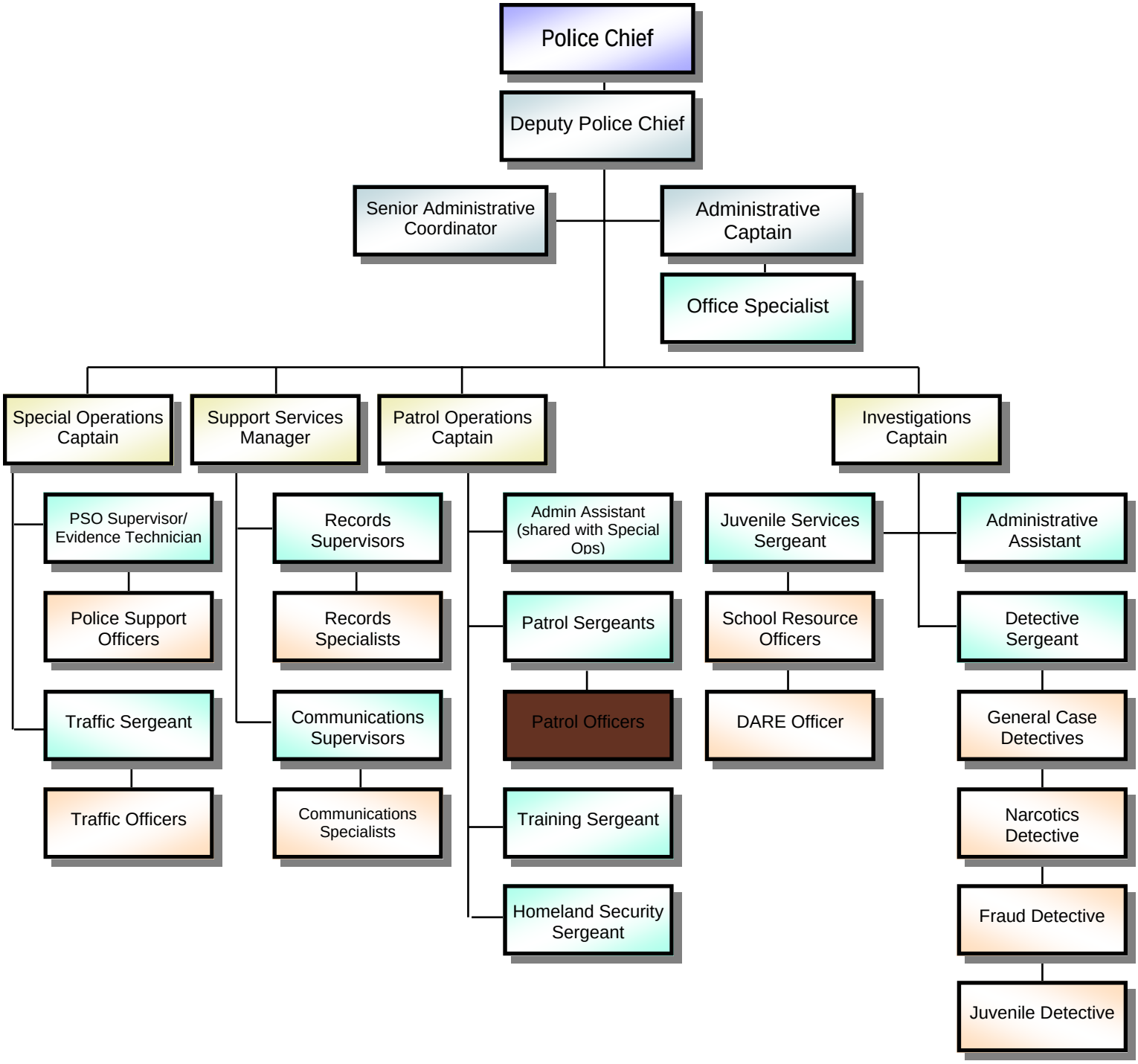
The addition of 3 Patrol Officers in this 2007-2008 biennium budget will help increase the service levels of our primary patrol emergency response, which has not been increased to keep up with growth since 2002. These 3 patrol additions will allow the Police Department’s Operations Division to increase patrol street strength over 2005 and 2006 levels, keep a Patrol Officer in each of the City’s 4 patrol districts 24/7, help reduce response times, and increase the visible patrol time spent in our City’s neighborhoods.

The Information Technology (IT) budget includes funding for an Information Systems Technician dedicated to the City’s public safety departments. This vital position will assist the Police and Fire Departments with rapidly developing technology, and will be dedicated to maintaining complex public safety computer systems.

The maintenance and operations portion of the 2007-2008 Police Budget will keep training at 2005-2006 levels. It will also show a total maintenance and operations decrease of 1.5% compared to the 2005-2006 biennium.

The Police Department considers the 2007-2008 budget to be a very positive and successful budget and will increase public safety service levels, especially given the current period of growth the City is experiencing.

The entire Police Department is looking forward to serving the Bothell community in this biennium by providing police services with a **commitment to excellence**.



= 2007-2008 New Positions

ADMINISTRATIVE

The Police Administrative Division has the responsibility of commanding the day-to-day operations within the Department. The Chief of Police, Deputy Chief, and the Commanders of the various divisions are all included in this section. In addition, a Senior Administrative Coordinator and a part-time Office Specialist are assigned such duties as administering payroll and accounting functions associated with the Department's budget, procuring training and travel arrangements, administering Federal grant funds, and other administrative duties.

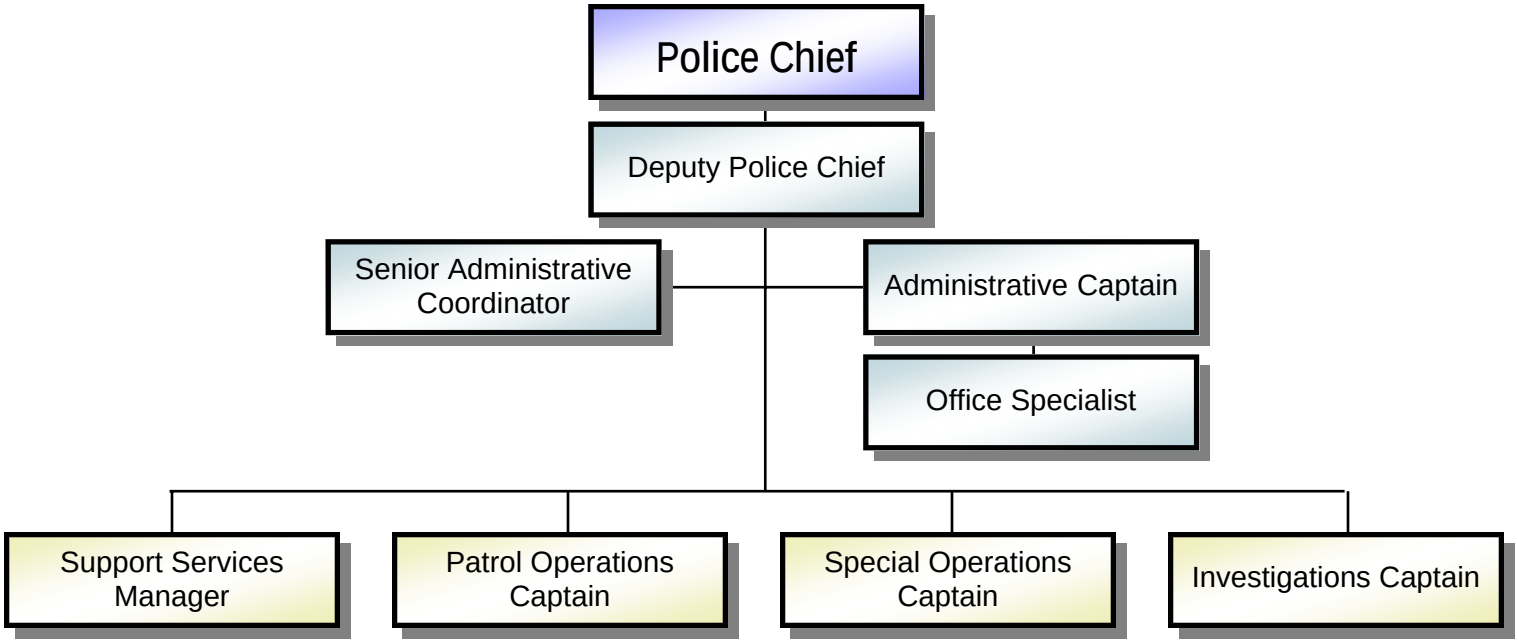
The 2007-2008 overall requested budget for the Administrative Division of the Police Department is expected to increase by $265,804 or 11.4% compared to the 2005-2006 budget. The salary and benefit costs alone are expected to increase by $233,204. The increase is largely associated with cost-of-living wage and benefit increases.

The balance of the increase is in maintenance and operations costs and totals $32,600. The increase is primarily due to a transfer of responsibilities from the Facilities and Information Technology Divisions to the Police Department for the costs associated with the police facility's security system.

2005-2006 Accomplishments

- ✓ Administrative staff coordinated:
  - National Incident Management System (NIMS) 700 (Homeland Security) training for all Department employees.
  - The implementation of the New World CAD/RMS system and the successful facilitation of the Department-wide training.
- ✓ Administrative staff implemented:
  - Improved methods of recruiting Police officers.
  - An Emergency Operations Center upgrade.
  - The Homeland Security Regional Information Sharing Network (RAIN).
- ✓ Command staff completed NIMS Incident Command System training.

Administrative Division



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Police Chief	1	1	1	1
Deputy Police Chief	1	1	1	1
Police Captain	4	4	4	4
Support Services Manager	1	1	1	1
Senior Administrative Coordinator	1	1	1	1
Office Specialist	.75	.75	.75	.75
TOTAL	**8.75**	**8.75**	**8.75**	**8.75**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Provide an efficient Police Department that addresses the most significant police related problems within the City

Activities

- ★ Analyze the City's crime trends (using New World statistics) to redirect and redeploy resources as necessary to the highest crime priorities.
- ★ Hold regular command staff strategy meetings to determine the best methods of deploying resources.

Train command staff in all levels of National Incident Management System (NIMS) Command and prepare to lead the Department through massive casualty/local and regional terrorist incidents

Activities

- ★ Continue training all commanders in all levels of I.C.S./NIMS training.
- ★ Implement a complete Department wide radio interoperability re-templating of all Department radios.

Manage a progressive, professional, and effective Police Department with a low level of liability to the City

Activities

- ★ Review all department policies, standard operating procedures, rules and regulations, and update and revise where necessary.

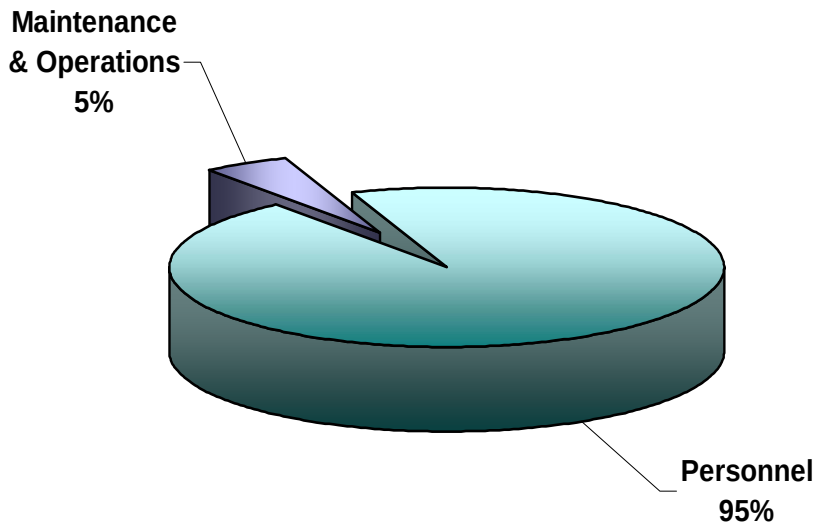
Methodist Church 1911

TOTAL ADMINISTRATIVE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,967,099	$2,226,616	$2,459,820
Maintenance & Operations	104,471	93,100	125,700
Capital	-	-	-
Total Expenditures	**$2,071,570**	**$2,319,716**	**$2,585,520**
Annual Cost Per Capita	**$67.00**	**$74.01**	**$78.74**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Administrative Division

2007-2008 Financial Highlights

- Increase of participation in the Regional Crime Stoppers Program.
- Increase to allow for thorough and comprehensive background checks on prospective new employees, as well as the ability to conduct entry-level and promotional examinations.
- Funding that provides for mandatory hearing tests for all commissioned personnel as required by OSHA.
- Budget allows for radio interoperability re-templating and for the implementation of a new incident command vehicle.

SUPPORT SERVICES

The Support Services Division consists of the Communications section and the Records section. The Communications section is responsible for dispatching Police Officers in response to emergency and non-emergency calls. The Communications section is also charged with the responsibility of expediently handling all emergency 911 calls for fire and medical aid. The Records section of this Division is responsible for maintaining the integrity of all police records, issuing concealed weapon permits, and is the primary customer contact point for walk-in service for the entire Department.

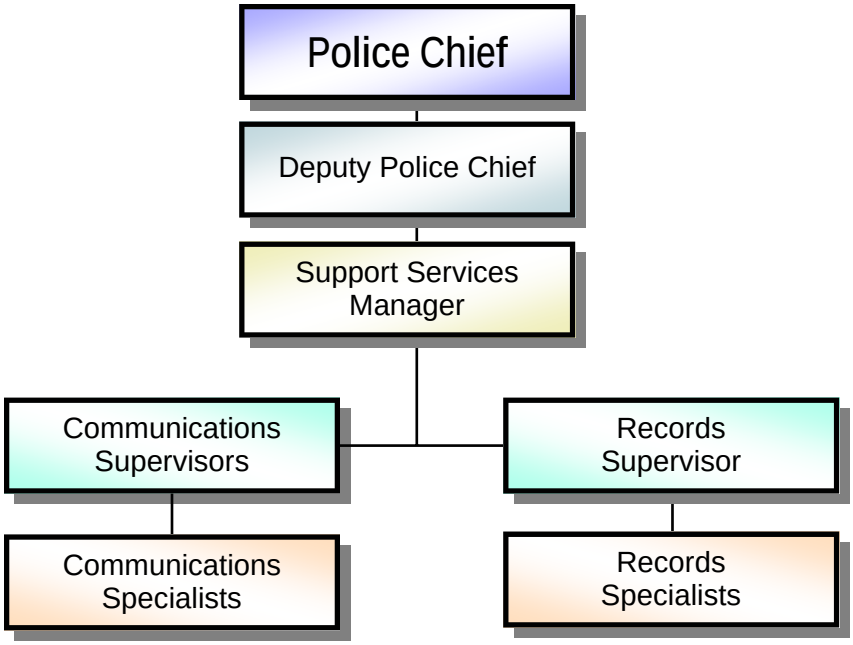
The 2007-2008 overall requested budget for the Support Services Division of the Police Department is expected to increase by $215,281 or 6.5% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $332,319. The increases in these costs are associated with cost-of-living wage and benefit increases. The overtime costs requested are $9,369 less than in 2005-2006 (-11.4%) based on averaging the actual costs expended over the past several years.

The balance of the difference between the 2005-2006 budget and the 2007-2008 budget is in maintenance and operations and is actually a decrease of $117,038. The decrease is primarily due to a decrease in the Communications line-item. In the 2005-2006 budget funds were approved for an internet connection charge that actually was absorbed into the Information Technology (IT) Department. This ongoing cost continues to be funded through the IT Budget.

2005-2006 Accomplishments

- ✓ Communications specialists consistently answered all incoming 911 calls within 10 seconds, 98% of the time.
- ✓ Power Management Information System (MIS) became fully operational. This system has the ability to track statistical data on all 911 and business line calls.
- ✓ Communications specialists completed training in opening the portal with Washington State Patrol for Amber Alerts. Quarterly training is conducted assuring that all specialists are proficient in the Amber Alert process.
- ✓ Communications specialists consistently passed regional testing requirements including the Public Safety Answering Point (PSAP) talk group radio testing and TTY/TDD (Telecommunications for the Deaf) testing.
- ✓ The Records section began entering pawn transactions that occur within the City into the New World software program.

Support Services Division



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Communications Supervisor	2	2	2	2
Communications Specialist	11	11	11	11
Police Records Supervisor	1	1	1	1
Police Records Specialist	4	4	5	5
Police Records Specialist – Legal	1	1	0	0
TOTAL	**19**	**19**	**19**	**19**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Hannan Building 1908

Achieve a 95% customer service satisfaction rating of "good" or "excellent" by answering all 911 calls within 10 seconds, barring any major disasters or other extraordinary events

Activities

- ★ Rapidly and efficiently answer incoming emergency calls.
- ★ Effectively relay calls for service information to appropriate jurisdictions.
- ★ Appropriately staff planned events and holidays.
- ★ Analyze high traffic/peak hours and staff accordingly.

Provide an excellent level of customer service to the public for all front counter contacts, services, and records requests

Activities

- ★ The customer service counter is open to the public an average of 14 hours per day, 6 days per week.
- ★ Respond to all records checks within the 5-day response time set by the State.
- ★ Utilize volunteers when possible to assist with non-essential tasks so staff can assist the public with immediate and time sensitive requests.
- ★ Analyze high traffic/peak hours, special events, finger printing hours and staff accordingly.
- ★ Maintain Records section staffing of 1 supervisor and 4 Records Specialists to provide maximum front counter coverage.

Achieve successful completion of divisional communications training plan

Activities

- ★ Conduct complete core and non-core Communications Specialist classes.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of 911 calls answered within 10 seconds	98%	98%	95%	95%
% of time the front counter is open to the public an average of 14 hours per day, 6 days per week	100%	100%	100%	100%
Workload				
Annual # of 911 calls received	NA	19,400	19,500	19,500
Annual # of records checks	857	2,320	860	860
Annual # of fingerprinting	298	567	200	200
Annual # of concealed pistol license applications	39	133	40	40

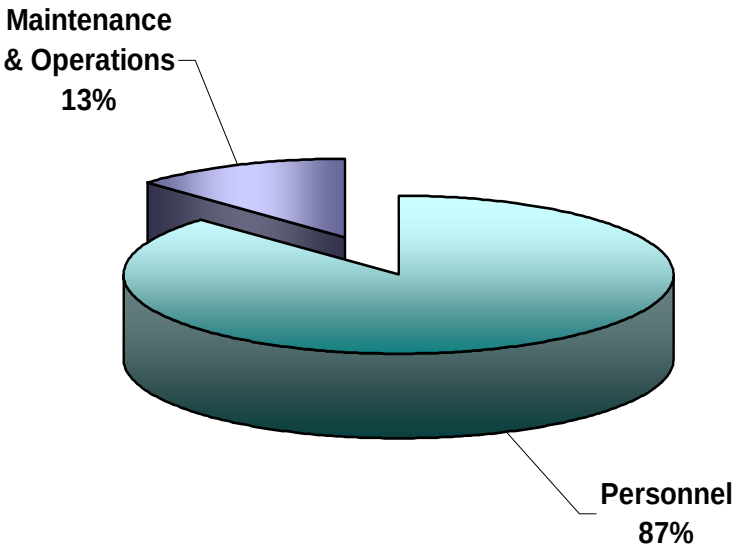
NA - Not Available

TOTAL SUPPORT SERVICES REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$2,286,331	$2,734,569	$3,066,888
Maintenance & Operations	463,424	561,875	444,837
Capital	24,581	-	-
Total Expenditures	**$2,774,336**	**$3,296,444**	**$3,511,725**
Annual Cost Per Capita	**$89.73**	**$105.17**	**$106.94**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The Support Services Division was able to reduce overall maintenance and operations expenditures due to:

- A reduction in the Washington State Patrol ACCESS Terminal fees.
- A decrease in vendor fees associated with laptop connectivity.
- The purchase of a message switch enabled the Department to eliminate the need for T-1 lines to the City of Kirkland, and therefore decreases the maintenance and operations expenditures.

PATROL OPERATIONS

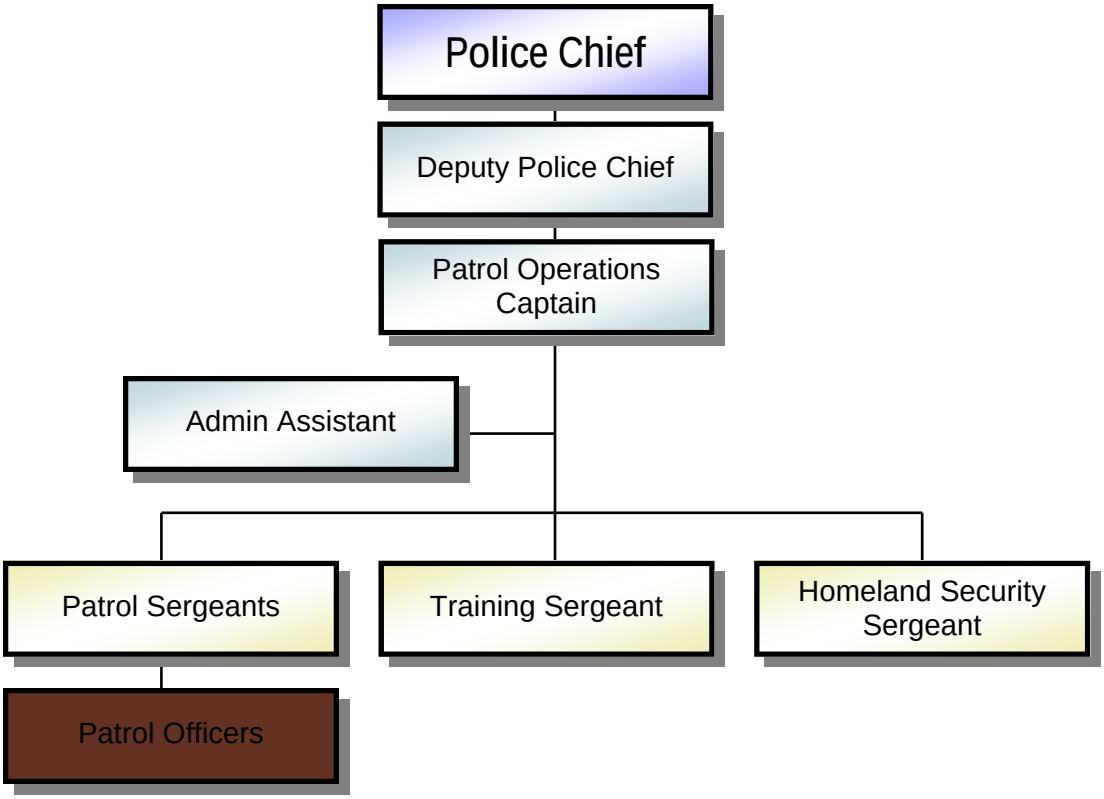
The Patrol Operations Division is responsible for providing police officers to ensure the safety of all citizens within the City of Bothell, 24 hours per day, and 7 days per week. In addition to uniformed officers on patrol in four "beats" throughout the City, the Patrol Operations Division has several specialty units including a Disturbance Response Team (DRT) and a Hostage Negotiations Team. These teams are ready to provide immediate response should a critical incident arise.

The 2007-2008 budget for the Patrol Operations Division of the Police Department is expected to increase by $1,289,647 or 18.4% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $1,271,463. Included in this increase is $429,447 for the salaries and benefits associated with the addition of 3 Patrol Officers with hire dates of March 1, 2007. The balance of the increased costs is associated with cost-of-living wage and benefit increases, as well as contract incentive increases. The overtime costs requested are $59,458 higher than in 2005-2006, due primarily to the cost-of-living wage and benefit increases. The overtime increase is significantly lower than the trend indicates, due to the proposed addition of 3 Patrol Officers in early 2007. The addition of these officers should result in overtime savings approximately 7-9 months after the hire date.

The balance of the difference between the 2005-2006 budget and the 2007-2008 budget is in maintenance and operations and totals $18,184. Included in this increase is $20,400 in costs associated with the addition of 3 Patrol Officers in 2007.

2005-2006 Accomplishments

- ✓ The ProAct undercover team worked 42 shifts (through June 2006) in plain clothes to respond to crime trends identified by patrol and investigations personnel. The shifts proved very effective in locating warrant subjects, case surveillance, and provided good intelligence for major investigations.
- ✓ Patrol Operations personnel received additional training in the area of Homeland Security, specifically in a chemical environment.
- ✓ The K-9 Unit responded to 120 in-service applications and 30 outside agency applications that resulted in 92 arrests and the seizure of $18,328 in 2005. From January through June 2006 the K-9 Unit responded to 56 in-service applications and 14 outside agency applications that resulted in 51 arrests and the seizure of $11,024.
- ✓ Increased fireworks emphasis in July 2006 resulted in 44 seizures of illegal fireworks and 17 arrests within a 24-hour period.



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Sergeant	6	6	5	5
Training Sergeant	1	1	1	1
Homeland Security Sergeant	0	0	1	1
Police Officer	24	24	27	27
Administrative Assistant (Shared with Special Operations)	1	1	1	1
TOTAL	32	32	35	35

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Decrease in auto thefts by 10% Citywide, and improvement of the quality of stolen vehicle recovery investigations by increasing the effectiveness of auto theft investigations

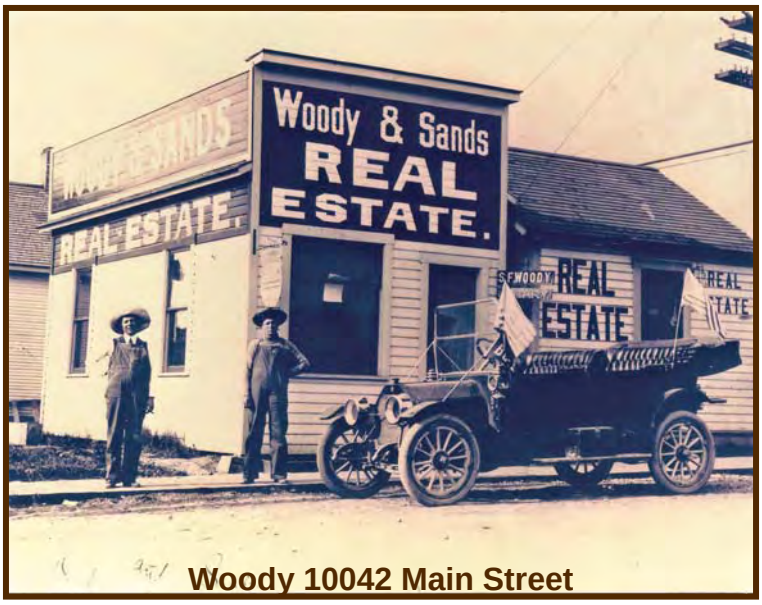
Activities

- ★ Provide specific training to educate officers on trends and procedures shown to be effective in investigating auto thefts.
- ★ Participate in the regional auto theft fusion center.
- ★ Increase public education on vehicle theft issues.

Increase patrol effectiveness and officer safety by assuring patrol staffing is a minimum of 4 officers and 1 sergeant per shift (without the use of overtime)

Activities

- ★ Work with the commanders of other divisions to temporarily transfer officers from their divisions to meet minimum patrol staffing when this does not significantly disturb the goals of the other divisions.
- ★ Reduce response time to emergencies and increase visible patrol in the City's neighborhoods.



Woody 10042 Main Street

Plan for Homeland Security issues

Activities

- ★ Implement information sharing networks and train all employees on these systems.
- ★ Participate in regional planning, training, and exercises related to response to acts of terrorism.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% decrease in motor vehicle theft cases	NA	NA	5%	5%
% of patrol shifts staffed with 4 officers & 1 sergeant	85%	90%	100%	100%
Average Patrol response time to critical emergencies (in minutes)	NA	6.3/6.4	6	5
Part One crimes per 1,000 population	NA	30.7/28.4	28	27.7
Efficiency				
# of calls for service taken per officer	NA	1,124/ 1,149	1,184	1,084
# of Part One crimes per officer	NA	42/46	49.3	44.4
Workload				
# of calls for service	NA	26,984/ 27,598	28,425	29,277
# of officers per shift	NA	3.7/3.8	3.8	4.1
# of population estimates	NA	31,000/ 31,500	32,000	32,500
# of auto theft cases	NA	155/199	190	180

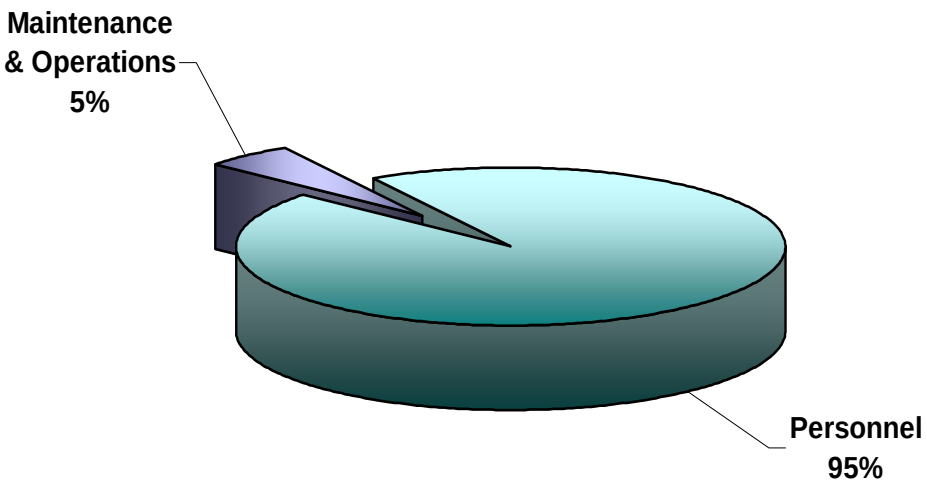
NA - Not Available

TOTAL PATROL OPERATIONS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$5,973,340	$6,599,145	$7,870,608
Maintenance & Operations	435,709	415,639	433,823
Capital	6,230	-	-
Total Expenditures	**$6,415,279**	**$7,014,784**	**$8,304,431**
Annual Cost Per Capita	**$207.48**	**$223.79**	**$252.89**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The budget which includes the addition of 3 Patrol Officers will increase service levels in the patrol primary response. This allows minimum staffing to be 4 officers (1 in each patrol district 24/7 along with one sergeant to supervise). This will also improve emergency response times and increase visible patrol in the neighborhoods.
- This budget allows for an increase in attendance for mandatory training in Homeland Security related areas.

INVESTIGATIONS

INVESTIGATIONS DIVISION

The Investigations Division consists of the Investigations section and the Juvenile Services section. The Investigations section is responsible for the secondary investigation of crimes against citizens that require more extensive research and investigation. The ultimate goal of all investigations is to exhaust all leads and resources available to solve a crime and to develop a prosecutable case. This section also includes a full-time Juvenile Detective whose primary responsibilities are to investigate and resolve crimes committed against and by juveniles.

The 2007-2008 budget for the Detectives section of the Investigations Division of the Police Department is expected to increase by $292,689 or 18.0% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $284,494. Included in this increase is 6 months additional salary and benefits for the Fraud Detective that was budgeted for only 18 months during the 2005-2006 budget. The balance of the increase is associated with cost-of-living wage and benefit increases, as well as contract incentive increases. The overtime costs requested were $35,865 higher in 2007-2008 compared with 2005-2006. This is due primarily to the increase in overtime hours worked to investigate numerous cases as averaged over the past several years.

The balance of the difference between the 2005-2006 budget and the 2007-2008 budget in the Detective section is in maintenance and operations and totals $8,195. This is due to increases in several line-items that include required supplies for primary investigations.

The 2007-2008 budget for Crime Prevention in the Investigations Division of the Police Department is expected to decrease by $1,155 or -9.8% compared to the 2005-2006 budget. This budget includes only maintenance and operation items, and the request is based primarily by averaging the actual costs expended over the past several years.

INVESTIGATIONS SECTION
2005-2006 Accomplishments

- ✓ Detectives successfully investigated:
  - An assault 1 case where an outlaw motorcycle gang member shot a male victim following a confrontation.
  - An assault 1 case where a Clyde Hill Police Officer was threatened with a firearm following contact with a male in a business parking lot in the City.
  - Multiple burglaries at local schools recovering over $20,000 in school district property.
  - A double invasion robbery identifying both suspects in the case.
  - A voyeurism case where the suspect (a level-1 sex offender) assaulted the victim after the victim attempted to seize the camera being used by the suspect to photograph her in a ladies room.
- ✓ Fraud detectives continue to work toward becoming certified Computer Forensics Specialists.
- ✓ Detectives coordinated a regional Identity Theft Forum.

American Hotel 1899-1929

JUVENILE SECTION

The Juvenile Services section of the Investigations Division has the responsibility of providing 3 school resource officers to 1 high school and 2 junior high schools within the City of Bothell. The section includes a full-time officer dedicated to the Drug Abuse Resistance Education (DARE) program in the City's elementary schools. The Juvenile Services section is also responsible for the public notification and monitoring of registered sex offenders within the City.

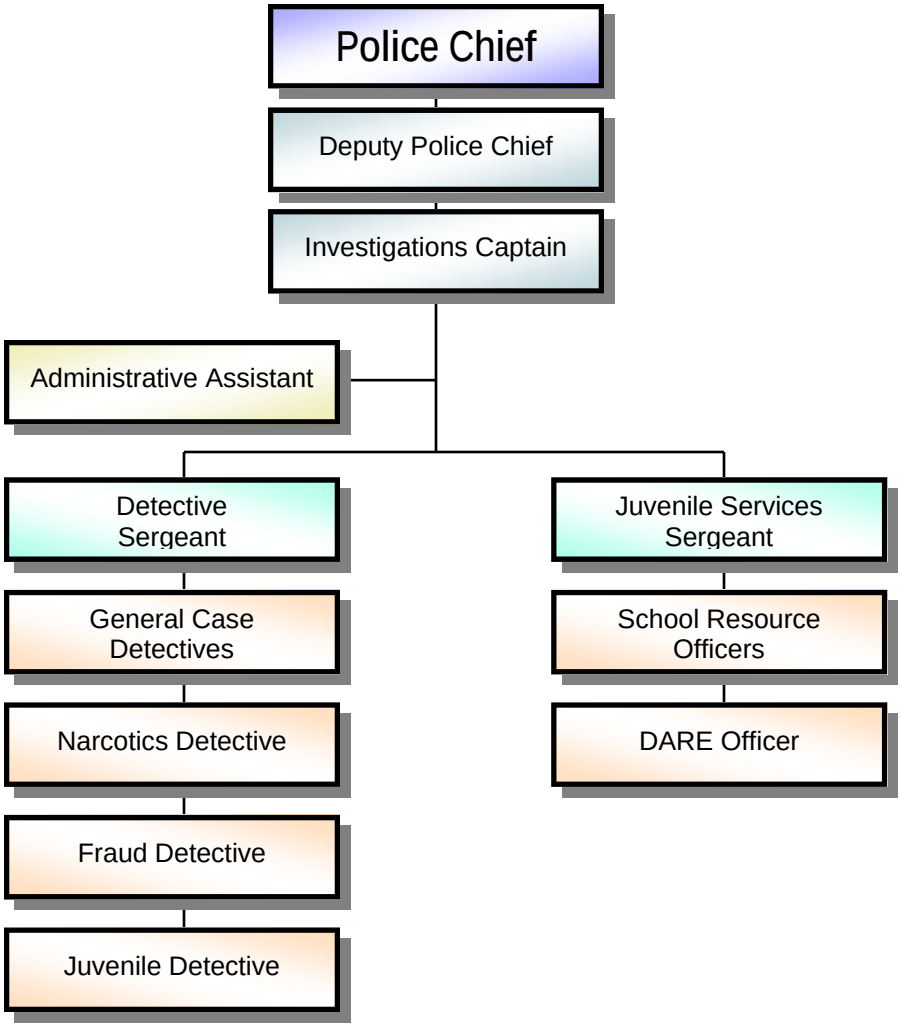
The 2007-2008 budget for the Juvenile Services section of the Investigations Division of the Police Department is expected to increase by $62,430 or 6% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $71,445. The increase is associated with cost-of-living wage and benefit increases, as well as contract incentive increases. The overtime costs requested are $29,793 lower in 2007-2008 compared to 2005-2006, based on averaging actual overtime costs over the past several years.

The balance of the difference between the 2005-2006 budget and the 2007-2008 budget is in maintenance and operations and totals $9,015 less in 2007-2008 compared to 2005-2006. This is due to decreases in several line-items based on averaging the actual costs over the past several years.

2005-2006 Accomplishments

- ✓ Juvenile Services officers responded to more than 2,700 calls on school campuses.
- ✓ Juvenile Services officers tracked and monitored an average of 40 registered sex offenders residing in the City.
- ✓ Juvenile Services officers investigated more than 200 drug related and 55 weapons related cases on school campuses.
- ✓ Juvenile Services officers coordinated National Night Out events in both 2005 and 2006.
- ✓ Juvenile Services officers, in conjunction with Allstate, co-sponsored and coordinated an Auto Theft Prevention Day.

Investigations Division



Investigations Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Detective Sergeant	1	1	1	1
General Case Detective	3	3	3	3
Fraud Detective	1	1	1	1
Juvenile Detective	1	1	1	1
Narcotics Detective	1	1	1	1
Administrative Assistant	1	1	1	1
Juvenile Services Sergeant	1	1	1	1
School Resource Officer	3	3	3	3
DARE Officer	1	1	1	1
TOTAL	**13**	**13**	**13**	**13**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

INVESTIGATIONS SECTION

Increase the felony cases clearance rate to 76%

Activities

- ★ Provide excellent investigative resources, thus increasing the chances of clearing felony cases.
- ★ Avoid increasing the number of assigned annual felony cases above 215.
- ★ Screen all cases using standard solvability factors to determine if investigative resources should be applied. When necessary, refer the case back to Patrol for the primary case officer to investigate.

Increase the level of Identity Theft services and provide economic crime awareness education to Bothell residents

Activities

- ★ Continue inter-agency information sharing and the coordination of regional investigations relating to identity theft cases.
- ★ Offer educational forums and meetings to Bothell residents to help educate and increase awareness regarding Identity Theft and economic crime.
- ★ Participate regularly in regional Identity Theft and intelligence meetings for information sharing and investigation coordination.

JUVENILE SECTION

Increase the number of Juvenile Intervention Program (JIP) referrals by 5% each year to correct minor incidents of misconduct by youthful first-time offenders and to decrease the chances of recidivism

Activities

- ★ Increase interaction with students and continue to provide a visible School Resource Officer program in our junior high and high schools.
- ★ Increase early involvement by students' parents.
- ★ Teach Drug Awareness Resistance Education (DARE) to elementary students in an effort to reduce this activity by youth.
- ★ Continue to educate Patrol Officers on JIP. When appropriate refer a juvenile offender to the program.

PERFORMANCE MEASURES

INVESTIGATIONS SECTION

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
Annual felony case clearance rate	74%	74%	76%	76%
Workload				
Average # of felony cases assigned to the Detective section to investigate per year	215	215	215	215
# of identity theft educational meetings or forums organized or attended by the Investigations section personnel	3	3	10	10

JUVENILE SECTION

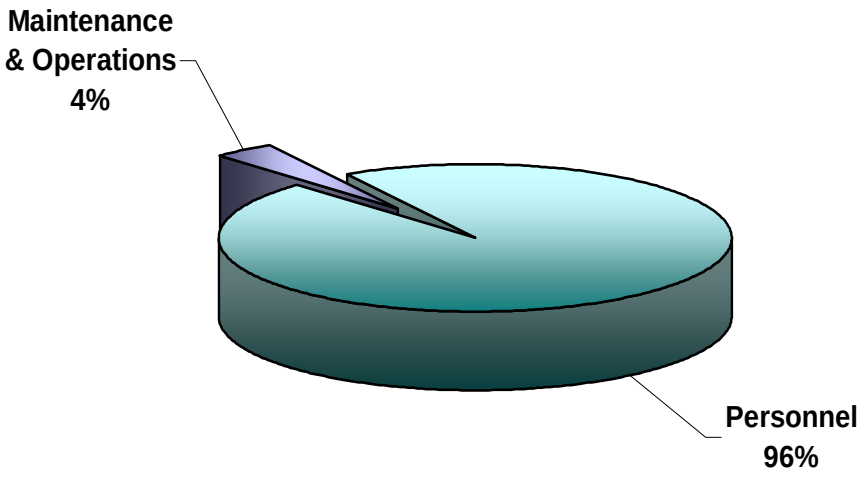
Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of increase in number of JIP referrals per year	31%	31%	5%	5%
Workload				
# of JIP referrals	76	76	86	86

TOTAL INVESTIGATIONS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$2,086,489	$2,539,111	$2,895,050
Maintenance & Operations	115,211	120,365	119,545
Capital	-	-	-
Total Expenditures	**$2,201,700**	**$2,659,476**	**$3,014,595**
Annual Cost Per Capita	**$71.21**	**$84.85**	**$91.80**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

This budget allows Detectives and School Resource Officers to continue the level of service provided in the 2005-2006 biennium.

SPECIAL OPERATIONS

The Special Operations Division consists of the Neighborhood Traffic section and the Detention and Corrections section.

NEIGHBORHOOD TRAFFIC SECTION

The Neighborhood Traffic section of the Special Operations Division 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.

The 2007-2008 budget for the Neighborhood Traffic section of the Special Operations Division of the Police Department is expected to increase by $151,009 or 14.1% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $153,323. The increase is associated with cost-of-living wage and benefit increases, as well as contract incentive increases. The overtime costs are expected to increase by $4,855 based on averaging the actual overtime costs over the past several years.

Ericksen on Main Street

Special Operations Division

2005-2006 Accomplishments

- ✓ In 2005 and 2006 the Neighborhood Traffic section instructed over 400 officers regionally in the areas of collision investigation, DUI enforcement, police motorcycle operations, and emergency vehicle operations.
- ✓ Officers in the section have been sought out (by neighboring agencies and the Washington State Training Commission) as instructors due to their high level of expertise in the areas of traffic enforcement.
- ✓ In 2005 and 2006 the Neighborhood Traffic section participated in 9 ProActive Criminal Enforcement (PACE) and East King County DUI enforcement patrols. These patrols were conducted during the summer and winter months. The section officers supervised and coordinated 4 of these emphasis patrols.
- ✓ In 2005 and 2006 the Neighborhood Traffic section conducted 5 cross-walk emphasis patrols in the City. These emphasis patrols were coordinated to reduce collisions and increase pedestrian safety.
- ✓ In 2005 and 2006 the Neighborhood Traffic section was called upon to assist outside agencies in the investigations of major collisions including a complex investigation in the City of Lake Forest Park.
- ✓ In 2005 and 2006 the Neighborhood Traffic section investigated 70% of the collisions reported to the Police Department. By handling the majority of these investigations within the section, officers within the Patrol Operations Division were able to dedicate more time and emphasis on criminal investigations and general police assignments.

Walters Feed Mill 1926-1950

DETENTION & 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 3 jail facilities.

The Department contracted with the King County Jail, Snohomish County Jail, Lynnwood Jail, and Yakima and Chelan County Jails. All jails frequently operate at or above prisoner capacities, therefore, finding bed space is often a factor in determining the location of prisoner housing.

The 2007-2008 budget for the Detention and Corrections section in the Special Operations Division of the Police Department is expected to increase by $85,608 or 8.9% compared to the 2005-2006 budget. The salary and benefit costs are expected to increase by $43,028. The increase is associated with cost-of-living wage and benefit increases. The overtime costs are expected to decrease by $7,291 based on averaging the actual overtime costs over the past several years.

The balance of the difference between the 2005-2006 budget and the 2007-2008 budget is in maintenance and operations and totals $42,580 in 2007-2008 compared to 2005-2006. The increase in these costs is associated primarily with expected increases in jail services over the next 2 years.

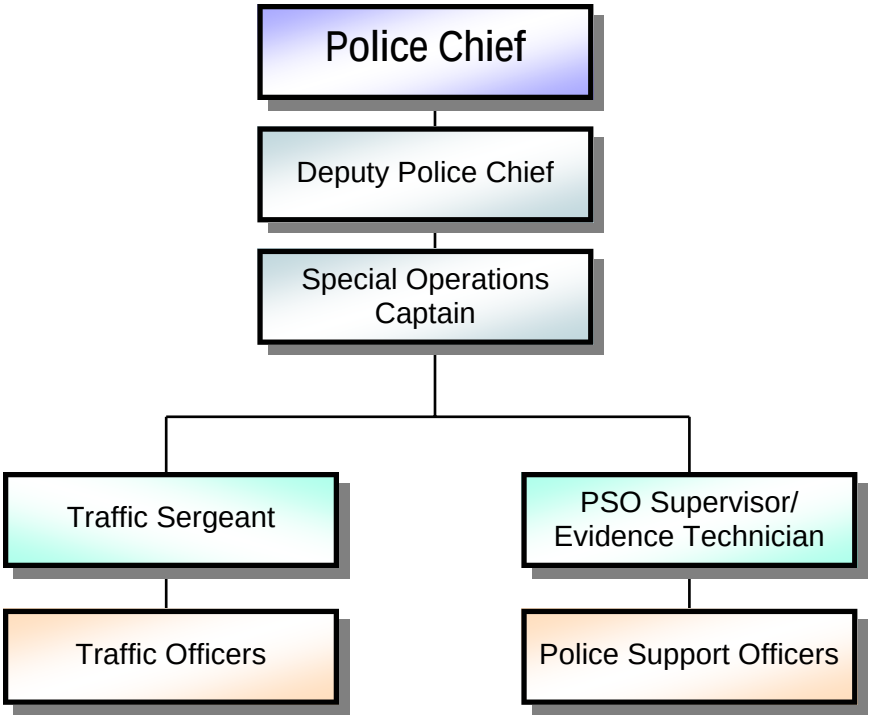
Bothell Main Street 1911-1930

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Increase pedestrian safety and vehicular traffic by complying with traffic laws
Activities

- ★ Implement the Selective Traffic Enforcement Program (STEP) using the stealth box to collect statistical data on traffic speeds and volumes in targeted areas, deployment of a speed watch trailer for educational purposes, and enforcement by neighborhood Traffic Officers.
- ★ Participate in, and cooperate with the Technical Traffic Committee in the implementation of the City's Traffic Calming Program.
- ★ Tabulate and respond to citizen reports of high violation areas.

Co-operative Mercantile Building 1908-1935



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Neighborhood Traffic Sergeant	1	1	1	1
Neighborhood Traffic Officer	4	4	4	4
Police Support Officer Supervisor	1	1	1	1
Police Support Officer	2	2	2	2
TOTAL	**8**	**8**	**8**	**8**

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
# of times STEP is implemented in neighborhoods per year	NA	NA	18	18
Workload				
# of crosswalk enforcement	NA	NA	4	4
# of PACE & DUI enforcement patrols	NA	9	4	5
# of annual traffic violator contacts by neighborhood Traffic Unit	NA	NA	2,880	2,890

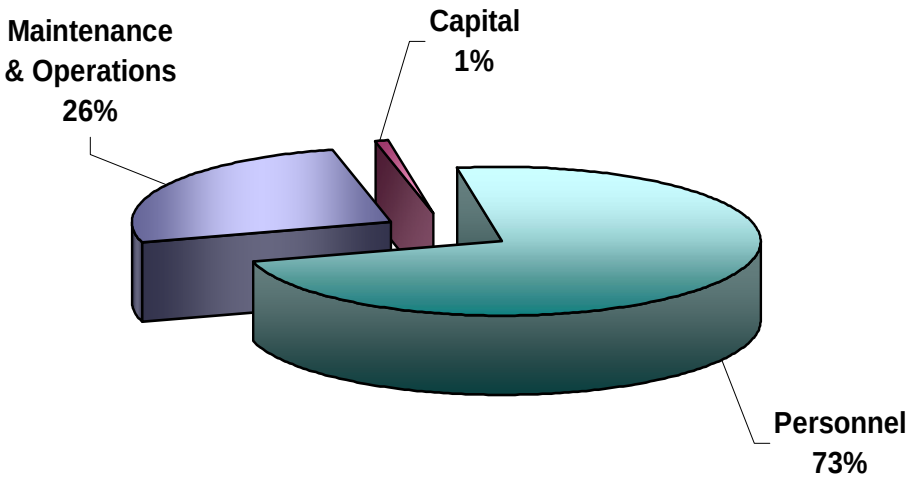
NA - Not Available

TOTAL SPECIAL OPERATIONS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,329,006	$1,475,754	$1,672,105
Maintenance & Operations	535,951	552,198	592,464
Capital	19,789	61,529	18,147
Total Expenditures	**$1,884,746**	**$2,089,481**	**$2,282,716**
Annual Cost Per Capita	**$60.96**	**$66.66**	**$69.52**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

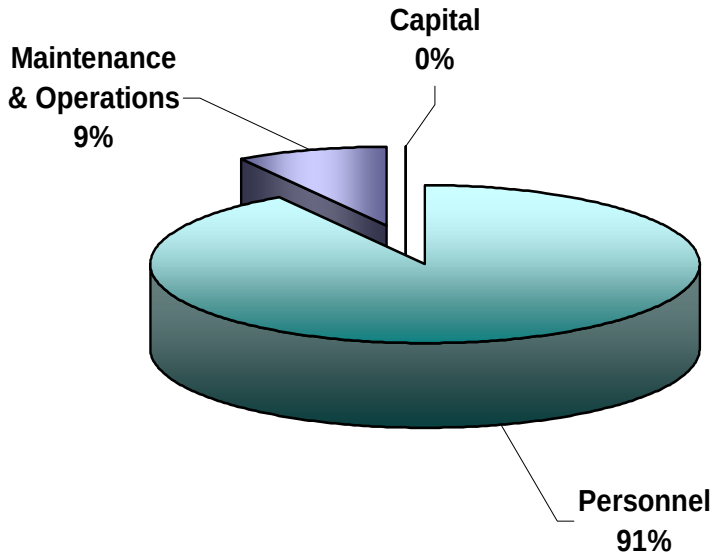
- New laser radars increase the ability of traffic officers to target aggressive drivers and take appropriate action in road-rage incidents.
- Increased maintenance and operations expenditures provides for traffic enforcement emphasis patrol in up to eighteen neighborhoods, and in high traffic collision areas.
- This budget allows Traffic Officers and Police Support Officers to continue the level of service provided in the 2005-2006 biennium.

TOTAL POLICE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$13,642,265	$15,575,195	$17,964,471
Maintenance & Operations	1,654,766	1,743,177	1,716,369
Capital	50,601	61,529	18,147
Total Expenditures	**$15,347,631**	**$17,379,901**	**$19,698,987**
Annual Cost Per Capita	**$496.37**	**$554.47**	**$599.89**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Department Wide 2007-2008 Financial Highlights

- Addition of 3 Patrol Officers.
- Increased participation in the Regional Crime Stopper Program.
- Increase in comprehensive background checks.
- Funding for mandatory hearing tests.
- Increase in mandatory Homeland Security training.
- New laser radars and traffic emphasis in various neighborhoods (not including labor).
- Overall decrease in maintenance and operations costs.

Fire and Emergency Medical Services Department

FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT

The Fire and Emergency Medical Services (EMS) Department's budget reflects a strategy of sound fiscal management that establishes a pathway for long-term sustainability of emergency service provisions.

Response to emergencies, operational readiness, and comprehensive training and prevention remain at the core of the Department's mission. Quick and effective emergency response with well trained responders in conjunction with a strong focus on the prevention of emergency incidents remain the top priorities of the Department.

This budget includes the following staff increases:

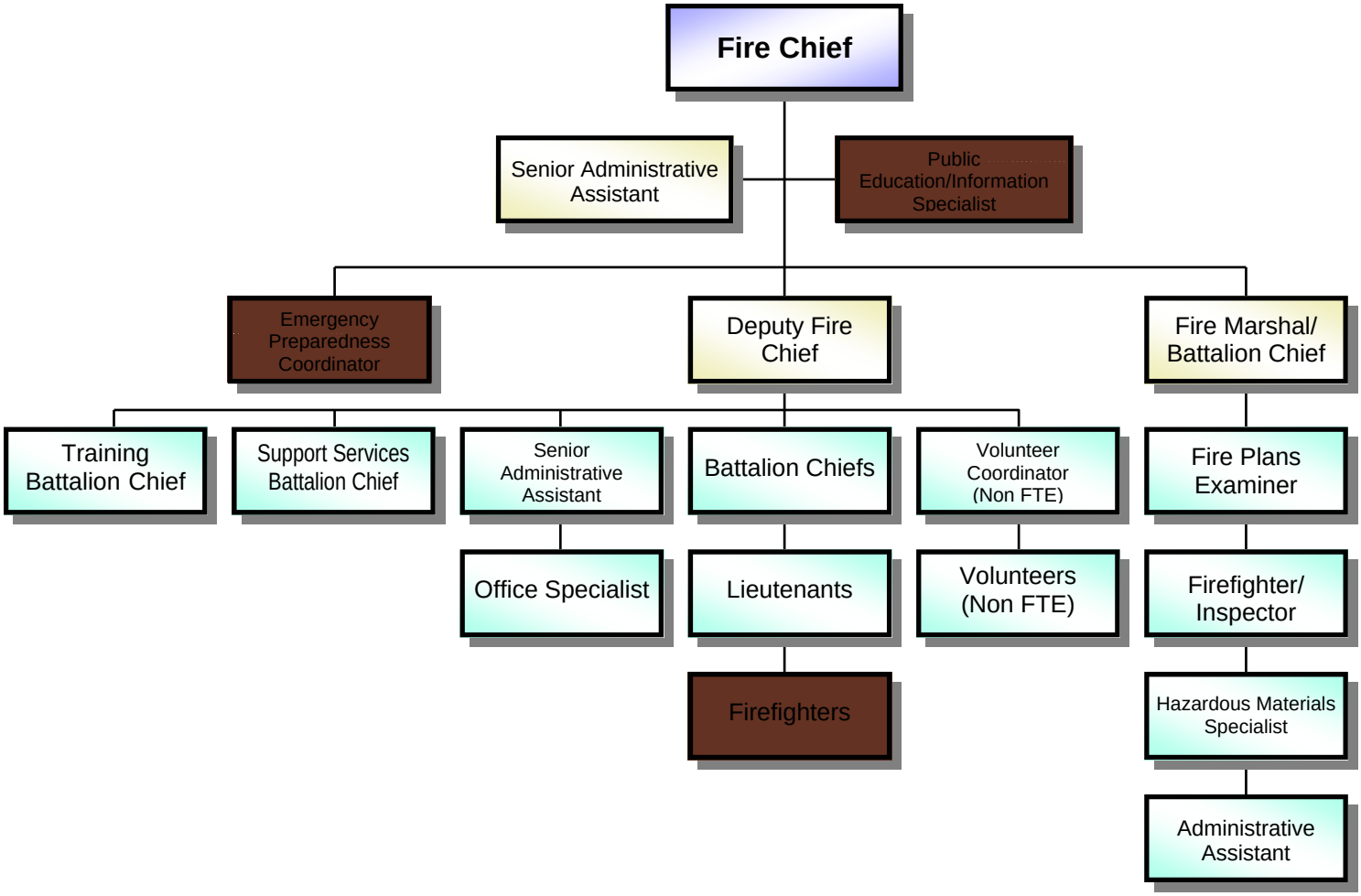
- An addition of 3 Firefighters to increase our minimum staffing provides better depth of service, and addresses Firefighter safety issues during high call volumes at the Downtown Station.
- An addition of 1 Emergency Preparedness Coordinator to assist the City in its emergency preparedness efforts.
- A change from 1 FTE in Public Education/Information Specialist to a 1.25 FTE position. The costs will be offset from associated revenues received from additional programs.

The following capital investments are funded in the 2007-2008 biennial budget:

- Construction of a new Queensborough Firehouse in partnership with Snohomish County Fire Protection District #10.
- Replacement of a fire engine and various other pieces of equipment.
- Fire Capital Capacity Expansion funding to address facility needs after the needs have been analyzed.
- Technological advances such as computer-aided dispatch to place critical information in the response vehicles via laptop computers.
- Automatic vehicle locators that identify and send the closest response vehicle by the use of a global positioning system that ties the dispatch center to each response vehicle.

Development of partnerships that increase efficiencies and effectiveness, the Department continues its:

- Training consortium with Northshore and Shoreline Fire Departments.
- Contractual emergency services relationship with Snohomish County Fire District #10.
- Partnership with 14 Eastside departments in developing a regional dispatch system.
- Cost recovery services for prevention activities for Northshore Fire Department.
- Medic One contractual services provided by the Shoreline Fire District.



= 2007-2008 New Positions

ADMINISTRATION

Photo by Cole Porter 1956

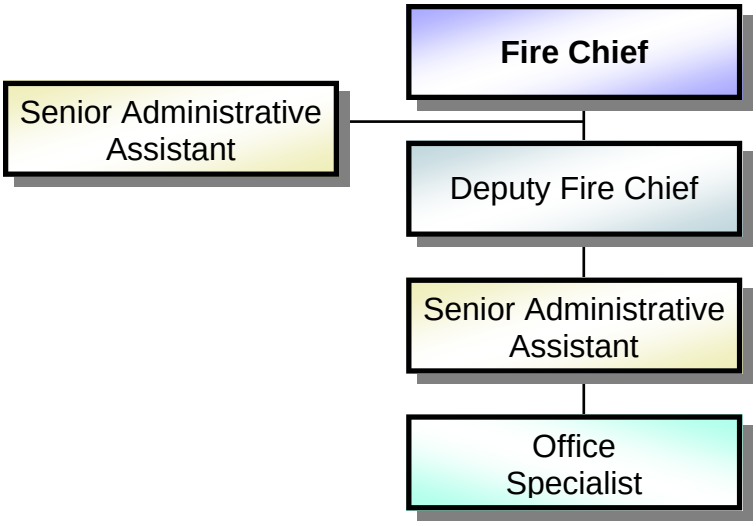
The Administration Division is responsible for planning and administering the operations within the Department. Staff members are assigned to support roles such as administering payroll, accounting functions associated with the Department's budget, procuring training and travel arrangements, records management, and other administrative duties.

The 2007-2008 Fire Department Administration budget is anticipated to increase $448,056 over its 2005-2006 budget. Salary and benefit costs are expected to exceed the previous 2-year period by $439,912. The increase is due to the transfer of the Deputy Fire Chief from the Suppression Division to this Division, plus associated costs due to salary step and cost-of-living increases. Maintenance and operations expenses have increased only $8,143 and include an update to the Records Management System, new equipment lockers, a bunker gear rack, and upgrades to an existing office.

2005-2006 Accomplishments

- ✓ Increased the City's Washington State Survey and Rating Bureau rating from a 4 to a 3.
- ✓ Participated in regional meetings and workshops for:
  - Formatting a Regional Communications Entity.
  - A training consortium with Northshore and Shoreline Fire Departments.
  - Regionalizing a Paging and Alerting System to upgrade response times.
- ✓ Provided a high speed internet connection to the Canyon Park Firehouse to increase productivity.

Administration Division



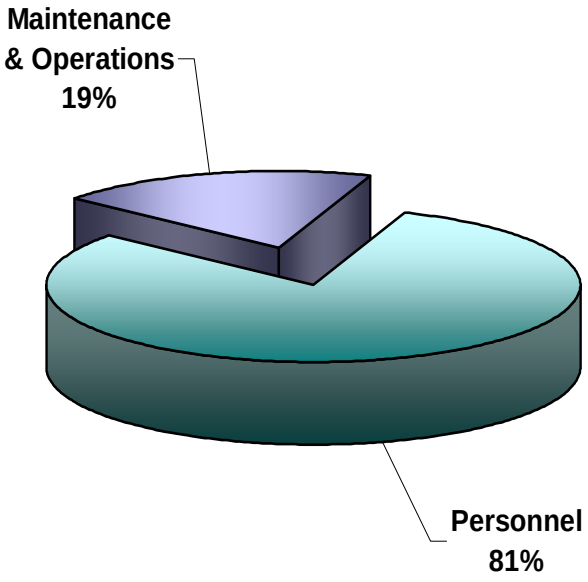
Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Fire Chief	1	1	1	1
Deputy Fire Chief	0	0	1	1
(Deputy Fire Chief moved from Suppression)				
Senior Administrative Assistant	1.75	1.75	1.75	1.75
Office Specialist	1.75	1.75	1.75	1.75
TOTAL	**4.5**	**4.5**	**5.5**	**5.5**

TOTAL ADMINISTRATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$653,535	$832,069	$1,271,981
Maintenance & Operations	259,009	298,446	306,589
Capital	-	-	-
Total Expenditures	**$912,544**	**$1,130,514**	**$1,578,570**
Annual Cost Per Capita	**$25.81**	**$31.52**	**$42.01**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Although the maintenance and operations budget has increased by only $8,100, it includes over $35,000 in improvements - including an updated Records Management System, new equipment lockers, a bunker gear rack, and upgrades to at least one office.

SUPPRESSION AND EMERGENCY MEDICAL SERVICES

SUPPRESSION AND RESCUE

The City of Bothell Fire and Emergency Medical Services (EMS) provides fire suppression and rescue services within the City limits of Bothell and Snohomish County Fire District 10's boundaries, and maintains mutual aid agreements with all surrounding jurisdictions. The primary functions and duties of this Division are to respond to all requests for assistance to fires and other dangerous or hazardous conditions; deploy personnel and resources at the incident scene to control loss to that which occurred prior to full fire department operations; provide for specialized operations, i.e. hazardous materials and technical rescue operations; train response personnel to be competent commensurate with their rank; provide apparatus that is fully functional and equipped; respond safely and in accordance with recognized laws and standards; assess and improve the effectiveness of response to fires and other dangerous or hazardous incidents through training, staffing, and maintenance of the firehouse facilities, apparatus, and equipment. The addition of 3 Firefighters will provide better depth of service and addresses firefighter safety issues during high call volume times at the Downtown Station.

EMERGENCY MEDICAL SERVICES

The City of Bothell Fire and EMS provides emergency medical services within the City limits of Bothell and Snohomish County Fire District 10's boundaries. The primary functions and duties of this Division are to: respond to all requests for assistance to medical emergencies; be responsive to the needs of our community; provide a minimum of 3 FF/EMTs at each firehouse for response; assure that personnel, apparatus, and the equipment is fully functional and properly equipped; respond safely according to the laws and recognized standards; assess and improve effectiveness of our responses to emergency medical incidents through training, staffing, and maintenance of the firehouse facilities, apparatus, and equipment.

The 2007-2008 Fire Department Suppression Budget is anticipated to increase $1,147,628 over its 2005-2006 budget. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by $745,619. The increase in personnel is due to the addition of 3 Firefighters to the Response Profile, as well as union-negotiated salary step and cost-of-living increases.

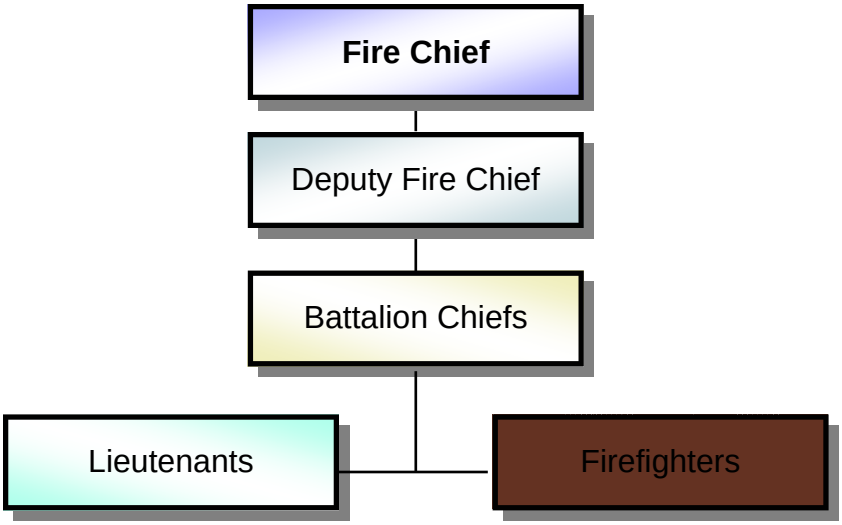
Fire 1965

2005-2006 Accomplishments

- ✓ Completed 100% of assigned inspections.
- ✓ Completed 100% of assigned maintenance on hydrants.
- ✓ Participated in numerous public education events within the schools and the community.
- ✓ Responded to 100% of calls for 911 assistance.

Café Fire 1965

Suppression & EMS Division



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Deputy Fire Chief	1	1	0	0
Battalion Chief	5	5	4	4
Lieutenant	9	9	9	9
Firefighter	34	34	37	37
TOTAL	**49**	**49**	**50**	**50**

A new Division, Training includes the 5th Battalion Chief previously funded in the Suppression Division

Deputy Fire Chief moved to Administration

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Fire 1965

Provide effective responses to all emergency calls

Activities

- ★ Response resources strategically located throughout the jurisdiction.
- ★ Response crews remain in their primary coverage area 98% of each day.
- ★ Response criteria is established and maintained to dispatch the closest unit to all emergency incidents.
- ★ Maintain and enhance our communications system with Snohomish County jurisdictions.
- ★ Minimize the loss of life and property through training and rapid deployment of resources.
- ★ Company reaction time (alarm alert to responding) will be 1 minute or less.
- ★ Response readiness maintained at all times.
- ★ Map book information is continually updated and current.
- ★ Implement new paging and alerting system.
- ★ Implement new automatic vehicle laptop computer and locator system.
- ★ Increase minimum staffing from 10.5 to 11 per day to staff 2 Response Units 24-hours from the Downtown Fire Station.
- ★ Place 2 new engines on the frontline.
- ★ Research ambulance contract services.
- ★ Address Brightwater safety and response issues.
- ★ Participate in a regional dispatch service study.

Arrival of all necessary additional companies or on first alarm within 10 minutes

Activities

- ★ Maintain mutual and automatic aid agreements with bordering jurisdictions.
- ★ Map book information kept current and distributed to all mutual aid jurisdictions.

Provide Advanced Life Support (ALS) response to all ALS emergencies

Activities

- ★ Maintain contract for Medic One ALS services.
- ★ Maintain the ALS unit within the City of Bothell.
- ★ Maintain a “tiered” Response System using Basic Life Support units to respond.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of fires confined to room of origin	50%	43%	50%	50%
% of fires confined to structure of origin	100%	93%	100%	100%
Overall fire loss (numbers are shown in thousands)	NA	$2,234	$1,349	$998
Efficiency				
Average duration of EMS calls	NA	42 min	42 min	42 min
Average duration of structure fire calls	NA	70 min	70 min	70 min
Average duration of all calls	NA	37 min	37 min	37 min
Workload				
# of calls	NA	8,796	4,597	4,735
# of multi unit responses	NA	1,537	1,583	1,631
# of structure fires	NA	57	59	61
# of EMS calls	NA	6,860	3,585	3,693

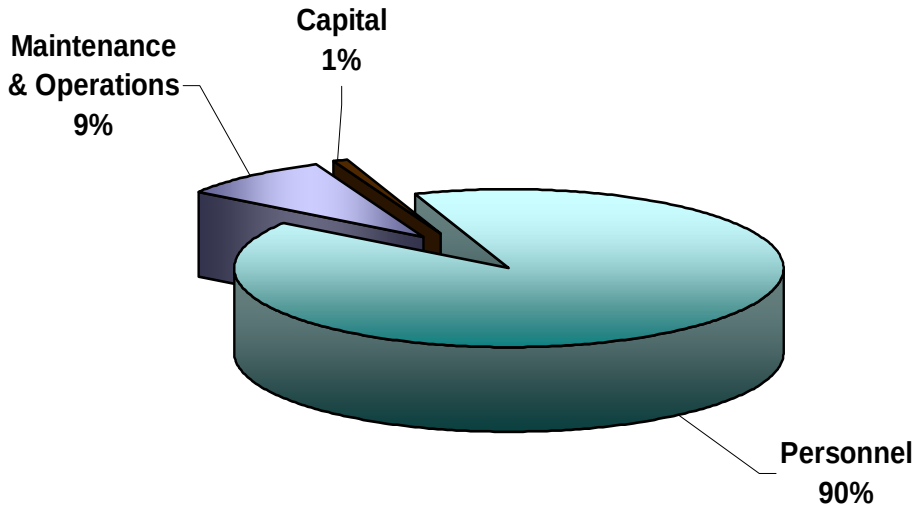
NA - Not Available

TOTAL SUPPRESSION & EMS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$8,573,308	$9,833,211	$10,578,830
Maintenance & Operations	790,314	753,321	1,041,830
Capital	-	-	113,500
Total Expenditures	**$9,363,621**	**$10,586,532**	**$11,734,160**
Annual Cost Per Capita	**$264.86**	**$295.18**	**$312.31**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The addition of 3 Firefighters provides better depth of service and addresses firefighter issues during high call volumes at the Downtown Station.

FIRE/HAZARD PREVENTION

The model for the traditional Fire Prevention Bureau is forever changing. As codes change, we find ourselves being drawn into areas other than fire. This is why the traditional name for our prevention bureau has been changed from the Fire Prevention Bureau to the Fire/Hazard Prevention Bureau. One of the areas requiring more and more of our attention is the area of environmental protection. We are constantly receiving reports of spills and environmental conditions that need our attention. This comes to us from the community, the Washington State Department of Ecology, and at times the Federal Environmental Protection Agency.

The Fire/Hazard Prevention Division of the City of Bothell provides prevention services to our community. The primary focus or duties of this Division are: to be responsive to the needs of the community; determine the origin and cause of all fires within our community; adopt and enforce a progressive fire prevention code; identify and correct all dangerous and hazardous conditions related to fire and life safety issues according to nationally recognized standards and codes; insure all new buildings are built in accordance with adopted fire codes and ordinances; assess and improve the effectiveness of Fire/Hazard Prevention programs.

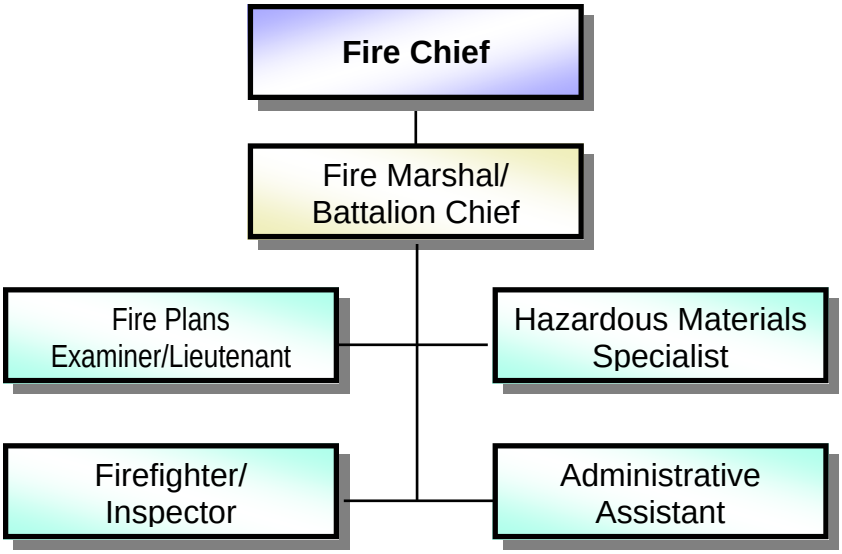
The City of Bothell is also providing these services to the cities of Kenmore and Lake Forest Park through an interlocal agreement. This is being done in conjunction with the Northshore Fire Department. This program has been working well and provides additional revenue to the City of Bothell.

2007-2008 Fire/Hazard Prevention Budget is anticipated to increase $58,008 over the 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $66,180. The increase is due to union negotiated salary and cost-of-living increases. The difference between the overall budget and the rise in personnel costs is the result of internal efficiencies in the Division.

2005-2006 Accomplishments

- ✓ Continued partnership with Northshore Fire and Lake Forest Park for plans review.
- ✓ Worked with Community Development and a local developer to construct a complete single-family subdivision with sprinkler systems.
- ✓ Developed a consensus code with all Zone 1 jurisdictions.
- ✓ Partnered in regional Prevention Training for bureau personnel.
- ✓ Partnered with Public Works to study neighborhood traffic calming solutions.

Fire/Hazard Prevention Division



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Fire Marshal/Battalion Chief	1	1	1	1
Fire Plans Examiner/Lieutenant	1	1	1	1
Firefighter/Inspector	1	1	1	1
Hazard Materials Specialist	1	1	1	1
Administrative Assistant	1	1	1	1
TOTAL	**5**	**5**	**5**	**5**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Investigate all fires to determine if a crime has been committed, a product has failed, or a trend is developing

Activities

- ★ Conduct investigations within the City of Bothell; assist the Snohomish County fire investigators within Snohomish County Fire District Number #10.
- ★ Respond to all fires to determine origin and cause.
- ★ Provide 24-hour investigation coverage.
- ★ Work with the Bothell Police Department using the team concept whenever an alleged crime has been committed.
- ★ Upon request, assist the Lake Forest Park Police Department with their fire investigations using 100% cost recovery.
- ★ Continue to participate in the cross county fire investigation task force.
- ★ Obtain cooperation from the Snohomish County Fire Marshall's Office for investigator back up during vacations and illnesses.
- ★ Request or provide assistance with other Zone One fire investigators.

Implement a quality fire/hazard inspection program for all occupancies and buildings within the City to prevent fires, manage hazards within the high technology corridor, and prevent the release of hazardous materials into the community

Activities

- ★ Continue to provide quality fire and life safety inspections annually for existing commercial and multi-family buildings or occupancies within the City.
- ★ Make available to our community a residential home inspection program.
- ★ Inspect high risk and hazardous occupancies within the City on a semi-annual basis.
- ★ Provide training to all company inspectors within the first month of each year before they start their annual fire and life safety inspections assigned to them.

Protect the general public's health, safety, and welfare through an active code enforcement program

Activities

- ★ Review all plans for commercial, multi-family residential, educational, institutional, and assembly and tenant improvements to ensure compliance with State, County, and locally adopted codes and ordinances.
- ★ Ensure that all land use proposals are in compliance with all State, County, and locally adopted codes and ordinances.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Assist fire suppression and emergency medical response crews in their efforts to protect the lives and property of the general public

Activities

- ★ Provide information that is pertinent to the safety and efficiency of firefighting, medical responses, and rescue operations.
- ★ Maintain up-to-date occupancy emergency information in our database/premise files and provide access to all Fire Department personnel.
- ★ Continue to maintain and update pre-incident plans on all high risk, high hazard, or extremely large occupancies within the City.
- ★ Disseminate information as often as necessary to keep our database/premise files up-to-date.

Attain the highest levels of fire/hazard protection within our community by adopting the most current national, State, and local codes and ordinances

Activities

- ★ Continue to adopt and update the International Codes.
- ★ Continue to require fire sprinklers to be installed in all commercial, multi-family, educational, institutional, and assembly occupancies within the City.
- ★ Continue to require all commercial, multi-family, educational, institutional, and assembly occupancies that are not protected by fire sprinklers to be protected with complete fire detection systems.
- ★ Continue to update locally adopted codes and ordinances to provide a comprehensive fire prevention program.
- ★ Establish a Fire Impact Fee.

PERFORMANCE MEASURES

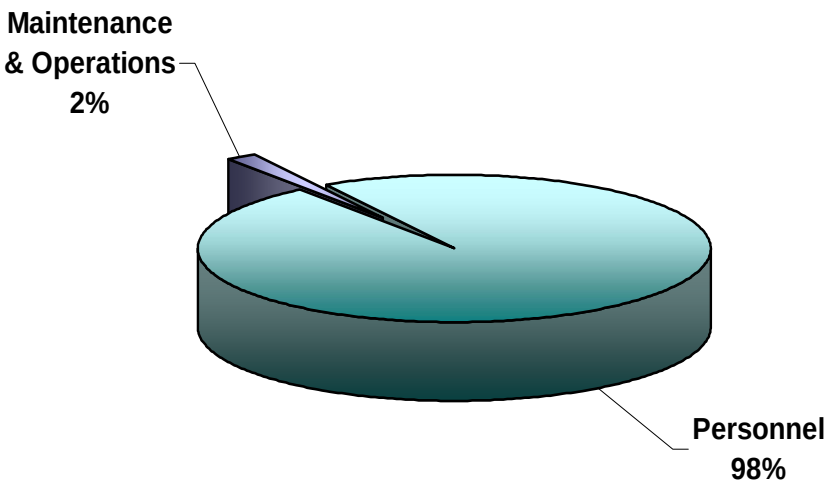
Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of annual occupancies inspected by FHPB	100%	100%	100%	100%
% of inspections & re-inspections completed by FHPB	100%	100%	100%	100%
% of building, land use, & plan reviews completed	100%	100%	100%	100%
% of required fire code permit inspections completed	100%	100%	100%	100%
Workload				
# of inspectable occupancies	3,384	3,384	1,685	1,700
# of occupancies inspected by FHPB (including HazMat)	103	103	518	530
# of re-inspections conducted by FHPB	391	391	200	185
# of Fire code permit inspections conducted	465	465	210	225
# of construction inspections conducted	783	783	446	406
# of occupancy code violations	626	626	150	150
Code violations corrected	100%	100%	100%	100%
# of building & land use reviews	810	810	465	450
# of suppression & detective reviews	260	260	150	150
# of special use permit reviews	79	79	35	35
# of false alarm reviews	501	501	250	250

TOTAL FIRE/HAZARD PREVENTION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$924,985	$964,261	$1,030,441
Maintenance & Operations	19,855	28,904	20,732
Capital	-	-	-
Total Expenditures	**$944,840**	**$993,165**	**$1,051,173**
Annual Cost Per Capita	**$26.73**	**$27.69**	**$27.98**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Maintenance and operations expenses were reduced as a result of internal efficiencies in the Division.

PUBLIC EDUCATION

Through the use of multi-media resources, the Public Education Division is designed to support the delivery of fire and life safety information as well as to support community safety events.

The citizens and business owners of Bothell continue to require access to high quality, responsive educational services. With an increased focus on prevention, we will continue to provide effective and efficient utilization of our resources in providing safety programs and services.

House Fire 1965

With a focus on "prevention," it has been determined that an educated, safer citizen uses less emergency services and helps to build a stronger community.

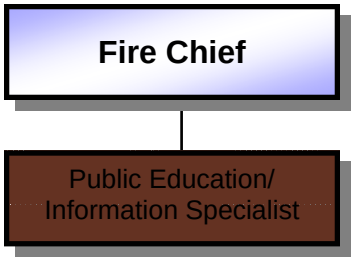
This Division reflects the desire to provide educational and preparedness programs to residential, business, and school communities to assist them in developing self-sufficiency. The increase of .25 FTE will allow this Division to provide additional programs.

The 2007-2008 Public Education Budget is expected to increase $83,029 due to the .25 FTE staffing increase and additional program supplies to support the position. The costs will be offset by direct revenues from these programs.

2005-2006 Accomplishments

- ✓ Increased Certified Emergency Responders training from 2 per year to 4 per year.
- ✓ Established a Bothell Citizen Corps Council.
- ✓ Hosted the highly attended 4th of July Pancake Breakfast.
- ✓ Participated in numerous public education events within schools and the community.
- ✓ Delivered CPR and Automatic Defibrillation training to over 1,000 individuals.
- ✓ Sold over 370 bicycle helmets.
- ✓ Trained over 155 citizens in the use of fire extinguishers.

Public Education Division



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Education/Information Specialist	1	1	1.25	1.25
TOTAL	**1**	**1**	**1.25**	**1.25**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

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

Activities

- ★ Provide Citizen Emergency Response Team (CERT) courses and Pass It On presentations.
- ★ Provide Driving Under the Influence (DUI) drills and Think Again presentations for the high school population.
- ★ Provide Cardiopulmonary Resuscitation (CPR), first aid and extinguisher classes for businesses and the public.
- ★ Distribute safety devices, i.e. bike helmets and smoke detectors.
- ★ Provide car seat inspections.
- ★ Provide safety presentations for schools, community groups, and businesses.
- ★ Provide juvenile fire setter intervention program.

Provide a positive presence in our community by having Department members attend events and activities

Activities

- ★ Participate in the following types of activities: Safety Fairs, Halloween, RiverFest, National Night Out, Gym Night, Arts Fair, Bike Rodeos, and Elementary School Field Day. Walk-a-Thon, Walk Your Kids to School Day, Firefighters As Role Models (FARM), and the 4th of July Pancake Breakfast and Parade.

Market the Fire Department

Activities

- ★ Non-emergency marketing, i.e.: website, BCTV, press releases, Emergency PIO duties, i.e.: on scene support, and press releases.

Fire Article 1956

PERORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
# of CERT graduates	NA	76	30	30
Students who receive drink/drive/seatbelt message	NA	1,480	700	700
# of citizens trained in CPR	600	1,000	500	500
# of citizens trained in first aid	400	320	150	150
# of citizens trained to use an extinguisher	NA	155	45	45
# of bike helmets sold/fitted	300	370	150	150
# of car seat inspections performed	60	160	50	50
# of safety presentations performed	NA	25	10	10
# of non-emergency press releases	NA	NA	3	3
# of emergency press releases	NA	NA	5	5
# of BCTV pieces	NA	2	2	2
Workload				
CERT classes	4	6	2	2
Advanced CERT class	NA	1	1	1
DUI drill	2	2	1	1
Think Again presentations (December & May)	4	4	2	2
CPR classes	NA	60	30	30
First aid classes	NA	30	15	15
# of safety presentations	NA	20	8	8
# of events attended	NA	20	8	8

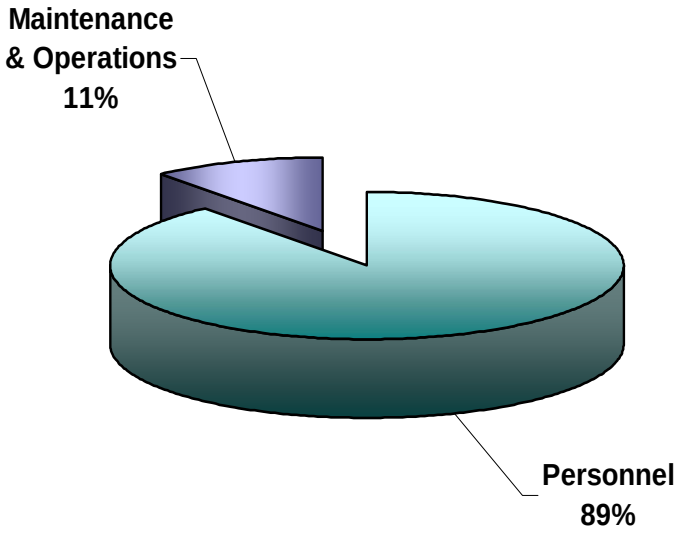
NA - Not Available

TOTAL PUBLIC EDUCATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$148,358	$197,647	$274,717
Maintenance & Operations	19,195	27,579	33,538
Capital	-	-	-
Total Expenditures	**$167,552**	**$225,226**	**$308,255**
Annual Cost Per Capita	**$4.74**	**$6.28**	**$8.20**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The increase from 1 FTE to 1.25 FTE is reflected in a cost recovery for an increase in teaching CPR classes. The revenue increase covers program costs including a maintenance and operations increase.

EMERGENCY PREPAREDNESS

The Emergency Preparedness Division, although housed within the Fire Department, leads an inter-departmental effort to develop and maintain an emergency operations program for the City of Bothell that maximizes the use of all City resources and prepares all segments of the community for disaster. This program integrates plans, resources, and training with all necessary agencies and departments within the City to most effectively manage the City's preparation for, response to, and recovery from the effects of any disaster.

This Division proposes to enable the employees of the City to better prepare and respond through an "All Hazards" approach to emergency management. The mission of the Emergency Management Division is to protect lives, property, and the environment, in cooperation with local and regional partners, for response to natural and man-made emergencies and disasters, and to coordinate the recovery efforts for such events.

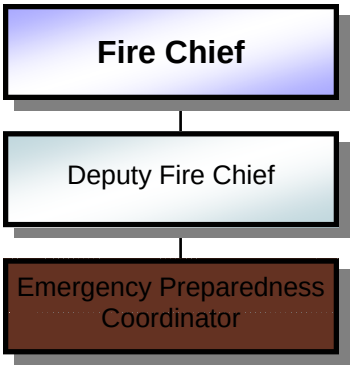
The addition of an Emergency Preparedness Coordinator will assist all City departments in increasing their ability to prepare and respond to potential hazards. It will also allow for additional training and the education of our citizens and businesses.

The 2007-2008 Emergency Preparedness Division Budget is anticipated to decrease $2,475 from its 2005-2006 budget. Personnel costs increase by $55,790 to reflect the addition of a full-time Emergency Preparedness Coordinator.

2005-2006 Accomplishments

- ✓ Filled the 2 year limited-term Coordinator position.
- ✓ The City became NIMS 700 compliant.
- ✓ Received a $5,500 grant for the start of a Citizen Corps Program.
- ✓ Received a $34,000 grant for emergency management training and Emergency Operations Center upgrades.
- ✓ Updated the City Emergency Preparedness Plan with only 4 outstanding Emergency Support Functions left to update.
- ✓ Hosted an Emergency Preparedness Fair for the public.
- ✓ Held a City employee evacuation and windshield survey drill.
- ✓ Attended regional meetings and shared resources for preparedness.

Emergency Preparedness Division



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Emergency Preparedness Coordinator (position was limited-term in 2006)	0	1	1	1
TOTAL	**0**	**1**	**1**	**1**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Minimize loss caused by disasters
Activities

- ★ Complete the update and then continuously maintain the preparedness plan.
- ★ Maintain preparedness team participation with all departments.
- ★ Integrate terrorism mitigation and response.
- ★ Implement Homeland Security measures.
- ★ Train staff and elected officials on their responsibilities.
- ★ Conduct yearly table-top exercise.
- ★ Conduct yearly field exercise.

Participate in regional emergency preparedness
Activities

- ★ Strengthen partnerships in both King and Snohomish Counties.
- ★ Assure coordination and training to fulfill our responsibilities within the regional plan.
- ★ Participate in local and regional Homeland Security meetings.

Equip the City with tools to help mitigate disasters
Activities

- ★ Purchase tools and equipment that will benefit the City and its citizens during disaster response.
- ★ Provide direct and/or indirect preparedness and response training to City staff and citizens.
- ★ Pursue grants related to preparedness and response.

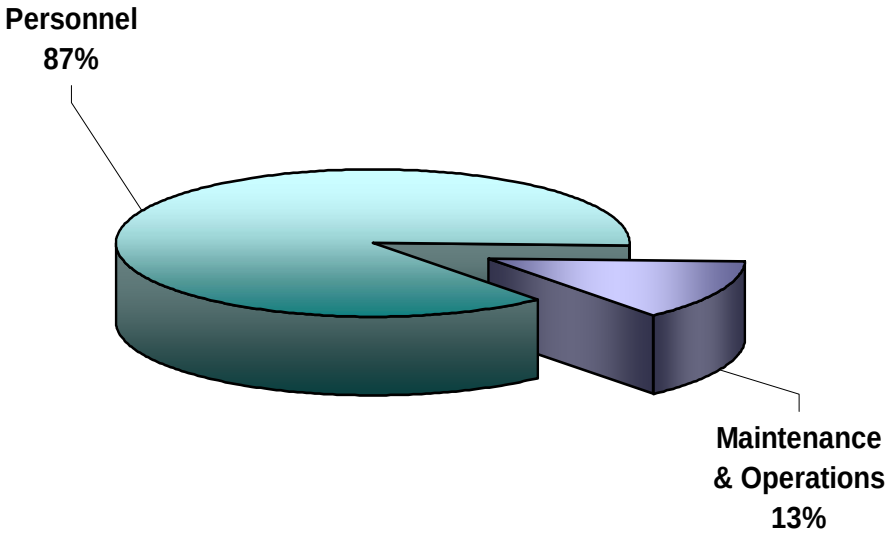
Photo by Cole Porter 1956

TOTAL EMERGENCY PREPAREDNESS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,056	$115,348	$171,138
Maintenance & Operations	13,630	84,495	26,230
Capital	-	-	-
Total Expenditures	**$14,686**	**$199,843**	**$197,368**
Annual Cost Per Capita	**$0.42**	**$5.57**	**$5.25**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

This increase reflects the addition of an Emergency Preparedness Coordinator to assist the City in its emergency preparedness. The 2005-2006 budget included professional services funding that Council later approved to use for hiring a limited-term position.

TRAINING

Through a Training Consortium that has been established with the Northshore and Shoreline Fire Departments, the Training Division reflects a continuation of cost-efficient collaboration for the purpose of delivering programs, opportunities, and resources that address the increasing demand for competency, manage risks appropriately, and work towards the standardization of training, operations, communications, and emergency incident procedures.

This Division reflects a sharing of resources and expertise for specialization in areas such as technical rescue and hazardous materials incidents. With a reduction in overhead and a duplication of efforts, departments are able to focus their training attention to meet standards at each firefighter or officer level within their respective departments.

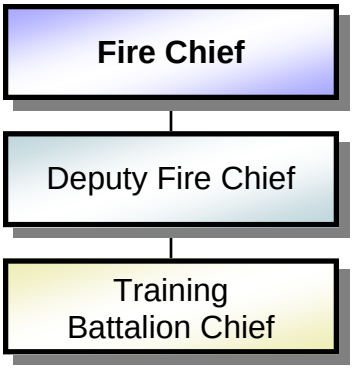
The 2007-2008 Training Budget is a new Division within the Fire Department. It consolidates training money from all other Divisions into one area, as well as funds training for a Battalion Chief previously funded in the Suppression Division budget.

2005-2006 Accomplishments

- ✓ Hosted 4 multi-company, multi-jurisdiction, drills.
- ✓ Hosted 6 multi-company, multi-jurisdiction technical rescue drills.
- ✓ Hosted all Criteria Based Training Classes for EMTs from all 3 training consortium jurisdictions.
- ✓ Posted all required training on the Training Website for easy access from crews.
- ✓ Hosted NIMS 700 and ICS 100 classes to train City of Bothell employees.
- ✓ Hosted 4 recruit academies.

Fire 1965

Training Division



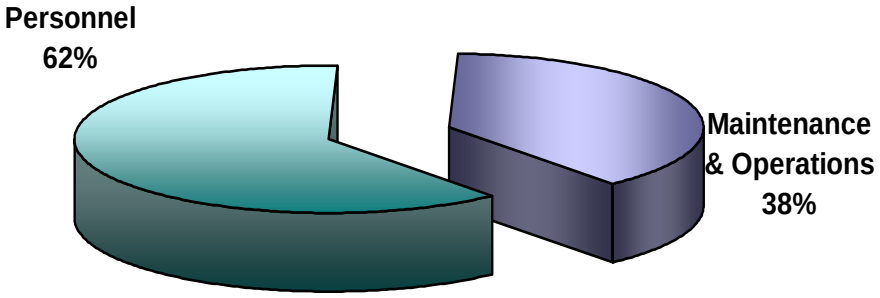
Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Training Battalion Chief (Training Battalion Chief transferred from Suppression and EMS Division)	0	0	1	1
TOTAL	**0**	**0**	**1**	**1**

TOTAL TRAINING REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	2,168	-	$387,243
Maintenance & Operations	825,216	1,000	239,852
Capital	-	-	-
Total Expenditures	**$827,384**	**$1,000**	**$627,095**
Annual Cost Per Capita	**$23.40**	**$0.03**	**$16.69**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

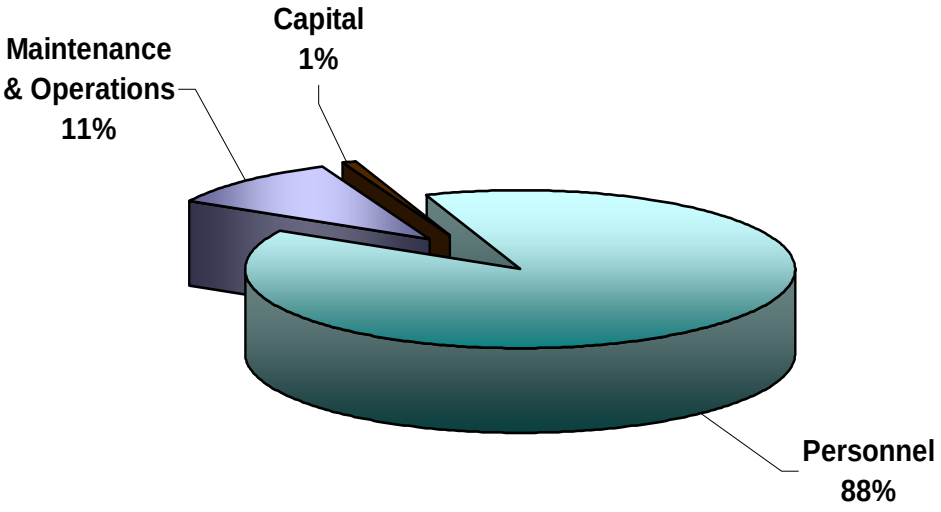
Previous funding for training was spread throughout all department divisions and is now consolidated for ease of tracking and accountability.

TOTAL FIRE & EMS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$10,303,409	$11,942,536	$13,714,350
Maintenance & Operations	1,927,219	1,193,744	1,668,771
Capital	-	-	113,500
Total Expenditures	**$12,230,627**	**$13,136,280**	**$15,496,621**
Annual Cost Per Capita	**$345.96**	**$366.27**	**$412.45**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Department Wide 2007-2008 Financial Highlights

Main budget changes include:

- The addition of 3 Firefighters, 1 Emergency Preparedness Coordinator, and .25 Public Education/Information Specialist.
- Advance Life Support services that were mistakenly excluded from the 2005-2006 budget.
- Update to the Records Management System.
- New equipment lockers, bunker gear rack, and office upgrades.

Public Works Department

PUBLIC WORKS DEPARTMENT

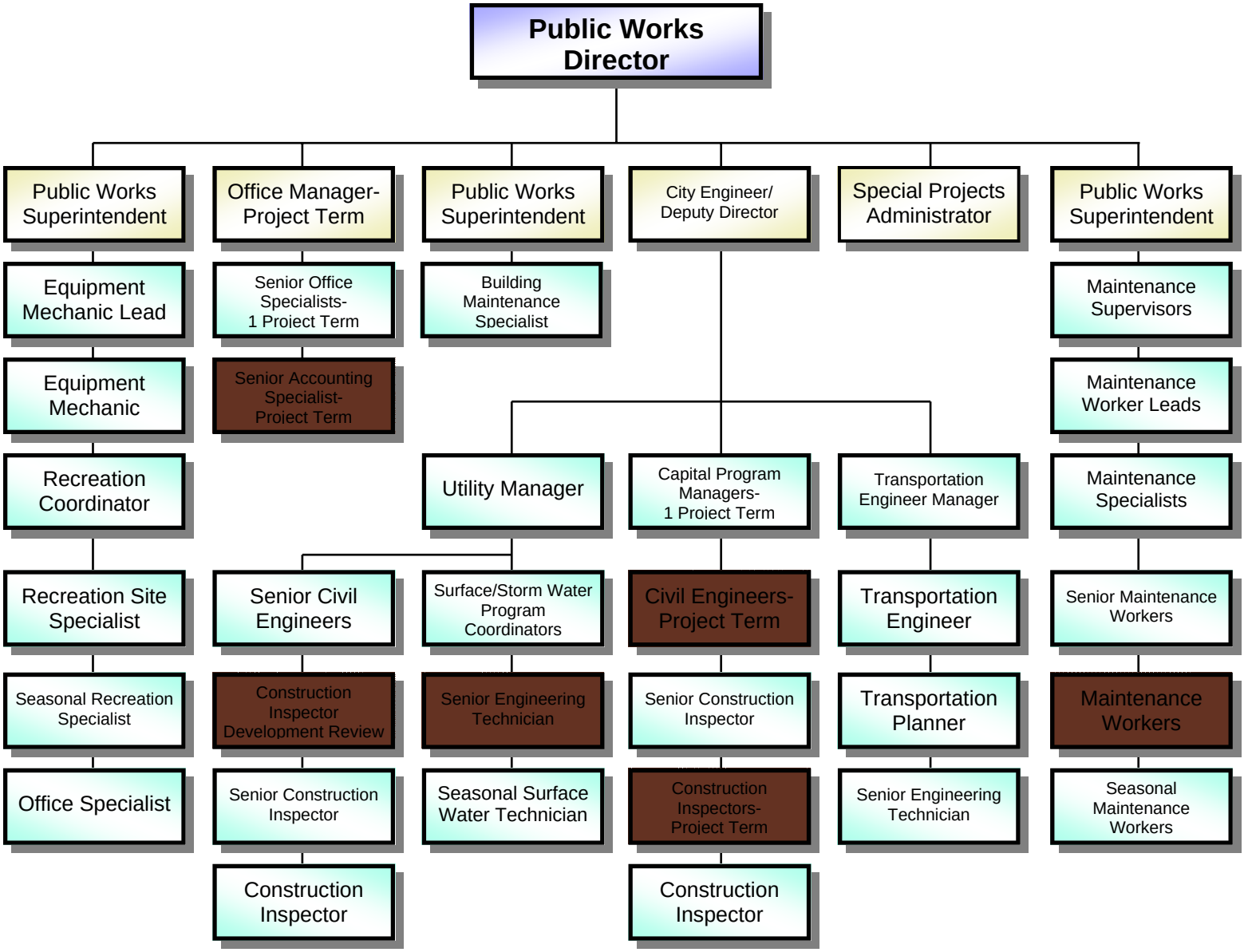
The Public Works Department provides a diverse array of public services that enhance the quality of life for our residents, visitors, and businesses. We strive to improve and maintain the public infrastructure in an efficient and effective manner utilizing modern management, engineering, and maintenance practices.

The Public Works staff maintains the City's streets, parks and public grounds, and also operates and maintains the Water, Sewer, and Storm Drain utilities. The Department is responsible for analyzing the design and development of the City's infrastructure. Tasks include implementation of the Capital Facilities Plan, surface water quality programming, as well as long-range utility planning for the Water, Sewer, and Storm Drain utilities.

The Public Works Department provides engineering review and inspections of utilities, roadway improvements, storm drainage, surface water quality, and grading work associated with private development projects. These activities are coordinated closely with the Community Development and Fire Departments to ensure that adequate infrastructure and development regulations related to land use developments are implemented in compliance with City codes and standards.

The Public Works Department provides advice on issues relating to traffic engineering and transportation planning. The Department plans, designs, and implements various transportation planning, traffic engineering projects, impact fee determination, traffic calming, traffic signal operation, administration of the Commute Trip Reduction Program (CTR), and representation of the City on local and regional transportation issues.

The Department is also responsible for the management of Fleet, Facilities, and the City's recreation programs.



= 2007-2008 New Positions

ADMINISTRATION

The Public Works Administration Division provides internal oversight and support within the Public Works Department as well as functioning as the Department's clearinghouse for employee related matters. The Department's goals are achieved by providing visionary and technical direction in the design, construction, and maintenance of public infrastructure, services, equipment, and the regulations of private development. In addition, the Department provides administrative support, payroll, accounts payable/receivable, mitigation monitoring, and grant bookkeeping.

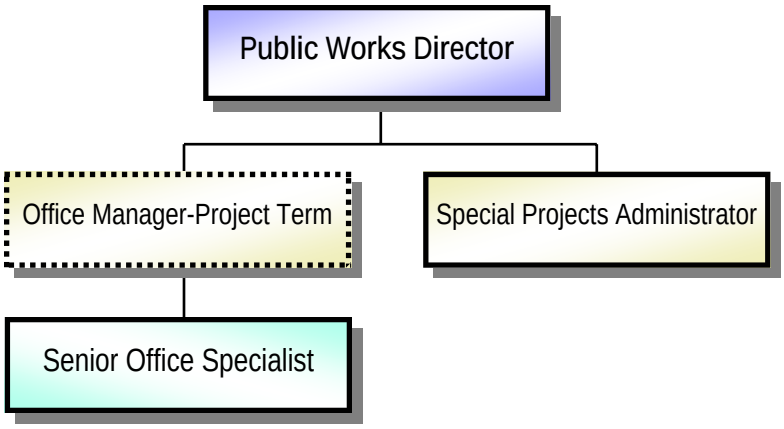
The Public Works Administration manages the City's solid waste and recycling programs, which include monitoring the City's solid waste contract, developing and implementing recycling programs, grant and contract management, and oversight of the City's water conservation programs.

The 2007-2008 Administration Budget is anticipated to decrease $31,427 over its 2005-2006 budget due to reallocation of staff to reflect the proportionate work performed for each division. Small increases were made to the maintenance and operations costs in the 2007-2008 budget due to the placement of leased copiers at the Dawson trailer and shops, increased records management services, and costs associated with the Public Works Accreditation process.

2005-2006 Accomplishments

- ✓ Began water sampling and completed short term tests in an effort to determine the production levels of the existing Penn Park Wells.
- ✓ Completed the Water and Sewer Rate Study.
- ✓ Completed the Water and Sewer Service Area Expansion Analysis.
- ✓ Completed the draft Sanitary Sewer Comprehensive Plan.
- ✓ Completed the draft Surface Water and Storm Master Plan.
- ✓ Completed major work including the sampling and monitoring of North Creek in addition to public outreach for the North Creek Total Maximum Daily Load (TMDL) as implemented by the Department of Ecology.
- ✓ Renegotiated the Solid Waste/Recycling Contract with Waste Management which included a reduction in residential solid waste rates and expanded current recycling opportunities.
- ✓ Applied for and received 3 grants to provide funding for the recycling events.
- ✓ Organized 4 expanded recycling events, which included the collection of household hazardous waste.
- ✓ Renegotiated the Alderwood Water/Sewer Franchise Agreement.
- ✓ Negotiated the Brightwater Mitigation Agreement.
- ✓ Participated in the Development Services Improvement Initiative.

Administration Division



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Director	.15	.15	.15	.15
Special Projects Administrator	.3	.3	.1	.1
Senior Office Specialist	.25	.25	.2	.2
TOTAL	**.7**	**.7**	**.45**	**.45**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Improve efficiencies within the Department

Activities

- ★ Begin reviewing and updating the standard operating procedures throughout the department to provide a standard and to meet the compliance standards of the American Public Works Association Accreditation process.
- ★ Review permit processes for efficiency and effectiveness.
- ★ Implement recommendations of the Development Services Improvement Initiative.
- ★ Communicate clearly the goals and expectations of the Department.

Increase recycling efforts through contract management, education, and special events

Activities

- ★ Administer grant funding for recycling activities including special recycling collection events and public education.
- ★ Ensure that contracted services are consistent with contract provisions.
- ★ Participate in the regional waste export system planning and Solid Waste Comprehensive Plan update.
- ★ Participate in the regional recycling committees.
- ★ Provide 2 annual, grant funded, Citywide recycling collection events.
- ★ Promote recycling through educational publications and City events.

Encourage water conservation practices

Activities

- ★ Attend regional water conservation committee meetings.
- ★ Administer the contract for water conservation programs provided to schools within the City of Bothell water service area.
- ★ Participate in the annual Spring Garden Fair with other local utility districts.
- ★ Administer grant funding for the Rain Barrel Program.

Represent the City in regional capital projects

Activities

- ★ Participate in the regional I-405 expansion committee meetings.
- ★ Coordinate with WSDOT and UW Bothell on the construction of the south campus access.
- ★ Participate in the UW Bothell facilities expansion planning to ensure that impacts are properly mitigated.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of single-family recycling diversion	NA	61%	65%	65%
% of multi-family business recycling diversion	NA	21%	25%	25%
% of combined business, multi-family, & residential recycling diversion	NA	82%	85%	85%
Average monthly single-family waste generation (lbs per	NA	8,100	8,200	8,200
# of participants utilizing the recycling events	NA	NA	1,200	1,200
Efficiency				
Annual grant funding received for recycling programs	$90,000	$90,000	$90,000	$90,000
Average % of successful pick-ups	100%	99.79%	100%	100%
Workload				
# of recycling program grants obtained from King County, the Department of Ecology, & LHWMP	2	2	3	3
# of recycle events held	2	2	2	2
# of educational recycling mailings	2	2	2	2
Tons of recyclables collected from single-family customers	NA	3,402	3,500	3,500
Tons of garbage collected from single-family customers	NA	5,100	5,200	5,200
Tons of organic waste collected from single-family customers	NA	4,700	4,800	4,800
Tons of recyclables collected from multi-family customers	NA	1,104	1,200	1,200
# of standard operating procedures implemented	0	0	20	20

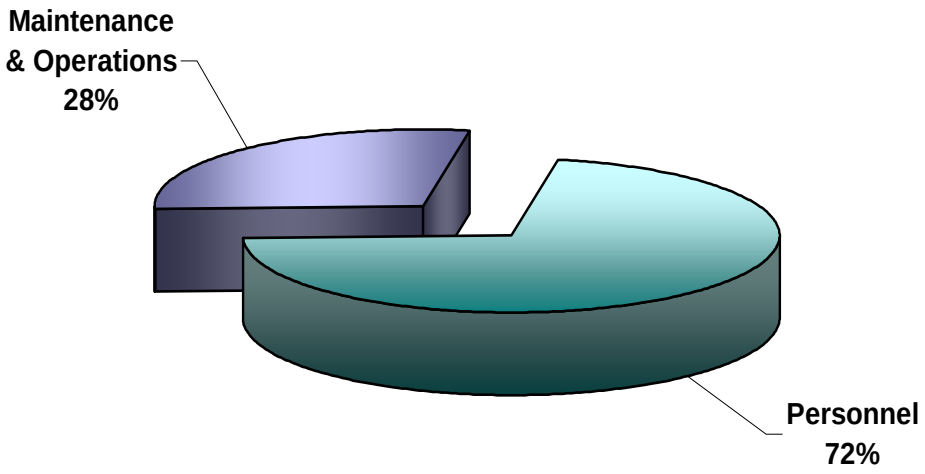
NA - Not Available

TOTAL ADMINISTRATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$93,766	$134,911	$94,814
Maintenance & Operations	30,774	29,020	37,690
Capital	-	-	-
Total Expenditures	**$124,540**	**$163,931**	**$132,504**
Annual Cost Per Capita	**$4.03**	**$5.23**	**$4.04**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Reduction in personnel costs due to the reallocation of staff to meet the projected needs of the Department.
- Increase in expenditures due to the placement of leased copiers for the trailer and shops, micro-fiche and archiving services, and Public Works Accreditation costs.

INFRASTRUCTURE, DEVELOPMENT, & IMPROVEMENT

The Infrastructure, Development, and Improvement (IDI) Division focuses on the engineering, design, and development of the City's infrastructure. Tasks include completion of the projects identified in the adopted 2007-2013 Capital Facilities Plan ($177 million), oversight of private development of public infrastructure, surface water quality programming, (including the administration of the Storm Drain Utility), and long-range utility planning of the Water, Sewer, and Storm Drain utilities. The total Capital Facilities Projects expenses for 2007-2008 have doubled from the previous biennial budget. In order to complete these projects, 5 additional staff have been added to meet the workload demands.

The additional staff will allow the Department to increase project teams from 3 teams to 6, allowing each team to work on 6 to 9 projects each. The additional 5 staff are as follows: 3 Project Engineers, 1 Construction Inspector, and 1 Accounting Specialist. Each of the new Project Engineers will be assigned to a Senior Project Manager. The additional 2 Construction Inspectors will be needed to meet the workload of the construction projects programmed for each year. The Accounting Specialist will provide necessary financial oversight, grant reimbursement record keeping, and budget tracking.

This Division is also responsible for the engineering review and inspection of utilities, roadway improvements, storm drainage, surface water quality, and grading work associated with land use development projects. These activities are coordinated closely with Community Development and the Fire Department to ensure compliance within the City's design standards and development regulations. The level of private development construction activities are expected to remain high over the next several years. To meet the workload demands for inspection and additional State and Federal regulations on surface water quality (NPDES), an additional Construction Inspector dedicated to development construction activities has been added.

The 2007-2008 Infrastructure, Development, and Improvement Budget is anticipated to increase $1,386,256 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $1,248,961. The increase includes 6 additional staff, union negotiated salary step and cost-of-living increases, along with pension contributions, and health insurance premiums. The maintenance and operations expenses increased due to one-time start-up costs for new employees and an engineering study for the potential extension of North East 203rd Street. Capital expenditures include a vehicle and other equipment for inspection staff.

2005-2006 Accomplishments

The past biennium was a busy period for the Infrastructure, Development, and Improvement Division, with progress made on numerous large capital projects, the completion on several others, and the securing of several million dollars of grant funds.

Grant Funding

IDI Received a total of $12 million in transportation and other grant/mitigation funds:

- ✓ $2,500,000 of new Federal Surface Transportation Program (SAFETEA-LU; Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legend of Users) for the SR-522 Improvement Project between 91st Avenue North East and North East 180th Street.
- ✓ $2,000,000 of new Federal SAFETEA-LU funds for SR-527 Improvement Project between 240th and 228th Street South East.
- ✓ $840,000 of new Federal SAFETEA-LU funds for Citywide Intelligent Transportation System.
- ✓ $1,323,000 of new Federal SAFETEA-LU funds for the North Creek Trail.
- ✓ $4,275,000 of King County Brightwater mitigation funds for various projects ($2,500,000 for community projects and $1,775,000 for transportation projects).
- ✓ $200,000 of Washington State Transportation Improvement Board funds for 240th Street Sidewalk project between Meridian Avenue and SR-527.
- ✓ $838,500 of Federal Bridge Replacement Funds for 102nd Avenue North East Bridge Seismic Rehabilitation project (totaling $2,805,500 in Federal funds).

Construction Projects

- ✓ Completion of the 2005 and 2006 Street Overlay and Preservation Programs.
- ✓ Completion of the 2005-2006 Annual Water Main Replacement Projects.
- ✓ Completion of the installation of a new traffic signal at 10th Avenue South East and 228th Street South East intersection.
- ✓ The construction of SR-524/Filbert Road Phase I (within City limits west of SR-527) project has already begun.
- ✓ Completion of the 2005-2006 Sanitary Sewer Replacement Project.
- ✓ Completion of the installation of a new traffic signal at North East 180th/132nd Avenue North East intersection.
- ✓ Completion of the installation of a new traffic signal at 102nd Avenue North East and East Riverside Drive intersection.
- ✓ Completion of the modification of the traffic signal at 120th Avenue North East and North Creek Parkway North intersection.
- ✓ The North Creek Field #4 synthetic turf installation was completed.
- ✓ The 2006 Annual Storm Drain Replacement project construction has started.
- ✓ The 102nd Avenue North East Seismic Rehabilitation project has already started.

Design Projects

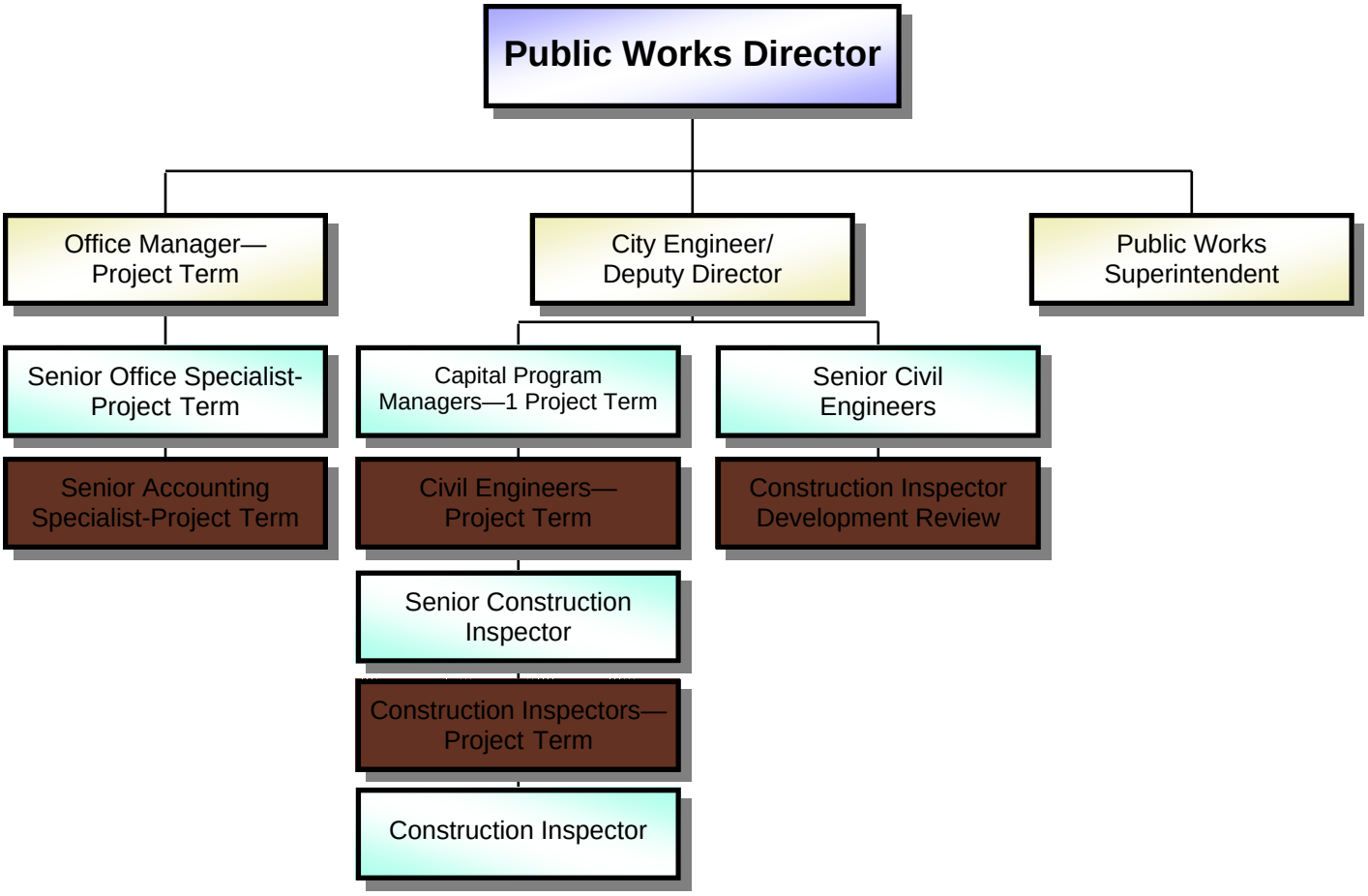
- ✓ Completion of the environmental and final design of North Creek Trail Section 2 State I (Fitzgerald Road Section).
- ✓ Completion of 30% of the design plans for SR-522 Phase I (Wayne Curve Improvements) project.
- ✓ In partnership with Snohomish County, a joint Final Environmental Impact Statement (FEIS) of the Arterial Connector (aka 39th Avenue South East Connector) between 240th and Maltby Road (SR-524) was issued.
- ✓ Final design plans for 2005-2006 Annual Street Overlay program, Storm Drain Improvement project, the Water Replacement and Sanitary Sewer Replacement projects were completed.
- ✓ Final design of the North Creek Field #4 synthetic turf improvement was completed.
- ✓ Final design plans for North East 180th/132nd Avenue North East Traffic Signal project was completed.
- ✓ Final design of the 102nd Avenue North East Bridge Seismic Rehabilitation project was completed.
- ✓ Final design of the Storm Drain pipeline improvement on the west side of I-405 and MonteVilla Business Park was completed.

Long-Range Planning Efforts

- ✓ Completed the Phase I Downtown Traffic Modeling project in advance of the Downtown Plan Update.

Surface Water Programs

- ✓ Completed major efforts in the public educational outreach and additional sampling and monitoring of North Creek under the Department of Ecology's Centennial grant for the North Creek Total Maximum Daily Load Study.


Public Works Director
Office Manager—Project Term
City Engineer/ Deputy Director
Public Works Superintendent
Senior Office Specialist-Project Term
Capital Program Managers—1 Project Term
Senior Civil Engineers
Senior Accounting Specialist-Project Term
Civil Engineers—Project Term
Construction Inspector Development Review
Senior Construction Inspector
Construction Inspectors—Project Term
Construction Inspector

Infrastructure, Development, & Improvement Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Engineer/Deputy Director	.35	.35	.35	.35
Public Works Superintendent	0	0	.5	.5
Construction Inspector	1	1	1	1
Senior Civil Engineer	2	2	2	2
Senior Construction Inspector	1.65	1.65	1.65	1.65
Senior Engineering Technician (The Senior Engineering Technician was moved to the Transportation Division)	1	0	0	0
Capital Program Manager - 1 Project Term	2.5	2.5	2.5	2.5
Administrative Assistant - Project Term	1	1	0	0
Office Manager - Project Term	0	0	1	1
Office Specialist - Project Term	1	1	0	0
Senior Office Specialist - Project Term	0	0	1	1
Civil Engineer - Project Term	3	3	6	6
Construction Inspector - Project Term	0	1	2	2
Senior Accounting Specialist - Project Term	0	0	1	1
Construction Inspector Development Review	0	0	1	1
TOTAL	**13.5**	**13.5**	**20**	**20**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary alloctions are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Complete the implementation of the capital projects included in the 2007-2008 budget for the City's transportation system, parks, and utilities

Activities

- ★ Complete capital projects as defined in the first 2 years of the 2007-2013 Capital Facilities Plan.
- ★ Maintain a rigorous inspection program to maintain high-quality projects.
- ★ Provide open houses, meetings, notifications, newsletters, and published articles.

Maximize domestic water resources for the City of Bothell

Activities

- ★ Evaluate the possibility of re-using Penn Park wells.
- ★ Analyze the feasibility of re-use irrigation systems.
- ★ Explore the feasibility of a re-claimed water utility associated with the Brightwater project.
- ★ Participate in the regional re-claimed water committee to identify opportunities, costs, and risks.

Implement recommendations made in the Storm Water Comprehensive Plan

Activities

- ★ Inspect all public and private storm water detention systems annually.
- ★ Implement the second phase of the North Creek Total Maximum Daily Load (TMDL) study.

Complete timely and accurate engineering reviews of all permit applications

Activities

- ★ Conduct pre-application reviews.
- ★ Review land use and building permit applications for code compliance within the allocated review period to mitigate impacts of the ensuing development.
- ★ Communicate with applicants to help ensure a smooth permit process.

Ensure approved construction projects comply with approved plans and adopted City standards

Activities

- ★ Inspect project sites for compliance with adopted City standards and approved plans.
- ★ Coordinate inspections with appropriate City staff.
- ★ Maintain interaction with developer/contractor to provide for a smooth and continuous project.
- ★ Monitor erosion control to ensure that changing conditions are addressed and that all drainage leaving the sites have met the Department of Ecology and City standards.
- ★ Inspect and construct impact oversight of the Brightwater Treatment System.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of predesigned projects completed on schedule	NA	NA	90%	90%
% of designed projects completed on schedule	NA	NA	90%	90%
% of right-of-way acquisitions completed on schedule	NA	NA	90%	90%
% of construction contracts completed on schedule	NA	NA	90%	90%
% of project quality control measures completed	NA	NA	100%	100%
# of engineering permit reviews completed within the target date	2,000	1,400	600	600
% of detention systems monitoring input data	95%	95%	95%	95%
# of volunteers at planting/ maintenance events	2	2	2	2
Efficiency				
Design cost at bid award as a % of contract cost	NA	NA	30%	30%
% of project phases completed within budget	NA	NA	90%	90%
Workload				
# of detention systems inspected	70	70	40	40
# of planting & maintenance events	6	7	3	3
# of CFP projects under design	NA	NA	22	12
# of CFP projects under construction	NA	NA	21	17

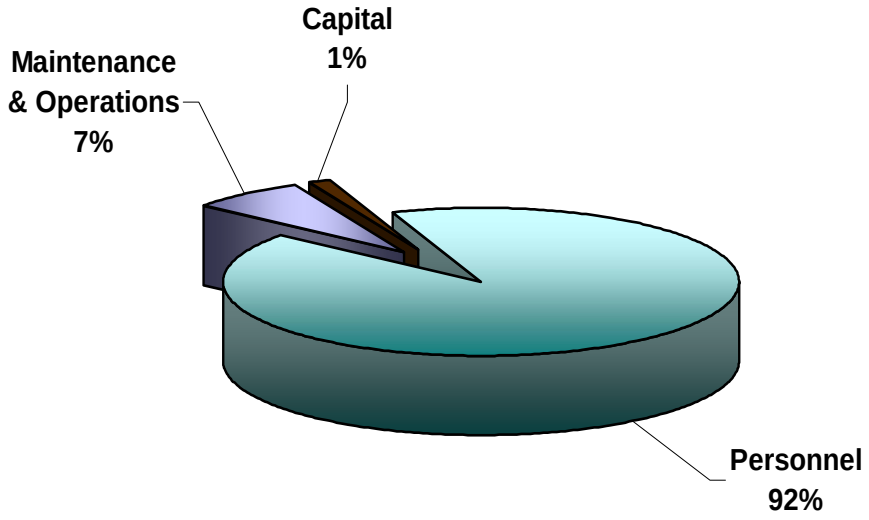
NA - Not Available

TOTAL INFRASTRUCTURE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,032,697	$2,284,937	$3,533,898
Maintenance & Operations	150,895	196,925	280,220
Capital	-	-	54,000
Total Expenditures	**$1,183,592**	**$2,481,862**	**$3,868,118**
Annual Cost Per Capita	**$38.28**	**$79.18**	**$117.80**

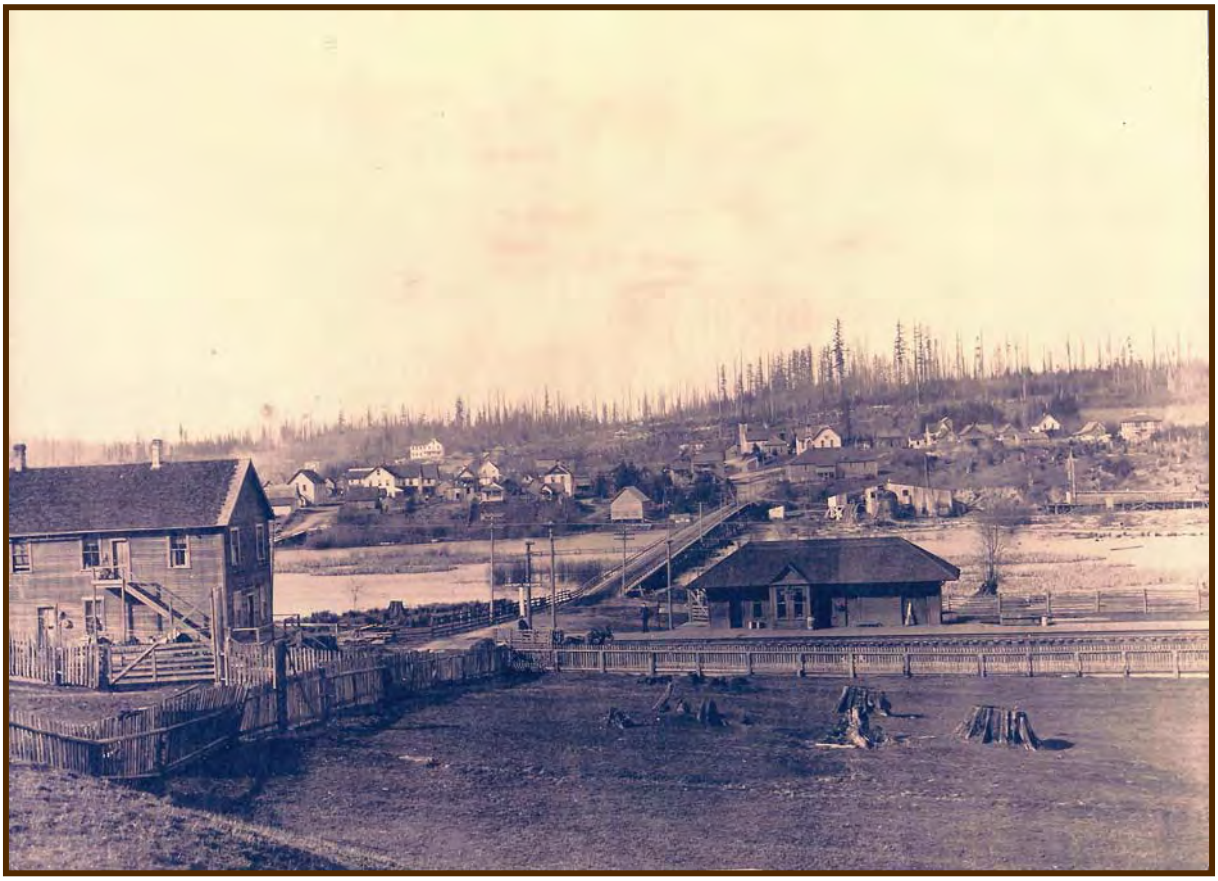
Total Expenditures and Cost per Capita excludes Operating Transfers and Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Five additional project term staff have been added to meet the increased workload of the adopted 2007-2013 Capital Facilities Plan (CFP). An additional Construction Inspector was added for private development construction projects.
- Additional office, protective gear, and other pertinent miscellaneous supplies associated with the additional Capital Facilities Plan and development inspector staff have been added.
- An engineering study for the potential extension of North East 203rd Street to SR-527.
- One time capital costs for a vehicle, other equipment for CFP, and development inspections.



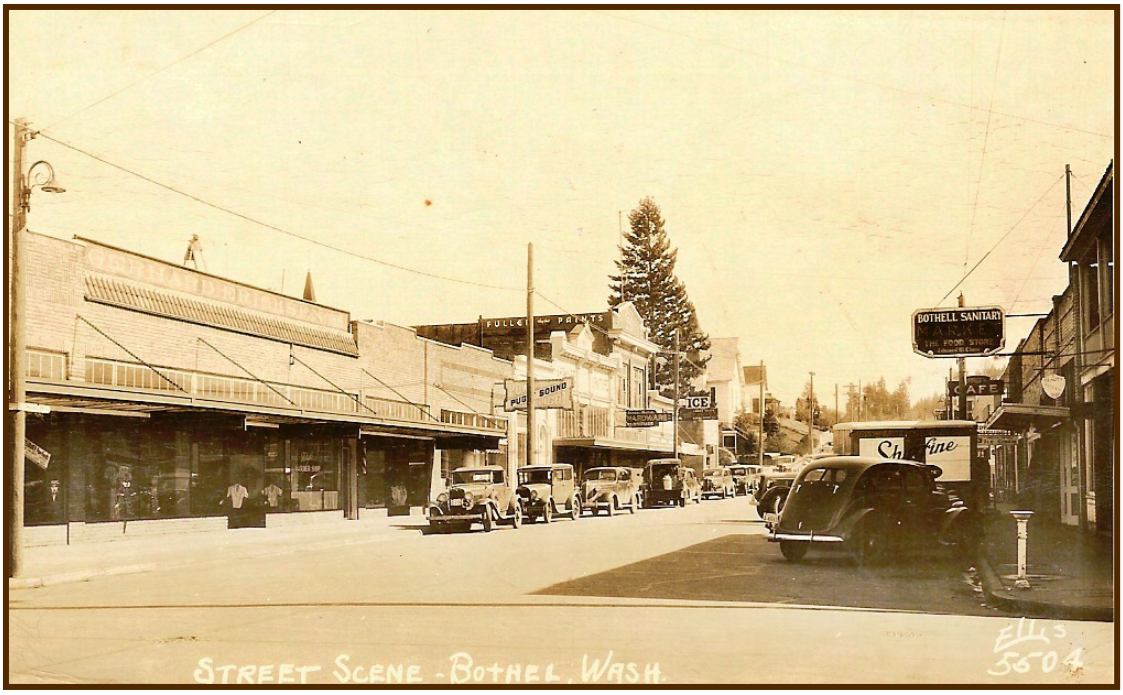
Bothell Railroad Depot 1900

TRANSPORTATION

Ericksen Horse & Buggie

The Transportation Division of the Public Works Department functions as a City resource for technical advice on matters relevant to traffic engineering and transportation planning. The Division proactively addresses the complex transportation engineering and planning issues facing the City. The Division plans, designs, and implements various transportation planning and traffic engineering projects throughout the City. Other key responsibilities include review of development projects and transportation impact fee determinations, traffic calming, traffic signal operation, administration of the Commute Trip Reduction program, traffic data collection, response to citizen inquiries, development of the annual Transportation Improvement program, and attending local and regional transportation committees. In addition, the Division provides technical support to the City Council Transportation Committee and the City Council representatives that serve on the regional transportation committees.

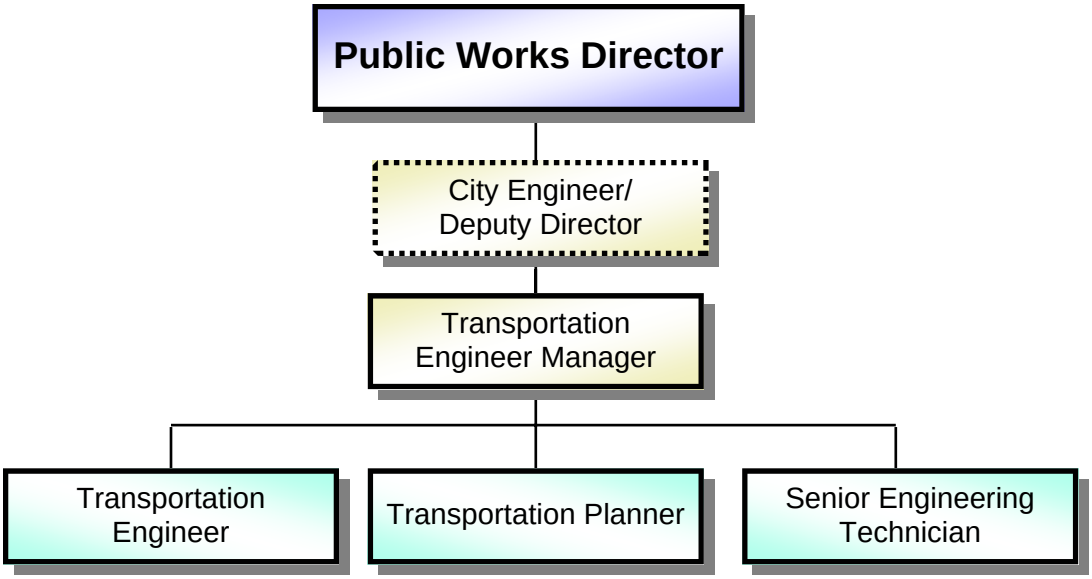
The 2007-2008 Transportation Division Budget is anticipated to increase $274,693 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $275,613. The increase is due to union negotiated salary step and cost-of-living increases, pension contributions, health insurance premiums, and the re-assignment of the Senior Engineering Technician from the Infrastructure, Development, and Improvement Division in the 2005-2006 budget. Maintenance and operations costs in the 2007-2008 budget have been slightly reduced due to system efficiencies.



Bothell Main Street 1926-1940

2005-2006 Accomplishments

- ✓ Implemented a series of low cost operational improvements to maximize the efficiency and safety of the existing transportation system. This included the following:
  - North East 195th Street and North Creek Parkway Intersection: Lane capacity addition through intersection channelization and related signal equipment upgrades.
  - SR-522 and Kaysner Way Intersection: Lane addition on the north leg creating dual southbound lanes and related signal equipment upgrades.
  - SR-522 SR-527 Intersection: Left turn lane capacity increase for the north leg and related signal upgrades.
  - SR-522 and 96th Avenue North East Intersection: Left turn addition to the south leg along 96th Avenue and related signal upgrades.
  - SR-527 and 190th Street Intersection: Intersection channelization and related signal upgrade to provide better signal operation.
  - 112th Avenue North East: Installed guard rails.
- ✓ Began implementing the corridor-wide Intelligent Transportation System (ITS) along SR-527.
- ✓ Completed the Transportation Element of the City's Comprehensive Plan update.
- ✓ Developed an effective Citywide Traffic Calming program.
- ✓ Administered Commute Trip Reduction programs.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Transportation Engineer Manager	1	1	1	1
Transportation Engineer	.85	.85	.85	.85
Transportation Planner	1	1	1	1
Senior Engineering Technician (The Senior Engineering Technician was moved from the Infrastructure, Development, & Improvement Division)	0	1	1	1
TOTAL	**2.85**	**3.85**	**3.85**	**3.85**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Ensure traffic impacts of proposed developments meet the City of Bothell's transportation standards and guidelines objectives

Activities

- ★ Review traffic impact studies to ensure that adequate transportation improvements and mitigations meet the City's requirements.
- ★ Review site plans to ensure developments mitigate safety impacts.
- ★ Identify appropriate traffic impact fees and mitigation requirements for each development project.
- ★ Update traffic impact fee.

Assist Council on transportation related committees and build partnerships to address transportation issues

Activities

- ★ Provide support to Council Members serving on the Seashore and Eastside Transportation Partnership Committees.
- ★ Support the UWB/CCC Campus Traffic Advisory Committee.
- ★ Present timely materials to the Planning Commission and the City Council on transportation issues.
- ★ Monitor regional transportation forums and discussions relevant to transportation issues affecting the City.
- ★ Initiate, coordinate, and develop programs to improve regional mobility and safety.
- ★ Work with other regional transportation entities to secure grants and regional funding for the design and implementation of transportation improvements within the City of Bothell.
- ★ Maintain a liaison with transit agencies and the Washington State Department of Transportation (WSDOT).

Manage the Commute Trip Reduction Program for the City of Bothell employers

Activities

- ★ Manage Commute Trip Reduction Program (CTR) contracts with King County Metro and Community Transit.
- ★ Utilize available CTR and related grant funds efficiently in order to minimize CTR program costs to the City.
- ★ Monitor employer annual program reports and biennial surveys for compliance.
- ★ Develop, adopt, and implement Citywide CTR Master Plan.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Provide a safe and efficient transportation system

Activities

- ★ Implement the City's Intelligent Transportation System Plan.
- ★ Work closely with developers, community groups, and governmental agencies to preserve and enhance the City and the region's transportation system.
- ★ Prepare and adopt the City's 6-Year Transportation Improvement Program (TIP) annually.
- ★ Perform technical analysis for the development, approval, and implementation of an enhanced traffic circulation plan for the Downtown area.
- ★ Perform special transportation studies and plans as needed.
- ★ Monitor/modify traffic signal operations.
- ★ Investigate and develop plans to implement and address safety concerns and reduce accidents.
- ★ Review collector safety and speed reduction modifications with the Council Transportation Committee prior to implementation.

Maintain the Citywide traffic data program

Activities

- ★ Conduct and manage the annual traffic count program.
- ★ Monitor concurrency in relation to traffic growth and development activity.
- ★ Develop and maintain a transportation information/data system for public use on the City's website.

Implement the Citywide Traffic Calming Program

Activities

- ★ Work with community groups and the City's Technical Traffic Committee to implement the Traffic Calming program on residential streets.
- ★ Promote the Traffic Calming program to citizens.
- ★ Provide traffic safety brochures to citizens.

Bus Depot 1939

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of CTR affected businesses monitored	90%	95%	100%	100%
% of developer traffic analysis reviews completed within target timelines	90%	100%	90%	90%
# of traffic signal timing patterns reviewed & adjusted if appropriate	NA	NA	15	15
Workload				
# of traffic signals/operations operated	16	18	20	20
# of developer traffic analysis reviews completed	NA	NA	75	75
# of accident locations reviewed	NA	NA	10	10
# of neighborhoods participating in the Traffic Calming program	NA	NA	4	6
# of CTR affected businesses	NA	NA	15	15

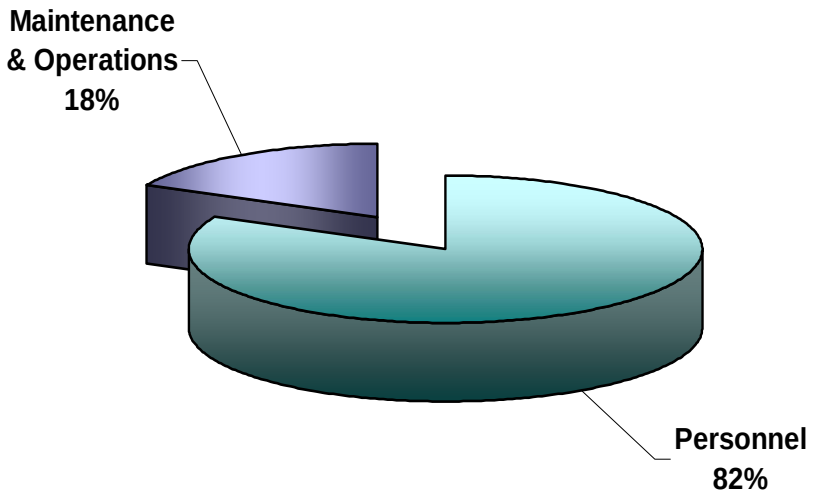
NA - Not Available

TOTAL TRANSPORTATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$489,956	$573,273	$848,886
Maintenance & Operations	100,580	184,270	183,350
Capital	-	-	-
Total Expenditures	**$590,536**	**$757,543**	**$1,032,236**
Annual Cost Per Capita	**$19.10**	**$24.17**	**$31.43**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

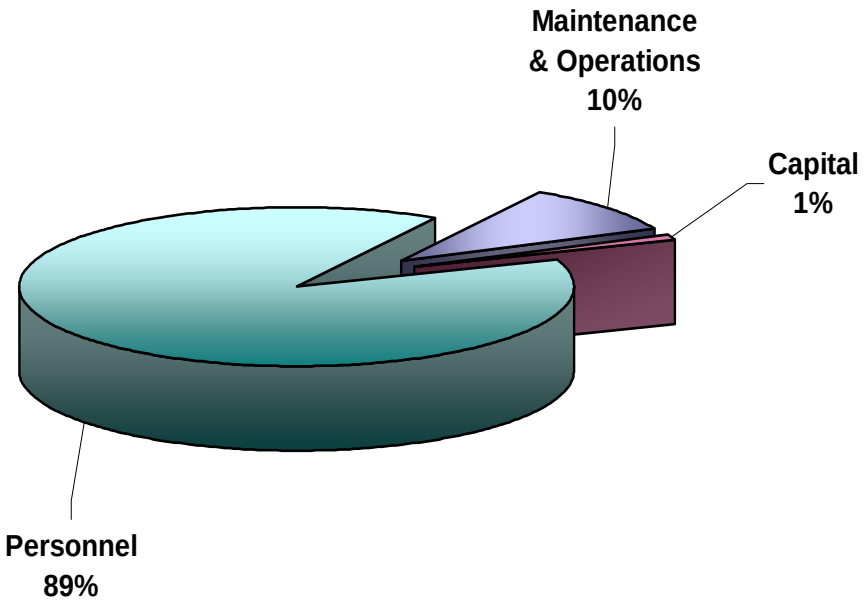
- Due to system efficiencies, maintenance and operations expenditures have been reduced.
- No significant changes were made in the 2007-2008 budget over its 2005-2006 budget other than the salary allocation of a Senior Engineering Technician from the Infrastructure, Development, and Improvement Division to address the projected workload.

TOTAL PUBLIC WORKS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,616,419	$2,993,121	$4,477,598
Maintenance & Operations	282,249	410,215	501,260
Capital	-	-	54,000
Total Expenditures	**$1,898,668**	**$3,403,336**	**$5,032,858**
Annual Cost Per Capita	**$61.41**	**$108.58**	**$153.27**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Department Wide 2007-2008 Financial Highlights

New Personnel:

- 5 FTEs dedicated and funded through capital projects.
- 1 Construction Inspector for private development construction projects.
- One-time costs associated with new personnel.
- Additional copier leases.
- Engineering study for the potential extension of North East 203rd Street.

Public Works Department

Facilities Division

FACILITIES

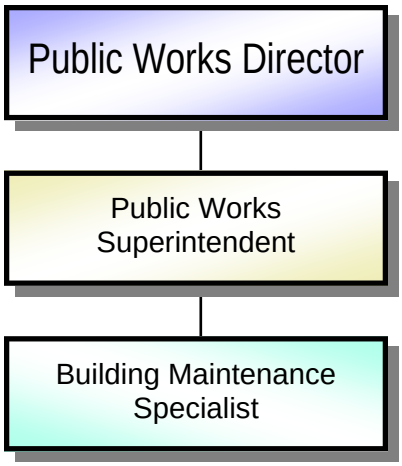
Facility Services is an internal services division responsible for acquisition, maintenance, repair, and improvements to City-owned facilities. In 2007-2008, the biggest challenge the Division will face will be to coordinate with the Infrastructure, Development, and Improvement Division to design and construct a new Public Works Shop and bring the new facility online. The Division also works closely with other departments to ensure that capital improvements, including remodels, painting, and roof repairs, are completed with minimal impact on the City's workforce, and provides oversight for the janitorial contract.

The 2007-2008 Facilities Budget is anticipated to increase $353,038 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $45,422. The increase is due to union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. Other increases include the new janitorial contract, improvements to existing facilities such as the Dawson building remodel, Lytle house upgrades, and Court/passport counter modifications. Another contributing factor was the Public Works Shop lease, which was under budgeted in 2005-2006.

2005-2006 Accomplishments

- ✓ Moved Public Works crews to the leased Central Shop space.
- ✓ Awarded bid for the new janitorial service.
- ✓ Remodeled the Lytle house.
- ✓ Implemented a facility request tracking system.

Railroad Depot 1890-1973



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Building Maintenance Specialist	1	1	1	1
Public Works Superintendent	.33	.33	.5	.5
Senior Office Specialist	0	0	0	0
TOTAL	**1.33**	**1.33**	**1.50**	**1.50**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Implement Citywide facility needs

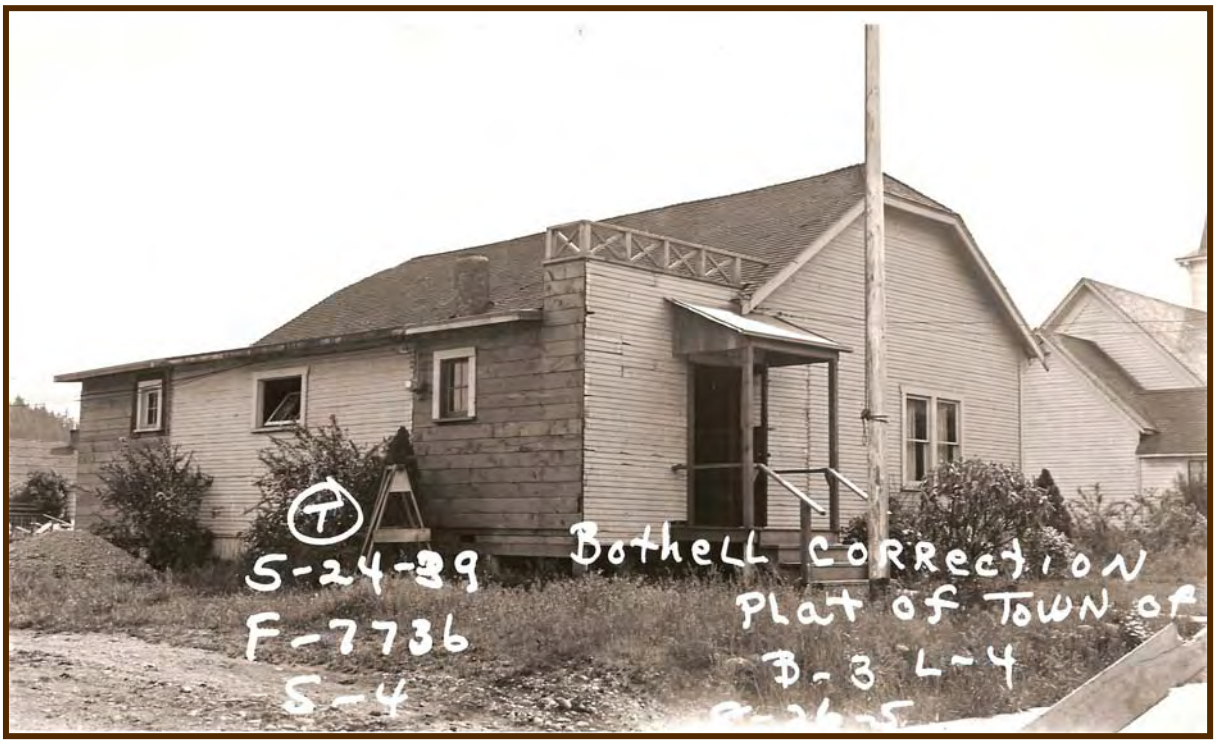
Activities

- ★ Coordinate the completion of all budgeted projects on time and within budget.
- ★ Assess facility needs including review of the asset replacement schedule.

Provide safe, clean, and comfortable City-owned facilities

Activities

- ★ Respond to service requests within 1 business day 90% of the time.
- ★ Oversee building maintenance contracts to ensure that equipment is in good working condition and safety requirements are being met.
- ★ Oversee the janitorial contract to ensure services are provided per the contract.
- ★ Conduct internal customer service surveys.



Lutheran Meeting Place American Legion Hall

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of internal customers responding to customer service surveys with a "good" or "excellent" rating	90%	NA	90%	90%
% of responses to facility maintenance/service requests within 1 business day	NA	NA	90%	90%
% of internal customers responding to custodial service surveys with a "good" or "excellent" rating	NA	NA	80%	90%
# of budgeted projects completed	9	7	12	14
Workload				
# of facility maintenance/service requests	NA	NA	350	350
# of City-owned facilities	22	22	22	22
# of budgeted projects	9	7	12	14

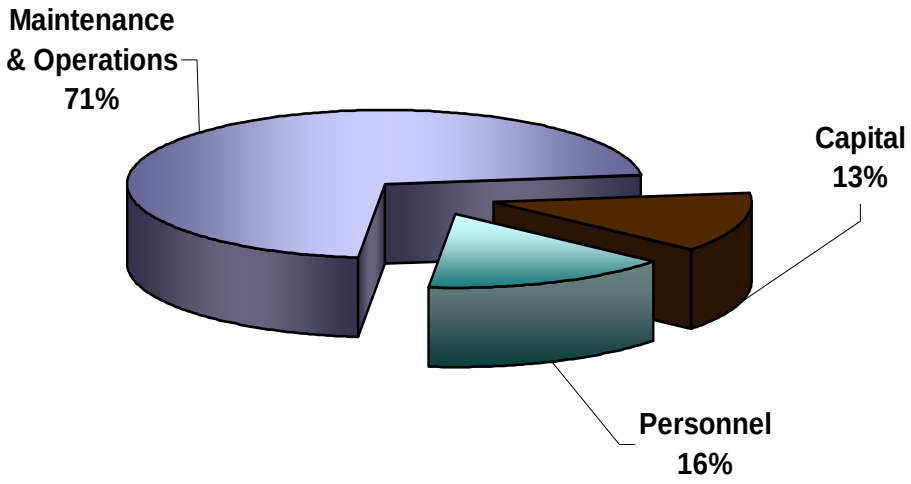
NA - Not Available

TOTAL FACILITIES REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$221,269	$245,162	$290,584
Maintenance & Operations	1,154,887	1,177,584	1,324,700
Capital	1,372,150	81,500	242,000
Total Expenditures	**$2,748,306**	**$1,504,246**	**$1,857,284**
Annual Cost Per Capita	**$88.88**	**$47.99**	**$56.56**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Increase in expenditures due to the new janitorial contract, Public Works Shop lease, and remodeling of existing facilities.

Public Works Department

Parks & Recreation Division

PARKS & RECREATION

PARKS DIVISION

The Parks Division of the Public Works Department ensures that there is a broad range of safe and positive leisure experiences for users of our City parks. The park system encompasses 25 parks and facilities making up 74.67 acres of developed land, 17.67 acres of undeveloped land, and 108.5 acres of open space. These park facilities include:

- Bloomberg Hill Park
- Blyth Park
- Brackett's Landing Park
- Brickyard Road Park
- Cedar Grove Park
- Conifer View Park
- Conifer View IV Park
- Haynes Property
- Kaysner Property
- North Creek Sportsfields
- Northshore Trail
- Park at Bothell Landing
- Park at North Creek
- Pioneer Cemetery
- Red Brick Road Park
- Royal Oaks Park
- Sammamish River Park
- Skate Park
- Stipek Park
- Swedish Cemetery
- Thrasher's Corner Park
- Triangle Park
- Volunteer Park
- Westhill Sportsfields
- William Penn Park

In addition, the Department maintains the grounds for the City's 6 primary buildings; 2 cemeteries; and streetscapes along Main Street, SR-522, and SR-527.

Responsibilities include:

- Daily operations including landscaping, mowing, litter pickup, ball field maintenance and preparation, playground and sports court safety inspections and repair, and trail maintenance.
- Managing various programs including contracted burial services, Northcreek Sportsfield operations, Tree City USA, Arbor Day, and the City owned irrigation systems.
- Maintaining the City's Adopt-a-Park the program.

RECREATION DIVISION

The Recreation Division of the Public Works Department provides a broad range of services for all members of the community including personal enrichment, physical fitness, competitive sports, after school opportunities and community events, the rental and management of the City's 8 sportsfields, 3 picnic shelters, and the Lytle house at the Park at Bothell Landing.

The Division also partners with the Northshore School District, Northshore YMCA and the Greater Bothell Chamber of Commerce, as well as local businesses that enhance the City's ability to provide recreation opportunities to the community.

Parks & Recreation Division

The 2007-2008 Parks and Recreation Budget is anticipated to decrease $1,666,261 over its 2005-2006 budget. The decrease is the result of moving all park capital project expenditures to the capital projects budget. However, salary and benefit costs are expected to exceed the previous 2-year budgeting period by $240,326. This increase is due to union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The increase to the maintenance and operations budget is the result of irrigation costs, which were not budgeted in 2005-2006.

RECREATION

2005-2006 Accomplishments

- ✓ Assumed operation of the Lytle house.
- ✓ Obtained a lease agreement for the Anderson Gym to expand recreation programs.
- ✓ Implemented online registration for recreation programs.
- ✓ Coordinated community events including:
  - Music in the Park
  - Freedom Festival
  - RiverFest
  - Community Egg Hunt
  - Safe Halloween

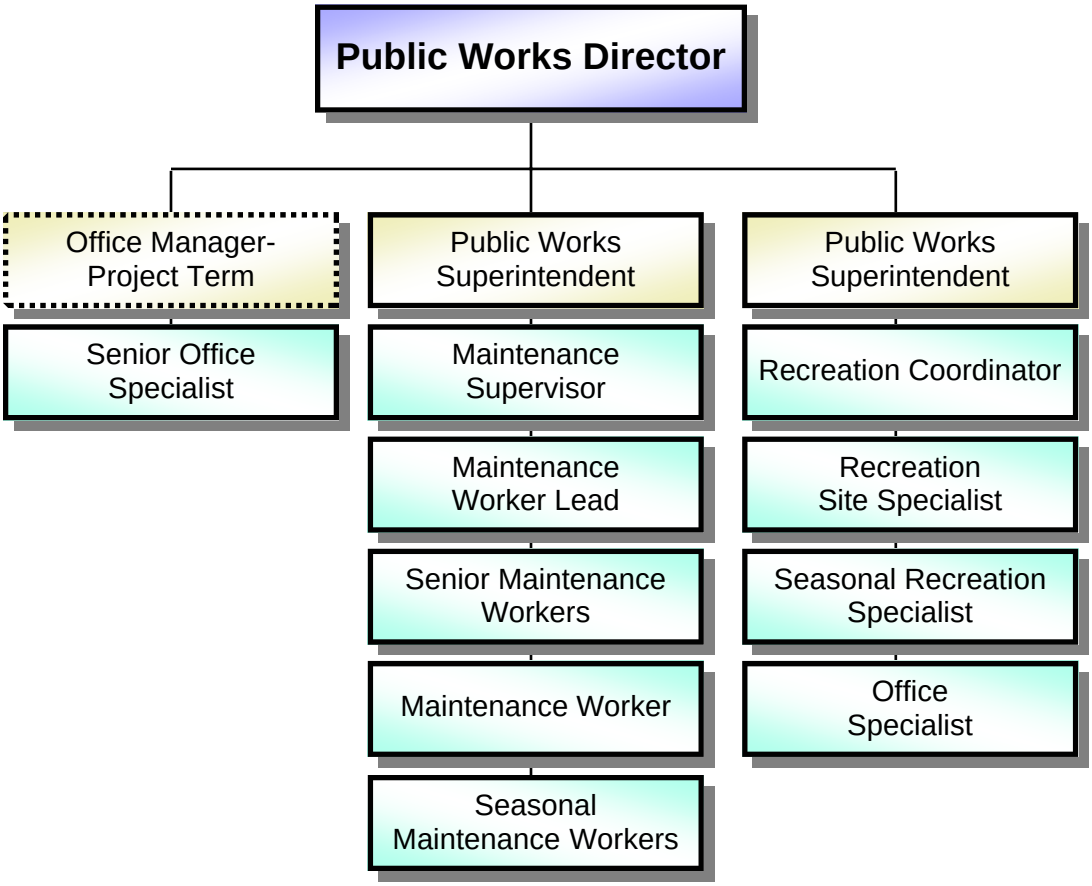
Blyth Corner at Eayne

PARKS MAINTENANCE

2005-2006 Accomplishments

- Opened Cedar Grove Park.
- Installed a toddler playground structure at Cedar Grove Park.
- Developed partnerships with King County and Northshore Youth Soccer to fund the installation of a synthetic turf on North Creek Field #4.
- Began updating the City's Parks, Recreation, and Open Space Plan (PROSAP).
- Co-located the City's maintenance and operations facilities to the leased Northshore School District site.
- Planned and staffed Arbor Day functions at Cedar Grove Park.
- Prepared a site for installation of the large Blyth Park shelter.

Parks & Recreation Division



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Superintendent	.54	.54	.7	.7
Maintenance Supervisor	.33	.33	0	0
Maintenance Worker Lead	1	1	1	1
Senior Maintenance Worker	4	4	4	4
Maintenance Worker	0	1	1	1
Seasonal Maintenance Worker	1	.66	.66	.66
Recreation Coordinator	1	1	1	1
Senior Office Specialist	0	0	.2	.2
Office Specialist	1	1	1	1
Seasonal Recreation Specialist	.33	.33	.33	.33
Recreation Site Specialist	.33	.33	.33	.33
TOTAL	**9.53**	**10.19**	**10.22**	**10.22**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

PARKS DIVISION

Provide a safe, clean, and attractive environment for users

Activities

- ★ Meet established standards in accordance with the Parks, Recreation and Open Space Action Plan (PROSAP) update for safety, cleanliness, usability, aesthetics, and serviceability.

Administer and maintain the Pioneer Cemetery

Activities

- ★ Provide compassionate, courteous, and professional service.
- ★ Oversee burial service contracts.
- ★ Maintain the cemetery grounds.

Provide clean and attractive municipal grounds

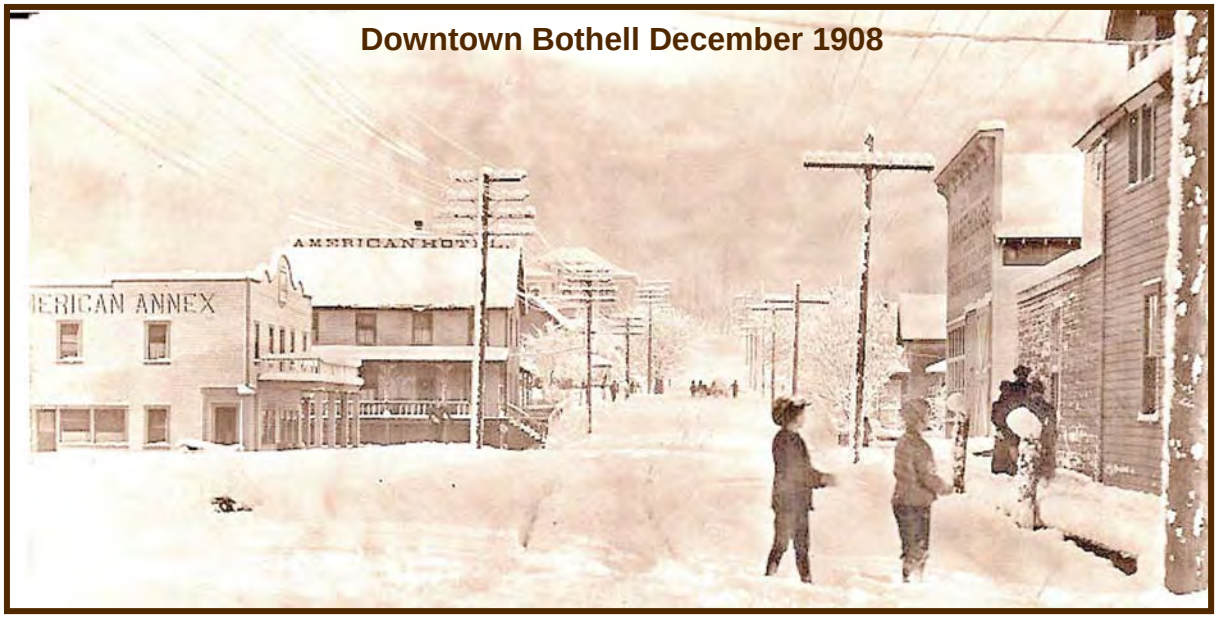
Activities

- ★ Meet established service levels per the PROSAP for lawns, beds, and parking lots.

Implement the acquisition and development of park lands

Activities

- ★ Prepare appropriate grant applications.
- ★ Select design firms to prepare plans and specifications.
- ★ Manage the construction phase of funded projects.



Downtown Bothell December 1908

2007-2008 BUDGET OUTCOMES & ACTIVITIES

RECREATION DIVISION

Provide outstanding recreation opportunities for the community

Activities

- ★ Preserve and enhance the quality of life in Bothell in response to the recommendations made in the 2007 PROSAP.
- ★ Organize and support community events.
- ★ Organize and support adult and youth sports, leagues, and field use.
- ★ Develop strong relationships with community partners.

Increase recreation programs and activities that meet the public's interest

Activities

- ★ Offer programs that were supported by recommendations made in the 2007 PROSAP.
- ★ Develop relationships with program providers that result in affordable programs and activities.
- ★ Survey program participants to determine if programs met their expectations.

Provide a quality space that can be used by all members of the community

Activities

- ★ Market the Lytle house to both residents and businesses to increase use.
- ★ Complete Phase 2 upgrades to the building.

Update the Parks, Recreation, and Open Space Action Plan

Activities

- ★ Adopt the PROSAP by the Parks and Recreation Board.
- ★ Council review and consideration of the PROSAP recommendation.

Provide quality recreation programming at a competitive, yet responsible price

Activities

- ★ Develop programs and activities in line with the adopted Parks and Recreation fee policy adopted in 2003.
- ★ Update the adopted Parks and Recreation fee policy to include a cost recovery model appropriate for the City.

PERFORMANCE MEASURES

PARKS DIVISION

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of customer service & safety concerns addressed within 24 hours of being identified/reported	NA	NA	100%	100%
% of staff members certified as playground safety inspectors	NA	NA	60%	80%
% of headstones set within 1 week of payment & delivery	NA	NA	100%	100%
% of compliance with maintenance standards	NA	NA	100%	100%
Efficiency				
# of safety audits & inspections of park facilities	NA	NA	256	258
# of inspections of the parks trail system	NA	NA	12	12
# of inspections of the parks restroom facilities	NA	NA	365	365
# of playgrounds inspected, repaired, or replaced	NA	NA	23	23

NA - Not Available

DEPARTMENT PERFORMANCE MEASURES

RECREATION DIVISION

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of recreation program survey respondents stating that the program was of "good" or "excellent" quality	90%	95%	90%	90%
% of Lytle house renters rating their experience as "good" or "excellent"	NA	NA	90%	90%
Workload				
# of community events held	14	24	12	12
# of recreation class opportunities offered	400	498	250	250
# of teams in adult softball	NA	180	114	120
# of Lytle house rentals	NA	NA	25	50
# of new recreation programs offered	NA	NA	6	12
# of partnership programs/events offered	NA	NA	6	6

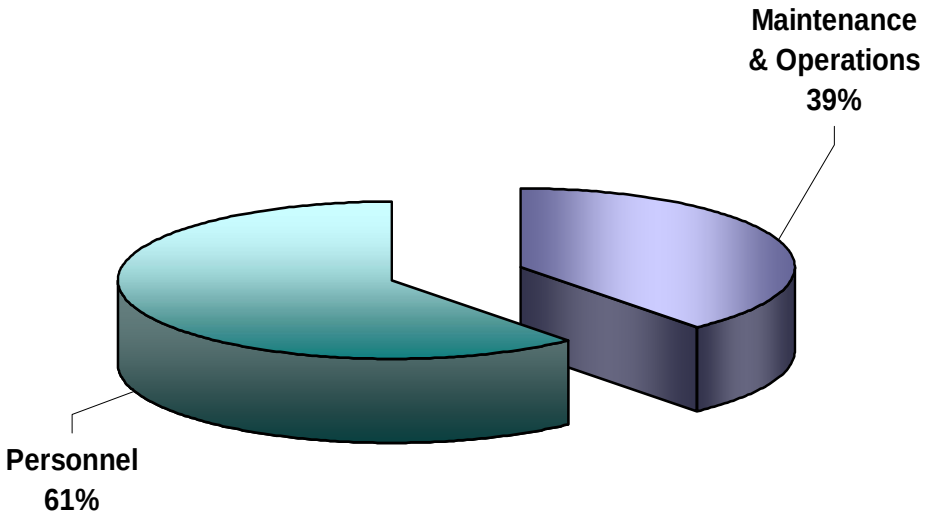
NA - Not Available

TOTAL PARKS & RECREATION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,135,818	$1,320,225	$1,560,551
Maintenance & Operations	536,571	852,966	988,350
Capital	972,868	2,041,971	-
Total Expenditures	**$2,645,257**	**$4,215,162**	**$2,548,901**
Annual Cost Per Capita	**$85.55**	**$134.48**	**$77.62**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- 2007-2008 Capital Projects are appropriately funded through the City's Capital Improvements budget therefore decreasing Capital Projects expenditures in the Parks & Recreation Division.
- Irrigation costs doubled as a result of correcting an accounting error in the 2005-2006 budget.
- Purchase of a bucket truck in 2006 allowed the Division to eliminate the need for contracting seasonal banner placement and removal, and some arborist tree maintenance.

Community Development Department

COMMUNITY DEVELOPMENT DEPARTMENT

It is the mission of the City of Bothell Community Development Department:

- To help the community articulate its vision for Bothell, through the ongoing refinement of the *Imagine Bothell…*Comprehensive Plan and development regulations; and
- To ensure that the vision becomes a reality, by conscientiously 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 projects and programs.

In the realm of planning and annexation activities, the next biennium will feature the completion of policies and regulations for the Downtown Plan, and the potential facilitation of one or more large annexations of unincorporated territory within the City's Planning Area.

Construction activity is expected to remain strong over the next two years. Residential development should be robust throughout the biennium, with traditional single family and detached condominiums far outpacing attached multi-family. Office development will continue rebounding as existing vacant spaces fill with tenants, stalled projects resume construction, and new buildings break ground. Retail development is anticipated to proceed at a healthy, steady pace. By the end of the biennium, significant redevelopment of Downtown opportunity properties should be in the design stage, if not beginning construction.

To accommodate the above, the 2007-2008 Community Development Budget provides for the following:

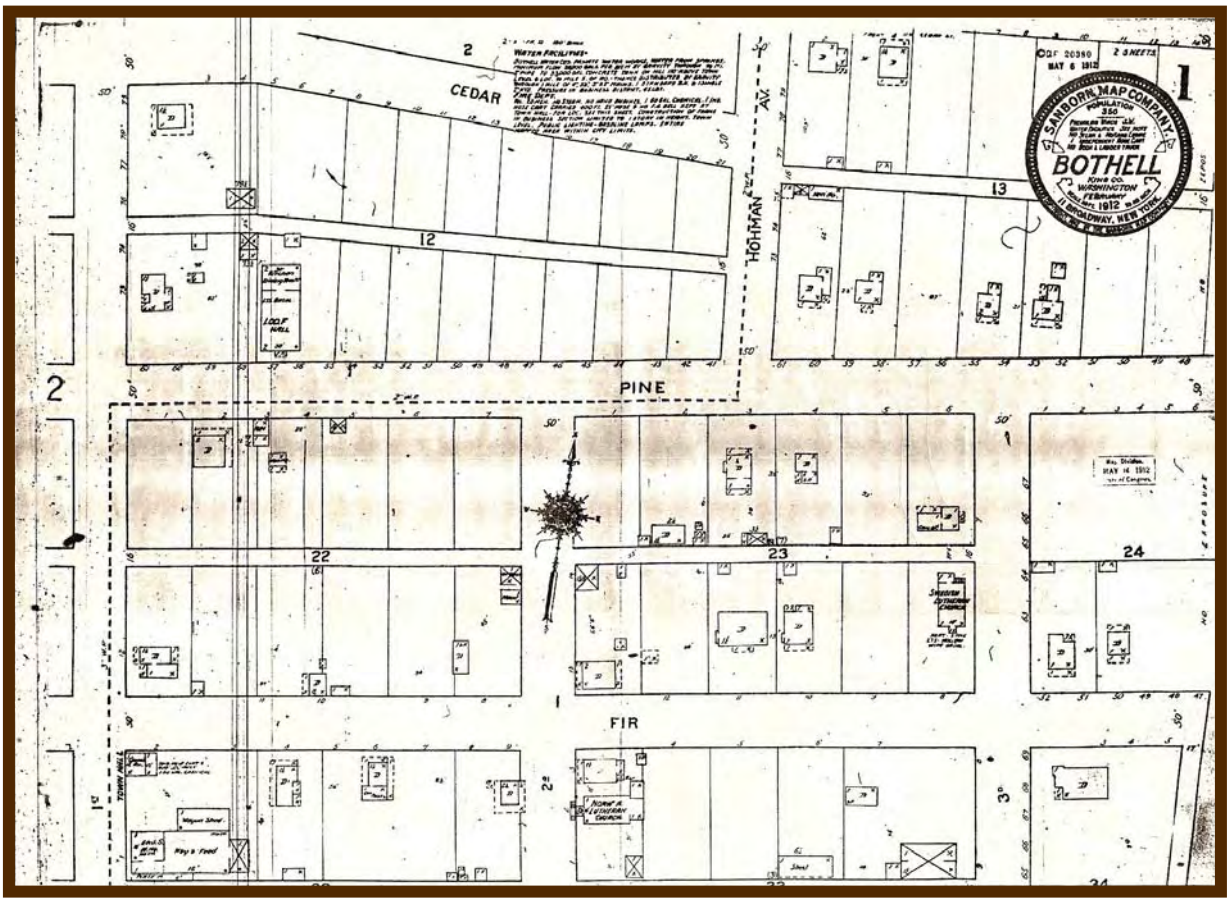
- Progression of the Downtown Plan from development of the Vision and Planning Framework, to which 2006 was devoted, through specific plan policies and development regulations in 2007. These actions would create a detailed template for redevelopment of a revitalized and vibrant Downtown, including such key opportunity sites as the Northshore School District and Safeway properties.

- Support and facilitation of expected annexation efforts within the Potential Annexation Area (in King County) and Municipal Urban Growth Area (in Snohomish County), subject to Council direction. Staff anticipates annexation requests over the next biennium totaling as much as 5,000 acres and 24,000 persons.

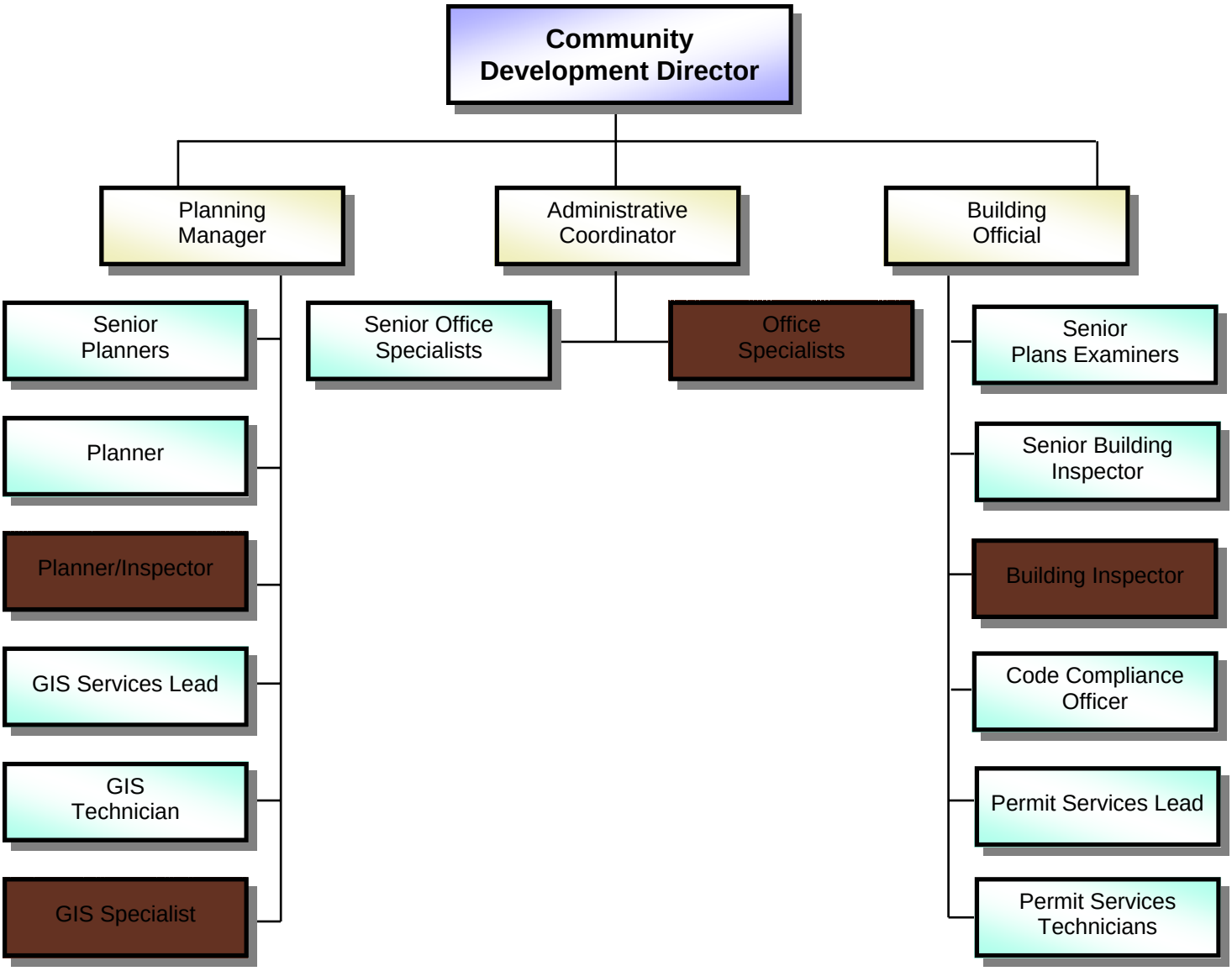
- Allocation of adequate staff resources and the implementation of operational improvements (as a result of the 2006 Development Services Improvement Initiative) to ensure timely and accurate plan review and inspections for the anticipated high level of residential, office, and retail development activity.

- Continued identification and implementation of efficiencies in the permitting process, including expansion of online permitting capabilities to include single family basic plans and some commercial permits.

- Continued to address staffing needs by re-designating 2 limited-term positions (Building Inspector and GIS Specialist) to regular full-time positions, and the creation of a new Planner/Inspector position. In addition, a 2006 limited-term Office Specialist position is being extended to the 2007-2008 biennium.



Bothell's First Platting August 10, 1899



= 2007-2008 New Positions

ADMINISTRATIVE

The Administrative Services Division is responsible for the oversight of the Community Development Department and performs a wide range of functions, including financial, personnel, purchasing, and customer service.

The administrative staff provides complex clerical and technical support to the Department Director; provides administrative support to the Hearing Examiner and Planning Commission, including preparing agenda packets and minutes for the Planning Commission meetings; and manages records for Community Development and Public Works, including training staff on operating procedures and coordination of the City's Records Information Program.

The 2007-2008 Administrative Division budget is $217,695 higher than the 2005-2006 division budget. Other than salary step and cost-of-living increases, increase in cost of benefits and inflation-related increases in maintenance and operation expenditures, the difference between the biennial budgets is attributable to extending a limited-term Office Specialist position, and allocating more funding for postage for the Downtown Plan and other mailings.

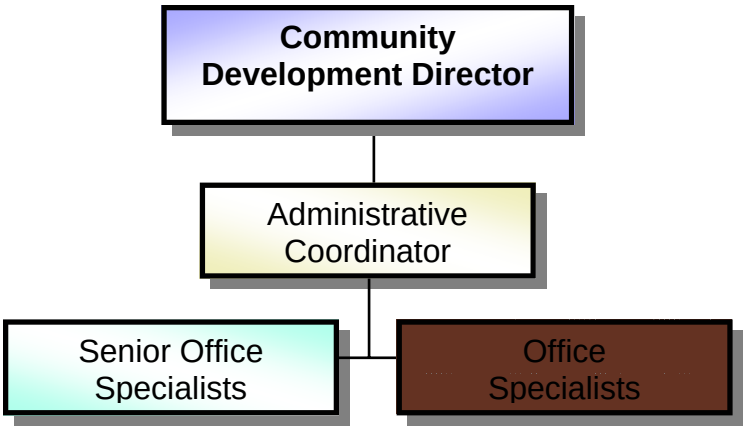
The 2007-2008 budget extends a limited-term Office Specialist position in the Administration Services Division. This position performs receptionist duties at the Dawson Building for Community Development, Public Works, and the Fire/Hazard Prevention Bureau. The position enables other staff, who previously shared these duties, to concentrate on project filing which has increased with the boom in development activity, and on responding to public records requests, which have also grown substantially.

2005-2006 Accomplishments*

- ✓ Greeted and referred 7,426 visitors to appropriate Community Development, Public Works, and Fire Bureau staff.
- ✓ Received and transferred 11,431 calls to appropriate staff.
- ✓ Prepared 921 public records requests.

*Numbers reflected are through June 2006.

Administrative Services Division



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Community Development Director	1	1	1	1
Administrative Coordinator	1	1	1	1
Senior Office Specialist	2	2	2	2
Office Specialist - 1 limited term	1	1	2	2
TOTAL	**5**	**5**	**6**	**6**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Jones & Mohn 1962

Increase efficiencies within the department to maintain the current level of service or improve the level of service despite increasing workloads

Activities

- ★ Provide clear direction, expectations, and realistic productivity standards.
- ★ Update and maintain department standard operating procedures (SOP) manuals as needed.
- ★ Implement process changes identified in the 2006 Development Services Improvement Initiative.

Retain high quality, responsive customer service to staff and the public

Activities

- ★ Post and distribute monthly *Imagine Bothell…* notices.
- ★ Process accounts payable/receivable in a timely manner.
- ★ Provide timely responses to public record requests to ensure that customer service demands are met and comply with State laws.
- ★ Manage the Development Review invoicing system and revenue accounts.
- ★ Process payroll and Personnel Change Notices (PCN) in a timely manner and keep staff informed on any changes in the system.

Manage and maintain development records system

Activities

- ★ Continue to assist departments with identification and implementation of new records system.
- ★ Ensure records are organized and current to ensure information is readily available.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of packets delivered to Planning Commission (PC) 4 days before meeting	100%	100%	100%	100%
% of PC minutes completed within 2 days of meeting	98%	99%	99%	99%
% of customer service responses within prescribed timelines (5 days)	100%	99%	100%	100%
% of same-day response to staff seeking technical & administrative support	98%	95%	98%	98%
Efficiency				
Cost to produce Planning Commission minutes per meeting	$315	$280	$315	$315
Cost savings in staff time, postage, & materials by implementing electronic distribution of the *Imagine Bothell...* notices	$4,500	$4,500	$2,250	$2,250
Workload				
# of *Imagine Bothell…* notices prepared & distributed	22	23	11	11
# of Planning Commission, Landmark Preservation Board, & Hearing Examiner packets prepared	1,000	1,050	500	500
Development review fees collected	$550K	$1,020M	$650K	$700K
# of new business licenses processed	1,000	1,090	500	500
# of public records tracked to resolution	600	1,220	500	500

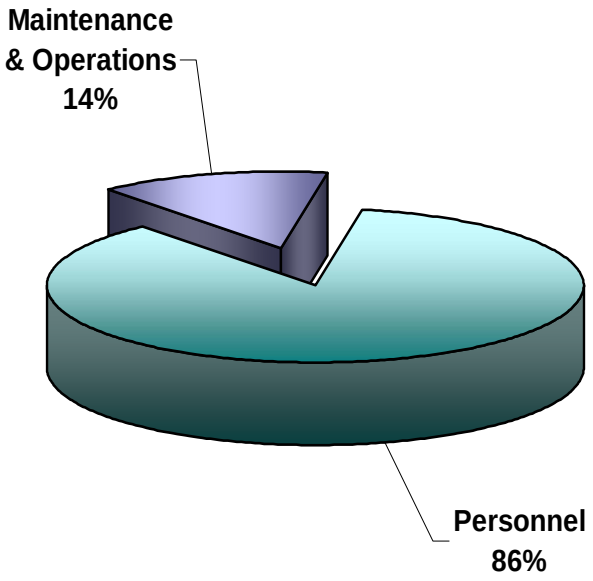
NA - Not Available

TOTAL ADMINISTRATIVE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$703,368	$825,889	$1,033,684
Maintenance & Operations	116,407	158,100	168,000
Capital	-	-	-
Total Expenditures	**$819,776**	**$983,989**	**$1,201,684**
Annual Cost Per Capita	**$26.51**	**$31.39**	**$36.59**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Extending a limited-term Office Specialist position.
- Increasing funding for postage for the Downtown Plan and other mailings.

BUILDING & PERMIT SERVICES

The Building and Permit Services Division is composed of three sections: Protective Inspections, Permit Services, and Code Enforcement. The Protective Inspections Section is responsible for reviewing applications for building, plumbing and mechanical permits; field inspection of all building related construction projects; and damage assessment following natural disasters. Permit Services is the coordination/management section for the processing of all land use, building, and public works permit applications. Code Enforcement is responsible for the enforcement of the codes relating to zoning, land use, and construction related activities.

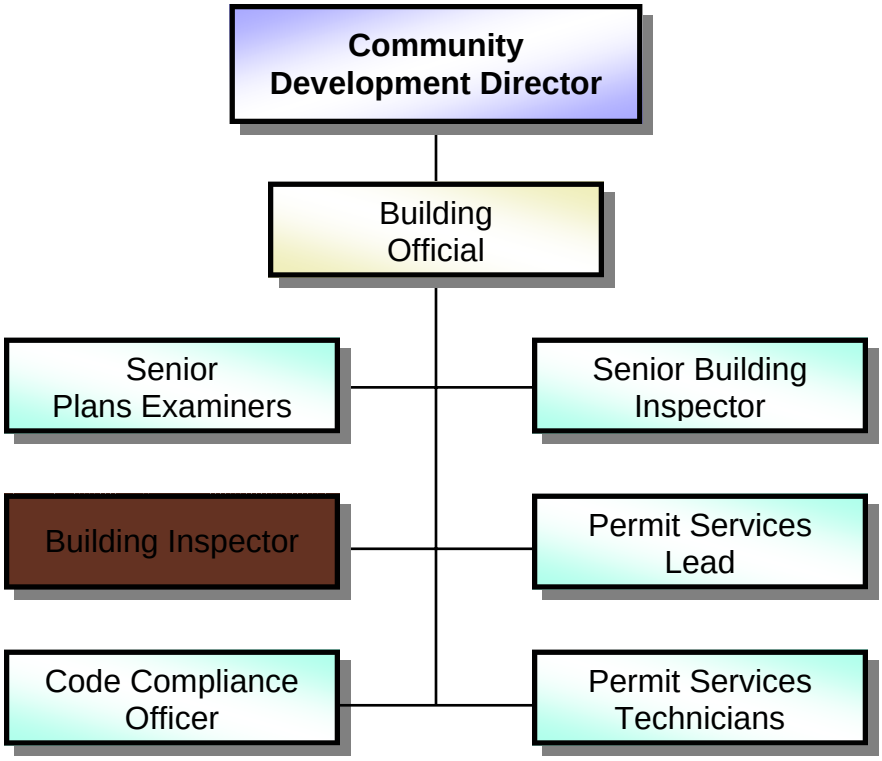
The 2007-2008 Building and Permit Services Division budget is $359,736 higher than the 2005-2006 division budget. Other than salary step and cost-of-living increases, increase in cost of benefits and inflation-related increases in maintenance and operation expenditures, the difference between the biennial budgets is attributable to: 1) converting a limited-term Building Inspector position (funded in 2006) to a regular full-time position, 2) purchasing a vehicle for the new Planner/ Inspector in the Planning and GIS Division, and 3) allocating funding for banking fees for the online permitting service.

As noted above, the 2007-2008 budget adds a Building Inspector position. This creates a regular full-time position from a limited-term position which was created in 2006 out of necessity to keep up with the workload in building inspections. The new position also allows the 2 Plans Examiners to concentrate on plan review, rather than having to divide their time between plan review and inspections, which will improve permit processing time.

2005-2006 Accomplishments*

- ✓ Received 1,115 building permit applications totaling $255,021,769 in assessed property value.
- ✓ Issued 936 building permits totaling $160,206,000 in assessed property value.
- ✓ Performed 7,527 building inspections.

*Numbers reflected are through August 2006.



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Building Official	1	1	1	1
Senior Plans Examiner	2	2	2	2
Senior Building Inspector	1	1	1	1
Building Inspector	0	0	1	1
Code Compliance Officer	1	1	1	1
Permit Services Lead	1	1	1	1
Permit Services Technician	2	2	2	2
TOTAL	8	8	9	9

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Design and construct building and structures to comply with minimum City, State, and Federal codes and standards

Activities

- ★ Conduct thorough and timely review of plans, specifications, and engineering calculations.
- ★ Inspect all active construction projects, and ensure that all required inspections occur in the order and sequence required to determine compliance.
- ★ Abate unsafe or dangerous structures.

Stay consistent with surrounding jurisdictions in the application of codes and standards

Activities

- ★ 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 a "Common Building Code" adoption ordinance with other partner cities of the eCityGov Alliance, in association with MyBuildingPermit.com, for the 2007 editions of the I-Codes.

Resolve disputes to gain compliance with City and State codes

Activities

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

Increase efficiencies within the department to maintain the current level of service or improve the level of service despite increasing workloads

Activities

- ★ Provide clear direction, expectations, and realistic productivity standards.
- ★ Update and maintain department Standard Operating Procedures (SOP) manuals as needed.
- ★ Implement process changes identified in the 2006 Development Services Improvement Initiative.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
Maintain a Building Code Effectiveness Classification rating of 3 or better (1 is the highest rating)	3	3	3	3
% of technical staff certified or licensed by a recognized technical/professional organization	100%	100%	100%	100%
% of violations resolved through voluntary compliance methods	80%	80%	80%	80%
% of cases successfully upheld by the Hearing Examiner	95%	95%	95%	95%
% of building permits processed per specified timeline	95%	95%	95%	95%
Efficiency				
Avg # of days for processing building permits	42	64	60	60
% of requested inspections completed within 24 hours	100%	100%	100%	100%
% of violation cases closed within targeted timelines	NA	NA	80%	80%
# of active violation cases per code compliance officer	NA	NA	75	75
Workload				
# of inspections performed	NA	9,500	5,000	5,000
# of permit applications completed per year	NA	2,400	1,250	1,250
# of violation complaints received	NA	210	100	100
Jointly sponsored training opportunities for designers, contractors, & citizens via eCityGov & MyBuildingPermit Management Committee	NA	NA	10	10

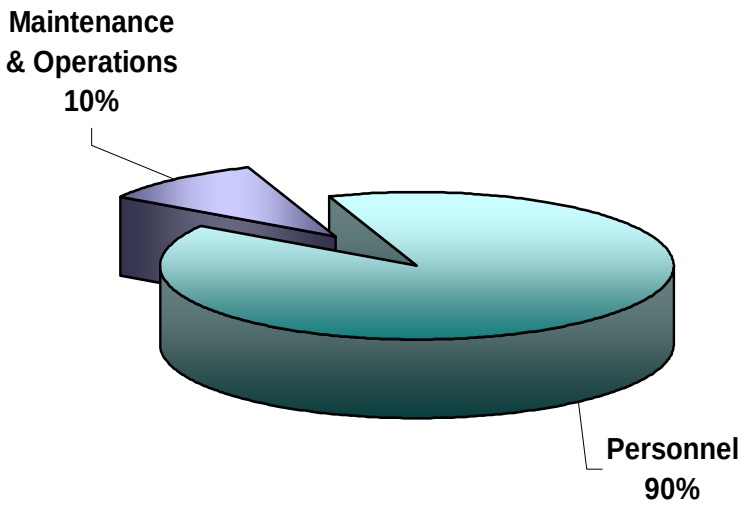
NA - Not Available

TOTAL BUILDING & PERMIT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,186,229	$1,374,077	$1,694,573
Maintenance & Operations	81,839	154,200	193,440
Capital	-	-	-
Total Expenditures	**$1,268,068**	**$1,528,277**	**$1,888,013**
Annual Cost Per Capita	**$41.01**	**$48.76**	**$57.50**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- Re-designating a limited-term Building Inspector to a regular full-time position.
- Purchasing a vehicle for the new Planner/Inspector position in the Planning and GIS Division.
- Allocating funding for banking fees for the online permitting service (recovered through permit fees).

PLANNING & GIS SERVICES

The Planning Division is composed of three sections: Planning, Development Services, and Geographic Information Systems (GIS). The Planning section is responsible for maintaining and updating the *Imagine Bothell…* Comprehensive Plan; implementing Plan policies through new regulations and community-enhancing projects and programs such as historic preservation; and collecting and analyzing data concerning population and employment growth. The Development Services Section reviews development applications for compliance with land use regulations and applicable policies, and inspects developments under construction for conformance to approved plans. The GIS section provides internal and external geographic information system services, as well as addressing, the preparation of maps and other graphic materials, and parcel-based analysis.

The 2007-2008 Planning Division budget is $492,776 higher than the 2005-2006 division budget. Other than salary step and cost-of-living increases, increase in cost of benefits and inflation-related increases in maintenance and operation expenditures, the difference between the biennial budgets is attributable to; 1) creation of a full-time Planner/Inspector position; 2) allocation of funding for consultant services for Phase 2 of the Downtown Plan (including Environmental Impact Statement preparation); 3) allocation of funding for new aerial photos of the City (including planimetrics); and 4) allocation of funding for enhancements to the recently purchased trailer for the Model A Fire Truck so it can be displayed at parades and other events.

The 2007-2008 budget includes a new Planner/Inspector position. Unlike the Building and Permit Services Division in Community Development or the Infrastructure Development & Improvement Division in Public Works, the Planning Division has never had a position dedicated to the inspection of projects for compliance with zoning and critical areas regulations, relying instead on the planners themselves to perform the inspections. With the increase in development activity in the past few years, the planners have found it difficult to find the time to do inspections without adversely impacting development review times. The new position would enable the Division to better understand site characteristics, including critical areas, before a project begins construction, and to better monitor compliance with development regulations and conditions during and after construction. The position would also entail review of minor land use applications such as sign permits and boundary line adjustments, and respond to routine land use questions.

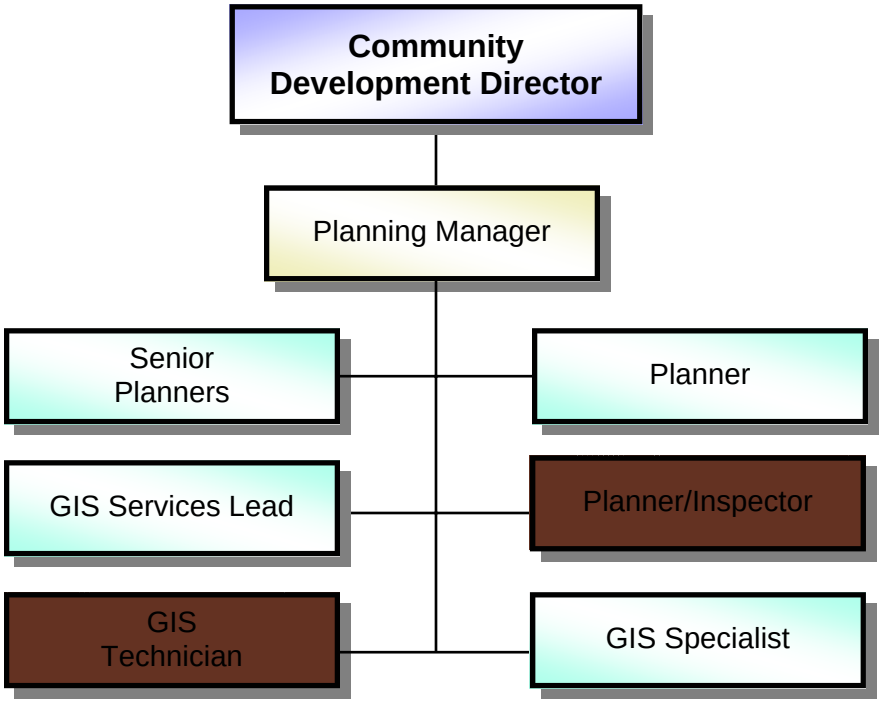
Planning & GIS Services Division

The budget converts the GIS Specialist limited-term position to a regular full-time position. This position, funded by the Water, Sewer, and Storm Drain utilities, is responsible for transferring utility data to a true Geographic Informations System platform, which greatly improves the capability of Public Works maintenance workers to identify, diagnose and resolve problems in the field.

2005-2006 Accomplishments

- ✓ Completed the 2005 major update of development regulations to implement the 2004 Comprehensive Plan Update.
- ✓ Defended GMA challenges to the 2004 Plan Update before the Central Puget Sound Growth Management Hearing Board.
- ✓ Council adopted the Transitory Accommodations Code Amendments.
- ✓ Completed 2005 Property Owner Initiated Plan and Code Amendments.
- ✓ Completed annexation fiscal analysis.
- ✓ Began Downtown Plan.
- ✓ The 2006 Plan and Code Amendments that were expected to be completed by the end of 2006.
- ✓ Processed 187 land use applications through August 2006.

Hannan Building 1940-1980



= 2007-2008 New Positions

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Planning Manager	1	1	1	1
Senior Planners	3	3	3	3
Planner	1	1	1	1
Planner/Inspector	0	0	1	1
GIS Services Lead	1	1	1	1
GIS Technician	1	1	1	1
GIS Specialist	0	0	0	0
(The GIS Specialist is funded by Utilities)				
TOTAL	**7**	**7**	**8**	**8**

2007-2008 BUDGET OUTCOMES & ACTIVITIES

PLANNING DIVISION

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

Activities

- ★ Manage the processing of Plan and Code amendments as initiated by the City Council, specifically the completion of the Downtown Plan and code amendments (including preparation of a Planned Action Environmental Impact Statement).
- ★ 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

Activities

- ★ Negotiate interlocal planning and service delivery agreements.
- ★ Participate in Endangered Species Act (ESA) related activities; adopt policies and regulations, and implement programs as necessary.
- ★ Participate in the Regional Coalition for Housing (ARCH) activities.
- ★ Attend regional ESA monthly meetings.

Accurate and timely planning review of proposed permit applications

Activities

- ★ Perform pre-application reviews.
- ★ Review land use applications for code compliance.
- ★ Manage and process annexation requests from citizens, property owners, and businesses within the City's Municipal Urban Growth Area (MUGA), and Potential Annexation Areas (PAAs).
- ★ Provide planning and zoning information to the public.
- ★ Review and revise administrative standard operating procedures.
- ★ Return telephone calls within 24 hours and answer correspondence within 5 working days.

Protect critical areas in accordance with the adopted critical area ordinance

Activities

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

Provide staff support to the Landmark Preservation Board

Activities

- ★ Identify sources of funding for projects and programs.
- ★ Apply for grants as warranted.
- ★ Provide oversight and management of Board projects and programs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

PLANNING DIVISION

Increase efficiencies within the department to maintain the current level of service or improve the level of service despite increasing workload

Activities

- ★ Provide clear direction, expectations, and realistic productivity standards.
- ★ Update and maintain department Standard Operating Procedures (SOP) manuals as needed.
- ★ Implement process changes identified in the 2006 Development Services Improvement Initiative.

Update Downtown Plan

Activities

- ★ Commission, boards, Downtown Stakeholders Resource Group (DSRG) and Downtown Visionary Committee (DVC) conclude roundtables, forward recommended Vision and Plan Framework to Council.
- ★ Council to deliberate and approve a preferred alternative(s) for the development of policies and regulations.
- ★ The Planning Commission to be assisted by staff, consultants, boards and the DSRG, will "flush out" preferred alternative(s) including detailed policies and regulations; hold hearings, deliberate, and forward their recommendations to City Council.
- ★ Staff and consultant to prepare Environmental Impact Statement.
- ★ Council to conduct hearings on Planning Commission recommendations, deliberation, approval of findings, and an ordinance adopting Downtown Plan and Code Amendments.

Facilitate annexation efforts

Activities

- ★ Complete a Capital Facilities analysis of the annexation area.
- ★ Educate prospective annexation proponents on annexation requirements, including alternative approaches (i.e., election, petition, resolution) allowed under State law.
- ★ Process formal annexation requests for notice of intent through Boundary Review Board approval to Council adoption.

Ensure land use projects are developed and constructed in accordance with applicable codes

Activities

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

2007-2008 BUDGET OUTCOMES & ACTIVITIES

GIS SERVICES DIVISION

Provide readily-available geographic information to facilitate decision-making and support Citywide programs

Activities

- ★ Provide professional computer-aided design (CAD) and GIS mapping/graphic services for the public and all City departments.
- ★ Work with departments to initiate GIS projects.
- ★ Increase the number of City staff utilizing GIS in both the field and the office environments.

Provide GIS data that is accurate, current, and maintained by staff

Activities

- ★ Provide up-to-date GIS based information to support Citywide GIS technology needs.
- ★ Attend workshops and conferences to stay current with GIS technologies.
- ★ Establish standard operating procedures for GIS development, implementation, and maintenance.
- ★ Compliant with City standards, industry best practices, and receive training in the latest technologies.

Harry Givan 1920

PERFORMANCE MEASURES

PLANNING DIVISION

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of plan amendments completed within 1-year of initiation	NA	NA	100%	100%
% of GIS requests completed within 1 month	NA	NA	90%	90%
% of code amendments completed within 1-year of initiation (without plan implications)	NA	NA	100%	100%
% of annexation requests processed within State mandated timeframes	100%	100%	100%	100%
% of development review applications processed within State mandated timeframes	NA	NA	90%	90%
% of ESA meetings attended	NA	NA	100%	100%
Workload				
Small annexation reports (<10 acres - large annexations require Council direction prior to initiation)	2	2	1	1
Land use applications processed	NA	187	95	95
ESA meetings attended	24	24	12	12
Plan amendments processed (with implementation regulations)	NA	NA	5	5
Code amendments processed (without plan implications)	NA	NA	7	7

NA - Not Available

PERFORMANCE MEASURES

GIS SERVICES DIVISION

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
Citywide GIS customer survey with a maintenance & support rating as "good" or "excellent"	NA	4.15	4.50	5.00
# of Citywide staff using "hands-on" GIS program on a regular basis	NA	28	40	50
Efficiency				
Ratio of the internal hourly rate for GIS Services versus the external rate for comparable tasks	NA	48%	48%	50%
Workload				
GIS requests completed	450	810	405	420
GIS requests backlog	NA	433	200	150
Development projects - base updates completed	130	116	60	70
Development projects - backlog of base projects	NA	278	120	100
City's GIS server files updated, maintained, or created	NA	25,657	13,000	14,000
Resolved address related issues	75	519	260	270
External customer phone calls/emails	NA	2,098	1,050	1,150

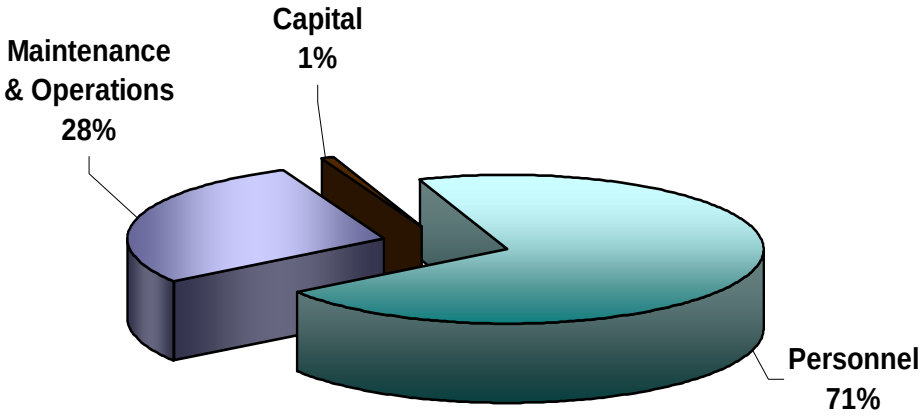
NA - Not Available

TOTAL PLANNING & GIS SERVICES REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,064,280	$1,393,512	$1,678,013
Maintenance & Operations	633,708	479,485	669,260
Capital	-	-	18,500
Total Expenditures	**$1,697,988**	**$1,872,997**	**$2,365,773**
Annual Cost Per Capita	**$54.92**	**$59.75**	**$72.04**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

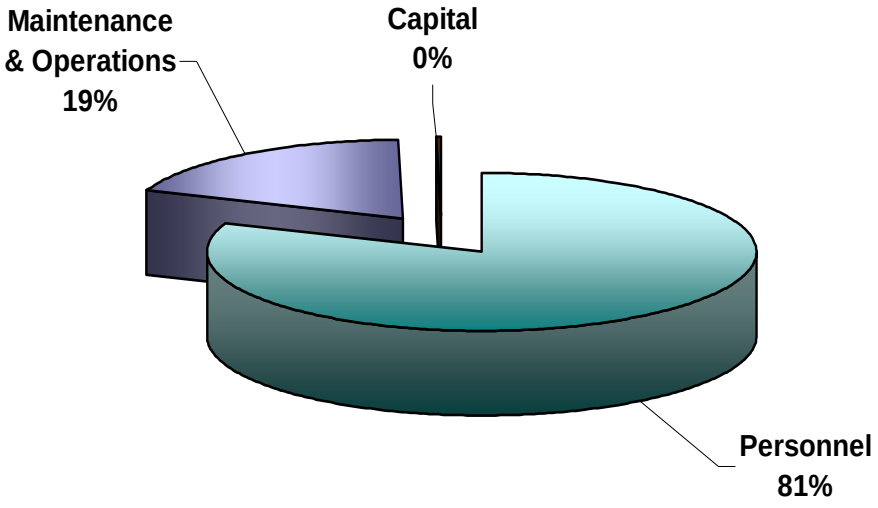
- Re-designating a limited-term GIS Specialist position to a regular full-time position (funded by the Utilities Fund).
- Creating a new regular full-time Planner/Inspector position.
- Allocating funding for completion of the Downtown Plan, including Environmental Impact Statement (EIS).
- Funding for a new aerial photo of the City, including topography and other planimetrics.
- Funding enhancements to the Model A fire truck trailer for display at City events.

TOTAL COMMUNITY DEVELOPMENT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$2,953,877	$3,593,478	$4,406,270
Maintenance & Operations	831,955	791,785	1,030,700
Capital	-	-	18,500
Total Expenditures	**$3,785,832**	**$4,385,263**	**$5,455,470**
Annual Cost Per Capita	**$122.44**	**$139.90**	**$166.14**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



Department Wide 2007-2008 Financial Highlights

- Extending a limited-term Office Specialist position.
- Re-designating a limited-term Building Inspector to a regular full-time position.
- Re-designating a limited-term GIS Specialist to a regular full-time position (funded by the Utilities Fund).
- Creating a new regular full-time Planner/Inspector position.
- Allocating funding for completion of the Downtown Plan, including Environmental Impact Statement (EIS).
- Increasing postage for the Downtown Plan and other mailings.
- Purchasing a vehicle for the new Planner/Inspector position.
- Allocating funds for banking fees for the online permitting service (to be recovered through permit fees).
- Funding for a new aerial photo of the City, including topography and other planimetrics.
- Funding enhancements to the Model A fire truck trailer for display at City events.

Restricted Revenue Funds

Public Works Department

Street Fund

STREET

The Street Division of the Public Works Department provides for all maintenance and operation functions for the City's transportation system. This includes 322 miles of roadway and signalized intersections.

In addition, two grant programs are funded from the Street Fund - the City's semi-annual recycling and household hazardous collection events and the Commute Trip Reduction Program.

Capital projects enhancing the transportation system are managed by the Infrastructure, Development, and Improvement Division.

Through innovative measures the Street Division is able to accomplish the following:

Responsibilities include:

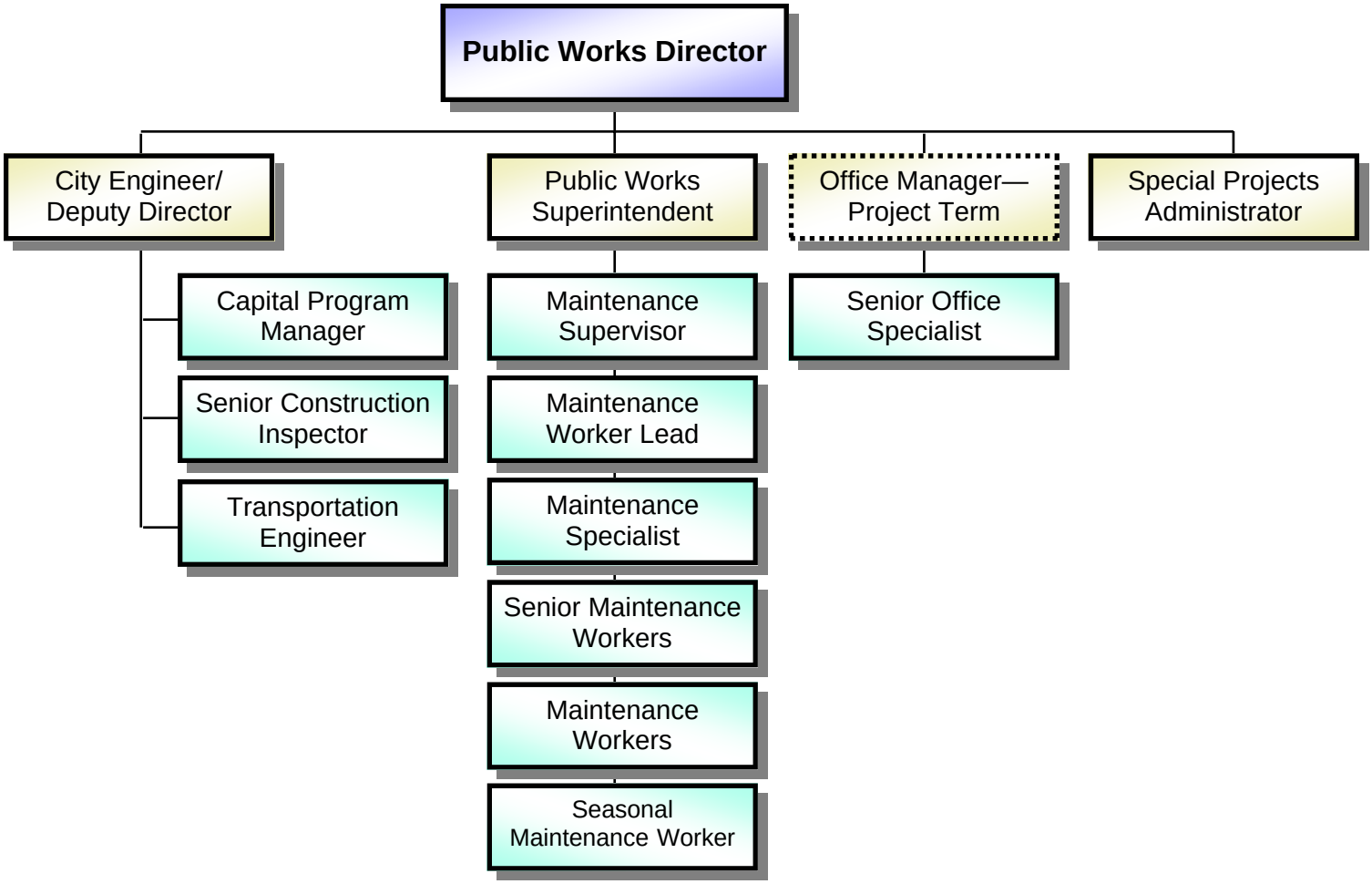
- Daily operations include roadway patching and potholes, street and traffic control signs, street striping and pavement markings, street sweeping, snow and ice removal, bridge maintenance, and 24-hour emergency response.
- Right-of-way activities include grading, shouldering, curb and gutter maintenance, sidewalk repair, street lights, and trail maintenance.
- Manage various programs including contracted traffic signal repair services by Snohomish County, traffic signal operations, plan review of developer projects, concurrency, traffic mitigation, control throughout City, and the City's Adopt-a-Street Program.

The 2007-2008 Street Budget is anticipated to increase $118,432 over its 2005-2006 budget. Salary and benefit costs are expected to exceed the previous 2-year budgeting period by $35,366. The increase is due to union negotiated salary step and cost-of-living increases along with pension contributions and health insurance premiums. Operating costs have increased due to a rise in the cost of raw goods, the addition of a pavement management survey update, a change in pavement marking operations, snow and ice operations, and the increasing cost of soil disposal.

2005-2006 Accomplishments

- ✓ Continued an aggressive maintenance program geared towards promoting system reliability and safety.
- ✓ Identified requirements of the proposed National Pollution Discharge Elimination System (NPDES) permit to be issued by the Washington State Department of Ecology.
- ✓ Co-located maintenance and operations facilities to the leased Northshore School District site.
- ✓ Installed traffic control measures at various locations throughout the City in conjunction with the Transportation Division.

Bothell Main Street North


Public Works Director
City Engineer/ Deputy Director
Public Works Superintendent
Office Manager— Project Term
Special Projects Administrator
Capital Program Manager
Senior Construction Inspector
Transportation Engineer
Maintenance Supervisor
Maintenance Worker Lead
Maintenance Specialist
Senior Maintenance Workers
Maintenance Workers
Seasonal Maintenance Worker
Senior Office Specialist

Street Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Director	.1	.1	.1	.1
Special Projects Administrator	.15	.15	.3	.3
Senior Office Specialist	.4	.4	.4	.4
City Engineer/Deputy Director	.1	.1	.1	.1
Senior Construction Inspector	.05	.05	.05	.05
Capital Program Manager	.2	.2	.2	.2
Transportation Engineer	.15	.15	.15	.15
Public Works Superintendent	.2	.2	.2	.2
Maintenance Supervisor	.34	.34	.5	.5
Senior Maintenance Worker	2.35	2.35	2	2
Maintenance Specialist	1.15	1.15	.95	.95
Maintenance Worker Lead	.5	.5	.5	.5
Maintenance Worker	1.7	1.7	1.7	1.7
Seasonal Maintenance Worker	.66	.66	.33	.33
TOTAL	**8.05**	**8.05**	**7.48**	**7.48**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Provide safe public streets, paths, and walkways

Activities

- ★ Maintain the condition of trees and vegetation on all City right-of-ways to prevent hazardous conditions.
- ★ Annual striping of public streets.
- ★ Keep roadway surfaces in good repair.
- ★ Coordinate the annual pavement preservation program with the Infrastructure, Development, and Improvements Division.
- ★ Respond to customer concerns within 24 hours.
- ★ Clean and maintain signage on public streets.
- ★ Keep the roads free and clear of debris.

Implement the sidewalk replacement program

Activities

- ★ Work with property owners expending monies budgeted each year.
- ★ Promote replacement of damaged sidewalks.

Maintain a well-managed street light utility

Activities

- ★ Ensure street light utility rates capture the cost of operation.
- ★ Inspect street lights at night and facilitate replacement when necessary.
- ★ Respond to customer concerns within 24 hours.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of response to citizens within 24 hours of reporting malfunctioning street lights	NA	NA	100%	100%
% of centerline, fog line, extended curbs, land markings, & bike lanes painted annually	NA	NA	100%	100%
% of street sign inventory inspected annually	NA	NA	100%	100%
# of signs repaired/replaced through the replacement program annually	NA	NA	70	70
Average pavement ratings for arterial & collectors	NA	NA	70	70
Average pavement ratings for residential streets	NA	NA	70	70
Workload				
# of curb miles swept annually	90	NA	10,000	10,000
# of edge miles mowed annually	125	NA	250	250
# of nighttime inspections of street light system	NA	NA	6	6
# of miles in the lane system	NA	NA	322	322
# of linear feet of sidewalk repaired & replaced	NA	NA	500	500
# of hours spent on data collection for geodatabase project	NA	NA	500	1,000
# of street signs	NA	NA	5,500	5,500

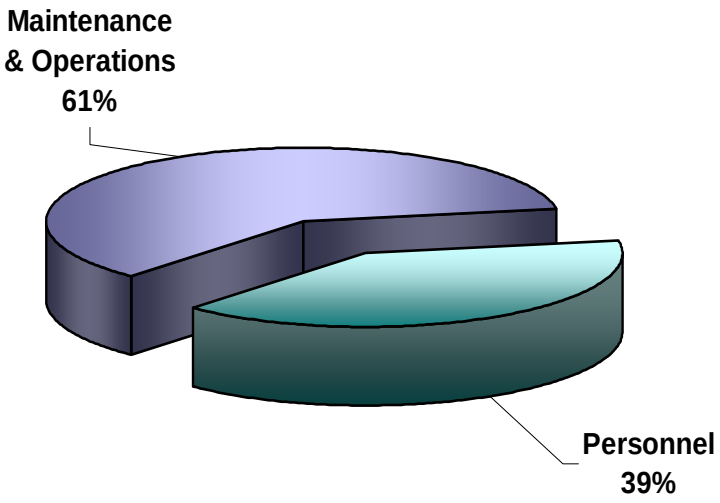
NA - Not Available

TOTAL STREET REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,087,070	$1,254,247	$1,289,613
Maintenance & Operations	1,251,896	1,905,372	1,988,438
Capital	-	-	-
Total Expenditures	**$2,338,966**	**$3,159,619**	**$3,278,051**
Annual Cost Per Capita	**$75.65**	**$100.80**	**$99.83**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The cost of raw goods and materials has risen dramatically (metals, asphalt, concrete, etc.).
- A pavement management survey is scheduled to update the condition of our roads in the City's current Pavement Management System (PMS).
- Upgrading pavement marking operations from dura-stripe to pre-mark thermoplastic.
- Switching gears for snow and ice operations from our current sand and salt approach to a pre-emptive chemical anti-icing approach.
- Increase in the costs of disposing contaminated soils for sweeping operations.

Public Works Department

Arterial Street Fund

ARTERIAL STREET

The Arterial Street fund provides funding for street construction and transportation improvement projects. Work accomplished includes right-of-way acquisition, design, and construction of roadways, sidewalks, street lighting, traffic signals, and landscaping.

The 2007-2008 Arterial Street Budget is anticipated to increase $10,548,629 over its 2005-2006 budget. The increase is the result of implementing the first 2 years of the City's Capital Facilities Plan (CFP) recently adopted. The CFP is available on the City's website or by request from the City Clerks office.

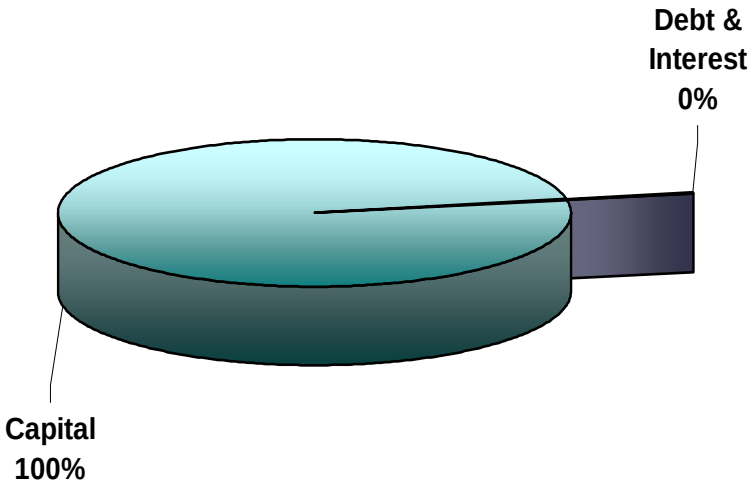
Bothell Main Street 1911

TOTAL ARTERIAL STREET REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	3,917,692	26,167,000	36,718,000
Debt & Interest	70,942	71,790	69,419
Total Expenditures	**$3,988,634**	**$26,238,790**	**$36,787,419**
Annual Cost Per Capita	**$257.66**	**$837.10**	**$1,120.29**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The increase in expenses is the result of projects approved in the first 2 years of the City's adopted Capital Facilities Plan.

Cable TV Fund

CABLE TV

The Cable TV Fund was created in 2001 with funding provided by the City's cable franchise agreement. These monies are restricted to capital equipment purchases related to Bothell Community Television (BCTV) Channel 21.

All funding is projected to be expended during the 2007-2008 biennium. If further funding is not allocated by 2009, the Fund will be closed.

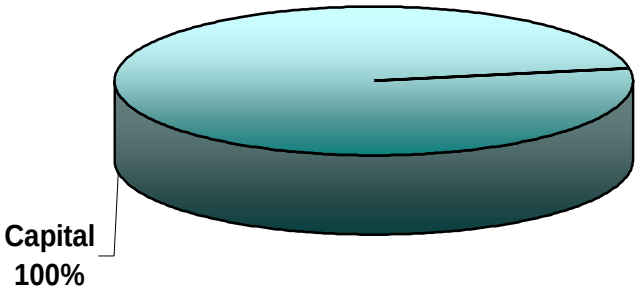
Verl's

TOTAL CABLE TV REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	29,038	26,747
Total Expenditures	**$0**	**$29,038**	**$26,747**
Annual Cost Per Capita	**$0.00**	**$0.93**	**$0.81**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- These monies are restricted to capital equipment purchases related to Bothell Community Television (BCTV) Channel 21.
- All funding is projected to be expended during the 2007-2008 biennium.

Park Cumulative Reserve Fund

PARK CUMULATIVE

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 other City funds such as the Capital Improvement Fund as they are needed for Parks capital projects.

Funding is derived from a voluntary park fee that is paid by developers.

Bothell Main Street 1909-1920

TOTAL PARK CUMULATIVE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$0**	**$0**	**$0**
Annual Cost Per Capita	**$0.00**	**$0.00**	**$0.00**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.

2007-2008 Financial Highlights

No expenditures are anticipated during 2007-2008. Although a $490,000 operating transfer to the Capital Improvement Fund is budgeted. These funds are earmarked for the Thrasher's Corner Park development project, as described in the Capital Facilities Plan.

Drug Seizure Fund

DRUG SEIZURE

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

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

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

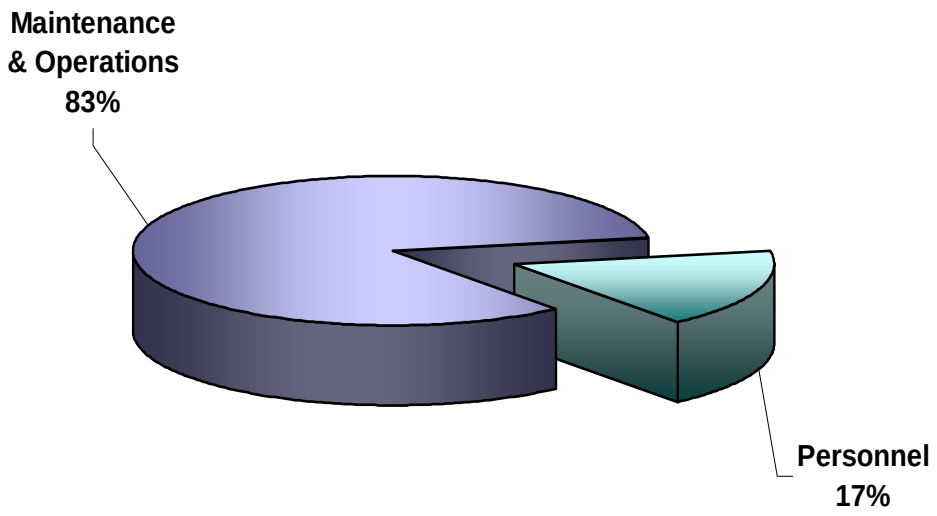
Bothell Main Street 1887

TOTAL DRUG SEIZURE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	$5,000	$10,000
Maintenance & Operations	15,525	27,000	49,281
Capital	-	-	-
Total Expenditures	**$15,525**	**$32,000**	**$59,281**
Annual Cost Per Capita	**$0.50**	**$1.02**	**$1.81**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The spending increase in 2007-2008 is the result of revenues that were higher than anticipated in 2005-2006. $6,500 in revenues were projected for 2005-2006, and 2005 revenues alone totaled nearly $43,000.

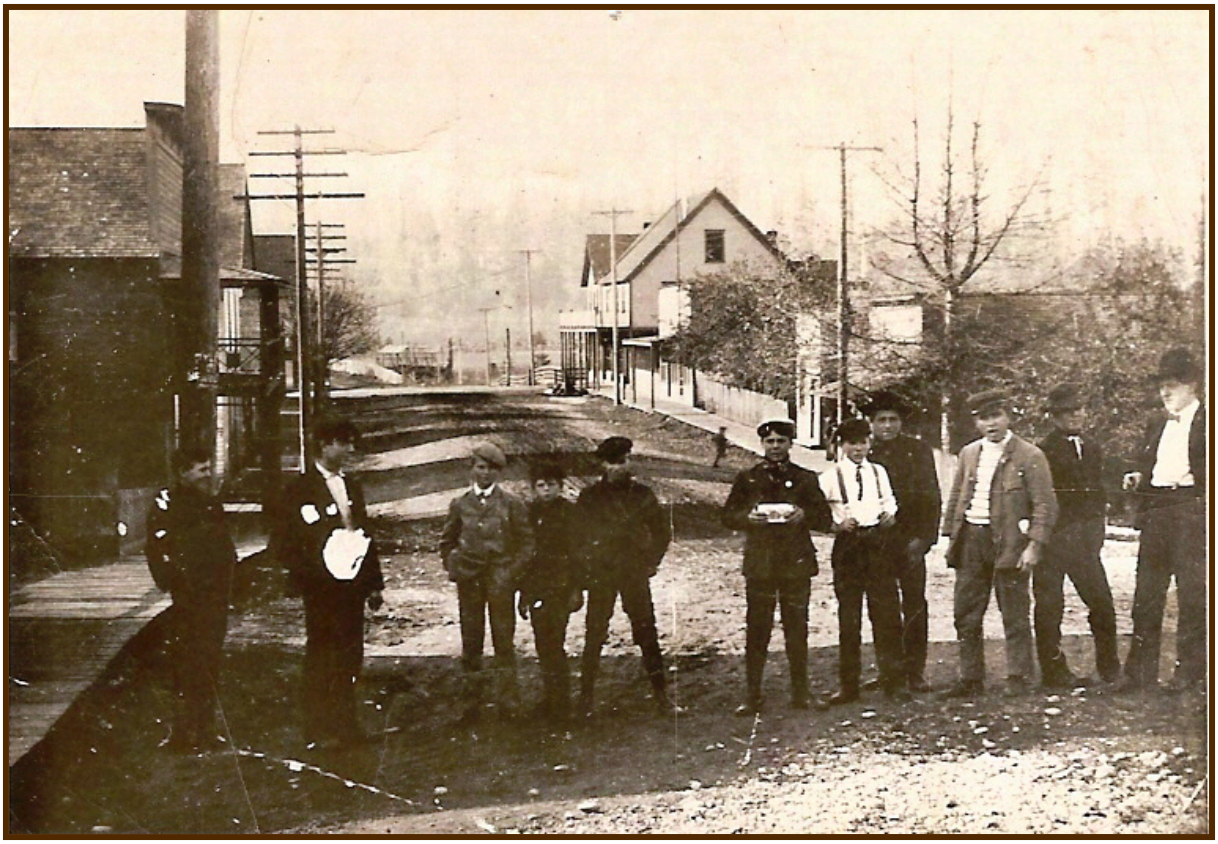
Nuisance Abatement Fund

NUISANCE ABATEMENT

The City's Nuisance Abatement Fund was created in 2001. Its purpose is to fund nuisance abatement (removal of abandoned property) per the provisions of the Bothell Municipal Code (BMC).

All funding (other than interest earnings) has come from the City's General Fund ($50,000). The Nuisance Abatement Fund has expended less than $250.00 since its inception.

Bothell Main Street 1912

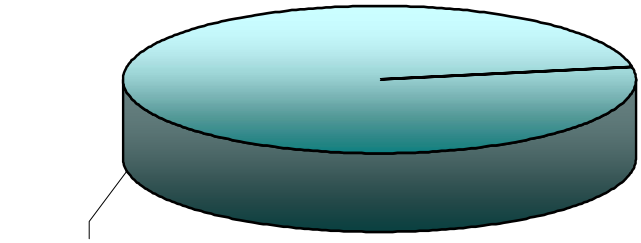


TOTAL NUISANCE ABATEMENT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	249	50,000	50,000
Capital	-	-	-
Total Expenditures	**$249**	**$50,000**	**$50,000**
Annual Cost Per Capita	**$0.01**	**$1.60**	**$1.52**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The Nuisance Abatement Fund exists to provide funding for the removal of abandoned property per the Bothell Municipal Code (BMC).
- The Nuisance Abatement Fund has expended less than $250.00 since its inception in 2001.

Debt Service Funds

1997 General Obligation Bond Redemption Fund

1997 GENERAL OBLIGATION BOND

Library & Fire Department 1938

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.

The City's 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. Each year, debt service payments are made from monies collected from an excess property tax.

In 2007, the excess property tax associated with repayment of the 1997 GO Bond debt, is expected to be less than 14 cents per thousand dollars of assessed value.

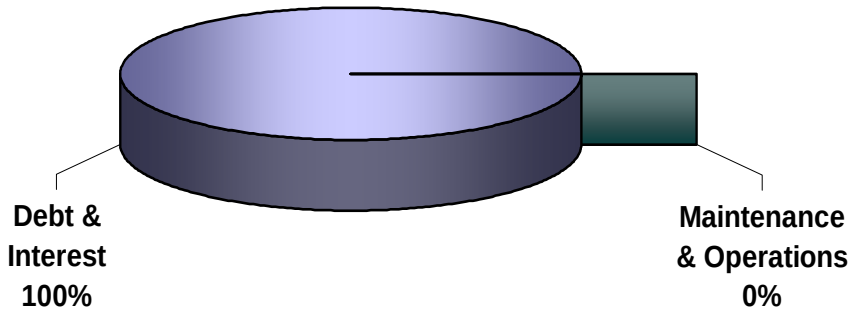
Original Issue Date: November 1, 1997
Original Issue Amount: $9,700,000
Outstanding as of 12/31/06: $6,405,000
Interest Rates: 4.625% to 5.3%
Debt Service 2007: $776,688 (includes principal and interest)
Debt Service 2008: $780,313 (includes principal and interest)
First Call Date: December 1, 2007
Final Maturity: December 1, 2017

TOTAL 1997 GENERAL OBLIGATION BOND REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	1,450	1,000	1,000
Capital	-	-	-
Debt & Interest	1,493,912	1,558,000	1,600,000
Total Expenditures	**$1,495,362**	**$1,559,000**	**$1,601,000**
Annual Cost Per Capita	**$48.36**	**$49.74**	**$48.76**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The City of Bothell has only one outstanding GO Bond issue, which was voter approved – therefore, its annual debt service has a dedicated funding source.
- $925,000 in debt principal will be paid down during the 2007-2008 biennium, leaving an outstanding balance of $5,480,000 at 12/31/08.

Capital Funds

Capital Improvements Fund

CAPITAL IMPROVEMENTS

The majority of the projects in the adopted 2007-2013 Capital Facilities Plan are budgeted in the Capital Improvements Fund. Funding sources utilized to fund capital projects include:

- Real estate excise tax (REET)
- General fund reserve transfers
- One-time General Fund revenue transfers
- Mitigation from:
  - Developers for parks
  - Brightwater
  - King County wastewater storage facility
- Grants
- Private donations/contributions

The 2007-2008 Budget includes $23,080,000 for capital projects that address our community's pressing need for facilities, parks, and transportation. Some of the major projects included in the 2007-2008 Capital Improvement Fund are:

Facilities:
- Public Works Shop
- City portion of Queensborough Firehouse
- Design of City Hall/Dawson

Parks:
- Thrasher's Corner Park Improvements including renovation of the North Creek School House
- North Creek Fields 2 and 3
- Cedar Grove Park Phase II
- General park and open spaces acquisition

Transportation:
- SR-524 Corridor Improvements
- North Creek Trail
- Annual pavement resurfacing
- East riverside drive improvements
- Downtown Gateway/SR-522 corridor realignment

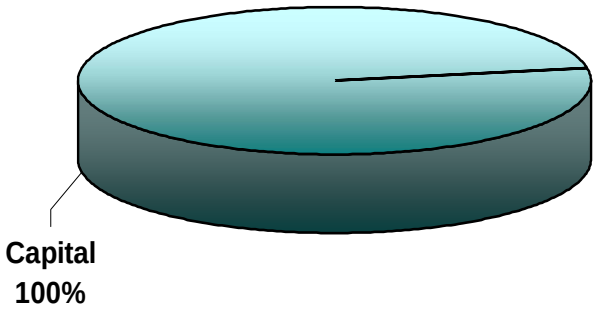
For complete details on 2007-2008 capital projects, including future maintenance and operations costs, see Appendix D and/or the City's adopted 2007-2013 Capital Facilities Plan, which is available on the City's website or by request from the City Clerk's office.

TOTAL CAPITAL IMPROVEMENTS REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	-	-
Capital	413,330	3,767,750	23,080,000
Debt & Interest	-	2,120,000	-
Total Expenditures	**$413,330**	**$5,887,750**	**$23,080,000**
Annual Cost Per Capita	**$13.37**	**$187.84**	**$702.85**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

The increase in capital expenditures in 2007-2008 is the direct result of implementing the City's adopted Capital Facilities Plan.

Utility Funds

Public Works Department

Water Fund

WATER

The Water Utility Division of the Public Works Department ensures the delivery of safe and reliable drinking water to approximately 14,000 citizens in the King County portion of the City. The City's water system consists of 72 miles of water mains, 4 pumping stations, 760 fire hydrants, and 4 water reservoirs. The utility provides core services that sustain life and protect public health.

The City's capital water projects are managed by the Infrastructure, Development, and Improvement Division.

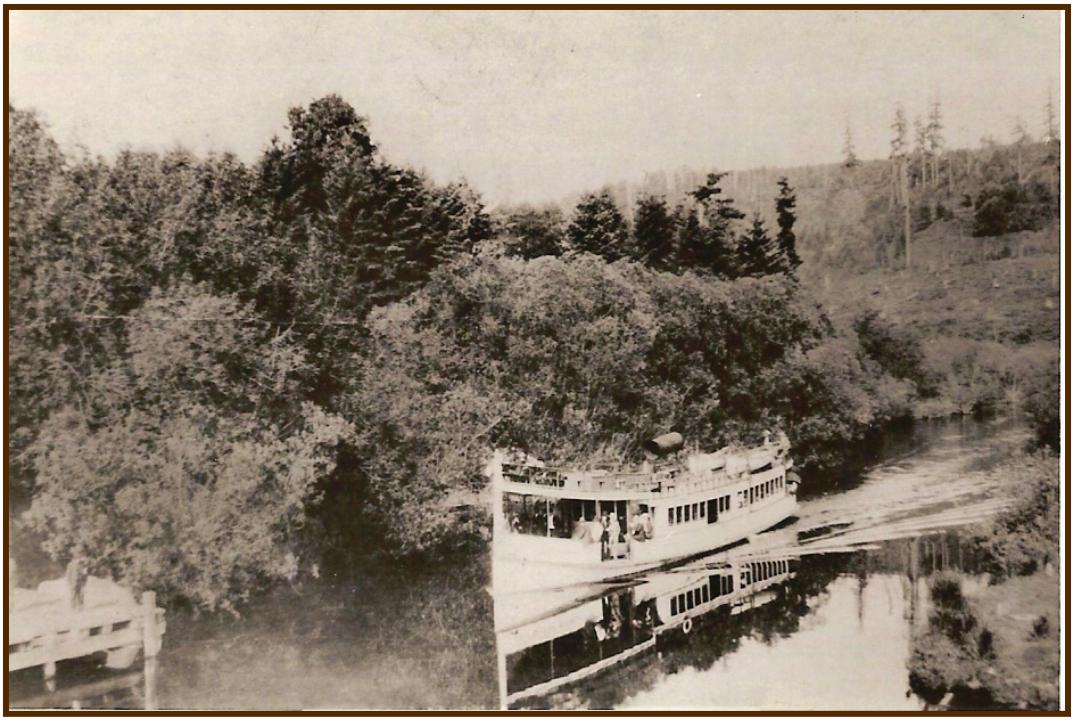
Through innovative measures the Water Utility Division is able to accomplish the following:

Responsibilities include:

- Daily operations include bimonthly reading of 3,800 meters, 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.
- Daily repairs include water mains, water meter services, pump stations, and fire hydrants.
- Manage various programs including the annual water main replacement program, Penn Park well expansion, Morningside booster station retrofit, Penn Park reservoir replacement, water comprehensive plan update, cross connection control, mainline connectivity, 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 byproducts in compliance with Federal, State, and local regulations and laws.
- Maintain comprehensive geodatabase program.

The 2007-2008 budget includes 50% of a new Maintenance Worker position shared with the Sewer Division to strengthen and increase preventative maintenance activities. A Senior Engineering Technician will be shared with the Sewer and Storm Drain utilities to assist in assessing capacity improvements and expansion of the water system to properly meet development demands.

Additionally, Seattle water costs are increasing 5% in 2007 and 7.6% in 2008. These increases to the utility will require an increase of customer usage fees of 6.5% in 2007 and 3% in 2008. The last increase in water customer usage fees was a 1.8% increase in 2005.



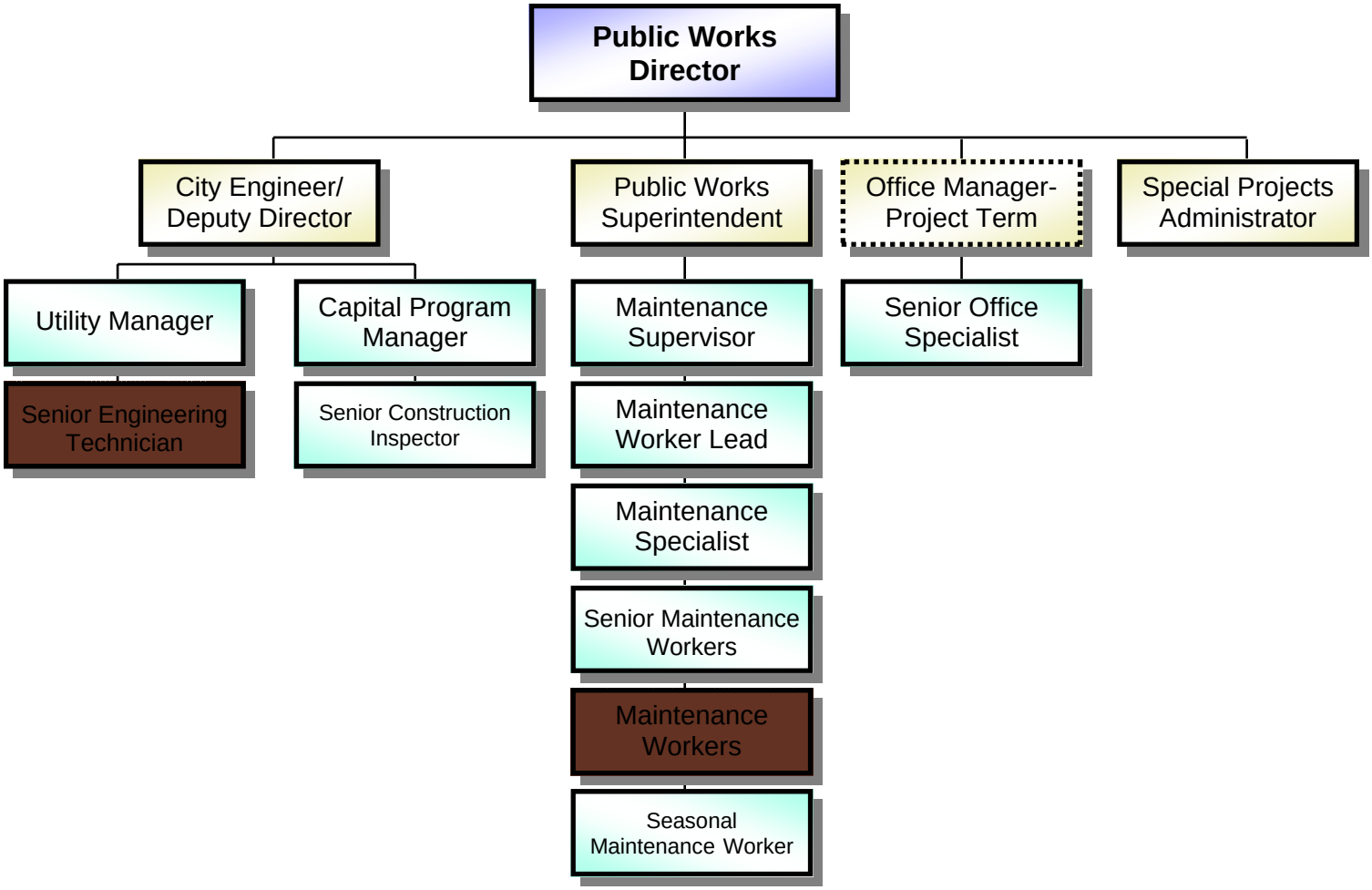
City of Bothell 2

The 2007-2008 Water Budget is anticipated to increase $3,137,831 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $272,295. The increase is due to a portion of an additional Maintenance Worker Engineering Technician position, union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums.

The Operations increase reflects the cost of water the City purchases from the City of Seattle. The Capital expenditures increase reflects the implementation of the adopted Capital Facilities Plan including the water utilities portion of the Public Works Shop.

2005-2006 Accomplishments:

- ✓ Began installation of chlorine residual analyzers at Maywood Reservoir.
- ✓ Painted exterior of Morningside Pump Station and the Bloomberg and Penn Park Reservoirs.
- ✓ Tested, repaired, and replaced 150 water meters.
- ✓ Replaced 45 complete residential water services.
- ✓ Performed Homeland Security improvements.
- ✓ Collected fire hydrant data for the City's GIS Utility Mapping Project.
- ✓ Installed 340' of 8" water main in the Maywood Hills area.
- ✓ Co-located maintenance and operations facilities to the leased Northshore School District site.



= 2007-2008 New Positions

Water Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Director	.25	.25	.25	.25
Special Projects Administrator	.2	.2	.2	.2
Senior Office Specialist	.4	.4	.4	.4
City Engineer/Deputy Director	.15	.15	.15	.15
Senior Construction Inspector	.1	.1	.1	.1
Capital Program Manager	.1	.1	.1	.1
Utility Manager	.35	.35	.35	.35
Senior Engineering Technician	0	0	.4	.4
Public Works Superintendent	.2	.2	.2	.2
Maintenance Supervisor	.5	.5	.5	.5
Maintenance Worker Lead	.5	.5	.5	.5
Maintenance Specialist	.4	.4	.95	.95
Senior Maintenance Worker	1.2	1.2	1.5	1.5
Maintenance Worker	1.5	1.5	.8	.8
Seasonal Maintenance Worker	.33	.33	.165	.165
Accounting Specialist	.6	.6	.6	.6
City Attorney	.05	.05	.05	.05
Assistant City Attorney/Prosecutor	.01	.01	.01	.01
Paralegal	.02	.02	.02	.02
GIS Specialist	0	0	.33	.33
TOTAL	**6.86**	**6.86**	**7.575**	**7.575**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary alloctions are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Ensure water system reliability and dependability

Activities

Provide an aggressive maintenance program including:

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

Ensure water system integrity

Activities

- ★ Minimize water breaks and leaks by maintaining a proactive maintenance program which includes replacement activities for substandard lines, connections, services, and quality repairs.
- ★ Monitor and track unaccountable water.

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

Activities

- ★ Maintain the security and integrity of the system.
- ★ Ensure backflow assemblies are monitored and properly maintained.
- ★ Investigate and address water quality concerns immediately.

Provide accurate and timely hydraulic data

Activities

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

Reduce water usage through water conservation programs and education

Activities

- ★ Provide water conservation programs such as the Rain Barrels program.
- ★ Offer educational information at City sponsored events.

Update Water Comprehensive Plan

Activities

- ★ Select a consultant for the plan.
- ★ Review a draft plan with the Council Utility Sub-Committee.
- ★ Complete the plan and submit to Council for consideration of adoption.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of water meters that are read accurately	100%	99.99%	100%	100%
% of water availability applications that are processed within targeted timelines	100%	100%	100%	100%
% of service interruptions per 1,000 service connections	NA	NA	0%	0%
% of valves exercised per schedule	NA	NA	100%	100%
% of required backflow device testing & system monitoring that are completed on time	NA	NA	100%	100%
# of violations of the State & Federal drinking water standards	NA	NA	0	0
# of water main breaks/leaks	NA	NA	0	0
Efficiency				
% of unaccountable water	5%	6%	<7%	<7%

NA - Not Available

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Workload				
# of customer meters	NA	NA	3,830	3,900
# of meters tested & repaired	NA	NA	156	156
# of miles of water mains	NA	NA	73	73
# of linear feet of mains flushed	NA	NA	10	10
# of valves	NA	NA	3,566	3,566
# of valves exercised	NA	NA	100	250
# of replacement water meters installed	NA	NA	50	55
# of fire hydrants in the service area	NA	NA	760	760
# of fire hydrants serviced/inspected	NA	NA	100	100
# of reservoirs	NA	NA	4	4
# of reservoir inspections	9	20	24	24
# of water pump station inspections	NA	NA	48	48
# of pressure control valves inspected/serviced	NA	NA	25	25
# of utility security surveys performed	NA	NA	12	12
# of water system samples tested	NA	NA	156	156
# of hours spent on data collection for the geodatabase project	NA	NA	10	10

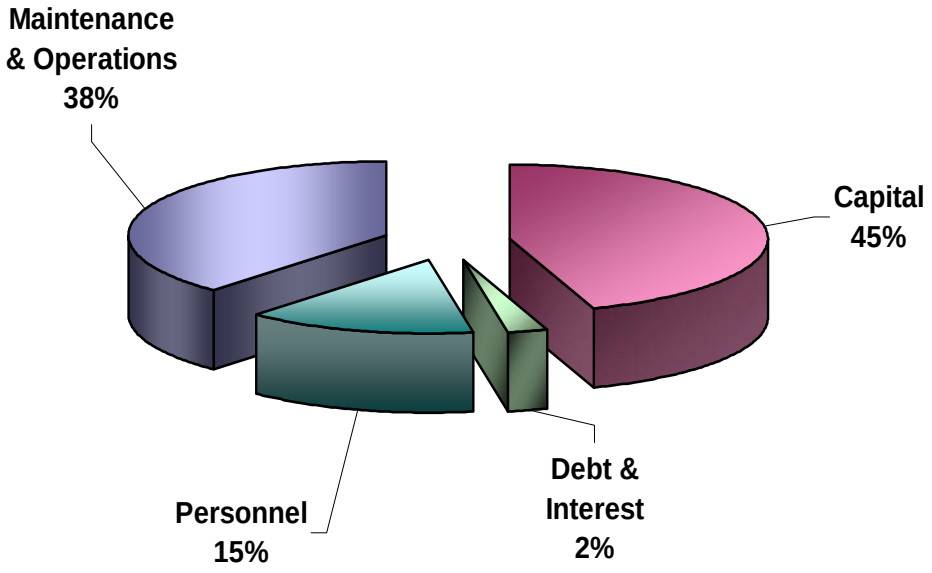
NA - Not Available

TOTAL WATER REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,130,904	$1,201,684	$1,473,979
Maintenance & Operations	3,671,852	3,601,924	3,894,418
Capital	777,817	1,730,000	4,539,000
Debt & Interest	55,768	487,058	251,100
Total Expenditures	**$5,636,341**	**$7,020,666**	**$10,158,497**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The additional .5 FTE for the Maintenance and Operations Division will strengthen and increase the frequency of preventative maintenance activities including system and control valves, fire hydrants, main line flushing, meter change outs, and water service replacements.
- The additional staff will also help address the Federal and State requirements for reporting water quality and disinfection byproducts within the City's system.
- This budget includes .4 FTE for a new Senior Engineering Technician to assist in assessing capacity improvements and expansion of the water system to properly meet development demands. This technician will be responsible for maintaining the City's water system model.
- Seattle water supply costs are increasing 5% in 2007 and 7.6% in 2008.
- A rate increase will be required to offset cost increases. These increases will reflect a 6.5% increase in 2007, and a 3% increase in 2008.

Public Works Department

Sewer Fund

SEWER

The Sewer Utility Division of the Public Works Department ensures that the wastewater generated is safely and reliably transmitted to the King County wastewater system for treatment. The City's collection system is located predominately in North King County serving approximately 15,000 citizens. The City's sewer system consists of over 58 miles of sewer mains, including three-quarters of a mile of sewer forced mains, over 1,600 manholes, and 5 pump (lift) stations.

The City's capital sewer projects are managed by the Infrastructure, Development, and Improvement Division.

Through innovative measures the Sewer Utility Division is able to accomplish the following:

Responsibilities include:

- Daily operations include plan review, utility locates, 24-hour monitoring of the City's sewer system, backwater valve installations, pump station maintenance, manhole maintenance, and mainline cleaning.
- Daily repairs include sewer mains and pump stations.
- Manage various programs including contracted treatment services by King County, the annual sewer replacement program, the annual infiltration and inflow improvement program, replacement of the Valhalla Lift Station, improvements to Lift Station 2, pump control systems, and illicit connections.
- Fats, Oils, and Grease (FOG) program – this program is being developed to prevent FOG from entering the City's conveyance system. FOG is a major problem creating flow obstructions, reduced pumping rates, septic and odor conditions as well as premature erosion in the pipe.
- Compliance with Capacity Management Operation and Maintenance (CMOM) regulations issued by the U.S. Environmental Protection Agency (EPA).
- Maintain a comprehensive geodatabase program.

The 2007-2008 budget includes 50% of a new Maintenance Worker position shared with the Water Division to strengthen and increase the preventative maintenance activities. A Senior Engineering Technician will be shared with the Water and Storm Drain utilities to assist in assessing capacity improvements and expansion of the water system to properly meet development demands.

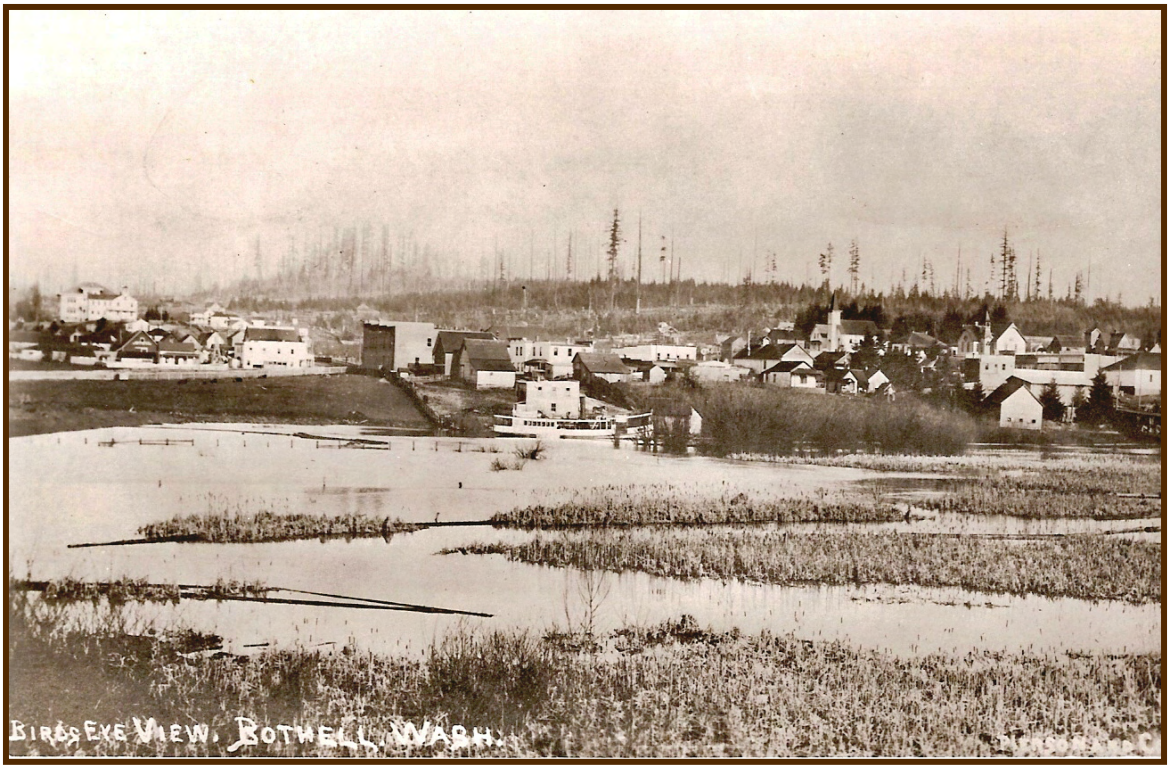
Additionally, King County METRO sewage rates are increasing 9.2% in 2007 and 10.5% in 2008. These increases to the utility will require an increase of customer usage fees amounting to 11.5% in 2007 and 7% in 2008. The Sewer customer usage fees were last increased 9% in 2005.

Sewer Division

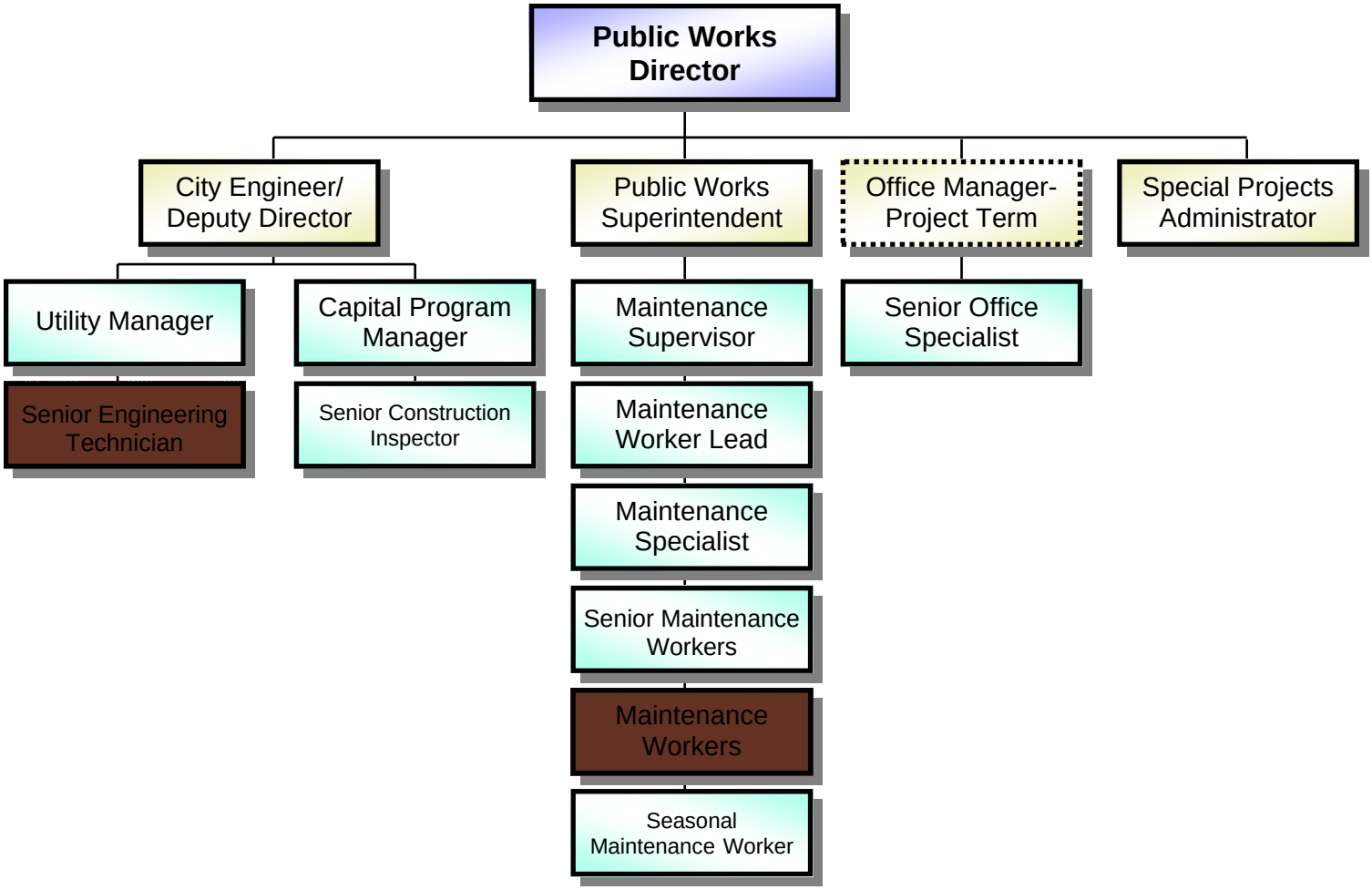
The 2007-2008 Sewer Budget is anticipated to increase $3,512,811 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $205,171. The increase is due to the proportionate share of the new positions, union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The operations increase reflects the cost of treatment charged by King County. The Capital expenditures increase reflects implementation of the adopted Capital Facilities Plan including the sewer utility's portion of the new Public Works Shop.

2005-2006 Accomplishments

- ✓ Increased wet well capacity at Lift Station 42 and 43.
- ✓ Performed Homeland Security improvements.
- ✓ Performed TV inspections of sewer piping for future sewer line replacement projects.
- ✓ Implemented a work program developed through the Sanitary Sewer Comprehensive Plan Update.
- ✓ Continued an aggressive maintenance program that is geared towards promoting system reliability to lessen public and private property damage from sewer back ups, and environmental protection.
- ✓ Co-located maintenance and operations facilities to the leased Northshore School District site.



Bothell 1908



= 2007-2008 New Positions

Sewer Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Director	.25	.25	.25	.25
Special Projects Administrator	.2	.2	.2	.2
Senior Office Specialist	.4	.4	.4	.4
City Engineer/Deputy Director	.15	.15	.15	.15
Senior Construction Inspector	.1	.1	.1	.1
Capital Program Manager	.1	.1	.1	.1
Utility Manager	.15	.15	.15	.15
Senior Engineering Technician	0	0	.2	.2
Public Works Superintendent	.2	.2	.2	.2
Senior Maintenance Worker	.8	.8	1.5	1.5
Maintenance Supervisor	.5	.5	.5	.5
Maintenance Worker Lead	.5	.5	.5	.5
Maintenance Specialist	.8	.8	.55	.55
Maintenance Worker	1.5	1.5	1.2	1.2
Seasonal Maintenance Worker	.33	.33	.165	.165
Accounting Specialist	.6	.6	.6	.6
City Attorney	.05	.05	.05	.05
Assistant City Attorney/Prosecutor	.01	.01	.01	.01
Paralegal	.02	.02	.02	.02
GIS Specialist	0	0	.33	.33
TOTAL	**6.66**	**6.66**	**7.175**	**7.175**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary alloctions are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Ensure sewer system integrity

Activities

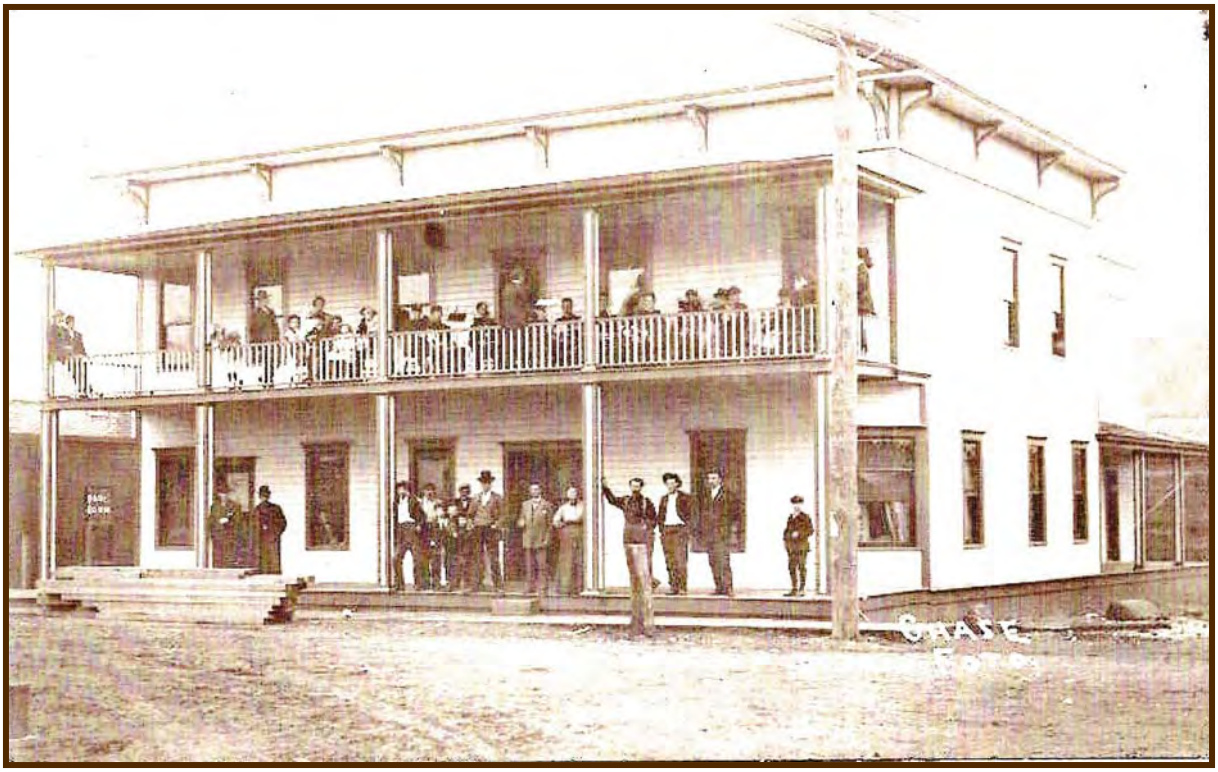
- ★ Minimize the number of breaks or leaks through scheduled maintenance programs.
- ★ Perform quality repairs and replacement activities.
- ★ Perform installations, service, and repairs of sewer mains in a timely manner.
- ★ Service all sanitary sewer lift stations within established service levels.

Secure reliable sewer system

Activities

- ★ Strengthen the discharge monitoring program through implementation of the Fats, Oils, and Grease (FOG) program.
- ★ Educate customers on compliance requirements.
- ★ Maintain lines to keep them free from illegal discharges and blockage into the sanitary sewer.

Bothell Hotel 1909



PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of customer concerns addressed within 24 hours	100%	NA	100%	100%
% of sewer service applications processed within targeted timelines	100%	NA	100%	100%
% of completion of planned pump station inspections & maintenance programs	NA	NA	100%	100%
% of completion of the planned sewer line inspection program	NA	NA	100%	100%
% of completion of the planned manhole inspection program	NA	NA	100%	100%
% of completion of the planned sewer pipe jet cleaning program	NA	NA	100%	100%
Workload				
# of sewer pump station inspections & services performed	480	480	480	480
Linear feet of sewer main televised	25,000	NA	12,500	12,500
# of fats, oil, & grease inspections performed	30	NA	10	20
# of manholes	500	NA	1,600	1,600
# of manholes inspected and rehabilitated if necessary	700	512	250	250
# of utility security surveys performed	24	NA	12	12
Miles of main	NA	NA	58	58
Miles of sewer pipe jet cleaned	25	NA	13	13
# of decant samples taken & tested	NA	NA	10	10

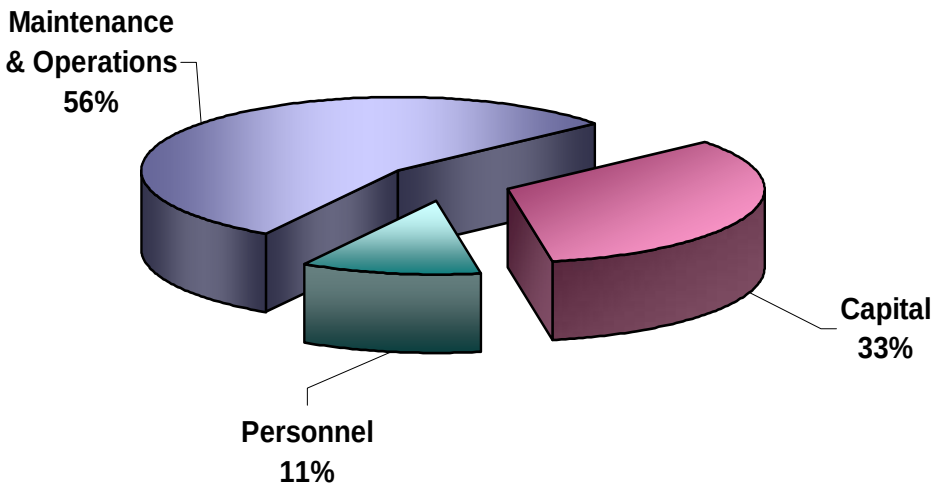
NA - Not Available

TOTAL SEWER REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$847,025	$1,164,181	$1,369,352
Maintenance & Operations	4,639,262	5,531,165	6,563,805
Capital	514,765	1,713,000	3,988,000
Debt & Interest	2,289	-	-
Total Expenditures	**$6,003,341**	**$8,408,346**	**$11,921,157**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The additional .5 FTE for the Maintenance & Operations Division will strengthen and increase the frequency of preventative maintenance activities including main line cleaning and inspection, as well as address needs in the System Control and Data Acquisition (SCADA) Program and assist with the GPS data collection for the geodatabase program.
- The additional staff will also help to address the Division's new responsibilities under the Capacity Management Operation and Maintenance (CMOM) regulations being proposed by the Environmental Protection Agency (EPA).
- King County treatment costs are increasing 9.2% in 2007 and 10.5% in 2008.
- The budget includes .20 FTE new Senior Engineering Technician to assist in assessing capacity improvements and expansion of the sewer system to meet development demands. This technician will be responsible for maintaining the City's new hydraulic model.
- A rate increase will be required to offset cost increases. These increases will reflect a 11.5% increase in 2007, and a 7% increase in 2008.

Public Works Department

Storm Drain Fund

STORM DRAIN

The Stormwater Utility Division of the Public Works Department is responsible for the operation of the City's storm drain system. The system consists of approximately 106 miles of pipe, 6,300 catch basins and manholes, and retention/detention facilities (dry ponds, wet ponds, and underground vaults).

The City's capital storm projects are managed by the Infrastructure, Development, and Improvement Division.

Through innovative measures the Stormwater Utility Division is able to accomplish the following:

Responsibilities include:

- 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 stormwater and surface water improvements as well as the comprehensive geodatabase program.
- Enhance the natural resources programs including Thrasher's Corner Wetland Mitigation, stream rehabilitation, and hydrological analyses.
- 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, which addresses the sources of pollutant run-off to further protect our streams and rivers.

The 2007-2008 budget includes one additional Maintenance Worker to strengthen and increase the frequency of the preventative maintenance activities and to help address the new requirements of the NPDES permit, one third of a new GIS Specialist and a new Senior Engineering Technician which will be equally shared by the Water and Sewer Divisions to assist in assessing capacity improvements and data collection. The budget also includes permit and consultant fees associated with NPDES Phase 2. These increases in the Storm Drain utility will require a user fee increase of 9.5% in 2007, and 2% in 2008. User fees last increased 3.1% in 2006.

Storm Drain Division

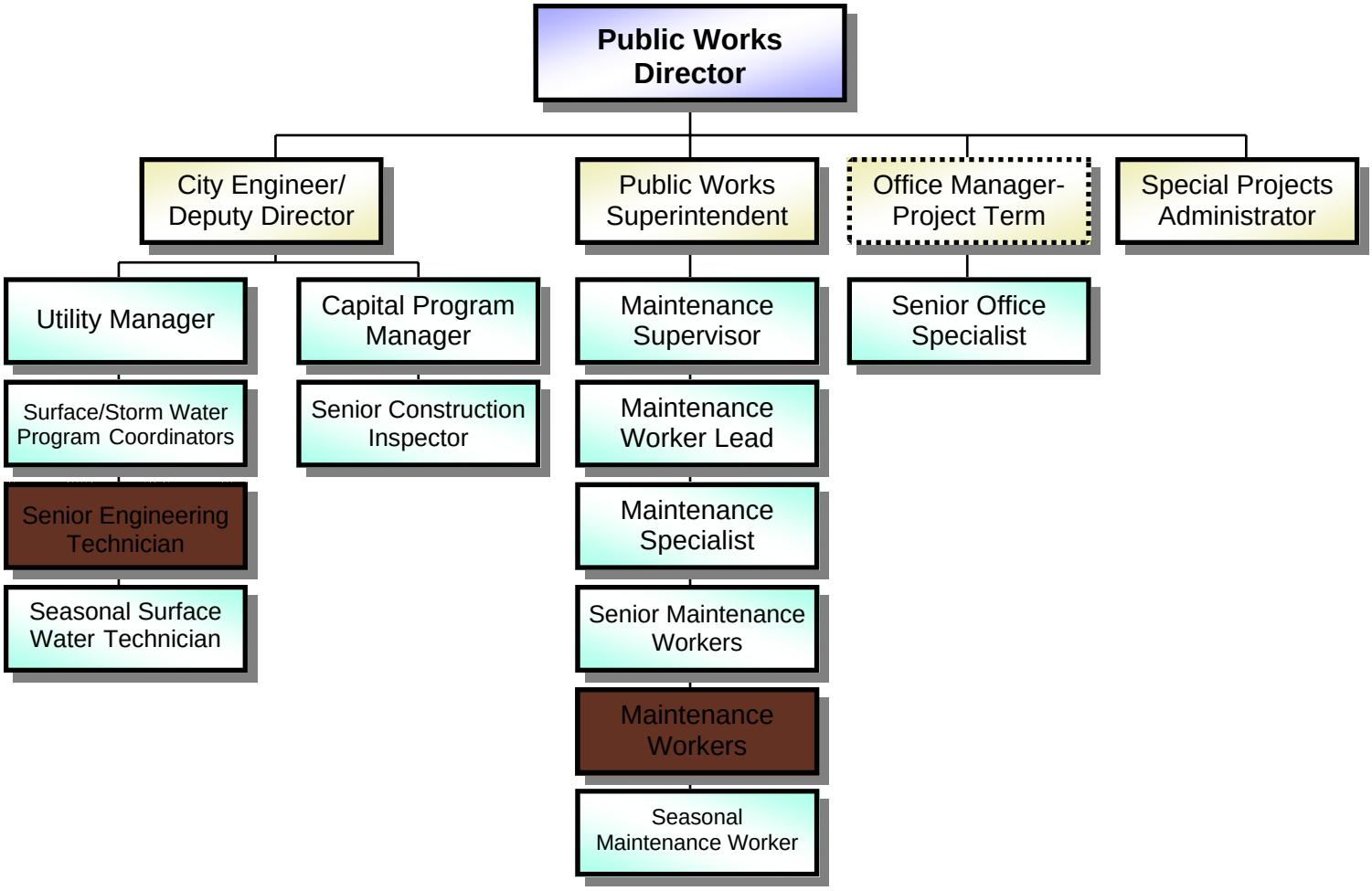
The 2007-2008 Storm Budget is anticipated to increase $3,090,954 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $505,728. The increase is due to additional staff, union negotiated salary step and cost-of-living increases, along with pension contributions and health insurance premiums. The operations increase reflects City costs to respond to the requirements of the National Pollution Discharge Elimination System (NPDES) permit. The capital expenditures increase reflects the implementation of the City's adopted Capital Facilities Plan, which includes the storm utility's portion of the new Public Works Shop.

2005-2006 Accomplishments:

- ✓ Implemented a work program developed through the Storm Water Comprehensive Plan.
- ✓ Implemented a pilot program to upgrade/install locking manhole covers at strategic locations within the system.
- ✓ Cleaned and restored the City's major detention facilities in coordination with the Surface Water staff.
- ✓ Continued an aggressive maintenance program geared toward promoting system reliability that lessens public and private property damage from flooding, as well as protects the environment.
- ✓ Identified the requirements of the proposed NPDES permit to be issued by the Washington State Department of Ecology.
- ✓ Installed 250 feet of storm line on Meridian Avenue.
- ✓ Performed TV inspections of storm system piping for future storm line replacements projects.
- ✓ Co-located the maintenance and operations facilities to the Northshore School District leased site.

Hannan Store 1896

Storm Drain Division



= 2007-2008 New Positions

Storm Drain Division

Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Director	.25	.25	.25	.25
Special Projects Administrator	.15	.15	.2	.2
Senior Office Specialist	.4	.4	.4	.4
City Engineer/Deputy Director	.25	.25	.25	.25
Senior Construction Inspector	.1	.1	.1	.1
Capital Program Manager	.1	.1	.1	.1
Utility Manager	.5	.5	.5	.5
Public Works Superintendent	.2	.2	.2	.2
Maintenance Supervisor	.33	.33	.5	.5
Senior Maintenance Worker	1.65	1.65	2	2
Maintenance Worker Lead	.5	.5	.5	.5
Maintenance Specialist	.65	.65	.55	.55
Maintenance Worker	1.3	1.3	2.3	2.3
Surface/Storm Water Program Coordinator	2	2	2	2
Seasonal Surface Water Technician	1	1	1	1
Seasonal Maintenance Worker	.33	.33	.33	.33
City Attorney	.05	.05	.05	.05
Assistant City Attorney/Prosecutor	.01	.01	.01	.01
Paralegal	.02	.02	.02	.02
Senior Engineering Technician	0	0	.4	.4
GIS Specialist	0	0	.34	.34
TOTAL	**9.79**	**9.79**	**12**	**12**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary alloctions are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

Minimize the introduction of pollutants into surface waters

Activities

- ★ Collect and convey surface water in a controlled manner to the natural drainage systems.
- ★ Maintain ditches and drainage.
- ★ Perform adequate revegetation to allow for the cleaning of surface water.

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

Activities

- ★ Continue the system maintenance program of catch basin cleaning and vactoring.
- ★ Maintain system flow capacities through open channel cleaning.
- ★ Maintain system integrity through participation in the Utility Locate program.

Methodist Church 1913

Complete the Storm and Surface Water Comprehensive Plan

Activities

- ★ Council review of plan for consideration of adoption.

Implement Water Quality Program to meet National Pollutant Discharge Elimination System (NPDES)

Activities

- ★ Expand existing programs to implement the NPDES program.

Implement Thrasher's Corner Park Wetland Mitigation Program

Activities

- ★ Design mitigation project.
- ★ Construct the mitigation project.

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of customer service concerns addressed within 48 hours	NA	NA	100%	100%
% of the planned storm drainage pipe cleaning program completed	NA	NA	100%	100%
% of the planned catch basin cleaning program completed	NA	NA	100%	100%
# of cited violations under the Clean Water Act	NA	NA	0	0
Workload				
Linear feet of storm lines that are visually inspected (inventory)	NA	NA	10,000	15,000
Linear feet of ditches that are cleaned/reshaped	3,200	NA	1,600	1,600
Linear feet of storm lines that are cleaned	80,000	NA	15,000	20,000
Linear feet of system TV inspected	NA	NA	15,000	15,000
# of manhole/catch basins vactored annually	6,000	NA	2,500	3,000
# of private structures inspected	NA	NA	40	40
Total system pipe & ditch miles	NA	NA	106	107
# of catch basins	NA	6315	6,500	6,500
# of catch basins cleaned	NA	NA	6,500	7,000
# of City ponds	NA	16	16	16
# of ponds maintained	NA	NA	20	20
# of hours spent on data collection of the geodatabase project	NA	NA	500	1,000

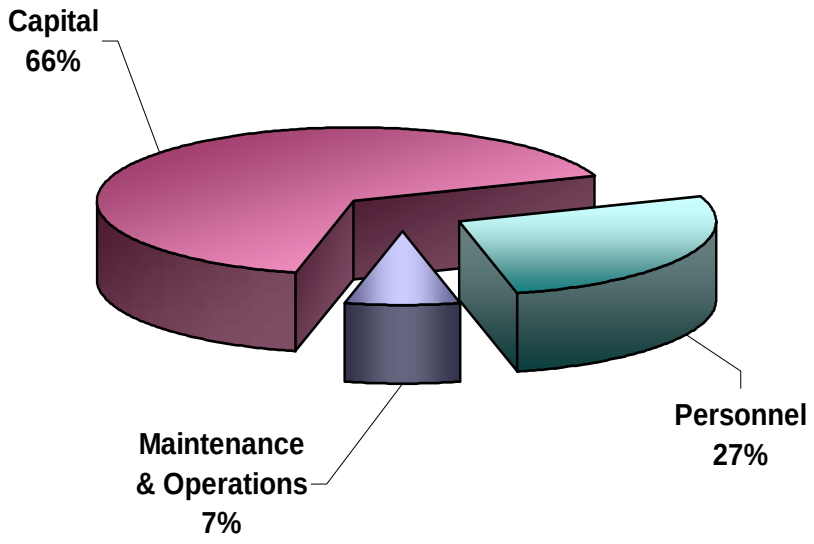
NA - Not Available

TOTAL STORM DRAIN REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$1,283,720	$1,536,904	$2,042,632
Maintenance & Operations	275,497	601,469	530,195
Capital	580,542	2,315,500	4,972,000
Debt & Interest	13,827	-	-
Total Expenditures	**$2,153,585**	**$4,453,873**	**$7,544,827**

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

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- The addition of an FTE for the Maintenance and Operation Division will strengthen and increase the frequency of preventative maintenance activities such as main line and catch basin cleaning, television inspections, storm pond maintenance, as well as assist with the data collection efforts for the geodatabase program.
- The additional staff will also help address new requirements mandated by the National Pollutant Discharge Elimination System (NPDES) permit. This includes items such as inspections of storm water facilities, water quality sampling and testing, and public outreach programs.
- This budget includes a new .4 FTE Senior Engineering Technician to maintain a new hydraulic model.
- One-third of an existing GIS Technician will be shared with Water and Sewer to ensure that the Storm Drain mapping system is adequate.
- The new NPDES Phase 2 requirements include additional permit costs and consultant fees.
- A rate increase will be required to offset cost increases to provide services. These increases reflect a 9.5% increase in 2007, and a 2% increase in 2008.

Internal Service Funds

Public Works Department

Fleet Fund

FLEET

The Fleet Division of the Public Works Department is an internal service center that provides for the maintenance and repair of 150 City-owned vehicles and equipment. Maintenance records are managed with a software system that is capable of creating monthly reports detailing costs, mileage, usage, and upcoming maintenance dates. Fleet maintenance rates are structured to capture all direct and fixed costs associated with the operation.

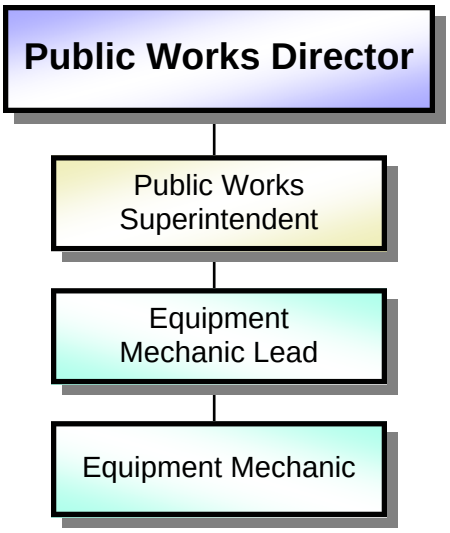
This Division is also responsible for the acquisition and disposal of equipment and provides oversight for the City's asset replacement program.

The 2007-2008 Fleet Budget is anticipated to increase $227,026 over its 2005-2006 budget. Salary and benefit costs alone are expected to exceed the previous 2-year budgeting period by $45,617. The increase is due to union negotiated salary step and cost-of-living increases along with pension contributions and health insurance premiums. Maintenance and operations costs have increased reflecting increased fuel costs and vehicle maintenance needs.

The Bothell Stage

2005-2006 Accomplishments

- ✓ Continued the implementation of Fleet Management improvements.
- ✓ Coordinated 23 vehicle purchases.
- ✓ Updated 2 system policies for the Citywide vehicle asset replacement program.
- ✓ Purchased a backhoe and a sewer vactor truck.



Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Superintendent	.33	.33	.5	.5
Senior Office Specialist	.15	.15	0	0
Equipment Mechanic Lead	1	1	1	1
Equipment Mechanic	1	1	1	1
TOTAL	**2.48**	**2.48**	**2.5**	**2.5**

Salaries are allocated to the appropriate divisions to reflect the proportionate work that is performed for each division. The salary allocations are reviewed each biennium to account for programming and project needs.

2007-2008 BUDGET OUTCOMES & ACTIVITIES

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

Activities

- ★ 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.
- ★ Provide monthly cost analysis to departments showing vehicle usage and costs.
- ★ Research hybrids and other energy efficient vehicles.

Educate City staff on proper procedures for fleet operations

Activities

- ★ Develop Citywide policies on vehicle operation.
- ★ Develop fleet operation policies.
- ★ Hold an annual meeting for City staff on vehicle operation, fueling, repairs, and accident reporting.

Ericksen Motor Company

PERFORMANCE MEASURES

Measures	2005-2006 Target	2005-2006 Actual	2007 Target	2008 Target
Effectiveness				
% of scheduled preventative maintenance services completed within targeted timeframes	NA	NA	95%	95%
% of preventative maintenance services completed within 500 miles of targeted mileage	NA	NA	90%	90%
% of City staff educated annually on fleet operations	NA	NA	50%	75%
Workload				
# of monthly cost analysis statements provided to departments	NA	NA	12	12
# of budgeted vehicles for purchase	23	23	31	11
Updated fleet information provided via Cobnet to staff	NA	NA	4	4
# of vehicles & mechanical equipment in service	130	130	126	126
# of heavy duty vehicles in service	17	17	17	17

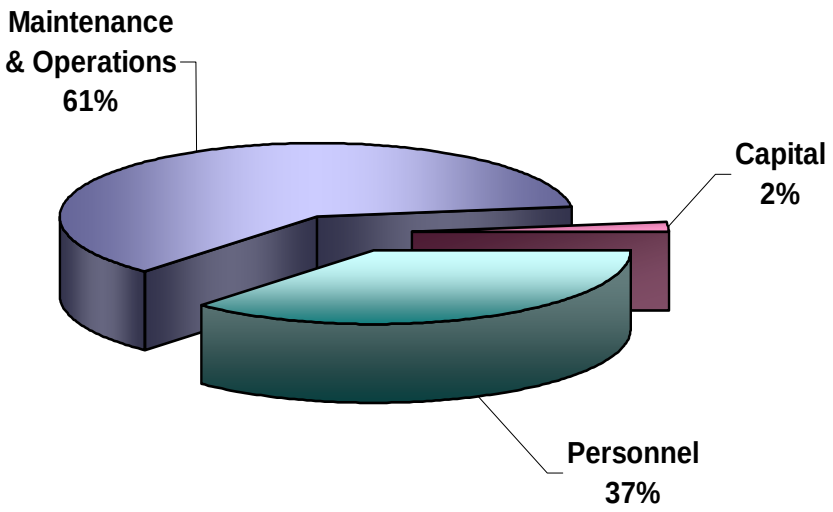
NA - Not Available

TOTAL FLEET REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$402,924	$428,205	$473,822
Maintenance & Operations	513,684	580,894	784,560
Capital	69,805	52,257	30,000
Total Expenditures	**$986,412**	**$1,061,356**	**$1,288,382**
Annual Cost Per Capita	**$31.90**	**$33.86**	**$39.24**

Total Expenditures and Cost per Capita do not include Operating Transfers or Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

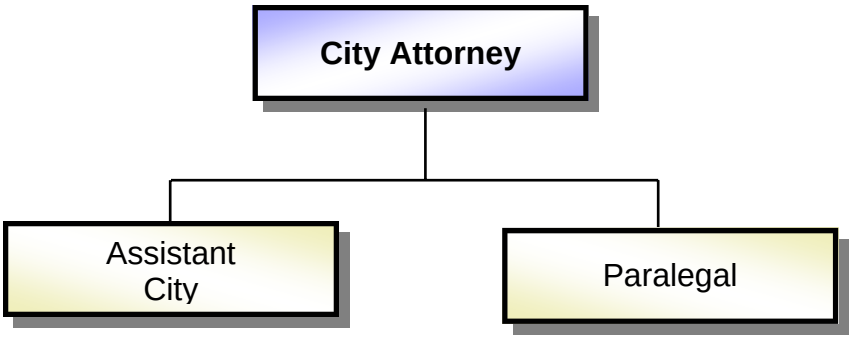
Increase in expenditures is due to the increase in fuel costs and an increase in outside specialty services for police and fire vehicles, (i.e. striping, lights, and radios).

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.

Bus Depot 1938



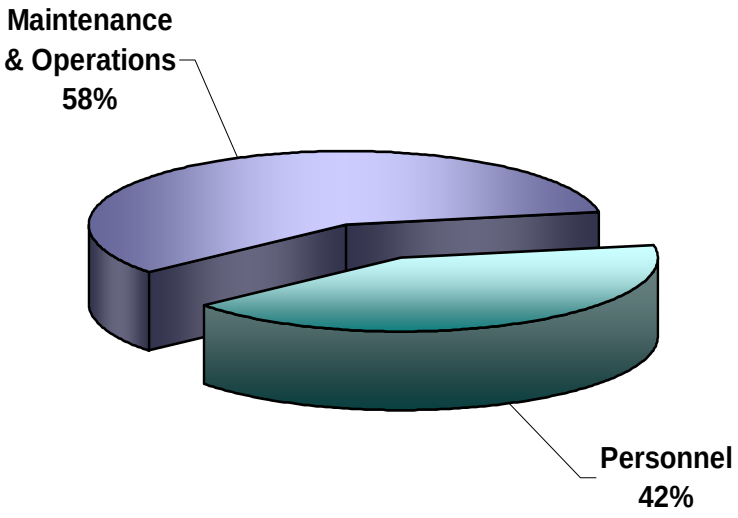
Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
City Attorney	.25	.25	.25	.25
Assistant City	.05	.05	.05	.05
Paralegal	.4	.4	.4	.4
TOTAL	**.7**	**.7**	**.7**	**.7**

TOTAL SELF INSURANCE REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$549,476	$714,843	$817,246
Maintenance & Operations	1,010,707	1,393,368	1,147,933
Capital	-	-	-
Total Expenditures	**$1,560,183**	**$2,108,211**	**$1,965,179**
Annual Cost Per Capita	**$50.46**	**$67.26**	**$59.85**

Total Expenditures and Cost per Capita do not include Operating Transfers or Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Efficiencies in benefits administration resulted in a significant reduction in the City's costs for insurance premiums.

Asset Replacement Fund

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 2013 – funding is sufficient to cover replacement asset purchases that are scheduled over the next 7 years. Asset replacement monies remain invested until needed.

Asset replacement funds are also available for short-term (3 years or less) intergovernmental loans to other City funds. Intergovernmental loans are assessed a market interest rate, but are not charged any of the administration fees that would be associated with issuing bonds.

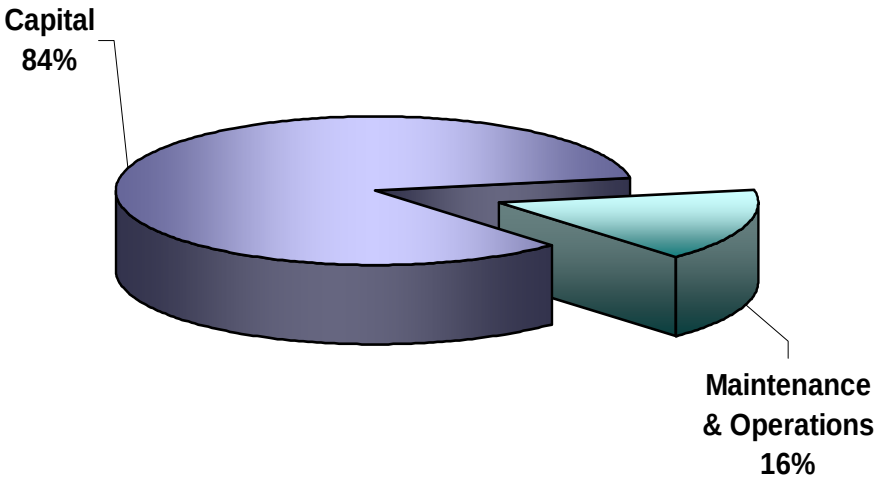
Ernest Seton 1907

TOTAL ASSET REPLACEMENT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	-	390,470
Capital	1,525,535	2,396,527	2,063,476
Total Expenditures	**$1,525,535**	**$2,396,527**	**$2,453,946**
Annual Cost Per Capita	**$49.34**	**$76.46**	**$74.73**

Total Expenditures and Cost per Capita do not include Operating Transfers or Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- In 2007-2008, the City is adding to its asset replacement schedule known schedulable items less than $5,000. Examples include facility projects, Police and Fire radios, and Park signage.
- In 2007, the Asset Replacement Fund is loaning the City's Storm Drain Fund $2,190,000 to finance its portion of a new Public Works shop. The interest rate applied to the loan will be equal to the State's Investment Pool rate on the date the interfund transaction takes place.
- The City's Asset Replacement Fund is fully funded through 2013.

Expendable Trust Funds

Cemetery Endowment Fund

CEMETERY ENDOWMENT

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

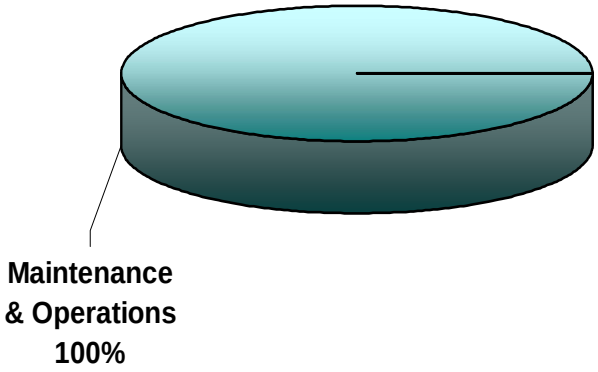
Methodist Church 1948

TOTAL CEMETERY ENDOWMENT REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	-	-	-
Maintenance & Operations	-	2,500	4,000
Capital	-	-	-
Total Expenditures	**$0**	**$2,500**	**$4,000**
Annual Cost Per Capita	**$0.00**	**$0.08**	**$0.12**

Total Expenditures and Cost per Capita do not include Operating Transfers or Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

Maintenance and operations costs are anticipated to increase $1,500 over the previous biennium due to additional services being provided.

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% tax on all insurance premiums. 25% 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 2007-2008, the Municipal Research and Service Center of Washington (MRSC) anticipates the State's fire insurance premium tax allocation will be approximately $700 per firefighter per year.

As of 12/31/06, the Firemen's Pension Reserve had accumulated a fund balance of nearly $181,000.

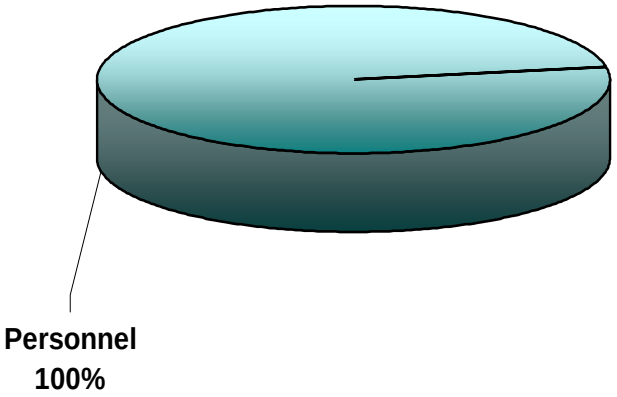
Firemen's Pension Reserve resources are utilized to supplement annuity benefit payments for pre-LEOFF 1 (Law Enforcement Officers and Firefighters) retirees.

TOTAL FIREMEN'S PENSION REQUEST

Expenditures	Actual 2003-2004	Budget 2005-2006	Budget 2007-2008
Personnel	$23,981	$20,000	$50,000
Maintenance & Operations	-	-	-
Capital	-	-	-
Total Expenditures	**$23,981**	**$20,000**	**$50,000**
Annual Cost Per Capita	**$0.78**	**$0.64**	**$1.52**

Total Expenditures and Cost per Capita do not include Operating Transfers or Interfund Transactions.

2003-2006 estimated population figures obtained from Washington State Office of Financial Management.



2007-2008 Financial Highlights

- From 2003 through 2006, $30,000 per biennium was expensed for Law Enforcement Officers and Firefighters (LEOFF) insurance recoupment type payments through operating transfers and/or intergovernmental transactions. These costs were therefore presented with another Fund's expenditures. Beginning in the 2007-2008 biennium, these expenditures are no longer made through operating transfers and/or intergovernmental transactions, and are instead presented as expenditures in the Firemen's Pension Reserve Fund.
- Reserve resources are utilized to supplement annuity benefit payments for pre-LEOFF 1 retirees.

Appendix A

AFSCME and Non-Represented
Classifications by Salary Range

A
Office Specialist**
Recreation Assistant**

B

C
Accounting Specialist**
Engineering Inspector**
Maintenance Worker**
Office Specialist, Senior**
Permit Services Technician**
Planning Technician**
Police Records Specialist**
Police Support Officer**

D
Administrative Assistant**
Communications Specialist**
Construction Inspector**
Equipment Mechanic**
GIS Technician**
Permit Services Lead**
Senior Maintenance Worker**
GIS Specialist**

E
Accounting Specialist, Senior**
Administrative Assistant, Senior**
Administrative Coordinator**
Building Inspector**
Building Maintenance Specialist**
Code Compliance Officer**
Communications Supervisor*
Emergency Preparedness Coordinator**
Equipment Mechanic Lead**
GIS Services Lead**
Hazardous Materials Specialist**
Human Resources Technician**
Information Systems Technician**
Maintenance Specialist**
Planner/Inspector
Police Records Supervisor*
Police Support Officer Supervisor**
Senior Engineering Technician**

F
Building Inspector, Senior**
Civil Engineer**
Construction Inspector, Senior**
Executive Assistant*
Financial Analyst*
Fire Education/Information Specialist**
Maintenance Worker Lead**
Paralegal**

F Continued
Planner*
Recreation Coordinator*
Senior Human Resources Analyst*
Surface/Storm Water Program Coordinator*

G
Administrative Coordinator, Senior*
City Clerk*
Court Administrator*
Maintenance Supervisor*
Office Manager*
Planner, Senior*
Planner, Transportation*
Plans Examiner, Senior**
Public Information Officer*
Tourism Coordinator**

H
Building Official*
Engineer, Senior Civil*
Engineer, Transportation*
Information Systems Supervisor*
Public Works Superintendent*

I
Capital Program Manager*
City Attorney/Prosecutor, Assistant*
Engineering Manager, Transportation*
Finance Manager*
Fire Marshal/Battalion Chief*
Planning Manager*
Senior Management Analyst*
Support Services Manager*
Utility Manager*

J
Economic Development Manager/Asst to CM*
City Engineer*
Police Captain*

K
Director, Human Resources*
Fire Chief, Deputy*
Police Chief, Deputy*

L
City Attorney*
Director, Community Development*
Director, Finance*
Director, Public Works*

M
City Manager, Assistant*
Fire Chief*
Police Chief*

Non-Represented
** = FLSA Exempt*
*** = FLSA Non-Exempt*

City of Bothell

Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
City Manager	1	Executive	City Manager	1
Assistant City Manager	2	Executive	Non-Rep	1
Executive Assistant	3	Executive	Non-Rep	1
Human Resources Director	4	Human Resources	Non-Rep	1
City Clerk	5	City Clerk	Non-Rep	1
Senior Office Specialist	6	City Clerk	AFSCME	1
Human Resources Technician	8	Human Resources	Non-Rep	1
Finance Manager	11	Finance	Non-Rep	1
Human Resources Technician/Payroll	12	Human Resources	Non-Rep	1
Senior Accounting Specialist	13	Finance	AFSCME	1
Accounting Specialist	14	Finance	AFSCME	1
Accounting Specialist	15	Finance	AFSCME	1
Community Development Director	16	Community Development	Non-Rep	1
Planning Manager	18	Community Development	Non-Rep	1
Transportation Planner	19	Public Works	AFSCME	1
Senior Planner	20	Community Development	AFSCME	1
Senior Planner	21	Community Development	AFSCME	1
Planner	22	Community Development	AFSCME	1
Senior Planner	23	Community Development	AFSCME	1
Police Records Specialist	25	Police	AFSCME	1
GIS Services Lead	26	Community Development	AFSCME	1
Public Works Superintendent	27	Public Works	Non-Rep	1
Permit Services Lead	29	Community Development	AFSCME	1
Office Specialist	30	Community Development	AFSCME	1
Administrative Coordinator	31	Public Works	AFSCME	1
Public Works Superintendent	32	Public Works	Non-Rep	1
Maintenance Worker Lead	33	Public Works	AFSCME	1
Senior Maintenance Worker	34	Public Works	AFSCME	1
Senior Maintenance Worker	35	Public Works	AFSCME	1
Senior Maintenance Worker	36	Public Works	AFSCME	1
Fire Chief	37	Fire & EMS	Non-Rep	1
Deputy Fire Chief	38	Fire & EMS	Non-Rep	1
Battalion Chief	39	Fire & EMS	IAFF	1
Battalion Chief	40	Fire & EMS	IAFF	1
Battalion Chief/Fire Marshal	41	Fire & EMS	Non-Rep	1
Fire Lieutenant	42	Fire & EMS	IAFF	1
Fire Lieutenant	43	Fire & EMS	IAFF	1
Firefighter 4	44	Fire & EMS	IAFF	1
Fire Lieutenant	45	Fire & EMS	IAFF	1
Fire Lieutenant	46	Fire & EMS	IAFF	1
Battalion Chief	47	Fire & EMS	IAFF	1
Fire Lieutenant	48	Fire & EMS	IAFF	1
Firefighter 4	49	Fire & EMS	IAFF	1
Firefighter 3	50	Fire & EMS	IAFF	1
Firefighter 4	51	Fire & EMS	IAFF	1
Firefighter 4	52	Fire & EMS	IAFF	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter 4	53	Fire & EMS	IAFF	1
Fire Lieutenant	54	Fire & EMS	IAFF	1
Firefighter 4	55	Fire & EMS	IAFF	1
Fire Lieutenant	56	Fire & EMS	IAFF	1
Firefighter 4	57	Fire & EMS	IAFF	1
Firefighter 4	58	Fire & EMS	IAFF	1
Battalion Chief	59	Fire & EMS	IAFF	1
Firefighter 4	60	Fire & EMS	IAFF	1
Firefighter 2	61	Fire & EMS	IAFF	1
Firefighter 1	62	Fire & EMS	IAFF	1
Fire Lieutenant	63	Fire & EMS	IAFF	1
Firefighter 4	64	Fire & EMS	IAFF	1
Firefighter 4	65	Fire & EMS	IAFF	1
Fire Lieutenant	66	Fire & EMS	IAFF	1
Firefighter 4	67	Fire & EMS	IAFF	1
Firefighter 2	68	Fire & EMS	IAFF	1
Fire Education/Information Specialist	69	Fire & EMS	AFSCME	.5
Senior Administrative Assistant	70	Fire & EMS	Non-Rep	1
Office Specialist	71	Fire & EMS	AFSCME	.75
Police Chief	72	Police	Non-Rep	1
Police Captain	73	Police	Non-Rep	1
Deputy Police Chief	74	Police	Non-Rep	1
Police Officer 3	75	Police	Police Guild	1
Police Sergeant 2	76	Police	Police Guild	1
Police Sergeant 2	77	Police	Police Guild	1
Police Sergeant 2	78	Police	Police Guild	1
Police Officer 4	79	Police	Police Guild	1
Police Officer 4	80	Police	Police Guild	1
Police Officer 4	81	Police	Police Guild	1
Police Officer 4	82	Police	Police Guild	1
Police Officer 4	83	Police	Police Guild	1
Police Officer 4	84	Police	Police Guild	1
Police Officer 4	85	Police	Police Guild	1
Police Officer 4	87	Police	Police Guild	1
Police Sergeant 2	88	Police	Police Guild	1
Police Officer 4	89	Police	Police Guild	1
Police Captain	90	Police	Non-Rep	1
Police Officer 4	91	Police	Police Guild	1
Police Officer 4	92	Police	Police Guild	1
Police Officer 4	93	Police	Police Guild	1
Police Officer 4	94	Police	Police Guild	1
Police Officer 4	95	Police	Police Guild	1
Police Officer 4	96	Police	Police Guild	1
Police Sergeant 2	97	Police	Police Guild	1
Police Officer 4	98	Police	Police Guild	1
Police Officer 4	99	Police	Police Guild	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Police Sergeant 2	100	Police	Police Guild	1
Police Officer 4	101	Police	Police Guild	1
Police Support Officer Supervisor	102	Police	AFSCME	1
Police Records Specialist	103	Police	AFSCME	1
Police Records Specialist	104	Police	AFSCME	1
Support Services Manager	105	Police	Non-Rep	1
Communications Specialist	106	Police	AFSCME	1
Communications Specialist	107	Police	AFSCME	1
Communications Specialist	108	Police	AFSCME	1
Communications Specialist	109	Police	AFSCME	1
Communications Specialist	110	Police	AFSCME	1
Communications Specialist	111	Police	AFSCME	1
Communications Supervisor	112	Police	AFSCME	1
Communications Specialist	113	Police	AFSCME	1
Communications Specialist	114	Police	AFSCME	1
Police Records Supervisor	115	Police	AFSCME	1
Public Works Director	116	Public Works	Non-Rep	1
City Engineer	117	Public Works	Non-Rep	1
Capital Program Manager	119	Public Works	Non-Rep	1
Capital Program Manager	120	Public Works	Non-Rep	1
Senior Engineering Technician	121	Public Works	AFSCME	1
Senior Civil Engineer	122	Public Works	AFSCME	1
Building Official	123	Community Development	Non-Rep	1
Senior Plans Examiner	124	Community Development	AFSCME	1
Senior Building Inspector	125	Community Development	AFSCME	1
Senior Plans Examiner	126	Community Development	AFSCME	1
Senior Construction Inspector	127	Public Works	AFSCME	1
GIS Technician	129	Community Development	AFSCME	1
Construction Inspector	130	Public Works	AFSCME	1
Maintenance Worker Lead	132	Public Works	AFSCME	1
Maintenance Specialist	133	Public Works	AFSCME	1
Maintenance Worker	134	Public Works	AFSCME	1
Maintenance Specialist	135	Public Works	AFSCME	1
Maintenance Worker Lead	136	Public Works	AFSCME	1
Senior Maintenance Worker	137	Public Works	AFSCME	1
Senior Maintenance Worker	138	Public Works	AFSCME	1
Maintenance Worker	139	Public Works	AFSCME	1
Maintenance Supervisor	140	Public Works	Non-Rep	1
Senior Maintenance Worker	141	Public Works	AFSCME	1
Maintenance Worker	142	Public Works	AFSCME	1
Senior Maintenance Worker	143	Public Works	AFSCME	1
Maintenance Specialist	144	Public Works	AFSCME	1
Senior Maintenance Worker	145	Public Works	AFSCME	1
Senior Maintenance Worker	146	Public Works	AFSCME	1
Equipment Mechanic Lead	147	Public Works	AFSCME	1
Equipment Mechanic	148	Public Works	AFSCME	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Senior Management Analyst	149	Executive	Non-Rep	1
Permit Services Technician	150	Community Development	AFSCME	1
Administrative Coordinator	151	Community Development	AFSCME	1
Senior Office Specialist	152	Public Works	AFSCME	1
Maintenance Supervisor	154	Public Works	Non-Rep	1
Police Officer 4	155	Police	Police Guild	1
Police Records Specialist	156	Police	AFSCME	1
Surface Water Coordinator	157	Public Works	AFSCME	1
Senior Construction Inspector	158	Public Works	AFSCME	1
Court Administrator	159	Municipal Court	Non-Rep	1
Senior Office Specialist	160	Municipal Court	AFSCME	1
Firefighter 4	161	Fire & EMS	IAFF	1
Firefighter 4	162	Fire & EMS	IAFF	1
Firefighter 4	163	Fire & EMS	IAFF	1
Firefighter 4	164	Fire & EMS	IAFF	1
Firefighter 4	165	Fire & EMS	IAFF	1
Firefighter 4	166	Fire & EMS	IAFF	1
Firefighter 4	167	Fire & EMS	IAFF	1
Firefighter 4	168	Fire & EMS	IAFF	1
Firefighter	169	Fire & EMS	IAFF	1
Police Captain	170	Police	Non-Rep	1
Police Officer 4	171	Police	Police Guild	1
Police Sergeant 2	172	Police	Police Guild	1
Communications Supervisor	175	Police	AFSCME	1
Police Sergeant 2	176	Police	Police Guild	1
Information Systems Technician	177	Information Technology	AFSCME	1
Police Support Officer	178	Police	AFSCME	1
Firefighter 4	180	Fire & EMS	IAFF	1
Firefighter 4	181	Fire & EMS	IAFF	1
Police Officer 4	182	Police	Police Guild	1
Police Officer 4	183	Police	Police Guild	1
Hazardous Materials Specialist	184	Fire & EMS	AFSCME	1
Senior Maintenance Worker	185	Public Works	AFSCME	1
Office Specialist	186	Public Works	AFSCME	1
Senior Office Specialist	187	Community Development	AFSCME	1
Communications Specialist	188	Police	AFSCME	1
Senior Administrative Coordinator	189	Police	Non-Rep	1
Senior Administrative Assistant	190	Executive	Non-Rep	1
Administrative Assistant	191	Police	Non-Rep	1
Administrative Assistant	192	Police	Non-Rep	1
Senior Office Specialist	193	Public Works	AFSCME	1
Transportation Engineer	194	Public Works	AFSCME	1
Recreation Coordinator	195	Public Works	AFSCME	1
Senior Administrative Assistant	196	Fire & EMS	AFSCME	.75
Police Officer 4	197	Police	Police Guild	1
Police Officer 4	198	Police	Police Guild	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Firefighter 4	199	Fire & EMS	IAFF	1
Maintenance Worker	200	Public Works	AFSCME	1
Communications Specialist	201	Police	AFSCME	1
Permit Services Technician	202	Community Development	AFSCME	1
Senior Civil Engineer	204	Public Works	AFSCME	1
Firefighter 3	205	Fire & EMS	IAFF	1
Firefighter 4	206	Fire & EMS	IAFF	1
Firefighter Probationary	207	Fire & EMS	IAFF	1
Police Officer 4	208	Police	Police Guild	1
Police Officer 4	209	Police	Police Guild	1
Firefighter 4	210	Fire & EMS	IAFF	1
Firefighter 4	211	Fire & EMS	IAFF	1
Firefighter 4	212	Fire & EMS	IAFF	1
Police Officer 4	213	Police	Police Guild	1
Police Officer 4	214	Police	Police Guild	1
Police Officer 2	215	Police	Police Guild	1
Police Officer 4	216	Police	Police Guild	1
Information Systems Technician	232	Information Technology	AFSCME	1
Senior Maintenance Worker	233	Public Works	AFSCME	1
Senior Office Specialist	234	Community Development	AFSCME	1
Battalion Chief	235	Fire & EMS	IAFF	1
Police Records Specialist	236	Police	AFSCME	1
Police Sergeant 2	239	Police	Police Guild	1
Transportation Engineering Manager	240	Public Works	Non-Rep	1
Building Maintenance Specialist	241	Public Works	AFSCME	1
Financial Analyst	242	Finance	AFSCME	1
Public Information Officer	245	Executive	Non-Rep	1
Information Systems Technician	246	Information Technology	AFSCME	1
Fire Plans Examiner	248	Fire & EMS	IAFF	1
Police Officer 4	249	Police	Police Guild	1
Police Officer 4	250	Police	Police Guild	1
Police Support Officer	251	Police	AFSCME	1
Communications Specialist	252	Police	AFSCME	1
Office Specialist	253	Police	AFSCME	.75
Office Specialist	255	Municipal Court	AFSCME	1
City Attorney	256	Legal	Non-Rep	1
Assistant City Attorney/Prosecutor	257	Legal	Non-Rep	1
Paralegal	258	Legal	Non-Rep	1
Senior Human Resources Analyst	259	Human Resources	Non-Rep	1
Senior Administrative Assistant	261	Finance	Non-Rep	1
Code Compliance Officer	264	Community Development	AFSCME	1
Administrative Assistant	265	Fire & EMS	AFSCME	1
Police Sergeant 2	266	Police	Police Guild	1
Police Officer 4	269	Police	Police Guild	1
Police Officer 4	270	Police	Police Guild	1
Police Captain	271	Police	Non-Rep	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Senior Office Specialist	272	City Clerk	AFSCME	.75
Information Systems Technician	274	Information Technology	AFSCME	1
Police Officer 4	275	Police	Police Guild	1
Police Officer 4	276	Police	Police Guild	1
Firefighter 4	277	Fire & EMS	IAFF	1
Office Specialist	278	Fire & EMS	AFSCME	1
Surface Water Coordinator	279	Public Works	AFSCME	1
Maintenance Worker	280	Public Works	AFSCME	1
Utility Manager	281	Public Works	Non-Rep	1
Financial Analyst	284	Finance	Non-Rep	1
Fire Education/Information Specialist	286	Fire & EMS	AFSCME	.75
Information Systems Supervisor	287	Information Technology	Non-Rep	1
Information Systems Technician	288	Information Technology	AFSCME	1
Recreation Site Specialist	289	Public Works	Non-Rep	.33
GIS Specialist	290	Public Works	AFSCME	1
Office Specialist	291	Legal	AFSCME	.5
Office Specialist	292	Human Resources	Non-Rep	1
Civil Engineer - Project Term	293	Public Works	AFSCME	1
Capital Program Manager - Project Term	294	Public Works	Non-Rep	1
Civil Engineer - Project Term	295	Public Works	AFSCME	1
Civil Engineer - Project Term	296	Public Works	AFSCME	1
Senior Office Specialist - Project Term	297	Public Works	AFSCME	1
Office Manager - Project Term	298	Public Works	Non-Rep	1
Finance Director	299	Finance	Non-Rep	1
Police Officer 2	300	Police	Police Guild	1
Emergency Preparedness Coordinator	301	Fire & EMS	AFSCME	1
Office Specialist	302	City Clerk	AFSCME	1
Building Inspector	303	Community Development	AFSCME	1
Maintenance Aide - Street/Sidewalk - Seasonal	304	Public Works	Non-Rep	.33
Maintenance Aide - Street/Sidewalk - Seasonal	305	Public Works	Non-Rep	.33
Maintenance Aide - Parks - Seasonal	306	Public Works	Non-Rep	.33
Maintenance Aide - Parks - Seasonal	307	Public Works	Non-Rep	.33
Maintenance Aide - Water - Seasonal	308	Public Works	Non-Rep	.33
Information Systems Technician	310	Information Technology	AFSCME	1
Tourism Coordinator	311	Executive	AFSCME	.5
Maintenance Worker	312	Public Works	AFSCME	1
Office Specialist	313	Municipal Court	AFSCME	.5
Economic Development Manager - Asst to CM	314	Executive	Non-Rep	1
Recreation Assistant - Seasonal	315	Public Works	Non-Rep	.33
Surface Water Technician - Seasonal	316	Public Works	AFSCME	1

City of Bothell
Position Listing

Position	Position Control Number	Dept Divisions	Group	Full-Time Employee
Construction Inspector - Limited-term	317	Public Works	AFSCME	1
Public Works Superintendent	318	Public Works	Non-Rep	1
Construction Inspector - Project Term	319	Public Works	AFSCME	1
Construction Inspector	320	Public Works	AFSCME	1
Firefighter	321	Fire & EMS	IAFF	1
Firefighter	322	Fire & EMS	IAFF	1
Firefighter	323	Fire & EMS	IAFF	1
Maintenance Worker	324	Public Works	AFSCME	1
Office Specialist	326	Municipal Court	AFSCME	.5
Police Officer	327	Police	Police Guild	1
Police Officer	328	Police	Police Guild	1
Police Officer	329	Police	Police Guild	1
Planner/Inspector	330	Community Development	AFSCME	1
Civil Engineer - Project Term	331	Public Works	AFSCME	1
Civil Engineer - Project Term	332	Public Works	AFSCME	1
Civil Engineer - Project Term	333	Public Works	AFSCME	1
Senior Accounting Specialist - Project Term	334	Public Works	AFSCME	1
Senior Engineering Technician	335	Public Works	AFSCME	1
Office Specialist - Limited-term	336	Community Development	AFSCME	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Councilperson	1000	City Council	City Council	1
Total City of Bothell Employees				**287.56**

Employment Status as of 12/31/06

	Employees	FTE's
Regular Full-Time	229	229.00
Regular Full-Time Project-Term	11	11.00
Regular Part-Time	9	6.00
Limited-Term Full-Time	7	6.00
Limited-Term Part-Time	2	1.13
Temporary Full-Time	2	2.00
Temporary Part-Time	8	5.33
Provisional	1	1.00
Total Employed	**269**	**261.46**

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Executive Department					
Legislative	City Council - Mayor	1	1	1	1
	City Council Member	6	6	6	6
Office of the City Manager	City Manager	1	1	1	1
	Assistant City Manager	1	1	1	1
	Senior Management Analyst	1	1	1	1
	Executive Assistant	1	1	1	1
	Senior Administrative Assistant	1	1	1	1
Public Information	Public Information Officer	1	1	1	1
Economic Development	Economic Development Manager/ Assistant to the City Manager	0	1	1	1
Judicial	Court Administrator	1	1	1	1
	Senior Office Specialist	1	1	1	1
	Office Specialist	1	1.5	2	2
City Clerk	City Clerk	1	1	1	1
	Senior Office Specialist	1.75	1.75	1.75	1.75
	Office Specialist	.5	.5	1	1
Information Technology	Administrative Services Director	.5	0	0	0
	Information Systems Supervisor	1	1	1	1
	Information Systems Technician	5	5	6	6
		25.75	**26.75**	**28.75**	**28.75**
Finance Department					
Finance	Finance Director	1	1	1	1
	Finance Manager	1	1	1	1
	Senior Administrative Assistant	1	1	1	1
	Senior Accounting Specialist	1	1	1	1
	Accounting Specialist	.8	.8	.8	.8
	Financial Analyst	2	2	2	2
		6.8	**6.8**	**6.8**	**6.8**
Legal Department					
Legal	City Attorney	.6	.6	.6	.6
	Assistant City Attorney/Prosecutor	.92	.92	.92	.92
	Paralegal	.54	.54	.54	.54
	Office Specialist	.5	.5	.5	.5
		2.56	**2.56**	**2.56**	**2.56**
Non-Departmental					
Non-Departmental	Tourism Coordinator	0	.5	.5	.5
		0	**.5**	**.5**	**.5**

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Human Resources					
Human Resources	Administrative Services Director	.5	0	0	0
	Human Resources Director	0	1	1	1
	Human Resources Manager	1	0	0	0
	Senior Human Resources Analyst	1	1	1	1
	Human Resources Technician	2	2	2	2
	Senior Administrative Assistant	1	0	0	0
	Office Specialist	0	1	1	1
		5.5	**5**	**5**	**5**
Police Department					
Administrative	Police Chief	1	1	1	1
	Deputy Police Chief	1	1	1	1
	Police Captain	4	4	4	4
	Support Services Manager	1	1	1	1
	Senior Administrative Coordinator	1	1	1	1
	Office Specialist	.75	.75	.75	.75
Support Services	Communications Supervisor	2	2	2	2
	Communications Specialist	11	11	11	11
	Police Records Supervisor	1	1	1	1
	Police Records Specialist	4	4	5	5
	Police Records Specialist – Legal	1	1	0	0
Patrol Operations	Sergeant	6	6	5	5
	Training Sergeant	1	1	1	1
	Homeland Security Sergeant	0	0	1	1
	Police Officer	24	24	27	27
	Administrative Assistant	1	1	1	1
Investigations	Detective Sergeant	1	1	1	1
	General Case Detective	3	3	3	3
	Fraud Detective	1	1	1	1
	Juvenile Detective	1	1	1	1
	Narcotics Detective	1	1	1	1
	Administrative Assistant	1	1	1	1
	Juvenile Services Sergeant	1	1	1	1
	School Resource Officer	3	3	3	3
	DARE Officer	1	1	1	1
Special Operations	Neighborhood Traffic Sergeant	1	1	1	1
	Neighborhood Traffic Officer	4	4	4	4
	Police Support Officer Supervisor	1	1	1	1
	Police Support Officer	2	2	2	2
		80.75	**80.75**	**83.75**	**83.75**

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Fire Department					
Administrative	Fire Chief	1	1	1	1
	Deputy Fire Chief	0	0	1	1
	Senior Administrative Assistant	1.75	1.75	1.75	1.75
	Office Specialist	1.75	1.75	1.75	1.75
Suppression & EMS	Deputy Fire Chief	1	1	0	0
	Battalion Chief	5	5	4	4
	Lieutenant	9	9	9	9
	Firefighter	34	34	37	37
Fire/Hazard Prevention	Fire Marshal/Battalion Chief	1	1	1	1
	Fire Plans Examiner/Lieutenant	1	1	1	1
	Firefighter/Inspector	1	1	1	1
	Hazard Materials Specialist	1	1	1	1
	Administrative Assistant	1	1	1	1
Public Education	Public Education/Information Specialist	1	1	1.25	1.25
Emergency Preparedness	Emergency Preparedness Coordinator	0	1	1	1
Training	Training Battalion Chief	0	0	1	1
		59.5	**60.5**	**63.75**	**63.75**
Public Works Department					
Administration	Public Works Director	.15	.15	.15	.15
	Special Projects Administrator	.3	.3	.1	.1
	Senior Office Specialist	.25	.25	.2	.2
Infrastructure Development	City Engineer/Deputy Director	.35	.35	.35	.35
	Public Works Superintendent	0	0	.5	.5
	Construction Inspector	1	1	1	1
	Senior Civil Engineer	2	2	2	2
	Senior Construction Inspector	1.65	1.65	1.65	1.65
	Senior Engineering Technician	1	0	0	0
	Capital Program Manager - 1 Project Term	2.5	2.5	2.5	2.5
	Administrative Assistant - Project Term	1	1	0	0
	Office Manager - Project Term	0	0	1	1
	Office Specialist - Project Term	1	1	0	0
	Senior Office Specialist - Project Term	0	0	1	1
	Civil Engineer - Project Term	3	3	6	6
	Construction Inspector - Project Term	0	1	2	2
	Senior Accounting Specialist - Project Term	0	0	1	1
	Construction Inspector Development Review	0	0	1	1

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Department					
Transportation Engineering	Transportation Engineer Manager	1	1	1	1
	Transportation Engineer	.85	.85	.85	.85
	Transportation Planner	1	1	1	1
	Senior Engineering Technician	0	1	1	1
Facility Services	Building Maintenance Specialist	1	1	1	1
	Public Works Superintendent	.33	.33	.5	.5
	Senior Office Specialist	0	0	0	0
Parks & Recreation	Public Works Superintendent	.54	.54	.7	.7
	Maintenance Supervisor	.33	.33	0	0
	Maintenance Worker Lead	1	1	1	1
	Senior Maintenance Worker	4	4	4	4
	Maintenance Worker	0	1	1	1
	Seasonal Maintenance Worker	1	.66	.66	.66
	Recreation Coordinator	1	1	1	1
	Senior Office Specialist	0	0	.2	.2
	Office Specialist	1	1	1	1
	Seasonal Recreation Specialist	.33	.33	.33	.33
	Recreation Site Specialist	.33	.33	.33	.33
Street	Public Works Director	.1	.1	.1	.1
	Special Projects Administrator	.15	.15	.3	.3
	Senior Office Specialist	.4	.4	.4	.4
	City Engineer/Deputy Director	.1	.1	.1	.1
	Senior Construction Inspector	.05	.05	.05	.05
	Capital Program Manager	.2	.2	.2	.2
	Transportation Engineer	.15	.15	.15	.15
	Public Works Superintendent	.2	.2	.2	.2
	Maintenance Supervisor	.34	.34	.5	.5
	Senior Maintenance Worker	2.35	2.35	2	2
	Maintenance Specialist	1.15	1.15	.95	.95
	Maintenance Worker Lead	.5	.5	.5	.5
	Maintenance Worker	1.7	1.7	1.7	1.7
	Seasonal Maintenance Worker	.66	.66	.33	.33

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Department					
Water	Public Works Director	.25	.25	.25	.25
	Special Projects Administrator	.2	.2	.2	.2
	Senior Office Specialist	.4	.4	.4	.4
	City Engineer/Deputy Director	.15	.15	.15	.15
	Senior Construction Inspector	.1	.1	.1	.1
	Capital Program Manager	.1	.1	.1	.1
	Utility Manager	.35	.35	.35	.35
	Senior Engineering Technician	0	0	.4	.4
	Public Works Superintendent	.2	.2	.2	.2
	Maintenance Supervisor	.5	.5	.5	.5
	Maintenance Worker Lead	.5	.5	.5	.5
	Maintenance Specialist	.4	.4	.95	.95
	Senior Maintenance Worker	1.2	1.2	1.5	1.5
	Maintenance Worker	1.5	1.5	.8	.8
	Seasonal Maintenance Worker	.33	.33	.165	.165
	Accounting Specialist	.6	.6	.6	.6
	City Attorney	.05	.05	.05	.05
	Assistant City Attorney/Prosecutor	.01	.01	.01	.01
	Paralegal	.02	.02	.02	.02
	GIS Specialist	0	0	.33	.33
Sewer	Public Works Director	.25	.25	.25	.25
	Special Projects Administrator	.2	.2	.2	.2
	Senior Office Specialist	.4	.4	.4	.4
	City Engineer/Deputy Director	.15	.15	.15	.15
	Senior Construction Inspector	.1	.1	.1	.1
	Capital Program Manager	.1	.1	.1	.1
	Utility Manager	.15	.15	.15	.15
	Senior Engineering Technician	0	0	.2	.2
	Public Works Superintendent	.2	.2	.2	.2
	Senior Maintenance Worker	.8	.8	1.5	1.5
	Maintenance Supervisor	.5	.5	.5	.5
	Maintenance Worker Lead	.5	.5	.5	.5
	Maintenance Specialist	.8	.8	.55	.55
	Maintenance Worker	1.5	1.5	1.2	1.2
	Seasonal Maintenance Worker	.33	.33	.165	.165
	Accounting Specialist	.6	.6	.6	.6
	City Attorney	.05	.05	.05	.05
	Assistant City Attorney/Prosecutor	.01	.01	.01	.01
	Paralegal	.02	.02	.02	.02
	GIS Specialist	0	0	.33	.33

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Public Works Department					
Storm Drain	Public Works Director	.25	.25	.25	.25
	Special Projects Administrator	.15	.15	.2	.2
	Senior Office Specialist	.4	.4	.4	.4
	City Engineer/Deputy Director	.25	.25	.25	.25
	Senior Construction Inspector	.1	.1	.1	.1
	Capital Program Manager	.1	.1	.1	.1
	Utility Manager	.5	.5	.5	.5
	Public Works Superintendent	.2	.2	.2	.2
	Maintenance Supervisor	.33	.33	.5	.5
	Senior Maintenance Worker	1.65	1.65	2	2
	Maintenance Worker Lead	.5	.5	.5	.5
	Maintenance Specialist	.65	.65	.55	.55
	Maintenance Worker	1.3	1.3	2.3	2.3
	Surface/Storm Water Program Coordinator	2	2	2	2
	Seasonal Surface Water Technician	1	1	1	1
	Seasonal Maintenance Worker	.33	.33	.33	.33
	City Attorney	.05	.05	.05	.05
	Assistant City Attorney/Prosecutor	.01	.01	.01	.01
	Paralegal	.02	.02	.02	.02
	Senior Engineering Technician	0	0	.4	.4
	GIS Specialist	0	0	.34	.34
Fleet Management	Public Works Superintendent	.33	.33	.5	.5
	Senior Office Specialist	.15	.15	0	0
	Equipment Mechanic Lead	1	1	1	1
	Equipment Mechanic	1	1	1	1
		61.75	**63.41**	**72.75**	**72.75**

City of Bothell

Personnel Schedule Summary

Division	Job Title/Classification	2005 Authorized Positions	2006 Authorized Positions	2007 Authorized Positions	2008 Authorized Positions
Community Development Department					
Administrative Services	Community Development Director	1	1	1	1
	Administrative Coordinator	1	1	1	1
	Senior Office Specialist	2	2	2	2
	Office Specialist - 1 limited term	1	1	2	2
Building & Permit Services	Building Official	1	1	1	1
	Senior Plans Examiner	2	2	2	2
	Senior Building Inspector	1	1	1	1
	Building Inspector	0	0	1	1
	Code Compliance Officer	1	1	1	1
	Permit Services Lead	1	1	1	1
	Permit Services Technician	2	2	2	2
Planning & GIS Services	Planning Manager	1	1	1	1
	Senior Planners	3	3	3	3
	Planner	1	1	1	1
	Planner/Inspector	0	0	1	1
	GIS Services Lead	1	1	1	1
	GIS Technician	1	1	1	1
	GIS Specialist	0	0	0	0
		20	**20**	**23**	**23**
Self Insurance					
Self Insurance	City Attorney	.25	.25	.25	.25
	Assistant City Attorney/Prosecutor	.05	.05	.05	.05
	Paralegal	.4	.4	.4	.4
		.7	**.7**	**.7**	**.7**
	GRAND TOTAL	**263.31**	**266.97**	**287.56**	**287.56**

Expenditure Account Descriptions

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 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 2,720 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 FLSA (Fair Labor Standards Act).

1300 Part-Time/Temporary Labor

Part-time is defined as working less than 40 hours per week. Temporary is defined as working less than 5 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 5 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 January 1, 2007 are:

PERS 1, 2, & 3	5.46%
PSERS 2	8.53%
LEOFF 2	4.90%

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 $30/month per member for cleaning service. Detectives allowance is $510/year.

Fire

Uniforms and equipment are provided by the City. See department standard operating procedures for additional detail.

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.

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

4000 - Other Services and Charges

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.

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.

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 2007-2008 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. It makes the best choices for resource allocations, meets current operational needs, and addresses future fiscal capacity.

2007-2008 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 2007-2008 budget process incorporated 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 2007-2008 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 a strong General Fund reserve in addition to appropriating an adequate contingency reserve.
- Including sufficient maintenance and replacement funds to properly maintain essential facilities and equipment.

The City prepares budgets for all of its eighteen 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 page 1 of the Revenue section.

Budget Planning Process

Planning for the 2007-2008 budget began in the first quarter of 2006, immediately following the 2005-2006 mid-biennial budget review.

The development and adoption of our City's budget was 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 2007-2008 Budget Development Process document located on page 17 in this section.

The major steps involved in development of the 2007-2008 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 20 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 1 to 2 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 department 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 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 November 1st.

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; and
- 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.

This budget process reassessed citywide goals and objectives and the means to accomplish them. In 2006, the Council met and established the following focus areas for developing the City's 2007-2008 budget. These five 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.

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 2007-2008 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.

State law does allow the City Council to modify their adopted budget appropriations. 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.

Financial Policies

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 Officer's 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

In all cases, City revenue estimates are to be conservatively forecasted. The City only budgets dependable anticipated revenues.

The City's budget amendment process shall 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 a 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 2007-2008 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. The City regularly examines its programs and services (including expenditure outflows) for more efficient and/or less costly ways to deliver services to citizens.

City management performs frequent and routine fiscal and operational reviews to assess changing economic conditions and identify possible programmatic modification needs.

In 2006, over $531,000 in General Fund on-going efficiency savings resulted from 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 August Consumer Price Index (CPI) for Seattle.

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 is inclusive of all fees and charges collected by the City, unless otherwise dictated by contract or State statute.

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 all funds on the same day the funds are received. 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.

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 every two years by a qualified portfolio valuation service, 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 with quarterly reports on the City's investment 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.

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, per the National Federation of Municipal Analysts, 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 on Page 12

Capital Facilities Plan Policies

In July 2006, the City Council adopted Resolution 1190, the 2007-2013 Capital Facilities Plan (CFP). This plan includes a six-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 funding 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 2007-2008 biennial budget.

The following fiscal policies were developed as a result of the CFP:

- Opportunity reserves should be established for the Arterial Street, Park Cumulative Reserve, and Capital Improvement funds, to be allocated at Council's discretion towards unidentified capital projects.
- Arterial Street opportunity reserves should be a minimum 10% of projected transportation impact fees.
- Park Cumulative Reserve Fund's opportunity reserves should be a minimum of 10% of projected park impact fees.
- 10% of projected revenues from Real Estate Excise Tax (REET) should be designated as opportunity reserves for the Capital Improvement Fund.

- The Capital Improvement Fund should reserve 50% of ongoing annual revenues.
- 10% of any one-time revenue transfers (permit fees and construction sales tax) should be designated as opportunity funds in the Capital Improvement Fund.
- Debt service should not exceed REET revenue estimates unless another secure revenue source is identified.

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 each accounting fund 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 (but limited) 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 prior Council approval, unless previously appropriated by the City Council in the City's biennial budget.

An Undesignated Reserve Fund should be maintained in accordance with RCW 35A.33.145 to meet any municipal expense, the necessity or extent of which could not have been reasonably foreseen at the time of adopting the annual budget. In addition to an undesignated reserve, the City maintains a designated operating reserve balance equal to 20% of its annual expenditure budget, which is in excess of the State's legal requirement ($.375 per $1,000 of Assessed Valuation).

The City should maintain reserves for the replacement of vehicles and other fixed assets.

Additional reserve accounts 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.

Unreserved and/or undesignated fund balances should be essentially used to fund emergency expenses and/or capital needs.

Fund reserves, along with one-time and unpredictable revenues, should be considered for only one-time expenditures - therefore avoiding using them to fund routine ongoing operating expenses.

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 (CAFR) presents the City's financial position on the basis of generally accepted accounting principles (GAAP).

CITY OF BOTHELL
INTEROFFICE MEMORANDUM
Office of the City Manager

DATE: June 30, 2006

TO: Department Directors

CC: Budget Coordinators

FROM: Robert S. Stowe, City Manager

SUBJECT: 2007-2008 Official Budget Call and Development Directives

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The 2007-2008 budget process is upon us. In addition to the standard budget development process guidelines and budget calendar prepared by the Finance Department (both documents are provided as attachments to this memo), I am providing the following directives to help guide Departments in preparing their biennial budget proposals.

Budget Focus Areas and Desired Outcomes

While the budget development process began informally early last month, we now have some guidance from the City Council in the form of Budget Focus Areas and Desired Budget Outcomes related to the City's operations and services. The Council affirmed and/or identified five budget focus areas and 11 desired outcomes (attached).

The City's Focus Areas typically do not change significantly from one biennium to the next. Instead, focus areas are general themes that support the organization's vision and mission over time. Desired Budget Outcomes on the other hand are much more specific. Their purpose is to help advance the City's Focus Areas by defining the most critical priorities or needs of the organization and the community.

Both the Focus Areas and the Desired Budget Outcomes should be a key driver in planning and developing your department's proposed 2007-2008 spending plan.

Road Map Direction

During the development and presentation of "The Road Map: Setting the Course" document, I presented Council with three options to sustain City services long-term. Every option included the need to establish an aggressive economic development program to generate additional revenue for the City and to seek efficiencies and cost reductions of $500,000 in on-going expenditures starting in 2007. The Council selected the option of a possible property tax levy lid lift. We will examine the need for a Levy Lid Lift as referenced in the Council's Budget Outcome statements as a last resort, subject to available revenues and desired expenditure levels. Every attempt will be made to balance the proposed budget without additional property taxes. Department budgets should be developed with the above Road Map pledge in mind.

Zero-Based Budget

Departments shall prepare their budget proposals utilizing the zero-based budgeting method. This method clearly identifies all spending since expenditures are itemized and, therefore, can easily be justified towards meeting specific goals and needs rather than merely applying the incremental method, which assumes the amount spent in the prior biennium was the appropriate spending level and adding an inflation factor.

I understand that preparing a zero-based budget is far more staff-time intensive than preparing a typical budget using the incremental approach. My decision to employ the zero-based method was made for two reasons:

1. To establish clear base budget figures to carry forward into future budgets while ensuring provision of equitable levels of funding for all departments.
2. To provide a comprehensive and thorough understanding of all spending plans citywide because this is my first budget development process for the City.

Capital Facility/Improvement Expenditures

We have made great progress in developing a comprehensive seven year capital facility strategy. Council is expected to adopt the City's Capital Facilities Plan (CFP) in July. By design the CFP associated project revenues and expenditures for 2007-2008 should be folded into the City's proposed budget.

Proposed Budget Submittal

Evaluating all of the City needs, anticipating revenue streams and balancing the two in order to craft an effective two-year work and spending plan is an arduous task. I appreciate the commitment and efforts of all staff involved in this process. In mid-October, I look forward to presenting Council with a proposed budget that clearly reflects the City's Mission, Vision, and Focus Areas, and outlines efficient use of community resources toward accomplishing Council's desired budget outcomes.

2007 – 2008
City of Bothell Budget Focus Areas

The 2007-2008 Budget Focus Areas are general themes that support the City's Vision and Mission. Focus Areas should be attainable and sufficiently ambitious to make the organization and its people stretch. Typically Focus Areas do not change significantly from budget to budget.

Financial Stability

Maintain a long-range financial plan and biennial budget that provides 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.

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/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.

2007 – 2008
City of Bothell Budget Outcomes

Desired Budget Outcomes are very specific and help advance the City's Focus Areas by defining the most critical priorities or needs of the organization and the community.

- Maintain and/or improve fire protection, police protection and the City's emergency response capabilities.
- Create an active and vibrant Downtown Bothell by completing the planning process and related environmental analysis.
- Maintain and/or improve park and recreation opportunities.
- Utilize creative methods to limit the growth of personnel costs.
- Improve development review, inspection, and code compliance level of service.
- Limit the current tax burden on Bothell citizens by seeking efficiencies to gain cost reductions where possible. In the event cost efficiencies or reductions are insufficient to balance City expenses and revenues, the City Council will consider increasing the City's property tax levy up to one percent as allowed by state law and/or a Property Tax Levy Lid Lift as a needed and last resort measure to maintain and/or improve public safety service levels. The City Manager is to identify for Council those expenses/services associated with a property tax levy increase up to one percent and/or a Property Tax Levy Lid Lift.

  Note: The City Manager is not proposing a property tax levy increase up to one percent or Property Tax Levy Lid Lift for voter consideration.
- Strong emphasis on traffic calming and road improvements that encourage vehicles to use arterial streets when possible.
- Promote freight, pedestrian, vehicle mobility and safety.
- Reduce liability and financial exposure by review and audit implementation of key employee personnel policies.
- Seek methods and partnerships to keep/enhance existing mobile home communities.
- Create business recruitment and retention programs for commercial companies within the City's business parks.

Why is so much organizational energy invested into building the budget?

It is about building a better community through the development of a strategic financial plan that ensures the scarce resources available to meet citizen's needs are used as wisely and effectively as possible.

2007-2008
Budget Development Process

Introduction

Welcome to the 2007-2008 biennial budget process!

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 new biennium.

The adopted budget serves as a financial planning and policy document for use by citizens, 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 lead to good public policy.

Budget 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 and the final adopted budget.

Responsibilities

The Council establishes a community vision, strategic plan and fiscal policy. The Council then identifies broad goals (focus areas), as well as challenges and opportunities within these focus areas (budget emphasis areas).

The City Manager develops his recommended budget based on Council's identified budget emphasis areas. The Council then reviews the recommended budget, makes adjustments as deemed necessary, and adopts their final spending plan.

Citizens

Citizen participation in the budget process is not only desired, but necessary to ensure their priorities are known.

The budget is a plan for spending a citizen's money on services for that citizen. Therefore, the City makes every effort to ensure the budget process is open and interactive from beginning to end.

Council

Through the adoption of broad focus areas and identification of budget emphasis areas, Council provides clear direction for staff to develop an effective work plan for the ensuing biennium. Council also adopts financial policies that establish expenditure, fund balance reserve, and debt capacity limits. In addition, Council adopts taxation levels and the City's fee schedule.

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

- serves the needs of the City;
- is a means to match resource needs to goals; and
- outlines a clear spending plan that makes sense to citizens.

City Manager

The City Manager leads the budget process to ensure it keeps with the budget emphasis areas established by the Council. He is ultimately responsible for blending the projected beginning fund balance, expected revenues, and expenditure requests into one spending plan.

Finance Director

The Finance Director projects revenues, plans and oversees the development and coordination of the budget process, assists the City Manager in balancing departmental requests, and prepares the proposed budget document.

Department Directors

Directors prepare recommended work plans in accordance with Council's identified budget emphasis areas.

Directors also have discretion over the line items included in their budgets. They are accountable to the City Manager and the Council for service delivery consistent with City policy, departmental expenditure levels, and the legality of their decisions.

Budget Team

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, to foster strong communication between departments and ensure the timeliness and accuracy of data.

Budget Coordinator

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

- Provides a central point within their department to receive and disseminate information to staff with budget responsibilities;
- Copies and distributes materials to 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 concerns.

Departmental Budget Sessions

Following submittal of proposed departmental budgets, budget discussion sessions are scheduled. During budget sessions, directors and their budget teams have the opportunity to present their budget submittals and describe their department's work plan, program needs, and capital requests 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 against available funding is where the allocation of scarce City resources to meet the many needs of the community becomes most difficult.

Budget Balancing

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

The result is the City Manager's proposed 2007-2008 biennial budget.

2006 Ending Fund Balance

The first step in the development of the biennial budget is to determine the projected 2006 ending fund balance. Staff analyzes the following factors:

- 2006 Salaries and Benefits – Unfilled positions are identified, along with the date the position became vacant and the (estimated) fill date.
- 2006 Revenues – Revenue projections are reviewed and updated as necessary.
- 2006 Expenditures – Expenditure appropriations are reviewed and updated as necessary. Capital projects that are not expected to be completed by year-end are also identified.

Proposed Budget Document

The proposed budget document is an operations guide. It is one of the most important communication tools the City has to describe its policies, operations, and fiscal plan to the community.

The budget should divide Council budget emphasis areas into clear action steps. For example, each department's work plan should describe how the director intends to use departmental resources to achieve Council goals.

Adopted Budget Document

A budget is intended to be a means of managing City resources. The document is merely a point of reference. Staff stays focused on the budget progress (not process) during the ensuing biennium:

- Are the assumptions proving true with revenues?
- Did budgeted employee benefit levels change?
- Are capital projects being built?
- Are capital assets being purchased?
- Are capital costs in line with budget expectations?
- Is a budget modification needed?

In Conclusion

Successful budget development means:

- Identifying community needs and goals;
- Forecasting available City resources;
- Determining the City's capability of meeting the community's needs; and
- Developing a spending plan to match resources with needs.

A successful budget development process results in:

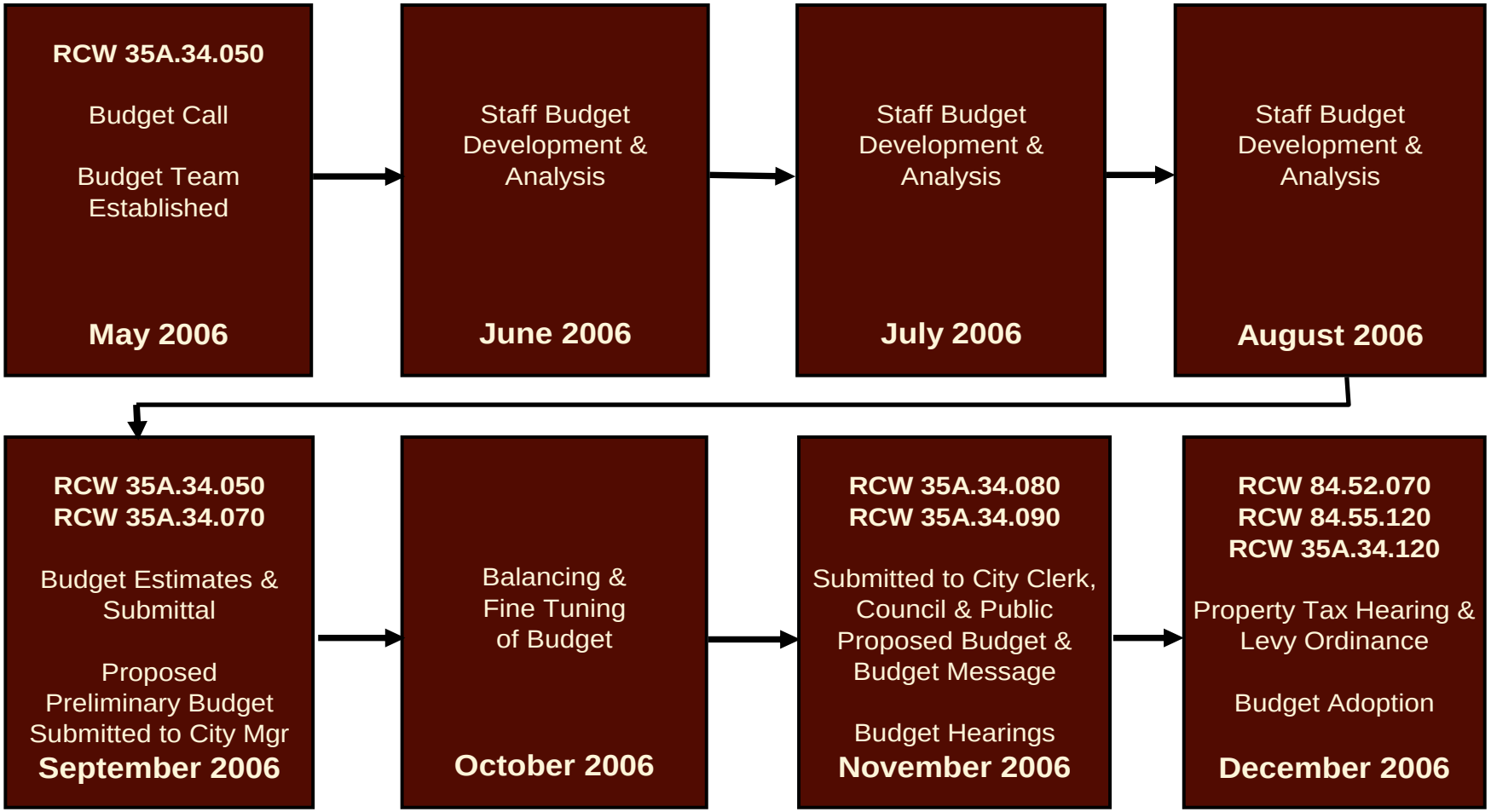
- Everyone understanding the general direction of the City; and
- Adoption of a balanced budget, which implements efficient use of community resources towards accomplishing Council goals and realizing the community's vision.

Once again, we commit ourselves to working through this process - producing a budget that clearly articulates Council budget emphasis areas and crafting the best possible spending plan.

City of Bothell

COUNCIL PRELIMINARY BUDGET PROCESS MAP

2007-2008



June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 1) 2006 Revenue Change Forms & 2006 Expenditure Change Forms Submitted	6	7	8	9	10
11	12 48) $500,000 M&O Savings	13	14	15	16	17
18	19 2) Budget Calendar Finalized & Distributed	20	21	22	23	24
25	26 4) IT Catalogs Available & Distributed to Departments 5) Software Maintenance Costs to Departments	27	28	29	30	

2006

2006 July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 **No Meeting**	4 **Independence Day**	5	6	7	8
9	10 3) Asset Replacement Schedule Updated & Distributed to Departments 6) Vehicle Replacement Schedule Updated & Distributed to Departments 7) Cost Allocation Meetings Begin 8) Department "Facilities" Budget Request Forms & Facilities Budget Justification Forms to Public Works 9) Dept "Information Technology" Budget Request Forms & Information Technology Budget Justification Forms Due to IT 11) Tuition Requests to HR	11	12	13	14	15
16	17 12) Vehicle Replacement Schedule Forms & Asset Replacement Schedule Change Requests Submitted 13) Departmental Overtime Budget Request Forms Submitted (Holiday Pay, Pager Pay & Unemployment) 14) New Position Request Forms Submitted to HR 24) Non-Capital "Attractive" Asset Request Forms Submitted	18	19	20	21	22
23	24 10) Salary & Benefit Projections to Depts for Lump Sum Entry	25	26	27	28	29
30	31 16) Salary & Benefit Numbers & Salary Splits Confirmed by Dept 20) Capital Asset Request Forms & Capital Outlay Summary Forms Submitted 22) Cost Allocations Completed 23) Departmental Revenue Meetings Begin					

2006

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 21) Capital Project Request Forms & Capital Project Summary Forms Submitted 29) **Estimated Budget Entry Complete: (Not including Utilities)** 2007-2008 Revenue Change Forms & 2007-2008 Expenditure Change Forms Submitted 49) Insurance Operating Transfers	8	9	10	11	12
13	14 17) Goals & Objectives Forms Submitted 18) Performance Measures Forms Submitted 19) 2007 Estimated Beginning Fund Balance Figures Available 25) Fleet Rental Rates Available to Departments 26) General Fund Subsidy Justification Forms Submitted 27) Interfund Payment for Service Calculations (Expenditure Object 9000 Series) 28) Revenue Projections Posted to Eden Budget Module 31) Grant and/or New Revenue Add Forms Submitted (Including Awarded Grant Revenues) 32) Intergovernmental Services & Interfund Payments (Expenditure Object 5000 Series) 33) Internal Service Fund Charges for Service Invoices Distributed to Departments 39) Department Budget Sessions Begin	15	16	17	18	19
20	21 29) **Utility Revenue & Expenditures Due** 30) Depreciation Figures Posted to Eden Budget Module 34) Projected Water, Sewer & Storm Drain Rates Submitted to Finance					
27	28 35) Department Director 2003-2005 Budget Comments /Highlights Submitted (Police Update Divisions) 36) Operating Transfers Posted to Eden Budget Module					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 **Labor Day**	5 15) Proposed Personnel Summary Schedule Forms Submitted 37) 2005-2006 Budget Amendment Requests Due to Finance 38) Department & Division Organizational Charts Submitted to Finance 40) Organizational Charts Due to Finance	6	7	8	9
10	11 41) AFSCME & Non-Rep Classifications by Salary Range Submitted 42) City of Bothell Position Listing by PCN, Dept & Rep Status Submitted	12	13	14	15	16
17	18	19	20	21	22	23
24	25 43) Proposed 2007-2008 Fee Schedule Review, Analysis & Update					

2006

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 50) City Manager Proposed Budget Document Complete	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 51) City Manager Budget Presented at Council Meeting	25	26	27	28
29	30	31				

2006

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 52) Public Hearing on City Manager Proposed Budget	8	9	10 Veteran's Day	11
12	13	14 53) Public Hearing on City Manager Proposed Budget and Study Session on Property Tax Levy & Utility Rates	15	16	17	18
19	20	21 54) Public Hearing on City Manager Proposed Budget, Property Tax Ordinance & Utility Rates	22	23 Thanksgiving Day	24 Day After Thanksgiving	25
26	27	28	29	30		

2006

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 44) Proposed 2007-2008 Budget Adoption 45) Proposed 2007-2008 Fee Schedule Adoption 46) Proposed 2007-2008 Property Tax Levy Ordinance Adoption 47) Proposed Water, Sewer & Storm Drain Rate Adoption	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26	27	28	29	30
31						

2006

ORDINANCE NO. 1969 (2006)

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2007; 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 2007, 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, 2007, 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 November 21, 2006, 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 hearing 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 2007-2008, 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, Exhibit B, and Exhibit C, which are 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 (Exhibit A), the totals of estimated expenditures for each separate fund and

the aggregate totals for all such funds combined (Exhibit B), and the authorized positions of employment with the City for 2007-2008 (Exhibit C).

Section 3. A complete copy of the final budget for 2007-2008, 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:

MARK LAMB
MAYOR

ATTEST/AUTHENTICATED:

JOANNE TRUDEL
CITY CLERK

APPROVED AS TO FORM:

MICHAEL WEIGHT
CITY ATTORNEY

FILED WITH THE CITY CLERK: November 9, 2006
PASSED BY THE CITY COUNCIL: November 21, 2006
PUBLISHED: November 27, 2006
EFFECTIVE DATE: December 2, 2006
ORDINANCE NO.: 1969 (2006)

1969 (2006)

SUMMARY OF ORDINANCE NO. 1969 (2006)

City of Bothell, Washington

On the 21st day of November, 2006, the City Council of the City of Bothell passed Ordinance No. 1969 (2006). A summary of the content of said Ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF BOTHELL, WASHINGTON, ADOPTING THE FINAL BUDGET OF THE CITY FOR THE BIENNIUM COMMENCING JANUARY 1, 2007; PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND FOR SUMMARY PUBLICATION.

The full text of this Ordinance will be mailed upon request.

DATED this 22nd day of November, 2006.

JOANNE TRUDEL
CITY CLERK

FILED WITH THE CITY CLERK: November 9, 2006
PASSED BY THE CITY COUNCIL: November 21, 2006
PUBLISHED: November 27, 2006
EFFECTIVE DATE: December 2, 2006
ORDINANCE NO: 1969 (2006)

RESOLUTION NO. 1197 (2006)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, ESTABLISHING THE 2007 FEE SCHEDULE AND RESCINDING RESOLUTION NO. 1168 (2004).

WHEREAS, the City Council finds that the following fee schedule sets forth fees that are reasonable and necessary for the year 2007.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Effective December 31, 2006, the schedule of fees set forth herein is hereby adopted, superceding the 2005-2006 Fee Schedule as amended:

	2006 Fee	2007 Fee
CITY CLERK DIVISION		
1. Animals		
Fees for Animal Control shall be as in the fee schedule set forth in Title 11		
a. Dangerous Dog Registration Fee		63.00
2. Cemetery Charges and Fees		
a. Sale Price of Spaces		
Full Size Space	516.00	542.00
Quarter Size Space	174.00	183.00
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	Cost plus 100.00	Cost plus 100.00
(required for regular burials, optional for burial of cremated remains)		
Rental of canopy, optional	Cost plus 100.00	Cost plus 100.00
3. Agenda Subscription (Fees waived for Public Agencies)		
a. Planning Commission, per year	27.00	28.00
b. City Council, per year	67.00	70.00
c. Other Boards & commissions, per year	6.00	6.00
4. Minutes Subscription		
a. City Council or Planning Commission, per year	88.00	92.00
b. Other Boards & Commissions, per year	17.00	18.00
5. Copies of Audio Tapes of Meetings, per tape	20.00	21.00
6. DVD Copies of Meetings, per DVD		21.00
7. Publication Request on CD	2.00	2.00

	2006 Fee	2007 Fee
FINANCE DEPARTMENT		
1. Non-sufficient funds (NSF) check handling fee	27.00	28.00
2. Utility Account Fees and Late Charges		
a. Water and Sewer accounts. Interest shall be collected in the amount of eight percent (8%) per annum, computed monthly, on all delinquent water and sewer service accounts.		
b. Collection agency assignment fee	27.00	28.00
c. Customer request water shut-off fee	20.00	21.00
d. Water turn-off door hanger notice posted at residence		10.00
e. Non-payment water shut-off fee	55.00	40.00
f. Non-payment water turn-on fee		40.00
g. Meter tampering administrative fee, in cases of meter tampering or water theft. Cumulative to any fines, penalties, water charges, or other fees and costs.	267.00	280.00
h. Meter Lock Replacement	60.00	63.00
i. Meter re-reads (One re-read per year at no charge)	25.00	26.00
j. Final meter reads	25.00	26.00
k. Utility lien filing administrative fee, in addition to County recording costs	33.00	35.00
POLICE DEPARTMENT		
1. Fingerprinting	11.00	11.00
2. Case Reports or Miscellaneous Reports	7.00	7.00
3. Accident Reports	7.00	7.00
4. Communication Tapes	17.00	17.00
5. False Alarms		
a. First response	No Charge	No Charge
b. Second response within six months	27.00	27.00
c. Third response within six months of second response	59.00	59.00
6. Concealed Pistol License		
a. Original	60.00	60.00
b. Renewal	32.00	32.00
c. Late Renewal	42.00	42.00
d. Replacements	10.00	10.00
7. Clearance Letter (notarized)	10.00	10.00

	2006 Fee	2007 Fee
FIRE DEPARTMENT		
1. False Alarms		
a. First non-exempt preventable alarm	117.00	123.00
b. Subsequent non-exempt preventable alarm	147.00	154.00
2. Fireworks		
a. Permit Fee	107.00	112.00
Plus cash bond	107.00	112.00
b. Public Display Permit	107.00	112.00
Plus cash bond	107.00	112.00
c. Clean up Deposit	107.00	112.00
3. Permits		
General Use Permit	60.00	63.00
General use permit fee required as a minimum for any permit issued under the International Fire Code adopted by BMC 15.08.030 that is not specifically identified below.		
Aerosol products	166.00	174.00
Aircraft refueling vehicles	160.00	168.00
Aircraft repair hangers	160.00	168.00
Asbestos removal	92.00	97.00
Automobile wrecking yard	135.00	142.00
Battery systems	177.00	186.00
Bowling pin or alley refinishing	92.00	97.00
Candles/open flame for non-commercial use	20.00	21.00
Candles/open flame for commercial use	70.00	74.00
Carnivals and fairs	239.00	251.00
Cellulose nitrate film	92.00	97.00
Combustible fiber storage	92.00	97.00
Combustible material storage	92.00	97.00
Compressed gases	117.00	123.00
Commercial rubbish handling operation	92.00	97.00
Cryogens	117.00	123.00
Dry cleaning plants	117.00	123.00
Dust producing operations	134.00	141.00
Explosives or blasting agents	239.00	251.00
Flammable and combustible liquids	234.00	246.00
Home heating oil tanks	80.00	84.00
Fruit ripening	160.00	168.00
Fumigation or thermal insecticidal fogging	160.00	168.00
Hazardous materials	350.00	368.00
High piled combustible storage	299.00	314.00
Hot work operations	134.00	141.00
Liquefied petroleum gases	117.00	123.00
Liquid or gas fueled vehicles or equipment in assembly building	92.00	97.00
Lumber yards	107.00	112.00
Magnesium working	117.00	123.00
Mall, covered	160.00	168.00
Organic coatings	160.00	168.00
Ovens, industrial baking or drying	117.00	123.00
Parade floats	160.00	168.00
Places of assembly	50.00	53.00
Places of assembly - Commercial	160.00	168.00
Pyrotechnical special effects material	214.00	225.00

FIRE DEPARTMENT - Continued	2006 Fee	2007 Fee
Radioactive materials	177.00	186.00
Refrigeration equipment	160.00	168.00
Repair garages	107.00	112.00
Spraying and dipping	160.00	168.00
Tents, canopies and temporary membrane structures:		
Commercial	117.00	123.00
Non-profit	50.00	53.00
Tire storage	155.00	163.00
4. Fire Department Plan Review Fee, per square foot of gross building floor area	0.06	0.06
5. Land Use Reviews up to 5 acres	80.00	84.00
Land Use Reviews over 5 acres	187.00	196.00
6. Fire Sprinklers 13 and 13R		
New buildings, per riser plus 1.00 per head	234.00	246.00
T.I.s, per riser plus 1.00 per head	117.00	123.00
13D (single-family and duplex)	60.00	63.00
7. Fire Detection Systems in New Buildings and T.I.s		
Fire alarm panels, 1-4 zones	117.00	123.00
5 or more zones, plus 27.00 for each zone over four	177.00	186.00
Addressable panels, plus 1.00 per device	234.00	246.00
8. Halon Hood and Special Systems, per system	267.00	280.00
Per head/nozzle fee	25.00	26.00
9. Hydrant Flow Test Fee	150.00	158.00
10. Fire Extinguisher Training		
Business	187.00	235.00
11. Fire Incident Reports	7.00	7.00
12. Medical Incident Reports	7.00	7.00
13. EMS Transport Fee *Medicare allowable rate currently at $400.	Medicare allowable rate (TBD)	*Medicare allowable rate

	2006 Fee	2007 Fee
FIRE DEPARTMENT - Continued		
14. Third inspection new or remodeled construction	50.00	53.00
15. CPR Program Fees - Business Courses		
Adult and Child CPR w/AED		265.00
Infant CPR		250.00
Adut, Child, & Infant CPR/AED		400.00
Healthcare Provider CPR		265.00
First Aid		265.00
16. CPR Program Fees - Individual Courses		
Adult and Child CPR w/AED		Resident-$35 Nonresident-$37
Infant CPR		Resident-$35 Nonresident-$37
Adut, Child, & Infant CPR/AED		Resident-$55 Nonresident-$60
Healthcare Provider CPR		Resident-$35 Nonresident-$37
First Aid		Resident-$35 Nonresident-$37
COMMUNITY DEVELOPMENT		
1. Pre-Application and Development Processing Fees		
a. First Pre-Application Meeting	1,061.00	1,114.00
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.	531.00	558.00
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 Planning 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.		

	2006 Fee	2007 Fee
COMMUNITY DEVELOPMENT - Continued		
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	177.00	177.00
4. Sign Permits - first sign	112.00	118.00
Additional signs	18.00	19.00
5. PWS Facility Surcharge*	1,284.00	1,348.00
In the development of the City's Personal Wireless Services (PWS) Facility ordinance, the City incurred approximately $67,482.84 in legal, professional service, and duplication fees for evaluating the legal, technical, and administrative feasibility of said ordinance. These out-of-pocket costs to the City shall be recovered from PWS Facility Permit applicants through a permit application surcharge until the costs are recovered. It was the City's goal to recover said costs within three years. Based upon testimony presented to the City Council during the development of said ordinance, the Council anticipates that the City will receive approximately 20 PWS Facility Permits per year.		
The City's Finance Department shall establish a procedure for accounting for the application surcharge and inform the City Manager and Public Works/Community Development Directors when all of the City's out-of-pocket expenses have been recovered. Thereafter, the application surcharge shall expire. Provided, however, that the application surcharge shall not expire until such time as the City recovers all such expenses.		
**Total received as of 11/1/2006 = $62,846.21*		
6. Custom Map Requests. For custom requests requiring plotting, an hourly fee of $60.00 per hour with a fifteen minute minimum ($15.00); plus reimbursement for supplies as follows:		
CD-Rom-Recordable	2.00	2.00
11" x 17" Paper	1.00	1.00
36" Minimum Wide Plot, per lineal foot	2.00	2.00
DVD-Recordable		2.00
7. Bothell Municipal Code Amendments	3,482.00	3,656.00
8. Comprehensive Plan Amendments (property specific)	3,482.00	3,656.00

COMMUNITY DEVELOPMENT - BUSINESS LICENSES

	2006 Fee	2007 Fee
1. Business License Fee (total of A, B, and C)		
a. Number of Employees:		
1-2	19.00	20.00
3-10	55.00	58.00
11-25	118.00	124.00
26-50	256.00	269.00
51-75	387.00	406.00
76-100	516.00	542.00
100+	516.00	542.00
Additional fee for each employee over 100	5.00	5.00
Transfer to new location	19.00	20.00
Transfer to new owner	19.00	20.00
Duplicate License	2.00	2.00
b. Type of Business:		
Public Assembly	26.00	27.00
Educational	26.00	27.00
Institutional	26.00	27.00
Residential	19.00	20.00
Store, Office	13.00	14.00
Basic Industry/Utility	33.00	35.00
Manufacturing	33.00	35.00
Storage	26.00	27.00
Special Properties	26.00	27.00
Apartments	107.00	112.00
c. Occupancy size (square feet)		
Less than 3,000	0.00	0.00
3,001-5,000	40.29	42.00
5,001-10,000	65.74	69.00
10,001-15,000	104.95	110.00
15,001-17,000	144.18	151.00
17,001-20,000	163.27	171.00
20,001-50,000	196.13	206.00
Greater than 50,000	227.93	239.00
2. Special Events Permit	12.00	13.00
3. Adult Entertainment Facilities		
a. Adult Entertainment Facility License, per year, plus business license fee	393.00	413.00
b. Manager License, per year	197.00	207.00
c. Entertainer License, per year	197.00	207.00
4. Public/Teen Dance, per year	393.00	413.00
5. Amusement Game Device, per game, per year	34.00	36.00
6. Pawnbrokers, per year	131.00	138.00
7. Secondhand Dealers, per year	34.00	36.00

	2006 Fee	2007 Fee
COMMUNITY DEVELOPMENT - BUSINESS LICENSES - Continued		
8. Peddlers		
a. Permit Fee	66.00	69.00
b. Annual Renewal	13.00	14.00
c. Investigation Fee	12.00	13.00
9. Family Day Care Homes, per year	13.00	14.00
COMMUNITY DEVELOPMENT - 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	27.00	28.00
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, Ventilation and Indoor Air Quality Code:		
Per single family dwelling	115.00	121.00
Per residential remodel/addition	115.00	121.00
Per multi-family structure	230.00	242.00
Additional per unit fee	59.00	62.00
Per commercial building	230.00	242.00
Per tenant improvement	115.00	121.00
4. Temporary occupancy permits for commercial and multiple family buildings	230.00	242.00
5. 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	117.00	123.00

	2006 Fee	2007 Fee

PUBLIC WORKS & COMMUNITY DEVELOPMENT
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.

PUBLIC WORKS - WATER FEES & CHARGES

	2006 Fee	2007 Fee
1. Facility Charges		
a. Water Main Facility Charges		
3/4" (5/8") Meter	1,922.00	2,020.00
1" Meter	4,797.00	5,040.00
1.5" Meter	9,594.00	10,075.00
2" Meter	15,345.00	16,120.00
3" Meter	30,689.00	32,225.00
4" Meter	47,945.00	50,345.00
6" Meter	95,889.00	100,685.00
8" Meter	153,417.00	161,090.00
2. Fire Hydrant Use (see Ordinance 1108)		
Permit (per calendar year)	57.00	100.00
Hydrant Use Deposit	1,000.00	1,000.00
City Hydrant Meter (make-up) Damage Deposit	1,000.00	1,000.00
Hydrant Meter (make-up) rental/per month	82.00	86.00
Water/per 100 cubic feet	5.19	5.50
3. Water Meters		
a. Water Meter Processing Fee/per meter	25.00	26.00
b. Existing Service Line to Property and Meter Box		
3/4"	308.00	350.00
1"	359.00	400.00
1 1/2"	564.00	600.00
2"	667.00	700.00
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	2,020.00	4,200.00
3/4" Long side	2,548.00	5,200.00
1" Short side	2,230.00	4,300.00
1" Long side	2,737.00	4,300.00
4. Water Main Tap: Not associated with a Development Project	88.00	180.00
5. Water Main Tap: Associated with a Development Project. Water Main Tap Fee + Development Review Fee.	25.00	95.00 + Dev Review Fee
6. Water Service Availability Processing Fee	123.00	215.00
7. Fire Flow/Hydraulic Analysis	123.00	215.00
8. Flushing/Dechlorination/Disinfection Service $125.00 + Development Review Fee (Depending on availability)	380.00	125.00 + Dev Review Fee
9. Television Pipeline Inspection Service $125.00 + Development Review Fee (Depending on availability)	123.00	125.00 + Dev Review Fee

	2006 Fee	2007 Fee
PUBLIC WORKS - SEWER FEES & CHARGES		
1. Sewer Main Facility Charges		
a. Single Family	1,374.00	1,445.00
b. Commercial/Multi-family (*RCE)	1,374.00	1,445.00
*(resident customer equivalent as determined by METRO capacity form)		
2. Side Sewers Connections		
Side Sewer Processing Fee	25.00	25.00
Single Family Side Sewer	88.00	270.00
Commercial or Multi Family Side Sewer (1st unit per bldg) associated with a Development Project. Side Connection Fee + Development Review Fee	88.00	95.00 + DevReview Fee
Additional per unit charge per building	10.00	20.00
Repair/Modify Side Sewer Existing Line(s)	88.00	270.00
3. Sewer Main Tap: Not associated with a Development Project	88.00	180.00
4. Sewer Main Tap: Associated with a Development Project. Sewer Main Tap Fee + Development Review Fee		95.00 + Dev Review Fee
PUBLIC WORKS - STORM DRAINAGE		
1. Single Family Storm Drain Inspection Fee	88.00	180.00
PUBLIC WORKS - ROADS & STREETS		
1. Driveway Approach - Right of Way Invasion Permit		370.00
2. Street Excavation Minor: Right of Way Invasion Permit		200.00
3. Street Excavation Major: Right of Way Invasion Permit 0-300 lineal feet.		360.00
Additional per foot charge for over 300 feet	2.00	2.50
4. Street Excavation Major: Right of Way Invasion Permit 0-300 lineal feet associated with a Development Project. Street Excavation Fee + Development Review Fee.		200 + Dev Review Fee
Additional per foot charge for over 300 feet	2.00	2.50
5. Public Utilities Blanket Permit (per calendar year)	533.00	560.00
6. Public Utilities Right of Way Invasion Permit per site		100.00
7. Street Vacation Application	1,066.00	1,120.00
Applicant responsible for cost of appraisal & recording fees		

	2006 Fee	2007 Fee
PUBLIC WORKS - ROADS & STREETS - Continued		
8. Purchase and installation of up to two DUI Memorial Sign(s)	410.00	410.00
9. Concurrency Capacity Reporting & Monitoring Surcharge		
a. Major Development	1,025.00	2,500.00
b. Medium Development	769.00	1,500.00
c. Minor Development	513.00	750.00
A "Major Development" means any development that generates more than fifty (50) peak hour trips.		
A "Medium Development" means any development that generates twenty to fifty (20-50) peak hour trips.		
A "Minor Development" means any development that generates at least three (3) peak hour trips, but less than twenty (20) peak hour trips.		
10. 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 fee of opening X $14.00 = overlay cost.		
Minimum Charge	108.00	N/A
11. Single Family Site Review and Inspection	267.00	450.00
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.		
PUBLIC WORKS - PARKS AND RECREATION		
1. Picnic Shelters (per hour)		
a. Large Shelter -		
100 or less individuals		
Residents	23.00	24.00
Non-Residents	38.00	40.00
101 & up must reserve both shelters		
Residents	38.00	40.00
Non-Residents	58.00	61.00
b. Small Shelter - No more than 15 individuals		
Residents	12.00	13.00
Non-Residents	18.00	19.00
2. Park at Bothell Landing (per hour)		
Amphitheater		
Residents	60.00	63.00
Non-Residents	90.00	95.00
Use of Electricity	12.00	13.00

	2006 Fee	2007 Fee
PUBLIC WORKS - PARKS AND RECREATION - Continued		
3. Adult Day Center (Lytle House)		
a. Meeting Room -		
Residents (per hour)	36.00	36.00
Non-residents (per hour)	41.00	41.00
b. Site Supervisor Charge	16.00	17.00
(3 hour minimum rental when site supervisor required)		
c. 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	25.00	25.00
Adult Softball on Synthetic Turf	23.00	23.00
Adult Soccer on Synthetic Turf	20.00	20.00
Youth Teams on Grass	15.00	15.00
Youth Softball on Synthetic Turf	14.00	14.00
Youth Soccer on Synthetic Turf	12.00	12.00
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	117.00	N/A
Youth Teams	90.00	N/A
Non-refundable deposit applied to the total due	100.00	100.00
Portable Toilet Rental (each)		
c. Practices - West Hill only		
Adult Teams	20.00	25.00
Youth Teams	12.00	15.00
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.		
e. Non-Prep. Use of Sportsfields - company picnics, etc. (per hour)		
1-100 individuals, resident	23.00	24.00
1-100 individuals, non-resident	37.00	39.00
101 or more individuals, resident	38.00	40.00
101 or more individuals, non-resident	56.00	59.00
Refundable Damage Deposit for all non-field uses	100.00	100.00
6. North Creek Field Lights (per hour)	13.00	13.00
7. Synthetic Turf Fee (per hour) for Softball	5.00	5.00
Synthetic Turf Fee (per hour) for Soccer	10.00	10.00
8. Commercial Use of Parks (photographs or other commercial use). Rate negotiable with Director.	60.00	60.00
9. Sports League Play		
Men's Spring Softball League	720.00	720.00
Men's Summer Softball League	515.00	515.00
Women's Softball	630.00	630.00
Co-Rec Softball	475.00	475.00
10. Adult Volleyball League (per season)	225.00	225.00

	2006 Fee	2007 Fee
PUBLIC WORKS - PARKS AND RECREATION - Continued		
11. 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
12. Cancellation Fee for Facilities & Sportsfields Reservations		
More than 30 days notice of cancellation:	$5/scheduled hr	25% of fee
15 to 30 days notice of cancellation:	$10/scheduled hr	50% of fee
14 days or less notice of cancellation:	No Refund	No Refund
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)	5.00	10.00
Each additional person	5.00	10.00
4. Certified Copies (per certification)	5.00	5.00
Additional pages	0.15	0.15

Section 2. Unless otherwise specifically stated, Resolution No. 1168 (2004) 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 August to August 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. 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.

PASSED this 12th day of December, 2006.

APPROVED:

/s/ Mark Lamb

MARK LAMB
MAYOR

ATTEST/AUTHENTICATED:

/s/ JoAnne Trudel

JOANNE TRUDEL
CITY CLERK

FILED WITH THE CITY CLERK: November 30, 2006
PASSED BY THE CITY COUNCIL: December 12, 2006
RESOLUTION NO. 1197 (2006)

Appendix C

City of Bothell
Vision and Mission Statements

Vision Statement

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

Mission Statement

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.

2007 – 2008
City of Bothell Budget Focus Areas

The 2007-2008 Budget Focus Areas are general themes that support the City's Vision and Mission. Focus Areas should be attainable and sufficiently ambitious to make the organization and its people stretch. Typically Focus Areas do not change significantly from budget to budget.

Financial Stability

Maintain a long-range financial plan and biennial budget that provides 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.

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/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.

2007 – 2008
City of Bothell Desired Budget Outcomes

Desired Budget Outcomes are very specific and help advance the City's Focus Areas by defining the most critical priorities or needs of the organization and the community.

- Maintain and/or improve fire protection, police protection and the City's emergency response capabilities.
- Create an active and vibrant Downtown Bothell by completing the planning process and related environmental analysis.
- Maintain and/or improve park and recreation opportunities.
- Utilize creative methods to limit the growth of personnel costs.
- Improve development review, inspection, and code compliance level of service.
- Limit the current tax burden on Bothell citizens by seeking efficiencies to gain cost reductions where possible. In the event cost efficiencies or reductions are insufficient to balance City expenses and revenues, the City Council will consider increasing the City's property tax levy up to one percent as allowed by state law and/or a Property Tax Levy Lid Lift as a needed and last resort measure to maintain and/or improve public safety service levels. The City Manager is to identify for Council those expenses/services associated with a property tax levy increase up to one percent and/or a Property Tax Levy Lid Lift.

  (Note: In 2007, the City did not increase its property tax levy, nor were voters asked to consider a Property Tax Levy Lid Lift.)
- Strong emphasis on traffic calming and road improvements that encourage vehicles to use arterial streets when possible.
- Promote freight, pedestrian, vehicle mobility and safety.
- Reduce liability and financial exposure by review and audit implementation of key employee personnel policies.
- Seek methods and partnerships to keep/enhance existing mobile home communities.
- Create business recruitment and retention programs for commercial companies within the City's business parks.

City of Bothell

2007-2008 Key Department Projects

Budget Focus Areas Achievement Matrix	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety and Security
Update Downtown Plan	✓	✓	✓	✓	
Implement Development Services Improvement Initiative	✓	✓	✓	✓	
Facilitate Annexation Efforts	✓	✓	✓	✓	✓
Fitzgerald Code Amendments			✓	✓	
Advance Development Agreement of Northshore School District Downtown Property	✓	✓	✓	✓	
Complete Information Technology Strategic Plan	✓	✓	✓	✓	✓
Finalize Development Services Improvement Initiative	✓	✓	✓	✓	
Determine Key City Facilities as Part of Downtown Plan Update	✓	✓	✓	✓	
Advance Citywide Records Management Program	✓			✓	
Continue Community Outreach Efforts	✓	✓	✓	✓	✓
Update Economic Development Action Program	✓	✓	✓	✓	
Develop and Implement New Performance Measurement Program	✓		✓	✓	
Increase Efficiencies within Financial Systems	✓				
Construct Joint School District/City Public Works Shops	✓	✓			✓
Update The Roadmap: Setting the Course – Financial Options	✓	✓	✓	✓	✓
Update City Contract Management and Asset Tracking Procedures	✓				
Prepare 2009 – 2010 Biennial Budget	✓	✓	✓	✓	✓
Increase Efforts on Disaster Preparedness Programs	✓	✓	✓	✓	✓
Continue to Evaluate Public Safety Regional Dispatch Services	✓		✓		✓
Implement Paging and Alerting System			✓		✓
Research Ambulance Contract Options	✓		✓		✓
Examine Fire Impact Fee	✓	✓	✓		✓
Place New Fire Engines into Front-Line Service			✓		✓
Negotiate IAFF, AFSCME, and BPOG Union Contracts	✓				✓

City of Bothell

2007-2008 Key Department Projects

	Budget Focus Areas Achievement Matrix				
	Financial Stability	Economic Development	Quality of Life/ Livability	Community Connections/ Involvement	Public Safety and Security
Streamline Citywide Payroll Process	✓				
Finish Update to Personnel Policies	✓				
Revive Wellness and Safety Committees	✓				
Create Leadership Development & Supervisory Training	✓		✓	✓	✓
Complete Adult Entertainment Code Revisions			✓	✓	✓
Negotiate Franchise Agreement with Comcast	✓	✓	✓	✓	
2007-2008 Updates to City Council Protocol Manual				✓	
Oversee 2007 and 2008 Legislative Programs	✓	✓	✓	✓	✓
Perform Crime Analysis of Significant Crime Problems in the City			✓	✓	✓
Train Police Department Command Staff in all phases of the National Incident Management System (NIMS)			✓		✓
Conduct Enforcement Emphasis on Fraud Cases			✓	✓	✓
Plan for Homeland Security Issues			✓		✓
Implement Citywide Neighborhood Traffic Calming Program	✓		✓	✓	✓
Update Traffic Impact Fee	✓	✓	✓		✓
Oversee 2007-2013 Capital Facilities Plan	✓	✓	✓	✓	✓
Update Parks, Recreation and Open Space Action Program (PROSAP)	✓		✓	✓	
Oversee Water Quality Program to Meet NPDES Permit Requirements			✓		
Oversee Brightwater Treatment System		✓	✓		✓
Investigate Options for City of Bothell Water Supply Source	✓	✓	✓		✓
Oversee Regional Transportation Issues	✓	✓	✓		✓
Oversee Congestion Relief and Safety Improvements	✓	✓	✓	✓	✓
Complete Commute Trip Reduction (CTR) Program Master Plan			✓		
Update Various Utility Comprehensive Plans	✓		✓	✓	
Oversee Thrasher's Corner Park Wetland Mitigation Project	✓		✓		

City of Bothell

2007-2008 Key Department Projects

Community Development Department

Project:	Update Downtown Plan
Outcome:	Council consideration of findings and ordinance adopting Plan and Code amendments providing policies and regulations to direct future development and redevelopment in Downtown Bothell. The Downtown Plan Update will be accomplished in two phases. Phase I will comprise the Downtown Vision and Plan Framework, while Phase II will comprise the detailed policies, regulations and guidelines to realize the vision.
Benefit:	Ensures that Downtown Bothell redevelops in a manner which is cohesive, attractive and economically sustainable, and which strengthens Bothell residents' image of Downtown as the heart of the community
Key Milestones:	• 1st-2nd Quarters 2007: Commission, boards, Downtown Stakeholders Resource Group (DSRG) and Downtown Visionary Committee (DVC) conclude roundtables, forward recommended Vision and Plan Framework to Council; Council deliberates and approves a preferred alternative(s) for development of policies and regulations and adopts Plan amendments formally adopting the Vision • 3rd-4th Quarters 2007: Planning Commission, with assistance of staff and consultant and with input from boards, "fleshes out" preferred alternative(s) with detailed policies and regulations; holds hearings, deliberates and forwards recommendation to Council • 4th Quarter 2007-1st Quarter 2008: Staff and consultant prepare Planned Action Environmental Impact Statement • 1st-2nd Quarters 2008: Council conducts hearings on Planning Commission recommendation, deliberates and considers findings and ordinance adopting Downtown Plan and Code amendments
Completion Date:	June 2008
Key Departments:	Community Development and Public Works
Council's Role:	Take testimony, deliberate, provide direction at key checkpoints, and ultimately act on Plan and Code amendments

Project:	Implement Development Services Improvement Initiative
Outcome:	Implementation of Development Services Improvement Initiative started in 2006
Benefit:	These improvements will be aimed at ensuring timely and accurate plan review and inspections for the continuing high level of residential, office and retail development activity the community is experiencing
Key Milestones:	1st-4th Quarters 2007: Implementation of improvements. It is anticipated that some improvements will be implemented right away while others (i.e., creation of new staff positions) will require time to effectuate
Completion Date:	December 2007 with ongoing monitoring for effectiveness
Key Departments:	Community Development, Fire, and Public Works
Council's Role:	Talk to developers, contractors, residents and other stakeholders to gauge effectiveness of process improvements; provide feedback to staff

Project:	Facilitate Annexation Efforts
Outcome:	As an outgrowth of the annexation fiscal analysis, staff expects one or more annexation proposals to be formally submitted for Council endorsement in 2007. If the Council accepts such proposals, staff from Community Development and several other departments will need to be available for meetings with individuals and groups for public outreach on the annexation process and to answer questions about annexation. Community Development staff will also be responsible for preparing the necessary documentation for review and approval by the King and/or Snohomish County boundary review boards. These efforts will culminate in annexation elections and/or petition drives, depending on the annexation method authorized by the Council. Ultimately, the Council would consider any annexation by ordinance.
Benefit:	Facilitation would expedite the annexation process and enhance chances of a successful election or petition drive
Key Milestones:	• 1st Quarter 2007: Capital Facilities Analysis of Annexation Area • 1st-2nd Quarter 2007: Potential submittal of notices of intent • 3rd-4th Quarter 2007: Staff process and analysis of submittal and Council's decision whether to formally accept the proposed boundaries and authorize either an election or a petition drive
Completion Date:	Unable to ascertain when annexations will be completed.
Key Departments:	Community Development, Executive, Finance, Fire, Police, and Public Works
Council's Role:	Initially, formal acceptance of annexation proposals; ultimately, consideration of annexation ordinances

Project:	**Fitzgerald Code Amendments**
Outcome:	Council consideration of Code amendments to implement the Fitzgerald Plan Amendments in December, 2006
Benefit:	Rezones property and establishes Low Impact Development requirements within the Fitzgerald Subarea, in accordance with Council direction
Key Milestones:	• 1st-2nd Quarters 2007: Council conducts hearings, deliberates and acts on the rezones, Low Impact Development regulations, and other actions warranted by the 2006 Plan Amendments
Completion Date:	June 2007
Key Departments:	Community Development
Council's Role:	Take testimony, deliberate, and consideration of Code amendments

Executive Department

Project:	Advance Development Agreement of Northshore School District Downtown Property
Outcome:	Development of Northshore School District property (excluding Pop Keeney Field) based upon Downtown Plan Update.
Benefit:	Downtown development consistent with community vision and market capabilities; create lively and vibrant downtown adding to the quality of life for Bothell citizens; enhanced revenue to provide better opportunity to sustain City services.
Key Milestones:	1st Quarter 2007: Finalize City role in determining how downtown property might be developed as part of an agreement with School District. Additional milestones to be developed subject to this agreement.
Completion Date:	2007 with additional completion dates subject to above agreements.
Key Departments:	Executive
Council's Role:	Provide staff direction and, if appropriate, consider policy and funding options

Project:	Construct Joint School District/City Public Works Shop
Outcome:	Co-location of School District Bus Barn and City Public Works Facility outside of Downtown Bothell
Benefit:	Provides needed Public Works facility, taking advantage of one-time construction and ongoing operational cost efficiencies associated with joint facility
Key Milestones:	• 1st Quarter 2007: Enter into Purchase and Sale Agreement with School District for Public Works Facility • 1st-2nd Quarter 2007: Design of facility • 2nd-4th Quarters 2007/1st Quarter of 2008: Obtain Necessary Permits; Construction; and occupancy of facility
Completion Date:	1st Quarter 2008
Key Departments:	Executive and Public Works
Council's Role:	Provide direction and consideration of funding options

Project:	Complete Information Technology (IT) Strategic Plan
Outcome:	Implement long- and short-term technology goals; provide the opportunity to all City departments to be part of the City's technology planning
Benefit:	Implement a structured Citywide technology strategic plan
Key Milestones:	• 1st Quarter 2007: Hire consultant to develop IT Strategic Plan • 3rd Quarter 2007: Approval and implementation of IT Strategic Plan
Completion Date:	Ongoing
Key Departments:	Executive and all departments
Council's Role:	Consideration of funding and IT Strategic Plan

Project:	**Finalize Development Services Improvement Initiative/Action Plan**
Outcome:	Increase ability to process development applications; ensure timely and thorough development inspections for compliance with regulations and conditions of approval; develop program to monitor the City's efforts; and develop a program to communicate and promote the City's actions.
Benefit:	Economic benefit associated with efficient process; citizen and developer satisfaction, adherence to adopted City regulations.
Key Milestones:	• 1st Quarter 2007: Finalize Development Services Improvement Initiative Plan/Action Plan • 2nd-4th Quarters 2007: Modifications, if necessary, to current development service processes and fee structure (See Community Development Department for Implementation)
Completion Date:	2007
Key Departments:	Executive, Community Development, Fire, and Public Works
Council's Role:	Approval of consultant contract and consideration of Action Plan related to Policy direction.

Project:	**Determine Key City Facilities as Part of Downtown Plan Update**
Outcome:	As part of or following adoption of preferred alternative for the future development of downtown Bothell, Council direction regarding timeline to obtain funding for the potential realignment of SR-522 and/or alternative transportation improvements. In addition, receive direction from Council regarding the desired location of a facility housing both City Hall and the Dawson Building operations.
Benefit:	Implementation of Council's vision of Downtown Bothell; provides for efficient and adequate public facility spaces; economic benefit; and, citizen convenience
Key Milestones:	• 2007: Development of Key Public Facilities Strategy
	• 2008: Initiate design of potential City Hall/Dawson Facility in 2008 based upon adopted Capital Facilities Plan
Completion Date:	2007-2008
Key Departments:	Executive, Community Development and Public Works
Council's Role:	Direction to City Staff

Project:	**Advance Citywide Records Management Program**
Outcome:	Implement Human Resources and Legal Departments LaserFiche electronic document management system (EDMS) during 2007 and Finance, Fire, Municipal Court and Police by the end of 2008 including additional City documents available on the City's website
Benefit:	Public records more accessible to staff and citizens
Key Milestones:	• 2007: Human Resources, Legal implemented • 2008: Finance, Fire, Municipal Court, Police implemented
Completion Date:	Ongoing
Key Departments:	Executive and all departments
Council's Role:	None

Project:	**Continue Community Outreach Efforts**
Outcome:	Proactive effort to inform citizens about key City of Bothell actions, programs, events and general information using tools such as, but not limited to: media, BCTV Channel 21, City of Bothell website, community contacts.
Benefit:	Increased information and engage citizens regarding Council decisions, City projects and programs.
Key Milestones:	• 2007: Continued work with Community Development on Downtown Plan • 2007-2008: Community outreach through Council Community Outreach Committee
Completion Date:	Ongoing
Key Departments:	Executive
Council's Role:	Discussion at the Council Community Outreach Committee and Council, as necessary

Project:	**Update Economic Development Action Program**
Outcome:	Enhanced number and productivity of retail and hospitality industries
Benefit:	Creates economic opportunities for Bothell citizens to obtain employment or own a business locally; enhanced tax resources to fund municipal services
Key Milestones:	• Benchmark and analyze existing economic conditions • Engage merchants and commercial property owners in economic development process • Create and employ business development resources to support existing base • Generate regional partners • Identification of recruitment targets for opportunity sites • Identification, funding and implementation of incentives package for Main Street revitalization • Implementation of an effective tourism strategy with long and short-term objectives • 2008: Measurable growth in retail and hospitality tax revenues • 2009: Clear consensus on economic vision and action steps • Ongoing progress and evolution of objectives
Completion Date:	• 1st Quarter of 2007 : Adoption of Program Update • Ongoing: Implementation of Program Update
Key Departments:	Executive, Community Development, Finance, and Public Works
Council's Role:	Consideration of Economic Development Action Program and community economic development partnership opportunities

Project:	**Develop and Implement New Performance Measurement Program**
Outcome:	Accountable service levels obtained by all departments
Benefit:	Established service levels communicated to Bothell's citizens
Key Milestones:	• 2007-2008: Core performance measurement reports • 2nd-4th Quarters 2008: Performance measures analyzed and updated if necessary to meet Council's goals.
Completion Date:	Ongoing
Key Departments:	Executive and all departments
Council's Role:	None

Project:	**Update The Roadmap: Setting the Course – Financial Options**
Outcome:	Sustainable revenues to provided City services
Benefit:	A proactive monitoring system to continually analyze City's financial outlook
Key Milestones:	• Quarterly 2007-2008: Expenditure and revenue financial reports • Biennially: Revisit current projections as part of Budget Modification and Development
Completion Date:	Ongoing
Key Departments:	Executive and Finance
Council's Role:	Provide direction to staff

Finance Department

Project:	Increase Efficiencies within Financial Systems
Outcome:	Train all City departments to key their own accounts payable invoices directly into the City's financial system; outsource utility bill printing and mailing tasks to reduce maintenance, operating and equipment costs and create additional staff time
Benefit:	Eliminates redundancy of efforts and creates additional staff time
Key Milestones:	• 2007: Department training on accounts payable system • 2007: Outsource billing printing and mailing process
Completion Date:	December 2007
Key Departments:	Finance and all departments
Council's Role:	Consideration of vendor to provide billing services

Project:	Update City Contract Management and Asset Tracking Procedures
Outcome:	Update best practices within Contract Management procedures; update best practices within Asset Tracking procedures to better comply with State legal requirements
Benefit:	Provides improved oversight and audit processes
Key Milestones:	• Annual update of physical inventory and tracking of City assets with historical costs greater than $5,000 for reporting in the City's financials • Incorporate a Contract Management function within the City's Accounts Payable audit process • Train staff Citywide on best practices and updated procedures
Completion Date:	December 2007
Key Departments:	Finance
Council's Role:	None

Project:	Prepare 2009-2010 Biennial Budget
Outcome:	Council consideration of the City's 2009/2010 Biennial Budget
Benefit:	A prudent two-year fiscal plan for achieving Council's short- and long-term goals
Key Milestones:	• 1st Quarter 2008: Identification of Council Focus Areas and Desired Budget Outcomes for 2009-2010 • 2nd Quarter 2008: Incorporate Update of Capital Facilities Plan into proposed 2009-2010 Budget • 2nd-3rd Quarters 2008: Budget call, revenues projected, development and analysis of department budget proposals • 4th Quarter 2008: City Manager's proposed 2009-2010 budget submitted to Council and public
Completion Date:	December 2008
Key Departments:	Finance and Executive
Council's Role:	Council consideration of budget

Fire and Emergency Medical Services Department

Project:	Increase Efforts on Disaster Preparedness Programs
Outcome:	Increased efforts on preparedness activities within the city, community, and region with emphasis on updating the City's Emergency Operation Plan, increased training on employee roles and responsibilities to better equip the City to respond to a large event and increase training the community on home/personal preparedness
Benefit:	Improvement of response capabilities to our citizens during emergency situations and increased citizen preparedness and participation
Key Milestones:	• 1st Quarter 2007: Hire Emergency Preparedness Coordinator • 4th Quarter 2007: Finish update of City Emergency Operations Plan, train employees on roles and responsibilities in accordance with Homeland Security standards, conduct tabletop and operational exercises, re-establish regional partnerships • Ongoing: Continue development of Citizen Corps by establishing strong partnerships within the community
Completion Date:	Ongoing
Key Departments:	Fire and all departments
Council's Role:	Continued support of emergency preparedness programs and the Citizen Corps program

Project:	Continue to Evaluate Public Safety Regional Dispatch Services
Outcome:	Utilization of the Regional Communications Business Plan to continue previous partnership toward the implementation phase of a Regional Dispatch Center for the Fire Department and potential inclusion of Police Department dispatch
Benefit:	Cost reductions and service efficiencies for long-term sustainability
Key Milestones:	• 1st Quarter 2007: Participate in continued research to determine feasibility of Police/Fire regional dispatch services • 2nd Quarter 2007: Continued work with stakeholders to move within the business plan model towards implementation • 1st Quarter 2008: Determine funding mechanisms and partnerships under the new business model to develop and manage a new regional system
Completion Date:	• 3rd–4th Quarters 2007: Development of an interlocal agreement • 2008: Define service protocols • 2009: Begin new regional dispatch operations for Fire and Police, if research results determine feasible
Key Departments:	Fire and Police
Council's Role:	Consideration of interlocal agreements and funding for continued participation in regional partnership towards implementation

Project:	Implement Paging and Alerting System
Outcome:	Installation and implementation of a new paging and alerting system
Benefit:	Gain in efficiencies and effectiveness of response by moving from a failing system to one of new technology. Decrease response times
Key Milestones:	1st Quarter 2007: Contract with Eastside Public Safety Communications Agency for implementation and installation
Completion Date:	4th Quarter 2007
Key Departments:	Fire
Council's Role:	None

Project:	Research Ambulance Contract Options
Outcome:	Research contracting with a private ambulance provider to ensure cost effective and adequate response service is provided to the citizens of Bothell
Benefit:	Enable the City to stipulate and control transport costs and response times within the City limits by private provider
Key Milestones:	• 1st Quarter 2007: Complete draft contract • 3rd Quarter 2007: Request for proposals • 4th Quarter 2007: Council consideration of contract
Completion Date:	4th Quarter 2007
Key Departments:	Fire and Legal
Council's Role:	Council consideration of contract with private ambulance provider

Project:	Examine Fire Impact Fee
Outcome:	Consider fee system based on recognized impacts to Bothell Fire & E.M.S. in regards to response
Benefit:	Establishment of a one-time revenue source to be used for capital projects. This fee can help offset costs associated with new development and subsequent increase in service demand.
Key Milestones:	2nd Quarter 2007: Draft program for review
Completion Date:	3rd Quarter 2007: Present Council with program for consideration
Key Departments:	Fire, Executive, Finance and Legal
Council's Role:	Council consideration of fee structure

Project:	Place New Fire Engines into Front-Line Service
Outcome:	Receive two new fire engines (one City owned and one Snohomish County Fire District 10 owned) and place into front-line service with surplus of two existing engines.
Benefit:	Updated response vehicles in accordance with the City's asset replacement schedule for continued reliability of response
Key Milestones:	2nd Quarter 2007: Delivery and acceptance
Completion Date:	2nd Quarter 2007
Key Departments:	Fire
Council's Role:	Council consideration of final acceptance and final payment approval

Human Resources Department

Project:	Negotiate Firefighter (IAFF Local 2099), AFSCME (AFL-CIO Local #3845) and Bothell Police Officers Guild (BPOG) Contracts
Outcome:	Successful negotiation with all three bargaining units to remain competitive in the marketplace with regards to total compensation
Benefit:	Establishes fair bargaining agreements between the City and union members
Key Milestones:	• 1st Quarter 2007: Sign new bargaining agreement with IAFF Local 2099 • 3rd Quarter 2007: Begin negotiations with AFSCME and BPOG • 4th Quarter 2007: Sign new bargaining agreement with AFSCME and BPOG
Completion Date:	4th Quarter 2007
Key Departments:	Human Resources and all departments
Council's Role:	Establish areas of interest and consideration of contract

Project:	Streamline Citywide Payroll Process
Outcome:	Develop a software program that will interface with the City's payroll software.
Benefit:	Eliminates multiple entries of the same data to different data sources; creates efficiencies in tracking personnel hours and will lead to the ability for departments to effectively track employee hours for billing purposes.
Key Milestones:	• 1st Quarter 2007: Begin beta testing new payroll system on smaller departments • 4th Quarter 2007: Citywide implementation
Completion Date:	4th Quarter 2007
Key Departments:	Human Resources and all departments
Council's Role:	None

Project:	Finish Update to Personnel Policies
Outcome:	Develop revised and/or new personnel policies that reflect current labor law and are an effective tool for City management and employees
Benefit:	Implementation of current comprehensive personnel policies
Key Milestones:	• 1st-2nd Quarters 2007: Complete review of personnel policies that need revisions • 3rd-4th Quarters 2007: Negotiate those policies that impact union employees' working conditions
Completion Date:	1st Quarter 2008
Key Departments:	Human Resources, Executive, and Legal
Council's Role:	Council consideration of appropriate policies

Project:	**Revive Wellness and Safety Committees**
Outcome:	Reduce employee absences due to illnesses and injuries
Benefit:	Reduction in Labor & Industries (L&I) claims, potential long-term reduction in health care costs, and improved productivity.
Key Milestones:	• 1st Quarter 2007: Wellness Committee and Safety Committee members appointed and begin regular monthly meetings • 2nd Quarter 2007: Mission statements and strategic plans are developed for both committees to focus on outcomes • 3rd Quarter 2007: Plans are shared with employees • 4th Quarter 2007: Employee training and education programs implemented
Completion Date:	Ongoing
Key Departments:	Human Resources and Executive
Council's Role:	Council funding consideration, if necessary

Project:	**Create Leadership Development & Supervisory Training**
Outcome:	Current and promoted supervisors are well-skilled in the management of employees
Benefit:	Improved productivity, lower level of grievances and employment liability
Key Milestones:	• 1st Quarter 2007: Implementation of quarterly supervisory training for current supervisors and managers • 2nd Quarter 2007: Development of a draft plan for a Leadership Development Program • 4th Quarter 2007: Leadership Development Program approved • 1st Quarter 2008: Leadership Development Program is implemented
Completion Date:	Ongoing
Key Departments:	Human Resources and Executive
Council's Role:	Council funding consideration, if necessary

Legal Department

Project:	Complete Adult Entertainment Code Revisions
Outcome:	Consideration of current aspects of zoning, licensing and regulations related to adult entertainment facilities
Benefit:	Public health, safety, welfare and economic viability of the City
Key Milestones:	• 1st Quarter 2007: Public hearing by Planning on possible adult uses Comprehensive Plan amendments and possible adult uses Code amendments • 1st Quarter 2007: Presentations to Council regarding adult entertainment facility regulations relating to conduct and operations • 2nd-3rd Quarters 2007: Council to hold public hearings regarding proposed adult uses • 3rd Quarter 2007: Council consideration of ordinances regarding Plan and Code amendments to adult entertainment facility regulations
Completion Date:	3rd Quarter 2007
Key Departments:	Legal
Council's Role:	Council direction to staff on adult entertainment facility licensing

Project:	Negotiate Franchise Agreement with Comcast
Outcome:	A franchise agreement that provides citizens of Bothell with accessible cable services; addresses future upgrades and efficient customer service criteria
Benefit:	Ensures all citizens are provided the same cable television options throughout the City
Key Milestones:	• 1st Quarter 2007: Begin negotiations with Comcast • 4th Quarter 2007: Council conducts hearings on proposed franchise agreement, deliberates and considers a franchise agreement ordinance
Completion Date:	4th Quarter 2007
Key Departments:	Legal and Executive
Council's Role:	Provide staff with direction, take testimony, deliberate, and ultimately consider a franchise agreement with Comcast

Project:	2007 & 2008 Update to City Council Protocol Manual
Outcome:	Council consideration of resolution updating the Protocol Manual
Benefit:	Improve guidance to Council Members in their actions by documenting accepted practices and clarifying expectations.
Key Milestones:	• February 2007: Discussion of possible changes to Council Protocol Manual • 2nd Quarter 2007: Consideration of resolution making changes to Council Protocol Manual, if needed • 1st Quarter 2008: Study Session regarding possible changes to Council Protocol Manual • 2nd Quarter 2008: Consideration of resolution making changes to Council Protocol Manual, if needed
Completion Date:	2nd Quarter 2008
Key Departments:	City Clerk and Legal
Council's Role:	Direction to Staff on possible changes to Protocol Manual and consideration of resolution incorporating those changes into the Protocol Manual

Project:	Oversee 2007 & 2008 Legislative Programs
Outcome:	Effective pursuit of Legislative priorities
Benefit:	Ensures City's interests are addressed at the State level
Key Milestones:	• February 2007: Attendance at AWC Cities Legislative Action Conference • 4th Quarter 2007: Consideration of 2008 Legislative Priorities by Council • 4th Quarter 2007: Communication of Legislative Priorities to key legislators • January 2008: 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.
Completion Date:	2nd Quarter 2008
Key Departments:	Legal
Council's Role:	Staff updates to Council and Council input/involvement/direction

Police Department

Project:	Perform Crime Analysis of Significant Crime Problems in the City
Outcome:	Awareness for citizens and patrol officers on crime patterns.
Benefit:	Analysis provides the opportunity for redirecting resources to combat crime, specifically "Quality of Life" property crimes within the city
Key Milestones:	Contract with consultant for analysis of crime issues using the New World CAD/RMS system.
Completion Date:	Ongoing with training provided to a new Crime Prevention/Analysis Officer
Key Departments:	Police
Council's Role:	None

Project:	Train Police Department Command Staff in all phases of the National Incident Management System (NIMS)
Outcome:	All Command Staff trained in the NIMS system to National standards
Benefit:	Allows for best chance at successful mitigation of a disaster or act of terrorism
Key Milestones:	Training of all Command Staff at 300 and 400 level courses.
Completion Date:	December 2008
Key Departments:	Police and Fire
Council's Role:	Basic understanding of the Incident Command System (ICS) during a disaster situation

Project:	Conduct Enforcement Emphasis on Fraud Cases
Outcome:	Provide victims the information necessary to mitigate the crimes of fraud
Benefit:	Gain more efficiency in combating identity theft and other fraud crimes
Key Milestones:	Continue regional relationships with other fraud detectives; join identity theft task force as one becomes available
Completion Date:	Ongoing
Key Departments:	Police
Council's Role:	Continued support of legislative and regional efforts in combating fraud crimes

Project:	Plan for Homeland Security Issues
Outcome:	Planning, training and equipping for incidents related to acts of terrorism
Benefit:	Allows public safety first responders to be better prepared for acts of terrorism
Key Milestones:	• Complete radio inter-operability by re-templating 800 MHz radio systems with both King and Snohomish Counties • Implement information sharing networks and training all employees on these systems • Participate in regional planning, training and exercises related to response to acts of terrorism
Completion Date:	Ongoing
Key Departments:	Police and Fire
Council's Role:	Awareness of all the different types of acts of terrorism that could occur

Public Works Department

Project:	Implement Citywide Neighborhood Traffic Calming Program
Outcome:	Developing and implementing series of specific area traffic calming plans based on adopted neighborhood traffic calming policy and funding availability
Benefit:	Reducing cut-thru and fast traffic concerns in selected residential areas, resulting in increased safety for pedestrians, bicyclists, and vehicular traffic in Bothell neighborhoods.
Key Milestones:	• Series of public outreach meetings and open houses with neighborhood groups to develop, finalize and implement traffic calming programs • Conduct traffic enforcement emphasis specifically targeting speeding violations and red-light violations
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Consideration of speed limit changes and frequent briefings as to the status of projects

Project:	Update Traffic Impact Fee
Outcome:	A revised plan to address roadway infrastructure improvement funding through development mitigation fees.
Benefit:	Establishing a technically-based roadway impact and mitigation fees to collect funds needed for roadway improvement programs
Key Milestones:	Plan development and consideration of the plan by the Council
Completion Date:	1st Quarter 2007
Key Departments:	Public Works
Council's Role:	Consideration of new code language and fees

Project:	Oversee 2007-2013 Capital Facilities Plan
Outcome:	Implementation of the first and second year of the City's transportation, parks and utilities capital improvement projects program as outlined in the 2007-2013 Capital Facilities Plan and funding adopted in the 2007/2008 Biennial Budget.
Benefit:	Investment into the City's infrastructure to support quality of life while sustaining growth
Key Milestones:	Refer to Capital Facilities Plan for the key milestones of each project • 1st Quarter 2008: Begin update to CFP, including citizen input • 2nd Quarter 2008: Consideration of 2009-2015 CFP Update • 4th Quarter 2008: Include 2009-2010 projects in biennial budget
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Confirm specific project scope of work including considering contract awards for consultants and contractors

Project:	Update Parks, Recreation and Open Space Action Program (PROSAP)
Outcome:	Council consideration of PROSAP including a capital improvement plan
Benefit:	Adopts capital improvement plan for future inclusion in the Capital Facilities Plan and qualifies the City to apply for grants
Key Milestones:	1st Quarter 2007: Consideration of PROSAP by the Parks & Recreation Board and recommendation to Council for review and consideration
Completion Date:	2nd Quarter 2007
Key Departments:	Public Works
Council's Role:	Review and consideration of PROSAP

Project:	Oversee Water Quality Program to Meet NPDES Permit Requirements
Outcome:	Modify and expand existing program to the NPDES (National Pollutant Discharge Elimination System) program which is mandated by the Federal Clean Water Act
Benefit:	Improve water quality and habitat throughout Bothell and meet required NPDES requirements established by the Washington State Department of Ecology
Key Milestones	2007: Expand existing programs to implement the NPDES program
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Participation by the Council Utilities Committee

Project:	Oversee Brightwater Treatment System
Outcome:	Phase 3. Construction Management: • Construction of the Brightwater Treatment System in concurrence with all code/permit conditions • Secure public safety equipment and training for emergency responders.
Benefit:	Ensures Bothell's interests are identified and addressed throughout the process
Key Milestones:	Inspection and construction impact oversight
Completion Date:	2007-2008: Tunnel construction 2007-2008: Establish on-site training sessions and attend regular jobsite safety meetings. 2009: Pump station construction 2010: Construction completed
Key Departments:	Public Works, Community Development and Fire
Council's Role:	Periodic updates to Council on project progress

Project:	**Investigate Options for City of Bothell Water Supply Source**
Outcome:	Explore and develop additional sources of supply and new supply contracts
Benefit:	Ensure City has long-term capability to provide adequate water supply
Key Milestones:	• 1st Quarter 2007: Recommend new Seattle Water Supply contract • 2nd Quarter 2007: Complete feasibility analysis of Penn Park Wells and begin design work for rehabilitation/reconstruction of wells and treatment facility, if feasibility study results show this is a reliable source • 2007-2008: Continue to explore the feasibility of a re-claimed water utility associated with Brightwater project • 2007-2008: Continue to participate in the regional re-claimed water committee to identify opportunities, costs and risks
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Participation on Council Utilities Committee. Consideration of consultant contracts and to provide staff direction on Penn Park Well project.

Project:	**Oversee Regional Transportation Issues**
Outcome:	Work with appropriate agencies to build partnerships and cooperation to address common transportation issues by attending regional transportation committees and forums, joint applications to secure grants and regional funding for transportation improvements that benefit the City of Bothell and providing technical advice and policy updates to Council.
Benefit:	Ensures City's interests are addressed at the regional level and citizens are involved in the process
Key Milestones:	Continued involvement in regional transportation issues/forums
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Consideration of grants, contracts and participation in appropriate regional committees and forums

Project:	**Oversee Congestion Relief and Safety Improvements**
Outcome:	Development and implementation of a series of low cost and highly effective plans and programs to address intersection, roadway congestion and multi-modal system safety enhancements
Benefit:	Reduction of localized congestion and accident reduction throughout the City based on priority and funding availability
Key Milestones:	Plan development and implementation
Completion Date:	Ongoing
Key Departments:	Public Works
Council's Role:	Receive briefings by staff, provide direction and funding for projects

Project:	**Complete Commute Trip Reduction (CTR) Program Master Plan**
Outcome:	Development, consideration of and implementation of a Citywide CTR Master Plan, as mandated by the State
Benefit:	Reduced dependency of daily commuters on automobiles, while reducing air pollution
Key Milestones:	• 1st-2nd Quarters 2007: Plan Development • 3rd-4th Quarters 2007: Implementation of phased plan
Key Departments:	Public Works
Council's Role:	Review and consideration of the CTR Plan

Project:	**Update Various Utility Comprehensive Plans**
Outcome:	Council consideration of the various comprehensive plan updates and submittal of the adopted plans to the appropriate State agencies for concurrence
Benefit:	Ensures utility systems will continue to operate both efficiently and effectively
Key Milestones:	• Completion of the review of the draft Storm and Surface Water Comprehensive Plan by Council Utilities Committee • Completion of the Water Comprehensive Plan • Adoption of all utility comprehensive plan updates
Completion Date:	1st Quarter 2007: Storm and Surface Water Quality and the Wastewater System Comprehensive Plans adopted 2nd Quarter 2007: Consultant selection for the Water Comprehensive Plan Update 2008: Completion of the Water Comprehensive Plan
Key Departments:	Public Works
Council's Role:	Consider award of consultant contract for the update to the Water System Comprehensive Plan. Review of draft updates with Council Utility Sub-Committee and final consideration by City Council.

Project:	**Oversee Thrasher's Corner Park Wetland Mitigation Project**
Outcome:	Establishment of wetland mitigation design and implementation program to have the project completed through other projects requiring mitigation
Benefit:	Completion of desired environmental enhancements to Thrasher's Corner Park
Key Milestones	• 2007: Design of mitigation project • 2008-2010: Construction of mitigation project
Completion Date:	2010
Key Departments:	Public Works
Council's Role:	Provide direction to staff in regards to design and implementation plan.

City of Bothell 2005-2006 Key Department Projects	Partially Completed	100% Completed	Multi-Year
Development of the Northshore School District Downtown Property and Joint School District/City Public Works Shop	✓		✓
The Roadmap – Setting the Course – Financial Options		✓	✓
The Roadmap – Setting the Course – Capital Facilities Plan		✓	
Downtown Plan Update (including Gateway Project and Northshore School District property)	✓		✓
Neighborhood Traffic Calming Program (NTCP)		✓	
2006 Plan and Code Amendments – Property-Owner-Initiated Amendment Requests, Housing Element Update and Resolution of Multi-Family Yield Transference from Critical Area Buffers		✓	
Annexation Fiscal Analysis		✓	
Citywide Records Management Program	✓		✓
Community Outreach Efforts			✓
Finalize Executive Staff Positions		✓	
Economic Development Action Program Update	✓		✓
Information Technology Strategic Plan	✓		✓
Prepare 2007- 2008 Biennial Budget		✓	
Increasing Efficiencies within Financial Systems	✓		✓
Update City Purchasing Policy		✓	
Update City Asset Tracking Policy	✓		✓
Increase Efforts on Disaster Preparedness Programs	✓		✓
Evaluate Regional Dispatch Services for Police and Fire	✓		✓
Washington State Insurance Re-rate		✓	
Firefighter (IAFF Local 2099) Contract Negotiations	✓		✓
Streamline Citywide Payroll Process	✓		✓
Update Personnel Policies	✓		✓

City of Bothell 2005-2006 Key Department Projects	Partially Completed	100% Completed	Multi-Year
Legislative Program Management			✓
Emphasis on Fraud Enforcement			✓
Improvements to Police Information Systems			✓
Plan for Homeland Security Unfunded Mandates			✓
Brightwater Treatment System		✓	
City of Bothell Water Supply Source			✓
Interlocal Agreement with Snohomish County on Transportation Mitigation Fee		✓	
Regional Transportation Issues Oversight		✓	✓
Traffic Impact Fee Update	✓		
Infrastructure Investment Program (Incorporated into CFP)		✓	
Update Parks, Recreation, and Open Space Action Program (PROSAP)	✓		✓
Updates of Various Utility Comprehensive Plans		✓	
2005 Bothell Municipal Code Update		✓	
2005 Plan Amendments – Property-Owner-Initiated Amendment Requests and Downtown Master Plan		✓	
Defend Challenges to GMA-Mandated Updates		✓	
Transitory Accommodations Code Amendments		✓	
Perform Organizational Analysis and Recommendation to City Council for Administration Services Director		✓	
Analyze Compensation of Executive Staff and Recommendation to City Council		✓	
2005 Police Guild Negotiations		✓	

City of Bothell
Ongoing General Fund Efficiency Savings

The 2007-2008 budget process included an analysis to determine ways to improve efficiencies and provide ongoing savings. **This exercise produced ongoing General Fund efficiency savings of $531,100.**

Executive Department produced ongoing savings totaling $35,200 which included $7,200 reduction of maintenance and operations for 6 pool vehicles. Additional savings of $28,000 was due to savings associated with organizational analysis and a subsequent reorganization.

Information Technology Division provided efficiency savings totaling $159,650. Included were (1) Elimination of Mapcon and Ad-Aware software maintenance - $18,000; (2) Utilizing fiberoptic infrastructure with Northshore School District eliminating 45 fire circuits and 2 shop circuits - $8,400; (3) Moved to a Tier 1 Vendor for PC's and servers giving longer PC life expectancy - $84,250; (4) New World System implementation is complete, reducing costs by $35,000; and (5) Savings of $14,000 by negotiating an improved Nextel contract.

Finance Department found $33,550 in efficiency savings. Through efficient daily cash management practices banking fees were reduced by $12,000. The cancellation of EMS billings reduced supplies, postage and professional services equaling $9,000. An additional $9,000 was saved due to change in street light billings from bi-monthly to annual. A new lease for a City Hall copier was negotiated with a savings of $3,561 per year.

Legal Department provided annual reduction of $38,000 in insurance premiums paid by the City due to claim reductions.

Human Resources Department determined a total of $71,700 as ongoing savings. By contracting with Public Safety Testing for fire recruitment, the City eliminated the need for the City to advertise, test, and provide a testing facility in the selection of qualified applicants resulting in annual savings of $48,000. The City's employee vision plan moved from a self-insured plan to AWC plan providing ongoing savings of $23,700.

Police Department improved circuit alignment in the 911 center reducing the telephone budget by $100,000.

Community Development presented savings of $40,000 due to the discontinuation of the People's Choice program. The program was discontinued due to a reduction in resources and emergence of higher priority state and federally mandated tasks.

Non-Department anticipates savings of $53,000 due to stabilization of unemployment costs.

Appendix D

Capital Projects Included In:

2007-2008 Biennial Budget & 2007-2013 Amended Capital Facilities Plan

On July 11, 2006, the City Council adopted the 2007-2013 Capital Facilities Plan (CFP). The major funding sources for these projects include Real Estate Excise Tax (REET), one-time revenue transfers from the General Fund, grants, development mitigation fees, fund interest earnings, and utility user fees.

In accordance with CFP policy, the document was updated and amended to be consistent with the City's adopted Budget (2007-2008). CFP projects included in the 2007-2008 budget total $71,264,000. Amendments to the CFP included moving the acquisition of the Stevens property to 2006, moving the construction of Thrasher's Corner Park to 2008 in conjunction with the North Creek School House, delaying the Cedar Grove II Park design and construction until 2009, $6,645,000 in additional grant funding, $6,476,000 for 2006 projects that need to be re-appropriated in 2007-2008 due to delays in project time lines, $220,000 for safety and guardrail improvement projects, and $4,450,000 in project reductions to reflect current project status.

Project descriptions for project T7 (SR-527 Widening: 240th to 228th Street SE) and project T33 (East Riverside Drive) were amended to be consistent with the Transportation Improvement Program (TIP).

Explanations for all proposed changes to the adopted CFP are included in the amendment to the 2007-2013 Capital Facilities Plan (provided under separate cover). The changes mentioned above make the CFP consistent with the 2007-2008 Biennial Budget.

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 each of the capital projects including future maintenance and operating costs. The CFP is available on the City's website or by request from the City Clerk's office.

Descriptions for each of the capital projects included in the 2007-2008 budget are presented on the following pages.

FACILITIES:

F1 City Hall & Dawson Building Replacement – This project will proceed after the Downtown Plan is completed and the future location of City Hall has been decided. This should allow the design of City Hall (to house staff currently in City Hall and Dawson) to begin in 2008.

F2 Public Works Shop – Construction of a new facility co-located with the Northshore School District Transportation Facility in north Bothell is scheduled to be completed in 2007.

F3 Queensborough Firehouse – Construction of a new Queensborough Firehouse in 2007 is intended to replace an inadequate structure. This is a partnership project with Snohomish County Fire District 10.

F4 Fire Capital Capacity Expansion – Several preliminary projects have been identified. After an analysis of critical needs is completed, a recommendation will be presented to the Council.

PARKS:

P1 Thrasher's Corner Park Improvements – The first phase will consist of a park design, in accordance with the adopted Master Plan. ***This project has been amended to begin design in 2007, with construction in 2008. This project will be completed in conjunction with the rehabilitation of the North Creek School House (P9).***

P2 & P3 North Creek Fields 2 & 3 – Redevelop existing fields with synthetic surfaces to provide additional year-round youth and adult recreation facilities in the North Creek Business Park.

P5 Kaysner Property Park Improvements – Design of improvements to include "way stations" on this parcel that is located along the north side of the Sammamish River, from the Park at Bothell Landing to the Burke Gilman Trail.

P7 General Park and Open Space Acquisition – Funds may be spent (with Council approval) to acquire park and open space land throughout the City.

P8 General Park Improvements – This project allows for improvements and maintenance projects to replace smaller assets in the City park system.

P9 North Creek School House – The North Creek School House is scheduled to be relocated to Thrasher's Corner Park in late 2007, with design and renovation occurring in 2008. ***This project will be completed in conjunction with Thrasher's Corner Park (P1).***

TRANSPORTATION:

T1 SR-524 Corridor Improvements from SR-527 to West City Limits – Construction of a five-lane facility with bicycle lanes, sidewalks, and shoulders is projected to be completed in 2008. ***This project is being amended to reflect construction delays in 2006 to obtain Department of Ecology permits and acquire environmental clearances. Additional grants have been obtained to pay for increases in project costs. There are no changes in the scope of work.***

T2 North Creek Trail – This is a multi-year regional project to build a seven-mile trail connecting the Burke Gilman/Sammamish River Trail in King County with the Interurban Trail at McCollum Park in Snohomish County***. This project is being amended to reflect time delays to obtain environmental clearances. Additional grants have been obtained to increase the scope of work in 2007-2008, including completion of the trail over the bridge on 228th Street SE and from NE 195th to the I-405 ramp.***

T3 NE 195th Street (North Creek Parkway to I-405 Ramp) – The design phase will be completed in 2008 to increase lane capacity at the NE 195th Street/North Creek Parkway intersection, as well as the number of westbound lanes along the section of NE 195th Street between North Creek Parkway and the I-405 northbound ramp. ***Amendment to this project is due to minor time delays in the 2006 design phase.***

T4 Residential Street Restoration and Preservation – Annual pavement overlay and rehabilitation of residential streets will be identified using the City's Pavement Management System.

T5 Arterial Pavement Resurfacing and Rehabilitation – Annual pavement overlay and rehabilitation of arterial streets will be identified using the City's Pavement Management System.

T6 Downtown Gateway/SR-522 Corridor Realignment – Preliminary design of this project will begin in 2007. The design includes the realignment of SR-522 through the existing Bothell Landing property.

T7 SR-527 Widening: 240th Street SE to 228th Street SE – ***The project description has been amended to be consistent with the TIP. This project is anticipated to be the first stage in the implementation of the SR-527 Route Development Plan (RDP) completed in 1994. The project includes widening to a 5-lane roadway, with intermittent median landscaping where feasible. In locations where topographical and environmental constraints exist, roadway widening may be limited to 4 lanes. The signal at 240th Street SE will be upgraded. Other improvements will include the installation of curbs, gutters, and sidewalks.***

Left turn channelization improvements near Country Village will also be evaluated in conjunction with the development of a new traffic signal. This project was delayed to obtain additional grant funding which would allow design of the entire project, instead of utilizing a phased design as was originally scheduled. The scope of the project did not change.

T8 39th Avenue SE Extension: 240th Street SE to 228th Street SE – Design and right-of-way acquisition will begin in 2008 to construct a 3-lane arterial roadway from 240th SE to 228th SE. ***This project is being amended to reflect delays due to environmental issues encountered in 2006.***

T9 102nd Avenue NE Bridge Rehabilitation – This project rehabilitates the existing bridge to eliminate its structural deficiency rating. It also completes a seismic level 1 retrofit and miscellaneous structural repairs, including resurfacing the bridge decking, upgrading the reinforced concrete girders, and installing vehicle railings. ***Amendments reflect delays in 2006 - State Fish and Wildlife permits limited the construction time frames over the river. Construction was timed to minimize the impact to Main Street merchants.***

T10 Beardslee/Ross Road Interconnect – This project constructs a new section of 112th Avenue connecting to Beardslee Boulevard between the signalized entrance to the University of Washington – Bothell and Cascadia Community College Campus and the I-405 Interchange. ***Amendments to this project reflect minor delays in project time lines.***

T11 Downtown Mobility Improvement Project – This project studies options for improving mobility conditions, particularly for the east-west traffic movement in the Downtown area. Short-term improvements at key intersections along Main Street are initial focus areas.

T12 SR-522 Corridor Phase I: Wayne Curve Improvements at 96th Avenue NE – Project improvements will include installation of curbs, gutters, and sidewalks; upgrade of storm water facilities; street lighting; and realignment of the 96th Avenue NE approach. Enhanced transit operations will also result from the addition of business access lanes, transit lanes, and Queue Jump lanes at the intersection. ***The amendment to this project is due to delays in acquiring environmental clearance after discovering an eagle nest in the vicinity. Additional grant funding has been obtained to expand the scope of the design from NE 180th Street to the western city limits. The scope accelerates the design phase of this project.***

T13 240th Street Bridge Replacement – Design phase to replace the existing bridge on 240th Street in the North Creek Valley area.

T14 Bridge Rehabilitation & Seismic Retrofit – Performs annual bridge maintenance and rehabilitation work on existing City bridges - including low cost seismic, maintenance repair, and safety improvements.

T15 NE 195th Street/120th Avenue NE Intersection Improvements – The design will address a current turn lane deficiency for southbound left turns, as well as related intersection signal modifications.

T16 240th Street SE (Meridian Avenue SE to SR-527) Sidewalk – Design and construction of a separated sidewalk from Meridian to SR-527 - including curb, gutter, and planter strip.

T17 Neighborhood Traffic Calming Program – Development and implementation of adopted Neighborhood Traffic Calming programs.

T20 Citywide Intelligent Transportation System – This program will overhaul traffic signal operations to improve intersection efficiency. ***The amendment to this project includes additional federal grant awards, which provide for expansion of the program to the King County portion of the City and acceleration of the entire project.***

T26 NE 195th Street/I-405 Interchange Feasibility Study – This study examines the interchange expansion and modification proposed for the I-405 corridor study.

T33 East Riverside Drive Improvements – The project description is amended as follows: ***Installation of a pedestrian facility between 102nd Avenue NE and the Rivershore Mobile Home Park. The Council Transportation Committee recommends consideration of a sidewalk on the south side of East Riverside Drive, along with future allocation of funding for implementation. The scope and location of facilities will be determined following a public involvement process in early 2007.***

T36 Safety and Guardrail Improvements – ***This project involves maintenance and safety improvements to City streets and guardrails. The project was inadvertently left out of the original CFP process. Inclusion of this project in the CFP is consistent with the intent of the CFP and its policies.***

UTILITIES:

S1 Annual Sewer Replacement Program – Provides sewer system improvements that repair or replace aging sewer mains, and other related sewer pump station/structures, or that provide necessary capacity improvements.

S2 Annual Infiltration and Inflow Improvements – Replaces sewer pipelines and repairs manholes with infiltration and inflow problems.

S3 Replacement of Valhalla Lift Station – The current lift station has had difficulty with failing motors, causing backups. A number of alternatives to alleviate this condition will be analyzed. ***This project is being amended to reflect a slight delay in the project time line.***

S4 Lift Station 2 Improvements – Construction of a new wet well to work in series with the existing wet well located at the lift station on East Riverside Drive, as well as motor upgrades.

SW1 Annual Stormwater & Surface Water Capital Improvements – Projects to correct existing stormwater deficiencies, prevent flooding, and replace aging infrastructure.

SW2 Enhancement of Natural Resources – Projects consist of Thrasher's Corner Wetland Mitigation, stream rehabilitation, and hydrological analysis. ***The project scope was changed to reflect reductions in grant funding and anticipated mitigation revenues - both are reflected in the CFP amendment.***

SW3 Sammamish Education Kiosks – Design and construction of 15 educational kiosks along portions of the Sammamish River and North Creek.

SW8 North Creek Total Maximum Daily Load (TMDL) Program – This is a five-year grant-funded program that began in 2005. The scope includes calculation of the pollutants in North Creek against water quality standards. ***This project is being added as an amendment to the original CFP process, to be consistent with CFP policies.***

W1 Annual Water Main Replacement Program – Provides water system improvements that repair or replace aging mains and other related water components, along with necessary level of service improvements to provide adequate pressure, water quality, and/or fire flow.

W2 Penn Park Well Expansion – Analysis of the Penn Park Well system to determine if it could function as an additional cost-effective water source, which would help maintain water user rates and provide a redundant water source.

W6 Morningside Booster Station Retrofit – This booster station is in need of a retrofit due to the age and condition of the system***. This project is being amended to reflect a design phase delay in 2006.***

W8 Water Comprehensive Plan Update – The update to the Comprehensive Plan provides for an analysis of the system's infrastructure, plus an overview of future inefficiencies in the system.

Appendix E

Glossary

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.

Assessed Valuation
The value placed upon real and personal property by the County Assessor to levy annual property taxes.

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 Drain 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 Improvements Program
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 (CIP) 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).

CIP
An acronym for Capital Improvement Program or Project.

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.

CPI
Consumer Price Index, 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.

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.

Designated Fund Balance
A portion of unreserved fund balance designated for a specific future use.

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.

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.

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.

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.

FEMA
An acronym for Federal Emergency Management Agency, 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.

Financial Plan
A long-term spending plan which establishes fiscal policies, goals and objectives for the City.

Fiscal Year
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).

FY
Abbreviation for fiscal year, the time period designated by the City signifying the beginning and ending dates for recording financial transactions.

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.

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.

Improvement District
An area that is established to receive specific capital improvements or services deemed to benefit primarily those properties within its boundaries.

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.

IPD
An acronym for Implicit Price Deflator, an index used by the State to determine allowable annual growth in inflation for property tax calculation.

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.

(LID) 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.

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.

Operating Transfer
A transfer of money that re-allocates City resources between various funds.

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.

PSRC - Puget Sound Regional Council
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.

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.

RCE
An acronym for Residential Customer Equivalent - used by King County as a unit for determining sewer service volume charges for commercial customers.

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.

TIP
An acronym for Transportation Improvement Plan. 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.

Unreserved Fund Balance
Unreserved Fund Balance is the excess of assets over liabilities and reserves that is available for general appropriation.

WSDOT
An acronym for Washington State Department of Transportation.

2006
City of Bothell
Miscellaneous Statistics

Government	
Date of Incorporation	1909
Form	Non-Charter, Optional Municipal Code, Council-Manager
Population	31,690
Area	12.6 square miles
Number of City Employees	287.56
Number of Registered Voters	9,132 (King County) 8,882 (Snohomish County)
Business Licenses Issued	2,504
Property Tax	
Regular Property Tax Rate	$1.34 per $1,000 of Assessed Value
Voted Property Tax Rate	$.14 per $1,000 of Assessed Value
Household	
Median Household Income	$65,166 (King County) $70,423 (Snohomish County)
Median Home Assessed Value	$310,000 (King County) $267,400 (Snohomish County)
Median Rental	$876
Transportation	
Miles of Paved Roads	322
Street Lights Owned by the City	1,907
Fire Protection	
Number of Stations	3
Number of Uniformed Personnel	56
Number of Emergency Alarms	4,463
Police Protection	
Number of Stations	1
Number of Police Officers	57
Number of Calls for Service	27,598

For additional information on the City of Bothell
Log onto www.ci.bothell.wa.us

2006
City of Bothell
Miscellaneous Statistics

Utility Services

Water:

Number of Customer Accounts	3,830
Miles of Water Mains	73

Sewer:

Number of Customer Accounts	4,790
Miles of Main	58
Miles of Storm Sewers	108

Parks, Recreation, & Culture

Number of Parks	25
Acres of Parks	200.84
Museum	1
Senior Center	1
County Library	1 (173,078 Volumes)

Public Schools

Northshore School District:

Attendance Centers	32
Number of Classrooms	997
Number of Employees	2,300
Number of Students	19,263

Cascadia Community College:

Number of Students	2,566 (Fall 2005)

University of Washington - Bothell:

Number of Students	1,601 (Fall 2005)

Top Ten Employers

Cingular Wireless	2,680
Philips Medical Systems	1,704
Washington Mutual	1,161
ICOS	409
Panasonic Avionics	392
Seattle Times	377
Puget Sound Energy	369
Allstate	305
Home Depot	282
SonoSite	262

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2007-2008 Estimated Revenues

N/A = Not Applicable *LOS = Level of Service*
RM = Roadmap *CPI = Consumer Price Index*
CFP = Capital Facilities Plan

Current Fund Revenues

General Ledger Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
Estimated Beginning Fund Balance								
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0	0	0	15,850,292	0	15,850,292	*Based on estimated 2006 ending fund balance*
General Property Taxes								
311.10.00.000	REAL & PERSONAL PROPERTY	6,857,605	3,500,000	7,348,700	7,748,713	8,198,712	15,947,425	*0% annual levy incr, new const, incr in State assessed prop*
	Total General Property Taxes	**6,857,605**	**3,500,000**	**7,348,700**	**7,748,713**	**8,198,712**	**15,947,425**	
Timber Harvest Taxes								
312.10.00.000	TAX ON PRIVATE TIMBER HARVEST	9	7	0	0	0	0	
	Total Timber Harvest Taxes	**9**	**7**	**0**	**0**	**0**	**0**	
Sales & Use Taxes								
313.10.00.000	LOCAL RETAIL SALES TAX	8,133,075	4,764,124	10,072,000	10,349,500	10,670,645	21,020,145	*19% in incr in '06, 0% 2007-08+3% 2009-13 + RM & CFP*
313.10.00.001	LOCAL CONSTRUCTION SALES TAX	1,442,939	684,285	1,778,800	2,569,300	2,640,700	5,210,000	*$1.2M with compounding CPI of 3% annually plus RM & CFP*
313.30.00.000	HOTEL/MOTEL TAX	201,528	111,266	230,000	253,000	278,300	531,300	*14% in '06 and 10% ea yr thereafter (5% growth/5% program)*
313.71.00.000	SALES TAX - CRIMINAL JUSTICE	557,973	284,075	608,600	639,000	671,000	1,310,000	*9% incr in '06 and 5% thereafter*
	Total Sales & Use Taxes	**10,335,515**	**5,843,750**	**12,689,400**	**13,810,800**	**14,260,645**	**28,071,445**	
Business & Utility Taxes								
316.41.00.000	ELECTRIC PUBLIC UTILITY TAX	1,947,284	1,089,144	2,078,000	2,215,300	2,357,600	4,572,900	*5% incr expected in '06 and thereafter plus RM & CFP*
316.41.01.000	UTILITY TAX REBATE	(5,525)	0	(6,000)	(6,000)	(6,000)	(12,000)	
316.43.00.000	GAS PUBLIC UTILITY TAX	670,244	446,422	757,600	846,000	900,900	1,746,899	*11% incr expected in '06 and 10% thereafter plus RM & CFP*
316.46.00.000	CABLE TV UTILITY TAX	387,559	209,996	426,900	433,300	461,100	894,400	*8% incr expected in '06 and 5% thereafter plus RM & CFP*
316.47.00.000	TELEPHONE UTILITY TAX	1,923,681	787,262	1,626,100	1,650,900	1,673,300	3,324,201	*17% decr expected in '06 due to cell use. Only add RM & CFP*
316.47.00.001	CELLULAR UTILITY TAX	590,831	303,029	615,900	637,800	678,500	1,316,300	*2.5% incr expected in '06 and 2% thereafter plus RM & CFP*
316.52.00.000	WATER UTILITY TAX	168,636	63,925	172,800	171,667	182,917	354,584	*2007-2008 6% of est revenue plus RM & CFP - 5% thereafter*
316.53.00.000	STORM DRAIN UTILITY TAX	60,643	46,161	93,500	0	0	0	*Council eliminated tax during 2007-08 budget deliberations*
316.54.00.000	SEWER UTILITY TAX	200,711	100,402	213,400	239,667	259,084	498,752	*2007-2008 6% of est revenue plus RM & CFP - 5% thereafter*
316.55.00.000	SANITATION UTILITY TAX	212,737	122,520	243,900	255,000	266,200	521,200	*13% incr in 2006 and 3% CPI plus RM & CFP thereafter*
316.56.00.000	ALDERWOOD FRANCHISE FEE	189,056	91,040	195,000	200,900	206,900	407,800	*1st 6 mo = 47% of annual figure - Incr 3% each year*
316.57.00.000	STREET PRESERVATION FEE (WASTE MGMT)	261,059	150,000	300,000	0	0	0	*Move to Streets or Capital Fund for street preservation*
316.58.00.000	NORTHSHORE UTILITY FRANCHISE FEE	42,612	13,823	43,000	44,300	46,500	90,800	*Built out per Northshore - just 3% CPI*
	Total Business & Utility Taxes	**6,649,528**	**3,423,724**	**6,760,100**	**6,688,834**	**7,027,000**	**13,715,840**	
Other Taxes								
317.20.00.000	LEASEHOLD EXCISE TAXES	35,759	8,454	16,000	17,000	18,000	35,000	
317.50.00.000	GAMBLING TAXES	39,930	15,104	40,000	50,000	50,000	100,000	
317.70.00.000	PRIVATE HARVEST TIMBER TAX	6	0	0	0	0	0	*N/A*
319.16.00.000	INTEREST ON PROPERTY TAX	3,178	3,648	5,000	5,000	6,000	11,000	
	Total Other Taxes	**78,873**	**27,205**	**61,000**	**72,000**	**74,000**	**146,000**	
Licenses & Permits								
321.90.00.000	BUSINESS & SIGN LICENSES	246,694	128,125	250,000	262,500	275,600	538,100	*4.5% incr 2000-2004, 2005-2006 stable, 2007-2013 5%*
322.10.01.000	BUILDING PERMITS	588,663	582,663	1,457,700	1,400,000	836,600	2,236,600	*Based on permit apps in process, and on RM and CFP*
322.10.02.000	PLUMBING & MECHANICAL PERMITS	127,735	99,153	291,500	280,000	167,300	447,300	*Increases based on commercial projects - 20% of permit rev*
322.10.04.000	PRE-APPLICATION FEE	45,029	33,974	75,400	40,000	40,000	80,000	*Increases based on commercial projects*

2007-2008 Estimated Revenues

N/A = Not Applicable *LOS = Level of Service*
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CFP = Capital Facilities Plan

Current Fund Revenues

General Ledger Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
322.30.00.000	ANIMAL LICENSES	112	121	200	200	200	400	
322.90.00.000	CONCEALED WEAPON PERMITS	2,270	1,344	3,000	3,200	3,400	6,600	
	Total Licenses & Permits	**1,010,503**	**845,380**	**2,077,800**	**1,985,900**	**1,323,100**	**3,309,000**	
Federal Direct Grants								
331.16.71.002	BJA GRANT VEST PROGRAM	11,200	0	0	0	0	0	*Unknown year to year*
331.83.55.000	ASSIST TO FIREFIGHTERS - SCBA	20,891	0	0	0	0	0	*Completed in 2005*
	Total Federal Direct Grants	**32,091**	**0**	**0**	**0**	**0**	**0**	
Federal Indirect Grants								
333.14.20.000	COMMUNITY DEVELOPMENT BLOCK GRANT	0	0	0	0	0	0	*Block grant $ no longer flows through cities*
333.14.20.002	SENIOR VAN-GO	28,810	0	0	0	0	0	*Block grant $ no longer flows through cities*
333.97.00.000	HOMELAND SECURITY EQUIPMENT	17,094	0	0	0	0	0	*N/A*
333.97.00.004	HOMELAND SECURITY EMERGENCY PREP OUTREAC	1,000	0	0	0	0	0	*N/A*
	Total Federal Indirect Grants	**46,904**	**0**	**0**	**0**	**0**	**0**	
State Grants								
334.01.30.000	FIRE FIGHTER TRAINING - STATE PATROL	10,299	0	1,300	0	0	0	*Completed*
334.XX.XX.000	EMPG FIRE EOC GRANT	0	0	34,800	0	0	0	*EOC upgrades- Contract No. E06-332*
334.04.00.080	GMA UPDATE	10,000	0	0	0	0	0	*N/A*
334.04.20.000	HISTORIC UPDATE	3,500	0	5,000	5,000	5,000	10,000	
334.04.60.000	JUVENILE ACCT INCENTIVE - GAIBG	5,500	0	0	0	0	0	*Funding no longer available*
	Total State Grants	**29,299**	**0**	**41,100**	**5,000**	**5,000**	**10,000**	
State Shared Revenues								
335.00.91.000	P.U.D. PRIVILEGE TAX	121,113	0	123,500	125,000	126,500	251,500	*Incr $1,500 annually for population growth*
	Total State Shared Revenues	**121,113**	**0**	**123,500**	**125,000**	**126,500**	**251,500**	
State Entitlements								
336.06.21.000	MVET/CRIM JUSTICE - POPULATION	5,763	2,952	7,000	7,000	7,100	14,100	*Municipal Research & Svcs Center (MRSC) August estimate*
336.06.22.000	MVET/CRIM JUSTICE - PROGRAM BASED	0	0	0	0	0	0	*N/A*
336.06.23.000	MVET/CRIM JUSTICE - AT RISK CHILD	0	0	0	0	0	0	*N/A*
336.06.24.000	MVET/CRIM JUSTICE - DOMESTIC VIOLENCE	0	0	0	0	0	0	*N/A*
336.06.26.000	CJ - SPECIAL PROGRAMS	22,930	11,656	23,800	24,100	24,600	48,700	*MRSC August estimate*
336.06.51.000	DUI - CITIES	5,196	2,575	5,200	5,300	5,400	10,700	*MRSC August estimate*
336.06.94.000	LIQUOR EXCISE TAX	127,098	63,958	131,500	135,300	138,200	273,500	*MRSC August estimate*
336.06.95.000	LIQUOR PROFITS	195,839	52,818	215,500	235,800	240,700	476,500	*MRSC August estimate*
	Total State Entitlements	**356,827**	**133,959**	**383,000**	**407,500**	**416,000**	**823,500**	*MRSC August estimate*
Local Grants & Entitlements								
337.07.03.000	SCHOOL RESOURCE OFFICER	46,000	23,000	46,000	46,000	46,000	92,000	*Contract with Northshore SD*
337.09.01.000	KC/SHSP$ - CITIZEN CORPS/CERT & BLOCK WATCH	500,000	0	23,500	0	0	0	*SHSP funds for 2 extra CERT classes & Block Watch*
337.09.01.002	CEDAR GROVE PARK (IAC)	52,856	0	0	0	0	0	*CFP - Moved to Capital Fund*
337.09.02.000	SNOHOMISH COUNTY - LANDS REVIEW	0	0	0	0	0	0	*N/A*
337.09.03.000	SNOHOMISH COUNTY - PARKS	0	0	0	0	0	0	*N/A*
	Total Local Grants & Entitlements	**598,856**	**23,000**	**69,500**	**46,000**	**46,000**	**92,000**	

2007-2008 Estimated Revenues

N/A = Not Applicable *LOS = Level of Service*
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Current Fund Revenues

General Ledger Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
Intergovernmental Revenues								
338.21.00.002	LAW ENFORCE - SNO CO NARCOTICS TASK FORCE	67,640	45,878	45,878	0	0	0	*Cities receive funds only when becoming a new member*
338.21.00.003	KING COUNTY - 911 CALL-TAKING OPERATIONS	0	54,800	54,800	0	0	0	
338.22.00.000	FIRE PROTECTION SERVICES	946,508	392,617	975,300	1,105,000	1,150,000	2,255,000	*10% increase in 2007, 2% in 2008 per contract and 5% after*
338.22.00.001	FEMA REIMBURSE - KATRINA FF ASSISTANCE	82,029	0	0	0	0	0	*N/A*
338.28.00.002	LAKE FOREST PARK DISPATCH	122,546	69,570	132,000	130,200	135,700	265,900	*Current contract runs through 2008*
	Total Intergovernmental Revenues	**1,218,723**	**562,864**	**1,207,978**	**1,235,200**	**1,285,700**	**2,520,900**	
Charges for Services / External Fees								
341.33.00.000	COURT ADMINISTRATIVE FEES	7,300	3,087	7,000	7,000	7,000	14,000	*Recoup booking costs*
341.33.06.000	IT TIME PAY FEE	405	2,135	4,300	4,500	4,500	9,000	*New revenue*
341.50.00.000	SALES OF MAPS & PUBLICATIONS	2,549	668	2,000	3,000	3,000	6,000	
341.62.00.000	MICROFILM & COPY CHARGES	234	197	400	300	300	600	
341.69.00.000	PRINTING & DUPLICATING	3,680	1,997	4,000	4,000	4,000	8,000	
341.90.00.000	OTHER GENERAL GOVERNMENT	0	0	0	0	0	0	
341.96.00.000	PERSONNEL SERVICES	95	222	500	500	500	1,000	*Notary & appeal fees*
341.99.00.000	PASSPORT FEES	21,870	27,690	57,000	95,000	100,000	195,000	*Est LOS (3,167+240 ea yr) Possible $16K/yr for photos in '07*
342.10.00.000	LAW ENFORCEMENT - FINGERPRINT FEES	12,260	5,195	12,000	12,500	13,000	25,500	
342.10.00.430	LAW ENFORCEMENT - RESTITUTION	0	0	0	0	0	0	
342.20.00.001	FIRE REPORT FEES	147	98	200	200	200	400	
342.20.00.002	FIRE CODE PERMIT FEES	97,327	15,416	45,000	50,000	50,000	100,000	*Commercial not residential*
342.21.00.003	FIRE CODE PERMIT/REVIEW FEES - NSHORE FIRE	12,661	8,794	26,000	13,000	13,000	26,000	*Includes plan review*
342.33.00.000	ADULT PROBATION SERVICE CHARGE	54,958	30,632	55,000	55,000	55,000	110,000	
342.36.00.055	HOME DETENION	1,123	126	500	1,200	1,200	2,400	
342.37.00.000	BOOKING FEES	1,815	1,116	2,000	2,000	2,000	4,000	
342.40.00.001	INSPECTION FEES - NORTHSHORE FIRE	13,995	0	0	0	0	0	*N/A*
342.50.00.000	EMERGENCY DUI SERVICE FEES	(326,623)	6,148	12,500	13,000	13,500	26,500	*DUI Emergency Response Fee*
342.60.00.001	EMS TRANSPORT FEES	158,196	94,542	200,000	210,000	220,000	430,000	*Revenues don't equate to number of billings due to insurance*
342.90.00.000	MISCELLANEOUS SERVICE CHARGES	327	1,056	2,000	2,000	2,000	4,000	
342.90.00.001	ADULT CPR - FIRE	3,375	2,475	5,000	5,000	5,000	10,000	
342.90.00.002	ADULT CPR/AED - FIRE	1,285	450	1,000	1,000	1,000	2,000	
342.90.00.003	CHILD/INFANT CPR - FIRE	0	0	0	0	0	0	
342.90.00.004	FIRST AID - FIRE	2,700	900	2,200	2,300	2,400	4,700	
342.90.00.005	EXTINGUISHER - FIRE	900	225	500	500	500	1,000	
342.90.00.006	BIKE HELMETS - FIRE	1,198	468	1,500	1,500	1,500	3,000	
342.90.00.007	DUI DRILL - FIRE	800	0	800	1,000	1,000	2,000	*School District cost recovery*
343.20.00.001	ENGINEERING FEES - DEVELOPMENT	14,895	0	0	0	0	0	*No longer used - used to be Trust Fund revenues*
343.20.00.002	CIP ENGINEERING TRANSFERS	327,581	147,429	280,000	0	0	0	*Moved to CFP Transfers*
343.20.00.003	IIP GRANT REIMBURSEMENT	217,566	215,884	435,000	0	0	0	*Moved to CFP Transfers*
343.20.00.004	CFP TRANSFERS	0	0	0	1,141,078	1,275,333	2,416,411	
343.61.00.000	BURIAL	581	0	2,500	2,500	2,500	5,000	
343.62.00.000	CEMETERY FEES	653	0	1,200	1,200	1,200	2,400	

2007-2008 Estimated Revenues

N/A = Not Applicable *LOS = Level of Service*
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Current Fund Revenues

General Ledger Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
343.70.00.000	SANITATION ACCOUNTS RECEIVABLE	0	0	0	0	0	0	
345.81.00.000	ZONING & SUBDIVISION FEES	172	0	0	0	0	0	*No longer used - used to be Trust Fund revenues*
345.81.00.020	WIRELESS SERVICES	8,764	3,852	9,000	0	0	0	*Fee will expire after costs are covered*
345.83.00.000	PLAN CHECK FEES	654,725	519,715	1,239,000	1,190,000	711,100	1,901,100	*Avg 88% of permit fees over past 11 yrs - use 85%*
345.83.03.000	FIRE PLAN REVIEW FEES	90,051	61,524	100,000	90,000	90,000	180,000	*In line with commercial growth*
345.83.04.000	FIRE SUPPRESSION SYS REVIEW	25,403	15,636	30,000	25,000	25,000	50,000	*In line with commercial growth*
345.89.02.000	DEVELOPMENT REVIEW FEE	401,661	254,733	600,000	650,000	700,000	1,350,000	
347.30.00.037	SOFTBALL LEAGUES	11,479	19,610	21,000	61,400	64,900	126,300	*CPI increase*
347.30.00.038	COYOTE AFTER SCHOOL	5,426	4,766	4,800	5,000	5,000	10,000	
347.60.00.000	RECREATION PROGRAM FEES	127,583	51,146	100,000	103,000	106,100	209,100	*CPI increase*
347.60.00.001	BAG OF FUN	(60)	0	0	0	0	0	*N/A*
	Total Charges for Services / External Fees	**1,959,055**	**1,497,931**	**3,263,900**	**3,753,678**	**3,481,733**	**7,235,411**	
Fines & Forfeitures								
352.30.00.000	COURT MANDATORY INSURANCE ADMIN	1,606	1,012	2,000	2,200	2,400	4,600	
353.10.00.000	TRAFFIC INFRACTION	140,777	89,244	180,000	180,000	180,000	360,000	
353.70.00.000	NON-TRAFFIC INFRACTIONS & PENALTIES	387	447	1,000	1,000	1,000	2,000	
354.00.00.000	PARKING INFRACTIONS	5,857	4,817	7,000	7,000	7,000	14,000	
354.00.01.000	PARKING INFRACTIONS - HANDICAPPED	0	0	0	0	0	0	*N/A*
355.20.00.000	D.U.I. FINES	46,511	14,768	35,000	37,000	39,000	76,000	
355.80.00.000	OTHER CRIMINAL MISDEMEANOR FINES	34,302	16,149	40,000	45,000	50,000	95,000	
355.80.01.000	CRIMINAL TRAFFIC MISDEMEANOR FINES	2,560	3,163	6,200	6,500	6,800	13,300	
356.50.04.000	INVESTIGATING FUND ASSESSMENT	478	64	100	500	500	1,000	
356.90.00.000	CRIMINAL NON-TRAFFIC FINES	25,107	11,163	25,000	25,000	25,000	50,000	
357.30.00.000	COURT COSTS	35,442	10,982	25,000	25,000	25,000	50,000	
357.32.00.000	WITNESS COSTS	219	46	200	300	300	600	
357.33.00.000	PUBLIC DEFENSE COST	14,768	8,343	15,000	15,000	15,000	30,000	
357.35.00.000	COURT INTERPRETER COST	6,396	4,415	8,000	8,000	8,000	16,000	
359.90.00.000	POLICE - FALSE ALARM FINES	4,331	3,691	7,500	8,000	8,000	16,000	
359.90.02.000	CODE VIOLATIONS - FINES & PENALTIES	2,057	0	0	0	0	0	
359.90.03.000	FIRE - FALSE ALARM FINES	1,346	(798)	2,000	2,000	2,000	4,000	
	Total Fines & Forfeitures	**322,144**	**167,505**	**354,000**	**362,500**	**370,000**	**732,500**	
Other Miscellaneous Revenues								
361.11.00.***	INVESTMENT INTEREST	728,733	784,393	1,440,000	800,000	800,000	1,600,000	*2007=5% 2008=5.5%*
361.31.00.000	GAIN/LOSS ON SALE OF INVESTMENTS	0	0				0	
361.40.00.000	SALES INTEREST	23,411	22,867	44,000	45,000	45,000	90,000	
361.40.01.000	COURT INTEREST COLLECTED	7,691	5,050	10,000	10,000	10,000	20,000	
362.80.00.040	CONCESSION PROCEEDS - WELLNESS	480	157	400	500	500	1,000	
362.80.00.077	CONCESSION PROCEEDS - PARKS	520	83	100	0	0	0	*N/A*
362.90.00.000	RENTS & ROYALTIES	58,849	700	0	0	0	0	

2007-2008 Estimated Revenues

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Current Fund Revenues

General Ledger Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
362.90.00.001 BLYTH PARK RENT	430	0	0	0	0	0	*N/A*
362.90.00.003 CEDAR PARK CARETAKER RENT	4,725	4,050	8,100	8,100	8,300	16,400	
362.90.00.010 BLYTH PARK FACILITIES	0	3,167	10,000	10,300	10,600	20,900	*CPI*
362.90.00.015 CEDAR GROVE PARK FACILITIES	3,874	1,981	4,000	4,100	4,200	8,300	
362.90.00.020 PARK AT BOTHELL LANDING FACILITIES	0	150	300	500	500	1,000	
362.90.00.025 LYTLE HOUSE RENTAL	600	0	3,000	15,000	15,500	30,500	*Minimum average 52 days/yr @ 5 hrs * $41 hr plus CPI*
362.90.00.030 SPORTSFIELD RENTALS	44,567	21,070	100,000	103,000	106,100	209,100	*CPI - possible growth due to synthetic turf*
362.90.00.035 NEW VOLLEYBALL LEAGUES	0	0	0	0	2,500	2,500	*Unknown*
366.10.00.000 INTERFUND UTILITY LOAN INTEREST PAYMENTS	0	0	0	0	248,200	248,200	*Update loan pymt interest 2009-2013 as needed*
367.00.00.077 DONATIONS- PRIVATE SOURCES	200	0	0	0	0	0	
367.11.00.000 DONATIONS- PRIVATE SOURCES	0	7,729	0	0	0	0	
367.11.00.061 FIRE DONATIONS	9,103	56,457	0	0	0	0	
367.11.00.062 E.M.S. DONATIONS	20	0	0	0	0	0	*N/A*
367.11.00.077 PARKS DONATIONS	229,536	2,500	0	0	0	0	
369.10.00.000 SALE OF PROPERTY	0	0	0	0	0	0	
369.81.00.000 CASHIERS OVER & SHORT	(144)	(16)	0	0	0	0	
369.90.00.000 OTHER MISC REVENUE	39,449	7,418	15,000	10,000	10,000	20,000	
Total Other Miscellaneous Revenues	**1,152,043**	**917,756**	**1,634,900**	**1,006,500**	**1,261,400**	**2,267,900**	
Intergovernmental Loans							
381.20.00.401 WATER INTERFUND PRINCIPAL LOAN PAYMENT	0	0	0	0	63,900	63,900	Update loan principal pymt 2009-2013 as needed
381.20.00.402 SEWER INTERFUND PRINCIPAL LOAN PAYMENT	0	0	0	0	63,900	63,900	Update loan principal pymt 2009-2013 as needed
386.83.03.000 JIS/TRAUMA	110	6	0	0	0	0	*N/A*
386.83.04.000 JIS - TRAUMA	151	45	0	0	0	0	*N/A*
386.83.05.000 JIS - TRAUMA	25,627	15,995	30,000	31,000	32,000	63,000	
386.97.03.000 JIS - STATE REMITTANCES	50	91	0	0	0	0	*N/A*
386.99.00.000 SCHOOL ZONE SAFETY	1,238	764	1,500	1,500	1,500	3,000	
Total Intergovernmental Loans	**27,175**	**16,902**	**31,500**	**32,500**	**161,300**	**193,800**	
Other Financing Sources							
395.10.00.000 SALE OF FIXED ASSETS	47,289	0	0	0	0	0	
Total Other Financing Sources	**47,289**	**0**	**0**	**0**	**0**	**0**	
Operating Transfers							
397.00.00.107 OPERATING TRANSFERS - IN FROM 107/PARK RES	182,000	91,000	182,000	0	0	0	*N/A*
397.00.00.305 OPERATING TRANSFERS - IN FROM 305/CAPITAL	0	0	0	0	0	0	*N/A*
397.00.00.604 TRANSFERS/FIRE PENSION RESERVES	15,000	0	0	0	0	0	*Remove from 2006 and N/A thereafter*
397.00.91.401 I/S - OPERATING TRANSFER FROM 401/WATER	30,480	15,240	30,480	25,948	25,949	51,897	*2007-2008 actual 2009-2013 5% increase per year*
397.00.91.402 I/S - OPERATING TRANSFER FROM 402/SEWER	29,686	14,843	29,686	25,218	25,217	50,435	*2007-2008 actual 2009-2013 5% increase per year*
397.00.91.406 I/S - OPERATING TRANSFER FROM 406/STORM	38,277	19,139	38,278	31,723	31,723	63,446	*2007-2008 actual 2009-2013 5% increase per year*
397.00.92.401 ACCTG - OPERATING TRANSFER FROM 401	40,436	20,218	40,435	39,619	39,619	79,238	*2007-2008 actual 2009-2013 5% increase per year*
397.00.92.402 ACCTG - OPERATING TRANSFER FROM 402	39,198	19,599	39,197	38,418	38,418	76,836	*2007-2008 actual 2009-2013 5% increase per year*
397.00.92.406 ACCTG - OPERATING TRANSFER FROM 406	52,387	26,193	52,387	52,104	52,105	104,209	*2007-2008 actual 2009-2013 5% increase per year*
397.00.93.401 MGMT SVCS - OPERATING TRANSFER FROM 401	22,294	11,147	22,294	36,386	36,385	72,771	*2007-2008 actual 2009-2013 5% increase per year*

2007-2008 Estimated Revenues

N/A = Not Applicable *LOS = Level of Service*
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Current Fund Revenues

General Ledger Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2006 Reprojected	2007 Projected	2008 Projected	2007-08 Projected	Revenue Assumptions
397.00.93.402 MGMT SVCS - OPERATING TRANSFER FROM 402	21,611	10,806	21,611	35,282	35,283	70,565	*2007-2008 actual 2009-2013 5% increase per year*
397.00.93.406 MGMT SVCS - OPERATING TRANSFER FROM 406	28,883	14,442	28,883	47,852	47,852	95,704	*2007-2008 actual 2009-2013 5% increase per year*
397.00.96.401 FACILITIES - OPERATING TRANSFER FROM 401	9,492	4,746	9,493	22,807	22,806	45,613	*2007-2008 actual 2009-2013 5% increase per year*
397.00.96.402 FACILITIES - OPERATING TRANSFER FROM 402	9,169	4,584	9,169	22,538	22,537	45,075	*2007-2008 actual 2009-2013 5% increase per year*
397.00.96.406 FACILITIES - OPERATING TRANSFER FROM 406	34,911	17,456	34,912	27,808	27,809	55,617	*2007-2008 actual 2009-2013 5% increase per year*
Total Operating Transfers	**553,824**	**269,412**	**538,825**	**405,703**	**405,703**	**811,406**	
Total Current Fund Revenues	**31,397,375**	**17,229,395**	**36,585,202**	**37,685,828**	**38,442,793**	**76,128,627**	

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
101 - Street					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	640,880.00	0.00	640,880.00
Licenses & Permits					
322.40.00.000 STREET & CURB PERMITS	75,861.90	63,058.00	29,000.00	30,000.00	59,000.00
322.40.02.000 SINGLE FAMILY SITE PLAN REVIEW	0.00	0.00	75,000.00	78,000.00	153,000.00
Total Licenses & Permits	**75,861.90**	**63,058.00**	**104,000.00**	**108,000.00**	**212,000.00**
State Grants					
334.03.10.000 DEPT OF ECOLOGY RECYCLE GRANT-CPG	(5,951.35)	0.00	13,830.00	13,000.00	26,830.00
334.03.20.046 CTR GRANT	35,110.34	8,762.25	48,000.00	48,000.00	96,000.00
Total State Grants	**29,158.99**	**8,762.25**	**61,830.00**	**61,000.00**	**122,830.00**
State Entitlements					
336.00.87.000 STREET MOTOR VEHICLE FUEL TAX	570,458.87	339,429.44	793,400.00	840,600.00	1,634,000.00
336.00.88.000 MOTOR VEHICLE FUEL TAX - RESTRICTED	99,138.20	0.00	0.00	0.00	0.00
Total State Entitlements	**669,597.07**	**339,429.44**	**793,400.00**	**840,600.00**	**1,634,000.00**
Local Grants & Entitlements					
337.07.00.003 WASTE RED/RECYCLING - KING COUNTY	27,777.37	0.00	33,000.00	33,000.00	66,000.00
337.07.00.008 LOCAL HAZ WASTE MGMT	0.00	0.00	4,500.00	4,500.00	9,000.00
Total Local Grants & Entitlements	**27,777.37**	**0.00**	**37,500.00**	**37,500.00**	**75,000.00**
Charges for Services / External Fees					
341.50.00.000 SALES OF MAPS & PUBLICATIONS	0.00	14.37	100.00	100.00	200.00
343.89.00.000 STREET LIGHTING CHARGES	(217.64)	0.00	270,000.00	280,000.00	550,000.00
343.90.00.000 STREET LIGHTING CHARGES	280,329.90	(165.23)	0.00	0.00	0.00
344.80.00.001 PLANNING/DEVELOPMENT FEES & CHARGES	170.00	0.00	0.00	0.00	0.00
345.89.00.001 PLANNING/DEVELOPMENT FEES & CHARGES	12,240.00	769.00	5,000.00	5,000.00	10,000.00
Total Charges for Services / External Fees	**292,522.26**	**618.14**	**275,100.00**	**285,100.00**	**560,200.00**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL INTEREST	8,717.32	6,467.64	32,000.00	32,000.00	64,000.00
361.11.00.012 FHLB 3133X5P36 INTEREST	3,100.00	7,830.00	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**11,817.32**	**14,297.64**	**32,000.00**	**32,000.00**	**64,000.00**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	680,630.04	340,315.02	265,000.00	265,000.00	530,000.00
Total Operating Transfers	**680,630.04**	**340,315.02**	**265,000.00**	**265,000.00**	**530,000.00**
Total Street Revenues	**1,787,364.95**	**766,480.49**	**1,568,830.00**	**1,629,200.00**	**3,198,030.00**

2007-2008 Estimated Revenues

Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
102 - Arterial Street						
Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	1,969,594.00	0.00	1,969,594.00
Federal Indirect Grants						
333.20.00.298	SR524 CORR IMPR - SR527 TO W CITY LIMITS	0.00	0.00	4,750,000.00	600,000.00	5,350,000.00
333.20.00.326	SR522 MCP PH 1 IMPROVEMENT	8,983.08	(3,921.16)	2,900,000.00	2,150,000.00	5,050,000.00
333.20.00.331	NORTHCREEK TRAIL	121,102.37	0.00	1,300,000.00	750,000.00	2,050,000.00
333.20.00.351	102ND AVE NE BRIDGE REHABILITATION	175,399.70	82,208.48	1,275,000.00	0.00	1,275,000.00
333.20.00.353	SR527 CORRIDOR SYSTEM INTERCONNECT	1,570.37	0.00	690,000.00	300,000.00	990,000.00
333.20.00.358	ANNUAL OVERLAY	333,070.00	1,730.00	0.00	200,000.00	200,000.00
333.20.00.360	SR527 WIDENING - 240TH SE TO 228TH SE	0.00	0.00	675,000.00	650,000.00	1,325,000.00
333.20.00.363	SR524/MALTBY RD WALKWAY	320.30	0.00	0.00	0.00	0.00
333.20.00.374	CITYWIDE ITS	0.00	0.00	350,000.00	690,000.00	1,040,000.00
333.20.00.376	240TH ST BRIDGE REPLACEMENT	0.00	0.00	150,000.00	275,000.00	425,000.00
333.20.00.377	BRIDGE REHAB & SEISMIC RETROFIT	0.00	0.00	85,000.00	85,000.00	170,000.00
333.20.00.382	NORTHCREEK TRAIL STAGE 2	0.00	0.00	400,000.00	0.00	400,000.00
333.20.20.331	NORTHCREEK TRAIL	0.00	0.00	0.00	530,000.00	530,000.00
	Total Federal Indirect Grants	**640,445.82**	**80,017.32**	**12,575,000.00**	**6,230,000.00**	**18,805,000.00**
State Grants						
334.03.80.297	ARTERIAL CONNECTION: 228TH TO 240TH	0.00	0.00	0.00	4,860,000.00	4,860,000.00
	Total State Grants	**0.00**	**0.00**	**0.00**	**4,860,000.00**	**4,860,000.00**
State Entitlements						
336.00.88.000	MOTOR VEH FUEL TAX - STREET IMPROVE	0.00	0.00	126,000.00	135,000.00	261,000.00
	Total State Entitlements	**0.00**	**0.00**	**126,000.00**	**135,000.00**	**261,000.00**
Local Grants & Entitlements						
337.07.00.297	39TH AVE EXT / 35TH AVE IMPROVEMENTS	0.00	0.00	0.00	500,000.00	500,000.00
337.07.00.298	SR524 CORRIDOR IMPROVEMENTS	0.00	0.00	150,000.00	25,000.00	175,000.00
337.07.00.326	SR522 PH 1 - SOUND TRANSIT/METRO	0.00	0.00	2,850,000.00	3,300,000.00	6,150,000.00
337.07.00.343	NE 195TH ST/I-405 INTERCHANGE	12,000.00	0.00	0.00	0.00	0.00
337.07.00.349	MAIN ST/102ND/KAYSNER WAY IMPROVE	0.00	0.00	100,000.00	375,000.00	475,000.00
	Total Local Grants & Entitlements	**12,000.00**	**0.00**	**3,100,000.00**	**4,200,000.00**	**7,300,000.00**
Charges for Services / External Fees						
341.50.00.000	SALES OF MAPS & PUBLICATIONS	325.00	0.00	0.00	0.00	0.00
344.10.00.001	RIGHT-OF-WAY MITIGATION	111,892.75	3,963.00	0.00	0.00	0.00
345.85.00.001	IMPACT FEES	811,912.18	270,863.79	2,375,000.00	1,725,000.00	4,100,000.00
	Total Charges for Services / External Fees	**924,129.93**	**274,826.79**	**2,375,000.00**	**1,725,000.00**	**4,100,000.00**

2007-2008 Estimated Revenues

Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	55,657.10	36,460.95	25,000.00	25,000.00	50,000.00
361.11.00.006	INTEREST ON OVERNIGHT INVESTMENTS	(3.75)	0.00	0.00	0.00	0.00
	Total Other Miscellaneous Revenues	**55,653.35**	**36,460.95**	**25,000.00**	**25,000.00**	**50,000.00**
	Total Arterial Street Revenues	**1,632,229.10**	**391,305.06**	**18,201,000.00**	**17,175,000.00**	**35,376,000.00**

105 - Cable TV

Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	24,347.00	0.00	24,347.00
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	766.47	536.45	1,200.00	1,200.00	2,400.00
361.11.00.006	INTEREST ON OVERNIGHT INVESTMENTS	(0.29)	0.00	0.00	0.00	0.00
	Total Other Miscellaneous Revenues	**766.18**	**536.45**	**1,200.00**	**1,200.00**	**2,400.00**
	Total Cable TV Revenues	**766.18**	**536.45**	**1,200.00**	**1,200.00**	**2,400.00**

107 - Park Cumulative Reserve

Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	702,674.00	0.00	702,674.00
Charges for Services / External Fees						
343.89.02.500	IMPACT FEES - CITYWIDE	207,694.13	198,809.69	350,000.00	300,000.00	650,000.00
343.89.02.530	SHELTON VIEW MERIDIAN/3RD	45.07	135.21	0.00	0.00	0.00
343.89.02.570	WESTHILL/PONTIUS	480.74	360.56	0.00	0.00	0.00
343.89.02.580	DOWNTOWN/190TH/RIVERFRONT	0.00	1,349.09	0.00	0.00	0.00
343.89.02.610	WAYNITA/SIMONDS/NORWAY HILL	315.49	90.14	0.00	0.00	0.00
343.89.02.620	BRICKYARD ROAD/QUEENSGATE	0.00	45.07	0.00	0.00	0.00
343.90.02.510	QUEENSBOROUGH/BRENT/CRYSTAL SPR	1,622.51	540.83	0.00	0.00	0.00
343.90.02.520	CANYON PARK/THRASHER'S CORNER	919.39	356.04	0.00	0.00	0.00
343.90.02.540	COUNTRY VILLAGE/LAKE PLEASANT/527	0.00	991.90	0.00	0.00	0.00
343.90.02.550	MAYWOOD/BECKSTROM HILL	225.35	405.63	0.00	0.00	0.00
343.90.02.560	FITZGERALD/35TH SE	3,139.61	0.00	0.00	0.00	0.00
343.90.02.590	NORTH CREEK/NE 195TH	360.54	4,281.11	0.00	0.00	0.00
	Total Charges for Services / External Fees	**214,802.83**	**207,365.27**	**350,000.00**	**300,000.00**	**650,000.00**

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Other Miscellaneous Revenues					
361.11.00.000 INVESTMENT INTEREST	0.00	0.00	64,600.00	64,600.00	129,200.00
361.11.00.002 INVESTMENT POOL EARNINGS	13,325.57	9,886.47	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**13,325.57**	**9,886.47**	**64,600.00**	**64,600.00**	**129,200.00**
Total Park Cumulative Reserve Revenues	**228,128.40**	**217,251.74**	**414,600.00**	**364,600.00**	**779,200.00**
109 - Drug Forfeitures					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	21,281.00	0.00	21,281.00
Fines & Forfeitures					
359.90.10.000 DRUG SEIZURES	42,509.36	0.00	18,000.00	18,000.00	36,000.00
Total Fines & Forfeitures	**42,509.36**	**0.00**	**18,000.00**	**18,000.00**	**36,000.00**
Other Miscellaneous Revenues					
361.11.00.004 INVESTMENT INTEREST - HUD	429.31	1,665.83	1,000.00	1,000.00	2,000.00
Total Other Miscellaneous Revenues	**429.31**	**1,665.83**	**1,000.00**	**1,000.00**	**2,000.00**
Total Drug Forfeiture Revenues	**42,938.67**	**1,665.83**	**19,000.00**	**19,000.00**	**38,000.00**
110 - Nuisance Abatement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	55,029.00	0.00	55,029.00
Other Miscellaneous Revenues					
361.11.00.004 INVESTMENT INTEREST - HUD	723.05	2,805.60	2,700.00	2,700.00	5,400.00
Total Other Miscellaneous Revenues	**723.05**	**2,805.60**	**2,700.00**	**2,700.00**	**5,400.00**
Total Nuisance Abatement Revenues	**723.05**	**2,805.60**	**2,700.00**	**2,700.00**	**5,400.00**
211 - 1995 GO Bond Redemption					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	0.00	0.00	0.00

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT INTEREST	211.08	0.00	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**211.08**	**0.00**	**0.00**	**0.00**	**0.00**
Other Miscellaneous Revenues					
397.00.00.305 OPERATING TRANSFER FROM 305	409,500.00	204,750.00	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**409,500.00**	**204,750.00**	**0.00**	**0.00**	**0.00**
Total 1995 GO Bond Redemption Revenues	**409,711.08**	**204,750.00**	**0.00**	**0.00**	**0.00**
212 - 1997 GO Bond Redemption					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	94,893.00	0.00	94,893.00
General Property Taxes					
311.10.00.000 REAL & PERSONAL PROPERTY TAXES	790,510.00	410,523.69	800,000.00	800,000.00	1,600,000.00
Total General Property Taxes	**790,510.00**	**410,523.69**	**800,000.00**	**800,000.00**	**1,600,000.00**
Total 1997 GO Bond Redemption Revenues	**790,510.00**	**410,523.69**	**800,000.00**	**800,000.00**	**1,600,000.00**
305 - Capital Improvement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	12,736,488.00	0.00	12,736,488.00
Business & Utility Taxes					
316.55.00.000 WASTE MGMT ADMIN FEE IN LIEU OF TAX	0.00	0.00	300,000.00	300,000.00	600,000.00
Total Business & Utility Taxes	**0.00**	**0.00**	**300,000.00**	**300,000.00**	**600,000.00**
Other Taxes					
317.34.00.000 1ST 1/4% REET - STATE	1,075,086.06	746,195.76	1,450,000.00	1,450,000.00	2,900,000.00
317.35.30.000 2ND 1/4% REET	1,069,621.48	746,195.75	1,600,000.00	1,600,000.00	3,200,000.00
Total Other Taxes	**2,144,707.54**	**1,492,391.51**	**3,050,000.00**	**3,050,000.00**	**6,100,000.00**
State Grants					
334.09.00.118 PARK GRANTS IAC - STEVENS PROPERTY	0.00	0.00	88,000.00	0.00	88,000.00
334.09.00.361 PARK GRANTS IAC - CEDAR GROVE II	0.00	0.00	0.00	300,000.00	300,000.00
Total State Grants	**0.00**	**0.00**	**88,000.00**	**300,000.00**	**388,000.00**
Local Grants & Entitlements					
337.09.00.000 BRIGHTWATER MITIGATION	0.00	0.00	3,100,000.00	0.00	3,100,000.00

2007-2008 Estimated Revenues

Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
337.09.00.110	SNO COUNTY PARK GRANT - THRASHER'S	0.00	0.00	120,000.00	0.00	120,000.00
337.09.00.111	KING CO PARKS&REC - N CREEK FIELD 2	0.00	0.00	500,000.00	0.00	500,000.00
337.09.00.112	KING CO PARKS&REC - N CREEK FIELD 3	0.00	0.00	500,000.00	0.00	500,000.00
	Total Local Grants & Entitlements	**0.00**	**0.00**	**4,220,000.00**	**0.00**	**4,220,000.00**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	62,638.44	54,847.25	636,800.00	406,400.00	1,043,200.00
361.11.00.006	INT ON OVERNIGHT INVESTMENTS	(49.03)	0.00	0.00	0.00	0.00
361.11.00.011	INTEREST FHLB 31339XB94 6/23	23,130.00	0.00	0.00	0.00	0.00
361.11.00.012	FHLB 3133X5P36 INTEREST	7,750.00	19,575.00	0.00	0.00	0.00
361.11.00.017	WELLS CD 2.43% INTEREST	290.25	0.00	0.00	0.00	0.00
361.11.00.058	CULLINAN 23002MAA9 4.02%	3,144.47	312.62	0.00	0.00	0.00
361.11.00.062	RHINE 76212MAR6 4.14%	1,629.79	878.42	0.00	0.00	0.00
361.11.00.063	GE CAP 36959JBAO 4.1%	1,728.83	1,210.19	0.00	0.00	0.00
361.11.00.064	FHLB 31339XB23 2.5%	899.42	2,741.55	0.00	0.00	0.00
	Total Other Miscellaneous Revenues	**101,162.17**	**79,565.03**	**636,800.00**	**406,400.00**	**1,043,200.00**
Contributions						
367.11.00.111	NS YOUTH SOCCER - N CREEK FIELD 2	0.00	0.00	100,000.00	0.00	100,000.00
367.11.00.112	NS YOUTH SOCCER - N CREEK FIELD 3	0.00	0.00	100,000.00	0.00	100,000.00
367.11.00.117	DONATIONS - N CREEK SCHOOLHOUSE	0.00	0.00	0.00	285,000.00	285,000.00
	Total Contributions	**0.00**	**0.00**	**200,000.00**	**285,000.00**	**485,000.00**
Proceeds of General Long-Term Debt						
391.10.00.117	SALE OF PROP - N CREEK SCHOOLHOUSE	0.00	0.00	0.00	200,000.00	200,000.00
	Total Debt Proceeds	**0.00**	**0.00**	**0.00**	**200,000.00**	**200,000.00**
Operating Transfers						
397.00.00.001	OP TRANSFERS IN FROM 001	0.00	0.00	3,686,600.00	3,697,600.00	7,384,200.00
397.00.00.107	OP TRANSFERS IN FROM 107	0.00	0.00	60,000.00	0.00	60,000.00
	Total Operating Transfers	**0.00**	**0.00**	**3,746,600.00**	**3,697,600.00**	**7,444,200.00**
	Total Capital Improvement Revenues	**2,245,869.71**	**1,571,956.54**	**12,241,400.00**	**8,239,000.00**	**20,480,400.00**

401 - Water

Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	2,831,037.00	0.00	2,831,037.00
Licenses & Permits						
322.10.05.000	HYDRANT PERMITS	1,386.00	338.00	1,300.00	1,400.00	2,700.00
	Total Licenses & Permits	**1,386.00**	**338.00**	**1,300.00**	**1,400.00**	**2,700.00**

2007-2008 Estimated Revenues

Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Charges for Services / External Fees						
341.50.00.000	SALES OF MAPS & PUBLICATIONS	38.00	0.00	100.00	100.00	200.00
341.96.00.000	PRINTING & DUPLICATING CHARGES	0.00	308.00	100.00	100.00	200.00
341.96.00.000	PERSONNEL SERVICES	26,233.00	6,926.00	22,000.00	23,000.00	45,000.00
343.40.21.001	METERED SALES - RESIDENTIAL	915,240.17	428,430.41	1,015,667.00	1,063,417.00	2,079,084.00
343.40.21.002	METERED SALES - APARTMENTS	598,158.17	298,913.10	650,000.00	683,000.00	1,333,000.00
343.40.21.003	METERED SALES - TRAILER COURTS	98,830.47	44,252.04	108,000.00	113,000.00	221,000.00
343.40.22.000	METERED SALES - COMMERCIAL	638,982.53	269,225.81	694,000.00	730,000.00	1,424,000.00
343.40.24.000	METERED SALES - IRRIGATION	593,382.61	157,111.45	646,000.00	680,000.00	1,326,000.00
343.40.25.000	HYDRANT USAGE	(1,823.44)	174.41	1,000.00	1,000.00	2,000.00
343.40.29.000	METERED SALES - PUBLIC AUTHORITY	63,962.78	74,116.10	70,000.00	74,000.00	144,000.00
343.90.00.409	WATER FACILITY CHARGES	29,217.00	242,136.00	150,000.00	175,000.00	325,000.00
	Total Charges for Services / External Fees	**2,962,221.29**	**1,521,593.32**	**3,356,867.00**	**3,542,617.00**	**6,899,484.00**
Other Miscellaneous Revenues						
361.11.00.000	INVESTMENT INTEREST	(1,125.00)	0.00	0.00	0.00	0.00
361.11.00.002	INVESTMENT POOL EARNINGS	33,293.78	24,701.23	65,000.00	65,000.00	130,000.00
361.11.00.014	INTEREST FHLB 3133X7Q80	5,393.75	0.00	0.00	0.00	0.00
361.11.00.016	INTEREST FHLB 3133X9PX2 3.21%	4,450.83	10,975.00	0.00	0.00	0.00
362.10.00.000	HYDRANT METER RENTAL	625.38	0.00	1,000.00	1,000.00	2,000.00
362.50.00.000	NORWAY HILL TOWER RENTAL	35,133.63	26,610.63	36,000.00	40,000.00	76,000.00
367.11.00.000	METER SALES & CONNECTION CHARGES	5,470.94	22,022.00	25,000.00	26,000.00	51,000.00
	Total Other Miscellaneous Revenues	**83,243.31**	**84,308.86**	**127,000.00**	**132,000.00**	**259,000.00**
Loan Receipts / Debt Proceeds						
381.10.00.001	INTERFUND LOAN RECEIVED	0.00	0.00	2,482,000.00	0.00	2,482,000.00
382.80.00.000	PW LOAN IN 2008	0.00	0.00	0.00	300,000.00	300,000.00
	Total Loan Receipts / Debt Proceeds	**0.00**	**0.00**	**2,482,000.00**	**300,000.00**	**2,782,000.00**
	Total Water Revenues	**3,046,850.60**	**1,606,240.18**	**5,967,167.00**	**3,976,017.00**	**9,943,184.00**

402 - Sewer

Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	3,429,488.00	0.00	3,429,488.00
Licenses & Permits						
322.10.04.000	SEWER PERMITS	3,512.00	5,052.05	20,000.00	20,000.00	40,000.00
	Total Licenses & Permits	**3,512.00**	**5,052.05**	**20,000.00**	**20,000.00**	**40,000.00**

2007-2008 Estimated Revenues

Account Number and Title		2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Charges for Services / External Fees						
341.50.00.000	SALES OF MAPS & PUBLICATIONS	0.00	0.00	100.00	100.00	200.00
341.96.00.000	PERSONNEL SERVICES	846.00	1,281.00	3,000.00	3,000.00	6,000.00
343.50.11.001	GENERAL SERVICE - RESIDENTIAL	1,992,208.77	1,037,518.39	2,352,067.00	2,548,184.00	4,900,251.00
343.50.11.002	GENERAL SERVICE - APARTMENTS	828,472.40	376,174.90	907,700.00	982,000.00	1,889,700.00
343.50.21.003	GENERAL SERVICE - TRAILER COURTS	149,687.46	74,843.73	173,000.00	187,000.00	360,000.00
343.50.22.000	GENERAL SERVICE - COMMERCIAL	799,363.71	410,139.95	951,000.00	1,027,000.00	1,978,000.00
343.50.28.000	FORFEITED DISCOUNTS (L/C)	2,344.40	2,230.40	2,000.00	2,000.00	4,000.00
343.50.29.000	GENERAL SERVICE - PUBLIC AUTHORITY	194,975.67	46,514.15	69,100.00	75,000.00	144,100.00
343.90.00.409	SEWER FACILITY CHARGES	120,757.28	83,529.00	150,000.00	175,000.00	325,000.00
	Total Charges for Services / External Fees	**4,088,655.69**	**2,032,231.52**	**4,607,967.00**	**4,999,284.00**	**9,607,251.00**
Other Miscellaneous Revenues						
361.11.00.002	INVESTMENT POOL EARNINGS	37,427.34	27,767.99	200,000.00	200,000.00	400,000.00
361.11.00.004	INVESTMENT INTEREST (HUD)	6,778.70	26,302.52	0.00	14,500.00	14,500.00
361.11.00.006	INT ON OVERNIGHT INVESTMENTS	(50.01)	0.00	0.00	0.00	0.00
361.11.00.015	INTEREST FHLB BOND 3133X8AN24	905.21	0.00	0.00	0.00	0.00
361.11.00.017	WELLS CD 2.43% INTEREST	290.25	0.00	0.00	0.00	0.00
361.51.00.000	PENALTIES	90.24	161.90	0.00	0.00	0.00
361.55.00.000	INTEREST - CURRENT	2,770.81	2,312.97	0.00	6,000.00	6,000.00
362.10.00.000	EQUIP/VEHICLE RENTALS - SHORT TERM	0.00	160.00	0.00	0.00	0.00
368.10.00.000	ASSESSMENT PRINCIPAL	486.06	9,549.29	0.00	0.00	0.00
369.10.00.000	SALE OF PROPERTY	0.00	3,712.50	0.00	0.00	0.00
	Total Other Miscellaneous Revenues	**48,698.60**	**69,967.17**	**200,000.00**	**220,500.00**	**420,500.00**
Loan Receipts						
381.10.00.001	INTERFUND LOAN RECEIVED	0.00	0.00	2,482,000.00	0.00	2,482,000.00
	Total Loan Receipts	**0.00**	**0.00**	**2,482,000.00**	**0.00**	**2,482,000.00**
	Total Sewer Revenues	**4,140,866.29**	**2,107,250.74**	**7,309,967.00**	**5,239,784.00**	**12,549,751.00**

406 - Storm Drain

Estimated Beginning Fund Balance						
291.70.00.000	ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	3,329,435.00	0.00	3,329,435.00
Licenses & Permits						
322.10.05.000	STORM PERMITS	10,265.00	14,151.00	26,000.00	27,000.00	53,000.00
	Total Licenses & Permits	**10,265.00**	**14,151.00**	**26,000.00**	**27,000.00**	**53,000.00**

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
State Grants					
334.03.05.017 NORTH CREEK TMDL CCWF	160,013.68	63,453.96	90,000.00	55,000.00	145,000.00
334.03.05.020 SAMMAMISH EDUCATION KIOSKS	0.00	0.00	95,000.00	0.00	95,000.00
Total State Grants	**160,013.68**	**63,453.96**	**185,000.00**	**55,000.00**	**240,000.00**
Local Grants & Entitlements					
337.07.00.012 ENHANCEMENT OF NATURAL RESOURCES	0.00	0.00	60,000.00	0.00	60,000.00
337.07.00.019 HAZARDOUS WASTE OUTREACH	18,346.35	0.10	9,000.00	9,000.00	18,000.00
Total Local Grants & Entitlements	**18,346.35**	**0.10**	**69,000.00**	**9,000.00**	**78,000.00**
Intergovernmental Revenues					
338.19.00.000 MITIGATION FEES	0.00	0.00	60,000.00	150,000.00	210,000.00
338.25.00.000 US COAST GUARD REIMB FOR OIL SPILL	0.00	15,000.00	0.00	0.00	0.00
Total Loan Receipts	**0.00**	**15,000.00**	**60,000.00**	**150,000.00**	**210,000.00**
Charges for Services / External Fees					
343.83.00.001 STORM DRAIN FEES - SINGLE FAMILY	1,433,275.94	779,513.50	1,605,100.00	1,655,000.00	3,260,100.00
343.83.00.003 STORM DRAIN FEES - HIGHWAYS/ROADS	185,000.00	185,000.00	232,000.00	238,000.00	470,000.00
Total Charges for Services / External Fees	**1,618,275.94**	**964,513.50**	**1,837,100.00**	**1,893,000.00**	**3,730,100.00**
Other Miscellaneous Revenues					
361.11.00.000 INVESTMENT INTEREST	(1,125.00)	0.00	0.00	0.00	0.00
361.11.00.002 INVESTMENT POOL EARNINGS	49,334.50	36,602.14	84,800.00	15,300.00	100,100.00
361.11.00.004 INVESTMENT INTEREST (HUD)	6,778.70	26,302.52	0.00	0.00	0.00
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	(50.01)	0.00	0.00	0.00	0.00
361.11.00.014 INTEREST FHLB 3133X7Q80	5,393.75	0.00	0.00	0.00	0.00
361.11.00.015 INTEREST FHLB BOND 3133X8AN24	905.21	0.00	0.00	0.00	0.00
361.11.00.016 INTEREST FHLB 3133X9PX2 3.21%	4,450.84	2,950.00	0.00	0.00	0.00
369.10.00.000 SALE OF PROPERTY	0.00	1,237.50	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**65,687.99**	**67,092.16**	**84,800.00**	**15,300.00**	**100,100.00**
Loan Receipts					
381.10.00.505 INTERFUND LOAN RECEIVED	0.00	0.00	2,190,000.00	0.00	2,190,000.00
Total Loan Receipts	**0.00**	**0.00**	**2,190,000.00**	**0.00**	**2,190,000.00**
Total Storm Drain Revenues	**1,872,588.96**	**1,124,210.72**	**4,451,900.00**	**2,149,300.00**	**6,601,200.00**

501 - Equipment Rental

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	695,984.00	0.00	695,984.00

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT POOL EARNINGS	19,828.19	14,710.89	35,000.00	35,000.00	70,000.00
Total Other Miscellaneous Revenues	**19,828.19**	**14,710.89**	**35,000.00**	**35,000.00**	**70,000.00**
Other Financing Sources					
395.10.00.000 SALE OF FIXED ASSETS	2,925.00	0.00	0.00	0.00	0.00
Total Other Financing Sources	**2,925.00**	**0.00**	**0.00**	**0.00**	**0.00**
Operating Transfers					
397.00.95.001 FLEET - TRANSFER IN FROM 001	601,233.00	300,616.50	1,107,798.00	1,107,798.00	2,215,596.00
397.00.95.101 FLEET - TRANSFER IN FROM 101	95,811.96	47,905.98	111,516.00	111,516.00	223,032.00
397.00.95.401 FLEET - TRANSFER IN FROM 401	36,129.96	18,064.98	41,363.00	41,363.00	82,726.00
397.00.95.402 FLEET - TRANSFER IN FROM 402	50,352.96	25,176.48	83,386.00	83,386.00	166,772.00
397.00.95.406 FLEET - TRANSFER IN FROM 406	104,516.04	52,258.02	152,196.00	152,196.00	304,392.00
Total Operating Transfers	**888,043.92**	**444,021.96**	**1,496,259.00**	**1,496,259.00**	**2,992,518.00**
Total Equipment Rental Revenues	**910,797.11**	**458,732.85**	**1,531,259.00**	**1,531,259.00**	**3,062,518.00**

502 - Self Insurance

Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	180,200.00	0.00	180,200.00
Other Miscellaneous Revenues					
361.11.00.006 INT ON OVERNIGHT INVESTMENTS	(12.50)	0.00	15,200.00	15,200.00	30,400.00
363.00.00.000 INSURANCE RECOVERY	51,160.94	8,160.72	11,946.00	12,358.00	24,304.00
365.80.00.000 INTERFUND INSURANCE PREMIUMS	636,776.04	361,165.38	0.00	0.00	0.00
366.50.00.000 EMPLOYEE BENEFITS	16,332.31	0.00	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**704,256.79**	**369,326.10**	**27,146.00**	**27,558.00**	**54,704.00**
Operating Transfers					
397.00.00.001 OP TRANSFERS - FROM 001	313,400.04	156,700.02	302,900.00	331,000.00	633,900.00
397.00.97.001 OP TRANSFERS INSURANCE FROM 001	0.00	0.00	361,290.00	371,197.00	732,487.00
397.00.97.101 OP TRANSFERS INSURANCE FROM 101	0.00	0.00	77,980.00	80,118.00	158,098.00
397.00.97.401 OP TRANSFERS INSURANCE FROM 401	0.00	0.00	22,649.00	23,271.00	45,920.00
397.00.97.402 OP TRANSFERS INSURANCE FROM 402	0.00	0.00	181,720.00	186,704.00	368,424.00
397.00.97.406 OP TRANSFERS INSURANCE FROM 406	0.00	0.00	9,604.00	9,867.00	19,471.00
397.00.97.501 OP TRANSFERS INSURANCE FROM 501	0.00	0.00	1,330.00	1,367.00	2,697.00
Total Operating Transfers	**313,400.04**	**156,700.02**	**957,473.00**	**1,003,524.00**	**1,960,997.00**
Total Self-Insurance Revenues	**1,017,656.83**	**526,026.12**	**984,619.00**	**1,031,082.00**	**2,015,701.00**

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
505 - Asset Replacement					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	4,387,333.00	0.00	4,387,333.00
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	50,053.64	37,135.67	91,700.00	131,800.00	223,500.00
361.11.00.012 FHLB 3133X5P36 INTEREST	38,750.00	97,875.00	0.00	0.00	0.00
361.11.00.015 INVESTMENT POOL EARNINGS	905.21	0.00	0.00	0.00	0.00
361.11.00.017 WELLS CD 2.43% INTEREST	653.06	0.00	0.00	0.00	0.00
395.10.00.000 SALE OF FIXED ASSETS	29,800.00	0.00	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**120,161.91**	**135,010.67**	**91,700.00**	**131,800.00**	**223,500.00**
Intergovernmental Loans					
366.10.00.000 INTERFUND INTEREST	0.00	0.00	0.00	109,500.00	109,500.00
381.20.00.406 INTERFUND LOAN PMT RECEIVED FROM 406	0.00	0.00	0.00	57,500.00	57,500.00
Total Intergovernmental Loans	**0.00**	**0.00**	**0.00**	**167,000.00**	**167,000.00**
Operating Transfers					
397.00.00.001 OPERATING TRANSFERS - IN FROM 001	0.00	0.00	250,000.00	250,000.00	500,000.00
397.00.00.501 OPERATING TRANSFERS - IN FROM 501	359,822.04	179,911.02	861,159.00	861,159.00	1,722,318.00
Total Operating Transfers	**359,822.04**	**179,911.02**	**1,111,159.00**	**1,111,159.00**	**2,222,318.00**
Total Asset Replacement Revenues	**479,983.95**	**314,921.69**	**1,202,859.00**	**1,409,959.00**	**2,612,818.00**
603 - Cemetery Endowment					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	81,835.00	0.00	81,835.00
Other Miscellaneous Revenues					
361.11.00.004 INVESTMENT INTEREST (HUD)	1,581.71	6,137.26	4,100.00	4,100.00	8,200.00
Total Other Miscellaneous Revenues	**1,581.71**	**6,137.26**	**4,100.00**	**4,100.00**	**8,200.00**
Total Cemetery Endowment Revenues	**1,581.71**	**6,137.26**	**4,100.00**	**4,100.00**	**8,200.00**
604 - Firemen's Pension Reserve					
Estimated Beginning Fund Balance					
291.70.00.000 ESTIMATED BEGINNING FUND BALANCE	0.00	0.00	175,400.00	0.00	175,400.00

2007-2008 Estimated Revenues

Account Number and Title	2005 Actual	(June 30) 2006 Accrued YTD	2007 Projected	2008 Projected	2007-08 Projected
State Entitlements					
336.06.91.000 FIRE INSURANCE PREMIUM TAX	32,786.60	36,316.26	37,000.00	37,000.00	74,000.00
Total State Entitlements	**32,786.60**	**36,316.26**	**37,000.00**	**37,000.00**	**74,000.00**
Other Miscellaneous Revenues					
361.11.00.002 INVESTMENT EARNINGS	3,756.19	2,786.77	10,000.00	10,000.00	20,000.00
361.11.00.004 INVESTMENT INTEREST (HUD)	677.87	2,630.25	0.00	0.00	0.00
Total Other Miscellaneous Revenues	**4,434.06**	**5,417.02**	**10,000.00**	**10,000.00**	**20,000.00**
Total Firemen's Pension Reserve Revenues	**37,220.66**	**41,733.28**	**47,000.00**	**47,000.00**	**94,000.00**

Expenditure by Object Budget Flexsheet: General Fund by Object

City of Bothell

Grand Totals

Title/Object	*2003 Actuals*	*2004 Actuals*	*% Change*	*2005 Actuals*	*% Change*	*2006 Budget*	*% Change*	*2007 Proposed*	*% Change*	*2008 Proposed*	*% Change*
1110 SALARIES	12,914,976.17	13,473,032.28	4.3%	14,348,614.03	6.5%	15,828,136.92	10.3%	17,276,445.00	9.2%	18,612,952.00	7.7%
1120 DEFERRED COMPENSATION MATCH	212,124.62	278,748.74	31.4%	303,328.36	8.8%	328,932.64	8.4%	422,933.00	28.6%	454,342.00	7.4%
1125 RETIREE HEALTH SAVINGS PLAN	51,138.65	101,842.13	99.1%	98,497.11	-3.3%	204,872.89	108.0%	127,612.00	-37.7%	132,885.00	4.1%
1200 OVERTIME	621,549.73	820,557.37	32.0%	888,354.66	8.3%	654,303.16	-26.3%	841,779.00	28.7%	801,536.00	-4.8%
Total SALARIES	**13,799,789.17**	**14,674,180.52**	**6.3%**	**15,638,794.16**	**6.6%**	**17,016,245.61**	**8.8%**	**18,668,769.00**	**9.7%**	**20,001,715.00**	**7.1%**
2110 SOCIAL SECURITY	600,529.25	629,177.20	4.8%	672,602.90	6.9%	751,731.03	11.8%	765,034.00	1.8%	811,204.00	6.0%
2120 MEDICARE	189,132.84	202,526.84	7.1%	217,487.22	7.4%	252,394.93	16.1%	242,745.00	-3.8%	257,520.00	6.1%
2130 PENSION	317,692.17	345,478.47	8.7%	447,585.17	29.6%	1,161,609.80	159.5%	930,070.00	-19.9%	1,201,230.00	29.2%
2140 INSURANCE	1,911,009.39	2,233,744.34	16.9%	2,482,280.74	11.1%	3,025,667.26	21.9%	3,078,441.00	1.7%	3,379,461.00	9.8%
2150 UNEMPLOYMENT	88,785.64	47,252.97	-46.8%	15,800.74	-66.6%	102,099.26	546.2%	25,000.00	-75.5%	25,000.00	0.0%
2160 WORKER'S COMPENSATION	165,472.08	180,445.32	9.0%	170,432.26	-5.5%	176,910.74	3.8%	167,427.00	-5.4%	168,043.00	0.4%
2170 UNIFORM ALLOWANCE	72,986.28	102,478.04	40.4%	73,197.17	-28.6%	123,576.89	68.8%	143,852.00	16.4%	127,951.00	-11.1%
2180 TUITION REIMBURSEMENT	18,059.83	47,980.46	165.7%	2,756.52	-94.3%	80,243.48	2811.0%	41,500.00	-48.3%	41,500.00	0.0%
Total PERSONNEL BENEFITS	**3,363,667.48**	**3,789,083.64**	**12.6%**	**4,082,142.72**	**7.7%**	**5,674,233.39**	**39.0%**	**5,394,069.00**	**-4.9%**	**6,011,909.00**	**11.5%**
3100 OFFICE & OPER. SUPPLIES	611.35	5,176.79	746.8%	2,606.85	-49.6%	10,709.15	310.8%	1,120.00	-89.5%	920.00	-17.9%
3110 OFFICE SUPPLIES	113,640.78	146,352.96	28.8%	138,256.76	-5.5%	174,037.04	25.9%	180,010.00	3.4%	164,066.00	-8.9%
3120 CLEANING & SANITATION SUPPLIES	3,515.83	8,076.33	129.7%	5,539.92	-31.4%	10,010.48	80.7%	8,742.00	-12.7%	8,752.00	0.1%
3130 CONSTRUCTION MATERIALS & SUPPLIES	19,274.07	26,444.27	37.2%	28,938.05	9.4%	21,561.95	-25.5%	24,500.00	13.6%	24,500.00	0.0%
3140 HOUSEHOLD SUPPLIES	17,095.29	24,095.57	40.9%	20,013.98	-16.9%	9,991.02	-50.1%	16,186.00	62.0%	16,195.00	0.1%
3150 PAINT SUPPLIES	2,160.16	543.07	-74.9%	2,154.14	296.7%	345.86	-83.9%	1,250.00	261.4%	1,250.00	0.0%
3160 PLUMBING SUPPLIES	2,781.05	2,039.88	-26.7%	1,673.78	-17.9%	4,326.22	158.5%	3,500.00	-19.1%	3,500.00	0.0%
3170 PUBLICATIONS	21,493.34	34,360.19	59.9%	24,077.07	-29.9%	40,623.93	68.7%	42,918.00	5.6%	38,828.00	-9.5%
3175 COMPUTER SOFTWARE	599,817.10	382,325.98	-36.3%	115,590.64	-69.8%	345,425.36	198.8%	199,295.00	-42.3%	202,100.00	1.4%
3180 COMPUTER SUPPLIES	8,831.83	21,282.00	141.0%	28,624.72	34.5%	60,491.28	111.3%	45,190.00	-25.3%	45,492.00	0.7%
3185 PERSONAL PROTECTIVE EQUIPMENT	18,311.55	764,719.62	4076.2%	47,171.88	-93.8%	14,896.78	-68.4%	57,379.00	285.2%	43,584.00	-24.0%
3190 OTHER OPERATING SUPPLIES	102,117.19	171,102.25	67.6%	182,656.21	6.8%	193,183.77	5.8%	170,493.00	-11.7%	179,601.00	5.3%
3191 ARTS AND CRAFTS SUPPLIES	889.18	0.00	-100.0%	0.00	0.0%	500.00	100.0%	250.00	-50.0%	250.00	0.0%
3192 FOOD AND REFRESHMENTS	3,742.77	7,264.15	94.1%	6,135.25	-15.5%	6,338.81	3.3%	5,639.00	-11.0%	6,149.00	9.0%
3193 LANDSCAPE SUPPLIES	16,194.37	12,890.43	-20.4%	14,524.98	12.7%	15,875.02	9.3%	16,500.00	3.9%	16,500.00	0.0%
3195 SPORTSFIELD EQUIPMENT	4,749.50	3,042.24	-35.9%	9,235.14	203.6%	3,164.86	-65.7%	5,800.00	83.3%	5,700.00	-1.7%
3200 FUEL CONSUMED	28.55	0.00	-100.0%	117.90	100.0%	1,882.10	1496.4%	1,000.00	-46.9%	1,000.00	0.0%
3210 GASOLINE	288.72	882.02	205.5%	676.99	-23.2%	443.01	-34.6%	750.00	69.3%	750.00	0.0%
3220 DIESEL	0.00	0.00	0.0%	361.22	100.0%	10,558.78	2823.1%	2,000.00	-81.1%	2,000.00	0.0%
3451 FLEET PARTS	8,160.72	16,859.35	106.6%	14,092.65	-16.4%	33,635.35	138.7%	24,570.00	-27.0%	24,570.00	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	261,891.96	489,349.91	86.9%	241,435.44	-50.7%	602,250.98	149.4%	365,377.00	-39.3%	311,336.00	-14.8%
3520 SMALL TOOLS - REPLACEMENT	13,249.65	65,499.28	394.3%	0.00	-100.0%	0.00	0.0%	7,650.00	100.0%	8,325.00	8.8%
3530 ATTRACTIVE EQUIPMENT	13,931.63	14,038.58	0.8%	68,593.38	388.6%	43,110.62	-37.2%	158,920.00	268.6%	50,010.00	-68.5%
Total SUPPLIES	**1,232,776.59**	**2,196,344.87**	**78.2%**	**952,476.95**	**-56.6%**	**1,603,362.37**	**68.3%**	**1,339,039.00**	**-16.5%**	**1,155,378.00**	**-13.7%**

Expenditure by Object Budget Flexsheet: General Fund by Object

City of Bothell

Grand Totals

Title/Object	*2003 Actuals*	*2004 Actuals*	*% Change*	*2005 Actuals*	*% Change*	*2006 Budget*	*% Change*	*2007 Proposed*	*% Change*	*2008 Proposed*	*% Change*
4100 PROFESSIONAL SERVICES	183,529.88	228,145.05	24.3%	131,849.67	-42.2%	262,365.33	99.0%	181,090.00	-31.0%	155,955.00	-13.9%
4110 AUDITING	31,171.71	36,461.96	17.0%	36,505.57	0.1%	37,494.43	2.7%	41,000.00	9.3%	41,000.00	0.0%
4120 ENGINEERING	56,279.30	116,154.14	106.4%	73,616.52	-36.6%	196,383.48	166.8%	165,000.00	-16.0%	165,000.00	0.0%
4130 LEGAL	0.00	70.24	100.0%	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
4140 COMMUNICATIONS	35,557.23	56,563.16	59.1%	35,983.57	-36.4%	68,416.43	90.1%	35,200.00	-48.6%	35,200.00	0.0%
4150 OTHER MISCELLANEOUS	97,595.91	90,413.20	-7.4%	97,049.91	7.3%	134,450.09	38.5%	141,000.00	4.9%	145,000.00	2.8%
4160 COMPUTER	214.29	22,653.58	10471.5%	1,438.00	-93.7%	12,562.00	773.6%	37,900.00	201.7%	7,900.00	-79.2%
4170 MESSENGER	540.05	1,761.10	226.1%	730.43	-58.5%	2,869.57	292.9%	1,640.00	-42.8%	1,740.00	6.1%
4180 ADVERTISING/PRINTING	62,516.05	89,462.37	43.1%	105,584.30	18.0%	90,974.90	-13.8%	155,800.00	71.3%	148,940.00	-4.4%
4181 GRAPHIC DESIGN	1,542.02	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
4190 EMPLOYMENT	140,505.86	122,919.26	-12.5%	100,868.48	-17.9%	231,847.52	129.9%	109,700.00	-52.7%	109,700.00	0.0%
4192 INTERPRETER COSTS	0.00	0.00	0.0%	32,778.04	100.0%	321.96	-99.0%	80,754.00	24982.0%	88,905.00	10.1%
4195 OTHER PROFESSIONAL SERVICES	562,732.89	1,021,086.76	81.5%	1,081,576.11	5.9%	1,532,368.49	41.7%	2,017,173.00	31.6%	1,587,501.00	-21.3%
4197 LANDSCAPE SERVICES	31,484.02	34,025.89	8.1%	30,851.34	-9.3%	35,148.66	13.9%	31,000.00	-11.8%	31,000.00	0.0%
4200 COMMUNICATIONS	(1,217.12)	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
4210 TELEPHONE	153,555.01	161,446.42	5.1%	178,715.71	10.7%	413,574.29	131.4%	208,122.00	-49.7%	216,122.00	3.8%
4220 CELL-PHONE/RADIO/PAGER	83,119.71	104,427.45	25.6%	114,465.29	9.6%	135,572.71	18.4%	149,577.00	10.3%	148,119.00	-1.0%
4230 POSTAGE	33,414.89	37,202.97	11.3%	38,408.12	3.2%	61,675.48	60.6%	47,397.00	-23.2%	51,567.00	8.8%
4300 TRAVEL EXPENSES	315.20	2,963.98	840.3%	1,252.61	-57.7%	13,747.39	997.5%	13,800.00	0.4%	13,800.00	0.0%
4310 OUT OF TOWN	54,999.93	70,721.98	28.6%	69,922.91	-1.1%	140,675.59	101.2%	107,156.00	-23.8%	115,667.00	7.9%
4320 MILEAGE REIMBURSEMENT	999.91	1,073.08	7.3%	943.77	-12.1%	2,580.23	173.4%	1,800.00	-30.2%	1,850.00	2.8%
4330 BUSINESS MEALS	4,382.87	6,565.28	49.8%	5,090.22	-22.5%	21,478.18	321.9%	14,969.00	-30.3%	14,954.00	-0.1%
4400 ADVERTISING	28.27	1,000.00	3437.3%	773.19	-22.7%	(773.19)	-200.0%	0.00	-100.0%	0.00	0.0%
4500 OPERATING RENTALS & LEASES	2,270.74	11,345.01	399.6%	12,724.13	12.2%	33,963.87	166.9%	19,888.00	-41.4%	19,888.00	0.0%
4510 GENERAL EQUIPMENT RENTAL	16,508.81	15,321.56	-7.2%	32,016.06	109.0%	34,899.94	9.0%	38,158.00	9.3%	38,260.00	0.3%
4520 FACILITIES RENTAL	66,991.31	64,800.39	-3.3%	121,538.72	87.6%	(10,374.72)	-108.5%	127,450.00	1328.5%	7,450.00	-94.2%
4710 WATER	66,811.53	73,001.65	9.3%	71,023.06	-2.7%	91,226.94	28.4%	113,200.00	24.1%	114,200.00	0.9%
4720 SEWER	12,881.64	16,040.53	24.5%	15,899.24	-0.9%	31,350.76	97.2%	24,350.00	-22.3%	26,450.00	8.6%
4730 SANITATION	132.94	1,078.41	711.2%	85.53	-92.1%	(85.53)	-200.0%	150.00	-275.4%	150.00	0.0%
4740 NATURAL GAS	18,334.16	31,556.64	72.1%	40,286.92	27.7%	68,313.08	69.6%	52,100.00	-23.7%	56,500.00	8.4%
4750 ELECTRICITY	162,489.79	179,557.00	10.5%	154,055.93	-14.2%	296,844.07	92.7%	188,000.00	-36.7%	202,000.00	7.4%
4760 EMS	578.78	784.28	35.5%	314.59	-59.9%	1,885.41	499.3%	1,100.00	-41.7%	1,100.00	0.0%
4810 REPAIRS AND MAINTENANCE	55,750.59	54,218.57	-2.7%	60,289.66	11.2%	72,439.84	20.2%	93,047.00	28.4%	93,077.00	0.0%
4820 MAINTENANCE CONTRACTS	336,593.20	269,466.51	-19.9%	551,125.61	104.5%	391,914.39	-28.9%	422,399.00	7.8%	433,279.00	2.6%
4900 MISCELLANEOUS	4,551.99	2,611.68	-42.6%	3,360.16	28.7%	7,839.84	133.3%	4,000.00	-49.0%	4,100.00	2.5%
4910 TRAINING AND CONFERENCE	83,152.47	92,756.92	11.6%	76,853.33	-17.1%	206,536.67	168.7%	147,451.00	-28.6%	147,911.00	0.3%
4920 MEMBERSHIP DUES	89,600.20	60,833.59	-32.1%	74,691.73	22.8%	99,024.27	32.6%	70,630.00	-28.7%	71,490.00	1.2%
4930 LAUNDRY & OTHER SANITATION	6,527.67	7,865.34	20.5%	8,581.33	9.1%	9,323.67	8.7%	9,839.00	5.5%	9,839.00	0.0%
4940 OTHER CONTRACTUAL SERVICES	8,417.32	9,052.00	7.5%	26,183.39	189.3%	36,016.61	37.6%	34,900.00	-3.1%	33,400.00	-4.3%
4950 OTHER MISCELLANEOUS	78,026.17	103,394.19	32.5%	90,647.71	-12.3%	202,291.29	123.2%	216,775.00	7.2%	117,475.00	-45.8%
Total SERVICES	**2,542,887.19**	**3,198,802.14**	**25.8%**	**3,478,080.86**	**8.7%**	**4,967,143.94**	**42.8%**	**5,103,515.00**	**2.7%**	**4,456,489.00**	**-12.7%**

Expenditure by Object Budget Flexsheet: General Fund by Object

City of Bothell

Grand Totals

Title/Object	*2003 Actuals*	*2004 Actuals*	*% Change*	*2005 Actuals*	*% Change*	*2006 Budget*	*% Change*	*2007 Proposed*	*% Change*	*2008 Proposed*	*% Change*
5100 INTERGVT PROFESSIONAL SERV	56,172.36	2,750.50	-95.1%	43,007.63	1463.6%	48,122.37	11.9%	83,400.00	73.3%	84,600.00	1.4%
5110 ELECTION SERVICES	62,423.80	25,755.37	-58.7%	58,572.51	127.4%	201,427.49	243.9%	90,620.00	-55.0%	96,900.00	6.9%
5120 DETENTION SERVICES	238,930.75	182,284.62	-23.7%	212,562.12	16.6%	275,237.88	29.5%	259,600.00	-5.7%	267,536.00	3.1%
5130 POLLUTION CONTROL	29,127.00	0.00	-100.0%	15,238.00	100.0%	15,562.00	2.1%	17,400.00	11.8%	18,500.00	6.3%
5140 PARAMEDIC SERVICES	133,250.00	136,048.25	2.1%	142,932.00	5.1%	(142,932.00)	-200.0%	155,000.00	-208.4%	160,000.00	3.2%
5150 FIRE AND EMS DISPATCH	149,010.23	146,761.88	-1.5%	140,877.18	-4.0%	156,258.82	10.9%	175,074.00	12.0%	175,804.00	0.4%
5160 HAZMAT SERVICES	3,491.00	4,554.00	30.4%	4,937.00	8.4%	4,463.00	-9.6%	5,150.00	15.4%	5,250.00	1.9%
5180 OTHER INTERGOVERNMENTAL	47,657.10	50,735.82	6.5%	36,738.86	-27.6%	40,761.14	10.9%	53,500.00	31.3%	42,000.00	-21.5%
5310 EXCISE TAX	762.20	46.00	-94.0%	0.00	-100.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
5320 PROPERTY TAX	10,111.33	12,829.47	26.9%	11,507.57	-10.3%	16,492.43	43.3%	15,000.00	-9.0%	15,000.00	0.0%
Total INTERGOVERNMENTAL	**730,935.77**	**561,765.91**	**-23.1%**	**666,372.87**	**18.6%**	**615,393.13**	**-7.7%**	**854,744.00**	**38.9%**	**865,590.00**	**1.3%**
6100 LAND	124,441.73	558,108.74	348.5%	359.04	-99.9%	(359.04)	-200.0%	0.00	-100.0%	0.00	0.0%
6200 BUILDING & STRUCTURES	233,993.11	325,903.02	39.3%	0.00	-100.0%	0.00	0.0%	100,000.00	100.0%	0.00	-100.0%
6300 OTHER IMPROVEMENTS	185,755.99	913,170.30	391.6%	1,697,499.78	85.9%	344,471.22	-79.7%	100,000.00	-71.0%	42,000.00	-58.0%
6410 NEW EQUIPMENT	116,652.86	241,891.26	107.4%	101,238.07	-58.1%	142,135.93	40.4%	275,947.00	94.1%	62,000.00	-77.5%
6420 REPLACEMENT EQUIPMENT	81,936.97	2,238.47	-97.3%	41,289.26	1744.5%	67,710.74	64.0%	53,000.00	-21.7%	18,000.00	-66.0%
Total CAPITAL OUTLAY	**742,780.66**	**2,041,311.79**	**174.8%**	**1,840,386.15**	**-9.8%**	**553,958.85**	**-69.9%**	**528,947.00**	**-4.5%**	**122,000.00**	**-76.9%**
Grand Totals	**22,412,836.86**	**26,461,488.87**	**18.1%**	**26,658,253.71**	**0.7%**	**30,430,337.29**	**14.1%**	**31,889,083.00**	**4.8%**	**32,613,081.00**	**2.3%**

001 CURRENT
05 LEGISLATIVE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	88,800	88,800	0.0%	88,800	0.0%
Total SALARIES	**88,800**	**88,800**	**0.0%**	**88,800**	**0.0%**
2110 SOCIAL SECURITY	5,506	5,506	0.0%	5,506	0.0%
2120 MEDICARE	1,288	1,288	0.0%	1,288	0.0%
2160 WORKER'S COMPENSATION	700	700	0.0%	288	-58.9%
Total PERSONNEL BENEFITS	**7,494**	**7,494**	**0.0%**	**7,082**	**-5.5%**
3110 OFFICE SUPPLIES	3,100	3,500	12.9%	2,500	-28.6%
3120 CLEANING & SANITATION SUPPLIES	100	0	-100.0%	0	0.0%
3170 PUBLICATIONS	10,600	9,400	-11.3%	9,400	0.0%
3190 OTHER OPERATING SUPPLIES	4,400	5,000	13.6%	3,600	-28.0%
3192 FOOD AND REFRESHMENTS	7,000	8,000	14.3%	6,000	-25.0%
Total SUPPLIES	**25,200**	**25,900**	**2.8%**	**21,500**	**-17.0%**
4100 PROFESSIONAL SERVICES	103,500	104,200	0.7%	45,000	-56.8%
4180 ADVERTISING/PRINTING	1,400	500	-64.3%	500	0.0%
4195 OTHER PROFESSIONAL SERVICES	19,300	24,000	24.4%	12,000	-50.0%
4210 TELEPHONE	630	0	-100.0%	0	0.0%
4230 POSTAGE	1,680	1,000	-40.5%	400	-60.0%
4310 OUT OF TOWN	4,800	9,000	87.5%	7,700	-14.4%
4320 MILEAGE REIMBURSEMENT	2,100	500	-76.2%	600	20.0%
4330 BUSINESS MEALS	3,700	1,500	-59.5%	1,500	0.0%
4510 GENERAL EQUIPMENT RENTAL	3,600	6,000	66.7%	6,000	0.0%
4520 FACILITIES RENTAL	2,000	1,800	-10.0%	1,800	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	3,000	3,800	26.7%	4,400	15.8%
4920 MEMBERSHIP DUES	210	0	-100.0%	600	100.0%
4950 OTHER MISCELLANEOUS	180,200	166,943	-7.4%	200,000	19.8%
Total SERVICES	**326,120**	**319,243**	**-2.1%**	**280,500**	**-12.1%**
5110 ELECTION SERVICES	261,500	260,000	-0.6%	187,520	-27.9%
Total INTERGOVERNMENTAL	**261,500**	**260,000**	**-0.6%**	**187,520**	**-27.9%**
Total LEGISLATIVE	**709,114**	**701,437**	**-1.1%**	**585,402**	**-16.5%**

001 CURRENT
10 JUDICIAL

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	276,063	317,868	15.1%	472,999	48.8%
1120 DEFERRED COMPENSATION MATCH	4,363	4,856	11.3%	10,274	111.6%
1125 RETIREE HEALTH SAVINGS PLAN	2,712	3,063	12.9%	3,425	11.8%
1200 OVERTIME	2,000	2,000	0.0%	4,000	100.0%
Total SALARIES	**285,138**	**327,787**	**15.0%**	**490,698**	**49.7%**
2110 SOCIAL SECURITY	17,696	20,060	13.4%	22,524	12.3%
2120 MEDICARE	4,138	4,923	19.0%	5,268	7.0%
2130 PENSION	5,725	16,536	188.8%	24,988	51.1%
2140 INSURANCE	71,932	73,077	1.6%	75,825	3.8%
2160 WORKER'S COMPENSATION	1,100	1,398	27.1%	1,234	-11.7%
Total PERSONNEL BENEFITS	**100,591**	**115,994**	**15.3%**	**129,839**	**11.9%**
3110 OFFICE SUPPLIES	15,500	19,500	25.8%	25,700	31.8%
3170 PUBLICATIONS	1,300	1,800	38.5%	1,800	0.0%
3530 ATTRACTIVE EQUIPMENT	0	5,700	100.0%	3,700	-35.1%
Total SUPPLIES	**16,800**	**27,000**	**60.7%**	**31,200**	15.6%
4190 EMPLOYMENT	97,000	112,000	15.5%	127,000	13.4%
4192 INTERPRETER COSTS	0	2,100	100.0%	0	-100.0%
4195 OTHER PROFESSIONAL SERVICES	32,200	23,900	-25.8%	34,000	42.3%
4210 TELEPHONE	600	0	-100.0%	0	0.0%
4230 POSTAGE	6,600	7,400	12.1%	8,500	14.9%
4310 OUT OF TOWN	2,000	3,800	90.0%	4,800	26.3%
4320 MILEAGE REIMBURSEMENT	300	150	-50.0%	200	33.3%
4330 BUSINESS MEALS	100	100	0.0%	100	0.0%
4510 GENERAL EQUIPMENT RENTAL	0	5,000	100.0%	5,400	8.0%
4810 REPAIRS AND MAINTENANCE	200	200	0.0%	1,600	700.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	1,000	2,850	185.0%	2,850	0.0%
4920 MEMBERSHIP DUES	700	400	-42.9%	500	25.0%
4950 OTHER MISCELLANEOUS	6,350	9,200	44.9%	14,200	54.3%
Total SERVICES	**147,050**	**167,100**	**13.6%**	**199,150**	**19.2%**
6410 NEW EQUIPMENT	0	6,845	100.0%	0	-100.0%
Total CAPITAL OUTLAY	**0**	**6,845**	**100.0%**	**0**	**-100.0%**
Total JUDICIAL	**549,579**	**644,726**	**17.3%**	**850,887**	**32.0%**

001 CURRENT
15 EXECUTIVE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	1,019,566	1,124,275	10.3%	1,384,734	23.2%
1120 DEFERRED COMPENSATION MATCH	10,065	9,297	-7.6%	32,520	249.8%
1125 RETIREE HEALTH SAVINGS PLAN	9,988	10,542	5.5%	13,470	27.8%
1200 OVERTIME	760	0	-100.0%	1,000	100.0%
Total SALARIES	**1,040,379**	**1,144,114**	**10.0%**	**1,431,724**	**25.1%**
2110 SOCIAL SECURITY	45,576	53,761	18.0%	75,563	40.6%
2120 MEDICARE	14,942	16,287	9.0%	20,564	26.3%
2130 PENSION	20,911	60,771	190.6%	97,076	59.7%
2140 INSURANCE	129,834	174,864	34.7%	245,479	40.4%
2160 WORKER'S COMPENSATION	1,803	2,627	45.7%	2,882	9.7%
Total PERSONNEL BENEFITS	**213,066**	**308,310**	**44.7%**	**441,564**	**43.2%**
3110 OFFICE SUPPLIES	6,310	8,459	34.1%	11,300	33.6%
3170 PUBLICATIONS	7,000	1,200	-82.9%	10,000	733.3%
3180 COMPUTER SUPPLIES	4,900	8,005	63.4%	12,080	50.9%
3190 OTHER OPERATING SUPPLIES	32,600	85,914	163.5%	19,700	-77.1%
3192 FOOD AND REFRESHMENTS	1,400	400	-71.4%	0	-100.0%
3530 ATTRACTIVE EQUIPMENT	4,150	4,700	13.3%	2,000	-57.4%
Total SUPPLIES	**56,360**	**108,678**	**92.8%**	**55,080**	**-49.3%**
4180 ADVERTISING/PRINTING	6,700	8,882	32.6%	60,000	575.5%
4195 OTHER PROFESSIONAL SERVICES	79,590	138,008	73.4%	658,450	377.1%
4210 TELEPHONE	9,000	3,300	-63.3%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	4,990	5,888	18.0%	4,800	-18.5%
4230 POSTAGE	6,240	9,400	50.6%	23,300	147.9%
4310 OUT OF TOWN	15,296	17,931	17.2%	33,711	88.0%
4320 MILEAGE REIMBURSEMENT	100	0	-100.0%	0	0.0%
4330 BUSINESS MEALS	4,500	3,380	-24.9%	5,200	53.8%
4510 GENERAL EQUIPMENT RENTAL	100	0	-100.0%	0	0.0%
4520 FACILITIES RENTAL	1,000	600	-40.0%	700	16.7%
4910 TRAINING AND CONFERENCE REGISTRATIONS	11,440	9,440	-17.5%	16,800	78.0%
4920 MEMBERSHIP DUES	17,690	18,615	5.2%	15,230	-18.2%
4950 OTHER MISCELLANEOUS	0	33	100.0%	5,000	15153.2%
Total SERVICES	**156,646**	**215,477**	**37.6%**	**823,191**	**282.0%**
Total EXECUTIVE	**1,466,451**	**1,776,579**	**21.1%**	**2,751,559**	**54.9%**

001 CURRENT
20 FINANCE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	801,438	914,281	14.1%	1,037,589	13.5%
1120 DEFERRED COMPENSATION MATCH	15,687	23,650	50.8%	30,649	29.6%
1125 RETIREE HEALTH SAVINGS PLAN	7,883	9,253	17.4%	10,216	10.4%
1200 OVERTIME	7,600	7,000	-7.9%	8,000	14.3%
Total SALARIES	**832,608**	**954,184**	**14.6%**	**1,086,454**	**13.9%**
2110 SOCIAL SECURITY	49,748	57,847	16.3%	62,750	8.5%
2120 MEDICARE	11,959	13,644	14.1%	15,605	14.4%
2130 PENSION	16,530	18,853	14.1%	63,990	239.4%
2140 INSURANCE	139,716	199,350	42.7%	194,979	-2.2%
2150 UNEMPLOYMENT	3,000	0	-100.0%	0	0.0%
2160 WORKER'S COMPENSATION	2,374	2,900	22.2%	2,800	-3.4%
Total PERSONNEL BENEFITS	**223,327**	**292,594**	**31.0%**	**340,124**	**16.2%**
3110 OFFICE SUPPLIES	31,500	36,500	15.9%	28,000	-23.3%
3170 PUBLICATIONS	5,200	500	-90.4%	2,200	340.0%
Total SUPPLIES	**36,700**	**37,000**	**0.8%**	**30,200**	**-18.4%**
4110 AUDITING	75,000	74,000	-1.3%	82,000	10.8%
4140 COMMUNICATIONS	6	0	-100.0%	0	0.0%
4180 ADVERTISING/PRINTING	10,400	12,800	23.1%	13,300	3.9%
4195 OTHER PROFESSIONAL SERVICES	72,865	80,300	10.2%	74,700	-7.0%
4210 TELEPHONE	12,200	1,700	-86.1%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	2,994	3,300	10.2%	4,800	45.5%
4230 POSTAGE	39,600	23,600	-40.4%	20,400	-13.6%
4310 OUT OF TOWN	11,600	17,600	51.7%	16,400	-6.8%
4320 MILEAGE REIMBURSEMENT	1,250	0	-100.0%	0	0.0%
4510 GENERAL EQUIPMENT RENTAL	0	9,900	100.0%	10,800	9.1%
4810 REPAIRS AND MAINTENANCE	2,000	1,000	-50.0%	2,000	100.0%
4820 MAINTENANCE CONTRACTS	735	0	-100.0%	0	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	13,500	10,000	-25.9%	12,100	21.0%
4920 MEMBERSHIP DUES	4,000	3,800	-5.0%	4,600	21.1%
Total SERVICES	**246,150**	**238,000**	**-3.3%**	**241,100**	**1.3%**
5310 EXCISE TAX (SANITATION)	1,800	0	-100.0%	0	0.0%
Total INTERGOVERNMENTAL	**1,800**	**0**	**-100.0%**	**0**	**0.0%**
Total FINANCE	**1,340,585**	**1,521,778**	**13.5%**	**1,697,878**	**11.6%**

001 CURRENT
25 CLERK

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	424,433	408,184	-3.8%	426,991	4.6%
1120 DEFERRED COMPENSATION MATCH	4,638	7,619	64.3%	10,968	44.0%
1125 RETIREE HEALTH SAVINGS PLAN	4,143	4,005	-3.3%	3,656	-8.7%
1200 OVERTIME	7,800	9,000	15.4%	2,000	-77.8%
Total SALARIES	**441,014**	**428,808**	**-2.8%**	**443,615**	**3.5%**
2110 SOCIAL SECURITY	27,125	26,837	-1.1%	23,878	-11.0%
2120 MEDICARE	6,345	6,288	-0.9%	5,585	-11.2%
2130 PENSION	8,811	20,124	128.4%	26,484	31.6%
2140 INSURANCE	73,897	88,121	19.2%	81,164	-7.9%
2150 UNEMPLOYMENT	3,700	0	-100.0%	0	0.0%
2160 WORKER'S COMPENSATION	1,468	1,801	22.7%	1,286	-28.6%
Total PERSONNEL BENEFITS	**121,346**	**143,171**	**18.0%**	**138,397**	**-3.3%**
3110 OFFICE SUPPLIES	15,050	13,666	-9.2%	21,790	59.4%
3170 PUBLICATIONS	1,300	800	-38.5%	2,400	200.0%
3180 COMPUTER SUPPLIES	500	1,175	135.1%	5,902	402.1%
3190 OTHER OPERATING SUPPLIES	3,175	1,436	-54.8%	0	-100.0%
3192 FOOD AND REFRESHMENTS	200	0	-100.0%	0	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	2,900	0	-100.0%	0	0.0%
Total SUPPLIES	**23,125**	**17,077**	**-26.2%**	**30,092**	**76.2%**
4100 CODIFICATION	39,000	63,665	63.2%	57,765	-9.3%
4170 MESSENGER	400	400	0.0%	400	0.0%
4180 ADVERTISING/PRINTING	8,900	10,898	22.5%	11,560	6.1%
4195 OTHER PROFESSIONAL SERVICES	89,830	83,682	-6.8%	37,550	-55.1%
4210 TELEPHONE	10,320	500	-95.2%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	520	192	-63.2%	0	-100.0%
4230 POSTAGE	5,300	3,900	-26.4%	4,110	5.4%
4310 OUT OF TOWN	3,670	6,000	63.5%	3,190	-46.8%
4320 MILEAGE REIMBURSEMENT	300	100	-66.7%	100	0.0%
4330 BUSINESS MEALS	1,150	270	-76.5%	1,400	418.5%
4510 GENERAL EQUIPMENT RENTAL	450	4,116	814.7%	4,218	2.5%
4520 FACILITIES RENTAL	200	0	-100.0%	0	0.0%
4810 REPAIRS AND MAINTENANCE	150	2,444	1529.3%	3,944	61.4%
4910 TRAINING AND CONFERENCE REGISTRATIONS	4,245	4,750	11.9%	5,876	23.7%
4920 MEMBERSHIP DUES	3,175	2,395	-24.6%	2,484	3.7%
4940 OTHER CONTRACTUAL SERVICES	0	0	0.0%	8,000	0.0%
4950 OTHER MISCELLANEOUS	5,600	2,717	-51.5%	300	-89.0%
Total SERVICES	**173,210**	**186,029**	**7.4%**	**140,897**	**-24.3%**
6410 NEW EQUIPMENT	85,000	0	-100.0%	0	0.0%
Total CAPITAL OUTLAY	**85,000**	**0**	**-100.0%**	**0**	**0.0%**
Total CLERK	**843,695**	**775,085**	**-8.1%**	**753,001**	**-2.8%**

001 CURRENT
35 LEGAL

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	361,442	409,953	13.4%	459,346	12.0%
1120 DEFERRED COMPENSATION MATCH	0	3,020	100.0%	13,388	343.3%
1125 RETIREE HEALTH SAVINGS PLAN	3,480	4,057	16.6%	4,463	10.0%
Total SALARIES	**364,922**	**417,030**	**14.3%**	**477,197**	**14.4%**
2110 SOCIAL SECURITY	19,765	22,862	15.7%	25,130	9.9%
2120 MEDICARE	5,241	5,989	14.3%	6,855	14.5%
2130 PENSION	7,410	21,424	189.1%	32,179	50.2%
2140 INSURANCE	43,465	66,228	52.4%	70,557	6.5%
2160 WORKER'S COMPENSATION	756	1,194	57.9%	1,054	-11.7%
Total PERSONNEL BENEFITS	**76,637**	**117,697**	**53.6%**	**135,775**	**15.4%**
3110 OFFICE SUPPLIES	7,378	9,745	32.1%	11,540	18.4%
3170 PUBLICATIONS	9,500	11,338	19.3%	11,133	-1.8%
3180 COMPUTER SUPPLIES	3,000	0	-100.0%	0	0.0%
3192 FOOD AND REFRESHMENTS	100	100	0.0%	125	25.0%
3530 ATTRACTIVE EQUIPMENT	0	0	0.0%	4,500	100.0%
Total SUPPLIES	**19,978**	**21,183**	**6.0%**	**27,298**	**28.9%**
4170 MESSENGER	1,200	1,200	0.0%	1,480	23.3%
4180 ADVERTISING/PRINTING	82	0	-100.0%	0	0.0%
4190 EMPLOYMENT	187,600	118,100	-37.0%	0	-100.0%
4192 INTERPRETER COSTS	0	31,000	100.0%	169,659	447.3%
4195 OTHER PROFESSIONAL SERVICES	409,000	249,550	-39.0%	259,875	4.1%
4210 TELEPHONE	6,000	0	-100.0%	0	0.0%
4220 CELL-PHONE/RADIO/PAGER	3,000	4,008	33.6%	5,706	42.4%
4230 POSTAGE	2,000	1,000	-50.0%	1,000	0.0%
4310 OUT OF TOWN	3,000	4,045	34.8%	1,645	-59.3%
4320 MILEAGE REIMBURSEMENT	2,000	4	-99.8%	0	-100.0%
4330 BUSINESS MEALS	960	500	-47.9%	625	25.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	4,000	4,045	1.1%	5,325	31.6%
4920 MEMBERSHIP DUES	2,400	2,385	-0.6%	3,384	41.9%
4950 OTHER MISCELLANEOUS	600	2,196	266.0%	2,200	0.2%
Total SERVICES	**621,842**	**418,033**	**-32.8%**	**450,899**	**7.9%**
Total LEGAL	**1,083,379**	**973,943**	**-10.1%**	**1,091,169**	**12.0%**

001 CURRENT
40 HUMAN RESOURCES

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	628,654	724,913	15.3%	709,708	-2.1%
1120 DEFERRED COMPENSATION MATCH	7,769	7,700	-0.9%	20,880	171.2%
1125 RETIREE HEALTH SAVINGS PLAN	6,162	7,258	17.8%	6,960	-4.1%
1200 OVERTIME	12,000	7,000	-41.7%	1,600	-77.1%
Total SALARIES	**654,585**	**746,871**	**14.1%**	**739,148**	**-1.0%**
2110 SOCIAL SECURITY	38,935	44,459	14.2%	44,309	-0.3%
2120 MEDICARE	9,439	10,725	13.6%	10,618	-1.0%
2130 PENSION	13,078	39,069	198.7%	50,395	29.0%
2140 INSURANCE	144,890	155,988	7.7%	150,038	-3.8%
2160 WORKER'S COMPENSATION	2,374	2,564	8.0%	2,058	-19.7%
2180 TUITION REIMBURSEMENT	60,000	80,000	33.3%	80,000	0.0%
Total PERSONNEL BENEFITS	**268,716**	**332,805**	**23.9%**	**337,418**	**1.4%**
3110 OFFICE SUPPLIES	15,250	23,000	50.8%	22,300	-3.0%
3140 HOUSEHOLD SUPPLIES	9,000	13,000	44.4%	11,400	-12.3%
3170 PUBLICATIONS	9,250	9,000	-2.7%	8,400	-6.7%
3180 COMPUTER SUPPLIES	1,700	2,750	61.8%	7,600	176.4%
3530 ATTRACTIVE EQUIPMENT	4,000	4,000	0.0%	5,200	30.0%
Total SUPPLIES	**39,200**	**51,750**	**32.0%**	**54,900**	**6.1%**
4180 ADVERTISING/PRINTING	60,000	63,000	5.0%	82,700	31.3%
4190 EMPLOYMENT	85,000	35,000	-58.8%	52,600	50.3%
4195 OTHER PROFESSIONAL SERVICES	84,500	119,000	40.8%	54,600	-54.1%
4210 TELEPHONE	8,500	350	-95.9%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	9,000	2,750	-69.4%	0	-100.0%
4230 POSTAGE	8,000	10,000	25.0%	6,000	-40.0%
4310 OUT OF TOWN	13,000	13,000	0.0%	16,000	23.1%
4320 MILEAGE REIMBURSEMENT	400	400	0.0%	400	0.0%
4330 BUSINESS MEALS	400	2,000	400.0%	2,000	0.0%
4520 FACILITIES RENTAL	4,500	5,000	11.1%	4,000	-20.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	30,500	58,100	90.5%	54,600	-6.0%
4920 MEMBERSHIP DUES	4,300	5,000	16.3%	5,400	8.0%
4940 OTHER CONTRACTUAL SERVICES	60,000	30,000	-50.0%	26,300	-12.3%
4950 OTHER MISCELLANEOUS	47,000	0	-100.0%	0	0.0%
Total SERVICES	**415,100**	**343,600**	**-17.2%**	**304,600**	**-11.4%**
Total HUMAN RESOURCES	**1,377,601**	**1,475,026**	**7.1%**	**1,436,066**	**-2.6%**

001 CURRENT
45 FACILITIES

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	182,772	177,086	-3.1%	199,757	12.8%
1120 DEFERRED COMPENSATION MATCH	3,403	3,583	5.3%	5,928	65.4%
1125 RETIREE HEALTH SAVINGS PLAN	1,803	1,750	-2.9%	1,976	12.9%
1200 OVERTIME	2,000	1,500	-25.0%	1,500	0.0%
Total SALARIES	**189,978**	**183,919**	**-3.2%**	**209,161**	**13.7%**
2110 SOCIAL SECURITY	11,724	11,295	-3.7%	12,847	13.7%
2120 MEDICARE	2,744	2,642	-3.7%	3,005	13.7%
2130 PENSION	3,787	9,408	148.4%	14,372	52.8%
2140 INSURANCE	37,694	37,278	-1.1%	48,333	29.7%
2160 WORKER'S COMPENSATION	2,158	620	-71.3%	2,866	362.3%
Total PERSONNEL BENEFITS	**58,107**	**61,243**	**5.4%**	**81,423**	**33.0%**
3110 OFFICE SUPPLIES	26,910	1,000	-96.3%	4,000	300.0%
3120 CLEANING & SANITATION SUPPLIES	8,125	3,000	-63.1%	2,000	-33.3%
3130 CONSTRUCTION MATERIALS & SUPPLIES	27,360	34,500	26.1%	30,000	-13.0%
3140 HOUSEHOLD SUPPLIES	31,475	6,000	-80.9%	8,000	33.3%
3150 PAINT SUPPLIES	2,000	1,500	-25.0%	1,500	0.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	500	400	-20.0%	400	0.0%
3220 DIESEL	0	10,920	100.0%	4,000	-63.4%
3500 SMALL TOOLS & MINOR EQUIP.	1,100	600	-45.5%	1,000	66.7%
3530 ATTRACTIVE EQUIPMENT	9,300	4,400	-52.7%	2,200	-50.0%
Total SUPPLIES	**106,770**	**62,320**	**-41.6%**	**53,100**	**-14.8%**
4140 COMMUNICATIONS	5,075	2,400	-52.7%	3,200	33.3%
4150 OTHER MISCELLANEOUS	200,000	231,500	15.8%	286,000	23.5%
4180 ADVERTISING/PRINTING	500	3,000	500.0%	2,000	-33.3%
4195 OTHER PROFESSIONAL SERVICES	19,200	46,100	140.1%	51,000	10.6%
4210 TELEPHONE	1,760	128,620	7208.0%	276,000	114.6%
4220 CELL-PHONE/RADIO/PAGER	732	960	31.1%	0	-100.0%
4310 OUT OF TOWN	600	600	0.0%	600	0.0%
4510 GENERAL EQUIPMENT RENTAL	19,800	4,400	-77.8%	4,400	0.0%
4520 FACILITIES RENTAL	131,364	217,264	65.4%	120,400	-44.6%
4710 WATER	150,400	26,850	-82.1%	25,000	-6.9%
4720 SEWER	51,000	19,850	-61.1%	23,400	17.9%
4740 NATURAL GAS	93,400	102,300	9.5%	102,300	0.0%
4750 ELECTRICITY	334,100	274,700	-17.8%	312,000	13.6%
4760 EMS	1,825	1,000	-45.2%	1,000	0.0%
4810 REPAIRS AND MAINTENANCE	21,281	24,000	12.8%	30,000	25.0%

001 CURRENT
45 FACILITIES

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
4820 MAINTENANCE CONTRACTS	78,919	0	-100.0%	0	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	1,600	2,760	72.5%	2,900	5.1%
4930 LAUNDRY & OTHER SANITATION SERVICES	600	960	60.0%	1,400	45.8%
Total SERVICES	**1,112,156**	**1,087,264**	**-2.2%**	**1,241,600**	**14.2%**
5320 PROPERTY TAX	23,000	28,000	21.7%	30,000	7.1%
Total INTERGOVERNMENTAL	**23,000**	**28,000**	**21.7%**	**30,000**	**7.1%**
6100 LAND	4,000,000	0	-100.0%	0	0.0%
6200 BUILDING & STRUCTURES	500,000	0	-100.0%	100,000	100.0%
6300 OTHER IMPROVEMENTS	111,400	81,500	-26.8%	142,000	74.2%
6410 NEW EQUIPMENT	124,100	0	-100.0%	0	0.0%
Total CAPITAL OUTLAY	**4,735,500**	**81,500**	**-98.3%**	**242,000**	**196.9%**
Total FACILITIES	**6,225,511**	**1,504,246**	**-75.8%**	**1,857,284**	**23.5%**

001 CURRENT
46 TECHNOLOGY SERVICES

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	780,246	807,776	3.5%	900,342	11.5%
1120 DEFERRED COMPENSATION MATCH	23,022	19,781	-14.1%	22,720	14.9%
1125 RETIREE HEALTH SAVINGS PLAN	7,673	8,053	5.0%	7,574	-5.9%
1200 OVERTIME	28,500	24,300	-14.7%	10,000	-58.8%
Total SALARIES	**839,441**	**859,910**	**2.4%**	**940,636**	**9.4%**
2110 SOCIAL SECURITY	50,248	51,418	2.3%	49,387	-3.9%
2120 MEDICARE	12,075	12,353	2.3%	11,551	-6.5%
2130 PENSION	16,311	43,895	169.1%	55,421	26.3%
2140 INSURANCE	137,801	205,668	49.3%	174,980	-14.9%
2150 UNEMPLOYMENT	2,000	11,000	450.0%	0	-100.0%
2160 WORKER'S COMPENSATION	2,446	3,496	42.9%	2,470	-29.3%
2170 UNIFORM ALLOWANCE	186	0	-100.0%	0	0.0%
Total PERSONNEL BENEFITS	**221,067**	**327,830**	**48.3%**	**293,809**	**-10.4%**
3110 OFFICE SUPPLIES	33,045	36,180	9.5%	33,000	-8.8%
3140 HOUSEHOLD SUPPLIES	300	1,000	233.3%	1,000	0.0%
3170 PUBLICATIONS	2,392	1,400	-41.5%	1,400	0.0%
3175 COMPUTER SOFTWARE	1,372,019	461,016	-66.4%	401,395	-12.9%
3180 COMPUTER SUPPLIES	12,962	55,800	330.5%	55,400	-0.7%
3190 OTHER OPERATING SUPPLIES	2,780	0	-100.0%	0	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	483,236	714,150	47.8%	521,950	-26.9%
3530 ATTRACTIVE EQUIPMENT	0	37,930	100.0%	62,515	64.8%
Total SUPPLIES	**1,906,734**	**1,307,476**	**-31.4%**	**1,076,660**	**-17.7%**
4120 ENGINEERING	27,000	0	-100.0%	0	0.0%
4140 COMMUNICATIONS	95,520	100,800	5.5%	66,000	-34.5%
4160 COMPUTER	36,400	14,000	-61.5%	45,800	227.1%
4180 ADVERTISING/PRINTING	1,930	1,000	-48.2%	1,000	0.0%
4190 EMPLOYMENT	0	56,600	100.0%	24,000	-57.6%
4195 OTHER PROFESSIONAL SERVICES	104,620	0	-100.0%	0	0.0%
4210 TELEPHONE	5,280	50,000	847.0%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	6,740	19,000	181.9%	114,500	502.6%
4230 POSTAGE	2,205	1,200	-45.6%	1,200	0.0%
4300 TRAVEL EXPENSES	12,300	15,000	22.0%	27,600	84.0%
4310 OUT OF TOWN	4,275	0	-100.0%	0	0.0%
4320 MILEAGE REIMBURSEMENT	415	0	-100.0%	0	0.0%
4330 BUSINESS MEALS	850	0	-100.0%	0	0.0%
4810 REPAIRS AND MAINTENANCE	14,600	9,200	-37.0%	57,200	521.7%

001 **CURRENT**
46 **TECHNOLOGY SERVICES**

Title/Object	*2003-04 Budget*	*2005-06 Budget*	*% Change*	*2007-08 Proposed*	*% Change*
4820 MAINTENANCE CONTRACTS	560,760	837,942	49.4%	741,220	-11.5%
4910 TRAINING AND CONFERENCE REGISTRATIONS	32,975	21,800	-33.9%	21,800	0.0%
4920 MEMBERSHIP DUES	1,670	0	-100.0%	0	0.0%
Total SERVICES	**907,540**	**1,126,542**	**24.1%**	**1,100,320**	**-2.3%**
6410 NEW EQUIPMENT	242,350	175,000	-27.8%	133,800	-23.5%
6420 REPLACEMENT EQUIPMENT	78,434	109,000	39.0%	71,000	-34.9%
Total CAPITAL OUTLAY	**320,784**	**284,000**	**-11.5%**	**204,800**	**-27.9%**
Total TECHNOLOGY SERVICES	**4,195,566**	**3,905,758**	**-6.9%**	**3,616,225**	**-7.4%**

001 CURRENT
50 NON-DEPARTMENTAL

Title/Object	*2003-04 Budget*	*2005-06 Budget*	*% Change*	*2007-08 Proposed*	*% Change*
1110 SALARIES	0	30,600	100.0%	69,947	128.6%
1120 DEFERRED COMPENSATION MATCH	0	900	100.0%	2,099	133.2%
1125 RETIREE HEALTH SAVINGS PLAN	0	300	100.0%	699	133.0%
Total SALARIES	**0**	**31,800**	**100.0%**	**72,745**	**128.8%**
2110 SOCIAL SECURITY	0	1,900	100.0%	4,467	135.1%
2120 MEDICARE	0	450	100.0%	1,045	132.2%
2130 PENSION	0	1,600	100.0%	5,056	216.0%
2140 INSURANCE	0	6,000	1000.0%	6,839	14.0%
2150 UNEMPLOYMENT	100,000	103,000	3.0%	50,000	-51.5%
2160 WORKER'S COMPENSATION	140,000	250	-99.8%	206	-17.6%
Total PERSONNEL BENEFITS	**240,000**	**113,200**	**-52.8%**	**67,613**	**-40.3%**
3110 OFFICE SUPPLIES	0	0	0.0%	500	100.0%
Total SUPPLIES	**0**	**0**	**0.0%**	**500**	**100.0%**
4180 ADVERTISING/PRINTING	0	0	0.0%	11,530	100.0%
4195 OTHER PROFESSIONAL SERVICES	150,000	809,555	439.7%	1,092,368	34.9%
4230 POSTAGE	0	0	0.0%	1,000	100.0%
4920 MEMBERSHIP DUES	53,630	113,586	111.8%	80,200	-29.4%
4950 OTHER MISCELLANEOUS	0	100,000	100.0%	100,000	0.0%
Total SERVICES	**203,630**	**1,023,141**	**402.5%**	**1,285,098**	**25.6%**
5100 INTERGVT PROFESSIONAL SERV	60,469	91,130	50.7%	168,000	84.4%
5130 POLLUTION CONTROL	0	30,800	100.0%	35,900	16.6%
Total INTERGOVERNMENTAL	**60,469**	**121,930**	**101.6%**	**203,900**	**67.2%**
Total MISCELLANEOUS	**504,099**	**1,290,071**	**155.9%**	**1,629,856**	**26.3%**

001 CURRENT
55 POLICE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	9,854,718	10,738,283	9.0%	12,341,280	14.9%
1120 DEFERRED COMPENSATION MATCH	208,272	268,417	28.9%	354,307	32.0%
1125 RETIREE HEALTH SAVINGS PLAN	35,087	95,764	172.9%	43,192	-54.9%
1200 OVERTIME	875,400	796,275	-9.0%	850,000	6.7%
Total SALARIES	**10,973,477**	**11,898,739**	**8.4%**	**13,588,779**	**14.2%**
2110 SOCIAL SECURITY	702,912	715,898	1.8%	803,080	12.2%
2120 MEDICARE	159,870	171,317	7.2%	192,729	12.5%
2130 PENSION	298,382	582,933	95.4%	761,063	30.6%
2140 INSURANCE	1,490,149	1,909,159	28.1%	2,301,562	20.6%
2150 UNEMPLOYMENT	9,000	3,900	-56.7%	0	-100.0%
2160 WORKER'S COMPENSATION	102,570	149,491	45.7%	134,606	-10.0%
2170 UNIFORM ALLOWANCE	148,830	143,758	-3.4%	182,652	27.1%
Total PERSONNEL BENEFITS	**2,911,713**	**3,676,456**	**26.3%**	**4,375,692**	**19.0%**
3110 OFFICE SUPPLIES	81,000	75,087	-7.3%	74,060	-1.4%
3120 CLEANING & SANITATION SUPPLIES	2,850	2,000	-29.8%	650	-67.5%
3140 HOUSEHOLD SUPPLIES	1,450	0	-100.0%	0	0.0%
3170 PUBLICATIONS	9,155	6,670	-27.1%	6,790	1.8%
3180 COMPUTER SUPPLIES	2,190	4,150	89.5%	0	-100.0%
3190 OTHER OPERATING SUPPLIES	139,320	142,500	2.3%	135,055	-5.2%
3210 GASOLINE	550	620	12.7%	0	-100.0%
3220 DIESEL	8,000	0	-100.0%	0	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	117,100	100,166	-14.5%	99,481	-0.7%
3520 SMALL TOOLS - REPLACEMENT	87,750	0	-100.0%	15,975	100.0%
3530 ATTRACTIVE EQUIPMENT	2,258	46,924	1977.9%	67,480	43.8%
Total SUPPLIES	**451,623**	**378,117**	**-16.3%**	**399,491**	**5.7%**
4180 ADVERTISING/PRINTING	1,400	1,810	29.3%	1,000	-44.8%
4190 EMPLOYMENT	13,050	11,016	-15.6%	15,800	43.4%
4195 OTHER PROFESSIONAL SERVICES	101,480	89,158	-12.1%	110,035	23.4%
4210 TELEPHONE	202,000	232,320	15.0%	136,244	-41.4%
4220 CELL-PHONE/RADIO/PAGER	148,900	161,980	8.8%	167,890	3.6%
4230 POSTAGE	8,240	9,200	11.7%	8,150	-11.4%
4310 OUT OF TOWN	69,000	80,789	17.1%	80,637	-0.2%
4500 OPERATING RENTALS & LEASES	39,600	42,768	8.0%	36,650	-14.3%
4810 REPAIRS AND MAINTENANCE	48,950	44,767	-8.5%	22,400	-50.0%
4820 MAINTENANCE CONTRACTS	115,700	99,098	-14.3%	108,458	9.4%
4910 TRAINING AND CONFERENCE REGISTRATIONS	70,240	76,074	8.3%	76,226	0.2%
4920 MEMBERSHIP DUES	8,675	8,430	-2.8%	6,452	-23.5%

001 CURRENT
55 POLICE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
4930 LAUNDRY & OTHER SANITATION SERVICES	15,330	9,550	-37.7%	8,600	-9.9%
4950 OTHER MISCELLANEOUS	11,565	10,300	-10.9%	11,200	8.7%
Total SERVICES	**854,130**	**877,260**	**2.7%**	**789,742**	**-10.0%**
5120 DETENTION SERVICES	500,000	487,800	-2.4%	527,136	8.1%
Total INTERGOVERNMENTAL	**500,000**	**487,800**	**-2.4%**	**527,136**	**8.1%**
6410 NEW EQUIPMENT	82,825	61,529	-25.7%	18,147	-70.5%
6420 REPLACEMENT EQUIPMENT	6,892	0	-100.0%	0	0.0%
Total CAPITAL OUTLAY	**89,717**	**61,529**	**-31.4%**	**18,147**	**-70.5%**
Total POLICE	**15,780,660**	**17,379,901**	**10.1%**	**19,698,987**	**13.3%**

001 CURRENT
60 & 61 FIRE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	7,823,405	8,736,992	11.7%	10,035,348	14.9%
1120 DEFERRED COMPENSATION MATCH	140,892	159,990	13.6%	195,436	22.2%
1125 RETIREE HEALTH SAVINGS PLAN	13,436	104,255	675.9%	104,287	0.0%
1200 OVERTIME	614,357	625,723	1.9%	693,915	10.9%
Total SALARIES	**8,592,090**	**9,626,960**	**12.0%**	**11,028,986**	**14.6%**
2110 SOCIAL SECURITY	93,528	54,561	-41.7%	53,831	-1.3%
2120 MEDICARE	115,390	138,059	19.6%	132,328	-4.2%
2130 PENSION	252,705	467,430	85.0%	558,090	19.4%
2140 INSURANCE	1,250,696	1,446,774	15.7%	1,724,352	19.2%
2160 WORKER'S COMPENSATION	91,082	157,246	72.6%	131,672	-16.3%
2170 UNIFORM ALLOWANCE	56,600	48,506	-14.3%	82,091	69.2%
2180 TUITION REIMBURSEMENT	500	3,000	500.0%	3,000	0.0%
Total PERSONNEL BENEFITS	**1,860,501**	**2,315,576**	**24.5%**	**2,685,364**	**16.0%**
3110 OFFICE SUPPLIES	13,127	14,302	9.0%	23,186	62.1%
3120 CLEANING & SANITATION SUPPLIES	5,910	4,750	-19.6%	7,444	56.7%
3140 HOUSEHOLD SUPPLIES	5,870	9,840	67.6%	11,581	17.7%
3170 PUBLICATIONS	9,750	9,268	-4.9%	15,923	71.8%
3180 COMPUTER SUPPLIES	9,225	15,236	65.2%	9,700	-36.3%
3185 PERSONAL PROTECTIVE EQUIPMENT	59,086	55,769	-5.6%	93,803	68.2%
3190 OTHER OPERATING SUPPLIES	112,110	129,655	15.6%	138,489	6.8%
3192 FOOD AND REFRESHMENTS	1,750	2,424	38.5%	2,603	7.4%
3210 GASOLINE	1,000	500	-50.0%	1,500	200.0%
3220 DIESEL	48,800	0	-100.0%	0	0.0%
3451 FLEET PARTS	54,156	47,728	-11.9%	49,140	3.0%
3500 SMALL TOOLS & MINOR EQUIP.	826,623	17,070	-97.9%	42,682	150.0%
3530 ATTRACTIVE EQUIPMENT	10,426	5,200	-50.1%	55,485	967.0%
Total SUPPLIES	**1,157,833**	**311,742**	**-73.1%**	**451,536**	**44.8%**
4130 LEGAL	100	0	-100.0%	0	0.0%
4140 COMMUNICATIONS	1,200	1,200	0.0%	1,200	0.0%
4150 OTHER MISCELLANEOUS	2	0	-100.0%	0	0.0%
4160 COMPUTER	5,200	0	-100.0%	0	0.0%
4180 ADVERTISING/PRINTING	11,374	9,469	-16.7%	7,450	-21.3%
4195 OTHER PROFESSIONAL SERVICES	584,777	224,992	-61.5%	230,656	2.5%
4210 TELEPHONE	45,500	40,500	-11.0%	0	-100.0%
4220 CELL-PHONE/RADIO/PAGER	28,700	21,300	-25.8%	0	-100.0%
4230 POSTAGE	4,621	3,184	-31.1%	3,404	6.9%
4310 OUT OF TOWN	18,916	16,642	-12.0%	16,060	-3.5%

001 CURRENT
60 & 61 FIRE

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
4320 MILEAGE REIMBURSEMENT	200	406	103.2%	0	-100.0%
4330 BUSINESS MEALS	6,545	8,008	22.4%	8,658	8.1%
4500 OPERATING RENTALS & LEASES	2,850	3,920	37.5%	3,126	-20.3%
4710 WATER	120	70,000	58233.3%	70,000	0.0%
4730 SANITATION	300	0	-100.0%	0	0.0%
4750 ELECTRICITY	7,200	4,700	-34.7%	0	-100.0%
4810 REPAIRS AND MAINTENANCE	71,911	47,619	-33.8%	59,880	25.7%
4820 MAINTENANCE CONTRACTS	0	6,000	100.0%	6,000	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	47,076	33,941	-27.9%	31,565	-7.0%
4920 MEMBERSHIP DUES	5,820	5,340	-8.2%	6,070	13.7%
4930 LAUNDRY & OTHER SANITATION SERVICES	-80	395	-593.8%	1,038	162.8%
4950 OTHER MISCELLANEOUS	0	350	100.0%	350	0.0%
Total SERVICES	**842,332**	**497,966**	**-40.9%**	**445,457**	**-10.5%**
5140 PARAMEDIC SERVICES	270,000	0	-100.0%	315,000	100.0%
5150 FIRE AND EMS DISPATCH	296,950	297,136	0.1%	350,878	18.1%
5160 HAZMAT SERVICES	8,100	9,400	16.0%	10,400	10.6%
5180 OTHER INTERGOVERNMENTAL SERVICES	71,630	77,500	8.2%	95,500	23.2%
Total INTERGOVERNMENTAL	**646,680**	**384,036**	**-40.6%**	**771,778**	**101.0%**
6410 NEW EQUIPMENT	0	0	0.0%	113,500	100.0%
Total CAPITAL OUTLAY	**0**	**0**	**0.0%**	**113,500**	**100.0%**
Total FIRE	**13,099,436**	**13,136,280**	**0.3%**	**15,496,621**	**18.0%**

001 CURRENT
75 ENGINEERING

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	964,354	2,121,002	119.9%	3,461,455	63.2%
1120 DEFERRED COMPENSATION MATCH	22,518	55,585	146.8%	70,934	27.6%
1125 RETIREE HEALTH SAVINGS PLAN	9,885	21,442	116.9%	23,645	10.3%
1200 OVERTIME	5,198	23,360	349.4%	17,500	-25.1%
Total SALARIES	**1,001,955**	**2,221,389**	**121.7%**	**3,573,534**	**60.9%**
2110 SOCIAL SECURITY	62,416	137,069	119.6%	150,490	9.8%
2120 MEDICARE	15,103	32,622	116.0%	35,729	9.5%
2130 PENSION	21,080	115,503	447.9%	171,861	48.8%
2140 INSURANCE	154,353	477,232	209.2%	531,248	11.3%
2150 UNEMPLOYMENT	2,000	0	-100.0%	0	0.0%
2160 WORKER'S COMPENSATION	4,922	7,946	61.4%	12,896	62.3%
2170 UNIFORM ALLOWANCE	500	1,360	172.0%	1,840	35.3%
Total PERSONNEL BENEFITS	**260,374**	**771,732**	**196.4%**	**904,064**	**17.1%**
3100 OFFICE & OPER. SUPPLIES	4	0	-100.0%	0	0.0%
3110 OFFICE SUPPLIES	10,266	16,050	56.3%	20,200	25.9%
3170 PUBLICATIONS	2,820	4,300	52.5%	5,600	30.2%
3185 PERSONAL PROTECTIVE EQUIPMENT	3,220	2,500	-22.4%	3,060	22.4%
3192 FOOD AND REFRESHMENTS	600	800	33.3%	1,460	82.5%
3500 SMALL TOOLS & MINOR EQUIP.	1,690	3,500	107.1%	6,500	85.7%
Total SUPPLIES	**18,600**	**27,150**	**46.0%**	**36,820**	**35.6%**
4100 PROFESSIONAL SERVICES	17,200	18,000	4.7%	18,000	0.0%
4120 ENGINEERING	149,000	170,000	14.1%	230,000	35.3%
4180 ADVERTISING/PRINTING	5,860	5,800	-1.0%	13,950	140.5%
4190 EMPLOYMENT	700	0	-100.0%	0	0.0%
4195 OTHER PROFESSIONAL SERVICES	182,945	137,000	-25.1%	157,000	14.6%
4210 TELEPHONE	3,481	0	-100.0%	0	0.0%
4220 CELL-PHONE/RADIO/PAGER	4,772	11,100	132.6%	0	-100.0%
4230 POSTAGE	2,300	2,800	21.7%	2,500	-10.7%
4310 OUT OF TOWN	9,119	7,175	-21.3%	4,880	-32.0%
4320 MILEAGE REIMBURSEMENT	1,060	1,000	-5.7%	1,200	20.0%
4330 BUSINESS MEALS	2,020	3,660	81.2%	4,010	9.6%
4510 GENERAL EQUIPMENT RENTAL	707	600	-15.1%	6,200	933.3%
4810 REPAIRS AND MAINTENANCE	200	200	0.0%	100	-50.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	14,529	16,850	16.0%	17,600	4.5%
4920 MEMBERSHIP DUES	2,190	3,880	77.2%	5,000	28.9%
4940 OTHER CONTRACTUAL SERVICES	1,762	4,800	172.4%	4,000	-16.7%
4950 OTHER MISCELLANEOUS	0	200	100.0%	0	-100.0%
Total SERVICES	**397,845**	**383,065**	**-3.7%**	**464,440**	**21.2%**
6410 NEW EQUIPMENT	0	0	0.0%	54,000	100.0%
Total CAPITAL OUTLAY	**0**	**0**	**0.0%**	**54,000**	**100.0%**
Total ENGINEERING	**1,678,774**	**3,403,336**	**102.7%**	**5,032,858**	**47.9%**

001 CURRENT
77 PARK FACILITIES

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	1,005,749	970,029	-3.6%	1,111,587	14.6%
1120 DEFERRED COMPENSATION MATCH	21,316	23,331	9.5%	30,966	32.7%
1125 RETIREE HEALTH SAVINGS PLAN	9,775	9,105	-6.9%	10,321	13.4%
1200 OVERTIME	14,500	10,000	-31.0%	10,800	8.0%
Total SALARIES	**1,051,340**	**1,012,465**	**-3.7%**	**1,163,674**	**14.9%**
2110 SOCIAL SECURITY	64,254	62,209	-3.2%	71,390	14.8%
2120 MEDICARE	15,055	14,549	-3.4%	16,697	14.8%
2130 PENSION	20,400	48,888	139.6%	75,295	54.0%
2140 INSURANCE	147,473	175,034	18.7%	207,819	18.7%
2150 UNEMPLOYMENT	2,400	0	-100.0%	0	0.0%
2160 WORKER'S COMPENSATION	13,166	5,530	-58.0%	21,956	297.0%
2170 UNIFORM ALLOWANCE	2,280	1,550	-32.0%	3,720	140.0%
Total PERSONNEL BENEFITS	**265,028**	**307,760**	**16.1%**	**396,877**	**29.0%**
3100 OFFICE & OPER. SUPPLIES	6,600	13,316	101.8%	2,040	-84.7%
3110 OFFICE SUPPLIES	7,200	17,780	146.9%	7,500	-57.8%
3120 CLEANING & SANITATION SUPPLIES	5,175	5,300	2.4%	7,400	39.6%
3130 CONSTRUCTION MATERIALS & SUPPLIES	13,843	16,000	15.6%	19,000	18.8%
3140 HOUSEHOLD SUPPLIES	700	400	-42.9%	400	0.0%
3150 PAINT SUPPLIES	1,157	1,000	-13.5%	1,000	0.0%
3160 PLUMBING SUPPLIES	6,000	6,000	0.0%	7,000	16.7%
3170 PUBLICATIONS	250	0	-100.0%	0	0.0%
3180 COMPUTER SUPPLIES	200	0	-100.0%	0	0.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	3,000	1,400	-53.3%	2,200	57.1%
3190 OTHER OPERATING SUPPLIES	35,300	19,300	-45.3%	53,250	175.9%
3191 ARTS AND CRAFTS SUPPLIES	14,920	500	-96.6%	500	0.0%
3192 FOOD AND REFRESHMENTS	4,650	400	-91.4%	600	50.0%
3193 LANDSCAPE SUPPLIES	27,300	30,400	11.4%	33,000	8.6%
3195 *** Title Not Found ***	9,000	12,400	37.8%	11,500	-7.3%
3200 FUEL CONSUMED	1,800	2,000	11.1%	2,000	0.0%
3500 SMALL TOOLS & MINOR EQUIP.	2,700	10,100	274.1%	2,500	-75.2%
3530 ATTRACTIVE EQUIPMENT	5,500	7,350	33.6%	5,850	-20.4%
Total SUPPLIES	**145,295**	**143,646**	**-1.1%**	**155,740**	**8.4%**
4100 PROFESSIONAL SERVICES	268,915	210,350	-21.8%	216,280	2.8%
4180 ADVERTISING/PRINTING	36,555	47,400	29.7%	49,750	5.0%
4181 GRAPHIC DESIGN	1,550	0	-100.0%	0	0.0%
4195 OTHER PROFESSIONAL SERVICES	94,910	121,500	28.0%	157,600	29.7%
4197 *** Title Not Found ***	78,000	66,000	-15.4%	62,000	-6.1%

001 CURRENT
77 PARK FACILITIES

Title/Object		2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
4210	TELEPHONE	11,940	12,000	0.5%	12,000	0.0%
4220	CELL-PHONE/RADIO/PAGER	10,980	8,560	-22.0%	0	-100.0%
4230	POSTAGE	5,100	2,000	-60.8%	2,000	0.0%
4310	OUT OF TOWN	3,979	6,140	54.3%	10,100	64.5%
4320	MILEAGE REIMBURSEMENT	200	400	100.0%	400	0.0%
4330	BUSINESS MEALS	36	0	-100.0%	1,480	100.0%
4400	ADVERTISING	3,200	0	-100.0%	0	0.0%
4510	GENERAL EQUIPMENT RENTAL	11,600	11,000	-5.2%	18,000	63.6%
4520	FACILITIES RENTAL	22,835	17,000	-25.6%	8,000	-52.9%
4710	WATER	0	65,400	100.0%	132,400	102.4%
4720	SEWER	0	27,400	100.0%	27,400	0.0%
4730	SANITATION	1,000	0	-100.0%	300	100.0%
4740	NATURAL GAS	0	6,300	100.0%	6,300	0.0%
4750	ELECTRICITY	0	69,000	100.0%	78,000	13.0%
4760	EMS	0	1,200	100.0%	1,200	0.0%
4810	REPAIRS AND MAINTENANCE	9,000	4,600	-48.9%	9,000	95.7%
4900	MISCELLANEOUS	13,600	11,200	-17.6%	8,100	-27.7%
4910	TRAINING AND CONFERENCE REGISTRATIONS	6,500	12,070	85.7%	20,560	70.3%
4920	MEMBERSHIP DUES	2,200	2,600	18.2%	3,100	19.2%
4930	LAUNDRY & OTHER SANITATION SERVICES	7,100	7,200	1.4%	8,640	20.0%
Total	**SERVICES**	**589,200**	**709,320**	**20.4%**	**832,610**	**17.4%**
6300	OTHER IMPROVEMENTS	1,695,068	2,041,971	20.5%	0	-100.0%
Total	**CAPITAL OUTLAY**	**1,695,068**	**2,041,971**	**20.5%**	**0**	**-100.0%**
Total	**PARK FACILITIES**	**3,745,931**	**4,215,162**	**12.5%**	**2,548,901**	**-39.5%**

001 CURRENT
80 COMMUNITY DEVELOPMENT

Title/Object	2003-04 Budget	2005-06 Budget	% Change	2007-08 Proposed	% Change
1110 SALARIES	2,258,984	2,617,309	15.9%	3,189,514	21.9%
1120 DEFERRED COMPENSATION MATCH	49,503	58,432	18.0%	76,206	30.4%
1125 RETIREE HEALTH SAVINGS PLAN	22,189	25,323	14.1%	26,613	5.1%
1200 OVERTIME	27,000	36,500	35.2%	43,000	17.8%
Total SALARIES	**2,357,676**	**2,737,564**	**16.1%**	**3,335,333**	**21.8%**
2110 SOCIAL SECURITY	141,059	163,052	15.6%	171,086	4.9%
2120 MEDICARE	34,101	39,596	16.1%	41,398	4.6%
2130 PENSION	46,810	136,361	191.3%	195,030	43.0%
2140 INSURANCE	353,938	505,675	42.9%	644,727	27.5%
2150 UNEMPLOYMENT	9,000	0	-100.0%	0	0.0%
2160 WORKER'S COMPENSATION	17,969	9,530	-47.0%	17,196	80.4%
2170 UNIFORM ALLOWANCE	1,470	1,700	15.6%	1,500	-11.8%
Total PERSONNEL BENEFITS	**604,347**	**855,914**	**41.6%**	**1,070,937**	**25.1%**
3110 OFFICE SUPPLIES	34,450	58,825	70.8%	58,500	-0.6%
3170 PUBLICATIONS	8,435	6,725	-20.3%	6,700	-0.4%
3180 COMPUTER SUPPLIES	200	0	-100.0%	0	0.0%
3185 PERSONAL PROTECTIVE EQUIPMENT	1,730	2,000	15.6%	1,500	-25.0%
3192 FOOD AND REFRESHMENTS	700	900	28.6%	1,000	11.1%
3500 SMALL TOOLS & MINOR EQUIP.	300	400	33.3%	2,600	550.0%
Total SUPPLIES	**45,815**	**68,850**	**50.3%**	**70,300**	**2.1%**
4100 PROFESSIONAL SERVICES	54,060	0	-100.0%	0	0.0%
4120 ENGINEERING	110,000	100,000	-9.1%	100,000	0.0%
4170 MESSENGER	1,200	2,000	66.7%	1,500	-25.0%
4180 ADVERTISING/PRINTING	45,100	44,000	-2.4%	50,000	13.6%
4195 OTHER PROFESSIONAL SERVICES	406,156	445,200	9.6%	674,840	51.6%
4210 TELEPHONE	19,323	0	-100.0%	0	0.0%
4220 CELL-PHONE/RADIO/PAGER	9,181	10,600	15.5%	0	-100.0%
4230 POSTAGE	8,300	9,400	13.3%	17,000	80.9%
4310 OUT OF TOWN	22,150	25,370	14.5%	27,100	6.8%
4320 MILEAGE REIMBURSEMENT	1,040	970	-6.7%	750	-22.7%
4330 BUSINESS MEALS	3,900	4,950	26.9%	4,950	0.0%
4510 GENERAL EQUIPMENT RENTAL	12,000	21,900	82.5%	21,400	-2.3%
4821 SIGNAL MAINTENANCE	20,000	0	-100.0%	0	0.0%
4910 TRAINING AND CONFERENCE REGISTRATIONS	18,400	22,760	23.7%	22,760	0.0%
4920 MEMBERSHIP DUES	60,560	7,385	-87.8%	9,100	23.2%
4940 OTHER CONTRACTUAL SERVICES	6,500	27,400	321.5%	30,000	9.5%
4950 OTHER MISCELLANEOUS	1,000	1,000	0.0%	1,000	0.0%
Total SERVICES	**798,870**	**722,935**	**-9.5%**	**960,400**	**32.8%**

001 CURRENT
80 COMMUNITY DEVELOPMENT

5180 OTHER INTERGOVERNMENTAL SERVICES	24,000	0	-100.0%	0	0.0%
Total INTERGOVERNMENTAL	**24,000**	**0**	**-100.0%**	**0**	**0.0%**
6300 OTHER IMPROVEMENTS	40,000	0	-100.0%	0	0.0%
6410 NEW EQUIPMENT	0	0	0.0%	18,500	100.0%
Total CAPITAL OUTLAY	**40,000**	**0**	**-100.0%**	**18,500**	**100.0%**
Total PLANNING	**3,870,708**	**4,385,263**	**13.3%**	**5,455,470**	**24.4%**